



# Infor Infinium MM/PR Order Processing Guide to Setup and Processing

Volume 1

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# Table of Contents

## Volume 1

About This Guide .....	1
<b>Chapter 1 Infinium OP: An Overview .....</b>	<b>1-1</b>
Infinium OP Overview .....	1-2
System Overview .....	1-3
Terminology and Concepts .....	1-7
<b>Chapter 2 Defining Control and Master Files.....</b>	<b>2-1</b>
Overview of Control and Master Files .....	2-2
Maintaining Entity Controls .....	2-3
Maintaining Company Controls .....	2-16
Maintaining Warehouse Controls .....	2-22
Maintaining Order Numbers Validation .....	2-27
Maintaining the Sales Tax File .....	2-30
Maintaining Code Tables .....	2-32
Maintaining User Defined Action Codes.....	2-35
Maintaining User Defined Field Descriptions .....	2-37
<b>Chapter 3 Working with Other Files for Processing Orders .....</b>	<b>3-1</b>
Overview of Working with Other Files for Processing Orders .....	3-2
Maintaining the Salesperson File .....	3-3
Maintaining the Miscellaneous Charges File.....	3-5
Maintaining the Sales Reference No. File .....	3-7

---

Maintaining the Price Support File.....	3-10
Maintaining the Large Order Discount File.....	3-12
Maintaining the Customer Master File.....	3-18
Displaying Customer Information .....	3-32
Maintaining the Customer Comments File .....	3-35
Maintaining the Customer/Product Comments File.....	3-37
Maintaining Customer Product Requirements.....	3-39
Maintaining the Product Master File .....	3-42
Maintaining the Product Substitution File .....	3-44
Maintaining Product Exclusions/Inclusions .....	3-46
Maintaining Picking Sequence .....	3-49
<b>Chapter 4 Creating and Processing Orders.....</b>	<b>4-1</b>
Overview of Creating and Processing Orders .....	4-2
Creating and Modifying Order Types.....	4-3
Entering Orders.....	4-19
Automatic Transfer Orders .....	4-64
<b>Chapter 5 Processing Order Shipments .....</b>	<b>5-1</b>
Overview of Processing Order Shipments .....	5-2
Displaying Products Available for Shipment.....	5-3
Modifying Orders Prior to Shipping.....	5-13
Generating Order Documents and Shipping Orders .....	5-19
Printing Order Acknowledgements.....	5-20
Printing Pick Tickets .....	5-23
Printing Shipping Labels.....	5-37
Processing Shipments .....	5-40
<b>Chapter 6 Processing Invoices .....</b>	<b>6-1</b>
Overview of Processing Invoices.....	6-2
Modifying Orders Prior to Processing Invoices .....	6-3
Printing Preliminary Invoices .....	6-8
Printing Final Invoices.....	6-10

---

---

<b>Chapter 7 Processing Returns .....</b>	<b>7-1</b>
Overview of Processing Returns .....	7-2
Processing Credit Memos.....	7-3
Processing Debit Memos.....	7-6
Creating Return Goods Authorization.....	7-7
Creating the Credit Memo and Inventory Adjustment .....	7-12
Displaying Return Goods Authorization History .....	7-16
 <b>Chapter 8 Processing Warehouse Transfers.....</b>	 <b>8-1</b>
Overview of Processing Warehouse Transfers .....	8-2
Setting Up Warehouses in the Customer Sold-To Master File .....	8-3
Entering Warehouse Transfer Orders .....	8-6
Processing Warehouse Receipts .....	8-8
 <b>Chapter 9 Working with Order Status.....</b>	 <b>9-1</b>
Overview of Working with Order Status .....	9-2
Releasing Master Orders.....	9-3
Working with Orders On Hold.....	9-6
Resetting Order Status .....	9-9
Audit Tracing an Order .....	9-11
Displaying Open Orders On Hold .....	9-13
Displaying Open Orders .....	9-16
Displaying Open Orders with Batches.....	9-20
Displaying Order History.....	9-24
 <b>Chapter 10 Working with Pricing .....</b>	 <b>10-1</b>
Overview of Working with Pricing .....	10-2
Maintaining the Product Master File .....	10-3
Maintaining the Customer Master File.....	10-7
Working with Price Modeling .....	10-10
Establishing Initial and Base Pricing.....	10-13
Establishing Customer/Product Pricing .....	10-19
Establishing Product/Group Quote Pricing.....	10-22
Establishing Customer/Product Quote Pricing .....	10-26

---

Establishing Contract Pricing.....	10-29
Calculating the Product Selling Price .....	10-32
Performing Mass Price Updates.....	10-35
<b>Chapter 11 Working with Promotions.....</b>	<b>11-1</b>
Overview of Multi-Level Promotions.....	11-2
Setting Up the Controls and Master Files for Multi-level Promotions .....	11-4
Processing Promotions through Infinium OP .....	11-7
Printing Cumulative Discounts.....	11-19
Creating and Processing Orders with Multi-Level Promotions.....	11-20
Processing Order Shipments with FOC Items.....	11-27
Processing Return Goods Authorization (RGA) with Multi-Level Promotions .....	11-30
Multi-Level Promotion and Discount Calculation Methods.....	11-33
<b>Chapter 12 Working with Customer Service.....</b>	<b>12-1</b>
Overview of Working with Customer Service .....	12-2
Displaying Open Customer Orders.....	12-3
Displaying Order History by Customer .....	12-6
Working with Order Audit Trace .....	12-9
Displaying Available to Promise .....	12-11
Displaying Available Inventory by Units and Containers.....	12-16
Working with Credit Inquiries.....	12-21
<b>Chapter 13 Analyzing Sales.....</b>	<b>13-1</b>
Overview of Analyzing Sales .....	13-2
Defining Sales Analysis Controls.....	13-3
Working with Sales Analysis Displays.....	13-11
<b>Chapter 14 Working with Electronic Data Interchange.....</b>	<b>14-1</b>
Overview of Working with Electronic Data Interchange .....	14-2
EDI Processing Flow .....	14-3
Accepting EDI Transactions .....	14-4
Working with EDI Batch Entry .....	14-6
Working with Batch Maintenance .....	14-10

---

Proofing EDI Batches .....	14-14
Posting EDI Batches.....	14-17
Working with EDI Purge.....	14-19
Displaying the EDI Send File.....	14-20
Purging the EDI Send File .....	14-23
<b>Chapter 15 Working with Supervisor Functions .....</b>	<b>15-1</b>
Overview of Working with Supervisor Functions.....	15-2
Processing End of Day .....	15-4
Purging Order Processing Files.....	15-6
Working with Order Processing Utilities .....	15-12

---

## Volume 2

<b>Appendix A Generating Infinium OP Reports.....</b>	<b>A-1</b>
Printing the Order Analysis Report.....	A-2
Printing the Order Detail Cost Report.....	A-6
Printing the Scheduled or Actual Shipments Report.....	A-9
Printing the Profitability Report.....	A-12
Printing the History Cost Summary .....	A-15
Printing the History Invoice Register .....	A-18
Printing the Master Order Expiration Report .....	A-21
Printing the Open Master Order Report .....	A-24
Printing the Credit Action Report.....	A-27
Generating Sales Analysis Reports.....	A-30
Printing Sales Analysis Reports by Product.....	A-31
Printing Sales Analysis Reports by Customer.....	A-34
Printing Customer Ranking by Sales.....	A-37
Printing Product Ranking by Sales.....	A-40
Printing Sales Tax Detail Report .....	A-43
Printing Sales Tax Summary Report .....	A-46
Printing the Volume and Sales Report .....	A-49
Printing Summary and Sales Analysis by Salesperson .....	A-52
Printing Detail Salesperson Analysis with Variance.....	A-55
Printing the Sales Budget Report .....	A-58
<b>Appendix B Infinium Order Processing Menu Tree .....</b>	<b>B-1</b>
<b>Appendix C Understanding Storage Index Validation.....</b>	<b>C-1</b>
Overview .....	C-2
Establishing Storage Indexes .....	C-3
Storage Index Validation.....	C-4
Storage Index Examples.....	C-8

---



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<b>Appendix D Kit Processing.....</b>	<b>D-1</b>
Overview .....	D-2
Creating a Kit .....	D-4
Creating the Raw Materials .....	D-6
Creating the Purchased Products.....	D-14
Creating Formulas .....	D-20
Creating the Container Bills of Materials .....	D-25
Creating the Final Kit Components.....	D-30
Creating the Final Kit Formula.....	D-35
Creating the Final Kit Product.....	D-39
Kit Interfaces to Other Systems.....	D-41
Costing Kits.....	D-43
 <b>Appendix E Maintaining the Item Warehouse File .....</b>	<b>E-1</b>
Overview of Maintaining the Item Warehouse File.....	E-2
Understanding Item Warehouse Records .....	E-3
Creating and Updating an Item Warehouse Record .....	E-6
Copying Item Warehouse Records.....	E-35
System Specific Information .....	E-36
 <b>Appendix F Using Multiple Currencies in Infinium OP .....</b>	<b>F-1</b>
Overview of Multiple Currency Setup and Processing .....	F-2
Defining Currency Controls in Infinium CA.....	F-6
Defining Currency Controls in Infinium OP.....	F-13
Understanding Multiple Currencies in Order Entry.....	F-32
 <b>Appendix G Using Infinium GT in Infinium OP .....</b>	<b>G-1</b>
Overview of Infinium GT and Infinium OP Interface.....	G-2
Defining Global Tax Controls in Infinium CA.....	G-7
Defining Tax Controls for Infinium OP .....	G-17
Understanding Infinium GT in Order Entry with Infinium AR.....	G-25
Sample Preliminary Invoice Reports .....	G-32

---

<b>Appendix H Using Vertex™ SalesTax in Infinium OP.....</b>	<b>H-1</b>
Overview of Vertex SalesTax Processing .....	H-2
Defining Vertex Tax Controls in Infinium CA .....	H-3
Defining Vertex Tax Controls in Infinium OP .....	H-5
Understanding Vertex Tax Controls in Order Entry.....	H-16

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## About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide

## Intended Audience

This guide is for personnel responsible for the implementation, maintenance, and daily activities of Infinium Order Processing, including project managers, production managers, team leaders, internal trainers, and data entry staff.

This guide assumes you already have set up Infinium Cross Applications, Infinium General Ledger, Infinium Journal Processor, and any other applicable Infinium applications before you follow the steps and instructions contained in this guide.

## Purpose of This Guide

This guide shows you how to use Infinium Order processing to perform specific order processing tasks.

## Organization of This Guide

This guide is divided into parts. Each part contains overview and detail information. Appendixes in this guide provide you with additional reference information.

## Conventions Used in This Guide

This section describes the following conventions we use in this guide:

- Font and Wording Conventions
-

- Prompt and Selection Screens
- Infinium and Corresponding Abbreviated Names

## Font and Wording Conventions

Convention	Description	Example
F4	Represents a key on your keyboard.	Press F4 to display a list from which you can select a valid entry.
<i>Menu Options and Field Names</i>	<i>Italics</i> typeface for a menu option or a field name.  This guide uses the same abbreviations that the system displays on the screen.	Select <i>Print Appl Hist by Cash Rcpt</i> and press Enter.  The system enters a default value in the <i>Company code</i> field.
[Quick Access Codes]	A code in brackets [ ] that represents a quick access code for a menu option.	Select <i>Maintain Company Controls</i> [MCC].
<b>Data you type</b> and <b>System generated messages</b>	A <b>bold</b> typeface for data that you type on your keyboard or for messages that the system displays on your screen.	Type <b>CA</b> in the <i>System</i> field.  The system displays the following message:  Press Enter again to save your changes
Select...	An instruction that tells you to choose a menu option. Position your cursor at the desired location, type any non-blank character, and then press Enter.	Select <i>Submit Autocash to Batch</i> and press Enter.  To select a draft session and change its information, type 2 next to the appropriate draft session and press Enter.
Menu Selection Steps	Unless otherwise stated, the steps for each task always begin at the main menu.	Select <i>Control File Maintenance</i> .  Select <i>Maintain Company Controls</i> [MCC].

---

Convention	Description	Example
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications for the AS/400 or iSeries.	<i>Infinium Cross Applications Guide to System Controls and Materials Maintenance</i> is referred to as <i>Infinium CA Guide to System Controls and Materials Maintenance</i> .

## Prompt and Selection Screens

A prompt screen, similar to Figure 1, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 2, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen(s) again.

```
2/01/1998  9:00:00  Warehouse Security Maintenance  DMGWSM  DMDWSM

Company . . . . . ISI +
User profile . . . . . MMTRAIN

F3=Exit  F4=Prompt  F10=QuickAccess
```

Figure 1: Warehouse Security Maintenance prompt screen

```
2/01/1998  9:00:00  Warehouse Security Maintenance  DMGWSM  DMDWSM

User profile . . . . . : MMTRAIN

Enter 0 to restrict access ; 1 to allow access

  Cmpy  Whse  Description
  1    IS1  ISW1  INFINIUM WAREHOUSE #1      HYANNIS      MA
  1    IS1  ISW3  INFINIUM WAREHOUSE #3      DENNIS       MA

Bottom

F3=Exit  F10=QuickAccess
```

Figure 2: Warehouse Security Maintenance selection screen

## Infinium and Corresponding Abbreviated Names

You may notice references to software applications that are abbreviated. Each Infinium application has a corresponding a short name.

The table below shows the Infinium name and its abbreviated name.

Infinium Name	Infinium Abbreviated Names
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X

Infinium Name	Infinium Abbreviated Names
<b>Infinium Materials Management Suite</b>	<b>Infinium MM</b>
Infinium Purchase Management	Infinium PM
Infinium Inventory Control	Infinium IC
Infinium Order Processing	Infinium OP
Infinium Electronic Exchange	Infinium EX
Infinium Journal Processor	Infinium JP
Infinium Cross Applications	Infinium CA

Infinium Name	Infinium Abbreviated Names
<b>Infinium Process Manufacturing Suite</b>	<b>Infinium PR</b>
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM
Infinium Laboratory Management	Infinium LA

## Related Documentation

For further information about the Infinium Order Processing system, refer to the following relevant documents:

- *Infinium CA Guide to System Controls and Materials Maintenance*
- Infinium IC Guide to Setup and Processing
- Infinium OP Installation Details
- Infinium MM/PR Release Notes
- On-line help text

## Notes



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# Chapter 1 Infinium OP: An Overview

# 1

The chapter consists of the following topics:

Topic	Page
Infinium OP Overview	1-2
System Overview	1-3
Terminology and Concepts	1-7

---

## Infinium OP Overview

This topic is an introduction to Infinium OP and contains basic information to guide you through this course. Infinium OP is composed of five separate modules including:

- Order Processing Entry
- Product Pricing
- Sales Analysis
- Customer Service
- Electronic Data Interchange (EDI)

This information is presented in the following sections:

- System Overview
  - Terminology and Concepts
-

# System Overview

Infinium OP is a group of modules that allows you to do the following:

- Manage customer sales orders from entry of the order through invoicing
- Track sales history for each order processed
- Establish product pricing to be automatically retrieved when orders are created
- Receive and invoice customer orders and billing electronically through Electronic Data Interchange technology

## Controls

Infinium OP has several functions that enable you to customize the system.

Through Control file maintenance, define system-wide, company, and warehouse-specific values as follows:

- Entity controls allow you to establish system-wide default values such as payment terms and ship days
- Company controls allow you to establish default controls for fields not maintained in the entity control file, or establish exceptions to your entries in the entity file
- Warehouse controls allow you to establish default controls not previously established in the entity or company files, or controls for the warehouse that are exceptions to the entity and company default values
- Other controls allow you to create order types, sales tax codes, order number validation ranges by company and/or location, code values, user defined action codes and user defined field descriptions

## Files

In *Order Processing File Maintenance* you build and maintain the files used in day-to-day operations as follows:

- Enter and maintain new or existing customer bill-to, sold-to, and ship-to records in the *Work with Customers* option
-

- Access and maintain the customer and customer/product comment files
- Build the salesperson file and then assign the salesperson ID to the appropriate customers, if sales or commissions are tracked by salesperson
- Use the Sales Reference file to establish a cross reference between the product name or number your customer uses for ordering and the product number you assign
- Maintain Price Support, Large Order Discount, Multi-level Discounts and Promotions and other maintenance files that may be relevant to your business operations

## Parameters

Infinium OP parameters provide the following opportunities for customizing your system:

- Control the timing, sequence, and destination of various reports
- Establish when and where Material Safety Data Sheets print
- Establish parameters for file lookup sequences, conversions, sales tax computations, and pricing

## Processing

You can enter various types of customer orders, perform warehouse transfers, process shipments, and print invoices and credit memos.

### Order Processing Entry

Enter customer orders and credits through *Order Processing Entry*. Maintain existing orders through *Order Processing Modification* or *Order Modification After Shipping*.

### Shipment Processing

Process full or partial shipments of goods using *Order Processing Shipping*. Inventory is relieved at this time.

---

## Warehouse Receiving

If you use Infinium OP to make warehouse transfers, use the *Warehouse Receiving* option to move the goods into the target warehouse. Until they are received, they are included in the target warehouse's inventory as in-transit.

## Output

The system produces invoices, order acknowledgments, pick tickets, bills of lading, gross profit shipping reports, end of day reports, and other miscellaneous reports.

## Acknowledgment

Infinium OP allows you to print order acknowledgments to send to customers verifying the products, quantities, prices, and terms of the order.

## Bill of Lading

The system produces a bill of lading based on the products ordered. You can tailor the way in which your bill of lading prints, including printing the contents of a kit product in “most hazardous components first” order. The system retrieves the gross weight used to calculate the total weight for the order from the product file.

## Gross Profit

In the *Print Preliminary Invoices* and *Print Final Invoices* options, the system automatically produces a Gross Profit Shipping report, which details items ordered, quantity, selling price and cost. It also calculates gross profit by line, order and total orders.

## Invoice Processing

After processing shipments, you can print either preliminary or final invoices. Use the preliminary invoice run for editing purposes prior to printing final invoices. As part of final invoice processing, the system automatically updates several files including sales, accounts receivable, credit and customer files.

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## Packing List

When you ship an order, you can print a packing list showing each item ordered, the quantity shipped and the quantity backordered if the shipped quantity was less than the quantity ordered.

## Pick Ticket

When you enter orders, the system automatically generates a pick ticket that provides the personnel filling the order with a list of the items and quantities ordered, and any additional information or comments you choose to include.

## Shipping Labels

At your option, the system prints shipping labels that you can use to label packages. The label includes the customer's shipping address, order number, and your return address.

## Additional Reports

You determine processing steps at which the system prints additional reports by the entries you make in the system parameter file. These reports include:

- Daily Cost Summary Report
  - Invoice Register Report
  - Miscellaneous Changes Report
-

# Terminology and Concepts

This section contains Infinium Software and Infinium OP terminology you should understand before you go on to the detailed topics.

## Action Code

An Action code is a two-character designator defined by the system. This feature allows you to move quickly to various functions, perform brief tasks, and return to your current task. Access points are provided on the Order Header and Order Inventoried Items screens in order processing entry, modification, and shipping. Among the tasks accomplished using Action codes are comment file maintenance and inventory availability lookups.

## Base Currency

Define base currency in the *Work with Company Controls* option on the Base Application Information attribute in Infinium CA. This represents the currency in which the designated GL Integration Company maintains its primary accounting entries and inventory costs.

## Bill-To Customer

The Bill-To Customer record establishes the customer in Infinium AR. Maintain this record through either Accounts Receivable or Infinium OP *Work with Customers*. You must specify a bill-to record for each sold-to record entered, but you can assign multiple sold-to customers to a single bill-to customer.

## Code Types and Code Values

A code type is a three-character designator defined by the system. For each code type, a list of values called code values is defined by the user. For example, code type CHD defines credit hold reasons. For this code, define

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code values such as AHLD, CHP11, and NSF to indicate the different reasons for placing an order on credit hold.

## Company

Company, as used in order processing, is your organization acting either as a single legal entity or as a member of a multi-company organization.

## Customers

Customers are organizations that purchase goods or services from your organization.

## Discount Basis

Discount Basis is the method used for multi-level discount calculations. There are two types of discount basis, Gross or Compounded. The Gross discount method calculates the discount based on the original unit price for each level. The Compounded discount method calculates the discount based on the net price for each level.

## Electronic Data Interchange

Electronic data interchange (EDI) is the exchange of company business documents via computers. With electronic data interchange, your customers can transmit orders directly to your system where they can be reviewed, edited, and posted directly to Infinium OP.

## Entity

Entity refers to information and controls that are applicable to the entire Infinium OP system. Entries you make in the entity file are used as the highest level defaults. For example, an entity value is the payment term employed by your organization. Because this is entered at the entity level, all companies, warehouses and customers default to this payment term unless you enter an exception in a lower level file.

---



## FOC Products

FOC product indicates free-of-charge products.

## Formula by Location

These are formulas or bills of material that are specific to companies or warehouses. For example, you can create different versions of the same formula or bill of material for a specific location using the same formula identifier or bill of material identifier.

## Hierarchy

Order processing organizes policy data by levels, with each level subordinate to the next level. This design feature is called hierarchy. The lowest level in the order processing hierarchy is the order level, followed by customer, warehouse, company, and finally, entity.

The system searches from the lowest to the highest level. If policy information is not found at the order level, the system searches the customer level, then the warehouse level, the company level, and finally, the entity level.

Assign policy codes at higher levels (entity and company) to serve as defaults. Next, assign policy codes at lower levels (warehouse, customer and order) to serve as exceptions to the defaults entered at the higher levels. This order processing feature enables you to make processing and/or reporting more specialized.

## Infinium MM Suite

The Infinium MM Suite includes the following applications: Infinium CA, Infinium IC, Infinium PM, Infinium OP, and Infinium JP.

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## Infinium PR Suite

The Infinium PR Suite includes the following applications: Infinium PF, Infinium MP, Infinium RM, Infinium MC, and Infinium LA. Both the Infinium MM and Infinium PR suites use Infinium CA.

## Location

Location enables you to define multiple locations within individual companies to facilitate the organization of various functions. For example, you may store and ship materials from warehouses in different cities, each defined as locations with a unique location code.

## Master Order

This is a specialized order type from which new orders are created based on the release of quantities from the original quantity. There are two types of master orders: regular master orders that expire when the master order quantity is fully released and recurring master orders that are in effect for a specified time period.

## Multi-Level Discounts and Promotions

The purpose of promotional pricing is to establish various types of promotion methods by price and/or quantity discounts. By utilizing Multi-Level Discounts and Promotions, sales orders can be updated automatically from multiple promotional pricing methods.

## National Accounts

National accounts enable you to group similar customers. For example, if you have five different customer numbers for IBM, you can use a national account to group them for credit inquiry and reporting purposes.

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## Order Type

The order type assigned to an order determines how the system processes the order. Order types are user-defined and control how the order affects inventory, accounts receivable, sales analysis, and cost of goods sold.

## Promotion Code

A Promotion code is used to identify which type of multi-level discount is to be processed for each order line.

## Promotion Type

There are six multi-level discount and promotion types, each defining different discount calculation methods.

## Sold-To Customer

The Sold-To Customer record establishes the customer for use in order processing. Before you can use this customer, you must create a corresponding record in the bill-to file in Accounts Receivable. Unless specified otherwise, references in this training guide to the customer number refer to the Sold-To Customer record.

## Storage Index

Storage index is a three-field designator used to identify specific inventory records. For example, use these fields to track inventory quantities by batch number, lot number, and warehouse bin number.

## Transaction Currency

This is the currency in which you enter transactions. In the Infinium MM/Infinium PR Product suites, transaction currency represents the currency that your buyer and vendor negotiate for a purchase order in Infinium PM. In

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Infinium OP and Infinium IC, transaction currency is the currency that you negotiate with your customers for a sales order or a warehouse transfer.

## Warehouse Security

Warehouse security within Infinium OP restricts the warehouse locations that a user does not have authority to access. You can change the warehouse security restrictions for Infinium OP by using the Infinium CA *Work with User/Whse Security* function.

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## Chapter 2 Defining Control and Master Files

# 2

The chapter consists of the following topics:

Topic	Page
Overview of Control and Master Files	2-2
Maintaining Entity Controls	2-3
Maintaining Company Controls	2-17
Maintaining Warehouse Controls	2-23
Maintaining Order Numbers Validation	2-28
Maintaining the Sales Tax File	2-31
Maintaining Code Tables	2-33
Maintaining User Defined Action Codes	2-36
Maintaining User Defined Field Descriptions	2-38

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## Overview of Control and Master Files

You establish control files to allow for flexible order processing. Through control files, you create and maintain values that affect your entire Infinium OP system. Depending on the level at which it is established, the control can affect activity system-wide, such as a value in entity controls, or it can affect only certain companies or warehouses, if set up at the company or warehouse level.

After you complete this chapter, you should understand the importance of the following options:

- Entity Controls
  - Company Controls
  - Warehouse Controls
  - Order Number Ranges
  - Sales Tax File
  - Code Tables
  - User Defined Action Codes
  - User Defined Field Descriptions
-

## Maintaining Entity Controls

Entity controls are the highest level in the system hierarchy. The system uses entity control values as default values throughout the system.

Use the menu path below.

- ▶ Infinium OP
- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
- ▼ *Work with Entity Controls [WWEC]*

```
11/26/97    9:55:10    Work with Entity Controls    OPGCSYM    OPDCSYM

Type options, press Enter.
2=Change

Opt  Attribute
2    Order Processing Entity Controls
2    Order Processing Costing Controls
2    Order Processing Manufacturing Controls
2    Order Processing User Exits
2    Order Processing Parameters

F2=Function keys  F3=Exit  F8=Print  F10=QuikAccess  F18=Message line
```

Figure 2-1: Work with Entity Controls selection screen

Type 2 in the *Opt* field next to one or more of the attributes. When you press Enter the system displays the following screens. These screens vary depending on the attributes you select on the previous screen.

1/08/01 14:03:59 Work with Entity Controls OPGCSYM OPDCSYM	
Description . . . . .	<u>Order Processing Entity</u>
Default Back Order Flag . . . . .	<u>Y</u> (Y=Yes, N=No)
Default Acknowledgement Flag . . . . .	<u>Y</u> (Y=Yes, N=No)
Default Pick Ticket Flag . . . . .	<u>Y</u> (Y=Yes, N=No)
Default Bill of Lading Flag . . . . .	<u>N</u> (Y=Yes, N=No)
Default Shipping Label Flag . . . . .	<u>N</u> (Y=Yes, N=No)
Default Packing List Flag . . . . .	<u>N</u> (Y=Yes, N=No)
P/O Number Required . . . . .	<u>Y</u> (Y=Yes, N=No)
Invoice No same as Order No . . . . .	<u>Y</u> (Y=Yes, N=No)
Default Initials . . . . .	<u>Y</u> (Y=Yes, N=No)
Default Order Type . . . . .	<u>REG</u> + Regular Order
Default Freight Terms . . . . .	<u>PPA</u> + Pre-paid and Add
Default Payment Terms . . . . .	<u>NET30</u> + NET DUE 30 DAYS
Default Ship Days Calculation . . . . .	<u>1</u>
Price Variance Percentage . . . . .	<u>.2000</u>
Promotion/Multi Level Discount . . . . .	<u>N</u> (Y=Yes, N=No)
Protect Unit Price If Promotion Exist . . . . .	<u>N</u> (Y=Yes, N=No)
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys	

Figure 2-2: Work with Entity Controls screen 1

### Default Initials

Type **Y** in this field to automatically default the User ID into the *Initials* field on the Order Header screen.

### Default Ship Days Calculation

The system uses the value you type in this field to determine the scheduled ship date, discussed in the “Entering Orders” topic in the “Creating and Processing Orders” chapter of this guide. The number of days you type in this field adds the same number of days to the order.

This value is used only if you do not specify a value at the company or warehouse level. The system calculates the date that displays in the *Scheduled Ship Date* field on the Order Processing Entry header screen by adding the number in the *Default Ship Days Calculation* field in the Warehouse, Company or Entity Control file to the order date. If you leave the *Default Ship Days Calculation* field blank at the warehouse and company levels, the entity level value is used.

For instance, when creating an order without initially specifying a warehouse, the value in the *Default Ship Days Calculation* field at the company level (or entity, if a company is not specified) is used.



### Price Variance Percentage

The system uses the percentage you type in the *Price Variance Percentage* field to compare a price entered as an override to the price established in the price file. If the difference is greater than your entry here, either high or low, a warning message displays.

### Promotion/Multi Level Discount

Type **Y** to enable the multi-level promotions during order entry processing.

Also, you can type **Y** in the *Promotion/Multi Level Discount* field in the *Work with Order Type* function. Both controls are checked during order entry processing.

### Protect Unit Price If Promotion Exist

The value in this field is set to **N** if the value in the *Promotion/Multi Level Discount* field is set to **N**. Type **Y** in this field to prevent the entry of a unit price on the Purchase Order detail screen if promotions are used.

Complete the fields and press Enter to continue.

## Posting Inventory From Customer Returns

11/26/97 9:57:35 Work with Entity Controls OPGCSYM OPDCSYM	
Return Inventory Transaction Code .	56 + Increase Scrapped Invento
Return Credit Order Type . . . . .	CRM + Credit Memo
EDI Order Type . . . . .	BEG + Regular Order
F2=Function keys F3=Exit F4=Prompt F8=Print F24=More keys	

Figure 2-3: Work with Entity Controls screen 2

Type the inventory type code to which you want to post inventory from customer returns in the *Return Inventory Type* field. For example, type **62** to add returns to quarantine inventory.

#### *Return Credit Order Type*

Complete the *Return Credit Order Type* field with the type of order you want created as a result of processing customer returns. This serves as the default order type for any replacement orders.

#### *EDI Order Type*

Type the order type the system assigns to orders received electronically through the Electronic Data Interchange (EDI) interface in the *EDI Order Type* field.

Infinium OP interfaces with Infinium CM. You must specify in the *Work With Entity Controls* option in Infinium CA that you use Infinium CM. If Infinium CM is enabled, the system displays the interface here. Refer to the “Using Multiple Currencies in Infinium OP” appendix for information on currency controls.

## Updating Cost of Sales

12/12/02	10:28:22	Work with Entity Controls	OPGCSYM	OPDCSYM
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COSTING CONTROLS  
Order Processing Costing Job Name . OPCOST12.1

---

F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys

Figure 2-4: Work with Entity Controls Costing Controls screen

### Order Processing Costing Job Name

Use the *Order Processing Costing Job Name* field to identify the costing job the system should use when you take the *Start Order Processing* option on the *Order Processing Utilities* menu. Normally use this field only if you are running multiple Infinium AM versions of Infinium OP and have established costing jobs for each. If you leave this field blank, the system uses the default job name.

Leave this field blank to default to the cost type set up as normal cost.

## Manufacturing Batch Controls

10/17/00 14:46:31 Work with Entity Controls OPGCSYM OPDCSYM	
<b>Manufacturing Controls</b>	
Create manufacturing batch . . . . .	<u>2</u> (0=No, 1=Use action code, 2=Automatic)
Default batch status . . . . .	<u>-</u> (0=Firm Planned, 1=Scheduled, 2=Work in Process)
Create batch if on credit hold . . . . .	<u>-</u> (Y=Yes, N=No)
Batch status if on credit hold . . . . .	<u>-</u> (0=Firm Planned, 1=Scheduled, 2=Work in Process)
Create batch if on other hold . . . . .	<u>-</u> (Y=Yes, N=No)
Batch status if on other hold . . . . .	<u>-</u> (0=Firm Planned, 1=Scheduled, 2=Work in Process)
Batch number identifier . . . . .	<u>-</u>
Create Transfer Order and Batch . . . . .	<u>Y</u> (Y=Yes, N=No)
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line	

Figure 2-5: Work With Entity Controls Manufacturing Controls screen

When you create an order in Infinium OP, the system creates a manufacturing batch to be used by Infinium MC or Infinium MP. Depending on the settings in the Entity, Company, or Order Types files, the system can create the batches automatically or on demand when you type an Action code.

Here, you use the Manufacturing Controls to establish the entity parameters needed to create a manufacturing batch from a sales order.

*Create manufacturing batch*

Type **1** or **2** to manually or automatically create a manufacturing batch from a sales order or type **0** to disable this function.

This field allows you to determine if the system can generate a manufacturing batch from a sales order.

Type **2** if you are using this field to set up automatic transfer orders.

Automatically creating a batch is useful if you are in a “make to order” environment. However, if you modify or cancel the order, there is no automatic update to the created batch.

*Default batch status*

The system requires an entry in this field if you typed either a **1** or **2** in the *Create manufacturing batch* field.

This field allows you to determine the default status of the manufacturing batch you create from a sales order.

If you plan on consolidating batches, the individual batches must have a firm planned or scheduled status.

*Create batch if on credit hold*

The system requires an entry in this field if you typed either **1** or **2** in the *Create manufacturing batch* field.

This field allows you to determine if the system allows the creation of a manufacturing batch for a sales order that is on credit hold.

If you later remove the credit hold, the system does not reprocess the order and create the batch automatically. You must either create the batch in Infinium MC or perform maintenance on the sales order.

*Batch status if on credit hold*

The system requires an entry in this field if you typed **Y** in the *Create batch if on credit hold* field.

This field allows you to determine the status of the batch you create from a sales order when the order is on credit hold.

*Create batch if on other hold*

The system requires an entry in this field if you typed either **1** or **2** in the *Create manufacturing batch* field.

---

This field allows you to determine if the system allows the creation of a manufacturing batch for a sales order currently on any type of hold other than credit hold.

If you later remove the hold, the system does not reprocess the order and create the batch automatically. You must either create the batch in Infinium MC or perform maintenance on the sales order.

*Batch status if on other hold*

The system requires an entry in this field if you typed Y in the *Create batch if on other hold* field.

This field allows you to determine the status of the batch you create from a sales order when the order is on any type of hold other than credit hold.

*Batch number identifier*

This field allows you to determine the first two characters that precede any manufacturing batch number you create from a sales order. Use this field to specify the identifier that the system attaches to the batch numbers of batches created using Infinium OP.

The system attaches the value you type here as the first two positions of the batch number. You set up or reset the batch number for this batch identifier using the *Reset Manufacturing Batch Number* option in Order Processing Utilities. If no batch identifier is defined here, the system uses the batch identifier set up in Infinium MC.

Manufacturing controls allows you to create a manufacturing batch from a sales order to be used by Infinium MC or Infinium MP.

*Create Transfer Order and Batch*

Use this field to determine if the system automatically creates a transfer order when you have set the *Create manufacturing batch* field to Automatic and the restocking warehouse is different from the ship-from warehouse.

This field does not determine whether a batch is created. It only determines if a transfer order is initiated when a batch is created and the restocking warehouse is different from the ship-from warehouse.

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## User Exits

11/26/97	9:59:21	Work with Entity Controls	OPGCSYM	OPDCSYM
<u>USER EXITS</u>				
<u>ACCOUNTS RECEIVABLE</u>				
Retrieve Customer Credit Pgm. . . . .			_____	
Display Customer Credit Detail Pgm . . . . .			_____	
Update A/R Open Balances from Order Pgm . . . . .			_____	
Post O/P Invoices to A/R Pgm . . . . .			_____	
<u>INVENTORY</u>				
Inventory Allocation at Order/Modification . . . . .			_____	
Inventory Allocation at Shipping Pgm . . . . .			_____	
Inventory Balance Pgm . . . . .			_____	
Available Inventory Action Code Pgm . . . . .			_____	
Storage Index Action Code Pgm . . . . .			_____	
<u>MANUFACTURING</u>				
Batch creation user exit . . . . .			_____	
F2=Function keys F3=Exit F10=QuickAccess F12=Cancel F18=Message line				

Figure 2-6: Work with Entity Controls User Exits screen 1

User exits allow you the flexibility to access and update other vendors' applications or applications you develop internally. You can retrieve and update data for accounts receivable, inventory, pricing, and commissions.

### *Display Customer Credit Detail Pgm*

Type the alternate program name to the right of the appropriate application. When processing occurs, this program runs instead of the standard Infinium program. For example, if you use a third party accounts receivable system and want to access a customer's credit information during the entry of an order in Infinium OP, you must enter the alternate program name in the *Display Customer Credit Detail Pgm* field.

In order for the system to look to these entries to retrieve the program name for accounts receivable and inventory programs, you must identify in the Infinium CA Utilities that you are not using an Infinium application. In the *Work With Entity Controls* option under *Order Processing Control Files*, type **OTH** for Accounts Receivable and/or Inventory Control to identify that you are using another application. These fields are on the System Information screen. The system then looks to this file for alternate programs for pricing and commission.

Press Enter when you have made your entries. The system displays a second User Exit screen providing user exits for Pricing, Sales Tax and Commissions. This screen is not shown.

## Printing and Sequencing Controls

10/04/01	23:46:22	Work with Entity Controls	OPGCSYM	OPDCSYM
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ORDER PROCESSING PARAMETERS

PRICING

Determine Pricing Hierarchy . . . . . 01,06,02,03,05,04

Base Large Order Discounts on UM . . . . . EA +

CRM Contract Management . . . . . Y (Y=Yes, N=No)

MSDS

Print one MSDS Cover Sheet per order? . . . . . Y (Y=Yes, N=No)

Print MSDS after Picking? . . . . . Y (Y=Yes, N=No)

Print MSDS after Shipping? . . . . . N (Y=Yes, N=No)

Print MSDS after Invoicing? . . . . . N (Y=Yes, N=No)

REPORTS

Print Gross Profit Rpt at Preliminary? . . . . . N (Y=Yes, N=No)

Print Gross Profit Rpt at Final? . . . . . N (Y=Yes, N=No)

---

F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys

Figure 2-7: Work with Entity Controls Order Processing Parameters screen 1

Based on the information you type on this screen, you control the printing and sequencing of various displays and reports. You can also determine the order in which the system retrieves prices when you enter orders.

### *Determine Pricing Hierarchy*

In this field, type the pricing codes in the order the system searches, from first to last, separating each code with a comma. You can enter one method or up to all six. Press Help to display a description of each of the pricing methods and their respective codes.

The price codes you enter in the *Determine Pricing Hierarchy* field must be entered as shown in the above example. Be careful to type the codes as **01** to **06** with a comma between each.

### CRM Contract Management

Specify **Yes** to integrate Infinium OP with Infinium CRM to use Contract Management. You must set the *Customer Relationship Management* field to **S2K** in the Infinium CA *Work with Entity Controls* option to display this field on this screen. After you complete your entries, press Enter to proceed to the next screen.

## Preliminary and Final Invoice Information

11/26/97	10:16:18	Work with Entity Controls	OPGCSYM	OPDCSYM
<u>ORDER PROCESSING PARAMETERS</u>				
<u>REPORTS</u>				
Print Invoice Register at Preliminary?	. . .	Y	(Y=Yes, N=No)	
Print Invoice Register at Final?	. . . . .	Y	(Y=Yes, N=No)	
Print Invoice Register at End of Day?	. . . .	Y	(Y=Yes, N=No)	
Print Cost Summary Rpt at Preliminary?	. . .	Y	(Y=Yes, N=No)	
Print Cost Summary Rpt at Final?	. . . . .	Y	(Y=Yes, N=No)	
Print Cost Summary Rpt at End of Day?	. . . .	Y	(Y=Yes, N=No)	
Print Miscellaneous Charges at Preliminary?	. .	Y	(Y=Yes, N=No)	
Print Miscellaneous Charges at Final?	. . . .	Y	(Y=Yes, N=No)	
Print Price Quote Report at End of Day?	. . .	Y	(Y=Yes, N=No)	
Print Salesperson Report At End of Day?	. . .	Y	(Y=Yes, N=No)	
Print Product Category Report At End of Day?	. . .	Y	(Y=Yes, N=No)	
Print Orders on Credit Hold at End of Day?	. .	Y	(Y=Yes, N=No)	
Print Reports At End of Day by Comp or Loc?	. 1		(1=Company, 2=Location)	
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line				

Figure 2-8: Work with Entity Controls Order Processing Parameters screen 2

All fields on this screen are required.

Preliminary and final refer to invoices. Infinium OP provides you with the option of running preliminary or final invoices and you can determine with these report parameters when the reports print, if at all.

Press Enter to continue to the next parameter screen.



## Line Item Detail

12/19/97	8:23:27	Work with Entity Controls	OPGCSYM	OPDCSYM
<hr/>				
ORDER PROCESSING PARAMETERS				
REPORTS				
Profitability Report Sequence . . . . . 1 1=Customer Number				
2=Order Number				
3=Invoice Number				
Recurring Master Order Release Report . . . . 1 0=No Report				
1=Detail/Summary				
2=Summary Only				
<hr/>				
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line				

Figure 2-9: Work with Entity Controls Order Processing Parameters screen 3

Type 1 in the *Recurring Master Order Release Report* field to include line item detail on the report for each recurring master order.

Press Enter to continue to the next parameter screen.

6/10/03	15:32:47	Work with Entity Controls	OPGCSYM	OPDCSYM
<hr/>				
<u>ORDER PROCESSING PARAMETERS</u>				
<u>MISCELLANEOUS</u>				
Default Lookup for Customers . . . . .	<u>1</u>	(1=Number, 2=Name, 3=Alpha)		
Convert Order Quantities to this UM . . . . .	<u>EA</u>	+		
Calculate Sales Tax by . . . . .	<u>1</u>	(1=Rule 1, 2=Rule 2)		
Determine Action when Credit is Exceeded . . . . .	<u>1</u>	(1=Force Hold, 2=Inform)		
Should A/R Ship-to File be updated . . . . .	<u>Y</u>	(Y=Yes, N=No)		
Reprice at Shipping . . . . .	<u>Y</u>	(Y=Yes, N=No)		
Auto Proof Obligations/Final . . . . .	<u>Y</u>	(Y=Yes, N=No)		
Auto Proof/Post Obligations/Final . . . . .	<u>N</u>	(Y=Yes, N=No)		
Date Used by ATP . . . . .	<u>1</u>	(1=Sch Ship, 2=Req. Ship)		
Exclusion/Inclusion Method . . . . .	<u>1</u>	(1=Exclusion, 2=Inclusion)		
Ship from Non-real Inventory . . . . .	<u>Y</u>	(Y=Yes, N=No)		
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure 2-10: Work with Entity Controls Order Processing Parameters screen 4

All fields on this screen are required except the *Convert Order Quantities to this UM* field.

#### *Calculate Sales Tax by, Charge Sales Tax*

The *Calculate Sales Tax by* field determines how the system calculates sales tax. Rule 1 requires that the *Charge Sales Tax* field in both the product and customer master records be set to **Y**. Rule 2 calculates tax if either the product or customer master record is set to **Y**.

#### *Determine Action when Credit is Exceeded*

Use this field to determine the action taken on a purchase order when a customer exceeds their credit limit. Specify **1** to force a hold on the order. Specify **2** to display a warning message. If you specify **1** for a forced hold, the *Credit Hold* field defaults to **Y** and cannot be changed.

#### *Exclusion/Inclusion Method*

Use this field to specify an exclusion or inclusion relationship between customers and products.

Type **1** to specify that the customer is allowed to buy any products except those that are specifically excluded.

Type 2 to specify that the customer is only allowed to buy products that are specifically included on a product list. Customers will not be able to buy any other products.

This field follows the customer, customer class, entity level hierarchy. If values do not exist at the customer level or if a customer does not belong to an excluded class of customers, the entity level value is used. Leave this field blank if the customer is not restricted from buying any products.

#### *Ship from Non-real inventory*

Specify whether theoretical type inventory can be allocated through the *Work with Shipping* function. If you specify no, the system prohibits you from shipping non-real inventory.

## Converting Quantities for Sales Analysis

11/26/97	10:17:35	Work with Entity Controls	OPGCSYM	OPDCSYM
<u>SALES ANALYSIS PARAMETERS</u>				
<u>MISCELLANEOUS</u>				
Sales Analysis UM To Convert Quantities To		LB	*	
Sales Analysis Number Of Periods		12	(12,13)	
Sales Analysis Current Fiscal Yr		1997		
<u>REPORTS</u>				
Print Product Report by Company or Location		1	(1=Company, 2=Location)	
Print Salesp/Cust/Prod by Company or Location		1	(1=Company, 2=Location)	
Print Salesperson/Prod by Company or Location		1	(1=Company, 2=Location)	
Print Product/Customer by Company or Location		1	(1=Company, 2=Location)	
Print Sales Tax Summry by Company or Location		1	(1=Company, 2=Location)	
Print Misc Charge Smry by Company or Location		1	(1=Company, 2=Location)	
Print Customer Report by Company or Location		1	(1=Company, 2=Location)	
Print Customer/Product by Company or Location		1	(1=Company, 2=Location)	
Print Salesperson/Cust by Company or Location		1	(1=Company, 2=Location)	
Print Salesperson Rpt by Company or Location		1	(1=Company, 2=Location)	
Print Salesp/Cust Vrn by Company or Location		1	(1=Company, 2=Location)	
Print Sales Budget by Salespsn or Prod Categ		1	(1=Salesperson, 2=Category)	
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure 2-11: Work with Entity Controls Sales Analysis Parameters screen

The system uses the unit of measure you enter in the *Sales Analysis UM to Convert Quantities To* field to convert quantities for sales analysis reports and displays from the order unit of measure to the unit of measure stored in the sales analysis files.

*Sales Analysis Number of Periods*

The number you type in this field controls how many lines the system displays on Sales Analysis display screens.

*Sales Analysis Current Fiscal Year*

Before printing final invoices, you must type the current fiscal year in this field. You must also define the periods for this year in the *Work With Fiscal Periods* option in the *Supervisor Functions* menu in *Sales Analysis*. The system increments the year by one when you process the year end using the *Yearly Reset Sales Master File* option in *Sales Analysis*.

Type 2 in the field next to any sales reports for the system to subtotal when the location changes. In all cases, reports subtotal when the company changes and grand totals are printed at the conclusion of the last company.

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## Maintaining Company Controls

Through this function you establish and maintain controls for single or multiple order processing companies.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
- ▼ *Work with Company Controls [WWCOC ]*

11/26/97 10:18:57 Work with Company Controls OPGCCOM OPDCCOM

---

Position to . . . Company \_\_\_\_\_

Type options, press Enter.  
2=Change 5=Display

Opt	Company	Name
2	IS1	INFINIUM SOFTWARE (INSTRUCTOR)
-	IS2	INFINIUM SOFTWARE
-	901	TECH INSTITUTE
-	902	MANAGEMENT SERVICES INC
-	ISCAN	INFINIUM SOFTWARE CANADA

Bottom

---

F2=Function keys F3=Exit F8=Print F10=QuikAccess F18=Message line

Figure 2-12: Work with Company Controls selection screen 1

Select a company record by typing 2 in the *Opt* field to change the record or 5 to display the record without updating.

Refer to the *Infinium Cross Applications Guide to System Controls and Materials Maintenance* for details on how to set up company records in *Work with Company Controls* in Infinium CA.

12/12/02	10:30:29	Work with Company Controls	OPGCCOM	OPDCCOM
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Company . . . . . : TS1

Type options, press Enter.  
1=Select

Opt

- Order Processing Company Controls
- Order Processing Manufacturing Controls

---

F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys

Figure 2-13: Work with Company Controls selection screen 2

Type 1 in the *Opt* field to select Company or Manufacturing Controls and press Enter.

## Entering Company Controls Information

Access this screen by typing 1 in the *Opt* field next to the Order Processing Company Controls attribute on the second selection screen.

10/20/00 15:09:00 Work with Company Controls OPGCCOM OPDCCOM	
Order Processing Company Controls	
Company . . . . .	TS1
Orders by Location . . . . .	<u>Y</u> (Y=Yes, N=No)
Generate Order Numbers . . . . .	<u>Y</u> (Y=Yes, N=No)
Verify Order Numbers . . . . .	<u>N</u> (Y=Yes, N=No)
Invoice No same as Order No . . . . .	<u>Y</u> (Y=Yes, N=No)
P/O Number Required . . . . .	<u>—</u> (Y=Yes, N=No)
Default Back Order Flag . . . . .	<u>Y</u> (Y=Yes, N=No)
Default Acknowledgement Flag . . . . .	<u>N</u> (Y=Yes, N=No)
Default Pick Ticket Flag . . . . .	<u>Y</u> (Y=Yes, N=No)
Default Bill of Lading Flag . . . . .	<u>N</u> (Y=Yes, N=No)
Default Shipping Label Flag . . . . .	<u>N</u> (Y=Yes, N=No)
Default Packing List Flag . . . . .	<u>N</u> (Y=Yes, N=No)
Default Freight Terms . . . . .	<u>PPA</u> + Pre-paid and Add
Default Payment Terms . . . . .	<u>NET30</u> + NET DUE 30 DAYS
Default Ship Days Calculation . . . . .	<u>5</u>
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys	

Figure 2-14: Work with Company Controls screen 1

*Orders by Location, Generate Order Numbers, Verify Order Numbers*

*Orders by Location, Generate Order Numbers* and *Verify Order Numbers* are required fields. Use these fields to establish whether or not you assign order numbers separately by location, generate order numbers automatically, or verify that order numbers you enter manually fall within the numbering ranges established in the *Order Number Validation Maintenance* option.

*Invoice Number same as Order Number*

If you set the *Invoice Number same as Order Number* field to **Y**, the system assigns the same number to both the order and invoice.

Use the remaining fields to establish exceptions to your entries in the Entity Control file. Press Enter to continue to the next screen.

*Default Ship Days Calculation*

The system uses the value you type in this field to determine the scheduled ship date. The number of days you type in this field adds the same number of days to the order.

This value is used only if you do not specify a value at the warehouse level. The system calculates the date that displays in the *Scheduled Ship Date* field on the Order Processing Entry header screen by adding the number in the *Default Ship Days Calculation* field in the Warehouse, Company or Entity Control file to the order date. If you leave the *Default Ship Days Calculation*

field blank at the warehouse and company levels, the entity level value is used.

For instance, when creating an order without initially specifying a warehouse, the value in the *Default Ship Days Calculation* field at the company level (or entity, if a company is not specified) is used.

Infinium OP interfaces with Infinium CM. You must specify in the *Work with Entity Controls* option in Infinium CA that you use Infinium CM. If Infinium CM is enabled, the system displays the interface here. Refer to the “Using Multiple Currencies in Infinium OP” appendix for information on currency controls.

6/10/03 16:04:08		Work with Company Controls		OPGCCOM	OPDCCOM
Order Processing Company Controls					
Company . . . . .	:	IS1			
Ship from Non-real Inventory . . .	=	Y=Yes, N=No, blank			
Default Sales Territory . . . . .		BOS + Boston			
Default Sales Region . . . . .		NE + Northeast U.S.			
Order Conversion Days . . . . .		0			
Price Variance Percentage . . . . .		.0000 (Ex 15% Enter as .1500)			
Return Inventory Transaction Code .		+			
Return Credit Order Type . . . . .		+			
Sales Analysis Number Of Periods .		12 (12,13)			
Sales Analysis Current Fiscal Yr .		2003			
Auto Proof Obligations/Final . . .		Y=Yes, N=No, blank			
Auto Proof/Post Obligations/Final .		Y=Yes, N=No, blank			
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys					

Figure 2-15: Work with Company Controls screen 2

### *Ship from non-real inventory*

Specify whether theoretical type inventory can be allocated through the *Work with Shipping* function. If you specify no, the system prohibits you from shipping non-real inventory.

### *Order Conversion Days*

If you plan to enter future orders, type the number of days to use for converting future order lines to regular orders in the *Order Conversion Days* field. The system uses your entry during end-of-day processing to calculate the order conversion date that is used in converting future order line items to regular orders. See the “Creating and Processing Orders” chapter in this guide for more information.



## Manufacturing Batch Controls

10/17/00 14:47:46 Work with Company Controls OPGCCOM OPDCCOM	
Order Processing Manufacturing Controls	
Company . . . . .	ISI
Create manufacturing batch . . . . .	<u>2</u> (0=No, 1=Use action code, 2=Automatic)
Default batch status . . . . .	- (0=Firm Planned, 1=Scheduled, 2=Work in Process)
Create batch if on credit hold . . . . .	- (Y=Yes, N=No)
Batch status if on credit hold . . . . .	- (0=Firm Planned, 1=Scheduled, 2=Work in Process)
Create batch if on other hold . . . . .	- (Y=Yes, N=No)
Batch status if on other hold . . . . .	- (0=Firm Planned, 1=Scheduled, 2=Work in Process)
Batch number identifier . . . . .	-
Create Transfer Order and Batch . . . . .	<u>Y</u> (Y=Yes, N=No)
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line	

Figure 2-16: Work with Company Controls Manufacturing Controls screen

When you create an order in Infinium OP, the system creates a manufacturing batch to be used by Infinium MC or Infinium MP. Depending on the settings in the Entity, Company, or Order Types files, the system creates the batches automatically or on demand when you type an Action code.

Here, you use the Manufacturing Controls to establish the company parameters needed to create a manufacturing batch from a sales order. Please refer to the “Manufacturing Batch Controls” topic in the section “Maintaining Entity Controls” for more detailed information.

If you plan on consolidating batches, the individual batches must have a firm planned or scheduled status.

### *Create manufacturing batch*

This field allows you to determine if the system generates a manufacturing batch from a sales order. If you set the parameter to enable this function, this field also allows you to determine the method for creating a manufacturing batch.

Type **0** to stop the system from creating a manufacturing batch within a sales order.

Type **1** to allow creation of a manufacturing batch when insufficient available inventory exists for the line item demand by the use of the **CB** action code.

Type **2** to allow automatic creation of a manufacturing batch when insufficient available inventory exists for the line item demand.

If you are using this field to set up automatic transfer orders, type **2**. Your ship-from warehouse must be different from the restocking warehouse. Your entry here overrides your entry in the Entity controls.

#### *Create Transfer Order and Batch*

Use this field to determine if the system automatically creates a transfer order when you have set the *Create manufacturing batch* field to **Automatic** and the restocking warehouse is different from the ship-from warehouse.

This field does not determine whether a batch is created. It only determines if a transfer order is initiated when a batch is created and the restocking warehouse is different from the ship-from warehouse.

Your entry here overrides the entry at the Entity level.

---

## Maintaining Warehouse Controls

Use the *Work with Warehouse Controls* option to set up the next level in the hierarchy of system defaults. This allows you to establish different policies for each location within a company.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
- ▼ *Work with Warehouse Controls [WWWC]*

```

11/26/97   10:28:10   Work with Warehouse Controls   OPGCLCM   OPDCLCM
-----
Position to . . .   Company  _IS1_ + Warehouse  _____

Type options, press Enter.
    2=Change  5=Display

Opt  Company Whse  Name
2   IS1   ISW1  INFINIUM WAREHOUSE #1
-   IS1   ISW3  INFINIUM WAREHOUSE #3
-   IS2   ISW2  INFINIUM WAREHOUSE #2
-   IS2   ISW4  INFINIUM WAREHOUSE #4
-   901   W901  WAREHOUSE 901
-   902   W902  WAREHOUSE 902
-   ISCAN  ISCA2  WAREHOUSE 1

Bottom

F2=Function keys  F3=Exit  F4=Prompt  F8=Print  F24=More keys
  
```

Figure 2-17: Work with Warehouse Controls selection screen 1

Access a warehouse by typing **2** in the *Opt* field to change the record or **5** to display the record without updating. Reposition the list of warehouse records by completing the *Position to* fields and pressing Enter.

You set up warehouse records in the *Work with Warehouse Controls* option in Infinium CA. Please refer to the *Infinium Cross Applications Guide to System Controls and Materials Maintenance* for details.

```
12/12/02   10:33:22   Work with Warehouse Controls   OPGCLCM   OPDCLCM

Company . . . . . :   IS1
Warehouse . . . . . :   ISW1

Type options, press Enter. _
  1=Select

Opt
_   Order Processing Warehouse Controls
_   Order Processing Manufacturing Controls

F2=Function keys  F3=Exit  F10=QuickAccess  F12=Cancel  F24=More keys
```

Figure 2-18: Work with Warehouse Controls selection screen 2

Type **1** in the *Opt* field to access Warehouse or Manufacturing Controls and press Enter.

## Entering Warehouse Controls Information

Access this screen by typing **1** in the *Opt* field next to Order Processing Warehouse Controls on the Warehouse Controls selection screen.

```

12/12/02   10:33:22   Work with Warehouse Controls   OPGCLCM   OPDCLCM
-----
Company . . . . . :   IS1
Warehouse . . . . . :   ISW1

Type options, press Enter. _
  1=Select

Opt
_   Order Processing Warehouse Controls
_   Order Processing Manufacturing Controls

-----
F2=Function keys  F3=Exit  F10=QuickAccess  F12=Cancel  F24=More keys

```

Figure 2-19: Work with Warehouse Controls screen

*Ship from non-real inventory*

Specify whether theoretical type inventory can be allocated through the *Work with Shipping* function. If you specify no, the system prohibits you from shipping non-real inventory.

*Default Ship Days Calculation*

The system uses the value you type in this field to determine the scheduled ship date. The number of days you type in this field adds the same number of days to the order.

This value is used only if you do not type a scheduled ship date on the Order Processing Entry header screen. The system calculates the date that displays in the *Scheduled Ship Date* field on the Order Processing Entry header screen by adding the number in the *Default Ship Days Calculation* field in the Warehouse, Company or Entity Control file to the order date. If you leave the *Default Ship Days Calculation* field blank at the warehouse and company levels, the entity level value is used.

For instance, when creating an order without initially specifying a warehouse, the value in the *Default Ship Days Calculation* field at the company level (or entity, if a company is not specified) is used.

## Manufacturing Batch Controls

10/17/00	15:01:49	Work with Warehouse Controls	OPGCLCM	OPDCLCM
Order Processing Manufacturing Controls				
Company . . . . .		:	IS1	
Warehouse . . . . .		:	ISW1	
Batch number identifier . . . . .		:	—	
Default Transfer Sold-to . . . . .		:	ACME DIST +	
<hr/> F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure 2-20: Work with Warehouse Controls Manufacturing Controls screen

When you create an order in Infinium OP, the system creates a manufacturing batch to be used by Infinium MC or Infinium MP. Depending on the settings in the Entity, Company, or Work With Order Types files, the system creates the batches automatically or on demand when you type an Action code.

Here, you use the Manufacturing Controls to establish the warehouse parameters needed to create a manufacturing batch from a sales order.

### *Batch number identifier*

This field allows you to determine the first 2 characters that precede any manufacturing batch number you create from a sales order.

Use this field to specify the identifier that the system attaches to the batch numbers of batches created using Infinium OP.

The system attaches the value you type here as the first two positions of the batch number. Set up or reset the batch number for this batch identifier using the *Reset Manufacturing Batch Number* option in the Order Processing Utilities menu. If no batch identifier is defined here, the system uses the batch identifier set up in Infinium MC.

*Default Transfer Sold-to*

Specify an internal default sold-to customer for the transfer order. This is the warehouse to which the material should be shipped to satisfy the customer requirements. It is different from the ship-to customer for the original sales order. You must specify a sold-to customer to set up automatic transfer orders.

## Maintaining Order Numbers Validation

Through the *Work with Order Number Ranges* field, establish ranges of order numbers for each location within your company. Use these ranges to assign order numbers and to validate manually assigned order numbers to ensure that they are within the established range for that location.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
- ▼ *Work with Order Number Ranges [WWONR]*

11/26/97 10:34:56 Work with Order Number Ranges OPGCOVM OPDCOVM

---

Position to . . . Company IS1 + Warehouse       

Type options, press Enter.  
2=Change 5=Display

Opt	Company	Warehouse	
2	IS1	ISW1	INFINIUM WAREHOUSE #1
-	IS1	ISW3	INFINIUM WAREHOUSE #3
-	IS2	ISW2	INFINIUM WAREHOUSE #2
-	IS2	ISW4	INFINIUM WAREHOUSE #4
-	901	W901	WAREHOUSE 901
-	902	W902	WAREHOUSE 902
-	ISCAN	ISCA2	WAREHOUSE 1

Bottom

---

F2=Function keys F3=Exit F4=Prompt F8=Print F24=More keys

Figure 2-21: Work with Order Number Ranges selection screen

Select a company/location by typing **2** in *Opt* to change the record or **5** to display the record without updating.

*Company, Warehouse*

Type a company and location code combination in the *Company* and *Warehouse* fields and press Enter to reposition the records that display.



11/26/97	10:35:34	Work with Order Number Ranges	OPGCOVM	OPDCOVM
Company . . . : IS1 Warehouse . . . : ISW1				
-----				
Low Order Set 1 . . . . .				1
High Order Set 1 . . . . .				99999999
Low Order Set 2 . . . . .				1
High Order Set 2 . . . . .				99999999
Last Order Generated . . . . .				5
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys				

Figure 2-22: Order Number Ranges screen

Use this screen to establish two separate ranges of order numbers.

#### *Low Order Set 1, High Order Set 1*

Type the beginning range number in the *Low Order Set 1* field and the last number in the range in the *High Order Set 1* field.

#### *Low Order Set 2, High Order Set 2*

You can set up a second range of numbers using the Set 2 fields. When the last number is assigned from Set 1, the system automatically assigns the number you type in the *Low Order Set 2* field as the next order number. After Set 2 is in use, you can type a new range for Set 1 to use after Set 2 numbers are exhausted. This method is generally used only if you are pre-assigning order numbers by location.

If you have only one location per company or if you assign order numbers consecutively for all locations within a company, you can leave all fields set to 0 and the orders run consecutively beginning with 1.

To start your numbering sequence at a specific number, type that number minus 1 in the *Low Order Set 1* field. For example, to start at 1 type 0, or for 12345 type 12344. This allows you to continue an existing numbering system.

Press F3 to exit this screen without updating, F12 to return to the previous screen without updating, or F6 to save your changes and return to the previous screen.

# Maintaining the Sales Tax File

Use this option to establish the state and local tax codes and the associated tax rates your company uses in processing customer orders.

If you are using Infinium GT, the Vertex tax software or a comparable system, you do not need to create tax codes here.

Use the menu path below.

- *Order Processing*
- *Order Processing Control Files*
- ▼ *Work with Sales Tax [WWST]*

11/26/97 10:42:10 Work with Sales Tax OPGTAXM OPDTAXM

---

Position to . . . Company \_\_\_\_ + State \_\_\_\_ Code \_\_\_\_

Type options, press Enter.  
2=Change 5=Display

Opt	Co	State Code	Code	Description	Rate
2	IS1	MA		Mass 5% sales tax	5.0000
-	IS1	ME		Maine 8% sales tax	8.0000
-	IS2	RI		Rhode Island 3% sales tax	3.0000

Bottom

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 2-23: Work with Sales Tax selection screen

If you are entering a new state tax code, the *Company* and *State* fields are required fields. In addition to state tax rates, define local tax codes by entering an existing company and state and adding the local code in the *Code* field. Press F6 to add or update the record.

Access existing sales tax records by typing 2 in the *Opt* field to change the record or 5 to display the record without updating.

## State Tax Information

11/26/97 10:43:03		Work with Sales Tax		OPGTAXM	OPDTAXM
Company . . . : IS1					
State . . . : MA Code . . . :					
-----					
Description . . . . .	Mass 5% sales tax				
Rate . . . . .	5.0000				
OPTIONAL					
Effective till . . . . .	_____				
New Rate . . . . .	.0000				
G/L Code . . . . .	_____				
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys					

Figure 2-24: Work with Sales Tax screen

The *Description* and *Rate* fields are required fields.

If you know that a tax rate is going to change, type the expiration date of the existing rate in the *Effective till* field and the percentage taking effect in the *New Rate* field. Any orders entered after the date you enter here will use the new tax rate.

Press F6 to add or update the record, F12 to return to the Prompt screen without updating or F3 to exit without updating.

## Maintaining Code Tables

You must build several code tables before you implement Infinium OP. Infinium provides preexisting code types and you can create your own. You then establish the code value tables defining the various reasons and actions for each code type.

Use the menu path below.

- *Order Processing*
- *Order Processing Control Files*
- ▼ *Work with Code Tables [WWCDT]*

1997/11/26 10:43:57 Code Maintenance DMGCDM DMDCDM

---

Position to . . . System designator . . . . \_ Code type . . . . \_

Type options, press enter  
2=Change 4=Delete 5=Display 12=Work with code values

Search \_\_\_\_\_

Opt	Code type	Code type description	Active	System	Source
_	EXC	Cust/Prod Exclusion Codes	1	OP	1
_	FOB	Freight on Board	1	OP	1
_	GCD	Gratis Code	1	OP	1
_	MAS	Master Order Convert Reason	1	OP	1
_	MKT	Market Code	1	OP	1
_	PMT	Payment Method	1	OP	1
_	REQ	Requisition Type	1	OP	1
12	RET	Return Reason	1	OP	1
_	RGN	Sales Region Codes	1	OP	1
_	RSN	Reason for an action taken	1	OP	1

F3=Exit F5=Refresh F6=Add New Type F10=QuickAccess F24=More keys

Figure 2-25: Code Maintenance selection screen 1

Type 12 in the *Opt* field next to the desired code type to work with the code values table.

## Code Maintenance

Access this screen by typing 12 in the *Opt* field on the Code Maintenance prompt screen.

```

1997/12/19  8:25:45      Code Value Maintenance      DMGCVM      DMDCVM
-----
Code type . . . . . : RET Return.Reason.....
Position to . . . . . Code Value . _____
                        Company . . . _____ +
Type options, press enter
  2=Change  4=Delete  5=Display
----- Search -----
Opt Code . . . . . Company Description . . . . . Active
-  DAMGE                Items were damaged                1
-  INV                  update inventory                    1
-  NO UP                no update to inventory              1
-  NORSN                No particular reason                1
-  UNSAT                Customer is unsatisfied w/item      1
-  WCOLR                Wrong color of item was sent        1
-  WITEM                Wrong item was sent                  1
2  WSIZE                Wrong size was sent                  1
-----
F3=Exit  F4=Prompt  F5=Refresh  F6=Add  F10=QuikAccess  F24=More keys

```

Figure 2-26: Code Value Maintenance selection screen 2

To add a new code value, press F6 to access the Code Value screen, shown next.

Type the appropriate option number in the *Opt* field to change, delete, or display an existing code value.

## Code Value Information

1997/12/19 8:25:45		Code Value Maintenance		DMGCVM	DMDVCVM
Code type . . . . .	: RET	Return.Reason.....			
Company number . . .					
Active code type . . .	<input type="checkbox"/>	( 0 Inactive, 1 Active )			
Code . . . . .	WSIZE				
Description . . . .	Wrong size was sent				
F3=Exit F4=Prompt F10=QuickAccess F12=Cancel F18=Message line					

Figure 2-27: Code Value Maintenance screen

*Active code type* and *Description* are required fields. The description you type displays whenever you use this code value and prints on certain forms, depending on the code type.

The code type Gratis Code (GCD) includes an additional field called *G/L Partial Account*. Use this field to override the default general ledger account number for sales using that gratis code value.

## Maintaining User Defined Action Codes

The *Work with Action Codes* option allows you easy access to system-defined or user-defined programs from different points within Infinium OP. To call these programs, you must define the Action codes and the programs they call.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
- ▼ *Work with Action Codes [WWAC]*

```

11/26/97   10:46:59       Work with Action Codes       OPGACDM   OPDACDM
-----
Position to . . . Action Code  _

Type options, press enter
  2=Change   5=Display
    Act
Opt State/Prov
2  PS   Product Size

                                                    Bottom

F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys  |
  
```

Figure 2-28: Work with Action Codes selection screen

Type an Action code in the *Action Code* field and then press F6 to create a new Action code. Type **2** in the *Opt* field to update a code value record or **5** to display the record without updating. Then press Enter to display the existing code values.

The following codes should not be used for Action code identifiers because they are reserved as system defined Action codes: **AI**, **AP**, **CI**, **LC**, **OV**, **PC**, **SI**, **SB**, **UF**, and **PR**.



## Action Code Descriptions

11/26/97 10:47:45 Work with Action Codes		OPGACDM	OPDADM
Action Code	PS		
-----			
Program Description	Product Size		
Program Name	PS2000		
System Designator	OP		
Security Level	5		
Number of Parameters	1 (0/1/2)		
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys			

Figure 2-29: Work with Action Codes screen

*Program Description*, *Program Name* and *Number of Parameters* are required fields.

### *System Designator*

Use this field to specify the system where the program this Action code runs resides. You must specify the system if it is not **OP** (Infinium OP) in order to activate the function keys and help text for the screens in the option retrieved. If the program resides in Infinium OP, leave this field blank.

### *Security Level*

The value you type in this field limits its use to authorized personnel. This relates to the user's security level established in his or her Infinium AM user profile.

### *Number of Parameters*

Type **1** in this field to pass all fields in the order processing header record to the program you enter, or type **2** to pass those fields plus all fields from the order processing detail record.

## Maintaining User Defined Field Descriptions

Through this function you establish field descriptions for the user defined fields displayed in Infinium OP and Infinium CA. In Infinium OP, these fields are accessible to you in the Sold-To Customer Master file, Ship-To file, Product Master file, and the Order Processing Header and Detail screens.

You can also access these User Defined Field files using the *Code Files* menu in Infinium CA.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
- ▼ *Work with User Defined Fields [UF]*

```

11/26/97   10:48:21   Work with User Defined Fields   PRGUFM   PRDUFM
-----
Position to . . . File Name _____

Type options, press Enter.
  2=Change  5=Display

  File
Opt  Name      Description
--  -
  2  KLCUSFIL   Sold-To Customer File
  --  -
  --  MANFILPF   Product Master File
  --  -
  --  MFGCHDR    Manufacturing Batch Header
  --  -
  --  MPPMF      Manual Forecast
  --  -
  --  MPPTP      Time Bucket Master
  --  -
  --  OPPODT     Order Processing Detail File
  --  -
  --  OPPOHD     Order Processing Header File
  --  -
  --  OPPOMC     Order Processing Misc. Charges
  --  -
  --  PHYSICPF   Formula Physical Properties
                                     +

-----
F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F18=Message line
  
```

Figure 2-30: Work with User Defined Fields selection screen 1

Type the file name for updating field definitions and press F6 to update the record. You can also access user-defined fields for specific files by typing 2 in the *Opt* field to change the record or 5 to display the record without updating.

```

11/26/97  10:51:24  Work with User Defined Fields  PRGUFM  PRDUFM
File ..... : KLCUSFIL Sold-To Customer File
Type options, press Enter.
1=Select
Opt Attribute      Description
1 Alpha Field 1    Alpha Field 1 Code
- Alpha Field 2    Alpha Field 2 Code
- Alpha Field 3    Alpha Field 3 Code
- Alpha Field 4    Alpha Field 4 Code
- Alpha Field 5    Alpha Field 5 Code
- Numeric Field 1  Numeric Field 1 Code
- Numeric Field 2  Numeric Field 2 Code
- Numeric Field 3  Numeric Field 3 Code
- Numeric Field 4  Numeric Field 4 Code
- Numeric Field 5  Numeric Field 5 Code
- Date Field 1    Date Field 1 Code
- Date Field 2    Date Field 2 Code
- Date Field 3    Date Field 3 Code
- Date Field 4    Date Field 4 Code
- Date Field 5    Date Field 5 Code

F2=Function keys F3=Exit F6=Save F9=Select All F24=More keys

```

Figure 2-31: Work with User Defined Fields selection screen 2

To change one or more fields, type 1 in the *Opt* field next to each description.

```

11/26/97  10:51:43  Work with User Defined Fields  PRGUFM  PRDUFM
Alpha Field 1

File ..... : KLCUSFIL Sold-To Customer File

Field Name ..... Alpha Field 1 Code
Active Field ..... Y (Y=yes, N=no)
Minimum Length ..... 1
Maximum Length ..... 30
Required Entry ..... N (Y=yes, N=no)
Edited Against Code Table ..... N (Y=yes, N=no)
Code Type ..... *
Exit Program Name .....

F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys

```

Figure 2-32: Work with User Defined Fields screen

*Active Field, Maximum Length, Required Entry* and *Edited Against Code Table* are required fields. If you set the *Edited Against Code Table* field to Y, the *Code Type* field is also required.

Typing Y in the *Edited Against Code Table* and *Code Type* fields is applicable only for alpha user fields.

In order to use user-defined fields in Infinium OP for miscellaneous charges associated with returns, you need to add a record for OPPRMC (OP RGA Miscellaneous Charge File) to the PR User Defined Field Controls file (PRPUF). The OPPRMC file will then be available for creating and maintaining user fields associated with miscellaneous charge returns.

---

---

## Chapter 3 Working with Other Files for Processing Orders

# 3

The chapter consists of the following topics:

Topic	Page
Overview of Working with Other Files for Processing Orders	3-2
Maintaining the Salesperson File	3-3
Maintaining the Miscellaneous Charges File	3-5
Maintaining the Sales Reference No. File	3-7
Maintaining the Price Support File	3-10
Maintaining the Large Order Discount File	3-12
Maintaining the Customer Master File	3-18
Displaying Customer Information	3-32
Maintaining the Customer Comments File	3-35
Maintaining the Customer/Product Comments File	3-37
Maintaining Customer Product Requirements	3-39
Maintaining the Product Master File	3-42
Maintaining the Product Substitution File	3-44
Maintaining Product Exclusions/Inclusions	3-46
Maintaining Picking Sequence	3-49

---

## Overview of Working with Other Files for Processing Orders

This topic covers the files you need to build prior to working in Infinium OP. Most of the files maintained are optional, but you must enter customers through the *Work with Customers* option and products to sell through the *Work with Products* option.

After you complete this chapter, you should understand the following files:

- Salesperson
  - Miscellaneous Charges
  - Sales Reference
  - Price Support
  - Large Order Discount
  - Customer Master
  - Customer Comments
  - Customer/Product Comments
  - Customer Product Requirements
  - Product Master
  - Product Substitution
  - Product Exclusion/Inclusion
  - Pick Ticket Sequence
  - Market Code
-

## Maintaining the Salesperson File

If you track sales by salesperson or pay commissions to them, you need to set up each of the sales people in the Salesperson file.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Salespersons [WWS]*

12/01/97 8:34:09 Work with Salespersons OPGSLMM OPDSLMM

---

Position to . . . Company \_\_\_\_ \* Salesperson \_\_\_\_

Type options, press Enter.  
2=Change 5=Display

Opt	Company	Salesperson	Name
2	IS1	1	Jonathan Smith
-	IS1	2	Susan Jones
-	IS2	3	Michael Weston

Bottom

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 3-1: Work with Salespersons selection screen

You must set up a Salesperson record for each of your companies for which the salesperson is eligible to sell.

### *Company, Salesperson*

Type a company number and new or existing salesperson number in *Company* and *Salesperson* and press F6 to add the record.

Select an existing salesperson record by typing 2 in the *Opt* field to change the record or 5 to display the record without updating.

12/01/97	8:37:15	Work with Salespersons	OPGSLMM	OPDSLMM
Company . . . : IS1      Salesperson . : 1				
-----				
Name . . . . .	Jonathan Smith			
Address 1 . . . . .	1 Masin St			
Address 2 . . . . .				
City . . . . .	Boston	State	MA	
		Zip	02121	
Region . . . . .	NE	+		
Territory . . . . .	BOS	+		
MTD Commission . . . . .	.00			
YTD Commission . . . . .	.00			
Last Year Commission . . . . .	.00			
G/L Partial Accounts				
Sales G/L . . . . .				
Cost G/L . . . . .				
Discount G/L . . . . .				
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys				

Figure 3-2: Work with Salespersons screen

The only required field on this screen is *Name*.

#### *Region, Territory*

Valid entries in *Region* and *Territory* are established in the *Work with Code Values* option, as discussed in the previous topic.

#### *MTD Commission, YTD Commission, Last Year Commission*

The system does not update the MTD Commission, YTD Commission or Last Year Commission fields.

#### *Sales G/L, Cost G/L, Discount G/L*

If you post sales to the general ledger by salesperson, type the appropriate general ledger partial account number in the *Sales G/L*, *Cost G/L* and *Discount G/L* fields.

Press F3 to exit from the *Work with Salespersons* option without updating the record, F12 to return to the previous screen without updating, or F6 to update the record and return to the previous screen.



## Maintaining the Miscellaneous Charges File

Use this function to establish any miscellaneous charges that you want to track through order processing.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Miscellaneous Charges [WWMC]*

### Adding a New Miscellaneous Charge Code

```

12/01/97      8:37:53      Work with Miscellaneous Charges      OPGMSCM      OPDMSCH
-----
Position to . . . Charge Code  ____

Type options, press Enter.
2=Change  5=Display

Opt   Charge   Description
      Code
2     FRT      Freight Charge
-     HDL      Handle charge

Bottom

F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys
  
```

Figure 3-3: Work with Miscellaneous Charges selection screen

Type a new code in the *Charge Code* field and press F6 to add a new Miscellaneous Charge code.

Select an existing Miscellaneous Charge code record by typing 2 in the *Opt* field to change the record or 5 to display the record without updating.

## Charge Code

If you cannot find a particular record, reposition the file by typing all or part of a Charge code in the *Charge Code* field and press Enter, or use the PgUp or PgDn keys.

```

12/01/97      8:38:35      Work with Miscellaneous Charges      OPGMSCM      OPDMSCM
-----
Charge Code . . . . . :   FRT
-----

Description . . . . .   Freight Charge
G/L Partial Account . . . . .   _____

Unit Price . . . . .   _____ 10.000000
Charge Sales Tax . . . . .   N   (Y=Yes, N=No)

-----
F2=Function keys  F3=Exit  F6=Create  F10=QuickAccess  F24=More keys

```

Figure 3-4: Work with Miscellaneous Charges screen

*Description and Charge Sales Tax* are required fields.

All of the Miscellaneous Charge codes that you create display on the Miscellaneous Charge screen during order processing entry. You can select as many as relate to the order you are entering at that time.

## Unit Price

The entry you make in *Unit Price* is the default price that displays on the Miscellaneous Charge screen. You can override this price for individual orders.

Press F3 to exit from the *Work with Miscellaneous Charges* option without updating the record, F12 to return to the previous screen without updating, or F6 to update the record and return to the previous screen.

## Maintaining the Sales Reference No. File

The Sales Reference No. file allows you to establish a cross reference between your customer's and your own product numbers. This file allows your customers to place orders using their product numbers, but have the system base inventory transactions, cost, and pricing on your product numbers.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Sales Reference No [WWSRN]*

### Adding a New Sales Reference Record

12/01/97    8:39:24    Work with Sales Reference No    OPGICRM    OPDICRM

---

Position to . . . Company    \_\_\_\_ +  
                          Sold-To                    \_\_\_\_ +    Ship-To                    \_\_\_\_ +  
                          Sales Ref No                    \_\_\_\_

Type options, press Enter.  
2=Change   5=Display

Opt	Co	Sold-To	Ship-To	Sales Ref No	Description
2	IS1	REGCUST1	REGCUST2	001	cherry pie
-	IS1	REGCUST1	REGCUST2	002	apple pie

Bottom

---

F2=Function keys   F3=Exit   F4=Prompt   F6=Create   F24=More keys

Figure 3-5: Work with Sales Reference No. selection screen

If you are entering a new Sales Reference record, *Company*, *Sold-To* and *Sales Ref No* are required fields. After making your entries, press F6 to add the record. Update an existing Sales Reference record in the same manner.

You can also access an existing Sales Reference record by typing **2** in the *Opt* field to change the record or **5** to display the record without updating.

### *Ship-To*

By making an entry in the *Ship-To* field, you establish different sales reference numbers for each of your customers' locations.

### *Sales Ref No*

Type the product number your customer wants to use when placing an order in *Sales Ref No*. On the next screen you cross reference this number to your own Product code.

12/01/97	8:40:06	Work with Sales Reference No	OPGICRM	OPDICRM
-----				
Company . . . . .	IS1			
Sold-To . . . . .	REGCUST1	Ship-To . . . . .	REGCUST2	
Sales Ref No . . . .	001	Name . . . . .	REGULATORY CUSTOMER	
-----				
Product . . . . .	PROD01			*
Description . . . . .	cherry pie			
Print Description . . . . .	N	(Y=Yes, N=No)		
Ship Complete . . . . .	N	(Y=Yes, N=No)		
Comment . . . . .	reference for PROD01			
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys				

Figure 3-6: Work with Sales Reference No. screen

*Product*, *Description*, *Print Description* and *Ship Complete* are required fields.

### *Product*

Type the item number to identify the product in this field. This number is used for updating inventory, and retrieving cost and price information.

### *Description, Print Description*

Type your customer's product description and whether you want to print this description on specified forms, such as the invoice, using the *Description* and *Print Description* fields.

### *Ship Complete*

You can require that shipments of this product be for the full quantity ordered by typing Y in the *Ship Complete* field.

For the standard print programs, the value in the *Sales Ref No* field prints on the Acknowledgment and Invoice. Your product ID prints on the Pick Ticket, Bill of Lading and Packing List. Printing specific fields on your forms may require that you modify the print program generating that form.

---

## Maintaining the Price Support File

Use this function to establish price supports that allow you to sell products to your customers at lower than normal prices while maintaining the same profit margins. In order to maintain acceptable profit margins on the supported product, your vendor agrees to give your company a rebate based on the customer/product combination.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Price Supports [WWPS]*

### Adding/Updating a Price Support Record

12/01/97		8:40:36		Work with Price Supports		OPGPRCM	OPDPRCM
Position to . . . Company . . . . . ____ + Sold-To . . . . . ____ + Product . . . . . ____ +							
Type options, press Enter.							
2=Change 5=Display							
Opt	Co	Sold-To	Name	Product	Size		
2	IS1	REGCUST1	REGULATORY CUSTOMER SOLD-	PROD01			
-	IS1	REGCUST1	REGULATORY CUSTOMER SOLD-	PROD02			
						Bottom	
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys							

Figure 3-7: Work with Price Supports selection screen

*Company*, *Sold-To* and *Product* are required fields if you are adding or updating a new or existing Price Support record. Press F6 after making your entries to add or update the record.

Access an existing Price Support record by typing **2** in the *Opt* field to change the record or **5** to display the record without updating.

You can establish price supports for raw materials/resources and products purchased for resale.

## Price Support Information

12/01/97 8:41:18 Work with Price Supports		OPGPRCM	OPDPRCM
Company . . . . .	:	IS1	
Sold-To . . . . .	:	REGCUST1	
Product . . . . .	:	REGULATORY CUSTOMER SOLD-TO	
		PROD01	
		CHERRY PIE	
Vendor Number . . . . .	:	_____	+
Price Support = RM Cost			
Price Support . . . . .	:	22.750000	
Unit of Measure . . . . .	:	EA	+
From Date . . . . .	:	19970801	
To Date . . . . .	:	19980801	
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys			

Figure 3-8: Work with Price Supports screen

The system uses the value you type in the *Price Support* field as the cost for the raw material/resource or purchased product. This cost is used as the cost of goods sold in sales analysis, maintaining your desired profit margin.

## Maintaining the Large Order Discount File

This function allows you to establish discounts based on the total order volume, measured in any valid unit of measure. Specific criteria must be met for the large order discount to apply, including:

- Both the customer and the product must be eligible for a large order discount as established in the Product and Customer master files.
- The Discount code you establish must match the code you entered in the product file, as well as one of the five codes entered in the Customer file.
- All conditions in the Large Order Discount file must be met.
- Both manufactured and purchased products are eligible for large order discounts.
- If you want a more comprehensive discount pricing method, you may want to use Multi-Level Discounts and Promotions. This function offers six types of discounts and promotions, including selections for free-of-charge items, rebates and cumulative total discounts.
- Large Order Discount and Trade Discount pricing methods will become inactive if you set up the entity and order type controls for promotions.
- For additional information on Multi-Level Discounts and Promotions, refer to the “Order Processing Multi-Level Promotions” chapter of this guide.
- Use the menu path below.
  - ▶ *Order Processing*
  - ▶ *Order Processing File Maint*
    - ▼ *Work with Large Order Discounts [WWLOD]*



## Creating a Large Order Discount Record

```

12/01/97    8:42:17    Work with Large Order Discounts    OPGL0DM    OPDL0DM
-----
Position to . . . Discount Code  _
                        Company    ____ + Sold-To ____ +

Type options, press Enter.
2=Change  5=Display

Opt  Code  Co  Sold-To    Name
2    B    IS1 REGCUST1    REGULATORY CUSTOMER SOLD-TO

Bottom

F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys

```

Figure 3-9: Work with Large Order Discounts selection screen

If you are creating a Large Order Discount record, *Discount Code* and *Company* are required fields. After making the desired entries, press F6 to add the record.

Select an existing Large Order Discount record by typing **2** in the *Opt* field to change the record or **5** to display the record without updating.

### *Sold-To*

Establish a Large Order Discount record for all customers by leaving the *Sold-To* field blank. The new record shows **\*All\*** for the customer name.

## Large Order Discount Information

12/01/97 8:42:45		Work with Large Order Discounts		OPGL0DM	OPDL0DM
Discount Code : B		Company . . . : IS1			
Sold-To . . . : REGCUST1		Name . . . : REGULATORY CUSTOMER SOLD-TO			
-----					
Discounts based on LB Pound (US)		Start Date	End Date		
		19970901	19980901		
From	To	Discount %	Amount Off		
2500.0000	3999.0000	.0000	.200000		
4000.0000	5000.0000	.0000	.300000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
.0000	.0000	.0000	.000000		
-----					
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys					

Figure 3-10: Work with Large Order Discounts screen

### Discount based on

Establish the unit of measure that displays in the *Discount based on* field in Infinium OP parameters in the *Work with Entity Controls* option under the *Order Processing Control Files* menu. The system converts the quantity of each product on the order to this unit of measure.

### From, To

Type quantity ranges in *From* and *To* under the *Discount based on* field.

Type the discount percent and/or the dollars off for calculating the unit price. The calculation takes place after all other discounts are taken. The calculation is:

$$(\text{Retrieved Price} - \text{Dollars Off}) * \text{Discount \%}$$

You can set up a large order discount code for only one unit of measure. You do so using the *Base Large Order Discounts on UM* field in the OP entity controls.

Large order discounts are grouped by product within the same large order discount code. You can have more than one large order discount codes on an order. The units of measure for products in an order are converted to the

unit of measure established for the large order discount. The number of units within a discount code is added to determine the discount percent, but the discount is applied to the unit price of each product not the total order amount.

### Example 1 of Large Order Discounts

The following example assumes you have set up large order discounts to use the unit of measure EA (each).

#### Large Order Code A:

The first large order discount, using the unit of measure EA (each), is discounted as follows:

Order Quantity	Discount
1-99	5%
100-199	10%
200-299	15%
300+	20%

#### Large Order Discount Code B:

For this example, it is assumed you have set up 1 Drum (DM) = 5 Each (EA).

The second large order discount, also using the unit of measure EA (each), is discounted as follows:

Order Quantity	Discount
1-5	5%
6-9	10%
10-19	15%
20+	20%

#### Creating the Order with the Discounted Products

The large order discount is set up as follows:

Item	Order Quantity	Price	Large Order Discount Code
Product 1	10 each	50.00	A
Product 2	3 drums	1000.00	B

### Calculating the Discount

Item	Order Quantity	Converted Quantity	Price	Large Order Discount Code	Discounted Unit Price
Product 1	10 Each	10	50.00	A = 5%	$50.00 - (50.00 \times 0.05) = \mathbf{47.50}$
Product 2	3 Drums	$3 \times 5 = 15$	1000.00	B = 15 (Code B has a 15% discount for 10-19)	$1000.00 - (1000.00 \times 0.15) = \mathbf{850.00}$

**Total Order** =  $(10 \times 47.50) + (3 \times 850.00) = \mathbf{3025.00}$

### Example 2 of Large Order Discounts

Use the same large order discount codes A and B as in Example 1. It is assumed that 1 Drum = 5 Each.

### Creating the Order with the Discounted Products

The large order discount is set up as follows:

Item	Order Quantity	Price	Large Order Discount Code
Product 1	10 each	50.00	A
Product 2	3 drums	1000.00	B
Product 3	3 drums	500.00	B

### Calculating the Discount

As illustrated below, the discount for Products 2 and 3 is 20%. Since the products are associated with the same discount code, the total units after the conversion are added and then the discount is applied to each product.

Item	Order Quantity	Converted Quantity	Discount Code	Discounted Unit Price
Product 1	10	10	A (5%)	$50.00 - (50.00 \times .05) = \mathbf{47.50}$
Product 2	3	3x5=15	B (20%)	$1000.00 - (1000.00 \times .20) = \mathbf{800.00}$
Product 3	3	3x5=15	B (20%)	$500.00 - (500.00 \times .20) = \mathbf{400.00}$
<b>Total Order = 475.00 + 2400.00 + 1200.00 = 4075.00</b>				

---

## Maintaining the Customer Master File

Before you begin entering orders in Infinium OP, you must create customer information. The *Work with Customers* function allows you to enter the required records for each customer, including the Sold-To record used by Infinium OP, and the Bill-To record used by Infinium AR. You can also create Ship-to records if your customer has multiple shipping addresses.

You use the *Work with Customers* function to create and maintain your customer information. You can then give users access to the *Display Customers* function, described in the “Displaying Customer Information” section in this chapter, to view the most up-to-date customer information.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
  - ▼ *Work with Customers [WWC]*

## Creating/Accessing a Customer Record

12/01/97    8:59:47    Work with Customers    OPG260    OPD260

---

Position to . .    Company IS1 \*    Sold-To \_\_\_\_\_

Type options, press Enter.  
2=Change    3=Copy    5=Display    10=Ship-To Maint.    12=Bill-To Maint.

Co	Sold-To	Name	City	St/Pr	A/I
—	IS1 CMCUST1	Multi Currency Customer	BC	QUE	A
<u>2</u>	IS1 REGCUST1	REGULATORY CUSTOMER SOLD-	LOUISVILLE	KY	A
—	IS1 REGCUST2	REGCUST2	Boston	MA	A
—	IS1 1	Multi Currency Customer 2	Hyannis	MA	I
—	IS2 CUST1	Customer #1	Boston	MA	A

Bottom

---

F2=Function keys    F3=Exit    F4=Prompt    F5=Name Seq    F24=More keys

Figure 3-11: Work with Customers selection screen 1

To create a customer record, type the company number and press F6.

To access an existing Customer record, type one of the values below in *Opt*:

- |           |  |
|-----------|--|
| <b>2</b>  | To make changes to the record                                  |
| <b>3</b>  | To copy an existing customer                                   |
| <b>5</b>  | To display the record without updating                         |
| <b>10</b> | To add or update customer Ship-To records                      |
| <b>12</b> | To maintain the Bill-To record in Infinium Accounts Receivable |

To reposition the records, type the company number and all or part of a customer number and press Enter. The system displays the list of customers beginning with the number you type.

To change the display to include the customer's full address, press F11. You can toggle between displaying the customers in customer number sequence and customer name sequence by pressing F5. Function keys are also available to sort the selection display by *Alpha Seq*, *City* and *Phone Seq*.

Press F2 or F24 to display all of the available function keys. Press F8 to print the Customer Master record.

## Selecting an Attribute

```
12/01/97    9:02:55          Work with Customers          OPG260    OPD260
-----
Company . . . : IS1    Sold-To . . . : REGCUST1

Type options, press ENTER
1=Select

Opt  Attribute
1   Customer Information
1   Credit Information
1   Pricing Information
1   Tax Information
1   Shipping Information
1   Salesperson Information
1   Miscellaneous Information
1   User Defined Fields

F2=Function keys  F3=Exit  F9=Select All  F24=More keys
```

Figure 3-12: Work with Customers selection screen 2

The system organizes screens by the type of information they contain. To access attributes for maintenance, type 1 in the *Opt* field next to one or more attributes or press F9 to select all attributes. When you leave each attribute screen, the system automatically displays the next.



## Customer Information

12/01/97 9:03:19 Customer Information OPG260 OPD260	
Company . . . . .	IS1 Sold-To . . . . . REGCUST1
Active . . . . .	A (A/I)
Name . . . . .	REGULATORY CUSTOMER SOLD-TO
Address 1 . . . . .	4350 BROWNSBORO ROAD
Address 2 . . . . .	
Address 3 . . . . .	
Address 4 . . . . .	
City . . . . .	LOUISVILLE
State/Prov . . . . .	KY *
Postal Code . . . . .	40207
Phone . . . . .	
FAX . . . . .	
Sort Code . . . . .	
County Code . . . . .	
Country Code . . . . .	
F2=Function keys F4=Prompt F10=QuickAccess F12=Cancel F24=More keys	

Figure 3-13: Customer Information screen

*Active, Name, Address 1, and City* are required fields. If the *State/Province is required* field in Infinium CA is set to **N** and a customer sold-to record is created without a zip code, the customer address screen does not require a zip code.

The active code must be **A** to enter an order for a customer. Type **I** to place the customer on inactive status.

Press Enter to continue.

## Credit Information

12/01/97 9:10:10 Credit Information OPG260 OPD260	
Company . . . . .	IS1 Sold-To . . . . . REGCUST1
PO No Required . . . . .	N (Y=Yes, N=No)
Auto. Hold Orders . . . . .	N (Y=Yes, N=No)
Hold Reason . . . . .	+
Invoice Payment Terms . . . . .	NET30 + Net 30
Charge Card . . . . .	_____ +
Charge Card Number . . . . .	_____
Charge Card Expiration Date . . . . .	_____
Use National Acct . . . . .	N (Y=Yes, N=No)
Bill-To Customer . . . . .	REGCUST1 +
F2=Function keys F4=Prompt F10=QuickAccess F12=Cancel F18=Message line	

Figure 3-14: Credit Information screen

*PO No Required*, *Auto. Hold Orders* and *Use National Acct* are required fields. You can override the default values.

### *Auto. Hold Orders, Hold Reason*

If you type **Y** in the *Auto. Hold Orders* field, you have the option of typing a code value in the *Hold Reason* field. The Reason code is required when you enter an order. If you type **Y** in the *Auto. Hold Order* field, a **Y** defaults into the *Other Hold* field and cannot be changed.

### *Bill-to Customer, Sold-To*

The *Bill-To Customer* field refers to the Bill-To record in Infinium AR and defaults to the *Sold-To* field. The bill-to number you assign here can be different from the sold-to number and can even refer to another customer's bill-to number, allowing you to assign invoices from several sold-to customers to a single bill-to customer.

When you exit this screen during the initial setup of a new customer, the system automatically transfers you to customer maintenance in Infinium Accounts Receivable and creates the Bill-To record with all required fields from entries made in the customer's Sold-To record. No further entries are required at this time. For details on completing the Bill-To record, refer to the

*Infinium Accounts Receivable Guide to Controls.* When you exit the bill-to record, the system transfers you to the next screen.

## Pricing Information

12/01/97	9:10:35	Pricing Information	OPG260	OPD260
Company . . . : IS1    Sold-To . . . : REGCUST1				
Price Class (D,I,S) . . . . . -				
Trade Discount % . . . . . .0000				
Buying Group Number . . . . .				
Price Code . . . . . 1				
Discount %				
Price Code 1 . . . . . .0000				
Price Code 2 . . . . . .0000				
Price Code 3 . . . . . .0000				
Price Code 4 . . . . . .0000				
Price Code 5 . . . . . .0000				
Price Code 6 . . . . . .0000				
Price Code 7 . . . . . .0000				
Price Code 8 . . . . . .0000				
Price Code 9 . . . . . .0000				
Large Order Discount    Y    (Y=Yes, N=No)    LOD Codes B    _    _    _    _				
F2=Function keys    F10=QuickAccess    F12=Cancel				

Figure 3-15: Pricing Information screen

The *Large Order Discount* field is the only required field. If you type **Y** in this field, type up to five codes in the *LOD Codes* fields to specify the groups of products for which the customer receives large order discounts.

If you use the Large Order Discount or Trade Discount pricing methods, they will become inactive if you set up promotions at the entity and order type levels.

### *Price Code, Price*

The system uses the value you type in the *Price Code* field to retrieve a price from one of the nine *Price* fields in the Product record or to group customers for the initial/base pricing method.

### *Discount %, Price Code 1, Price Code 9, Price*

The *Discount %* field entries for the *Price Code 1* through *Price Code 9* fields are applied against the price in the corresponding *Price* field in the Product

File record. The Base Price pricing method also uses these fields in calculating the selling price for a product.

For further instructions on any pricing field, refer to the “Working with Pricing” chapter of this guide. For additional information on Multi-Level Discounts and Promotions, refer to the “Infinium Order Processing Multi-Level Promotions” chapter of this guide.

## Tax Information

12/02/97	11:18:45	Tax Information	OPG260	OPD260
Company . . . : IS1    Sold-To . . . : REGCUST1				
Charge Sales Tax . . . . . N    (Y=Yes, N=No)				
State Tax Code . . . . . MA +    Mass 5% sales tax				
Local Tax Code 1 . . . . .    +				
Local Tax Code 2 . . . . .    +				
Local Tax Code 3 . . . . .    +				
Local Tax Code 4 . . . . .    +				
Tax Exempt No . . . . . 0101				
F2=Function keys   F4=Prompt   F10=QuickAccess   F12=Cancel				

Figure 3-16: Tax Information screen

The *Charge Sales Tax* field is required. If you set this field to **Y**, then the *State Tax Code* field is also required. If you set the *Charge Sales Tax* field to **N**, the *Tax Exempt No* field becomes required.

All of these fields become defaults when you enter orders for this customer. You can override them by individual order.

This screen is different if you use either Infinium GT, Vertex, or some other third party sales tax package.

## Shipping Information

12/01/97 9:13:10 Shipping Information OPG260 OPD260	
Company . . . : IS1 Sold-To . . . : REGCUST1	
Freight Pmt Code . . . . .	COD + C.O.D.
Ship Via Code . . . . .	UPS + UPS
FOB Code . . . . .	DTN + Destination
Ship from Whse . . . . .	ISWL + INFINIUM WAREHOUSE #1
Allow Back Orders . . . . .	Y (Y=Yes, N=No)
Warehouse Transfer . . . . .	N (Y=Yes, N=No)
Ship Complete . . . . .	N (Y=Yes, N=No)
Distributor Ref. Code . . . . .	—
SIC Code . . . . .	0
EPA No . . . . .	—
MSDS Print Format . . . . .	— +
MSDS Language Code . . . . .	— +
Ignore MSDS History Print Status .	N (Y=Yes, N=No)
Default Ship-To Number . . . . .	—
F2=Function keys F4=Prompt F10=QuickAccess F12=Cancel	

Figure 3-17: Shipping Information screen

*Allow Back Orders, Warehouse Transfer, and Ship Complete* are required fields.

### *Warehouse Transfer*

If you transfer goods between your warehouses using Infinium OP, you must set up the warehouses as customers and type **Y** in the *Warehouse Transfer* field. When you enter orders for this customer, the order is assigned the order type **TFR** and it is processed as a warehouse transfer.

### *Ship Complete*

Type **Y** in this field if you want to prevent partial shipments to this customer.

### *MSDS Print Format, MSDS Language Code, Ignore MSDS History Print Status*

The *MSDS Print Format, MSDS Language Code* and *Ignore MSDS History Print Status* fields control the printing of Material Safety Data Sheets for this customer. Type **Y** in the *Ignore MSDS History Status* field for the system to print an MSDS for all products any time this customer orders.

*Default Ship-To Number*

The system uses your entry in this field if the *Ship-To* field is left blank on the Prompt screen in the *Order Processing Entry* option in the *Work with Orders* option.

## Salesperson Information

12/01/97 9:14:20 Salesperson Information OPG260 OPD260	
Company . . . : IS1 Sold-To . . . : REGCUST1	
Salesperson 1 . . . . .	1__ + Jonathan Smith
Commission Percent 1 . . . . .	_____
Salesperson 2 . . . . .	2__ + Susan Jones
Commission Percent 2 . . . . .	_____
F2=Function keys F4=Prompt F10=QuickAccess F12=Cancel F18=Message line	

Figure 3-18: Salesperson Information screen

The system stores the values you type in the *Commission Percent 1* and *Commission Percent 2* fields in the order header and detail records of each order you create in the *Order Processing Entry* menu in the *Work with Orders* option. These entries are available for any custom commission program you use or for use in selecting and sorting records in Infinium Query.

If you have a custom or third party commissions application, type the program name in the *Invoice to Commissions PGM* field found in the User Exits attribute in the *Work with Entity* option in the *Order Processing Control Files* menu. The system runs this program when you print final invoices.

## Miscellaneous Information

10/20/00 15:16:48 Miscellaneous Information OPG260 OPD260	
Company . . . . .	IS1
Sold-To . . . . .	REGCUST1
Private Label . . . . .	N (Y=Yes, N=No)
Prospect . . . . .	N (Y=Yes, N=No)
EDI Customer . . . . .	N (Y=Yes, N=No)
FAX Acknowledgments . . . . .	N (Y=Yes, N=No)
FAX Invoices . . . . .	N (Y=Yes, N=No)
Market Code . . . . .	_____ +
Customer Class . . . . .	_____ +
Default Order Type . . . . .	_____ +
Exclusion/Inclusion Method . . . . .	_____ (1=Exclusion, 2=Inclusion)
Sales Consolidate Number . . . . .	ACME SUPPLY
Comment 1 . . . . .	SOLD-TO COMMENT LINE 1
Comment 2 . . . . .	SOLD-TO COMMENT LINE 2
Comment 3 . . . . .	SOLD-TO COMMENT LINE 3
F2=Function keys F4=Prompt F10=QuikAccess F12=Cancel	

Figure 3-19: Miscellaneous Information screen

*Private Label* and *Prospect* are required fields.

### *EDI Customer*

Type **Y** in the *EDI Customer* field to create the EDI transaction set when you print final invoices. This transaction set includes only the fields from the open order that you choose, but generally depends on the requirements of your customers. For example, a customer might want only the order number and invoice total while other customers require more detailed information. You must use your third party EDI software to send this information to your customer.

### *FAX Acknowledgments, FAX Invoices*

Type **Y** in the *FAX Acknowledgments* and *FAX Invoices* fields if these forms should be returned to the customer by fax. When you process these forms, they print in fax format. You must have special fax software set up for this purpose which identifies these print files and faxes them based on parameters set up in that package.

### *Customer Class*

Use this field to assign the sold-to customer to a class of customers you establish. For example, you can establish a class of customers that is

excluded from purchasing certain products. You set up class codes using the *Work with Code Tables* function.

The exclusion/inclusion settings here can differ from the Customer and Entity records. This allows you to control purchases made by customers within each organization as required.

#### *Exclusion/Inclusion Method*

Use this field to specify an exclusion or inclusion relationship between customers and products. This defaults from the Entity Control file.

Type 1 to specify that the customer is allowed to buy any products except those that are specifically excluded.

Type 2 to specify that the customer is only allowed to buy products that are specifically included on a product list. The Customer will not be able to buy any other products.

This field follows the customer, customer class, entity level hierarchy. If you do not enter a value, the customer class file is checked to make sure the customer does not belong to an excluded class. If not, the entity level value is used. Leave this field blank if the customer is not restricted from buying any products.

#### *Sales Consolidate Number*

To accumulate and report sales history under another customer number, a national account for example, you enter that customer number in *Sales Consolidate Number* field. You cannot display or report the former company's sales history separately after making this entry.

#### *Comment 1, Comment 2, Comment 3, Action Code*

For orders entered for this customer, the entries you make in the *Comment* and *Comment 3* fields default to the first three lines in the Order Comments file accessible from the *Action Code* field on the Order Processing Entry Order header screen described in “Creating and Processing Orders” chapter of this guide.

---



## User Defined Fields Information

12/01/97	9:15:24	Work with Customers	MMGUDFM	MMDUDFM
<u>User Alpha Numeric Fields</u>				
Alpha Field 1 Code	.....	_____		
Alpha Field 2 Code	.....	_____		
Alpha Field 3 Code	.....	_____		
Alpha Field 4 Code	.....	_____		
Alpha Field 5 Code	.....	_____		
<u>User Numeric Fields</u>				
Numeric Field 1 Code	.....	_____		
Numeric Field 2 Code	.....	_____		
Numeric Field 3 Code	.....	_____		
Numeric Field 4 Code	.....	_____		
Numeric Field 5 Code	.....	_____		
<u>User Date Fields</u>				
Date Field 1 Code	.....	_____		
Date Field 2 Code	.....	_____		
Date Field 3 Code	.....	_____		
Date Field 4 Code	.....	_____		
Date Field 5 Code	.....	_____		
F2=Function keys F4=Prompt F10=QuickAccess F12=Cancel F18=Message line █				

Figure 3-20: Work with Customers User Defined Fields screen

This is the first User Defined Fields screen. The system provides you with five each of numeric, alphanumeric, and date fields. Define field descriptions in the *Control File Maintenance* menu, discussed in the “Maintaining Control Files” topic of this guide. Press Enter to proceed to the second screen containing the date fields. After completing the User Defined fields, press Enter to return to the selection screen.

If you are finished maintaining this customer, press F12 to return to the Work with Customers selection screen 1 where you can select another customer or maintain the Ship-To and/or Bill-To files of the customer you just entered, or any other customer.

If you defined any of the user fields as required in the *Work with Entity* option in the *Order Processing Control Files* menu, the system displays the user field screens automatically, regardless of your selections on the selection screen.

If you have customers with multiple locations, establish a separate Ship-To record for each location. On the Work with Customers selection screen 2, type 10 in the *Opt* field next to the customer for which you are entering additional addresses to display the following Ship-To customer screen.

## Setting Up a New Ship-To Address

12/01/97	9:17:31	Work with Customers		OPGSHPM	OPDSHPM
Position to . . . Sold-To .		REGCUST1	REGULATORY CUSTOMER SOLD-TO		
Ship-To .		_____			
Type options, press Enter.					
2=Change 5=Display					
Opt	Sold-To .	Ship-to	Name	City	St/Prov
2	REGCUST1	REGCUST2	REGULATORY CUSTOMER	LOUISVILLE	KY
					Bottom
F2=Function keys F3=Exit F6=Create F8=Print F24=More keys					

Figure 3-21: Work with Customers selection screen

To set up a new ship-to address, complete the *Ship-To* field and press F6. Select an existing Ship-To record by typing 2 in the *Opt* field to change the record or 5 to display the record without updating.

If you have several addresses for a customer in the same city, press F11 to display their full address to aid in selecting the correct one.

## Ship-To Customers Attributes

12/01/97	9:18:03	Work with Customers	OPGSHPM	OPDSHPM																
Company . . . : IS1 Sold-To . . . : REGCUST1      REGULATORY CUSTOMER SOLD-TO Ship-To . . . : REGCUST2 Type options, press ENTER 1=Select																				
<table border="0"> <tr> <td>Opt</td> <td>Attribute</td> </tr> <tr> <td>1</td> <td>Ship-To Information</td> </tr> <tr> <td>1</td> <td>Tax Information</td> </tr> <tr> <td>1</td> <td>Shipping Information</td> </tr> <tr> <td>1</td> <td>MSDS Information</td> </tr> <tr> <td>1</td> <td>Salesperson Information</td> </tr> <tr> <td>1</td> <td>Miscellaneous Information</td> </tr> <tr> <td>1</td> <td>User Defined Fields</td> </tr> </table>					Opt	Attribute	1	Ship-To Information	1	Tax Information	1	Shipping Information	1	MSDS Information	1	Salesperson Information	1	Miscellaneous Information	1	User Defined Fields
Opt	Attribute																			
1	Ship-To Information																			
1	Tax Information																			
1	Shipping Information																			
1	MSDS Information																			
1	Salesperson Information																			
1	Miscellaneous Information																			
1	User Defined Fields																			
<hr/> F2=Function keys   F3=Exit   F9=Select All   F24=More keys																				

Figure 3-22: Work with Customers Ship-To selection screen

The attributes shown here and the resulting screens are the same as those accessible from the customer selection screen.

When you enter an order and use the ship-to code, the entries you make on these screens override the defaults set up in the customer's Sold-To record.

## Displaying Customer Information

Use the *Display Customers* function to view the most up-to-date customer information, including the Sold-To record used by Infinium OP, and the Bill-To record used by Infinium AR.

To add or update the customer information, you use the *Work with Customers* function described in the “Maintaining the Customer Master File” section in this chapter.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Displays*
- ▼ *Display Customers [DC]*

3/29/16		14:29:38		Display Customers		OPGDC		OPDDC	
Position to . . . Company . . . . . ____ *									
Sold-To . . . . . _____									
Type options, press Enter.									
5=Display 10=Ship-to 12=Bill-to									
Opt	Co	Sold-To	Name	City	St/Pr	A/I			
—			1	1		A			
—	AMU	ARUNA	Aruna OP Customer 1	Marlborough	AK	A			
—	AMU	ARUNA1	Aruna OP Customer 1	Marlborough	AK	A			
—	BPW	AAA	a	boston	AK	A			
—	BPW	BBB	BBB	BBB	CA	I			
—	BPW	74	Brian 17th Co	READING	MA	A			
—	BPW	75	Test	Test	MA	A			
—	CCD	CHRISTOPHER	Christopher's Sails	Marblehead	MA	A			
—	CCD	FORD	Ford	hyannis	MA	A			
—	CCD	FRWHS	from warehouse	asdf		I			
—	CCD	FWHSE	from warehouse	asdf		A			
—	CCD	NISSAN	Nissan	hyannis		A			
						MORE...			
F2=Function keys F3=Exit F4=Prompt F5=Name Seq F24=More keys									

Figure 3-23: Display Customers selection screen

To display information for an existing customer record, type one of the values below in *Opt*:

- 5 To display the record

- 10**            To display customer Ship-To records
- 12**            To display the Bill-To record in Infinium Accounts Receivable

You can reposition the display by using the *Company* and *Sold-To* fields, or use PgUp and PgDn to scroll through the file.

To change the display to include the customer's full address, press F11. You can toggle between displaying the customers in customer number sequence and customer name sequence by pressing F5. Function keys are also available to sort the selection display by *Alpha Seq*, *City* and *Phone Seq*. Press F2 or F24 to display all of the available function keys. Press F8 to print the Customer Master record.

## Selecting an Attribute

```

3/29/16   14:30:46           Display Customers           OPGDC   OPDDC
-----
Company . . . . . :   BPW
Sold-To . . . . . :   AAA
Type options, press Enter.
1=Select

Opt  Attribute
-   Customer Information
-   Credit Information
-   Pricing Information
-   Tax Information
-   Shipping Information
-   Salesperson Information
-   Miscellaneous Information
-   User Defined Fields

-----
F2=Function keys  F3=Exit  F9=Select All  F10=QuikAccess  F24=More keys

```

Figure 3-24: Display Customers selection screen 2

The system organizes screens by the type of information they contain. To display attributes, type 1 in the *Opt* field next to one or more attributes or press F9 to select all attributes. When you leave each attribute screen, the system automatically displays the next.

---

For details about the customer attribute screens, see the “Maintaining the Customer Master File” section in this chapter.

# Maintaining the Customer Comments File

Use this function to enter and maintain customer comments. You can establish comments by company, company/customer or company/customer/ship-to. You also determine on which forms, if any, the comments print.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Customer Comments [WWCC]*

12/01/97    9:28:36    Work with Customer Comments    OPGCCMM    OPDCCMM

---

Position to . . . Company IS1 +    Sold-To \_\_\_\_\_ +  
Ship-To \_\_\_\_\_ +

Type options, press Enter.  
2=Change 5=Display

Opt	Company	Sold-To	Ship-To	Name
2	IS1			** ALL CUSTOMERS **
-	IS1	REGCUST1	REGCUST2	REGULATORY CUSTOMER SHIP-

Bottom

---

F2=Function keys    F3=Exit    F4=Prompt    F6=Create    F24=More keys

Figure 3-25: Work with Customer Comments selection screen

*Company* is a required field.

*Company, Sold-To, Ship-To*

To create a Customer Comment record, make your entries in the *Company, Sold-To* and *Ship-To* fields and press F6.

Leave the *Sold-To* and *Ship-To* fields blank to create Comment records that are global for all customers. If the customer has multiple locations, establish Comment records specific to each.

Access an existing Customer Comment record by typing **2** in the *Opt* field to change the record or **5** to display the record without updating.

## Customer Comments Information

```

12/01/97      9:29:16      Work with Customer Comments      OPGCCMM      OPDCCMM
-----
Company . . . : IS1
Sold-To . . . :          Ship-To . . . : ** ALL CUSTOMERS **
-----
                                                    (Print Y=yes, N=no)
                                                    Pick Ack Bol Pak Inv
Comment
E fragile. Do not store below 40 degrees F.         Y    Y    Y    Y    Y
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                N    N    N    N    N
-----                                                Bottom
-----
F2=Function keys   F3=Exit   F6>Create   F10=QuickAccess   F24=More keys
```

Figure 3-26: Work with Customer Comments screen

The comments that you type are accessible from the *Action Code* field found on the Order Processing Entry Order header screen in the *Order Processing Entry* menu in the *Work with Orders* option. Type **CC** in the *Action Code* field on that screen to access customer comments or **CS** for ship-to comments.

*Pick, Ack, Bol, Pak, Inv*

The values you type in the *Pick*, *Ack*, *Bol*, *Pak*, and *Inv* fields determine whether comments print, and on which forms. These fields designate the pick list, acknowledgment, bill-of-lading, packing list, and invoice.

You may need to modify the print programs to print your comments at specific locations on the various forms.



# Maintaining the Customer/Product Comments File

Use this function to establish comments that are customer and product specific. You can establish comments by company, company/customer or a company/customer/ ship-to combination. You have full control over the forms on which these comments print.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Cust/Prod Comments [WWCPC]*

12/01/97    9:30:07    Work with Cust/Prod Comments    OPGCPCM    OPDCPCM

---

Position to . . . Company    IS1 \*  
                              Sold-To                                + Ship-To                                +  
                              Product                                +    Size                                +

Type options, press Enter.  
2=Change 5=Display

Opt	Co	Sold-To	Name	Ship-To	Product	Size
2	IS1		** ALL CUSTOMERS **		PROD01	
-	IS1	REGCUST1	REGULATORY CUSTOMER	REGCUST2	PROD01	

Bottom

---

F2=Function keys    F3=Exit    F4=Prompt    F5=Product Seq    F24=More keys

Figure 3-27: Work with Cust/Prod Comments selection screen

*Company*, *Product* and *Size* are required fields. To set up company-wide product comments for all customers, leave the *Customer* and *Ship-To* fields blank.

To create a record, complete the necessary fields and press F6. To access an existing Customer/Product Comment record, type 2 in the *Opt* field to change the record or 5 to display the record without updating.

## Customer/Product Comments Information

```

12/01/97      9:30:41      Work with Cust/Prod Comments      OPGPCPCM      OPDPCPCM
-----
Company . . . : IS1
Sold-To . . . :                               Ship-to :      ** ALL CUSTOMERS **
Product . . . : PROD01                        Size . :      CHERRY PIE
-----
                                                    {Print Y=yes, N=no}
Comment      Pick Ack Bol Pak Inv
Warning: Perishable items enclosed.      Y   Y   Y   Y   Y
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    N   N   N   N   N
-----
                                                    Bottom
-----
F2=Function keys  F3=Exit  F6=Create  F10=QuickAccess  F24=More keys  █

```

Figure 3-28: Work with Cust/Prod Comments screen

The comments that you type are accessible from the *Action Code* field found on the *Inventoried Items* screen in the *Order Processing Entry* menu option in the *Work with Orders* option. Type **CP** in the *Action Code* field on that screen to access these comments or **PC** to access product comments.

*Pick, Ack, Bol, Pak, Inv*

The values you type in the *Pick*, *Ack*, *Bol*, *Pak* and *Inv* fields determine whether or not comments print, and on which forms. These fields designate the pick list, acknowledgment, bill-of-lading, packing list, and invoice.

You may need to modify the print program to print your comments at specific locations on the various forms.

# Maintaining Customer Product Requirements

You use this option to create, maintain and view customer controls for shelf life requirements for a particular product. The system uses these requirements during order processing, picking, and shipping.

Use the menu path below.

- *Order Processing*
- *Order Processing File Maint*
- ▼ *Work with Cust Prod Requirement [WWCPR]*

6/17/03    14:17:31    Work with Cust Prod Requirement    OPGCPRM    OPDCPRM

---

Position to . . . Company . .    \_\_\_\_ +  
Sold-To . .    \_\_\_\_ +    Ship-To . .    \_\_\_\_ +  
Product . .    \_\_\_\_ +  
Type options, press Enter.  
2=Change    5=Display

Opt	Co	Sold-To	Name	Ship-To	Product	Size
-	MFC	1	Customer 1		M-PROD92	
-	MFC	1	Customer 1		M-P1	
-	MFC	1	Customer 1A	1A	DEV-PROD2	
<u>2</u>	MFC	1	Customer 1A	1A	M-PROD3	

Bottom

---

F2=Function keys    F3=Exit    F4=Prompt    F5=Product Seq    F24=More keys

Figure 3-29: Work with Cust Prod Requirement selection screen

Use this screen to view, change or create customer product requirements.

To sort the list of requirements by product, press F5. To re-sort the list of requirements by customer, press F5 again.

To create a requirement, complete the *Company*, *Sold-To* and *Product* fields and press F6.

To reposition the list of existing requirements from which you can select, type values one or more of the *Position to* fields and press Enter.

To access an existing requirement, type **2** in the *Opt* field to change the requirement or **5** to display the requirement only. You can select multiple requirements.

6/17/03 14:19:34 Work with Cust Prod Requirement OPGCPRM OPDCPRM	
Company . . . . .	MFC
Sold-To . . . . .	1
Ship-To . . . . .	1A
	Customer 1A
Product . . . . .	M-PROD3
	Product 3
Shipping Requirements:	
Remaining Shelf Life . . . . .	<u>10</u>
Tolerance . . . . .	<u>1</u>
Validation Type . . . . .	<u>0</u> 0=Warning, 1=Halt
F2=Function keys F3=Exit F6=Save F10=QuikAccess F24=More keys	

Figure 3-30: Work with Cust Prod Requirement details screen

This screen is displayed when you press F6 from the Work with Customer Prod Requirement selection screen.

### *Remaining Shelf Life*

This value identifies the number of shelf life days required by the customer for the product at shipping time.

The system uses this value to determine if a product meets the customer's shelf life requirements for the product at the time of order entry, picking and shipping.

### *Tolerance*

Type a value to further define the customer's shelf life requirements for this product. The system subtracts this value from the value in *Remaining Shelf Life* to determine the fewest number of remaining shelf life days that the customer will accept.

### *Validation Type*

Use this field to control how the system handles order processing transactions when the remaining shelf life or tolerance is exceeded.

Type **0** to allow the user to override the warning message during processing when the remaining shelf life or tolerance is exceeded.

Type **1** to prevent the user from completing the transaction when the remaining shelf life or tolerance is exceeded.

---

## Maintaining the Product Master File

The Product Master file defines and maintains the products, or finished goods, that your company sells. The Product code you assign is made up of two parts, the product number and the product Size code.

The entries you make in this file, along with the entries in the Product Size file in the *Product Management Utilities* menu in Infinium Cross Applications, determine how your products are inventoried, costed, and priced.

Use the menu path below.

- *Order Processing*
- *Order Processing File Maint*
- ▼ *Work with Products [WWP]*

12/01/97    9:31:46
Work with Products
PRGPRDM    PRDPRDM

Position to . . . Product . . . . . \_\_\_\_\_ Size . . . \_\_\_\_ +  
 Product Id Search . . . \_\_\_\_\_

Type options, press Enter.  
 2=Change 3=Copy 5=Display 6=Print 12=Product usage

Opt	Product	Size	Name	Status
—	COLA	6PK	ORANGE SODA (SIX PACK UNIT)	Active
—	COLA	8PK	ORANGE SODA (EIGHT PACK UNIT)	Active
—	GOLF BAG	EA	GOLF BAG	Active
—	GOLF IRONS	EA	GOLF IRONS	Active
—	GOLF KIT	EA	GOLF KIT	Active
—	GOLF WOODS	EA	GOLF WOODS	Active
2	PROD01		CHERRY PIE	Active
—	PROD02		APPLE PIE	Active
—	PROD03		KITTY LITTER	Active
—	PROD04		WHITE PAINT	Active

More...

F2=Function keys F3=Exit F4=Prompt F6=Create/Update F24=More keys

Figure 3-31: Work with Products selection screen

If you are defining a new product, type the product number and size and press F6 to add the record. The Product Size code must be preset in the *Product Management Utilities* menu in Infinium CA.

Access an existing Product record by typing 2 in the *Opt* field to update or 5 to display without updating. Type 3 in this field to create a new product using

the copy screen. The copy screen is described in the “Creating and Processing Orders” chapter of this guide.

*Product*

Type all or part of a Product code in the *Product* field and press Enter to reposition the list of products.

**Note:** For detailed instructions on building your Product file, refer to the Product Management section of the *Infinium Cross Applications Guide to System Controls and Materials Maintenance*.

---

## Maintaining the Product Substitution File

Use the Product Substitution file to establish which products, if any, can be substituted for a product for which you are taking an order. Select this file from the Inventoried Items screen in *Order Processing Entry* by typing **SB** in the *Act Cde* field.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Product Substitutions [WWPSUB]*

12/01/97 9:32:52 Work with Product Substitutions OPGSUBM OPDSUBM

---

Position to . . . Product \_\_\_\_\_  
Size \_\_\_\_\_

Type options, press Enter.  
2=Change 5=Display

Opt	Product	Size	Description	Substitutes Exist
-	COLA	6PK	ORANGE SODA (SIX PACK UNIT)	
-	COLA	8PK	ORANGE SODA (EIGHT PACK UNIT)	
-	GOLF BAG	EA	GOLF BAG	
-	GOLF IRONS	EA	GOLF IRONS	
-	GOLF KIT	EA	GOLF KIT	
-	GOLF WOODS	EA	GOLF WOODS	
2	PROD01		CHERRY PIE	
-	PROD02		APPLE PIE	
-	PROD03		KITTY LITTER	
-	PROD04		WHITE PAINT	

More...

---

F2=Function keys F3=Exit F5=Description Seq. F24=More keys

Figure 3-32: Work with Product Substitutions selection screen

Select a new or existing Product Substitution record by typing **2** in the *Opt* field to change the record or **5** to display the record without updating. A **Y** under the caption *Substitutes Exist* indicates that a product already has a substitution. You can add more.

### *Product*

Reposition the list of products from which to choose by typing all or part of a Product code in the *Product* field and pressing Enter.



## Product Substitution Information

```

12/01/97      9:33:49      Work with Product Substitutions      OPGSUBM      OPDSUBM

Product . . . : PROD01              CHERRY PIE
Size . . . . : 

-----

Product *           Size Description
PROD02 _____ _ APPLE PIE
_____-_____ 
_____-_____ 
_____-_____ 
_____-_____ 
_____-_____ 
_____-_____ 
_____-_____ 
_____-_____ 
_____-_____ 
_____-_____ 

Bottom
```

---

F2=Function keys F3=Exit F4=Prompt F6>Create F24=More keys

Figure 3-33: Work with Product Substitutions screen

The Product codes you type as substitutes must be valid products previously entered in the Product file. The system validates your entry against the product file.

## Maintaining Product Exclusions/Inclusions

With product exclusions/inclusions you can, by product or product category, establish a list of products that either individual customers or an entire customer class are or are not authorized to purchase.

Exclusion customers can buy any products except those you specify. Inclusion customers can buy only the products you specify.

**Caution:** If you set up a customer as exclusion by typing Y in the *Exclusion/Inclusion Method* field in the Customer Master file and then switch the setting to inclusion, all exclusion records for that customer become inclusion records. Likewise, if you switch the setting from inclusion to exclusion, all inclusion records become exclusion records.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
  - ▼ *Work with Exclusion/Inclusion [WWPE]*

```

9/14/00    09:15:46    Work with Exclusion/Inclusion    OPGEXCM    OPDEXCM
-----
Position to . . . Company BLS +
                        Sold-To _____ + Ship-To _____ + Class _____ +
                        Product _____ + Size _____ Category _____ +

Type options, press Enter.
2=Change 5=Display

Opt  Comp Sold-To      Ship-To      Sold-To      Product      Size Category Ex
-----
-    BLS ACME MFG                      A NEW PRODUCT PG    EA          IN
-    BLS ACME MFG                      BLUE PAINT          GL          IN
-    BLS ACME SUPPLY                    A123                GL          EX
-    VMS CUST2                          ABATTER             GL          EX
-    VMS SIMPSON      100                AV200               GL          EX
-    VMS SIMPSON      100                AV300               GL          EX

Bottom

F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys

```

Figure 3-34: Work with Exclusion/Inclusion selection screen

Type **2** in the *Opt* field to change a record or **5** to display the record without updating. You can re-position the list of existing records by making partial or complete entries in the *Position To* fields.

If you are creating an exclusion or inclusion record, complete the fields on the Work with Exclusion/Inclusion selection screen.

#### *Company*

Specify the company for which you are setting up the exclusion/inclusion record.

#### *Sold-To/Ship-To*

Specify an individual customer for which you are setting up an exclusion/inclusion record.

#### *Class*

Specify a class of customers for which you are setting up an exclusion/inclusion record. You determine a customer to be in a specific class by using the *Customer Class* field in the Customer Master file.

#### *Product/Size/Category*

Specify an individual Product code to exclude/include in the *Product* and *Size* fields or exclude/include an entire group of products by typing a valid product sales category in the *Category* field. You determine a product to be in a specific category by using the *Sales Product Category* field in the *Work with Products* function.

Press F6 when you have completed the information.

---

9/14/00	09:21:29	Work with Exclusion/Inclusion	OPGEXCM	OPDEXCM
INCLUSION RECORD				
Company . . . :		BLS		
Sold-To . . . :		ACME MFG	Ship-To :	Class . . . :
Product . . . :		A NEW PRODUCT PG	Size . . : EA	Category :
Inclusion Code . . . . .		LAHAZ + L.A. Hazardous Material #1		
From Date . . . . .		_____		
To Date . . . . .		_____		
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys				

Figure 3-35: Work with Exclusion/Inclusion screen

Depending on your exclusion/inclusion settings at the entity or customer level for this customer or customer class, the exclusion or inclusion record displays.

#### *Exclusion Code*

Specify a code that indicates why the customer or customer class is excluded from buying the product. For example, you could use a code for products that require a permit to purchase. The code value you type in the *Exclusion Code* field is informational only but could be used for reporting. This field displays only for exclusion records.

#### *Inclusion Code*

The code value you type is informational only but could be used for reporting. This field displays only for inclusion records.

#### *From Date, To Date*

Use these fields to place a time limit on exclusions based on the dates you type.

Press F6 to update the file.

## Maintaining Picking Sequence

Use this option to establish a picking sequence to follow when filling orders. The program that prints your pick ticket uses this sequence file to print products on the pick ticket in the order specified to facilitate a smooth pass through the warehouse to pick products in a specified order, such as row/bin location, lot number or production date. When you process shipments, the products that display on the shipping screen are in the same order as they are printed on the pick ticket.

Use the menu path below.

- *Order Processing*
- *Order Processing File Maint*
- ▼ *Work with Picking Sequence [WWPSEQ]*

12/01/97 9:36:45 Work with Picking Sequence OPGPKSM OPDPKSM

---

Position to . .

Company

IS1 +

Warehouse

ISW1 +

Product

+ Size

Bin

Lot#

Type options, press Enter.  
2=Change 5=Display

Opt	Comp	Whse	Product	Size Bin	Lot#	Sequence #
2	IS1	ISW1	PROD01			1
-	IS1	ISW1	PROD02			2
-	IS2	ISW2	PROD01			3

Bottom

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 3-36: Work with Picking Sequence selection screen

When you enter a new picking sequence record, *Company*, *Warehouse* and either *Product*, *Size*, or *S.I. Field Two* are required fields.

*Position To*

To create a new picking sequence record or to access an existing record, complete the required *Position To* fields and press F6.

*Product, Size, S.I. Phy Loc*

For an existing record, you have to complete the *Product*, *Size* and *S.I. Phy Loc* fields if the desired record was set up using all three of these fields.

To select an existing record from the list at the bottom of the screen, type **2** in the *Opt* field next to the desired record to change the record, or type **5** to display the record without change. Reposition the selection screen by completing all or part of the *Position To* fields and pressing Enter.

*S.I. Phy Loc* field is the eight-character part of the storage index. This field can be named differently on your system. What displays is the field heading you entered in the last storage index field in the *Cross Application Utilities* menu in the *Work with Entity Controls*, *Work with Company Controls*, or *Work with Warehouse Controls* options.

## Pricing Sequence

12/01/97	9:37:18	Work with Picking Sequence	OPGPKSM	OPDPKSM
Company . . . . .		IS1		
Warehouse . . . . .		ISW1		
Product . . . . .		PROD01	Size :	
Bin . . . . .				
Lot# . . . . .				
-----				
Sequence # . . . . .		1		
Physical Location . . . . .		01		
Comment . . . . .				
F2=Function keys F3=Exit F6=Create F12=Cancel F24=More keys				

Figure 3-37: Work with Picking Sequence screen

*Sequence #* is a required field. Your entry in this field determines the position of this product and/or storage index on the pick ticket. For example, if you use *S.I. Phy Loc* to hold the warehouse row and bin number, you could assign the sequence numbers sequentially from Row1 Bin1 to RowX BinX where X is the last bin in the last row.

When moving products into inventory, the row and bin location is specified in the eight-character storage index field 2. Therefore, when the pick ticket prints, the products are sorted based on each *S.I. Phy Loc* entry.

*Physical Location, Comment*

*Physical Location* and *Comment* are informational only and are not used by the standard pick ticket printing program for sequencing.

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## Notes



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## Chapter 4 Creating and Processing Orders

# 4

The chapter consists of the following topics:

Topic	Page
Overview of Creating and Processing Orders	4-2
Creating and Modifying Order Types	4-3
Entering Orders	4-19
Automatic Transfer Orders	4-64

---

## Overview of Creating and Processing Orders

This section explains how to create and modify order types and subsequently enter orders. Before you can enter orders, you must define order types. You can create or modify different types of orders including regular, transfer, credit memo, debit memo, future, invoice immediate, quote, master, recurring master, and prepaid orders. These order types are delivered with the system. You can also use customized order types that you have defined in the *Work with Order Types* option in the *Control File Maintenance* menu. Essential order types you should most likely create are master orders and recurring master orders.

Each order type specifies a different order processing flow. Remember, you are not limited to the predefined order types delivered with your system or the settings of the predefined order types. Using the *Work with Order Types* option on the *Control File Maintenance* menu, define your own order types. Once you have defined the order types, you can enter orders.

After you complete this chapter, you should be able to do the following:

- Create and modify order types
  - Process additional order types (immediate invoice, future, master, recurring master, sample)
  - Enter orders
-

# Creating and Modifying Order Types

Use this option to define your own order types or to modify the predefined order types delivered with your system. Different order types process orders differently. For each order type, you control the processing flow and how each affects inventory, accounts receivable, sales and general ledger. You also control whether orders should split based on warehouse or ship dates. You can determine which fields should be required during order entry.

Use the menu path below.

- *Order Processing*
- *Order Processing Control Files*
- ▼ *Work with Order Types [WWOT]*

```

12/01/97  11:51:49      Work with Order Types      OPGCOTM  OPDCOTM

Position to . . .  Order Type  . . . . .  █

Type options, press Enter.
  2=Change  5=Display

Opt  Type  Description
-   INFCM  INF Credit Memo
-   INFFT  INF Future Order
-   INFIV  INF Invoice Immediately
-   INFMA  INF Master Order
-   INFQT  INF Quote Order
-   INFRG  INF Recurring Master Order
-   INFRG  INF Regular Order
-   INFTR  INF Transfer Order
-   INV C  Invoice Immediately
-   MAST   Master Order

More...

F2=Function keys  F3=Exit  F6=Create  F8=Print  F24=More keys
  
```

Figure 4-1: Work with Order Types selection screen

The system displays this screen when you complete the Work with Order Types prompt screen and press Enter.

Type a new code in the *Order Type* field and press F6 to create an order type.

Access an existing order type by typing **2** in the *Opt* field to change or **5** to display the order type without updating information.

You cannot delete an order type if there are open orders with this order type.

## Existing Order Types

Infinium OP provides several predefined order types. Each order type dictates the way the system controls the processing flow and how each affects inventory, accounts receivable, sales, and general ledger, based on the information preset in each Definition screen.

The difference between order types, therefore, is the way the system processes them. You can use each predefined order type with or without modifying it. The following is a list of these predefined order types:

- REG (Regular Order)
- TFR (Transfer Order)
- CRM (Credit Memo)
- DBM (Debit Memo)
- FUT (Future Memo)
- INV (Invoice Immediate Order)
- QTE (Quote Order)
- MASTR (Master Order)
- RECUR (Recurring Master Order)
- PREPD (Prepaid Order)

### Completing the Order Types Definition Screens

You can control the processing flow for each order type you create or modify. The Work with Order Types definition screens contain fields that determine order processing flow.

## Order Flow and Inventory Controls

The system displays this screen when you press F6 to create a new order type or type **2** to change or **5** to display, an existing order type.

---

12/01/97 11:53:19 Work with Order Types OPGCOTM OPDCOTM	
Order Type . . . . .	INFCM
Active . . . . .	Y (Y=Yes,N=No)
Security Level . . . . .	5 (1-9)
Description . . . . .	INF Credit Memo
ORDER FLOW	
Pick/Ship . . . . .	Y (Y=Yes,N=No)
Invoice Immediate . . . . .	N (Y=Yes,N=No)
Master Order . . . . .	N (Y=Yes,N=No)
Recurring Master Order . . . . .	N (Y=Yes,N=No)
Future Shipment . . . . .	N (Y=Yes,N=No)
INVENTORY CONTROLS	
Update Inventory . . . . .	Y (Y=Yes,N=No)
Inventory Transaction Code . . .	48 * Increase Committed Sale
Allow over-pick . . . . .	Y (Y=Yes,N=No)
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys	

Figure 4-2: Work with Order Types screen 1

For new order types, you must enter a value in the *Description* field.

For new and existing order types, you can accept the parameters predefined in each field, or change them to meet your business needs.

All fields on this screen are required unless you type **N** in the *Update Inventory* field, in which case the *Inventory Type* field is not required.

#### *Security Level*

Specify the minimum security level that a person must have to process an order with this order type. Use this to restrict certain users from order types with active promotions. Values range from **1** to **9**.

The lowest authority level is **1**, the highest is **9**.

#### *Master Order, Recurring Master Order, Future Shipment*

You must type **Y** in only one of the fields under ORDER FLOW. Your selection determines the processing steps for the order type. If you type **Y** for the *Master Order*, *Recurring Master Order* or *Future Shipment* field, the system creates additional orders as you release orders from master orders or as future shipment orders are converted during end of day processing.

### Inventory Transaction Code

Up to that point, products on these orders are normally categorized as Future Sales on Infinium IC Available Inventory displays. After release or conversion of these orders, the inventory status of the products changes whatever Inventory Transaction Code the new orders Order Types specify. The entry you make in the *Inventory Transaction Code* field controls which inventory records are updated.

### Allow over-pick

Type **Y** in the *Allow over-pick* field to allow quantities shipped to exceed the order quantity.

## Accounting, Master Order and Order Splitting Controls

12/01/97 11:54:20		Work with Order Types		OPGCOTM	OPDCOTM
Order Type . . . . .	:	INFCM			
Description . . . . .	:	INF Credit Memo			
ACCOUNTING CONTROLS		Update A/R	Update G/L	Update Sales	
Inventoried Products . .		Y	Y	Y	{Y=Yes, N=No}
Non-Inventoried Products		Y	Y	Y	{Y=Yes, N=No}
Miscellaneous Charges . .		Y	Y		{Y=Yes, N=No}
MASTER ORDER CONTROLS					
Release Order Type . . . . .					
Release Frequency . . . . .		{1=Daily, 2=Monthly, 3=Yearly}			
ORDER SPLITTING CONTROLS					
Ship From Warehouse . . . . .		N	{Y=Yes, N=No}		
Requested Delivery Date . . . . .		N	{Y=Yes, N=No}		
Scheduled Ship Date . . . . .		N	{Y=Yes, N=No}		
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys					

Figure 4-3: Work with Order Types screen 2

All fields on this screen are required except *Release Order Type* and *Release Frequency*. However, if you typed **Y** in the *Master Order* or *Recurring Master Order* field on the previous screen, then the *Release Order Type* field is required.

Release frequency is also required if you typed **Y** in the *Recurring Master Order* field. Release frequency indicates how often the system can release a recurring master order.

The system uses the order type you type in the *Release Order Type* field as the default order type for orders created when shipments are released from master orders. You can create regular orders from master orders.

*Ship From Warehouse, Requested Delivery Date, Schedule Ship Date*

Under ORDER SPLITTING CONTROLS, determine when individual lines should be split from an order creating one or more new orders. You can split orders when the *Ship From Warehouse*, *Requested Delivery Date* and/or *Schedule Ship Date* field entry for any line differs from the entry in the same field on the order header.

If you do not use LIFO/FIFO costing across all warehouses, set the *Ship From Warehouse* field to ☐.

Regardless of your entries in these fields, orders split automatically if, at the line item level, the payment terms for a product differ from the payment terms you entered on the order header.

Upon splitting, the system creates a new order with a new order number; all the header information and all lines matching the criteria that caused the order to split are moved from the original order. The new order must then go through all normal processing steps based on its order type.

If an order is split and you print either acknowledgments or pick tickets when the order is updated, the acknowledgment and pick tickets also print for the split orders.

---

## Required Order Field Controls

12/01/97 11:54:52		Work with Order Types		OPGCOTM	OPDCOTM
Order Type . . . . .	:	INFCM			
Description . . . . .	:	INF Credit Memo			
REQUIRED FIELDS					
Initials . . . . .	N	(Y=Yes, N=No)			
Requested Delivery Date . . . . .	N	(Y=Yes, N=No)			
Scheduled Ship Date . . . . .	N	(Y=Yes, N=No)			
Job/Contract Number . . . . .	N	(Y=Yes, N=No)			
Ship Via Code . . . . .	N	(Y=Yes, N=No)			
FOB Code . . . . .	N	(Y=Yes, N=No)			
Freight Payment Code . . . . .	N	(Y=Yes, N=No)			
Payment Method . . . . .	N	(Y=Yes, N=No)			
Charge Card . . . . .	N	(Y=Yes, N=No)			
Charge Card Number . . . . .	N	(Y=Yes, N=No)			
Credit Approval Number . . . . .	N	(Y=Yes, N=No)			
Salesperson 1 . . . . .	N	(Y=Yes, N=No)			
Salesperson 2 . . . . .	N	(Y=Yes, N=No)			
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys					

Figure 4-4: Work with Order Types screen 3

Type Y in any field you want to designate as a mandatory input field.



## Manufacturing Batch Controls

12/12/97 14:29:32		Work with Order Types		OPGCOTM	OPDCOTM
Order Type . . . . .	:	INFIV			
Description . . . . .	:	INF Invoice Immediately			
<b>MANUFACTURING CONTROLS</b>					
Create Manufacturing Batch. . . .	:	2	(0=No, 1=Use Action Code, 2=Automatic)		
Default Batch Status . . . . .	:	0	(0=Firm Planned, 1=Scheduled, 2=WIP)		
Create Batch if on Credit Hold . .	:	N	(Y=Yes, N=No)		
Batch Status if on Credit Hold . .	:	-	(0=Firm Planned, 1=Scheduled, 2=WIP)		
Create Batch if on Other Hold . .	:	N	(Y=Yes, N=No)		
Batch Status if on Other Hold . .	:	-	(0=Firm Planned, 1=Scheduled, 2=WIP)		
F2=Function keys F3=Exit F10=QuickAccess F12=Cancel F24=More keys					

Figure 4-5: Work with Order Types screen 4

Use the Manufacturing Controls to establish the parameters needed to create a manufacturing batch from a sales order.

### Create Manufacturing Batch

This field allows you to determine if the system generates a manufacturing batch from a sales order. If you set the parameter to enable this function, this field also allows you to determine the method for creating a manufacturing batch.

Type **0** to stop the system from creating a manufacturing batch within a sales order.

Type **1** to allow creation of a manufacturing batch when insufficient available inventory exists for the line item demand by the use of the **CB** action code.

Type **2** to allow automatic creation of a manufacturing batch when insufficient available inventory exists for the line item demand.

If you are using this field to set up automatic transfer orders, type **2**. Your ship-from warehouse must be different from the restocking warehouse. Your entry here overrides your entries in the Entity and Company controls.

### *Default Batch Status*

The system requires an entry in this field, if you typed either **1** or **2** in the *Create Manufacturing Batch* field.

This field allows you to determine the default status of the manufacturing batch you create from a sales order.

Type **0** for a Firm Planned default batch status.

Type **1** for a Scheduled default batch status.

Type **2** for a Work in Progress default batch status.

If you plan on consolidating batches, the individual batches must have a firm planned or scheduled status.

**Note:** Refer to the *Infinium Manufacturing Control Guide to Setup and Processing* for more information on batch status.

### *Create Batch if on Credit Hold*

The system requires an entry in this field if you typed either **1** or **2** in the *Create Manufacturing Batch* field.

This field allows you to determine if the system allows the creation of a manufacturing batch for a sales order that is on credit hold.

Type **Y** to allow the system to create a manufacturing batch on a sales order that is on credit hold.

Type **N** to stop the system from creating a manufacturing batch on a sales order that is on credit hold.

If you later remove the credit hold, the system does not reprocess the order and create the batch automatically. You must either create the batch in Infinium MC or perform maintenance on the sales order.

### *Batch Status if on Credit Hold*

The system requires an entry in this field if you typed **Y** in the *Create Batch if on Credit Hold* field.

This field allows you to determine the status of the batch you create from a sales order when the order is on credit hold.

Type **0** for a Firm Planned batch status.

Type **1** for a Scheduled batch status.

---

Type **2** for a Work in Progress batch status.

*Create Batch if on Other Hold*

The system requires an entry in this field if you typed either **1** or **2** in the *Create Manufacturing Batch* field.

This field allows you to determine if the system allows the creation of a manufacturing batch for a sales order currently on any type of hold other than credit hold.

Type **Y** to allow the creation of a manufacturing batch on an order that is on any type of hold other than credit hold.

Type **N** to stop the system from creating a manufacturing batch on an order that is on any type of hold other than credit hold.

If you later remove the hold, the system does not reprocess the order and create the batch automatically. You must either create the batch in Infinium MC or perform maintenance on the sales order.

*Batch status if on Other Hold*

The system requires an entry in this field if you typed **Y** in the Create Batch if on Other Hold field.

This field allows you to determine the status of the batch you create from a sales order when the order is on any type of hold other than credit hold.

Type **0** for a Firm Planned batch status.

Type **1** for a Scheduled batch status.

Type **2** for a Work in Progress batch status.

---

## Miscellaneous Order Controls

1/24/01 15:42:13 Work with Order Types OPGCOTM OPDCOTM	
Order Type . . . . .	INVC
Description . . . . .	Invoice Immediately
MISCELLANEOUS	
Allow Negative Quantities . . . . .	N (Y=Yes, N=No)
Pre-payment Required . . . . .	N (Y=Yes, N=No)
Minimum Quantity Amount . . . . .	.0000
Maximum Quantity Amount . . . . .	.0000
Credit Memo . . . . .	N (Y=Yes, N=No)
Debit Memo . . . . .	N (Y=Yes, N=No)
No Charge Code . . . . .	_____ +
Sales G/L . . . . .	_____
Cost G/L . . . . .	_____
Promotion/Multi Level Discount. . .	Y (Y=Yes, N=No)
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys	

Figure 4-6: Work with Order Types screen 5

Use these fields to further tailor the order type to meet your business needs.

### *Pre-Payment Amount*

If you type Y in the *Pre-payment Required* field, the system displays a field on the Order Total screen for the prepayment amount. This is a required field. As a result of entering prepayments, a report prints detailing the orders and prepayments made. When you print an invoice, the prepayment amount is shown at the bottom with the balance due equal to the total invoice amount less the prepayment.

### *Minimum Quantity Amount, Maximum Quantity Amount*

Use these fields to restrict the order quantities based on the entire order. The system converts the quantity for each line to the unit of measure specified in the *Convert Order Quantities to this UM* field in *Work with Entity Controls* in the *Order Processing Control Files* option.

If you want the order type you are creating to be a no charge order, such as some sample orders, enter a valid gratis code set up in the *Code Type Maintenance* option in the *No Charge Code* field. The code you type here automatically defaults to the *No Charge Code* field on the Item Override screen shown in the “Entering Orders” topic.

#### *Credit Memo, Debit Memo*

Infinium AR uses the entries in the *Credit Memo* and *Debit Memo* fields to differentiate these obligations from those created by invoices.

#### *Sales G/L, Cost G/L*

Type the valid partial account numbers in the *Sales G/L* and *Cost G/L* fields if you post to general ledger based on order type.

#### *Promotion/Multi Level Discount*

If you set this field to **Y**, the system allows you to enter a promotion code when you create an order for this order type.

In the *Work With Entity Controls* function in Infinium OP, you must type **Y** in the *Promotion /Multi Level Discount* field to use this field.

Press F6 to update when all screens are complete.

## Understanding Processing Differences in Order Types

This topic provides a general overview of the processing differences in Immediate Invoice Orders (INV), Future Memos (FUT), Master and Recurring Orders (MASTR, RECUR) and Sample Orders (SAM). Since you define the processing flow for each order type, your understanding of these processing differences is crucial in utilizing the versatility of Infinium OP.

The following table illustrates differences in how you process order types based on the order flow assigned. Except for the master order flows, the table is based on the pre-defined order types delivered with your system.

The order status codes used on this table are:

<b>RFP</b>	Ready for Picking
<b>RFS</b>	Ready for Shipping
<b>RFI</b>	Ready for Invoicing

Order Flow	Order Types	Initial Order Status	Required Order Split	Pick Ticket/ Acknowledgment	Ship Order	Storage Index Prompt when creating orders
Pick/Ship	REG	RFP	N	Y/Y	Y	N
	SAM	RFP	N	Y/Y	Y	N
	TFR	RFP	N	Y/Y	Y	N
Invoice Immediate	INV	RFI	N	N/Y	N	Y
	CRM	RFI	N	N/Y	N	N
	DBM	RFI	N	N/Y	N	N
Master Order	User Defined	RFS	Y	N/Y	N	N
Recurring Master Order	User Defined	RFS	Y	N/Y	N	N
Future Shipment	FUT	RFS	Y	N/Y	N	N

Use the menu path below.

- *Order Processing*
- *Work with Orders*
  - ▼ *Order Processing Entry [OPE]*

## Processing Immediate Invoice Orders

12/01/97 11:59:14		Order Processing Entry		OPG100	OPD100
Company . . .	IS1	ADD			
Order No. . .	000000017	Sold-To . . .	REGCUST1	REGULATORY CUSTOMER SOLD-	
BO . . . . .	00	Bill-To . . .	REGCUST1		
		Ship-To . . .		REGULATORY CUSTOMER SOLD-	
Action Code . . . . .	—				
Initials . . . . .	—				
Order Type . . . . .	<u>INV</u> + Invoice Immediately				
Order Date . . . . .	<u>19971201</u>				
Requested Delivery Date . . . . .	—				
Scheduled Ship Date . . . . .	<u>19971215</u>				
P.O. Number . . . . .	—				
From Warehouse . . . . .	<u>ISWL</u> + INFINIUM WAREHOUSE #1				
Ship Via . . . . .	<u>UPS</u> + <u>UPS</u>				
F O B . . . . .	— + —				
Pro Number . . . . .	—				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys					

Figure 4-7: Order Processing Entry Order header screen

Type **INV** in the *Order Type* field to identify this as an invoice immediate order.

Use this order type when you need to create an invoice but do not need a pick slip or shipping papers. An immediate invoice order type is often used for orders that are picked up by the customer. After entry of this order type is complete, on-hand inventory for each item on the order is relieved and the order status is RFI (ready for invoicing). You do not process shipments for this type of order.

If you are using lot control and you specify an immediate invoice order,, the system displays the Storage Index screen so that you can allocate the inventory for the order.

## Processing Future Orders

12/01/97 12:00:33		Order Processing Entry		OPG100	OPD100
Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)		ADD	
Order No. . .	000000019	Sold-To . . .	REGCUST1	REGULATORY CUSTOMER SOLD-	
BO . . . . .	00	Bill-To . . .	REGCUST1		
		Ship-To . . .		REGULATORY CUSTOMER SOLD-	
Action Code . . . . .	—				
Initials . . . . .	—				
Order Type . . . . .	FUTUR + Future order				
Order Date . . . . .	19971201				
Requested Delivery Date . . . . .	—				
Scheduled Ship Date . . . . .	19971215				
P.O. Number . . . . .	—				
From Warehouse . . . . .	ISWL + INFINIUM WAREHOUSE #1				
Ship Via . . . . .	— + —				
F O B . . . . .	— + —				
Pro Number . . . . .	—				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys					

Figure 4-8: Order Processing Entry Order header screen

Type **FUT** in the *Order Type* field to identify this as a future order.

Use this order type to enter orders that should not be processed immediately. For example, a customer places an order, but does not need the product for 2 weeks. In this case, you create the order as a future order and set the conversion days to 10-14. The system must convert future orders before it can enter the normal flow of order processing. After conversion, normal processing for the newly created order is required and is based on the order type assigned during conversion.

Future orders are automatically converted to regular orders on a line by line basis during end-of-day processing. The system compares the scheduled ship date for each line to a date that is calculated by adding the number of days you enter in the *Order Conversion Days* field in the company control file to the end-of-day date. If the scheduled ship date is equal to or less than the calculated date, the line is converted. If the order has more than one ship date, only the lines with ship dates that meet these criteria are converted.

Conversion consists of establishing a separate order with a new order number and an order type assigned during conversion. This order contains the complete header record from the future order, any lines from the future order that meet the criteria in the previous paragraph, and any other



associated records, such as order and line comments. A report prints detailing converted orders.

When all lines are converted, the system deletes the future order.

#### *Sch Ship Date, Action Cd*

For orders with a single line or multiple lines with one ship date, type the scheduled ship date in the *Sch. Ship Date* field. If you have an order with multiple ship dates, enter scheduled ship dates for each line individually by typing **OV** in the *Action Cd* field on the Order Processing Entry Order detail screen to access the Item Override screen as described in the “Entering Orders” topic in this chapter.

## Processing Master Orders and Recurring Master Orders

Master orders are defined in two separate ways: regular master orders and recurring master orders. Unlike the order types previously discussed, there are no predefined order types that follow the master order or recurring master order processing flow. You must create at least one in the *Work With Order Types* option on the *Order Processing Control Files* menu if you plan to use master orders.

Regular master orders are generally used when you know, at the time you take the order, what products your customer is ordering and the total quantities they will purchase, but do not know when shipments are to be made or in what quantities. As your customer requests, you make releases for the quantities specified using the *Work With Master Orders* option on the *Work With Order Status* menu.

Based on these individual releases, the system automatically creates new orders following the same rules described previously in the future order description. When all lines on the master order have been fully released, the master order is moved to order history. You cannot release more than the order quantity.

Recurring master orders allow for the pulling of an unlimited number of individual orders from the original master order. When you define a master order as recurring, you also specify the frequency of the releases such as daily, monthly, or yearly. This allows, for example, the mass release of all weekly master orders simultaneously. You cannot release orders more often than the specified frequency.

After master orders are converted, the resulting new order is processed based on the order type to which it is assigned.

---

The “Working With Order Status” topic covers releasing master orders and recurring master orders. For this reason, no screens are shown here.

## Processing Sample Orders

12/01/97 12:01:08		Order Processing Entry		OPG100	OPD100
Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)		ADD	
Order No. . .	00000019	Sold-To . . .	REGCUST1	REGULATORY CUSTOMER SOLD-	
BO . . . . .	00	Bill-To . . .	REGCUST1		
		Ship-To . . .		REGULATORY CUSTOMER SOLD-	
Action Code . . . . .	—				
Initials . . . . .	—				
Order Type . . . . .	SAMPL + Sample Order				
Order Date . . . . .	19971201				
Requested Delivery Date . . . . .	—				
Scheduled Ship Date . . . . .	19971215				
P.O. Number . . . . .	—				
From Warehouse . . . . .	ISW1 + INFINIUM WAREHOUSE #1				
Ship Via . . . . .	—	+	—		
F O B . . . . .	—	+	—		
Pro Number . . . . .	—				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys					

Figure 4-9: Order Processing Entry Order header screen

Type **SAM** in the *Order Type* field to identify this as a sample order. Continue processing this order the same as you do for regular orders.

Use this order type if you provide samples to your customers and want to keep this activity separate from regular orders. You can choose whether to charge for samples and whether sales should be updated for samples of inventoried items, non-inventoried items, or miscellaneous charges. The system updates inventory for inventoried items, accounts receivable with any miscellaneous charges added to the order, and all three for the cost of goods sold.

# Entering Orders

Use this option to enter new orders. You can type an order in its entirety, skip the header screens for faster entry, or even copy an existing order.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Order Processing Entry [OPE]*

10/04/01	22:42:13	Order Processing Entry	OPG100	OPD100
ADD				
Company . . . . .	IS1 +			
Warehouse . . . . .	ISM1 +			
Order Number . . . . .	_____			
Sold-To . . . . .	BEGCUST1 +			
Ship-To . . . . .	_____ +			
Contract Number . . . . .	0000010008 +			
<hr/> F2=Function keys   F3=Exit   F4=Prompt   F7=Copy Orders   F24=More keys				

Figure 4-10: Order Processing Entry prompt screen

To create an order, complete the *Company* and *Sold-To* fields and press Enter.

For faster entry of the order, press F9 to proceed directly to the Order Processing Entry Order detail screen.

## *Company/Warehouse*

Complete these fields with the company and warehouse codes for which the order is being entered. The company field defaults from your user profile. Press F4 to display a list of valid companies and warehouses.

### *Order Number*

If you are adding an order, your entry in this field depends on how order numbers are assigned on your system. You can complete this field in several ways:

- Leave this field and the *Warehouse* field blank and the system assigns the next available order number.
- If you select a warehouse but leave this field blank, the system assigns the next available order within the warehouse's range of assigned order numbers, if order number ranges have been established for the warehouse. Maintain the order number ranges for individual warehouses through the *Work with Order Number Ranges* option on the *Order Processing Control Files* menu.
- Override the system-generated order numbers by typing an order number. If you complete the *Warehouse* field, your order number will be validated with the range of numbers assigned to that warehouse.

### *Sold-To*

To process an order, type a valid sold-to customer code in this field. The system requires this field. Press F4 to display a list of valid sold-to customer identifiers. Maintain sold-to customer code in the *Work with Customer* option on the *Order Processing File Maintenance* menu. The sold-to customer is assigned to each batch created from the order. The Maintenance Control Header file is updated with the sold-to customer.

### *Ship-To*

Enter a valid ship-to code if the ship-to address for the order is different from the sold-to address. This field is optional. You can enter up to 9999 ship-to codes for a sold-to. Press F4 to display a list of valid ship-to customers from which you can select. Maintain ship-to customers in the *Work with Customer* option on the *Order Processing File Maintenance* menu.

### *Contract Number*

Type a valid contract number in this field.

You must set the *Customer Relationship Management* field to **S2K** in the Infinium CA *Work with Entity Controls* option, and set the *CRM Contract Management* field to **Yes** in the Infinium OP *Work with Entity Controls* option in order to display this field on this screen.

If you want to select a valid contract number from a list, specify a valid sold-to customer and press F4 on this field.

---

The system displays the following screen when you press F7 from the Prompt screen. You can create a new order from an existing one using this option.

## Copying Orders

12/01/97	12:04:33	Order Processing Entry	OPGCPY0	OPDCPY0
----------	----------	------------------------	---------	---------

---

FROM

Company . . . . . TS1 \*

Order Number . . . . . 00000007 \*

Backorder . . . . . 00

TO

Order Number . . . . . \_\_\_\_\_

Sold-To . . . . . BEGCUST2 \*

Ship-To . . . . . \_\_\_\_\_ \*

Order Type . . . . . \_\_\_\_\_ \*

Should Sign Reverse? . . . . . N (Y=Yes,N=No)

OPTIONAL

Req. Deliv. Date . . . . . \_\_\_\_\_

P.O. Number . . . . . \_\_\_\_\_

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 4-11: Order Processing Entry Copy screen

Use the following information to complete the fields on this screen.

When you copy an order, the new amount is compared to the A/R credit limit for the customer. If the credit limit is exceeded, the order is placed on credit hold with a **CCE** reason code.

### *TO Order Number*

If your system is set up to automatically assign order numbers, the system assigns a new order number if you leave the *TO Order Number* field blank. Otherwise, type a new order number.

### *TO Sold-To, Ship-To, Order Type*

To copy from another order and create a new order that is a copy of the original, do not enter information into these fields.

Any information added to the *Sold-To*, *Ship-To*, or *Order Type* fields overrides the information from the original order being copied.

#### *Should Sign Reverse?*

Type **Y** in the *Should Sign Reverse?* field and the system changes the value in the *Ordered Qty* field for each line to either positive or negative depending on its original sign. Use this to reverse the effects of the original order.

When copying an order with miscellaneous charges to a credit memo, the sign for the miscellaneous charge quantities does not reverse.

When you have completed all the necessary fields, press **Enter**. The system creates the order and displays the new order number at the bottom of the screen. Continue processing the new order based on the order type you assigned.

## Completing the Order Header Screen

The system displays the following screen when you press **Enter** on the Order Processing Entry prompt screen.

1/24/01 15:52:58		Order Processing Entry		OPG100	OPD100
Company . . .	ISI				ADD
Order No. . .	000001080	Sold-To . . .	REGULATORY CUSTOMER		
BO . . . . .	00	Bill-To . . .	REGULATORY CUSTOMER		
		Ship-To . . .	REGULATORY CUSTOMER		
Action Code . . . . .		Promotion Code . . . . .	+		
Initials . . . . .	DGR				
Order Type . . . . .	REG	+ Regular Order			
Order Date . . . . .	20010124				
Requested Delivery Date . . . . .					
Scheduled Ship Date . . . . .	20010125				
P.O. Number . . . . .					
From Warehouse . . . . .	STD1	+ ML'S STANDARD WAREHOUSE #1			
Ship Via . . . . .		+			
F O B . . . . .		+			
Pro Number . . . . .					
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys					

Figure 4-12: Order Processing Entry Order header screen

Complete the required fields on the Order Processing Entry Order header screen and press **Enter** to proceed to the Order Processing Entry Order detail

screen. The Order Processing Entry Order header screen requires the necessary information to process an order. Required fields vary, depending on how you set up entity and company controls.

You can further tailor your orders by displaying optional screens and views. You can access optional screens by using Action codes and function keys.

*Order Type*, *Order Date*, *From Warehouse* are required fields. If you bypass this screen from the Order Processing Entry prompt screen, these fields default from the OP Entity, system date, and customer sold-to records.

The *Sold-To*, *From Warehouse*, *Ship Via* and *FOB* values default from the Customer Sold-To file. You can override these fields.

#### *Action Code*

Type a valid code in the *Action Code* field to display and/or maintain various files. Press Help and the system displays the valid action codes. If you created your own Action codes in the *Work with Action Codes* option in the *Order Processing Control Files* menu, type one here to use it.

Refer to the following section on Action Codes for a detailed explanation of each Action Code and associated screen.

#### *Promotion Code*

Enter a valid code to be used as the default promotion code on the order detail screen.

This field is not displayed if the transaction currency of this order is different from the base currency, or if the *Promotion/Multi Level Discount* field of this order type is not set to Y.

#### *Initials*

The system defaults the IBM User ID of the person creating the order into this field if you typed Y in the *Default Initials* field in the *Work with Entity* option.

#### *Order Type*

This field defaults to the entry in the Customer Sold-To or Entity Control files, but you can change it to any Order Type code. The system displays a list of valid order types when you press F4.

#### *Order Date*

This field defaults to the system date. You can type a different date in this field.

---

*Requested Delivery Date, Scheduled Ship Date*

The date you type in the *Requested Delivery Date* or the *Scheduled Ship Date* field controls where the products on this order fall on the Available to Promise display. Specify which field the system uses to update available to promise in the *Work with Entity* option in the *Order Processing Control Files* menu.

If you are using the ATP and you leave this field blank, the quantities for each product display for the date 99999999.

*Scheduled Ship Date, Ship Days Default*

The system calculates the date that displays in the *Scheduled Ship Date* field by adding the number in the *Default Ship Days Calculation* field in the Warehouse, Company or Entity Control file to the order date. If you leave the *Default Ship Days Calculation* field blank at the warehouse and company levels, the entity level value is used.

For instance, when creating an order without initially specifying a warehouse, the value in the *Default Ship Days Calculation* field at the company level (or entity, if a company is not specified) is used. If a user should then change the scheduled ship date and then specify a warehouse, your entry in the *Scheduled Ship Date* field will be overridden by the value in the *Default Ship Days Calculation* field at the warehouse level. Any time the warehouse is changed certain defaults can be overridden.

When processing kit products, the scheduled ship date is checked against the established effective dates for a formula instance to determine which instance to use.

You can define a working days calendar in the *Work with Calendar* option in the *Code Files* option in Infinium CA. If you create the calendar, the system skips days not defined as working days in the calculation of the *Scheduled Ship Date* field.

*From Warehouse*

This field defaults from the Customer Sold-To record. You can override this entry if you are shipping the order from another warehouse.

You cannot change the order type after accessing the Order Processing Entry Order detail screen. If you need to change the order type after that, delete and re-enter the order with the correct order type.

*Base Currency, Transaction Currency, Exchange Rate Type*

These fields display only if Infinium CM is enabled in Infinium CA. The base currency defaults from the customer sold-to record.

---



The transaction currency and exchange rate default from the control files. To modify the default transaction currency, type the new transaction currency for this order. When you move to the order detail screen, this field becomes input inhibited.

This field is sent to Infinium CM and is used in the currency conversion routine. If the *Exchange Rate Lock* field in the control files is set to lock the exchange rate at the time of the order, Infinium CM is only called at order creation to perform the currency conversion. If the *Exchange Rate Lock* field is set to lock the exchange rate at shipping or invoicing, Infinium CM is called at other times during the order process to perform the currency conversion.

**Note:** Refer to the “Using Multiple Currencies in Infinium OP” appendix of this guide for more information on currency controls.

## Proceeding to the Order Detail Screen

To proceed to the Order Processing Entry Order detail screen, without accessing the optional screens and functions, press Enter and skip to the “Completing the Order Detail Screens” topic later in this chapter.

## Using Action Codes from the Order Header Screen

Enter Action codes in the *Action Code* field from the Order Processing Entry Order header screen to access optional screens and functions.

This topic reviews each action code and associated screen. The optional screens are not required and you can go directly to the Order Processing Entry Order detail screen by pressing Enter from the Order Processing Entry Order header screen.

## Maintain Sold-To and Ship-To Addresses (AD)

The system displays this screen when you type **AD** and press Enter in the *Action Code* field from the Order Processing Entry Order header screen.

---

2/23/98	10:17:37	Order Processing Entry	OPG100	OPD100
<hr/>				
Company . . :	IS1	INFINIUM SOFTWARE (INSTRUCTOR)		ADD
Order No. . :	000000067	Sold-To . . :	REGCUST1	
BO . . . . :	00	Bill-To . . :	REGCUST1	
		Ship-To . . :		
Contact Name . . . . .	<hr/>			
Sold-To				
Name . . . . .	REGULATORY CUSTOMER SOLD-TO			
Address Line 1 . . . . .	4350 BROWNSBORO ROAD			
Address Line 2 . . . . .	<hr/>			
Address Line 3 . . . . .	<hr/>			
Address Line 4 . . . . .	<hr/>			
City, State and Postal Code . . .	LOUISVILLE KY 40207			
Ship-To				
Name . . . . .	REGULATORY CUSTOMER SOLD-TO			
Address Line 1 . . . . .	4350 BROWNSBORO ROAD			
Address Line 2 . . . . .	<hr/>			
Address Line 3 . . . . .	<hr/>			
Address Line 4 . . . . .	<hr/>			
City, State and Postal Code . . .	LOUISVILLE KY 40207			
<hr/>				
F2=Function keys F12=Cancel F18=Message line				

Figure 4-13: Order Processing Entry Sold-To and Ship-To screen

You can maintain Sold-To and Ship-To addresses from this screen.

### Add/Update Customer Comments (CC)

The system displays this screen when you type **CC** and press Enter in the *Action Code* field from the Order Processing Entry Order header screen.

```

12/01/97      12:08:14          Order Processing Entry          OPGCCMM          OPDCCMM
-----
Company . . . : IS1
Sold-To . . . : REGCUST1          Ship-To . . . :          REGULATORY CUSTOMER
-----
                                           (Print Y=yes, N=no)
                                           Pick Ack Bol Pak In
Comment
Deliver to Front Door              N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
                                     N    N    N    N    N
Bottom
F2=Function keys F3=Exit F6=Create F10=QuikAccess F24=More keys

```

Figure 4-14: Order Processing Entry Customer Comments screen

You can add or update customer comments from this screen. Any additions or changes are permanent.

*Pick, Ack, Bol, Pak, Inv*

Type **Y** in the *Pick*, *Ack*, *Bol*, *Pak*, or *Inv* fields to determine on which forms, if any, the comments print. The forms are the pick ticket, acknowledgment, bill of lading, packing ticket, and invoice.

Press F6 to update the Comment file and return to the Order Processing Entry Order header screen or press F12 to return to the Order Processing Entry Order header screen without updating.

## Maintain Credit, Price, and Tax Information (CI)

The system displays this screen when you type **CI** and press Enter in the *Action Code* field from the Order Processing Entry Order header screen.

12/09/97	14:05:20	Order Processing Entry	OPG100	OPD100
<hr/>				
Company . . :	IS1	INFINIUM SOFTWARE (INSTRUCTOR)	ADD	
Order No. . :	000000044	Sold-To . . :	REGCUST1	
BO . . . . :	00	Bill-To . . :	REGCUST1	Ship-To . . :
<u>Credit Information</u>				
Payment Terms	NET30	+ Net 30	Freight Py Cd	PPD + PREPAID
Payment Mth .		+	Charge Card	
Card Number			Credit Appr #	
Credit Hold .	N	(Y=Yes, N=No)	Reason . . .	+
Other Hold .	N	(Y=Yes, N=No)	Reason . . .	+
<u>Price Information</u>				
Quote Number			Job/Cnt No .	+
Price Code .	01		Price Date .	19971209
<hr/>				
Charge S.Tax	N	(Y=Yes, N=No)		
State Tax Cd		+	Loc Tax Cd 1	+
Loc Tax Cd 2		+	Loc Tax Cd 3	+
Loc Tax Cd 4		+	Tax Exempt No	0101
Salesperson 1	1	+ Jonathan Smith	Percentage .	%
Salesperson 2	2	+ Susan Jones	Percentage .	%
<hr/>				
F2=Function keys F4=Prompt F5=Del Credit F24=More keys				

Figure 4-15: Order Processing Entry Credit, Price, and Tax screen

You can maintain credit, price, and tax information from this screen.

*Payment Terms* and *Charge S. Tax* are the only required fields. If you type **Y** in the *Charge S. Tax* field, the *State Tax Cd* field becomes required as well. You can enter up to five separate tax codes per order. Into these fields, the system defaults the tax codes that you typed in the tax code fields in the customer sold-to or ship-to records.

If you are using the Vertex tax calculation module or Infinium GT, the tax code fields shown on the above screen are different. Refer to the “Using Vertex Sales Tax in Infinium OP” appendix in this guide for more information on the Vertex interface and the “Using Infinium GT in Infinium OP” appendix in this guide for more information on the Infinium GT interface.

The *Payment Terms*, *Freight Payment Cd*, *Price Code*, *Charge Sales Tax*, *Salesperson 1*, and *Salesperson 2* fields and all tax codes default from the Customer Sold-To record. You can override these fields.

Use the Order Processing Parameter in the *Work with Entity* option to specify whether to require that an order be placed on hold if credit is exceeded, or to merely display a warning message and allow the user to decide whether or not to put the order on hold.

### *Credit Hold, Other Hold*

If you type **Y** in either the *Credit Hold* or *Other Hold* field, you must also enter a valid code value in the field to the immediate right to describe the reason for the hold. Define these reason codes in code values in the *Work with Code Types* option in the *Control File Maintenance* menu. If **Y** defaults into the *Credit Hold* field from the entry in the *Determine Action when Credit is Exceeded* field in the Entity Control file, it cannot be changed. If **Y** defaults into the *Other Hold* field from the entry in the *Auto. Hold Orders* field in the Customer files, it cannot be changed.

A credit check is conducted when an order is created, modified or shipped. Credit checks are not conducted on orders that are modified after shipping.

### *Quote Number*

Type a valid quote number in this field if you want to retrieve prices for this order from the *Work with Product/Group Quotes* pricing option described in the “Working with Pricing” topic.

### *Job/Cnt No*

Type a valid contract number in this field if you want to retrieve prices for this order from the *Work with Contract Pricing* option described in the “Working with Pricing” topic.

### *Price Date*

The system uses the date you type in the *Price Date* field for retrieving the product price from pricing methods where you enter date ranges. This field defaults to the current date, but you can override it, allowing for the retrieval of an expired or future price.

---

12/09/97	14:05:20	Order Processing Entry	OPG100	OPD100
Company . : IS1 INFINIUM SOFTWARE (INSTRUCTOR) ADD Order No. : 00000044 Sold-To . : REGCUST1 BO . . . : 00 Bill-To <u>Credit Information</u> Payment Terms <u>NET30</u> * Net 30 Payment Mth . ____ * Card Number _____ Credit Hold . N (Y=Yes, N=No) Other Hold . N (Y=Yes, N=No) <u>Price Information</u> Quote Number _____ Price Code . 01 Charge S.Tax N (Y=Yes, N=No) State Tax Cd ____ * Loc Tax Cd 2 ____ * Loc Tax Cd 4 ____ * Salesperson 1 1 ____ * Jonathan S Salesperson 2 2 ____ * Susan Jone				
<div style="border: 1px solid black; padding: 5px;"> <p align="center"><u>DETAIL CUSTOMER CREDIT</u></p> <p>National Acc. (Y/N) . N          National Account . .          Credit Exempt (Y/N) . N          Credit Available . . 99999899.00          Credit Limit . . . . 99999999.00          Max Crd Variance % . .0000          Max Crd Variance Amt          Aging Date . . . . 1997/12/09          Aging Category . . . 0          F5=Credit Inq F24=More keys</p> </div>				
F2=Function keys F4=Prompt F5=Detl Credit F24=More keys				

Figure 4-16: Order Processing Entry Detail Customer Credit window

The system displays the customer credit information window when you press F5 including account aging and variance amounts. Press F5 from within the window to access the Infinium AR credit inquiry displays.

12/09/97	14:07:51	Credit Inquiry	ARGCCD02	ARDCCD02																																																																	
Co <u>IS1</u> * Cust <u>REGCUST1</u> * Sort <u>REGULATORY CUSTO</u> Cr.Limit 99999999.00 REGULATORY CUSTOMER SOLD-TO Base Currency . : USD Expires . : 12/31/1998 4350 BROWNSBORO ROAD First Sale : 12/08/1997 Avail. 99998940.73 LOUISVILLE KY 40207 Dunning Level . . : Risk . . . . : Nat. Acct . : Dunning Date Cr. Analyst Collector : Contact D&B Rating Curr : D&B Rating Prev : Salesperson Code Terms Stmt Pol . . : SP001																																																																					
<table border="0"> <thead> <tr> <th></th> <th>DATE</th> <th>AMOUNT</th> <th>CHECK NO</th> <th></th> </tr> </thead> <tbody> <tr> <td>Last Sale</td> <td>12/08/1997</td> <td>100.00</td> <td></td> <td></td> </tr> <tr> <td>Last Cash</td> <td>12/09/1997</td> <td>1000.00</td> <td>0000023401</td> <td></td> </tr> <tr> <td>Prev Cash</td> <td>12/08/1997</td> <td>100.00</td> <td>0123</td> <td></td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Open Item Balance: 100.00</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Unapplied Cash : 1100.00</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>AR Balance . . : 1000.00-</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Past Due . . . : .00</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Disputed Items : .00</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Debit Memos . . : .00</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Credit Memos . . : .00</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Open Drafts . . : .00</td> </tr> <tr> <td>AGED TOTAL</td> <td></td> <td>.00</td> <td></td> <td></td> </tr> </tbody> </table>						DATE	AMOUNT	CHECK NO		Last Sale	12/08/1997	100.00			Last Cash	12/09/1997	1000.00	0000023401		Prev Cash	12/08/1997	100.00	0123				.00		Open Item Balance: 100.00			.00		Unapplied Cash : 1100.00			.00		AR Balance . . : 1000.00-			.00		Past Due . . . : .00			.00		Disputed Items : .00			.00		Debit Memos . . : .00			.00		Credit Memos . . : .00			.00		Open Drafts . . : .00	AGED TOTAL		.00		
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		.00		Credit Memos . . : .00																																																																	
		.00		Open Drafts . . : .00																																																																	
AGED TOTAL		.00																																																																			
F2=Function keys F3=Exit F4=Prompt F5=Credit F24=More keys																																																																					

Figure 4-17: Credit Inquiry screen

This system displays this screen when you press F5 from the Detailed Credit prompt screen. You can view Customer Credit information from Infinium AR credit displays.

## Add/Update Customer/Ship-To Comments (CS)

The system displays this screen when you type **CS** and press Enter in the *Action Code* field from the Order Processing Entry Order header screen.

```

12/01/97      12:15:13          Order Processing Entry          OPGCCMM       OPDCCMM
-----
Company . . . :   IS1
Sold-To . . . : REGCUST1           Ship-To . . . : REGCUST2    REGULATORY CUSTOMER
-----
                                                     {Print Y=yes, N=no}
                                                     Pick Ack Bol Pak Inv
Comment
Fragile. Pack in insulated container.         Y     N     Y     Y     N
_____<                                          N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
_____                                         N     N     N     N     N
                                           Bottom
-----
F2=Function keys F3=Exit F6>Create F10=QuikAccess F24=More keys

```

Figure 4-18: Order Processing Entry Customer Ship-To Comments screen

You can add or update customer/ship-to comments from this screen. Any additions or changes to the Customer/Ship-to comment file are permanent.

Through this screen you add or update comments specific to this customer for the order ship-to location.

*Pick, Ack, Bol, Pak, Inv*

Type Y in the *Pick*, *Ack*, *Bol*, *Pak*, or *Inv* fields to determine on which forms, if any, the comments print. The forms are pick ticket, acknowledgment, bill of lading, packing ticket and invoice.

Press F6 to update the Customer/Ship-To Comment file and return to the Order Processing Entry Order header screen or press F12 to return to the Order Processing Entry Order header screen without updating.

### Add/Update Order Comments (OC)

The system displays this screen when you type **OC** and press Enter in the *Action Code* field from the Order Processing Entry Order header screen.

```

12/01/97      12:16:52      Work with Order Comments      OPGOCMM      OPDOCMM
-----
Ord No  . .  000000027      BO  . . . .  00
Sold-To . .  REGCUST1      Ship-to . .  REGCUST2
              REGULATORY CUSTOMER SHIP-
-----
                                                    (Print Y=yes, N=no)
                                                    Pick Ack Bol Pak Inv
Comment
Customized Order _____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
_____ N   N   N   N   N
-----
F2=Function keys  F6=Create  F10=QuickAccess  F12=Cancel  F24=More keys

```

Figure 4-19: Work with Order Comments screen

You can add or update order comments from this screen. Any additions or changes are permanent.

The system displays comments entered in the Sold-To record for this customer on the first three comment lines.

*Pick, Ack, Bol, Pak, Inv*

Type Y in the *Pick*, *Ack*, *Bol*, *Pak*, or *Inv* fields to determine on which forms, if any, the comments print. The forms are pick ticket, acknowledgment, bill of lading, packing ticket, and invoice.

Press F6 to update order comments and return to the Order Processing Entry Order header screen or F12 to return to the Order Processing Entry Order header screen without updating.

### Add/Update User Fields (UF)

The system displays this screen when you type **UF** and press Enter in the *Action Code* field from the Order Processing Entry Order header screen.



12/01/97	12:45:24	Order Processing Entry	MMGUDFM	MMDUDFM
<hr/>				
<u>User Alpha Numeric Fields</u>				
Will this go to History?	.....	_____		
Alpha Field 2	.....	_____		
Alpha Field 3	.....	_____		
Alpha Field 4	.....	_____		
Alpha Field 5	.....	_____		
<u>User Numeric Fields</u>				
<u>User Date Fields</u>				
<hr/>				
F2=Function keys F4=Prompt F10=QuickAccess F12=Cancel F18=Message line				

Figure 4-20: Order Processing Entry User Fields screen

You can add or update the user fields.

Establish the field names for the User Defined Fields in the *Control File Maintenance* menu.

The system displays this screen automatically if you have specified any required fields in the order header record in the *Work with User Defined Fields* option in the *Order Processing Control Files* menu.

Press F6 to update and return to the Order Processing Entry Order header screen or F12 to return to the Order Processing Entry Order header screen without updating.

## Display a Customer's Sales History by Product (SH)

The system displays this screen when you type **SH** and press Enter in the *Action Code* field from the Order Processing Entry Order header screen.

12/12/97 12:54:59		Sold-To Order History		OPGOHSD	OPDOHSD
Position to . . . Product .		Size . . .			
OR Description					
Product	Size	Ship Date	Order Qty	Ord UM	Prc UM
PROD02		1997/08/04			
			12.0000	EA	3.000000 EA
					Bottom
F2=Function keys F4=Prompt F6=Create F10=QuickAccess F24=More keys					

Figure 4-21: Sold-To Order History screen

This screen displays a customer's sales history by product and allows you to select items for this order.

#### *Order Qty, Ord UM, Unit Price*

This screen provides details of all shipments of each product this customer has purchased and allows you to select items for this order by using the *Order Qty* field. Your entries in the *Ord UM* and *Unit Price* fields are used to override the default values for these fields.

Press F20 to display additional fields including the products description, the warehouse from which it last shipped and the quantity currently available. F19 returns you to the original display.

Press F6 to update the order and return to the Order Processing Entry Order header screen or press F12 to return to the Order Processing Entry Order header screen without updating.

Enter the unit price only if you want to override the price that is retrieved by the system.

### Display Transfer Orders Automatically Created (TH)

The system displays this screen when you type **TH** in the *Action Code* field and press Enter from the Order Processing Entry header screen.

10/17/00		09:02:05		Order Processing Entry		OPGTOHD		OPDTHD	
Company . :   IS1        From Whse : <u>ISM1</u> Order No. : 000000027      Sold-To . : REGCUST1 BO . . . : 00      Bill-To . : REGCUST1 Ship-To . :									
Type any character to Select. Press Enter.									
Opt	Whse	Order No.	BO	Ship Date	Status				
—	STD1	000001008		10/17/00	01				
F2=Function keys   F10=QuikAccess   F12=Cancel   F18=Message line No items to display.									

Figure 4-22: Order Processing Entry Auto Transfer Orders screen

This screen displays all transfer orders created for the customer sales order currently being processed.

Type any character in the *Opt* field and press Enter to review the transfer order.

#### *Whse*

Displays the restocking warehouse used to fill the original sales order.

#### *Ship Date*

Displays the original ship date found on the sales order.

#### *Status*

Displays the default status you specified using the *Default batch status* field in the control files.

Press F12 to return to the Order Processing Entry Order header screen.

## Completing the Order Detail Screen

The system displays the following screen when you press Enter from the Order Processing Entry header screen or F9 from the Order Processing Entry

prompt screen. If a promotion is associated with the order, the *Promotion* field is displayed on the screen.

```

12/19/97      8:34:25      Order Processing Entry      OPG101      OPD101
-----
Co . : IS1 Ord No : 000000058 Sold-To : REGCUST1
Whse : BO . . : 00 Ship-To : REGULATORY CUSTOMER
To Delete a line item, blank Product/Size/Qty fields.

Product *          Size   Order Qty   Ord    Unit Price   Extended Price Act
                               UM +           Prc UM                      Cde
-----
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
_____  _____  _____  _____  _____  _____  _____
More...

Items . :          Tax . :          .00      Total . :
-----
F2=Function keys F4=Prompt F5=Non Inv F6=Total Scrn F24=More keys

```

Figure 4-23: Order Processing Entry Order detail screen

Product, Size , Order Qty,

*Product, Size, and Ordered Qty* are required fields. The product number and size code are required to identify the item being sold unless you are not using the *Size* field as defined in the *Work with Entity Controls* option in the *Cross Application Utilities* menu.

If you allow your customer to order using their own identifiers, you can set up a customer product identifier in the sales reference file and cross reference the customer's ID to your product ID. When placing an order for the customer product, you must enter a size code if size codes are being used. This identifies the size code of the product identifier for which inventory, cost retrieval, and price retrieval will be updated and retrieved. Maintain sales reference identifiers in the *Work with Sales Reference File* option on the *Order Processing File Maint* menu.

*Ord UM*

To create orders in a unit of measure different from the inventory unit of measure, use the *Ord UM* field. The system performs inventory, costing, and pricing conversions based on the unit of measure you type in this field. If you type an order unit of measure for any line, press F20 to view the conversions.

After you enter a product, its size, and the order quantity and press Enter, the system may display the following in red next to the *Act Cde* field when a problem exists in filling the order:

- I** Not enough inventory. The quantity ordered exceeds the available quantity for the item.
- C** Credit hold. The bill-to or sold-to customer exceeded the established credit policies and limits. If you use Infinium Currency Management, the system displays **C** if the system cannot locate an exchange rate.
- B** Both credit hold and not enough inventory

Press F9 to view the Promotion details if this order has a promotion associated with it.

Press F5 from the Order Processing Entry Order detail screen to display the Non-inventoried Items view.

12/02/97	11:09:45	Order Processing Entry	OPG101	OPD101		
Co . : IS1 Ord No : 000000031 Sold-To : REGCUST1						
Whse : ISW1 BO . . : 00 Ship-To : REGULATORY CUSTOMER						
To Delete a line item, blank Product/Size/Qty fields.						
Product *	Size	Order Qty	UM	Unit Price	Unit	Act
Promotion +				Unit Cost	Gallon	US Cde
BOXES				.000000		
				.000000	PO Req 0	
				.000000		
				.000000	PO Req 0	
				.000000		
				.000000	PO Req 0	
				.000000		
				.000000	PO Req 0	
				.000000		
				.000000	PO Req 0	
				.000000		
				.000000	PO Req 0	
Items . :	1	Tax . :	.00	Total . :	21.90	
F2=Function keys F5=Inventory F6=Total Scrn F24=More keys						

Figure 4-24: Order Processing Entry Order detail screen, (Non-Inventoried Items view)

The *Order Qty*, *Product*, and *Description* fields are required if you are processing non-inventoried items. Type the description on the line below the *Product*, *Size*, and *UM* fields.

Press Enter for the system to validate the products you type, retrieve and display the unit price for each product, and calculate the extended price for each line. The system also checks available inventory and credit.

If you are using a promotion that uses FOC items and there is insufficient inventory to fill the FOC quantity, you can bypass the warning message but the acknowledgement generated shows that the order was taken with a FOC promotion.

Also, if the item and associated FOC promotion are not shipped with the initial shipment, the FOC promotion would need to be added to the backorder. To prevent this, where possible create separate orders for items with FOC type 2 promotions.

#### *Items*

The system displays the order totals at the bottom of the screen and includes items you type on the Non-inventoried Item detail screen. The *Items* field indicates the number of lines from both the inventoried and non-inventoried screens.

#### *Display Description, Description - Line 1, Ord UM*

Press F11 to display additional fields for each line including the product description, extended price and price per unit. The system displays the *Display Description* field from the Product file or, if there is none, the *Description - Line 1* field from the same file. The system displays the price per unit in the order unit of measure. If you entered a unit of measure in the *Ord UM* field, the system automatically converts the price retrieved from the price file to that price per unit.

#### *Act Cde*

Use the detail line action codes to display and/or maintain various files. Press Help to display the valid system defined Action codes. You can also use any user defined Action codes you have created.

## Using Action Codes from the Order Detail Screen

Enter action codes in the *Action Code* field from the Order Processing Entry Order detail screen to display and maintain various files.

This topic reviews each action code and its associated screen. The optional screens do not contain required fields for creating an order; they simply enable you to access and modify aspects of each order, without exiting from the Order Entry system.

---

## Display Available Inventory (AI)

The system displays this screen when you type **AI** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

12/01/97		12:22:30		Available Inventory by Storage Index			OPD107
Order No	000000027	BO	. . 00	Quantity	25.0000	EA	
Product	PROD01			Description	CHERRY PIE		
1=Select 5=Display Detail							
Whse	Qty Alloc	Aisle	Bin	Lot#	Avail Inv		
1 ISW1	25.0000				382.0000		
- ISW1				0P0804970001			
- ISW1		A1	B1		50.0000		
- ISW3					10.0000		
Bottom							
F2=Function keys F10=QuickAccess F12=Item Entry F19=Hdr Entry Storage Index(s) already exist, further selection will cancel old S.I.							

Figure 4-25: Available Inventory by Storage Index screen

This screen displays available inventory for an item. This screen displays inventory levels for all warehouses and storage indexes for the product typed on this line.

When you use a kit product with raw materials that are inventoried under another product, the *SI* fields display the Inventoried Under product and use it in inventory calculations (i.e. available inventory), not the original product.

### Storage Index

The system automatically allocates inventory from the blank *Storage Index* field. Change the allocation to any other single storage index by typing **1** (Select) in the field to the left of the new location. If you reallocate from another warehouse location, the system removes the line you are working with and creates a new order. The new order has a new order number and contains the header information from the original order and any reallocated lines.

The system displays more inventory detail for a line when you type **5** in the same field and press Enter. You can drill down two levels to display inventory balances for each inventory type.

The column headings Stor Ind 1, Stor Ind 2 and Stor Ind 3 (for example, *Aisle, Row, and Bin*) are user definable and can be maintained in the *Work with Entity, Company, and Warehouse Controls* option in Infinium CA.

## Display Available to Promise Inventory (AP)

The system displays this screen when you type **AP** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

12/01/97		12:23:32		Display Available To Promise		PRGATPD	PRDATPD
Company	IS1	Warehouse	ISW1	Product	PROD01	Size	
Description	CHERRY PIE			Onhand		521.0000	EA
				Other Inventory		.0000	EA
1=Select							
Opt	Date	Supply	UM	Demand	UM	ATP	UM
1	1997/08/07	10.0000	EA	13.0000	EA	544.0000	EA
-	1997/12/15	.0000	EA	25.0000	EA	519.0000	EA
-	9999/99/99	.0000	EA	158.0000	EA	361.0000	EA
							Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys							

Figure 4-26: Display Available To Promise screen 1

This screen displays available to promise inventory for an item.

### ATP

Press F21 to override the defaults determining whether certain inventory types fall under the on-hand, supply or demand categories. The changes you make are for this display only and do not affect the permanent settings. Leave the *ATP* field blank to exclude any inventory type. Type 1 to include in the supply total, 2 to include in the demand total, or 3 to include in the on-hand total.

*Requested Delivery Date, Scheduled Ship Date, Scheduled Production Date, Date Used by ATP*

The quantity in the Demand column for the date 9999/99/99 reflects the total of all open customer orders where the *Requested Delivery Date* or the *Scheduled Ship Date* field is left blank or production orders where the



*Scheduled Production Date* field is left blank. The system uses the value stored in the *Date Used by ATP* field in the entity, company or warehouse control file in Order Processing Controls to determine whether the *Requested Delivery Date* or *Scheduled Ship Date* field is used for the demand.

The quantity in the Supply column for the date 9999/99/99 reflects the total of all open production orders for the designated item where the *Scheduled Production Date* field is left blank.

Type 1 in the *Opt* field next to any line to display (“drill down” to) additional information detailing the sales, production or purchase orders that make up the supply or demand quantities.

12/01/97		12:24:07		Display Available To Promise		PRGATPD	PRDATPD
Company	IS1	Warehouse	ISW1	Product	PROD01	Size	
Description	CHERRY PIE			Onhand		521.0000	EA
				Other Inventory		.0000	EA
1=Select							
Opt	Inventory	Type	Desc	Date	Quantity	Available	UM
1	SCHEDULED	(PRODUCTION)		1997/08/07	10.0000	531.0000	EA
-	COMMITTED SALE	(ORDER)		1997/08/07	13.0000-	544.0000	EA
							Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line							

Figure 4-27: Display Available to Promise screen 2

This display includes the inventory types for all dates down to and including the date selected on the previous screen.

Type 1 in the *Opt* field to drill down to the next level of detail showing the specific orders making up the quantities for each inventory type.

12/01/97		12:24:52		Drill Down		PRGDDD		PRDDDD	
Company	IS1	Warehouse	ISW1	Product	PROD01			Size	
Description	CHERRY PIE			Onhand	521.0000			EA	
				Other Inventory	.0000			EA	
1=Select									
Opt Ref ID		Inv Type Desc		Date		Quantity		UM	
1 0P0804970001		SCHEDULED (PRODUCTION)		1997/08/07		10.0000		EA	
									Bottom
F2=Function keys F10=QuickAccess F12=Cancel F18=Message line									

Figure 4-28: Drill Down Display Available to Promise screen

The *Ref ID* field is the Infinium OP order number, the Infinium MC batch number or the Infinium PM purchase order number. Type 1 in the *Opt* field next to the *Ref ID* field for which you want to drill down to the next level displaying the order details. The system transfers you to the open order display option in the system in which the order was created.

### Create a Manufacturing Batch (CB)

This screen displays when you type **CB** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.



### *Scheduled Ship Date*

The scheduled ship date becomes the batch scheduled ship date when a batch is created from the order, unless the scheduled ship date is overridden for a particular line item.

The system uses the sales order line item quantity as the batch yield and product fill quantities on the created batch. The system also uses the scheduled ship date on the sales order as the batch scheduled ship date.

The system will not create a batch for a sales order that does not have a scheduled ship date at either the header or detail level.

### *Batch number identifier*

When you create a batch from a sales order, the system places the value in the *Batch number identifier* field from the OP Entity, Company, and Warehouse Control files in the first two positions of the manufacturing batch number.

The system creates an Exception Report after processing the order for batches that were not created due to some error or lack of data. The system creates the exception report if one or more of the following conditions exist for each batch:

- The sales order no longer exists. This would happen only if you deleted the sales order before the batch was created
- No scheduled ship date exists at either the header or detail level
- A manufacturing batch already exists for the sales order line item

### *Create Manufacturing batch*

The *Create Manufacturing batch* field in the Entity and Company Control files or Order Type file must be set to **1** (Use action code) or **2** (Automatic) before you can use the **CB** action code.

If you plan to use automatic transfer orders, this field must be set to **2**.

## Add/Update Customer Product Comments (CP)

The system displays this screen when you type **CP** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

---



## Add/Update Line Item Overrides (OV)

The system displays this screen when you type **OV** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

2/05/98 9:46:03		Item Override Screen		OPG105	OPD105
Co . . .	IS1	Ord No . . .	000000061	Prod . . .	PROD01
Whse . .	ISW1	BO . . .	00	Desc . .	CHERRY PIE
Qty . . .	10.0000	EA			
Manufacturing Batch _____ *					
Ship From Warehouse	ISW1	+	Salesperson 1 . . .	1	+
Req. Deliv. Date .			Salesperson 2 . . .	2	+
Scheduled Ship Date	19980219		Ship Via . . . . .		+
Taxable Item . . .	N	Y/N	State Tax Code . .		+
Net Item . . . . .	N	Y/N	Local Tax 1 . . . .		+
Sales Commission .	-	Y/N	Local Tax 2 . . . .		+
Use Contract Amount	-	Y/N	Local Tax 3 . . . .		+
No Charge Code . .		+	Local Tax 4 . . . .		+
Price Code . . . .	01		Units per Container		.0000
Discount Percentage			S/L Conv. Factor .		.0000
Unit Price . . . .					
Sales G/L Acct . .					+
COGS G/L Acct . .					+
F2=Function keys F4=Prompt F6=Create F10=QuikAccess F24=More keys					

Figure 4-32: Item Override screen

You can add or update line overrides for an item from this screen.

With the exception of taxes, the entries you type override the order-wide defaults for this line item. Taxes are calculated as follows:

- If the *Calculate Sales Tax by* field in *Work with Entity Controls* is **1** and you specify yes in both *Charge Sales Tax* in the Order Header and *Taxable Item* on the Line Item Override screen, taxes will be charged. If you specify no in either field, no tax is charged for that line item.
- If the *Calculate Sales Tax by* field in *Work with Entity Controls* is **2** and you specify yes in either *Charge Sales Tax* in the Order Header or *Taxable Item* on the Line Item Override screen, taxes will be charged. If you specify no in both fields, no tax is charged for that line item.

#### Manufacturing Batch

This field displays the manufacturing batch number assigned to the customer order when you create a manufacturing batch at order entry time. You can also assign an existing batch number to a customer order, by pressing F4 and selecting the existing batch number you want to assign.

If you used the **CB** action code to create a manufacturing batch, enter a manufacturing batch number in this field and the system assigns this number to the manufacturing control batch instead of the system-generated batch number.

*Net Item*

Type **Y** in this field if you want to exclude this line from any discounts external to the pricing method used.

*No Charge Code*

Type a valid gratis code value in this field to make the unit price for this line \$0.00. If, in the definition for the order type assigned to this order, a gratis code value was typed in the *No Charge Code* field, the system would have defaulted that code to this field for all lines on the order.

*Unit Price*

If you type a price in the *Unit Price* field on the Order History screen, it is copied automatically to the *Unit Price* field on this screen as shown above.

*Sales G/L Acct, COGS G/L*

The account numbers the system displays in the *Sales G/L Acct* and *COGS G/L Acct* fields are constructed by the Infinium JP system.

Depending on your order type definition, the values you type in the *Warehouse*, *Req. Delivery Date* or *Scheduled Ship Date* fields, if they differ from the values in these fields on the order header, cause the order to split. Select the *Work with Order Types* option for more information on order splitting based on these fields.

Press F6 to accept your override entries and return to the Order Processing Entry Order detail screen, F12 to return to the Order Processing Entry Order detail screen without updating the overrides, or F19 to move to the Order Processing Entry Order header screen.

## Add/Update Product Comments (PC)

The system displays this screen when you type **PC** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

---

```

12/01/97      12:41:26      Order Processing Entry      OPGCPCM      OPDCPCM
-----
Company . . . : IS1
Sold-To . . . :
Product . . . : GOLF WOODS      Ship-to :      ** ALL CUSTOMERS **
                                   Size . : EA      GOLF WOODS
-----
                                           (Print Y=yes, N=no)
Comment      Pick Ack Bol Pak Inv
-----
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
N    N    N    N    N
Bottom
-----
F2=Function keys F3=Exit F6=Create F10=QuikAccess F24=More keys
```

Figure 4-33: Order Processing Entry Product Comments screen

You can add or update product comments for an item from this screen.

### Allocate Inventory by Storage Index (SI)

The system displays this screen when you do one of the following from the Order Processing Entry Order Detail screen:

- Press F6 or select an action from the Order Processing Detail screen if lot control is enabled
- Type **SI** and press Enter in the *Act Cde* field
- Specify an immediate invoice order, enter the product, its size, and quantity and press Enter



```

- 7/30/03 14:46:50 Item Storage Index Screen OPG104 OPD104

Co . : IS1 Ord No. : 000000029 Prod . : GOLF WOODS EA
Whse : ISW1 B0 . . : 00 Desc . : GOLF WOODS
Qty . . : 25.0000 EA

Position to . .
Quantity Aisle Row Bin Avail Inv Exp. Date
25.0000 25.0000-

Qty Ord Bottom
Qty Alloc 25.0000
25.0000

F2=Function keys F5=Refresh F6=Create F24=More keys
  
```

Figure 4-34: Item Storage Index screen

Use this screen to allocate inventory if you maintain and track your inventory by storage index. Unlike the **AI** available inventory action code, you can divide the quantity among multiple storage indexes on this screen.

The first line of this screen lists a blank storage index. Use the blank storage index if you do not want to allocate inventory now. You can also allocate inventory in order modification, picking or shipping.

If lot control is enabled, you can automatically or manually allocate inventory. In addition, the system displays this screen automatically for invoice immediate orders.

To facilitate inventory allocation, the system displays available inventory by storage index for an item sorted in the following order:

- 1 Inventory that has an expiration date, sorted in descending order
- 2 Inventory without an associated expiration date
- 3 Lots that correspond to batches which are not yet closed

The system does not allocate inventory from these lots; however, you can manually allocate inventory from them.

### Automatically Allocate Inventory

If lot control is enabled, you can automatically allocate inventory by pressing F9. The system allocates the inventory using First Expiry First Out (FEFO) logic. When multiple lots exist with the same expiration date, the allocation is based on lot number.

Inventory from expired lots is not automatically allocated; however, you can manually allocate available inventory from expired lots.

To reallocate on hand inventory, you must first remove the previously allocated quantity.

### Manually Allocate Inventory

You can manually reallocate or adjust inventory using the fields below.

#### *Storage Index, Quantity*

If lot control is not enabled, the system allocates inventory from the blank *Storage Index* field. You can reallocate the demand to another storage index by clearing the *Quantity* field at the blank storage index and moving the inventory quantity to the *Quantity* field for one or more storage indexes. The quantity ordered and allocated displays in the lower right corner of the screen. You cannot allocate more or less than was ordered.

#### *Inv Additions*

Using the *Inv Additions* fields at the bottom of the screen, create an inventory record with zero on-hand quantity by making entries in the storage index fields, pressing Enter and then F7. Then move the quantity you want allocated from this new storage index from another line, creating a negative available inventory at the newly created storage index.

The column headings Stor Ind 1, Stor Ind 2 and Stor Ind 3 are user-definable and can be maintained in the *Work With Entity, Company, and Warehouse Controls* option in Infinium CA.

### Kit Products

When you use a kit product with raw materials that are inventoried under another product, the *SI* fields display the Inventoried Under product and use it in inventory calculations (i.e. available inventory), not the original product.

### Display Product Substitutions (SB)

The system displays this screen when you type **SB** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

---

12/01/97 12:44:19		Order Processing Entry		OPG101	OPD101
Co . : IS1		Ord No : 000000029	Sold-To : REGCUST1		
Whse : ISW1		BO . . : 00	Ship-To : REGULATORY CUSTOMER		
To Delete a line item,					
Product *	Si	Type any character to select, press Enter.			
GOLF WOODS	EA	Position to . . Product .			
PROD01		Size . .			
PROD02		Opt Product Size Avail Inventory			
		F2=Function keys F12=Cancel			
Items . : 2		Tax . : .00	Total . : 50.00		
F2=Function keys F4=Prompt F5=Non Inv F6=Total Scrn F24=More keys					
No records were found for this selection.					

Figure 4-35: Product Substitution window

This screen displays product substitutions for an item, showing the valid product substitutions and their available quantities.

The products the system displays are established in the *Work with Product Substitutions* option in the *Order Processing File Maintenance* menu. Select from this screen by typing a character in the *Opt* field to the left of the desired product.

## Add/Update User Defined Fields (UF)

The system displays this screen when you type **UF** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

12/01/97	12:45:24	Order Processing Entry	MMGUDFM	MMDUDFM
<hr/>				
<u>User Alpha Numeric Fields</u>				
Will this go to History? . . . . .		_____		
Alpha Field 2 . . . . .		_____		
Alpha Field 3 . . . . .		_____		
Alpha Field 4 . . . . .		_____		
Alpha Field 5 . . . . .		_____		
<u>User Numeric Fields</u>				
<u>User Date Fields</u>				
<hr/>				
F2=Function keys F4=Prompt F10=QuickAccess F12=Cancel F18=Message line █				

Figure 4-36: Order Processing Entry detail User Field screen

You can add or update user defined fields for an item from this screen.

The field labels that display are established in the *Work with User Defined Fields* option in the *Order Processing Control Files* menu.

The system displays this screen automatically if you have specified any required fields in the order detail record in the *Work with User Defined Fields* option in the *Order Processing Control Files* menu.

Press Enter to save your entries and return to the Order Processing Entry Order detail screen or press F12 to return to the Order Processing Entry Order detail screen without saving.

The Order Processing Detail file and Header file date fields allow for only six positions.

## Display Pricing Information (PR)

The system displays this screen when you type **PR** and press Enter in the *Act Cde* field from the Order Processing Entry Order detail screen.

12/01/97		12:46:02		Order Processing Entry		OPGPDD	OPDPDD
Co	IS1	Order No	000000029	Sold-To	REGCUST1		
Loc	ISW1	BO	00	Ship-To	REGULATORY CUSTOMER		
Product . . . . .				PROD02			
Size . . . . .							
Line Item . . . . .				3			
Price Code . . . . .				01			
Price Date . . . . .				1997/12/01			
Quote Number . . . . .							
Job/Contract Number . . . . .							
Price Method . . . . .				PRODUCT FILE			
Price Qty . . . . .				15.0000			
Price Unit of Measure . . . . .				EA			
Unit Price . . . . .				3.000000			
Extended Price . . . . .				45.00			
Transaction Currency . . . . .				USD			
F2=Function keys F10=QuickAccess F12=Cancel F18=Message line							

Figure 4-37: Order Processing Entry Pricing Information screen

This screen displays pricing information for inventoried items.

### Display Original/Transfer Order and Manufacturing Batch Data (TD)

The system displays this screen when you type **TD** in the *Act Cde* field and press Enter on the Order Processing Entry detail screen.

10/18/00	09:30:45	Order Processing Entry	OPGTODD	OPDTODD
<hr/>				
Product . . . . .	:	FERMATA		
		Fermata		
		<u>Origin</u>	<u>Transfer</u>	
Whse . . . . .	:	ISWL	STD1	
Order No. . . . .	:	000001011	000001012	
B0 . . . . .	:	00		
Order Status . . . . .	:	RDY FOR PICK	RDY FOR PICK	
Ship Date . . . . .	:	2000/10/19	2000/10/19	
Order Qty and UM . . . . .	:	1000.0000	1000.0000	
Batch Number . . . . .	:		0000011	
Batch Status . . . . .	:		01	
Scheduled Yield and UM . . . . .	:		1000.0000	
Production Date . . . . .	:		2000/10/18	
<hr/>				
F2=Function keys F10=QuikAccess F12=Cancel F18=Message line				

Figure 4-38: Order Processing Entry Original Order and Manufacturing Batch Data screen

This screen displays data from the original order, transfer order and manufacturing batch (if it exists).

*Transfer: Batch Number*

Displays the number of the batch that was generated for the restocking warehouse to replenish the transferred inventory.

*Transfer: Batch Status*

Displays the default batch status you specified using the *Default batch status* field in the control files.

*Transfer: Production Date*

Displays the scheduled production date of the batch.

Press F12 to return to the Order Processing Entry Order detail screen.

## Creating Infinium PM Purchase Reqs

The system displays this screen when you press F11 from the Order Processing Entry detail screen.

12/19/97	8:50:31	Order Processing Entry		OPG101	OPD101
Co . : IS1 Ord No : 000000058 Sold-To : REGCUST1					
Whse : BO . . : 00 Ship-To : REGULATORY CUSTOMER					
To Delete a line item, blank Product/Size/Qty fields.					
Product *	Size	Order Qty	Ord UM *	Unit Price Prc UM	Extended Price Act Cde
GOLF WOODS	EA	25.0000		.0000	
GOLF WOODS		PO Req 0	Batch 1	EA	per EA
PROD01		10.0000		5.0000	50.00
CHERRY PIE		PO Req 0	Batch _	EA	5.00 per EA
PROD02		5.0000		3.0000	15.00
APPLE PIE		PO Req 0	Batch _	EA	3.00 per EA
				.0000	
		PO Req 0	Batch _		per
				.0000	
		PO Req 0	Batch _		per
					More...
Items . :	3	Tax . :	.00	Total . :	65.00
F2=Function keys F4=Prompt F5=Non Inv F6=Total Scrn F24=More keys					

Figure 4-39: Order Processing Entry Order detail screen

### PO Req

Create purchase requisitions in Infinium PM using the *PO Req* field. Valid codes in the *PO Req* field are:

- 0** No requisition
- 1** Regular requisition
- 2** Drop ship requisition

Before you can create purchase requisitions using the *PO Req* field, you must create four requisition types in the Infinium PM *Work with requisition types* option. They are:

- RIT** Regular requisition item
- DIT** Drop ship item
- RNI** Regular non-inventoried item
- DNI** Drop ship non-inventoried item

For each requisition type, type 1 (Automatic) in the *Generation of Req #* field within the Infinium PM system. Also, make sure the order processing user is

authorized to create requisitions in the *Work with user profile* option in the Infinium PM *Supervisor Functions* menu.

The following diagram shows the flow of orders that are generated in Infinium OP and are filled in Infinium PM.

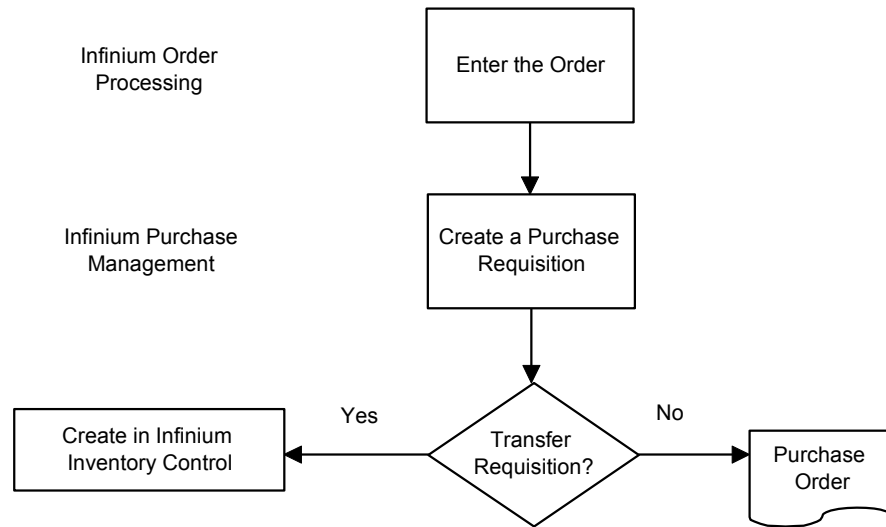


Figure 4-40: Order Flow

When you enter an order in Infinium OP, the system creates the purchase requisition in Infinium PM. You can maintain purchase requisition information in the following Infinium PM screen.

### Requisition Maintenance Information

The system displays this screen when you select the *Work with requisitions* option in Infinium PM.



12/02/1997	8:50:36	Purchase Requisition Header	PMGRHM	PMDRHM
Company . . . . : ..IS1 INFINIUM SOFTWARE.(INSTRUCTOR) Requisition ID : IS1-MMT-00018-R.... Status . . . . : 01 OPEN..... Type . . . . : REG REGULAR PURCHASE REQUISITION.. Line Type . . . : P. ... Need Date . . . : _____ Description . . : SOURCING ERROR REQ. Requester ID . . MMTRAIN + MMTRAIN.Instructor.Profile... Total Cost/Curr : _____ USD Total Lines . . : 1 Project ID . . : _____ + Department ID . : _____ + Phrase Codes . . _____ + _____ + _____ + _____ + Action Messages : Appr 0 Quote 0 Pur 0 Rcv 0 Insp 0 Inv 0 Notes . . . . : 0				
F3=Exit F4=Prompt F5=User Fields F8=Approval Notes F9=Notes F10=QuickAccess F11=Fast Entry F12=Cancel F15=Action Messages F24=More keys				

Figure 4-41: Purchase Requisition Header screen

The system creates the requisition once you press F6 from the Order Totals screen in Infinium OP.

When you order a kit item in Infinium OP, the requisition in Infinium PM contains only the kit item. You must create separate requisition detail lines for each kit component.

## Maintaining Miscellaneous Charges

The system displays the following screen when you press F7 on the Order Processing Entry detail screen to access the Miscellaneous Charges screen. The miscellaneous charge codes that display were created in the *Work with Miscellaneous Charges* option in the *Order Processing File Maint* menu.

8/10/00 14:35:27		Miscellaneous Charges		OPG103	OPD103	
Co . :IS1	Ord No. : 000000754	Sold-To : REGCUST1				
Whse :ISW1	B0 . . : 00	Ship-To :				
To delete a Misc. Charge, blank the Units.						
Position to . . . Code . . . . .						
Transaction Currency . . . . . : USD United States Dollars						
Code	Units	Unit Price	Tax Y/N	St Tax	Loc1 Tax Loc2 Tax Loc3 Tax Msc Tax AC	
ABC		1.000000	N			
CPN		10.000000-	N			
DEF		2.330000	N			
FRT		25.000000	Y	MA		
GHI		4.000000	Y	MA		
LAB		25.000000	N			
MIS		3.000000	N			
MLK		4.500000	Y	MA		
PAL		15.964000	Y	MA		
SET		8.000000	N			
More...						
F2=Function keys F6=Create F11=Alternate view F24=More keys						

Figure 4-42: Miscellaneous Charges screen

To view the description of the miscellaneous charge, press F11. The description for each code will display under the *Units* field.

To enter a miscellaneous charge for a negative amount, type only the – sign after the unit price.

#### *Units*

To apply miscellaneous charges to the order, type the number of pricing units in the *Units* field next to the appropriate charges.

#### *Unit Price*

This field defaults from the Miscellaneous Charge Code record. You can override the price the system displays.

#### *Tax Y/N*

This field defaults from the Miscellaneous Charge Code record. State and local tax codes default from the Customer file or from Screen 2, described earlier in this topic. You can override all of these fields. The state, local and miscellaneous tax fields do not appear if you are using Infinium GT or the Vertex tax calculation module.

Press F12 to return to the Order Processing Entry Order detail screen, F19 to return to the Order Processing Entry Order header screen, or F6 to update miscellaneous charges and proceed to the Order Totals screen.

## Order Total Information

The system displays the following screen when you press F6 from the Order Processing Entry Order detail screen. This screen displays the order total information.

1/30/01 11:58:57		Order Processing Entry		OPG101	OPD101
Order Totals					
Co . . : MLSTD	Ord No. : 000001082	Sold-To : ABC			
Whse : STD1	BO . . : 00	Ship-To : ABC Company			
Total Detail Amount . . . . .		.00			
Total Trade / Promotion Discount. . . . .		.00			
Total Taxable Amount . . . . .		.00			
Miscellaneous Amount . . . . .		.00			
Miscellaneous Tax . . . . .		.00			
Total Sales Tax . . . . .		.00			
Multi Level Total Discount. . . . .		.00			
Total Order Amount . . . . .		.00			
Total Pound (US) . . . . .		.0000			
P.O. Number . . . . .					
Print Acknowledgement . . . . .		N (Y=Yes, N=No)		Print Promotion	
Print Pick Ticket . . . . .		Y (Y=Yes, N=No)		FOC Product . . N	
Other Hold Code . . . . .		N			
F2=Function keys F4=Prompt F5=Detl Credit F6=Create F24=More keys					

Figure 4-43: Order Processing Entry Order Total screen

The information displayed on this screen may be different depending on whether a promotion is associated with the order.

The values in the *Print Acknowledgment* and *Print Pick Ticket* fields default from the company or entity control files. You can override these values. If you want the forms to print when you exit from the *Order Processing Entry* option, type Y in these fields. Pick tickets must be printed, but acknowledgments are optional. If the order flow is not Pick/Ship, the system will not display the *Print Pick Tickets* field

Do not type Y in the *Print Acknowledgment* field if you use large order discounts. The system does not calculate the large order discount until after it prints the acknowledgment, so the unit price it prints will be different from the price on the invoice. To avoid this, print acknowledgments from the *Print Acknowledgments* option on the *Work with Orders* menu.

### *P.O. Number*

*P.O. Number* is a required field only if the *P/O Number Required* field in the entity or company control file or sold-to customer file is set to Y.

*Order Expiration Date, Miscellaneous Taxable*

If the order type for this order is defined as a recurring master order, an additional field, *Order Expiration Date*, is displayed to the right of the *Miscellaneous Taxable* field. This field is required.

If the order type assigned to this order specifies a prepayment, the system displays the prepayment amount field. This field is required.

Press F5 to access a pop up window that gives you additional customer credit information, such as aging and variance amounts.

*Credit Hold, Other Hold*

If the customer's credit is exceeded, the *Print Pick Ticket* field is not displayed, as in the screen shown above. Instead, the system displays the *Credit Hold Code* and *Other Hold Code* fields. Place the order on either or both hold statuses by typing Y and a valid hold reason code in the fields to the right of the hold status.

If you typed 1 in the *Determine Action when Credit is Exceeded* field in the Entity Control file, Y defaults into the *Credit Hold* field and cannot be changed. If you typed Y in the *Auto. Hold Orders* field in the Customer file, Y defaults in the *Other Hold* field and cannot be changed.

To delete an order, press F22 enter a valid delete reason code and press F22 again. Once you access the Order Processing Entry Order detail screen, you must use this method to delete an order.

If the order is complete, press F6 to update and return to the Prompt screen to enter another order. Otherwise, press F12 to return to the Order Processing Entry Order detail screen, or F19 to return to the Order Processing Entry Order header screen.

## Processing an Order Entry with Lot Control for Order Types except Immediate Invoices

For companies that have lot control active, you can allocate products for all order types. For immediate invoice orders, the system automatically prompts you to allocate inventory items.

Complete the steps below to allocate the inventory for the products on an order type other than immediate invoices.

- 1 From the *Order Processing* menu select *Work with Orders*.
-

- 2 Select *Order Processing Entry*. The system displays a screen similar to Figure 4-44.

3/19/08	14:54:23	Order Processing Entry	OPG100	OPD100
				ADD
Company . . . . .		IS1 +		
Warehouse . . . . .		+		
Order Number . . . . .				
Sold-To . . . . .		+		
Ship-To . . . . .		+		
F2=Function keys F3=Exit F4=Prompt F7=Copy Orders F24=More keys				

Figure 4-44: Order Processing Entry Processing screen

- 3 Complete the fields on this screen as described in the "Entering Orders" section.
- 4 Press Enter. The system displays the Order Processing Entry header screen similar to Figure 4-45.

3/20/08 09:25:13		Order Processing Entry		OPG100	OPD100
Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)			ADD
Order No. . .	000002861	Sold-To . . .	ANDERSON	Anderson Candy	
BO . . . . .	00	Bill-To . . .	ANDERSON		
		Ship-To . . .		Anderson Candy	
Action Code . . . . .					
Initials . . . . .	SDE				
Order Type . . . . .	REG + Regular Order				
Order Date . . . . .	3202008				
Requested Delivery Date . . . . .					
Scheduled Ship Date . . . . .	4032008				
P.O. Number . . . . .					
From Warehouse . . . . .	ISW1 + INFINIUM WAREHOUSE #1				
Ship Via . . . . .	_____ + _____				
F O B . . . . .	_____ + _____				
Pro Number . . . . .					
Base Currency . . . . .	USD UNITED STATES DOLLAR				
Transaction Currency . . . . .	USD + UNITED STATES DOLLAR				
Exchange Rate Type . . . . .	_____ +				
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys					

Figure 4-45: Order Processing header screen

- 5 Complete this screen as described in the "Completing the Order Header screen" section.
- 6 Press Enter. The system displays a screen similar to Figure 4-46.

3/20/08 09:46:02		Order Processing Entry		OPG101	OPD101
Co . . .	IS1	Ord No. . .	000002861	Sold-To . .	ANDERSON
Whse . .	ISW1	BO . . . .	00	Ship-To . .	Anderson Candy
To Delete a line item, blank Product/Size/Qty fields					
Base Cur:	USD	UNITED STATES DOLLAR	Tran Cur:	USD	UNITED STATES DOLLAR
Product +	Size	Order Qty	Ord	Unit Price	Extended Price Act
			UM +	Prc UM	Cde
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
_____	_____	_____	_____	.0000	_____
					MORE...
Items . . .	Tax . . .			.00	Total . . .
F2=Function keys F4=Prompt F5=Non Inv F6=Total Scrn F24=More keys					

Figure 4-46: Order Processing Entry order detail screen

7 Enter the items for this order by completing the fields on this screen.

8 Type **SI** in the *Act Cde* field.

Refer to the "Completing the Order Detail Screen" section for more information.

9 Press Enter. The system displays a screen similar to Figure 4-47.

3/20/08 09:50:18		Item Storage Index Screen		OPG104	OPD104
Co . . :	IS1	Ord No. :	000002861	Prod . . :	\$20 PRODUCT
Whse :	ISW1	BO . . :	00	Desc . . :	\$20 product
				Qty . . :	10.0000 EA
Position to . .					
Quantity	Aisle	Row	Bin	Avail Inv	
10.0000				215.0000-	
.0000			\$25LOT2	.0000	
.0000			200309000426	.0000	
.0000			200309000429	10.0000	
.0000			200309000432	10.0000	
.0000			200309000436	10.0000	
.0000			200309000486	10.0000	
.0000			200309000521	30.0000	
.0000	TWO	TWO	0110030252	10.0000	
				Qty Ord	10.0000
				Qty Alloc	10.0000
F2=Function keys F5=Refresh F6=Create F24=More keys					

Figure 4-47: Item Storage Index screen

10 Press F9 to automatically allocate the items on this screen or you can manually allocate the items. You cannot allocate more or less than was ordered.

11 Press F6 to update the inventory quantities.

## Automatic Transfer Orders

You can set up Infinium OP to allow for an automatic transfer order from a restocking warehouse to a ship-from warehouse when the existing inventory at the ship-from warehouse is insufficient to fill an order. Automatic transfer orders are used only when the warehouse that processes sales orders (ship-from) is different from the warehouse from which the items are produced (restocking).

The inventory is transferred from the restocking warehouse to the ship-from warehouse for distribution outside the company. To replenish the inventory that was transferred, a batch is automatically created for the restocking warehouse. The new transfer order retrieves information from the original order, such as order taker initials and ship dates. The order date for the transfer order defaults to the current date. All other fields default to your settings for regular transfer orders.

For example, a company has two warehouses, W1 and W2. W1 is used as a ship-from warehouse and is the location where sales orders are processed. W2 is used as a restocking warehouse and the company has specified it as W1's restocking warehouse for that particular product.

W1 begins to process a sales order and, as usual, the system checks the available inventory at W1 against each detail line of the order. If the available inventory for an item is less than the detail line amount, the system creates a transfer order to restock W1 with the needed inventory to fill that sales order. A batch is then created to replenish the transferred inventory at W2 if the requirement on the sales order is greater than the available inventory.

However, if the control files are not set up to require the creation of a manufacturing batch, an automatic transfer does not occur even if the inventory is insufficient. In other words, the automatic transfer order is dependent on the batch creation control settings.

## Setting Up Automatic Transfer Orders

To implement automatic transfer orders you must set up specific controls in

- Infinium CA
  - Infinium OP
-



These controls direct the system to identify if a batch needs to be automatically created, if inventory needs to be transferred to another warehouse and from which warehouse the inventory is transferred.

## Setting up Automatic Transfer Orders in Infinium CA

You must complete information in the following functions to set up automatic transfer orders in Infinium OP:

- *Work with Entity Controls*
- *Work with Item Warehouse*

Use the menu path below.

- *Infinium CA*
- *Control Files*
- ▼ *Work with Entity Controls [WWE]*

On the Infinium CA Work with Entity Controls Attributes selection screen, type **2** in the *Opt* field next to System Information and press Enter to display a screen similar to the one below.

10/16/00 16:05:47 Work with Entity Controls PRGENM PRDENM	
System Information	
Accounts Receivable . . . . .	<u>S2K</u>
Advanced Planning . . . . .	<u>S2K</u>
Core Manufacturing . . . . .	<u>S2K</u>
Currency Management . . . . .	<u>OTH</u>
General Ledger . . . . .	<u>S2K</u>
Inventory Control . . . . .	<u>S2K</u>
Order Processing . . . . .	<u>S2K</u>
Integrate with Vertex . . . . .	<u>N</u> Y=Yes, N=No
Integrate OP with Global Taxation	<u>N</u> Y=Yes, N=No
Payables Ledger . . . . .	<u>S2K</u>
Project Accounting . . . . .	<u>S2K</u>
Purchase Management . . . . .	<u>S2K</u>
Regulatory Management . . . . .	<u>S2K</u>
Zero Decimal Precision used . . . .	<u>N</u> Y=Yes, N=No
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line	

Figure 4-48: Work with Entity Controls System Information screen

### Core Manufacturing

Type **S2K** to indicate that you are using Infinium MC and are allowed to set up automatic transfer orders in Infinium OP.

Use the menu path below.

- ▶ Infinium CA
- ▶ Master Files
  - ▼ Work with Item Warehouse [WWIW]

On the Work with Item Warehouse Attribute selection screen, type any character in the *Opt* field next to Inventory Information and press Enter.

Press Enter again to display a screen similar to the one below.

10/16/00 16:30:58 Work with Item Warehouse PRGPILM PRDPILM	
Inventory Information Page 2 of 3	
Company . . . .	MLSTD Warehouse . . . : STD2
Product . . . .	AV200 Size . . . . .
Product Desc : Av200 product	
Order Policy Code . . . . .	3 1=Ord Pol, 2=Avail, 3=Discrete
Automatic Creation Method . . . . .	_ 1=Create, 2=Send to Work File
Restocking Method . . . . .	_ 1=Pur, 2=Trnf, 3=Mfg
Full Allocation Only . . . . .	_ Y=Yes, N=No
Restocking Warehouse . . . . .	WHSE1 +
Minimum Quantity . . . . .	_____ U/M . . . . _____ +
Maximum Quantity . . . . .	_____ U/M . . . . _____ +
Order Policy/Lot Size Quantity . . . . .	_____ U/M . . . . _____ +
Safety Stock Quantity . . . . .	_____ U/M . . . . _____ +
Maximum Reorder Quantity . . . . .	_____ U/M . . . . _____ +
Order Multiple Quantity . . . . .	_____ U/M . . . . _____ +
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys	

Figure 4-49: Work with Item Warehouse Inventory Information screen 2

### Restocking warehouse

Specify a warehouse that replenishes the inventory at the ship-from warehouse when its inventory is insufficient to fill a sales order. This warehouse is the sole restocking warehouse for the ship-from warehouse.

## Setting Up Automatic Transfer Orders in Infinium OP

You must complete information in the following functions to set up automatic transfer orders:

- *Work with Entity Controls*
- *Work with Company Controls*
- *Work with Order Types*
- *Work with Warehouse Controls*

Use the menu path below.

- ▶ *Infinium OP*
- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
  - ▼ *Work with Entity Controls [WVEC]*

On the Work with Entity Controls selection screen, type **2** in the *Opt* field next to Order Processing Manufacturing Controls and press Enter to display a screen similar to the one below.

10/17/00	11:00:44	Work with Entity Controls	OPGCSYM	OPDCSYM
<b>Manufacturing Controls</b>				
Create manufacturing batch . . . . .	<u>2</u>	(0=No, 1=Use action code, 2=Automatic)		
Default batch status . . . . .	<u>1</u>	(0=Firm Planned, 1=Scheduled, 2=Work in Process)		
Create batch if on credit hold . . . . .	<u>-</u>	(Y=Yes, N=No)		
Batch status if on credit hold . . . . .	<u>-</u>	(0=Firm Planned, 1=Scheduled, 2=Work in Process)		
Create batch if on other hold . . . . .	<u>-</u>	(Y=Yes, N=No)		
Batch status if on other hold . . . . .	<u>-</u>	(0=Firm Planned, 1=Scheduled, 2=Work in Process)		
Batch number identifier . . . . .	<u>Y</u>	(Y=Yes, N=No)		
Create Transfer Order and Batch . . . . .	<u>Y</u>	(Y=Yes, N=No)		
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line				

Figure 4-50: Work with Entity Controls Manufacturing Controls screen

Use this screen to specify information needed to set up automatic transfer orders at the entity level.

#### *Create Manufacturing Batch*

Type **2** to automatically create a manufacturing batch from a sales order, which is an essential element for automatic transfer orders. This field follows

the order type, company, entity hierarchy. If you type **2** at the entity's level, batches are created from a sales order for all companies and order types.

This field can be set up at the company and order type levels as well, allowing automatic transfers to be used only for specific companies or order types. Use the *Work with Company Controls* or *Work with Order Types* functions to set up the fields at those levels.

#### *Create Transfer Order and Batch*

Type **Y** to create a transfer order from the restocking warehouse to the ship-from warehouse. The restocking warehouse, specified using the *Restocking Warehouse* field in the Infinium CA *Work with Item Warehouse* function, automatically transfers the inventory when the ship-from warehouse does not have enough inventory to fill an order.

If you type **Y** to set up automatic transfer orders, the *Create Manufacturing Batch* field must be set to **2**. If you direct the system to create a transfer order from the restocking warehouse to the ship-from warehouse, the *Create Manufacturing Batch* field must be set to automatically create a batch to replenish this transferred inventory.

This field can also be set up at the company level, allowing automatic transfer orders to be used only for specific companies. Use the *Work with Company Controls* function to set up the field at that level.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Control Files*
  - ▼ *Work with Warehouse Controls [WWWC]*

On the Work with Warehouse Controls Attribute selection screen, type **1** in the *Opt* field next to Order Processing Manufacturing Controls and press Enter to display a screen similar to the one below.

---

10/17/00 10:56:02 Work with Warehouse Controls OPGCLCM OPDCLCM	
Order Processing Manufacturing Controls	
Company . . . . .	MLSTD
Warehouse . . . . .	STD2
Batch number identifier . . . . .	—
Default Transfer Sold-to . . . . .	ACME DIST +
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys	

Figure 4-51: Order Processing Manufacturing Controls screen

Use this screen to complete the information needed to set up automatic transfer orders.

#### *Default Transfer Sold-to*

Specify the internal default sold-to customer for the ship-from warehouse specified on the original sales order. This is the contact person at the ship-from warehouse who receives the transfer order. This is different from the sold-to customer from the original sales order.

Once the prerequisites are completed, you are set up for automatic transfer orders. The system checks each sales order detail line when processing an order to ensure there is sufficient inventory. If not, you have put into place all the information necessary for the system to identify the restocking warehouse, create a transfer order to restock the ship-from warehouse and create a batch to replenish the transferred inventory.

## Viewing the Automatic Transfer Order

The new transfer order can be viewed using any of the *Order Processing Display* options in Infinium OP, depending on how you want to view the information on the order.

The batch that was created to fill the order can be viewed using the *Display Batch* function in Infinium MC. The status of the batch is determined the

same way as other batches, using the *Default batch status* field in the Infinium OP control files.

The chapter consists of the following topics:

Topic	Page
Overview of Processing Order Shipments	5-2
Displaying Products Available for Shipment	5-3
Modifying Orders Prior to Shipping	5-13
Generating Order Documents and Shipping Orders	5-19
Printing Order Acknowledgements	5-20
Printing Pick Tickets	5-23
Printing Shipping Labels	5-39
Processing Shipments	5-42

---

## Overview of Processing Order Shipments

This chapter of the guide explains how to process order shipments and generate documents associated with shipping orders.

After you complete this chapter, you will learn how to:

- Display products available for shipment
- Modify orders prior to shipment
- Print packing lists
- Print acknowledgements
- Print pick tickets
- Print shipping labels
- Process shipments



# Displaying Products Available for Shipment

The *Available for Shipment* option is a workbench tool that you can use to display Ship Date or Sold To order line items. This supply and demand information helps you coordinate sales order shipments with available inventory by displaying available inventory.

You can also access this program from the *Customer Service* option.

## Understanding Views

The option displays only order line items that have a status of **RFP** (Ready For Pick) or **RFS** (Ready For Ship).

This option uses function keys to help you display different views and information. You can view different information for each line item, by using the following function keys:

- F5 toggles between the Ship Date and Sold To view screens.
- F7 displays the Work with Order Shipments view.
- F8 prints the Shipping Report.
- F11 displays the Alternative view screens. This view includes additional information that varies depending on the screen from which you access the view. Pressing F11 toggles the level of detail you see on the screen from abbreviated to detailed views.
- F20 scrolls the screen right and F19 scrolls the screen left, displaying additional fields.

These various views allow you to access all pertinent information without exiting from the option.

Use the menu path below.

- ▶ *Order Processing*
  - ▶ *Order Processing Displays*
  - ▼ *Available for Shipment [AFS]*
-

```

12/02/97  10:34:18      Available for Shipment      OPGPAS      OPDPAS
-----
Company . . . . . IS1      Warehouse . . ISW1
Position to . . . Sched Ship Date . . . _____
Filter on . . . Product . . . . . _____ * ____
Order Status . . . . . ____ (RFP/RFS)

Type options, press Enter.
1=Display Order  2=Display Inventory  5=Print Pick Ticket
Opt Ship Date Product      Size  Qty on Hand  U/M  Qty to Ship U/M  Sts
- 1997/08/07 PROD01      521.0000  EA      10.0000  EA  RFP
- 1997/08/07 PROD01      521.0000  EA       5.0000  EA  RFS
- 1997/08/07 PROD01      521.0000  EA       2.0000  EA  RFP
- 1997/08/07 PROD01      521.0000  EA      21.0000  EA  RFS
- 1997/08/07 PROD02      763.0000  EA      17.0000  EA  RFS
- 1997/08/07 PROD01      521.0000  EA      32.0000  EA  RFS
- 1997/08/07 PROD01      521.0000  EA      15.0000  EA  RFS
- 1997/08/07 PROD01      521.0000  EA      50.0000  EA  RFS
- 1997/08/07 PROD02      763.0000  EA      30.0000  EA  RFS
- 1997/09/18 PROD19          .0000  EA       5.0000  EA  RFP
More...

F2=Function keys  F3=Exit  F4=Prompt  F5=Sold-To View  F24=More keys

```

Figure 5-1: Available for Shipment by Ship Date View screen

Use this screen to view product availability information by order ship date.

The *Company*, *Warehouse*, *Filter ... Product*, and *Filter ... Order Status* fields cumulatively filter and retrieve order line items for display on this screen. For example, if you complete all of these fields, the system retrieves and displays only the order line items whose company, warehouse, product, and order status match the values you type.

The system then displays the retrieved order line items beginning with the order line item whose scheduled ship date matches the date you type in the *Position To... Sched Date* field.

## Ship Date View

Use these fields in both Ship Date and Sold To views to selectively view specific items based on the criteria you enter.

### *Company*

Only the order line items associated with the company you type in this field display on this screen. This field defaults to the default company for your user ID. You cannot leave this field blank.

### *Warehouse*

Only the order line items associated with the warehouse you type in this field display on this screen. This field defaults to the default warehouse for your user ID. You cannot leave this field blank.

### *Position to... Sched Ship Date*

The system displays the list of retrieved order line items beginning with the scheduled ship date you type in this field. If you leave this field blank, the system displays the list of retrieved order line items from the beginning of the list.

### *Filter ... Product*

Use this field to display order line items for products matching only the product identifier you type here. If you leave this field blank, the system displays all products.

### *Filter ... Order Status*

Use this field to display order line items with an order status matching only the order status you type here. If you leave this field blank, the system displays the Ready for Pick (RFP) and Ready for Ship (RFS) order status.

### *Opt*

Use this field to display other information about the order line item.

Type 1 to display orders. Please refer to the “Display Orders by Order Number” topic in the “Working with Order Status” chapter of this guide for more information on using this option.

Type 2 to display inventory. Please refer to the “Display Available Inventory by Storage Index” topic in the *Infinium Inventory Control Guide to Setup and Processing* for more information on using this option.

Type 5 to print pick tickets. Note the following information about this option:

- If you have already printed a pick ticket for a selected item, the ticket heading displays Reprint Pick Ticket.
  - If you select multiple lines from the same order, the system generates only one pick ticket for the order.
  - If you set up the system to print MSD sheets at picking, the sheets print when you select this option.
  - When you submit the pick ticket job, the order status changes to RFS.
-

- If you select an order that is on hold, you receive the following error message: Cannot print pick ticket. The order is on hold.

#### *Ship Date*

This field displays the date the order line item is scheduled to ship.

#### *Product*

This field displays the identifier of the product on the order line item.

#### *Size*

If your company uses Size code as part of its product identifier, this field displays the Size code associated with the product identified in the *Product* field.

#### *Qty on Hand*

This field displays the quantity of the product on the order line item in on-hand inventory.

#### *U/M*

This field displays the unit of measure that defines the quantity in the *Qty On Hand* field.

#### *Qty to Ship*

This field displays the quantity of the product on the order line item that is scheduled to ship.

#### *U/M*

This field displays the unit of measure that defines the quantity in the *Qty to Ship* field.

#### *Sts*

This field displays the status of the order line item. The status is either RFP (Ready For Picking), RFS (Ready For Shipping), or HLD (Order on credit/other Hold).

### Ship Date Alternative View

Press F11 to display the following additional fields:

#### *Description*

This field displays the description of the product on the order line item.

---

Available Inventory

This field displays the quantity of the product on the line item that is available for use.

Press F11 to display the previous view.

12/02/97 10:36:02 Available for Shipment OPGPAS OPDPAS

Company . . . . . IS1 Warehouse . . ISW1

Position to . . . Sched Ship Date . . . █

Filter on . . . Product . . . . . + █

Order Status . . . . . (RFP/RFS)

Type options, press Enter.  
1=Display Order 2=Display Inventory 5=Print Pick Ticket

Opt	Ship Date	Product	Size	Sold-To	Name
-	1997/08/07	PROD01		REGCUST1	REGULATORY CUSTOMER SOLD-
-	1997/08/07	PROD01		REGCUST1	REGULATORY CUSTOMER SOLD-
-	1997/08/07	PROD01		REGCUST1	REGULATORY CUSTOMER SOLD-
-	1997/08/07	PROD01		REGCUST1	REGULATORY CUSTOMER SOLD-
-	1997/08/07	PROD02		REGCUST1	REGULATORY CUSTOMER SOLD-
-	1997/08/07	PROD01		REGCUST2	REGCUST2
-	1997/08/07	PROD01		REGCUST2	REGCUST2
-	1997/08/07	PROD01		REGCUST1	REGULATORY CUSTOMER SOLD-
-	1997/08/07	PROD02		REGCUST1	REGULATORY CUSTOMER SOLD-
-	1997/09/18	PROD19		REGCUST1	REGULATORY CUSTOMER SOLD-

More...

F2=Function keys F3=Exit F4=Prompt F5=Sold-To View F24=More keys

Figure 5-2: Available for Shipment Right Ship Date View screen

Right Ship Date View

Press F20 to display the Right Ship Date View.

The system displays the following additional fields, when you toggle from the Left to Right Ship Date view screen.

Sold-To

This field displays the customer identifier to which the order is sold.

Name

This field displays the name of the customer identified in the *Sold-To* field.

Right Ship Date Alternate View

Press F11 to display the following additional fields:

*Ship To*

This field displays the identifier of the customer to which the order is shipped.

*Order/BO*

This field displays the order and backorder number of the order associated with the line item.

Press F11 to return to the previous view.

**Sold-To View**

Press F5 from the Ship Date View screen to display the Sold-To screen.

12/02/97 10:37:01		Available for Shipment		OPGPAS	OPDPAS
Company . . . . .		Warehouse . .			
Position to . . .	Sold-To . . . . .		_____ *		
Filter on . . .	Order Number/BO Number		_____ * _		
	Sched Ship Date . . .		_____		
	Order Status . . . . .		___ (RFP/RFS)		
Type options, press Enter.					
1=Display Order 2=Display Inventory 5=Print Pick Ticket					
Opt Sold-To	Name	Order No / BO	Ship Date	Sts	
_ REGCUST1	REGULATORY CUSTOMER SOLD-TO	000000028 00	1997/12/08	RFS	
_ REGCUST1	REGULATORY CUSTOMER SOLD-TO	000000028 00	1997/12/08	RFS	
					Bottom
F2=Function keys F3=Exit F4=Prompt F5=Ship-Date View F24=More keys					

Figure 5-3: Available for Shipment Sold-To screen

Use this screen to view order line items by the sold-to customer.

*Position to...Sold-To*

Use this field to position the retrieved list of order line items to display starting with the sold-to customer you type here.

*Filter on...Order Number/BO Number*

Use this field to display order line items with an order number and backorder number matching only the order numbers you type here. If you leave this field blank, the system displays all backorders and backorder numbers.

*Filter on...Sched Ship Date*

Use this field to display order line items with a scheduled ship date matching only the scheduled ship date you type here. If you leave this field blank, the system displays all scheduled ship dates.

*Filter on ... Order Status*

Use this field to display order line items with an order status matching only the order status you type here. If you leave this field blank, the system displays the Ready for Pick (RFP) and Ready for Ship (RFS) order status.

*Opt*

Use this field to display other information about the order line item.

Type 1 to display orders. Please refer to the “Display Orders by Order Number” topic in the “Working with Order Status” chapter of this guide for more information on using this option.

Type 2 to display inventory. Please refer to the “Display Available Inventory by Storage Index” topic in *the Infinium Inventory Control Guide to Setup and Processing* for more information on using this option.

Type 5 to print pick tickets. Note the following information about this option:

- If you have already printed a pick ticket for a selected item, the ticket heading displays Reprint Pick Ticket.
- If you select multiple lines from the same order, the system generates only one pick ticket for the order.
- If you set up the system to print MSD sheets at picking, the sheets print when you select this option.
- When you submit the pick ticket job, the order status changes to RFS.
- If you select an order that is on hold, you receive the following error message: Cannot print pick ticket. The order is on hold.

*Sold-To*

This field displays the customer identifier to which the order is sold.

*Name*

This field displays the name of the customer identified in the *Sold To* field.

*Order No/BO*

This field displays the order number and the backorder number of the order associated with the line item.

---

*Ship Date*

This field displays the date the order line item is scheduled to ship.

*Sts*

This field displays the status of the order line item. The status is either RFP (Ready For Picking), RFS (Ready For Shipping), or HLD (Order on credit/other Hold).

Sold To Alternate View

Press F11 to display the following additional fields:

*Product*

This field displays the identifier of the product on the order line item.

*Qty To Ship*

This field displays the quantity of the product on the order line item that is scheduled to ship.

Press F11 to return to the previous view.

Right Sold To View

Press F20 from the Sold To View screen to display the Right Sold To view.

---



12/02/97 10:37:49 Available for Shipment OPGPAS OPDPAS

---

Company . . . . .

Warehouse . . . . .

Position to . . . . .

Sold-To . . . . .

Filter on . . . . .

Order Number/BO Number . . . . .

Sched Ship Date . . . . .

Order Status . . . . .

Type options, press Enter.

1=Display Order 2=Display Inventory 5=Print Pick Ticket

Opt Sold-To

Name

Ship-to

Name

\_ REGCUST1

REGULATORY CUSTOMER SOLD-TO

REGULATORY CUSTOMER

\_ REGCUST1

REGULATORY CUSTOMER SOLD-TO

REGULATORY CUSTOMER

Bottom

---

F2=Function keys F3=Exit F4=Prompt F5=Ship-Date View F24=More keys

Figure 5-4: Available for Shipment Right Sold To View screen

## Right Sold To Alternate View

Use this screen to view order line items by the sold-to customer. The field descriptions above explain each field.

Press F11 to display the following additional fields:

### *Qty On Hand*

This field displays the quantity of the product on the order line item in on-hand inventory.

### *Available Inventory*

This field displays the quantity of the product on the line item that is available for use.

Press F11 to return to the previous view.

## Work with Order Shipments View

Press F7 to display the Work with Order Shipment view.

12/02/97	10:38:40	Available for Shipment	OPG100S	OPD100S
				SHIPPING
Ship Single Order				
Company . . . . .		IS1 *		
Ship Date . . . . .		19971202		
Order Number . . . . .			+	
BO Number . . . . .		00		
Ship Multiple Orders				
Company . . . . .		IS1 *		
Ship Date . . . . .		19971202		
Order Number . . . . .			+	
BO Number . . . . .		00		
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys				

Figure 5-5: Available for Shipment Work With Order Shipment view screen

This view allows you to work with single or multiple order shipments.

Press F6 to ship selected orders.

## Modifying Orders Prior to Shipping

Use this option to modify orders for which no shipments have been processed or to modify backorders. If you are modifying a backorder, only the unshipped lines or quantities remain on the order.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Order Processing Modification [OPM]*

12/02/97 10:40:09 Order Processing Modification OPG100 OPD100	
UPDATE	
Company . . . . .	IS1 *
Order Number . . . . .	000000001 *
BO Number . . . . .	00
F2=Function keys F3=Exit F4=Prompt F7=Copy Orders F24=More keys	

Figure 5-6: Order Processing Modification prompt screen

Complete the *Company* and *Order No* fields and press Enter to modify the order. If you are modifying an order with partial shipments posted against it, the *BO* field is also required. If you are not sure of the order number or the backorder number, press F4 with the cursor positioned in the *Order No* field and select from the Open Order selection screen.

After completing this screen, instead of pressing Enter, press F9 (Detail Entry) to go directly to the Inventoried Items screen, bypassing the header screens for faster entry of the order.

You can also create a new order from an existing one by pressing F7 to access the Copy Orders screen.

## Entering Order Information

This screen displays when you press Enter from the Order Processing Modification prompt screen.

12/02/97	10:42:16	Order Processing Modification	OPG100	OPD100
Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)	UPDATE	
Order No. . .	000000021	Sold-To . . .	REGCUST1	REGULATORY CUSTOMER SOLD-
BO . . . . .	00	Bill-To . . .	REGCUST1	
		Ship-To . . .		REGULATORY CUSTOMER SOLD-
Action Code . . . . .				
Initials . . . . .	ACD	Promotion Code		+
Order Type . . . . .	MAST	Master Order		
Order Date . . . . .	1997/08/04			
Requested Delivery Date . . . . .				
Scheduled Ship Date . . . . .	19970807			
P.O. Number . . . . .				
From Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE #1		
Ship Via . . . . .	UPS	+ UPS		
F O B . . . . .		+		
Pro Number . . . . .				
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F24=More keys				

Figure 5-7: Order Processing Modification header screen

*Order Type*, *Order Date* and *From Whse* are display only fields. With the exception of these fields, you can access and modify any other information previously entered on any of the screens described in the “Entering Orders” topic.

### Action Code

You can access and modify various types of order information by typing action codes in the *Action Code* field.

Valid action codes from the Order Processing Modification header screen are the same as those in the Order Processing Entry header screen, described in the “Creating and Processing Orders” chapter of this guide. The following is a list of valid action codes:

- **AD** Maintain sold-to and ship-to addresses

- Note:** Refer to the “Creating and Processing Orders” chapter of this guide for a detailed explanation of these action codes.

You are not required to print a new pick ticket after modifying an order with this option. After modification, the order status is set to **RFS** (Ready for Shipping).

## Modifying Order Information

Figure 5-8: Order Processing Modification Line Item detail screen

You can modify order information in the fields on this screen.

### *Act Cde*

Access and modify various types of order information by typing action codes in the *Act Cde* field.

Valid action codes from the Order Processing Modification Line Item detail screen are the same as those in the Order Processing Entry detail screen, described in the “Creating and Processing Orders” chapter of this guide. The following is a list of valid action codes:

- **AI** Display the available inventory for this item
- **AP** Display the available to promise inventory for this item
- **CB** Create manufacturing batch for formula

If the system has previously created a batch for a specific manufactured line item and you then type the **CB** action code here, the system displays the following warning message: **Warning! Manufacturing batch already exists for this sales order line item .** To prevent the system from creating the batch, you must press F11 and blank out the *Batch* field. The system displays the same message for each line item involved. Once you press Enter, the system removes the message.

- **CP** Add/update customer product comments for this item
- **LC** Add/update line item comments for this item
- **OV** Add/update overrides for this line item
- **PC** Add/update product comments for this item
- **SI** Display the available inventory by storage index for this item
- **SB** Display product substitutions for the product
- **UF** Add/update user defined fields for this line item
- **PR** Display pricing information for inventory items

Refer to the “Creating and Processing Orders” chapter of this guide for a detailed explanation of these action codes.

## Displaying a Product’s Price Calculation

For example, if you type **PR** in the *Act Cde* field and press Enter you can view pricing information.

---

12/08/97		10:06:45		Order Processing Modification		OPGPDD	OPDPDD
Co	IS1	Order No	000000013	Sold-To	REGCUST1		
Loc	ISW1	BO	00	Ship-To		REGULATORY	CUSTOMER
Product . . . . .				PROD01			
Size . . . . .							
Line Item . . . . .				1			
Price Code . . . . .				01			
Price Date . . . . .				1997/08/04			
Quote Number . . . . .							
Job/Contract Number . . . . .							
Price Method . . . . .				PRODUCT FILE			
Price Qty . . . . .				21.0000			
Price Unit of Measure . . . . .				EA			
Unit Price . . . . .				5.000000			
Extended Price . . . . .				105.00			
Transaction Currency . . . . .				USD			
F2=Function keys F10=QuickAccess F12=Cancel F18=Message line							

Figure 5-9: Order Processing Modification Pricing screen

This screen displays how the product's price was calculated.

## Displaying Credit and Price Information

Type **CI** in the *Act Cde* field to access credit and price information.

12/02/97	10:44:28	Order Processing Modification	OPG100	OPD100
Company . : IS1 INFINIUM SOFTWARE (INSTRUCTOR)				UPDATE
Order No. : 000000021		Sold-To . : REGCUST1		
BO . . . : 00		Bill-To . : REGCUST1 Ship-To . :		
<u>Credit Information</u>				
Payment Terms <u>NET30</u> * Net 30		Freight Py Cd ____ *		
Payment Mth . ____ *		Charge Card ____ *		
Card Number _____		Credit Appr # _____		
Credit Hold . N (Y=Yes, N=No)		Reason . . . ____ *		
Other Hold . N (Y=Yes, N=No)		Reason . . . ____ *		
<u>Price Information</u>				
Quote Number _____		Job/Cnt No . _____ *		
Price Code . <u>01</u>		Price Date . <u>19970804</u>		
Charge S.Tax N (Y=Yes, N=No)				
State Tax Cd ____ *		Loc Tax Cd 1 ____ *		
Loc Tax Cd 2 ____ *		Loc Tax Cd 3 ____ *		
Loc Tax Cd 4 ____ *		Tax Exempt No _____		
Salesperson 1 ____ *		Percentage . _____ %		
Salesperson 2 ____ *		Percentage . _____ %		
F2=Function keys F4=Prompt F5=Del Credit F24=More keys				

Figure 5-10: Order Processing Modification Credit and Pricing screen

Access and modify the types of information necessary and press F6 to display the Order Totals screen.

From the Order Totals screen, press F6 to save your order modifications and return to the main menu.



## Generating Order Documents and Shipping Orders

Infinium OP provides you with the ability to print order acknowledgements, pick tickets, and shipping labels.

You can send acknowledgements to your customers verifying order information including shipping instructions, payment terms, products ordered, quantities, and prices.

Pick tickets provide warehouse personnel the information necessary for preparing the order for shipment. The pick ticket can also be used as the source document for entering shipments in the *Order Processing Shipping* option in *Work with Orders*.

Shipping labels are provided to affix to each of the containers on the order.

Use the *Shipping Orders* option to process shipments made to fill any order whose order flow is set to pick/ship. After processing shipments, orders are ready for invoicing.

---

## Printing Order Acknowledgements

Use this function to print order acknowledgements not printed through the *Order Processing Entry* option.

Use the menu path below.

- *Order Processing*
- *Work with Orders*
- ▼ *Print Acknowledgements [PA]*

12/02/97 10:47:15 Print Acknowledgements OPGAKS OPDAKS	
Print Single Orders	
Company . . . . .	IS1 *
Warehouse . . . . .	ISW1 *
Order Number . . . . .	_____ *
BO Number . . . . .	00
Print Multiple Orders	
Company . . . . .	_____ *
Warehouse . . . . .	_____ *
All available orders . . . . . N (Y=Yes, N=No)	
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys	

Figure 5-11: Print Acknowledgements prompt screen

When printing acknowledgements for single orders, *Company*, *Warehouse* and *Order Number* are required fields. With the cursor in the *Order Number* field, press F4 to access the Order selection screen where you can select one or more orders individually.

*Company*, *Warehouse*

To print acknowledgements for multiple orders, you must first clear *Company* and *Warehouse* under Print Single Orders. Under Print Multiple Orders, *Company* and *Warehouse* are required fields.

*All available orders*

To print all acknowledgements for all companies and warehouses, leave all fields blank and type **Y** in the *All available orders* field.

Press **F5** (Mass Select) to print acknowledgements for ranges of companies, warehouses, customers or for other criteria.

When setting up to print for multiple orders, the system selects only those orders for which an acknowledgement has not been previously printed. After entering the required information, press **F8** to print the acknowledgements or press **F3** to exit without printing.

## Printing Acknowledgements

This screen displays when you press **F4** with the cursor positioned in the *Order Number* field on the Prompt screen.

12/16/97		9:13:35		Print Acknowledgements		OPGAKS		OPDAKS	
Position to . . . Company . . . . . _____ Warehouse . . . . . _____ Order No . . . . . _____ BO Number . . . . . _____									
Select one or more of the following. 1=Select 4=De-Select									
Opt	Pr	Co	Whse	Order No	BO	Sold-To	Name	Date	
-		IS1	ISW1	000000029	00	REGCUST1	REGULATORY CUSTOMER SO	1997/12/01	
1		IS1	ISW1	000000102	00	REGCUST1	REGULATORY CUSTOMER SO	1997/09/09	
-		IS1	ISW1	000000669	00	REGCUST1	REGULATORY CUSTOMER SO	1997/09/24	
									Bottom
F2=Function keys F3=Exit (No Print) F8=Print F24=More keys									

Figure 5-12: Print Acknowledgements selection screen

To select the orders for printing, type **1** in the field to the left of each order and press **Enter**. The system then displays **Y** in the *Prt* field next to each order selected. To print the orders, press **F8**.

An example of an acknowledgement is shown on the next page.

GLOBAL COMMENTS    Fragile. Do not store below 40 degrees F.

PRICE	QUANTITY	PRODUCT	SIZE	UM	UNIT PRICE	EXTENDED PRICE
	50.0000	PROD02		EA	3.000000	.00
		APPLE PIE				
		SUBTOTAL			150.00	
		TOTAL ORDER AMT.			150.00	

# Printing Pick Tickets

Use this function to print pick tickets not printed in the *Order Processing Entry* option.

Use the menu path below.

- *Order Processing*
- *Work with Orders*
- ▼ *Print Pick Tickets [PPT]*

1/24/01	16:13:09	Print Pick Tickets	OPGPKS	OPDPKS
Print Single Orders Company . . . . . <u>TSI</u> + Warehouse . . . . . <u>      </u> + Order Number . . . . . <u>          </u> + BO Number . . . . . <u>00</u>				
Print Multiple Orders Company . . . . . <u>      </u> + Warehouse . . . . . <u>      </u> +				
Print Promotion FOC Item . . . . . <u>Y</u> (Y=Yes, N=No) All available orders . . . . . <u>N</u> (Y=Yes, N=No)				
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys				

Figure 5-13: Print Pick Tickets prompt screen

When printing pick tickets for single orders, *Company*, *Warehouse* and *Order Number* are required fields. With the cursor in the *Order Number* field, press F4 to access the Order selection screen and select orders individually.

To view or make adjustments to inventory allocations for a specific order, type that order number and press F9.

To simulate allocation or automatically allocate inventory for a specific order, type that order number and press F7. The system displays a window that prompts you to specify whether to generate a trial or final allocation. Specify

yes in the *Simulation Required?* field to generate a trial allocation; otherwise, specify no.

#### *Company, Warehouse*

To print pick tickets for multiple orders, you must first clear the *Company* and *Warehouse* fields under Print Single Orders. Under Print Multiple Orders, *Company* and *Warehouse* are required fields.

#### *Print Promotion FOC Item*

Type Y to print pick tickets with free-of-charge items allocated during order entry. This value is filled according to your entry in the Default Pick Ticket field in the entity, company or warehouse controls. You will receive two pick tickets. One is for the regular items and the other is for the FOC items. When you use the *Reprint Pick Tickets* function, the FOC items always print.

#### *All available orders*

To print all pick tickets for all companies and warehouses, leave all fields blank and type Y in *All available orders*.

Press F5 (Mass Select) to print pick tickets for ranges of companies, warehouses, customers or for other criteria.

When you mass select to print pick tickets

When setting up to print for multiple orders, the system selects only those orders for which a pick ticket has not been previously printed.

You can allocate inventory for the range of companies, warehouses, customers or other criteria you specify on the Print Pick Tickets mass selection screen. Press F7 to automatically allocate the inventory for the orders. The system displays a window that prompts you to generate a trial or final allocation. Specify yes in the *Simulation Required?* field to generate a trial allocation; specify no to allocate the inventory for the order.

After entering the required information, press F8 to print the pick tickets or press F3 to exit without printing.

---

3/12/08	14:50:11	Print Pick Tickets	OPGPKS	OPDPKS	
Position to . . . Company . . . . . Warehouse . . . . . Order No. . . . . BO Number . . . . .					
Select one or more of the following. 1=Select 4=De-Select 9=Allocate					
Opt Pr	Co Whse	Order No	BO Sold-To	Name	Date
-	IS1 BKR4	000001192	00 BKR001	Bimal's Customer	02/13/2007
-	IS1 BKR4	000001193	00 BKR001	Bimal's Customer	02/13/2007
-	IS1 BKR4	000001194	00 BKR001	Bimal's Customer	02/13/2007
-	IS1 BKR4	000001196	00 BKR001	Bimal's Customer	02/14/2007
-	IS1 BKR4	000001198	00 BKR001	Bimal's Customer	02/14/2007
-	IS1 CR01	000000062	00 CHR001	Ramesh's Customer	09/09/2004
-	IS1 CR01	000000834	00 CHR002	Ramesh's Customer	05/02/2006
-	IS1 CR01	000000836	00 CHR002	Ramesh's Customer	05/02/2006
-	IS1 CR01	000001109	00 CHR007	Chandolu Ramesh	02/01/2005
-	IS1 CR01	000001110	00 CHR007	Chandolu Ramesh	02/01/2005
					MORE...
F2=Function keys F3=Exit (No Print) F7=Auto Alloc F24=More keys					

Figure 5-14: Print Pick Tickets selection screen

This screen is displayed when you press F4 on the *Order No* field from the Print Pick Tickets prompt screen.

To select the orders for printing, type **1** in the field to the left of each order and press Enter. The system then displays **Y** in the *Pr* field next to each order selected. To print the orders, press F8.

To view or make adjustments to inventory allocations for an order, type **9** next to that order.

To select orders for auto-allocation, type **1** next to the order and press F7. The system displays a window that prompts you to specify whether to generate a trial or final allocation. Specify yes in the *Simulation Required?* field to generate a trial allocation; otherwise specify no. The system displays the Order Processed screen that lists the orders for which the simulated allocation or actual allocation was processed. Select the orders to view the allocation.

To view or make adjustments to inventory allocations for an order, type **9** next to that order.

5/08/08	12:00:07	Print Pick Tickets	OPGPKS	OPDPKS
Inventoried Line Items				
Co . . . : IS1	Ord No. . : 000002432	Sold-To . : KK09		
Whse . . : CR01	BO . . . : 00	Ship-To . :		
Type any character to select an item for SI allocation.				
Product	Size	Order Qty	UM	Allocated
- BKR-KIT		16.0000		N
				BOTTOM
F2=Function keys F10=QuikAccess F12=Cancel F18=Message line				

Figure 5-15: Print Pick Tickets Inventoried Line Items screen

The system displays all inventoried line items for the selected order. This screen is displayed when you do one of the following from the Work with Print Tickets selection screen:

- Specify order and press F9.
- Press F4 on the *Order No* field, select one or more orders by typing 9 in *Opt* next to the order or orders.

To view or make adjustments to a line item, type any character next to each line item to adjust. The system then displays the Work with Item Storage Index page from which you can change the inventory allocation. If lot control is enabled, you can either manually or automatically reallocate inventory.

To automatically allocate an item on the list, select the item and press F7. The system displays a window that prompts you to specify whether to generate a trial or final allocation. Specify yes in the *Simulation Required?* field to generate a trial allocation; otherwise specify no. The system displays the Orders Processed screen that lists the orders for which simulated or actual allocations were processed. Select the orders to view the allocations.

Press F12 if you are using storage indexes to exit this screen; then press F8 to print the pick ticket. The order status changes to RFS (ready for shipping).



## Printing Pick Tickets and Allocating Inventory with Lot Control

When you use the *Print Pick Tickets* function, you can allocate products for an order and then print the pick tickets. You can do this for single orders and multiple orders.

When you indicate that you want to allocate items on an order, the system displays a simulation window that prompts you to indicate whether to simulate allocation or allocate the items.

When you simulate allocation or allocate items, the system stores the allocations in the Order Line Item Storage Index work file. If you specify that you want to simulate allocation, the system updates only the work file. If you specify that you want to allocate the items, the system processes the allocations for the specified orders and updates both the work file and the Order Line Item Storage Index file.

### Allocating Inventory for a Single Order from Print Pick Tickets Prompt Screen

Complete the steps below to use the *Print Pick Ticket* function to allocate inventory for a single order.

- 1 From the *Order Processing* menu select *Work with Orders*.
- 2 Select *Print Pick Tickets*. The system displays a screen similar to Figure 5-16.

1/24/01	16:13:09	Print Pick Tickets	OPGPKS	OPDPKS
---------	----------	--------------------	--------	--------

---

Print Single Orders

Company . . . . .	<u>TSI</u>	+
Warehouse . . . . .	<u>    </u>	+
Order Number . . . . .	<u>    </u>	+
BO Number . . . . .	<u>00</u>	

Print Multiple Orders

Company . . . . .	<u>    </u>	+
Warehouse . . . . .	<u>    </u>	+

Print Promotion FOC Item . . . . . Y (Y=Yes, N=No)

All available orders . . . . . N (Y=Yes, N=No)

---

F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys

Figure 5-16: Print Pick Tickets prompt screen

- 3 Type an order number in the *Order Number* field.
- 4 Complete the other fields as you normally would. See the "Printing Pick Tickets" section for more information.
- 5 Press F7. The system displays a screen similar to Figure 5-17.

```

3/20/08   10:05:09   Print Pick Tickets   OPGPKS   OPDPKS
-----

Print Single Orders
Company . . . . . IS1 +
Warehouse . . . . . CR01 +
Order Number
BO Number . .
Simulation Required ? :   Y=Yes,N=No

Print Multiple
Company . . .
Warehouse . . . . .   +

Print Promotion FOC Item . . . . . Y (Y=Yes, N=No)
All available orders . . . . . N (Y=Yes, N=No)

-----
F7=Auto Alloc F8=Print F9=Allocate F10=QuikAccess F24=More keys
    
```

Figure 5-17: Print Pick Tickets prompt screen simulation

- 6 Specify yes to simulate inventory allocation. Specify no to allocate inventory.
- 7 Press Enter. The system displays a screen similar to Figure 5-18.

```

3/20/08   10:10:57   Orders - Processed   OPGPKS   OPDPKS
-----

Position to . . . Company . . . . .   Warehouse . . .  
Order No. . . .   BO Number . . .  

Type any character to select an order for allocations.

Opt  Co Whse  Ord No  BO Sold-To  Name  Order Date  Alc
-   IS1 CR01  000000834  00 CHR002  Ramesh's Customer  05/02/2006 Y
-   IS1 CR01  000000836  00 CHR002  Ramesh's Customer  05/02/2006 N

                                           BOTTOM

-----
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel
    
```

Figure 5-18: Orders - Processed selection screen

- 8 Select the order for which you want to allocate inventory. The system displays a screen similar to Figure 5-19.

```

5/08/08      12:00:07      Print Pick Tickets      OPGPKS      OPDPKS

```

---

```

                        Inventoried Line Items

```

```

Co   . . . : IS1      Ord No. . : 000002432      Sold-To . : KK09
Whse . . . : CR01     BO   . . . : 00           Ship-To . :

```

```

Type any character to select an item for SI allocation.

```

```

      Product      Size      Order Qty  UM      Allocated
_  BKR-KIT                16.0000      N

```

```


```

---

```

                        BOTTOM

```

---

```

F2=Function keys  F10=QuikAccess  F12=Cancel  F18=Message line

```

Figure 5-19: Print Pick Tickets Inventoried Line Items screen

- 9 Type any character next to the items to allocate.
- 10 Press Enter. The system displays a screen similar to Figure 5-20.

3/20/08		10:19:18		Item Storage Index Screen		OPGPKS	OPDPKS
Co	:	IS1	Ord No. :	000000834	Prod	:	CHR-PD001
Whse	:	CR01	B0	:	Desc	:	CHR - Product 001
					Qty	:	10.0000
<hr/>							
Quantity	Stg. Index 1	Stg. Ind	Lot Number		Avail Inv	Exp. Date	
5.0000			OP1208040002		.0000		
5.0000			OP1208040003		5.0000		
						BOTTOM	
						Qty Ord	10.0000
						Qty Alloc	10.0000
<hr/>							
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel							

Figure 5-20: Item Storage Index screen

The system displays the Item Storage Index screen only for allocated items.

**11 Press Enter.**

- If you specified to simulate allocation, the system updates only work files.
- If you specified not to simulate allocation, the system updates both work files and system files.

**12 Press F3 to exit the screen and save.**

## Allocating inventory by selecting orders from the list of orders

You can allocate inventory by selecting an order.

Complete the steps below to allocate inventory for orders selected on the Print Pick Tickets order selection page.

- 1 From the *Order Processing* menu select *Work with Orders*.
- 2 Select *Print Pick Tickets*. The system displays the Print Picking Tickets prompt screen shown in Figure 5-16.
- 3 Press F4 in the *Order Number* field. The system displays a screen similar to Figure 5-21.

3/20/08	09:55:28	Print Pick Tickets	OPGPKS	OPDPKS
---------	----------	--------------------	--------	--------

---

Position to . . . Company . . . . . Warehouse . . . . .  
 Order No. . . . . BO Number . . . . .

Select one or more of the following.  
 1=Select 4=De-Select 9=Allocate

Opt Pr	Co Whse	Order No	BO	Sold-To	Name	Date
-	IS1 #WA1	000000842	00	AAA	aaa	05/17/2006
-	IS1 #WA1	000002292	00	CHR005	Ramesh Chandolu	02/05/2008
-	IS1 #WA1	000002293	00	32	Infinium customer	02/05/2008
-	IS1 #WA1	000002798	00	ANDERSON	Anderson Candy	03/12/2008
-	IS1 AXNW3	000002156	00	KK09	Kaushal Kant	01/29/2008
-	IS1 AXNW3	000002157	00	KK09	Kaushal Kant	01/29/2008
-	IS1 AXNW3	000002160	00	KK09	Kaushal Kant	01/29/2008
-	IS1 AXNW3	000002163	00	KK09	Kaushal Kant	01/29/2008
-	IS1 AXNW3	000002165	00	KK09	Kaushal Kant	01/29/2008
-	IS1 AXNW3	000002187	00	KK009	kaushal kant	01/30/2008

MORE...

---

F2=Function keys F3=Exit (No Print) F7=Auto Alloc F24=More keys

Figure 5-21: Print Pick Tickets order selection screen

- 4 Type 1 next to each order to allocate.
- 5 Press Enter.
- 6 Press F7. The system displays a screen similar to Figure 5-22.

3/20/08	11:16:23	Print Pick Tickets	OPGPKS	OPDPKS
Position to . . . Company . . . . . Warehouse . . . . . Order No. . . . . BO Number . . . . .				
Select one or more of the following. 1=Select 4=De-Select 9=Allocate				
Opt Pr	Co Whse	Simulation Required ? : <input type="checkbox"/> Y=Yes,N=No		Date
-	IS1 BKR4			02/13/2007
-	IS1 BKR4			02/13/2007
-	IS1 BKR4			02/13/2007
-	IS1 BKR4			02/13/2007
-	IS1 BKR4	000001196 00 BKR001	Bimal's Customer	02/14/2007
-	IS1 BKR4	000001198 00 BKR001	Bimal's Customer	02/14/2007
-	IS1 CR01	000000062 00 CHR001	Ramesh's Customer	09/09/2004
-	IS1 CR01	000000834 00 CHR002	Ramesh's Customer	05/02/2006
9	IS1 CR01	000000836 00 CHR002	Ramesh's Customer	05/02/2006
-	IS1 CR01	000001109 00 CHR007	Chandolu Ramesh	02/01/2005
MORE...				
F2=Function keys F3=Exit (No Print) F7=Auto Alloc F24=More keys				

Figure 5-22: Print Pick Tickets order selection screen simulation

- 7 Specify yes to simulate inventory allocation for the selected orders. Otherwise, specify no to allocate inventory without simulating allocation.
- 8 Press Enter. The system displays a screen similar to Figure 5-23.

3/20/08	11:18:06	Orders - Processed	OPGPKS	OPDPKS
Position to . . . Company . . . . . Warehouse . . . . . Order No. . . . . BO Number . . . . .				
Type any character to select an order for allocations.				
Opt	Co Whse	Ord No	BO Sold-To	Name
-	IS1 CR01	000002430 00	KK09	Kaushal Kant
				Order Date Alc
				02/19/2008 Y
BOTTOM				
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel				

Figure 5-23: Orders - Processed selection screen

**9** Select the orders to process.

**10** Press Enter. The system displays a screen similar to Figure 5-24.

```

3/20/08    11:19:37    Orders - Processed    OPGPKS    OPDPKS
-----
                          Inventoried Line Items
Co   . . . . : IS1      Ord No. . . : 000002430    Sold-To . . : KK09
Whse . . . . : CR01     BO   . . . . : 00        Ship-To . . :
Type any character to select an item for SI allocation.

      Product      Size      Order Qty  UM      Allocated
-   BKR-KIT                12.0000  EA          Y

```

Figure 5-24: Inventoried Line Items screen

- 11 Select the product for storage index allocation. The system displays a screen similar to Figure 5-25.



3/20/08 11:21:51		Item Storage Index Screen		OPGPKS	OPDPKS
Whse . .	CR01				
Order No.	000002430	B0 . . 00	Quantity	12.0000	EA
Product .	BKR-KIT	Description Bimal's Kit Product.			
Quantity	Component/Size	Stg. Index 1	Stg. Index 2	Avail Inv	
			Lot Number	Exp. Date	
120.0000	BKR-RM01	FF-G	FF-T	4360.0000	
180.0000	BKR-RM02	GT-1	GT-2	5290.0000	
BOTTOM					
F2=Function keys F3=Exit F10=QuikAccess F11=Alternate view F12=Cancel					

Figure 5-25: Item Storage Index screen

- 12 Review the allocation information. If you specified to simulate the allocation, confirm that the information is correct and proceed to allocate.
- 13 Press Enter.

### Mass selecting orders for allocation

You can also use the auto-allocate action after you enter selection criteria on the Print Pick Tickets mass selection screen. You access this screen by pressing F5 (mass select) or selecting the **Mass Select** action on the Web.

Complete the steps below to allocate inventory for orders selected on the Print Pick Tickets order selection page.

- 1 From the Order Processing menu select Work with Orders.
- 2 Select *Print Pick Tickets*. The system displays the Print Picking Tickets prompt screen.
- 3 Press F5. The system displays a screen similar to Figure 5-26.

3/20/08 10:32:01		Print Pick Tickets		OPGPKSS	OPDRPRT
		From		To	
Company . . . . .	_____ +			_____ +	
Warehouse . . . . .	_____ +			_____ +	
Order Number/BO Number . . .	_____ + _			_____ + _	
Order Date . . . . .	_____			_____	
Sched Ship Date . . . . .	_____			_____	
Order Type . . . . .	_____ +				
Sold-To . . . . .	_____ +			_____ +	
Zip Code . . . . .	_____			_____	
F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys					

Figure 5-26: Print Pick Tickets mass selection screen

- 4 Complete the fields on this screen as you normally would. See the "Mass Shipping Orders" section.
- 5 Press F7. The system displays a screen similar to Figure 5-27.

3/20/08 10:39:03		Print Pick Tickets		OPGPKSS	OPDRPRT
		From		To	
Company . . . . .	_____ +			_____ +	
Warehouse . . . . .	_____ +			_____ +	
Order Number/BO				_____ + _	
Order Date . .				_____	
Sched Ship Date				_____	
Order Type . .					
Sold-To . . . . .	_____ +			_____ +	
Zip Code . . . . .	_____			_____	
F7=Auto Alloc F8=Print F10=QuikAccess F12=Return F24=More keys					

SIMULATION REQUIRED ? : \_ Y=YES,N=NO

Figure 5-27: Print Pick Tickets mass selection simulate allocation window

- 6 Specify yes to simulate the inventory allocation for the specified criteria. Otherwise, specify no.
- 7 Press Enter. The system displays the Orders - Processed screen similar to Figure 5-23.
- 8 Repeat steps 9 through 13 in the "Allocating inventory by selecting orders from the list of orders" section to complete your allocation.

An example of a pick ticket is shown on the next page.

---

ORDER DATE: 2000/12/08P I C K T I C K E TPAGE: 1

REQUESTED DELIVERY DATE: 0000/00/00ORDER NO. : 0000000038BO NO. : 00

SOLD TO: REGCUST1SHIP TO:

REGULATORY CUSTOMER SOLD-TOREGULATORY CUSTOMER SOLD-TO

4350 BROWNSBORO ROAD4350 BROWNSBORO ROAD

LOUISVILLEKY 40207LOUISVILLEKY 40207

SHIP VIA:INITIALS:

F.O.B.SALESMAN 1: 1

P.O. NUMBER:SALESMAN 2: 2

-----

GLOBAL COMMENTS Fragile. Do not store below 40 degrees F.

=====

WHSE	QUANTITY	UM	PRODUCT	SIZE	Gallon (US)
------	----------	----	---------	------	-------------

=====

TOTAL GLGallon (US)

---

# Printing Shipping Labels

Use this option to print shipping labels for each of the containers used for an order. You can print shipping labels for a single order or for multiple orders.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Print Shipping Labels [PSL]*

12/02/97 10:49:59 Print Shipping Labels OPGSHL OPDSHL

Print Orders

Company . . . . .

Order Number . . . . .

BO Number . . . . .

Number of Cartons . . . . .

TS1 +

+

00

F2=Function keys F3=Exit F4=Prompt F8=Print F24=More keys

Figure 5-28: Print Shipping Labels prompt screen

To print labels for a single order, complete all fields on this screen. The entry you make in the *Number of Cartons* field determines how many labels print. Press F8 to print the labels.

### Order Number

If you are not sure of the order number, or you want to print labels for multiple orders, position the cursor in the *Order Number* field and press F4 to access the following selection screen.

## Printing Labels

```

12/02/97  10:50:29      Print Shipping Labels      OPGSHL  OPDSHL
-----
Position to . . . Company . . . .  _____ Warehouse . . .  _____
                        Order No . . .  _____ BO Number . . .  _
Select one or more of the following.
1=Select  4=De-Select

Opt Cartons Prt   Co Whse  Order No BO Sold-To      Name
- _____ IS1 ISW1  000000005 00 REGCUST1  REGULATORY CUSTOMER SO
- _____ IS1 ISW1  000000007 00 REGCUST1  REGULATORY CUSTOMER SO
- _____ IS1 ISW1  000000018 00 REGCUST2  REGCUST2
- _____ IS1 ISW1  000000020 00 REGCUST2  REGCUST2
- _____ IS1      000000028 00 REGCUST1  REGULATORY CUSTOMER SO
- _____ IS1 ISW1  000000030 00 REGCUST1  REGULATORY CUSTOMER SO
- _____ IS1 ISW1  000000126 00 CMCUST1  Multi Currency Custome

Bottom

F2=Function keys F3=Exit (No Print) F8=Print F24=More keys

```

Figure 5-29: Print Shipping Labels selection screen

You can reposition the list of orders by making entries in the *Position To* fields at the top of the screen and pressing Enter.

### Cartons

To select one or more orders, type 1 in the *Opt* field next to each order, type the number of labels needed per order in the *Cartons* field and press Enter. The system displays Y in the *Prt* field next to each order selected. To print the orders, press F8.

---

The following diagram shows an example of a shipping label.

```

      INFINIUM SOFTWARE (INSTRUCTOR)
      COMMUNICATIONS WAY
      HYANNIS, MA
          1      OF      1
SHIP TO # REGCUST1      ORDER # 000000007  00
      REGULATORY CUSTOMER SOLD-TO
      4350 BROWNSBORO ROAD
      LOUISVILLE, KY  40207
```

## Processing Shipments

When processing shipments, you have the option of accepting the default quantities or manually entering a different shipment quantity. The default quantity reflects the original order quantity or the remaining quantity from a previous partial shipment. At the same time you enter quantities, you can also add line items to the order, change header information, add or delete miscellaneous charges, or maintain any of the files accessible with action codes on the Item Shipping screen.

The value of the *Ship from non-real inventory* field determines if you can ship theoretical (non-real) type inventory. You define this field in Infinium OP *Work with Entity Controls* and can override its value at the company and warehouse levels. If you specify yes in this field, theoretical type inventory can be allocated through this function. If you specify no, the system prohibits you from shipping non-real inventory.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
  - ▼ *Work with Shipping* [WWSHP]



1/24/01	16:16:16	Work with Shipping	OPG100S	OPD100S
				SHIPPING
Ship Single Order				
Company . . . . .		TSI	+	
Ship Date . . . . .		20010124		
Order Number . . . . .			+	
BO Number . . . . .		00		
Ship Multiple Orders				
Company . . . . .		TSI	+	
Ship Date . . . . .		20010124		
Order Number . . . . .			+	
BO Number . . . . .		00		
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys				

Figure 5-30: Work with Shipping prompt screen

There are three separate methods for shipping orders:

- Ship single orders by typing the order number in the *Order Number* field under Ship Single Orders and then pressing Enter. Pressing Enter selects the order for shipment and displays the Work with Shipping screens. Maintain order information and then press F6 from the Order Total screen to ship the order. You can also press F4 from the *Order Number* field to display a list of available orders from which you can select.

You can also ship single orders by typing an order number in the *Order Number* field under Ship Multiple Orders and pressing F6.

- Ship multiple orders by typing one number at a time in the *Order Number* field under Ship Multiple Orders and then pressing Enter. Each time you press Enter, you select an order for shipment. Press F6 to ship the multiple orders you selected. You can also ship multiple orders by pressing F4 in the *Order Number* field to display a list of available orders from which you can select.
- Ship multiple orders using ranges of selection criteria by pressing F5 to access the mass selection screen.

If you are shipping a single order, *Company*, *Ship Date*, and *Order Number* are required fields.

When an order is not shipped for the total order quantity and a backorder is created, promotions will not be carried to the newly created backorder.

### *Ship Date*

*Ship Date* defaults to the system date. You can override this field to reflect the actual ship date, if it is different.

### *Order Number*

If you are unsure of the order number, press F4 with the cursor in the *Order Number* field under Ship Single Order and use the Order Number Lookup screen to find and then select the order you want to ship or maintain.

### *BO Number*

If the order has had previous partial shipments entered against it, you must enter the backorder number in the *BO Number* field.

You can select multiple orders for shipping by pressing F4 with the cursor positioned in the *Order Number* field. The resulting display, shown here, allows the selection of an unlimited number of orders.

## Selecting Multiple Orders

12/02/97 10:51:59 Order Number Lookup OPG200 OPD200

---

Position to . . . Company . \_\_\_\_\_  
Order No. \_\_\_\_\_ BO . . . . \_

Type options, press Enter.  
I=Select

Opt	Co	Ord No	BO	Sold-To	Name	Order Date
-	IS1	000000005	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/10/07
-	IS1	000000007	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/08/04
-	IS1	000000013	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/08/04
-	IS1	000000014	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/08/04
-	IS1	000000018	00	REGCUST2	REGCUST2	1997/08/04
-	IS1	000000020	00	REGCUST2	REGCUST2	1997/08/04
-	IS1	000000021	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/08/04
-	IS1	000000022	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/08/04
-	IS1	000000028	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/11/24
-	IS1	000000030	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/12/02

More...

---

F2=Function keys F5=Customer Seq F10=QuickAccess F24=More keys

Figure 5-31: Order Number Lookup selection screen

Select one or more orders by typing 1 in the *Opt* field to the left of each order you want shipped and press Enter. The system then displays Y in the *Shp* field next to each order selected. To ship the orders, press F6.

Press F5 to re-price the selected orders before shipping. This causes the system to replace the prices assigned at the time the order was entered with those now in effect.

Press F7 or F8 to change the selection screen to sort by scheduled ship date, customer number or order number.

You cannot use multiple order selection for any warehouse where you are using storage index validation.

**Caution:** If you choose to ship multiple orders, the orders are shipped based on the quantity ordered. If you need to make any changes to the order, do not use this method of shipping.

If you pressed F5 on the Work with Shipping prompt screen, the system displays the following mass selection screen.

## Mass Shipping Orders

12/12/97 13:57:14 Work with Shipping OPG130S OPD130S

Ship Date . . . . . 19971212

From

To

Company . . . . . IS1 \*

Warehouse . . . . . ISW1 \*

IS2

ISW2

Order Number/BO Number . . . 000000000 \* \_

Order Date . . . . .

Sched Ship Date . . . . .

Order Type . . . . . REG \*

Sold-To . . . . . BEGCUST1 \*

Zip Code . . . . .

F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys

Figure 5-32: Work with Shipping Mass selection screen

Use any combination of these fields to establish the criteria to be used in selecting orders for shipment. After completing your entries, press F6 and the system marks the orders matching the criteria entered. Press F8 to process the shipments.

You cannot use the mass ship option for any warehouse where you are using storage index validation or lot control.

## Maintaining Order Information

12/02/97 10:55:31		Work with Shipping		OPG100S	OPD100S
Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)			SHIPPING
Order No. . .	000000028	Sold-To . . .	REGCUST1	REGULATORY CUSTOMER SOLD-	
BO . . . . .	00	Bill-To . . .	REGCUST1		
		Ship-To . . .		REGULATORY CUSTOMER SOLD-	
Action Code . . . . .	—				
Initials . . . . .					
Order Type . . . . .	REG Regular Order				
Order Date . . . . .	1997/11/24				
Requested Delivery Date . . . . .					
Scheduled Ship Date . . . . .	19971208				
P.O. Number . . . . .					
From Warehouse . . . . .					
Ship Via . . . . .	UPS + UPS				
F O B . . . . .	+				
Pro Number . . . . .					
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys					

Figure 5-33: Work with Shipping Order header screen

You can maintain any of the information on this screen with the exception of *Initials*, *Order Type*, *Order Date* and *From Warehouse*. These highlighted fields are display only.

You can view or update files by typing the following action codes in the *Action Code* field:

- CC** Customer Comments
- CS** Customer Ship-To Comments
- AD** Sold-to and Ship-to Addresses

<b>UF</b>	User Fields
<b>OC</b>	Order Comments

Press Enter to continue to the next screen.

## Working with the Shipping Order Detail Screen

*B/O Y/N* is a required field. The initial value defaults from the Sold-To Customer Master file. You can override the default unless the *Allow Backorder* field in the customer's sold-to record is set to **N**. In that case, the system displays a warning message and you must change the value to **N**.

If you change the *B/O Y/N* field from **Y** to **N** after the system has already calculated the back order quantity, the system displays a warning message and deletes the value in *BO Quantity* field.

If you are using lot control and you do not have multiple storage indexes for a product, you will not be able to ship that product.

### Allocating Inventory

You can modify lot allocation information when shipping a single order. Storage index information can be accessed by entering **SI** in the *Act Cde* field. You can then press F9 from the order detail screen to allocate inventory.

### Adding Line Items

You can add line items to the order by pressing F8 to add inventoried items or F9 to add non-inventoried items. The system displays a pop-up window that allows you to select and validate a product. Press F6 to accept the new line item into the order.

For either inventoried or non-inventoried items, you can override certain order information by pressing F7 from the pop-up window. The system protects, however, the *Ship From Warehouse*, *Req. Del. Date* and *Scheduled Ship Date* fields.

*Product*

Displays the product you are shipping.

---

*FOC Product*

Displays the FOC product associated with the product listed above.

*Ordered Quantity*

Displays the quantity of the purchased product that was ordered.

*Ordered FOC Qty*

Displays the quantity of the FOC promotion item that is expected to be shipped as part of the promotion. This quantity will be automatically reduced from both committed to sale and on-hand inventory when you exit by pressing F6. The product journal will indicate a FOC promotional item by **## PROM** in the *ADJ TY* field.

*Shipped Quantity*

Type the quantity of the purchased product that you shipped.

*Shipped BO Quantity*

Displays the quantity of the purchased product that was backordered due to insufficient inventory. To view this quantity, press F11. This value is not associated with the FOC product. This value indicates how much of the purchased product was placed on backorder. Promotions are not carried over to backorders.

*Act Cde*

With the cursor in the *Act Cde* field, press Help to display a list of the system defined action codes available on this screen. You can also use any user defined Action codes you have defined.

Press F20 to display the price and inventory quantities and F19 to return to this screen.

Press F7 to access the Miscellaneous Charges screen.

When you have finished, press F6 to continue to the Order Total screen.

Once you press F6 from the Work with Shipping Order detail screen, the system updates the on-hand and committed to sales inventories and the Order Detail file.

---

12/02/97	10:58:48	Work with Shipping	OPG101S	OPD101S
Order Totals				
Co . . .	IS1	Ord No . . .	000000005	Sold-To : REGCUST1
Whse . .	ISW1	BO . . .	00	Ship-To : REGULATORY CUSTOMER
Miscellaneous Amount . . . . .				.00
Miscellaneous Tax . . . . .				.00
Total Gallon (US) . . . . .				500.0020
P.O. Number . . . . .				
Print Bill of Lading . . . . .	Y	{Y=Yes, N=No}		
Print Packing List . . . . .	Y	{Y=Yes, N=No}		
Print Shipping Labels . . . . .	Y	{Y=Yes, N=No}		
Number of Cartons . . . . .				
F2=Function keys F5=Reprice F6=Create F10=QuikAccess F24=More keys				

Figure 5-34: Work with Shipping Order Total screen

There are no required fields, but if you leave the *Print Bill of Lading* field blank it defaults to **N**.

## Re-pricing an Order

Press F5 to re-price the order. The order is re-priced reflecting any price changes that have occurred since the order was originally entered.

If you sent an acknowledgement to a customer, you should resend the acknowledgement with the new price.

Press F6 to accept all entries and ship the order. Press F12 to return to the Order Processing Entry Order detail screen.

## Displaying Allocations

You can display the allocations for selected orders. You can view allocations from various screens when you use the *Work with Shipping* function. After you view the allocations, you can change the allocations, if needed, and ship the specified order.

## Displaying allocations for selected orders

You can display the allocations for selected orders. Complete the steps below to display the allocations for selected orders.

- 1 From the *Order Processing* menu select *Work with Orders*.
- 2 Select *Work with Shipping*. The system displays a screen similar to Figure 5-35.

3/25/08	09:15:41	Work with Shipping	OPG100S	OPD100S
				SHIPPING
Ship Single Order				
Company . . . . .		IS1 +		
Ship Date . . . . .		3252008		
Order Number . . . . .			+	
BO Number . . . . .		00		
Ship Multiple Orders				
Company . . . . .		IS1 +		
Ship Date . . . . .		3252008		
Order Number . . . . .			+	
BO Number . . . . .		00		
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys				

Figure 5-35: Work with Shipping prompt screen

- 3 Press F4 on the *Order Number* field in the Ship Single Order section of the screen. The system displays a screen similar to Figure 5-36.



3/25/08 09:18:59 Order Number Lookup OPG200 OPD200

Position to . . . Company . . .  
Order No. . . BO . . . . .

Type options, press Enter.  
1=Select

Opt	Co	Ord No	BO	Sold-To	Name	Order Date
-	IS1	000000	IS1	00	ISW3 Warehouse Transfer	09/06/2004
-	IS1	000000001	00	1	EDI CUSTOMER	08/09/2004
-	IS1	000000002	00	1	EDI CUSTOMER	08/09/2004
-	IS1	000000003	00	23W22	To Warehouse 23W22	08/12/2004
-	IS1	000000004	00	1	EDI CUSTOMER	08/16/2004
-	IS1	000000005	00	1	EDI CUSTOMER	08/17/2004
-	IS1	000000011	00	1	EDI CUSTOMER	08/17/2004
-	IS1	000000012	00	1	EDI CUSTOMER	08/17/2004
-	IS1	000000018	00	1	EDI CUSTOMER	08/17/2004
-	IS1	000000019	00	ISW1	ISW1 Warehouse Transfer	09/06/2004

MORE...

F2=Function keys F5=Customer Seq F9=Dsp Allocations F24=More keys

Figure 5-36: Order Number Lookup screen

- 4 Type 1 next to each order for which to display allocations.
- 5 Press F9. The system displays a screen similar to Figure 5-37.

5/21/08 10:04:25 Display Selected Orders OPG200 OPD200

Position to . . . Company . . . Warehouse . . .  
Order No. . . BO Number . . .

Type any character to select an order to view its allocations.

Opt	Co	Whse	Ord No	BO	Sold-To	Name	Order Date	Alc
-	IS1	CR01	000000046	00	CHR001	Ramesh's Customer	09/08/2004	Y

BOTTOM

F2=Function keys F10=QuikAccess F12=Cancel

Figure 5-37: Display Selected Orders screen.

- 7 Press Enter. The system displays a screen similar to Figure 5-38.

```

5/21/08      10:04:49      Display Selected Orders      OPG200      OPD200
-----
                          Inventoried Line Items
Co   . . . . : IS1          Ord No. . . : 000000046      Sold-To . . : CHR001
Whse . . . . : CR01         BO   . . . . : 00          Ship-To . . :
Type any character to select an item to view its SI allocation.

      Product              Size      Order Qty  UM      Allocated
      CHR-PD008              10.0000  EA          Y

```

Figure 5-38: Display Selected Orders Inventoried Line Items screen

- 8 Type any character next to the product to view its allocations.

- 9** Press Enter. The system displays a screen similar to Figure 5-39.

_ 4/09/08		09:21:59		Item Storage Index Screen		OPG200		OPD200	
<hr/>									
Co . :		IS1		Ord No. :		000000047		Prod . : CHR-PD008	
Whse :		CR01		BO . . :		00		Desc . : CHR - Product 008	
						Qty . . :		5.0000	
Quantity		Stg. Index 1		Stg. Ind Lot Number		Avail Inv		Exp. Date	
5.0000		A008		R008		75.0000-			
								BOTTOM	
						Qty Ord		5.0000	
						Qty Alloc		5.0000	
<hr/>									
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel									

Figure 5-39: Item Storage Index Screen screen

Displaying allocations for mass shipping

You can display allocations when you specify mass shipping. Complete the steps below to display allocations and allocate inventory for mass shipping.

- 1 From the *Order Processing* menu select *Work with Orders*.
- 2 Select *Work with Shipping*. The system displays a screen similar to Figure 5-40.

3/25/08 09:15:41		Work with Shipping		OPG100S	OPD100S
					SHIPPING
Ship Single Order					
Company . . . . .		IS1 +			
Ship Date . . . . .		3252008			
Order Number . . . . .			+		
BO Number . . . . .		00			
Ship Multiple Orders					
Company . . . . .		IS1 +			
Ship Date . . . . .		3252008			
Order Number . . . . .			+		
BO Number . . . . .		00			
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys					

Figure 5-40: Work with Shipping prompt screen

3 Press F5. The system displays a screen similar to Figure 5-41.

3/25/08 09:36:58		Work with Shipping		OPG130S	OPD130S
Ship Date . . . . . 3252008					
	From		To		
Company . . . . .	_____ +		_____ +		
Warehouse . . . . .	_____ +		_____ +		
Order Number/BO Number . . .	_____ + _		_____ + _		
Order Date . . . . .	_____		_____		
Sched Ship Date . . . . .	_____		_____		
Order Type . . . . .	_____ +				
Sold-To . . . . .	_____ +		_____ +		
Zip Code . . . . .	_____		_____		
F2=Function keys F3=Exit F4=Prompt F6=Update F24=More keys					

Figure 5-41: Work with Shipping mass select screen

4 Complete the fields on this screen as you normally would.

5 Press F9. The system displays a screen similar to Figure 5-42.

5/21/0810:08:29Display Selected OrdersOPG130SOPD130S

Position to . . . Company . . . . .

Order No. . . . .

Warehouse . . . . .

BO Number . . . . .

Type any character to select an order to view its allocations.

Opt	Co	Whse	Ord No	BO	Sold-To	Name	Order Date	Alc
-	IS1	CR01	000000046	00	CHR001	Ramesh's Customer	09/08/2004	Y
-	IS1	CR01	000000047	00	CHR001	Ramesh's Customer	09/08/2004	Y
-	IS1	CR01	000000060	00	CHR001	Ramesh's Customer	09/09/2004	Y
-	IS1	CR01	000000062	00	CHR001	Ramesh's Customer	09/09/2004	Y
-	IS1	CR01	000000064	00	CHR001	Ramesh's Customer	09/09/2004	Y

BOTTOM

F2=Function keys F3=Exit F10=QuikAccess F12=Cancel

Figure 5-42: Display Selected Orders screen

- 6 Type any character in the *Opt* field next to the order for which you want to display allocations.
- 7 Press Enter. The system displays a screen similar to Figure 5-43.

```

5/21/08   10:12:07   Display Selected Orders   OPG130S   OPD130S
-----
                          Inventoried Line Items
Co . . . : IS1      Ord No. . : 000000046      Sold-To . : CHR001
Whse . . : CR01     BO . . . : 00              Ship-To . :
Type any character to select an item to view its SI allocation.

  Product      Size      Order Qty  UM   Allocated
  - CHR-PD008              10.0000  EA       Y

                                                                 BOTTOM
-----
F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel

```

Figure 5-43: Display Selected Orders Inventoried Line Items screen

8 Type any character next to the product to view its allocations.

9 Press Enter. The system displays a screen similar to Figure 5-44.

```

_ 4/09/08   09:28:11   Item Storage Index Screen   OPG130S   OPD130S
-----
Co . . : IS1  Ord No. : 000000046  Prod . : CHR-PD008
Whse . : CR01  BO . . : 00          Desc . : CHR - Product 008
                                   Qty . . : 10.0000

  Quantity  Stg. Index 1 Stg. Ind Lot Number      Avail Inv Exp. Date
  10.0000  A008        R008                      75.0000-

                                                                 BOTTOM
                                   Qty Ord      10.0000
                                   Qty Alloc    10.0000
-----
F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel

```

Figure 5-44: Item Storage Index Screen screen

Displaying allocations for selected orders

You can display the allocations for selected orders. Complete the steps below to display the allocations for selected orders.

- 1 From the *Order Processing* menu select *Work with Orders*.
- 2 Select *Work with Shipping*. The system displays a screen similar to Figure 5-45.

3/25/08	09:15:41	Work with Shipping	OPG100S	OPD100S
				SHIPPING
Ship Single Order				
Company . . . . .		IS1 +		
Ship Date . . . . .		3252008		
Order Number . . . . .			+	
BO Number . . . . .		00		
Ship Multiple Orders				
Company . . . . .		IS1 +		
Ship Date . . . . .		3252008		
Order Number . . . . .			+	
BO Number . . . . .		00		
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys				

Figure 5-45: Work with Shipping prompt screen

- 3 In the Ship Multiple Orders section of the screen, press F4 on the *Order Number* field. The system displays a screen similar to Figure 5-46.

```

5/09/08   14:32:49           Work with Shipping           OPG130   OPD130
-----
Position to . . . Company . . . .   _____
                        Sch Ship Date .   _____   Actual Ship Date   05092008

Type options, press Enter.
1=Select   4=De-Select
          Sch Shp
Opt  Shp  Co  Date      Ord No   BO  Sold-To   Name
-    -    -    -        -        -    -        -
-    BPW  00/00/0000  000000001 00  74        Brian 17th Co
-    BPW  09/16/2004  000000002 00  74        Brian 1st Co
-    BPW  09/16/2004  000000003 00  74        Brian 1st Co
-    IS1  08/23/2004  000000001 00  1         EDI CUSTOMER
-    IS1  08/23/2004  000000002 00  1         EDI CUSTOMER
-    IS1  08/26/2004  000000003 00  23W22     To Warehouse 23W22
-    IS1  08/30/2004  000000004 00  1         EDI CUSTOMER
-    IS1  08/31/2004  000000005 00  1         EDI CUSTOMER
-    IS1  08/31/2004  000000011 00  1         EDI CUSTOMER
-    IS1  08/31/2004  000000012 00  1         EDI CUSTOMER
                                          MORE...

F2=Function keys  F3=Exit  F5=Reprice  F6=Ship  F24=More keys

```

Figure 5-46: Work with Shipping order selection screen

- 4 Type 1 next to each order for which you want to display allocations.
- 5 Press F9. The system displays a screen similar to Figure 5-47.

```

5/09/08   14:47:46           Display Selected Orders           OPG130   OPD130
-----
Position to . . . Company . . . .   _____   Warehouse . . .   _____
                        Order No. . . .   _____   BO Number . . .   _____

Type any character to select an order for allocations.

Opt  Co Whse  Ord No   BO  Sold-To   Name                               Order
-    -    -    -        -        -    -                               Date      Alc
-    IS1 CR01  000001522 00  CHR001   Ramesh Chandolu                   07/03/2007 Y
-    IS1 CR01  000001620 00  CHR001   Ramesh Chandolu                   07/09/2007 N
-    IS1 CR01  000001623 00  CHR001   Ramesh Chandolu                   07/10/2007 N
-    IS1 CR01  000001658 01  CHR001   Ramesh Chandolu                   07/18/2007 N
-    IS1 T-3   000001637 00  KK09     Kaushal Kant                      07/09/2007 N

                                          BOTTOM

F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel

```

Figure 5-47: Display Selected Orders selection screen



- 6 Type any character in the *Opt* field to select an order to view its allocations.
- 7 Press Enter. The system displays a screen similar to Figure 5-48.

5/09/0814:47:30Display Selected OrdersOPG130OPD130

Inventoried Line Items

Co . . . : IS1Ord No. . : 000001522Sold-To . : CHR001  
Whse . . : CR01BO . . . : 00Ship-To . : CHR001

Type any character to select an item for SI allocation.

Product	Size	Order Qty	UM	Allocated
- CHR-PD057		20.0000		Y
- CHR-PD058		50.0000		Y

BOTTOM

F2=Function keys F3=Exit F10=QuikAccess F12=Cancel

Figure 5-48: Display Selected Orders Inventoried Line Items screen

- 8 Type any character next to the product to view its allocations.
- 9 Press Enter. The system displays a screen similar to Figure 5-49.

5/09/08		14:46:49		Item Storage Index Screen		OPG130		OPD130	
<hr/>									
Co . :		IS1		Ord No. :		000001522		Prod . : CHR-PD057	
Whse :		CR01		BO . . :		00		Desc . : CHR - Product 057	
								Qty . . : 20.0000	
Quantity		Stg. Index 1		Stg. Ind Lot Number		Avail Inv		Exp. Date	
20.0000		A057		R057 LOT01057002		798.0000			
								BOTTOM	
Qty Ord								20.0000	
Qty Alloc								20.0000	
<hr/>									
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel									

Figure 5-49: Item Storage Index Screen screen

Examples of the packing list, bill of lading, and shipping label are shown on the next three pages.

ORDER DATE: 2000/12/02

REQUESTED DELIVERY DATE:

SOLD TO: REGCUST1

P A C K I N G

ORDER NO. : 000000031

SHIP TO:

L I S T

BO NO. : 00

REGULATORY CUSTOMER SOLD-TO

PAGE: 1

4350 BROWNSBORO ROAD

4350 BROWNSBORO ROAD

LOUISVILLE KY 40207

LOUISVILLE KY 40207

INITIALS:

SHIP VIA:

F.O.B. .

P.O. NUMBER:

SALESMAN #1: 1

SALESMAN #2: 2

-----

GLOBAL COMMENTS    Fragile. Do not store below 40 degrees F.

=====

ORDERED	UM	SHIPPED	UM	B/O	PRODUCT	SIZE
10.0000		10.0000		.0000	COLA	8PK
					ORANGE SODA (EIGHT P	
2.0000		2.0000		.0000	BOXES	
					boxes	

=====

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not NegotiablePAGE: 1 OF 1

ORDER DATE: 2000/12/02SHIP DATE: 2001/01/08SHIPPER NO.

ORDER 000000031SHIP VIA:

CONSIGNEE TO AND DESTINATION: REGCUST1

REGULATORY CUSTOMER SOLD-TO

4350 BROWNSBORO ROAD

LOUISVILLE KY 40207

WAREHOUSE: ISW1CHARGES: NET30

F.O.B. P.O. NUMBER:

-----

GLOBAL COMMENTS Fragile. Do not store below 40 degrees F.

=====

SHIP QTY	HM	PRODUCT	SIZE DESCRIPTION	SHIP UM	TOTAL POUNDS
10.0000		COLA	8PK ORANGE SODA (EIGHT PACK U		80.0000
2.0000		BOXES	boxes		
TOTAL POUNDS					80.00

-----

CONSIGNEE CERTIFIES THAT THE ABOVE DESCRIBED LOAD IS BEING

UNLOADED UNDER CONSIGNEES DIRECTION AND/OR SUPERVISION.

Consignee Signature

SHIPPER: \_\_\_\_\_CARRIER: \_\_\_\_\_

PER: \_\_\_\_\_PER: \_\_\_\_\_

DATE: \_\_\_\_\_DATE: \_\_\_\_\_

---

## INFINIUM SOFTWARE (INSTRUCTOR)

COMMUNICATIONS WAY  
HYANNIS, MA

1 OF 1

SHIP TO # REGCUST1 ORDER # 000000007 00  
REGULATORY CUSTOMER SOLD-TO  
4350 BROWNSBORO ROAD  
LOUISVILLE, KY 40207

## Notes

The chapter consists of the following topics:

Topic	Page
Overview of Processing Invoices	6-2
Modifying Orders Prior to Processing Invoices	6-3
Printing Preliminary Invoices	6-8
Printing Final Invoices	6-10

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## Overview of Processing Invoices

This chapter covers how to modify orders prior to processing invoices and how to print preliminary and final invoices.

After you complete this chapter, you should know how to do the following:

- Modify orders prior to processing invoices
- Print preliminary invoices
- Print final invoices



## Modifying Orders Prior to Processing Invoices

You can make order modifications even after orders have been shipped. For example, you might want to bill the customer for items that were added to the shipment at the last minute or for additional miscellaneous charges. Use this option to make these modifications up until the final invoice is processed for the order. The changes you make are processed as if this is an immediate invoice order. That is, inventory is relieved immediately upon exiting from the order and the order status is ready for invoicing.

Use the menu path below.

- *Order Processing*
- *Work with Orders*
- ▼ *Order Mod. After Shipping [OMAS]*

12/02/97	13:23:37	Order Mod. After Shipping	OPG100	OPD100
<hr/>				
Company . . . . .		IS1 *		
Order Number . . . . .		_____ *		
BO Number . . . . .		00		
<hr/> F2=Function keys F3=Exit F4=Prompt F7=Copy Orders F24=More keys				

Figure 6-1: Order Mod After Shipping prompt screen

*Company* and *Order Number* are required fields. If the order you are modifying has partial shipments posted against it, *BO Number* is also required. If you are not sure of the order number or the back order number, press F4 with the cursor positioned in the *Order Number*, field and select from the Open Order selection screen. Only orders that have been shipped display.

## Modifying Fields

12/02/97	13:24:48	Order Mod. After Shipping	OPG100	OPD100
<hr/> Company . : IS1 INFINIUM SOFTWARE (INSTRUCTOR) Order No. : 000000005 Sold-To . : REGCUST1 REGULATORY CUSTOMER SOLD- BO . . . : 00 Bill-To . : REGCUST1 Ship-To . : REGULATORY CUSTOMER SOLD- Action Code . . . . . — Initials . . . . . Order Type . . . . . REG Regular Order Order Date . . . . . 1997/10/07 Requested Delivery Date . . . . . Scheduled Ship Date . . . . . 19971021 P.O. Number . . . . . From Warehouse . . . . . ISW1 INFINIUM WAREHOUSE #1  Ship Via . . . . . AIRB + AIRBORNE EXPRESS F O B . . . . . + Pro Number . . . . .				
<hr/> F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys				

Figure 6-2: Order Mod. After Shipping header screen

In the *Order Mod. After Shipping* option, the *Order Type*, *Order Date* and *From Warehouse* fields are display only and cannot be changed. You can modify any of the remaining fields in the order header.

### Action Code

You can also access and modify various order details by typing an action code in the *Action Code* field.

Valid action codes from the Order Mod. After Shipping header screen are the same as those in the Order Processing Entry header screen, described in the “Creating and Processing Orders” chapter of this guide. The following is a list of valid action codes:

- **AD** Maintain sold-to and ship-to addresses
- **CC** Add/update customer comments
- **CI** Credit, price, and tax information
- **CS** Add/update customer/ship-to comments
- **OC** Add/update order comments
- **SH** Display customer's sales history by product
- **UF** Add/update header user fields

For example, when you type **CI** in the action code field, the system displays the following screen.

## Recosting an Order

12/02/97	13:26:01	Order Mod. After Shipping	OPG100	OPD100
<hr/>				
Company . . :	IS1	INFINIUM SOFTWARE (INSTRUCTOR)		
Order No. . . :	000000005	Sold-To . . :	REGCUST1	
BO . . . . :	00	Bill-To . . :	REGCUST1	Ship-To . . :
<u>Credit Information</u>				
Payment Terms	NET30	+	Net 30	Freight Py Cd ____ *
Payment Mth .	____	+		Charge Card ____ *
Card Number	_____			Credit Appr # _____
Credit Hold .	N	(Y=Yes, N=No)	Reason . . .	____ *
Other Hold .	N	(Y=Yes, N=No)	Reason . . .	____ *
<u>Price Information</u>				
Quote Number	_____			Job/Cnt No . _____ *
Price Code .	01		Price Date .	19971007
<hr/>				
Charge S.Tax	N	(Y=Yes, N=No)		
State Tax Cd	____	+	Loc Tax Cd 1	____ *
Loc Tax Cd 2	____	+	Loc Tax Cd 3	____ *
Loc Tax Cd 4	____	+	Tax Exempt No	_____
Salesperson 1	____	+	Percentage .	_____ %
Salesperson 2	____	+	Percentage .	_____ %
<hr/>				
F2=Function keys F4=Prompt F5=Del Credit F24=More keys				

Figure 6-3: Order Mod. After Shipping Credit and Price Information screen

You can make changes to any fields on this screen. The system recalculates the costs of the order if you make changes to the *Price Code* or *Price Date* fields.

Press Enter from the Ord Mod. After Shipping header screen to access the Order Mod. After Shipping detail screen.

## Modifying an Order

[illegible]

Figure 6-4: Order Mod. After Shipping detail screen

You can add or delete entire lines from the order, change or add any entries on the Miscellaneous Charges screen or access the Non-inventoried Items screen and make any necessary modifications. Changes to inventory quantities are processed immediately upon updating the order.

If you change quantities, the system automatically recalculates pricing, verifies the customer's credit, and checks inventory for availability.

**Caution:** If a backorder was generated from the order during a previous shipment and you change the quantity on the original order, you must modify the backorder to reflect the new quantity. If you need to print a new packing slip as a result of the change, you must modify the backorder prior to reprinting to reflect the new backorder quantity.

*Act Cde*

You can also access and modify other order details by typing an action code in the *Act Cde* field.

Valid action codes from the Order Mod. After Shipping detail screen are the same as those in the Order Processing Entry Order detail screen, described in the “Creating and Processing Orders” chapter of this guide.

The following is a list of valid action codes:

- **AI** Display the available inventory for this item
- **AP** Display the available to promise inventory for this item
- **CB** Create manufacturing batch for formula
- **CP** Add/update customer product comments for this item
- **LC** Add/update line item comments for this item
- **OV** Add/update overrides for this line item
- **PC** Add/update product comments for this item
- **SI** Display the available inventory by storage index for this item
- **SB** Display product substitutions for the product
- **UF** Add/update user defined fields for this line item
- **PR** Display pricing information for Inventory Items

From the non-inventory screen, only action codes **LC**, **OV** and **UF** are available. After completing all changes, press F6 to continue to the total screen from which you can exit and update the order.

---

## Printing Preliminary Invoices

Use this option to print invoices, credit memos, and debit memos without updating files. Use these invoices to verify data entered prior to printing final invoices. If necessary, modify the order through the *Order Mod. After Shipping* option on the *Work with Orders* menu. You can run preliminary invoices as many times as necessary.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Print Preliminary Invoices [PPI]*

12/02/97 13:27:46 Print Preliminary Invoices OPGIVS OPDIVS	
Print Single Orders	
Company . . . . .	IS1 *
Warehouse . . . . .	ISW1 *
Order Number . . . . .	_____ *
BO Number . . . . .	00
OR	
Print Multiple Orders	
Company . . . . .	_____ *
Warehouse . . . . .	_____ *
OR	
All available orders . . . . .	N (Y=Yes, N=No)
Invoice Date . . . . .	19971202
Submit to Batch . . . . .	N (Y=Yes, N=No)
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys	

Figure 6-5: Print Preliminary Invoices prompt screen

Whether you are printing for single or multiple orders, *All available*, *Invoice Date* and *Submit to Batch* are required fields. You can override the invoice date, which defaults from the system date.

*Company*, *Warehouse*, *Order Number*, *BO Number*

If you are using the print single orders section of the Print Preliminary Invoices selection screen, *Company*, *Warehouse* and *Order Number* are

required fields. If you are printing an invoice for an order with multiple or partial shipments, *BO Number* is also required.

#### *Order Number*

With the cursor in the *Order Number* field, press F4 to access the Print Invoice selection screen. Here you can select one or more orders by typing 1 in the *Opt* field next to the appropriate order numbers. An invoice prints for each order you select.

#### *Company, Warehouse*

If you are using the Print Multiple Orders section of this screen, *Company* and *Warehouse* are required fields. Invoices print for the company and warehouse you type. Clear all fields under Print Single Orders before you use this section.

#### *All available orders*

Type Y in the *All available orders* field to override any entries made in the two sections described above. This causes all invoices to print for all companies and warehouses.

Press F5 to access the mass selection screen. Use that screen to enter criteria for selecting ranges of orders for invoicing. Among the criteria available are company, sold to customer and order type.

#### *Submit to Batch*

Type Y in *Submit to Batch* to avoid tying up your terminal while processing takes place. However, by submitting the job for batch processing, it may be delayed while other jobs run ahead of it. Leave the field set to N for the job to run immediately in interactive mode. When running this way, notice the system displays each step of the process at the bottom of the screen as it progresses.

Depending on your settings in the *Work with Entity* option in the Order Processing Control files, the system prints several reports along with the preliminary invoices.

When you have made all necessary entries, press F8 to print your invoices.

---

## Printing Final Invoices

Use this option to print final invoices for orders, credit memos, and debit memos. During processing of the selected invoices, the system updates files, including journal processor, accounts receivable, sales, and order history files. After printing final invoices, the order is moved from the open order file to order history and cannot be modified.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Entry*
- ▼ *Print Final Invoices [PFI]*

12/02/97 13:28:28		Print Final Invoices		OPGIYS	OPDIYS
<hr/>					
Print Single Orders					
Company . . . . .	IS1	+			
Warehouse . . . . .	ISW1	+			
Order Number . . . . .		+			
BO Number . . . . .	00				
OR					
Print Multiple Orders					
Company . . . . .		+			
Warehouse . . . . .		+			
OR					
All available orders . . . . .	N		(Y=Yes, N=No)		
Invoice Date . . . . .	19971202				
Submit to Batch . . . . .	N		(Y=Yes, N=No)		
<hr/>					
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys					

Figure 6-6: Print Final Invoices prompt screen

Whether you are printing for single or multiple orders, *All available*, *Invoice Date* and *Submit to Batch* are required fields. You can override the invoice date which defaults from the system date.

*Company*, *Warehouse*, *Order Number*, *BO Number*

If you are using the Print Single Orders section of the Print Final Invoices selection screen, *Company*, *Warehouse* and *Order Number* are required



fields. If you are printing an invoice for an order with multiple or partial shipments, *BO Number* is also required.

#### *Order Number*

With the cursor in the *Order Number* field, press F4 to access the Print Invoice selection screen. Here you can select one or more orders by typing 1 in the *Opt* field next to the appropriate order numbers. An invoice prints for each order you select.

#### *Company, Warehouse*

If you are using the Print Multiple Orders section of this screen, *Company* and *Warehouse* are required fields. Invoices print for the company and warehouse you type. All fields under Print Single Orders should be cleared before you use this section.

#### *All available orders*

Type Y in the *All available orders* field to override any entries made in the two sections described above. This causes all invoices to print for all companies and warehouses.

Press F5 to access the mass selection screen. Use that screen to enter criteria for selecting ranges of orders for invoicing. Among the criteria available are company, sold to customer and order type.

#### *Submit to Batch*

Type Y in *Submit to Batch* to avoid tying up your terminal while processing takes place. However, by submitting the job for batch processing, it may be delayed while other jobs run ahead of it. Leave the field set to N for the job to run immediately in interactive mode. When running this way, the system displays each step of the process at the bottom of the screen as it progresses.

When you have made all necessary entries, press F8 to print your invoices.

The following pages show examples of an invoice and the reports generated when you print final or preliminary invoices. Remember, you can suppress the printing of any of these reports in the *Work with Entity* option in the *Order Processing Controls* menu.

When calculating profit amounts for the Final Gross Profit Report, the system calculates the cost quantity based on a conversion between the order's cost unit of measure and price unit of measure.

If you invoice for miscellaneous charges only, they will not appear on the Final Gross Profit Report.

---

```
OPGCSTS      OPTCSTS
2000/12/12   16:59:13
```

## FINAL INVOICE COST SUMMARY

PAGE 1  
ACD

[illegible]

\*\*\*\*\* END OF REPORT \*\*\*\*\*

```
OPGGRPS      OPTGRPS
2000/12/12 16:59:19
```

## FINAL GROSS PROFIT REPORT

PAGE 1  
ACD

PRODUCT	SIZE	DESC	ORDER INV NO	SOLD-TO	NAME	PRC CST	UNITS	PRICE COST	EXTENSION	GROSS PROFIT	GP%	
P R O D U C T   C A T E G O R Y												
302-BN255680H	EA	PANEL,BN2556,80H	000000103	REGCUST1	REGULATORY CUSTOMER	SOLD-TO	250.0000	20.721700	EA	5180.42	1186.18	22.9
			000000103				250.0000	15.977000	EA	3994.24		
PRODUCT CATEGORY TOTAL->									5180.42	1186.18	22.9	
									3994.24			
M-T-D CATEGORY TOTAL->									5180.42	1186.18	22.9	
									3994.24			
TODAYS COMPANY TOTAL->									5180.42	1186.18	22.9	
									3994.24			
TODAYS NON-INV TOTAL ->												
***** END OF REPORT *****												

OPGINVR

OPTINVR

2000/12/12

16:59:12

F I N A L

I N V O I C E

R E G I S T E R

PAGE

1

ACD

SOLD-TO	NAME	INVOICE NUMBER	ORDER NUMBER	BO	TOTAL INVOICE	SALES TAX	MISC CHARGE	MISC TAX	SALES	DISC	NET SALES	COST	G/P%
REGCUST1	REGULATORY	CU000000103	000000103	00	5489.44	259.02	50.00		5180.42		5180.42	3994.24	22.9
	WAREHOUSE	ISW1	TOTALS		5489.44	259.02	50.00		5180.42		5180.42	3994.24	22.9
		1	INVOICES										
	COMPANY	5	TOTALS		5489.44	259.02	50.00		5180.42		5180.42	3994.24	22.9
		1	INVOICES										
***** END OF REPORT *****													

OPGMSCC	OPTMSCC	F I N A L I N V O I C E M I S C E L L A N E O U S C H A R G E S	PAGE	1
2000/12/12	16:59:14		ACD	

ORDER NUMBER	BO	CHARGE CODE	UNITS	UNIT AMOUNT	TOTAL CHARGE	STATE TAX	LOCAL TAX 1	LOCAL TAX 2	LOCAL TAX 3	LOCAL TAX 4
000000103	00	FRT	1.0000	10.00	15.00					
000000103	00	HDL	1.0000	15.00	10.00					

```

COMPANY      2 TOTALS              2      25.00      25.00
***** END OF REPORT *****

```

SAG010 SAT010 F I N A L I N V O I C I N G S A L E S A N A L Y S I S U P D A T E Page 1  
2000/12/12 16:59:26 ACD

## TOTALS FOR INVOICES THAT UPDATED SALES ANALYSIS

TOTAL MISCELLANEOUS CHARGES . . . .	50.00
TOTAL SALES TAX . . . . .	259.02
TOTAL SALES INCLUDING DISCOUNTS . .	5180.42
TOTAL TRADE DISCOUNTS . . . . .	
TOTAL NET SALES . . . . .	5180.42
TOTAL INVOICE AMOUNT . . . . .	5489.44

\*\*\*\*\* END OF REPORT \*\*\*\*\*

The chapter consists of the following topics:

Topic	Page
Overview of Processing Returns	7-2
Processing Credit Memos	7-3
Processing Debit Memos	7-6
Creating Return Goods Authorization	7-7
Creating the Credit Memo and Inventory Adjustment	7-12
Displaying Return Goods Authorization History	7-16

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## Overview of Processing Returns

If you grant your customers return privileges, Infinium OP enables you to manage those returns through the *Work With Return Goods* option. You have great flexibility in how you manage these returns including:

- Returning in a unit of measure different from the original shipped unit of measure
- Returning to a different warehouse than the original shipping warehouse
- Returning to a storage index different from the original
- Reversing miscellaneous charges included on the original order

## Credit and Debit Memo Overview

Typically, you use the credit memo order type **CRM** to reduce the amount owed by a customer and the debit memo order type **DBM** to increase the amount owed. In both cases, sales for the customer and cost of goods sold are adjusted while inventory is not affected.

You can, if you choose, set up user-defined order types in the *Work with Order Types* option in the *Order Processing Control Files* menu for additional credit and debit memo order types if the processing flows of these predefined order types do not meet your needs. For example, you might want to define a second credit memo that updates inventory.

After you complete this chapter, you should know how to:

- Process credit memos
  - Process debit memos
  - Create a return goods authorization (RGA)
  - Create a credit memo from the RGA
-

# Processing Credit Memos

Create credit memos using the *Order Processing Entry* option described in the “Creating and Processing Orders” chapter of this guide. Because the rules described for regular orders also apply to credit memos, only screens that are different are covered in this topic.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Order Processing Entry [OPE]*

12/02/97 13:31:17 Order Processing Entry OPG100 OPD100

Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)	ADD
Order No. . .	000000032	Sold-To . . .	REGCUST1 REGULATORY CUSTOMER SOLD-
BO . . . . .	00	Bill-To . . .	REGCUST1
		Ship-To . . .	REGULATORY CUSTOMER SOLD-
Action Code . . . . .	—		
Initials . . . . .	—		
Order Type . . . . .	CRM + Credit Memo		
Order Date . . . . .	19971202		
Requested Delivery Date . . . . .	—		
Scheduled Ship Date . . . . .	19971216		
P.O. Number . . . . .	—		
From Warehouse . . . . .	ISW1 + INFINIUM WAREHOUSE #1		
Ship Via . . . . .	— + —		
F O B . . . . .	— + —		
Pro Number . . . . .	—		

F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys

Figure 7-1: Order Processing Entry Order header screen

Type **CRM** in *Order Type* to identify this order as a credit memo or any other user defined order type defined as a credit memo.

## Credit Memo Information

[illegible]

Figure 7-2: Order Processing Entry Order detail screen

The amount you enter in the *Order Qty* field must be less than zero for a credit memo. If you are also crediting non-inventoried items and miscellaneous charges, the quantities you enter on those screens must also be less than zero.

When you have finished entering detail lines, press F6 to proceed to the Order Totals screen.



# Order Total Information

12/02/97 13:33:29 Order Processing Entry OPG101 OPD101

Order Totals

Co : IS1 Ord No : 000000032 Sold-To : REGCUST1

Whse : ISW1 BO : 00 Ship-To : REGULATORY CUSTOMER

Total Detail Amount : 50.00-

Total Taxable Amount : .00

Miscellaneous Amount : .00

Miscellaneous Tax : .00

Less Trade Discounts : .00

Total Sales Tax : .00

Total Order Amount : 50.00-

Total Gallon (US) : .0000

P.O. Number

Print Acknowledgement Y (Y=Yes, N=No)

F2=Function keys F4=Prompt F5=Detl Credit F6=Create F24=More keys

Figure 7-3: Order Processing Entry Order Totals screen

Notice that for credit memos, totals display as negative values, or credits to sales and accounts receivable.

Credit memos print when you print final invoices. You can modify credit memos prior to invoicing through the *Order Mod. After Shipping* option on the *Order Processing Entry* menu.

## Processing Debit Memos

Create debit memos using the same option, *Order Processing Entry*, described in the “Creating and Processing Orders” chapter in the guide. Because the same rules for regular orders apply to debit memos, only screens that are different are covered in this topic.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Order Processing Entry [OPE]*

12/02/97 13:34:43		Order Processing Entry		OPG100	OPD100
Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)		ADD	
Order No. . .	000000033	Sold-To . . .	REGCUST1	REGULATORY CUSTOMER SOLD-	
BO . . . . .	00	Bill-To . . .	REGCUST1		
		Ship-To . . .		REGULATORY CUSTOMER SOLD-	
Action Code . . . . .					
Initials . . . . .					
Order Type . . . . .		DBM	Debit Memo		
Order Date . . . . .		19971202			
Requested Delivery Date . . . . .					
Scheduled Ship Date . . . . .		19971216			
P.O. Number . . . . .					
From Warehouse . . . . .		ISW1	INFINIUM WAREHOUSE #1		
Ship Via . . . . .			+		
F O B . . . . .			+		
Pro Number . . . . .					
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys					

Figure 7-4: Order Processing Entry Order header screen

Type **DBM** in *Order Type* to identify this order as a debit memo or any other user defined order type defined as a debit memo.

The remainder of the debit memo is entered in the same manner as a regular order.

# Creating Return Goods Authorization

This function provides you with the ability to assign return goods authorization numbers to allow better management of customer returns. These numbers are used by your customers to identify goods approved for return. The system can automatically create a new order for products that your customer wants replaced. When return goods are received, a credit memo is created and inventory is updated.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work With Return Goods*
- ▼ *Menu Level 3: Create Return Goods Auth [CRGA]*

12/02/97	13:36:05	Create Return Goods Auth	OPG110	OPD110
<div> Company . . . . . <u>IS1</u> +  Sold-To . . . . . <u>BEGCUST1</u> + </div>				
<div> F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line </div>				

Figure 7-5: Create Return Goods Auth prompt screen

Type the company number in the *Company* field and the customer number in the *Sold-To* field. Do not type the customer's bill-to number.

## Creating a Return Goods Authorization

```

12/02/97   13:37:38       Create Return Goods Auth       OPG110   OPD110
-----
Position to . . Invoice No _____ Sold-To REGCUST1
Name REGULARITY CUSTOMER S
Type options, press Enter.
  2=Change  5=Display  (Multi. Selections Allowed)
              Invoice
Opt Whse Inv No   Ord No   BO   Date   Purchase Order No
- ISW1  000000001 000000009 00 1997/09/10
- ISW1  000000012 000000012 00 1997/08/04

Bottom

F2=Function keys F3=Exit F5=By Product F24=More keys

```

Figure 7-6: Create Return Goods Auth selection screen

Reposition the selection screen by typing a value in the *Invoice No* field and pressing Enter. If you pressed F5 to display the screen by product number, type your entry in the *Product No* field.

You can display several orders by typing 5 in the *Opt* field to the left of the invoice number.

To create a return goods authorization for a specific order, type 2 in the *Opt* field to the left of the appropriate order and press Enter.

If the product being returned is from multiple orders, press F5 to change the selection screen to display by product. Type 2 in the *Opt* field to the left of each of the products being returned.

## Return Goods Authorization Information

12/02/97	13:39:20	Create Return Goods Auth	OPG110	OPD110
Company . . . : IS1 Sold-To . . . : REGCUST1      Bill-To . . . : REGCUST1 Name . . . : REGULATORY CUSTOMER SOLD-TO				
Print RGA? . . N (Y=Yes, N=No)				
Product	Size	Shipped Qty	Shp UM	Return Qty Rtn R A Rtn
PROD02		12.00	EA	Unit Prc UM * 0 I Rsn *
				12.0000 EA N N DAMAGE *
				Bottom
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys				

Figure 7-7: Create Return Goods Auth screen

*Print RGA?*, *RO*, *AI*, and *Rtn Rsn* are required fields.

Define return reasons in the *Work with Code Values* option on the *Order Processing Control Files* menu. These values must be defined before you can use them here.

### *Return Qty, Shipped Qty*

The value you type in the *Return Qty* field cannot exceed the quantity in the *Shipped Qty* field. If you leave this field blank and press F6, the system displays an error message and does not create an RGA.

### *RO*

If the customer wants to replace the returned goods, type Y in the *RO* (Replace Order) field to create a new order. The new order type is the default order type set up in the Order Processing Entity Control file and must go through normal processing steps for this order type.

### *AI*

Type Y or N in the *AI* field to determine whether or not the returned goods are put back into inventory. The inventory type that is updated on return is established in the company control file.

*Unit Prc*

Press F11 to display the *Unit Prc* field. You can override the *Unit Prc* value that defaults from the original order. The calculation of the unit price is based on the net amount after the deduction of the promotion discount. A warning message is displayed at the bottom of the screen stating that the selected order has a promotion included on it.

*Rtn Rsn*

If any line on the order has already been given an RGA number, an asterisk displays to the right of the *Rtn Rsn* field as shown above.

Press F7 to access the Miscellaneous Charges screen.

## Creating a Return Goods Authorization Number

8/10/00		14:35:27		Miscellaneous Charges		OPG103		OPD103	
Co	:IS1	Ord No.	: 000000754	Sold-To	: REGCUST1				
Whse	:ISW1	BO	: 00	Ship-To	:				
To delete a Misc. Charge, blank the Units.									
Position to . . . Code . . . . .									
Transaction Currency . . . . . : USD United States Dollars									
Code	Units	Unit Price	Y/N	Tax	St	Loc1	Loc2	Loc3	Msc
ABC		1.000000	N						
CPN		10.000000	N						
DEF		2.330000	N						
FRT		25.000000	Y	MA					
GHI		4.000000	Y	MA					
LAB		25.000000	N						
MIS		3.000000	N						
MLK		4.500000	Y	MA					
PAL		15.964000	Y	MA					
SET		8.000000	N						
More...									
F2=Function keys F6=Create F11=Alternate view F24=More keys									

Figure 7-8: Miscellaneous Charges screen

Once you enter the required information, press F6 to create the RGA number. The system displays the RGA number at the bottom of the screen for the returned goods.

If only miscellaneous charges exist for a selected invoice and you press F6, the system displays an error message and does not create an RGA.

To view the description of the miscellaneous charge, press F11. The description for each code will display under the *Units* field.

Press Enter to return to the Prompt screen.

## Replacement Order Information

12/02/97	13:46:19	Create Return Goods Auth	OPG110	OPD110
<hr/>				
Company . . . . .		IS1 *		
Sold-To . . . . .		REGCUST1 *		
The new RGA number is . . . . . 000000001				
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line				

Figure 7-9: Create Return Goods Auth prompt with Confirmation screen

If you typed Y in the *RO* field on the Create Return Goods Authorization screen, the system also displays the new order number for the replacement order.

Create another returned goods authorization or press F3 to exit and save your work.

The order that you create for replacement of goods defaults to the Return Credit Order Type assigned in the *Work with Entity* option in the *Order Processing Control Files* menu. Please refer to the “Maintaining Entity Controls” topic in the “Defining Control and Master Files” chapter of this guide for more information.

## Creating the Credit Memo and Inventory Adjustment

Once you receive the returned goods, you are ready to create a credit memo and, if appropriate, update inventory for the returned quantity.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Return Goods*
- ▼ *Create Credit Memo/Inv Adjustment [CCMIA]*

12/02/97 13:58:49 Create Credit Memo/Inv Adjustmnt
OPG111 OPD111

Position to . . . Company IS1 Warehouse      RGA No 00000000

Type options, press Enter.  
 2=Change 5=Display

Opt	Co	Whse	RGA	Sold-To	Name
-	IS1	ISW1	000000001	REGCUST1	REGULATORY CUSTOMER SOLD-TO
-	IS1	ISW1	000000001	REGCUST1	REGULATORY CUSTOMER SOLD-TO
-	IS1	ISW1	000000002	REGCUST1	REGULATORY CUSTOMER SOLD-TO

Bottom

F2=Function keys F3=Exit F5=By Customer F10=QuickAccess F18=Message line

Figure 7-10: Create Credit Memo/Inv Adjustment selection screen

Display a return goods authorization by typing **5** in the *Opt* field. To change or process an RGA, type **2** in the *Opt* field.

The default display sequence for this screen is by the RGA number. Press **F5** to change the display to customer number sequence.



## Credit Memo/Inventory Adjustment Information

12/02/97	14:00:44	Create Credit Memo/Inv Adjustmnt	OPG111	OPD111
----------	----------	----------------------------------	--------	--------

---

Company . . . :	IS1	Bill-To . . . :	REGCUST1
Sold-To . . . :	REGCUST1		
Name . . . . :	REGULATORY CUSTOMER		
RGA No . . . :	000000002	Warehouse . . :	ISW1

Print RGA? . .	N (Y=Yes, N=No)	Return Qty	Rtn	R A	Rtn
Product	Size Shipped Qty Shp UM	Unit Prc	UM	O I Rsn + AC	
PROD02	12.0000 EA	12.0000	EA	N N	DAMAGE

Bottom

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 7-11: Create Credit Memo/Inv Adjustment screen

*Print RGA, AI, and Rtn Rsn* are required fields. *RO* is a display only field.

Define return reasons in the *Work With Code Value* option on the *Order Processing Control Files* menu. These values must be defined before you can use them here.

If the credit memo consists of orders previously set up for promotion with a Multi Level Total Order Discount (promotion type 5), the system automatically reverses the discount amount and writes it to a credit memo.

### *Return Qty, Shipped Qty*

The value you enter in *Return Qty* cannot exceed the quantity in the *Shipped Qty* field. When you create credit memos for orders that are set up for promotions, the system protects the *Return Qty* field from entry and allows only full shipment quantity returns, except for type 5 promotions.

*AI* determines whether or not the returned goods are put back into inventory.

### *Unit Prc, AC*

Press F11 to display the *Unit Prc* field. You can override the *Unit Prc* value that defaults from the original order. The F11 key also displays the action code field *AC*. Use the **SI** action code to return goods to a specific

warehouse or storage index. These do not need to be the same as the original shipping locations.

When you have finished, press F6 to continue to the next screen. If you choose to return these goods to stock, the quantity returned is posted to the inventory type defined in the *Work with Entity* or *Work with Company Controls* options in the *Order Processing Control Files* menu.

*AI*

If you specify yes to adjust inventory and lot control is enabled, you must return the inventory to its original lots.

Press F7 to access the Miscellaneous Charges screen. Select any miscellaneous charges to credit on that screen.

## Credit Memo Information

Press F6 on the previous screen to return to this screen.

```

12/02/97   14:02:22   Create Credit Memo/Inv Adjustmnt   OPG111   OPD111
-----
Position to . . . Company █ IS1 Warehouse ____ RGA No 000000000
Type options, press Enter.
  2=Change  5=Display

Opt Co   Whse  RGA      Sold-To   Name
-   IS1  ISW1  000000001  REGCUST1  REGULATORY CUSTOMER SOLD-TO
-   IS1  ISW1  000000001  REGCUST1  REGULATORY CUSTOMER SOLD-TO

Bottom

F2=Function keys F3=Exit F5=By Customer F10=QuickAccess F18=Message line
New Order Number is 000000034

```

Figure 7-12: Create Credit Memo/Inv. Adjustment selection screen

Notice that the credit memo number for the order you just entered displays. The credit memo prints when you print final invoices.

Create another credit memo or, if you are done, press F3 to return to the menu.

## Displaying Return Goods Authorization History

With this option you can display any previously processed return goods authorization.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Return Goods*
- ▼ *Display RGA History [DRGAH]*

12/02/97	14:02:57	Display RGA History	OPG112	OPD112
----------	----------	---------------------	--------	--------

---

Position to . . . Company \_\_\_\_\_ Warehouse \_\_\_\_\_ RGA No 00000000

Type options, press Enter.  
5=Display

Opt	Co	Whse	RGA	Sold-To	Name
-	IS1	ISW1	000000002	REGCUST1	REGULATORY CUSTOMER SOLD-TO

Bottom

---

F2=Function keys F3=Exit F5=By Customer F10=QuickAccess F18=Message line

Figure 7-13: Display RGA History selection screen

Select an RGA to display by typing **5** in the *Opt* field next to the desired RGA.

*Company, RGA No*

Reposition the selection screen by making entries, either complete or partial, in the *Company* and/or *RGA No* fields and pressing Enter.

Press F5 to toggle the sort order of this display between customer number and RGA number.

12/02/97 14:03:36 Display RGA History OPG112 OPD112

---

Company . . . : IS1

Sold-To . . . : REGCUST1

Name . . . : REGULATORY CUSTOMER

RGA No . . . : 000000002

Bill-To . . . : REGCUST1

Warehouse . . : ISW1

Product	Size	Shipped Qty	Shp UM	Return Qty Unit Prc	Rtn UM	R A O I	Rtn Rsn	AC
PROD02		12.0000	EA	12.0000	EA	N N	DAMAGE	__

Bottom

---

F2=Function keys F3=Exit F7=Misc Charges F24=More keys

Figure 7-14: Display RGA History screen

## Displaying Item Storage Index Information

Type **SI** in the **AC** (action code) field to display the Item Storage Index screen. The system displays the warehouses and storage locations to which the goods were posted when they were returned to inventory.

When you use a kit product with raw materials that are inventoried under another product, the **SI** fields display the Inventoried Under product and use it in inventory calculations (i.e. available inventory), not the original product.

### *Unit Prc*

When you press F11, the system displays the *Unit Prc* field. The value displayed is the original invoice price for each product. The system uses this price for the credit to the customer's accounts receivable balance. You can override the price the system displays.

The system displays any returned miscellaneous charges when you press F7.

## Notes

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## Chapter 8 Processing Warehouse Transfers

# 8

The chapter consists of the following topics:

Topic	Page
Overview of Processing Warehouse Transfers	8-2
Setting Up Warehouses in the Customer Sold-To Master File	8-3
Entering Warehouse Transfer Orders	8-6
Processing Warehouse Receipts	8-8

---

## Overview of Processing Warehouse Transfers

Use this option if you have multiple companies and/or warehouses, transfer goods between them, and want the system to provide shipping documents, such as pick lists and bills-of-lading.

To enter warehouse transfer orders, you must first establish the warehouse in the Customer Sold-To Master file as described in the “Maintaining Files” topic. Then, enter an order and process it as you would any other order that follows the Pick/Ship order flow. Finally, using the *Work with Warehouse Receiving* option on the *Order Processing Entry* menu, move the transferred goods into the target warehouse's inventory.

After you complete this chapter, you should know how to:

- Maintain the Customer Master file for warehouses
  - Enter warehouse transfer orders
  - Process warehouse receipts
-



## Setting Up Warehouses in the Customer Sold-To Master File

Set up a customer sold-to record to identify the warehouses for transferring goods. Refer to the “Defining Control and Master Files” topic of this guide for complete instructions on creating customer sold-to records.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint*
- ▼ *Work with Customers [WWC]*

12/08/97 11:42:00 Work with Customers OPG260 OPD260

---

Position to . . . Company . . . . . \_\_\_\_ \*

Sold-To . . . . . \_\_\_\_\_

Type options, press Enter.

2=Change 3=Copy 5=Display 10=Ship-To Maint. 12=Bill-To Maint.

Opt	Co	Sold-To	Name	City	St/Pr	A/I
—	IS1	CMCUST1	Multi Currency Customer	BC	QUE	A
2	IS1	REGCUST1	REGULATORY CUSTOMER SOLD-	LOUISVILLE	KY	A
—	IS1	REGCUST2	REGCUST2	Boston	MA	A
—	IS1	1	Multi Currency Customer 2	Hyannis	MA	I
—	IS2	CUST1	Customer #1	Boston	MA	A

Bottom

---

F2=Function keys F3=Exit F4=Prompt F5=Name Seq F24=More keys

Figure 8-1: Work with Customers selection screen 1

Type **2** next to a customer to establish or modify warehouse settings.

```
12/08/97   14:10:11           Work with Customers       OPG260   OPD260
-----
Company . . . . . :   IS1
Sold-To . . . . . :  REGCUST1
Type options, press Enter.
1=Select

Opt  Attribute
-   Customer Information
-   Credit Information
-   Pricing Information
-   Tax Information
1   Shipping Information
-   Salesperson Information
-   Miscellaneous Information
-   User Defined Fields

-----
F2=Function keys  F3=Exit  F9=Select All  F24=More keys
```

Figure 8-2: Work with Customers selection screen 2

Type 1 next to the *Shipping Information* attribute and press Enter. The system displays the Shipping Information screen where you can establish whether you allow warehouse transfers.

## Setting Up a Warehouse

12/02/97 14:17:42		Shipping Information		OPG260	OPD260
Company . . . . .		IS1	Sold-To . . . . .		REGCUST1
Freight Pmt Code . . . . .		COD	+ C.O.D.		
Ship Via Code . . . . .		FEDEX	+ FEDEX		
FOB Code . . . . .		DTN	+ Destination		
Ship from Whse . . . . .		ISW3	+ INFINIUM WAREHOUSE #3		
Allow Back Orders . . . . .		Y	(Y=Yes, N=No)		
Warehouse Transfer . . . . .		Y	(Y=Yes, N=No)		
Ship Complete . . . . .		N	(Y=Yes, N=No)		
Distributor Ref. Code . . . . .		—			
SIC Code . . . . .		0			
EPA No . . . . .		—			
MSDS Print Format . . . . .		—	+		
MSDS Language Code . . . . .		—	+		
Ignore MSDS History Print Status . . . . .		N	(Y=Yes, N=No)		
Default Ship-To Number . . . . .		—			
F2=Function keys F4=Prompt F10=QuikAccess F12=Cancel					

Figure 8-3: Shipping Information screen

To set up a warehouse in the Customer Sold-To Master file, type **Y** in the *Warehouse Transfer* field to process this customer's orders as warehouse transfers.

## Entering Warehouse Transfer Orders

Enter and process a regular order as you normally do using the customer number you set up for the warehouse. For complete instructions on entering an order, refer to the “Creating and Processing Orders” chapter in this guide.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Order Processing Entry [OPE]*

## Transferring an Order Type

12/02/97 14:18:33		Order Processing Entry		OPG100	OPD100
Company . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)			ADD
Order No. . .	000000035	Sold-To . .	REGCUST2	REGCUST2	
BO . . . . .	00	Bill-To . .	REGCUST2		
		Ship-To . .	REGCUST2		
Action Code . . . . .	—				
Initials . . . . .	—				
Order Type . . . . .	TFR Warehouse Transfer				
Order Date . . . . .	19971202				
Requested Delivery Date . . . . .	—				
Scheduled Ship Date . . . . .	19971216				
P.O. Number . . . . .	—				
From Warehouse . . . . .	ISW1 * INFINIUM WAREHOUSE #1				
To Company and Warehouse . . . . .	IS1 * — * —				
Ship Via . . . . .	— * —				
F O B . . . . .	— * —				
Pro Number . . . . .	—				

F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys

Figure 8-4: Order Processing Entry Order header screen

You cannot override *Order Type*, which defaults to **TFR**, identifying the order as a warehouse transfer.

### *To Company and Warehouse*

Type the company number and warehouse number to which the goods are being transferred in the *To Company and Warehouse* field.

The system prints a pick ticket for this order after which, when the order is ready, you process the shipment of the order using the *Work with Warehouse Shipping* option on the *Work with Orders* menu.

When you create the warehouse transfer order, the system makes the following inventory transactions based on the order quantities:

- Increases disbursing warehouse's committed to sales (DA)
- Increases receiving warehouse's On Order from Warehouse (LA)

When you process the shipment for this order, the system makes the following inventory transactions based on the order quantities:

- Reduces disbursing warehouse's On-Hand (AA)
- Reduces disbursing warehouse's Committed To Sales (DA)
- Reduces receiving warehouse's On Order From Warehouse (LA)
- Increases receiving warehouse's In-Transit (TA)

If you have implemented Formula by Location, components in a kit product can differ between the source warehouse and the destination warehouse.

---

## Processing Warehouse Receipts

Use this option to process the receipt and add the goods to inventory when the shipment is received at the target warehouse.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Work with Warehouse Receiving [WWWR]*

### Selecting an Order for Receipt

```

12/09/97   12:14:36   Work with Warehouse Receiving   OPG106   OPD106
-----
Position to . . . Company . . . . .
                        Order No. . . . .   B0 . . . . .
Type options, press Enter.
2=Change

```

Opt	Co	From Whse	Order No	B0	Sold-To	From Whse Description	To Co	To Whse	To Description
2	IS1	ISW1	000000036	00	REGCUST2	INFINIUM W	IS2	ISW2	INFINIUM W
-	IS1	ISW1	000000037	00	REGCUST2	INFINIUM W	IS1	ISW3	INFINIUM W

Bottom

---

F2=Function keys F3=Exit F10=QuikAccess F18=Message line

Figure 8-5: Work with Warehouse Receiving selection screen

To select an order for receipt, type **2** in the *Opt* field and press Enter to continue to the next screen.

## Received Different From Shipped

12/09/97 12:16:46		Work with Warehouse Receiving		OPG106	OPD106
Sold-To . . . : REGCUST2      REGCUST2 Order No. . . : 000000036      From Company . : IS1 To Company . : IS2 BO . . . . . : 00      From Whse . . . : ISW1 To Whse . . . : ISW2					
Product	Size Aisle	Bin	Lot#	+	Received Qty
PROD01					13.0000
PROD02					100.0000
Bottom					
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys					

Figure 8-6: Work with Warehouse Receiving screen

If the quantities received are different from the shipped quantities that are displayed, type the actual quantities received in the *Received Qty* field for each line on the order.

If you receive lot controlled inventory into a lot controlled warehouse, the system retains the lot number and you cannot change it.

You can receive lot controlled inventory into a warehouse that is not lot controlled. In this case, you can change the lot number.

The system displays the product description, shipped quantity and unit of measure for each line when you press F11.

### *Act Cde*

Complete the storage index fields to receive the products into a specific storage index. If you are dividing the receipt among multiple storage locations, type the Action code **SI** in the *Act Cde* field to access the Item Storage Index screen. Use this screen to specify storage locations for the transferred goods.

**Note:** For information relating to validation of the storage index fields, review the “Understanding Storage Index Validation” appendix in this guide.

Press F7 to display the Miscellaneous Charges screen.

When complete, press F6 to complete the transfer and update the files.

When you process the receipt for this order, the system makes the following inventory transactions based on the quantities received:

Reduces receiving warehouse's In Transit (TA)

Increases receiving warehouse's On-hand (AA)



The chapter consists of the following topics:

Topic	Page
Overview of Working with Order Status	9-2
Releasing Master Orders	9-3
Working with Orders On Hold	9-6
Resetting Order Status	9-9
Audit Tracing an Order	9-11
Displaying Open Orders On Hold	9-13
Displaying Open Orders	9-16
Displaying Open Orders with Batches	9-20
Displaying Order History	9-24

---

## Overview of Working with Order Status

From the *Work with Order Status* menu you access options to manage master orders, both regular and recurring, manage orders on hold, and work with orders where the order's status is frozen.

### Infinium OP Displays Overview

Through displays, you can access information about open and historic orders. Open orders are original orders or back orders that are not invoiced. After invoicing, an order moves from the Open Order file to the History file. For partial shipments where back orders exist, only those lines or quantities invoiced move to history.

Based on the display option you choose, the system allows you to review Open and Historic Order information by date, order number, customer purchase order number, customer name, customer number, or order type. For open orders, you can also display information by product number or description and open orders on hold. Finally, an audit trace display is available detailing each processing step for all orders on the system.

After you complete this chapter, you should know how to:

- Release master orders
  - Work with orders on hold
  - Reset order status
  - Audit trace an order
  - Display open orders on hold
  - Display open orders
  - Display open orders with batches
  - Display order history
-

## Releasing Master Orders

The *Work with Master Orders* option allows you to release orders against the original master order quantities. When you release quantities from master orders, the system automatically creates a new order based on the order type entered in the *Work with Order Types* option in the *Order Processing Control Files* menu. After releasing, process the new order as you normally would for the order type assigned.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Order Status*
- ▼ *Work with Master Orders [WWMO]*

## Regular and Recurring Master Order Information

12/04/97		10:13:51		Work with Master Orders		OPGCQTM		OPDCQTM	
Position to . . . Company _____									
Order No _____ BO ____									
Type options, press Enter.									
2=Change 5=Display									
Opt	Co	Order No	BO	Sold-To	Name	Order Date	Recur		
2	IS1	000000021	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/08/04			
-	IS1	000000022	00	REGCUST1	REGULATORY CUSTOMER SOLD-	1997/08/04			
								Bottom	
F2=Function keys F3=Exit F6=Mass Release F24=More keys									

Figure 9-1: Work with Master Orders selection screen

Both types of master orders, regular and recurring, are shown on this screen. Recurring master orders have **Y** in the *Recur* field. You can reposition the selection screen by making entries in the *Company* and *Order No* fields and pressing Enter.

Generally, you work with regular master orders individually by typing an option number in the *Opt* field. Manage recurring master orders on the Release Multiple Recurring Master Orders screen by pressing F6.

For regular master orders, type **2** in the *Opt* field next to the master order you are releasing to change or **5** to display the master order information without updating. The system displays the following screen.

## Master Order Information

12/12/97 12:48:31		Work with Master Orders		OPGCQTM	OPDCQTM
Company . . . : IS1					
Order Number : 000000021		Sold-To . . . : REGCUST1			
BO . . . . . : 00		Name . . . . : REGULATORY CUSTOMER SOLD-TO			
Order Type . . : MAST Master Order					
Reason . . . . ____ *					
Order Qty	Remaining Qty	Request Qty	Product	Size	
50.0000	50.0000	_____	PROD01		
					Bottom
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys					

Figure 9-2: Work with Master Orders screen

The *Reason* field and at least one *Request Qty* field are required. Press F9 to select all lines on the master order for conversion. After making your entries in these fields, press F6 to update the Order file and continue. The new order number displays at the bottom of the Order selection screen shown on the previous page.

If the master order was previously released from credit hold and the total master order amount exceeds the approved credit amount, the system

displays a warning message. Press F21 to override this warning and create the order or press F3 to exit without creating.

After release, the order status for the new order defaults to the initial order status of the order type assigned. The system assigns the order type based on the *Release Order Type* field in the Order Definition record in the *Work with Order Types* option in the *Order Processing Control Files* menu.

If instead you are working with recurring master orders, you normally use the F6 key on the Master Orders selection screen to access the Mass Release screen.

## Releasing Multiple Recurring Master Orders

12/12/97 14:06:01		Work with Master Orders		OPGCQTN	OPDCQTN
<b>RELEASE MULTIPLE RECURRING MASTER ORDERS</b>					
Company . . . . .	IS1	+			
Warehouse . . . . .	ISW1	+			
Order Type . . . . .		+			
Order Number/BO Number . . .	From 000000021 + 00	To	_____ + 00		
Reason Code . . . . .		+			
Submit to batch . . . . .	N (Y=Yes, N=No)				
F2=Function keys F3=Exit F4=Prompt F6=Create Orders F18=Message line					

Figure 9-3: Release Multiple Recurring Master Orders screen

*Company*, *Reason Code* and *Submit to Batch* are required fields.

Leave all other fields blank to include all warehouses, order types, and order numbers in the master order creation. Otherwise, type valid entries in these fields to limit the selection to only those recurring master orders that match the criteria.

When you are finished entering the selection criteria, press F6 to create the new orders. The system prints a report listing the new orders. These orders must be processed based on the order type assigned to them.

## Working with Orders On Hold

Use this option to release orders that are on hold. After being released, the order reverts to the original order type and processing should proceed from the point at which the order was held.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Order Status*
- ▼ *Work with Orders on Hold [WWOOH]*

### Releasing an Order

12/04/97		10:19:22		Work with Orders on Hold		OPGHLD		OPDHLD	
Position to . . . Company _____									
Order No _____ B0 ____									
Type options, press Enter.									
2=Change 5=Display									
Opt	Co	Ord No	B0	Sold-To	Name	Order Date	Sch Date	Shp Date	
2	IS2	00000104	00	CUST1	Customer #1	1997/09/09	1997/09/12		
-	IS2	00000105	00	CUST1	Customer #1	1997/09/09	1997/09/12		
Bottom									
F2=Function keys F3=Exit F10=QuikAccess F18=Message line									

Figure 9-4: Work with Orders on Hold selection screen

Type **2** in the *Opt* field next to the order you are releasing to change or **5** to display the order header and line detail information without updating.

### *Company, Order No*

You can reposition the selection screen by making entries in the *Company* and *Order No* fields.

## Working with Orders on Hold

12/04/97 10:20:06 Work with Orders on Hold OPGHLDM OPDHLDM	
Company . . . . :	IS2
Order . . . . . :	000000104
BO . . . . . :	00
Sold-To . . . . :	CUST1
Name . . . . . :	Customer #1
-----	
Order Type . . :	MAXRG
Order Total . . :	5.00
-----	
	Reason Code Description
Is Order on Credit Hold ? .	Y AHLD Automatic Customer Hold
Is Order Ready for Release ?	N ____ +
Is Order on Other Hold ? .	N
Order Approved up to	____ 5.00
-----	
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys	

Figure 9-5: Work with Orders On Hold screen

If you type **Y** in either *Is Order Ready for Release?* field, you must also enter a valid code value in *Reason Code*.

If an order is held for both credit and other reasons, you must release both before the order is available for further processing. However, you can release the holds at different times.

### *Is Order Ready for Release?*

The *Is Order Ready for Release* field displays if the hold code is **Y**.

### *Order Approved up to*

Type a dollar amount in the *Order Approved up to* field to prevent the order from being put back on hold if it is modified. If the modified order total is equal to or less than your entry in this field, the order will not be placed back on hold. If you leave this field blank or the new order total exceeds the value

you type here, the order will again be placed on hold. This field displays only if the order is on credit hold.

After making your entries in these fields, press F6 to update the Order file and continue.



# Resetting Order Status

During processing, errors can occur that cause orders to halt in their current order status making them inaccessible for further processing. This option is provided to allow you to reset the order status. Typically, the cause of the errors is a loss of power to the system or a program error. This occurs in four status codes: Edit in Process, Costing in Process, Invoicing in Process, and Shipping in Process.

Use the menu path below.

- ▶ Order Processing
- ▶ Work with Order Status
  - ▼ Reset Order Status [ROS]

## Order Status Information

12/04/97 10:20:57 Reset Order Status OPGSTAM OPDSTAM

Position to . . . Company . . . . .  
Order Number . . . . . BO . . . . .

Type options, press Enter.  
2=Change 5=Display

Opt	Co	Order No.	BO	Sold-To	Name	Order Date	Status
2	IS1	00000002	00	REGCUST1	REGULATORY CUSTOME	1997/08/04	RDY FOR INV
-	IS1	00000003	00	REGCUST1	REGULATORY CUSTOME	1997/08/04	RDY FOR INV
-	IS1	00000005	00	REGCUST1	REGULATORY CUSTOME	1997/10/07	RDY FOR INV
-	IS1	00000021	00	REGCUST1	REGULATORY CUSTOME	1997/08/04	RDY FOR SHIP
-	IS1	00000028	00	REGCUST1	REGULATORY CUSTOME	1997/11/24	RDY FOR SHIP
-	IS1	00000029	00	REGCUST1	REGULATORY CUSTOME	1997/12/01	RDY FOR PICK
-	IS1	00000030	00	REGCUST1	REGULATORY CUSTOME	1997/12/02	RDY FOR SHIP
-	IS1	00000031	00	REGCUST1	REGULATORY CUSTOME	1997/12/02	RDY FOR SHIP
-	IS1	00000032	00	REGCUST1	REGULATORY CUSTOME	1997/12/02	RDY FOR INV
-	IS1	00000033	00	REGCUST1	REGULATORY CUSTOME	1997/12/02	RDY FOR INV

More...

F2=Function keys F3=Exit F10=QuikAccess F18=Message line

Figure 9-6: Reset Order Status selection screen

In the *Opt* field, type **2** to change the status or **5** to display the status of an order.

## Resetting Order Status Information

12/04/97 10:21:34		Reset Order Status		OPGSTAM	OPDSTAM
Company . . . : IS1		Order Type . : MAXRG			
Order No. . . : 000000002		Status . . . : RFI RDY FOR INV			
BO . . . . . : 00		Order Date . : 1997/08/04			
Sold-To . . . : REGCUST1		REGULATORY CUSTOMER SOLD-TO			
Edit in Process . . . . .		N	(Y=Yes, N=No)		
Shipping in Process . . . . .		N	(Y=Yes, N=No)		
Invoicing in Process . . . . .		N	(Y=Yes, N=No)		
Costing in Process . . . . .		Y	(Y=Yes, N=No)		
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys					

Figure 9-7: Reset Order Status screen

To reset an order, type **N** in place of the **Y** next to the status in which the order is held.

Before resetting the status, ensure that you know the cause of the hold. Use the Audit Trace display discussed later in this guide to determine if an order has completed shipping or invoicing.

In any case, we advise you to contact Infinium customer support personnel prior to resetting the order status.

After completing your entries, press **F6** to update the order status. At this time, you can resume processing the order.

# Audit Tracing an Order

Use this option to display the complete processing history of each order you enter. The system displays each step that has occurred, the date and time of the event, and the user ID of the person who processes the step.

Use the menu path below.

- ▶ Order Processing
- ▶ Order Processing Displays
  - ▼ Audit Trace an Order [ATAO]

## Displaying Orders

12/04/97    10:24:11    Audit Trace an Order    OPG215    OPD215

Position to . . . Company    \_\_\_\_\_  
Order No    \_\_\_\_\_ BO    \_\_\_\_

Type options, press Enter.  
5=Display

Opt	Co	Ord No	BO	Event	Event Date	Event Time	Split User	Y/N
5	IS1	000000001	00	NEW ORDER	1997/08/04	9:17:01	AM2000	N
-	IS1	000000001	00	ACKNOWLEDGEMENT PRINTED	1997/08/04	9:17:03	AM2000	N
-	IS1	000000001	00	MANUFACTURING BATCH CREATED	1997/08/04	9:17:01	AM2000	N
-	IS1	000000001	00	ORDER UPDATED BEFORE SHIPPIN	1997/08/04	12:10:45	NWD	N
-	IS1	000000001	00	MANUFACTURING BATCH CREATED	1997/08/04	12:10:45	NWD	N
-	IS1	000000001	00	ORDER UPDATED BEFORE SHIPPIN	1997/08/04	14:19:07	AM2000	N
-	IS1	000000001	00	MANUFACTURING BATCH CREATED	1997/08/04	14:19:07	AM2000	N
-	IS1	000000002	00	NEW ORDER	1997/08/04	9:20:54	AM2000	N
-	IS1	000000002	00	ACKNOWLEDGEMENT PRINTED	1997/08/04	9:20:55	AM2000	N
-	IS1	000000002	00	PICK TICKET PRINTED	1997/08/04	9:20:57	AM2000	N
-	IS1	000000002	00	Print Msds with Pick Ticket	1997/08/04	9:21:00	AM2000	N

More...

F2=Function keys    F3=Exit    F10=QuikAccess    F18=Message line

Figure 9-8: Audit Trace an Order selection screen

You can reposition the display by using the *Company*, *Order No* and *BO* fields, or use PgUp and PgDn to scroll through the file.

The system sorts this display by company number and order number, then date and time so that all events for an order display together in chronological sequence.

# Displaying Open Orders On Hold

Use this option to display a list of all orders on hold. You can display detailed information from the Order header and Line Detail screens, including the reason the order is on hold.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Displays*
- ▼ *Open Orders on Hold [OOOH]*

12/04/97 10:25:23 Open Orders On Hold OPGHLDD OPDHLDD

---

Position to . . . Company \_\_\_\_\_  
Order No \_\_\_\_\_ BO \_\_\_\_

Type options, press Enter.  
5=Display

Opt	Co	Order No	BO	Sold-To	Name	Order Date
5	IS2	000000104	00	CUST1	Customer #1	1997/09/09
-	IS2	000000105	00	CUST1	Customer #1	1997/09/09

Bottom

---

F2=Function keys F3=Exit F10=QuickAccess F18=Message line

Figure 9-9: Open Orders on Hold selection screen

You can reposition the display by using the *Company*, *Order No* and *BO* fields, or use PgUp and PgDn to scroll through the file.

Type 5 in the *Opt* field next to the order number and press Enter to display additional information. The system displays information from the Order header and Order Detail files for the order you select.

## Displaying Current Order Status Information

12/04/97	10:35:45	Open Orders On Hold	OPGHLDD	OPDHLDD
<hr/>				
Sold-To . CUST1	Name . . . Customer #1			
Company . IS2	Whse . . . ISW2			
Ord No . 000000104	Order Type MAXRG			
BO . . . 00	Order Stat RFP			
Ship-to .	Order Date	1997/09/09		
Address Customer #1	Sched Ship Date	1997/09/12		
1 Main St.	Actual Ship Date			
	Order Taken By	AM2000		
Boston	Order Total Amt	5.00		
MA 02121	Order Tax Amt	.00		
	<b>Promotion Disc</b>			
Ship Frm ISW2 INFINIUM WAREHOUSE #2	Invc Printd			
Ship Via RDWY ROADWAY	Pick Printd			
Slspcr 1	Ship Printd			
Slspcr 2	PO No			
	Pro Number			
<hr/>				
F2=Function keys F3=Exit F7=Order Comments F24=More keys				

Figure 9-10: Open Orders On Hold screen 1

The system displays the current status of the order in the *Order Stat* field indicating the processing point at which the order is on hold.

Orders on hold due to currency display a status of *Currency Hold*.

In addition to the header information, this display provides the order total and order tax amounts, as well as the promotion discount amount associated with this order.

Press F7 to display order comments.

Press Enter to continue to the Detail screen.

## Code Value Descriptions

12/04/97 10:36:17		Open Orders On Hold		OPGHLDD	OPDHLDD
Company	IS2	Sold-To	CUST1	Customer #1	
Warehouse	ISM2	Order Date	1997/09/09	Ord Total	5.00
Order Type	MAXRG	Ship Date	1997/09/12	Ord Tax	.00
Order No	000000104 00	Reason	Automatic Customer Hold		
Product	Size	Promotion Code	Order Qty	Ord UM	Unit Price
Description			Ship Qty	Ship UM	Extended Price
PROD19			5.0000	EA	1.000000
					Act Cde
					—
Bottom					
F2=Function keys F3=Exit F7=Misc Charges F24=More keys					

Figure 9-11: Open Orders On Hold screen 2

The description of the code value used to place the order on hold displays in the *Reason* field.

Press F7 to display any Miscellaneous Charges assigned to this order.

Press F8 to display Multi-Level Discount information.

Press F9 to display promotion detail information.

Press F11 to display additional order detail information.

Press F20 to display the Order Total screen, which shows specific exchange rate information for the order.

### *Act Cde*

Type the Action code **LC** in the *Act Cde* field and press Enter to display line comments.

## Displaying Open Orders

The five remaining options under Open Orders Inquiry provide several sort methods for displaying the Open Order selection screens. You can sort these selection screens by date, order number, customer purchase order number, customer number or name, product number or description, or order type. Once you select an order, however, the display screens are identical for each menu option.

Use the menu path below.

- ▶ *Order Processing*
  - ▶ *Order Processing Displays*
  - ▶ *Menu option*
    - ▼ *Open Orders by Dates [OOBD] or*
    - ▼ *Order Number [OOBON] or*
    - ▼ *PO Number [OOBPON] or*
    - ▼ *Customer No/Name [OOBCNN] or*
    - ▼ *Product No/Desc [OOBPND] or*
    - ▼ *Order Type [OOBOT]*
-



```

12/04/97   10:36:57   Open Orders by Dates   OPG210   OPD210
-----
Position to . . . Company . . . . . _____
                        Order Date . . . . . _____

Type options, press Enter.
5=Display
Order

```

Opt	Date	Co	Order No.	BO	Sold-To	Name	Status
5	1997/08/04	IS1	000000001	00	REGCUST1	REGULATORY	CUSTOMERDY FOR PICK
-	1997/08/04	IS1	000000002	00	REGCUST1	REGULATORY	CUSTOMERDY FOR INV
-	1997/08/04	IS1	000000003	00	REGCUST1	REGULATORY	CUSTOMERDY FOR INV
-	1997/08/04	IS1	000000007	00	REGCUST1	REGULATORY	CUSTOMERDY FOR SHIP
-	1997/08/04	IS1	000000008	00	REGCUST1	REGULATORY	CUSTOMERDY FOR PICK
-	1997/08/04	IS1	000000010	00	REGCUST1	REGULATORY	CUSTOMERDY FOR INV
-	1997/08/04	IS1	000000011	00	REGCUST1	REGULATORY	CUSTOMERDY FOR INV
-	1997/08/04	IS1	000000013	00	REGCUST1	REGULATORY	CUSTOMERDY FOR SHIP
-	1997/08/04	IS1	000000014	00	REGCUST1	REGULATORY	CUSTOMERDY FOR SHIP
-	1997/08/04	IS1	000000015	00	REGCUST1	REGULATORY	CUSTOMERDY FOR INV

More...

---

F2=Function keys F3=Exit F5=Sched Shp Dt F24=More keys

Figure 9-12: Open Orders by Dates selection screen

Reposition the orders the system displays by typing values in the *Position to* fields at the top of each selection screen, or by using PgUp and PgDn through the orders.

Some displays provide function keys displayed at the bottom of the screen that allow you to designate which field the system uses to sort records for selection. For example, when displaying open orders by date, use F5 or F7 to change the default sort order, order date, to scheduled ship date or actual ship date.

To display an order, type **5** in the *Opt* field next to the order number and press Enter. The system displays information from the Order header and Order Detail files for the order you select.

## Order Status Information

12/04/97	10:37:49	Open Orders by Dates	OPG210	OPD210
<hr/>				
Sold-To . REGCUST1	Name . . .	REGULATORY CUSTOMER SOLD-TO		
Company . IS1	Whse . . .	ISW1		
Ord No . 000000001	Order Type	MAXRG		
BO . . . 00	Order Stat	RDY FOR PICK		
Ship-to .	Order Date	1997/08/04		
Address REGULATORY CUSTOMER SOLD-TO	Sched Ship Date	1997/08/07		
4350 BROWNSBORO ROAD	Actual Ship Date			
	Order Taken By	AM2000		
LOUISVILLE	Order Total Amt	50.00		
KY 40207	Order Tax Amt			
	<b>Promotion Disc</b>			
Ship Frm ISW1 INFINIUM WAREHOUSE #1	Inv Printd			
Ship Via	Pick Printd			
Slspcr 1	Ship Printd			
Slspcr 2	PO No			
	Pro Number			
<hr/>				
F2=Function keys F3=Exit F7=Order Comments F24=More keys				

Figure 9-13: Open Orders by Dates screen 1

The *Order Stat* field indicates the current status of the order the system displays. In this example, the order is ready for picking (RFP). An open order can also be ready for shipping (RFS), ready for invoicing (RFI) or on hold (HLD).

Press F7 to display any Order Comments entered for this order.

Press Enter to proceed to the Detail screen.

Sales and Tax Total Dollars Information

12/04/97

10:38:19

Open Orders by Dates

OPG210

OPD210

Company

IS1

Sold-To

REGCUST1

REGULATORY CUSTOMER SOLD-T

Warehouse

ISW1

Order Date

1997/08/04

Ord Total

50.00

Order Type

MAXRG

Ship Date

1997/08/07

Ord Tax

Order No

000000001 00

Order Stat

RDY FOR PICK

Product

Size

Promotion

Order Qty

Ord UM

Unit Price

Act

Description

Code

Ship Qty

Ship UM

Extended Price

Cde

PROD01

10.0000

EA

5.000000

—

Bottom

F2=Function keys

F3=Exit

F7=Misc Charges

F24=More keys

Figure 9-14: Open Orders by Dates screen 2

The *Ord Total* and *Ord Tax* field values include totals from the Inventoried Items, Non-inventoried Items and Miscellaneous Charges screens for both sales and tax dollars.

Press F7 to display any Miscellaneous Charges assigned to this order.

Press F8 to display Multi-Level Discount information.

Press F9 to display promotion detail information.

Press F11 to display additional order detail information.

*Act Cde*

Type the Action code **LC** in the *Act Cde* field and press Enter to display line comments.

## Displaying Open Orders with Batches

The *Display Open Orders with Batches* option allows you to display open orders that created manufacturing batches.

Using this option, you can display the open order, or you can display the batches the order created.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Displays*
- ▼ *Open Orders with Batches [OOWB]*

### Selecting an Order with a Batch

12/04/97		10:39:33		Open Orders with Batches		OPGSBD		OPDSBD	
Position to . . . Company . . . . . <u>IS1</u> *									
Warehouse . . . . . <u>ISW1</u> *									
Product . . . . . _____ *									
Type options, press Enter.									
1=Display Order 2=Display Batch									
Opt	Co	Whse	Product	Description	Order No.	BO	Batch Number		
1	IS1	ISW1	PROD01	CHERRY PIE	000000001	00	OP0804970001		
-	IS1	ISW1	PROD02	APPLE PIE	000000034	00	OP0804970002		
Bottom									
F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F18=Message line									

Figure 9-15: Open Orders with Batches selection screen

Use this screen to display the open order with the batches that the order created.

Type 1 in the *Opt* field to display the open order. Type 2 to display the batches created by the open order.

## Open Order Header Information

This screen displays when you type 1 in the *Opt* field on the Selection screen.

12/04/97	10:40:09	Open Orders by Order Number	OPG230	OPD230
<hr/>				
Sold-To . REGCUST1		Name . . . REGULATORY CUSTOMER SOLD-TO		
Company . IS1		Whse . . . ISW1		
Ord No . 000000001		Order Type MAXRG		
BO . . . 00		Order Stat RDY FOR PICK		
Ship-to .		Order Date 1997/08/04		
Address REGULATORY CUSTOMER SOLD-TO		Sched Ship Date 1997/08/07		
4350 BROWNSBORO ROAD		Actual Ship Date		
		Order Taken By AM2000		
LOUISVILLE		Order Total Amt 50.00		
KY 40207		Order Tax Amt		
		<b>Promotion Disc</b>		
		Invc Printd		
Ship Frm ISW1 INFINIUM WAREHOUSE #1		Pick Printd		
Ship Via		Ship Printd		
Slspcr 1		PO No		
Slspcr 2		Pro Number		
<hr/>				
F2=Function keys F3=Exit F7=Order Comments F24=More keys				

Figure 9-16: Open Orders by Order Number header screen

Press F7 to display comments about the order.

Press Enter to display the order detail lines.

## Order Detail

This screen displays when you press Enter from the Order header screen or when you type the **DO** Action code on the Filling Maintenance screen in Infinium MC.

12/04/97		10:41:03		Open Orders by Order Number		OPG230		OPD230	
Company	IS1	Sold-To	REGCUST1	REGULATORY CUSTOMER		SOLD-T			
Warehouse	ISM1	Order Date	1997/08/04	Ord Total		50.00			
Order Type	MAXRG	Ship Date	1997/08/07	Ord Tax					
Order No	000000001 00	Order Stat	RDY FOR PICK						
Product	Size	Promotion	Order Qty	Ord UM	Unit Price	Act			
Description		Code	Ship Qty	Ship UM	Extended Price	Cde			
PROD01			10.0000	EA	5.000000	—			
Bottom									
F2=Function keys F3=Exit F7=Misc Charges F24=More keys									

Figure 9-17: Open Orders by Order Number Order detail screen

Press F7 to display the miscellaneous charges for the line item.

Press F8 to display Multi-Level Discount information.

Press F9 to display promotion detail information.

Press F11 to display more information about the line item such as product description, shipping quantity, shipping unit of measure, and extended price.

After you display the batch or complete the fields, press Enter to display the Selection screen.

*Act Cde*

Type the **LC** Action code in this field to display comments for each line item.

## Batch Information

This screen displays when you type **2** in the *Opt* field from the Prompt screen.

12/04/97	10:41:41	Display Batch	MCR015	MC015FM
Batch Sequence				
Company . . . . .		IS1		
Warehouse . . . . .		ISW1		
Position To . . . . .		Batch . . . . .		
Type options, press Enter.				
2=Ingredients		3=Finished Products	4=Containers	6=User Flds
		Production	--Actual/Scheduled--	
S St	Batch	Formula	Date	Yield UM
_ 1	OP 080497 0001	FORM02	1997/08/07	10.0000 EA
_ 1	OP 080497 0002	FORM03	1997/08/07	12.0000 EA
Bottom				
F2=Function keys F3=Exit F10=QuickAccess F24=More keys				

Figure 9-18: Display Batch screen

Press F11 to display additional information about the batches.

After you display the batch information, press Enter to display the Prompt screen.

*Position To...Batch*

Type the batch number or chapter of a batch number in this field and the system displays the batch selection list beginning with the batch number or partial batch number you type.

S

Type 2 in this field to display the ingredients of a batch. Type 3 to display the finished products of the batch. Type 4 to display the containers filled by the batch. Type 6 to display the user defined fields of the batch.

## Displaying Order History

The five Order History options display header and detail information about orders that are invoiced. Using these options, you can sort the selection screen by date, order number, customer purchase order number or customer number/ name. Once you select an order, however, the display screens are identical for each menu option.

Use the menu path below.

- ▶ *Order Processing*
  - ▶ *Order Processing Displays*
    - ▼ *Order History by Date* [OHBD] or
    - ▼ *Invoice Number* [OHBIN] or
    - ▼ *Order Number* [OHBON] or
    - ▼ *PO Number* [OHBPO] or
    - ▼ *Customer No/Name* [OHBCN] or
    - ▼ *Product No/Desc* [OHBPD] or
    - ▼ *Order Type* [OHBOT]
-



```

12/04/97   10:44:20      Order History by Date      OPG211   OPD211
-----
Position to . . . Company . . . . . _____
                        Invoice Date . . . _____

Type options, press Enter.
5=Display

Opt   Co Invoice Dt Order No  B0 Invoice No  Sold-To      Name
5    IS1 1997/08/04 000000012 00 000000012 REGCUST1     REGULATORY CUSTOME
-    IS1 1997/09/10 000000009 00 000000001 REGCUST1     REGULATORY CUSTOME
-    IS1 1997/12/02 000000016 00 000000016 REGCUST1     REGULATORY CUSTOME

Bottom

F2=Function keys F3=Exit F5=Order Dt F24=More keys

```

Figure 9-19: Order History by Date selection screen

Reposition the orders the system displays by typing values in the *Position To* fields at the top of each selection screen, or by using PgUp and PgDn through the orders.

Some displays provide function keys, which the system displays at the bottom of the screen, that allow you to designate which field the system uses to sort records for selection. For example, use the F5 key to change the default sort order, invoice date to order date or press F7 to sort by actual ship date.

To display an order, type **5** in the *Opt* field next to the order number and press Enter. The system displays information from the Order header and Order Detail files for the order you select.

## Displaying Order Comments

12/04/97	10:44:59	Order History by Date	OPG211	OPD211
<hr/>				
Sold-To . REGCUST1	Name . . . REGULATORY CUSTOMER SOLD-TO			
Company . IS1	Whse . . . ISW1			
Ord No . 000000012	Order Type INVC			
BO . . . 00	Order Stat INVOICED			
Ship-to .	Order Date	1997/08/04		
Address REGULATORY CUSTOMER SOLD-TO	Actual Shp Date	1997/08/04		
4350 BROWNSBORO ROAD	Invoice Date	1997/08/04		
	Order Taken By	AM2000		
LOUISVILLE	Order Total Amt	200.00		
KY 40207	Order Tax Amt			
	<b>Promotion Disc</b>			
Ship Frm ISW1 INFINIUM WAREHOUSE #1	Inv Printd	1		
Ship Via	Pick Printd	1		
Slspcr 1	Ship Printd			
Slspcr 2	PO No			
	Pro Number			
<hr/>				
F2=Function keys F3=Exit F7=Order Comments F24=More keys				

Figure 9-20: Order History by Date screen 1

Press F7 to display any order comments entered for this order. Press Enter to proceed to the next Order History by Date screen.

Sales and Tax Total Dollar Information

12/04/97 10:45:16 Order History by Date OPG211 OPD211

Company IS1

Warehouse ISW1

Order Type INVC

Order No 000000012 00

Sold-To REGCUST1

Order Date 1997/08/04

Invoice Dt 1997/08/04

Ship Date 1997/08/04

REGULATORY CUSTOMER SOLD-T

Ord Total 200.00

Ord Tax

Product Size Promotion

Description Code

Price Qty

Ship Qty

100.0000

Prc UM Unit Price

Ship UM Extended Price

EA 2.000000

Act Cde

—

Bottom

F2=Function keys

F3=Exit

F7=Misc Charges

F24=More keys

Figure 9-21: Order History by Date screen 2

The *Ord Total* and *Ord Tax* values include totals from the Inventoried Items, Noninventoried Items and Miscellaneous Charges screens for both sales and tax dollars.

Press F7 to display any miscellaneous charges assigned to this order.

Press F8 to display Multi-Level Discount information.

Press F9 to display promotion detail information.

*Act Cde*

Type the Action code **LC** in the *Act Cde* field to display line comments.

## Notes

The chapter consists of the following topics:

Topic	Page
Overview of Working with Pricing	10-2
Maintaining the Product Master File	10-3
Maintaining the Customer Master File	10-7
Working with Price Modeling	10-10
Establishing Initial and Base Pricing	10-13
Establishing Customer/Product Pricing	10-19
Establishing Product/Group Quote Pricing	10-22
Establishing Customer/Product Quote Pricing	10-26
Establishing Contract Pricing	10-29
Calculating the Product Selling Price	10-32
Performing Mass Price Updates	10-35

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## Overview of Working with Pricing

This chapter discusses the options available for establishing product prices that are automatically retrieved by orders entered in Infinium OP.

The pricing methods include:

- Initial and base price
- Contract
- Customer/product quotes
- Customer/product pricing
- Product group/customer group quote
- Product

Access is provided to the Sold-To Customer file and the Product Master file, both at the menu level and from the price modeling option. Powerful tools are provided for calculating selling prices and for testing pricing as they are being entered.

The *Work with Multi Currency Pricing* option is discussed in the “Using Multiple Currencies in Infinium OP” appendix of this guide.

After you complete this chapter, you should understand the following:

- Each of the pricing methods
  - Pricing set-up requirements
  - Using the pricing methods to accomplish automatic price retrieval
-

## Maintaining the Product Master File

Use the product master file to define and maintain products or, as they are also known, finished goods. The product code you assign is made up of two parts, the product number and the product size code. The entries you make in this file, along with those in the product size file, determine how your products are inventoried, costed and priced.

Use the menu path below.

- *Order Processing Pricing*
- ▼ *Work with Products [WWP]*

```

12/05/97      8:34:26      Work with Products      PRGPRDM      PRDPRDM
-----
Position to . . . Product . . . . .       Size . . .  *
                        Product Id Search 
Type options, press Enter.
    2=Change  3=Copy  5=Display  6=Print  12=Product usage

Opt Product          Size Name                               Status
-- COLA              6PK ORANGE SODA (SIX PACK UNIT)      Active
-- COLA              8PK ORANGE SODA (EIGHT PACK UNIT)     Active
-- GOLF BAG           EA  GOLF BAG                          Active
-- GOLF IRONS         EA  GOLF IRONS                        Active
-- GOLF KIT           EA  GOLF KIT                          Active
-- GOLF WOODS         EA  GOLF WOODS                       Active
-- PROD01             CHERRY PIE                          Active
-- PROD02             APPLE PIE                          Active
-- PROD03             KITTY LITTER                       Active
-- PROD04             WHITE PAINT                         Active
More...

-----
F2=Function keys  F3=Exit  F4=Prompt  F6=Create/Update  F24=More keys

```

Figure 10-1: Work with Products selection screen 1

If you are defining a new product or maintaining an existing product for which you know the product ID, type the product number and size and press F6 to add or update the record.

The product size code you type must already be set up in the *Work with Size Code* option in Infinium CA.

### *Product, Size*

Access an existing product record by typing **2** in the *Opt* field to update or **5** to display without updating. Type **3** in the *Opt* field to copy a product. Reposition the list of products from which to choose by typing all or part of a product code in the *Product* and *Size* fields and pressing Enter.

For complete instructions on creating a product record, refer to the “Working with Products” chapter of the *Infinium Cross Applications Guide to System Controls and Materials Maintenance*.

## Accessing Field Specific Information

```
12/05/97      8:35:28      Work with Products      PRGPRDM      PRDPRDM
-----
Product . . . . . : PROD01
                  CHERRY PIE
Select one or more of the following. Then press Enter

Attribute
- General Information
- Inventory Information
X Customer Order Information
- Purchasing Information
- Miscellaneous Information
- Maintain Synonyms
- Maintain Costs
- Maintain Item/Warehouse Information

-----
F2=Function keys  F3=Exit  F8=Print  F9=Select All  F24=More keys
```

Figure 10-2: Work with Products selection screen 2

To access the screens containing fields specific to pricing, type a character in the *Opt* field next to the Customer Order Information attribute and press Enter.



## Customer Order Information

12/05/97 8:36:03		Work with Products	PRGPRDM	PRDPRDM
Customer Order Information			Page 1 of 3	
Product . . . . .	:	PROD01		
Description . . . . .	:	CHERRY PIE		
Payment Terms . . . . .	:	NET30 *		
Charge Sales Tax . . . . .	:	N Y=Yes, N=No		
Sales Product Category . . . . .	:	CAT4 *		
Price Class Code . . . . .	:	-		
Price Discount Percent . . . . .	:			
Net Price Product . . . . .	:	N Y=Yes, N=No		
Product Price Group . . . . .	:	- *		
Price Units per Container . . . . .	:	1.0000		
Price Unit of Measure . . . . .	:	EA *		
Give Large Order Discount . . . . .	:	N Y=Yes, N=No		
Large Order Discount Code . . . . .	:	- *		
Sales G/L Partial Account . . . . .	:			
COGS G/L Partial Account . . . . .	:			
F2=Function keys F3=Exit F4=Prompt F8=Print F24=More keys				

Figure 10-3: Work with Products Customer Order Information screen 1

*Charge Sales Tax, Net Price Product, Price Unit of Measure and Give Large Order Discount* are required fields. If you type Y in *Give Large Order Discount*, then *Large Order Discount Code* is also required.

### *Sales Product Category*

Use this field to group products into similar categories. For example, you can use this field to assign a product to a category that is excluded from being purchased by customers. If you enter a product category on the Work with Exclusion/Inclusion selection screen, all products assigned to this category will be excluded or included. The *Sales Product Category* field is used in the Product and Group Quote pricing method covered in the “Modifying Orders Prior to Shipping” topic.

### *Product Price Group*

The system uses the code you type in the *Product Price Group* field to retrieve a price from the Base Price file covered later in this chapter.

### *Price Units Per Container, Price Unit of Measure*

The system uses the entries you make in the *Price Units Per Container* and *Price Unit of Measure* fields as overrides to the entries in the product size code record.

*Net Price Product*

If you type **Y** in *Net Price Product*, no discounts other than those in the pricing method used to calculate the selling price are applied. Examples of these discounts are large order discount and discounts given at the customer and product level.

## Price Methods Information

12/05/97 8:36:39		Work with Products		PRGPRDM	PRDPRDM
Customer Order Information				Page 2 of 3	
Product . . . . .	:	PROD01 CHERRY PIE			
Price 1 . . . . .	:			5.000000	
Price 2 . . . . .	:			4.000000	
Price 3 . . . . .	:				
Price 4 . . . . .	:				
Price 5 . . . . .	:				
Price 6 . . . . .	:				
Price 7 . . . . .	:				
Price 8 . . . . .	:				
Price 9 . . . . .	:				
F2=Function keys F3=Exit F8=Print F10=QuikAccess F24=More keys					

Figure 10-4: Work with Products Customer Order Information screen 2

The system uses these price fields in two pricing methods. Prices you type on this screen are retrieved, if you are using product pricing, based on the entry in the *Price code* field in the customer's sold-to record. They are also used in the Product and Group Quote pricing method as the starting point for calculating the selling price.

Screen 3 of the Work with Products Customer Order Information screen is for informational purposes only and is not displayed here.

# Maintaining the Customer Master File

You must establish customer information before you can enter orders. For detailed information on how to set up customer information, refer to the “Defining Control and Master Files” chapter of the guide.

Use the menu path below.

- *Order Processing Pricing*
  - ▼ *Work with Customers [WWC]*

12/05/97 8:37:46 Work with Customers OPG260 OPD260

---

Position to . . . Company . . . . . IS1 +  
Sold-To . . . . .

---

Type options, press Enter.  
2=Change 3=Copy 5=Display 10=Ship-To Maint. 12=Bill-To Maint.

Opt	Co	Sold-To	Name	City	St/Pr	A/I
—	IS1	CMCUST1	Multi Currency Customer	BC	QUE	A
2	IS1	REGCUST1	REGULATORY CUSTOMER SOLD-	LOUISVILLE	KY	A
—	IS1	REGCUST2	REGCUST2	Boston	MA	A
—	IS1	1	Multi Currency Customer 2	Hyannis	MA	I
—	IS2	CUST1	Customer #1	Boston	MA	A

Bottom

---

F2=Function keys F3=Exit F4=Prompt F5=Name Seq F24=More keys

Figure 10-5: Work with Customers selection screen 1

To create a new customer record, type a valid company number and up to a 14 character customer number and press F6. You can access an existing customer record by typing 2 in the *Opt* field to change the record or 5 to display the record without updating. Copy a customer record by typing 3 in the *Opt* field.

To reposition the records displayed, type all or part of the company and customer numbers and press Enter. The system redisplayes the list of customers beginning with the values you typed.

Change the display to include the customer's full address by pressing F2. You can toggle between displaying customers in customer number sequence or customer name sequence. Function keys are also available to sort the selection display by alphabetical, city, and phone sequence.

## Selecting an Attribute

```
12/05/97      8:38:43      Work with Customers      OPG260      OPD260

Company . . . . . : IS1
Sold-To . . . . . : REGCUST1
Type options, press Enter.
  1=Select

Opt  Attribute
-   Customer Information
-   Credit Information
1   Pricing Information
-   Tax Information
-   Shipping Information
-   Salesperson Information
-   Miscellaneous Information
-   User Defined Fields

F2=Function keys  F3=Exit  F9=Select All  F24=More keys
```

Figure 10-6: Work with Customers selection screen 2

The system organizes screens by the type of information they contain and are described in the *Attribute* field as shown on this screen. To access these attributes, type 1 in the *Opt* field next to one or more attributes. To select all of the attributes, press F9.

Type 1 next to the *Pricing Information* attribute to maintain pricing information for a customer.

## Pricing Information

12/05/97 8:39:28 Pricing Information OPG260 OPD260	
Company . . . . .	IS1
Sold-To . . . . .	REGCUST1
Price Class (D,I,S) . . . . .	-
Trade Discount % . . . . .	.0000
Buying Group Number . . . . .	
Price Code . . . . .	1
	Discount %
Price Code 1 . . . . .	.0000
Price Code 2 . . . . .	.0000
Price Code 3 . . . . .	.0000
Price Code 4 . . . . .	.0000
Price Code 5 . . . . .	.0000
Price Code 6 . . . . .	.0000
Price Code 7 . . . . .	.0000
Price Code 8 . . . . .	.0000
Price Code 9 . . . . .	.0000
Large Order Discount . . . Y (Y=Yes, N=No)	LOD Codes . B _ _ _ _
F2=Function keys F10=QuickAccess F12=Cancel	

Figure 10-7: Pricing Information screen

*Large Order Discount* is the only required field.

### *Price Code*

The system uses the entry you make in the *Price Code* field to retrieve a price from one of the nine *Price* fields in the product record or to group customers for the Initial/Base pricing method.

### *Discount %*

The price code you type is also used to select a discount percent from one of the nine *Discount %* fields contained in the customer's sold-to master record. This discount is applied to the price retrieved from the Product file, if that is the pricing method in effect.

### *Large Order Discount, LOD Codes*

If you type Y in *Large Order Discount*, enter up to five large order discount codes in the *LOD Codes* fields to identify for which products the discount applies.

## Working with Price Modeling

Price modeling is a powerful tool for testing the accuracy of each pricing method you are setting up. It also enables you to make changes to the pricing structures to produce accurate prices for retrieval by Infinium OP.

Use the menu path below.

► *Order Processing Pricing*

▼ *Price Modeling [PM]*

12/05/97 8:40:55 Price Modeling OPGPRHC OPDPRHC	
Company . . . . .	TS1 *
Sold-To . . . . .	BEGCUST1 *
Ship-To . . . . .	BEGCUST2 *
Product . . . . .	PROD01 ____ *
Contract . . . . .	____ *
Quote No. . . . .	____ (Group/Individual)
Quantity . . . . .	____
Price Date . . . . .	19971205
Ship Date . . . . .	____
F2=Function keys F3=Exit F4=Prompt F5=Product maint. F24=More keys █	

Figure 10-8: Price Modeling screen 1

*Company*, *Sold-To*, *Product* and *Size* are required fields.

*Contract*, *Quote No*

To test pricing for quotes or contracts, you must complete either the *Contract* or the *Quote No* field.

*Quantity*

The amount you type in the *Quantity* field affects the price returned from pricing methods where the price changes are based on the quantity ordered. You can also type the quantity on Screen 2.

*Price Date*

Use the *Price Date* field when you are retrieving prices from the initial/base, quote and contract pricing methods. This field allows for the retrieval of expired prices. The system date is the default if you leave this field blank.

*Ship Date, Effective Ship Date*

If you are basing your prices on the order ship date, the entry you make in the *Ship Date* field controls the selection from the Initial Price file based on the date you enter in the *Effective Ship Date* field in that file.

Press Enter to continue to the next screen.

Access and update product master information by pressing F5 or customer master information by pressing F13.

## Price Modeling Information

12/05/97	8:41:29	Price Modeling	OPGPRHC	OPDPRHC
Company . . . . . : IS1				
Sold-To . . . . . : REGCUST1				
REGULATORY CUSTOMER SOLD-TO				
Product and Size . . . . . : PROD01				
CHERRY PIE				
Price Code . . . . . : 01				
Price Class . . . . . :				
Initial Price . . . . . :				
Change Quantity, press Enter for new Selling Price.				
Quantity . . . . . : _____				
Selling Price . . . . . : 3.990000				
Where Price found . . . . . : SPECIAL PRICE FILE				
F2=Function keys F3=Exit F5=Product F6=Customer F24=More keys				

Figure 10-9: Price Modeling screen 2

Type the test order quantity in the *Quantity* field. This field defaults to the quantity you typed on the previous screen. Change the quantity and press Enter to test prices at different quantity price breaks.

*Where Price found*

This screen displays pertinent information from the Customer and Product files. Based on the quantity you type, the system searches for and displays the price for this product and customer combination. The source of the price displays in the *Where Price found* field.

If no price is returned and *Where Price found* is blank, then the system was unable to find a price for the product or product and customer combination you typed. If you are certain that pricing has been established, check the Determine Pricing Hierarchy parameter to verify that the pricing method used is included.

The order in which the system searches for a price is determined by the entries you make in the Determine Pricing Hierarchy parameter, described in the “Defining Control and Master Files” chapter of this guide. Check the price retrieval order to ensure that it is correct if you are questioning the results.

Access and maintain the Customer Master file, Product Master file and any of the price maintenance programs using the function keys at the bottom of the screen. Press F24 to scroll through the available function keys.

When you use the *Display Price Modeling* function, the following functions keys are inactive to prevent unauthorized users from accessing information: On Price Modeling screen 1, the *Product maint.* and *Customer maint.* function keys and on Price Modeling screen 2, the *Product*, *Customer*, *Initial Price*, *Quote Grp/Ind*, *Base Price* and *Quote Cust Prod* function keys.

---



# Establishing Initial and Base Pricing

This pricing method begins with an initial price that you set up in the Initial Price file. After the initial price is established, use the Base Price file to manipulate the initial price to arrive at a selling price. Some users start with cost as the initial price and build up to the selling price, sometimes described as the cost plus method. Others enter their list price as the initial price and work down to the selling price, also known as list less. You are not limited to these two methods. In general, initial and base pricing allows pricing for a group of customers or a group of products.

## Establishing the Initial Price

The value you enter in this file is used as the initial price when combined with the Base Price file. Because the size code is not required, the initial price is established for all sizes of a product. In some cases this is referred to as formula based pricing, especially for those users who assign the same code to their formulas and products. Pricing for various sizes is accomplished in the Base Price file.

Use the menu path below.

- ▶ *Pricing*
  - ▼ *Work with Initial Pricing [WWIP]*

## Creating a New Initial Price Record

12/05/97	8:42:25	Work with Initial Pricing	OPGINPM	OPDINPM
----------	---------	---------------------------	---------	---------

---

Position to . . . Product . . . . . \_\_\_\_\_ +

Type options, press Enter.  
2=Change 5=Display

Opt	Product	Price per Unit	Description
2	PROD01	5.000000	CHERRY PIE
-	PROD02	2.000000	APPLE PIE

Bottom

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 10-10: Work with Initial Pricing selection screen

To enter a new Initial Price record or to access an existing record, type the product code in the *Product* field and press F6 to proceed to the next screen. You can also use the selection screen to access existing Initial Price records by typing 2 in the *Opt* field to make changes or 5 to access the record for display only.

### *Product*

To reposition the selection screen, make an entry in the *Product* field and press Enter.

## Initial Price Information

```

12/05/97      8:42:54      Work with Initial Pricing      OPGINPM      OPDINPM
-----
Product . . . . . :  PROD01
                   CHERRY PIE

Initial      Effective      Condition      Effective
Price        Price Date    (And/Or)      Ship Date
                   (Delete)

5.000000    19980101          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000
_____      00000000          -      00000000

More...

F2=Function keys  F3=Exit  F6=Create  F10=QuikAccess  F24=More keys

```

Figure 10-11: Work with Initial Pricing screen

Type at least one price in an *Initial Price* field. If you type more than one initial price, you must also complete the *Effective Price Date* and/or *Effective Ship Date* fields.

Price Date, Scheduled Ship Date, Effective Price Date, Effective Ship Date

Using the *Price Date* and/or *Scheduled Ship Date* fields on the Order Processing Entry Order header screen in Infinium OP, you can access past or future initial prices from this file based on the date you type in *Effective Price Date* and *Effective Ship Date*.

### Condition

Use the *Condition* field to establish conditions which must be met for a price to be retrieved. Type **A** to require that both the *Price Date* and *Scheduled Ship Date* fields on the order header are equal to or later than the dates typed in the *Effective Price Date* and *Effective Ship Date* fields shown here. Type **O** if the entry in either date field on the order header is sufficient to retrieve the price.

Press F6 when you have finished to save your changes and return to the previous screen.

The date you use to select a past or future price depends on which option you are in. If you are entering or modifying an order, the system uses the scheduled ship date. If you are shipping an order, the system uses the actual ship date.

## Establishing the Base Price

Use this option to manipulate the initial price to arrive at selling prices for groups of customers and products.

Use the menu path below.

- *Pricing*
  - ▼ *Work with Base Pricing [WWBP]*

12/05/97	8:43:57	Work with Base Pricing	OPGBSPM	OPDBSPM												
Position to . . . Sold-To Price Code . . . . . — Product Price Group Code . . . . . — Type options, press Enter. 2=Change 5=Display																
<table border="1"> <thead> <tr> <th colspan="3">Price Group</th> </tr> <tr> <th>Opt</th> <th>Code</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>1</td> <td>A</td> </tr> <tr> <td>—</td> <td>1</td> <td>B</td> </tr> </tbody> </table>					Price Group			Opt	Code	Code	2	1	A	—	1	B
Price Group																
Opt	Code	Code														
2	1	A														
—	1	B														
				Bottom												
F2=Function keys F3=Exit F6=Create F8=Print F24=More keys																

Figure 10-12: Work with Base Pricing selection screen

To enter a new Base Price record, complete the *Sold-To Price Code* and *Product Price Group Code* fields and press F6 to continue to the next screen.

### *Sold-To Price Code, Price Code*

*Sold-To Price Code* refers to the *Price Code* field in the Customer Sold-To Master record and is used to group customers. For example, if you have groups of customers that are retail or commercial assign them to price codes

**10** and **11**. Assign price codes for base pricing from **10** to **99** so as not to conflict with product file pricing, which uses price codes **01** through **09**.

### *Product Price Group*

The product price group code refers to the *Product Price Group* field in the Product Master record. This code allows for the grouping of products by type, container size, or any other method you create.

Access an existing Base Price record by typing **2** in *Opt* to make changes or **5** to display the record without updating. You can reposition the codes displayed by making entries in the *Position to* fields and pressing Enter.

## Defining Base Price

12/05/97		8:44:25		Work with Base Pricing		OPGBSPM		OPDBSPM	
Sold-To Price Code : 1				Product Price Group Code : A					
-----									
Base Discount % (xx.xx) . . . .		.0000		Round (Y=yes, N=no) . . . .		N			
Initial Price Multiplier . . . .		.000		Round Up To Nearest .xx . . . .		.00			
Sold-To Discount % -Slot (1-9)		1							
Initial Price Adder . . . . .		.000000							
	Limit	Adder		Discount %					
1	_____	2.000000		.1000					
2	_____								
3	_____								
4	_____								
5	_____								
6	_____								
7	_____								
8	_____								
9	_____								
10	_____								
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys									

Figure 10-13: Work with Base Pricing screen

*Round* is the only required field on this screen.

Using your entries, which can be negative or positive, the system calculates the price based on the following algorithm:

$$(((((((IP + IPA) \times IPM) \times BD \%) \times Sold-To Disc \%) + Qty Adder) \times Qty Disc) Round)$$

**...where:**

IP	= Initial Price
IPA	= Initial Price Adder
IPM	= Initial Price Multiplier
BD %	= Base Discount %
Sold-To Disc %	= Discount % 1-9 in Customer Sold-To Master
Qty Adder	= Adder
Qty Disc	= Discount %

When you have finished, press F6 to save your changes and return to the selection screen.

---

## Establishing Customer/Product Pricing

This pricing method allows you to start with a special price and manipulate it with a discount percent and an allowance to arrive at the selling price. In addition, this method tracks and displays sales activity for the customer and product combination and allows the inclusion of freight in the selling price.

Use the menu path below.

► *Pricing*

▼ *Work with Customer/Product Price [WWCPP]*

```

12/05/97   8:45:16   Work with Customer/Product Price   OPGCPSM   OPDCPSM
-----
Position to . . . Company .   ____ *
                  Sold-To .   _____ *   Ship-To .   _____ *
                  Product .   _____ *   Size . .   ____
Type options, press Enter.
  2=Change  5=Display
Opt  Co   Sold-To   Ship To   Product   Size Price
  2   IS1 REGCUST1   REGCUST2   PROD01
  _   IS1 REGCUST1   REGCUST2   PROD02

Bottom

F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys

```

Figure 10-14: Work with Customer/Product Price selection screen

To enter a new Customer/Product Price record or to access an existing record, complete the *Company*, *Sold-To*, *Product* and *Size* fields and press F6 to proceed to the next screen.

Use the selection screen to access existing Customer/Product Price records by typing 2 in the *Opt* field to make changes or 5 to access the record for display only.

To reposition the selection screen, make an entry in the *Position to* fields, and then press Enter.

## Customer Product Price Information

12/05/97		8:45:42		Work with Customer/Product Price		OPGCPSM	OPDCPSM
Company : IS1		Sold-To : REGCUST1		Ship-To : REGCUST2			
Product : PROD01		Size :					
Special Price		3.990000		Expiration Date . . .		19991231	
Discount % . .				Allowance . . . . .			
Cust Prod . .				Amt of Frt in Price . .			
				Msc Code . . . . .		* +	
Sales History Per Unit							
Date	# Units	Sales Price	Profit	Rm Cst			
Y/T/D	Units	Sales	Profit	Dt Last Prc Chg			
PREV YR				1997/07/29			
	Hold (Y,N)	N	Reason				
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys							

Figure 10-15: Work with Customer/Product Price screen

*Special Price* is a required field. Type the price at which this product should be sold to this customer.

### *Special Price, Discount %, Allowance*

In addition to *Special Price*, use *Discount %* and *Allowance* to arrive at a selling price. The entry you make in *Discount %* reduces the special price by the percentage you type. The value you type, in dollars, in the *Allowance* field reduces the special price by that amount.

### *Amt of Frt in Price*

If the established price includes freight, enter the amount in the *Amt of Frt in Price* field. You should also enter the freight miscellaneous charge code, established in the *Order Processing File Maint* option, to which the freight should be posted. When invoiced, only the selling price less freight is posted to sales, with the freight being posted to the miscellaneous charge code specified here.

### *Sales History Per Unit*

The *Sales History Per Unit* fields are for display only and provide information about the last five orders, month to date totals, year to date totals and previous year totals for all sales activity against this customer/product price.



Press F6 to save your entries.

## Establishing Product/Group Quote Pricing

Use this pricing method to establish quotes for individual customers or all customers. These quotes can be set up for individual products, groups of products, or a combination of products and groups. You can also use this method for establishing job-based pricing.

Product and product group quotes use the price you type in one of the nine *Price* fields in the Product file as the starting point for developing the quote price.

Use the menu path below.

► *Pricing*

▼ *Work with Product/Group Quotes [WWPGQ]*

12/05/97 8:46:57 Work with Product/Group Quotes OPGQTEM OPDQTEM

---

Position to . . . Company . \_\_\_\_ \* Sold-To . \_\_\_\_\_ \*  
 Quote No \_\_\_\_\_  
 Type options, press Enter.  
 2=Change

Opt	Company	Sold-To	Name	Quote No	Total to Date
2	IS1	REGCUST1	REGULATORY CUSTOMER	1	0
-	IS2		* ALL CUSTOMERS *	2	0

Bottom

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 10-16: Work with Product/Group Quotes selection screen

To enter a new quote or to maintain an existing quote, complete the *Company*, *Sold-To* and *Quote No* fields and press F6 to proceed to the next screen. You can establish quotes that are good for all customers by leaving the *Sold-To* field blank.

Type **2** in the *Opt* field and press Enter to select an existing Quote record. You can reposition the selection screen by the entries you make in the *Position to* fields.

#### *Total to Date*

The system displays the number of units invoiced against each quote in the *Total to Date* field.

## Product/Group Quote Information

12/05/97 8:47:25 Work with Product/Group Quotes		OPGQTEM	OPDQTEM
Company : IS1		Quote No : 1	
Sold-To : REGCUST1		Name . . : REGULATORY CUSTOMER	
-----			
Standard Information			
Status (A/I/O) . . . . .		A	
Salesperson . . . . .		1 ____ + / ____ +	
Price Field (1 - 9) . . . . .		1	
Contractor markup . . . . .		_____	
From Date . . . . .		19980101	
To Date . . . . .		19980630	
Job name/ location . . . . .		_____	
Job Size . . . . .		_____	
-----			
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys			

Figure 10-17: Work with Product/Group Quotes screen 1

*Status (A/I/O)*, *From Date* and *To Date* are required fields.

#### *Price Field (1 - 9)*

The entry you make in *Price Field (1 - 9)* refers to one of the nine *Price* fields in the Product record. The price retrieved is used as the starting point for developing the quote price.

#### *Contractor markup*

Type a percentage in the *Contractor markup* field to increase the price retrieved from the Product file or, with a negative entry, decrease the retrieved price.

*From Date, To Date, Price Date*

Type dates in the *From Date* and *To Date* fields to specify the period the quote is in effect. Regardless of the dates you enter, you can grant the quote price on specific orders by typing a date that falls within the date range on the second Order Processing Entry header screen in the *Price Date* field.

## Establishing Category Specific Quotes

2/13/98 11:01:46 Work with Product/Group Quotes OPGQTEM OPDQTEM		
Company .	IS1	Quote No 1
Sold-To	REGCUST1	Name . . REGULATORY CUSTOMER
Del (D)	Category + Description	Qty Discount %
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
-	_____	_____ .0000
TOTAL	_____	_____ .0000
Bottom		
F2=Function keys F3=Exit F4=Prompt F5=Indvl Products F24=More keys		

Figure 10-18: Work with Product/Group Quotes screen 2

Use this screen to establish quotes for groups of products. The value you type in the *Category* field must be a product sales category already set up in the *Materials Management Utilities* option in Infinium CA. When you enter an order that refers to this quote, the category you enter here must match the product sales category entered in the Product record to receive the quote price.

*Qty, Total*

Type the maximum quantity that can be ordered from each category in the *Qty* field. Once this quantity is reached, the quote price is no longer effective and the system searches for another pricing method for the customer and product you enter. As you make entries in the *Qty* fields, the total quantity for all categories is calculated and displays in the *Total* field.

*Discount %*

The system uses the value you type in *Discount %* to discount the price derived from the entries made on the previous screen.

If you are setting up a quote for product categories only, press F6 to exit and save your entries. In addition, you can establish quotes for both product groups and individual products, or for individual products exclusively. To access the Individual Products screen, press F5.

## Establishing Product Specific Quotes

2/13/98 11:04:21		Work with Product/Group Quotes		OPGQTEM	OPDQTEM
Company . IS1		Quote No 1			
Sold-To . REGCUST1		Name . . REGULATORY CUSTOMER			
Del Product + (D)	Size	Category +	Qty	Discount %	
■ PROD01			100.0000	10.0000	
- PROD01			200.0000	15.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
-				.0000	
TOTAL . . . . .			300.0000	Bottom	
F2=Function keys F3=Exit F4=Prompt F5=Product Groups F24=More keys					

Figure 10-19: Work with Product/Group Quotes screen 3

This screen has the same requirements as the previous screen, except that it is product specific instead of category specific. In this case, the *Product* and *Size* fields are required while the *Category* field is optional.

## Establishing Customer/Product Quote Pricing

Use this pricing method to establish quotes that are customer and product specific. This pricing method allows for the establishment of quantity price breaks.

You can make a quote customer specific or set it up so that all customers can receive the quote price. You also have the option of whether to limit the time the quote is in effect.

Use the menu path below.

► *Pricing*

▼ *Work with Customer/Product Quote [WWCPQ]*

12/05/97 8:48:59 Work with Customer/Product Quote OPGCPQM OPDCPQM

---

Position to . . . Company . \_\_\_\_ + Sold-To . \_\_\_\_ +  
 Product . \_\_\_\_ + Size . . \_\_\_\_  
 Quote . \_\_\_\_

Type options, press Enter.  
 2=Change 5=Display

Opt Co	Sold-To	Product	Size	Quote	Quote Description
2	IS1	REGCUST1		01	PROD01 quote
-	IS2	PROD02		02	PROD02 quote

Bottom

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 10-20: Work with Customer/Product Quote selection screen

To establish a new quote, complete the *Company*, *Sold-To*, *Product*, *Size* and *Quote* fields and press F6. To make the quote available to all customers, leave the *Sold-To* field blank.

You can select an existing quote by typing 2 in the *Opt* field to change the record or 5 to display the record without updating

Reposition the selection screen with the entries you type in the *Position to* fields. When you press Enter, the record closest to the values you typed in these fields displays first.

## Customer/Product Quote Information

12/05/97	8:49:28	Work with Customer/Product Quote		OPGCPQM	OPDCPQM
Company : IS1		Sold-To : REGCUST1		REGULATORY CUSTOMER SOLD-	
Product : PROD01		Size : 01		CHERRY PIE	
-----					
Description . . . . .		PROD01 quote			
From Date 19980101		To Date 19981231			
	Price	Beginning Range	Ending Range		
1	4.500000	1.0000	50.0000		
2	4.250000	51.0000	100.0000		
3	4.000000	101.0000	500.0000		
4	.000000	.0000	.0000		
5	.000000	.0000	.0000		
6	.000000	.0000	.0000		
7	.000000	.0000	.0000		
8	.000000	.0000	.0000		
9	.000000	.0000	.0000		
10	.000000	.0000	.0000		
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys					

Figure 10-21: Work with Customer/Product Quote screen

*Description* is a required field.

*From Date, To Date, Price Date*

Establish the period the quote is in effect with the entries you make in the *From Date* and *To Date* fields. Leave the dates set to all zeroes to create a quote that is not date specific. Regardless of the dates you type, you can grant the quote price on specific orders by typing a date that falls within this date range on the second Order Processing Entry header screen in the *Price Date* field.

*Price, Beginning Range, Ending Range*

Use the *Price*, *Beginning Range* and *Ending Range* fields to establish the prices for this customer and product combination. The system retrieves a price based on where the order quantity falls on this price schedule.

If you want the last quantity range to include all quantities over the quantity in the beginning range, type all nines in the *Ending Range* field.

When you have finished, press F6 to create the quote record and return to the Selection screen.



## Establishing Contract Pricing

Use this option to establish contracts that are product and customer specific. This pricing method establishes prices that are to be in effect for a specified time period and quantity.

Use the menu path below.

- *Pricing*
  - ▼ *Work with Contract Pricing [WWCP]*

### Creating a Contract

12/05/97		9:00:43		Work with Contract Pricing		OPGCNTM	OPDCNTM
Position to . . . Company . . . _____ *							
Contract . . . _____							
Sold-To . . . _____ *							
Product . . . _____ *							
Type options, press Enter.							
2=Change 5=Display							
Opt	Co	Contract	Sold-To	Product	Size		
2	IS1	001	REGCUST1	PROD01			
-	IS1	001	REGCUST1	PROD02			
							Bottom
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys							

Figure 10-22: Work with Contract Pricing selection screen

To create a contract, complete *Company*, *Contract*, *Sold-To*, *Product* and *Size* and press F6. Entries in all of these fields are required.

You cannot create a contract in Infinium OP if you have Infinium CRM installed and have defined the controls that allow contract pricing to be set in Infinium CRM only. You are prohibited from creating contracts in Infinium OP if:

- *Customer Relationship Management* is set to **S2K** on the System Information screen in *Work with Entity Controls* in Infinium CA, and
- *CRM Contract Management* is set to **Y** on the Order Processing Parameters screen in *Work with Entity Controls* in Infinium OP.

To access an existing contract, type **2** in the *Opt* field next to the desired Contract record to make changes or **5** to display the record without updating.

You can reposition the records that display with the entries you make in the *Position to* fields. When you press Enter, the record closest to the entries you make in these fields displays first.

## Contract Pricing

12/05/97 9:01:05 Work with Contract Pricing		OPGCNTM	OPDCNTM
Company . . . . .	IS1	INFINIUM SOFTWARE (INSTRUCTOR)	
Contract . . . . .	001		
Sold-To . . . . .	REGCUST1	REGULATORY CUSTOMER SOLD-	
Product . . . . .	PROD01		
	CHERRY PIE		
Start Date . . . . .	19980101		
End Date . . . . .	19980630		
Unit Price . . . . .	4.250000		
Contracted Qty . . . . .	1000.0000		
*** DATA BELOW IS UPDATED BY SYSTEM/ OR OVERRIDDEN HERE ***			
Order Qty . . . . .	.0000		
Shipped Qty . . . . .	.0000		
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys			

Figure 10-23: Work with Contract Pricing screen

When you display the contract, you can see the contract period and how much has been ordered and shipped against the contract.

*Start Date*, *End Date* and *Unit Price* are required fields.

*Start Date*, *End Date*, *Price Date*

Establish the date range that the contract is in effect with the entries you make in the *Start Date* and *End Date* fields. The order date is compared to these dates to determine whether to return the contract price. You can still

grant the contract price for orders outside this date range by overriding the default date in the *Price Date* field on the second order header screen with a date that falls within this range.

*Unit Price*

Your entry in the *Unit Price* field is the unit price of the product.

*Contracted Qty, Use Contract Amount*

Type the maximum quantity that can be ordered under this contract in the *Contracted Qty* field. Once this quantity is reached, subsequent orders return a message that the contracted quantity has been exceeded. However, you can still grant the contract price by typing Y in the *Use Contract Amount* field on the line item override screen in the *Work with Orders* option.

The system updates the fields at the bottom of the screen as orders are processed against the contract. If you are setting up a contract that has previous sales activity, you can type the current order and shipped quantities.

---

## Calculating the Product Selling Price

This option provides you with a tool for manipulating product cost to determine selling prices based on various gross margin percents. Starting with cost, you can specify up to eight gross margin percentages for the system to use in calculating selling prices. You also determine which of the nine cost types the system uses in the calculation.

Use the menu path below.

- *Order Processing Pricing*
  - ▼ *Calculate Product Selling Price [CPSP]*

## Calculating Selling Prices

12/05/97 9:03:20 Calculate Product Selling Price OPGSELC OPDSELC

---

Position to . . . Product . \_\_\_\_\_ Size . . . \_\_\_\_\_  
 Company . IS1 Warehouse ISW1 Cost Type C

Type options, press Enter.  
2=Change

Opt Product	Size Description
2 PROD01	CHERRY PIE
_ PROD02	APPLE PIE
_ PROD03	KITTY LITTER
_ PROD04	WHITE PAINT
_ PROD05	TOP SOIL
_ PROD06	WHITE MIX
_ PROD07	CHERRY COBBLER
_ PROD08	SOIL MIXTURE
_ PROD09	PIE PAN
_ PROD10	1 GALLON CAN

More...

---

F2=Function keys F3=Exit F4=Prompt F10=QuikAccess F18=Message line

Figure 10-24: Calculate Product Selling Price selection screen

Type the Product code in the *Product* and *Size* fields for which you want to calculate selling prices. The *Company* and *Warehouse* fields default from the Warehouse Validation file in Infinium CA based on your user ID. If you are authorized to do so, you can override these fields to retrieve cost from another company and/or location. You can also override the *Cost Type* field,

which defaults to the normal cost you set up in the *Cross Application Utilities* menu.

When these fields are complete, press Enter to continue to the next screen.

Select a product by typing 2 in the *Opt* field to the left of the desired product. To reposition the list of products the system displays, type a Product code in the *Position to* fields, and press Enter.

## Displaying Costs

12/05/97 9:04:15 Calculate Product Selling Price OPGSELC OPDSELC	
Product .	PROD01 Size . CHERRY PIE
Company .	IS1 Warehouse ISW1 Cost Type C Current Cost
Purchased, Manufactured or Kit . . M	
COSTS Raw Mtl	10.000000
Total Cost	10.000000 EA (SP = Cost / (1 - (GM/100)))
Gross Margin % .xx	Selling Price
65.00	28.571429
60.00	25.000000
55.00	22.222222
50.00	20.000000
45.00	18.181818
40.00	16.666667
35.00	15.384615
30.00	14.285714
F2=Function keys F3=Exit F10=QuickAccess F12=Cancel F18=Message line	

Figure 10-25: Calculate Product Selling Price screen

Costs that display are for all of the raw materials/resources in the formula/bill of materials used to make the product, or for purchased products, the costs in the Product record itself, and are summarized by cost code. The sum of all costs displays in *Total Cost* and is used as the basis for the selling price calculations.

### Gross Margin %

You can change the *Gross Margin %* values to reflect a margin up to 99.99%. When you press Enter, the system calculates prices based on the new percentages. Change the percentages as many times as you want.

When you have finished, press F12 to return to the selection screen to select another product or F3 to exit.

# Performing Mass Price Updates

Using these update options, establish or update the pricing in either the Product or the Initial Price file. These programs are generally used during the initial setup of the system, but you can use them whenever you need to.

## Product Mass Update

This option allows for the update of the nine *Price* fields in the Product record. Make the first entry in the *Price 1* field in the Product record and then specify here the increase or decrease in dollars or percentage to use to calculate the prices in the remaining eight *Price* fields.

Use the menu path below.

- ▶ *Order Processing Pricing*
- ▶ *Pricing Mass Update Maintenance*
- ▼ *Product Price Mass Maintenance [PPMM]*

12/05/97    9:05:00    Product Price Mass Maintenance    OPGPPC    OPDPPC			
Price Code	%	Or	Amount
2 . . . . .	.00		.000000
3 . . . . .	.00		.000000
4 . . . . .	.00		.000000
5 . . . . .	.00		.000000
6 . . . . .	.00		.000000
7 . . . . .	.00		.000000
8 . . . . .	.00		.000000
9 . . . . .	.00		.000000

F2=Function keys   F3=Exit   F5=Refresh   F6=Create   F24=More keys

Figure 10-26: Product Price Mass Maintenance screen

For each price code, make an entry in either the % or the *Amount* field. Whichever field you use, the price in the *Price 1* field in the Product record increases or decreases accordingly. To reduce the price, finish your entry by pressing Field - to create a negative entry.

On IBM terminal keyboards the Field - key is labeled this way and is usually positioned on the numeric keypad. If you are using another brand of terminal or a personal computer, use the - key on the numeric keypad.

## Mass Initial Price Update

Use this option to establish a new entry in the Initial Price file for each of your products. The system uses the cost from the Product Cost file, specified in the *Cost Type* field, as the basis for calculating the new price.

Use the menu path below.

- ▶ *Order Processing Pricing*
- ▶ *Pricing Mass Update Maintenance*
  - ▼ *Initial Price Mass Maintenance [IPMM]*



# Retrieving Costs

12/05/97    9:06:04    Initial Price Mass Maintenance    OPGIPC    OPDIPC

---

Cost Type . . . . . \_ +

Amount . . . . . \_\_\_\_\_,000000

-OR-

Percentage . . . . . \_\_\_\_\_.00

Company to base Costs                IS1 +

Warehouse to base Costs              ISWL +

---

F2=Function keys   F3=Exit   F4=Prompt   F5=Refresh   F24=More keys

Figure 10-27: Initial Price Mass Maintenance screen

Identify which cost to retrieve by typing the appropriate code in the *Cost Type* field.

*Amount, Percentage*

Increase the retrieved cost with the value you type in either the *Amount* or *Percentage* field.

## Notes

The chapter consists of the following topics:

Topic	Page
Overview of Multi-Level Promotions	11-2
Setting Up the Controls and Master Files for Multi-level Promotions	11-4
Processing Promotions through Infinium OP	11-7
Printing Cumulative Discounts	11-19
Creating and Processing Orders with Multi-Level Promotions	11-20
Processing Order Shipments with FOC Items	11-27
Processing Return Goods Authorization (RGA) with Multi-Level Promotions	11-30
Multi-Level Promotion and Discount Calculation Methods	11-33

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## Overview of Multi-Level Promotions

The purpose of multi-level promotional pricing is to establish various types of promotion methods by price and/or quantity discounts. By utilizing multi-level discounts and promotions, sales orders can be automatically updated from multiple promotional pricing methods.

**Caution:** When you set up the requirements needed to use promotions for a particular order, the discount methods for Large Order Discount and Trade Discount will become inactive even if a promotion is not applied to the order. All other pricing methods remain in effect.

Additionally, for any customer order transacted in a currency other the base currency, the order will function but multi-level discounts and promotions will not be allowed on the new order.

After completing this chapter you will be able to do the following:

- Set up the Entity and Order Type controls to support multi-level promotions
- Create and maintain orders with single- and multi-level promotions
- Process credit memos and return goods authorizations containing promotions

The following diagram provides an overview of multi-level promotion controls and processing types.

---

## Infinium OP Multi-Level Promotion Controls and Processing

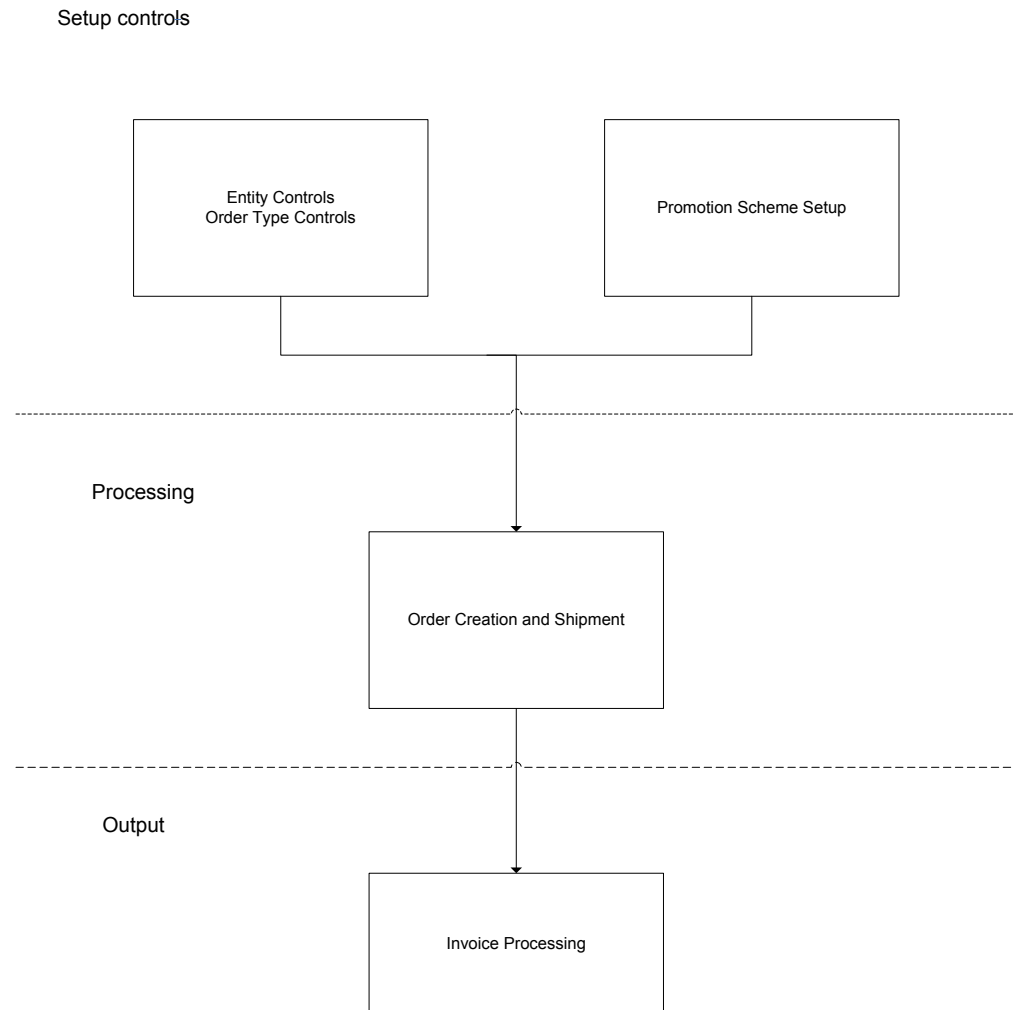


Figure 11-1: Infinium OP Multi-Level Promotion diagram

## Setting Up the Controls and Master Files for Multi-level Promotions

Through the entity and order type control files you create and maintain values that affect your entire Multi-Level Promotions and Discount process.

### Setting Up the Entity Controls

The entity controls define the promotion defaults used throughout the system.

Use the menu path below.

- *Order Processing*
- *Order Processing Control Files*
- ▼ *Work with Entity Controls [WWEC]*

5/05/00 16:07:24 Work with Entity Controls OPGCSYM OPDCSYM	
Description . . . . .	<u>2</u> P Entity_____
Default Back Order Flag . . . . .	N (Y=Yes, N=No)
Default Acknowledgement Flag . . . . .	N (Y=Yes, N=No)
Default Pick Ticket Flag . . . . .	N (Y=Yes, N=No)
Default Bill of Lading Flag . . . . .	N (Y=Yes, N=No)
Default Shipping Label Flag . . . . .	N (Y=Yes, N=No)
Default Packing List Flag . . . . .	N (Y=Yes, N=No)
P/O Number Required . . . . .	N (Y=Yes, N=No)
Invoice No same as Order No . . . . .	N (Y=Yes, N=No)
Default Initials . . . . .	N (Y=Yes, N=No)
Default Order Type . . . . .	BEG__ + Regular Order
Default Freight Terms . . . . .	_____ +
Default Payment Terms . . . . .	NET30 + Net 30
Default Ship Days Calculation . . . . .	____0
Price Variance Percentage . . . . .	_.0000
Promotion/Multi Level Discount. . . . .	Y (Y=Yes, N=No)
Protect Unit Price If Promotion Exist . . . . .	N (Y=Yes, N=No)
<hr/> 4-49 SA M% KS CL IN CH II MAL403 IE	

Figure 11-2: Work with Entity Controls selection screen

When you type 2 next to the Order Processing Entity Controls attribute, a screen similar to the one below is displayed.

5/05/00 16:07:24 Work with Entity Controls OPGCSYM OPDCSYM	
Description . . . . .	<u>DP</u> Entity
Default Back Order Flag . . . . .	N (Y=Yes, N=No)
Default Acknowledgement Flag . . . . .	N (Y=Yes, N=No)
Default Pick Ticket Flag . . . . .	N (Y=Yes, N=No)
Default Bill of Lading Flag . . . . .	N (Y=Yes, N=No)
Default Shipping Label Flag . . . . .	N (Y=Yes, N=No)
Default Packing List Flag . . . . .	N (Y=Yes, N=No)
P/O Number Required . . . . .	N (Y=Yes, N=No)
Invoice No same as Order No . . . . .	N (Y=Yes, N=No)
Default Initials . . . . .	N (Y=Yes, N=No)
Default Order Type . . . . .	BEG + Regular Order
Default Freight Terms . . . . .	+
Default Payment Terms . . . . .	NET30 + Net 30
Default Ship Days Calculation . . . . .	0
Price Variance Percentage . . . . .	.0000
Promotion/Multi Level Discount . . . . .	Y (Y=Yes, N=No)
Protect Unit Price If Promotion Exist . . . . .	N (Y=Yes, N=No)
<hr/> 4-49 <b>SP</b> H% <b>KS</b> CL IH CH II HHL403 IE	

Figure 11-3: Work with Entity Controls default screen

## Entering Entity Controls

### *Promotion/Multi Level Discount*

Type **Y** to enable the multi-level promotions during order entry processing.

In order to use promotions you must also type **Y** in the *Promotion/Multi Level Discount* field in the *Work with Order Type* function. Both controls are checked during order entry processing and if either is set to **N**, promotions will not be allowed.

### *Protect Unit Price If Promotion Exist*

The value in this field is set to **N** if the value in the *Promotion/Multi Level Discount* field is set to **N**. Type **Y** in this field to prevent the entry of a unit price on the Purchase Order detail screen if promotions are used.

## Setting Up the Order Type Controls

The order type promotion controls define the settings used for order types. These values override the promotion settings at the entity control level.

Use the menu path below.

- Order Processing
- Order Processing Control Files
  - ▼ Work with Order Types [WWOT].

Complete the information on the Work with Order Types prompt screen and press Enter. Proceed to the fifth Work with Order Types definition screen, similar to the one below.

1/16/01 10:43:36 Work with Order Types OPGCOTM OPDCOTM	
Order Type . . . . .	REG
Description . . . . .	Regular Order
MISCELLANEOUS	
Allow Negative Quantities . . . . .	N (Y=Yes, N=No)
Pre-payment Required . . . . .	N (Y=Yes, N=No)
Minimum Quantity Amount . . . . .	.0000
Maximum Quantity Amount . . . . .	.0000
Credit Memo . . . . .	N (Y=Yes, N=No)
Debit Memo . . . . .	N (Y=Yes, N=No)
No Charge Code . . . . .	_____ +
Sales G/L . . . . .	_____
Cost G/L . . . . .	_____
Promotion/Multi Level Discount. .	Y (Y=Yes, N=No)
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys	

Figure 11-4: Work with Order Types miscellaneous information screen

## Entering Order Type Controls

### *Promotion/Multi Level Discount*

If you set this field to **Y**, the system allows you to enter a promotion code when you create an order for this order type.

In the *Work With Entity Controls* function in Infinium OP, you must type **Y** in the *Promotion /Multi Level Discount* field to use promotions. If the entity control setting is **N**, you will not be able to use promotions even if you specify **Y** at the order type level.

If this field is set to **Y** at the entity control and order type control levels, the Large Order Discount and Trade Discount pricing methods will be inactive.



# Processing Promotions through Infinium OP

Use the *Work with Promotions* function to set up different promotion features and calculation methods for each promotion code.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing File Maint.*
- ▼ *Work with Promotions [WWP]*

Or

- ▶ *Order Processing Pricing*
- ▼ *Work with Promotions [WWP]*

```

5/05/00   16:08:17           Work With Promotion   OPGWNP   OPDWNP
-----
Position to . . . Company . . . . . [ ] +
                        Warehouse . . . . . [ ] +
                        Promotion Code . . . . . [ ] +

Type options, press Enter.
  2=Change  3=Copy  5=Display  6=Print

Opt Co Whse      Promotion Code Promotion Description      Promotion Type
Sold-To Customer Class  Product      Size Commodity Code
-   IS1          PROM6        Promotion 6                6
-   IS1          PROM66       Promotion 6                6
-   IS1   ISW1    PROM0001     Buy 1000 get 5 free       2
-   IS1   ISW1    PROM001     Promotion 01              2
-   IS1   ISW1    PROM001     testing promotion        6
-   IS1   ISW1    PROM01      Buy 1000 get 5 free       2
-   IS1   ISW1    PROM02      Compounded discounts      5
-   IS1   ISW1    PROM03      Line Discounts            1
                                     More...

F2=Function keys  F3=Exit  F4=Prompt  F5=Refresh  F24=More keys
-----
4-40  SA  HW  KS  CL IH CH II  HAL40S  IE

```

Figure 11-5: Work with Promotions selection screen

## Creating Promotions

If you are creating a new promotion, press F6. A screen similar to the one below is displayed.

5/05/00 16:09:04		Work With Promotion		OPGWMP	OPDWMP
-----					
Company . . . . .	_____ +				
Warehouse . . . . .	_____ +				
Promotion Code . . . . .	_____ +	-----			
Sold-To Customer . . . . .	_____ +				
-OR-					
Customer Class . . . . .	_____ +				
Product and Size . . . . .	_____ +				
-OR-					
Commodity Code . . . . .	_____ +	Start Date . . . . .	-----		
		End Date . . . . .	-----		
Promotion Type . . . . .	---	(1 : Level 1, 2, 3, 4, 5 Discount % 2 : Trade Offer - FOC Item 3 : Trade Offer - Value 4 : Special Price 5 : Multi Level Total Order Discount 6 : Cumulative Discount)			
-----					
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F12=Cancel					
-----					
4-26	SA	HW	KS	CL IH CM II	HAL40S IE

Figure 11-6: Work with Promotions screen

This screen is used to create multi-level discounts for specific items or customers, as well as for entire orders. You can also use this screen to copy a promotion from an existing one.

*Company, Promotion Code, Promotion Type, Start Date and End Date* are required fields.

### Entering Promotion Information

#### *Warehouse*

Type a valid warehouse code in this field. Leave this field blank to have the promotion information default for all warehouses.

If you are creating a promotion that uses FOC items and you specify a warehouse, the FOC items will be taken only from that warehouse, even if you store similar items elsewhere. This can be useful if you want to restrict the FOC items to a particular warehouse in an attempt to deplete unwanted inventory of that item at that warehouse.

### *Sold-to Customer*

Type a valid customer code in this field. Leave this field blank to have the promotion information default for all customers.

### *Customer Class*

Type a valid customer class code in this field. Leave this field blank if you want the promotion information to apply to all customers, not just a specific class.

You can enter a value for the *Sold-to Customer* field or *Customer Class* field. You cannot type a value in both fields.

### *Product*

Type a valid product code in this field. Leave this field blank if you want the information to apply to all products. Also leave this field blank if you plan to use a promotion of type 5 or 6, which are applied to the order total, regardless of the products in the order.

### *Commodity Code*

Type a valid commodity code in this field. Leave this field blank if you want the information to apply to all products. Also leave this field blank if you plan to use a promotion of type 5 or 6, which are applied to the order total, regardless of the products in the order.

You can enter a value for either the *Product* field or the *Commodity Code* field. You cannot type a value in both fields.

### *Promotion Type*

Specify a valid promotion type in this field.

- |   |  |
|---|--|
| 1 | Level 1, Level 2, Level 3, Level 4, Level 5 Discount % |
| 2 | Trade Offer – FOC Items                                |
| 3 | Trade Offer – Value                                    |
| 4 | Special Price  |
| 5 | Multi Level Total Order Discount                       |
| 6 | Cumulative Discount                                    |

## Maintaining Promotions

On the Work with Promotions selection screen, you can select from a list of existing promotions.

To reposition the list of promotions based on your selections, complete the *Position to* fields and press Enter.

You can type 3 in the *Opt* field to copy the information of an existing promotion into another one or type 6 in the *Opt* field to print a list of promotion details.

Type 5 to display the promotion record without updating. Type 2 in the *Opt* field to change the promotion.

There are six different promotions and discounts you can apply to an order. Each discount is detailed in the screens below.

### Defining Discount % Information

If you type 2 in the *Opt* field next to a promotion of type 1 and then press Enter, a screen similar to the one below is displayed.

5/05/00 16:10:23		Work With Promotion		OPGWMP	OPDWMP
ADD					
Company . . . . .	IS1	INFINIUM SOFTWARE			
Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE			
Promotion Code . . . .	PROM100	Promotion Type 1			
Sold-To Customer . . .	REGCUST1	Regular customer			
Customer Class . . . .					
Product and Size . . .	COMPUTERS	BOX			
Commodity Code . . . .					
Start Date . . . . .	1/01/2000				
End Date . . . . .	12/31/2000				
Promotion Type . . . .	1	Level 1, 2, 3, 4, 5 Discount %			
Discount Basis . . . .	0	0=Gross, 1=Compounded			
Level 1 Discount % . .	2.50	G/L Acc	001-001-000-1001		+
Level 2 Discount % . .		G/L Acc			+
Level 3 Discount % . .		G/L Acc			+
Level 4 Discount % . .		G/L Acc			+
Level 5 Discount % . .		G/L Acc			+
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys					
17-26 SA HW KS CL IH CM II HAL403 IE					

Figure 11-7: Work with Promotions discount percent screen

The *Sold-to Customer*, *Customer Class*, *Product* and *Commodity Code* fields are optional. The *Level 1 Discount %* field is required.

### *End Date*

Type the date that the promotion expires. This date is checked during order modification and order entry. The system compares the expiration date to the order date.

The expiration date is inclusive. Therefore if the order date is 073101 and the expiration date is 073101, the promotion is valid.

### *Discount Basis*

Use this field to determine the discount calculation method that will be used for the order if the promotion applies.

- |          |   |
|----------|---|
| <b>0</b> | Gross – each level discount is applied to the original item price and the sum of all level discounts is subtracted from the order total.                                    |
| <b>1</b> | Compounded – each level discount is applied to the item price after the previous level discount is taken and the sum of these discounts is subtracted from the order total. |

For additional information on how each discount is calculated, refer to the “Multi-Level Promotion and Discount Calculation Methods” section.

### *Level 1 Discount %, Level 2 Discount %, Level 3 Discount %, Level 4 Discount %, Level 5 Discount %*

The system uses the percentages you type in these fields to calculate the discount on the unit price you enter on the Sales Order detail screen.

You must enter the discount percentages in sequential order. For example, if you type a value in the *Level 3 Discount %* field, there must be values in the *Level 2 Discount %* field and *Level 1 Discount %* fields.

### *G/L Acc*

The *G/L Acc* field refers to the account record in Infinium GL. If you type a value in the discount % fields, you must type an account number in this field that is associated with the discount.

## Defining Trade Offer – FOC Items Information

On the Work with Promotions selection screen, if you type 2 in the *Opt* field next to a promotion of type 2 and then press Enter, a screen similar to the one below is displayed.

---

5/05/00 16:11:01		Work With Promotion		OPGWNP	OPDWNP
ADD					
Company . . . . .	IS1	INFINIUM SOFTWARE			
Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE			
Promotion Code . . . .	PROM200	Promotion Type 2			
Sold-To Customer . . .	REGCUST1	Regular customer			
Customer Class . . . .					
Product and Size . . .	COMPUTERS	BOX			
Commodity Code . . . .					
Start Date . . . . .	1/01/2000				
End Date . . . . .	12/31/2000				
Promotion Type . . . .	2	Trade Offer - FOC Items			
G/L Acc . . . . .	001-001-000-1001			+	
FOC % (Same Product) .	3.00				
Minimum Pur Qty	FOC Qty	FOC Product	Size		
█				+	
				+	
More . . .					
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys					
19-2 SA HW KS CL IH CM II HAL40S IE					

Figure 11-8: Work with promotions FOC items screen

The *G/L Acc* field is required.

#### *FOC % (Same Product)*

The system uses the percentage you type in this field to calculate the free-of-charge quantity for the product you enter on the Purchase Order detail screen.

The system calculates the free-of-charge item quantity by multiplying the quantity of the product entered on the Sales Order detail screen by the percent you enter in this field.

If you type a value in this field, you should not type a value in the following fields:

- *Minimum Pur Qty*
- *FOC Qty*
- *FOC Product*
- *Size*

#### *Minimum Pur Qty, FOC Qty, FOC Product, Size*

The *Minimum Pur Qty* field is used to indicate the smallest amount a customer can order to receive the free-of-charge item.

The values in the *FOC Qty*, *FOC Product* and *Size* fields determine the free-of-charge quantity and product. You must enter additional records to set up multiple quantity discounts. You use *FOC Product* and *Size* if the free product differs from the ordered product.

## Defining Trade Offer - Value Information

On the Work with Promotions selection screen, if you type 2 in the *Opt* field next to a promotion of type 3 and then press Enter, a screen similar to the one below is displayed.

5/05/00 16:11:40		Work With Promotion		OPGWMP	OPDWMP
ADD					
Company . . . . .	IS1	INFINIUM SOFTWARE			
Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE			
Promotion Code . . . . .	PROM300	Promotion Type 3			
Sold-To Customer . . . . .	REGCUST1	Regular customer			
Customer Class . . . . .					
Product and Size . . . . .	COMPUTERS	BOX			
Commodity Code . . . . .					
Start Date . . . . .	1/01/2000				
End Date . . . . .	12/31/2000				
Promotion Type . . . . .	3	Trade Offer - Value			
G/L Acc . . . . .	001-001-000-1001 +				
Minimum Pur Qty	FOC Qty				
1000.0000	10.0000				
More...					
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys					
19-2	SA	H*	KS	CL IH CM II	HHL40S IE

Figure 11-9: Work with Promotions value information screen

The *G/L Acc* field is required.

### *Minimum Pur Qty, FOC Qty*

The *Minimum Pur Qty* field is used to indicate the smallest amount a customer must order to have the unit price of the item recalculated. When you enter an order on the Sales Order detail screen, the system calculates the amount by adding the value in the *FOC Qty* field to the order quantity.

The system calculates the net price by dividing the order detail amount by the sum of the order quantity and free-of charge-quantity. You must enter additional records for multiple quantity discounts.

## Defining Special Price Information

On the Work with Promotions selection screen, if you type 2 in the *Opt* field next to a promotion of type 4 and then press Enter, a screen similar to the one below is displayed.

5/05/00 16:12:28		Work With Promotion		OPGWNP	OPDWNP
ADD					
Company . . . . .	IS1	INFINIUM SOFTWARE			
Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE			
Promotion Code . . . .	PROM400	Promotion Type 4			
Sold-To Customer . . .	REGCUST1	Regular customer			
Customer Class . . . .					
Product and Size . . .	COMPUTERS	BOX			
Commodity Code . . . .					
Start Date . . . . .	1/01/2000				
End Date . . . . .	12/31/2000				
Promotion Type . . . .	4	Special Price			
Override Price . . . .	150.000000				
G/L Acc . . . . .	001-001-000-1001				+
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys					
15-26 SA HW KS CL IH CM II HAL40S IE					

Figure 11-10: Work with Promotions special price information screen

The *Override Price* and *G/L Acc* fields are required.

The value in the *Override Price* field is used to override the unit price on the Sales Order detail screen, if the promotion applies.

You must enter a value in the *Product* field to associate a promotion to a particular product.

## Defining Multi Level Total Order Discount Information

On the Work with Promotions selection screen, if you type 2 in the *Opt* field next to a promotion of type 5 and then press Enter, a screen similar to the one below is displayed.



5/05/00 16:13:12		Work With Promotion		OPGWNP	OPDWNP
ADD					
Company . . . . .	IS1	INFINIUM SOFTWARE			
Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE			
Promotion Code . . . .	PROM500	Promotion Type 5			
Sold-To Customer . . .	REGCUST1	Regular customer			
Customer Class . . . .					
Start Date . . . . . 1/01/2000					
End Date . . . . . 12/31/2000					
Promotion Type . . . .	5	Multi Level Total Order Discount			
Discount Basis . . . .	0	0=Gross, 1=Compounded			
Level 1 Discount % . .	2.50	G/L Acc	001-001-000-1000	+	
Level 2 Discount % . .	1.50	G/L Acc	001-001-000-1001	+	
Level 3 Discount % . .		G/L Acc		+	
Level 4 Discount % . .		G/L Acc		+	
Level 5 Discount % . .		G/L Acc		+	
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys					
10-26 SA HW KS CL IH CM II HAL40S IE					

Figure 11-11: Work with Promotions total order discount screen

When you create a promotion of type **5**, you must not enter any values in the *Product* or *Commodity Code* fields on the Work with Promotions screen.

This promotion is applied at the order total level. The type **5** promotion is similar to the type **1** promotion, except this discount calculation is based on the order total amount, regardless of the products on the order.

## Defining Cumulative Discount Information

On the Work with Promotions selection screen, if you type **2** in the *Opt* field next to a promotion of type **6** and then press Enter, a screen similar to the one below is displayed.

5/05/00 16:14:11		Work With Promotion		OPGWNP	OPDWNP
ADD					
Company . . . . .	IS1	INFINIUM SOFTWARE			
Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE			
Promotion Code . . . . .	PROM600	Promotion Type 6			
Sold-To Customer . . . . .	REGCUST1	Regular customer			
Customer Class . . . . .					
Start Date . . . . . 1/01/2000					
End Date . . . . . 12/31/2000					
Promotion Type . . . . . 6 Cumulative Discount					
G/L Acc . . . . . 001-001-000-1001 +					
Min Cum Amt	FOC Qty	FOC Product	Size -OR-	Amount	
10000.0000			+	200.00	
25000.0000			+	450.00	
			+	More...	
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys					
20-2 SA HW KS CL IH CM II HAL40S IE					

Figure 11-12: Work with Promotions cumulative discount screen

The *G/L Acc* field is required.

In order to use this type of promotion, do not enter any values in the *Product* or *Commodity Code* fields on the Work with Promotions screen.

This promotion is not applied at the order entry level. Use this promotion at the month or quarter end to accumulate each customer's invoices from a specific range and to list by customer entitlements that meet the promotion criteria.

*Min Cum Amt, FOC Qty, FOC Product, Size, Amount*

The *Min Cum Amt* field is used to indicate the smallest amount a customer must order to receive the free-of-charge item. Use the *FOC Qty*, *FOC Product* and *Size* fields to specify the information about the free-of-charge item used in the promotion.

For a rebate, use the *Amount* field. You must enter more than one record for different cumulative ordered amount criteria.

## Confirming a Promotion Change

If you modify an existing promotion and then press F6 to save the changes, the system displays a prompt window where you can indicate whether the effects of the change apply to the open orders.

5/08/00 15:41:17		Work With Promotion		OPGWMP	OPDWMP
				UPDATE	
Company . . . . .	IS1	INFINIUM SOFTWARE			
Warehouse . . . . .	ISW1	INFINIUM WAREHOUSE			
Promotion Code . . . . .	PROM11	Promotion 1A			
Sold-To Cust					
Customer Cla					
Product and					
Commodity Co					
Start Date					
End Date .					
Promotion Ty					
Discount Bas					
Level 1 Disc					
Level 2 Disc					
Level 3 Disc					
Level 4 Disc					
Level 5 Disc					
		Promotion Code . . . . . : PROM11			
		Update to Open Orders . . . . . Y (Y=Yes, N=No)			
		A report will be generated to show the effect of changes			
		F12=Cancel F10=QuickAccess			
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys					
14-40 SA HW KS CL IH CH II HAL40S IE					

Figure 11-13: Work with Promotions confirmation screen

### Update to Open Orders

If you type Y in this field, the discounts are recalculated for any open orders with this promotion.

A report is generated to show the changes made to the affected open orders. If you do not want the changes to take effect immediately on open orders, you can recalculate the discount again when you modify the orders in the *Order Processing Modification* function.

## Deleting Existing Promotions

While in the change mode, you can press F22 from any of the Promotion screens to delete an existing promotion. A message is displayed on the bottom of the screen indicating that the promotion is selected for deletion. Press F22 again to delete the promotion.

**Caution:** Except for cumulative discount promotions (type 6), you must not delete any existing promotion that has orders associated with it.

## Printing Cumulative Discounts

You can generate a report showing the cumulative discount information for customers. You should generate this report at the end of a quarter or fiscal period to calculate the FOC items or rebate amounts the customer is entitled to according to their cumulative order totals.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Reports*
- ▼ *Print Cumulative Discount [PCDR]*

2/12/01		12:01:02		Print Cumulative Discount		OPGCDR		OPDCDR	
Promotion Code From . . . . . _____ + To . . . . . _____ +									
Sold-To Customer From . . . . . _____ + To . . . . . _____ +									
Start Date . . . . . <u>20000101</u> End Date . . . . . <u>20001231</u>									
Summary / Detail. . . . <u>1</u> (0=Summary, 1=Detail, 2=Both)									
F2=Function keys F3=Exit F4=Prompt F8=Submit F24=More keys									

Figure 11-14: Print Cumulative Discount screen

On the Print Cumulative Discount screen you can determine the information needed to print the cumulative order totals for customers. Use the fields on the screen to narrow the amount of information that is printed.

For instance, specifying values in the *Sold-To Customer* fields will determine the range of customer for which information will print. The *Start Date* and *End Date* fields are used similarly to narrow the time for which cumulative orders are totaled.

## Creating and Processing Orders with Multi-Level Promotions

Before you can enter orders with promotions, you must set the *Promotion/Multi Level Discount* field to **Y** in the *Work with Entity Controls* and *Work with order types* functions.

If you copy an order, any promotions that are attached to the order are not copied.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Order Processing Entry [OPE]*

5/05/00	17:02:13	Order Processing Entry	OPG100	OPD100
				ADD
Company . . . . .	IS1	+		
Warehouse . . . . .		+		
Order Number . . . . .				
Sold-To . . . . .		+		
Ship-To . . . . .		+		
F2=Function keys F3=Exit F4=Prompt F7=Copy Orders F24=More keys				
8-40	SA	HW	KS	CL IH CM II HHL40S IE

Figure 11-15: Order Processing Entry prompt screen

The system displays this screen when you select the *Order Processing Entry* function. This section emphasizes the promotion features only and does not include information on how to create orders without promotions.

## Completing the Order Header Screen

The system displays the following screen when you press Enter on the Order Processing Entry prompt screen.

5/05/00 17:12:32		Order Processing Entry		OPG100	OPD100
Company . . .	IS1	INFINIUM SOFTWARE			ADD
Order No. . .	000000164	Sold-To . . .	REGCUST1	Regular customer	
B0 . . . . .	00	Bill-To . . .	REGCUST1	Regular customer	
		Ship-To . . .		Regular customer	
Action Code . . . . .		Promotion Code . . .		+	
Initials . . . . .					
Order Type . . . . .		BEG	+ Regular Order		
Order Date . . . . .		5052000			
Requested Delivery Date . . . . .					
Scheduled Ship Date . . . . .		5052000			
P.O. Number . . . . .					
From Warehouse . . . . .		ISW1	+ INFINIUM WAREHOUSE		
Ship Via . . . . .			+		
F O B . . . . .			+		
Pro Number . . . . .					
-----					
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys					
-----					
7-40 SA HW KS CL IH CH II HAL40S IE					

Figure 11-16: Order Processing Entry - Order header screen

### Promotion Code

Enter a valid code to be used as the default promotion code on the order detail screen. If this field is displayed, you will not be allowed to apply Large Order Discount or Trade Discount pricing methods to this order.

This field is not displayed if the transaction currency of this order is different from the base currency or if the *Promotion/Multi Level Discount* fields at the entity and order levels are not set to Y.

## Completing the Order Detail Screen

The system displays the following screen when you press Enter from the Order Processing Entry header screen or F9 from the Order Processing Entry prompt screen. If you have not set up for promotions, the *Promotion* field does not display.

[illegible]

Figure 11-17: Order Processing Entry - Order detail screen

To view the Promotion Code entry, press F11. A screen similar to the one below is displayed.

5/05/00 17:30:42		Order Processing Entry				OPG101	OPD101
Co : IS1 Ord No. : 000000164		Sold-To : REGCUST1					
Whse : ISW1 BO : 00		Ship-To :		Regular customer			
To Delete a line item, blank Product/Size/Qty fields							
Product + Promotion +	Size	Order Qty	Ord UM +	Unit Price Prc UM	Extended Price	Price	Act Cde
█				.0000			--
-----			PO Req Q Batch	-----		per	
-----				.0000			--
-----			PO Req Q Batch	-----		per	
-----				.0000			--
-----			PO Req Q Batch	-----		per	
-----				.0000			--
-----			PO Req Q Batch	-----		per	
-----				.0000			--
-----			PO Req Q Batch	-----		per	
More...							
Items . :		Tax . :		.00		Total . :	
F2=Function keys F4=Prompt F5=Non Inv F6=Total Scrn F24=More keys							
9-2 SA HW KS CL IH CH II HHL403 IE							

Figure 11-18: Order Processing Entry – promotion code detail screen



## Viewing the Promotion Code

### Promotion

Type a promotion code if the order line item is subject to a promotion discount.

If you are using a promotion that uses FOC items and there is insufficient inventory to fill the FOC quantity, you can bypass the warning message but the acknowledgement generated shows that the order was taken with a FOC promotion. Also, if the item and associated FOC promotion are not shipped with the initial shipment, the FOC promotion would need to be added to the backorder. To prevent this, where possible create separate orders for items with FOC type 2 promotions.

Press F9 from the Order Processing Entry Order detail screen to display the promotion details.

5/08/00 09:58:37		Order Processing Modification		OPG101	OPD101
Co	: MLSTD	Ord No. :	000001061	Sold-To :	ABC Company
Whse	: STD1	BO	: 00	Ship-To :	
Promotion Type	Net Price	FOC Qty	Disc Amt	Str Idx 1	Str Idx 2
FOC Product				Str Idx 3	+
PROM11	1	97.0000	3000.00		97000.00
PROM001	2	.0000	.00		.00
COMPUTERS	BOX	5.0000	.00		.00
		.0000	.00		.00
		.0000	.00		.00
		.0000	.00		.00
					More...
Items	: 2	Total	: 3000.00		97000.00
F2=Function keys F4=Prompt F6=Create F10=QuickAccess F12=Cancel					
10-44 SA HW KS CL IH CH II HHL40S IE					

Figure 11-19: Order Processing Modification Promotion detail screen

## Viewing the Promotion Details

### Str Idx 1, Str Idx 2, Str Idx 3 (Storage Index)

The system automatically allocates inventory from the blank *Storage Index* field for the free-of-charge item. You can reallocate from another warehouse location using this screen.

You can ignore these fields if there is no free-of-charge item promotion for the order line.

### *Promotion, Type*

These fields indicate the promotion code and the type of promotion that applies to the order line.

### *Net Price*

This field indicates the net unit price after the promotion discount is calculated.

### *Disc Amt*

This field indicates the discount amount for the order line.

### *Net Ext Price*

This field indicates the net detail amount after the promotion discount.

### *FOC Product, FOC Qty*

These fields indicate the free-of-charge item and quantity for the promotion that applies to the order line.

5/08/00 10:09:28 Order Processing Modification		OPG101	OPD101
-----			
Multi Level Total Order Discount			
Co . . . IS1	Ord No. : 000000164	Sold-To : REGCUST1	
Whse : ISW1	B0 . . . 00	Ship-To :	Regular customer
Promotion Code . . . . . <input type="checkbox"/> +			
Discount Basis. . . . . 0=Gross, 1=Compounded			
Total Detail Amount . . . . .		210000.00	
Total Trade / Promotion Discount. :		3000.00	
Level 1 Discount % . . . . .		.00	.0000 %
Level 2 Discount % . . . . .		.00	.0000 %
Level 3 Discount % . . . . .		.00	.0000 %
Level 4 Discount % . . . . .		.00	.0000 %
Level 5 Discount % . . . . .		.00	.0000 %
Total Order Amount . . . . .		207000.00	
-----			
F2=Function keys F4=Prompt F6=Create F10=QuickAccess F24=More keys			
-----			
T-40 SA HW KS CL IH CH II HHL40S IE			
-----			

Figure 11-20: Order Processing Modification Multi-Level Total Order Discount screen

## Viewing the Multi-Level Total Order Discount Information

The system displays this screen when you press F8 from Order Processing Entry Order detail screen.

### *Promotion Code*

Enter a promotion code that was defined as type 5 to enter a discount on the order total amount. After entering the promotion code, press Enter to determine the discount result. Press F22 if you want to remove the promotion code from this order.

### *Level 1 Discount %, Level 2 Discount %, Level 3 Discount %, Level 4 Discount %, Level 5 Discount %*

These fields indicate the discount amount and percentage at each level. The discount amounts are calculated by subtracting the Total Trade/Promotion Discount from the Total Detail Amount.

### *Total Order Amount*

This field indicates the net order amount after subtracting the discounts.

Press F12 to return to Order Processing Entry Order detail screen.

## Viewing the Order Total Information

The system displays the following screen when you press F6 from Order Processing Entry Order detail screen.

5/08/00 10:19:11		Order Processing Modification		OPG101	OPD101
Order Totals					
Co . . .	IS1	Ord No. . .	000000164	Sold-To : REGCUST1	
Whse : ISW1	80	. . .	00	Ship-To :	Regular customer
Total Detail Amount . . . . .				210000.00	
Total Trade / Promotion Discount. . .				3000.00	
Total Taxable Amount . . . . .				207000.00	
Miscellaneous Amount . . . . .				.00	
Miscellaneous Tax . . . . .				.00	
Total Sales Tax . . . . .				.00	
Multi Level Total Discount. . . . .				6168.60	
Total Order Amount . . . . .				200831.40	
Total EACH . . . . .				.0000	
P.O. Number . . . . .	█				
Print Acknowledgement . . . . .	N (Y=Yes, N=No)				
Print Pick Ticket . . . . .	N (Y=Yes, N=No)				
F2=Function keys F4=Prompt F5=Detl Credit F6=Create F24=More keys					
17-40	SA	H4	KS	CL IH CH II	HAL40S IE

Figure 11-21: Order Processing Modification Order Totals screen

The value in the *Total Trade/Promotion Discount* field indicates the promotional discount amount for the order detail line. The value in the *Multi Level Total Discount* field indicates the discount amount for the order total.

## Processing Order Shipments with FOC Items

The system allows you to generate order pick tickets and ship orders in Infinium Order Processing with free-of-charge [FOC] items using multi-level promotions.

### Pick Tickets Printing Information

You use this function to print pick tickets not printed in the *Order Processing Entry* function.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *Print Pick Tickets [PPT]*

10:46:30	Print Pick Tickets	OPGPKS	OPDPKS
-----			
Print Single Orders			
Company . . . . .	IS1 +		
Warehouse . . . . .	ISW1 +		
Order Number . . . . .	_____ +		
BO Number . . . . .	00		
Print Multiple Orders			
Company . . . . .	_____ +		
Warehouse . . . . .	_____ +		
Print Promotion FOC Item . . . . .	N (Y=Yes, N=No)		
All available orders . . . . .	N (Y=Yes, N=No)		
-----			
F2=Function keys F3=Exit F4=Prompt F5=Mass Sel F24=More keys			
-----			
9-40	SA	HW	KS CL IH CH II HHL40S IE
-----			

Figure 11-22: Print Pick Tickets screen

*Print Promotion FOC Item*

Type **Y** to print pick tickets with free-of-charge items allocated during order entry. You will receive two pick tickets. One is for the regular items and the other is for the FOC items. When you use the *Reprint Pick Tickets* function, the FOC items always print.

## Processing Shipments

Use the menu path below.

- *Order Processing*
- *Work with Orders*
- ▼ *Work with Shipping [WWSHP]*

10:02:56		Work with Shipping		OPG101S	OPD101S
Co . . :	<u>IS1</u>	Ord No. :	000000154	Sold-To :	ACME MFG
Whse :	<u>ISW1</u>	BO . . :	00	Ship-To :	Acme Manufacturing,
Product	Size	<u>O R D E R E D</u>	<u>S H I P P E D</u>		
FOC Product		Quantity UM	Quantity UM	B/O Act	
A NEW PRODUCT	EA	FOC Qty	BO Quantity UM	Y/N Cde	
		1.0000	1.0000	Y	
					Bottom
Line Items . . . . . : 1					
F2=Function keys F6=Create F7=Msc Charges F24=More keys					
All FOC items will be shipped with regular item shipment.					

Figure 11-23: Work with Shipping detail screen

## Shipping Orders

*Product*

Displays the product you are shipping.

*FOC Product*

Displays the FOC product associated with the product listed above.

*Ordered Quantity*

Displays the quantity of the purchased product that was ordered.

*Ordered FOC Qty*

Displays the quantity of the FOC promotion item that is expected to be shipped as part of the promotion. This quantity will be automatically reduced from both committed to sale and on-hand inventory when you exit by pressing F6. The product journal will indicate a FOC promotional item by **## PROM** in the *ADJ TY* field.

*Shipped Quantity*

Type the quantity of the purchased product that you shipped.

*Shipped BO Quantity*

Displays the quantity of the purchased product that was backordered due to insufficient inventory. To view this quantity, press F11. This value is not associated with the FOC product. This value indicates how much of the purchased product was placed on backorder. Promotions are not carried over to backorders.

## Printing Final Invoices with Promotions

The following information is added to the invoice when promotions exist.

*Trade Discount / Promotional Discount*

The value in this field indicates the discount amount that applies to the order detail lines.

*Multi Level Total Order Discount*

The value in this field indicates the discount amount that applies to order total level.

---

## Processing Return Goods Authorization (RGA) with Multi-Level Promotions

The system allows you to process RGA's for orders containing promotions.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Return Goods*
- ▼ *Create Return Goods Auth [CRGA]*

Proceed to the Create Return Goods Auth selection screen similar to the one below.

13/11/00		10:55:41		Create Return Goods Auth		OPG110		OPD110	
Company . . . : IS1 Sold-To . . . : REGCUST1      Bill-To . . . : REGCUST1 Name . . . : REGULATORY CUSTOMER SOLD-TO Trans Currency: United States Dollar Print RGA? . . N (Y=Yes, N=No)									
Product	Size	Shipped Qty	Shp UM	Return Qty	Unit Prc	Rtn UM	R A	Rtn	
PROD-A		10.00			10.0000		N	N	*
					12.600000				
Bottom									
F2=Function keys   F3=Exit   F4=Prompt   F6=Create   F24=More keys Warning! Full return only allowed if promotion exists.									

Figure 11-24: Create Return Goods Auth header screen

The calculation of the unit price is based on the net amount after the deduction of the promotion discount. A warning message is displayed at the bottom of the screen stating that the selected order has a promotion included on it.



# Processing Credit Memos

The system allows you to process credit memos for orders containing promotions.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Return Goods*
- ▼ *Create Credit Memo/Inv Adjustmnt [CCMIA]*

13/11/00    11:10:23    Create Credit Memo/Inv Adjustmnt    OPG111    OPD111

Position to . . . Company    Warehouse    RGA No 000000000

Type options, press Enter.  
2=Change 5=Display

Opt	Co	Whse	RGA	Sold-To	Name
-	IS1	ISW1	000000001	REGCUST1	REGULATORY CUSTOMER SOLD-TO
-	IS1	ISW1	000000015	REGCUST1	REGULATORY CUSTOMER SOLD-TO
-	IS1	ISW1	000000016	REGCUST1	REGULATORY CUSTOMER SOLD-TO
-	IS1	ISW1	000000021	REGCUST1	REGULATORY CUSTOMER SOLD-TO

Bottom

F2=Function keys    F3=Exit    F5=By Customer    F10=QuikAccess    F18=Message line

Figure 11-25: Create Credit Memo/Inv Adjustmnt selection screen

Type 5 in the *Opt* field to display the credit memo. You can press F5 to list the credit memos by customer.

Type 2 in the *Opt* field to make changes to a credit memo.

```

13/11/00   11:15:43   Create Credit Memo/Inv Adjustmnt   OPG111   OPD111
-----
Company . . . :   IS1
Sold-To . . . : REGCUST1           Bill-To . . . :   REGCUST1
Name . . . . : REGULATORY CUSTOMER
RGA No . . . . : 000000021         Warehouse . . :   ISW1

Print RGA? . . N (Y=Yes, N=No)
Product      Size  Shipped Qty  Shp UM      Unit  Prc      UM      Rtn  R  A  Rtn
PROD-A                               100.0000      100.0000      N  N  DAMGE
Warning! Full return only allowed if promotion exists.

Bottom
F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys

```

Figure 11-26: Create Credit Memo/Inv Adjustmnt detail screen

When you create credit memos for orders that are set up for promotions, the system protects the *Return Qty* field from entry and allows only full shipment quantity returns except for type 5 promotions.

For promotion types 1, 3 and 4, the *Unit Price* field displays the net price after the deduction of the promotion discount.

If the RGA is for an order which contains only a type 5 promotion, the return quantity restriction does not apply. The total order discount amount does not display in RGA.

## Displaying Open orders and Order History

All of the Display Open Orders and Order History functions now include promotion information. From the details screens in these functions, you can press F8 or F9 to view additional promotion information.

## Multi-Level Promotion and Discount Calculation Methods

Multi-level promotion and discount processing provides several methods to let you incorporate different promotion discounts during order processing. Below are examples of how each promotion is applied to an order.

### Promotion Type 1: Level 1, Level 2, Level 3, Level 4, Level 5 Discount %

#### Example

This example explains the promotion discount of the unit price that derives from different levels of discount. On the Work with Promotions Level Discount % screen, if you only specify a value in the *Level 1 Discount %* field the customer is entitled to that one discount.

For compounded discounts, each additional discount is taken after the previous one is applied to the order.

In the example below, the customer orders 100 computers at a unit price of \$3,000.00 each. You can see in the table below the way this promotion is calculated for various levels of discounts.

Level Discount %	Gross Formula	Compounded Formula
Level 1 Discount (10.00 %)	Discount per item = $\$3,000.00 * 10\% =$ \$300.00  Total level discount amount = $100 * \$300.00$ = \$30,000.00	Discount per item = $\$3,000.00 * 10\% =$ \$300.00  Total level discount amount = $100 * \$300.00$ = \$30,000.00
Level 2 Discount (5.00 %)	Discount per item = $\$3,000.00 * 5\% =$ \$150.00  Total level discount amount = $100 * 150.00$ = \$15,000.00	Discount per item = $(\$3,000.00 - \$300.00) * 5\% =$ \$135.00  Total level discount amount = $100 * \$135.00$ = \$13,500.00

Level Discount %	Gross Formula	Compounded Formula
Level 3 Discount (2.00 %)	Discount per item = $\$3,000.00 * 2\% = \$60$  Total level discount amount = $100 * \$60.00$ = $\$6,000.00$	Discount per item = $(\$3,000.00 - \$300.00 -$ $\$135.00) * 2\% = \$51.30$  Total level discount amount = $100 * \$51.30$ = $\$5,130.00$
Total	Total Discount Amount = $\$30,000.00 +$ $\$15,000.00 + \$6,000.00$ = $\$51,000.00$  Net Order Amount = $(100 * \$3,000.00) -$ $\$51,000.00$ = $\$249,000.00$	Total Discount Amount = $\$30,000.00 +$ $\$13,500.00 + \$5,130.00$ = $\$48,630.00$  Net Order Amount = $(100 * \$3,000.00) -$ $\$48,630.00$ = $\$251,370.00$

## Promotion Type 2: Trade Offer - FOC Items

### Example

This example illustrates the promotion that calculates the quantity of the same product to be given to the customer free of charge based on the ordered quantity.

If a customer orders 100 computers with a free-of-charge percent of 3%, the formula calculates as follows:

$$\text{Free-Of-Charge Quantity} = 100 * 3\% = 3$$

So, the customer will receive 3 free computers in addition to the 100 he has ordered.

### Example

This example explains the promotion that calculates the quantity of free-of-charge items to be given to a customer if the minimum purchase quantity requirement is met.

A customer orders 2,500 items of a product. On the Work with Promotions FOC Items screen, if you specify **2000** in the *Minimum Pur Qty* field and **8** in the *FOC Qty* field, the customer will receive 8 items free of charge in addition to the 2,500 he has ordered.

## Promotion Type 3: Trade Offer – Value

### Example

This example illustrates the promotion that calculates the discount in unit price based on the calculation of the free-of-charge quantity.

If a customer orders 1,500 computers at a unit price of \$3,000.00 and the number of FOC items is 10, the promotion is calculated as follows:

$$\text{Gross Amount} = 1,500 * \$3,000.00 = \$4,500,000.00$$

$$\text{Net Price} = \$4,500,000.00 / (1,500 + 10) = \$2,980.13$$

$$\text{Discount Amount} = 1500 * (\$3,000.00 - \$2,980.13) = \$29,805.00$$

$$\text{Net Amount} = \$4,500,000.00 - \$29,805.00 = \$4,470,195.00$$

## Promotion Type 4: Special Price

### Example

5/05/00	16:12:28	Work With Promotion	OPGWNP	OPDWNP
				ADD
Company . . . . .	IS1	INFINIUM SOFTWARE		
Warehouse . . . . .	ISM1	INFINIUM WAREHOUSE		
Promotion Code . . . . .	PROM400	Promotion Type 4		
Sold-To Customer . . . . .	REGCUST1	Regular customer		
Customer Class . . . . .				
Product and Size . . . . .	COMPUTERS	BOX		
Commodity Code . . . . .				
Start Date . . . . .	1/01/2000			
End Date . . . . .	12/31/2000			
Promotion Type . . . . .	4	Special Price		
Override Price . . . . .	150.000000			
G/L Acc . . . . .	001-001-000-1001			+
F2=Function keys F3=Exit F4=Prompt F6=Save F24=More keys				
15-26	SA	H*	KS	CL IH CM II HAL40S IE

Figure 11-27: Work with Promotions Special Price screen

This example illustrates the promotion that allows for an override of the selling price.

A customer orders 100 computers at a Unit Price of \$200.00 and the discount amount is \$50.00, the promotion is calculated as follows:

$$\text{Discount Amount} = 100 * (\$200.00 - \$150.00) = \$5,000.00$$

$$\text{Net Amount} = 100 * \$150.00 = \$15,000.00$$

## Promotion Type 5: Multi Level Total Order Discount

### Example

This example illustrates the promotion that calculates the multi-level discount amount based on the total order amount.

This promotion is not product or customer specific. Instead it is applied to the entire order.

A customer orders 100 items of a product at a unit price of \$3,000.00. Below are example calculations that you can set up on the Work with Promotions Total Order Discount screen.

$$\text{Gross Amount} = 100 * \$3,000.00 = \$300,000.00$$

Level Discount %	Gross Formula	Compounded Formula
Level 1 Discount (2.5 %)	Discount Amount = \$300,000.00 * 2.5% = \$7,500.00	Discount Amount = \$300,000.00 2.5% = \$7,500.00
Level 2 Discount (1.50 %)	Discount Amount = \$300,000.00 * 1.5% = \$4,500.00	Discount Amount = (\$300,000.00 - \$7,500.00) * 1.5% = \$4,387.50
Total	Total Discount Amount = \$7,500.00 + \$4,500.00 = \$12,000.00  Net Order Amount = \$300,000.00 - \$12,000.00 = \$288,000.00	Total Discount Amount = \$7,500.00 + \$4,387.50 = \$11,887.50  Net Order Amount = \$300,000.00 - \$11,887.50 = \$288,112.50

## Promotion Type 6: Cumulative Discount

### Example

This example shows the function of cumulative discount.

You can set up this promotion to offer free-of-charge items or rebates. The example below uses rebates for the promotion.

On the Work with Promotions Cumulative Discount screen, if you set the *Min Cum Amt* field to **10000** and the *Rebate* field to **200**, the following discounts would apply.

Customer	Total Order Amount (01/01/2000 – 03/31/2000)	Rebate Amount
CUSTOMER A	\$15,000.00	\$200.00
CUSTOMER B	\$12,000.00	\$200.00

If you set the second line of the *Min Cum Amt* field to **25000** and the second line of the *Rebate* field to **450**, then the following discounts would apply:

Customer	Total Order Amount (01/01/2000 – 03/31/2000)	Rebate Amount
CUSTOMER A	\$25,000.00	\$450.00
CUSTOMER B	\$19,000.00	\$200.00

## Notes



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## Chapter 12 Working with Customer Service

# 12

The chapter consists of the following topics:

Topic	Page
Overview of Working with Customer Service	12-2
Displaying Open Customer Orders	12-3
Displaying Order History by Customer	12-6
Working with Order Audit Trace	12-9
Displaying Available to Promise	12-11
Displaying Available Inventory by Units and Containers	12-16
Working with Credit Inquiries	12-21

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## Overview of Working with Customer Service

Customer Service provides display options for customer service personnel to use in responding to customer inquiries. Available displays include:

- Open customer orders
- Customer order history
- Products available for shipment
- Order audit trace
- Available to promise
- Price modeling
- Accounts receivable credit inquiry

Price Modeling can also be accessed from the *Order Processing Pricing* option and Products Available for Shipment can be accessed from the *Order Processing Displays* option. Both options were discussed in previous parts. For information on the *Price Modeling* option refer to the “Working with Pricing” chapter of this guide. For information on the *Products Available for Shipment* option, refer to the “Processing Order Shipments” chapter of this guide.

After you complete this chapter, you should understand how to do the following:

- Display open customer orders
  - Audit Trace Orders
  - Work with Credit Inquiries
-

## Displaying Open Customer Orders

This option displays header and detail information about orders that have not been through final invoicing. You also have access to comments entered at the order and line level and any miscellaneous charges entered on the order.

Use the menu path below.

- *Customer Service*
  - ▼ *Open Orders by Cust No/Name [OBCNN]*

6/02/00		16:35:06		Open Orders by Cust No/Name		OPG220		OPD220	
Position to . . . Company . . . . . _____ Sold-To . . . . . _____ Ship-To . . . _____									
Type options, press Enter.									
5=Display									
Opt	Co	Sold-To	Ship-To	Order No.	BO	Order Date	Status		
—	INF	FOREIGN CUST1		0009	00	1997/07/24	RDY FOR SHIP		
—	INF	FOREIGN CUST1		0045	00	1997/07/30	RDY FOR SHIP		
—	INF	FOREIGN CUST1		01	01	1997/06/12	RDY FOR SHIP		
—	INF	FOREIGN CUST1		0101	00	1997/07/28	RDY FOR SHIP		
—	INF	FOREIGN CUST1	WMBLON W1	000000006	00	1997/07/31	RDY FOR SHIP		
<u>5</u>	INF	INFCUST1		000000001	00	1997/07/08	RDY FOR INV		
—	INF	INFCUST1		000000003	00	1997/07/08	RDY FOR SHIP		
=	INF	INFCUST1		000000022	00	1998/10/07	RDY FOR SHIP		
—	INF	INFCUST1		000000028	00	1997/08/11	RDY FOR SHIP		
—	INF	INFCUST1		000000030	00	1997/08/25	RDY FOR SHIP		
								More...	
F2=Function keys F3=Exit F4=Prompt F5=Customer Desc F24=More keys									

Figure 12-1: Open Orders by Cust No/Name selection screen

Reposition the orders displayed by completing the *Position to* fields and pressing Enter, or by using the PgUp and PgDn keys to scroll through the orders.

Press F5 to change the sort order of the selection screen from the customer sold-to ID to the customer description.

Type **5** in the *Opt* field to display an order. The system displays information from the Order Header and Order Detail files.

## Displaying the Current Order Status

_ 6/02/00 16:36:31 Open Orders by Cust No/Name OPG220 OPD220	
Sold-To . INFCUST1	Name . . . INF Customer 1
Company . INF	Whse . . . INFW1
Order No. 000000001	Order Type REG
BO . . . 00	Order Stat RDY FOR INV
Ship-to .	Order Date 1997/07/08
Address INF Customer 1	Sched Ship Date 1997/07/08
25 Communications Way	Actual Ship Date
	Order Taken By
Hyannis	Order Total Amt 21.68
MA 02601	Order Tax Amt
Ship Frm INFW1 HYANNIS WAREHOUSE	Inv Printd
Ship Via	Pick Printd 1
Slsper 1	Ship Printd
Slsper 2	PO No
	Pro Number
F2=Function keys F3=Exit F7=Order Comments F24=More keys	

Figure 12-2: Open Orders by Cust No/Name screen 1

The system displays the current order status in the *Order Stat* field. The order shown above is ready for invoicing (RDY FOR INV). An open order can also be ready to ship (RDY FOR SHIP), ready for pick (RDY FOR PICK) or on hold (HELD).

Press F7 to view order comments.

Press Enter to proceed to the order detail screen.

## Displaying Open Order Totals

6/02/00	16:37:38	Open Orders by Cust No/Name			OPG220	OPD220
Company	INF	Sold-To	INFCUST1	INF Customer 1		
Warehouse	INFW1	Order Date	1997/07/08	Ord Total	21.68	
Order Type	REG	Ship Date	1997/07/08	Ord Tax		
Order No	000000001 00	Order Stat	RDY FOR INV			
Product	Size	Order Qty	Ord UM	Unit Price	Act	Cde
Description		Ship Qty	Ship UM	Extended Price		
MS-ALCOHOL	GL	10.0000		2.167522		
						Bottom
F2=Function keys F3=Exit F7=Misc Charges F24=More keys						

Figure 12-3: Open Orders by Cust No/Name screen 2

The system displays totals from the Inventoried Items, Non-inventoried Items and Miscellaneous Charges screens for both sales and tax dollars in the *Ord Total* and *Ord Tax* fields.

The detail lines are all inventoried and non-inventoried lines.

Press F7 to display miscellaneous charges for this order. Press F11 to display the product description and extended price for each line.

### *Act Cde*

The system displays comments for a line when you type the action code **LC** in the *Act Cde* fields and press Enter.

## Displaying Order History by Customer

The Order History options display header and detail information about orders that have been processed through final invoicing. You also have access to comments entered at the order and line level and any miscellaneous charges entered.

Use the menu path below.

- ▶ *Customer Service*
  - ▼ *Order History by Cust No/Name [OHBCNN]*

6/02/00		16:42:31		Order History by Cust No/Name		OPG221		OPD221	
Position to . . . Company . . . . . _____ Sold-To . . . . . _____ Ship-To . _____									
Type options, press Enter.									
5=Display									
Opt	Co	Sold-To	Ship-To	Order No	BD	Inv Nbr	Inv Date	Name	
5	VMS	CUST2		000001366	00	000001366	2000/03/15	#2 Custom	
-	VMS	MSDAILY		000000001	00	000000001	1999/05/25	MS Daily	
-	VMS	MSDAILY		000000004	00	000000004	1999/05/25	MS Daily	
-	VMS	MSDAILY		000000006	00	000000006	1999/05/25	MS Daily	
-	VMS	MSDAILY		000000008	00	000000008	1999/05/25	MS Daily	
-	VMS	MSDAILY		000000009	00	000000009	1997/04/25	MS Daily	
-	VMS	MSDAILY		000000011	00	000000011	1999/05/25	MS Daily	
-	VMS	MSDAILY		000000021	00	000000021	1999/05/25	MS Daily	
-	VMS	MSDAILY		000000023	00	000000023	1997/05/08	MS Daily	
-	VMS	MSDAILY		000000025	00	000000025	1999/06/16	MS Daily	
									More...
F2=Function keys F3=Exit F5=Customer Name F10=QuikAccess F18=Message line									

Figure 12-4: Order History by Cust No/Name selection screen

Reposition the orders displayed by completing the *Position to* fields and pressing Enter, or by using the PgUp and PgDn keys to scroll through the orders.

The system displays function keys on some selection screens for designating which field the system uses to sort records for selection. Use F5 to sort the orders by order date. Use F7 to sort the orders by actual ship date.

Type 5 in the *Opt* field next to the order number you want to display. The system displays information from the Order Header and Order Detail files for the order you select.

## Displaying Order Comments

_ 6/02/00 16:52:45 Order History by Cust No/Name OPG221 OPD221	
Sold-To . CUST2	Name . . . #2 Customer
Company . VMS	Whse . . . 20
Order No. 000001366	Order Type REG
BO . . . 00	Order Stat INVOICED
Ship-to .	Order Date 2000/03/15
Address #2 Customer	Act. Ship Date 2000/03/15
222 Main St.	Invoice Date 2000/03/15
	Order Taken By MLK
	Inv Total Amt 8.75
Louisville	Invoice Tax Amt
KY 40222	
Ship Frm 20 WAREHOUSE #20	Inv Printd 1
Ship Via	Pick Printd 1
Slsper 1	Ship Printd
Slsper 2	PO No
	Pro Number
F2=Function keys F3=Exit F7=Order Comments F24=More keys	

Figure 12-5: Order History by Cust No/Name screen 1

Press F7 to view any order comments entered for this order.

Press Enter to proceed to the Order detail screen.

## Displaying Open Order Totals

6/02/00		16:53:28		Order History by Cust No/Name		OPG221		OPD221	
Company	VMS	Sold-To	CUST2	#2 Customer					
Warehouse	20	Order Date	2000/03/15	Ord Total				8.75	
Order Type	REG	Invoice Dt	2000/03/15	Ord Tax					
Order No	000001366 00	Ship Date	2000/03/15						
Product	Size	Price Qty	Prc UM	Unit Price					
Description		Ship Qty	Ship UM	Extended Price					
MS-PROD2	GL	4.9980	L	1.750000					
									Bottom
F2=Function keys F3=Exit F7=Misc Charges F24=More keys									

Figure 12-6: Order History by Cust No/Name screen 2

The *Ord Total* and *Ord Tax* values include totals from the Inventoried Items, Non-inventoried Items and Miscellaneous Charges screens for both sales and tax dollars.

Press F7 to display any miscellaneous charges assigned to this order.

*Act Cde*

Type the action code **LC** in the *Act Cde* field to display line comments.



## Working with Order Audit Trace

This option displays the complete processing history of each order. The system displays every step that has occurred, the date and time of the event, and the user ID of the person who processed the step.

Use the menu path below.

- *Customer Service*
  - ▼ *Audit Trace an Order [ATAO]*

12/08/97		7:56:13		Audit Trace an Order		OPG215		OPD215	
Position to . . . Company _____									
Order No _____ BO _									
Type options, press Enter.									
5=Display									
Opt	Co	Ord No	BO	Event	Event Date	Event Time	Split User	Y/N	
5	IS1	000000001	00	NEW ORDER	1997/08/04	9:17:01	AM2000	N	
-	IS1	000000001	00	ACKNOWLEDGEMENT PRINTED	1997/08/04	9:17:03	AM2000	N	
-	IS1	000000001	00	MANUFACTURING BATCH CREATED	1997/08/04	9:17:01	AM2000	N	
-	IS1	000000001	00	ORDER UPDATED BEFORE SHIPPIN	1997/08/04	12:10:45	NWD	N	
-	IS1	000000001	00	MANUFACTURING BATCH CREATED	1997/08/04	12:10:45	NWD	N	
-	IS1	000000001	00	ORDER UPDATED BEFORE SHIPPIN	1997/08/04	14:19:07	AM2000	N	
-	IS1	000000001	00	MANUFACTURING BATCH CREATED	1997/08/04	14:19:07	AM2000	N	
-	IS1	000000002	00	NEW ORDER	1997/08/04	9:20:54	AM2000	N	
-	IS1	000000002	00	ACKNOWLEDGEMENT PRINTED	1997/08/04	9:20:55	AM2000	N	
-	IS1	000000002	00	PICK TICKET PRINTED	1997/08/04	9:20:57	AM2000	N	
-	IS1	000000002	00	Print Msds with Pick Ticket	1997/08/04	9:21:00	AM2000	N	
More...									
F2=Function keys F3=Exit F10=QuikAccess F18=Message line									

Figure 12-7: Audit Trace an Order selection screen

Complete *Company*, *Order No* and *BO* and press Enter to reposition the display, or use the PgUp and PgDn keys to scroll through the file.

The display is sorted by company and order number, and then by date and time so that all events for an order display together in chronological sequence.

Type **5** in the *Opt* field to display additional information about an event.

## Displaying Additional Split Orders

```

12/08/97      7:56:45      Audit Trace an Order      OPG215      OPD215

```

---

```

Company      IS1
Order No     000000001  BO  00
Sold-To      REGCUST1      REGULATORY CUSTOMER SOLD-TO

Request      Sched Ship
Date         Date
IS1 ISW1     000000001  00      1997/08/04

```

---

```

Bottom
F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel  F18=Message line

```

Figure 12-8: Audit Trace an Order screen

If the system has split additional orders from the original order, for example, master order releases, they display on this screen.

## Displaying Available to Promise

Use this option to determine at what point you can promise delivery of products to your customer. The system calculates available to promise (ATP) quantities using the following equation:

$$\text{On Hand} + \text{Other On Hand} + \text{Supply} - \text{Demand} = \text{ATP}$$

Inventory types that make up each component for the available to promise equation are established in the *Work with Inventory Type* option in the Work with Warehouse Controls option in Infinium CA by the values you type in the ATP column.

The *Display Available To Promise* function takes in to account supply and demand created by orders entered through Infinium OP, Infinium PM and Infinium MC.

Use the menu path below.

- ▶ *Customer Service*
  - ▼ *Display Available To Promise [DATP]*

## Calculating Available to Promise

12/08/97	8:00:33	Display Available To Promise	PRGATPD	PRDATPD
Company . . . . .	IS1			
Warehouse . . . . .	ISW1			
Product . . . . .	COLA	+		
Size . . . . .	8PK			
Number of Days . . . . .	120			
Plan Identification . . . . .				

F2=Function keys	F3=Exit	F4=Prompt	F10=QuickAccess	F24=More keys
------------------	---------	-----------	-----------------	---------------

Figure 12-9: Display Available To Promise prompt screen

The value in the *Number of Days* field defaults from the *Date Used by ATP* field in the *Work with Entity Controls* option in the *Order Processing Control Files* menu and determines how many days from today's date the system should calculate available to promise. You can override this value.

## Displaying Available to Promise Inventory

12/01/97		12:23:32		Display Available To Promise		PRGATPD	PRDATPD
Company	IS1	Warehouse	ISW1	Product	PROD01	Size	
Description	CHERRY PIE			Onhand		521.0000	EA
				Other Inventory		.0000	EA
1=Select							
Opt	Date	Supply	UM	Demand	UM	ATP	UM
1	1997/08/07	10.0000	EA	13.0000	EA	544.0000	EA
-	1997/12/15	.0000	EA	25.0000	EA	519.0000	EA
-	9999/99/99	.0000	EA	158.0000	EA	361.0000	EA
							Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys							

Figure 12-10: Display Available To Promise selection screen

Press F21 to override the defaults determining whether certain inventory types fall under the on-hand, supply or demand categories. The changes you make are for this display only and do not affect the permanent settings. Leave the *ATP* field blank to exclude any inventory type. Type 1 to include in the supply total, 2 to include in the demand total or 3 to include in the on-hand total.

### *Requested Delivery Date, Scheduled Ship Date, Scheduled Production Date*

The quantity in the Demand column for the date 9999/99/99 reflects the total of all open customer orders where the *Requested Delivery Date* or the *Scheduled Ship Date* field is left blank on production orders where the *Scheduled Production Date* field is left blank. These fields are on the Order Processing Entry Order header screen.

The system uses the entry in the *Date Used by ATP* field in the *Work with Entity Controls* option on the *Order Processing Control Files* menu to determine whether to use the *Requested Delivery Date* or *Scheduled Ship Date* field for calculating the ATP date.

The quantity in the Supply column for the date 9999/99/99 reflects the total of all open production orders for the designated item where the *Scheduled Production Date* field is left blank.

Type 1 in the *Opt* field next to any line to display (“drill down” to) additional information detailing the production, purchase or sales orders that make up the supply or demand quantities.

## Additional Available to Promise Information

12/01/97	12:24:07	Display Available To Promise				PRGATPD	PRDATPD
Company	IS1	Warehouse	ISW1	Product	PROD01	Size	
Description	CHERRY PIE			Onhand		521.0000	EA
				Other Inventory		.0000	EA
1=Select							
Opt	Inventory	Type	Desc	Date	Quantity	Available	UM
1	SCHEDULED	{PRODUCTION}		1997/08/07	10.0000	531.0000	EA
-	COMMITTED SALE	{ORDER}		1997/08/07	13.0000-	544.0000	EA
							Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line							

Figure 12-11: Display Available to Promise screen

This display includes the inventory types for all dates down to and including the date selected on the previous screen. Type 1 in the *Opt* field to drill down to the next level of detail showing the specific orders making up the quantities for each inventory type.

## Displaying Order Details

12/01/97 12:24:52		Drill Down		PRGDD	PRDDD
Company	IS1	Warehouse	ISW1	Product	PROD01
Description	CHERRY PIE			Onhand	521.0000 EA
				Other Inventory	.0000 EA
1=Select					
Opt Ref ID		Inv Type Desc	Date	Quantity	UM
1 0P0804970001		SCHEDULED (PRODUCTION)	1997/08/07	10.0000	EA
					Bottom
F2=Function keys F10=QuickAccess F12=Cancel F18=Message line					

Figure 12-12: Display Available to Promise Drill Down screen

The *Ref ID* field is the Infinium MC batch number, the Infinium OP order number or the Infinium PM purchase order number.

Type 1 in the *Opt* field next to the *Ref ID* field to drill down to the next level displaying the order details. If you type 1, the system transfers you to the open order display option in the system in which the order was created.

The screens that follow this selection are the same as those shown in the “Infinium OP Displays” chapter for the *Open Orders Inquiry* option. Please refer to that chapter to view the remaining screens.

## Displaying Available Inventory by Units and Containers

Use this option to list the number of units available and on hand and the number of containers available and on hand for each product. You can limit your selection by company, warehouse, product range, and/or report type code.

From this screen you can also access the Inventory Type selection screen for one or more products, discussed under the *Display Available Inventor* option in the *Infinium Inventory Control Guide to Setup and Processing*.

The display includes the following information:

- Company and warehouse
- Product identifier
- Available units
- Available containers
- On hand units
- On hand containers

Use the menu path below.

- ▶ Infinium Inventory Control
- ▶ *Inventory Control Displays*
  - ▼ *Display Avail Inv by Units/Cntr* [DAIBUC]



## Synonym Lookup Information

```

12/08/97      8:03:29   Display Avail Inv. by Units/Cntr   INR07C      INR07CFM
-----
Company . . . . .   IS1
Warehouse . . . . . ISW1
Beginning Product Code . . . . . _____ * Size . . . ____
Ending Product Code . . . . . _____ * Size . . . ____
Report Type Code . . . . . _____ *

```

---

F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys

Figure 12-13: Display Avail Inv. By Units/Cntr prompt screen

The F17 (Synonym Lookup) key is available on this screen. Press Enter to continue.

## Units and Containers Information

12/08/97		8:04:30		Display Avail Inv. by Units/Cntr		INR07C	INR07CFM
<hr/>							
Type options, press Enter							
1=Select							
Sel	Co	Whse	Product Product Desc	Size	Available Units	UM	Available Containers
1	IS1	ISW1	COLA	8PK	14920.0000	CAN	77
-	IS1	ISW1	GOLF KIT	EA	1000.0000	EA	1000
-	IS1	ISW1	GOLF WOODS	EA	975.0000	EA	975
-	IS1	ISW1	PROD01		415784.0000	EA	83156
-	IS1	ISW1	PROD02		18702.0000	EA	18702
-	IS1	ISW1	PROD03		1117.0000	LB	1117
-	IS1	ISW1	PROD04		2900.0000	GL	2900
-	IS1	ISW1	PROD05		70000.0000	LB	70000
-	IS1	ISW1	PROD06		500.0000	GL	500
-	IS1	ISW1	PROD08		350.0000	LB	
							More...
<hr/>							
F2=Function keys F3=Exit F10=QuikAccess F24=More keys							
<div></div>							

Figure 12-14: Display Avail Inv by Units/Cntr selection screen

The system sorts information by product, size, company, and warehouse.

Press F20 to display on hand units and on hand containers for each item.

Type 1 in the *SeI* field to select one or more items to see more detail by inventory type. When you press Enter, the system displays the Inventory Type selection screen.

## Inventory Type Information

```
12/08/97    8:05:12    Inventory Type Selection    INR06B    INR06FM

Company . . . : IS1          Warehouse . . : ISW1
Product . . . : COLA        Size . . . . : 8PK
Product Desc : ORANGE SODA (EIGHT PACK UNIT)

Type options, press Enter
1=Select

Sel    Inventory Type                Quantity    UM
1      ON HAND INVENTORY             15000.0000  CAN
-      SCHEDULED (PRODUCTION)                CAN
-      WORK IN PROCESS (BATCH USAGE)          CAN
-      COMMITTED SALE (ORDER)                 80.0000    CAN
-      SCHEDULED USAGE (BATCH USAGE)          CAN
-      WORK IN PROCESS (PRODUCTION)           CAN
-      ON ORDER FROM VENDORS/PURCHASE         CAN
-      ON HOLD INVENTORY                     CAN
-      FUTURE SALES (MASTER ORDERS)          CAN
-      DISTRESSED INVENTORY                  CAN
                                           More...

F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line
```

Figure 12-15: Inventory Type selection screen

This screen shows detail by inventory type for a single item. Type 1 in the *Sel* field next to one or more inventory types to see detail by storage index.

Press Enter to continue.

## Storage Index Detail

12/08/97		8:05:42 Display Inventory by Storage Index		INR06B	INR06FM
Company . . . : IS1		Warehouse . . : ISW1			
Product . . . : COLA		Size . . . . : 8PK			
Product Desc : ORANGE SODA (EIGHT PACK UNIT)					
Transaction . : ON HAND INVENTORY					
Aisle	Bin Lot#	Cur Bal	UM	Cost Value	UM UM EA
		15000.0000	CAN		
					Bottom
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F24=More keys					

Figure 12-16: Display Inventory by Storage Index screen

This screen shows detail by storage index for a single item and inventory type.

### *Cost, Value*

The *Cost* and *Value* fields display data from the Inventory Record file. Infinium applications use these values only if your control file entries indicate you are using actual batch costing.

### *Expiration Date, Last Graded Date, Physical Location*

Press F20 to see the *Expiration Date*, *Last Graded Date*, and *Physical Location* fields for each storage index.

## Working with Credit Inquiries

This option provides access to the credit reporting features available through Infinium AR. The system retrieves information for either national accounts or individual customers.

These screens are the same as those the system displays when you press F5 in the credit window accessible from the order header and order total screens.

Use the menu path below.

- ▶ Infinium AR main menu
- ▶ *Credit Management*
- ▼ *Credit Inquiry [CI]*

### Accessing a Customer's Account

12/09/97 9:16:04 Credit Inquiry ARGCCD01 ARDCCD01

National Account . \_\_\_\_\_ +

-OR-

Company . . . . . IS1 +

Customer Number . . . BEGCUST1 + OR Sort Name \_\_\_\_\_ +

---

F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys

Figure 12-17: Credit Inquiry prompt screen

Type a national account or the company and customer number, or you can complete the *Sort Name* field to access a customer's account.

## Accessing a Customer Record

12/09/97	9:17:53	Credit Inquiry	ARGCCD02	ARDCCD02																																																												
Co <u>ISI</u> + Cust <u>REGCUST1</u> + Sort <u>REGULATORY CUSTO</u> Cr.Limit 99999999.00																																																																
REGULATORY CUSTOMER SOLD-TO Base Currency . : USD Expires . : 12/31/1998																																																																
4350 BROWNSBORO ROAD First Sale : Avail. 999997940.73																																																																
LOUISVILLE KY 40207 Dunning Level . . : Risk . . . . :																																																																
Nat. Acct . : Dunning Date Cr. Analyst																																																																
Contact Collector :																																																																
D&B Rating Curr :																																																																
D&B Rating Prev :																																																																
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Stmt Pol . . : SP001																																																																
<table border="0"> <thead> <tr> <th></th> <th><u>DATE</u></th> <th><u>AMOUNT</u></th> <th><u>CHECK NO</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Last Sale</td> <td></td> <td>.00</td> <td></td> <td></td> </tr> <tr> <td>Last Cash</td> <td></td> <td>.00</td> <td></td> <td></td> </tr> <tr> <td>Prev Cash</td> <td></td> <td>.00</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Open Item Balance:</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Unapplied Cash :</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>AR Balance . . :</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Past Due . . . :</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Co - Disputed Items :</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>N/A Debit Memos . . :</td> </tr> <tr> <td></td> <td></td> <td>.00</td> <td></td> <td>Ent - Credit Memos . . :</td> </tr> <tr> <td>AGED TOTAL</td> <td></td> <td>.00</td> <td></td> <td>Open Drafts . . :</td> </tr> </tbody> </table>						<u>DATE</u>	<u>AMOUNT</u>	<u>CHECK NO</u>		Last Sale		.00			Last Cash		.00			Prev Cash		.00					.00		Open Item Balance:			.00		Unapplied Cash :			.00		AR Balance . . :			.00		Past Due . . . :			.00		Co - Disputed Items :			.00		N/A Debit Memos . . :			.00		Ent - Credit Memos . . :	AGED TOTAL		.00		Open Drafts . . :
	<u>DATE</u>	<u>AMOUNT</u>	<u>CHECK NO</u>																																																													
Last Sale		.00																																																														
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		.00		AR Balance . . :																																																												
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AGED TOTAL		.00		Open Drafts . . :																																																												
F2=Function keys F3=Exit F4=Prompt F5=Credit F24=More keys																																																																

Figure 12-18: Credit Inquiry screen 1

Complete the *Co* and *Cust* or *Sort* fields and press Enter to access a different customer record.

To read all the information on this screen, divide the screen into quadrants.

The information at the top left of the screen is from the customer master record.

Credit limit information, located top right and middle, defaults from the Customer Credit file into the customer's record from the hierarchy.

The aging information as of the last time the *Print & Update Trial Bal* option was run in Infinium AR is located in the lower left corner.

Press F8 to re-age all open transactions for display on this screen. Pressing F8 updates the display, not the database.

## Current Balance and Activity

The information on the lower right side of the screen from the customer's accounts receivable history shows current balances and activity for this account.

## Credit Inquiry Information

```

12/09/97    9:22:25    Credit Inquiry    ARGCCD02    ARDCCD02

Co _IS1 + Cust _REGCUST1 + Sort REGULATORY CUSTO Cr.Limit 99999999.00
REGULATORY CUSTOMER SOLD-TO Base Currency . : USD Expires . : 12/31/1998
4350 BROWNSBORO ROAD      First Sale : Avail. 999997940.73
LOUISVILLE KY 40207      Dunning Level . . : Risk . . . . :
Nat. Acct . : Dunning Date Cr. Analyst
Contact Collector :
                        D&B Rating Curr :
                        D&B Rating Prev :
                        Salesperson Code
                        Terms
                        Stmt Pol . . : SP001
                        Open Item Balance: .00
1-Select..9-Delete.....COMPANY NOTES.....
CO: IS1 - Infinium Software company #1
SEL CREATE DATE TITLE ACTION DATE CREATED BY
.
.
.
F2=Function keys..F3=Exit..F10=QuikAccess..F12=Cancel..F24=More.keys.....
F2=Function keys F3=Exit F4=Prompt F5=Credit F24=More keys

```

Figure 12-19: Credit Inquiry screen 2

If you type any character to the left of a highlighted field under NOTES on the previous screen, the system displays a Notes window.

Notes exist for highlighted note levels only.

A list of notes for the selected level displays. Type 1 in Sel to view or update an existing note. You can delete an existing note by typing 9. Press F12 twice to return to Screen 2.

To create a new note, press F23. You can access other note levels using the function keys shown in the window.

## Customer Credit Controls

The system displays this screen when you press F5 from the Credit Inquiry screen.

```
12/09/97   9:23:17   Display Customer Credit Controls  ARGCCI   ARDCCI  
  
Company . . . . . :   IS1 Infinium Software company #1   (Page 1 of 5)  
Customer Number :   REGCUST1 REGULATORY CUSTOMER SOLD-TO  
Base Currency . . . . . :   USD  
  
Open Item Balance . . . . . :           .00   Open Item Count :           0  
LESS Unapplied Cash . . . . . :           .00  
Balance Due . . . . . :           .00  
  
Credit Contact Name . . . . . :  
Credit Contact Title . . . . . :  
Credit Contact Telephone . . :           FAX  
  
Applier Contact Name . . . . . :  
Applier Contact Title . . . . . :  
Applier Contact Telephone . . :           FAX  
  
Collection Contact Name . . . :  
Collection Contact Title . . . :  
Collection Contact Telephone :           FAX  
  
-----  
F2=Function keys  F3=Exit  F10=QuikAccess  F12=Cancel
```

Figure 12-20: Display Customer Credit Controls screen

This is the first of the five screens that display the customer's credit information for viewing. This screen is display only.

## Customer Obligations

The system displays this screen when you press F7 from the Credit Inquiry screen.



12/09/97	11:36:08	Customer Obligations	ARGCCD04	ARDCCD04		
IS1	REGCUST1	REGULATORY CUSTOMER SOLD-TO	Open Items	100.00		
LOUISVILLE	KY	Base currency: USD	ALL Obligations in BC			
O P E N O B L I G A T I O N S						
<u>Q</u>	<u>Obl. Date</u>	<u>Trn</u>	<u>Obligation ID</u>	<u>Due Date</u>	<u>Open Amount</u>	<u>P. O. Number</u>
SCN				REL GI		
_	12/08/1997	INV	TESTIS1	12/21/1997	100.00	

Opts: 2=Notes 3=Recon 5=Display 9=Display draft header  
F2=Function keys F3=Exit F5=Refresh F6=More F24=More keys

Figure 12-21: Customer Obligations screen

A highlighted obligation has a note.

If an open amount is highlighted, it has a partial application to an obligation. The original obligation amount differs from the open amount.

Type 2 to view obligation notes or 5 to display the obligation header or detail. Type 3 to display the transactions responsible for changing the original amount to the current open amount. Checks, credit or debit memorandums and charge backs display because they can be applied to invoices.

Press F7 to view closed obligations or F17 to re-sequence open obligations.

## Dunning Processing Submission Information

The system displays this screen when you press F17 from the Credit Inquiry screen.

```

12/09/97   9:29:04   Credit Inquiry   ARGCCD02   ARDCCD02

Co _IS1 + Cust _REGCUST1 + Sort REGULATORY CUSTO Cr.Limit 999999999.00
REGULATORY CUSTOMER SOLD-TO Base Currency . : USD Expires . : 12/31/1998
4350 BROWNSBORO ROAD      First Sale : Avail. 999997940.73
LOUISVILLE KY 40207     Dunning Level . . : Risk . . . . :

.....DSO.Statistical.Information.....Base.Currency.:USD.....
Year Fr To DSO Pays Days Slow Obligations Cash Rcpts High Credit
1997 07 07 .0 0 0 .00 .00 .00
1997 06 06 .0 0 0 .00 .00 .00
1997 05 05 .0 0 0 .00 .00 .00
1997 04 04 .0 0 0 .00 .00 .00 +
F2=Function.keys.F3=Exit.F5=Dates.F7=Chargebacks.F24=More.keys.....
.00 Open Item Balance: .00
.00 NOTES Unapplied Cash : .00
.00 AR Balance . . : .00
.00 Cust _ Past Due . . . : .00
.00 Co _ Disputed Items : .00
.00 N/A Debit Memos . . : .00
.00 Ent _ Credit Memos . : .00
AGED TOTAL .00 Open Drafts . . : .00
v
F2=Function keys F3=Exit F4=Prompt F5=Credit F24=More keys

```

Figure 12-22: Credit Inquiry Dunning Processing Submission screen

Press F7 to display charge back information for the year and period requested. Press F5 to change the year, period and periods per line of statistical data.

You can display discount information for the year and period requested by pressing F19.

## Customer Cash Receipts Information

The system displays this screen when you press F19 from the Credit Inquiry screen.

12/09/97	11:36:47	Customer Cash Receipts		ARGCCD05	ARDCCD05
IS1	REGCUST1	REGULATORY CUSTOMER SOLD-TO		Recpt Tot:	1100.00
LOUISVILLE	KY			Unapplied Tot:	1100.00
Base currency: USD				All Receipts in BC	
<b>C A S H   R E C E I P T S</b>					
<u>Sel</u>	<u>Rec. Date</u>	<u>Rel</u>	<u>Check Number*</u>	<u>Check Amount</u>	<u>Obligation ID*</u>
SCN		GI			
-	12/09/1997		0000023401	1000.00	
-	12/08/1997		0123	100.00	

Sels: 1=Obligs 2=Notes 3=Recon 5=Display  
 F2=Function keys F3=Exit F4=Prompt F5=Refresh F24=More keys

Figure 12-23: Customer Cash Receipts screen

You can view payments received and posted through cash receipts on this screen.

#### *Check Amount*

The system highlights the *Check Amount* field if it differs from the original amount for the check.

The check number displays in reverse image if there is a note for it.

## Notes

The chapter consists of the following topics:

Topic	Page
Overview of Analyzing Sales	13-2
Defining Sales Analysis Controls	13-3
Working with Sales Analysis Displays	13-11

---

## Overview of Analyzing Sales

Using the two daily Sales Analysis displays, you can display sales for:

- A specific date for single or multiple companies
- A specific date for single or multiple warehouses within these companies
- A range of dates for single or multiple companies
- A range of dates for single or multiple warehouses within these companies

The remaining Sales Analysis display options offer more detail on the information provided by the printed reports. In addition to current and last year month-to-date and current and prior year year-to-date, display options provide historic sales data going back up to 36 months in detail and up to an additional seven years in summary.

## Sales Budget File Overview

Use the Sales Budget file to establish budget goals for each of your sales people. You must also define the number of working days in each month. You can then print the Sales Budget report from the *Sales Analysis Reports* option to review actual sales performance versus budget goals established here for one or more sales people.

After you complete this chapter, you should be able to:

- Define Sales Analysis controls
  - Define fiscal periods
  - Reset the yearly sales master
  - Reset the Month to Date Sales Analysis totals
  - Display daily sales
  - Use Sales Analysis displays
  - Maintain sales budgets
  - Maintain the Budget file
  - Maintain the Infinium OP Working Days Calendar
-

## Defining Fiscal Periods

You must also type the year in the *Sales Analysis Current Fiscal Year* field in either the *Work with Entity Controls* or *Work with Company Controls* option.

- ▶ Sales Analysis
- ▶ Supervisor Functions
- ▼ Work with Fiscal Periods [WWFP]

12/08/97 8:39:32 Work with Fiscal Periods SAGEFPM SADFPM

Company . . . . .	<u>ISI</u> +
Year . . . . .	1997

F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line

Type the company and year and press Enter.

12/08/97 8:39:57 Work with Fiscal Periods SAGFPM SADFPM	
Company . . . . . : IS1	
Year . . . . . : 1997	
	Open/Cls (1,2)
Fiscal Period . . . . .	Name From To
Fiscal Period 1 . . . . .	JAN 19970101 19970131 1
Fiscal Period 2 . . . . .	FEB 19970210 19970228 1
Fiscal Period 3 . . . . .	MAR 19970301 19970331 1
Fiscal Period 4 . . . . .	APR 19970401 19970430 1
Fiscal Period 5 . . . . .	MAY 19970501 19970531 1
Fiscal Period 6 . . . . .	JUN 19970601 19970630 1
Fiscal Period 7 . . . . .	JUL 19970701 19970731 1
Fiscal Period 8 . . . . .	AUG 19970801 19970831 1
Fiscal Period 9 . . . . .	SEP 19970901 19970930 1
Fiscal Period 10 . . . . .	OCT 19971001 19971031 1
Fiscal Period 11 . . . . .	NOV 19971101 19971130 1
Fiscal Period 12 . . . . .	DEC 19971201 19971231 1
Fiscal Period 13 . . . . .	— — — 1

F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys

Figure 13-2: Work with Fiscal Periods screen

## Posting Information

Type **1** in the *Open/Cls* field to allow the posting of sales data to the fiscal period or type **2** to prevent posting.

You can reopen a closed period in order to post sales activity to the period in which it occurred, but be sure the period is in the current fiscal year. You can not post sales to a period in a prior year.

## Defining Sales Budget Information

If your organization is multi-company, you need to set up a budget record for each company for which a salesperson sells. Each salesperson's budget includes total units and total dollars for each period of the year.

The system uses this file for sales analysis only, for printing the Sales Budget report.

Use the menu path below.

- ▶ Sales Analysis
- ▶ Sales Budget Maintenance



▼ *Work with Budget File [WWBF]*

6/02/00		17:00:50		Work with Budget File		SAG560		SAD560	
Position to . . . Company . . . . . _____ +									
Salesperson . . . . . _____ +									
Category . . . . . _____ +									
Type options, press Enter.									
2=Change 5=Display									
Opt	Co	Salesperson	Category	Description					
-	AXP	AXP	PLANT	AVDHESH					
-	BLS	AXP	FOOD	Avdhesb Paliwal					
2	MLSTD	MLK	MIS	Mary Lesa Kazmierczak					
=	PG001	PGSL1	CLOTH	Company PG001 Salesperson 0001					
-	PG001	PGSL1	COSME	Company PG001 Salesperson 0001					
-	PG001	PGSL1	FOOD	Company PG001 Salesperson 0001					
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys									

Figure 13-3: Work with Budget File prompt screen

## Selecting a Company and Salesperson

*Company* and *Salesperson* are required fields when you are entering new sales people.

Complete these fields and press F6 to access an existing budget record or to add a new budget record. Type values in these fields and press Enter to reposition the records the system displays at the bottom of the screen. Select a record from this list by typing 2 in the *Opt* field next to the salesperson record to make changes or 5 to access the record for display only. Press Enter after making your entry.

In addition to the fields shown above, the system displays the *Group* field if you type 2 in the *Print Sales Budget by Salesperson or Product Category* field in the Sales Analysis Parameters attribute in the *Work with Entity Controls* option on the *Order Processing Control Files* menu. The *Group* field refers to the Product Sales category assigned to products.

6/02/00	17:02:31	Work with Budget File	SAG560	SAD560
Company . . . . .		MLSTD		
Salesperson . . . . .		MLK		
Name . . . . .		Mary Lesa Kazmierczak		
Group . . . . .		MIS Miscellaneous Category		
		Budget Amount	Budget Quantity	
January . . . . .		_____	_____	
February . . . . .		_____	_____	
March . . . . .		100000	_____	
April . . . . .		_____	_____	
May . . . . .		_____	_____	
June . . . . .		_____	_____	
July . . . . .		_____	_____	
August . . . . .		_____	_____	
September . . . . .		_____	_____	
October . . . . .		_____	_____	
November . . . . .		_____	_____	
December . . . . .		_____	_____	
Extra Period . . . . .		_____	_____	
F2=Function keys F3=Exit F6=Create F10=QuikAccess F24=More keys				

Figure 13-4: Work with Budget File screen

## Budget Maintenance Information

For each month, type the budget in dollars in the *Budget Amount* field and the budget in units in the *Budget Quantity* field. Press F6 when all periods are complete.

## Maintaining the Infinium OP Working Days Calendar

Use this option to define the number of working days per month for your organization. This calendar is used only with Infinium OP.

The system uses this file for sales analysis only, for the purpose of printing the Sales Budget report.

Use the menu path below.

- Sales Analysis
- Sales Budget Maintenance
  - ▼ Work with Working Days Per Month [WWWDPM]

6/02/00	17:03:31	Work with Working Days per Month	SAG570	SAD570
---------	----------	----------------------------------	--------	--------

---

Specify Number of Working Days per Month for Entire Year.

January . . . . .	<u>25</u>
February . . . . .	<u>21</u>
March . . . . .	<u>21</u>
April . . . . .	<u>21</u>
May . . . . .	<u>23</u>
June . . . . .	<u>20</u>
July . . . . .	<u>22</u>
August . . . . .	<u>22</u>
September . . . . .	<u>20</u>
October . . . . .	<u>23</u>
November . . . . .	<u>19</u>
December . . . . .	<u>21</u>
Extra Period . . . . .	<u>10</u>
First Month in Year . . . . .	<u>10</u>

---

F2=Function keys F3=Exit F6=Create F10=QuikAccess F18=Message line

Figure 13-5: Work with Working Days Per Month screen

## Working Days Per Month Information

Type the number of working days in each period. Use the *Extra Period* field if you are setting up for thirteen periods.

### *First Month in Year*

Type **01** in *First Month in Year* if you are on a calendar year. If you operate on a fiscal year, be sure to enter the month corresponding to the first fiscal period. Press F6 to save your entries.

## Resetting Month To Date (MTD) Sales Analysis

Use this option to reset the month to date sales totals in the Sales Accumulation file. This option also allows you to automatically close a sales analysis fiscal period when you reset the month to date totals.

Use the menu path below.

- *Sales Analysis*
- *Supervisor Functions*
  - ▼ *Reset MTD Sales Analysis [RMTDSA]*

12/08/97	8:46:09	Reset MTD Sales Analysis	SAGRSP	SADRSP
----------	---------	--------------------------	--------	--------

---

Company . . . . . : IS1

Close Fiscal Period . . . . . N (Y=Yes, N=No)

---

F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys

Figure 13-6: Reset MTD Sales Analysis prompt screen

## Resetting MTD Sales Analysis Information

The *Company* field defaults to your user profile. The *Close Fiscal Period* field defaults to **N**.

Press F6 to create the record for batch submission and reset the MTD sales totals in the Sales Accumulation file.

The system displays a message at the bottom of the screen to confirm submission of your request.

Press F3 and type **1** to exit from this screen and submit your job to batch.

Press F3 and type **2** to cancel your request and disregard changes.

You cannot close a future or previously closed period.

When you submit this option, no other users should be accessing the Sales Accumulation and Sales Analysis Fiscal Year files.

12/08/97	8:46:57	Reset MTD Sales Analysis	SAGRSP	SADRSP
Company . . . . . : IS1				
Close Fiscal Period . . . . . Y (Y=Yes, N=No)				
Year . . . . . 1997 *				
Period . . . . . 00				
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys				

Figure 13-7: Reset MTD Sales Analysis and Close Fiscal Period screen

## Closing the Sales Analysis Fiscal Period

The system displays this screen when you type **Y** in the *Close Fiscal Period* field and press Enter.

Type **Y** at the *Close Fiscal Period?* field to close the Sales Analysis Fiscal period when you reset the MTD sales totals in the Sales Accumulation file. The system prompts you to enter the *Year* and *Period*. These are required fields.

Press **F6** to create the record for batch submission and close the fiscal periods for the year and period you specified.

Press **F3** and type **1** to exit from this screen and submit your job to batch.

Press **F3** and type **2** to cancel your request and disregard changes.

Once submitted to batch, the system allocates the Sales Accumulation and Sales Analysis Fiscal Year files for exclusive use. After five unsuccessful attempts to allocate either file, the system sends an error message to the system operator and resubmits the job to batch.

If you press **F12** anytime after pressing **F6**, your job will still be submitted for processing. The only way to cancel a job after pressing **F6**, is to press **F3** and type **2**.

## Resetting Yearly Sales Master

Use this option after you have completed all final invoicing for the last period of the year. The yearly reset moves year-to-date totals to last year and clears the year-to-date total fields preparing the Sales Analysis module for the new year's processing.

Use the menu path below.

- ▶ *Sales Analysis*
- ▶ *Supervisor Functions*
- ▼ *Yearly Reset Sales Master File [YRSMF]*

12/08/97	8:47:34	Yearly Reset Sales Master File	SAG990	SAD990
----------	---------	--------------------------------	--------	--------

---

The following files may be backed up to disk before executing the Yearly Sales Reset. If you type Y to skip the backup, they will not be backed up.

The files included are:

- Sales Analysis Detail Master File - SASALMST
- Sales Analysis Summary - Location - SASALLOC
- Sales Analysis Daily File - SADALLOC
- Sales Accumulation Daily Orders - SALACC
- Sales Budget - SABUDGET
- Sales Tax Accumulator - OPPTXA
- Customer Product Price File - OPPCPS

Skip the Backup . . . . . ☐ (Y=Yes, N=No)

---

F2=Function keys F3=Exit F6=Create F10=QuickAccess F18=Message line

Figure 13-8: Yearly Reset Sales Master File screen

## Resetting Yearly Sales Master Information

Type **N** in the *Skip the backup* field to copy the listed files. The system copies these files to your AS/400 hard drive using the same file name with an extension identifying the corresponding year. To archive these files, copy them to tape or diskette. Make sure you have current backup copies of these files before the reset.

Press F6 to reset the sales files. No additional displays are presented as a result of selecting this option, but the system displays a message indicating that your request has been submitted to the job queue for processing.

## Working with Sales Analysis Displays

These displays provide information about the daily sales for the companies and warehouses you specify on the prompt screen. For each date selected, the system displays the number of units sold, the selling price and cost, and profit.

Use the menu path below.

- ▶ *Sales Analysis*
- ▶ *Sales Analysis Displays*
  - ▼ *Display Dly Sls by Co Whse Date [DDSBCWD]*
  - ▼ *Display Dly Sls by Co Date Whse [DDSBCDW]*

### Selecting a Start Date

12/08/97	8:49:53	Display Dly Sls by Co Whse Date	SAGDLD1	SADDLD1
<hr/>				
Company . . . . .		IS1 *		
Warehouse . . . . .		ISW1 *		
Start Date . . . . .		19971008		
End Date . . . . .				
<hr/>				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line				

Figure 13-9: Display Dly Sls by Co Whse Date prompt screen

The *Start Date* field is required.

## Unit of Measure Information


12/08/97	8:50:22	Display Dly Sls by Co Whse Date		SAGDLD1	SADDLD1
<hr/>					
Company . . . . .		:	IS1		
Warehouse . . . . .		:	ISW1		
Start Date . . . . .		:	1997/10/08		
End Date . . . . .		:	0000/00/00		
Co	Whse	Date	Units	Sales	Profit
IS1	ISW1	1997/12/02		15-	15-
Whse	Total			15-	15-
					Bottom
<hr/>					
F2=Function keys F3=Exit F10=QuikAccess F24=More keys					
					

Figure 13-10: Display Dly Sls by Co Whse Date screen

Establish the sales unit of measure the system uses for the quantity that displays in the *Units* field in the Order Processing Parameters attribute in the *Work with Entity Controls* option in the *Order Processing Control Files* menu. If the pricing unit of measure was different, the system automatically converts to sales units based on this parameter.

## Using Sales Analysis Displays

In addition to the daily sales displays, the Sales Analysis module offers four basic types of displays. Sales data is available by customer, product, sales person and business area (company or location). You can view sales based on one of these categories or by combinations of categories.

For example, you can view sales individually by location or by customer or by product. The resulting displays show total sales for the location, customer or product entered. You can also combine these categories providing a display showing all sales for the specific customer, product, salesperson and location entered. In general, while each of the sales analysis displays are identical in format, the individual display options provide you with different ways to accumulate and view the sales information. Consequently, we look at one



display, keeping in mind that all of the menu options yield the same display format.

Display information includes:

- Quantity sold
- Sales in dollars
- Cost in dollars
- Profit in dollars
- Profit percent

Credit memo transactions affect sales amounts and not sales quantities.

Use the menu path below.

- ▶ *Sales Analysis*
- ▶ *Sales Analysis Displays*
- ▼ *[All Display Options]*

```

12/08/97    8:52:04    Sales For A Co/Product/Customer    SAG310    SAD310
-----
Position to . . . Company . . . . .
                  Product . . . . .
                  Customer . . . . .
Type options, press Enter.
5=Display
Opt  Co    Product      Size Description      Customer
-   IS1    NON-INV
5   IS1    PROD02       APPLE PIE             REGCUST1
                                     REGCUST1

Bottom
-----
F2=Function keys  F3=Exit  F4=Prompt  F10=QuickAccess  F18=Message line
  
```

Figure 13-11: Sales for a Co/Product/Customer selection screen

## Displaying Sales Information

If known, fill in the *Position to* fields and press Enter to display sales information based on these criteria. Partial entries in these fields cause the system to display the list starting at the record closest to the values you type.

You can then select a record by typing 5 in the *Opt* field next to the item to display.

12/08/97	8:52:42	Sales For A Co/Product/Customer				SAG310	SAD310
Company . . . :		IS1		Cust . . : REGCUST1			
Product . . . :		PROD02		APPLE PIE			
YTD Units . . :				Sales . . :		36	
Profit . . :		36		100.0 %			
Period	Units	Sales	Prft %	Period	Units	Sales	Prft %
DEC1997				DEC1996			
NOV1997				NOV1996			
OCT1997				OCT1996			
SEP1997		36	100.0	SEP1996			
AUG1997				AUG1996			
JUL1997				JUL1996			
JUN1997				JUN1996			
MAY1997				MAY1996			
APR1997				APR1996			
MAR1997				MAR1996			
FEB1997				FEB1996			
JAN1997				JAN1996			
							More...
F2=Function keys F3=Exit F10=QuikAccess F24=More keys							

Figure 13-12: Sales For a Co/Product/Customer screen

## Unit of Measure information

Establish the unit of measure for the quantity that displays in the *Units* field in the Order Processing Parameters attribute in the *Work with Entity Controls* option in the *Order Processing Control Files* menu. If the pricing unit of measure was different, the system automatically converts to sales units based on this parameter.

### *Sales Analysis # of Periods*

Use the *Sales Analysis # of Periods* field in the *Work with Entity Controls* or *Work with Company Controls* options in the *Order Processing Control Files* menu to define whether you use a 12 or 13 period fiscal year for display purposes.

### *Prft %*

If the value the system displays in *Prft %* is a loss (negative), it displays in red on color displays or flashes on and off on monochrome displays.

At the bottom of the screen, the system displays historic information for the past 36 months in detail and seven years beyond in summary by year. Press PgDn to display additional months beyond those that initially display.

### *Units, Sales, Prft %, Cost, Profit*

The system displays *Units*, *Sales* and *Prft %* fields for each period. Press F11 to replace these fields with *Cost* and *Profit* fields for these periods. Press F11 again to switch back to the original fields. *Sales*, *Cost* and *Profit* display in dollars.

The sales information the system displays is current up to and including the last batch of final invoices processed in Infinium OP.

## Correcting Sales Analysis Displays

On occasion, the Sales Analysis Displays may appear incorrect. To correct these displays, you must clear and rebuild the Sales Master files by following the steps below.

- 1 On a command line type the following, substituting **X** with a program name from the list below:

**CALL(X)**

- 2 Press Enter.

The programs that affect the Sales Analysis Displays and need to be rebuilt are listed below:

- **SAC010FX** - This program clears all of the Sales Master files.
  - **SAC010FX1** - This program rebuilds the Sales Master History file, as well as the associated Sales Master Summary files from the Order History files. You must run **SAC010FX** prior to running this program.
  - **SACFIXSLM** - This program clears and rebuilds the Sales Master Summary files from the Sales Master History file.
-

## Notes

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## Chapter 14 Working with Electronic Data Interchange

# 14

The chapter consists of the following topics:

Topic	Page
Overview of Working with Electronic Data Interchange	14-2
EDI Processing Flow	14-3
Accepting EDI Transactions	14-4
Working with EDI Batch Entry	14-6
Working with Batch Maintenance	14-10
Proofing EDI Batches	14-14
Posting EDI Batches	14-17
Working with EDI Purge	14-19
Displaying the EDI Send File	14-20
Purging the EDI Send File	14-23

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## Overview of Working with Electronic Data Interchange

Electronic data interchange, also known as EDI, allows for the electronic transmittal of customer orders via a computer-to-computer exchange. Your customers enter purchase orders into their own proprietary application software which are transmitted electronically to your system in standard data format. Through these options you can accept, proof and post these transactions. Upon posting, the orders are entered into Infinium OP automatically, at which point they are processed along with orders you enter manually.

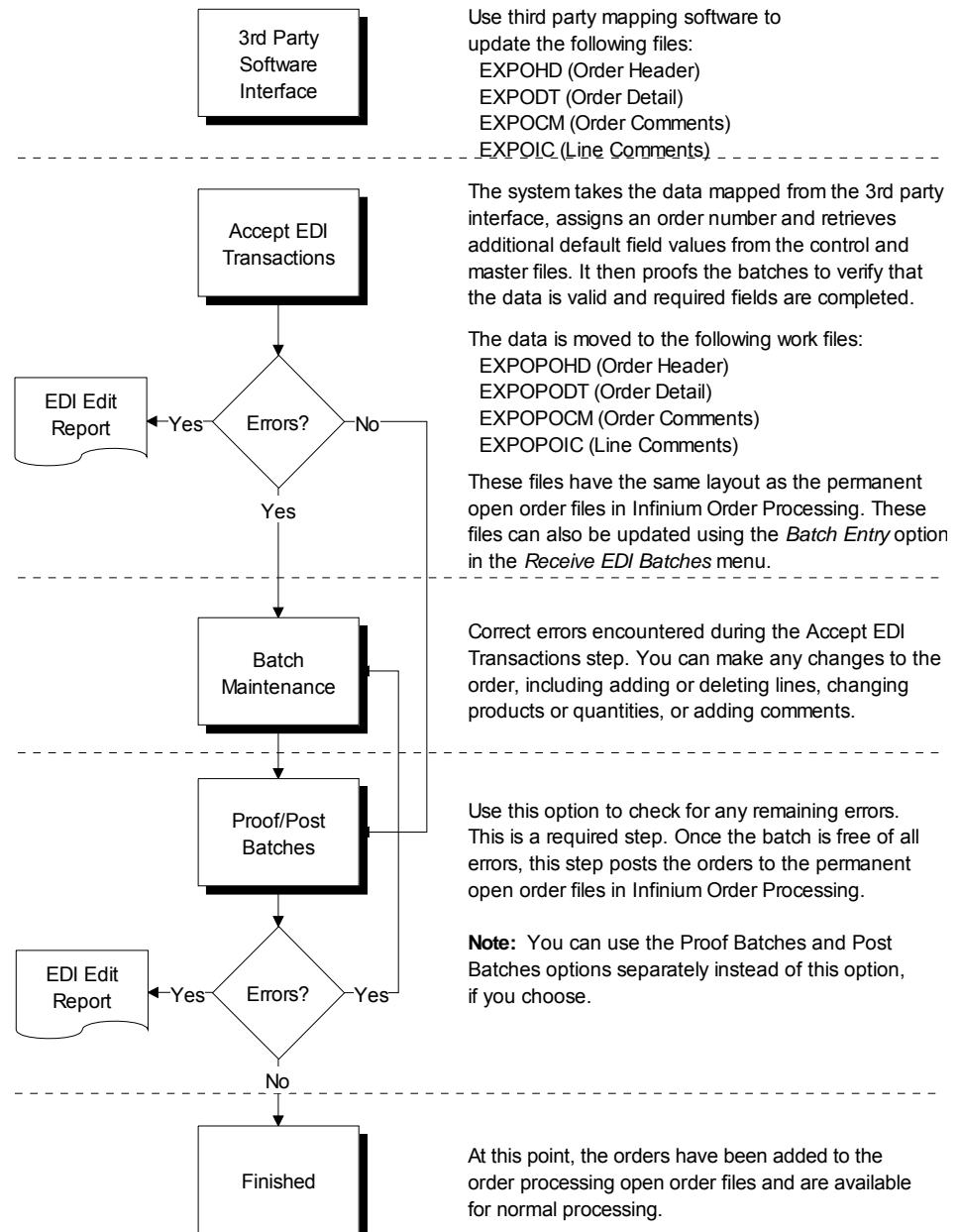
When you process final invoices for these orders, as described in the “Processing Invoices” topic of this guide, the invoices are made available to the EDI system for electronic transmittal to your customer, eliminating the need for paper invoices.

After you complete this topic, you should understand how to receive and process orders through the options that make up the Electronic Data Interchange (EDI) system.

---

# EDJ Processing Flow

The following diagram illustrates the processing flow of the EDJ system.



## Accepting EDI Transactions

This option allows you to accept a data file transmitted by your customer into four work files. They are the Order Header, Order Detail, Order Comment, and Line Comment files.

The accept process validates that order data deposited into the EXPOHD, EXPDPT, EXPOCM, EXPOIC files by third-party translation software or a non-Infinium OP application is correct. The EXPOHD record must contain a valid company and sold-to customer.

If the data is valid:

- The order is assigned an order number
- The records are moved from EXPOHD, EXPDPT, EXPOCM, EXPOIC into EXPOPOHD, EXPOPODPT, EXPOPOCM, EXPOPOIC
- An EDI edit report is generated so that other errors can be corrected using *Batch Maintenance*

If the data is invalid:

- The records remain in EXPOHD, EXPDPT, EXPOCM, EXPOIC
- A Data Utility (DFU) must be used to correct the data or the record must be re-transmitted with the correct data

Use the menu path below.

- ▶ *Work with EDI*
  - ▶ *Receive EDI Batches*
    - ▼ *Accept EDI Transactions [AEDIT]*
-



12/08/97	8:53:34	Accept EDI Transactions	OPG148	OPD148
----------	---------	-------------------------	--------	--------

---

WARNING  
You have selected the option to accept E.D.I. batches into the  
Order Processing E.D.I. subsystem.  
  
Press Enter to continue or function key to exit.

---

F2=Function keys F3=Exit F10=QuikAccess F18=Message line

Figure 14-1: Accept EDI Transactions Verification screen

Press Enter to accept new batches into the EDI subsystem or F3 to exit from this option without accepting the EDI batches.

At this point, the system assigns the order number, retrieves default information from the control and master files, proofs the order and prints an edit report listing any errors found.

Use the menu path below.

- ▶ *Work with EDI*
- ▶ *Receive EDI Batches*
- ▼ *Batch Entry [BE]*

```

12/08/97      8:55:19      Batch Entry      OPG150      OPD150
-----
                                           ADD
Company . . . . .   _TS1_ +
Warehouse . . . . .   ____ +
Order No. . . . .   _____

Sold-To . . . . .   BEGCUST1____ +
Ship-To . . . . .   _____ +

```

---

F2=Function keys   F3=Exit   F4=Prompt   F10=QuickAccess   F18=Message line

Figure 14-2: Batch Entry prompt screen

*Company* and *Sold-To* are required fields.

## Entering Order Information

12/08/97	8:55:39	Batch Entry	OPG150	OPD150
Company . : IS1 INFINIUM SOFTWARE (INSTRUCTOR) ADD				
Order No. : 000000038 Sold-To . : REGCUST1				
BO . . . : 00 Bill-To . : REGCUST1 Ship-To . :				
Sold-To Ship-to				
REGULATORY CUSTOMER SOLD-TO REGULATORY CUSTOMER SOLD-TO				
4350 BROWNSBORO ROAD 4350 BROWNSBORO ROAD				
LOUISVILLE KY 40207 LOUISVILLE KY 40207				
Action Cd				
Order Type REG + Regular Order Initials				
Order Date 19971208 Req. Deliv. Date Sch. Ship Date 19971218				
P.O. Number				
From Whse +				
Ship Via +				
FOB +				
Pro Number				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys				

Figure 14-3: Batch Entry Order header screen 1

Notice the system has assigned an order number.

*Sold-To*, *Ship-To*, *Order Date* and *From Whse* are required fields. You can override the *Sold-To*, *From Whse*, *Ship Via* and *FOB* values, which default from the Customer Sold-To file.

The ship-to address displayed is the same as the sold-to address unless you entered a ship-to code on Screen 1, in which case that address displays. You can override this address.

### *Action Cd*

This field displays various comment files. Press Help to display the valid action codes.

### *Order Type*

This field defaults to the order type specified in the Entity Control file. You can change this code.

### *Order Date*

You can override the *Order Date* field value, which defaults to the system date.

### Ship Days Default

The scheduled ship date is calculated by adding the number of days you enter in *Ship Days Default* field in the warehouse, customer, or entity control file to the order date. You can override this date.

### From Whse

*From Whse* defaults from the Customer Sold-To record. You can override this entry if the order is to be shipped from another warehouse.

Press Enter to proceed to the next screen.

## Additional Order Information

12/08/97	8:56:21	Batch Entry	OPG150	OPD150
<hr/>				
Company . : ISI INFINIUM SOFTWARE (INSTRUCTOR)    ADD				
Order No. : 000000038    Sold-To . : REGCUST1				
BO . . . : 00    Bill-To . : REGCUST1    Ship-To . :				
<u>Credit Information</u>				
Payment Terms    NET30 + Net 30				
Freight Payment Cd    PPD + PREPAID				
Payment Method    _____ +				
Charge Card    _____ +				
Card Number    _____    Credit Approval # _____				
Credit Hold (Y/N)    N    Rsn    _____ +				
Other Hold (Y/N)    N    Rsn    _____ +				
<u>Price Information</u>				
Quote Number    _____    Charge Sales Tax    N    (Y=Yes, N=No)				
Job/Cnt Nb    _____    State Tax Cd    _____ +				
Price Code    01L    Local Tax Cd 1    _____ +				
Price Date    19971208    Local Tax Cd 2    _____ +				
Local Tax Cd 3    _____ +				
Local Tax Cd    _____ +				
Tax Exempt No    0101				
Salesperson 1    1    _____ % Jonathan Smith				
Salesperson 2    2    _____ % Susan Jones				
F2=Function keys    F3=Exit    F4=Prompt    F10=QuickAccess    F24=More keys				

Figure 14-4: Batch Entry Order header screen 2

*Charge Sales Tax* is the only required field unless you type Y in that field, in which case *State Tax Cd* becomes required as well. You can enter up to five separate tax codes per order.

You can override the *Payment Terms*, *Freight Payment Cd*, *Price Code*, *Charge Sales Tax*, *Local Tax Cd* (all), *Salesperson 1* and *Salesperson 2* fields which default from the Customer Sold-To record.

## Price Date

The date you enter in the *Price Date* field is used when retrieving the product price from pricing methods where date ranges are entered. You can override this field, which defaults to the current date.

## Entering Order Detail

12/08/97 8:57:06 Batch Entry OPG151 OPD151

---

Co IS1 Order No 000000038 Sold-To REGCUST1  
 Loc ISW1 B0 00 Ship-To REGULATORY CUSTOMER  
 To Delete a line item, blank Qty/Product/Size fields.

Qty	Product *	Ord Size UM	Unit Price	Act Cde
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—
_____	_____	_____	.000000	—

More...

---

F2=Function keys F4=Prompt F5=Non Inv F6=Create F24=More keys

Figure 14-5: Batch Entry Order screen

*Qty* and *Product* are required fields.

*Act Cde*

Add non-inventoried items to the order by pressing F5, or access additional screens by typing the appropriate action code in the *Act Cde* field. With the cursor positioned in the *Act Cde* field, press Help to display a list of the valid action codes.

Press F6 to save the order and return to Screen 1.

## Working with Batch Maintenance

Use this option to correct errors found in the batches processed in the *Accept EDI Transactions* and *Proof Batches* options. After EDI batches are accepted or proofed, the system prints a list of orders which contain errors. Errors include invalid or missing information in the required fields.

Use the menu path below.

- ▶ *Work with EDI*
- ▶ *Receive EDI Batches*
- ▼ *Batch Maintenance [BM]*

```

12/08/97      8:59:41      Batch Maintenance      OPG150      OPD150
-----
                                UPDATE
Company . . . . .  IS1 +
Order No. . . . . 000000038 +
BO . . . . . 00

```

---

F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line

Figure 14-6: Batch Maintenance prompt screen

*Company* and *Order No* are required fields.

## Entering Order Information

12/08/97	9:00:04	Batch Maintenance	OPG150	OPD150
Company . : IS1 INFINIUM SOFTWARE (INSTRUCTOR) UPDATE				
Order No. : 000000038 Sold-To . : REGCUST1				
BO . . . : 00 Bill-To . : REGCUST1 Ship-To . :				
Sold-To Ship-to				
REGULATORY CUSTOMER SOLD-TO REGULATORY CUSTOMER SOLD-TO				
4350 BROWNSBORO ROAD 4350 BROWNSBORO ROAD				
LOUISVILLE KY 40207 LOUISVILLE KY 40207				
Action Cd				
Order Type REG + Regular Order Initials				
Order Date 19971208 Req. Deliv. Date Sch. Ship Date 19971218				
P.O. Number				
From Whse ISWL + INFINIUM WAREHOUSE #1				
Ship Via +				
FOB +				
Pro Number				
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys				

Figure 14-7: Batch Maintenance header screen 1

*Sold-To*, *Ship-To*, *Order Type*, and *From Whse* are required fields. You can override *Sold-To*, *From Whse*, *Ship Via* and *FOB* which default from the Customer Sold-To file.

The ship-to address displayed is the same as the sold-to address unless you enter a ship-to code on Screen 1, in which case that address displays. You can override this address.

### *Action Cd*

This field displays and/or maintains various comment files. Press Help to display the valid action codes.

### *Order Type*

The *Order Type* field value defaults from the *EDI Order Type* field in the Entity Control file. You can change the default order type to any other order type code. Press F4 to display a list of valid order types.

### *Order Date*

You can override the *Order Date* field, which defaults to the system date.

### Ship Days Default

The scheduled ship date is calculated by adding the number of days you enter in the *Ship Days Default* field in the warehouse, company, or entity control file to the order date. You can override this date.

### From Whse

*From Whse* defaults from the Customer Sold-To record. You can override this entry if the order is to be shipped from another warehouse or you can press F4 to display a list of valid warehouses.

Press Enter to proceed to the next screen.

## Additional Order Information

12/08/97	9:00:35	Batch Maintenance	OPG150	OPD150
<hr/>				
Company . . :		IS1 INFINIUM SOFTWARE (INSTRUCTOR)		UPDATE
Order No. . :		000000038		Sold-To . . : REGCUST1
BO . . . . :		00		Bill-To . . : REGCUST1 Ship-To . . :
<u>Credit Information</u>				
Payment Terms		NET30 +		
Freight Payment Cd		PPD + PREPAID		
Payment Method		_____ +		
Charge Card		_____ +		
Card Number		_____ Credit Approval # _____		
Credit Hold (Y/N)		N Rsn _____ +		
Other Hold (Y/N)		N Rsn _____ +		
<u>Price Information</u>				
Quote Number		_____ Charge Sales Tax N _____ (Y=Yes, N=No)		
Job/Cnt Nb		_____ State Tax Cd _____ +		
Price Code		01 _____ Local Tax Cd 1 _____ +		
Price Date		19971208 _____ Local Tax Cd 2 _____ +		
		_____ Local Tax Cd 3 _____ +		
		_____ Local Tax Cd _____ +		
		_____ Tax Exempt No _____		
Salesperson 1		1 _____ %		
Salesperson 2		2 _____ % Susan Jones		
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F24=More keys				

Figure 14-8: Batch Maintenance header screen 2

*Charge Sales Tax* is the only required field unless you type Y in that field, in which case *State Tax Cd* is required as well. You can enter up to four additional tax codes per order.

You can override the *Payment Terms*, *Freight Payment Cd*, *Price Code*, *Charge Sales Tax*, *Local Tax Cd* (all), *Salesperson 1* and *Salesperson 2* fields which default from the Customer Sold-To record.



When this screen is complete, press F6 to save the order and return to the Prompt screen.

## Proofing EDI Batches

After maintaining batches, this option checks each order to ensure that all required fields contain valid data. Errors are reported on the EDI Edit Listing and must be corrected before posting the batch. The system specifies the source of errors found in orders that contain invalid data. Proofing can also be performed with posting by selecting the *Proof/Post Batches* option.

Use the menu path below.

- ▶ *Work with EDI*
- ▶ *Receive EDI Batches*
- ▼ *Proof Batches [PRB]*

## Submitting a Batch for Proofing

12/08/97		9:02:21		Proof Batches		OPG155		OPD155	
Position to . . .		Company . . . .		_____		BO . . . . .		___	
		Order No . . .		_____					
Type options, press Enter.									
1=Select									
Opt	Co	Order No	BO	Sold-To	Description	Order Status			
1	IS1	000000038	00	REGCUST1	REGULATORY CUSTOMER SOLD-	RDY FOR EDIT			
Bottom									
F2=Function keys F3=Exit F9=Sel All F10=QuikAccess F18=Message line									

Figure 14-10: Proof Batches selection screen

Type **1** in the *Opt* field to the left of each batch to submit for proofing. The order status for batches you select must be **RDY For Edit**. Press F9 to select all available batches.

Reposition the selection screen with the entries you type in the *Position to* fields. After pressing Enter, the screen starts at, or as close as possible to, the company and order number entries.

After selecting the orders to proof, press Enter to continue.

## Printing a Proof Report

12/08/97	9:03:09	Proof Batches	OPG155	OPD155
----------	---------	---------------	--------	--------

---

Press Enter to confirm your choices.  
Press Cancel key to return to selection screen.

Co	Order No	BO	Sold-To	Description	Order Status
IS1	000000038	00	REGCUST1	REGULATORY CUSTOMER SOLD-	RDY FOR EDIT

Bottom

---

F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line █

Figure 14-11: Proof Batches Verification screen

Press Enter to submit batches for proofing. Press F12 to return to the Selection screen to make changes to the orders you selected.

A sample of the proof report is shown on the following page.

OPG155P	OPT155P
12/17/00	7:38:58

PAGE 1  
ACD

COMPANY	ORDER #	B/O	SOLD-TO	NAME	ORDER QTY	PRODUCT	SIZE	ERROR DESCRIPTION
-----	-----	---	-----	----	-----	-----	----	-----

IS1	000000038	00	REGCUST1	REGULATORY CUSTOMER SOLD-TO
-----	-----------	----	----------	-----------------------------

BATCHES EDIT: 1

BATCHES IN ERROR:

\*\*\*\*\* END OF REPORT \*\*\*\*\*



# Posting EDI Batches

After proofing your batches, use this option to post them to the Infinium OP system. The post function can also be performed along with the proof function by selecting the *Proof/Post Batches* option.

Posting moves the EDI batches from temporary work files to the regular open order files in Infinium OP. They are the Order Header, Order Detail, Order Comment, and Line Comment files. After posting, the orders are processed, based on their order type, along with the orders entered in the *Order Processing Entry* option.

Use the menu path below.

- ▶ *Work with EDI*
- ▶ *Receive EDI Batches*
- ▼ *Post Batches [PB]*

## Submitting a Batch for Posting

12/17/97    9:45:08    Post Batches    OPG156    OPD156

Position to . . .    Company . . . .    IS1

Order No . . .    \_\_\_\_\_    BO . . . . .    \_

Type options, press Enter.  
1=Select

Opt	Co	Order No	BO	Sold-To	Description	Order Status
1	IS1	000000038	00	REGCUST1	REGULATORY CUSTOMER SOLD-	RDY FOR POST

Bottom

F2=Function keys    F3=Exit    F9=Sel All    F10=QuikAccess    F18=Message line

Figure 14-12: Post Batches selection screen

Type **1** in the *Opt* field to the left of each batch to submit for posting. The order status for batches you select must be **RDY For Post**.

Reposition the selection screen with the entries you make in the *Position to* fields. After you press Enter, the screen starts at, or as close as possible to, the company and order number entries.

After selecting the orders to post, press Enter to continue.

12/17/97	9:46:31	Post Batches	OPG156	OPD156
----------	---------	--------------	--------	--------

---

Press Enter to confirm your choices.  
Press Cancel key to return to selection screen.

Co	Order No	BO	Sold-To	Description	Order Status
IS1	000000038	00	REGCUST1	REGULATORY CUSTOMER SOLD-	RDY FOR POST

Bottom

---

F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line

Figure 14-13: Post Batches Verification screen

Press Enter to submit the batches for posting. Press F12 to return to the selection screen to make changes to the orders you selected.

# Working with EDI Purge

Use this option to purge EDI batches that have been posted to the Infinium OP system. When purging EDI transactions, determine the cutoff date and companies for which data is purged.

Use the menu path below.

- ▶ *Work with EDI*
- ▶ *Receive EDI Batches*
- ▼ *Purge Batches [PUB]*

12/08/979:07:54Purge BatchesOPGEDIROPDEDIR

Company . . . . . \_\_\_\_\_ +

Cut-off Date . . . . . \_\_\_\_\_

Run type . . . . . - 0 = Purge only;  
1 = List only;  
2 = List and purge

WARNING:

BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING.

F2=Function keys F3=Exit F4=Prompt F6=Submit to JOBQ F24=More keys

Figure 14-14: Purge Batches prompt screen

*Cut-off Date* and *Run type* are required fields. Transactions with dates before the date you enter here are purged for the company specified.

Press F6 to submit the purge job.

## Displaying the EDI Send File

Use this option to review the contents of the EDI send file. The system displays fields from the order header and the order detail files.

Use the menu path below.

- ▶ *Work with EDI*
- ▶ *Send EDI Batches*
- ▼ *Display EDI Send File [DEDISF]*

## Displaying Order Number Information

12/19/97		12:29:53		Display EDI Send File		OPGSNDD		OPDSNDD	
Position to . . .				Company <u>IS1</u> *					
				Order No _____		BO ____			
Type options, press Enter.									
5=Display									
Opt	Comp	Order No	BO	Sold-To	Ship-To	Invoice Date	Invoice Number	Name	
5	IS1	000000055	00	1		1997/12/17	000000055	EDI CUSTOM	
Bottom									
F2=Function keys F3=Exit F4=Prompt F10=QuickAccess F18=Message line									

Figure 14-15: Display EDI Send File selection screen

Type **5** in the *Opt* field next to the order number you want to display. The system displays information from the Order Header and Order Detail files for the order you select. Reposition the display by using the *Position To* fields, or press PgUp and PgDn to scroll through the file.



## Order Header Information

12/19/97 12:30:39		Display EDI Send File		OPGSNDD	OPDSNDD
Sold-To . . . . . 1		EDI CUSTOMER			
Company . . . . . IS1		Whse . . . . . ISW1			
Order No . . . . . 000000055		Order Type . . . . . REG			
BO . . . . . 00		Order Stat . . . . . INVOICED			
Ship-to .		Order Date		1997/12/17	
Address EDI CUSTOMER		Actual Shp Date		1997/12/17	
21 Commerce Way		Invoice Date		1997/12/17	
Hyannis		Order Taken By			
MA 02360		Order Total Amt			
		Order Tax Amt			
Ship Frm ISW1 INFINIUM WAREHOUSE #1		Invc Printd		0	
Ship Via		Pick Printd		1	
Pro Number		Ship Printd		1	
Slspers 1 1 Jonathan Smith		PO No			
Slspers 2 2 Susan Jones					
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line					

Figure 14-16: Display EDI Send File screen 1

This screen includes information from the order header.

Press Enter to proceed to the Order detail screen.

## EDI Send File Detail Lines

12/19/97	12:30:59	Display EDI Send File				OPGSNDD	OPDSNDD
<hr/>							
Sold-To . 1		Name . . . EDI CUSTOMER					
Company . IS1		Whse . . . ISW1					
Order No 000000055		Order Type REG					
BO . . . 00		Order Stat INVOICED					
Ord Total		Order Date 1997/12/17					
Ord Tax		Ship Date 1997/12/17					
Product	Size	Price	Qty	Prc	Unit Price	Description	
				UM	Extended Price		
PROD05		50.0000	LB			TOP SOIL	
<hr/>							
F2=Function keys F3=Exit F10=QuikAccess F12=Cancel F18=Message line							

Figure 14-17: Display EDI Send File screen 2

This screen includes all of the detail lines included on this order.

## Purging the EDI Send File

Use this option to purge records from the EDI send file based on the date you type.

Use the menu path below.

- ▶ *Work with EDI*
- ▶ *Send EDI Batches*
- ▼ *Purge EDI Send File [PEDISF]*

```

12/08/97      9:11:12      Purge EDI Send File      OPGPSNDS      OPDPSND

```

---

```

Company . . . . . _____ +
Cut-off Date . . . . . _____
Run type . . . . . _      0 = Purge only;
                          1 = List only;
                          2 = List and purge

```

WARNING:  
 BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING.

---

```

F2=Function keys  F3=Exit  F4=Prompt  F5=Submit  F24=More keys

```

Figure 14-18: Purge EDI Send File prompt screen

Records are purged based on the date you enter in the *Cut-off Date* field. Records are purged if the invoice date is equal to or precedes the date you type.

## Notes

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## Chapter 15 Working with Supervisor Functions

# 15

The chapter consists of the following topics:

Topic	Page
Overview of Working with Supervisor Functions	15-2
Processing End of Day	15-4
Purging Order Processing Files	15-6
Working with Order Processing Utilities	15-12

---

## Overview of Working with Supervisor Functions

### Processing End of Day Overview

This topic discusses how to perform end of day processing. As a result of running end of day, the system performs the following steps:

- 1 Order Processing Costing is stopped
- 2 Allocating of files (end of day stops if any files are in use)
- 3 Printing a Daily Cost Summary report (optional)
- 4 Printing an invoice register (optional)
- 5 Printing a Daily Price Quote report (optional)
- 6 Printing a Sales Analysis report by salesperson (optional)
- 7 Printing a Sales Analysis report by product category (optional)
- 8 Updating the Customer/Product Special Price file
- 9 Restart costing
- 10 Convert future orders

Infinium recommends that you run end of day daily.

### Purging Order Processing Overview

As a result of normal processing, Infinium OP maintains files which allow you to review information about past orders, including Audit, Order History, and Returned Goods History records. This option allows you to purge obsolete data to conserve disk space.

---

## Objectives

After you complete this chapter, you should be able to:

- Submit the end of day job to run immediately or as a scheduled job to run on the date and time you choose
  - Purge Order Processing files
  - Work with Order Processing utilities
-

## Processing End of Day

You can run end of day as a job to process immediately or at a time that you specify.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Work with Orders*
- ▼ *End of Day Processing [EODP]*

12/08/97	9:14:39	End of Day Processing	OPGSBMEOD	OPDEOD
Processing Date . . . . . 19971208				
Date to run End of Day . . . . . 19971208				
Time to run End of Day:				
AM or PM . . . . .	**	** = immediately, AM, PM		
Hour to run End of Day . . . . .	00			
Minute to run End of Day . . . . .	00			
Last Processing Date . . . . . //				
F2=Function keys F3=Exit F5=Submit F10=QuickAccess F18=Message line				

Figure 15-1: End of Day Processing prompt screen

*Processing Date*, *Date to run End of Day*, and *AM or PM* are required fields. If you type **AM** or **PM** in the *AM or PM* field, then *Hour to run End of Day* is also required. You can override the dates that display in these fields, which are the system date by default.

The processing date and date to run end of day can be different. For example, you can schedule an end of day to run at 2:00 AM tomorrow morning but print today's date on the reports, as shown in Screen 1.

Press F5 to submit the job for processing.



If you run end of day on a delayed basis, the system sends the end of day job to the job queue with a time delay through an IBM utility.

## Purging Order Processing Files

As a result of normal processing, Infinium OP maintains files that allow you to review information about past orders, including Audit, Order History, and Returned Goods History records. This option allows you to purge obsolete data to conserve disk space.

### Purging Audit Trace Records

The Audit Trace file provides a detailed history of order processing steps and is accessible from the Order Processing Displays menu. Use this option to delete Audit Trace records before the date you enter.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Purge*
- ▼ *Purge Audit File [PAF]*

12/08/97	10:20:59	Purge Audit File	OPGAUDR	OPDAUDR
<u>WARNING</u>				
BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING				
Purge Audit records previous this date . . . . . _____				
Company of Audit records to be purged . . . . . _____ *				
(Leave blanks to select all companies) . . . . .				
Select only one of the purge options below				
List all purgable records ----- NO DELETE    N (Y=Yes, N=No)				
OR				
List all purgable records ----- AND DELETE    N (Y=Yes, N=No)				
OR				
DELETE purgable records ----- NO LISTING    N (Y=Yes, N=No)				
F2=Function keys   F3=Exit   F4=Prompt   F6=Submit to JOBQ   F24=More keys   █				

Figure 15-2: Purge Audit File prompt screen

The system purges records based on the date you type in the *Purge Audit records previous this date* field. Only records with an invoice date before the date you type are deleted.

**Caution:** You should make a backup copy of the Audit Trace file OPPCAU before purging.

## Purging Order History

The Order History file contains detailed information about each order, including selected fields from the Order Header, Line Item Detail, and Miscellaneous Charges screens, and is accessible from the *Order Processing Displays* menu.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Purge*
- ▼ *Purge Order History [POH]*

12/08/97	10:21:45	Purge Order History	OPGHISR	OPDHISR
<u>WARNING</u>				
BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING				
Purge History records previous this date . . . _____				
Company of History records to be purged . . . . ____ *				
(Leave blanks to select all companies) . . . .				
Select only one of the purge options below				
List all purgable records ----- NO DELETE    N (Y=Yes, N=No)				
OR				
List all purgable records ----- AND DELETE    N (Y=Yes, N=No)				
OR				
DELETE purgable records ----- NO LISTING    N (Y=Yes, N=No)				
<hr/> F2=Function keys   F3=Exit   F4=Prompt   F6=Submit to JOBQ   F24=More keys   █				

Figure 15-3: Purge Order History prompt screen

The system purges records based on the date you type in the *Purge History records previous this date* field. Only records with an invoice date prior to the date you type are deleted.

**Caution:** You should make a backup copy of the Order History files OPPOHDHS, OPPODTHS, OPPCUS, OPPOSI, OPPOMC, OPPOCM, and OPPOIC before purging.

## Purging Returned Goods Authorization Records

The Returned Goods Authorization file provides a detailed history of each RGA processed and is accessible from the *Work with Return Goods* option.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Purge*
- ▼ *Purge RGA History File [PRGAHF]*

12/08/97	10:22:23	Purge RGA History File	OPGRGAR	OPDRGAR
<b>WARNING</b> BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING Purge RGA History records previous this date . _____ Company of RGA History records to be purged . . ____ * (Leave blanks to select all companies) . . . .  Select only one of the purge options below List all purgable records ----- NO DELETE N (Y=Yes, N=No) OR List all purgable records ----- AND DELETE N (Y=Yes, N=No) OR DELETE purgable records ----- NO LISTING N (Y=Yes, N=No)				
F2=Function keys F3=Exit F4=Prompt F6=Submit to Jobq F24=More keys				

Figure 15-4: Purge RGA History File prompt screen

The system purges records based on the date you type in the *Purge RGA History records previous this date* field. The system deletes only those records with an invoice date before the date you type.

**Caution:** You should make a backup copy of the RGA files OPPHRGHS and OPPPDRGHS before purging.

## Purging Expired Master Orders

Use this option to purge expired recurring master orders. This purge option does not remove the orders from the system. Instead, it moves the recurring master order from the open order file to order history. Later, when you purge order history, any recurring master orders that meet the date requirement are purged.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Purge*
- ▼ *Purge Expired Master Orders [PEMO]*

12/08/97	10:22:59	Purge Expired Master Orders	OPGMSTR	OPDMSTR
<p><u>NOTICE</u> THE MASTER ORDERS SELECTED FOR PURGE WILL BE MOVED TO HISTORY</p>				
<p>Purge Recurring Master Orders previous this date _____</p>				
<p>Company of records to be purged . . . . . ____ *</p>				
<p>(Leave blanks to select all companies) . . . .</p>				
<p>Select only one of the purge options below</p>				
<p>List all purgable records ----- NO DELETE    N (Y=Yes, N=No)</p>				
<p>OR</p>				
<p>List all purgable records ----- AND DELETE    N (Y=Yes, N=No)</p>				
<p>OR</p>				
<p>DELETE purgable records ----- NO LISTING    N (Y=Yes, N=No)</p>				
<p>F2=Function keys   F3=Exit   F4=Prompt   F6=Submit to JOBQ   F24=More keys</p>				

Figure 15-5: Purge Expired Master Orders prompt screen

The system purges records based on the date you type in the *Purge Recurring Master Orders previous this date* field. Only records with an invoice date before the date you type are deleted.

## Purging Daily Sales Files

Use this option to purge the daily sales files.

Use the menu path below.

- *Order Processing*
- *Order Processing Purge*
- ▼ *Purge Daily Sales Files [PDSF]*

12/09/02 09:54:56		Purge Daily Sales File		SAGDLP	SADDLP
<hr/>					
Company . . . . .	_____	+			
Warehouse . . . . .	_____	+			
Cut-off Date . . . . .	_____				
Run type . . . . .	-		0 = Purge only;		
			1 = List only;		
			2 = List and purge		
WARNING:					
BE SURE TO HAVE BACKUP OF DATABASE LIBRARY BEFORE PROCEEDING.					
<hr/>					
F2=Function keys F3=Exit F4=Prompt F6=Submit Purge F24=More keys					

Figure 15-6: Purge daily Sales File prompt screen

Use the information below to determine which files are purged. When you are through, press F6 to complete the purge.

### *Company*

Specify a company for which you want to purge the daily sales files. To purge the files for all companies, leave this field blank.

### *Warehouse*

Specify the warehouse for which you want to purge the daily sales files. To purge the daily sales files for the entire company you specified above, leave this field blank.

*Cut-off Date*

Type the cut-off date used to determine which files to purge. Files with invoice dates that precede the date you type are purged.

*Run type*

Specify the run type for the purge. Valid values are:

- |          |                |
|----------|----------------|
| <b>0</b> | Purge only     |
| <b>1</b> | List only      |
| <b>2</b> | List and purge |

## Working with Order Processing Utilities

### Starting and Ending Order Processing Costing

Order processing costing is a continuously running job that, among other things, costs orders, calculates order totals, and resets order status as orders are entered. Costing must be running before you can enter orders. There are times, during backups for example, that order processing costing must be turned off. Use these options to start and end the order processing costing jobs.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Utilities*
  - ▼ *Start Order Processing Costing [SOPC] or*
  - ▼ *End Order Processing Costing [EOPC]*

A separate screen does not display when you select these options.

When you start costing, the system displays the following messages:

Order Entry Costing has been Submitted to Jobq Request completed normally

When you stop costing, the system displays the following messages:

Order Entry Costing will be brought down at this time Request completed normally.

You can verify that the order processing costing job is running at any time by entering the AS/400 work active job command (WRKACTJOB) from a system command line. The order processing costing job normally runs in the subsystem Processor and is called OPCOSTING, although these names may be different on your system. Check with your system manager for the names for your system.

If you do not see the job name in the subsystem, then order processing costing is not running, and you cannot enter orders. You cannot work with orders if the order processing costing job is not running.

---



## Displaying the Costing Data Queue

With this option, you can view the contents of the order processing costing data queue. The system displays a list of orders for which costing has not been completed.

Use the menu path below.

- *Order Processing*
- *Order Processing Utilities*
- ▼ *Display Costing Data Queue [DCDQ]*

12/08/97	10:23:53	Display Costing Data Queue	OPGDDTQ	OPDDDTQ		
<hr/>						
Data Queue . . . . .	OPCOSTQ					
Library. . . . .	OPDBFT070					
<hr/>						
Seq.#	Company	Warehouse	Order Number	BO	Date	Time
00001	IS1	ISW1	000000126		11/24/97	14:27:29
00002	IS1		000000028		11/24/97	14:45:59
00003	IS1	ISW1	000000002		11/26/97	09:36:38
00004	IS1	ISW1	000000003		11/26/97	09:37:05
00005	IS1	ISW1	000000030		12/02/97	09:27:23
00006	IS1	ISW1	000000021		12/02/97	10:46:12
00007	IS1	ISW1	000000005		12/02/97	11:00:23
00008	IS1	ISW1	000000031		12/02/97	11:11:30
00009	IS1	ISW1	000000005		12/02/97	13:27:35
00010	IS1	ISW1	000000032		12/02/97	13:34:06
00011	IS1	ISW1	000000033		12/02/97	13:35:42
00012	IS1	ISW1	000000034		12/02/97	14:02:22
						More...
<hr/>						
F2=Function keys F3=Exit F5=Refresh F10=QuickAccess F18=Message line						

Figure 15-7: Display Costing Data Queue submission screen

### Refreshing the Screen

To update the screen to show changes in the contents of the queue, press F5 to refresh the screen.

## Resetting the Invoice and Order Numbers

Use this option to reset the numbers the system automatically assigns to customer orders, invoices, and returned goods authorizations. The primary purpose of this option is for new users who are converting from another order

entry system to specify the begin number for orders, invoices, and returned goods authorizations entered in Infinium OP.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Utilities*
- ▼ *Reset Order and Invoice Number [ROAIN]*

```
12/08/97  10:24:45  Reset Order and Invoice Number  OPGRCOV  OPDRCOV
-----

Company . . . . . TS1  +
Warehouse . . . . . TSW1  +

F2=Function keys  F3=Exit  F4=Prompt  F6=Create  F24=More keys
```

Figure 15-8: Reset Order and Invoice Number prompt screen

### Selecting a Company and Warehouse

After completing the *Company* and *Warehouse* fields, press F6 to continue to the next screen.

12/08/97	10:26:13	Reset Order and Invoice Number	OPGRCOV	OPDRCOV
Company . . . . IS1 Warehouse . . . ISW1				
-----				
Last Order Number		_____	38	
Last Invoice Number		_____	16	
Last RGA Number		_____	1	
F2=Function keys F3=Exit F6=Create F10=QuickAccess F24=More keys				

Figure 15-9: Reset Order and Invoice Number selection screen

## Resetting Order Information

Type the new numbers the system uses for the reset in the *Last Order Number*, *Last Invoice Number* or *Last RGA Number* fields. You can reset any of these fields. Leave the number displayed in any of the fields to avoid resetting that number.

Do not use numbers that will cause the system to assign subsequent numbers that already exist in the open order files or order history.

## Resetting Open A/R Balances

Infinium OP allows you to reset open A/R balances to update the standard order field.

Prior to running this option, make sure that all users have exited from Infinium OP and Infinium AR functions.

You must have Infinium AR installed to run this option. If Infinium AR is not installed, the system displays the following error message:

Option unavailable; Infinium Accounts Receivable not installed; press Enter.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Utilities*
- ▼ *Reset Open A/R Balances [ROAR]*

12/08/97	10:26:49	Reset Open A/R Balances	OPGAR99	OPDAR99
----------	----------	-------------------------	---------	---------

---

WARNING

You have selected the option to reset the standard orders in the AR Customer Credit File.

Press the appropriate command key to run the reset or EXIT the program.

---

F2=Function keys F3=Exit F6=Reset F10=QuikAccess F18=Message line

Figure 15-10: Reset Open A/R Balances

The system displays this screen when you select the *Reset Open A/R Balances* menu option. This is a warning message, alerting you of your intended action and allowing you to return to the previous menu, without resetting the AR balances.

Press F6 to continue and reset the AR balances or F3 to exit without resetting the AR balances.

**WARNING!** Infinium recommends that you consider removing this menu option from user menus.

## Resetting the Manufacturing Batch Number

Infinium OP allows you to reset the Manufacturing Batch Number. The batch identifier number is a two-character identifier beginning all order numbers of batches you created during order entry.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Utilities*
- ▼ *Reset Manufacturing Batch Number [RMBN]*

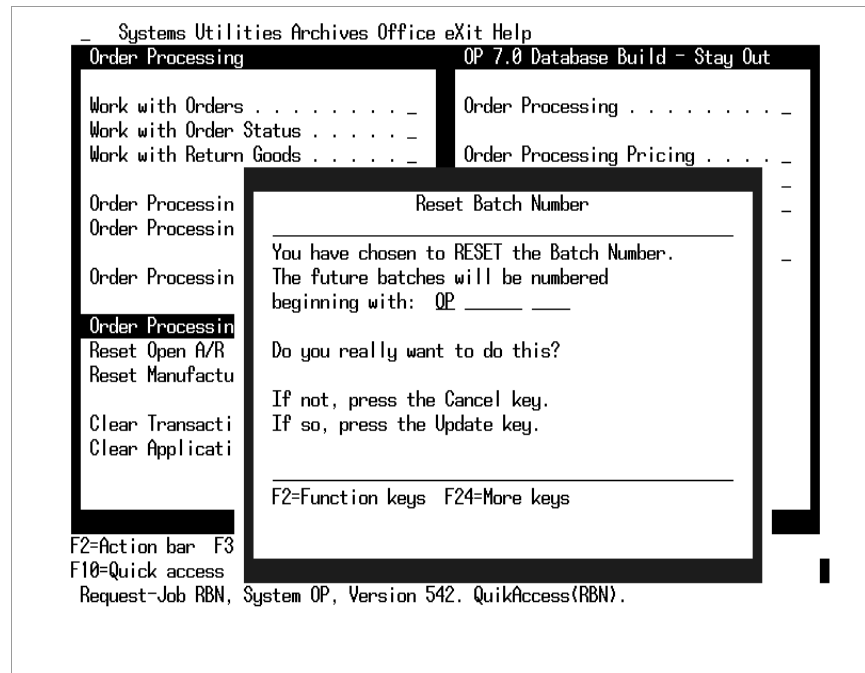


Figure 15-11: Reset Batch Number screen

The system displays this screen when you select the *Reset Manufacturing Batch Number* option. This is a warning message, alerting you of your intended action and allowing you to return to the previous menu, without resetting the Manufacturing Batch Number.

Press F12 to return to the previous menu.

Press F6 to continue with your reset request.

**WARNING!** Infinium recommends that you consider removing this menu option from user menus.

## Clearing Transaction Files

Infinium OP allows you to clear the order processing transaction files. You normally clear all Order Processing Transactions files just prior to going live

with Infinium OP, especially if you are not using a separate database for testing and training data.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Utilities*
- ▼ *Clear Transaction Files [CTF]*

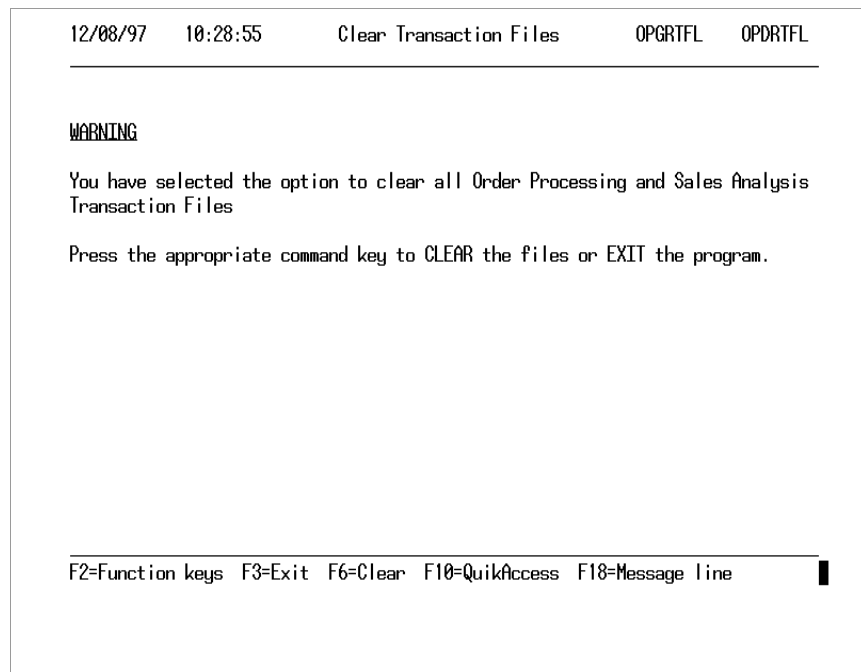


Figure 15-12: Clear Transaction Files screen

Before running this option, ensure that all users have exited from all Infinium OP programs.

Press F6 to clear the transaction files.

**WARNING!** Infinium recommends you consider removing this menu option from user menus.

## Clearing Application Files

Infinium OP provides this option in case you need to clear all of the Order Processing Application files. You normally clear all Order Processing Application files just prior to going live with Infinium OP, especially if you are not using a separate database for testing and training data.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Utilities*
- ▼ *Clear Application Files [CLRf]*

```

12/08/97   10:29:28      Clear Application Files      OPGCF      OPDCF
-----
Default Library . . . . . OPDBFA
Proceed only with caution!

This function will clear application data files found in the
default library. The default library must be in your current
library list.

F2=Function keys  F3=Exit  F10=QuickAccess  F22=Clear
  
```

Figure 15-13: Clear Application Files screen

Before running this option, ensure that all users have exited from all Infinium OP programs.

Press F22 to clear the application files.

This option does not clear the Sold-to, Ship-to or Product files.

**WARNING!** Infinium recommends you consider removing this menu option from user menus.

## Copying Orders

Use this option to create new orders by copying from existing orders.

This is the same screen the system displays when you press F7 on the Prompt screen in Order Processing Entry in the “Creating and Processing

Orders” chapter and Order Processing Modification in the “Modifying Orders Prior to Shipping” chapter.

Use the menu path below.

- *Order Processing*
- *Order Processing Utilities*
- ▼ *Copy Orders [CO]*

12/08/97 10:31:10		Copy Orders	OPGCPYO	OPDCPYO
<u>FROM</u>				
Company . . . . .	TS1	+		
Order Number . . . . .	000000001	+		
Backorder . . . . .	00			
<u>TO</u>				
Order Number . . . . .				
Sold-To . . . . .	REGCUST2	+		
Ship-To . . . . .		+		
Order Type . . . . .		+		
Should Sign Reverse? . . . . . N (Y=Yes,N=No)				
<u>OPTIONAL</u>				
Req. Deliv. Date . . . . .				
P.O. Number . . . . .				
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys				

Figure 15-14: Copy Orders prompt screen

## Selecting a Company

*Company*, *Order Number* and *Should Sign Reverse?* are required fields.

### *To*, *Order Number*

Use the *To* fields, with the exception of the *Should Sign Reverse?* field, to establish a different customer and/or order for the new order you are creating. Leave the *Order Number* field blank to allow the system to assign the next available number.

### *Should Sign Reverse?*

Type Y in the *Should Sign Reverse?* field to create a new order in which the order quantities are the inverse of the original order. This is especially useful in creating credit memos or correcting orders.



When copying an order with miscellaneous charges to a credit memo, the sign for the miscellaneous charge quantities does not reverse.

## Exporting Sales History

You can export sales history from Infinium OP to export files using this option. The system exports the data you selected and stores it on the AS/400 in two separate files: OP Sales History Header file (OPPSH) and OP Sales History Download Detail file (OPPSD). You can download the data to your PC using a file transfer application.

Use the menu path below.

- ▶ *Order Processing*
- ▶ *Order Processing Utilities*
- ▼ *Export Sales History [ESH]*

12/08/97	10:32:12	Export Sales History	OPGSHM	OPDSHM
Company . . . . . IS1 *				
Fiscal Year . . . . . 1997 *				
Fiscal Month . . . . . 12				
Level . . . . . 1				
View . . . . .				
F2=Function keys F3=Exit F4=Prompt F6=Create F24=More keys				

Figure 15-15: Export Sales History screen

## Creating Export Sales History Files

All fields, except the *Fiscal Month* field, are required. If you leave the *Fiscal Month* field blank, the system includes all months for the entry in the *Fiscal Year* field for the download.

### *Level*

The *Level* field defaults to 1. Level 1 contains the greatest amount of demand detail history. Level 2 is descriptive data plus other information. Level 2 uses Level 1 to determine information.

### *View*

The *View* field is the identifier for this particular set of downloaded data. Any entry is acceptable.

Press F6 to create the export data files.

The system exports the data into the following two files on the AS/400:

- OP Sales History Header file (OPPSH)
- OP Sales History Download Detail file (OPPSD)

OPPSH consists of the selection criteria you specified on the screen. OPPSD consists of the Sales History data that was selected according to the criteria you specified.

Once you export the files, transfer them from the AS/400 to your PC using any file transfer protocol (ftp). During ftp, the files must be received by your PC in comma-delimited, text-only (.txt) format.

## Refresh Trigger Pointers

When you install a new version of Infinium OP and you use Infinium e-business Solutions, you must refresh the trigger pointers to the new program libraries. This program searches through your library list and obtains the library names and refreshes their file triggers.

If you have not activated Infinium Workflow in Infinium CA, you will receive the following error message when trying to use this function:

Workflow must be activated to use this option. Press ENTER to continue.

Use the menu path below.

- ▶ *Order Processing*
  - ▶ *Order Processing Utilities*
  - ▼ *Refresh Trigger Pointers [RTP]*
-

2/20/98	8:51:05	Refresh Trigger Pointers	OPGRTM	OPDRTM
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File . . . . .	:	OPPIWF	OP Workflow transaction file.
File Library . . . . .	:	WORKFLOWTX	
Trigger Program . . . . .	:	CAGTPA	CA Trigger program api
Trigger Program Library . . . . .	:	CA2000070	
Trigger Time . . . . .	:	*AFTER	
Trigger Event . . . . .	:	*INSERT	

---

F2=Function keys F3=Exit F6=Create F10=QuickAccess F18=Message line

Figure 15-16: Refresh Trigger Pointers

The fields on this screen are display only. The program searches the system and obtains the correct library and file names for the new version.

Press F6 to run this utility and refresh the trigger pointers. Press F3 to exit from this option without running the program.

## Notes