



Infor System21 Document Processing

Product Guide

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Contents

- About this guide..... 5**
 - Intended audience 5
 - Related documents..... 5
 - Contacting Infor..... 5

- Chapter 1 Overview 7**
 - Introduction 7
 - Relationships to Other Applications..... 7
 - Maintenance 7
 - Processing 8

- Chapter 2 Maintenance..... 11**
 - Introduction to Label Printing..... 11
 - Document Format Maintenance [1/DYM]..... 11
 - Document Format Maintenance Selection Window 11
 - Document Format Maintenance Output Window 12
 - Document Format Maintenance Label Design Window..... 13
 - Printer Driver Maintenance [2/DYM]..... 14
 - Printer Driver Selection Window..... 15
 - Printer Driver Maintenance Window..... 15
 - User Device Overrides [3/DYM] 16
 - User Device Overrides Selection Window 16
 - User Device Overrides Maintenance Pop-up..... 17

- Chapter 3 Processing..... 19**
 - Introduction to Document Processing 19
 - Print Selection [1/DYP] 20
 - Delivery Note Print Selection Header Window..... 21
 - Delivery Note Print Range Selection Detail Window..... 23

Delivery Note Print List Selection Detail Window.....	24
Reprint Selection [2/DYP].....	25
Despatch Note Reprint Selection Header Window	25
Despatch Note Reprint Range Selection Detail Window	26
Despatch Note Reprint List Selection Detail Window	27
Document Pricing [10/DYP].....	27
Appendix A Glossary.....	29

About this guide

The purpose of this document is to describe the functions that can be used within the Document Processing Module.

Intended audience

The guide is intended for any users of the DY Document Processing business module.

Related documents

You can find the documents in the product documentation section of the Infor Xtreme Support portal, as described in the "Contacting Infor" section.

Contacting Infor

If you have questions about Infor products, go to the Infor Xtreme Support portal at www.infor.com/inforxtreme.

If we update this document after the product release, we will post the new version on this Web site. We recommend that you check this Web site periodically for updated documentation.

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Introduction

Business frequently needs to produce specialised printed documents to present to their customers. This module allows for the production of such documents from within particular applications.

Relationships to Other Applications

You use Document Processing in order to create labels for Advanced Shipping, and to create despatch and delivery note within Sales Order Processing.

- You use Maintenance tasks to maintain shipping label printing for Advanced Shipping.
- You use Processing tasks to set up the Sales Order Processing despatch and delivery note printing.

Maintenance

There are three main maintenance tasks.

Use the Printer Driver Maintenance task to set up your dedicated [barcode printer](#). Use the Document Format Maintenance task to set up the [data stream](#) sequence sent to the barcode printer to print your label design.

Document Format Maintenance

This task allows for the set up of data streams that can be sent to dedicated barcode printers for printing shipping labels. You must first set up the printer driver in Printer Driver Maintenance.

Printer Driver Maintenance

This task caters for setting up the [printer driver program](#) for a specific, dedicated barcode printer. New printer drivers may be added or re-defined.

Characters may be excluded from the [data stream](#) to be sent to the printer. This caters for situations where characters are known to cause unpredictable results, or for characters that have specific meanings and might print incorrectly.

User Device Overrides

This is an optional task for setting up dedicated [barcode printer driver programs](#) and specifying data streams. This can change the output print queue for a user if batch jobs are constantly being printed on the printer they normally use, in which case it may be more efficient to specify a new print queue.

Processing

Sales Order Processing uses Document Processing to produce despatch notes, or combined despatch notes and invoices, or both.

Use the Processing tasks within Document Processing to specify the documentation you want to print or re-print, and to re-price your delivery documentation. You can also specify the [stockroom](#) site for centralised documentation. To set up the stockrooms that you want to include in the centralised documentation, use the Stockroom Site task from the Inventory Management Company Parameters Maintenance menu.

Tasks to print, re-print and price delivery documentation are also available from the Transport Planning Processing menu.

The Transport Planning tasks are based on those described herein, but require the user to be signed in to a transport centre and permit the entry of selection criteria to control the printing of delivery documentation by:

- Transport carrier
- Route
- Load

Caution: If you use both Document Processing and Transport Planning to print your delivery documentation, care must be taken when entering selection criteria to ensure that the correct documentation is printed by each application. For example, if you were to request the production of delivery documentation for a specific delivery date using the Document Processing task, all delivery documentation for the selected date would be printed, including any for despatches planned onto transport loads.

Caution: A subsequent request to print documents for a specific load number, submitted via Transport Planning, would omit any despatch documents on the load that were printed by the prior request, submitted via Document Processing.

In the Inventory Background Processing tasks, you can activate or de-activate a background monitor, which will print your delivery documentation as a background task and consequently reduce the overhead upon your online processing.

Print Selection

This task describes the documentation you want to print, and specifies printing criteria by ranges or lists of items. Documentation can be printed by:

- Stockroom site
- Document source
- Document type

Re-print Selection

This task is used to specify re-printing criteria for delivery documentation that have already been printed via the Despatch Note Print task.

Document Pricing

Sales orders may have originally been produced with order lines that were unpriced because no prices were available at that time. This task will re-price despatch notes and combined despatch notes and invoices, created in Sales Order Processing.

Introduction to Label Printing

Caution: You can only use Document Processing Maintenance tasks to maintain shipping label printing for Advanced Shipping. You set up the Sales Order Processing despatch and delivery note printing using the Document Processing Processing tasks.

Use the Printer Driver Maintenance task to set up your dedicated [barcode printer](#). Use the Document Format Maintenance task to set up the [data stream](#) sequence sent to the barcode printer to print your label design.

Document Format Maintenance [1/DYM]

Use this task to set up the data stream that you are sending to the dedicated barcode printer for printing shipping labels.

Note: *Before you can set up the document format, you must set up the printer driver. You do this in Printer Driver Maintenance.*

Document Format Maintenance Selection Window

To display this window, select the Document Format Maintenance task.

Use this window to specify the type of document you want to set up for printing. You can also enter the format code for the document type attached to a specific shipping label design.

Fields

Document Type

Enter the document type that you want to set up for printing.

Alternatively, use the prompt facility to select from the DOCT Document Types pop-up.

The default document type set up for Advanced Shipping is **30** (AS shipping labels).

Format Code

Enter the name of the format code that you want to define for the shipping label layout. Each layout you design for a particular document type must have a unique format code.

Alternatively, use the prompt facility to select from the AS Shipping Labels pop-up.

Note: *You must enter a document type before you can use the prompt facility for the format code.*

Based On

To set up a new document type and format code combination, enter the existing document type on which to base the new document type.

Alternatively, use the prompt facility to select from the AS Shipping Labels pop-up.

The software uses the settings of the original as the default for the new document type.

Enter the details and then press Enter to display the Document Format Maintenance Output window.

Document Format Maintenance Output Window

To display this window, enter the document format and format code and then press Enter on the Document Format Maintenance Selection window.

This window displays the names of the printer queue, system library and dedicated [barcode printer](#) set up in Printer Driver Maintenance. You can change these details.

Fields**Output Queue**

This field displays the name of the print queue set up for your dedicated barcode printer, where the shipping labels will appear.

Library

This is the system library set up for the output queue. The default is *LIBL but you can change this if required, according to your System Administrator set up.

Printer Device

This is the name of the dedicated barcode printer, which you set up in the Printer Driver Maintenance task.

Note: *The printer device name is associated with a printer driver program set up in Printer Driver Maintenance. This driver program must be capable of converting the data stream into an appropriate format for your printer.*

When you have completed the required fields, press Enter to display the Document Format Maintenance Label Design window.

Document Format Maintenance Label Design Window

To display this window, enter information in the required fields and then press Enter on the Document Format Maintenance Output window.

Use this window to select fields from the displayed data dictionary that you want to include in the [data stream](#) sent to the specified [barcode printer](#). You select the fields you require and specify the sequence in which you wish to send them. The sequence must correspond with the order of the fields on the shipping label design.

This window is divided into two halves.

The upper half displays all the fields already selected, together with their allocated sequence numbers in the data stream.

The lower half displays all the fields in the data dictionary that you can include in the data stream.

Fields

Sequence (Untitled)

This displays the sequence numbers of selected fields that you can include in the [data stream](#). You can change these as required.

Selected Fields

These are the names and descriptions of the fields you have already selected for inclusion in the data stream.

Note: *To include a field in the data stream, add a sequence number to the field from the data dictionary listing displayed in the bottom half of the window and then press Enter. The field is then displayed in the top half of the window.*

Seq

Enter a number alongside the selected field, to determine the field's sequence in the data stream.

Field

This field displays the name allocated to the field in the System21 database dictionary. It is for System21 purposes only.

Length

This field displays the length of the field. It can be useful when designing labels to ensure that data will fit in a pre-defined layout.

Dec

For a numeric field, the number of decimal places is displayed. Otherwise this field is blank.

Typ

This field displays the field type as follows:

P - Numeric field

A - Alphanumeric field

Description (Untitled)

This displays the field's description.

Note: *You set up the field names and addresses in Advanced Shipping.*

Position to File

Your label format can include fields from a range of files. If you know the name of the file that contains your required field, enter that file name and press Enter to display the file name in the first field in the file. Alternatively, you can enter the initial letter of the file that contains the field you wish to locate. When you press Enter, this will automatically display the first file that begins with the specified letter.

Note: *To select a field more than once, first select the field and then press Enter to refresh the list in the upper half of the window. Then select the field again from the list in the lower half of the window.*

When you have finished selecting fields and specifying their sequence in the [data stream](#), select **Update (F8)** to update your changes.

Printer Driver Maintenance [2/DYM]

Use this task to set up the [printer driver program](#) for your specific dedicated [barcode printer](#). You can add new printer drivers, or maintain a printer driver that you have already defined.

Note: *Before you can set up the document format in the Document Format Maintenance task, you must already have set up the printer driver.*

You can also specify characters that you want to exclude from the [data stream](#) that you are sending to the printer. This is useful in situations where characters are known to cause unpredictable results, or where characters have specific meanings and might print incorrectly.

Printer Driver Selection Window

To display this window, select the Printer Driver Maintenance task.

Use this window to add a new printer driver or to select an existing one.

Options

Select

Use this to select a printer driver for an existing device that you want to maintain. This displays the Printer Driver Maintenance window, where you can enter substitution codes for your printer driver.

Functions

Add (F6)

Use this to add a new printer driver.

Select an existing driver or select **Add (F6)** to add a new printer driver. This displays the Printer Driver Maintenance window, where you can specify details for a new printer device or maintain details of an existing device.

Printer Driver Maintenance Window

To display this window, either select an existing printer driver or select **Add (F6)** on the Printer Driver Selection window.

Use this window to enter details about a printer device. You can also specify characters that you want to exclude from the [data stream](#).

Fields

Printer Device Type

Enter the name of a new or existing printer device.

Driver Program

Enter the name of the [printer driver program](#).

Program Library

Specify the program library that holds the printer driver program.

Note: The default, dedicated barcode printer driver program for data streams is DY300, held in program library *LIBL.

Description

Record a description of the printer device.

Field Identifiers

Use this to specify whether an entry is mandatory in the Field Identifier field in Document Format Maintenance.

Use this checkbox as follows:

Unchecked (default) - If an entry is not mandatory

Checked - If an entry is mandatory

Note: *You only need field identifiers for those dedicated barcode printers that expect to receive an ID code with each piece of data that they receive.*

Character Substitution Table**Character**

Enter the character that you want to exclude from the [data stream](#).

Substitute

Enter the substitution character to replace the character you specified in the corresponding Character field.

Select **Update (F8)** to update the system with the changes you have made. The Printer Driver Maintenance Selection window is re-displayed.

User Device Overrides [3/DYM]

This is an optional task in the process for setting up dedicated [barcode printer driver programs](#) and specifying [data streams](#). For example, you can use this task to change the output print queue for a user if batch jobs are constantly being printed on the printer they normally use, in which case it may be more efficient to specify a new print queue.

User Device Overrides Selection Window

To display this window, select the User Device Overrides task.

This window displays all user overrides that have been defined. You can select a user override line to amend existing details, or you can add a new user override.

Options

Select

Use this to amend the details of an existing user override.

This displays the User Device Overrides Maintenance pop-up.

Delete

Use this to delete a user override.

This displays a message requesting confirmation of the deletion.

Functions

Add (F6)

Use this to add a new user device override.

Select an existing user override or select **Add (F6)** to add a new user override. This displays the User Device Overrides Maintenance pop-up, where you can either add a new override or maintain override details for an existing user.

User Device Overrides Maintenance Pop-up

To display this pop-up, either select an existing user override or select **Add (F6)** on the User Device Overrides Selection window.

This pop-up displays details recorded about the user device override. If necessary, you can change the output queue and the program library for the user and format code.

Fields

User ID

Enter the User ID for whom the override is defined. This ID must be defined to your selected company.

If you are amending an existing override, you cannot change this.

Document Type

Enter the type of document to which the format code relates.

Alternatively, use the prompt facility to select from the DOCT Document Types pop-up.

If you are amending an existing override, you cannot change this.

Note: You use the Document Format Maintenance Selection window to define the Document Type and Format Code.

Format Code

Enter the name of the format code.

Alternatively, use the prompt facility to select from the AS Shipping Labels pop-up.

If you are amending an existing override, you cannot change this.

Output Queue

Enter the name of the output queue.

Library

This field displays the name of the library that holds the override output queue. It can be changed.

Note: *The default program library that holds the supplied printer driver program for data streams is *LIBL.*

Hold

Use this to specify whether the system should hold prints for the user and format codes.

Use this checkbox as follows:

Unchecked (default) - Not to hold prints

Checked - To hold prints

Save

Use this to specify whether the system should save prints for the user and format codes.

Use this checkbox as follows:

Unchecked (default) - Not to save prints

Checked - To save prints

Forms ID

Enter a code to identify the form on a print file. This is for information only.

Select **Update (F8)** to update the system with the changes you have made and re-display the User Device Overrides Selection window.

Introduction to Document Processing

Sales Order Processing uses Document Processing to produce despatch notes, or combined despatch notes and invoices, or both.

Caution: Use the Processing tasks in Document Processing to print delivery documentation for Sales Order Processing. To set up the label printing facility for Advanced Shipping, use the Maintenance tasks in Document Processing.

Use the Processing tasks within Document Processing to specify the documentation you want to print or re-print, and to re-price your delivery documentation. You can also specify the [stockroom](#) site for centralised documentation. To set up the stockrooms that you want to include in the centralised documentation, use the Stockroom Site task from the Inventory Management Company Parameters Maintenance menu.

In the Inventory Background Processing tasks, you can activate or de-activate a background monitor, which will print your delivery documentation as a background task and consequently reduce the overhead upon your online processing.

Note: You can use Document Processing to print centralised delivery documentation for a number of Inventory stockrooms attached to a specified stockroom site.

Note: You activate Document Processing in Inventory Company Maintenance, by selecting **Extras (F10)**. This displays a window where you can set up the required combination of delivery documentation that Document Processing will produce.

Note: However, you can override this delivery documentation set-up by selecting **Additional Overrides (F16)** in Sales Order Processing.

Print Selection [1/DYP]

Use this task to select the type of documentation that you wish to print and specify the selection criteria for printing.

Where items are lot-controlled, a list of selected lots is printed against each line on the document printed.

The values printed on priced despatch notes are tax inclusive or exclusive (as applicable).

Note: *Tax values and a tax summary are printed on the combined despatch note and invoice document.*

Consolidation Print Processing

The delivery note print program extracts the relevant delivery notes, depending on the criteria specified on the invite screen. If applicable, these sales order delivery documents will be consolidated into one despatch note. The main criteria for consolidation will be where certain values are the same on each delivery note. These will be values such as customer, delivery sequence, delivery note number (first 7 characters) and delivery date. Once printed, all the documents that have been consolidated into one despatch note will be updated with the same despatch reference within Document Processing.

If, as a result of consolidation, there are multiple order lines for the same product these details will be accumulated and printed on one line of the despatch note.

Additionally, other details may also be consolidated where appropriate. If the unit of measure for the weight, volume and packing materials are the same for all the delivery notes, this information will be accumulated and will appear at the bottom of the printed despatch note.

Promotions

The description of any promotion indicator associated with the items printed on the delivery note is shown to give visibility on the delivery documentation to those items being given to the customer free-of-charge.

The above apply to all forms of the delivery note:

- Unpriced delivery note
- Priced delivery note
- Combined delivery note and invoice

Containers

A container summary is printed on each delivery note generated, after the text literal "CONTAINER SUMMARY FOLLOWS".

Only those containers for which the customer is going to be charged are shown on the delivery note.

The container summary shows the following details for each container:

- Container item code
- Container item description

- Container item quantity
- Container item price (if priced delivery notes are required)
- Container item value (if priced delivery notes are required)

The value of container items is included in the goods, tax and invoice totals of the document and the tax summary also includes the container breakdown against the appropriate tax codes.

Booking In Control

Some customers require a specific booking-in slot for receiving a delivery. This feature can be used to ensure that the shipment is not made unless the booking-in details have been confirmed. Document Processing now shows booking-in details in the transport section, where these have been entered. If they have not been entered, these fields are not printed.

This information is printed whether booking-in control is mandatory or optional as long as the details have been entered.

The following fields will be printed:

- BI Date
This shows the date on which delivery is required, from the order header.
- BI Time
This shows the time at which delivery is required, as entered in Order Capture or through EDI.
- BI Reference
This shows the booking-in reference, as entered in Order Capture or through EDI.

Booking In Control

If State Profile is active the appropriate state reference for each item on the order is printed on the delivery note, in the item description column, immediately after or in place of the customer item reference (depending on whether this is being printed).

Delivery Note Print Selection Header Window

To display this window, select the Print Selection task.

Use this window to describe the documentation you want to print, and to specify printing criteria by ranges or lists of items. You can select documentation to be printed by:

- Stockroom Site
- Document Source - for example, miscellaneous invoice or supplier return
- Document Type - despatch documentation only, or combined despatch and invoice documentation, or both

Fields

Stockroom Site

Enter the code for the [stockroom](#) site where you want to print the documentation.

Alternatively, use the prompt facility to select from the Stockroom Site Selection pop-up.

Note: Use the Stockroom Site task in Inventory Management to set up the stockroom site.

Despatch Reference

You can allocate a unique reference to the document. If you leave this field blank, the system will allocate the next available reference number.

To enter your own despatch reference number and override automatic allocation, select **Override Despatch Reference (F13)**. This changes the Despatch Reference from a display field to an input field, so that you can enter your chosen reference number.

Document Date

This defaults to the current system date, but you can amend it.

Print Sequence

Enter the print sequence in which you want to print the delivery notes.

Alternatively, use the prompt facility to select from the PRSQ Print Sequence pop-up.

Document Source

Enter the document source that you want to use for this report.

Alternatively, use the prompt facility to select from the DCSC Document Source Type pop-up.

Document Type

Select the type of document to be printed:

- Despatch Note (1)
- Combined Despatch Note and Invoice (2)
- Consolidated Despatch Note and Separate Invoice (3)
- All (4) (default)

Note: This prints the documentation you specified to be printed in the Additional Details window in the Inventory Management Company Profile, unless an override has been entered via the Additional Overrides window in Sales Order Processing.

Note: Care must be taken to ensure that all pick notes that require consolidation onto a single delivery note meet the selection criteria entered. This can best be achieved by choosing to print either by customer or by despatch date.

Note: Any delivery documents that have been consolidated can be printed using Document Processing (DY).

Note: If delivery notes have been consolidated, the printed despatch note will have the text "Consolidated" after the Document Reference.

Note: Where multiple delivery lines occur for the same product, these will be accumulated and will appear as one line on the despatch document.

Print Invoice Summary

Use this checkbox as follows:

Unchecked - Not to print the invoice summary

Checked - To print the invoice summary

Selection Criteria

You must select at least one of the following to specify the documentation you want to print:

Document Reference

Customer/Supplier

Despatch Date

Stockroom

Carrier

You make your choice in the field by selecting one of the following:

Range (1) - To specify a range of documentation numbers

List (2) - To specify a list of individual documentation numbers

Functions

Override Despatch Reference (F13)

Use this to override the despatch reference number that is automatically allocated by the program so that you can enter a specific number in the **Despatch Reference** field.

When you have made your selections, select **Continue (F8)** to display the Delivery Note Print Range Selection Detail window.

Alternatively, where no range selections are required, when you have made your selections, select **Continue (F8)** to display the Delivery Note Print List Selection Detail window.

Delivery Note Print Range Selection Detail Window

To display this window, select **Continue (F8)** on the Delivery Note Print Selection Header window.

This window will only be displayed when a select by range criteria is specified in the Delivery Note Print Selection Header window. For each selection, enter the range of document reference numbers for the delivery documentation you want to print.

Fields

From/To

Enter the range of delivery documents that you want to print. These documents are associated with the document reference selected on the previous window.

Prompts are available on all fields.

When you have made your selections, select **Continue (F8)** to display the Delivery Note Print List Selection Detail window.

Alternatively, where no list entry is required, when you have entered the range of reference numbers that you want to print, select **Submit (F8)**.

Delivery Note Print List Selection Detail Window

To display this window, select **Continue (F8)** on the Delivery Note Print Range Selection Detail window.

Alternatively, where no range entry is required, select **Continue (F8)** on the Delivery Note Print Selection Header window.

This window will only be displayed when a select by list criteria is specified in the Delivery Note Print Selection Header window. For each selection, enter the list of document reference numbers for the delivery documentation you want to print.

Fields

List Selection

Enter a list of reference numbers for each of the selection criteria for which you selected **List (2)** on the Delivery Note Print Selection Header window.

Prompts are available on all fields.

When you have entered the list of reference numbers that you want to print, select **Submit (F8)**.

Reprint Selection [2/DYP]

Use this task to re-print delivery documentation that you have already specified and printed using the Print Selection task.

Despatch Note Reprint Selection Header Window

To display this window, select the Reprint Selection task.

Use this window to specify re-printing criteria for delivery documentation that you have already printed via the Despatch Note Print task.

Quantities are printed on delivery documentation in multiple unit form (if applicable). This applies to both the priced and unpriced delivery note and the combined delivery note and invoice document.

Fields

Stockroom Site

Select the code for the [stockroom](#) site, from those created in the Stockroom Site task within Inventory Management.

Alternatively, use the prompt facility to select from the Stockroom Site Selection pop-up.

Print Sequence

Enter the print sequence that you want to use for this report.

Alternatively, use the prompt facility to select from the PRSQ Print Sequence pop-up.

Document Source

Enter the document source that you want to use for this report.

Alternatively, use the prompt facility to select from the DCSC Document Source Type pop-up.

Document Type

Select the type of document to be re-printed:

Despatch Note (1)

Combined Despatch Note & Invoice (2)

Consolidated Despatch Note and Separate Invoice (3)

All (4)

Note: Consolidated despatch notes may include goods from multiple stockrooms. When you are re-printing consolidated despatch notes, if a single stockroom has been selected, the details retrieved will be for all the stockrooms to which the extracted despatch notes relate. The same applies when you are selecting a range or list of stockrooms.

Selection Criteria

You must enter at least one of the following selection criteria for the documentation you want to re-print:

- Despatch Reference
- Document Reference
- Customer/Supplier
- Despatch Date
- Stockroom
- Carrier

You select the required criteria by entering:

Range (1) - To select a range

List (2) - To list individual items

Select **Continue (F8)** to display the Despatch Note Reprint Range Selection Detail window.

Alternatively, where no range selections are required, when you have made your selections, select **Continue (F8)** to display the Delivery Note Reprint List Selection Detail window.

Despatch Note Reprint Range Selection Detail Window

To display this window, select **Continue (F8)** on Despatch Note Reprint Selection Header window.

This window will only be displayed when a select by range criteria is specified in the Delivery Note Reprint Selection Header window. For each selection, enter the range of document reference numbers for the delivery documentation you want to reprint.

Fields

Range Selection

Enter a range for each of the selection criteria for which you selected **Range (1)** on the previous window.

Prompts are available on all fields.

When you have made your selections, select **Continue (F8)** to display the Delivery Note Reprint List Selection Detail window.

Alternatively, where no list entry is required, when you have entered the range of reference numbers that you want to re-print, select **Submit (F8)**.

Despatch Note Reprint List Selection Detail Window

To display this window, select **Continue (F8)** on the Delivery Note Reprint Range Selection Detail window.

Alternatively, where no range entry is required, select **Continue (F8)** on the Delivery Note Reprint Selection Header window

This window will only be displayed when a select by list criteria is specified in the Delivery Note Reprint Selection Header window. For each selection, enter the list of document reference numbers for the delivery documentation you want to re-print.

Fields

List Selection

Enter a list of reference numbers for each of the selection criteria for which you selected **List (2)** on the Delivery Note Reprint Selection Header window.

Prompts are available on all fields.

When you have entered the list of reference numbers that you want to re-print, select **Submit (F8)**.

Document Pricing [10/DYP]

You may have originally produced some sales orders with order lines that were unpriced because no prices were available at that time. Use this task to re-price despatch notes and combined despatch notes and invoices, created in Sales Order Processing.

Select **Confirm Submit (F8)** to run the batch job.

Appendix A Glossary

A

Barcode Printer

A dedicated barcode printer is a specialist printer used for printing shipping labels. The shipping labels may have different layouts that are stored in the printer's memory. Label printing is used by the Advanced Shipping module.

Data Stream

A data stream is the term for the information that is sent by the [printer driver program](#) to your dedicated [barcode printer](#). The data stream is merged with the label layout stored in the printer's memory, so that complete shipping labels are printed. Label printing is used by the Advanced Shipping module.

Descriptions File

This is a file, maintained within the Inventory Management module, which defines a number of parameter codes and their descriptions.

Formats

The layout design for shipping labels is often referred to as a Format.

Printer Driver Program

This is a specialist program for label layout, which is controlled by a dedicated [barcode printer](#). The label layouts are stored in the printer's memory. Label printing is used by the Advanced Shipping module.

Stockroom

This is a discrete area of a company, where stock is recorded and controlled separately from other company stocks.