Infor System21 Style Sales Order Processing

Product Guide

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Contents

About this guide

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

Intended audience

The guide is intended for any users of the STOE Style Sales Order 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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Chapter 1 Overview

1

Introduction

Style Sales Order Processing has a breadth of functions, which enable not only it to be used by a variety of industry specific organisations, but also to change as a company grows and develops in response to a changing environment. The application is designed to support a rapid data entry style of order entry for use when very few changes or overrides are required, as well as order entry carried out at the same time as a conversation with the customer.

Although the application contains a variety of pricing and discounting routines, in certain circumstances it is necessary to enter a negotiated price or discount. The order may be suspended if non-standard conditions, such as zero pricing or credit check failure, arise during entry, dependent upon parameter settings. This allows order taking to continue unhindered whilst ensuring that errors to be trapped.

Day-to-day decisions are supported by a range of enquiries, which enable stock availability to be projected into the future, customer credit to be examined and orders to be displayed by customer's reference, item number and account.

Relationships to Other Applications

The Style Sales Order Processing application is a fully standardised Style application and, as such, operates under the control of System Manager.

The following applications are prerequisites to Style Sales Order Processing:

- System Manager
- Style Inventory Management
- Accounts Receivable

Normally Style Sales Analysis would also be installed with Style Sales Order Processing to provide flexible enquiry and reporting on the sales activity of the company.

Application Configuration

As with all Style applications, Style Sales Order Processing can be operated for a number of companies, the characteristics of each being maintained on a company profile. The application is controlled by setting up data both for the company and for each stockroom. This would normally be done after the Inventory and Accounts Receivable companies have been created. The Accounts Receivable, Style Inventory Management and Style Sales Order Processing applications all use the same company codes for interfacing companies.

Certain data and policies can be set up as a default at the company level. These are:

- Company name and address
- Document reference numbers for orders and invoices
- Period and week numbers
- Defaults for additional customer details
- Nominated fields for use as search arguments for customer selection

These policies and parameters will be used throughout the operation of the application unless overridden at customer or order level.

When the Style Inventory Management application is set up, a number of stockrooms can be created. These will be created for a number of purposes, only some of which may be concerned with sales and distribution. Any stockroom from which sales are to be made must be designated as a Sales Order Processing stockroom and defined as such within Style Sales Order Processing. As well as address and contact information, allocation parameters can be maintained for each stockroom.

Vertex - US Sales Tax

The **Vertex** US Sales Tax L Series module provides a solution for multi-state sales tax compliance. Vertex includes components to:

- Supply accurate and timely tax rate and regulatory data
- Customise Vertex to handle special tax requirements
- Determine accurate taxability
- Calculate all applicable tax amounts
- Maintain a clear, detailed audit trail

The System21 Style **Vertex Interface** software integrates the Vertex Sales Tax Module with applications. It extracts order and invoice information to pass to the Vertex Module, and receives calculated sales tax amounts and rates back. It includes components to:

- Retrieve and record GeoCode information within System21
- Pass order detail to Vertex for tax calculations
- Pass invoice/credit detail to Vertex for tax calculation and register updates

- Retrieve information from Vertex for enquiry purposes within System21

Note: *For more information on functions specific to the Vertex Tax Calculator or GeoCoder, please refer to the Vertex documentation provided with the Vertex software.*

The System21 Style Vertex interface supports Vertex US Sales Tax L series Version 4.0.01. It utilises the VSLINK (enhanced) area to pass data to and from the Vertex module.

The following is a summary of the functional modifications contained within the System21 Style Vertex Interface.

GeoCodes

The Vertex module uses the GeoCode as its primary means of locating a tax rate. This is a 9-digit number which identifies the state (province), county, city and zip code (postal code) of each address within the USA and provinces of Canada.

The format is:

xx	State identifier (province)
xxx	County identifier
xxxx	City identifier

A City Indicator flag is also required, identifying whether the address is 'in' or 'out' of the city limits.

This information is required for each order acceptance, ship to and ship from address.

All System21 maintenance functions and processing functions which allow maintenance/override of this address information now capture the GeoCode information, using the Vertex GeoCoder System. This requires an address format that consistently captures city, state, and zip code. All windows on which this is relevant display the text "City", "State" and "Zip" to indicate where these fields should be entered.

Switching Vertex On

Two types of set up are supported within System21 Style. For all Sales Order and Invoicing processes, in addition to GeoCode detail, one passes tax codes(groups) to Vertex for use in determining taxability, the other passes customer or item codes.

The default tax codeheld in the Accounts Receivable company profile indicates which type of Vertex Processing is in use. Supported entries are:

VT1 (Vertex Type 1) - uses tax codeentries to define tax groups

VT2 (Vertex Type 2) - uses customer number and/or item number

Both entries indicate that Vertex is installed and once set will cause the system to process all sales transactions for the company via the Vertex interface.

Tax Codes

The tax codeas used in Sysem21 has no real meaning in the context of Vertex Sales Tax, as all rates are held in the Vertex module.

Tax codesare used to define groups of customers or items together for use by the Vertex Decision Maker (TDM). They are only used when Vertex Type 1 (VT1) is in use. As a default, customer and item tax codesshould be set with the tax codedefined in the AR company profile (VT1 or VT2).

Vertex Type 1 (VT1)

Vertex Type 1 (VT1), assigning a different tax codeagainst the customer, item, or charge code, supports the ability to pass a tax codeto the Vertex module for use by the Tax Decision Maker (TDM). Override tables can be set up in the Vertex TDM so that special tax rates or different levels of tax can be applied.

To enhance Vertex Type 1 support further:

- Item tax codescan be overridden at Order Line level.
- Similarly, tax codesdefined against charges can be overridden.

These tax codesare carried through to Vertex rather than the item tax code.

Vertex Type 2 (VT2)

With Vertex Type 2 (VT2), System21 Style passes the actual customer or style code to the Tax Module for use by the Tax Decision Maker (TDM) to determine any overrides. For charges, it passes the charge code.

Caution: Overrides at order line level or for charges are not supported for Vertex Type 2.

Tax Calculations

Order processing functions right through to despatch utilise the Vertex interface whenever a calculation of tax is required. Tax values are passed back to System21 Style from Vertex. These values are used in Order Entry, Order Amend, etc. to calculate a full order value. They are not recorded on the System21 Style database, however.

Invoice processing functions utilise the Vertex interface to calculate tax and also to update the Vertex Tax Register. Tax values are passed back to System21 Style from Vertex and recorded on the System21 Style Invoice database.

Tax Presentation

A tax breakdown is available from within several enquiries in Style Sales Order Processing.

Order enquiries retrieve this information from the Vertex Tax Calculator. Invoice enquiries retrieve this information from the Vertex Tax Register.

Application Set Up Data

There are a number of common features in the way in which data is maintained within Style. These are:

- The standard style search routine which is used to identify styles

- The standard name and address search routine which is used to identify customers
- The standard method for selection of a code or style from a displayed list

The following reference data can be maintained:

- Standard Codes and Descriptions
- Customers
- Styles
- Prices and Discounts

Standard Codes and Descriptions

A Descriptions (or Parameters) file is used by Style in most applications for a number of purposes. Primarily, it enables codes to be set up with standard descriptions. This provides validation at the time of data entry and also the display of descriptions on both windows and reports. In some specific instances a parameter or number may also be stored.

The application has a small number of standard codes and parameters that must be present for the successful operation of a specific application. As the Style Inventory Management application is the base application for both Style Distribution and Style Production applications, the establishment of the file is in that application. Maintenance, however, can be performed from most applications, including Style Sales Order Processing.

Customers

The information held in the application for customers is of equal interest to those managing and collecting the debt as to those recording and processing sales orders. The maintenance routines in each application reflect their specific requirements. They both, however, create and maintain a common database with access to common and exclusive information. For example, the Style Sales Order Processing application provides functions to control stock allocation, pricing and sales analysis coding.

The structure of the customer information can be manipulated to match the structure of the customer's organisation. Customer accounts can be set up as single accounts, or as statement accounts with many invoicing accounts, each of which may have many delivery accounts.

Statement Account

This is shared with the Accounts Receivable application and is normally created and maintained in Style Sales Order Processing, if both modules are in place. The data held at this level includes credit details, Accounts Receivable parameters and statistical codes.

Invoice Account

Invoices may be sent to an invoice only address.

Delivery Account

Many delivery (ship to) addresses can be set up for an account. This is done by adding a three-character suffix to the eight-character invoice account code.

Additional Information

Each account to which items are delivered may have additional data to act as defaults during order entry. This enables different parts of a customer's organisation to have different commercial terms and be serviced from a different warehouse.

Buying lists can be established for a customer or customer delivery sequence. These are available in Order entry and ordering restrictions may be applied if required.

Default Tasking codes may be defined against customer also. These can be chargeable.

Styles

Style master information can be maintained from Style Sales Order Processing. This includes style description, both external and internal additional text and all of the style codes and classifications used in Style Sales Analysis.

Style alternatives are maintained in the Style Inventory Management application but are used in Style Sales Order Processing.

Styles can be created with up to 100 colours and 30 sizes and 30 fits of each. This gives a maximum of 3,000 variations.

Seasons

Seasonal business is a prominent requirement within the apparel industry.

A style may have one or more seasons and planning of the manufacture and inventory of that style often varies by season. Not only can certain styles be unavailable for sale in certain seasons but the colours of a style may also differ depending upon the season in which they are sold.

In some sections of the apparel industry, a season can be split into one or more delivery windows (sub-seasons).

A delivery window is defined in terms of its start and end shipment dates, which must lie within the shipment dates of the season to which it relates.

Demand orders are normally placed well in advance of their expected delivery date. In fact, at the time of placing a demand order, it is unlikely that an accurate delivery date can be given to the customer. In these circumstances the demand order is assigned a "delivery window" and the dates associated with that window are quoted on the acknowledgement sent to the customer.

Delivery windows also enable pro-active selling by limiting the styles that can be delivered within a specified "window" of delivery dates. In this way, they can be used to control the image of a supplier's retail outlets (in terms of styles/colours on display).

Prices and Discounts

In order to get the full benefit from Style Sales Order Processing, pricing and discounting should be performed by the application. This reduces errors and therefore credit notes and customer irritation. Style provides for pricing to be performed at order entry, using customer and style criteria, or at shipping. Alternatively, prices and discounts may be set manually.

Many price and discount lists can be created. This may be necessary for a number of reasons, for example, different market sectors, customers or multiple currencies. Discounting can be based upon quantity or value and can be given in terms of percentage or value. A discount can apply to an item, a range of items or the whole order.

Effectivity dates can be used to control the application of new prices and discounts.

Price Lists

A price list can be used throughout the company or for an individual customer. Price lists are identified by a code, which is held as part of the customer additional information.

The style entries within a price list have an effectivity start date, so that price changes can be entered onto the application in advance of their introduction.

Global increases by percentage can be applied to an individual price list. A new list may be created by copying an existing list.

Discount Lists

A discount list can be applied throughout a company or to an individual customer in a similar manner to price lists, the appropriate code being set up on the customer's additional details record.

Discounts can be based on quantity or value breaks, either in the form of a percentage or an amount.

A discount can be allocated to an individual item, or alternatively the same discount can be given to all items in a discount group. A discount group is an attribute of a style and is set up in the Styles maintenance task to group related items together for discounting purposes.

Promotions

Promotional items may be set up and applied to orders. These items may be made available free as a BOGOF deal or at a discounted rate. Various qualification rules apply, Promotions can be added to orders manually or automatically order meets specific criteria.

Order Processing Cycle

Style Sales Order Processing has five main procedures:

- Recording of order details
- Stock allocation
- Pricing, discounting and credit checking
- Picking items from stock, packing and shipping
- Generation of invoice

Each one of these procedures has a number of tasks each with a large number of options.

Recording of Order Details

The Style Sales Order Processing application provides two major types of order entry: transcriptional and conversational. The first is designed for batch processing and no dialogue with the customer takes place at the time of entry. This would typically be used where orders have previously been entered onto an order pad, and a high customer service level means that, as most items will be allocated, few overrides are required. Stock can never be allocated at order entry time using the transcriptional method.

To complement this, conversational order entry is designed to support a dialogue with the customer, offering alternatives in a short stock situation and agreeing on price and discount changes.

Both types of order have three phases:

- Order header
- Order lines
- Extra charges

Order Header

The customer is identified and the standard defaults such as pricing, allocation rules, supplying warehouse and trading terms are retrieved.

Order Lines

For transcriptional and conversational order entry, orders are entered one style at a time, with opportunity to evaluate availability and alternatives. Pricing is normally automatic, although overrides are possible. Stock allocation can be interactive with conversational order entry, but is not done for transcriptional order entry.

Extra Charges

Standard extra charges can be held in the Descriptions file. These can be viewed and added to an order during the closing procedure. The actual charge can be retrieved from the file or entered specifically for the order. A small order charge can be set in the Parameter file and automatically added to the order, should the order value fall below a pre-determined value.

Order Numbers are generated by the system using the number range on the reference code set on the company profile.

Stock Allocation

When an order line is considered for allocation, whether interactively or in batch, the due date is compared with the time fence for the stockroom (this time fence is the number of days required to prepare and deliver orders to the customer). Thus stock is allocated as late as is practical and maximum flexibility is retained. During batch allocation, it is necessary to sequence order lines for allocation to enable high priority orders to be met. The priority of an order can be taken from the customer or entered at order time. If low priority orders are not satisfied, their priority can be increased automatically. This means that at some time their priority becomes the highest and they take precedence.

The priority number is a two-digit number between 00 and 99.

Priority number 00 means that the order line always has to be manually allocated.

Priority number 98 is the highest priority number for automatic increments. Number 99 is reserved for manual entry and will force allocate.

Normal vs. Enhanced Allocation (includes Reservations)

The way in which stock is allocated or incoming supply is reserved depends upon a number of factors:

- Whether the demand is current or future demand (i.e. does its due date lie on, within or beyond the allocation time fence)
- Whether normal or enhanced allocation rules apply, as determined by the definition of the order type associated with the demand
- Whether supply orders due in before the order placement date are considered, as determined by the order type associated with the demand
- The order method assigned to the demand line (which itself defaults to that defined for the product ordered)

The following tables serve to illustrate the decision making process followed within Order Entry, Order Amend and Batch Allocation to decide how demand is allocated.

The details given in these tables apply when the order method indicates that that the product is to be allocated from stock (order method **0**) or reserved against inbound supply (order method **4**).

The order due date is compared with the current date plus the required time fence to decide whether it is considered to be current or future demand.

The time fence used in this comparison is either:

- The Depot Time Fence (DTF) - for normal allocation
- The Enhanced Allocation Time Fence (EATF) - for enhanced allocation including reservations

Note: *The Enhanced Allocation Time Fence is defined in the Inventory Descriptions file under major type MISC, code ALCD.*

Note: *The Parameter Limit defined on this record is the Time Fence Number of Day.*

Order Method	**0**	**0**	**0**	**0**	**4**
P/V Indicator from Order Type	**0**	**1**	**2**	**3**	**n/a**

Order Entry	Use time fence	n/a	DTF	n/a	DTF	EATF
	Inside or on t/f	N	A_D	N	A_D	$A_DR_1R_2$
	Beyond t/f	N	N	N	N	$R_1A_DR_2$
Order Amend	Use time fence	n/a	DTF	n/a	DTF	EATF
Before Batch Allocation	Inside or on t/f	N	A_D	N	A_D	$A_DR_1R_2$
New line	Beyond t/f	N	N	N	N	$R_1A_DR_2$
Order Amend	Use time fence	n/a	DTF	n/a	DTF	EATF
Before Batch Allocation	Inside or on t/f	N	A_D	N	A_D	$A_DR_1R_2$ (1)
Increase quantity	Beyond t/f	N	N	N	N	$R_1A_DR_2$ (1)
Order Amend	Use time fence	n/a	DTF	n/a	DTF	EATF
Before Batch Allocation	Inside or on t/f	N	A_D	N	D	S_2 S_1D
Decrease quantity	Beyond t/f	N	N	N	N	S_2 DS_1
Batch Allocation	Use time fence	DTF	DTF	EATF	EATF	EATF
For the unallocated balance	Inside or on t/f	A_D	A_D	$A_DR_1R_2$	$A_DR_1R_2$	$A_DR_1R_2$
	Beyond t/f	N	N	$R_1A_DR_2$	$R_1A_DR_2$	$R_1A_DR_2$
Order Amend	Use time fence	n/a	DTF	n/a	DTF	EATF

After Batch Allocation	Inside or on t/f	N	A_D	N	A_D	$A_DR_1R_2$
New line (treated as order entry)	Beyond t/f	N	N	N	N	$R_1A_DR_2$
Order Amend	Use time fence	n/a	DTF	n/a	DTF	EATF
After Batch Allocation	Inside or on t/f	N	A_D	N	A_D	$A_DR_1R_2$ (1)
Increase quantity including adding new SKU	Beyond t/f	N	N	N	N	$R_1A_DR_2$ (1)
Order Amend	Use time fence	n/a	DTF	EATF	EATF	EATF
After Allocation	Inside or on t/f	N	A_D	$S_2\,S_1D$	$S_2\,S_1D$	$S_2\,S_1D$
Decrease quantity	Beyond t/f	N	N	$S_2\ DS_1$	$S_2\ DS_1$	$S_2\ DS_1$

Legend

DTF	Depot Time Fence
EATF	Enhanced Allocation Time Fence
n/a	Not Applicable
N	No Allocation or Reservation
AD	Allocate from stock (if Due Date is within the Depot Time Fence)
D	De-allocate stock
R1	Reserve against supply orders due in before sales order due date The Parameter Limit on the Order Type controls the search direction: 0 - Reserve newest supply, searching backwards from the due date to order placement date or supply order start date (whichever is the later of these two dates) 1 - Reserve oldest supply, searching forwards from the order

placement date or supply order start date (whichever is the later of these two dates) to the due date

2 - Reserve newest supply, searching backwards from the due date to order placement date or supply order start date (whichever is the earlier of these two dates)

3 - Reserve oldest supply, searching forwards from the order placement date or supply order start date (whichever is the earlier of these two dates) to the due date

S1	Remove reservations due in before the sales order due date
R2	Reserve against supply orders due in after the sales order due date. An exception report is printed.
S2	Remove reservations due in after the sales order due date
(1)	Allocates or reserves the quantity now outstanding, after the increase of quantity

Process:

AD	Allocate only. Any un-sourced balance is left outstanding. D De-allocate only.
R1ADR2	First Reserve against supply orders due in before the sales order due date. If not fully sourced, allocate balance from stock (if due date lies within the Depot Time Fence). If still not fully sourced, reserve against supply orders due in after sales order due date.
S2 DS1	Remove most future reservations first - those due in after the sales order due date. If further reduction necessary, de-allocate from stock. If further reduction necessary, remove earlier reservations - those due in before the sales order due date
ADR1R2	Allocate from stock first (if due date lies within the Depot Time Fence) If not fully sourced, reserve against supply orders due in before sales order due date. If still not fully sourced, reserve against supply orders due in after sales order due date.

S2 S1D	Remove most future reservations first - those due in after the sales order due date. If further reduction necessary, remove earlier reservations - those due in before the sales order due date. If further reduction necessary, de-allocate from stock.

Pricing, Discounting and Credit Checking

In order to get the full benefit from Style Sales Order Processing, pricing and discounting should be performed by the application. This means that it must have a fundamentally flexible approach to pricing and discounting. The actual price and discounts charged are a function of the trading relationship with the customer; therefore, the trading currency is assumed to be the transaction currency of the customer's account. Similarly, the price list to be used and the discounts to be given are taken from the Deliver To account of the customer. This information is part of the additional data held for customers.

It is normal for the prices charged on the invoice to be dependent upon the date on which the order is received. There are a small number of instances in which the price and discount are determined at the time of shipping. The Style Sales Order Processing application provides for these decisions to be made for the company in general, for the customer, or specifically for the order.

Prices and discounts are defined as follows:

Price

- In the transaction currency of the customer account
- Taken from a price list at order entry or shipping
- Entered and fixed at order entry
- Expressed in the selling units of the order (multiplied by a conversion factor on the price list if required) - currency can be overridden at order level

Discount 1

- A percentage or value
- A discount for the item as given on the discount list
- A variable discount depending upon the quantity or value of the item sold.

Or

Discount 2

- A discount for the item group as given on the discount list.
- A variable discount for the item group depending upon the percentage or value
- A discount for the whole order as given on the discount list
- A variable discount depending upon the quantity or value of the whole order, quantity or value of the item sold

Credit Checking

Credit checking is performed at the following times within the application:

- Order Amend - providing the parameter is set in the company profile
- Picking - providing the Allocation Credit Check field is **checked** in the company profile
- Confirm Despatch - providing the Credit Check at Despatch field is **checked** in the company profile

Different types of credit check can be applied within the application, depending upon the setting of the Extended Credit Checking field and the Grace Period field in the company profile. If the Extended Credit Checking field is unchecked, the application assumes a credit type of 1 will always apply. If the Extended Credit Checking field is checked, the following credit types may apply:

0 - No credit check

1 - Credit limit only

2 - Credit limit and debt outside of payment terms

3 - Debt outside of payment terms

If a number of grace days is entered as a parameter, these days are added to the normal debtor days before performing the credit check. The actual number of days is set in the Descriptions file, under type GRAC.

The application provides for the storage of two credit limits - commercial and insured. The commercial value is used for credit checking purposes.

Orders for customers who have exceeded their credit limit are suspended with the code CL, and for customers who have been placed on credit stop with the code CS.

Picking and Shipping

Selection is provided to ensure that only the picking documents required are actually printed. This selection can be for a number of days, a range of order numbers or a particular warehouse. This allows stock to be allocated to an order well in advance of shipping, but the documents to be printed only when action is required.

This is particularly useful in dealing with large export consignments. When a picking note is printed, all allocations, irrespective of when they were made, are included. This prevents documents from being produced unnecessarily. If the Style Warehousing application is installed, requests to ship are released to the warehouse in a similar manner. It is then possible to print consolidated picking lists sequenced by location.

When shipping has taken place, this is confirmed to the application. A number of options and facilities are provided.

- A number of shipments may be confirmed together, provided that the shipping method and the ship date are common and there are no changes.
- An order can be confirmed on its own. This enables additional charges to be added.

- An individual shipment may be displayed, amended where necessary and then confirmed.

Invoicing

There are a number of ways to request an invoice. These are:

- Confirm the shipment of an order
- Request a miscellaneous invoice - with stock update
- Request a miscellaneous invoice - without stock update

There are also requests for credit notes that operate in an identical fashion to the requests for miscellaneous invoices.

When an invoice or credit note is generated in the application, prices and discounts are either taken from the order, as in the case of a confirmed shipment, or created during entry using standard rules. There is a special facility to produce a credit note that is based on an invoice or a stock return. This can be used to reverse a previous posting that was perhaps raised in error.

Invoice Numbers are generated by the system using the number range on reference code set on the company profile.

Having generated the invoice or credit note, a procedure is run to post to Accounts Receivable, to post to the General Ledger and to print documents. Invoices and credit notes are printed as two separate documents.

An invoice will be raised and printed in the transaction currency of the customer's account. Postings will be in both the transaction currency and the base currency of the Accounts Receivable. The data that is passed to the Style Sales Analysis application will be in the base currency of the company.

Enquiries

A significant part of the work done in a busy sales office is answering questions. These are typically regarding:

- The status of an order
- The prices being charged and discounts given
- The date on which a delivery can be expected
- Invoice or credit note queries

Style provides a comprehensive range of enquiries to view:

Orders by:

- Order
- Customer
- Style

- Cross-reference (customer reference)

Invoices by:

- Invoice
- Order
- Customer
- Stock Availability - time-phased expected stock position.
- Stock Position - stock holding at each warehouse.

As well as these day-to-day enquiries, the following application reference data can be displayed:

- Customers
- Styles
- Price Lists
- Discount Lists

Reports

Reports can be grouped into reference data, status, exception and action reports.

Reference data reports:

- Customers
- Styles
- Price lists
- Discount lists
- Commission lists

Status reports:

- Outstanding orders
- Back orders
- Stock versus outstanding orders
- List of orders
- Orders summary
- Forward orders
- Rolling sales forecast

Exception reports:

- Unconfirmed picking notes
- Suspended orders
- Orders with zero price
- Gross margin exceptions

- Selling price overrides
- Zero value invoice lines

Action reports:

- Consolidated pick notes
- Pick lists
- Special tasking report

Implementation Considerations

All Style documentation emphasises the vital importance of careful and detailed planning prior to the introduction of the new application. When Style Sales Order Processing is installed, two major areas must be considered. These are:

- Have the prerequisite applications already been installed; and if so, are they set up in a way which is suitable for the operation of Style Sales Order Processing?
- How will the functions and facilities of the Style Sales Order Processing application be used to satisfy the company's basic needs?

This section deals with each issue in turn.

Relationship to Other Applications

The fundamental purpose of the Style Sales Order Processing application is to record and control your sales orders. These orders are for the products of the company and therefore there is a direct relationship between the Style Inventory Management application and this application. One Style Sales Order Processing company must be set up for each Style Inventory Management company for which sales are to be managed. Similarly, Style Sales Order Processing will raise invoices for all despatches made from the company and it will expect to post them to the customer's accounts in Accounts Receivable. There is, therefore, a simple relationship between the applications for one company; that is, the applications of Style Inventory Management, Accounts Receivable, Style Sales Analysis and Style Sales Order Processing must share the same two-character company code.

A number of Style Sales Order Processing functions depend directly on data held in the Accounts Receivable and Style Inventory Management applications. These are as follows:

- The currency of the Style Sales Order Processing application is determined by the currency setting of the Accounts Receivable company.
- The currency of a customer is determined by the currency setting on the customer's Accounts Receivable account.
- Only alternatives set up in the Style Inventory Management company will be prompted as replacements for shortages during sales order entry.

- The analysis codes on the Item Master record are not only used within the Style Inventory Management application for reporting, but also form the basis of Style Sales Analysis. Considerable care must be taken to ensure that the coding structure which is set up will meet the analysis needs for the foreseeable future, as the regeneration of the Style Sales Analysis database can take a very long time.

Style Sales Order Processing Utilisation

When the application goes live, sales orders must be recorded accurately and quickly. Prices and delivery dates are quoted to customers, and your company's reputation is exposed.

It is essential, therefore, that detailed discussions take place, which review the facilities offered by the application and decisions made as to how each stage of the order cycle will be handled.

For example:

- In what circumstances will conversational order entry be used?
- Will manual pick lists be raised?
- Under what circumstances will order acknowledgements be sent?
- What use will be made of the priority allocation rules?

All of the above are fully discussed in this product guide. Some of the decisions require control data to be set up in the applications in order to implement them. Others are a matter of agreed procedure. All directly affect the service which you provide to your customers.

Basic Data Set Up

Having decided how you will use Style Sales Order Processing in conjunction with other applications and the companies you will use, you need to plan and implement the setting up of the basic data required for the applications operation. The main elements you will need to create are:

- Company profiles
- Warehouse profiles
- Price and discount lists
- Customer details
- Descriptions
- Items
- Alternatives

The maintenance of these elements is covered in detail in the Application Set Up Data section of this product guide. It is sufficient here to highlight particular issues to bear in mind when planning the implementation.

Company Profile

The issues which you should address prior to setting up company profiles are:

- Will you wish generally to allow back orders and partial deliveries?
- What is the default priority which you wish to give to new orders, and what are the steps by which that priority is to be incremented when allocation fails?
- Do you want to allow allocation to a level where available stock is negative?
- Do you, as a rule, wish to price orders at order, or despatch time?
- Which fields in the customer database do you wish to form part of your Customer Search facility?

Warehouse Profiles

As part of the implementation of the Style Inventory Management application, you will have set up one or several stockrooms. If any of these stockrooms are to be used to process sales orders, warehouse profiles will have to be set up for them in the Style Sales Order Processing company. For each warehouse, you will need to define in particular the normal allocation priority and allocation time-fence for sales orders at this warehouse.

Descriptions

The Style Sales Order Processing application holds a file of parameter codes and descriptions which is used by itself and other applications. The application makes use of this file. Many description codes will have been set up as part of the implementation of Style Inventory Management, but there are codes specific to Style Sales Order Processing which you will need to set up, such as customer classes, cash discounts, extra charges, etc.

Price and Discount Lists

The Style Sales Order Processing application enables multiple price and discount lists to be maintained. Points to consider prior to setting up these lists include:

- Who, within your organisation, will be allowed to maintain lists? This authority is specified in the price/discount list profile which must be set up for each list.
- How many lists do you require? Will you wish to set up lists which are unique to individual customers, or for use on special orders?
- Within your discount lists, will you be able to specify discounts for groups of items, or are they to be specified for individual items? Will you use whole order discounts?

Customers

The main statement account details for your customers may have been set up as part of the implementation of Accounts Receivable. Specifically for Style Sales Order Processing you will need to set up:

- Invoice and delivery address details

  This application enables the set up of many addresses for invoice and delivery to points for a customer.

- Default parameters for controlling the way in which orders for customers are processed, such as the default sales, warehouse, price list, discount list, allocation priority and parameters controlling back orders and partial deliveries
- The customer analysis coding, such as division, territory, salesman, customer class, etc.

Items

Item descriptions and basic data will have been set up as part of the implementation of Style Inventory Management. It may be worthwhile reviewing the following, as part of the implementation of Style Sales Order Processing:

- Analysis coding, i.e. item group, item class, etc.
- Item text - this may be printed in external sales documents

Alternative Items

Alternative items are used within the Style Sales Order Processing application, but are set up and maintained in Style Inventory Management. If you do set up alternatives, it is important to decide whether a relationship is reversible.

Initial Data Take On

Once all the basic data has been set up, you are ready to use the application to process sales orders. You may wish to convert outstanding sales orders from another application - this may be done by specially written programs. Alternatively, you may decide to continue to process existing orders on your old application, and enter new orders, from a given date, into the new application. By this method you may gradually run down orders on the old application and build the order bank on the new, but great care must be exercised over the updating of the inventory figures.

Chapter 2 Maintenance

2

Introduction to Style Sales Order Processing

Sales Order Processing can be used by companies in a variety of industries. It is adaptable to changes in the company, for example in response to environmental factors. The application supports both a rapid data entry style and a more comprehensive data entry style. You can set up the process so that it works together with the needs of your own company, for example allocation and picking time fences, order suspension and credit checking. Day-to-day decisions are supported by a range of enquiries. You can use the enquiries to check stock availability for now and future projections, customer account details and to track orders at all stages throughout the order process.

Relationships to Other Applications

To use Style Sales Order Processing, you must have installed:

- Style Inventory Management
- Accounts Receivable

You can also use Sales Analysis to provide flexible enquiry and reporting on the sales activity of the company.

A number of Sales Order Processing functions depend directly on data held in the Accounts Receivable and Style Inventory Management applications.

- The currency used in Sales Order Processing is determined by the currency setting of the Accounts Receivable company.
- The currency of a customer is determined by the currency setting on the customer's Accounts Receivable account.
- Only alternatives set up in the Style Inventory Management company are prompted as replacements for shortages during Sales Order Entry. Alternative items are used within the Sales Order Processing application, but are set up and maintained in Style Inventory Management. If you do set up alternatives, it is important to decide whether a relationship is reversible.
- The analysis codes on the Item Master record are not only used within the Style Inventory Management application for reporting, but also form the basis of Style Sales Analysis. Take care to make sure that the coding structure meets the analysis needs for the future, because the regeneration of the Sales Analysis database can take a very long time.

Application Configuration

To control the application set up data both for the company and for each stockroom, you normally create the Style Inventory Management and Accounts Receivable companies first. The Accounts Receivable, Style Inventory Management and Sales Order Processing applications use the same company codes for interfacing companies. You can set up the following data and policy defaults in the company profile:

- Company name and address
- Document reference numbers for orders and invoices
- Period and week numbers
- Additional customer details
- Nominated fields for use as search arguments for customer selection

These policies and parameters are used throughout the order entry process unless you override them at customer or order level. When you have set up Style Inventory Management, you can create a number of stockrooms. You must define a stockroom from which you sell as a Style Sales Order Processing stockroom.

Application Set Up Data

The following are common features used to maintain data in all of the Style applications:

- The style search routine used to identify styles
- The name and address search routine used to identify customers
- The method used to select a code or style from a displayed list

You can maintain the following reference data:

- Standard codes and descriptions
- Customers
- Styles
- Prices and discounts

Basic Set Up Data

The main elements you need to plan and implement the set up of the basic data are:

- Company profiles
- Warehouse profiles
- Price and discount lists
- Customer details
- Descriptions
- Items
- Alternatives

Initial Data Take On

When you have set up all of the basic data, the application is ready to use and you can process sales orders. You can convert outstanding sales orders from another application, by using specially written programs. Alternatively, you can decide to continue to process existing orders on your old application, and enter new orders, from a given date, into the new application. By this method you can gradually run down orders on the old application and build the order bank on the new, but you must take great care when you update the inventory figures.

Vertex - US Sales Tax

TDM Set Up

The Vertex TDM module allows you to tailor tax decision files for any special company, customer, item, or jurisdiction taxing requirements. When processing an order or invoice line transaction, the interface program passes the appropriate company, depot, customer, item, tax codeand GeoCodes to the Vertex Calculation Module. The Calculation Module uses the TDM tables to obtain any special taxing considerations for customer, item, or jurisdiction by company. The TDM eliminates the need for any application maintenance within System21 to handle the taxation rules.

Because every corporation has different tax liabilities and set-up issues, this section will only describe the format rules needed for TDM maintenance in relation to the System21 Style Vertex Interface. The main integration between the application software and Vertex Sales Tax are company code, tax code, customer and item code. The table below lists these database fields and their characteristics. There is no one-to-one relationship between System21 and Vertex, and neither Vertex nor the interface provides cross-system database checking. It is your responsibility to ensure data integrity between the two systems.

Field Description	Vertex TDM Module	Vertex Interface
Company Code	5 A	2A System 21 Company Number
Division Code	5 A	N/A
Customer Identifier	15 A	11A Customer Number /Delivery Sequence (VT2) Or 3A Customer Tax Code(VT1)
Product Identifier	15 A	15A Item Code (VT2) Or 3A Item Tax Code(VT1

TDM maintenance is performed through Vertex. To access the Vertex system, call VTSMENU from the command line within any Vertex-related application (e.g. SOP).

Every state that the company has registered has to be defined in the Master Table (MT).

It is recommended that **T** (Taxable) is entered in the last two flags, which allows the Vertex Tax Calculator to calculate tax for your customer/item/tax group if it is not found specifically in the TDM. This minimises your data definition in the TDM.

For example:

CUSTOMERS NOT FOUND IN THE TDM ARE TAXABLE/EXEMPT **T** {T,E}

PRODUCTS NOT FOUND IN THE TDM ARE TAXABLE/EXEMPT **T** {T,E}

If there are any jurisdictions/customers/items/tax groups which have special rates or are exempt from taxes, they have to be defined in one of the following tables:

GT GeoCode Table:

- GeoCodes - VT1 and VT2

CT Customer Table:

- Customer tax codes- VT1
- Customer code/delivery sequence - VT2

PT Product Table:

- Item or charge tax codes- VT1
- Item or charge codes - VT2

OS Override Sub-table - linked to the above for specific rates and surcharges

Entries in the above tables may indicate to the TDM that there is an Override Sub-table entry for this customer/item/tax code/tax group. Entries include override rates, surcharges and minimum and maximum goods values subject to taxation. This can be defined at the GeoCode, customer, item level and overrides are defined for combinations of customer, item, and tax code. This depends on the Vertex type in use.

Vertex GeoCode Definition

A GeoCode has to be defined for each order acceptance, ship from, and ship to location.

The System21 Vertex Interface makes use of the Geocoder module in Vertex, which assigns the GeoCode during initial Sytem21 data set-up. This information is retrieved and held in the System21 database. Subsequently, each time the relevant addresses are added or changed with System21, the GeoCoder is called to determine any changes.

The Within City Limits flag is also set here; this indicates whether the address is within or outside the city limits. If this flag is set to **1**, the standard city taxes are calculated. If it is set to **0**, the city taxes are not calculated.

This information is stored in the database for future retrieval when a sales order or invoice is processed.

These maintenance functions are described in the following sections.

File Maintenance

Use the application reference data maintenance tasks to set up and amend details of master files and to control records and parameters that are fundamental to the operation of the module.

Caution: Be extremely careful when using the file maintenance tasks and maintaining the company profile. We recommend that you restrict authorisation to these tasks.

Note: *The Master File Enquiry uses the data set up in the maintenance tasks and is therefore not separately defined.*

SOP Company Profile [1/STCO]

You should address the following issues before you set up a company profile:

- Do you want to allow back orders and partial deliveries?
- What is the default priority that you want to give to new orders, and how do you increment the priority when allocation fails?
- Do you want to allow allocation to a level where available stock is negative?
- Do you want to price orders at order entry or despatch time?
- Which fields in the customer database do you want to use in the customer search facility?

Use this task to maintain the default settings used by the Sales Order Processing company. You use a two-character code to identify the company. Sales Order Processing companies interface to Style Inventory Management, General Ledger and Accounts Receivable companies with the same code.

The company profile specifies:

- Company basic details
- Company controls
- Operation defaults
- Pick details
- Customer search details
- Financial details

Caution: If there is a Copy Company task in Utilities, we strongly recommend that you use this task to create a new company. You can use the Copy Company task to copy existing parameters and miscellaneous codes to your new company. You can amend these details using your maintenance and utilities tasks.

Company Profile Maintenance Selection Window

To display this window, select the SOP Company Profile task.

Use this window to select the company that you want to maintain.

Fields

Enter Company Code to Maintain

To create a new company, enter a two-character code.

Options

Select Company

Use this to select a company.

Select a company to display the Company Profile Maintenance Basic Details window.

Company Profile Maintenance Basic Details Window

To display this window, select a company on the Company Profile Maintenance Selection window.

Use this window to maintain the name and address of the sales company, together with key control numbers.

Note: *If you change the control numbers, there may be a risk of duplicating order or invoice numbers.*

Fields

Company Name/Address/Post Code

Enter the name and trading address of the sales company.

City/State/Zip

These are added to aid correct entry of the fields required by the GeoCoder when Vertex - US Sales Tax is active. These replace the last two existing address lines plus the postcode line. The Vertex GeoCode Retrieval pop-up is displayed, allowing selection of the GeoCode.

Note: *Each Sales Order Processing Company requires an order acceptance GeoCode to be assigned. This instructs an order/invoice line transaction as to where the order is taken.*

Note: *This field is only available when Vertex is active*

Note: *After the initial set up of the following fields, the software maintains these values.*

Last Contract Number Used

On set up, enter the number before the first one to use for contracts.

Default Price Lists

For each sales company you can allocate one price list to use as the default. The default list is used for unpriced items.

Use this checkbox as follows:

Unchecked - If you do not want a default price list

Checked - If you want a default price list

Seasonal Processing

This field is used to signify the level of seasonal processing in use for the demand company.

Select one of the following:

None (0) - If you want to de-activate seasonal processing

Seasonal (1) - If you want to activate seasonal processing only

Delivery Windows (2) - If you want activate seasonal processing and delivery windows

When either **Seasonal** or **Delivery Windows** is selected, the Seasonal Pricing pop-up is displayed.

Season

Enter the default season for the company.

Alternatively, use the prompt facility to select from the Select Season pop-up.

Invoice Consolidation

Use this field to specify the default level for consolidating invoices. You can override this setting on the customer delivery address.

Select one of the following:

Desp Note (0) - To raise an invoice for each despatch note

Daily (1) - To consolidate all orders despatched to a customer on a daily basis

Weekly (2) - To consolidate all orders despatched to a customer on a weekly basis

Monthly (3) - To consolidate all orders despatched to a customer on a monthly basis

Note: *The Invoice Consolidation process uses Style Inventory Management weeks and periods.*

Functions

References (F15)

Use this to display the window to maintain the reference codes for Orders, DRP Orders, Invoices, Credit Notes, & Sundry invoices.

Press Enter to save the data and display the Company Profile Maintenance Control Details window.

Reference Number Entry Pop-up

To display this pop-up, select **Reference Numbers (F15)** on the Company Profile Maintenance Basic Details window.

Use this pop-up to maintain the reference code used for each type.

Fields

Reference Code

Enter a reference code to start using a different range of numbers.

Alternatively, select the prompt facility to select a reference code from the Reference Select Pop-up

Select **Update (F8)** to save the changes and return to the Company Profile Maintenance Basic Details Window

Vertex GeoCode Retrieval Pop-up

To display this pop-up, update an address on the Company Profile Maintenance Basic Details window when Vertex - US Sales Tax is active.

Use this pop-up for the selection of the GeoCode applicable to the correct city, county, state, zip combination. The Within City Limits indicator is also set to indicate whether the address is in or out of the city limits. Addresses can be amended here. A GeoCode must be selected, unless the address is non-US/Canadian in which case **Not USA/Canadian Address (F9)** will assign a GeoCode for foreign transactions. Amended address information is returned to the calling program.

Note: *This pop-up will only be displayed when Vertex - US Sales Tax is active.*

Functions

Not USA/Canadian Address (F9)

Use this to assign a GeoCode for foreign transactions.

Select **Previous (F12)** to return to the Company Profile Maintenance Basic Details window.

Company Profile Maintenance Seasonal Pricing Pop-up

To display this pop-up, select Seasonal or Delivery Windows in the Seasonal Processing field on the Company Profile Maintenance Basic Details window.

Use this pop-up if the seasonal pricing option is required, providing the ability to price either within seasonal boundaries or outside of a season boundary.

Fields

Seasonal Pricing Option

Use this checkbox as follows:

Unchecked - To price as per normal pricing routines, i.e. the recorded customer order date and delivery dates are used to retrieve the appropriate price

Checked - To price orders within the season boundaries

For orders set to "price at order" where the customer order date lies before the season start date, the season start date is used to derive the appropriate prices to be charged rather than the customer order date.

For orders set to "price at despatch" where the delivery date lies after the end date of the season, the season end date is used to derive the appropriate prices to be charged rather than the delivery date of each demand line.

If you de-activate seasonal processing or delivery windows for an operating company, the system will not remove any data relating to these processes from the system.

Press Enter to save the data and display the Company Profile Maintenance Control Details window.

Company Profile Maintenance Control Details Window

To display this window, press Enter on the Company Profile Maintenance Basic Details window or on the Company Profile Maintenance Seasonal Pricing pop-up.

Use this window to set up, at company level, the defaults which control the processing logic of Sales Order Processing. These are used as the defaults when you add a new account. You can confirm or change these defaults when you enter an order. You use most of the fields to switch on a function or process.

Fields

Allow Back Orders

You use back orders if an attempt to allocate stock fails and the order is on hold until stock is available.

Select one of the following:

No (0) - If you do not allow back orders

Yes (1) - If you do allow back orders

No-Cancel (2) - If you want to cancel an order when no stock is available to allocate

No-Suspend (3) - If you want to suspend the order until stock becomes available when no stock is available to allocate

Allow Part Delivery

Part delivery happens when there is only enough stock available to fulfil part of an order.

Use this checkbox as follows:

Unchecked - If part delivery is not allowed

Checked - If part delivery is allowed

These two controls work with each other in the following way:

- Set the Allow Back Orders field to **No** and leave the Allow Part Delivery field **unchecked** to cancel the order if stock allocation fails.
- Set the Allow Back Orders field to **No** and **check** the Allow Part Delivery field to cancel the remainder if stock allocation fails.
- Set the Allow Back Orders field to **Yes** and leave the Allow Part Delivery field **unchecked** to create a back order for the whole line quantity if stock allocation fails.
- Set the Allow Back Orders field to **Yes** and **check** the Allow Part Delivery field to create a back order at line level for the unallocated stock if allocation fails.

Produce Manual Pick List

Use this checkbox as follows:

Unchecked - Not to produce a manual pick list when you print picking notes

Checked - To produce a manual pick list when you print picking notes

Carriage Charged

Use this checkbox as follows:

Unchecked - If there is no charge applied for carriage

Checked - If there is a charge for carriage

Apply Small Order Charge

If an order falls below a specified quantity, you can apply a small order charge.

Use this checkbox as follows:

Unchecked - If you do not want to apply a small order charge

Checked - If you do want to apply a small order charge

Print Acknowledgement

When you receive an order, you can send your customers acknowledgement documents.

Use this checkbox as follows:

Unchecked - Not to print order acknowledgements

Checked - To print order acknowledgements

Order Reference Required

Select one of the following:

Not Required (0) – no Order Reference is required

Required and must be unique (1) – An order reference is required and must not have been used on any other order for this customer.

Required, Warning if not unique (2) – As above but a warning only is issued.

This is the default setting for new customers.

Allocation Priority

Batch allocation attempts to allocate orders first by the delivery point's allocation priority, then by order due date.

Enter the allocation priority, using a value between 00 and 99.

99 forces batch allocation with absolute priority when stock levels allow, and **00** indicates manual allocation.

Priority Increment

The allocation priority is automatically increased when a delivery point's order fails to get stock allocated.

Enter the value used to increase the allocation priority. Regardless of the number of allocation attempts, an allocation priority will never exceed 98.

Note: *You cannot override the priority increment for individual delivery points.*

Allow Negative Stock

If you allow negative stock, you can allocate stock above the available stock balance when performing forced allocation.

Use this checkbox as follows:

Unchecked - If you do not allow forced allocation to result in a negative stock balance

Checked - If you allow forced allocation to result in a negative stock balance

Special Customer

Use this checkbox as follows:

Unchecked - If the customer is not special

Checked - If the customer is special

Special Product

Use this checkbox as follows:

Unchecked - If the product is not special

Checked - If the product is special

Note: *By identifying a customer or product as special you are highlighting its importance. This is used by Style Sales Analysis and does not affect the sales ordering process.*

Order Priced At

You can price an order at various points.

Select one of the following:

Order (1) - To price the order at order entry level

Despatch (2) - To price the order at point of despatch

Re-price at Despatch (3) - To re-price the order at point of despatch

Pricing Option

You can price in two ways.

Select one of the following:

Interactive (1) - To price manually at order entry level

Batch (2) - To price automatically using a batch process

Press Enter to confirm the entries made and display the Company Profile Maintenance Operation Defaults window.

Company Profile Maintenance Operation Defaults Window

To display this window, press Enter on the Company Profile Maintenance Control Details window.

Use this window to enter defaults used in order processing. The price check flags only apply to fixed prices. They determine whether an FP suspend code is applied during conversational (normal) or transcriptional (fast) order entry when a user enters a fixed price against the order line.

Fields

Order Minimum Value

Enter a minimum order value. A sales order is suspended automatically if it is less than this amount.

Picking Note Minimum Value

Enter a minimum value for picking notes. A picking note is not produced if its value is less than this amount.

Currency Rate Code

Enter the default rate code to identify the currency exchange rates used to convert transaction currency orders into base currency.

Fixed Price Suspend in Normal Order Entry

Use this checkbox as follows:

Unchecked - Not to set suspend code FP if a fixed price is entered in Conversational Order Entry

Checked - To set suspend code FP if a fixed price is entered in Conversational Order Entry

Note: *This field also controls whether a fixed price suspend code is set when an order line is added or an existing line is amended in Order Amend.*

Fixed Price Suspend in Fast Order Entry

Use this checkbox as follows:

Unchecked - Not to set suspend code FP if a fixed price is entered in Transcriptional Order Entry

Checked - Not to set suspend code FP if a fixed price is entered in Transcriptional Order Entry

Note: *Sales orders received via EDI use special price comparison rules to determine whether suspend codes should be set.*

Credit Check/Suspend in Normal Order Entry

Use this checkbox as follows:

Unchecked - Not to suspend the order if a customer fails their credit check during Conversational Order Entry

Checked - To suspend the order if a customer fails their credit check during Conversational Order Entry

Credit Check/Suspend in Fast Order Entry

Use this checkbox as follows:

Unchecked - Not to suspend the order if a customer fails their credit check during Transcriptional Order Entry

Checked - To suspend the order if a customer fails their credit check during Transcriptional Order Entry

Customer Stop Suspend - Normal

Use this checkbox as follows:

Unchecked - Not to suspend sales orders during Conversational Order Entry if the customer is on credit stop

Checked - To suspend sales orders during Conversational Order Entry if the customer is on credit stop

Customer Stop Suspend - Fast

Use this checkbox as follows:

Unchecked - Not to suspend sales orders during Transcriptional Order Entry if the customer is on credit stop

Checked - To suspend sales orders during Transcriptional Order Entry if the customer is on credit stop

Allocation Credit Check

Use this checkbox as follows:

Unchecked - Not to perform credit checking during batch allocation and picking

Checked - To perform credit checking during batch allocation and picking

Note: *These credit checks are only performed during batch allocation, not during manual allocations.*

Credit Check at Despatch

Use this checkbox as follows:

Unchecked - Not to perform credit checking at despatch

Checked - To perform credit checking at despatch

Prevent Allocation When Customer Stopped

Use this checkbox as follows:

Unchecked - Not to prevent stock allocation if the customer is on credit stop

Checked - To prevent stock allocation if the customer is on credit stop

Validate DNSB Date at Confirm Despatch

Select one of the following:

No (0) - Not to validate DNSB dates at Confirm Despatch

Yes (1) - To validate DNSB dates at Confirm Despatch and prevent the despatch of any line if the despatch date is prior to its DNSB date

Warning (2) - To validate DNSB dates at Confirm Despatch and issue a warning if the despatch date is prior to the DNSB date of any of the lines

Buying lists

Select one of the following:

No (blank/0) – Buying lists are not in use

Optional (1) - Items can be selected from or entered from a buying list but no restriction is made when adding other items to orders.

Restricted to (2) - Only items from the customers buying list can be ordered.

This flag provides the default setting for customer maintenance.

Print Cancellation Notes

Use this checkbox as follows:

Unchecked - Not to print cancellation notes for the customer if sales orders are cancelled

Checked - To print cancellation notes for the customer if sales orders are cancelled

Press Enter to save the data and display the Company Profile Maintenance Picking Details window.

Company Profile Maintenance Picking Details Window

To display this window, press Enter on the Company Profile Maintenance Operation Defaults window.

Use this window to enter defaults for picking and further defaults for order processing.

Fields

Pick Time Fence Limit

Enter the number of days to act as a pick note time fence limit. This indicates the time period within which pick notes have to be produced for an order.

Note: *The time fence can be overridden in the Picking Notes task.*

Order Type

Enter the default sales order type.

Alternatively, use the prompt facility to select from the ORTP Order Type pop-up.

The default set up here is displayed on the order header, but you can change it.

Pick Despatch Notes to Print

Use this checkbox as follows:

Unchecked - Not to print picking documents when running the Picking Notes task

Checked - To print picking documents when running the Picking Notes task

Pick Summary Picking List to Print

Use this checkbox as follows:

Unchecked - Not to print a summary picking report when running the Picking Notes task

Checked - To print a summary picking report when running the Picking Notes task

Pick Detail Picking List to Print

Use this checkbox as follows:

Unchecked - Not to print a detailed picking report when running the Picking Notes task

Checked - To print a detailed picking report when running the Picking Notes task

Pick Location Sequence

To help methodical picking, you can sequence pick notes by bin sequence.

Use this checkbox as follows:

Unchecked - Not to print a picking list in bin number sequence

Checked - To print out a picking list in bin number sequence

Consignment Notes

This field is not currently used.

Initial Order Pick Percentage

Enter the percentage value for the initial order pick (up to 100%).

Initial Order Line Pick Percentage

Enter the percentage value for the initial order line pick (up to 100%).

Back Order Pick Percentage

If you use back orders, enter the percentage value to determine the quantity that can be picked for a back order.

Back Order Line Pick Percentage

Enter a value to determine the back order quantities that can be picked for an order line.

Apply Pick Percentage by Delivery Date

Use this checkbox as follows:

Unchecked - Not to apply pick percentage by delivery date

Checked - If delivery is due within the picking time fence

This accumulates the order quantities against like dates on multiple lines. These quantities are then used as the qualifying criteria for calculating whether, in total, they meet the order header pick percent. Where this is met, all lines which have passed the line pick percent will be picked.

Order Cancellation Reason Code

Enter the reason for the cancellation of the order.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Order Suspension Reason Code

Enter the default reason for the suspension of an order.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Order Auto suspend code

Select the suspend code to be applied when an order is put on automatic suspension.

Order Suspend Authorisation Required

Use this checkbox as follows:

Unchecked (default) - If no authority is required to add and remove suspend codes

Checked - If authority is required to add and remove suspend codes

Exclude Settlement Discount on Charges

Use this checkbox as follows:

Unchecked (default) - If settlement discount will be given against charges

Checked - If settlement discount calculations will not include charges

Press Enter to save your entries and display the Company Profile Maintenance Customer Search Controls window.

Company Profile Maintenance Customer Search Controls Window

To display this window, press Enter on the Company Profile Maintenance Picking Details window.

Use this window to select two fields from the customer database to use with the customer name in the Customer Alpha Search facility. You only need to do this when setting up a company. If you do change the database, run the Housekeeping utility to rebuild the search cross-references.

The current search fields are displayed, together with a list of the data fields from the customer database.

To display all of the database fields, use **Page Up** and **Page Down**.

Options

Select

Use this against the two fields to use in the alpha search facility.

Press Enter to store the selected fields and display the Company Profile Maintenance Financial Details window.

Company Profile Maintenance Financial Details Window

To display this window, press Enter on the Company Profile Maintenance Customer Search Controls window.

Use this window to enter financial default settings. The current defaults are displayed.

Fields

Tax Only Reason Code

Enter the default reason to print on tax-only invoice or credit notes.

Alternatively, use the prompt facility to select from the RFCR Invoice/Credit Reason Codes pop-up.

Tax Only Style Code

Enter the style code used for tax-only invoice calculations.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *You normally use a dummy style with all of the parameters left unchecked except for the tax rate and value.*

Note: *You also need to set up a description code in the Inventory Descriptions file, under major type RFCR.*

Factoring in Use

Enter one of the following values:

No (0) – If factors are not being used by the company

Yes (1) – If factors are being used by the company

Small Order Value

Enter the value to classify a sales order as a small order.

Small Order Charge Code

Enter the small order charge code. You set this up with a value in the Inventory Descriptions file, under major type SUNC.

Last Movement Ref. Used

Enter the last stock movement reference number. This is used to update the General Ledger.

GL Error Account

This is a memo only field, where you can enter an error account code for the General Ledger.

GL Charges Account

This is a memo only field, where you can enter a charges account for the General Ledger.

Bypass OE/PM Control Qty

Use this checkbox as follows:

Unchecked - If you cannot bypass the Order Line Quantity field in order entry

The quantity entered acts as a control quantity against all the individual SKU quantities entered in the matrix.

Checked - If, as you enter an order line, you can bypass the Quantity field and go straight to entering the individual quantities of SKUs in the matrix

In this case, anything that is entered in the Line Quantity field is overridden by the total matrix quantity.

Customer Division Checking

To use division checking during order entry, you need to allocate a salesman to a product division and the product division to a customer.

Use this checkbox as follows:

Unchecked - If you do not want to check the product division for the customer during order entry

Checked - If you want to check the product division for the customer during order entry

If you **checked** this field, when you enter a product that is in the wrong division for the salesman and customer you cannot continue with the order.

Note: *You set up the division codes in the Inventory Descriptions file, under major type DN. You allocate a division to a product in the Styles maintenance task and a salesman and division to a customer in the Customers maintenance task.*

Extended Credit Checking

Use this checkbox as follows:

Unchecked - If you do not want extended credit checking

Checked - If you want to apply extended credit checking

You set up the type of extended credit check to be performed in the Customers maintenance task.

Avail. Stock in Order Entry

Select one of the following:

0 - Not to show available stock during order entry

1 - To show available stock balances on the Style Matrix window

2 - Show calculated free to sell stock figures in the matrix.

Use Packed Qty in Despatch

Use this checkbox as follows:

Unchecked - If you do not want packing as a mandatory procedural step

Checked - If you do want packing as a mandatory procedural step, following picking and before despatch

Pick Notes from Rush Orders

Select one of the following:

0 - To print pick notes during the next pick note run

1 - To print pick notes, but in batch processing

2 - To print pick notes manually in the Picking Notes task

This only applies when the sales order type is set to 7 (rush or emergency order).

Labels from Packing

Use this checkbox as follows:

Unchecked - If you do not want to print packing labels in confirmed packing routines

Checked - If you want to print packing labels in confirmed packing routines

Print Despatch Notes

Use this checkbox as follows:

Unchecked - If you do not want to print a clean despatch note to use as the customer's despatch document

Checked - If you want to print a clean despatch note to use as the customer's despatch document

Invoices in Currency

Use this checkbox as follows:

Unchecked - If you do not want to print invoices in the base currency

Checked - If you want to print invoices in the customer’s currency

Grace Period

Use this checkbox as follows:

Unchecked - If you do not allow a grace period when performing customer credit checks

Checked - If you want to add additional days to normal payment terms before checking the customer

You set the actual number of days in the Inventory Descriptions file, under major type GRAC.

Order Entry by Division

You can use the product divisions as a control during order entry. You set your company default here, but you can override it at customer level.

Use this checkbox as follows:

0 - If you can enter mixed divisions

1 - If you cannot enter mixed divisions

2 - If you can enter mixed divisions, but you are warned

Order Entry Trader Windows

There are two Trader windows in Order Entry. The first shows the quantity and prices for the last five orders, and the second displays the price applied over the customer's discount matrix.

Use this checkbox as follows:

Unchecked - If you do not want the Trader windows displayed during order entry

Checked - If you want the Trader windows displayed during order entry

Allow Over Despatch

Use this checkbox as follows:

Unchecked - If you do not allow the despatch quantity to be more than the picked quantity

Checked - If you allow the despatch quantity to be greater than the picked quantity

Discount from Estimates

If you have mail order estimate customers you can apply the discount to the estimate.

Use this checkbox as follows:

Unchecked - If, at order entry, you do not want the discount applied to the mail order estimate

Checked - If you want a discount applied to mail order estimates at order entry

Allow Orders in Currency

Use this checkbox as follows:

Unchecked - If you only allow sales orders in base currency

Checked - If you can enter sales orders in other currencies

When you save the order, the value is converted to the base currency.

Consolidate Despatch Notes

Use this checkbox as follows:

Unchecked - If you cannot enter multiple sequence numbers against a single picking note

Checked - If you can consolidate the despatch process by entering multiple sequence numbers against one picking note

Forecasting in Use

Select one of the following:

0 - If you are not using Forecasting

1 - If you are using Forecasting down to SKU level

2 - If you are using Forecasting at style level

Production in Use

Select one of the following:

0 - If you are not using Production

1 - If you are using Production, but not control and costing

2 - If you are using Production with control and costing active

Deletion of Active Styles

Active styles are styles that you have stocked, bought, sold or used in manufacture.

Use this checkbox as follows:

Unchecked - If you cannot delete active styles

Checked - If you can delete active styles

Retain Deleted Style History

Use this checkbox as follows:

Unchecked - If you do not want to keep inventory history for deleted styles

The history is deleted together with the style.

Checked - If you want to keep inventory history for deleted styles

Note: *When a style is deleted, you can no longer run an enquiry on it, even if you keep the inventory history.*

Print Receipt Address on PO

Use this checkbox as follows:

Unchecked - If you do not want the receiving address printed on the purchase order

Checked - If you want to print the receiving address on the purchase order

Display Colour Totals

Select one of the following:

0 - Not to display the colour totals on the Style Matrix window

1 - To display the colour totals on the Style Matrix window

Press Enter to save the information and to display the Credit Check Options window.

Credit Check Options Popup

To display this window, press **Enter** on the Company Profile Maintenance Financial Details Window.

You use this new popup to specify the default values to be included in credit checks for the company.

Ref: ST0KH99ST34999, ST34999

Fields

Values to be compared against credit limit:

Include AR Balance

Enter one of the following values:

Neither (0) – If neither the System21 nor the external (factor) Accounts Receivable balances for a customer should be included in available credit checks for a customer

System21 AR Balance Only (1) – If the System21 Accounts Receivable balance for a customer should be included in available credit checks for a customer

External AR Balance Only (2) – If the external Accounts Receivable balance for a customer should be included in available credit checks for a customer (e.g. the Accounts Receivable balance held for the customer by the factor)

System21 & External AR Balance (3) – If both the System21 and the external (factor) Accounts Receivable balances for a customer should be included in available credit checks for a customer

Order Value

Enter one of the following values:

Allocated/Reserved (1) – If the value of allocated/reserved orders for the customer should be included in available credit checks for a customer

Total Open Order (2) – If the value of all orders for the customer, irrespective of whether they have been allocated or reserved, should be included in available credit checks for a customer

Include Future Orders

Use this checkbox as follows:

Unchecked (0) – If the value of future orders should be excluded from available credit checks for a customer

Checked (1) – If the value of future orders should be included from available credit checks for a customer

Note: *You can only include future order values if Total Open Order values are being credit checked.*

Press Enter to save the information and to complete the updates for the company.

Enterprise Group Maintenance [6/STCO]

Use this task to define companies to the enterprise group. You must define the companies before any customer or supplier updates are performed for enterprise definitions.

Once set up, this provides a single source of information for validation and cross-reference purposes.

Enterprise Group Maintenance Selection Window

To display this window, select the Enterprise Group Maintenance task.

Use this window to select a company to use in the enterprise. The company must exist within either Style Sales Order Processing or Style Purchase Management.

Fields

Company Number

Enter a valid company code that you want to define to the enterprise.

Alternatively, use the prompt facility to select from the Enterprise Company Selection pop-up.

Enter or select a valid company code and then press Enter to display the Enterprise Group Maintenance Detail window.

Enterprise Group Maintenance Detail Window

To display this window, enter or select a company code and then press Enter on the Enterprise Group Maintenance Selection window.

If you enter a company code which already belongs to the enterprise group, the window displays the company name and address for the Style Sales Order Processing company or Style Purchase Management company to which it is defined.

Fields

Customer Code

You must enter a customer or supplier. If you enter a new company, the customer must not already exist in the Enterprise Group file.

Supplier Code

You must enter a supplier if you have not entered a customer. If you enter a new company code, the supplier must not already exist in the Enterprise Group file.

Functions

Delete (F11)

Use this to delete all of the details.

Select **Update (F8)** to save the details in the Enterprise Group file.

Descriptions File Maintenance [1/STOEM]

The Descriptions file is primarily used to set up codes with standard descriptions. The codes are used throughout the setup, maintenance and processing tasks; they are validated against the file, and their descriptions are displayed. For some codes, you have to attach a parameter or number so that they will work when used in the order process. For example, when setting codes for tax, if you set up a tax-only code, you must set the rate to 0 and the quantity will act as the limit.

The Descriptions file is set up in Style Inventory Management because it is the base application for both Distribution and Manufacturing. However, it can be maintained from within most Style applications, including Style Sales Order Processing.

Some specific codes are used in Sales Order Processing to control various functions as follows:

DFLT - Defaults for Order Entry

These are codes which control various functions in SOP.

ASPACK - Simple/Detail Packing

AUTOALCRIN - Auto Allocate credit - invoice

AUTOBLD - Fastpath Auto-build Packs

EXSCCPSTIM - External Credit Crd Processing

PROMOS - Promotions active

QTNO - A<--Quote Type . Quote Days-->

SPTS - Special Tasking Codes

Set the **Limit** field to **1** to activate special tasking codes.

Set the Tax Codeto a 2 digit sundry charge code to use to apply charges for special tasking codes to orders.

***Note**: This must be defined as a sundry charge code (SUNC) description already.*

FRTP – Promotion Type

These are user defined. You can use these to set up promotion types.

Set the **Limit** field to **1** to indicate that the Items awarded as a part of a promotion are resell-able and therefore if any special tasking codes are applied that are chargeable on a selling unit basis, the promotional item will be included in the charge.

MISC – Miscellaneous for Style

These are codes which control various functions in SOP.

FOND – Future Order (Number of days)

Set the **Parameter Limit** to the number of days after the current system date from which sales orders are to be classed as future orders for credit checking purposes

FOSC – Future Order (Suspend code)

Set the Tax Codeto the “user defined” suspense code that identifies future orders. Refer to the Inventory Management product guide for further information regarding the set-up of the suspension code itself.

CRAP – Credit Release Approval

Set the **Parameter Limit** to **1** if approval details are required when manually removing credit related suspend codes from orders.

SPTS - Special Tasking Codes

These are user defined. You can use these to set up customer’s and order’s special pick or pack instructions, or both.

SPTP - Special Tasking Code price level

These are system defined. They define the pricing unit for the charge added to a sales order for a special tasking code.

0 – FOC

1 – Price per Order

2 – Price per Selling Unit

3 – Price per Despatch

Contracts

The following Inventory Description File Entries control contract activities:

CONT – Contract Parameters

This is used to hold the control settings and defaults for contracts

REFS

This is used control whether contract numbers are automatically generated by the system or manually input by the user. If automatic, the last number used is held on the company profile.

Set Parameter limit to **1** to Auto Generate numbers

TYPE

This is used to control what type of contract’s are in use

Parameter Limit settings are:

0 = CCs only. This is the default setting

1 = EDCs only

2 = Both

PERD

This is used to control whether contracts are closed during the inventory period end activity.

Set parameter limit to **1** to close contracts during month end.

DATE

This is used to control whether order date or due dates are used to determine which contract to call off from.

Set to parameter to **1** to use due date and **0** to use order date

OARC - Order Amend Reason Codes.

These are user defined reason codes which may optionally be used in Order amend. Set parameter limit to **1** on anywhere contract replenishment is required,

CTYP - Contract Allocation Types

This is used to control whether contracts use stock only or enhanced allocation.

0 = Stock only

1= Enhanced Allocation

On the enhanced allocation parameter set the following fields:

Parameter Limit

This indicates whether when reserving supply, the orders are checked forward (1) or backwards (0) in terms of supply date.

VAT Code

Set to 01-999 (3digits) to indicate the timefence to be used to determine whether a contract is allocated to stock or incoming supply.

CONR – Contract References

These are user defined references which optionally link customers to link a group to a single contract. (EDC only).

DMND – Demand Type

These are system codes used to distinguish various types of demand for reservation enquiries.

1= S/O

2 =W/O

3 = P/O – Enterprise

For more code information, see the Descriptions section in the Maintenance chapter of the Style Inventory Management product guide.

Customers [2/STOEM]

Use this task to maintain your customer database. It ensures that invoices, statements, and acknowledgements, as well as the goods, are sent to the correct address.

You must ensure that the correct analysis codes are applied to sales orders so that accurate analysis can be performed.

You need to identify the following:

- Where statements are to be sent, and the place from which payments will be received
- The delivery points
- Where invoices are to be sent
- Trading terms and analysis codes

The account code, used as a unique identifier for a customer, is up to eight characters long, with a suffix of three characters. Statement and invoice accounts always have a suffix of 000. You cannot have both a statement and an invoice account. A statement account may have a number of delivery points. These are defined by a suffix other than 000, with the first eight characters in common. Normally, the invoice would be sent to the delivery point or to the statement address; however, invoices can be sent to another address if necessary.

You set up the statement account in Accounts Receivable. Sales data can be set up for each delivery point to control Style Sales Analysis coding, pricing and trading rules.

For information on how to set up the statement account, see the Accounts Receivable product guide.

Customer Maintenance Selection Window

To display this window, select the Customers task.

Use this window to select the customer and detail required.

Fields

Customer

Enter a customer account code.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Sequence No

Enter the three-character sequence number for the invoice or delivery address.

Detail Required

Select one of the following to specify what to maintain.

Invoice Address - No Sequence Number Required (1) - To maintain the invoice address

In this case, you do not need to enter a sequence number.

Delivery Address - Sequence Number Mandatory (2) - To maintain a specific delivery address

In this case, enter an existing sequence number. If you want to create a new delivery address, leave this field blank and create the code on the next window displayed.

Sales Details - Sequence Number Mandatory (3) - To maintain the customer sales details

In this case, you must enter a sequence number.

Trade Details - Sequence Number Mandatory (5) - To maintain the customer World Trade details

You can only do this if you are using the World Trade application. You must enter a sequence number.

Press Enter to display the requested window.

Invoice Name and Address Maintenance Window

To display this window, enter the customer and select Invoice Address - No Sequence Number Required in the Detail Required field and then press Enter on the Customer Maintenance Selection window.

Note: *You only need to define an invoice address if it is not the statement or the delivery address. The customer code must be different from the statement code.*

Use this window to enter and maintain the details for the invoice address.

Fields

Customer

This field displays the customer code being processed.

Name

Enter up to 35 alphanumeric characters for the name of the customer account.

Address 1-5

Enter up to five lines of statement address.

Language Code

Enter the language code for the customer.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Post Code

Enter up to five characters for each half of the postcode.

City/State/Zip

These are added to aid correct entry of the fields required by the GeoCoder when Vertex - US Sales Tax is active. These replace the last two existing address lines plus the postcode line. The Geocode and Within City Limits flag are displayed once it has been selected.

Note: *Each Sales Order Processing Company requires an order acceptance GeoCode to be assigned. This instructs an order/invoice line transaction as to where the order is taken.*

Note: *The Vertex GeoCode Retrieval pop-up is displayed when the address is updated, allowing selection of the GeoCode. Refer to the SOP Company Profile section for further details.*

Phone No

Enter up to 20 characters for the customer’s telephone number.

Fax No

Enter up to 20 characters for the customer’s fax number.

Currency Customer Flag

Use this checkbox as follows:

Unchecked - If the customer deals in base currency only

Checked - If this is a multi-currency customer

Currency Code

If the account is to be processed in a currency other than your base currency, enter the currency code associated with the customer's currency. This field defaults to base currency but can be changed.

You can use the prompt facility on this field to select from the Select Currency pop-up.

Note: *The currency fields are only displayed if Accounts Receivable is operating as a multi-currency application.*

Group 1-4

Enter up to four financial analysis codes. These codes determine by what means the data is analysed. You set up the analysis codes in the General Ledger, under parameter type CGP1.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Remarks

This field is used for memo purposes.

Salesman

Enter the salesman responsible for the customer.

Region

Enter the customer’s sales region.

Activity

This field is only displayed if the customer invoice detail is being amended.

Select one of the following:

Suspend (S) - To suspend the customer temporarily

Delete (D) - To delete the customer

Press Enter. If you are using World Trade, the Customer Trade Details window is displayed; otherwise the Customer Maintenance Selection window is re-displayed.

Delivery Name and Address Maintenance Window

To display this window, enter the customer and sequence code and select Delivery Address - Sequence Number Mandatory in the Detail Required field and then press Enter on the Customer Maintenance Selection window.

Use this window to enter the delivery point details for the customer. For each delivery point you can set up trading and commercial conditions, including pricing, discounting, normal supplying depot, salesman and sales region.

A language code can be specified against a customer/delivery sequence.

Customer text may be added in the customer's own language for printing on external documentation.

Fields

Name

Enter up to 35 alphanumeric characters for the customer’s delivery name.

Address 1-5

Enter up to five lines of delivery address

Language Code

Enter a valid language code to use for style descriptions and external text on external documents.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Note: *No language code should be specified if the text is to be in the supply company’s native language.*

Note: *Language codes are defined in Application Manager.*

Post Code

Enter up to five characters for each half of the postcode.

Phone No

Enter up to 20 characters for the customer's telephone number.

Fax No

Enter up to 20 characters for the customer’s fax number.

Currency Customer Flag

Use this checkbox as follows:

Unchecked - If the customer deals in base currency only

Checked - If this is a multi-currency customer

Currency Code

If the account is to be processed in a currency other than your base currency, enter the currency code associated with the customer's currency. This field defaults to base currency but can be changed.

You can use the prompt facility on this field to select from the Select Currency pop-up.

Tax Code

You only need to enter the tax code if it is different from the one set up in Accounts Receivable. The default value used for orders is taken from the delivery address.

You can use the prompt facility on this field to select from the Tax CodeSelection pop-up.

Tax Calc Basis

This field is used to indicate whether or not the tax codeshould be applied to the customer or the item.

Enter one of the following:

1 - If the customer is exempt from tax

In this case, the tax codeshould have a rate value of 0.

2 - If the tax codeassigned to the customer account will be used

3 - If the tax codeassigned to the items will be used instead of the customer's code

Extra Rate Tax

This field is only displayed if you select **Additional Details (F10)** and is usually only used in Spain.

Use this checkbox as follows:

Unchecked - If no extra charges are applicable for the defined tax code

Checked - If extra charges are applicable for the defined tax code

St. Addr

Enter the code for the statement address associated with the delivery address.

In. Addr

The default code here will be the account code for the delivery address you are maintaining. If the invoice for this customer is to be sent to another address, enter the appropriate invoice account code.

Group 1/Group 2/Group 3/Group 4

You can enter up to four financial analysis codes. You set up the analysis codes in the General Ledger, under parameter type CGP1. These fields are optional and are usually used for sales analysis.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Remarks

This is a memo only field.

Salesman

Enter the customer's salesman. You set up the salesmen in the Inventory Descriptions file, under major type TN.

Region

Enter the sales region for the customer. You set up sales regions in the Inventory Descriptions file, under major type SN.

Activity

Leave this field blank for normal live records.

Alternatively, select one of the following:

Suspend (S) - To suspend the customer account temporarily

Delete (D) - To delete the customer account

Functions

Additional Details (F10)

Use this to display the additional field Extra Rate Tax.

Note: *If you change any search entry fields, a window where you can maintain the information used to create the search criteria for this customer will be displayed.*

Press Enter to save the changes. The Customer Maintenance Selection window is re-displayed.

Customer Sales Information Window

To display this window, enter the customer and sequence code and select Sales Details - Sequence Number Mandatory in the Detail Required field and then press Enter on the Customer Maintenance Selection window.

Note: *The customer sales information is automatically displayed when you set up new delivery address details.*

Use this window to maintain the customer data used to control the processing of sales orders and Style Sales Analysis.

Fields

Stockroom

You can optionally enter the stockroom to be used as the default for orders placed for this delivery sequence.

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

Note: *If this field is left blank, the stockroom is taken from the item.*

Note: *It is recommended that for an enterprise supply customer, the delivery sequence used of 000 should have a blank stockroom assigned, thereby forcing the item stockroom to be used in this situation. This eliminates any possible sourcing issues, as enterprise order lines cannot have the stockroom changed once they have been created.*

Price List Code

You must enter the default price list for this customer. You set up the price lists in the Price Lists task.

You can use the prompt facility on this field to select from the Select Price List pop-up.

Discount List Code

Enter the default discount list for this customer. You set up the discount lists in the Discount Lists task.

You can use the prompt facility on this field to select from the Select Discount List pop-up.

Cash Discount Code

Enter the cash discount code for the customer. You set up the cash discount codes in the Inventory Descriptions file, under major type CDSC. The rate of discount is defined as a percentage or value and is applied to orders for this customer.

You can use the prompt facility on this field to select from the CDSC Cash Discount Settlement pop-up.

Currency Rate Code

Enter the default rate code to be used to convert prime currency orders into base currency. This field appears for a multi-currency company and only when the customer has the Currency Customer field **checked**. In this case, this field is mandatory.

You can use the prompt facility on this field to select from the Select Currency Rate Code pop-up.

Back Orders

Select one of the following:

0 - If the customer does not accept back orders

1 - If the customer does accept back orders, for example, in the event of a stock shortage

2 - If the customer does not accept back orders and the whole order should be cancelled

3 - If the customer does not accept back orders and the order should be suspended

Part Delivery

Use this checkbox as follows:

Unchecked - If the customer does not accept part delivery of an order

Checked - If the customer does accept part delivery of an order when there is limited stock

Manual Pick List

A manual pick list is a list of the stock allocations and their associated stockrooms, which can be produced before the actual picking note. It can be used to adjust despatch quantities before the orders are printed on the pick note and sent out.

Use this checkbox as follows:

Unchecked - Not to print manual pick lists

Checked - To print manual pick lists

Carriage Charged

Use this checkbox as follows:

Unchecked - If you do not charge this customer for carriage

Checked - If you charge this customer for carriage

Small Order Charge

Use this checkbox as follows:

Unchecked - If you do not charge the customer an extra fee for small orders

Checked - If you charge the customer an extra fee for small orders

Auto Suspend Orders

Use this checkbox as follows:

Unchecked - If orders are not to be automatically suspended

Checked - If all orders are to be automatically suspended

Acknowledgement

Use this checkbox as follows:

Unchecked - If the customer does not need to have an acknowledgement note printed

Checked - If the customer requires an acknowledgement note to be printed

Order Reference

Select one of the following:

Not Required (0) – no Order Reference is required

Required and must be unique (1) – An order reference is required and must not have been used on any other order for this customer.

Required, Warning if not unique (2) – As above but a warning only is issued.

Customer Service Rep

Enter the customer service representative that you want to assign to the customer.

Alternatively, use the prompt facility to select from the CUSR Customer Service Rep pop-up.

Special Customer

Use this checkbox as follows:

Unchecked - If this customer is not a special customer

Checked - If this customer is defined as a special customer for Style Sales Analysis

Distribution Centre

If you use Mark For during the sales order process, you can allocate a delivery point to be the distribution centre.

Use this checkbox as follows:

Unchecked - If this customer does not use a distribution centre

Checked - If this customer uses a distribution centre

Group Reference

Enter a valid group reference to link this customer to contract(s) with this group reference.

Alternatively, use the prompt facility to select from the CONR Contract reference pop-up.

Division

Enter the customer's division.

Alternatively, use the prompt facility to select from the DN Customer Division pop-up.

Sub-division

Enter the customer's sub-division.

Alternatively, use the prompt facility to select from the SV SOP Customer Sub-division pop-up.

Region

Enter the customer's sales region.

Alternatively, use the prompt facility to select from the SN Sales Analysis Regions pop-up.

State

You must enter the customer's state.

Alternatively, use the prompt facility to select from the ST Sales Analysis State pop-up.

Territory

You must enter the customer's territory.

Alternatively, use the prompt facility to select from the TR Sales Analysis Territory pop-up.

Salesman

Enter the salesman for this customer.

Alternatively, use the prompt facility to select from the TN Salesman pop-up.

Customer Class

You must enter the customer class.

Alternatively, use the prompt facility to select from the CCCC Customer Class pop-up.

Corporation

If the customer is part of a larger organisation, you can define it as a corporation; these are set up as customers.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Default Price List

Use this checkbox as follows:

Unchecked - If you do not use the default price list for this customer

Checked - If you use the default price list for this customer

Invoice Consolidation

Use this field to specify the method of invoice consolidation the customer will use. This defaults from the company profile.

Select one of the following:

Despatch Note (0) - To produce an invoice for each despatch note

Daily (1) - To consolidate all invoices for one day, by date

Weekly (2) - To consolidate all invoices for one week, by week number

Monthly (3) - To consolidate all invoices for a month, by period number

Consol. by Customer PO

Select one of the following:

No (0) - If invoice consolidation is not done to purchase order level

Yes (1) - If invoices are consolidated to customer purchase orders

This is in addition to being consolidated by despatch or per day, week or month.

CDC (2) - If invoices are consolidated by distribution centre

In this case, a separate invoice is produced for each Customer Distribution Centre to which goods are shipped within a customer's purchase order number.

Buying lists

Select one of the following:

No (blank/0) – Buying lists are not in use

Optional (1) - Items can be selected from or entered from a buying list but no restriction is made when adding other items to orders.

Restricted to (2) - Only items from the customers buying list can be ordered.

Allocation Priority

Enter the allocation priority given to orders for this customer during batch allocation. This can be a number from 0 to 99.

Initial Order Pick %

Enter the percentage value the customer requires for the first attempt at picking the order. The software allocates stock up to that value and then produces pick tickets for the remainder of the order.

Backorder Pick %

Where initial order requirements have been fulfilled and a quantity remains outstanding, backorder pick percentages operate. Backorder pick percentages suspend pick ticket action until the backorder pick percentage threshold for an order is met. A Descriptions file entry can be used to allow the final shipment to ignore the backorder pick percentage and send all that is remaining on the order.

Enter the value for the backorder pick percentage.

Note: *If you do not set up backorder pick percentages, any quantities outstanding from the initial pick will be cancelled.*

Functions

Delete (F11)

This is only available if you are maintaining a customer record.

Use this to delete the sales information. You will have to confirm deletion.

Special Tasking Codes (F14)

Use this to display the Special Tasking codes window.

Mark for Details (F15)

Use this to display the Mark for Details window.

External Text (F21)

Use this to maintain item text.

Buying List (F22)

Use this to display the Buying List window. This is only available once buying lists are switched on.

Extended Attributes (F23)

Use this function to display Extended Attributes for Amendment. See **Extended Attribute Data [11/L1M]** task details for more details on this function.

Note: *If another user is currently maintaining any Extended Attribute record for the same Customer and Delivery Sequence, even if it is for a different Category, then a message stating that the record is currently in use will be displayed.*

Press Enter to save the information and display the Additional Sales details window & Carrier Code Selection pop-up.

Maintain Text Pop-up

To display this pop-up, select **Text (F21)** on the Customer Sales Information window.

Use this pop-up to set up carrier codes against stockrooms. This is not a mandatory procedure but, if used, will allow the picking process to be driven by carrier code selection.

Fields

Usage Code

Enter valid usage type. Pre-defined text usage types are defined in the Inventory Descriptions file under code USGC. External text is defined as an E type.

You can use the prompt facility on this field to select from the USGC Text Usage Codes pop-up.

Language Code

Enter a language code to enter text in a language other than the default language.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Note: *No language code should be specified if the text is to be in the company's native language.*

Note: *Language codes are defined in Application Manager.*

Functions

Select Existing Text (F13)

Use this to display existing text for maintenance.

Press Enter to display the Text Maintenance pop-up.

Existing Text Pop-up

To display this pop-up, use **Select Existing Text (F13)** on the Maintain Text pop-up.

Options

Select

Use this to maintain selected text.

Use Select to maintain the selected text.

Text Maintenance Pop-up

To display this pop-up, press Enter on the Maintain Text pop-up.

Fields

Text

Enter the customer text required.

Select **Update (F8)** to save the entered text.

Carrier Code Selection Pop-up

To display this pop-up, press Enter on the Customer Sales Information window.

Use this pop-up to set up carrier codes against stockrooms. This is not a mandatory procedure but, if used, will allow the picking process to be driven by carrier code selection.

Fields

Carrier

You can optionally enter the carrier code against the appropriate stockroom.

Alternatively, use the prompt facility to select from the crrier Carrier Codes pop-up.

Stockroom

All of the current valid depot codes and their descriptions are displayed.

Press Enter to save the information and return to the Customer Sales Information window.

Additional Sales Details Pop-up

To display this pop-up, press enter on the Customer Sales Information window.

Use this pop-up to maintain additional controls for the sales order process.

Fields

Uses XREF Products

You can cross-reference your customer product codes with your own. The references are printed on external documentation. You set up the cross-reference codes in the Customer Product Cross Reference task.

Use this checkbox as follows:

Unchecked - If you do not use customer product cross-references

Checked - If you use cross-referencing

Mail Order Customer

Use this checkbox as follows:

Unchecked - If this is not a mail order estimate customer

Checked - If this is a mail order estimate customer

Cancellation Notes

Use this checkbox as follows:

Unchecked - If this customer does not require cancellation notes

Checked - If this customer requires cancellation notes

Proforma Invoices

Use this checkbox as follows:

Unchecked - If you do not produce proforma invoices for this customer

Checked - If you produce proforma invoices for this customer

Size System ID

Enter the default size system for the customer, for example, UK, American, EU, or European.

Alternatively, use the prompt facility to select from the SIZS Size System (Type) pop-up.

Credit Check Type

Select a code for the credit check type. These codes are set up in the Inventory Descriptions file, under major type CRCK.

Note: *If you are not using extended credit checking, all customers are credit checked as though they are type 1.*

Cancel Date Required

Use this checkbox as follows:

Unchecked - Not to use order cancellation dates

Checked - To use order cancellation dates

Customer Store Number

Enter the customer store number.

Department Number

Enter the department number.

Order Entry by Division

You can only make changes to the delivery sequence 000. Order entry by division restricts style division by order with individual suppliers.

Enter one of the following, which overrides the default set at company level:

0 - If you do allow mixed divisions during order entry

1 - If you do not allow mixed divisions during order entry

2 - If you do allow mixed divisions but a mixed divisions warning is displayed

Alternatively, use the prompt facility to select from the ORDV Order Entry by Division pop-up.

Charge Code

Enter a charge code to be applied to every order – This can be used for carriage or P&P.

Alternatively, use the prompt facility to select from the SUNC Sundry Charge Code pop-up.

SIC code

Enter a SIC code for the customer. This may be used in Promotions.

Alternatively, use the prompt facility to select from the SIC Sic Code pop-up.

Acknowledgement

Use this checkbox as follows:

Unchecked - If the customer does not need to have an acknowledgement note printed

Checked - If the customer requires an acknowledgement note to be printed

Carton Breakdown

Invoices

The settings are as in Cartons Profile Maintenance.

Acknowledgements

The settings are as in Cartons Profile Maintenance.

Despatch Notes

The settings are as in Cartons Profile Maintenance.

Note: *The company default values are retrieved from the carton profile initially. If a carton profile is not found for the company, the fields are not displayed.*

Press Enter to save and update the details and return to the Customer Sales Information window.

Buying List Window

To display this window, select the **Buying List (F22)** from the Customer Sales Information Window or set a buying list to **optional (1)** or **restricted to (2)** in the Buying lists field.

Use this window to specify a list of Styles a customer is allowed to buy. Styles may be added, amended or deleted from the list.

Fields

Position to

Enter the full style, or part of a style to position to the nearest matching Style code in the list.

Style

Enter the Style code to add this Style to the customers buying list.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Options

Delete (4)

Use this to delete a style from the buying list

Press **Previous (F12)** to return to the Customer Sales Information Window

Mark for Details Window

To display this window, select **Mark for Details (F15)** on the Customer Sales Information window.

Use this window to enter the Mark for Details for this delivery point.

Fields

Consolidator

This is usually an external shipping company.

You must set up the company that is to be the consolidator as a customer, and then enter it here to mark it as a consolidator.

Enter a valid customer code so it can be validated against the AR Customer file. This must be a different customer from the one being maintained.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Customer DC

To mark a customer as a distribution centre, enter the delivery sequence; the customer code is the same as the one being maintained.

You can use the prompt facility on this field to select from the Customer DC Prompt pop-up.

Consolidator Docking Bay

Enter the docking bay where goods are consolidated for this customer. This is a memo field.

Carton Constraint

Enter any constraints on carton contents for this customer. This is a memo field.

Customer DC Docking Bay

Enter the docking bay for this customer's distribution centre. This is a memo field.

Weight Constraint

Enter any weight constraints for cartons for this customer. This is a memo field.

Primary Ship Via

Enter the primary shipping method to use for this customer.

Alternatively, use the prompt facility to select from the SVIA Ship Via pop-up.

This is a memo field.

Volume Constraint

Enter any volume constraints on shipments to this customer. This is a memo field.

Secondary Ship Via

Enter the secondary shipping method used for this customer.

Alternatively, use the prompt facility to select from the SVIA Ship Via pop-up.

This is a memo field.

Shipping Zone

Enter the shipping zone in which the customer is situated. This field is a memo field.

Collect

Use this checkbox as follows:

Unchecked - If this customer does not collect goods

Checked - If this customer collects goods

Authorisation before Ship

Use this checkbox as follows:

Unchecked - If authorisation is not required from this customer before goods can be shipped

Checked - If authorisation is required from this customer before goods can be shipped

Consignee Billing

Use this checkbox as follows:

Unchecked - If you do not bill the consignee for goods shipped to this customer

Checked - If you bill the consignee for goods shipped to this customer

Prepaid

Use this checkbox as follows:

Unchecked - If deliveries to this customer are not pre-paid

Checked - If deliveries to this customer are pre-paid

Shipping Information

Enter any additional text required for information on this customer's shipping details.

Select **Update (F8)** to save and update the information.

Customer Maintenance Customer Division Window

To display this window, press Enter on the Customer Sales Information window.

Note: *This window is only displayed if you checked the Customer Division Checking field on the Company Profile Maintenance Financial Details window.*

Use this window to maintain data that confirms which salesman can sell which product group to a customer.

The customer number and name are displayed for verification purposes.

You set up the divisions in the Inventory Descriptions file, under major type DIVN.

Fields

Division

The division code and text description are displayed.

Salesman

Enter a salesman against each product division that you want to sell to this customer.

Alternatively, use the prompt facility to select from the TN Salesman pop-up.

You set up the salesmen in the Inventory Descriptions file, under major type TN.

Note: *A product division with no salesman attached will be rejected at order entry for that particular customer.*

Discount List

Enter the discount list for each division.

Alternatively, use the prompt facility to select from the Select Discount List pop-up.

Note: *This field is only displayed if the Customer Division Checking field is checked in the company profile.*

Options

Select for Mark for Details

Use this against a product division to display the Mark for Details window for that division.

Press Enter to return to the Customer Maintenance Selection window.

Special Tasking Codes Selection Window

To display this window, select **Tasking Codes (F14)** from the **Maintain Sales Information** window.

Use this window to add, amend and delete special tasking code details for a customer.

Options

Select

Use this to select a special tasking code for amendment

Text

Use this to add or amend special tasking code text

Delete

Use this to delete a special tasking code

Functions

Add (F6)

Use this to add special tasking code details

Order Defaults (F14)

Use this to automatically add the special tasking codes to orders for this customer

Once all your changes have been made, select **Previous (F12)** to return to the Maintain Sales Information Window

Maintain Special Tasking Codes Window

To display this window, select **Add (F6)** or select an existing tasking code from the **Special Tasking Codes Selection** Window.

Fields

Seq no

Enter a sequence number if in Add mode. This ensures that the special tasking codes added to orders are added in the required sequence.

Tasking Code

Enter special tasking code

Alternatively, use the prompt facility to select from the SPTS Special Tasking Codes pop-up.

Description

Enter or amend the default description to create a customer specific task description.

Price

Optional, enter or amend a price in base currency if chargeable.

Pricing Unit

Optionally, select a pricing unit.

Alternatively, use the prompt facility to select from the SPTP Special Tasking Code Price Level pop-up.

Press Enter to save your changes and return to the Special Tasking Codes Selection Window.

Special Tasking Codes – Order Defaults Pop up

To display this window, select **Order Defaults (F14)** from the Special Tasking Codes Selection Window.

Use this to apply your special tasking code changes to all orders for the customer.

Fields

Automatically add

Use this checkbox as follows:

Unchecked – if you do not want special tasking codes to be added automatically to orders for this customer.

Checked – if you do want special tasking codes to be added automatically to orders for this customer

Customer Maintenance Trade Details Pop-up

To display this pop-up, select Trade Details - Sequence Number Mandatory in the Detail Required field and then press Enter on the Customer Maintenance Selection window.

Note: *This pop-up can also be accessed in the World Trade application and in Accounts Receivable.*

Use this pop-up to maintain details of export deliveries and EC reporting.

Fields

Country

Enter the country code for the country of this customer address.

Alternatively, use the prompt facility to select from the Select Country pop-up.

Region

Enter the region code for the region of this customer address.

Alternatively, use the prompt facility to select from the RGNO Region pop-up.

Tax Country

Enter the country code for the country in which this customer is registered for tax purposes.

Alternatively, use the prompt facility to select from the Select Country pop-up.

If this is a delivery address and the same tax country applies to the statement address, you do not need to re-enter the information.

Tax Registration

Enter the customer's tax registration number in the specified country.

If this is a delivery address and is in the same country as the statement address, you do not need to re-enter this information.

Terms of Delivery

Enter the default terms of delivery, for example, Ex Works, for this customer.

Alternatively, use the prompt facility to select from the TDEL Terms of Delivery pop-up.

If this address is a delivery address and the terms of delivery entered for the statement address apply to this address, you do not need to re-enter them.

Port of Despatch

Enter the default port of despatch for this customer.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

If this address is a delivery address and the port of despatch entered for the statement address applies to this address, you do not need to re-enter it.

Port of Transhipment

Enter the default port of transhipment for this customer.

Alternatively, use the prompt facility to select from the PORT Ports of Departure/Arrival pop-up.

If this address is a delivery address and the port of transhipment entered for the statement address applies to this address, you need not re-enter it.

Statistical Procedure

Enter the government-required statistical procedure which is used to produce a report for Customs and Excise.

If this address is a delivery address and the statistical procedure entered for the statement address applies to this address, you need not re-enter it.

Siret Number

This field only applies to customers that are registered to pay tax in France. The customer will have a Siret number issued by the French tax authorities.

Enter the Siret number for this customer.

If this address is a delivery address and the Siret number entered for the statement address applies to this address, you need not re-enter it.

Functions

Export Details (F13)

Use this to display the Maintain Export Details pop-up, to enter information required for export documentation.

Press Enter to return to the Customer Selection window.

Maintain Export Details Pop-up

To display this pop-up, select **Export Details (F13)** on the Customer Maintenance Trade Details pop-up.

Use this pop-up to enter the information required for export documentation.

Fields

Place of Delivery

Enter the default place of delivery for this customer.

Alternatively, use the prompt facility to select from the PLDL Place of Delivery pop-up.

You set the places of delivery up in the Inventory Descriptions file, under major type PLDL.

Marks

Enter the default marks for this customer in the form of free-format text used to describe the contents of the goods being exported.

Functions

Export Address Detail (F13)

Use this to maintain further details for the export documentation.

Note: *This can only be used if SPEX is not installed; otherwise, you should maintain this information within Spex.*

Press Enter to save your changes and return to the Maintain Customer Trade Details pop-up.

Maintain Export Address Details Pop-up

To display this pop-up, select **Export Address Detail (F13)** on the Maintain Export Details pop-up.

Use this pop-up to enter further information for export documentation. This information can be automatically included on the relevant shipping windows, using the autoload facility within World Trade SPEX.

Fields

Note: *The data you enter here must be set up in the World Trade SPEX master files.*

Exporter

Enter the default exporter for this customer.

Alternatively, use the prompt facility to select from the Select Exporter Address pop-up.

Export Cargo Shipping Instructions

Enter the default export cargo shipping instructions for this customer.

Alternatively, use the prompt facility to select from the Select Export Cargo Shipping Instr. pop-up.

Bank

Enter the default bank for this customer.

Alternatively, use the prompt facility to select from the Select Bank Address pop-up.

Bill of Exchange Information

Enter the default bill of exchange information for this customer.

Alternatively, use the prompt facility to select from the Select Bill of Exchange pop-up.

Other

Enter another address for this customer, if required.

Alternatively, use the prompt facility to select from the Select Other Address pop-up.

Notify Party 1: Letter of Credit

Enter the first party to notify when payment is made by letter of credit.

Alternatively, use the prompt facility to select from the Select Notify Party 1 Address pop-up.

Forwarder

Enter the default forwarder for this customer.

Alternatively, use the prompt facility to select from the Select Forwarder Address pop-up.

Notify Party 2

Enter the second party to notify when payment is made by letter of credit.

Alternatively, use the prompt facility to select from the Select Notify Party 2 Address pop-up.

Declarant

Enter the default declarant for this customer.

Alternatively, use the prompt facility to select from the Select Declarant Address pop-up.

Invoice Text 1

Enter the first piece of default invoice text for this customer.

Alternatively, use the prompt facility to select from the Select Invoice Text 1 pop-up.

Principal

Enter the default principal for this customer.

Alternatively, use the prompt facility to select from the Select Principal Address pop-up.

Invoice Text 2

Enter the second piece of default invoice text for this customer.

Alternatively, use the prompt facility to select from the Select Invoice Text 2 pop-up.

Carrier

Enter the default carrier for this customer.

Alternatively, use the prompt facility to select from the Select Carrier Address pop-up.

Transit Point

Enter the default transit point for this customer.

Alternatively, use the prompt facility to select from the Select Transit Point Address pop-up.

Signatory

Enter the default signatory for this customer.

Alternatively, use the prompt facility to select from the Select Signatory pop-up.

Terms of Payment

Enter the default terms of payment for this customer.

Alternatively, use the prompt facility to select from the Select Terms of Payment pop-up.

Autorun

If your version of SPEX supports documentation prior to despatch, for example, SPEX V3.00, you can assign autorun codes at customer level. The autorun code assigned to the customer is carried onto each shipment when you create it.

Country of Despatch

Enter the default country of despatch for this customer.

Alternatively, use the prompt facility to select from the Select Country pop-up.

These details are maintained within the World Trade module.

Note: *This value is not used when determining From and To countries for EC reporting, or determining whether or not to create a shipment.*

Press Enter to save your changes and return to the Maintain Export Details pop-up.

Styles [3/STOEM]

Use this task to maintain the styles already set up in Style Inventory Management. You can maintain the style description, both external and internal additional text, and all of the style codes and classifications used in Sales Analysis.

Style alternatives are maintained in the Style Inventory Management application but are used in Style Sales Order Processing.

You can create a style with up to four dimensions, for example, style, colour, size and fit. Each style can have up to 3,000 variations made up of these dimensions. The limits for each dimension are 300 colours, 30 sizes and 30 fits, but they cannot total more than 3,000. For example, if you have 100 colours you can have 30 sizes and no fits.

Style Maintenance Selection Window

To display this window, select the Styles task.

Use this window to select the style that you want to maintain.

For further information on this task, please see the Styles section in the Maintenance chapter of the Style Inventory Management product guide.

Depot Profiles [4/STOEM]

A depot is a stockroom that can have sales orders raised on it. Use this task to maintain the control parameters for a depot.

***Note:** A depot has to be defined before sales orders using this depot can be created.*

Depot Profile Maintenance Selection Window

To display this window, select the Depot Profiles task. Use this window to select a depot.

Fields

Depot Code

Enter the code for the depot you want to maintain.

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

Press Enter to display the Depot Profile Control Details Maintenance window.

Depot Profile Control Details Maintenance Window

To display this window, enter or select a depot and then press Enter on the Depot Profile Maintenance Selection window.

Use this window to maintain control details for a depot.

Fields

Depot Code

This field displays the selected depot code.

Name

Enter or amend the name of the depot.

Address

Enter up to five address lines for the depot.

Post Code

Enter up to five characters for each half of the postcode.

City/State/Zip

These are added to aid correct entry of the fields required by the GeoCoder when Vertex - US Sales Tax is active. These replace the last two existing address lines plus the postcode line. The Geocode and Within City Limits flag are displayed once it has been selected.

Note: *Each Sales Order Processing Company requires an order acceptance GeoCode to be assigned. This instructs an order/invoice line transaction as to where the order is taken.*

Note: *The Vertex GeoCode Retrieval pop-up is displayed, when the address is updated, allowing selection of the GeoCode. Refer to SOP Company Profile section for further details.*

Telephone No

Enter the depot telephone number, which can be up to 20 characters.

Telex No

Enter the depot telex number, which can be up to eight characters.

Contact

Enter the name of the contact at the depot, which can be up to 35 characters.

Stockholding

This field is not currently used.

Bonded Warehouse

This field is not currently used.

Ship Date Check

Enter one of the following:

0 - If the picking process will not perform shipment date checks

1 - If the picking process will perform shipment date checks

Availability Weeks

Enter the number of weeks for which you want to calculate availability.

Picking Suspend

This field is not currently used.

Allocation

Priority

This field is not currently used.

Time Fence

Enter the number of days in advance of the due date that orders from this depot can be allocated.

Acknowledgement

Minimum Value

This field is not currently used.

Time Fence

This field is not currently used.

Functions

Delete (F11)

Use this to delete an existing depot. You will then have to select **Confirm Deletion (F11)**.

Press Enter to save the data and display the Depot Profile Transaction Parameter Maintenance window.

Depot Profile Transaction Parameter Maintenance Window

To display this window, press Enter on the Depot Profile Control Details Maintenance window.

Use this window to set up the transaction parameters for the selected depot.

Fields

Stockroom

These fields display the selected depot code and depot name.

Include In Valuation

Use this checkbox as follows:

Unchecked - To exclude this depot from stock valuation

Checked - To include this depot in stock valuations

Stockroom Usage Code

Enter the stockroom usage code, which describes how the stockroom is being used, for example, main stockroom, quality stockroom.

Alternatively, use the prompt facility to select from the STKU Warehouse Usage Code pop-up.

This is a memo field.

Department

Enter the department associated with this depot.

Alternatively, use the prompt facility to select from the DEPT Department pop-up.

Transaction Allowed

Use these checkboxes as follows for each transaction type:

Unchecked - Not to allow the transaction

Checked - To allow the transaction

The transaction types are:

- Receipts

- Issues
- Adjustments
- Transfers
- Supplier Orders
- Sales Orders

Press Enter to update the information and to display the Maintain Company Profile Stock Weeks Matrix window.

See the Maintain Company Profile Stock Weeks Matrix Window section in the Utilities chapter of the Style Inventory Management product guide for a description of this window.

Depot Profile Maintenance Copy Depot Window

Use this window to copy all items from an existing warehouse to the one you are maintaining.

To display this window, select **Update (F8)** on the Maintain Company Profile Stock Weeks Matrix window.

Note: *This window is only displayed if Warehousing is installed.*

Fields

Copy All Products from Depot

Enter the depot you want to use as a base for generating a set of stockroom balance details.

Note: *If you do not want to copy any products, select* ***Exit (F3)****. Any changes made up to this point will already have been saved.*

Press Enter and then select **Confirm Update (F8)** to copy the products.

Price/Discount Profiles [5/STOEM]

System21 Style Sales Order Processing has a flexible approach to pricing and discounting. The price and discount lists are part of the additional data held for customers, and are taken from the customer's Deliver To account. Prices and discounts are applied in the customer account's currency.

Use this task to create profiles to set control data for the price and discount lists. Different pricing profiles can be created for a variety of reasons, for example for different market sectors or customers.

Note: *The price list FOV is hard-coded for tax on free of charge items.*

Discounting can be based on quantity or value and be given by percentage or value. A discount can apply to a style, a group of styles or a whole order.

The profile identifies the name of the list and the owner or the user who has authority to maintain it. The user authority is defined by the user profile name.

Discount/Price Profile Maintenance Selection Window

To display this window, select the Price/Discount Profiles task.

Use this window to select the price or discount list you want to maintain.

Fields

List Code

Enter the code of the list you want to maintain.

Alternatively, use the prompt facility to select from the Select Discount List or Select Price List pop-up. If you have not selected a type, the Select Price/Discount List pop-up is displayed first.

Type

Select one of the following:

Discount (1) - If you want to maintain a discount list profile

Price (2) - If you want to maintain a price list profile

Note: *An existing profile can only be maintained by the authorised owner of the selected list.*

Press Enter to display the Discount/Price Profile Maintenance Detail window.

Discount/Price Profile Maintenance Detail Window

To display this window, press Enter on the Discount/Price Profile Maintenance Selection window.

Use this window to maintain details of price and discount list profiles.

Fields

Authority

Enter the user profile of the individual who will be maintaining the list. This user will be the only person with authority to maintain the list in future.

Currency

Enter the currency for the profile.

Note: *Currency details will only be displayed if the Multi-currency field is checked in the Accounts Receivable company profile.*

Text

Enter the name or title of the list.

Default Price List

The default list usually includes all products. You can use it in situations where the customer's specific price list does not include the item on order. The default list is used to price the item if the Default Price List field on the Customer Sales Information window has been **checked**.

Use this checkbox as follows:

Unchecked - Not to use this as the default list

Checked - To use this as the default list

Note: *If you want to change the default price list, you must leave this field unchecked on the old list before checking it on the new default list.*

Press Enter to save the information.

Price Lists [6/STOEM]

Use this task to maintain the sales order price lists.

A price list can be used throughout the company or for an individual customer. Price lists are identified by a code which is held as part of the customer additional information. The style entries within a price list have an effectivity start date, so you can enter price changes before you introduce them. Global increases by percentage can be applied to an individual price list. You can create a new list by copying an existing list. Price list maintenance can only be carried out by the authorised owner set up in the price list profile.

Note: *Price list FOV is a fixed hard-coded price list to trigger tax on free of charge invoice lines.*

This task can also be used to establish prices for a carton. As cartons are styles in their own right, prices can be established for cartons either at style level or at any level below that, for example SKU. Any carton SKUs which are defined as Price Roll-up on the carton definition are priced subject to piece styles pricing rules and are therefore not available for maintenance. For these, prices must be established for the piece style on the price list.

Price List Maintenance Selection Window

To display this window, select the Price Lists task.

Use this window to select the price list, the effectivity date and optionally the style you want to maintain.

Fields

Price List Code

Enter the price list to be maintained.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

Effective Date

Enter or select the date on which the list will take effect.

Product Code

You can optionally enter the style you want to maintain or add to the price list.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

If you leave this field blank, full details of the price list will be displayed, showing the price effective at the date entered in the previous field.

Function

Delete (F11)

Where only a price list is specified, the whole price list is deleted.

Where a price list and style are specified, all style/SKU records within that price list are deleted.

Note: *Entry of a price effectivity date is not allowed for deletions.*

Authority checks are made to ensure that you are allowed to maintain the entered price list.

If you only specify a price list, the system checks outstanding order lines. Deletion is prohibited if there are any outstanding order lines which use the price list.

If you specify a price list and style, the system checks outstanding order lines for that style. Deletion is prohibited if there are any outstanding order lines which use the price list.

Additional checks are also made when you specify only a price list in case it is set up as a default price list. If the price list specified is set up as a default price list, a warning is issued before you confirm the deletion.

The Price List Audit report lists the deletions made.

Press Enter. If you entered or selected a style, the Price List Maintenance Item Detail window is displayed. If you did not enter or select a style, the Price List Maintenance Detail window is displayed.

Price List Maintenance Item Detail Window

To display this window, enter or select a style as well as a price list and then press Enter on the Price List Maintenance Selection window.

Use this window to maintain a style on the selected price list.

Fields

Product Code

These fields display the specified style and its description.

List Price

Enter the undiscounted price of the selected style, in the currency of the price list, which will be effective from the selected date.

UoM

Enter the unit of measure for the style.

UOM Factor

Enter the factor by which the sales order quantity is to be divided to calculate the order line value.

Cur Cod

This field displays the currency code for the price list.

Press Enter to return to the Price List Maintenance Selection window.

Price List Maintenance Detail Window

To display this window, leave the Product Code field blank and then press Enter on the Price List Maintenance Selection window.

This window displays all of the styles on the selected price list and date.

Fields

Position to Product

Enter the full product code, the style only, or part of a code. The window will be re-displayed starting at the selection point. It is then possible to scroll down or to re-select the product code.

You can use the prompt facility on the first field to select from the Item Master Scan pop-up.

Ref

Enter the reference number for the style you want to maintain.

You can then amend the List Price, UoM and UoM Factor.

Press Enter to save the information. Select **Previous (F12)** to return to the Price List Maintenance Selection window.

Discount Lists [7/STOEM]

Use this task to maintain the discount lists you use in Order Entry. A discount list can be applied throughout a company or to an individual code. You can base discounts on quantity or value breaks, either as a percentage or an amount. You can allocate a discount to an individual item, or give the same discount to all items in a discount group. A discount group is an attribute of a style, which you set up in the Styles maintenance task, to group related items together for discounting purposes. You can only maintain a discount list if you are authorised on the discount profile.

Discount List Maintenance Selection Window

To display this window, select the Discount Lists task.

Use this window to select a discount list. You can have item discounts, item group discounts and whole order discounts on one list, but they must be defined individually to the list You can only maintain a discount list if you are authorised on the discount profile.

Enter data into only one of the following fields:

- Product Discount Group
- Style
- Order Discount

What you enter will affect the fields displayed on the next window.

Fields

Discount List Code

Enter the discount list you want to maintain.

Alternatively, use the prompt facility to select from the Select Discount List pop-up.

Product Disc Group

Enter the product group to which the discount applies.

Alternatively, use the prompt facility to select from the PGR Product Discount Groups pop-up.

Style

Enter the product to which the discount applies.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Customer

Enter the customer to whom the discount applies. If you leave this field blank, the discount will apply to all customers.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Order Discount

Use this checkbox as follows:

Unchecked - If this is not a whole order discount

Checked - If this is a whole order discount

Effective Date

Enter or select the date from which the discount list is to be used.

If you leave this field blank, the current date will be used.

Press Enter to display the Discount List Maintenance Detail window.

Discount List Maintenance Detail Window

To display this window, enter the required information and then press Enter on the Discount List Maintenance Selection window.

Use this window to maintain a discount list for a selected item, item discount group, or whole order discount. The information entered on the Discount List Maintenance Selection window is displayed.

Fields

UoM Code

Enter the unit of measure in which you want the quantity limits expressed. If you leave this field blank, the unit of measure specified during order entry is used.

UoM Factor

Enter the UoM factor to use to convert the order UoM to the discount UoM, if they are different. Once the conversion is performed, the discount is calculated by the software.

Note: *The UoM Code and UoM Factor fields do not appear if you checked the Order Discount field on the Discount List Maintenance Selection window.*

Percent/Value

Select one of the following:

% (1) - To express discounts in percentages

Value (2) - To express discounts as values

Based On

Select one of the following:

Qty (1) - If qualifying limits are by quantity

Value (2) - If qualifying limits are by value

Note: *The whole order discounts are always expressed in percentages and are based on order values.*

Qual Limits

Enter the quantity or value limit that has to be reached to qualify for a discount. The last limit must be 9999999999999.99. The type of entry in this field, either value or quantity, is governed by the Based On flag.

Rates

Enter the rate of discount earned by the corresponding qualifying limit. The type of entry in this field, either percentage or value, is governed by the Percent/Value flag.

Press Enter to save the information and return to the Discount List Maintenance Selection window.

Create New Price List [8/STOEM]

Use this task to:

- Update an existing price list
- Adjust all of the prices in a list by a defined percentage

A positive value will increase all prices in the list. A negative value will decrease the prices.

- Create a new price list

This can be generated as a direct copy of an existing price list or as a defined variation of an existing list.

A batch job is submitted to create the price lists.

Create New Price List Window

To display this window, select the Create New Price List task.

If a new price list has been created before, the details are displayed. To create a new list, overwrite the existing information.

Fields

New List

Enter the name of the new list. To update an existing list, enter the name of the existing list.

Effectivity Date

Enter or select the date from which the prices on the price list are to be effective.

Old List

Enter the code of the price list to be updated or to be used as a base for the new one.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

Effectivity Date

Enter or select the effectivity date of the old list.

New Authority

If you are creating a new list, enter the user profile of the person who is to have authority for the list.

Note: *If you want to create a based-on price list, and want this new price list to be effective from the current date, enter yesterday's date in the first Effectivity Date field and the current date in the second Effectivity Date field.*

Factor (%)

Enter the percentage by which the prices on the old list are to be decreased or increased.

For a percentage decrease, enter a minus sign (**-**) after the percentage.

Number of Decimals

The prices calculated for the new list may not be whole numbers. Use this field to enter the number of decimal places for the calculation.

For example, if the current price is 27.37, applying a factor of 8% gives a calculated price of 29.55960. One decimal place would give a price of 29.6 and two decimal places would give a price of 29.56.

Update Prices

Use this checkbox as follows:

Unchecked - Not to update the prices but to produce an audit report to show the effect of the price update

Checked - To update the price list when you submit the job from this task

Currency

Enter the currency code of the new price list.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Currency Rate Code

Enter the currency rate code for the exchange rates.

Currency Rate

Enter the rate to use when converting currencies.

Multiply/Divide

The currency rate converts old prices to the new prices.

The conversion operation is determined by one of the following:

Multiply (1) - If you multiply the transaction value by the currency rate

Divide (2) - If you divide the transaction value by the currency rate

Note: *Either a currency rate or a currency rate code must be entered.*

Functions

Override Currency (F19)

Use this to display the Override Conversion Parameters window. Enter either the rate code or the rate, and whether it is to be multiplied or divided. Press Enter to return to this window.

Press Enter to save the information. Press Enter a second time to display the Create New Price List Details window.

Create New Price List Details Window

To display this window, complete the required fields and then press Enter the Create New Price List window.

Use this window to enter details of the items you want to include on the new price list.

Fields

From/To

Use these fields to select the range of attributes to copy from the old list to the new list. You can use as many fields as you want.

The attributes you can select are:

- Item
- Item type
- Item class
- Item group major
- Item group minor
- Division
- Sub-division
- Discount group
- Inventory source
- Price list sequence code
- EEC tariff code
- Tariff reference
- Search family

A prompt facility is available on all fields except the Tariff Reference field.

Select **Submit (F8)** to submit the batch job to create the new price list.

Customer Product Cross Reference [9/STOEM]

Orders can be placed using the customer's own product codes. To do this, you must first configure a table to cross-reference the product codes on your database with the product codes on the customer's.

Note: *To use this facility, you must check the Uses XREF Products field on the Style Sales Details pop-up.*

Maintain Customer Product XREF Selection Window

To display this window, select the Customer Product Cross Ref. task.

Use this window to select the customer you want to maintain.

Fields

Customer

Enter a customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Select a customer or enter a customer and then press Enter to display the customer name and address. Press Enter to confirm the information and display the Maintain Customer Product Cross Reference Detail window.

Maintain Customer Product XREF Detail Window

To display this window, press Enter twice on the Maintain Customer Product XREF Selection window.

Use this window to define the cross-reference relationship between customer styles and internal styles.

Fields

Our Style (Untitled)

Enter the internal style.

Customer Style (Untitled)

Enter the customer's corresponding style reference.

Functions

Delete (F11)

Use this to delete a cross-reference from the list. You must enter your style in the first field and then select **Delete (F11)**. Confirm the deletion by selecting **Delete (F11)** again.

Press Enter to add a style to the list and then select **Previous (F12)** to return to the Maintain Customer Product XREF Selection window or select **Exit (F3)** to leave the task.

Stop Sell Flag [10/STOEM]

Use this task to flag an item, down to SKU level, as one that should no longer be sold. You can do this for items you have in stock but want to freeze. Order entry prevents orders being taken for items with the Stop/Sell flag set.

Stop/Sell Flag Maintenance Selection Window

To display this window, select the Stop Sell Flag task.

Use this window to select the style for which you want to enter a Stop/Sell flag.

Fields

Style

Enter an existing style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to display the Stop Sell Flag Style Matrix pop-up

Stop Sell Flag Style Matrix Pop-up

To display this pop-up, enter or select a style and then press Enter on the Stop/Sell Flag Maintenance Selection window.

Use this pop-up to set the Stop/Sell flag down to SKU level.

Fields

Stop/Sell Flag (Untitled)

Enter **1** against the SKU to set a Stop/Sell flag.

Blank out an existing **1** to remove a Stop/Sell flag.

Enter an **X** against the SKU to remove it completely from the stockroom balance file. Normal validation rules are applied.

Note: *You can override the flag setting, for a single order only, if you use an order type which causes online interactive allocation; for example, a rush order.*

Press Enter to save the information and return to the Stop/Sell Flag Maintenance Selection window.

Key Size Flag [11/STOEM]

Certain style combinations will sell more than others by a wide margin. As this will deplete the stock of popular items, shortages are more likely. Company policy may dictate that less popular styles should be despatched only if the more popular styles are also despatched at the same time. You can mark the popular styles as key sizes. Batch allocation only allocates the less popular styles if the key sizes can be allocated as well.

Key Size Flag Maintenance Selection Window

To display this window, select the Key Size Flag task.

Use this window to select the style you want to flag.

Fields

Style

Enter a style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to display the Key Size Flag Maintenance Style Matrix pop-up.

Key Size Flag Maintenance Style Matrix Pop-up

To display this pop-up, enter or select a style and then press Enter on the Key Size Flag Maintenance Selection window.

Use this pop-up to indicate the most popular combinations of the selected style.

Fields

Key Size Flag (Untitled)

Enter **1** against an item variant to specify it as a key size.

Press Enter to confirm the settings and return to the Key Size Flag Maintenance Selection window.

Mail Order Estimates - Original [12/STOEM]

Use this task to set up new mail order estimates for a customer.

Mail Order Estimates Original Selection Window

To display this window, select the Mail Order Estimates - Orig. task.

Use this window to select a customer style and season and, if you are creating a new estimate, a quantity.

Fields

Customer Number

Enter a mail order estimate customer. You set a customer up as a mail order estimate customer on the Style Sales Details pop-up in the Customers maintenance task.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Style

You must enter the style that is being estimated.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Season

Enter the season for which the estimates are being made. You set up the seasons in the Inventory Descriptions file, under major type SESN.

You can use the prompt facility on this field to select from the Select Season pop-up.

Quantity

If you are creating a new estimate, enter a quantity. If you are amending an existing estimate, the quantity is displayed, but you can change it.

Note: *If the Discount From Estimates flag on the Company Profile Maintenance Financial Details window is checked, mail order estimate quantities are used in the discount calculation to find the appropriate discount percentage, rather than the order quantity.*

Press Enter to display the Mail Order Estimates Original Style Matrix pop-up.

Mail Order Estimates Original Style Matrix Pop-up

To display this pop-up, enter the required data and then press Enter on the Mail Order Estimate Original Selection window.

You use this pop-up to enter the individual quantities for the estimate. Any styles or colours not available within the season selected will not be displayed within the matrix when defining mail order estimates.

Fields

Quantity (Untitled)

Enter a quantity against the appropriate variant to create the estimate.

Note: *The fields displayed in the Style Matrix pop-up are determined by the way in which the style is set up in Style Inventory Management.*

Note: *The quantities you enter in the matrix must equal the control quantity you enter.*

Functions

Change Matrix (F10)

Use this to expand the size of the matrix on the window.

Press Enter to confirm the quantity distribution within the matrix and return to the previous window.

Mail Order Estimates - Latest [13/STOEM]

Use this task to set up new mail order estimates for a customer.

Mail Order Estimates Latest Selection Window

To display this window, select the Mail Order Estimates - Latest task.

You use this window to update an existing mail order estimate without losing the original data.

The software verifies that an original estimate already exists.

Fields

Customer Number

Enter a customer who is flagged as a mail order customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Style

Enter the style that is being estimated.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Season

Enter the season for which the estimates are being made. Valid seasons are set up in the Style Inventory Descriptions file under major type SESN.

You can use the prompt facility on this field to select from the Select Season pop-up.

Quantity

If you are creating a new estimate, enter a quantity. If you are amending an existing estimate, the quantity will be displayed and you can override it if necessary.

Press Enter to display the Mail Order Estimates Latest Style Matrix pop-up.

Mail Order Estimates Latest Style Matrix Pop-up

To display this pop-up, enter the required data and then press Enter on the Mail Order Estimates Latest window.

You use this pop-up to enter the individual quantities for the estimate.

Fields

Quantity (Untitled)

Enter a quantity against the appropriate variant to create the estimate. The quantities you enter in the matrix must equal the control quantity you enter.

Note: *The fields displayed in the Style Matrix are determined by the way in which the style is set up in Style Inventory Management.*

Functions

Change Matrix (F10)

Use this to expand the size of the matrix on the window.

Press Enter to confirm the quantity distribution within the matrix and return to the previous window.

Commission [15/STOEM]

Use this task to define a commission structure for a salesperson and style combination.

Commission Maintenance Selection Window

To display this window, select the Commission task.

Use this window to select a salesperson, style and effective date.

Fields

Salesman

Enter a salesperson code.

Alternatively, use the prompt facility to select from the TN Salesman pop-up.

Style

Enter a valid style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Effective Date

Enter or select the date on which the commission structure becomes active.

If you leave this field blank, the date defaults to the current date.

Press Enter to display the Commission Maintenance Detail window.

Commission Maintenance Detail Window

To display this window, enter the required data and then press Enter on the Commission Maintenance Selection window.

Use this window to define how a salesperson's commission will be calculated.

Fields

UoM Code

Enter the unit of measure on which the table is based.

UoM Factor

Enter the factor by which the purchase units are to be divided to get the issue units.

Percent/Value

Select one of the following:

Percent (1) - If commission rates are expressed in percentages

Value (2) - If commission rates are expressed by value

Based On

Select one of the following:

Quantity (1) - If qualifying limits are expressed in quantities

Value (2) - If qualifying limits are expressed by value

Qual Limits

Enter the qualifying limits that the sales people have to reach to get the corresponding commission.

The type of entry in this field is governed by the Based On field. You can enter up to nine qualifying limits. You must make the last limit 9999999999999.99

Rates

Enter the rate of the commission for the corresponding qualifying limit.

The type of entry in this field is governed by the Percent/Value field.

Functions

Delete (F11)

Use this to delete the record. Select **F11** again to clear the fields on this window and delete the data.

Press Enter to save the changes and return to the Commission Maintenance Selection window.

Default Size Distribution [16/STOEM]

Use this task to set up a default quantity distribution across the style matrix for either a style or a style and customer combination. The default quantity distribution is then applied during sales or purchase order entry. You can override the displayed default quantities at order entry time.

Default Size Distribution Selection Window

To display this window, select the Default Size Distribution Maintenance task.

Use this window to specify a customer and style.

Fields

Customer Number

You can optionally enter a valid customer number.

Style

You must enter a valid style.

Quantity

Press Enter to display this field. If a size distribution already exists, the quantity will be displayed for confirmation or amendment; if not, enter a new quantity.

Press Enter to display the Default Size Distribution pop-up.

Default Size Distribution Pop-up

To display this pop-up, press Enter on the Default Size Distribution Selection window.

Use this pop-up to enter a quantity against each style variant to be included in the distribution.

Fields

Quantity (Untitled)

Enter the distribution quantity, where appropriate, against a style variant.

Note: *The quantities you enter in the matrix must equal the control quantity you entered on the selection window.*

Functions

Change Matrix (F10)

Use this to expand the size of the matrix fields.

Press Enter to confirm the quantity distribution in the matrix and return to the Default Size Distribution Selection window.

Kit Item [17/STOEM]

Use this task to set up kit items and to maintain kits. A kit is a group of items normally sold as separate items, but on occasions sold together as a unit. A kit item is, in effect, a dummy item that acts as the kit parent. You set up a kit item and then assign other items to it to make up the kit.

Kit Maintenance Selection Window

To display this window, select the Kit Item task.

Use this window to enter the kit item and the level of detail you want to maintain.

Fields

Kit Item

Enter the kit item which you want to maintain. You must enter a valid kit item to progress to the next window.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Option

There are three levels of kit detail. If you are creating a new kit, you have to go through all three levels. If you are maintaining a kit, you can select the level of detail that needs amendment.

Select one of the following:

Kit Header (1) - To maintain the item details for the kit parent

Kit Options (2) - To maintain processing options for the kit

Kit Details (3) - To maintain the list of items attached to the kit parent

Note: *The option you select will determine which window is displayed when you press Enter.*

Enter the kit item and an option and then press Enter to display the next window.

Kit Maintenance Header Basic Details Window

To display this window, select Kit Header in the Option field and then press Enter on the Kit Item Maintenance Selection window.

Use this window to define parameters for the kit parent.

Fields

Description (Untitled)

Enter or amend the kit description.

Packing (1-3)

These fields are set up in the Style Inventory Management company profile. They are typically used to define some dimension of a product not provided in the standard data; for example packing instructions.

Enter up to 12 numeric characters in each field.

Effectivity Start

Enter or select the date on which the kit item is first added to the item file. If you leave this field blank, it will default to the current date.

Purchase Pack

Enter up to six alphanumeric characters to define the purchase pack for this kit item.

Item Type

Enter the item type.

Alternatively, use the prompt facility to select from the PTYP Product Type pop-up.

Item Class

Enter the item class.

Alternatively, use the prompt facility to select from the PCLS Product Class pop-up.

Item Group Major

Enter the major item group.

Alternatively, use the prompt facility to select from the PGMJ Product Group - Major pop-up.

Item Group Minor

Enter the minor item group.

Alternatively, use the prompt facility to select from the PGMN Product Group - Minor pop-up.

Division

Enter the division.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

Sub-division

Enter the sub-division.

Alternatively, use the prompt facility to select from the SDIV Inventory Product Sub-division pop-up.

Purchase Unit

Enter the units in which you purchase the kit.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Stock Unit

Enter the units in which you stock the kit.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Issue Unit

Enter the units in which you issue the kit.

Alternatively, use the prompt facility to select from the UNIT Unit Descriptions pop-up.

Tax Code

Enter the tax code.

Alternatively, use the prompt facility to select from the Tax CodeSelection pop-up.

Discount Group

Enter the discount list to use for the kit.

Alternatively, use the prompt facility to select from the PGR Product Discount Groups pop-up.

Inventory Source

Enter the inventory source for the kit.

Alternatively, use the prompt facility to select from the INSC Inventory Source pop-up.

Sales Analysis Flag

Enter one of the following:

0 - If Sales Analysis is not used

1 - If Sales Analysis is used, but is updated by the kit parent only

2 - If Sales Analysis is used, but is updated by the kit components only

3 - If Sales Analysis is used, and is updated by both the kit parent and kit components

You can use the prompt facility to select from the SAUI Sales Analysis Flag pop-up.

Flag Item for Deletion

Use this checkbox as follows:

Unchecked - Not to delete the kit in the next Item Deletion run

Checked - To include the kit in the next Item Deletion run

Note: *The kit is only deleted after checking that there are no outstanding transactions and that the end date has been reached.*

Stock to Purchase Conv

Enter the conversion factor for the relationship between the stock and purchase units. If the stock and purchase units are the same, enter **1**. If, for example, stock units are Each and purchase units are Tens, this conversion factor should be **10**.

If you leave this field blank, it will default to **1**.

Issue to Stock Conv

Enter the conversion factor for the relationship between the issue and stock units. If the issue and stock units are the same, enter **1**. If for example the issue unit is Each and the stock unit is Tens, this conversion factor should be **10**.

If you leave this field blank, it will default to **1**.

Weight per Selling Unit

You can optionally enter the weight of a single selling unit.

Functions

Restart (F15)

Use this to return to the Kit Maintenance Selection window.

Text Entry (F21)

Use this to display the standard Maintain Text pop-up.

Purchase Text (F22)

Use this to display the Purchase Text pop-up. You use this pop-up to enter text which is printed on purchase orders for the kit item.

Press Enter to confirm the information and then press Enter again to display the Kit Maintenance Header Extra Details window.

Kit Maintenance Header Extra Details Window

To display this window, press Enter twice on the Kit Maintenance Header Basic Details window.

Use this window to define further parameters for the kit parent.

Fields

Superseded By

Enter the kit with which you plan to supersede this one. You must enter a kit that already exists.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Supersession Date

Enter or select the date on which the supersession will take place.

Costing Method

Select one of the following costing methods for the kit:

S - Standard Costing

L - Latest Costing

A - Average Costing

F - FIFO Costing

If you leave this field blank, the default costing method set up in the company profile will be used.

Standard Cost

Enter the standard cost for the kit. Only use this field if you are entering or maintaining a non-stocked item.

Latest Cost

Enter the latest cost for the kit. Only use this field if you are entering or maintaining a non-stocked item.

Average Cost

Enter the average cost for the kit. Only use this field if you are entering or maintaining a non-stocked item.

Base List Price

Enter the base list price for the kit. This is used when analysing sales of the kit components in Style Sales Analysis.

Price Regulator Code

Enter the price regulator code.

Alternatively, use the prompt facility to select from the PRC Price Regulator Codes pop-up.

Price List Seq Code

Enter the code to be used as the selection parameter when you want to update price lists. Only use this field if you are using standard costing.

Warranty Type

Enter the warranty type, if you supply a warranty with the kit.

Alternatively, use the prompt facility to select from the WTYP Warranty Type pop-up.

Storage Method

Enter the storage method for the kit.

Alternatively, use the prompt facility to select from the STRM Inventory Storage Method pop-up.

Shelf Life Unit

If the kit requires a shelf life, enter the unit in which the shelf life is to be measured, for example, days, weeks and so on.

Alternatively, use the prompt facility to select from the SHLU Shelf Life Unit pop-up.

Shelf Life

Enter the shelf life number of units.

EEC Tariff Code

Enter the appropriate EEC tariff code.

Alternatively, use the prompt facility to select from the TAR EEC Tariff Code pop-up.

Ten characters are available for definition of EEC tariff code.

Note: *Only eight-character tariff codes are permitted in companies defined within the World Trade application. This ensures that the tariff code definition within Style Inventory Management remains compatible with the definition of the first portion of an item's commodity code within the World Trade application (which is still restricted to eight characters).*

Duty %

Enter the percentage of duty to be applied. You only need to complete this field if you are using World Trade.

Lot Control

Select one of the following:

B - To control the kit item by batch

L - To control the kit item by lot

S - You cannot have serial number-controlled items. Genuine Article Numbering is used instead; you set this up in Style Inventory Management.

N - If no lower level control is used

Sub Contract Item

If the kit item is sent out to a third party, for example for re-packaging, you can enter a valid item code to which all purchase receipts will be booked into stock.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Date Last Changed

This field is controlled by Style Inventory Management and is updated by the software each time an amendment is made to this item.

Purchases Account

Enter the purchase account number. The default is set up in the company profile but can be changed here.

Sales Account

Enter the sales account number. The default is set up in the company profile but can be changed here.

Cost of Sales Account

Enter the cost of sales account number. The default is set up in the company profile but can be changed here.

Price Variance Account

Enter the price variance account number. The default is set up in the company profile but can be changed here.

Purchasing Officer

Enter the purchase officer for this item. You set up the purchase officers in Style Purchase Management.

Non-stock Item Type

Enter the non-stock item type, if your kit is a non-stocked item.

Alternatively, use the prompt facility to select from the STKF Non Stock Item Type pop-up.

Cust Shelf Life

Enter the number of units of shelf life that your customer requires for the kit. For example if the kit's shelf life is 12 weeks and the customer's shelf life is 6 weeks, when the customer buys the kit there must be at least 6 weeks of shelf life remaining.

Date

Enter or select the date. This field is used together with the other World Trade fields.

Ref

Enter up to fifteen alphanumeric characters to specify the reference of the document which confirms an item's EEC Tariff classification.

Bar Code

You may enter up to 13 alphanumeric characters to specify the barcode for the kit.

Inspection Reqd

Use this field if you are using Style Purchase Management.

Use this checkbox as follows:

Unchecked - If you do not require inspection of this kit when it is received into Goods Inwards or Stores

Checked - If you require a warning message to be displayed requesting inspection when this kit is received into Goods Inwards or Stores

Functions

Restart (F15)

Use this to return to the Kit Maintenance Selection window.

Press Enter to save the information and return to the Kit Maintenance Selection window.

Kit Options Maintenance Window

To display this window, enter a kit item and select Kit Options in the Option field and then press Enter on the Kit Item Maintenance Selection window.

Use this window to set up processing options for the kit.

Fields

Allow Overrides

Enter one of the following:

0 - If you do not allow any of the kit details to be overridden during order entry

1 - If you allow overrides to be made to the kit during order entry

For example, SKUs can be added or deleted, or quantities changed. Any amendments will only affect that one order.

Price Roll-up

Enter one of the following:

0 - If the price is the kit price

1 - If the price is calculated from the sum of the components

This field cannot be amended if active orders exist for the kit.

Allocate to Kit Level

Enter one of the following:

0 - Not to allocate to kit level but allocate up to the available stock level

1 - To allocate stock to kit level

Select Update (F8) to save the information and return to the Kit Item Maintenance Selection window.

Kit Details Maintenance Window

To display this window, select a kit item and select Kit Details in the Option field and then press Enter on the Kit Item Maintenance Selection window.

Use this window to maintain the kit components.

Options

Amend

Use this to amend the kit component details down to SKU level.

Delete

Use this to delete the kit component.

This deletes the whole style when you update and leave the task.

View

Use this to view the kit component details down to SKU level.

Functions

Add Style (F9)

Use this to display a window in which to enter the style code. The matrix is displayed to select down to SKU level.

Select **Update (F8)** to save any changes and return to the Kit Item Maintenance Selection window.

Order/Ship Date [18/STOEM]

Use this task to enter order and ship date ranges for a selected style and stockroom combination down to SKU level.

Available to Order/Ship Date Maintenance Selection Window

To display this window, select the Order/Ship Date task.

Use this window to select the style for which you want to enter order and ship dates.

Fields

Style

Enter the style for which you want to maintain the order and ship dates.

You can use the prompt facility in the first field to select from the Item Master Scan pop-up.

Stockroom

Enter the stockroom.

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

Order Date From/To

Enter or select the order date range for the selected style.

Ship Date From/To

Enter or select the ship date range for the selected style.

Press Enter to display the Available to Order/Ship Date Maintenance Detail window.

Available to Order/Ship Date Maintenance Detail Window

To display this window, press Enter on the Available to Order/Ship Date Maintenance Selection window.

Use this window to enter the order and ship dates down to SKU level.

Fields

Style

This field displays the selected style.

Stockroom

This field displays the selected stockroom.

Style

This field displays the SKU.

Colour

This field displays the colour.

Size

This field displays the size.

Order From/Order To

Enter or select the From and To order dates for each SKU. These fields default to any dates entered or select on the previous window, but can be changed.

Ship From/To

Enter or select the From and To ship dates for each SKU. These fields default to any dates entered or selected on the previous window, but can be changed.

Note: *Not all SKUs have to have dates entered. Those that do have a date control established will be restricted in Order Entry.*

Select **Update (F8)** to save the information and return to the Available to Order/Ship Date Maintenance Selection window.

Mark for Details Mass Maintenance [19/STOEM]

Use this task to attach customer DCs and consolidators to delivery addresses.

You can use it:

- At set-up time to create the main bulk of the data, which can then be fine-tuned using the Customers maintenance task
- To maintain customer records if there have been some fundamental changes to a customer's consolidators and customer DCs

Mark for Details Mass Maintenance Selection Window

To display this window, select the Mark for Details Mass Maint. task.

Use this window to enter the customer and specify whether you want to maintain delivery addresses and divisions.

Fields

Customer

Enter a customer. The customer must already be set up, with the sales details defined.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Select Delivery Addresses

You can optionally use this checkbox as follows:

Unchecked - If you do not want to maintain delivery addresses

Checked - If you want to maintain delivery addresses

Select Divisions

This field is only displayed if the Order Entry by Division field is **checked** in the company profile.

You can optionally use this checkbox as follows:

Unchecked - If you do not want maintain divisions

Checked - If you want to maintain divisions

Press Enter to display the Mark for Details Mass Maintenance Details window.

Mark for Details Mass Maintenance Details Window

To display this window, enter or select a customer and then press Enter on the Mark for Details Mass Maintenance window.

Use this window to enter the Mark For details to use as the default for the selected customer.

When this window is first displayed, all alphanumeric fields are pre-filled with an asterisk (*****). All numeric fields are pre-filled with 9s. This means that the original entries in these fields will not be affected when the data is updated. If an alphanumeric field is left blank or a numeric field is set to zero, that field on the customer file will be cleared and initialised. Any other value entered into a field is written to the Customer file when you select **Update (F8)**.

Fields

Consolidator

You can optionally enter the customer that is to be the consolidator. The customer must already be set up, and cannot be the same as the customer specified on the Mark for Details Mass Maintenance Selection window.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Customer DC

Enter a customer DC. This must be an existing delivery point that has been flagged as a customer DC.

You can use the prompt facility on this field to select from the Customer DC Prompt pop-up.

Note: *You must make an entry in either the Consolidator or Customer DC field; otherwise the file will not be updated.*

Consolidator Docking Bay

You can optionally enter a consolidator docking bay. You can enter a docking bay even if you have not entered a consolidator.

Customer DC Docking Bay

You can optionally enter a customer DC docking bay. You can enter a docking bay even if you have not entered a customer DC.

Primary Ship Via

You can optionally enter the primary point via which the goods are shipped.

Alternatively, use the prompt facility to select from the SVIA Ship Via pop-up.

Secondary Ship Via

Enter a secondary ship via point.

Alternatively, use the prompt facility to select from the SVIA Ship Via pop-up.

Collect

Use this checkbox as follows:

Unchecked - If this customer does not collect goods

Checked - If this customer collects goods

Authorisation before Ship

Use this checkbox as follows:

Unchecked - If you do not require authorisation from this customer before shipping goods

Checked - If you require authorisation from this customer before shipping goods

Consignee Billing

Use this checkbox as follows:

Unchecked - If you do not bill the consignee for goods shipped to this customer

Checked - If you bill the consignee for goods shipped to this customer

Prepaid

Use this checkbox as follows:

Unchecked - If deliveries to this customer are not pre-paid

Checked - If deliveries to this customer are pre-paid

Shipping Information

Enter any additional text for information on this customer's shipping details.

Functions

Mark for Deletion (F11)

Use this to clear all of the fields on the window.

Select **Update (F8)** to save the Mark For details and return to the Mark for Details Mass Maintenance Selection window.

Delivery Sequence Pop-up

To display this pop-up, check the Select Delivery Addresses field on the Mark for Details Mass Maintenance Selection window and then select **Update (F8)** on the Mark for Details Mass Maintenance Details window.

Use this pop-up to select a delivery address for the selected customer.

You can amend any of the existing addresses. Delivery addresses which already have Mark For details are marked with an asterisk (*).

Fields

Select (Sel)

Check this field to select an address for amendment.

Functions

All (F15)

Use this to select all of the delivery addresses.

Select **Update (F8)** to save the information and return to the Mark for Details Mass Maintenance Selection window.

Division Selection Pop-up

To display this pop-up, check the Select Divisions field on the Mark for Details Mass Maintenance Selection window and then select **Update (F8)** on the Mark for Details Mass Maintenance Details window.

Use this pop-up to select a division for the selected customer.

You can amend any of the existing divisions. If Mark For details already exist for the division, an asterisk (*) is displayed.

Fields

Select (Sel)

Check this field to select a division for amendment.

Functions

All (F15)

Use this to select all of the divisions.

Select **Update (F8)** to save the information and return to the Mark for Details Mass Maintenance Selection window.

Order Type [20/STOEM]

Use this task to set parameters which control how blanket and release orders are processed. It also controls parameters for seasonal processing. The order types must also be created in the Inventory Descriptions file, under major type ORTP.

Order Type Maintenance Selection Window

To display this window, select the Order Type task.

Use this window to select the order type that you want to maintain.

Fields

Order Type

Enter the order type that you want to maintain.

Alternatively, use the prompt facility to select from the ORDT Order Type pop-up.

Press Enter to display the Order Type Maintenance Detail window.

Order Type Maintenance Detail Window

To display this window, enter or select an order type and then press Enter on the Order Type Maintenance Selection window.

Use this window to set the processing parameters for the selected order type.

Fields

Order Type

This field displays the selected order type.

Release Order Type

Use this checkbox as follows:

Unchecked - If it is not a release order

Checked - If it is a release order

Blanket Order Type

Use this checkbox as follows:

Unchecked - If it is not a blanket order

Checked - If it is a blanket order

Blanket Match Level

This field holds the settings for when dummy SKUs are to be used rather than specific SKU level quantities. If levels **Style** or **Style/Colour** are used, the Order Type must have a Blanket Suspend Code; otherwise Batch Allocation may attempt to allocate the dummy SKUs.

Select one of the following:

Style (2) - For blanket orders at style level

Style/Colour (3) - For blanket orders at style and colour level

SKU (4) - For blanket orders at full SKU level

Level 1 is reserved for future use.

At least one SKU must be defined at its lowest level in the order, to provide quantity details, but the release will define the SKUs and quantities required, and release them from the single dummy SKU quantity.

Note: *This cannot be used for Enterprise orders.*

Blanket Suspend Code

Entry of a code in this field will cause all blanket orders of the Order Type to be suspended. Blanket orders cannot be unsuspended.

You can use the prompt facility in this field to select from the SUSP Order Suspend Codes pop-up.

It is mandatory to specify a suspend code in this field if the Blanket Match Level field is set to **Style** or **Style/Colour**. Suspension of the blanket order does not prevent matching to a release order.

Mixed Order Suspend Code

Enter the mixed order suspend code.

Alternatively, use the prompt facility to select from the SUSP Order Suspend Codes pop-up.

Entry of a code in this field will suspend orders of the Order Type with one or more line unmatched against a blanket order.

Include in Current order value:

Use this checkbox as follows:

Unchecked (0) – If the value of this order type should be excluded from the current order value.

Checked (1) – If the value of future orders should be included the current order value.

Note: *This should only be unchecked on Blanket order types. Release order values should always be included in credit checks.*

Note: *When creating a new blanket order which will not be included in the total open order value, credit checking will still be evoked but the value of the order will not be included if the total open order value is being used for credit checking purposes.*

Cancel Unmatched Release

If any lines cannot be matched against a blanket order, the order will be suspended, and unmatched lines cancelled. If this field is **checked** for the order type used by EDI orders, unmatched lines will not be created as order lines. If none of the EDI order can be matched, no order will be created.

Use this checkbox as follows:

Unchecked - Not to cancel unmatched release

Checked - For the order to be suspended and unmatched lines cancelled if any lines cannot be matched against a blanket order

Hold Unmatched EDI Orders

When this field is set to **Hold Unmatched**, if an EDI Release Order or a line in an EDI Release Order cannot be matched, the EDI data will be held in the AI files. The next run of AI Order Receive will attempt to match and create a new sales order. If it is set to **No** and the Cancel Unmatched Release field is left **unchecked**, AI Order Receive will create the order or order line, and it will remain unmatched until it is successfully matched by a subsequent run of Blanket Order Matching (7/STOEB).

Select one of the following:

No (0) - Not to hold unmatched EDI orders

Hold Unmatched (1) - To hold unmatched EDI orders

Sequence of Transferring Blanket Order Quantities to Releases

Note: *Where a partial match has been made against a blanket order with this order type and a quantity still remains unmatched on the release order, these options define how the system searches for other blanket lines to match against.*

Note: *Select sequence numbers (1, 2 and 3) to define which quantities are transferred first, second and third. One or two options can be left blank to specify that a particular quantity should not be consumed. You cannot miss a number out of the sequence (for example, select 1 and 3 but not 2).*

Outstanding Quantity

Select one of the following, or leave the field blank:

1 - To transfer outstanding quantity first

2 - To transfer outstanding quantity second

3 - To transfer outstanding quantity third

Allocated Quantity

Select one of the following, or leave the field blank:

1 - To transfer allocated quantity first

2 - To transfer allocated quantity second

3 - To transfer allocated quantity third

Reserved Quantity

Select one of the following, or leave the field blank:

1 - To transfer reserved quantity first

2 - To transfer reserved quantity second

3 - To transfer reserved quantity third

Sequence of Subsequent Blanket Order Matches to Releases

For this type of blanket, where a partial match has been made to one blanket line but a quantity still remains unmatched on the release, these fields specify the sequence that the system should use to search for other matching blanket lines. Fields can be left blank to specify that a particular option is not required.

Other Blankets = Look for the best match following same tolerance parameters.

Back = Look for other lines on the other blanket orders but for earlier due dates, going backwards from the first match.

Forward = Look on the same blanket but due dates forward from the first match.

Note: *Select sequence numbers (1, 2 or 3) to define which orders are transferred first, second and third. One or two options may be left blank to specify that a particular order should not be consumed. You cannot miss a number out of the sequence (for example, you must select 1 and 2 if you only select sequence numbers in two fields).*

Other Blankets - Best Match

Select one of the following, or leave this field blank:

1 - To look for the best match following the same tolerance parameters first

2 - To look for the best match following the same tolerance parameters second

3 - To look for the best match following the same tolerance parameters third

Back from First Match

Select one of the following, or leave this field blank:

1 - To look for other lines on the other blanket orders but for earlier due dates going backwards from the first match first

2 - To look for other lines on the other blanket orders but for earlier due dates going backwards from the first match second

3 - To look for other lines on the other blanket orders but for earlier due dates going backwards from the first match third

Forward from First Match

Select one of the following, or leave this field blank:

1 - To look on the same blanket order for earlier due dates going forward from the first match first

2 - To look on the same blanket order for earlier due dates going forward from the first match second

3 - To look on the same blanket order for earlier due dates going forward from the first match third

Number of Months Forward

Enter the number of months to which you want to limit the search when looking forward for future dates.

Select **Update (F8)** to save the information and return to the Order Type Maintenance Selection window. When either Seasonality or Delivery Windows is activated in the SOP company profile, the additional window, Order Type Maintenance - Seasonal Processing Parameters is displayed by selecting OK. In this instance, **Update (F8)** is not available.

Order Type Maintenance - Seasonal Processing Parameters Window

To display this window, enter an order type and then press Enter on the Order Type Maintenance window. This window is only displayed when either Seasonality or Delivery Windows is activated in the SOP company profile.

Use this window to set the processing parameters for the selected order type.

Caution: It should be noted that if Seasonality is in use, all valid order types must be set up within this task.

Fields

Mixed Seasons Allowed on Sales Orders

Use this field to determine whether lines for mixed season codes can be placed on the same demand order.

Select one of the following:

No (0) - If mixed seasons are not allowed

Yes, Issue Warning (1) - If mixed seasons are allowed but a warning message is to be issued

Yes, No Warning (2) - If mixed seasons are allowed and no warning message is issued

Use Delivery Windows

Use this field to determine whether the order type expects a delivery window to be specified when placing demand order lines.

Use this checkbox as follows:

Unchecked - If no delivery window is required

Checked - If a delivery window is to be specified

Functions

Update (F8)

Use this to save any details that you have added or amended.

Select **Update (F8)** to save the information and return to the Order Type Maintenance Selection window.

Blanket Order Match Parameters [21/STOEM]

Use this task to set parameters to control the way in which Blanket Order Matching matches releases to blankets.

Blanket Order Batch Matching Parameters Selection Window

To display this window, select the Blanket Order Match Parameters task.

Use this window to select the customer. If you do not select a customer, the parameter will apply to the company. Company parameters must be set up first.

Fields

Customer

Enter the customer or leave this field blank for company-wide parameters.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Press Enter to display the Blanket Order Batch Matching Parameters Detail window.

Blanket Order Batch Matching Parameters Detail Window

To display this window, press Enter on the Blanket Order Match Parameters Selection window.

Use this window to set the parameters for blanket order matching.

Fields

Release Approval Suspend Code

Enter the suspend code if you require the releases to be suspended prior to release.

Alternatively, use the prompt facility to select from the SUSP Order Suspend Codes pop-up.

Match Time Fence

Enter the number of time fence days. This time fence specifies how many days an order will be considered for new: **0** - only consider today's orders, **1** - consider orders from yesterday, and so on.

Automatic Matching Required

Use this checkbox as follows:

Unchecked - Not to include in batch match or AI Order Receive

Checked - To include in batch match or AI Order Receive

Allow Partial Match

Use this checkbox as follows:

Unchecked - Not to allow the customer’s releases to be matched against more than one blanket

Checked - To allow the customer’s releases to be matched against more than one blanket

Match on Customer Reference

Use this checkbox as follows:

Unchecked - Not to match on customer reference

Checked - Only to match in batch match if the customer reference on the release order matches the customer reference on the blanket order being considered

Match on Department

Use this checkbox as follows:

Unchecked - Not to match on department

Checked - Only to match in batch match if the department on the release order matches the department on the blanket order being considered

Match on Season

Use this checkbox as follows:

Unchecked - Not to match on season

Checked - Only to match in batch match if the season on the release order matches the season on the blanket order being considered

Note: *For EDI orders, the season on the resulting order is populated from the default season set up in the SOP company profile.*

Match on Stockroom

Use this checkbox as follows:

Unchecked - Not to match on stockroom

Checked - Only to match in batch match if the stockroom on the release order matches the stockroom on the blanket order being considered

Matched Order Suspension

Select one of the following:

No (0) - Not to suspend all match release orders

Yes (1) - To suspend all matched release orders using the suspend code defined for the selected order type

If Release is > Blanket (2) - To suspend only if a release order quantity for any order line is more than the matched blanket order quantity

Alternative Blanket Customer

Enter the customer whose blanket orders are to be considered for matching in addition to the release order customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Note: *This only applies to the batch match process and is not applicable to manual release.*

Tolerances

Days Earlier than Due Date

Enter a number of days here to have blanket order lines considered this many days earlier than the release order line due date.

Days Later than Due Date

Enter a number of days here to have blanket order lines considered this many days after the release order line due date.

Month Year Match Req

Use this checkbox as follows:

Unchecked - If a month and year match is not required

Checked - Only to consider blanket order lines with a due date which falls within the same month and year as the release order line due date

Quantity % Short of Remaining

You can match against a blanket order even if a percentage of the Release Order line cannot be matched against the blanket order.

Specify the percentage in this field. A setting of 100% will match any quantity, irrespective of what percentage remains unmatched on the release order. 0% will only allow an exact quantity match. This applies at SKU and item level.

Quantity % More than Remaining

You can only match against a blanket order if the blanket order remaining quantity falls within the percentage specified here. A setting of 100% will allow a match against a blanket order, irrespective of the quantity remaining. 0% will only allow an exact quantity match. This applies at SKU and item level.

Select **Update (F8)** to save the information and return to the Blanket Order Batch Matching Parameters Selection window.

Create New Discount List [22/STOEM]

Use this task to create a new discount list.

Create New Discount List Window

To display this window, select the Create New Discount List task.

Use this window to enter the details for the new discount list.

Fields

Discount List Details

New List

Enter the new discount list code.

Effectivity Date

Enter or select the effectivity date for the new list.

Old List

Enter the old discount list code.

Alternatively, use the prompt facility to select from the Select Discount List pop-up.

Effectivity Date

Enter or select the effectivity date of the old list.

New Authority

Enter the new authority to maintain the discount list.

Number of Decimals

Enter the number of decimal places to use for the discount.

Update Discounts

Use this checkbox as follows:

Unchecked - Not to update discounts

Checked - To update discounts

Multi-currency Details

Currency

Enter the currency in which the discount is to be given.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Currency Rate Code

Enter the currency rate code.

Currency Rate

Enter the currency conversion rate.

Functions

Currency (F19)

Use this to display the Override Conversion Parameters window.

Select **Submit (F8)** to create the discount list.

User Authorisation [23/STOEM]

Use this task to assign a user with a credit controller or customer service representative, or both, and to identify the suspend code classification to which the user is authorised.

Note: *The user authorisations are only used when authority checking is switched on.*

User Authority Maintenance Selection Window

To display this window, select the User Authorisation task.

Use this window to select the user profile you want to maintain.

Fields

Enter User ID

Enter the user profile that you want to maintain. Leave this field blank to display the User Authority Maintenance User Selection window.

New Users Only

Use this checkbox as follows:

Unchecked - To display all users

Checked - To display only users for whom authority has not yet been defined

Note: *Only use this field if the Enter User ID field is blank.*

Press Enter to display the next window.

If you have entered a user profile, the User Authority Maintenance Update window is displayed.

If you have left the Enter User ID field blank, the User Authority Maintenance User Selection window is displayed.

Functions

Delete (F11)

Remove users authority to remove suspend codes from orders.

User Authority Maintenance User Selection Window

To display this window, leave the Enter User ID field blank and then press Enter on the User Authority Maintenance Selection window.

This window displays a list of all users that match the selection criteria; the current level of authority is indicated for each user. An asterisk indicates that the user has not yet been authorised.

Fields

User ID

This field displays the user ID.

User Name

This field displays the user name.

All Credit

One of the following is displayed:

* - If the user is not defined

0 - If the user is not authorised to all credit controllers

1 - If the user is authorised to all credit controllers

All Cserv

One of the following is displayed:

* - If the user is not defined

0 - If the user is not authorised to all customer service representatives

1 - If the user is authorised to all customer service representatives

Credit Control

This field displays the number of credit controllers to which the user is authorised, if not all.

Cus Srv Rep

This field displays the number of customer service representatives to which the user is authorised, if not all.

Authority Level

One of the following is displayed:

0 - If the user is authorised to both credit controllers and customer service representative suspend codes

1 - If the user is authorised to all credit control suspend codes

2 - If the user is authorised to all customer service suspend codes

Options

Select

Use this to select the user you want to maintain.

Select a user to display the User Authority Maintenance Update window.

User Authority Maintenance Update Window

To display this window, select a user profile on the User Authority Maintenance User Selection window.

Alternatively, enter a user ID on the Authority Maintenance Selection window.

Use this window to set the suspend code category to which the user is to be authorised.

Fields

User ID

This field displays the user ID.

Authorisation Suspend Code Level

Select one of the following:

Both (0) (default) - To authorise the user to remove both credit and customer service-related suspend codes

Credit (1) - To authorise the user to remove only credit-related suspend codes

Non-Credit (2) - To authorise the user to remove only customer service-related suspend codes

Authorised to All Credit Controllers

Use this checkbox as follows:

Unchecked - If the user is not authorised to all credit controllers

Checked - If the user is authorised to all credit controllers

Authorised to All Customer Service Reps

Use this checkbox as follows:

Unchecked - If the user is not authorised to all customer service representatives

Checked - If the user is authorised to all customer service representatives

Note: *When either of these fields is left unchecked and the Authorisation Suspend Code Level field is set to Credit or Non-Credit, the next window is restricted to allow entry only of the select credit controllers or service representatives, depending on the selection made.*

Select **Update (F8)** to update the information. If either the All Credit Controllers field or the All Customer Service Reps field has been left unchecked, the User Authority Maintenance Detail window is displayed.

User Authority Maintenance Detail Window

To display this window, leave one or both of the All Credit Controllers or All Customer Service Reps fields unchecked and then select **Update (F8)** on the User Authority Maintenance Update window.

Use this window to define up to 10 credit controllers or customer service representatives, or both, for the selected user.

Fields

User ID

This field displays the selected user ID.

Authorisation Level

One of the following authorisation levels is displayed:

Both - If the user is authorised at all levels

Credit - If the user is only authorised to credit

Non-Credit - If the user is only authorised to non-credit

All Credit Controllers

This checkbox is displayed as follows:

Unchecked - If the user does not have authority to all credit controllers

Checked - If the user has authority to all credit controllers

All Customer Service Reps

This checkbox is displayed as follows:

Unchecked - If the user does not have authority to all customer service representatives

Checked - If the user has authority to all customer service representatives

Credit Controllers

Enter up to 10 credit controllers to which to authorise the user.

You can use the prompt facility on this field to select from the Parameter Codes pop-up.

Note: *Credit controllers are assigned to each customer in Accounts Receivable.*

Note: *Use this field if the All Credit Controllers field is left unchecked.*

Caution: If the All Credit Controllers field is left unchecked and no credit controllers are entered on this window, the user is NOT authorised to access any orders, regardless of whether or not there is a credit controller set against the customer. If the requirement is for the user to be allowed access to all orders, the All Credit Controllers field should be checked.

Cust Serv Reps

Enter up to 10 customer service representatives to which to authorise the user.

You can use the prompt facility on this field to select from the CUSR pop-up.

Note: *Customer service representatives are held in the sales details against each customer/delivery point.*

Note: *Use this field if the All Customer Service Reps field is left unchecked.*

Caution: When the All Customer Service Reps field is left unchecked and no customer service representatives are entered on this window, the user is NOT authorised to access any orders, regardless of whether there is a service representative against the customer or not. The same applies to credit controllers. If the requirement is for the user to allowed access to all orders, the All Customer Service Reps field should be checked.

Select **Update (F8)** to save the information and return to the User Authority Maintenance User Selection window.

Promotions Maintenance [24/STOEM]

Overview

The promotion function supports the following scenarios:

- Buy one get one free – the customer will receive the exact same garment for free
- Buy two get one free – as above
- Buy X and get Y free – the customer will receive a different garment for free
- Buy two X and get Y free – as above
- Free X with promotion code for first order
- Application of charges for P&P

***Note:** In all cases the 'reward' item may be free or at a specific price.*

Stock/pricing

Reward items are processed through Style as if they were 'normal' order lines. The order method for the order lines is defaulted to the order method for the reward item from Inventory.

The price list for the reward line is taken from the Promotion award panel in Promotions Maintenance.

Promotion Qualification

Promotions are company specific. In addition the **order date** must be within the promotion start and end dates.

<u>Qualifying Items</u>

Where a reward promotion is available for the customer, each recorded sales item is checked to verify if it is one of the qualifying items. Items qualify based on an item attribute. The item attribute used is defined on the promotion header and has the following values:

00	Style code
10	Item Type (PTYP35)
20	Item Class (PCLS35)
30	Item Group Major (PGMJ35)
40	Item Group Minor (PGMN35)
50	Division (DIVN35)

60	Sub-Division (SDIV35)
70	Discount Group (DISG35)

Qualifying quantity or value

Where an item qualifies for the promotion, for this order (possibly multiple lines) the item attribute must also qualify based on quantity or value.

Qualifying by quantity

As each item sold is recorded, the total demand quantity by item/attribute is accumulated for this order.

***Note**: For quantity change, this is a net increase or decrease.*

Qualifying by item

For each qualifying item a minimum quantity is defined (can be zero). This quantity is the minimum that must be ordered for this order (possibly more than one line) for this item to qualify for award items. The quantity is expressed in any one of the units defined for the item or in promotional units. A promotional unit is a common unit between items and is by promotion. To convert from demand quantity to minimum quantity UoM, a check is made to ensure that the minimum quantity is in promotional units. The promotional unit UoM is set on the promotion and a conversion factor on the promotion defines the conversion between item stock unit and promotional unit as a multiplier. If not in promotional units the minimum quantity will be one of the items UoMs.

The quantity ordered for qualifying items should be accumulated in the qualifying quantity minimum UoM for processing award items later.

Qualifying by item attribute

When qualifying by attribute, the attribute defined should be checked against the qualifying item group table. Where an item qualifies for this promotion, the quantities sold for the qualifying attribute should be accumulated as per above

***Note:** For qualification by attribute, the minimum qualifying quantity is expressed in promotional units*

Qualifying by value

When qualifying by value, the quantity processing above is required and in addition the value of the sold items in promotional currency.

Both value and quantity are required since minimum qualifying is by value, but award items will still be based around promotional units (as per quantity).

Promotion Active/Passive/Automatic

Active Promotions

Active Promotions are ones where the selling company are ‘actively’ attempting to promote (sell) stock. During the Sales Order Entry/Amend process the operator is forced through the programs via a route where any active promotions are shown and they can be offered to the customer.

Passive Promotions

Passive promotions are ones that are ‘sold’ to customers via flyers and leaflets. During the Sales Order Entry/Amend process the customer has to notify the operator of any code that is relevant to a passive promotion without any prompts from the operator.

Automatic promotions

Automatic promotions provide for goods to be automatically sent to customers. However automatic promotions still need qualifiers. It may be that the Automatic promotion may be get a free ‘next season’ Catalogue with your first order over £10. Automatic promotions should be for items that are single dimension (no colours or sizes) so that they can be added to the orders without any user prompting.

Customer Constraints

All customer promotion

Where the promotion is for all customers, all customers qualify for the promotion except those customers who have a customer constraint. Customer constraints can be defined for up to the following levels:

Constraint Level value	Customer Attribute (table OEP20)
10	Customer delivery account
20	Customer account (CUSN20)
30	Customer Class (CCLS20)
40	Corporation (COPR20)
50	Branch (BRCH20)
60	Region (REGN20)
70	State (STTE20)
80	Territory (TRTY20)
90	Division (DIVN20)
100	Sub-division (SDIV20)
110	Customer Group 1
120	SIC Code

Constraints may be linked via ‘and’ or ‘or’ operands against any of the data levels. So if a constraint is an ‘and’ operand constraint then all the constraints must be met however if a constraint is linked by the ‘or’ operand only 1 constraint needs to be met for the customer to be excluded.

Specific customer promotion

Where the promotion is for specific customers, only customers (or classification of customers) who have a constraint defined as above can qualify for the promotion.

The constraints should be verified in the sequence as defined above. If constraints are set using the ‘and’ operand all constraints must be met for the customer to be included.

If the constraints are set using the ‘or’ operand the constraints will be checked in the sequence defined above and if a single constraint is met then the customer is allowed the promotion. .

Qualifiers – ‘Or’ /’And’

Qualifiers can be set as ‘or’ or ‘and’ this means that some of the items need to be bought (or) or All of the items need to be bought (and)

The best way of explaining the ‘or’ scenario is with a simple example:

A promotion may be created where you need to buy a Jacket **OR** a Skirt to receive a free Shirt.

Therefore :

Buy 1 Jacket receive 1 FREE shirt

Buy 2 Jackets receive 2 FREE shirts

Buy 2 Jackets and 1 Skirt receive 3 FREE shirts.

The ‘AND’ scenario is more complex but is also best explained by an example.

A promotion may be created where you need to buy a Jacket **AND** a Skirt to receive a free Shirt.

Buy 1 Jacket receive nothing

Buy 1 Jacket and 1 Skirt receive 1 FREE shirt

Buy 1 Jacket and 2 Skirts receive 1 FREE shirt

Buy 2 Jackets and 5 Skirts receive 2 FREE shirts

All the ‘and’ qualifiers need to be sold to qualify for the award item.

‘Same’ Promotions

Same promotions have restrictions in terms of what reward items will be allowed.

A promotion may be buy 1 get 1 free but is set to same.

In this case ordering a size 12 black skirt will give the operator the option to take another size 12 black skirt. It is not possible with a ‘same’ promotion to select colours and sizes that do not meet the minimum ordering level.

Example 1

Buy 5 skirts get 1 free – on a ‘same’ promotion.

Ordering

Black Skirts – 2 size 12, 2 size 14, 2 size 16, 2 size 18 and 2 size 20 Total=10

Reward

The reward in this case will be 0 as it is not possible to give away any skirts on a ‘same’ basis as none of the skirts had a quantity of 5.

Example 2

Buy 5 skirts get 1 free – on a ‘same’ promotion.

Ordering

Black Skirts – 5 size 12, 2 size 14, 2 size 16 and 1 size 18 Total=10

Reward

In this case the reward will be 1 skirt and the user will be allowed to ‘take’ 1 size 12 black skirt.

Warning: In Promotions Maintenance if a promotion is a ‘same’ promotion the user will not be prompted for a reward item.

Value Promotions

Value promotions are set for specific currencies.

If a customer is a USD customer and the promotion is set in GBP then the customer will **not** have the promotion applied – the currency is used as an initial customer qualifier for the promotion.

If a value promotion is created without any qualifying items being attached, the promotion is treated as a ‘buy anything’ promotion and all items on the order may potentially qualify for the promotion.

This is especially important for ‘Auto’ promotions where eg. Catalogues are sent out if the customer spends over a specific amount.

Reward Order Lines

<u>Award item quantity calculation</u>

Award items are defined on the promotion. To calculate the maximum possible award quantity per item, take the total number of qualifying promotional units for the promotion. For each award item the maximum award possible per item is calculated and shown:

Max Qty = Award qty * Total qualifying promotional units / promotional unit factor

This Max Qty is in award quantity UoM

This calculation is rounded down to the nearest whole number.

<u>Qualifying total check</u>

For each promotion, whether the customer can take award items depends on:

If field, Attain Total to Qualify for Award = 1, then total qualifying quantity or value (for qualifying items) must be >= Qualifying quantity or Qualifying value. If the quantity falls below, then the customer cannot receive award items.

<u>Maximum award quantity check</u>

For each promotion, a maximum award quantity (in promotion units) can be defined. Where this is defined the operator cannot award over this quantity.

Where the above award total is greater than the maximum award quantity, not all the awards for this promotion can be given.

No award quantity check required

Where the value of the maximum award quantity is zero no maximum award check is required.

Customer Returns of Qualifiers/Rewards

Promotions can be created that require reward items to be returned along with the qualifying items.

If these reward items are not returned when the returns are credited then they will be charged for.

However this function does not know about qualifying items that are despatched on separate invoices and it just attempts to credit the whole of a reward line instead of the more likely partial. This gives the user the responsibility of pricing and quantifying the items to be charged for on the credit.

Promotions Maintenance [24/STOEM]

Use this task to maintain/create the following types of promotions:

- Buy one get one free – the customer receives the exact same garment for free
- Buy two get one free – as above
- Buy X and get Y free – the customer receives a different garment for free
- Buy two X and get Y free – as above
- Free X with promotion code for first order

***Note**: In all cases the 'reward' item may be free or at a specific price.*

Promotions Selection Window

To view this window, select the Promotion Maintenance task.

This activity displays a list of promotions. The following detail is displayed for each promotion:

- Promotion number
- Effective from date
- Effective to date
- Promotion caption
- Promotion indicator

Promotions may be selected for amendment or new promotions added.

Extended text can be selected and maintained against each promotion.

Fields

Enter New or Existing Promotion Number

If the promotion number already exists, details of the promotion are displayed for maintenance. If it does not, a new promotion number can be added at the foot of the window.

Promotion Indicator

Enter a single character to denote the type of promotion.

Alternatively, use the prompt facility to select from the FRTP Freeloader Type pop-up.

Effective Date to Display From…

Enter a valid calendar date to restrict the list of promotions displayed.

All promotions that take effect on or after the entered date are displayed.

Date Effective At…

Enter a valid calendar date to restrict the list of promotions displayed.

All promotions effective on the entered date are displayed.

Options

Select Promotion (1)

Use this to maintain the promotion

Maintain Extended Text (2)

Use this to maintain extended text on the promotion.

***Note**: The text associated with a promotion is held on the IN Text File (Text Type X).*

Functions

Refresh (F5)

Use this to refresh the list of Promotions

Enter new Promotion details and press Enter to proceed to the Promotion Detail Window

Promotion Detail Window

To display this window, select to amend an existing promotion or create a new promotion on the promotion selection window.

Use this panel to create the details that apply to the whole promotion.

Fields

Promotion Indicator

Enter a single character to denote the type of promotion in use.

Promotion indicator may be changed when maintaining an existing promotion.

This is for memo purposes only.

Effective From Date

Enter the start date of the promotion.

Effective To Date

Enter the end date of the promotion.

Caption

Enter the free text description of the promotion.

Promotion type

Entry of a promotion type is optional. The field is for memo purposes only.

Enter a value that identifies the type of promotion.

Alternatively, use the prompt facility to select from the TSPR Telesales Promotion Types pop-up.

Budget Centre Account

This is a memo field only.

All Customers

Identify which customers, or groups of customers, are eligible for the promotion.

Use this checkbox as follows:

Unchecked – If the promotion is not available to all customers. Individual customer constraints specify which customers can take the promotion

Checked – If the promotion is available to all customers and constraints are to specify which are excluded from the promotion.

Customer Constraint

Identify if customer constraints operate in an And relationship or in an Or relationship.

Enter one of the following values:

And - The customer must meet all the constraints to be included or excluded from qualification.

Or - The customer must meet only one constraint to be included or excluded from qualification.

Identify which orders are eligible for the promotion.

Enter one of the following values:

First Order Del - Promotion only applies to the first order for a qualifying delivery account.

First Order Acc - Promotion only applies to the first order for a qualifying customer account.

Once Del - Promotion applies once for each qualifying delivery account.

Once Acc - Promotion applies once for a qualifying account.

All - Applies to all orders for a qualifying customer.

Note: First Order is the first order that the customer account or delivery account has placed in the Sales Order Processing order bank since the promotion was created.

Identify if a promotion is active, passive or automatic.

Enter one of the following values:

Active. - This promotion is visible during order taking and maintenance, the user is prompted where appropriate.

Passive. This promotion operates similar to an active promotion, but can only be triggered if a valid promotion code is entered.

Automatic **-** No user visibility, the promotion will be automatically triggered if the customer qualifies for the promotion.

Promotion Code

If the Promotion is Passive (2), enter the triggering promotion code.

Qualification by

This value indicates how items are deemed to qualify for the promotion.

Qualification may be expressed in terms of a list of specific items or a list of item groups.

Enter one of the following:

00 – Style

10 – Item Type

20 – Item Class

30 - Item Group Major

40 - Item Group Minor

50 – Division

60 – Sub-division

70 – Discount Group

99 – All Items

Note: Qualification for a promotion can only be expressed in one of the above terms, that is to say it will not be possible to establish a promotion such that all items of Item Type A qualify as well as the specific item numbers A, B & C.

Note: Qualification exclusions are not permitted. That is to say to will not be possible to list the items and/or item groups that do not qualify for a promotion.

Prompting on this field displays the Select Qualification Group Pop-Up Window, from which the user chooses the type of item grouping applicable to the promotion.

Qualifiers

Identify if qualifiers operate in an And relationship or in an Or relationship.

Enter one of the following values

And - all the qualifiers must be met for a qualifying customer to qualify for the promotion.

Or - one qualifier must be met for a qualifying customer to qualify for the promotion.

Award Item

Indicates if the award item is identical to the qualifying item, or a selection is required.

Enter one of the following:

Same, the award item is identical to the qualifier.

Select, the award item must be selected from the qualifying awards.

Attain Total to Qualify For Award

This indicates whether the qualification total must be reached before the user is entitled to award the customer any of the reward items on this promotion.

Select one of the following:

Uncheck – Award items may be given without reaching the attainment total.

Checked – The attainment total must be reached for award items to be given.

Qualification Total Based On

Enter one of the following:

Value - To signify that the qualification total for the promotion is a monetary value

Quantity - To signify that the qualification total for the promotion is the promotion unit quantity

This value cannot be amended once a qualification total has been entered against a promotion or one or more qualification items (or item groups) has been entered against a promotion.

Functions

Refresh (F5)

Use this to refresh the window with any updates made.

Customer Constraints (F13)

Use this to add constraints to a promotion, which determine the list of customers permitted to receive the promotion.

Text (F21)

Use this to maintain text for the promotion.

Press Enter to display the extended promotion details window

Promotion – Maintain Qualifying Items

Press Enter from the Promotion details window to view the extended promotion details window.

Now that the designation of the promotion is specified additional information is requested depending on the promotion settings.

<u>Fields</u>

Qualifying Total (Quantity)

Displayed if the qualification total for the promotion is based on quantity.

Enter the total number of promotion units that must be ordered to qualify for the promotion.

Since it is possible to mix different items with different units of measure (pack sizes) in the list of ‘qualifying’ items, the term ‘promotion units’ is used and each ‘qualifying’ item quantity is subsequently described in terms of ‘promotion units’.

Qualifying Total (Value)

Displayed if the qualification total for the promotion is based on value.

Enter the total monetary value that must be ordered to qualify for the promotion.

Qualifying Total (Currency Code)

Specifies the currency of the qualification total, where qualification for a promotion is based on the value of the items on the order.

Automatically set to blank and if the promotion is a quantity promotion it will apply to all customers as long as the reward items are FOC. (Free is Free in any currency).

If the reward items are to be priced according to a price list (Price lists have currencies) any list must be the currency of the promotion (specified here). Therefore different quantity based promotions may have to be set up for different currencies.

If the currency is blank and all items are FOC then all orders irrespective of customer currency may qualify.

Currency works as the highest level qualifier on the order.

Maximum Award Units per Order

Enter the maximum number of promotional award units that may be given to a customer on any one order.

Maximum Award Units per Order Unit of Measure

Enter the unit of measure that qualifies the unit in which the Maximum Award Units per Order is entered. This is referred to as the Promotion Unit.

Press Enter to display either the Maintain Qualifying Items Window or the Maintain Qualifying Item Groups Window.

Customer Constraints Window

To display the Promotions Maintenance (Customer Constraints) Window request **Customer Constraints (F13)** on the Promotions Maintenance Window for Promotions.

Use this window to specify which customers are eligible to (or excluded from) a promotion. A list of the constraints already established against a promotion is displayed.

***Note**: If All Customers is set to **Yes** no further constraints need be entered.*

***Note**: If All Customers is set to **No** at least one constraint has to be defined for the promotion, otherwise the promotion will never be applicable to any customers and will not be used.*

The text literal “EXCLUSIONS” is only displayed in the window title if constraints are being maintained for an All Customer promotion.

***Note**: Constraints specified against an “All Customer” promotion exclude that customer (or group of customers) from the promotion.*

The following promotion detail is displayed at the top of the window:

Promotion number

Promotion indicator

Caption

Qualifying Total (Quantity) – promotions

Qualifying Total (Quantity) Unit of Measure– promotions

Qualifying Total (Value) – promotions

Qualifying Total (Value) Currency Code – promotions

Effective from date

Effective to date

The format of the qualifying total displayed is dictated by how you have chosen to enter the qualification total for this promotion.

Note: The Cust/G Val column shows the value of the constraint e.g. Customer ‘GC01‘ and the Description column shows the type of constraint e.g. ‘All Cust. Deliv. Points’.

Options

Select (1)

Use this to select the constraint for maintenance

Functions

Add (F14)

Use this to add new constraints to the promotion.

Select **Add (F14)** to display the Promotions Maintenance (Customer Constraints) Window. Use this window to add the details for a new constraint to a promotion.

Select an existing constraint and press Enter to maintain the constraint details or select **Add (F14)** to add a new constraint.

Add/amend Constraints Window

To display this window, Press Enter or **Add (F14**) from the Constraints Window

Use this panel to add/amend customer constraints on a promotion.

Note: *The format of the window presented is dependant upon whether you are adding a new constraint or amending the details of an existing constraint.*

REF: ST32H01

Fields

Customer Account

Enter a valid customer account code to limit the promotion to that customer.

Note*: If the delivery sequence is left blank the constraint applies for all delivery sequences for the entered customer code.*

Note*: This and the following fields are* ***mutually exclusive****. Only one of them may be entered per constraint. They are not shown at all for the ‘CATCH ALL’ entry.*

Note: *The constraints themselves are the ones that are checked for the and/or relationship.*

Customer Class

Enter a valid customer class to limit the promotion to customers that fall into the specified class

Alternatively, use the prompt facility to select from the CCCC Customer Class pop-up.

Corporation

Enter a valid corporation code to limit the promotion to customers assigned the specified corporation code.

Region

Enter a valid region code to limit the promotion to those customers assigned the specified region code.

Alternatively, use the prompt facility to select SN Sales Analysis Regions pop-up.

State

Enter a valid state code to limit the promotion to those customers assigned the specified state code.

Alternatively, use the prompt facility to select from the ST Sales Analysis State pop-up.

Territory

Enter a valid territory code to limit the promotion to those customers assigned the specified territory code.

Alternatively, use the prompt facility to select from the TR Sales Analysis Territory pop-up.

Division

Enter a valid division code to limit the promotion to those customers assigned the specified division code.

Alternatively, use the prompt facility to select from the DN Customer Division pop-up.

Sub-division

Enter a valid sub-division code to limit the promotion to those customers assigned the specified sub-division code.

Alternatively, use the prompt facility to select from the SV SOP Customer Sub-division pop-up.

SIC Code

Enter a SIC code to limit the promotion to those customers assigned the specified SIC code.

Alternatively, use the prompt facility to select from the SIC Code pop-up.

Customer Group 1

Enter a valid customer group code to limit the promotion to those customers assigned the specified customer group 1 code.

Alternatively, use the prompt facility to select from the GL Parameters File CGP1 Customer Group 1 pop-up.

Functions

Refresh (F5)

Use this to discard any changes made within the window before confirming update.

Text (F21)

Use this to maintain the text associated with a promotion.

Enter the required constraint details and request **Update (F8)** to add the constraint to the list of constraints for the promotion.

Qualifying Style Window

To display this window, make your changes and press Enter on the Maintain Promotions Window.

Use this window to review and revise the details of the Styles that qualify for an award.

A list of already defined as qualifying for the promotion are displayed along with the minimum quantity that must be ordered of each and its promotional unit factor (for the purposes of the current promotion, and only if qualifying on quantity).

Additional styles can be added to the qualification list by making the appropriate entries in the fields at the foot of the window, or alternatively the user may choose to define qualification for the promotion in terms of item groups (see following section).

Qualification based on ordered quantity (example for style):

Qualification based on ordered value (example for style)

Fields

Style

Enter a valid style that, when sold, will qualify for the selected award when ordering the qualification quantity / value (or greater).

Minimum Quantity

Displayed if qualification for the promotion is based on the ordered quantity of the qualifying style.

Enter a valid quantity, expressed in one of the valid units of measure of the chosen style or as a number of promotional units, or leave blank (zero) if any ordered quantity is to contribute towards the qualification total for the promotion.

This is the minimum quantity that must be ordered for the ordered quantity (expressed in promotional units) to be included in the qualifying total for this promotion.

Minimum Quantity (Unit of Measure)

Displayed if qualification for the promotion is based on the ordered quantity of the qualifying items.

Qualifies the unit in which the minimum quantity has been entered.

The value entered must be one of the valid units defined for the style/style colour/item or the same promotional unit in which the qualifying total for this promotion has been expressed.

If not entered this value defaults to the issue unit.

Minimum Value

Displayed if qualification for the promotion is based on the value of the qualifying items ordered.

Enter a valid value or leave blank (zero) if any ordered value for this item is to contribute towards the qualification total for the promotion.

This is the minimum value that must be ordered for the ordered value to be included in the qualifying total for this promotion.

Minimum Value (Currency Code)

Displayed if qualification for the promotion is based on the value of the qualifying items ordered.

Qualifies the currency of the minimum value, where qualification for the is based on the value of the items that qualify for the promotion.

Automatically set to the base currency of the current company.

Promotional Unit Factor

Displayed if applicable for qualification on quantity.

Enter the factor used to convert the ordered quantity of the item into a promotional unit quantity.

This factor is used to convert ordered quantities for an item to a promotional unit quantity before accumulating quantities to determine whether a customer is eligible to receive any of the free award items on the promotion, and how many. The promotional unit factor is applied to the stock unit of the item.

If not entered the default is taken to be 1.

Promotional Unit

Only applicable for qualification on quantity.

Qualifies the common promotional unit for the promotion.

***Note**: This is set to the same unit in which the qualification total for the promotion has been entered and cannot be changed by the user at this level.*

Options

Amend (2)

Use this to amend qualification item details

Delete (4)

Use this to delete selected qualification item details

Note: You must confirm a deletion request using **Delete(F11).**

Functions

Delete (F11)

Use this to delete an item from the list of items that qualify for the promotion.

An item must be entered and the user is asked to confirm the deletion request via a pop-up window.

Enter details of the items that must be ordered to qualify for the promotion and press Enter to display the Maintain Award Items Window.

Qualifying Item Groups Window

To display the Maintain Qualifying Item Groups Window select the type of group for which details are to be maintained and press Enter on the Select Qualifying Item Group Type Pop-Up Window

Use this window to review and revise the details of the item groups that qualify for an award.

The title of the window qualifies the type of item group displayed. One of the following values is displayed:

Item Type

Item Class

Item Group Major

Item Group Minor

Division

Sub-Division

Discount Group

A list of the item groups already defined as the qualifying for the promotion are displayed along with the minimum quantity that must be ordered of an item within that group and its promotional unit factor.

Additional groups can be added to the list by making the appropriate entries in the fields at the foot of the window.

Qualification based on ordered quantity:

Qualification based on ordered value:

Fields

Qualifying Item Group

Enter a valid item group whose items, when ordered, will qualify for the selected award if the qualification quantity total or value total is met or exceeded.

***Note**: The title changes to reflect the type of item group for which details are being maintained.*

Validation of the entered value is dependent upon the type of item qualification group selected.

Qualification Item Group	IN Description ”Major Type”
Item Type	“PTYP”
Item Class	“PCLS”
Item Group Major	“PGMJ”
Item Group Minor	“PGMN”

Division	“DIVN”
Sub-division	“SDIV”
Discount Group	“PGR”
Sic Code	“SIC”

Minimum Quantity

Displayed if qualification for the promotion is based on the ordered quantity of the qualifying items.

Enter a valid quantity, expressed as a number of promotional units.

This is the minimum number of promotional units that must be ordered of any item within the specified group for the quantity ordered (expressed in promotion units) to be included in the qualifying total for this promotion.

The minimum quantity is entered in the same units as the Qualifying Total (Promotional Units) on the Maintain Promotions (Maintain Promotion Window)

Minimum Quantity (Unit of Measure)

Displayed if qualification for the promotion is based on the ordered quantity of the qualifying items.

Qualifies the unit in which the minimum quantity is entered.

Note*: This value is set to the same unit in which the qualification total for the promotion has been entered and cannot be changed by the user.*

Minimum Value

Displayed if qualification for the promotion is based on the value of the qualifying items ordered.

Enter a valid value or leave blank (zero) if any ordered value for any items in the group are to contribute towards the qualification total for the promotion.

This is the minimum value that must be ordered for the ordered value to be included in the qualifying total for this promotion.

Minimum Value (Currency Code)

Displayed if qualification for the promotion is based on the value of the qualifying items ordered.

Qualifies the currency of the minimum value, where qualification is based on the value of the items that qualify for the promotion.

Automatically set to the base currency of the current company.

Promotional Unit Factor

Displayed if applicable for qualification on quantity.

Enter the promotional unit factor of the items within the group.

This factor is used to convert entered quantities for an item to a promotional unit quantity before accumulating quantities to determine whether a customer is eligible to receive any of the free award items on the promotion, and how many.

If not entered at item group level the default is taken to be 1 for each item.

***Note**: If the **Promotional Unit Factor** is overridden the override applies to all items within the specified item group but only applies when determining whether the qualifying total of this promotion is met.*

Promotional Unit

Only applicable for qualification on quantity.

Qualifies the common promotion unit for the promotion.

***Note**: This value is set to the same unit in which the qualification total for the promotion has been entered and cannot be changed by the user.*

***Note**: Ideally, all items within the group should have the same Promotional Unit. Otherwise correct calculation of the Qualifying Total cannot be guaranteed.*

Options

Amend (2)

Use this to amend qualification item group details

Delete (4)

Use this to delete selected qualification item group details

Note**: You must confirm your deletion request using **Delete (F11)

Functions

Delete (F11)

Use this to delete an item group from the list of item groups that qualify for the promotion.

An item group must be selected with **Delete (4)** and the user is asked to confirm the deletion request via a pop-up window.

Enter details of the item groups that must be ordered to qualify for the promotion and press Enter to display the Maintain Award Items Window.

Award Style Window

To display the Maintain Award Style Window enter a list of qualifying items or groups and press Enter on any of the Maintain Qualifying Items Windows.

***Note**: This window will only be displayed if **Award (2)** is selected for the promotion.*

Use this window to identify the award styles that are to be given to the customer on the selected promotion. There is no limit to the number of award styles that can be given on a promotion.

***Note**: At least one award style should be specified for a promotion.*

Award Items (example qualification by value):

Fields

Award Style

Enter a valid style code.

For a Promotion the item must be physically stocked e.g. a baseball cap or golf umbrella.

Optionally the matrix can be selected if only specific skus are available as reward items.

Promotion Factor

This should be set to 1.

Description

The system will update this field when you press enter to verify your selections.

Quantity awarded

Enter the quantity of the award item to be given (and its associated unit of measure).

Per promotional unit

For Promotions with qualification on quantity, enter the Promotional Unit quantity for which the Quantity Awarded is awarded.

The Promotional UoM is not shown here but is the same as the unit in which the qualification total for the promotion has been entered.

Normally the per factor is used to denote the number that must be bought to get 1 free. Eg.

Buy 2 get 1 Free – In this case the per factor would be set to 2 to denote the number of promotion units that have to be accrued before the award can be given.

Per (currency) value

For Promotions with qualification on value, enter the monetary value for which the Quantity Awarded is awarded.

This must be zero if the Quantity Awarded is zero. Normally they would both be non-zero.

The currency is the same as that in which the qualification total for the promotion has been entered.

Promotion Price

Return Req

If when a qualifier is returned, identify whether the award item must be returned.

Use this checkbox as follows:

Unchecked – award items need not be returned

Checked – award items must be returned

Credit Price

Enter the price to be used for credit notes if return required = 1. If return required =1 then mandatory otherwise not required. This must be a valid price list and cannot be FOC.

This should be the same currency as the promotion if a currency has been stated on the promotion header.

Options

Amend

Use this to allow amendment of the award item configuration

Matrix

Use this to show the matrix if not all award colours and sizes will be available for the promotion.

Delete

Use this to remove the award from the promotion.

Enter the list of award items for the promotion and press **Update (F8)** to record the promotion details.

Chapter 3 Processing

3

Recording Sales Orders

The Style Sales Order Processing application provides two ways of recording sales orders, which both go through the following processing cycle:

- Order entry - this procedure is split into the header, line and trailer windows
- Stock allocation - automatic if using Conversational Order Entry
- Printing of order acknowledgements - optional
- Printing of picking/despatch notes
- Picking of the order items
- Packing of the order items - optional
- Confirmation of despatch
- Printing of the invoice

You can set up Transcriptional and Conversational Order Entry methods to work differently to suit your needs; for example, you can decide that during Transcriptional Order Entry the order is automatically suspended if a customer fails the credit check, but would not be suspended in Conversational Order Entry.

Transcriptional

Use the Transcriptional Order Entry method to enter orders quickly without taking down additional information from the customer. You would usually only need to enter the customer, the item and the quantity. The other sales information, for example the delivery and invoice address, the price details and additional charges, default from either the company profile or the Customer Master file. Automatic stock allocation or forced allocation cannot be done via this method; you have to allocate the stock manually in a separate task.

Conversational

Use Conversational Order Entry to add detail to the order. You can also force allocation during this method.

When Using Vertex - US Sales Tax

All Order Entry functions include the following additional features and functions:

- GeoCode assignment for overrides to delivery address
- Line item(s) and other charge(s) tax calculation through the Vertex Calculator

- Tax codeoverrides at line and charge levels
- Tax Only charge code disabled prohibiting tax adjustments

All pricing functionality including Background Pricing, Interactive Pricing and Pricing at Despatch access the Vertex Tax Calculator for retrieval of tax rate and amounts.

When Using MRP

If MRP is on line and the sales order maintenance reason code is active, various tasks will create a trigger for the next MRP run, including:

- Creating a sales order
- Changing the date in an existing sales order
- Changing the quantity in an existing sales order
- Cancelling an order line

Suspense Codes

User Suspensions

The user can enter a suspend code manually on the order line or during order trailer maintenance, where it is applied to the whole order. Users are restricted as follows:

1. Users can only enter suspend codes which are set as user codes in the Inventory Descriptions file; i.e. with the System/User flag set to 2.

   Validation will prevent the addition of codes with the System/User flag set to 1 (or blank as a default).

2. Suspend codes can only be entered on an order line where they have the Use flag set to Unrestricted or Line in the Inventory Descriptions file; i.e. with the Use flag set to 2 or blank.

   Validation will prevent the addition of suspend codes on the line with the Use flag set to 1.

3. Suspend codes can only be entered on the order trailer where they have the Use flag set to Unrestricted or Order in the Inventory Descriptions file; i.e. with the Use flag set to 1 or blank.

   Validation will prevent the addition of suspend codes on the trailer with the indicator set to 2.

   Suspend codes added during the addition of an order line will suspend only that line.

   Suspend codes added during trailer maintenance will be added against the whole order.

   Suspend codes added during Order Entry and Amend may be added by any user. Authorisation checking performed when removing suspend codes in Suspended Order Release does not apply to additions.

System-generated Suspensions

System credit and price checking will function depending on the company profile flag settings.

Contracts

When entering a new order line or increasing the Quantity ordered on an existing line the outstanding demand quantity on the contract associated with the current customer is reduced and stock and/or supply orders up to the quantity required are released from the contract

***Note**: Stock is released from a contract irrespective of whether allocation (**Enhanced** or **Stock**) is subsequently attempted for that order line within Order Entry.*

Order Methods 0&4 will reduce the outstanding quantity on a contract. 1&2 will not.

Contract quantities are released as follows:

The contract is first found which matches the customer and the due date entered.   The Order line is matched to a contract where the due date of the order lies within the start and end date of the contract. The search for contracts looks first for the customer/del seq, then the customer then the customer reference for each sku processed.

If the Allocation Type on the Contract Header is Stock only or if its Enhanced and the Due Date of the order line is within (or on) the enhanced allocation time fence the following sequence will be followed to release the appropriate stock from the Contract :

- Stock (see below)
- Supply due in prior to Due Date of the Order adjusted by the despatch lead time but after the Customer Order date.
- Supply due in after Due Date of the Order adjusted by the despatch lead time
- Outstanding Contract demand (see below*)

If the Due Date of the order lies outside the enhanced allocation time fence the following sequence will be followed to release the appropriate stock and/or supply orders allocated the Contract:

- Supply due in prior to Due Date of order line adjusted by the despatch lead time but after the Customer Order date.
- Stock
- Supply due in after Due Date of order line adjusted by the despatch lead time
- Outstanding Contract demand (see below *)

The order quantity on the contract is increased and the allocated, reserved and outstanding quantity is reduced. In Inventory, the frozen stock is moved back to available and reservation links are removed or adjusted as appropriate.

Order Allocation

The Order will then be allocated using the standard Order allocation rules.

If Order method 4 is being used, the stock or supply released form the contract may be allocated to the order. However, this may not be the case.

For example:

- There are other supply orders available which are due in closer to the due date
- The start date of the contract falls within the timefence (and therefore stock is allocated to the contract) but the order due date is outside of the timefence and therefore a free supply order is used.

Caution: If an order is suspended for any reason, it will not allocate. However, no consideration will be made to the fact that the demand has been “released”. The Order will then be allocated to “free stock” when the suspension is later removed. There is therefore a risk that other orders may have consumed the stock that was released from the contract previously

If an order is amended and the quantity decreased, the contract is increased accordingly if the description file entry CONT/OAMD is switched on. This contract increase in demand will then be considered by the next batch allocation run and the contract allocations brought back in line.

Note: No attempt will be made to re-allocate stock or supply to this increased demand on the contract within order entry.

A change to the due date on an order will purely re-allocate as it does currently. No updates to contracts will occur

In contract mode, an ED contract is not a valid entry

Order Line Entry Window

When a Style is entered, if the EDCs contracts are in use (inventory reference file CONT/TYPE 1 or 2) a search is made for an EDC for this item for this customer, first by customer/del seq code, then customer alone, if a contract for the customer is not found and a contract reference is set on the customer sales detail, then a search is made for contracts with this reference.

Transcriptional Order Entry [1/STOEP]

Use this task to enter a sales order. When you are using this task, automatic allocation does not take place and you cannot use the force allocate facility.

The procedure is the same for Conversational Order Entry, so the windows are described only once.

Order Entry Selection Window

To display this window, select the Order Entry (Transactional) task.

Use this window to enter the customer, the key order dates, and the customer order number.

Fields

Customer No

Enter the customer code and delivery address sequence for the order.

You can use the prompt facility on the first field to select from the Customer Scan pop-up.

Customer Order Ref

Enter the customer's order reference or purchase order number. To make this field mandatory, **check** the Order Reference field on the Customer Sales Information Window.

Customer Order Date

Enter or select the order date. The default is the current date.

Delivery Date

Enter or select the delivery date. The default is the current date and the delivery date cannot be earlier than the current date. This date will be used as a default on all order lines, unless it is changed for a particular line.

Order Type

You must enter an order type. The default order type is displayed, as defined in the Style Sales Order Processing company profile, but it can be changed.

You can use the prompt facility on this field to select from the ORTP Order Type pop-up.

When Seasonal Processing and Delivery Windows are activated, the order type will determine whether mixed season codes are allowed within an order demand and whether delivery windows are to be specified.

Note: *When a blanket order (type B) is created, the whole order is automatically suspended with the code defined in the order type profile.*

Note: *Order type 7 (Rush Order) will allocate stock in Transcriptional Order Entry. Order type 9 (Direct Order) will not affect inventory stock.*

Order Source

You must enter the order source.

Alternatively, use the prompt facility to select from the SRCE Origin of Order pop-up.

Press Enter to display the Order Header window.

Order Header Window

To display this window, complete the details and then press Enter on the Order Entry Selection window.

Use this window to set the invoice and delivery addresses for the order and the processing parameters. If you make any changes to the default settings, they affect this order only.

This task allows the user to define specific order header and order line text in a foreign language.

Fields

Cust. Store No

You can optionally enter a store number to give a more detailed delivery point.

Dept. No

You can optionally enter a department number.

Ship-with Ctl

Enter a Ship-with Control reference to link sales orders together for delivery. This is usually used for consignment ranges or complimentary products.

Details Tab

Salesman

Enter the code for the salesman.

Alternatively, use the prompt facility to select from the TN Salesman pop-up.

Allow Backorder

Select one of the following:

0 - If back orders are not allowed

1 - If back orders are allowed

2 - If you want to cancel the order if there is not enough stock

3 - If you want to suspend the order until there is enough stock available

Stockroom

Enter the sourcing stockroom for the order. This is only available if there is a default stockroom entered on the Customer Sales Information.

You can use the prompt facility on this field to select from the Stockroom Selection pop-up.

Note: *If the Stockroom field is blank on the Customer Sales Information window, the Stockroom field does not appear.*

Order Source

This field displays the order source as set up on the previous window.

Priority

Enter the priority to use for the order, in any back order batch allocation run. The priority can be any number between 99 (force allocation), and 00 (manual allocation).

Season

Enter the season.

Alternatively, use the prompt facility to select from the SESN Season Code pop-up.

With Seasonal Processing and Delivery Windows de-activated it is still possible to associate a season with an order, at header level, but this season is for memo purposes only. Season codes assigned at this level are validated against the Inventory Descriptions file, major type SESN.

With Seasonal Processing and Delivery Windows activated, further validation is made. Refer to the maintenance tasks for further information.

Size Mask System

Enter the size mask system. The default is set up in the Customer Master file.

Alternatively, use the prompt facility to select from the SIZS Size System (Type) pop-up.

Currency Code

Enter the currency code.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

The default is set up in Customer Maintenance.

Price List

Enter the code of the price list to use. It must be in the same currency as the account.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

Currency Rate Code

Enter the currency rate code to use to define the exchange rate. The default is set up on the company profile.

Currency Rate

Enter the currency rate to use to convert old prices to new prices.

Discount List

Enter the code for the discount list to use. It must be in the same currency as the account.

Alternatively, use the prompt facility to select from the Select Discount List pop-up.

Customer Order Date

This displays the customer order date entered on the Order Entry Selection window. It cannot be changed at this point.

Delivery Date

This displays the delivery date entered on the Order Entry Selection window. It cannot be changed at this point.

Priced At

Select one of the following pricing points for the order (the default is set up in the company profile):

Order (1) - If you want to rice at order entry level

Despatch (2) - If you want to price at the time of despatch

Reprice at Despatch (3) - If you want to re-price at the time of despatch, so that the invoice is based on the actual delivery date and not the intended delivery date.

Forward Invoice Date

Enter or select the date on which you plan to send out the invoice. If this field is left blank, the invoice is sent out when it is created.

Cash Discount

Enter the cash discount code.

Alternatively, use the prompt facility to select from the CDSC Cash Settlement Discount pop-up.

Quotation Ref

You may enter the quotation reference.

Narrative

Enter the narrative code. These are usually special tasking codes used for packing. The text associated with this code will be printed on pick lists only. The default is set up in the Customer Master file. You set up the narrative codes in the Inventory Descriptions file, under major type SPTS.

Addresses Tab

Invoice Name and Address

Enter the name and address to which the invoice will be sent.

Delivery Name and Address

Enter the name and address to which the goods will be delivered.

City/State/Zip

These are added to aid correct entry of the fields required by the GeoCoder.

These replace the last 3 lines of the existing Invoice and Delivery Address lines and are only visible when Vertex is active.

Note: *When Vertex - US Sales Tax is active, modification of the delivery address forces GeoCode retrieval through the GeoCode Retrieval window. Refer to the SOP Company Profile section in the Maintenance chapter of this product guide for further details.*

Mark for Division

This field is only displayed when Divisional Checking is switched on at company profile level. If it is displayed, you may enter the division for which you want to retrieve the customer Mark For details. These details are defined against the customer at item division level.

Functions

Delivery Window (F10)

Use this to display a pop-up allowing for the selection of a delivery window for the order.

Note: *This is only displayed when Delivery Windows is activated within the SOP company profile and the order type is set to use delivery windows.*

Payment Details (F13)

Use this to display the Payment Details pop-up.

Note: *This is only displayed if an item is set up in the Inventory Descriptions file under major type TASK.*

Additional Details (F14)

Use this to display the Order Additional Details pop-up.

Mark For (F15)

Use this to display the Mark for Details window.

Currency (F19)

Use this to display the Currency Override window.

Text (F21)

Use this to select to the Maintain Text pop-up.

Press Enter to display the Order Line Entry window.

Maintain Text Pop-up

To display this pop-up, select **Text (F21)** on the Order Header window.

Use this pop-up to select the season and delivery window for this order. This will only be displayed where a season code has not been entered.

Fields

Usage Code

Enter valid usage type. Pre-defined usage types are defined in the Inventory Descriptions file under code USGC. External text is defined as an E type.

You can use the prompt facility on this field to select from the USGC Text Usage Codes pop-up.

Language Code

Enter a language code to enter text in a language other than the default language.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Note: *No language code should be specified if the text is to be in the company's native language.*

Note: *Language codes are defined in Application Manager.*

Functions

Select Existing Text (F13)

Use this to display existing text for maintenance.

Press Enter to display the Text Maintenance pop-up.

Existing Text Maintenance Pop-up

To display this pop-up, use Select Existing **Text (F13)** on the Maintain Text pop-up.

Options

Select

Use this to maintain selected text.

Use Select to maintain the selected text.

Text Maintenance Pop-up

To display this pop-up, press Enter on the Maintain Text pop-up.

Fields

Text

Enter order text as required.

Note: *This will default to the customer text. It is brought across to the order in the order header address, iinvoice address and base language if they are present on the entered order header address.*

Select **Update (F8)** to save the entered text.

Season/Delivery Window Pop-up

To display this pop-up, select **Delivery Window (F10)** on the Order Header window, where a season code has not been entered.

Use this pop-up to select the season and delivery window for this order. This will only be displayed where a season code has not been entered.

Fields

Season

Enter the season to be used for this order.

Alternatively, use the prompt facility to select from the SESN Season Codes pop-up.

Delivery Window

Enter a delivery window to be used for this order.

Alternatively, use the prompt facility to select from the displayed pop-up.

Enter a season and a delivery window and then press Enter. The Order Header window will be re-displayed, updated with the season and a delivery date taken from the delivery window.

Delivery Window Pop-up

To display this pop-up, select

on the Order Header window, where a season code has been entered.

Use this pop-up to select the delivery window for this order. This will only be displayed where a season code has been entered.

Options

Select

Use this to select a delivery window for this order.

Note: *The delivery date specified on the order header will be set to the start date of the selected window.*

Text

Use this to display any text for the delivery window.

Select a delivery window to re-display the Order Header window, updated with the selected delivery date.

Order Header Payment Override Pop-up

To display this pop-up, select **Payment Details (F13)** on the Order Header window.

Use this pop-up to change payment details for this order.

Fields

Payment Terms

There are four fields for the payment terms. You do not need make an entry in every one.

Follow these guidelines:

Field 1

Enter one of the following:

D - For number of days from the invoice date to when payment is due

M - For number of months from the invoice date to when payment is due

P - For a periodic range

T - For extended payment terms

Field 2

Only use this field if you entered **P** in Field 1. Enter the periodic range.

Field 3

Only use this field if you entered **D**, **M** or **P** in field 1. Enter either the payment date for monthly or periodic payments, or, if you are using days, the number of days to add to the invoice.

Field 4

Only use this field if you entered **T** in field 1. Enter an extended terms code. Extended terms are used to define patterns, for example, payment by instalment. You set up extended payment terms in the Cash Management application.

Payment Method

Enter the method of payment to use. You set up payment methods in the Cash Management application.

Cash Discount

Enter the cash discount. You set up cash discounts in the Inventory Descriptions file under major type CDSC.

Staged Discount Code

Enter the staged discount code. Staged discounts are usually multiple cash settlement discount percentages, which allow tiers of discounts according to how soon payment is received. You set up staged discounts in the Cash Management application.

Select **Update (F8)** to save the information and return to the Order Header window.

Order Header Additional Details Pop-up

To display this pop-up, select **Additional Details (F14)** on the Order Header window.

Use this pop-up to add additional details to the order.

Fields

Initial Order Fill %

Enter the percentage of the order that must be met by the first attempt of stock allocation.

Backorder Fill %

Enter the percentage of the back order that must be met.

Order Cancel Date

Enter or select the date on which the order is to be cancelled if the customer has not received it.

Order Do-not-ship-before Date

Enter or select the date before which the order cannot be shipped.

Order Original Request Date

Enter or select the date on which the order was actually requested. This defaults from the Order Entry Selection window but can be changed.

Order Original Delivery Date

Enter the delivery date. This defaults from the Order Entry Selection window but can be changed.

Press Enter to save the information and return to the Order Header window.

Order Header Mark for Details Window

To display this window, select **Mark For (F15)** on the Order Header window.

Use this window to review and amend the customer's Mark For details.

Fields

Consolidator

This is usually an external shipping company.

You must set up the company that is to be the consolidator as a customer, and then enter it here to mark it as a consolidator.

Enter a valid customer code so it can be validated against the AR Customer file. This must be a different customer from the one being maintained.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Customer DC

To mark a customer as a distribution centre, enter the delivery sequence; the customer code is the same as the one being maintained.

You can use the prompt facility on this field to select from the Customer DC Prompt pop-up.

Consolidator Docking Bay

Enter the docking bay where goods are consolidated for this customer. This is a memo field.

Customer DC Docking Bay

Enter the docking bay for this customer's distribution centre. This is a memo field.

Ship Via

Enter the point via which the goods are to be shipped.

Alternatively, use the prompt facility to select from the SVIA Ship Via pop-up.

Shipping Zone

Enter the shipping zone in which the customer is situated. This field is a memo field.

Note: *The remaining fields on this window are default settings from the Mark For Details Mass Maintenance task and cannot be changed at order entry level.*

Functions

Consol (F14)

Use this to display the Consolidator Address and Mark for Details pop-up. This pop-up displays the default details set up in the Mark for Details Mass Maintenance task. You cannot change any of the details at this level.

Customer (F16)

Use this to display the Customer Address and Mark for Details pop-up. This pop-up has the same fields as the Consolidator Address and Mark for Details pop-up except for the address. Again, the fields are for review purposes only and are defaults set up in the Mark for Details Mass Maintenance task.

Select **Update (F8)** to save any amendments and return to the Order Header window.

Order Header Override Conversion Parameters Pop-up

To display this pop-up, select **Override Currency (F19)** on the Order Header window.

IN currencies are defined within the General Ledger, along with the Euro.

Note: *The exchange rate between IN currencies, that is, defined to the Euro, will be fixed and therefore not maintainable. Selecting* ***Override Currency (F19)*** *in this instance will display an error message: "Both currencies are Euro currencies. Override of rate not permitted".*

If you select a currency that is not an IN currency, use this pop-up to set the currency conversion parameters.

Fields

Rate Code

Enter a rate code. You set up codes for pre-defined conversion rates in the General Ledger.

Alternatively, use the prompt facility to select from the Select Rate Code pop-up.

Rate

If there is no pre-defined conversion rate for the currency, you set up one here. Enter the rate to use, including up to five decimal places.

Multiply or Divide

Select one of the following:

Multiply (M) - To multiply the values held in the source currency by the exchange rate to achieve the target currency value

Divide (D) - To divide the values held in the source currency by the exchange rate to achieve the target currency value

Source to Euro

The value of **0** or **1** defaults from the Euro Currencies Maintenance task and decides the calculation rules as follows:

0 - The currencies will be converted directly.

1 - This uses a triangulation currency conversion via the Euro currency.

Note: *This field is displayed when either the source or target currency is a currency IN the Euro Zone.*

Press Enter to apply the rate and convert the currencies.

Order Line Entry Window

To display this window, press Enter on the Order Header window.

Use this window to enter line details. The minimum data required is the product and quantity.

Entry of a manual suspend code on any order line is allowed during both Order Entry and Order Amend. Only those codes that pass the validation detailed in the User Suspensions section are allowed. They are set against the line.

Note: *Removal of suspend codes is only allowed within the Suspended Order Release task.*

During Order Amend, any existing code entered manually by the user is not displayed on the line.

Validation is performed to ensure that the suspend code does not already exist against the order line.

If an order line is deleted, any suspensions which relate to that line are removed and the order header is updated to reflect the types of suspend codes remaining on the order.

The entry or amendment of a line with a condition of No Price or Fixed Price, sets the appropriate suspend code (FP or NP) automatically. These are set against the line or the whole order depending on the Type flag setting in the Inventory Descriptions file. If a line is deleted, codes are updated to reflect the current position of the order.

If a line which previously had a pricing suspend code applied is amended, the amendment may cause the code to be removed by the addition of a price or the introduction of a price list. Where this is the case, suspend codes are removed where appropriate. The opposite of this situation may also apply.

The new column headed **P** displays a * for Promotion reward items and ** for order lines that are qualifying lines but have the promotion code set.

Fields

Style

Enter the style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

If the style is a carton style, standard matrix processing is invoked, except that only carton SKUs (those that have been set up as cartons) are available for input. An additional function in the matrix displays the Carton Composition matrix (in enquiry mode) for the carton SKU in which the cursor is positioned (as in **Stock Availability (F13)**).

If the style is a piece style, any cartons which are linked to the style are presented for selection. If a selection is made, processing will switch to that carton style and the appropriate matrix will be displayed. If **Enter=Loose Pieces** is used without a selection, normal processing continues and the matrix for the piece style is presented for entry.

If a piece style has been input and a carton style selected, the order line carries the carton style thereafter. Quantities entered are the number of cartons required not the total number of pieces.

Note: *When a piece style has been entered, and a carton style selected, if different SKUs of the carton style have been associated with different piece styles, only the SKUs that are associated with the current piece style will be input capable in the matrix.*

If a Style is directly entered and the buying list flag on the customer is set to **Restricted To (2),** then the style must be present on the customers buying list. If a Style is prompted and the buying list flag is set to **Restricted To (2),** then the buying list is displayed and only those items on the buying list may be selected.

Quantity

Enter the quantity. This field is optional if you **checked** the Bypass OE/PM Control Qty field in the company profile. This quantity is used as the control quantity for entries in the style matrix.

UOM

Enter the unit of measure for the product. The default is displayed but can be changed.

Price

You can optionally enter a fixed price. This overrides all other pricing and is assumed to be a net price. It must be in the currency of the customer. The price and discount list must be blank if a fixed price is entered.

Where a carton style is entered, if the carton definition is set to Price Roll-up and the piece style has a Pricing Level of **1** (Style), the order line price is the piece style's price multiplied by the number of pieces in the carton.

Where the piece style has a pricing level of **2** (Colour), the order line price is the sum of the piece style's price for each colour multiplied by the number of pieces in the carton for each colour.

These rules apply to pricing levels of **3** and **4** also.

Discounts are also priced similarly.

If a piece style is input initially together with a fixed price and a carton style is selected from the window, a warning message is displayed to warn you that the fixed price entered may not be appropriate now that one or more carton SKUs have been selected.

Caution: Just as with kits, if price roll-up is used and a piece SKU is unpriced, this will not trigger an NP suspense code. You must be aware that all SKUs should have a valid price in the list used.

Note: *Different carton SKUs may derive different prices; these are stored as SKU level prices in the normal way.*

Price List

Enter the price list to be applied to this line, if it is different from the price list for the order. If an item is to be free of charge, an FOC price list profile must be created. If no price exists on the price list, the order is suspended with an NP (no price) suspense code. The price list must be in the currency of the account.

You can use the prompt facility on this field to select from the Select Price List pop-up.

Tax Code

Note: *This is only available where the Accounts Receivable company profile is set to Vertex Type 1 (VT1).*

Any valid tax codecan be entered and a prompt facility is available for selection from a list of valid codes.

If Vertex is inactive, calculation of tax processing continues as it does under the current functionality.

With Vertex Type 1 active:

- If the tax codeoverride is not populated, the item tax codeis passed to Vertex along with the customer tax codefor the TDM to check for any overrides and for the Tax Calculator to perform appropriate tax calculations. Tax values are returned from the Vertex module.

- When the tax codeis entered (this is deemed to be the exception), this code is used as the default for all tax calculations across each SKU selected for that line. This is passed to Vertex along with the customer tax codefor the TDM to check for any overrides and perform appropriate tax calculations. Tax values are returned from the Vertex module.

With Vertex Type 2 active:

- No tax codeoverride is allowed. The customer and item code are passed to Vertex for the TDM to check for any overrides and for the Tax Calculator to perform appropriate tax calculations. Tax values are returned from the Vertex module.

Source S/r (Wh)

This defaults either to the stockroom code from the Customer Sales Information window or, if this is blank, to the item sourcing stockroom. If you change the delivery sequence and the new delivery sequence has a different default stockroom, this is used instead.

Note: *You can override the stockroom during entry of new order lines as well as whilst amending order lines already entered. The stockroom you enter takes precedence over the stockroom found on the delivery sequence.*

Note: *You are allowed to override the delivery sequence. Hence the stockroom code defaults to the stockroom code of the new delivery sequence if you blank out the stockroom or do not override the stockroom that is defaulted from the order header. A message, described in the Change of Stockroom Pop-up section, is displayed, warning that the stockroom code has changed.*

Note: *If you amend a line already entered, the stockroom can only be overridden if the stock is unallocated. If the stock is already allocated, you have to de-allocate the stock if you wish to change the stockroom for that order line. Similarly, if you change the delivery sequence during amendment of an order line, the stockroom will only be updated for unallocated stock.*

Note: *If the entered item is a kit, the same rules apply to the stockroom as applied to the components. The Kit Item maintenance task already shows an error if the item is not stocked in the stockroom being applied.*

Season

With seasonality only switched on, the season code will be displayed at line level. The setting of the Mixed Seasons Allowed on Sales Orders field will dictate whether this field is protected or not.

Note: *Where mixed seasons are not allowed, this field will always be protected.*

Window

With both Seasonality and Delivery Windows active, this field is also displayed. Where **Delivery Window (F10)** has been used at header level to select a default delivery window for the order, this will automatically default to the line.

Del Date

Enter or select the delivery due date for this order line, if it is different from the due date for the whole order.

Del Seq

You can enter a different customer delivery sequence number for each order line.

Status

This is a memo field.

Suspend

Enter an order line suspension code to suspend this order line.

Alternatively, use the prompt facility to select from the SUSP Order Suspend Codes pop-up.

Disc %

You can enter the discount percentage to apply to this line. The D. List field must be left blank.

D. List

You can enter a discount list to apply to this line. The Disc % field must be left blank.

You can use the prompt facility on this field to select from the Select Discount List pop-up.

Ord/m

Caution: This field is very important because the order method determines the rest of the sales order process.

Enter an order method.

Alternatively, use the prompt facility to select from the ORDM Order Method pop-up.

The methods are as follows:

0 - Normal

This is the default method. You allocate from stock. If there is a stock shortage for the order line you can select an appropriate alternative order method.

***Note:** Kits and kit components must be assigned order method 0, even though the component style may have a different ordering method.*

1 - Make to Order

A back-to-back production order is created. This is only allowed for manufactured items. Lead times are checked to make sure that the order will be made on time.

2 - Purchase to Order

A back-to-back purchase requisition is created. Lead times are checked to make sure the order is bought on time.

3 - Deliver Direct

A direct delivery purchase requisition is created and it is delivered direct from the supplier to the customer. It bypasses normal stock allocation for the order line.

Note: *Back-to-back orders have validation to provide a warning message if lead times are defined in the Item/Supplier Profile.*

Note: *Deliver direct is only allowed if the entire order quantity is outstanding. Blanket orders cannot be set up for direct delivery.*

4 - Reserve

A reservation is made against an existing production or purchase order. If it is a manufactured item and it cannot be fully reserved against a works order, the software checks for any purchase orders and reserves against those found.

Note: *If an order is reserved against a purchase order or works order and the supply date exceeds the due date, a message is displayed. If you accept the supply date, it is used as the order line due date and the customer's due date is held on the sales line as the original due date.*

5 - Enterprise Order

A purchase order is created and in return creates a sales order for the supply company.

Note: *Enterprise orders have validation to provide a warning message if lead times are defined in the item/supplier profile.*

Note: *Pricing and credit checking routines are performed when supply orders are created. This may result in suspensions being applied to the supply order.*

6 - Enterprise Direct Delivery

A purchase order is created and in return a sales order for the supply company is created, but the delivery goes straight to the customer and bypasses the sales company.

For items that have an order method of Purchase to Order or Direct Delivery, a requisition is first created to source the required order quantity. The requisition is normally raised against the item's preferred supplier, which is the first of the four suppliers in the Item Stockroom file, unless the status of the item/supplier profile for that supplier is Inactive or Unauthorised. If the preferred supplier is not active, the sourcing process will look at each item/supplier profile for the item, in supplier code sequence, selecting the first profile found that is active.

If no active item/supplier profile is found, the sales order cannot be placed for this item with this order method.

In Order Amend, the status of the item/supplier profile is not checked for an existing line, but is checked for any lines added.

For items that have an Enterprise order method there has to be an active item/supplier profile for the item to be supplied by the internal (enterprise) supplier.

Options

Amend

Use this to amend the line details.

The selected details are displayed at the bottom of the window for amendment.

Note: If it is not possible to amend the quantity on a promotion reward line, then you will need to use the Promotion Reward window to amend the reward quantity.

Note: If the quantities on qualification items are reduced, then you may be prompted to amend any promotions so that not too many rewards are given away.

Text

Use this to maintain text on an existing order line. The Maintain Text pop-up will be displayed.

Delete

Use this to delete an order line.

Stock Enquiry

Use this to display the Time Phased Availability Enquiry window.

Additional Details

Use this to display the Order Line Additional Details pop-up.

Reservations

Use this to display the Reservations/Linked Orders Enquiry pop-up.

Force Allocate

Use this to force allocation of stock to the order line.

Fixed Prices

Use this to display the Fixed Price Maintenance pop-up.

Functions

Delivery Window (F10)

Use this to display a pop-up showing all delivery windows defined against the season (as per the order header selection). Selection of a delivery window will then display all the available styles within that season/delivery window.

Note: *This is only displayed when Delivery Windows is activated within the SOP company profile and the order type is set to use delivery windows.*

Trailer (F13)

Use this to display the Order Trailer window.

If **Active promotions** are available to the order the Active Promotion List window is shown prior to the Order Entry Trailer Window.

If only a single active promotion is available to the order then the Promotion Qualification window is shown for the appropriate promotion.

***Note** If **Automatic promotions** are to be added to the order they are added after active promotions and so appear at the end of the order lines. They are added without any user input or ability to view the matrix etc. For this reason automatic promotions must be awarding catalogues or marketing literature that does not require additional colour/size information.*

Stock (F16)

Use this to display the Stock Enquiry Selection window.

Cust (F17)

Use this to display the Customer Details pop-up, which includes the credit limits and payment terms.

Balance (F18)

Use this to display the Customer Account Summary pop-up.

Period Balance (F19)

Use this to display the Period Balances pop-up, which includes total invoices and credits, cumulative totals and outstanding balances for a selected customer.

Calculator (F20)

Use this to display the Online Calculator pop-up.

Buying List (F22)

Use this to display the customer's buying list for selection.

***Note**: The buying list which is shown or validated against, is the buying list for the delivery sequence entered on the line. If there is no buying list for that delivery sequence then the buying list defined to the 000 delivery sequence for that customer is used.*

Press Enter to display the style matrix.

Change of Stockroom Pop-up

This pop-up is only displayed when you override the delivery sequence code on the Order Line Entry window.

Fields

Delivery Sequence

This field displays the sequence entered previously on the order line.

Stockroom

This field displays the stockroom code held on the customer delivery sequence.

Select **Accept (F8)** if you want the new stockroom to apply to the order entry line. The Order Line Entry window is re-displayed.

Styles by Delivery Window Pop-up

To display this pop-up, enter **Delivery Window (F10)** on the Order Line Entry window to display a pop-up showing all delivery windows defined against the season (as per the order header selection). Selection of a delivery window will then display this pop-up.

Use this pop-up to select a style for order line entry. All the available styles within the selected season/delivery window are displayed.

Fields

Select (Sel)

Select a style for order line entry.

Select a style for order entry and return to the Order Line Entry window.

Order Line Additional Details Pop-up

To display this pop-up, select Additional Details against an order line on the Order Line Entry window.

Use this pop-up to enter additional details for the selected order line.

Fields

Item

This field displays the item on order.

Division

This field displays the item's division.

Promotion Code

Enter a valid passive Promotion code.

Initial Line Pick Percentage

Enter the initial pick percentage for the order line.

Backorder Line Pick Percentage

Enter the backorder pick percentage for the order line.

Department Code

Enter the department code.

Line Cancel Date

Enter or select the cancel date for the order line.

Line Do-not-ship-before Date

Enter or select the do not ship before date for the order line.

Line Original Request Date

Enter or select the original request date if it is different from the date on which the order line was entered onto the system.

Line Original Delivery Date

Enter or select the original delivery date for the order line.

Salesman

Enter the salesman for the order line.

Alternatively, use the prompt facility to select from the TN Salesman pop-up.

Carrier Code

Enter the carrier code for the order line.

Alternatively, use the prompt facility to select from the CARC Carrier Codes pop-up.

Functions

Promotion (F18)

Use this to go directly into the promotion qualifier window for the selected promotion and allows amendment of the details.

***Note**: This function is available if the promotion code has previously been entered and is displayed (Amend mode).*

Enter a valid promotion code and press Enter to display the Promotion Qualifying Window.

Press Enter to save the information and return to the Order Line Entry window.

Customer Account Summary Popup

To display this window, press **Balance (F18)** on the Order Line Entry Window.

You use this popup to display financial information about the customer account.

Note: *The values shown for “Outstanding Orders” and “AR Balance” are calculated based upon the settings established in the Credit Check Options Popup for the company.*

Functions

Outstanding invoices (F13)

Use this to show a list of outstanding invoices for the customer

Press **Previous (F12)** to return to the Order Line Entry Window.

Buying List Window

To display this window, select the **Buying List (F22)** from the Order Line Entry Window or prompt on a Style where the customer’s buying list to **restricted to (2).**

Use this window to show the buying list for selection of a Style.

Fields

Position to

Enter the full style, or part of a style to position to the nearest matching Style code in the list.

Options

Select

Use this to select a style for the order line.

Select a Style to return to the Order Line Entry window.

Promotion Qualifying Window

To display this window for passive or active promotions, select **Promotion (F18)** from the Order Line Additional Details Window.

This window shows details of qualifying items for the promotion that are currently on the order, together with promotion details and a status which may be one of the following:

- Triggered - Items that qualify for promotion have been ordered, but no items have qualified.
- Qualifying - Items have been ordered that qualify for promotion, but promotion qualifying total is not met.
- ***Note****. At Qualifying the promotion cannot be taken.*
- Qualified - The promotion has qualified for award items
- Accepted - The promotion has been taken

REF: ST32R99

Functions

Reward (F8)

Use this to calculate the number of reward items and show the promotion reward window.

***Note**: Where multiple reward items exist for one promotion, each reward quantity is calculated discretely, it is a user decision to apply the correct reward quantities.*

Select **Reward (F8)** to view the Promotion Reward Window

Promotion Reward Window

To display this window, select **Reward (F8)** from the promotion qualifying window

The rewards available to the promotion are displayed, together with promotion details and a status which may be one of the following:

- Qualified - The promotion has qualified for award items
- Accepted - The promotion has been taken

Functions

Take (F8)

Use this to add promotional items as a separate line/s to the sales orders.

Once the award item has its quantity entered and updated the order lines panel is redisplayed showing both the qualifier and reward items.

***Note**: Where multiple reward items exist for one promotion, it is a user decision to apply the correct reward quantities.*

***Note**. If the award item is not set to same and the award item has a matrix attached the matrix will be shown to allow the user to select the appropriate Skus.*

Select **Take (F8)** to add the selected reward lines to the sales order.

Order Entry Style Matrix Pop-up

To display this pop-up, enter a style and then press Enter on the Order Line Entry window.

- If the Order Entry Trader Windows field is **checked** in the company profile, the Trader windows are displayed above the matrix.
- If the Avail. Stock in Order Entry field is set to **1** in the company profile, the available stock quantities are shown for each SKU. If it is set to **2**, free-to-sell stock figures are displayed.

Note: *If you are allocating stock interactively (normally order type 7 (Rush)), do not enter an order quantity for a specific colour size combination that is greater than the available stock. The system will truncate the quantity ordered to equal that which is actually available.*

- For a normal order where no online allocation is attempted, any order quantity may be entered against a SKU. In this instance, the stock figures displayed are for reference only.
- If the Bypass OE/PM Control Qty field was left **unchecked** in the company profile, the quantity entered within the matrix must equal the control quantity entered on the Line Order Entry window.
- If, after entering the matrix quantities, the next product details are known, you can input them at the foot of the matrix.

  When the matrix is complete, the software will complete the following processes:

- It will price the order line.
- It will calculate the discount.
- It will check that the product is stocked in the sourcing warehouse and that the warehouse is nominated as a sales warehouse.

Fields

Style

The style code is displayed in the top left corner of the matrix.

Size

The style size variants are displayed in rows.

Fit

The style fit variants are displayed in columns.

Col. Total

The colour totals are displayed.

Note: *This field is only used if the Display Colour Totals field is set to 1 in the Style Sales Order Processing company profile.*

Available Stock (figures in the Matrix)

If an EDC is found and the “available stock in OE” flag on the company profile is set to **1**(available) this shows the stock available to the customer. It includes any physical stock that has been allocated to the EDC (ie Frozen) plus available stock. If the company profile is set to **2**, then it shows, all stock and incoming supply, with no reference to stock allocated to contracts or other orders.

Note: If the parameter entry CONT/DATE is switched on, the due date of the order line is used to check which EDC holds the demand for the relevant period. Otherwise the order date is used.

Entry Fields

Enter the quantity required against the relevant SKU.

Product

Enter another product code.

Qty

Enter the quantity.

Price

Enter the price.

Disc%

Enter the percentage discount.

Stat

Enter the status.

Functions

Change Matrix (F10)

Use this to change the size of the matrix.

Stock (F13)

***Note**: This function is position sensitive*

This shows the stock availability enquiry. From here, a frozen stock enquiry can be used to determine which contract is holding the stock.

Sourcing (F14)

Use this to display the Alternative Styles Selection pop-up.

Dates (F15)

Use this to display the Available to Order/Ship Date Details pop-up.

Absolute Availability (F16)

Use this to display the absolute availability.

***Note:** An error message is displayed if the order date is outside the order date range, or if the order line delivery date is outside the ship date range.*

Press Enter to confirm the matrix quantities and return to the Order Line Entry window.

Available to Order/Ship Date Details Pop-up

To display this pop-up, select **Dates (F15)** on the Order Entry Style Matrix pop-up.

This pop-up displays the available to order and ship dates for the selected SKU.

Fields

Product

These fields display the selected style down to SKU level.

Order Date

This field displays the order date.

Due Date

This field displays the due date.

Available to Order From/To

These fields display the available to order date range.

Available to Ship From/To

These fields display the available to ship date range.

Select **Previous (F12)** to return to the Order Entry Style Matrix pop-up.

Stock Availability Enquiry Pop-up

To display this pop-up, position the cursor over the required SKU on the Order Entry Style Matrix pop-up and then select **Availability (F13)**.

This pop-up displays the stock availability enquiry. (Refer to the Stock Availability section in the Enquiries chapter of this product guide for further details of this pop-up).

Select **Previous (F12)** to return to the Order Entry Style Matrix pop-up.

Stock Available by Week Display Pop-up

To display this pop-up, press Enter on the Order Entry Style Matrix pop-up.

Fields

Current Week

This field displays the current week number.

Order Line Due Week

This field displays the week in which the order line is due.

Functions

Abs.Av (F16)

Use this to display the Absolute Availability by Week window.

Ord.Line/Due (F17)

Use this to split the order line creating additional lines for each due date that is needed to supply the full SKU quantities.

Amend Del Date (F18)

Use this to change the due date of the order and to display the Amend Delivery Date pop-up.

Select **Previous (F12)** to return to the Order Entry Style Matrix pop-up.

Absolute Availability by Week

To display this pop up, select **Abs.Av (F16)** on the Stock Available by Week Display pop-up.

This shows the available stock to sell over the number of weeks initially defined against the stockroom when setting up availability weeks against the depot.

Select **Previous (F12)** to return to the Stock Available by Week Display pop-up.

Amend Delivery Date Pop-up

Use this to display this window, select

on the Stock Available by Week Display pop-up.

Fields

Enter Order Line Del. Week

Enter the week number. The week ending date of this week will be used as the new due date of the entered order line.

Select **Confirm (F8)** to save the information and return to the Order Line Entry window.

Active Promotion List Window

To display this window, select **Trailer (F13)** from the Order Line Entry window.

All active promotions applicable to the customer/order date are displayed, together with the promotion status, which can have one of the following values:

- Qualifying - Items have been ordered that qualify for promotion, but promotion qualifying total is not met.
- ***Note**. At this status the promotion cannot be taken.*
- Qualified - The promotion has qualified for award items
- Accepted - The promotion has been taken
- Review Required – The qualifying quantities on the promotion have been amended and the current rewards may no longer be appropriate. It is highly recommended that these are reviewed.

Options

Select (1)

Use this to select the promotion.

Select the promotion to display the Promotion Qualification window before continuing to the Order Entry Trailer window

Order Entry Trailer Window

Use this to display this window, select **Trailer (F13)** on the Order Line Entry window.

Use this window to add any additional charges to the order.

This window has a display field to indicate the type of suspend codes that already exist on the order, as well as a function to display the detail.

If a charge code is set on the customer details this will be applied automatically if the order value is less than the limit set on the descriptions file. The code may be removed or the charge value may be changed.

Any special tasking codes which apply for this customer are added to the order if the flag to automatically add them is set. If a charge is applicable a charge is calculated and added to the order. The charge code used is defined on the DFLT/SPTS parameter on the descriptions file.

***Note**: If the currency of the order is not the customer currency, a warning will advise the user to review the charges.*

If the customer is set to have their orders automatically suspended, the suspend code on the company profile will have been added to the order.

Fields

Suspend

If the order has been suspended, one of the following will be displayed:

1 - If credit control codes exist

2 - If customer service codes exist

12 - If both credit control and customer service codes exist

Note: *The suspend descriptions can be changed in the Inventory Descriptions file under major type SUSP.*

Charge Code

Enter a valid charge code.

Alternatively, use the prompt facility to select from the SUNC Sundry Charge Codes pop-up.

Amount

Enter the amount. The default is set up against the charge code but can be overridden here.

Note: *The charge code amounts are held in base currency in the Inventory Descriptions file, which is converted to the currency of the order.*

Tax Code

Enter a valid tax code. You set up tax codesin the Inventory Descriptions file under major type VAT. The default is set up against the charge code but can be overridden here.

Tax Rate

The tax rate set up in the General Ledger is applied to the order.

Tax Code

This field is conditioned and functions in a similar way to tax codeentry on an order line.

Note: *This field is only visible when Vertex - US Sales Tax is active.*

The tax codeis written to the Order Charges file (OEP50/FXCH50) for further use in the order processing cycle.

TAX Total/Order Total

Where Vertex is in use, this is calculated using the tax values returned by the Vertex module.

Functions

Mark For (F15)

Use this to display the Mark for Details window for this customer.

Export Details (F16)

Use this to display the Export Details window.

Lost Sale (F17)

Use this to display the Cancellation Code pop-up, which you have to complete for a lost sale.

Suspense Codes (F18)

Use this to view and amend suspend codes, where authorised, using the Suspend Code Maintenance pop-up.

Note: *See the Descriptions section in the Maintenance chapter of the Style Inventory Management product guide for further details on setting up suspend codes.*

Special Tasking codes (F19)

Use this to display the Order Special Tasking Codes Selection Window

Text (F21)

Use this to maintain order text.

This gives a final opportunity to maintain the order text.

External Text (F22)

Use this to display the External Text pop-up.

Select **Update (F8)** to process the order and re-display the Order Entry Selection window, showing a summary of this order.

Order Special Tasking Codes Selection Window

To display this window, select **Tasking Codes (F19)** from the **Order Entry Trailer** window.

Use this window to maintain special tasking codes on the order.

If codes have been already been added automatically to the order, via **Customers** [2/STOEM], then the details are presented here and may be changed..

If codes are present on the customer but have not been added automatically, then you may select the codes you wish to use on this order at this point.

If there are no special tasking codes defined against the customer, then this window is presented empty and you may add the codes you require.

If any changes are made to the special tasking codes, the sundry charge is recalculated.

Note: *If the pricing unit is per selling unit, promotional items are not included in the calculation unless the promotion indicator (FRTYP) on the promotion profile has the limit flag set to active (1) to indicate that it is a resellable item.*

Options

Select

Use this to select a special tasking code for inclusion on the order

Text

Use this to add or amend special tasking code test

Amend

Use this to amend the details of a special tasking code

Functions

Add (F6)

Use this to add a new special tasking code and its details

Update (F8)

Use this to save the changes you have made

Select **Update (F8)** to save your changes and return to the Order Entry Trailer Window.

Maintain Order Special Tasking Codes Window

To display this window, select **Add (F6)** or the Amend option in the **Order Special Tasking Codes Selection** Window.

Fields

Seq

Enter a sequence number if in Add mode. This ensures that the special tasking codes added to orders are added in the required sequence.

Tasking Code

Enter special tasking code (in Add mode)

Alternatively, use the prompt facility to select from the SPTS Special Tasking Codes pop-up.

Description

Enter or amend the default description to create a customer specific task description.

Price

Optional, enter or amend a price in the customer’s currency if chargeable.

Pricing Unit

Optionally, select a pricing unit.

Alternatively, use the prompt facility to select from the SPTP Special Tasking Code Price Level pop-up.

Press Enter to save your changes and return to the Special Tasking Codes Selection Window.

Order Trailer Export Details Window

Use this to display this window, select **Export Details (F16)** on the Order Trailer window.

Use this window to enter details for exporting the order.

Fields

Special Instructions

Enter any special instructions to be attached to the order. This is a free text memo field.

Shipping Marks

Enter shipping marks for the order. This is a free text memo field.

Route

Enter the route. This is a free text memo field.

Discount

Enter the discount to apply. This is a free text memo field.

Delivery

Enter delivery text. This is a free text memo field.

Specification

Enter specifications regarding the export of the order. This is a free text memo field.

Country of Origin

Enter the country of origin. You set up the origins in the Inventory Descriptions file under major type ECTY.

Note: *Press Enter to display* ***Update (F8)****.*

Press Enter to confirm the entries and then select **Update (F8)** to save the information and return to the Order Trailer window.

Order Trailer Cancellation Code Pop-up

Use this to display this pop-up, select **Lost Sale (F17)** on the Order Trailer window.

Use this pop-up to enter a reason for the lost sale.

Options

Select

Use this to select a cancellation code. You set up reasons for cancellation in the Inventory Descriptions file under major type CANC.

Functions

Refresh (F5)

Use this to update the records.

Extend (F15)

Use this to display the extended cancellation code details.

Select a cancellation reason to return to the Order Entry Selection window.

Suspend Code Maintenance Pop-up

To display this pop-up, select **Suspense Codes (F18)** on the Order Entry Trailer window.

Use this pop-up to display all suspend codes already applied to the order and to add user suspend codes, which are applied as whole order suspension codes where authorised.

Note: *No deletion or release of order suspend codes is allowed here. Release or deletion of order suspend codes is restricted to authorised users via the Suspended Order Release task.*

Fields

Code

This field displays the suspend code.

Description

This field displays the text description for the suspend code.

Functions

Add (F6)

Use this to display the Add a Suspense Code pop-up.

Select **Add (F6)** to display the Add a Suspense Code pop-up, then enter a valid user-defined suspense code and select **Update (F8)** to re-display the Suspend Code Maintenance pop-up. Select **Update (F8)** to complete the update.

Add a Suspense Code Pop-up

To display this pop-up, select **Add (F6)** on the Suspend Codes Maintenance pop-up.

Use this pop-up to add a suspense code to an order. All users can add a suspense code.

Fields

Suspense Code

Enter a valid user-defined suspense code.

Alternatively, use the prompt facility to select from the SUSP Order Suspend Codes pop-up.

Only those codes that pass the validation detailed in the User Suspension section (above) can be added. They are set against the whole order.

Validation is performed to ensure that the suspense code does not exist against the whole order already.

Select **Update (F8)** to Add the Suspense Code to the order and return to the Suspend Codes Maintenance pop-up.

Conversational Order Entry [2/STOEP]

Conversational Order Entry (COE) is identical to Transcriptional Order Entry (TOE) except that online stock allocation is automatic; stock allocation does, however, depend on the order type. This is a flexible program designed to maximise customer service and support a high level of dialogue, to ensure that all possible sales opportunities are explored with the customer.

Refer to the Overview section for a description of the decision making process followed to determine how a demand line is to be “allocated”.

Order method 4 considers the depot time fence when deciding whether to allocate from stock after considering supply orders due in before the due date of the order.

For further information refer to the Transcriptional Order Entry section.

Manual Allocation [3/STOEP]

Allocation can be done:

- Automatically at time of Order Entry in Conversational Order Entry

  (This is done by the software or by force allocation.) Allocation will take effect after considering the process flag of any suspend code on the order.

- Manually through this task

  You can manually allocate stock to a whole order or to an individual order line. If it is done at line level, you can select the amount to be actioned. Manual allocation may be required in a number of circumstances, for example:

  - An order was suspended and you have just released it. (You cannot allocate stock to suspended orders.)
  - The allocation priority of the order is set to 00, which forces manual allocation. This can be used for export or large orders where normal allocation would cause disruption in the normal pattern of stock availability.

You can also manually de-allocate stock. You can use this to re-assign stock if you decide that better use can be made of it. Stock which is listed on a picking document may not be de-allocated. If the order has not been confirmed as despatched, you can cancel the picking note and then de-allocate the stock.

Manual Allocation Order Selection Window

To display this window, select the Manual Allocation task.

Use this window to select an order.

Fields

Order Number

Enter a sales order number.

Press Enter to display the Manual Allocation Order Summary window.

Manual Allocation Order Summary Window

To display this window, press Enter on the Manual Allocation Order Selection window.

Use this window to choose whether you want to allocate or de-allocate stock and whether you are using a whole order or an order line.

Fields

Line No

Enter an order line number. Alternatively, press Enter to display each order line and the corresponding SKUs in sequence.

Functions

Allocate All Lines (F13)

Use this to allocate stock to the whole order. If there is insufficient stock, a message is displayed and you have to allocate by order line.

De-allocate All Lines (F19)

Use this to de-allocate stock from the whole order.

Either enter the line number or press Enter to allocate or de-allocate at order line level.

Alternatively, select **Allocate All Lines (F13)** or **De-allocate (F19)** all lines to allocate or de-allocate at order level.

Manual Allocation Order Line Window

To display this window, press Enter on the Manual Allocation Order Summary window.

Use this window to allocate or de-allocate stock at order line level, or down to SKU level.

Fields

Select (Sel)

All of the SKUs are listed for the selected order line. Enter **1** to select a SKU.

Functions

Allocate Entire Line (F13)

Use this to allocate stock to the whole order line.

De-allocate Entire Line (F19)

Use this to de-allocate stock from the whole of the order line.

Press Enter to select a SKU.

Alternatively, select **Allocate Entire Line (F13)** or **De-allocate Entire Line (F19)** to allocate or de-allocate stock to the whole order line.

Manual Allocation Stock Keeping Unit Window

To display this window, select a SKU and then press Enter on the Manual Allocation Order Line window.

Use this window to allocate stock down to SKU level.

Fields

Action Quantity

Enter the quantity to be allocated or de-allocated.

TIP: *Where there is insufficient available stock to fully satisfy the outstanding quantity, if you leave this field blank and press* ***Allocate (F13)*** *the available stock will be allocated to the SKU.*

Functions

Allocate (F13)

Use this to allocate the either the specific action quantity entered or the available stock balance of the SKU (where no Action Quantity has been entered).

Restart (F15)

Use this to return to the Order Selection window.

De-allocate (F19)

Use this to de-allocate the action quantity.

Enter the action quantity and select either **Allocate (F13)** or **De-allocate (F19)** to allocate or de-allocate stock and return to the Order Selection window.

Alternatively, press Enter to display the next order line split down to SKU level.

Order Cancellation [4/STOEP]

Use this task to cancel part or all of an order. You can cancel a whole order, an order line or a SKU. If an order is to be cancelled with live picking notes, we recommend that you retrieve them before you cancel the order, otherwise the stock could be despatched before the error is found. When an order or part of an order is cancelled, a record is written to the Demand Exception file.

Order cancellation allows cancellation of promotion qualification items then forces the operator through the process of looking at the reward lines and potentially removing rewards.

Order Cancellation Selection Window

To display this window, select the Order Cancellation task.

Use this window to select an order for cancellation.

Fields

Customer Number

Enter the customer account code and delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Press Enter to display the Outstanding Orders by Customer window.

Order Number

Enter a sales order number.

Cancellation Code

Enter a valid cancellation reason code.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Press Enter to display the Order Cancellation Header window.

Outstanding Orders by Customer Window

To display this window, enter or select a customer and then press Enter on the Order Cancellation Selection window.

Use this window to select the order that you want to cancel for the specified customer.

Fields

Customer Number

These fields display the specified customer number and customer name.

Position To Reference

Enter the order number at which you want to start the display.

Customer Reference

This field displays the customer reference for the order.

Order Number

This field displays the order number.

Due Date

This field displays the date on which the order is due.

Customer Order Date

This field displays the date on which the order was placed.

Options

Select

Use this to select the order that you want to cancel.

Select an order to re-display the Order Cancellation Selection window.

Order Cancellation Header Window

To display this window, enter a sales order and then press Enter on the Order Cancellation Selection window.

Use this window to select the level down to which you want to cancel.

Fields

Line Number

Enter the order line number at which the order line display should start. Press Enter to move on to the next order line, and so on.

Cancellation Code

Enter the cancellation reason code. The default is the code entered on the previous window, but this can be changed.

You can use the prompt facility on this field to select from the CANC Cancellation Code pop-up.

Cancel SKUs at Line Level

Use this checkbox as follows:

Unchecked - Not to cancel at SKU level

Checked - To cancel at SKU level

Functions

Cancel Whole Order (F13)

Use this to cancel the whole order and then select **Confirm Cancel (F13)** to confirm cancellation.

Select **Cancel Whole Order (F13)** to cancel the whole order and return to the Order Cancellation Selection window.

Alternatively, enter a line number and then press Enter to display down to order line.

Alternatively, enter 1 in the Cancel SKUs at Line Level field to display all the SKUs for that order.

Order Cancellation Line Window

To display this window, enter a line number and then press Enter on the Order Cancellation Header window.

Use this window to select an order line for cancellation.

Fields

Line No

Enter the next line number to display.

Alternatively, press Enter to display the next sequential line number.

Cancellation Code

Enter the reason code for the cancellation.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Functions

Cancel Line (F13)

Use this to cancel the selected order line.

Select **Cancel Line (F13)** to cancel the order line and return to the Order Cancellation Selection window.

Order Cancellation SKUs Window

To display this window, check the Cancel SKUs at Line Level field on the Order Cancellation Header window.

Use this window to select SKUs on an order for cancellation.

Fields

Select (S)

Check this field to select a SKU for cancellation.

Outstanding

Enter the quantity still required. The balance is then cancelled.

Cancellation Code

Enter the reason for cancellation.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Functions

Cancel Selected SKUs (F13)

Use this to cancel the selected SKUs for the order line.

Select **Cancel Selected SKUs (F13)** to cancel down to SKU level on the order line and return to the Order Cancellation Header window.

Order Amend [5/STOEP]

You can use the following levels to make amendments to an order on the system:

- Order Header
- Order Line
- Order Trailer
- Order Export Details (export orders only)

You can amend details of an order up to the point of despatch.

***Note:** You cannot change the customer or product details for an order; to do this you would have to cancel the order and enter a new one.*

***Note:** You cannot use this task to amend suspend code details; to do this you must use the Suspend Code maintenance option.*

Refer to the Overview section for a description of the decision making process followed to determine how a demand line is to be "allocated".

Order method 4 now considers the depot time fence when deciding whether to allocate from stock after considering supply orders due in before the due date of the order.

For orders related to a contract, if an order is amended and the quantity decreased, the outstanding contract quantity is increased accordingly if the description file entry for the order change reason code OARC/xx is switched to replenish = yes (limit = **1**). If there are circumstances where you would not want this to happen leave the order change reason code set to replenish = no. (limit = **0**)

Note: No attempt will be made to re-allocate incoming supply to this increased demand on the contract within order amend. However, stock allocations will be reinstated if sufficient stock is available.

An increase in the order quantity will release further contract demand and allocations as detailed previously in Order entry.

A change to the due date on an order will purely re-allocate as it does currently. No updates to the contract/s will occur unless the new date falls into a new contract period.

Order Amendment Selection Window

To display this window, select the Order Amend task.

Use this window to select the order level for amendment.

Fields

Customer Number

Enter the customer account code and delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Press Enter to display the Outstanding Orders by Customer window.

Order Number

Enter the number of the order to amend.

Detail Required

Select one of the following:

Amend Header (1) - To make changes to the order header

Amend Line (2) - To make changes to an order line

Amend Trailer (3) - To make changes to the order trailer

Amend Export Details (4) - To make changes to the export details (for export orders only)

Size Mask System

Enter the size mask for the size system you want to use.

Alternatively, use the prompt facility to select from the SIZS Size System (Type) pop-up.

Note: *This field is optional, and if used, determines the size headings in the matrix.*

Note: *When you have selected the level, the windows and functions are as described in the Transcriptional Order Entry section.*

Select a level and select then OK to display the window you have selected.

Order Amendment Header Additional Details Pop-up

To display this pop-up, select **Additional Detail (F14)** on the Order Amendment Header window.

Use this pop-up to amend additional details for the order.

Fields

Update Lines?

Check this field to update the individual order lines with any changes that are made in the four date fields.

For details of the remaining fields refer to the Transcriptional Order Entry section.

Press Enter to update the data and return to the Order Amendment Header window.

Suspended Order Release [6/STOEP]

Orders that have been suspended can be released using this task.

Orders are automatically suspended for reasons such as:

- Customer on credit stop
- Credit limit exceeded
- An override price entered requires authorisation
- No price in the price list, resulting in a zero price

Use this task to do the following:

- Release the suspended order.
- Run a customer enquiry, which displays the credit manager enquiry details.
- Run a whole order enquiry.
- View suspend information.
- Perform an ignore credit, to remove all credit suspend codes from the order.

Full control is imposed over who can and cannot view and amend suspended orders by **checking** the Order Suspend Authorisation Required field in the company profile.

The processes which can be performed on a suspended order depend on the process indicator of the suspend code. If several suspend codes exist on a sales order, it is the code with the most limiting process indicator which determines the actions available for the order.

Note: *See the Descriptions section in the Maintenance chapter of the Style Inventory Management product guide for further information on setting up suspend codes.*

This task can be evoked from the work management process RCLS (Release from Credit Stop)

If it is invoked from the work management process RCLS (Release from Credit Stop), the Suspend Code Group will be set to **Credit** so only Orders suspended for credit reasons will be selected.

Suspended Order Release Selection Window

To display this window, select the Suspended Order Release task.

Use this window to enter the selection criteria for the orders to be released.

Fields

Order Number

You can optionally enter the order you want to release. Leave this field blank to display a list of all authorised orders, based on the customer service representative and credit controller as defined within User Authorisation maintenance task.

Note: *You can only enter an order number to which you are authorised.*

Order Date Range

You can optionally enter or select a From and To date to limit the orders displayed to those within the date range.

Credit Controller

You can optionally enter a credit controller if you want to restrict the orders displayed.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Customer Service Rep

You can optionally enter a customer service representative if you want to restrict orders displayed.

Alternatively, use the prompt facility to select from the CUSR pop-up.

Customer/Delivery Sequence

You can optionally enter the customer whose orders you want to display. Leave the Delivery Sequence field blank to include all delivery sequences.

You can use the prompt facility on the first field to select from the Customer Selection by Account Code pop-up.

Style

You can optionally enter a style if you want to restrict the style displayed.

Alternatively, use the prompt facility to select from a list of styles

***Note**: The list will comprise of all orders where there is a suspend code on the order and the Style is on the order. It does not limit you to removing suspend codes which only relate to the Style.*

Order Type

You can optionally enter the order type if you want to restrict the orders displayed.

Alternatively, use the prompt facility to select from the ORTP Order Type pop-up.

Suspend Code Group

Select one of the following:

All (0) - To display all suspend code groups

Credit (1) - To display credit suspend groups

Non-Credit (2) - To display non-credit suspend groups

Suspend Code

You can optionally enter a valid suspend code to limit the orders displayed to those with a specific suspend code.

Alternatively, use the prompt facility to select from the SUSP Order Suspend Codes pop-up.

***Note:** If other suspense codes are present on the order, these are also displayed.*

Order By

Select one of the following:

Order (1) - To display the list in order sequence

Customer/Suspend Code (2) - To display the list in code within customer sequence

Customer/Order (3) - To display the list in order within customer sequence

Enter the selection criteria and then press Enter to display the Suspended Order Release Detail window.

Suspended Order Release Detail Window

To display this window, enter the selection criteria and then press Enter on the Suspended Order Release Selection window.

Use this window to release an order or to run a credit or whole order enquiry.

If credit authorisation is switched on in the company profile, only those users authorised to credit suspend codes are allowed access to options 8 and 9.

Fields

Order

This field displays the order number.

Customer

This field displays the customer name.

Code

This field displays the suspend code.

Ord Typ

This field displays the order type.

Order Release Value

This field displays the order release value.

Exposure

This field displays the sum of Accounts Receivable items and orders allocated or despatched and the collection documents. This is the total outstanding from the Credit Manager Enquiry.

Credit Limit

This field displays the customer's credit limit.

Options

Select (1)

Use this, in conjunction with **Process (F8)**, to remove all suspend codes within the suspend code selection criteria that you are authorised to remove. If you selected a specific suspend code or suspension type, then only those are removed.

Customer Enquiry (2) - To run a customer enquiry

For more details refer to the Credit Manager Enquiry section in the Accounts Receivable product guide.

Order Enquiry (3) - To run a whole order enquiry

Note: *Enquiries on existing whole order or line suspense codes are available to all users with the authority to access the enquiry tasks.*

Suspend Information (5)

Use this to show all active/inactive suspend codes on the order.

Remove All Susp. Codes (6)

Use this, in conjunction with **Process (F8)**, to remove all suspend codes from the orders selected that you are authorised to remove.

The following options are only available if:

The relevant code exists in the Inventory Descriptions file or Credit Checking fields field in the company profile is **checked.**

Ignore Despatch Credit Check (8) - To ignore the despatch credit check

This, when selected against an order, functions in a similar way to option 9. It removes all existing credit related suspensions, both system and user-defined, and adds the code set up previously in the Inventory Descriptions file with code type set to 18.

Ignore Credit Check (9) - To ignore the credit check

This, when selected against an order, functions in a similar way to **Ignore Despatch Credit Check**. It removes all existing credit-related suspensions and adds the suspend code previously defined in the Inventory Descriptions file with code type set to **19**.

Select an order with **Ignore Credit Check** and then select **Update (F8)** to perform the ignore credit check.

Functions

Process (F8)

Use this to process all the selections made.

If used in conjunction with:

- **Select (1)** this will remove all suspend codes within the suspend code selection criteria that you are authorised to remove. If you selected a specific suspend code or suspension type then only those are removed.
- **Remove all (6)** this will remove all suspend codes from the selected orders.
- **Ignore Despatch Credit Check (8)** stops credit checking at despatch for all selected orders.
- **Ignore Credit Check (9**) stops credit checking in picking for all selected orders.

Note: *The Credit Approval Popup is displayed if the function has been activated.*

Select All (F22)

Use this to select all orders displayed. If the first line is selected with an option all lines are selected with the same option. If the first line is not set then all lines are selected with **Select (1).**

Suspend Codes Maintenance Pop-up

To display this pop-up, select an order and then press Enter on the Suspended Order Release Detail window.

Use this pop-up to view all active suspend codes. Line suspensions will always follow order suspensions and order line detail is shown.

Options

Delete

Use this to delete the code.

Individual codes may be disabled if you do not have authority to delete them

Only authorised users are allowed to delete certain suspend code from orders if authorisation checking is active in the company profile. The user must then be defined within the User Authorisation maintenance task.

Note: *Suspended orders using either back-to-back or enterprise order methods will not generate any reservation links until the order is clear of all suspend codes.*

Line

This field specifies the order line to which the suspend code relates. If this field is left blank, it applies to the whole order

Code

This field displays the suspend code.

Description

This field displays the text description for the suspend code.

Caution: The current Inventory Descriptions file settings are displayed. If the settings have been changed since the suspend code was applied to the order, this therefore may not reflect the restriction applied to the order.

Date

The date on which the suspension code was applied to the order is shown.

Applied by:

If the suspend code was applied manually this will show the user id. If it was applied by the system, it will show “System”.

Type

This will show “Credit or “Service” depending on the suspend code settings on the descriptions file.

Control

This will show “No Aloc”, “Allocate” or “Pick” depending on the suspend code settings on the descriptions file.

Functions

Add (F6)

Use this to add a new suspend code. All users can add suspend codes to any order.

Delete All (F11)

Use this to delete all codes from the order.

Add a Suspense Code to an Order Line Pop-up

To display this pop-up, select **Add (F6)** on the Suspend Codes Maintenance pop-up.

Use this pop-up to add a suspense code to an order line. All users can add a suspense code.

Fields

Select

Enter a valid suspend code. Only manual suspend codes can be added.

Alternatively, use the prompt facility to select from the SUSP Order Suspend Codes pop-up.

Note: *Suspended Order Release will not perform de-allocation etc. if a suspend code is applied manually to an order. It will, however, stop an order or line from progressing further in the order cycle. If de-allocation is required, the suspend code should be added via Order Amend.*

Order Line

You can optionally enter a valid order line against which the suspend code is to be applied.

Alternatively, use the prompt facility to select from the Order Lines pop-up.

If this field is left blank, the suspend code will be applied to the whole order.

Validation is performed to ensure that only manual codes are added and that codes are only added to the correct level by checking the settings in the Inventory Descriptions file.

Select **Update (F8)** to add the suspense code to the order and return to the Suspend Codes Maintenance pop-up.

Order Lines Pop-up

To display this pop-up, use the prompt facility against an order line on the Add a Suspense Code pop-up.

Use this pop-up to select the line to which the suspense code will be added.

Options

Select

Use this against the order line you wish to select.

Note: *Suspended Order Release will not perform de-allocation etc. if a suspend code is applied manually to an order. It will, however, stop an order or line from progressing further in the order cycle. If de-allocation is required, the suspend code should be added via Order Amend.*

Select an order line to select it and return to the Add a Suspense Code pop-up.

Suspended Order Information Pop-up

To display this pop-up, select an order with Suspend Information and then press Enter on the Suspended Order Release Detail window.

Use this pop-up to view the suspended order information.

Fields

Order Number

This field displays the order number.

Order Type

This field displays the order type.

Date Suspended

This field displays the date on which the order was suspended.

Time Suspended

This field displays the time at which the order was suspended.

Applied by:

If the suspend code was applied manually this will show the user id. If it was applied by the system, it will show “system”.

Type

This will show “credit or “service” depending on the suspend code settings on descriptions file.

Control

This will show “No Aloc”,”Allocate” or “Pick” depending on the suspend code settings on the descriptions file.

Press Enter to return to the Suspended Order Release Detail window.

Functions

Active/All (F16)

Use this to change the display to show either just active suspend codes against the order, or to include all inactive ones. The inactive ones show the user who removed the suspend code from the order.

User Authority Rules

If the Order Suspend Authorisation Required flag is active in the **SOP Company Profile** [1/STCO], each order is checked for any type of authorisation restriction and where this applies then the order cannot have the selected suspend code removed. This can happen if the customer being selected has either a credit controller or a customer service rep assigned for which you are not authorised to process.

Although any order may be selected, only orders to which you have sufficient authority will allow the suspend code/s to be removed. Where this is the case, the suspend code window is protected against you selecting any code to which you are not authorized. If the various options to remove all or delete all are used, only suspend codes that you are authorised to delete will be removed.

Audit Trails

An audit record is produced when a suspend code is removed from an order. A report is also produced if SUSM parameter is switched on in the Inventory descriptions file.

Credit Approval Popup

To display this popup, remove a credit related suspend code from an order.

Note: This window will only be displayed if the description file entry MISC/CRAP is activated.

Note: Future order suspend codes cannot be removed manually.

Fields

Approved by:

Enter the name of the person who authorised this release. If the prompt is used, it will show all credit controllers defined on the description file.

Date

This will default to today's date. It can be changed.

Reference

Enter a reference if required. This is not mandatory. Press **Enter** to include the entered information of the audit file.

Note: If more than one suspension code is removed or a number of orders are processed at the same time, a single credit approval popup will appear and the entered information will be written to the audit for all credit related suspend codes that were removed.

Cancel Picking Note [7/STOEP]

Use this task to cancel a picking note that has been printed.

When using this task you must remember:

- You can only cancel a picking note if the despatch note has not been processed. It is important that picking notes which are cancelled are either destroyed or defaced in such a way as to render their use, as an authority to despatch, impossible.
- The stock allocated on the picking note remains allocated and you have to de-allocate the stock manually.
- If a picking note was issued for a sales warehouse defined to the Warehousing application as a warehouse, it may only be cancelled up to the time that it is selected for picking action and printed on a picking list by Warehousing.

Picking Note Cancel Selection Window

To display this window, select the Cancel Picking Note task.

Use this window to select the picking note that you want to cancel.

Fields

Order Number

Enter the number of the order for which you want to cancel the picking note.

Picking Note

Enter the picking note sequence number.

Note: *The following fields are displayed when you press Enter.*

Customer Number

These fields display the customer account number and delivery address sequence for the selected order.

Select **Update (F8)** to cancel the picking note.

Confirmation of Despatch [8/STOEP]

When all or part of an order has been despatched, you have to perform the following updates:

- Update the order to reflect the despatch.
- Reduce the stock of the items despatched.
- Create an invoice request.

Use this task to confirm despatch of individual orders. If there is a group of orders to despatch, you can use the confirmation of despatch batch job.

You can also use this task to review and amend information before the despatch is confirmed.

Note: *The inventory movement to reduce stock gives details of the customer code to which it was despatched.*

An additional level of detail is printed depending on the flag setting in the carton profile for the company. Any overrides set on individual customers always override the profile setting.

Batch/Lot Control

Where a style is lot-controlled or batch-controlled, lot numbers are allocated during interactive confirm despatch.

Vertex - US Sales Tax

Both Sales Order and Warehousing Confirmation of Despatch (plus Batch Despatch) include the following additional features and functions:

- Tax codeoverrides for charges for Vertex Type 1
- Charge(s) tax calculation through the Vertex Calculator
- Tax Only charge code disabled for tax adjustment

Any overridden tax codesare passed through to the invoice database.

The tax values are retrieved from the Vertex module in a similar way to that described in Order Entry and Amend. See those sections for further detail and special processing for Vertex 1 type where tax codeoverrides have been entered on the order or charges with overrides have been entered during confirmation of despatch.

Special Tasking Codes

If any special tasking codes applied the order are chargeable and based on selling unit, the sundry charges are recalculated during confirm despatch. Similarly, if the charge is based on per despatch the charge is added to each despatch. Within interactive despatch via inventory or warehousing, this is done before the charges window is presented to the user for verification before being added to the invoice.

Confirmation of Despatch Selection Window

To display this window, select the Confirmation of Despatch task.

Use this window to select the order that you want to confirm as despatched.

Fields

Order Number

Enter the number of the order that you want to confirm as despatched.

Picking Note

Enter the picking note sequence number.

Alternatively, use the prompt facility to select from the Despatch Note Selection pop-up.

Note: *Up to 10 order numbers per picking note can be entered, to produce a consolidated despatch note.*

Note: *Press Enter to display the Employee Number and Despatch Date.*

Press Enter to display the Confirmation of Despatch Header Confirmation window.

Confirmation of Despatch Header Confirmation Window

To display this window, press Enter on the Confirmation of Despatch Selection window.

Use this window to specify header information for the selected despatch.

Fields

Order Number

The selected order number is displayed.

Picking Note

The selected picking note sequence number is displayed.

Employee Number

Enter the number of the employee who is confirming the despatch.

Despatch Date

Enter or select the date of despatch.

This defaults to the current date, but can be changed. Future dates are permitted.

Note: *If the Validate DNSB Date in Confirm Despatch field in the Style Sales Order Processing company profile is set to Yes or Warning, any Do Not Ship Before dates associated with the order lines being despatched are validated against this date.*

Press Enter to display the Confirmation of Despatch Details window.

Confirmation of Despatch Detail Window

To display this window, press Enter on the Confirmation of Despatch Header Confirmation window.

Use this window to confirm or amend the despatch quantities for the selected order. Remove any order lines that do not comply with the Do Not Ship Before date set against each line.

A credit check is performed if the company profile flag is switched on. Additional checks are made at customer level if the extended credit flag is also on.

Note: *Even orders previously released from suspension will be re-checked at this stage. However, if the order is flagged with the user-defined ignore despatch credit check code, DI, no credit checks are carried out on the order at despatch regardless of other settings.*

Once credit checking is complete, suspend codes are added to the order as appropriate. A full check of all suspend codes is then made before an order is allowed to be confirmed. Checks are also made at line level. For lines that are found to be suspended, the user is forced to enter a zero quantity. This then places the line quantity back to allocated status. Any remaining valid lines can be despatched.

Note: *If an order fails the validation, the credit issue or manual suspension must be lifted or removed before despatch will be allowed. If the despatch is to be cancelled, the pick note must be cancelled.*

Where an order is not fully despatched and contains the ignore despatch credit check code, this code is removed once the despatch is processed unless the code is set up in the Inventory Descriptions file with a Ret (P/V) indicator set to **1**. Further despatches, i.e. backorders, will then follow the credit rules and be credit checked where appropriate.

Fields

Despatch Date

This field displays the despatch date entered on the previous window for reference.

Note: *If the Validate DNSB Date in Confirm Despatch field in the Style Sales Order Processing company profile is set to Yes or Warning, any Do Not Ship Before dates associated with the order lines being despatched are validated against this date.*

More

Checked - To display the Multiple Lot Entry pop-up

Note: *This checkbox can only be used for batch-controlled or lot-controlled styles.*

Lot

Enter a lot number.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Note: *This field is only available for batch-controlled or lot-controlled styles.*

Note: *Where lot numbers are used, it is mandatory to enter details on this window before further processing is allowed.*

Line

Enter the order line number for a line on which you want to run the kit enquiry.

Functions

Kit Enq (F14)

Use this to run a kit enquiry on the selected order line.

Mark For (F16)

Use this to display the Despatch Mark for Details window.

Note: *Where Credit Check at Despatch is in use, processing will be as follows:*

Note: *On initial entry to the Detail Line window, if credit checking is on, any line suspended and not eligible for despatch will be highlighted with the suspend error message displayed.*

Note: *These lines need to be actioned before any validation occurs for the Do Not Ship Before Date function, which will then need to be processed separately, again with the correct warning or error message displayed.*

Select **Confirm Qtys (F8)** to confirm the despatch quantities and display the Confirmation of Despatch Trailer window.

If the Validate DNSB Date in Confirm Despatch field in the Style Sales Order Processing company profile is set to **Yes** or **Warning**, the Do Not Ship Before Date (if any) on each order is checked and where the validation fails, the appropriate order lines are highlighted and an error or warning message is displayed as appropriate.

If the SOP company profile is set to prevent despatches, you must zeroise the line quantity against any line that has failed the check to continue with the despatch of the remaining lines on the pick note. Alternatively, if you decide to hold the entire order, you have the option to select **Exit (F3)** or **Previous (F12)**. Where the whole order is bypassed, it remains at a status of On Pick in readiness for a future despatch.

Multiple Lot Entry Pop-up

To display this pop-up, check the More field against batch-controlled or lot-controlled styles on the Confirmation of Despatch Trailer window.

Use this pop-up to select the lots to be despatched in instances where more than one lot number is to be selected.

Fields

Lot

Enter a lot number.

Alternatively, use the prompt facility to select from the Select Lot Reference pop-up.

Quantity

Enter the quantity of the selected lot to be despatched.

Select **Update (F8)** to confirm the lot entries and return to the Confirmation of Despatch Detail window.

Confirmation of Despatch Trailer Window

To display this window, select **Confirm Qtys (F8)** on the Confirmation of Despatch Detail window.

Use this window to confirm that the order has been despatched.

Fields

Despatch Date

The despatch date entered on the Confirmation of Despatch Header Confirmation window is displayed for reference.

Despatch Method

Enter the method of despatch.

Alternatively, use the prompt facility to select from the MODE Despatch Methods pop-up.

Weight/UoM

Optionally enter Weight and Unit of Measure code, or leave both fields blank

Alternatively, use the prompt facility to select from the UNIT Unit of Measure codes

Carrier Code

Enter the carrier that is despatching the goods.

Alternatively, use the prompt facility to select from the CARC Carrier Codes pop-up.

No. Cartons

Enter the number of cartons that are being despatched.

Charge Code

Enter any additional charges that are to be added to the order. The charge codes are set up in the Inventory Descriptions file, under major type SUNC.

Amount

Enter the amount of the additional charge. The default is set up against the charge code in the Inventory Descriptions file but can be changed.

Tax Code

Enter the tax code that applies to the additional charge. The default is set up against the charge code in the Inventory Descriptions file.

Select **Confirm Despatch (F8)** to confirm despatch of the order and return to the Confirmation of Despatch Selection window.

Invoicing

Invoices and credit notes are raised and printed on the basis of one document for one action; that is, one invoice for each despatch and one miscellaneous invoice or credit per request.

There are two stages in the production of an invoice and credit note:

- Generate the invoice/credit note.
- Print the document and update the ledgers.

You can print the documents and update the ledgers at any time, but it is recommended that the procedure be run at least once a day.

An invoice for a sales order can be raised at the following times:

- When the order is priced
- When an order is despatched

All invoices and credit notes are raised and printed in the currency of the sales account to which they are posted.

In order to simplify the auditing of invoices, a single number sequence is used for each sales company. This number sequence includes both invoices and credit notes.

Miscellaneous or sundry invoices or credit notes can be raised independently either as financial transactions or with stock updates. The credit note processing is supported by a chargeback document; the chargeback number is passed to Accounts Receivable as a reference for the credit note transaction.

There are four tasks for processing miscellaneous invoices or credit notes, all of which follow the same procedure:

- Enter Credit Notes
- Enter Sundry Invoices
- Enter Credit Notes (Stock Update)
- Enter Sundry Invoices (Stock Update)

Factored customers

If the customer account is a factored account, the following information is written to the invoice header file so the General Ledger postings for these accounts can be made to an alternative account(s) rather than the Accounts Receivable control account.

- Factored invoice flag (This is only set if the suppress post to AR flag is set to Yes (1) or Invoices only (2) on the Factor)
- Factor ID
- Factors Customer ID

Enter Credit Notes [9/STOEP]

Use this task to enter sundry credit notes as a financial transaction with no stock update.

Enter Credit Notes Selection Window

To display this window, select the Enter Credit Notes task.

Use this window to enter the customer for whom you want to create a credit note.

Fields

Customer Number

Enter the customer account number and delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Customer Order Ref

Enter the customer's order reference. You can set this field to be mandatory or optional, via the Order Reference field on the Customer Sales Information window in the Customers maintenance task. The use of this field can help in cross-referencing.

Customer Order Date

Enter or select the date of the customer's order. The default is the current date.

Delivery Date

Enter or select the date on which delivery was made to the customer. The default is the current date.

Pricing Option

Select one of the following:

Normal (0)

Lowest Paid (1)

Invoice Reversal (2)

Update Commission

Use this checkbox as follows:

Unchecked - If you do not want to update the salesman’s commission with this transaction

Checked - If you want to apply this transaction to the salesman's commission

Note: *This field is only displayed when you are creating credit notes.*

Press Enter to display the Credit Notes Address window.

Credit Notes Address Window

To display this window, press Enter on the Enter Credit Note Selection window.

Use this window to check the customer addresses and amend them if necessary. If the account is for any currency other than the Accounts Receivable base currency, the details of the currency are also displayed.

When Vertex - US Sales Tax is active, the following additional features and functions are included:

- GeoCode assignment for override delivery address
- Line item(s) and other charge(s) tax calculation through the Vertex Tax Calculator
- Tax codeoverrides at line and charge levels

Fields

Invoice Name and Address/Delivery Name and Address

The invoice and delivery name and address for the customer are displayed, but can be changed.

Note: *When Vertex - US Sales Tax is active, updating the delivery address will force GeoCode Retrieval through the GeoCode Retrieval window.*

Press Enter to display the Credit Notes Detail window.

Credit Notes Detail Window

To display this window, press Enter on the Credit Notes Address window.

Use this window to enter the details for the credit note.

Fields

Original Doc. Ref.

This can be used in two ways.

If a miscellaneous invoice is to be raised as a supplement to a normal invoice, enter the number to aid cross-reference.

If, however, an existing invoice is to be credited, enter the invoice number, and a credit note mirroring the selected invoice will be displayed on the subsequent windows for review, amendment and acceptance.

When you are basing a credit note on an un-consolidated invoice, a warning is displayed if the delivery sequence on the original document is different from the delivery sequence selected for this document on the Enter Invoice/Credit Note Selection window. If you choose to ignore this warning, the product lines from the existing document are carried forward onto this document.

Note: *If the original document chosen is for a different customer code, the following error is displayed and you cannot proceed with the creation of the credit note.*

Note: *"Original document is not for this customer"*

When you are basing a credit note on a consolidated invoice, the Sundry Invoicing and Credit Note Despatch Selection pop-up is displayed.

Stock Receipt Ref

Enter the stock receipt reference. This field is only used if you have already booked the goods into stock and you then create the credit note without stock update.

Charge Back Number

You can optionally enter a charge back number for the customer.

Alternatively, use the prompt facility to select from the Charge Back Number Select pop-up.

Reason Code

You must enter the reason for the credit note.

Alternatively, use the prompt facility to select from the RFCR Invoice/Credit Reason Codes pop-up.

Note: *The reason for credit will control which credits go into Sales Analysis as value only and which go in as quantity and value. This allows financial credits (that is, with a wrong price charged) to update only value in Sales Analysis.*

Note: *If the reason code is set up with a parameter limit of zero, quantities will be taken into Sales Analysis; otherwise quantities will not be taken into Sales Analysis.*

Despatch Method

You must enter the method of despatch.

Alternatively, use the prompt facility to select from the MODE Despatch Methods pop-up.

Period Number

Enter the account period to which the transaction will be posted. The default is the current Sales Order Processing period.

Stockroom

Enter a valid code. This defaults to the stockroom entered on the Customer Sales Information.

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

Note: *This cannot be a warehouse.*

All of the lines on this document are recorded against this single stockroom.

If you leave this field blank and are basing a credit note on an existing document, the warehouse/depot code from the original document header is assigned to this document.

Note: *Consolidated invoices do not have a stockroom code assigned to the original document header and so you will be forced to enter a value here if you are basing a credit on a consolidated invoice.*

Note: *You can override the stockroom.*

Note: *If no stockroom code exists in the Customer Sales Information window, the stockroom code on the item is used.*

Note: *If an existing invoice is entered to be credited, all information on the invoice is mirrored, including the stockroom code.*

If the selected customer has been assigned a default stockroom, and this field has not defaulted from the original document header, the customer's default stockroom is assigned to this document.

Price List Code

Enter the price list to use when pricing the invoice or credit note. The default is the customer’s standard price list but it can be changed. Use code **FOV** to trigger free of charge with tax line value calculation.

You can use the prompt facility on this field to select from the Select Price List pop-up.

Discount List

Enter the discount list to use. The default is the customer’s standard discount list but this can be changed.

You can use the prompt facility on this field to select from the Select Discount List pop-up.

Cash Discount Code

Enter the code of the cash settlement discount to use. The default is the customer's standard cash discount code but this can be changed.

You can use the prompt facility on this field to select from the CDSC Cash Settlement Discount pop-up.

Currency Code

Enter the currency code for this transaction.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Currency Rate Code

Enter the currency rate code.

Currency Rate

Enter the currency rate for the rate code. To enter a fixed rate, blank out the rate code and enter the rate that you want to apply.

Multiply/Divide (Untitled)

Select one of the following:

Multiply (1) - To multiply the transaction value to get the base value

Divide (2) - To divide the transaction value to get the base value

Season Code

Enter the code for the season.

Alternatively, use the prompt facility to select from the SESN Season Code pop-up.

Salesman

Enter the salesperson responsible for the sales invoice or credit note.

Alternatively, use the prompt facility to select from the TN Salesman pop-up.

Functions

Payment Details (F13)

Use this to display the Payment Details window.

Additional Details (F14)

Use this to display the Additional Details pop-up.

Override Currency (F19)

Use this to display the Override Currency window.

Internal Text (F21)

Use this to display the Internal Text pop-up.

External Text (F22)

Use this to display the External Text pop-up.

Note: *If the account is in any currency other than the base currency of Accounts Receivable details of the currency, currency rate code and exchange rate are displayed. The exchange rate can be changed for an invoice.*

Note: *If the tax Only Invoice reason code is used, the credit generated will have a zero goods value and a tax value equivalent to the quantity multiplied by the price entered. The product must be the tax only product code set up in the company profile; this facility can be used to credit customers charged tax in error or at the wrong rate. It is also possible to invoice if tax was not charged or was under charged.*

Press Enter to display the Credit Notes Line Detail window.

Credit Notes Additional Details Pop-up

To display this pop-up, select **Additional Details (F14)** on the Credit Notes Detail window.

Use this pop-up to enter the analysis code to use during the AFI extract process to extract all credit line details for records and reports.

Fields

Miscellaneous Analysis Codes 1/2/3/4

Enter up to four analysis codes for this invoice or credit note. The analysis codes are used in Sales Analysis.

You can use the prompt facility on these fields to select from the MANL Miscellaneous Analysis Code pop-up.

Press Enter to save the information and return to the Credit Notes Detail window.

Credit Notes Despatch Selection Pop-up

To display this pop-up, enter a consolidated invoice number in the Original Doc. Ref field and then press Enter on the Sundry Invoicing and Credit Note Details window.

You use this window to select which of the despatches on the original consolidated invoice are to be credited. The following information is shown for each despatch:

- Order Number
- Despatch Sequence Number
- Customer

- Delivery Sequence
- Transaction Date
- Stockroom from which the original despatch was made
- An indication of whether additional charges were associated with the despatch

You can choose to credit one, multiple or all of the despatches on the original consolidated invoice on a single credit note you raise based on that invoice.

Note: *At least one despatch from the original invoice must be chosen.*

Fields

Position To

Enter an order number and optionally a despatch note number to re-position the list of despatch notes on the original invoice to the required position within the list.

The order number and despatch note combination entered does not have to be on the original consolidated invoice. If it is not, the list is re-positioned to show the order number and despatch note with the next higher number to that entered.

Select (S)

Select one of the following against each of the despatches on the original consolidated invoice that you wish to be credited:

Include Charges (1) - To include the despatch lines and charges from the despatch

Omit Charges (2) - To include the despatch lines but omit the charges from the despatch

At least one selection must be made. Multiple selections are permitted.

If you select a despatch that had no charges associated with it on the original document with **Include Charges**, you will be able to add charges to the credit note against that document number.

Note: *If you select* ***All (F15)*** *on this pop-up, all despatch lines and additional charges from the original consolidated invoice are brought forward to the credit note.*

Enter your selections and then press Enter to return to the Sundry Invoicing and Credit Notes Details window.

Alternatively, select **All (F15)** to select all despatches from the original consolidated invoice (including their sundry charges) and return to the Sundry Invoicing and Credit Note Details window.

Credit Notes Line Detail Window

To display this window, press Enter on the Credit Notes Detail window.

Use this window to enter the line details for the credit note. The standard discounting and pricing rules are applied. A net price or override discount can be entered. For any line there are two mandatory entries, the item and the quantity; the other fields are only used if you want to override the default settings.

Fields

Product Code

Enter the product for which you want to create the credit.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

The matrix may be displayed for you to select the product or products to SKU level. Multiple lines can be created from the matrix.

Quantity

Enter the quantity. If a value is to be credited against a delivery, it should be divided by the despatch quantity. The resulting price should be entered in the Price Override field as a net price, and the despatch quantity in this field.

Price

Enter the price. This must be the net price which includes all discounts apart from settlement discount.

Lot

This field is required when processing sundry invoices or credits where stock updates are requested.

Disc %

Enter the discount percentage. This is the credit note line discount and only a percentage can be entered.

P List

Enter the price list.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

The default price list is displayed but can be changed. The price list must be in the same currency as the account. If no price exists on the price list for the product, a line will be generated for zero value. Use code **FOV** to trigger free of charge with tax line value calculation.

Note: *When the credit note procedure is run, re-pricing is attempted using the price at despatch routine. If this fails, the document is not printed, the Accounts Receivable module is not updated, and an exception report is produced.*

Note: *As there is no price against the FOV price list, a nominal value is derived. tax is then calculated at the appropriate rate against this nominal line value.*

Note: *The nominal value is obtained by first checking for the item on the Invoice Header price list. If it is not there, the company default price list will be checked. Should the item not be present on either of these, the standard cost of the item will be used.*

Note: *The output goods value is always zero.*

D List

Enter the discount list.

Alternatively, use the prompt facility to select from the Select Discount List pop-up.

The default discount list is displayed but can be changed. The discount list must be in the same currency as the account.

Tax

Enter the required tax code.

Alternatively, use the prompt facility to select from the Select Tax Codepop-up.

The default tax codeis displayed but can be changed.

When Vertex - US Sales Tax is active, this functions in a similar way to a tax codeentry on an order line. Tax values will be retrieved from the Vertex Module.

Txt

Check this field to enter any text to be printed on the invoice or credit note.

Options

Amend Component

Use this to display the Credit Notes Summary window.

Text

Use this to display the External Text pop-up.

Additional Details

Use this to display the Additional Details pop-up.

Functions

Restart (F15)

Use this to re-start the procedure and return to the Enter Credit Note Selection window.

Note: *To add more lines to the credit note, use Page Up or Page Down.*

Enter a product and then press Enter to display the Credit Notes Summary window.

Alternatively, leave the Product Code field blank and then press Enter to display the Credit Notes Additional Charges window.

Credit Notes Summary Window

To display this window, enter product information and then press Enter on the Credit Notes Line Detail window.

Use this window to confirm the details of the credit note.

Functions

Restart (F15)

Use this to re-start the procedure and return to the Enter Credit Note Selection window.

Complete Credit (F16)

Use this to complete the credit note, bypassing the Credit Notes Additional Charges window.

When you are basing a credit note on an original unconsolidated document and that document has additional charges associated with it, the Credit Notes Additional Charges window is displayed for you to review and accept these charges.

When you are basing a credit note on a consolidated invoice and you chose to include the charges from the despatches being credited, the Credit Notes Additional Charges window is displayed for you to review and accept these charges.

Select **Complete Credit (F16)** to create the credit note and re-display the Enter Credit Note Selection window.

Alternatively, press Enter to display the Credit Notes Additional Charges window.

Credit Notes Additional Charges Window

To display this window, leave the Product field blank and then press Enter on the Credit Notes Line Detail window.

Alternatively, press Enter on the Credit Notes Summary window.

Use this window to add extra charges or credits to a miscellaneous invoice or raise a charge only invoice or credit. Up to three charges can be added.

Note: *When you are basing a credit note on a consolidated invoice, you must choose to include the charges from one or more of the original despatches on that invoice in order to view this window.*

Where a credit note has been based on an original document, the charges from the original document are brought forward onto the credit for review/acceptance. Where that original document was a consolidated invoice, charges may exist against each of the despatches being credited and you will have chosen which charges are to be included on the credit note on the Sundry Invoicing and Credit Notes Despatch Selection pop-up.

Fields

Charges for Despatch

This field identifies the original despatch on a consolidated invoice to which the charges displayed were associated.

Note: *This field is only displayed when you are basing a credit note on a consolidated invoice.*

Charge Code

Enter a valid charge code. Valid codes for additional charges are defined in the Inventory Descriptions file under major type SUNC.

Alternatively, use the prompt facility to select from the SUNC Sundry Charge Codes pop-up.

Amount

Enter the amount of the charge. If you leave this field blank, the amount set up against the charge in the Inventory Descriptions file is retrieved.

Tax Code

Enter the tax code. Only enter a code if it is different from the tax Codedefined for the charge in the Inventory Descriptions file.

Note: Complete Credit (F8) *is available on the window showing the last set of additional charges for the document you are creating.*

Select **Complete Credit (F8)** to create the credit note and return to the Credit Note Selection window. Alternatively, press Enter to display the additional charges associated with the next despatch chosen to be credited for a consolidated invoice.

Enter Sundry Invoices [10/STOEP]

Use this task to enter a sundry invoice without a stock update. For field details, refer to the Enter Credit Notes task.

Enter Credit Notes (Stock Update) [11/STOEP]

Use this task to enter credit notes with a stock update. For field details, refer to the Enter Credit Notes task.

Enter Sundry Invoices (Stock Update) [12/STOEP]

Use this task to enter sundry invoices with a stock update. For field details, refer to the Enter Credit Notes task.

Confirmation of Packing [13/STOEP]

Use this task to confirm packing of an order. This task has to be carried out after pick note confirmation, and before confirmation of despatch. If this procedure is set as being mandatory in the company profile (by **checking** the Use Packed Qty in Despatch field on the Company Profile Maintenance Financial Details window), an order will not be able to advance to the confirmation of despatch stage until it has been confirmed as packed.

Confirmation of Packing Selection Window

To display this window, select the Confirmation of Packing task.

Use this window to select the order you want to confirm as packed.

Fields

Order Number

Enter the order number.

Despatch Seq. Number

Enter the despatch sequence number.

Despatch Line No

Enter the despatch line number.

Customer

Enter the customer account code and delivery address sequence number.

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

Consignment Number

Enter the consignment number.

Functions

Build Consignment (F14)

Use this to build the consignment and to display the Confirmation of Packing Detail window, if you have entered a consignment number.

Press Enter to display the Confirmation of Packing Detail window.

Confirmation of Packing Detail Window

To display this window, press Enter on the Confirmation of Packing Selection window.

Use this window to enter the pack details for the selected order.

Fields

Pack Status

Enter a pack status code.

Alternatively, use the prompt facility to select from the PACS Pack Status pop-up.

Weight/UoM

Optionally enter Weight and UoM, or leave both fields blank.

Alternatively, use the prompt facility to select from the UNIT Unit of Measure codes.

Number of Cartons

Enter the number of cartons packed for this packing note line number.

Employee

Enter the employee number of the person completing the packing operation. You set up employee codes in the Inventory Descriptions file, under major type EMPN.

Functions

Pack All (F8)

Use this to register the total quantity of items on the picking note line as packed automatically and proceed to the next line item.

Build Consignment (F14)

Use this to build the consignment.

Press Enter to display the Confirmation of Packing Summary window.

Confirmation of Packing Summary Window

To display this window, press Enter on the Confirmation of Packing Detail window.

Use this window to confirm the packed quantities for the selected order.

Fields

Qty to Pack

Enter the quantity to pack. If you are not shipping the entire picking note line quantity of items requested, input the actual quantity of items to be packed. The quantity entered cannot be greater than the quantity picked.

Line

Enter the number of the line at which you want to commence the display.

Functions

Pack (F8)

Use this to confirm the order quantities as packed.

Fold (F11)

Use this to add the style description to the Confirmation of Packing window.

Kit Enquiry (F14)

Use this to run a kit enquiry on a selected line.

Select **Pack (F8)** to confirm the quantities as packed and return to the Confirmation of Packing Selection window.

Copy Sales Order [14/STOEP]

Use this task to create a new sales order by copying an existing sales order. Any order line text is also copied to the new sales order.

You can choose whether or not to copy cancelled lines on the original sales order to the new sales order.

The copy order function prevents orders with promotions being used as a base for further orders.

If the customer is set to have their orders automatically suspended, the code on the company profile will be added to the order.

Any special tasking codes which are present against the existing order are added to the new order and if chargeable, a sundry charge is calculated and added to the order.

Copy Sales Order Window

To display this window, select the Copy Sales Order task.

Use this window to create the new sales order from an existing sales order.

Note: *For copied orders, the order methods are retrieved from the item rather than copied from the order.*

Fields

Customer Number

Enter a valid customer account code and optionally a delivery sequence code and then press Enter to display the Orders by Customer window, from which you can select the order to be copied.

Order Number

An active, completed or cancelled order number can be entered.

To Customer Number

Enter the customer account code and delivery address sequence number.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Copy Del. Seq. to Lines

Select one of the following:

No (0) - If the delivery sequence will not be copied to the lines

Yes (1) - To copy the delivery sequence to lines

Change Stockroom

You must select one of the following:

Leave Stockroom (0) (default) - To use the stockroom as entered on the original order

Use Delivery Sequence Stockroom (1) - To use the stockroom as entered on the delivery sequence to which the order is being copied

If the stockroom on the new delivery sequence is blank, the stockroom on the item is used.

Use Item Stockroom (2) - To ignore the stockroom on the original order and ignore the stockroom on the delivery sequence to which the order is being copied and use the stockroom on the item

When this field is set to **Leave Stockroom**, the stockroom of the original order is used.

When this field is set to **Use Delivery Sequence**, the stockroom of the new delivery sequence (if there is one) is used for all items on the order. The items on the order are validated to ensure they are stocked in the new stockroom. If the validation fails, an error is displayed and the value has to be changed to **Leave Stockroom** or **Use Item Stockroom**. If the stockroom of the new delivery sequence is blank, the sourcing stockroom on the item is used.

When Change Stockroom is set to **Use Item Stockroom**, the sourcing stockroom on the item is used.

For situations where an order is copied to the same customer as the one on the original order but to a different delivery sequence:

When Copy Del Seq to Lines is set to **No** and Change Stockroom is set to **Leave Stockroom**, the stockroom of the original order is used.

When Copy Del Seq to Lines is set to **No** and Change Stockroom is set to **Use Delivery Sequence**, copying the order is not possible as the two statements are contradictory. An error message is displayed and you can change the values.

When Copy Del Seq to Lines is set to **No** and Change Stockroom is set to **Use Item Stockroom**, the stockroom on the item is used.

Note: *The error message is: "Invalid combination".*

In a situation where an order is copied to a different customer from the one on the original order and Copy Del Seq to Lines is set to **No**, copying of the order is not allowed.

Customer Order Ref.

A new reference must be entered if the Customer Order reference flag is set.

Price list

You can optionally enter a price list to be used for the new order.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

Note: *Do not enter a price list if Price List to Use is set to* ***Order (1)****,* ***Order Repriced (2)*** *or* ***Customer (3)***

Price list to use

Select one of the following:

Screen (0) – To use the price list entered

Order (1) – To use the price list and prices from the order being copied

Order Repriced (2) – To use the price list from the order being copied and re-price the new order

Customer (3) – To use the customers default price list for the new order

Discount List

You can optionally enter a discount list to be used for the new order.

Alternatively, use the prompt facility to select from the Select Discount List pop-up.

Discount List to Use

Select one of the following:

Screen (0) - To use the discount list entered above

Order (1) - To use the discount list on the order being copied

Customer (2) - To use the discount list designated to the customer

Copy Pick Percentages

Select one of the following:

Copy (1) - To copy the order pick percentages from the order from which you are copying

Retrieve (2) - To retrieve the order pick percentages from the customer for which you are creating the order

Copy Suspense Codes

When an order is copied, the suspend codes may also be copied.

Use this checkbox as follows:

Unchecked - Not to copy suspend codes

Checked - To copy suspend codes

Note: *Credit checking is carried out for all copied orders following the copy, so if any credit-related codes are copied and are not now applicable, they are removed by the credit checking functionality.*

Lines to Copy

This controls what order lines are copied from the existing sales order to the new order.

Select one of the following:

All (1) - If all order lines (i.e. active, completed and cancelled) are to be copied from the existing sales order to the new order

Only complete/active (2) - If only active and completed lines on the existing order are to be copied to the new sales order, i.e. cancelled lines on the existing order are not copied to the new order

Only cancelled (3) - If only cancelled lines on the existing order are to be copied to the new sales order, i.e. active and completed lines on the existing order are not copied to the new order

This defaults to blank, forcing you to make a conscious decision as to which lines on the existing order are to be copied to the new sales order.

Stop Sell Encountered

This field controls whether the copy of an order is aborted when a SKU that is on Stop Sell is encountered on the existing order.

Note: *You are not expected to know whether a SKU on the original order is on Stop Sell before selecting that order to be copied. If such a SKU is encountered and you have indicated that you wish to continue copying the order, omitting that particular SKU, you will be informed of this fact on completion of the copy process by the issue of a suitable error message, such as "Order number 9999999 created - SKUs on Stop Sell not copied" or "Orders 9999999 to 9999999 created - SKUs on Stop Sell not copied" and details of the SKUs not copied are output to the Copy Order Exception report.*

Select one of the following:

Abort copy (0) - To abort the creation of the new sales order if a SKU that is on Stop Sell is encountered on the existing sales order

Continue and omit SKU (1) - To copy the existing sales order, omitting any SKUs that are on Stop Sell from the new sales order

This field defaults to **Abort Copy**, thus ensuring the creation of the new sales order is aborted if a SKU that is on Stop Sell is found on the existing sales order.

Customer Order Date

Enter or select the order date. The default is the current date but you can change it.

Delivery Date

Enter or select the delivery date. The default is the current date but you can change it.

Cancel Date

Enter or select the cancellation date for the order.

Do-not-ship-before Date

Enter or select the earliest shipping date for the order.

Functions

Date Overrides (F10)

Use this display the Date Overrides pop-up where you will be able to override the dates that apply to the order being created.

Press Enter to validate your selections and then select Update (F8) to create the new order.

Date Overrides Pop-up

To display this pop-up request **Date Overrides (F10)** from the Copy Sales Order Window.

Use this window to enter the dates to be used for the new order.

Ref: ST20M99ST34P99

Fields

Customer order date

Enter or select the order date. The default is the current date but you can change it.

Delivery date

Enter or select the delivery date. The default is the current date but you can change it.

Cancel date

Enter or select the cancellation date for the order.

Do-not-ship-before date

Enter or select the earliest shipping date for the order.

Press **Confirm (F8)** to save the entered information.

Orders by Customer Window

To display this window, enter a customer and then press Enter on the Copy Sales Order window.

Use this window to select the order that you wish to copy for the selected customer.

Upon initial display of this window, orders are displayed in customer reference within customer delivery sequence.

Fields

Customer Number

These fields display the selected customer number and name.

Position To Reference

Enter the reference, order number or due date at which you want to start the display.

Which of the above you enter in this field depends on the primary sequence in which orders are displayed in the window.

Customer Reference

This field displays the customer's reference for each order number.

Order Number

This field displays the number of each order.

Order Due Date

This field displays the date on which each order is due.

Customer Order Date

This field displays the date on which each order was placed by the customer.

Delivery Sequence

This field displays the relevant delivery sequence for each order number.

Status

This field displays the status of each order.

An order may have one of the following statuses:

- Completed
- Cancelled
- Active

Note: *This field is only displayed when details of all orders are being shown.*

Functions

Due Date Sequence (F14)

Use this to alter the display sequence and to show orders in due date sequence.

Order Sequence (F16)

Use this to alter the display sequence and to show orders in order number sequence.

Reference Sequence (F18)

Use this to alter the display sequence and to show orders in customer order reference sequence.

Select the required order to return to the previous window.

Blanket Order Distribution [15/STOEP]

Use this task to set up release orders against an outstanding, allocated or reserved master order. The order quantity can be re-distributed around selected delivery points for the customer. New orders are raised for the selected delivery points and the allocated stock is transferred from the whole or master order to the release order.

Note: *Blanket orders must be set up in the Inventory Descriptions file under major type ORTP.*

Any special tasking codes which are present against the demand order are added to the supply order and if chargeable, a sundry charge if calculated and added to the order.

Blanket Order Distribution Selection Window

To display this window, select the Blanket Order Distribution task.

Use this window to select the blanket order for which you want to create call-offs.

Fields

Order Number

Enter the master order number.

Alternatively, use the prompt facility to select from the Order Number Prompt pop-up.

Call Off Order Type

Enter the call-off order type.

Alternatively, use the prompt facility to select from the ORTP Order Type pop-up.

Order Reference

Enter the order reference.

Customer Order Date

Enter or select the date on which the customer’s call-off was made. The default is the current date but it can be changed.

Date Delivery Req

Enter or select the date on which delivery is required. The default is the current date but it can be changed.

Create Orders By

Select one of the following:

Style/Branch (1) - To create a new order for each new style and branch

Branch (2) - To create a new order for each new branch

Press Enter to display the Blanket Order Distribution Line Detail window.

Blanket Order Distribution Line Detail Window

To display this window, press Enter on the Blanket Order Distribution Selection window.

Use this window to select an order line for which to set up call-offs.

Fields

Order Number

This field displays the specified order number.

Customer

This field displays the specified customer.

Select (Sel)

Checked - Use this against the line for which you want to create release orders.

Lin

This field displays the order line number.

Item

This field displays the style code.

Description

This field displays the style text description.

Ordered Quantity

This field displays the quantity ordered.

Functions

Show Store Number (F13)

Use this to toggle the display between the Customer field and the Store Number field.

Press Enter to display the Blanket Order Distribution Call Off window.

Blanket Order Distribution Call Off Window

To display this window, press Enter on the Blanket Order Distribution Line Detail window.

Use this window to set up the call-offs for the selected order line. This displays a list of delivery sequences to set up the call-offs for each order line.

If there is a stockroom specified on the delivery sequence sales details, this is checked to ensure that it matches the stockroom on the order line. The list of delivery sequences displayed and available for selection is limited to those which match the stockroom or those which have no stockroom set.

Fields

Lin

This field displays the order line number.

Item

This field displays the style code.

Description

This field displays the style text description.

Position to Seq

Enter the sequence number at which you want to start the display.

Select (Sel)

Check this to select a line.

Seq

This field displays the sequence number.

Customer Name

This field displays the customer name.

Qty O/S

This field displays the outstanding quantity for the order line. Enter the call-off quantity for each sequence.

Allocated

This field displays the allocated quantity for the order line. Enter the call-off quantity for each sequence.

Reserved

This field displays the reserved quantity for the order line. Enter the call-off quantity for each sequence.

Note: *If Style/Branch was selected on the Blanket Order Distribution Selection window, this window allows a selection of multiple delivery addresses, and allows you to select the style on multiple lines.*

***Note:** If Branch was selected on the Blanket Order Distribution Selection window, this window allows one delivery point/branch to be set up with as many lines as required.*

Summary Totals

O/S Qty

This field displays the total quantity outstanding.

Alloc Qty

This field displays the total quantity allocated.

Reserved Qty

This field displays the total quantity reserved.

Functions

Cancel (F12)

Use this to cancel the call-off creation, and return to the Blanket Order Distribution Selection window.

Show Store Number (F13)

Use this to toggle the display between the Customer field and the Store Number field.

Press Enter to display the Quantity Entry Delivery Sequence window.

Quantity Entry Delivery Sequence Pop-up

To display this pop-up, press Enter on the Blanket Order Distribution Call Off window.

Use this pop-up to enter the quantity of the SKUs required for the call-off for the specified style.

Fields

Quantity

Enter the quantity required against each style variant.

You cannot enter an accumulated quantity that is different from the control quantity.

Functions

Change Matrix (F10)

Use this to change the size of the matrix.

Availability (F13)

Use this to check the availability of the selected product.

Press Enter to display the Confirmation of Ship-To Selection window.

Confirmation of Ship-To Selection Window

To display this window, press Enter on the Quantity Entry Delivery Sequence pop-up.

Use this window to confirm the call-offs made against the master order.

Fields

Lin

This field displays the order line number.

Item

This field displays the style code.

Customer

This field displays the customer.

Seq

This field displays the delivery address sequence number.

Delivery Point

This field displays the delivery point.

Outstanding Quantity

This field displays the outstanding quantity.

Allocated Quantity

This field displays the allocated quantity.

Reserved Quantity

This field displays the reserved quantity.

Functions

Show Store Number (F13)

Use this to toggle the display between the Customer field and the Store Number field.

Select Confirm (F8) to confirm the Blanket Order Distribution and display the Orders Processed pop-up.

Orders Processed Pop-up

To display this pop-up, select **Confirm (F8)** on the Confirmation of Ship-To Selection window.

This pop-up displays a summary of the orders processed.

Fields

Order

This field displays the order number.

Seq

This field displays the sequence number.

Name

This field displays the customer's name.

Store Number

This field displays the store number.

Press Enter to continue and re-display the Blanket Order Distribution Selection window.

Bulk Order Amendment [16/STOEP]

Use this task to make mass changes to all existing sales orders. Amendments to existing sales orders include product (style) replacements, due date changes, customer delivery address changes, and product (style) colour/size/fit amendments.

Note: *Within this task, only the product replacement option has been amended for seasonal processing.*

Bulk Order Amendments Selection Window

To display this window, select the Bulk Order Amendments task.

Use this window to select the type of amendment you want to make.

Fields

Type of Amendment

Select one of the following:

Product Replacement (1) - To display the Bulk Order Amendments Product Replacement window

Due Date Amendment (2) - To display the Bulk Order Amendments Due Date Amendment window

Delivery Address Amendment (3) - To display the Bulk Order Amendments Delivery Address Amendment window

Product Size Amendment (4) - To display the Bulk Order Amendments Product Size Amendment window

Press Enter to display the selected Bulk Order Amendment window.

Bulk Order Amendment Product Replacement Window

To display this window, select Product Replacement in the Type of Amendment field and then press Enter on the Bulk Order Amendment Selection window.

Use this window to specify which styles are to be replaced.

Fields

From Style

Enter the style from which you are changing.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

To Style

Enter the style to which you are changing.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

When operating under a seasonal business process, style replacement should ensure that the replacement style is a valid style for the season associated with the original style. Any invalid style/seasons will be rejected and output to the reject report.

Note: *The size masks must be the same for both styles entered.*

Note: *You may not replace a style with a carton or vice versa.*

Select **Accept (F8**) to confirm the changes and return to the Bulk Order Amendments Selection window.

Bulk Order Amendments Due Date Amendment Window

To display this window, select Due Date Amendment in the Type of Amendment field and then press Enter on the Bulk Order Amendments Selection window.

Use this window to select the new due date to which you want to change the orders.

Fields

Style

Enter a style so that all orders containing this style will have the due date changed.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Due Date Range Start/End

Enter or select the range of due dates that you want to change. If you only want to change one specific date, enter or select the date in both the Start and End fields.

New Due Date

Enter or select the new due date to which you want to change the selected dates.

Select **Update (F8)** to confirm the selections and return to the Bulk Order Amendments Selection window.

Bulk Order Amendments Delivery Address Amendment Window

To display this window, select Delivery Address Amendment in the Type of Amendment field and then press Enter on the Bulk Order Amendments Selection window.

Use this window to select the new delivery address for all orders for a specific customer.

Fields

Customer

Enter the customer account code for which you want to change the delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

From Delivery Address

Enter the delivery address that you want to change for the specified customer.

Note: *The delivery address sequence cannot be amended for distribution orders.*

To Delivery Address

Enter the delivery address to which you want to change all of the specified customer’s orders.

Change Stockroom

You must select one of the following:

Leave Stockroom (0) - To use the stockroom as entered on the original order

Use Delivery Sequence Stockroom (1) - To use the stockroom as entered on the delivery sequence to which it is being changed

If the stockroom on the new delivery sequence is blank, the stockroom on the item is used.

Use Item Stockroom (2) - To ignore the stockroom on the original order and as ignore the stockroom on the delivery sequence to which it is being changed and use the stockroom on the item

If this field is set to **Leave Stockroom**, the items on the order are validated to ensure they are stocked in the new stockroom.

The order lines which are targeted with stockroom changes are validated in a similar way to that in which they are validated when the Style or SKU is changed using the **Product Replacement** or **Product Size Amendment** options. An exception report is produced, detailing the changes that could not be made because of allocation restrictions etc., as well as those that could not be made because of the item not being stocked in the new stockroom.

Note: *The delivery address is changed regardless of the setting of this field.*

After Due Date

Enter or select the due date after which the address sequence for the orders will be changed.

Select **Update (F8)** to confirm the selections and return to the Bulk Order Amendments Selection window.

Bulk Order Amendments Product Size Amendment Window

To display this window, select Product Size Amendment in the Type of Amendment field and then press Enter on the Bulk Order Amendment Selection window.

Use this window to select the size of a product that you want to change.

Fields

Style

Enter the style for which you want to change the sizes.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

From Colour/Size

Enter the colour and size of the style that you want to change.

You can use the prompt facility on these fields to select from the Colour Code Selection and Size Code Selection pop-ups.

To Colour/Size

Enter the colour and size of the style to which you want to change.

You can use the prompt facility on these fields to select from the Colour Code Selection and Size Code Selection pop-ups.

Note: *You must enter either a To Colour or a To Size.*

Select **Update (F8)** to confirm the selections and return to the Bulk Order Amendments Selection window.

Sales to Supply Order Amend [17/STOEP]

Use this task in conjunction with the audit reports that are produced if delivery or receipt dates are changed on purchase orders that affect the sales orders attached to them.

Enhanced allocation allows sales orders to be reserved against incoming purchase orders. This means that current available stock need not be allocated to sales orders which can be fulfilled by incoming stock.

It may be necessary, due to a change in circumstances, to disconnect or break the link between sales orders and purchase orders; this task disconnects that link. You can also break the links between contract demand and supply orders.

Sales to Supply Order Amendment Selection Window

To display this window, select the Sales to Supply Order Amend task.

Use this window to select the sales or purchase order that you want to amend.

Fields

Enter one of the following:

Contract Number

Enter a contract number

Purchase Order Number

Enter a purchase order number.

Works Order Number

Enter a works order number.

Sales Order Number

Enter a sales order number.

Press Enter to display the Sales to Supply Order Amendment Detail window.

Sales to Supply Order Amendment Detail Window

To display this window, press Enter on the Sales to Supply Order Amendment Selection window.

Use this window to select the order for which you want to break the link.

Fields

Select

Select **Detach** (2) against orders for which you want to break the link.

Sales Line (or Purch Line)

This field displays the sales or purchase order line number.

Order/Line (or Purch/Line)

These fields display the sales or purchase order number and line.

Seq

This field displays the sequence number

Co No.

This field displays the company number

Supplier (or Customer) Name/Name

These fields display the account code and name of either the supplier or the customer.

Qty`

This field displays the order line quantity.

Delivery Date

This field displays the date of delivery for the order line.

Functions

Select All (F21)

Use this to select all lines with a **Detach**, in order to break their link.

Select Detach against a line and then press Enter to detach the link between the sales and purchase orders; this then reduces the reserved quantity on the sales and purchase order and deletes the record.

Process Orders by Customer Purchase Order Number [18/STOEP]

Use this task to process orders by the customer purchase order number rather than by the sales order. This is useful, for example, if, when the customer rings up to find out the status of their order, they only know their purchase order number, not your sales order number.

Process Orders by Customer Reference Selection Window

To display this window, select the Process Orders by Cust. P/O task.

Use this window to select the order you want to process.

Fields

Customer Code

Enter the customer account code.

PO Number

Enter the customer's purchase order number.

Ship with Reference

Enter the ship with reference for the sales order(s) that you want to process. When you press Enter, all orders with the same Ship with Reference are displayed.

Press Enter to display the Process Orders by Customer Reference Detail window.

Process Orders by Customer Reference Detail Window

To display this window, press Enter on the Process Orders by Customer Reference Selection window.

Use this window either to select the order that you want to amend or to make bulk amendments to the orders displayed.

Fields

Select (Sel)

Select one of the following:

Select (1) - To select an order for amendment

Order Enquiry (5) - To run a whole order enquiry on the order

Cancellation Code

Enter the cancellation reason code, if you are cancelling a line.

Dates for Update

Enter or select the new Due Date, Cancel Date or Do Not Ship Before Date for the orders selected.

Update Detail Lines

Check this field to update a line by the date entered.

Functions

Cancel Orders (F11)

Use this to cancel the orders that have been selected.

Select **Update Dates (F8)** to save the amendments to the dates or select **Cancel Orders (F11)** to cancel the order. The batch jobs are then submitted for processing.

Un-match Release/Blanket [19/STOEP]

Use this task to transfer matched quantities, allocations and reservations back to the Blanket Order, which were originally called off. It also unmarks release orders that have failed to previously match.

Un-match Release Orders Selection Window

To display this window, select the Un-match Release/Blanket task.

Use this window to select the release order or blanket order that you want to un-match.

Fields

Release Order Number

Enter the release order number.

Blanket Order Number

Enter the blanket order number.

Press Enter to display the Unmatch Release Orders Detail window.

Unmatch Release Orders Detail Window

To display this window, press Enter on the Unmatch Release Orders Selection window.

Use this window to select the order line that you want to un-match or re-match.

Fields

Release or Blanket Order Number

This field displays the specified order number.

Select (Sel)

Enter one of the following:

1 - To un-match the line

2 - To un-match the line and release for re-match

3 - To re-match the line

After entering one of the above, you will need to select **Update (F8)**.

Line

This field displays the line number.

Style

This field displays the style code.

Description

This field displays the style description.

Release

This field displays the release order number.

Line

This field displays the line number.

Match Suspend

This field displays an asterisk if the order has been suspended prior to approval, due to the setting on the order type.

Functions

Un-match All (F13)

Use this to un-match all order lines.

Un-match and Release All (F14)

Use this to un-match and release all order lines.

Re-match All (F15)

Use this to re-match all order lines.

Enter 1, 2 or 3 and then select **Update (F8)** to change the order status to release or un-matched. Then select **Exit (F3)** to leave the task.

Change Stockroom on Order [20/STOEP]

Use this task to change the sourcing stockroom for a sales order from the one originally on the order line to a new stockroom.

You can only use this task for order lines which are fully outstanding.

Caution: Do not use the Copy Sales Order task if the stockroom has already been changed using this task.

Note: *Do not use this task for Enterprise Orders or Supply Orders which are at outstanding status but reserved against demand orders, because all reservation links will be broken.*

Change Warehouse on Sales Order Selection Window

To display this window, select the Change Stockroom on Order task.

Use this window to enter the new stockroom and to select the sales order or style to which it is to apply.

Fields

From Warehouse

Enter the warehouse from which you want to change the style or order.

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

To Warehouse

Enter the warehouse to which you want to change the style or order.

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

Note: *If you are selecting a style, and the warehouse is not set up against the style in Inventory, you will receive a warning.*

For Style

Enter the style for which you want to apply the warehouse change.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

For Sales Order

Enter the sales order for which you want to apply the warehouse change.

Note: *Enter a style or a sales order, not both.*

Press Enter to display one of the following windows:

The Change Stockroom Confirmation pop-up if you specified a style

The Change Warehouse on Sales Order Line Selection window if you entered a sales order

Change Stockroom Confirmation Pop-up

To display this pop-up, enter or select a style and then press Enter on the Change Warehouse on Sales Order Selection window.

Use this pop-up to confirm the change of stockroom for all orders for the specified style.

Functions

Cancel (F12)

Use this to cancel the change of stockroom and return to the Change Warehouse on Sales Order Selection window.

Select **Confirm (F8)** to confirm the change of warehouse to all sales orders for the specified style.

Change Warehouse on Sales Order Line Selection Window

To display this window, select a sales order and then press Enter on the Change Warehouse on Sales Order Selection window.

Use this window to select the order lines for which you want to change the warehouse.

Fields

From Warehouse

This field displays the specified From warehouse.

To Warehouse

This field displays the specified To warehouse.

For Sales Order

This field displays the specified sales order.

Order

This field displays the order number.

Line

This field displays the order line number.

Product Code

This field displays the product code.

Quantity Ordered

This field displays the order quantity.

Quantity Outstanding

This field displays the quantity outstanding.

Quantity Despatched

This field displays the quantity that has been despatched.

Options

Select

Use this against the order lines you want to change.

Functions

Select All (F20)

Use this to select all of the order lines to have the stockroom change.

Select the order lines to change to display Change Warehouse on Sales Order Line Detail window.

Change Warehouse on Sales Order Line Detail Window

To display this window, select an order line on the Change Warehouse on Sales Order Line Selection window.

Use this window to confirm the warehouse change.

Fields

From Warehouse

This field displays the specified From warehouse.

To Warehouse

This field displays the specified To warehouse.

For Sales Order

This field displays the specified order.

Order

This field displays the order number.

Line

This field displays the order line.

Product Code

This field displays the product code.

Quantity Ordered

This field displays the order quantity.

Quantity Outstanding

This field displays the outstanding quantity.

Quantity Despatched

This field displays the quantity despatched.

Select **Confirm (F8)** to submit the batch job for processing.

Force Pick Note Release [21/STOEP]

Use this task to produce an immediate pick note for selected orders and selected allocated order lines.

You can also use the task to cancel any outstanding balance on the order line.

Special Tasking codes and any additional text are printed on the picking notes.

Manual Pick Notes Customer Selection Window

To display this window, select the Force Pick Note Release task.

Use this window to select the customer for whom you want to produce the pick note.

Fields

Customer

Enter the customer account code and delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Press Enter to display the Manual Pick Notes Order Selection window.

Manual Pick Notes Order Selection Window

To display this window, enter or select a customer and then press Enter on the Manual Pick Notes Customer Selection window.

Use this window to select an order for which to produce the pick note. If the order selected has no eligible lines, a warning is displayed.

Force Pick Note Release performs a credit check and will suspend orders for any credit-related reason.

Where the credit code is defined with a **3** in the second digit of the TYPE code, the order will be both picked and suspended. Where the second digit is not a **3**, the order is suspended and remains allocated.

If the order is flagged with the user-defined ignore credit check code, **CI**, no credit checks are carried out on the order at picking regardless of the settings above.

Where an order contains the ignore credit check code, this code will be removed after picking unless the code is set up in the Inventory Descriptions file with a Ret (P/V) indicator set to **1**. Where this is set to **1**, the code is retained against the order.

Note: *Even orders previously released from suspension will be re-checked at this stage.*

Fields

Customer

This field displays the specified customer.

Order

This field displays the order number.

Options

Select

Use this to select an order for which to produce the pick note.

Select an order to display the Manual Pick Notes Order Detail window.

Manual Pick Notes Order Detail Window

To display this window, select an order on the Manual Pick Notes Order Selection window.

Use this window to select a line for which to produce the pick note.

Fields

Customer

This field displays the specified customer.

Order Number

This field displays the specified order number.

Select (Sel)

Select one of the following:

Select Line (1) - To select a line for which to produce the pick note

Matrix (2) - To display the matrix for a line

Ln

This field displays the order line number.

Style No.

This field displays the style number.

Ordered

This field displays the order quantity.

Despatched

This field displays the despatched quantity.

Allocated

This field displays the allocated quantity.

Outstanding

This field displays the outstanding quantity.

Fail Rsn

This field displays the order pick percentage.

Sel Pick

This field is not currently used.

Cnc Bal

Check this field to cancel the outstanding balance.

Note: *The order line on which you want to cancel the balance must also be selected with Select Line.*

Sts

This field displays the order status.

Functions

Suspend Codes (F5)

This function is not currently in use.

Generate Pick Notes for All Lines (F7)

Use this to generate a pick note for all order lines. The Request Immediate Pick Note window is displayed. Select **Accept (F8)** to submit the batch job for processing.

Generate Pick Notes for Selected Lines (F8)

Use this to generate pick notes only for the lines that have been selected with **Select Line**.

Select **Generate Pick Notes for Selected Lines (F8)** either to submit the batch job for processing to produce the pick note, or, if the Cancel Balance field was selected, to display the Cancel Outstanding Balance pop-up.

Cancel Outstanding Balance Pop-up

To display this pop-up, select a line with Select Line and check the Cancel Balance field and then select **Generate Pick Notes for Selected Lines (F8)** on the Manual Pick Notes Order Detail window.

Use this pop-up to enter the reason for cancellation.

Fields

Ln

This field displays the order line number.

Style

This field displays the style code.

Order Qty

This field displays the order quantity.

Despatch Qty

This field displays the despatch quantity.

Allocated Qty

This field displays the allocated quantity.

Outstanding Qty

This field displays the outstanding quantity.

Reason Code

Enter the reason for cancellation.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Select **Cancel Outstanding Qty (F13)** to cancel the outstanding quantity.

Chapter 4 Enquiries

4

Enquiry Categories

Style Sales Order Processing enquiries are designed to provide rapid and complete access to the data, therefore you can access a lot of them directly from the menu or from within maintenance and processing tasks. Enquiries can be grouped into three main categories:

Reference Details Enquiries

In general, these take the same format as the equivalent maintenance tasks. However, unlike the maintenance tasks, you do not need to have authority to access them. The enquiries cover:

- Descriptions and standard reference data
- Customer details
- Product details - this is extended into the full inventory style status
- Depot profile
- Price discount profiles
- Price lists
- Discount lists
- Kit items
- Enterprise group
- SKU level groups
- Product promise ship dates

Stock Status Enquiries

- Stock position
- Stock availability
- Stock matrix

Order Detail Enquiries

- Orders by customer and item
- Despatch notes raised but not invoiced
- Invoice details
- Invoices by customer and order number

Customer Search

When you set up a Style Sales Order Processing company, you define criteria from the customer record to use for the customer search. The customer search is made up of the customer name and then two other fields, which you assign when setting up the company profile. You can select any of the details held on the customer record, for example, telephone number or postcode. If you select Address, it is broken down into words and these words are entered into an index. A word is a string of two or more characters without an intervening space. Articles, conjunctions and words like Ltd and plc are discarded. Searches can then be made using the index.

Only a partial name match is necessary. For example: SM will find all SMiths and SMalls.

The search lists all customers that satisfy the entered criteria. You can enter details into one, two or all three of the selection criteria fields. The more detail you give, the more you restrict the search. If you do not enter any criteria, but select **Search**, all customers are listed in account code sequence.

Normally the selection can be made sufficiently specific, so that only a few customers are displayed. If, however, many accounts have been selected you can expand the window to fill the whole window, by selecting **Expand (F13)**.

Whole Order [1/STOEE]

Use this task to provide a multi-level display of order details. From the detailed display of the whole order, you can view a more detailed inspection of both order header and order line information.

Whole Order Enquiry Selection Window

To display this window, select the Whole Order task.

Use this window to select the order to display. You can use either the sales order number or the customer and order reference to select the order.

Fields

Size Sys

Enter the size system.

Alternatively, use the prompt facility to select from the SIZS Size System (Type) pop-up.

Order

You can optionally enter the sales order number of the required order.

Customer No

You can optionally enter the customer account code and the delivery sequence number.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Order Ref

Enter the customer order reference.

Press Enter to display the Whole Order Enquiry Order Line Selection window or the List of Orders for Customer Reference window if you have not specified a customer.

Customer Status Pop-up

To display this warning pop-up, select an order and then press Enter on the Whole Order Enquiry Selection window.

This pop-up is only displayed if the customer status, or parent if part of an account hierarchy, is set to one of the following in Accounts Receivable:

Account Stop =	Yes
Account Status =	Recommend for Deletion
	Legal Status
	Suspend Trading
	Uncertain Debt

Line suspensions will always follow order suspensions.

Note: *The same rules as for credit checking are applied to determine the status; i.e. the account status, if set, overrules the account stop status and the parent status is displayed if the account is in a hierarchy.*

Fields

Customer

These fields display the customer code and name.

Status

A description is shown of the current status or customer stop indicator set against the customer in Accounts Receivable. If the customer is in a hierarchy, this is checked instead and the hierarchy status is shown.

Press Enter to continue and display the Whole Order Enquiry Order Line Selection window.

Whole Order Enquiry Order Line Selection Window

To display this window, press Enter on the Whole Order Enquiry Selection window or on the Customer Status pop-up.

The window displays the order header information and the order lines. Use this to display the order header text.

Note: *If the customer is on stop or a status is set on the account in Accounts Receivable, the warning window described above is displayed.*

Initial selection of an order displays a message if suspend codes exist against the order. This is detected by a value of **12**, **1** or **2** set on the Order Header file (OEP40/SUSP40). A message indicating the type of suspensions is shown and **Suspense Codes (F18)** is available.

Fields

Size Sys

This field displays the size system is displayed, if you selected one.

Order Suspended (Untitled)

This field is only displayed if the order is suspended and describes the types of order suspensions in force.

Order Ref

This field displays the customer's order reference.

Order

This field displays the order number.

Cust No

This field displays the customer number.

Currency/Rate code/Rate

This field displays the currency & conversion details.

Type

This field displays the order type.

Order Date

This field displays the order date.

Delivery Address

Four lines of the customer's delivery address are displayed.

System Order Date

This field displays the date on which the order was entered onto the system.

Delivery Required

This field displays the date on which the customer requires delivery of the order.

Order Value

This field displays the total value of the order.

Base Value

This field displays the base value of the order.

Further Detail (F13)

Address

This field displays the address to which the order is to be delivered.

Store No

This field displays the store number, if applicable.

Dept No

This field displays the department number, if applicable.

Priced At

This field displays the point at which the order is priced.

Table

Ln

This field displays the line number for the product on the order.

Description

This field displays the product description.

Order Qty

This field displays the total quantity ordered for a particular item on this order line.

Quantity

This field displays the quantity last actioned.

Status (S)

This field displays the status of the order. The status can be one of the following:

O - Outstanding

A - Allocated

PI - Picked

PA - Packed

D - Despatched

I - Invoiced

C – Cancelled

Note: For *warehouse* controlled orders the pick *status* is:

P0 - SOP picked

P1 - *Warehouse* being picked

P2 - *Warehouse* picked

Date

This field displays one of the following dates:

Due date (default) - The required delivery date for the order line item

Can date - Cancellation date, if applicable

DNSB - Do-not-ship-before date

Orig Rqst - Original request date

Orig Dlvy - Original delivery date

Fwd Invce – Forward Invoice Date

Note: *The forward invoice date will be the same for each order line.*

You can change the date displayed by selecting **Dates (F14)**.

InvNo

This field displays the invoice number of the most recent despatch.

Typ

This field displays the order type against each order line. Order types are:

Blank - Normal order

WO - Make to order

BB - Buy to order

DD - Direct Delivery

RS - Reservation

EB - Enterprise Order

ED - Enterprise Direct Delivery

Options

Select

Use this to select a style variant for review.

Note: *If you select an order line, the matrix is displayed, so that you can select the style variant on which you want to enquire.*

Ordered

Use this to display the order line quantity ordered on the Order Quantities pop-up.

O/S

Use this to display the line quantity still outstanding (open) on the Outstanding Quantities pop-up.

Alloc

Use this to display the quantity of the order line currently allocated on the Allocated Quantities pop-up.

Pick

Use this to display the quantity of the order line with an On Pick status on the Picked Quantities pop-up.

Pack

Use this to display the quantity of the order line with an On Pack status on the Packed Quantities pop-up.

Desp

Use this to display the quantity of the order line shipped on the Despatched Quantities pop-up.

Text

Use this to display the existing order line text.

Prices

Use this to display the prices down to SKU level on the Fixed Price Maintenance pop-up.

Reservations

Use this to display any reservations made on the Reservations/Linked Orders Enquiry pop-up.

Note: *If you use any of the above, except for Select, against an order line, the matrix is displayed, completed with the relevant quantities at SKU level.*

Seasonality

Use this to display the Seasonality pop-up.

Vertex

Use this to display Vertex Tax breakdown at line level.

Note: *This is only available when Vertex - US Sales Tax is active.*

Functions

SR/Product (F10)

Toggle between showing the Product Description and the Product Code and Stockroom

Further Detail (F13)

Use this to display the Whole Order Enquiry Additional Details window.

Dates (F14)

Use this to display dates in the following order:

Due Date - The date on which the delivery is required

Can Date - Cancellation date, if applicable

DNSB - Do-not-ship-before date

Orig Rqst - Original request date

Orig Dlvy - Original delivery date

Suspend Codes (F18)

Use this to display the Suspend Codes Enquiry pop-up.

Note: *This function is only available when active suspend codes exist on an order.*

Caution: Suspend detail is only available from the Order Header.

Text (F21)

Use this to display existing order text.

Note: *The following text windows are identical to those described in the Order Entry section. Please refer to that section to see the windows.*

Tasking (F23)

Use this to display special tasking codes on the order.

Select an order line to display the Whole Order Enquiry Order Line window.

Whole Order Enquiry Additional Details Window

To display this window, select **Further Detail (F13)** on the Whole Order Enquiry Line Selection window.

This window displays the default settings used for processing the order, as well as additional order data.

Fields

Size Sys

This field displays the size system, if you selected one.

Order

This field displays the order number.

Cust No

This field displays the customer number.

Order Ref

This field displays the customer's order reference.

Order Tab

Type

This field displays the order type.

Order Date

This field displays the order date.

System Order Date

This field displays the date on which the order was entered onto the system.

Original Dlvy Date

This field displays the date on which the customer requires delivery of the order.

Last Picking Note No

This field displays the last despatch note sequence number used.

Proforma No

This field displays the proforma number for this order.

Warehouse

This field displays the sales warehouse from which this order is to be shipped.

Priority

This field displays the current allocation priority assigned to the order.

Suspend

If the order is suspended, this field displays the reason code.

Initial Order Pick %

This field displays the percentage of the order picked at the first pick.

Backorder Pick %

This field displays the percentage of the backorder that has been picked.

Allow Backorder

This field displays one of the following:

0 - If backorders are not allowed

1 - If backorders are allowed

2 - If you want to cancel the order if there is not enough stock

3 - If you want to suspend the order until there is enough stock available

Delivery Tab

Delivery Address

This field displays up to four lines of the customer’s delivery address.

Store No

This field displays the number of the customer’s store.

Dept No

This field displays the department number for the customer.

Invoice Tab

Invoice Address

This field displays the invoice address for the order.

Price Tab

Currency

This field displays the currency for the order.

Rate Code

This field displays the currency rate code.

Rate

This field displays the currency conversion rate.

Order Value

This field displays the total value of the order.

Base Value

This field displays the base value of the order.

Priced At

This field displays the point at which the order is priced.

Cash Discount

This field displays the settlement terms code.

Price List

This field displays the price list used to price the order.

Discount List

This field displays the discount list used to apply discounts to the order.

Priced

This checkbox is displayed as follows:

Unchecked - If the order was priced at the order date

Checked - If the order was priced on the date of despatch

Functions

Payment Details (F13)

Use this to display the Payment Details window.

Restart (F15)

Use this to return to the Whole Order Enquiry Selection window.

Mark For (F16)

Use this to display the Mark for Details Enquiry window.

Charges (F18)

Use this to display the Charges Enquiry pop-up.

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Selection window.

Suspend Codes Enquiry Pop-up

To display this pop-up, select **Suspend Codes (F18)** on the Whole Order Enquiry Order Line Selection window.

Use this pop-up to interrogate the suspend codes held against an order.

Initial selection of an order displays a message if suspension codes exist against the order. Where this is the case, **Suspend Codes (F18)** is available. This gives detail of all active suspense codes with full detail to show whether the line or whole order is affected.

Line suspensions will always follow order suspensions.

Note: *Suspend detail is only available from the order header. The Order Line enquiry does not show suspension codes.*

Fields

Status

This field displays the status of the suspense.

Line

This field displays the line to which the suspense relates.

Code

This field displays the suspend code.

Description

This field displays the text description for the suspend code.

Caution: The current Inventory Descriptions file settings are displayed. If the settings have been changed since the suspend code was applied to the order, this therefore may not reflect the restriction applied to the order.

Date

This field displays the date on which the order was suspended.

User

This field displays the ID of the user who suspended the order.

NOTE: *The User ID identified the user who added the suspension code to the order.*

Setting

This field displays the 3 indicators, Credit/Service, Control and Type, held in the Inventory Descriptions file against each suspense code.

Functions

Active/All (F16)

Use this to toggle between displaying active suspend codes and all suspend codes, including those now inactive either because they have been removed via suspended order release or because they have been removed by other processes, such as by applying a price in order amend or by cancelling an order.

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Selection window.

Text Pop-up

To display this pop-up, select **Text (F21)** on the Whole Order Enquiry Order Line Selection window.

Use this pop-up to view text held against the order.

Ref: ST0MM99IN02M99, IN02M99

Fields

Text Type

If any order header text is found, this is the text reference selected. If no order header text is found the customer text is selected.

Note: *The delivery sequence on the order header is used to determine which customer text to select.*

Reference

This field displays the order number.

Usage Code

Enter a usage code.

Alternatively, use the prompt facility on this field to select from the USGC Text Usage Codes pop-up.

Language Code

Enter a language code.

Alternatively, use the prompt facility to select from the Select Language pop-up.

Functions

Select Existing Text (F13)

Use this to display a list of existing order header text if any exists or customer text if no order header text is found.

Caution: Although the title of this pop-up is "Maintain Text", maintenance of text is not available via order enquiries.

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Selection window.

Special Tasking Code Enquiry Window

To display this window, select **Tasking (F23)** in the Whole Order Enquiry Order Line Selection window.

Use this pop-up to view special tasking codes held against the order.

Fields

Text

Enter 2 to display any special instructions

Select Order Line for Display Pop-up

To display this pop-up, select an order line on the Whole Order Enquiry Order Line Selection window.

Use this pop-up to select the SKU of the selected order line on which you want to run the enquiry.

Fields

Select

Enter **1** in the matrix to select the SKU for which you want to run the enquiry.

Press Enter to display the Whole Order Enquiry Order Line Detail window.

Whole Order Enquiry Order Line Detail Window

To display this window, either select a line on the Whole Order Enquiry Order Line Selection window, or select a SKU with 1 and then press Enter on the Select Order Line for Display pop-up.

This window displays the order details for the selected order line down to SKU level.

Fields

Order No

This field displays the order number.

Cust No

These fields display the customer account code and delivery address sequence.

Order Ref

This field displays the customer's order reference.

Type

This field displays the order type.

Ln

This field displays the order line number.

Product Code

This field displays the product code.

Description (Untitled)

This field displays the product description.

Can.

This field displays the cancellation reason code, if the order has been cancelled.

Price/Discount

Base Value

This field displays the value of the order line in base currency.

Prime Value

This field displays the value of the order line in the currency of the order.

Price

This field displays the unit price of the product (at SKU level if appropriate).

Entered Discount

This field displays the discount percentage, if one was entered as an override.

Line Discount

This field displays the order line discount derived from the discount list.

Order Discount

This field displays the whole order discount derived from the discount list.

Disc. Value

This field displays the total discount value for the order line.

Quantity

Order

This field displays the line order quantity.

O/stdg

This field displays the quantity not yet allocated to the order line.

Desp

This field displays the quantity despatched so far for the order line.

Alloc

This field displays the quantity currently allocated, but not yet included on a picking instruction for the order line.

Picked

This field displays the quantity currently on pick for the order line.

Packed

This field displays the quantity currently packed and awaiting despatch.

Line Details

Delivery

This field displays the delivery address sequence for the order line.

Warehouse

This field displays the warehouse from which the order line is to be despatched.

Priority

This field displays the current allocation priority for the order line.

Price List

This field displays the price list used to price the order line.

Priced At

This field displays the point at which the order line is priced; this is either at time of order entry or time of despatch.

Disc. List

This field displays the discount list used to apply discounts to the order line.

Line Pick %

This field displays the current pick percentage for the order line.

B/O Line Pick %

This field displays the Back Orders Line Pick Percentage, which is the percentage of order line items for delivery for which there is no stock.

Functions

Additional Detail (F13)

Use this to display the Order Line Additional Details window.

Restart (F15)

Use this to return to the Whole Order Enquiry Selection window.

Despatches (F16)

Use this to display the Whole Order Enquiry Despatch Details pop-up.

Cancellation Details (F17)

Use this to display the Whole Order Enquiry Cancellation Details window.

Text (F21)

Use this to display existing text.

Carton Contents (F21)

This function is only displayed where the order line is for a carton. The initial display shows the total number of pieces in the carton. This is the number of pieces in a set multiplied by the number of sets.

Tax (F23)

Use this to display the Order SKU Tax Enquiry pop-up.

Note: *This is only available when Vertex - US Sales Tax is active.*

Select **Exit (F3)** to leave the enquiry.

Order Line Tax Enquiry Pop-up

To display this pop-up, select a line with Vertex on the Whole Order Enquiry Order Line Selection window.

This pop-up shows total tax amounts and rate with a breakdown by state, city, county and district, both in base and prime currencies as well as Customer and Style tax groups. For VT1, the TAX codeis displayed, and where an order line has the tax codeoverridden, this code will be displayed against the item group. For VT2, the customer and item code are always displayed.

Note: *This pop-up is only available when Vertex - US Sales Tax is active.*

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Selection window.

Whole Order Enquiry Despatch Details Pop-up

To display this pop-up, select **Despatches (F16)** on the Whole Order Enquiry Order Line Detail window.

This pop-up displays details of the despatch notes for the selected order line.

Fields

Qty Ord

This field displays the order quantity for the selected order line.

Alloc

This field displays the quantity allocated.

O/S

This field displays the quantity outstanding, still waiting to be allocated.

Despatch Note Number/Despatch Note Line

These fields display the picking note number for the despatch document and the line number of the order line as shown on the picking note.

Quantity Picked

This field displays the quantity on pick, per picking note sequence number.

Quantity Packed

This field displays the quantity at packing status.

Quantity Desp/Inv

This field displays the quantity that has been despatched.

Despatch Date

This field displays the despatch date.

Functions

Restart (F15)

Use this to return to the Whole Order Enquiry Selection window.

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Detail window.

Maintain Text Pop-up

To display this pop-up, select **Text (F21)** on the Whole Order Enquiry Order Line Detail window.

Use this pop-up to view text held against the order line.

Fields

Text Type

If any order line text is found, this is the text reference selected. If no order line text is found, the item text is selected.

Text Reference

This is the text reference pre-selected. If none is found, the item text is selected. (This different from the Core product but in line with what is printed.)

Reference

For order line text, these fields display the order number and line number.

Usage Code

Enter a usage code.

Alternatively, use the prompt facility on this field to select from the USGC Text Usage Codes pop-up.

Language Code

Enter a language code.

Alternatively, use the prompt facility to select from the Select Language pop-up.

<u>Functions</u>

Select Existing Text (F13)

Use this to displays a list of existing order line text if any is found or item text if no order line text is found.

Caution: Although the title of this pop-up is "Maintain Text", maintenance of text is not available via order enquiries.

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Selection window.

Carton Display Pop-up

To display this pop-up, select **Carton Details (F21)** on the Whole Order Enquiry Order Line Detail window.

This pop-up displays the pieces in a carton.

<u>Functions</u>

Set Display (F13)

This field displays the number of pieces in a single set.

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Detail window.

Order SKU Tax Enquiry Pop-up

To display this pop-up, select **Tax (F23)** on the Whole Order Enquiry Order Line Detail window.

This pop-up shows total tax amounts and rate with a breakdown by state, city, county and district, both in base and prime currencies as well as Customer and Style tax groups. For VT1, the TAX codeis displayed, and where an order line has the tax codeoverridden, this code will be displayed against the item group. For VT2, the customer and item code are always displayed.

Note: *This pop-up is only available when Vertex - US Sales Tax is active.*

Select **Previous (F12)** to return to the Whole Order Enquiry Order Line Detail window.

Orders by Customer [2/STOEE]

Use this task to view a list of all orders for a specific customer. The orders are sequenced by customer reference.

Orders by Customer Enquiry Selection Window

To display this window, select the Orders by Customer task.

Use this window to select the customer for whom you want to run the enquiry.

Fields

Customer Number

Enter the customer account number and delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Press Enter to display the Orders by Customer Enquiry Detail window.

Orders by Customer Enquiry Detail Window

To display this window, enter or select a customer and then press Enter on the Orders by Customer Enquiry Selection window.

This window displays all of the orders for the selected customer. The list is displayed in customer reference sequence.

Fields

Customer Number

These fields display the customer account number, delivery address sequence and name.

Customer Ref

This field displays the customer reference number assigned at order entry.

Product Code

This field displays the style ordered.

Due Date

This field displays the date on which the order is due.

Quantity Ordered

This field displays the quantity ordered.

Quantity Despatched

This field displays the quantity shipped so far.

Typ

This field displays the type of order.

Order types are:

DD - Direct delivery

EB - Enterprise back-to-back orders

ED - Enterprise direct delivery

BB - Back-to-back purchase orders

WO - Back-to-back works orders

RS - Reservations

Options

Select

Use this to display the Select Order Line for Display matrix.

Select a SKU with **1** to display the Whole Order Enquiry Order Line Detail window.

Note: *All of the following selections display the style matrix.*

Order

Select to display the whole order

Ordered

Use this to display the order line quantity ordered on the Order Quantities pop-up.

O/S

Use this to display the line quantity still outstanding (open) on the Outstanding Quantities pop-up.

Alloc

Use this to display the quantity of the order line currently allocated on the Allocated Quantities pop-up.

Pick

Use this to display the quantity of the order line with an On Pick status on the Picked Quantities pop-up.

Pack

Use this to display the quantity of the order line with an On Pack status on the Packed Quantities pop-up.

Desp

Use this to display the quantity of the order line shipped on the Despatched Quantities pop-up.

Text

Use this to display the Maintain Text pop-up.

Prices

Use this to display the prices down to SKU level on the Fixed Price Maintenance pop-up.

Reservations

Use this to display any reservations made on the Reservations/Linked Orders Enquiry pop-up.

Vertex

Use this to display Vertex Tax breakdown at line level.

Note: *This is only available when Vertex - US Sales Tax is active.*

Functions

Change Level of Detail (F13)

Use this to toggle the level of detail of the display.

Select an order to display the Select Order Line for Display matrix. Select a SKU with 1 to display the Whole Order Enquiry Order Line Detail window.

Orders by Customer and Style [3/STOEE]

Use this task to view a list of all orders, by customer, either for all styles or for a specific style. You can view completed or open orders.

Orders by Customer and Style Enquiry Selection Window

To display this window, select the Orders by Customer and Style task.

Use this window to select the customer and style for which you want to run the enquiry.

Fields

Customer Number

You can optionally enter the customer account number and delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Leave this field blank to include all customers. In this case, you must enter a product code.

Product Code

You can optionally enter the style for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank to include all styles. In this case, you must enter a customer number.

Customer Reference

You can optionally enter the customer reference.

Status of Orders

Select one of the following:

Open (0) - To run the enquiry only on open orders and to exclude completed orders

Complete (1) - To run the enquiry only on completed orders, and to exclude open orders

Both (2) - To run the enquiry on all orders

Order Sequence

Select one of the following:

Ascending (1) - To display the orders in ascending sequence

Descending (2) - To display the orders in descending sequence

Range of Dates

You can optionally enter or select a range of dates to restrict the enquiry. Leave these fields blank to include all orders.

Press Enter to display the Orders by Customer and Style Enquiry Summary window.

Orders by Customer and Style Enquiry Summary Window

To display this window, enter or select a customer and optionally a style and then press Enter on the Orders by Customer and Style Enquiry Selection window.

If you enter or select a style but no customer and then press Enter on the Orders by Customer and Style Enquiry Selection window, the Customer Number field is blank on this window.

The window displays a summary of all orders for the selected customer or style or customer and style.

Fields

Customer Number

These fields display the customer account number, delivery address sequence and name, if you specified a customer on the selection window.

Select (Untitled)

Select one of the following:

Line (1) - To display the Select Order Line for Display matrix

Select a SKU with **1** to display the Whole Order Enquiry Order Line Detail window.

Sales Order (A) - To display the Whole Order Enquiry Order Line Selection window

Ordered (2) - To display the order line quantity ordered on the Order Quantities pop-up

Outstanding (3) - To display the line quantity still outstanding (open) on the Outstanding Quantities pop-up

Allocated (4) - To display the quantity of the order line currently allocated on the Allocated Quantities pop-up

Pick (5) - To display the quantity of the order line with an On Pick status on the Picked Quantities pop-up

Pack (6) - To display the quantity of the order line with an On Pack status on the Packed Quantities pop-up

Despatch (7) - To display the quantity of the order line shipped on the Despatched Quantities pop-up

Text (8) - To display the Maintain Text pop-up

Prices (9) - To display the prices down to SKU level on the Fixed Price Maintenance pop-up

Reservations (10) - To display any reservations made on the Reservations/Linked Orders Enquiry pop-up

Vertex (12) - To display Vertex Tax breakdown at line level

Note: *This is only available when Vertex - US Sales Tax is active.*

Customer Ref

This field displays the customer reference for the order, if applicable.

Style

This field displays the style on order.

Due Date

This field displays the date on which the order is/was due.

Typ

This field displays the order type.

Order Quantity

This field displays the order quantity.

Allocation Quantity

This field displays the quantity allocated to the order.

Desp

This field displays the quantity that has been despatched for the order.

Options

This field displays the options you can select for each line.

Functions

Change Level of Detail (F13)

Use this to toggle the level of detail displayed.

Select a line to display the Select Order Line for Display matrix. Select a SKU with 1 to display the Whole Order Enquiry Order Line Detail window.

Orders by Product [4/STOEE]

Use this task to view a list of all order lines, together with the stock position for a specific style.

Orders by Product Enquiry Selection Window

To display this window, select the Orders by Product task.

Use this window to select the style for which you want to run the enquiry.

Fields

Product Code

Enter the style for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Status of Orders

Select one of the following:

Open (0) - To include only the orders that are still open in the enquiry

Complete (1) - To include only complete orders in the enquiry

Both (2) - To include all orders of both Open and Complete status in the enquiry

Sequence

Select one of the following:

Ascending (1) - To display the orders in ascending order in the enquiry

Descending (2) - To display the orders in descending order in the enquiry

Range of Dates

You can optionally enter or select the range of dates of the orders that you want included in the enquiry.

Press Enter to display the Orders by Product Enquiry Detail window.

Orders by Product Enquiry Detail Window

To display this window, enter or select a style and then press Enter on the Orders by Product Enquiry Selection window.

This window displays all orders for the selected style. The list is displayed in order number sequence.

Fields

Product Code

These fields display the code and description of the product selected for the enquiry.

Phy Stk

This field displays the total physical stock for all stockrooms for the selected style.

Free Stk

This field displays the total free stock for all stockrooms for the selected style.

Order Qty

This field displays the total order quantity for all live orders for the selected style.

Des Qty

This field displays the total despatch quantity for all live orders for the selected style.

Order

This field displays the sales order number.

Order Reference

This field displays the customer's order reference.

Ln

This field displays the order line number.

Customer

These fields display the customer account code and delivery address sequence.

Ord Date

This field displays the date on which the order was placed.

Ord. Qty

This field displays the quantity on order.

Des. Qty

This field displays the quantity despatched.

Typ

This field displays the type of order.

Order Types are:

DD - Direct delivery

EB - Enterprise back-to-back orders

ED - Enterprise direct delivery

BB - Back-to-back purchase orders

WO - Back-to-back works orders

RS - Reservations

Options

Select

Use this to display the Select Order Line for Display matrix

Select a SKU with **1** to display the Whole Order Enquiry Order Line Detail window.

Order

Use this to display the Whole Order Enquiry Order Line Selection window

Ordered

Use this to display the order line quantity ordered on the Order Quantities pop-up

O/S

Use this to display the line quantity still outstanding (open) on the Outstanding Quantities pop-up

Alloc

Use this to display the quantity of the order line currently allocated on the Allocated Quantities pop-up

Pick

Use this to display the quantity of the order line with an On Pick status on the Picked Quantities pop-up

Pack

Use this to display the quantity of the order line with an On Pack status on the Packed Quantities pop-up

Desp

Use this to display the quantity of the order line shipped on the Despatched Quantities pop-up

Text

Use this to display the Maintain Text pop-up

Prices

Use this to display the prices down to SKU level on the Fixed Price Maintenance pop-up

Reservations

Use this to display any reservations made on the Reservations/Linked Orders Enquiry pop-up

Vertex

Use this to display Vertex Tax breakdown at line level

Note: *This is only available when Vertex - US Sales Tax is active.*

Select an order to display the Select Order Line for Display matrix, select a SKU with 1 to display the Whole Order Enquiry Order Line Detail window.

Orders Cross-reference [5/STOEE]

Use this task to view a list of all orders for a customer for a given period, cross-referencing the customer's own order reference number and the sales order number. If an order is selected, the Whole Order Enquiry facilities are available.

Order Cross-reference Enquiry Selection Window

To display this window, select the Orders Cross-reference task.

Use this window to select the customer for whom you want to run the cross-reference enquiry.

Fields

Customer Number

Enter the customer account number and the delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

If the delivery sequence is left blank, all orders for all sites will be selected.

Orders Entered Between/And

You can optionally enter or select the range of dates for the orders that you want to include in the enquiry.

Fields

Include Cancelled/Completed Orders in List

Use this checkbox as follows:

Unchecked - to exclude cancelled or completed orders on the list.

Checked - to include cancelled or completed orders on the list

Press Enter to display the Order Cross Reference Enquiry Detail window.

Order Cross-reference Enquiry Detail Window

To display this window, enter or select a customer and then press Enter on the Order Cross-reference Enquiry Selection window.

The window displays a list of all the selected customer's orders between the specified dates.

Fields

Customer Number

These fields display the customer account code, delivery address sequence and name.

Orders Entered Between/And

This field displays the date range used for the enquiry.

S/C

This field displays the customer's three-digit delivery address sequence code, if one was not specified on the Order Cross Reference Enquiry Selection window.

Customer Reference

This field displays the customer's reference for the order.

Order No.

This field displays the order number.

Options

Select

Use this against an order number to display the Whole Order Enquiry window.

Functions

Restart (F15)

Use this to return to the Order Cross Reference Enquiry Selection window.

Select an order to display the Whole Order Enquiry window.

Invoice by Order [6/STOEE]

Use this task to view invoice details for selected orders.

Invoice by Order Number Enquiry Selection Window

To display this window, select the Invoice by Order task.

Use this window to select the order for which you want to run the invoice enquiry.

Fields

Order

Enter the sales order number for which you want to run the invoice enquiry.

Cust No

You can optionally enter the customer account number and the delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Order Ref

Enter the customer's order reference. This field is mandatory if you entered a customer number.

Press Enter to display the Invoice by Order Number Enquiry Detail window.

Invoice by Order Number Enquiry Detail Window

To display this window, enter an order number and press Enter on the Invoice by Order Number Enquiry Selection window.

This window displays the invoices for the selected order.

Fields

Size Sys

This field displays the size system is displayed, if you selected one.

Carrier

This field displays the code of the carrier used to deliver the order.

Invoice

This field displays the invoice selected for the enquiry.

Picking Note

This field displays the picking note number for the order.

Currency

This field displays the currency for the order, if applicable.

Rate

This field displays the currency rate, if applicable.

Price List

This field displays the price list used to price the order.

Disc List

This field displays the discount list used for the order.

Reason

If the order has been cancelled, this field displays the reason code.

Discount

This field displays the type of discount used.

Desp Meth

This field displays the method despatch used for the order.

Dsp

This field displays the despatch sequence.

Description

This field displays the description of the style ordered.

Qty

This field displays the quantity ordered.

Unit Price

This field displays the unit price for the style.

Nett

This field displays the net price for the style.

Des Date

This field displays the despatch date.

Options

Select

Use this to display the Invoice by Order Number Enquiry Line Detail window.

Matrix

Use this to display the matrix, which displays the order quantity broken down to SKU level.

Functions

Further Detail (F13)

Use this to display the Invoice by Order Number Enquiry Further Detail window.

Restart (F15)

Use this to return to the Invoice by Order Number Enquiry Selection window.

Prime Values (F18)

Use this to display the prime values for the order.

Charges (F19)

Use this to display the Charges Enquiry pop-up.

Text (F21)

Use this to display existing text.

Select a line to display the Invoice by Order Number Enquiry Line Detail window.

Invoice by Order Number Enquiry Further Detail Window

To display this window, select **Further Detail (F13)** on the Invoice by Order Number Enquiry Detail window.

This window displays the detailed invoice for the selected order.

Fields

Size Sys

This field displays the size system is displayed, if you selected one.

Carrier

This field displays the code of the carrier used to deliver the order.

Invoice

This field displays the invoice number.

Picking Note

This field displays the picking note number for the order.

Ord Ref

This field displays the customer's order reference for the order.

Price List

This field displays the price list used to price the order.

Disc List

This field displays the discount list used to discount the order.

Reason

If the order has been cancelled, this field displays the reason code.

Discount

This field displays the type of discount.

Desp Meth

This field displays the method of despatch used for the order.

Goods Total

This field displays the total value of the goods.

Tax Total

This field displays the total amount of tax payable.

Invoice Total

This field displays the invoice total.

Charges Total

This field displays the total amount of additional charges.

Store No

This field displays the store number for the customer.

Dept No

This field displays the department number for the customer.

Discount Code

This field displays the type of discount applied to the order.

Discount %

This field displays the percentage discounted from the order.

Type

This field displays the type of document, for example IN (Invoice).

Priced At

This field displays the point at which the order is priced.

Print Flag

This field indicates whether or not the document is to be printed.

Date Ordered

This field displays the date on which the order was placed.

Date Invoiced

This field displays the date on which the invoice was created.

Period

This field displays the sales period to which the invoice relates.

Order No

This field displays the order number.

Customer No

These fields display the customer account code and delivery address sequence.

Statement

This field displays the customer's statement account number to which the invoice is posted in Accounts Receivable.

Invoice No

This field displays the customer account code and delivery address sequence to which the invoice was sent.

Functions

Payment Details (F13)

Use this to display the Payment Override Enquiry pop-up.

Restart (F15)

Use this to return to the Invoice by Order Number Enquiry Selection window.

Mark For (F16)

Use this to display the Mark for Details Enquiry window.

Charges (F19)

Use this to display the Charges Enquiry pop-up.

Select Previous (F12) to return to the Invoice by Order Number Enquiry Detail window.

Invoice by Order Number Enquiry Line Detail Window

To display this window, select an invoice line on the Invoice by Order Number Enquiry Detail window.

This window displays the invoice details for the order lines.

Fields

Invoice

This field displays the invoice number.

Despatch Note

This field displays the despatch note number for the order.

Currency

This field displays the currency for the order, if applicable.

Rate

This field displays the currency rate, if applicable.

Product Code

This field displays the code of the product ordered.

Despatched

This field displays the date on which the order was despatched.

Invoiced

This field displays the date on which the invoice was produced.

Cust. No.

These fields display the customer account number and delivery address sequence.

Order Ref

This field displays the customer's order reference.

Statement

This field displays the customer's statement account number to which the invoice is posted in Accounts Receivable.

Line Disc

This field displays the line discount.

Unit Price

This field displays the price per unit.

Warehouse

This field displays the sourcing warehouse.

Order Disc

This field displays the order discount.

Quantity

This field displays the order quantity.

Discount Code

This field displays the discount code used.

Discount

This field displays the total discount given.

Value

This field displays the value of the order.

Tax Code

This field displays the tax code used for the order.

Tax Amount

This field displays the amount of tax charged.

Gross

This field displays the gross amount for the order.

Set. Disc

This field displays the percentage given as a settlement discount on the order.

Transaction

This field displays the transaction code.

Price List

This field displays the price list used to price the order.

Discount List

This field displays the discount list for the order.

Period

This field displays the accounting period to which the invoice is posted.

Overriding Description

This field displays an overriding description, if applicable.

Functions

Restart (F15)

Use this to return to the Invoice by Order Number Enquiry Selection window.

Prime Values (F18)

Use this to toggle the display between base and prime values.

Tax (F23)

Use this to display the Base Tax Jurisdiction Distribution pop-up.

Note: *This is only available when Vertex - US Sales Tax is active.*

Select **Exit (F3)** to leave the enquiry.

Base Tax Jurisdiction Distribution Pop-up

To display this pop-up, select **Tax (F23)** on the Invoice by Order Number Enquiry Line Detail window.

This pop-up shows total tax amounts in base currency with a breakdown by state, city, county and district.

Note: *This pop-up is only available when Vertex - US Sales Tax is active.*

Select **Previous (F12)** to return to the Invoice by Order Number Enquiry Line Detail window.

Invoice by Invoice [7/STOEE]

Use this task to view details of invoices selected by invoice numbers.

Invoice by Invoice Number Enquiry Selection Window

To display this window, select the Invoice by Invoice task.

Use this window to select the invoice for which you want to run the enquiry.

Fields

Size Sys

You can optionally enter the size system to use in the enquiry.

Alternatively, use the prompt facility to select from the SIZS Size System (TYPE) pop-up.

Invoice Number

Enter the invoice number of the invoice for which you want to run the enquiry.

Picking Note

You can optionally enter the number of the picking note for which you want to run the invoice enquiry.

Ord Ref

You can optionally enter the order reference for the invoice for which you want to run the enquiry.

Press Enter to display the Invoice by Invoice Number Enquiry Detail window.

Invoice by Invoice Number Enquiry Detail Window

To display this window, press Enter on the Invoice by Invoice Number Enquiry Selection window.

This window displays details of the selected invoice.

Fields

Size Sys

This field displays the size system is displayed, if you selected one.

Carrier

This field displays the code of the carrier used to deliver the order.

Invoice

This field displays the invoice number.

Picking Note

This field displays the picking note number.

Currency

This field displays the currency of the order, if applicable.

Rate

This field displays the currency rate, if applicable.

Price List

This field displays the price list used to price the order.

Disc List

This field displays the discount list.

Reason

If the order has been cancelled, this field displays the reason code.

For credit notes, this field displays the reason code associated with a credit note line.

Discount

This field displays the type of discount.

Desp Meth

This field displays the despatch method used to despatch the order.

Dsp

This field displays the despatch sequence.

Description

This field displays the text description for the product ordered.

Qty

This field displays the quantity ordered.

Unit Price

This field displays the price per unit.

Nett

This field displays the net price.

Des Date

This field displays the despatch date.

Options

Select

Use this to display the Invoice by Order Number Enquiry Line Detail window.

Matrix

Use this to display the matrix, which displays the order quantity broken down to SKU level.

Functions

Further Detail (F13)

Use this to display the Invoice by Order Number Enquiry Further Detail window.

Return Note Enquiry (F14)

For credit notes, use this to drill down to the Return Note Enquiry, to show the detail of the return note that generated the credit note being enquired upon.

Restart (F15)

Use this to return to the Invoice by Order Number Enquiry Selection window.

Prime Values (F18)

Use this to display the prime values for the order.

Charges (F19)

Use this to display the Charges Enquiry pop-up.

Text (F21)

Use this to display the Maintain Text pop-up.

Select a line to display the Invoice by Invoice Enquiry Line Detail window.

Invoice by Invoice Number Enquiry Further Detail Window

To display this window, select **Further Detail (F13)** on the Invoice by Invoice Number Enquiry Detail window.

This window displays more details of the invoice.

Fields

Size Sys

This field displays the size system is displayed, if you selected one.

Carrier

This field displays the code of the carrier used to deliver the order.

Invoice

This field displays the invoice number.

Picking Note

This field displays the picking note number for the order.

Currency

This field displays the currency of the order, if applicable.

Rate

This field displays the currency rate, if applicable.

Price List

This field displays the price list used to price the order.

Disc List

This field displays the discount list used to discount the order.

Reason

Is the order has been cancelled the reason code.

Discount

This field displays the type of discount.

Desp Meth

This field displays the method of despatch used for the order.

Goods Total

This field displays the total value of the goods.

Tax Total

This field displays the total amount of tax payable.

Invoice Total

This field displays the invoice total.

Charges Total

This field displays the total amount of additional charges.

Discount Code

This field displays the type of discount applied to the order.

Discount %

This field displays the percentage discounted from the order.

Type

This field displays the type of document, for example IN (Invoice).

Priced At

This field displays the point at which the order is priced.

Print Flag

This field indicates whether or not the document is to be printed.

Date Ordered

This field displays the date on which the order was placed.

Date Invoiced

This field displays the date on which the invoice was created.

Period

This field displays the sales period to which the invoice relates.

Order No

This field displays the order number.

Customer

These fields display the customer account code and delivery address sequence.

Statement

This field displays the customer’s statement account number to which the invoice is posted in Accounts Receivable.

Invoice

These fields display the customer account code and delivery address sequence to which the invoice was sent.

Functions

Payment Details (F13)

Use this to display the Payment Override Enquiry pop-up.

Restart (F15)

Use this to return to the Invoice by Order Number Enquiry Selection window.

Mark For (F16)

Use this to display the Mark for Details Enquiry window.

Prime Values (F18)

Use this to toggle the display between the prime and base values.

Charges (F19)

Use this to display the Charges Enquiry pop-up.

Select **Previous (F12)** to return to the Invoice by Invoice Number Enquiry Detail window.

Invoice by Invoice Number Enquiry Line Detail Window

To display this window, select a line on the Invoice by Invoice Number Enquiry Detail window.

This window displays the invoice details for the order lines.

Fields

Invoice

This field displays the invoice number.

Despatch Note

This field displays the despatch note number for the order.

Currency

This field displays the currency of the order, if applicable.

Rate

This field displays the currency rate, if applicable.

Product Code

This field displays the product ordered.

Despatched

This field displays the date on which the order was despatched.

Invoiced

This field displays the invoice and tax point date.

Customer

These fields display the customer account number and delivery address sequence.

Order Ref

This field displays the customer's order reference.

Statement

This field displays the customer’s statement account number to which the invoice is posted in Accounts Receivable.

Line Disc

This field displays the line discount.

Unit Price

This field displays the price per unit.

Warehouse

This field displays the shipping warehouse.

Order Disc

This field displays the whole order discount.

Quantity

This field displays the invoice quantity.

Discount Code

This field displays the cash settlement discount code.

Discount

This field displays the discount entered by the operator when the order was placed.

Transaction

This field displays the type of transaction.

Value

This field displays the line value of the goods, including all discounts.

Price List

This field displays the price list used to price the line.

Tax Code

This field displays the tax code used to indicate the tax for the order.

Tax Amount

This field displays the amount of tax added to the order line.

Discount List

This field displays the discount list used to apply discounts to the line.

Gross

This field displays the gross value of the order line.

Period

This field displays the accounting period to which the invoice is posted.

Set. Disc

This field displays the percentage given as a settlement discount on the order.

Overriding Description

This field displays an overriding description, if applicable.

Functions

Restart (F15)

Use this to return to the Invoice by Order Number Enquiry Selection window.

Prime Values (F18)

Use this to toggle the display between base and prime values.

Select **Exit (F3)** to leave the enquiry.

Invoice by Customer [8/STOEE]

Use this task to view details of invoices for selected customers.

Invoices by Customer Enquiry Selection Window

To display this window, select the Invoice by Customer task.

Use this window to select the customer for whom you want to run the invoice enquiry.

Fields

Customer

Enter the customer account number for which you want to run the invoice enquiry.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Product Code

You can optionally enter the product for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Chargeback Number

Enter the chargeback number associated with the invoice for which you want to run the enquiry.

Note: *You only need to make an entry in one of the above fields.*

Sequence

Select one of the following:

Ascending (1) - To display the invoices in ascending order in the enquiry

Descending (2) - To display the invoices in descending order in the enquiry

Range of Dates

You can optionally enter or select the range of dates for the invoices that you want included in the enquiry.

Press Enter to display the Invoices by Customer Enquiry Summary window.

Invoices by Customer Enquiry Summary Window

To display this window, press Enter on the Invoices by Customer Enquiry Selection window.

This window displays the invoices and credit notes raised for the selected customer or product. Credit notes are identified by the suffix CR. The invoices are listed one document per line, in number sequence. If a chargeback number was selected on the previous window, a list of credit notes relating to that chargeback is displayed.

Fields

Customer Number

These fields display the customer's account code, delivery address sequence and name, if you specified one on the selection window.

Invoice

This field displays the invoice or credit note number.

Value

This field displays the value of the invoice and extra charges.

Tax

This field displays the total tax.

Total

This field displays the invoice total, including tax.

Discount

This field displays the total value of discounts given on the invoice; this excludes any cash settlement discount.

Date

This field displays the date on which the invoice was raised.

Period

This field displays the accounting period in which the invoice was posted to the Accounts Receivable.

Options

Select

Use this to display the Invoice by Customer Detail window.

Note: *The windows that follow in this enquiry are the same as those in the Invoice by Invoice Enquiry.*

Select an invoice to display the Invoice by Customer Detail window.

Stock by Product [9/STOEE]

Use this task to view the stock balances of a selected product in all stockrooms or a specific stockroom.

Stock by Product Enquiry Selection Window

To display this window, select the Stock by Product task.

Use this window to select the product or stockroom for which you want to run the enquiry.

Fields

Product

Enter the style code for which you want to run the stock enquiry. You can go down to the SKU level.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

Enter the stockroom for which you want to run the stock enquiry.

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

Note: *Make an entry in either the Product field or the Stockroom field.*

Enter or select a style and then press Enter to display the Stock by Product Enquiry Detail window.

Alternatively, enter or select a stockroom and then press Enter to display the Stock by Product Enquiry Stockroom Detail window.

Stock by Product Enquiry Detail Window

To display this window, enter or select a style and then press Enter on the Stock by Product Enquiry Selection window.

Alternatively, select a product line on the Stock by Product Enquiry Stockroom Detail window.

The summary stock position for the selected style is displayed.

Note: *Stock balances are summarised by style for each warehouse, including all size/colour combinations.*

Fields

Product

These fields display the product code and text description.

Stk-Rm

This field displays the stockroom or warehouse stocking the style.

Physical

This field displays the quantity of physical stock.

Allocated

This field displays the quantity of stock that is allocated to sales orders.

Picked

This field displays the quantity of stock that is on pick to satisfy sales orders.

Available

This field displays the quantity of available (free-to-sell) stock.

S/Ord. Perd.

This field displays the number of sales order lines raised in the current period.

Lines Year

This field displays the number of sales order lines raised in the current year.

Options

Select

Use this to display the Stock by Product Enquiry Stockroom Detail window.

Select a stockroom to display the Stock by Product Enquiry Stockroom Detail window.

Stock by Product Enquiry Stockroom Detail Window

To display this window, select a line on the Stock by Product Enquiry Detail window or on the Stock by Product Enquiry SKU Detail window.

Alternatively, enter or select a stockroom and then press Enter on the Stock by Product Enquiry Selection window.

This window displays the summary stock position for the specified product or all products at the specified stockroom for all SKU combinations.

Fields

Stockroom

These fields display the code and description of the stockroom on which the enquiry is being run.

Product/Description

These fields display the full product code and text description.

Phys.

This field displays the quantity of physical stock in the stockroom.

Allocated

This field displays the total quantity of stock allocated to sales orders.

Picked

This field displays the quantity of on pick stock to satisfy all sales orders.

Available

This field displays the quantity of available (free-to-sell) stock in this stockroom.

S/Ord. Perd.

This field displays the number of sales order lines raised in the current period.

Lines Year

This field displays the number of sales order lines raised in the current year.

Options

Select

Use this against a SKU to display the Stock by Product Enquiry SKU Detail window.

Select a SKU to display the Stock by Product Enquiry SKU Detail window.

Stock by Product Enquiry SKU Detail Window

To display this window, select a SKU on the Stock by Product Enquiry Stockroom Detail window.

This window displays the stock levels of the selected SKU in the selected stockroom.

Fields

Product

These fields display the product code down to SKU level and the text description.

Stk-Rm

This field displays the stockroom or warehouse stocking the SKU.

Physical

This field displays the quantity of physical stock for the SKU.

Allocated

This field displays the quantity of the SKU that is allocated to sales orders.

Picked

This field displays the quantity of the SKU that is on pick to satisfy sales orders.

Available

This field displays the quantity available (free-to-sell) for the SKU.

S/Ord. Perd.

This field displays the number of sales order lines raised in the current period.

Lines Year

This field displays the number of sales order lines raised in the current year.

Options

Select

Use this to display the Stock by Product Enquiry Stockroom Detail window at SKU level.

Select **Previous (F12)** to return to the Stock by Product Enquiry Selection window.

Stock Availability [10/STOEE]

Use this task to view the current stock balances for a specific style down to the SKU level. The enquiry also displays expected stock availability into the future, based on current sales orders, contracts, purchase orders and production orders.

Stock Availability Enquiry Selection Window

To display this window, select the Stock Availability task.

Use this window to select the style and stockroom for which you want to run the Stock Availability enquiry.

Fields

Product Code

Enter the style code, down to the SKU level, for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Note: *If you do not know all of the style variants, enter the style code and then press Enter to display the style matrix. To select a dimension, enter 1 against it and then press Enter.*

Stockroom Code

Enter the stockroom for which you want to run the Stock Availability enquiry.

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

Press Enter to display the Stock Availability Enquiry Summary window.

Stock Availability Enquiry Summary Window

To display this window, enter or select a style and stockroom and then press Enter on the Stock Availability Enquiry Selection window.

This window displays the current stock balances and projected stock availability for the selected style.

Fields

Part Number

These fields display the style code down to SKU level, together with the text description.

Stockroom

These fields display the specified stockroom and its description.

Issue Units

These fields display the stock issuing unit of measure and its description.

Physical Stock

This field displays the quantity of physical stock for the stockroom.

Frozen Stock

This field displays the quantity of frozen stock for the stockroom.

Allocated Stock

This field displays the quantity of stock allocated to sales orders from this stockroom.

Quantity Picked

This field displays the quantity of stock on pick to meet sales orders for this stockroom.

In Transit

This field displays the quantity of stock in the process of being transferred into this stockroom.

On Order

This field displays the quantity of stock on purchase order for this stockroom.

Forward Order

This field displays the total of outstanding sales orders for this stockroom.

Quantity Packed

This field displays the quantity of on pack stock for this stockroom.

Available Stock

This field displays the quantity of available (free-to-sell) stock in this stockroom.

Lead Time

This field displays the lead time in weeks to purchase and receive the product.

Order/Item/Type

For any existing sales or purchase order numbers for the selected style, the order number is displayed, together with the line item number on the referenced sales or purchase order and the type of order.

Typ

This shows the type of demand or supply

Due Date

This field displays the date on which the sales or purchase order is due.

Customer/Supplier

This field displays the customer/supplier name relating to the sales or purchase order.

Qty O/S

This field displays the quantity of the product outstanding, or expected.

Available

This field displays the projected available (free-to-sell) stock, if this order were to be allocated.

Expected

This field displays the projected expected stock, if this particular sales order/purchase order were to be included. Stock availability is calculated for all existing sales and purchase orders for the product.

Functions

Allocations (F13)

Use this to display the Stock Availability Enquiry Allocations window.

Demand/Supply (F20)

Use this to toggle the window detail between demand and supply orders.

Note: *The* ***Demand/Supply (F20)*** *function is only available if you are running the enquiry on an enterprise item.*

Frozen (F14)

Use this to display the Frozen Stock Analysis by Item window.

Select **Allocations (F13)** to display the Stock Availability Enquiry Allocations window.

Stock Availability Enquiry Allocations Window

To display this window, select **Allocations (F13)** on the Stock Availability Enquiry Summary window.

This window displays the current stock balance information for the selected style; it adds the allocated and on pick balances by specific sales order. This information may be useful if you are in a stock shortage position and you need to re-consider your order/allocation situation.

Fields

Product Code

These fields display the product code down to SKU level, together with the text description.

Stockroom

These fields display the stockroom and its description.

Issue Units

These fields display the stock issuing unit of measure and its description.

Physical Stock

This field displays the quantity of physical stock for the stockroom.

Frozen Stock

This field displays the quantity of frozen stock for the stockroom.

Allocated Stock

This field displays the quantity of stock allocated to sales orders from this stockroom.

Quantity Picked

This field displays the quantity of stock on pick to meet sales orders for this stockroom.

In Transit

This field displays the quantity of stock in the process of being transferred into this stockroom.

On Order

This field displays the quantity of stock on purchase order for this stockroom.

Forward Order

This field displays the total of outstanding sales orders for this stockroom.

Quantity Packed

This field displays the quantity of on pack stock for this stockroom.

Available Stock

This field displays the quantity of available (free-to-sell) stock in this stockroom.

Lead Time

This field displays the lead time in weeks to purchase and receive the product.

Order/Item

For any existing sales or purchase order numbers for the selected style, the order number is displayed, together with the line item number on the referenced sales or purchase order.

Typ

This field displays the type of demand.

Due Date

This field displays the date on which the sales or purchase orders are due.

Customer

This field displays the customer's name.

Allocated

This field displays the quantity of stock allocated to the order.

On-Pick

This field displays the quantity of stock on pick for the order.

Functions

Restart (F15)

Use this to return to the Stock Availability Enquiry Selection window.

Select **Exit (F3)** to leave the enquiry.

Time Phased Availability [11/STOEE]

Use this task to view available stock for a specific date.

Time Phased Availability Enquiry Selection Window

To display this window, select the Time Phased Availability task.

Use this window to select the style and stockroom for which you want to run the enquiry.

Fields

Style/Colour

Enter the style and colour combination for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan and Select Colour pop-ups.

Stockroom

Enter the stockroom for which you want to run the enquiry.

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

Leave this field blank if you want to include all stockrooms.

Press Enter to display the Time Phased Availability Enquiry Detail window.

Time Phased Availability Enquiry Detail Window

To display this window, enter or select a style and colour and then press Enter on the Time Phased Availability Enquiry Selection window.

The window displays the stock levels as purchase orders become effective.

Fields

Style

This field displays the style selected for the enquiry.

Colour

This field displays the second style dimension code.

Size

This field displays the third style dimension.

Desc

This field displays the text description for the style down to SKU level.

Lead Time Days

This field displays the time in days required to purchase and receive the product.

Stockroom

This field displays the stockroom selected for the enquiry. If you left the Stockroom field blank on the Time Phased Availability Enquiry Selection window, this field displays "Purchase orders for all Stockrooms".

Div

This field displays the division for the product.

Size

This field displays the sizes of the selected style.

On-Hand

This field displays the physical free-to-sell stock available.

Available to Ship

This field displays the total stock available to ship.

PO/Del Dte

These fields display the purchase order/delivery dates for the style.

Functions

Reservations (F13)

Use this to display the sales orders that are reserved against the selected purchase order number.

Open Qty (F14)

Use this to display the open quantity on the selected purchase order.

Total Qty (F15)

Use this to display the total quantity on the selected purchase order.

PO Enquiry (F16)

Use this to display the Purchase Order Enquiry Selection window.

Left/Right (F19/F20)

Use these to display additional size details to the left or right of the style matrix.

Select **Exit (F3)** to leave the enquiry.

Orders Awaiting Despatch [12/STOEE]

Use this task to view details of picking notes generated for orders awaiting confirmation of despatch. A prompt facility is available to browse through unconfirmed picking notes. If further order information is required, the Whole Order Enquiry can be accessed directly.

Orders Awaiting Despatch Enquiry Selection Window

To display this window, select the Orders Awaiting Despatch task.

Use this window to select the order for which you want to run the enquiry.

Fields

Order Number

You must enter an order number.

Alternatively, use the prompt facility to select an order from the Unconfirmed Despatch Prompt pop-up.

Picking Note Number

You must enter the picking note number.

Alternatively, use the prompt facility to select a picking note from the Unconfirmed Despatch Prompt pop-up.

Press Enter to display the Orders Awaiting Despatch Enquiry Detail window.

Orders Awaiting Despatch Enquiry Detail Window

To display this window, enter or select an order and picking note number and then press Enter on the Orders Awaiting Despatch Enquiry Selection window.

This window displays the picking note details. The Whole Order Enquiry can be used for further detail.

***Note:** If the customer is on stop or a status is set on the account in Accounts Receivable, the Customer Status pop-up is displayed before this window.*

Fields

Order Number

This field displays the sales order number.

Picking Note Number

This field displays the picking note sequence number for the selected order.

Customer

These fields display the account code and Deliver To address sequence for the customer and the Deliver To name and address of the customer.

Date/Time Created

These fields display the date and time at which the pick note was created (not the time at which it was printed).

Delivery Required On

This field displays the date on which the customer requires delivery.

Status

This field displays one of the following messages:

Not Processed - This is only displayed if the Warehousing application is attached for the sales warehouse and picking has been requested by the sales function, but the request has not yet been issued to warehouse personnel.

Pick Note Produced - This is displayed when all documentation has been generated, but despatch has not yet been confirmed.

Currency

This field displays the currency of the order.

Line

This field displays the sales order line number.

Product Code

These fields display the product code down to SKU level.

Description

This field displays the text description for the selected style.

Quantity

This field displays the quantity to pick.

Functions

Refresh (F5)

Use this to update the window display with any new information.

Whole Order Enquiry (F13)

Use this to run the Whole Order Enquiry on the selected order.

Select **Whole Order Enquiry (F13)** to display the Whole Order Enquiry window.

Mail Order Estimates [13/STOEE]

Use this task to view the original or latest and current status of specific styles ordered by customers designated as mail order customers, during a specific season.

You can view actual ordered quantities and budgeted estimates.

Mail Order Estimates Enquiry Selection Window

To display this window, select the Mail Order Estimates task.

Use this window to select the customer, the style and the season and the type of enquiry that you want to run.

Fields

Customer

You must enter a valid customer account code for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Style

You must enter a valid style for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Season

You must enter the season for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the SESN Season Code pop-up.

Type of Enq

Select one of the following:

Original Estimates (1) - To include the original estimates or forecast of anticipated sales quantities for the selected style within the selected season

Latest Estimates (2) - To include the latest, revised estimates of anticipated sales quantities for the selected style within the selected season

Ordered (3) - To include the actual customer orders for the selected style and selected season

Allocated (4) - To include the actual stock allocated to the selected style against the selected customer's orders

Picked (5) - To include the actual stock picked for the selected style against the selected customer's orders

Despatched (6) - To include the actual stock despatched for the selected style against the selected customer's orders

Original - Ordered (7) - To include the unsold portion of the original forecast (original estimate minus quantities ordered)

Latest - Ordered (8) - To include the unsold portion of the latest forecast (latest estimate minus ordered quantities)

If you select **Original - Ordered** or **Latest - Ordered**, if any quantity figures are displayed in reverse image, the customer has ordered more than the estimate (original or latest).

Press Enter to display the Mail Order Estimates Enquiry Matrix pop-up.

Mail Order Estimates Enquiry Matrix Pop-up

To display this pop-up, complete the selection criteria and then press Enter on the Mail Order Estimates Enquiry Selection window.

This pop-up displays the matrix, which contains the estimate values or stock balances as requested.

Select **Previous (F12)** to return to the Mail Order Estimates Enquiry Selection window.

Descriptions [14/STOEE]

Use this task to view details from the Inventory Descriptions file. The windows are the same as those used in the Descriptions maintenance task, except that you cannot edit anything from within the enquiry.

Descriptions File Enquiry Selection Window

To display this window, select the Descriptions task.

Use this window to select the major type for which you want to run the enquiry.

Fields

Major Type

You must enter the major type for which you want to run the enquiry.

Description Code

You can optionally enter the low-level description code and select **Description Code Details (F15)** if you want to display information for that description code only.

Note: *Press Enter to display the following fields:*

Description

This field displays the description for the major type code.

Description Limit

This field displays the number of characters allowed for the description.

Functions

Description Code Details (F15)

Use this to display the Descriptions File Enquiry Description Code List window if you have not entered a description code or the Descriptions File Enquiry Description Code Detail window if you have entered a description code.

Select **Lower Level Details (F15)** to display the Descriptions File Enquiry Description Code List window if you have not entered a description code or the Descriptions File Enquiry Description Code Detail window if you have entered a description code.

Descriptions File Description Code List Window

To display this window, select **Description Code Details (F15)** on the Descriptions File Enquiry Selection window without entering a description code.

This window displays the list of description codes for the selected major type. The description code, text description and any parameters are listed. The meaning of the parameters depends upon the major type. In most cases, there are no parameters.

Fields

Description Type

These fields display the major type specified, together with its description and description limit.

Description Code

You can enter a description code here. When you press Enter, the description and parameter limits for that code will be displayed on the Descriptions File Enquiry Description Code Further Detail window.

Desc’n ID

This field displays the description code.

Description

This field displays the text description of the code.

Limit

This field displays the limit of characters allowed for code values.

Tax

This field displays the tax code for the description code.

PV

This field displays one of the following:

P - If the code is based on a percentage

V - If the code is based on a value

Rate

This field displays the rate for the code.

Options

Select

Use this to select a description code and display further details on the Descriptions File Enquiry Description Code Further Detail window.

Language Descriptions

Use this to display the Multi-lingual Descriptions Enquiry pop-up.

Select a description code to display the Descriptions File Enquiry Description Code Further Detail window.

Descriptions File Enquiry Description Code Further Detail Window

To display this window, select a description code on the Descriptions File Enquiry Description Code List window.

This window displays the details of the selected lower-level descriptions code.

Fields

Description Type

These fields display the description type of the major type specified, together with the description and limit.

Major Type

This field displays the description code.

Description

This field displays the text description for the description code.

Parameter Limit

This field displays the parameter limit.

Rate

This field displays the rate.

P/V

This field displays one of the following:

P - If the code is based on a percentage

V - If the code is based on a value

Tax Code

This field displays the tax code that is applied to the code.

Select **Exit (F3)** to leave the enquiry.

Descriptions File Enquiry Description Code Detail Window

To display this window, enter a description code and select **Description Code Details (F15)** on the Descriptions File Enquiry Selection window.

This window displays the details of the selected description code.

Fields

Major Type

This field displays the description code.

Description

This field displays the text description for the description code.

Parameter Limit

This field displays the parameter limit.

Rate

This field displays the rate.

P/V

This field displays one of the following:

P - If the code is based on a percentage

V - If the code is based on a value

Tax Code

This field displays the tax code that is applied to the code.

Select **Previous (F12)** to return to the Descriptions File Enquiry Selection window.

Customers [15/STOEE]

Use this task to view details of a specific customer. The format of the windows is exactly the same as in the Customers maintenance task, where full field detail is given.

***Note:** You cannot amend any details while you are using this enquiry.*

You can view the following details from the Customer Enquiry:

- Invoice Address

  Refer to the Invoice Name and Address Maintenance Window section in the Maintenance chapter of this product guide for further details.

- Delivery Address

  Refer to the Delivery Name and Address Maintenance Window section in the Maintenance chapter of this product guide for further details.

- Sales Details

  Refer to the Customer Sales Information Window section in the Maintenance chapter of this product guide for further details.

- Style Sales Details

  Refer to the Style Sales Details Pop-up section in the Maintenance chapter of this product guide for further details.

- Mark for Details

  Refer to the Mark for Details Window section in the Maintenance chapter of this product guide for further details.

- Customer Division Details

  Refer to the Customer Maintenance Customer Division Window section in the Maintenance chapter of this product guide for further details.

- Customer Trade Details

  Refer to the Customer Maintenance Trade Details Pop-up section in the Maintenance chapter of this product guide for further details.

Select **Exit (F3)** to leave the enquiry.

Products [16/STOEE]

Use this task to view details of a specific style, together with information on stock balances and stockroom enquiries.

Product Enquiry Selection Window

To display this window, select the Products task.

Use this window to select the style for which you want to run the enquiry.

Fields

Product Code

Enter the style for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

You can optionally enter the stockroom for which you want to run the enquiry.

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

Functions

Stock Summary (F13)

Use this to display the Product Enquiry Stock Summary window.

Note: *If you select* ***Stock Summary (F13)****, the Stockroom field must be left blank.*

Press Enter to display the Product Enquiry Detail window.

Product Enquiry Detail Window

To display this window, enter or select a style but no stockroom and then press Enter on the Product Enquiry Selection window.

This window displays the details of the specified style.

Fields

Product Code

These fields display the style code, together with its description.

Packing

This field displays the special packing details, if applicable.

Effectivity Start

This field displays the date from which the product is effective.

End

This field displays the date from which the product ceases to be effective.

Part Type

These fields display the part type and its description.

Part Class

These fields display the part class and its description.

Prod Group Major

These fields display the product major group to which the product belongs and its description.

Prod Group Minor

These fields display the product minor group to which the product belongs and its description.

Division

These fields display the division in which the product belongs and its description.

Sub-Division

These fields display the sub division in which the product belongs and its description.

Purchase Pack

This field displays the purchase pack unit of measure.

Purchase Unit

This field displays the purchase unit of measure.

Stock Unit

This field displays the unit of measure in which the product is held in stock.

Issue Unit

This field displays the unit of measure in which the product is issued.

Individual Unit

This field displays the individual unit of measure.

Tax Code

These fields display the tax code and percentage applied to the product.

Discount Group

This field displays the discount group to which the product belongs.

Inventory Source

These fields display the inventory source and its description.

Pricing Level

This field displays the pricing level.

Weight per Selling Unit

This field displays the weight per selling unit.

Stock to Purchase Conv

This field displays the conversion factor between the stock units of measure and the purchase units of measure.

Issue to Stock Conv

This field displays the conversion factor between the issue units and the stock units.

Individual to Issue Conv

This field displays the conversion factor between the individual units and the issue units.

Tax at Product Level

This field indicates whether or not tax is applied at product level.

Press Enter to display the Product Enquiry Stock Summary window.

Product Enquiry Product Detail Window

To display this window, press Enter on the Product Enquiry Detail window.

This window displays the product details.

Fields

Product Code

These fields display the product selected for the enquiry, down to SKU level, and its description.

Superseded By

This field displays the superseding product, if applicable.

Supersession Date

This field displays the supersession date, if applicable.

Costing Method

This field displays the costing method.

Standard Cost

This field displays the standard cost for the product.

Latest Cost

This field displays the latest cost.

Average Cost

This field displays the average cost.

Base List Price

This field displays the base list price.

Price Regulator Code

This field displays the price regulator code.

Price List Seq Code

This field displays the price list sequence code.

Warranty Type

This field displays the warranty type for the product.

Kit Type

This field displays the kit type.

Shelf Life Unit

This field displays the shelf life unit of measure.

Shelf Life

This field displays the product's shelf life.

EEC Tariff Code

This field displays the EEC tariff code.

Duty %

This field displays the percentage of duty applied to the product.

Batch Control

This field displays one of the following:

B - If the product is batch-controlled

L - If the product is lot-controlled

N - If the product is neither batch-controlled nor lot-controlled

Sub Contract Part

This field displays the subcontract part.

Date Last Changed

This field displays the date on which the details were last changed.

GL A/C

This field displays the General Ledger account for the style.

Sales GL A/C

This field displays the sales General Ledger account for the style.

Cost of Sales GL A/C

This field displays the cost of sales General Ledger account for the style.

Price Variance A/C

This field displays the price variance account for the style.

Purchase Officer

These fields display the number and name of the purchase officer responsible for the style.

Sourcing W'hse

This field displays the sourcing warehouse.

Matrix Type

This field displays the matrix type.

Search Family

This field displays the search family code.

Date

This field displays the date on which the tariff classification was agreed.

Ref

This field displays the reference of the document which confirms an item's EEC tariff classification.

Bar Code

This field displays the bar code.

Inspection Reqd

This field displays one of the following:

0 - If inspection of the product is not required

1 - If inspection of the product is required

Order Method

This field displays the default order method for the product.

Functions

Addit. Details (F13)

Use this to display the Product Enquiry Additional Details window.

Press Enter to display the Product Enquiry Summary window.

Product Enquiry Additional Details Window

To display this window, select **Addit. Details (F13)** on the Product Enquiry Product Detail window.

This window displays the default parameters for the selected product.

Fields

Product Code

These fields display the style code and text description.

Colour Type

This field displays the colour type.

Colour Pattern

This field displays the colour pattern.

Colour patterns identify the pattern attributes of a style; for example, solid, striped, printed and so on.

Colour Status

This field displays the colour status.

You use colour status to identify colours that have special conditions attached to them; for example, new, discontinued, limited availability and so on.

Insurance Percentage

This field displays the insurance percentage.

Insurance Charge

This field displays the insurance charge.

Carriage Percentage

This field displays the carriage percentage for the style.

Carriage Charge

This field displays the carriage charge for the style.

Weight in Kilograms

This field displays the weight in kilograms.

Memo

Up to five lines of additional information can be displayed.

Select **Previous (F12)** to return to the Product Enquiry Product Detail window.

Product Enquiry Summary Window

To display this window, press Enter on the Product Enquiry Product Detail window.

This window displays the summary control figures for the total company stock of the product. Three sets of information are displayed:

Fields

Product Code

These fields display the product code and text description.

Usage This Week

This field displays the number of units used this week.

Usage This Month

This field displays the number of units used this month.

Usage This Year

This field displays the number of units used this year.

Total Physical Stock

This field displays the total amount of physical stock.

Total Physical Stock Stored in Stock Units

These fields display the total amount of physical stock stored in units and the unit of measure which applies.

Press Enter to display the Product Enquiry Stockroom Detail window.

Product Enquiry Stockroom Detail Window

To display this window, press Enter on the Product Enquiry Summary window.

All the balances displayed are in issue units of the item/stockroom. The value of stock is calculated as per the costing method selected for the item and this is shown on the window.

Fields

Product Code

These fields display the product code and text description for the selected style.

Stockroom

These fields display the stockroom selected for the enquiry and its description.

Stock in Iss Units

Physical

This field displays the amount of physical stock.

On Order

This field displays the amount of stock on order.

Alloc

This field displays the amount of stock allocated to orders.

Picked

This field displays the amount of stock on pick.

Packed

This field displays the amount of stock on pack.

Frozen

This field displays the amount of stock that is currently frozen.

Transit

This field displays the amount of stock in transit.

Avail

This field displays the amount of stock that is available to sell.

ROP

This field displays the recommended order point.

Maximum

This field displays the maximum amount of stock.

EOQ

This field displays the economic order quantity.

Units

Purchase

This field displays the purchase unit of measure.

Issue

This field displays the issue unit of measure.

Usage

This Week

This field displays the amount of stock used this week.

This Month

This field displays the amount of stock used this month.

This Year

This field displays the amount of stock used this year.

Average

This field displays the average amount of stock used.

Lead Time

This field displays the lead time for the style.

No. Wks Cover

This field displays the number of weeks' cover.

Min Stock Wks

This field displays the number of minimum stock weeks.

Max Stock Wks

This field displays the number of maximum stock weeks.

ABC Classification

This field displays the ABC classification for the style.

ABC Class Override

This field displays the ABC class override.

Dates

Last Changed

This field displays the date on which the details were last changed.

Last Receipt

This field displays the date of the last receipt.

Last Issue

This field displays the date of the last issue.

Last Stk Check

This field displays the date of the last stock check.

Costing Data

Standard

This field displays the standard cost of the style.

Latest

This field displays the latest cost of the style.

Average

This field displays the average cost of the style.

Value

This field displays the value of the style.

Cost At

This field displays the type of costing used for the style.

Price

This field displays the price of the style.

Suppliers

Supplier (Untitled)

These fields display any suppliers specified for the style.

Bin 1/Bin2

These fields display any bin sequence numbers specified for the style.

Functions

Location Details (F13)

Use this to display the location details for the style.

FIFO Cost Details (F19)

Use this to display the FIFO cost details for the style.

Press Enter to change the display to the next stockroom. Alternatively, select **Exit (F3)** to leave the enquiry.

Depot Profiles [17/STOEE]

Use this task to view details of a selected depot.

Depot Profiles Enquiry Selection Window

To display this window, select the Depot Profiles task.

Use this window to select the depot for which you want to run the enquiry.

Fields

Depot

This field displays the depot code.

Name

This field displays the name of the depot.

Select Depot Code

Enter the code for the depot for which you want to run the enquiry.

Press Enter to display the Depot Profiles Enquiry Detail window.

Depot Profiles Enquiry Detail Window

To display this window, enter a depot code and then press Enter on the Depot Profiles Enquiry Selection window.

This window displays the profile of the selected depot.

Fields

Depot Code

This field displays the depot code.

Name

This field displays the name of the depot.

Address

This field displays the depot address.

Post Code

This field displays the postcode for the depot.

City

This field displays the city for the depot when Vertex - US Sales Tax is active.

State

This field displays the state for the depot when Vertex - US Sales Tax is active.

Zip Code

This field displays the zip code for the depot when Vertex - US Sales Tax is active.

Telephone No

This field displays the depot's telephone number.

Telex No

This field displays the telex number for the depot.

Contact

This field displays the contact name for the depot.

Stockholding

This field is reserved for future development.

Bonded Warehouse

This checkbox is displayed as follows:

Unchecked - If this is not a bonded warehouse

Checked - If this is a bonded warehouse

Ship Date Check

This checkbox is displayed as follows:

Unchecked - If the picking process will not perform shipment date checks

Checked - If the picking process will perform shipment date checks

Availability Weeks

This field displays the number of weeks for which availability is to be calculated.

Picking Suspend

This field is not currently used within the system

Allocation

Priority

This field displays the allocation priority.

Time Fence

This field displays the allocation time fence.

Acknowledgement

Minimum Value

This field displays the acknowledgement minimum value.

Time Fence

This field displays the acknowledgement time fence.

Select **Exit (F3)** to leave the enquiry.

Price/Discount List Profiles [18/STOEE]

Use this task to view details of the price and discount list profiles.

Price/Discount Profiles Enquiry Selection Window

To display this window, select the Price/Discount List Profiles task.

Use this window to select the price or discount list for which you want to run the profile enquiry.

Fields

List Code

You must enter either the discount list or the price list code for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Select Discount List or Select Price List pop-up. If you have not selected a type, the Select Price/Discount List pop-up is displayed first.

Type

Select one of the following:

Discount (1) - To run the enquiry on a discount list

Price (2) - To run the enquiry on a price list

Enter or select a profile and then press Enter to display the Price/Discount Profiles Enquiry Detail window.

Price/Discount Profiles Enquiry Detail Window

To display this window, press Enter on the Price/Discount Profiles Enquiry Selection window.

Fields

List Code

This field displays the list code selected for the enquiry.

Type

This field displays one of the following:

1 - If the enquiry is on a discount list

2 - If the enquiry is on a price list

Authority

This field displays the user ID of the person authorised to maintain the list.

Currency

This field displays the code of the currency of the price/discount list.

Text

This field displays the title of the list.

Select **Exit (F3)** to leave the enquiry.

Price Lists [19/STOEE]

Use this task to view details of a specific price list.

Price List Enquiry Selection Window

To display this window, select the Price Lists task.

Use this window to select the price list for which you want to run the enquiry.

Fields

Price List Code

You must enter the price list for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

Effectivity Date

You can optionally enter or select the date from which the price list becomes effective.

Product Code

You can optionally enter a style if you want to restrict the enquiry to a specific style.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Leave this field blank if you want to include all styles on the price list.

Press Enter to display the Price List Enquiry Detail window.

Price List Enquiry Detail Window

To display this window, enter or select a price list and then press Enter on the Price List Enquiry Selection window.

This window displays details of the prices for all of the style combinations of the products on the selected price list.

Fields

Price List Code

This field displays the price list code selected for the enquiry.

Effective Date

This field displays the date on which the list becomes effective.

Ref

This field displays the reference number for each SKU.

Product Code

This field displays the product code down to SKU level.

List Price

This field displays the price.

Start Date

This field displays the start date for each SKU.

UoM

This field displays the unit of measure.

UoM Factor

This field displays the unit of measure conversion factor.

Currency Code

This field displays the currency code.

Product Description

This field displays the product's text description.

Position to Product

Enter the full style code or the first character or characters of the style code from which you want to start the display.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Ref

You can enter a reference number and then press Enter to view the full details in fields at the bottom of the window.

Select **Exit (F3)** to leave the enquiry.

Discount Lists [20/STOEE]

Use this task to view details of a selected discount list.

The purpose of this enquiry is to display the details of a discount list. A single discount list code may have discounts specified for items, a discount group or an order. The discount list is displayed by selecting any of the following attributes:

- The discount list code - this can be selected from a prompt
- The customer for whom the discount applies - this can be selected from a prompt
- Whether the discounts are for an item, a discount group or a whole order
- The effectivity date for the discount

Discount List Enquiry Selection Window

To display this window, select the Discount Lists task.

Use this window to select the discount list for which you want to run the enquiry.

Fields

Discount List Code

You must enter the discount list for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Select Discount List pop-up.

Product Disc Group

You can optionally enter the product discount group for which you want to run the enquiry.

Product Code

You can optionally enter the style for which you want to run the discount enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Customer

You can optionally enter the customer for whom you want to run the discount enquiry.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Order Discount

Use this checkbox as follows:

Unchecked - Not to include whole order discounts

Checked - To include whole order discounts

Effective Date

You can optionally enter or select the date on which the discount is to become effective.

Press Enter to display the Discount List Enquiry Detail window.

Discount List Enquiry Detail Window

To display this window, enter the enquiry selection criteria and then press Enter on the Discount List Enquiry Selection window.

This window displays the discount details for the selected criteria.

Fields

Discount List Code

This field displays the discount list selected for the enquiry.

Authority

This field displays the authority code for list amendment.

Product Disc Group

This field displays the product discount group is displayed, where applicable.

Product Code

These fields display the style code and text description.

Customer

This field displays the customer, if one has been specified.

Order Discount

This field displays one of the following:

0 - If this is not a whole order discount

1 - If this is a whole order discount

Effective Date

This field displays the date on which the discount list becomes effective.

UoM Code

This field displays the unit of measure.

UoM Factor

This field displays the unit of measure conversion factor.

Percent/Value

This field displays one of the following:

Percent (1) - If the discount is given as a percentage

Value (2) - If the discount is given as a value

Based On

This field displays one of the following:

Qty (1) - If the discount is based on a quantity

Value (2) - If the discount is based on a value

Currency

This field displays the currency of the order, if applicable.

Qual. Limits

This field displays the qualifying limits.

Rates

This field displays the rates per qualifying limit.

Select **Exit (F3)** to leave the enquiry.

Kit Item [21/STOEE]

Use this task to view details of selected kit items.

Kit Item Enquiry Selection Window

To display this window, select the Kit Item task.

Use this window to select the kit item and details for which you want to run the enquiry.

Fields

Kit Item

Enter the kit item for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Option Kit Detail

Select one of the following:

Kit Header (1) - To view details of the kit header

Kit Options (2) - To view details of the kit options

Kit Details (3) - To view details of the kit

Press Enter to display the selected Kit Item Enquiry Detail window.

Kit Item Enquiry Header Window

To display this window, enter or select a kit, select Kit Header in the Detail Required field and then press Enter on the Kit Item Enquiry Selection window.

This window displays the kit header details for the selected kit item.

Fields

Product Code

These fields display the item selected for the enquiry together with the text description.

Packing

Three lines of special packing instructions can be displayed.

Effectivity Start

This field displays the date from which the item is effective.

End

This field displays the date at which the item's effectivity ends.

Part Type

These fields display the item type and its description.

Part Class

These fields display the item class and its description.

Prod Group Major

These fields display the major item group and its description.

Prod Group Minor

These fields display the minor item group and its description.

Division

These fields display the division and its description.

Sub-division

These fields display the sub-division and its description.

Purchase Pack

This field displays the purchase pack.

Purchase Unit

This field displays the unit of measure in which the item is purchased.

Stock Unit

This field displays the unit of measure in which the item is stocked.

Issue Unit

This field displays the unit of measure in which the item is issued.

Individual Unit

This field displays the individual unit of measure.

Tax Code

These fields display the tax code and percentage which apply to the product.

Discount Group

This field displays the group of discount lists on which the item can be found.

Inventory Source

This field displays the inventory source for the item.

Pricing Level

This field displays the pricing level.

Weight per Selling Unit

This field displays the weight per selling unit of the item.

Stock to Purchase Conv

This field displays the numerical factor for converting the stock units of measure to the purchase units of measure for the item. If stock and purchase units are the same, this should be **1**.

Issue to Stock Conv

This field displays the numerical factor for converting the issue units of measure to the stock units of measure for the item. If issue and stock units are the same, this should be **1**.

Individual to Issue Conv

This field displays the numerical factor for converting the issue units of measure to the stock units of measure for the item. If individual and issue units are the same, this should be **1**.

Functions

Text (F21)

Use this to display any text attached to the kit item.

Select **Previous (F12)** to return to the Kit Item Enquiry Selection window.

Kit Item Enquiry Kit Options Window

To display this window, enter or select the kit item, select Kit Options in the Detail Required field and then press Enter on the Kit Item Enquiry Selection window.

This window displays the kit options for the selected kit item.

Fields

Kit Item

These fields display the kit item code and text description.

Allow Overrides

This field displays one of the following:

0 - If no overrides are allowed

1 - If overrides are allowed

In this case, SKUs can be added or deleted, or quantities changed. Any amendments will only affect the order on which they are made.

Price Roll-up

This field displays one of the following:

0 - If the price is for the kit

1 - If the price is rolled up to an accumulation of the sum of the kit components

Allocate to Kit Level

This field displays one of the following values, which determines whether all components for a kit are allocated in relation to the kit quantity, or up to the available stock level. The quantity picked and despatched is in whole kits.

0 - If you do not allocate to kit level

1 - If you allocate to kit level

Select **Previous (F12)** to return to the Kit Item Enquiry Selection window.

Kit Item Enquiry Kit Details Window

To display this window, enter or select the kit item, select Kit Details in the Detail Required field and then press Enter on the Kit Item Enquiry Selection window.

This window displays the styles that make up the selected kit.

Fields

Kit Item

This field displays the selected kit item code.

Style/Description (Untitled)

These fields display the style code and its description.

Variants

This field displays the number of variants for each style.

Pieces

This field displays the number of pieces per style.

Options

View

Use this to view further details of an item in the kit.

Select **Previous (F12)** to return to the Kit Item Enquiry Selection window.

Order/Ship Date [22/STOEE]

Use this task to view details of the available to order and ship dates for selected styles.

Available to Order/Ship Date Enquiry Selection Window

To display this window, select the Order/Ship Date task.

Use this window to select the style for which you want to run the enquiry.

Fields

Style

You must enter the style for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

You must enter the stockroom you want to use for the enquiry.

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

Press Enter to display the Available to Order/Ship Date Enquiry Detail window.

Available to Order/Ship Date Enquiry Detail Window

To display this window, enter or select a style and stockroom and then press Enter on the Available to Order/Ship Date Enquiry Selection window.

This window displays the available to order and ship dates for the selected style.

Fields

Style

This field displays the style selected for the enquiry.

Stockroom

These fields display the stockroom selected for the enquiry and its description.

Style

This field displays the style code for each SKU.

Colour

This field displays the colour for each SKU.

Size

This field displays the size for each SKU.

Order From/Order To

These fields display the order from date and order to date for each SKU.

Ship From/Ship To

These fields display the ship from date and ship to date for each SKU.

Select **Exit (F3)** to leave the enquiry.

Enterprise Group [23/STOEE]

Use this task to view details of the companies, customers and suppliers in the Enterprise Group.

Enterprise Group Enquiry Selection Window

To display this window, select the Enterprise Group task.

Use this window to select the company for which you want to run the Enterprise enquiry. The window displays the customers and suppliers within the enterprise for the selected company.

Fields

Company Number

Enter the company for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Enterprise Company Selection pop-up.

Enter or select a company and then press Enter to display the Enterprise Group Enquiry Detail window.

Enterprise Group Enquiry Selection Window

To display this window, enter or select a company and then press Enter on the Enterprise Group Enquiry Selection window.

The window displays the customer and supplier within the enterprise for the selected company.

Fields

Company Number

These fields display the company number, name and address.

Customer Code

This field displays the enterprise customer for this company.

Supplier Code

This field displays the enterprise supplier for this company.

Select **Exit (F3)** to leave the enquiry.

SKU Level Order [24/STOEE]

Use this task to view sales orders details by style down to SKU level.

SKU Level Order Enquiry Selection Window

To display this window, select the SKU Level Order task.

Use this window to enter the selection criteria for the enquiry.

Fields

Order Number

You can optionally enter the number of the order for which you want to run the enquiry.

Customer Number

You can optionally enter the customer for whom you want to run the enquiry.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Note: *You must make an entry in either the Order Number field or the Customer Number field.*

Delivery Address Code

Enter the delivery address code for the customer for whom you want to run the enquiry.

Note: *You must make an entry in this field if you entered a customer code.*

Store Number

Enter the number of the store for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Customer Store Number pop-up.

Customer Order Ref

You can optionally enter the customer's order reference for the order for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Customer Order Reference pop-up.

Ship With Control

You can optionally enter the Ship with Control text for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Ship-with Control pop-up.

Style

You can optionally enter up to four styles down to SKU level for which to run the enquiry.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Order Status

Select one of the following to select the status of the sales order on which you want to include in the enquiry:

Open (1) (default) - To display open orders

Complete (2) - To display complete orders

Cancelled (3) - To display cancelled orders

All (4) - To display all orders

Range From/To

You can optionally enter or select ranges for the order date, due date and cancel dates for which you want to run the enquiry.

First Display

Select one of the following to define the sequence of the enquiry:

Items (1) (default) - To display items first

Orders (2) - To display orders first

Level

Select one of the following to determine the level at which the details for the sales order will be displayed:

Style (1) (default) - For the details to be displayed at style level

Style/Colour (2) - For the details to be displayed at style and colour, or to the second style dimension

SKU (3) - For the details are displayed down to full SKU level

Press Enter to display the SKU Order Level Enquiry Order Detail window.

SKU Order Level Enquiry Order Detail Window

To display this window, complete the selection criteria and then press Enter on the SKU Order Level Enquiry Selection window.

This window displays the details of the sales orders that meet the selection criteria.

***Note:** If the customer is on stop or a status is set on the account in Accounts Receivable, the Customer Status pop-up is displayed before this window.*

Fields

Customer

These fields display the customer account code, delivery address sequence and name.

Order No

This field displays the order number, if one was specified.

Customer Order Ref

This field displays the customer's order reference, if an order was specified.

Style

This field displays the style code.

Order

This field displays the order quantity.

Susp

This field displays the quantity suspended.

O/S

This field displays the quantity outstanding.

Alloc

This field displays the quantity allocated.

Rsvd

This field displays the quantity reserved.

Pick

This field displays the quantity on pick.

Pack

This field displays the quantity on pack.

Ship

This field displays the quantity despatched.

Canc

This field displays the quantity cancelled.

Price

This field displays the product price.

Totals

These fields display the totals for all quantities.

Options

Note: *These options are only available when an order number has been selected on the SKU Order Level Enquiry Selection window.*

Full Order Line Details

Use this to display the Select Order Line for Display pop-up.

Select a SKU with **1** to display the Whole Order Enquiry Order Line Detail window.

Reservations Enquiry

Use this to display the Reservations/Linked Orders Enquiry pop-up.

Allocations

Use this to go to Manual Allocation. Within Manual Allocation you can perform the usual allocation and de-allocation functions.

Functions

Description (F13)

Use this to display the style description.

Orders Consolidated (F14)

Use this to display the SKU Level Order Enquiry Orders Consolidation window.

Restart (F15)

Use this to re-start the enquiry and return to the SKU Level Order Enquiry Selection window.

Order Shipment (F16)

Use this to display the SKU Level Order Enquiry Order Shipments window.

Style (F17)

Use this to display the style details. This is not available if you are already displaying style details.

Style/Colour (F18)

Use this to display the style and colour details. This is not available if you are already displaying style and colour details.

SKU (F19)

Use this to display the style down to SKU level. This is not available if you are already displaying SKU details.

Totals (F20)

Use this to display the total quantities for the order. You can only select this once.

Select a valid function to see the next window or select **Exit (F3)** to leave the enquiry.

SKU Level Order Enquiry Orders Consolidation Window

To display this window, select **Orders Consolidated (F14)** on the SKU Level Order Enquiry Order Detail window.

This window displays the consolidated orders.

Fields

Customer

These fields display the customer account code, delivery address sequence and name.

Order No

This field displays the order number, if one was specified.

Customer Order Ref

This field displays the customer's order reference, if an order was specified.

Store/Del Add

These fields display the store number and delivery address sequence.

Order Number

This field displays the order number.

Due Date

This field displays the due date.

Cancel Date

If the order has been cancelled, this field displays the date on which the order was cancelled.

Typ/Stat/Sus

This field displays the order type, order status and suspension code (if the order is suspended).

Total Ord.

This field displays the total order quantity.

Total Ship

This field displays the total quantity despatched.

Customer Order Ref.

This field displays the customer's order reference.

Order Value

This field displays the order value.

Options

Item Details

Use this to re-display the SKU Level Order Enquiry Order Detail window.

Whole Order Enquiry

Use this to display the Whole Order Enquiry Order Line Selection window.

Order Shipments

Use this to display the SKU Level Order Enquiry Order Shipments window.

Allocations

Use this to go to Manual Allocation. Within Manual Allocation you can perform the usual allocation and de-allocation functions.

Functions

Restart (F15)

Use this to re-start the enquiry and return to the SKU Level Order Enquiry Selection window.

Select an option or function to display the next window.

SKU Level Order Enquiry Order Shipments Window

To display this window, select **Order Shipment (F16)** on the SKU Level Order Enquiry Order Detail window.

Alternatively, select Order Shipments against a line on the SKU Level Order Enquiry Orders Consolidation window.

This window displays the order shipments.

Fields

Customer

These fields display the customer account code, delivery address sequence and name.

Order No

This field displays the order number.

Customer Order Ref

This field displays the customer's order reference.

Order Status

This field displays the order status.

Pick Note

This field displays the pick note number.

Date

This field displays the date.

Total Qty

This field displays the total quantity.

S

This field displays the status.

Invoice

This field displays the invoice number.

Invoice Value

This field displays the invoice value.

Ship Via

This field displays the point via which the order is shipped.

Text

This field displays related text.

Options

Orders Awaiting Despatch Enquiry

Use this to display the Orders Awaiting Despatch Enquiry Detail window.

Functions

Restart (F15)

Use this to re-start the enquiry and return to the SKU Level Order Enquiry Selection window.

Select **Exit (F3)** to leave the enquiry.

Suspended Orders [25/STOEE]

Use this task to run an enquiry to view an individual order or a list of suspended orders. You can view the following:

- Customer account details
- Sales order details
- Order suspension details

Suspended Order Enquiry Selection Window

Use this to display this window, select the Suspended Orders task.

Use this window to enter the selection criteria for the enquiry.

Fields

Selection

Order Date Range

Enter or select a From and To date to limit the orders displayed to those within the date range.

Credit Controller

You can optionally enter a credit controller if you want to restrict the enquiry.

You can use the prompt facility on this field to select from the Parameter Codes pop-up.

Customer Service Rep

You can optionally enter a customer service representative if you want to restrict the enquiry.

Alternatively, use the prompt facility to select from the CUSR pop-up.

Customer

You can optionally enter a customer if you want to restrict the enquiry.

Alternatively, use the prompt facility to select from the Customer Selection by Account Code pop-up.

Order Type

You can optionally enter an order type if you want to restrict the enquiry.

Alternatively, use the prompt facility to select from the ORTP Order Type pop-up.

Suspend Code Group

Select one of the following:

All (0) (default) - To display all suspend code groups

Credit (1) - To display the credit suspend code groups

Non-Credit (2) - To display the non-credit code groups

Suspend Code

You can optionally enter a valid suspend code to limit the orders displayed.

Alternatively, use the prompt facility to select from the SUSP Order Suspend Codes pop-up.

Note: *If other suspense codes are present on selected orders, they are also displayed.*

Sequence

Order By

Select one of the following:

Order (1) - To view in order sequence

Customer/Suspend Code (2) - To view in suspend code within customer sequence

Customer/Order (3) - To view order within customer sequence

Enter the selection criteria and then press Enter to display the Suspended Order Enquiry Detail window.

Suspended Order Enquiry Detail Window

To display this window, enter the selection criteria and then press Enter on the Suspended Order Enquiry Selection window.

Use this window to view the selected details.

Fields

Credit

This field displays the selected credit controller, if one was specified.

Cust Serv

This field displays the selected customer service representative, if one was specified.

Cust

This field displays the selected customer, if one was specified.

Susp Gp

This field displays the selected suspend code group, if one was selected.

Susp Cd

This field displays the selected suspend reason code, if one was specified.

Ord Typ

This field displays the selected order type, if one was specified.

Select (Untitled)

Select one of the following:

Customer Enquiry (2) - To run a customer enquiry

For more details refer to the Credit Manager Enquiry section in the Accounts Receivable product guide.

Order Enquiry (3) - To run a whole order enquiry

For further details refer to the Whole Order Enquiry section.

Suspend Info (5) - To display the Suspended Order Information pop-up

Order

This field displays the order number.

Code

This field displays the suspend code.

Ord Typ

This field displays the order type.

Order Release Value

This field displays the order release value.

Exposure

This field displays the sum of Accounts Receivable items and orders allocated or despatched and the collection documents. This is the total outstanding from the Credit Manager Enquiry.

Credit Limit

This field displays the customer’s credit limit.

Customer

This field displays the customer name.

Select **Exit (F3)** to leave the enquiry.

Suspended Order Information Pop-up

To display this pop-up, select Suspend Info in the Selection field against an order and then press Enter on Suspended Order Enquiry Detail window.

Use this pop-up to view the selected details.

Fields

Order Number

This field displays the selected order number.

Order Type

This field displays the order type.

Date Suspended

This field displays the date on which the order was suspended.

Time Suspended

This field displays the time at which the order was suspended.

Press Enter to return to the Suspended Order Enquiry Detail window.

Availability by Week [26/STOEE]

Use this task to run an enquiry displaying the available stock in weekly time buckets for a selected product.

Stock Availability by Week Enquiry Selection Window

To display this window, select the Availability by Week task.

Use this window to select the product and stockroom combination for which you want to run the enquiry.

Note: *This function is only available for stockrooms already defined to use Available by Weeks.*

Fields

Product Code

You must enter the product for which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Stockroom

You must enter the stockroom for which you want to run the enquiry.

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

Press Enter to display the matrix and then select a SKU to display the Stock Availability by Week Enquiry Detail window.

Stock Availability by Week Enquiry Detail Window

To display this window, enter or select a product and stockroom and then press Enter on the Stock Availability by Week Enquiry Selection window, then select a SKU.

This window displays the stock availability for the selected product.

Fields

Product Code

These fields display the selected product code down to SKU level, but can be changed.

You can use the prompt facility on the first field to select from the Item Master Scan pop-up.

Stockroom

This field displays the selected stockroom, but can be changed.

You can use the prompt facility on this field to select from the Stockroom Selection pop-up.

Style Availability Weeks

This field displays the number of weeks the stock availability spans.

Physical Stock

This field displays the physical stock quantity.

Alloc/Froz/Pick

This field displays the combined allocated, frozen and picked quantity.

Available Stock

This field displays the available stock.

Week

This field displays the week number.

Week Ending

This field displays the week end date.

Purchase Orders

This field displays the quantity on purchase orders for each week.

Sales Orders O/S

This field displays the quantity on sales orders for each week.

Balance

This field displays the balance.

Available

This field displays the available quantities.

Functions

Absolute Avail. (F6)

Use this to display the Absolute Availability by Week pop-up.

Next SKU (F7)

Use this to display the details for the next SKU.

Prev SKU (F8)

Use this to display the details for the previous SKU.

Orders by Date (F13)

Use this to display the Stock Availability Enquiry Detail window.

Ctrt Allocation (F14)

Use this to display the Contract Allocation pop-up.

Select a valid function to display the next window or select **Exit (F3)** to leave the enquiry.

Absolute Availability by Week Pop-up

To display this pop-up, select **Absolute Availability (F6)** on the Stock Availability by Week Enquiry Detail window.

This pop-up displays the absolute availability for the selected SKU. Absolute availability is driven from the unsized purchase order option and takes into account the unsized quantity expected for a chosen style.

Fields

Product

This field displays the product.

Stockroom

This field displays the stockroom.

Stock Availability Weeks

This field displays the number of weeks the stock availability spans.

Week Number

This field displays the week number.

Week Ending

This field displays the week end date.

Available

This field displays the available quantity.

Select **Previous (F12)** to return to Stock Availability by Week Enquiry Detail window.

Contract Allocation Pop-up

To display this pop-up, select **Ctrt Allocation (F14)** on the Stock Availability by Week Enquiry Detail window.

This pop-up displays the contract allocations for the selected SKU.

Fields

Customer

This field displays the customer account code.

Seq

This field displays the delivery address sequence.

Name

This field displays the customer's name.

Contract

This field displays the contract number.

Line

This field displays the line number.

Line Quantity

This field displays the line quantity.

Allocated Qty

This field displays the allocated quantity.

Select **Previous (F12)** to return to the Stock Availability by Week Enquiry Detail window.

Promotions Enquiry [27/STOEE]

Promotions Selection Window

To display this window, select the Promotions Enquiry task.

This enquiry allows you to:

- check if a specific customer/item/date will be eligible for any promotions
- view details of orders placed and award items given on specific promotions

Fields

Customer

Enter a valid customer for the promotion eligibility check.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Style

Enter a valid style for the promotion eligibility check.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up

Delivery date

Enter a date to denote when the eligibility check is for.

Alternatively, use the prompt facility to select from a list of promotions

OR

Promotion

Enter a valid promotion number to view the promotion details.

Enter a customer, style and date to display all active promotions or enter a promotion number to display the promotion details.

Promotion Eligibility Check List Window

To display a list of active promotions for a customer and style on a given date, enter the details on the Promotions Selection Window.

Options

Select (1)

Use this to view the promotion header enquiry detail window.

Select the promotion to continue to see the details in the Promotion Enquiry Header Window

Promotion Enquiry Header Window

To display this window, enter a promotion on the Promotions Selection Window or select a promotion in the Promotion Eligibility Check List Window

Details that apply to the whole promotion are displayed.

The promotion status may be one of the following:

Active. - This promotion is visible during order taking and maintenance, the user is prompted where appropriate.

Passive. This promotion operates similar to an active promotion, but is only be triggered by the accompanying promotion code

Automatic - No user visibility, the promotion will be automatically triggered if the customer qualifies for the promotion.

If All Customers is checked, then the promotion is available to all customers and the constraint, if present, specified which customers are excluded from the promotion. This can be one of the following:

First Order Del - Promotion only applies to the first order for a qualifying delivery account.

First Order Acc - Promotion only applies to the first order for a qualifying customer account.

Once Del - Promotion applies once for each qualifying delivery account.

Once Acc - Promotion applies once for a qualifying account.

All - Applies to all orders for a qualifying customer.

***Note**: First Order is the first order that the customer account or delivery account has placed in the Sales Order Processing order bank since the promotion was created.*

Qualification indicates how items are deemed to qualify for the promotion, and what form it takes, value or quantity. It may be expressed in terms of a list of specific items or a list of item groups:

00 – Style

10 – Item Type

20 – Item Class

30 - Item Group Major

40 - Item Group Minor

50 – Division

60 – Sub-division

70 – Discount Group

99 – All Items

The qualifier identifies:

if qualifiers operate in an And relationship or in an Or relationship.

if the award item is identical to the qualifying item, or a selection is required.

whether the qualification total must be reached before the user is entitled to award the customer any of the reward items on this promotion.

Functions

Customer Constraints (F13)

Use this to view constraints to a promotion, which determine the list of customers permitted to receive the promotion.

Qualifiers (F14)

Use this to display the Promotion Enquiry – Qualifiers window, a list of styles that qualify for the promotion.

Awards (F15)

Use this to display the Promotion Enquiry – Awards window, a list of the awards available on the promotion. If the promotion is a 'same' promotion the Award Attributes window is shown.

Awards Taken (F16)

Use this to display the Promotion Enquiry – Awards Taken window, which lists the awards that have been given against this promotion.

Qualifiers Ordered (F17)

Use this to display the Promotion Enquiry – Qualifiers Ordered window, which lists the qualifiers that have been ordered against this promotion.

Select the appropriate function key required to view the required detail.

Promotion Enquiry – Customer Constraints

This shows the customer, group or criteria group which the promotion is limited to.

The text literal "EXCLUSIONS" is displayed in the window title if the customer or groups are being operated as exclusions for an All Customer promotion.

Promotion Enquiry – Qualifiers Window

To display this window, select **Qualifiers (F14)** on the Promotion Enquiry Header Window

The qualifiers on the promotion are displayed.

***Note**: If the promotion is a value promotion and no qualifiers are listed here then spending on ALL styles are included in the qualification total.*

Options

Orders (1)

Use this to view the orders for the selected qualifier for the customer select orders.

Select a style to view the Promotions Enquiry – Qualifiers Ordered window.

Promotion Enquiry – Award Window

To display this window, select **Awards (F15)** on the Promotion Enquiry Header Window.

Options

Orders (1)

Use this to view the orders for the selected award.

Matrix (2)

Some awards are only available in specific colours and sizes. Use this to view the full details of the award select matrix.

Select a style to view the Promotions Enquiry – Awards Taken window.

Promotion Enquiry – Award Attributes Window

To display this window, select **Awards (F15)** on the Promotion Enquiry Header Window.

The award on the promotion is displayed instead of the Promotion Enquiry – Award Window if the promotion is the ‘same’ promotion.

Press Enter to continue

Promotion Enquiry – Award Taken Window

To display this window, select **Awards Taken (F16)** on the Promotion Enquiry Header Window.

All awards that have been applied to the whole promotion are displayed.

Options

Order Enquiry (1)

Use this to view the Whole Order Enquiry (potentially via the matrix).

Select an order to view more details

Promotion Enquiry – Qualifiers Ordered Window

To display this window, select **Qualifiers Ordered (F17)** on the Promotion Enquiry Header Window.

All orders for the qualifiers on the promotion are displayed.

Options

Orders (1)

Use this to view the Sales Order Line Enquiry.

Select an order to view more details.

Chapter 5 Reports

5

Status Reports and Reference Files

Style Sales Order Processing has a full range of status and management reports.

The status reports are lists of data taken from the reference files. They include information for the sales functions and cover the following files:

- Items (styles)
- Customers
- Price lists
- Discount lists

There are a number of exception reports which help direct management attention to parts of the business that need it. They are:

- Unconfirmed picking notes
- Suspended orders
- Orders with zero prices
- Gross margin exceptions
- Selling price overrides
- Zero value invoice lines

The following reports include a measure of outstanding work and can be used as a tool in planning:

- Outstanding orders
- Pick lists
- Stock versus outstanding orders

Products [1/STOER]

Use this task to produce a report listing all products for the company. You can include details that you selected for the sales function, for example: style code, description, external and internal text attached to the product and key analysis codes.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - None
- Sequence - Style number

Select **Confirm Submit (F8)** to run the report.

Customers [2/STOER]

Use this task to produce a report listing all customers for the company and print the information relevant to the sales function. The customer's additional information is printed together with the Invoice and Deliver To addresses. The report includes all of the information that the customer record holds, for example, whether the customer allows back orders or part delivery.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - None
- Sequence - Customer code

Select **Confirm Submit (F8)** to run the report.

Outstanding Orders [3/STOER]

Use this task to produce a report listing orders in the database, subject to the selection criteria chosen.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 198
- New Page - Change of stockroom

- Totals - Quantity outstanding and value outstanding

Outstanding Orders Report Selection Window

To display this window, select the Outstanding Orders task.

Use this window to select the orders you want to include in the report.

Fields

Listing of all Orders

Use this checkbox as follows:

Unchecked - Not to list all of the orders

Checked - To list all of the orders

Note: *If you do not want all of the orders included on the report, use one of the following selection criteria to specify which orders you do want to include.*

By Range of Order Entered Dates/To

Enter or select a range of order dates to include on the report.

By Range of Item Due Dates/To

Enter or select a range of item due dates. Orders with items that fall inside this date range will be included on the report.

By Range of Cancel Dates/To

Enter or select a range of cancellation dates to include on the report.

By Range of Product Codes/To

Enter a range of product codes. Orders with these products on order will be included.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

By Range of Account Numbers/To

Enter a range of account numbers.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

By Range of Order Numbers/To

Enter a range of order number for inclusion on the report.

Stockroom

Enter the stockroom for which the orders are taken for this report.

Leave the default value of ***ALL** for all stockrooms.

Order Type

Enter the order type for which the orders are taken for this report.

Alternatively, use the prompt facility to select from the ORTP Order Type pop-up.

Leave the default value of ***ALL** for all order types.

Allocated/Unallocated/Both

Select one of the following:

Allocated (1) - To include only orders that have stock allocated to them

Unallocated (2) - To include only orders that do not have stock allocated to them

Both (3) - To include orders with and without stock allocated to them

Press Enter to confirm the selection parameters and then select **Submit (F8)** to run the report.

Forward Orders [4/STOER]

Use this task to produce a summary view of existing product order quantities, by future required date. You can select sales order quantities to be included on the report by division, customer account code and by style or style range. Order quantities are totalled by month and summed for total outstanding.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - Product quantity by month and overall required
- Selection - (See text above)
- Sequence - By product code

Forward Orders Report Selection Window

To display this window, select the Forward Orders task.

Use this window to select the orders you want to include in the report.

Fields

Division

Enter a valid division number.

Alternatively, use the prompt facility to select from the DIVN Inventory Product Division pop-up.

All Customers

Use this checkbox as follows:

Unchecked - If you do not want to include all customers

Checked - If you want to include all customers on the report

Customer/To

Enter the customer, or a range of customers, that you want to include on the report.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

Note: *You can only use these fields if you left the All Customers field unchecked.*

Prod Group Major/To

Enter a product group or product group range.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Prod Group Minor/To

Enter a product minor group or product minor group range.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Styles/To

Enter a style or range of styles.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Press Enter to confirm the selection criteria and then select **Submit Job to Batch (F8)** to run the report.

Unconfirmed Picking Notes [5/STOER]

Use this task to produce a report listing all picking notes which have not been confirmed as despatched or cancelled, a specified number of days after being requested. The number of days is held in the Inventory Descriptions file, major type DAYS and entry BACK.

- Frequency - Daily
- Stationery - Standard listing paper

- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - None
- Sequence - Order number

Select **Confirm Submit (F8)** to run the report.

Suspended Orders [6/STOER]

Use this task to produce a report listing all suspended orders with the reason for the suspension.

***Note:** It does not contain details as to which order line is affected if the suspension is against an order line.*

- Frequency - Daily (credit control)
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - None
- Sequence - Order number

Orders that are suspended may have stock allocated to them. Orders can be suspended manually or automatically. You set up reasons for suspension in the Inventory Descriptions file under major type SUSP. Some reasons for automatic suspension are:

CS

The customer is on credit stop.

CL

The order exceeds the customer's credit limit.

FP

This is a fixed price item, which means that during order entry you entered a price different from the one on the price list for the item.

NP

An order line has no price.

Select **Confirm Submit (F8)** to run the report.

Order with Zero Price [7/STOER]

Use this task to produce a report listing all order lines with outstanding quantities and no value. You could use this task to make sure that price lists are properly maintained.

- Frequency - As required, typically weekly
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - None
- Sequence - Customer number

Select **Confirm Submit (F8)** to run the report.

Stock vs Outstanding Orders [8/STOER]

Use this task to produce a report listing unallocated order lines and the current stock position. It can be used to trigger expediting or purchasing action.

- Frequency - As required, typically weekly
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Change of stockroom
- Totals - Total required by item for a stockroom
- Selection - None
- Sequence - Product within stockroom

Select **Confirm Submit (F8)** to run the report.

Gross Margin Exception [9/STOER]

Use this task to produce a report listing high or low margins on sales order lines.

- Frequency - As required, typically daily
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Sequence - Order number

The margin is calculated as a percentage. It can be either:

- Cost value /Sales value x 100

  Or

- Sales value / Cost value x 100

The result is compared with two control parameters to make sure the gross margin is between the set limits. Any exceptions are listed.

The control parameters are held in the Inventory Descriptions file under major type MARG in the percentage field. They include:

U

Upper margin as a percentage of cost

L

Lower margin as a percentage of cost

US

Upper margin as a percentage of sales

LS

Lower margin as a percentage of sales

Select Confirm Submit (F8) to run the report.

Selling Price Overrides [10/STOER]

Use this task to produce a report listing all order lines where the price has been overridden, or entered as a fixed price when no price existed on the price list. This report is useful to maintain price lists and monitor the pricing of orders.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - None
- Sequence - Order number

Select **Confirm Submit (F8)** to run the report.

List of Orders [11/STOER]

Use this task to produce a proof list of all orders raised since the report was last run.

- Frequency - Daily
- Stationery - Standard listing paper
- Print Position - 132
- New Page - Change of order
- Totals - None
- Selection - All orders since previous run
- Sequence - Order number

Note: *Printed orders are flagged.*

Select **Confirm Submit (F8)** to run the report.

Price Lists [12/STOER]

Use this task to produce a report of the price lists.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Change of price list
- Totals - None
- Selection - None
- Sequence - Price list/product (style)

The following information is printed:

- Item code and description
- Start date
- Unit of measure
- Conversion factor
- Currency of price list

Price List Report Selection Window

To display this window, select the Price Lists task.

Use this window to select the price lists you want to include in the report.

Fields

Price List Code/To

You can optionally enter a price list code or range of codes.

Where a single price list is required, the single code should be entered in both fields.

You can use the prompt facility on these fields to select from the Select Price List pop-up.

Effective Date

Where a price list and an effective date are specified, all records within the price list with an effective date up to and including the date specified are printed.

If 999999 is entered, all prices are printed.

This field defaults to the current date.

Product Code

Enter a valid style code if prices for a single code only are required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Where a price list, effective date and style are specified, any records matching the selection criteria are printed.

Note: *For styles priced at other levels, e.g. SKU, all prices for all SKUs for that style with a price are printed.*

Select **Submit (F8)** to run the report.

Discount Lists [13/STOER]

Use this task to produce a report of the discount lists.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Change of discount list
- Totals - None
- Selection - None
- Sequence - Discount list/product (style)

Discount List Report Selection Window

To display this window, select the Discount Lists task.

Use this window to select the discount lists you want to include in the report.

Fields

Discount List Code/To

You can optionally enter a discount list code or range of codes.

Where a single discount list is required, the single code should be entered in both fields.

You can use the prompt facility on these fields to select from the Select Discount List pop-up.

Effective Date

Where a discount list and an effective date are specified, all records within the discount list with an effective date up to and including the date specified are printed.

If 999999 is entered, all discounts are printed.

This field defaults to the current date.

Product Code

Enter a valid style code if discounts for a single code only are required.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Where a discount list, effective date and style are specified, any records matching the selection criteria are printed.

Note: *For styles priced at other levels, e.g. SKU, all discount for all SKUs for that style with a price are printed.*

Customer

Enter a valid customer code if discounts for a single customer are required. This works in conjunction with the previous fields.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Select **Submit (F8)** to run the report.

Zero Value Invoice Lines [14/STOER]

When a sundry invoice or credit note is raised, pricing can either be entered automatically or manually. If no price exists in the price list, and no price is entered and the invoice or credit is completed, then a line exists on the invoice with no price. This task produces a report listing all such invoice lines and includes all lines since the report was last run.

- Frequency - Regularly, weekly or at least once a month prior to Sales Ledger Close
- Stationery - Standard listing paper

- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - None
- Sequence - Invoice number

Select **Confirm Submit (F8)** to run the report.

Consolidated Pick Notes [15/STOER]

Use this task to combine existing picking notes together, so you can pick at group level.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - List picking notes to combine
- Sequence - Order number

Consolidated Pick Notes Selection Window

To display this window, select the Consolidated Pick Notes task.

Use this window to select the pick notes that you want to consolidate.

Fields

Picking Nte

Enter the numbers of the picking notes that you want to consolidate.

Press Enter to confirm the entries and then select **Update (F8)** to run the report.

Orders Summary [16/STOER]

Use this task to generate the following three separate reports for the selected date range:

- Summary report by sales order and product
- Sales order totals by date
- Sales order totals, summed by the report run (date range selected)

Report details:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None
- Selection - List picking notes to combine
- Sequence - Order number

Orders Summary Report Selection Window

To display this window, select the Orders Summary task.

Use this window to select the orders you want to include in the report.

Fields

From Date

Enter or select the start date of orders to be included on the report.

To Date

Enter or select the end date of orders to be included on the report.

Press Enter to confirm the entries and then select **Accept (F8)** to run the report.

Commission Lists [17/STOER]

Use this task to produce a report listing all of the product commission structures for sales personnel.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - Not applicable
- Selection - None
- Sequence - By salesman code

Select **Confirm Submit (F8)** to run the report.

Period Sales [18/STOER]

Use this task to produce a list of period summaries for the sales of selected styles, by value.

- Frequency - As required
- Stationery - Standard listing paper
- Print Position - 132
- New Page - Page overflow
- Totals - Not applicable
- Selection - None
- Sequence - By salesman code

Period Sales Report Selection Window

To display this window, select the Period Sales task.

Use this window to enter the selection criteria for the report.

Fields

Period Range/To

Enter a range of valid periods in format YYPP. You must enter a range; if you only want to include one period, enter the same period in the From and To fields.

Divisions

You can optionally enter up to six division numbers. Leave these fields blank to include all divisions.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Product Group Major

You can optionally enter up to six major product groups. Leave these fields blank to include all product groups.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Product Group Minor

You can optionally enter up to six minor product groups. Leave these fields blank to include all product groups.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Season

You can optionally enter up to six seasons. Leave these fields blank to include all seasons.

You can use the prompt facility on these fields to select from the SESN Season Code pop-up.

Style Range From/To

You can optionally enter a range of styles. Leave these fields blank to include all styles.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Customer Range From/To

You can optionally enter a range of customers. Leave these fields blank to include all customers.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

Press Enter to confirm the entries and then select **Confirm (F8)** to submit the job to batch.

Freestock Summary [19/STOER]

Use this task to produce a summary list of all free stock available.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow

This report is printed in standard report format.

Select **Confirm Submit (F8)** to run the report.

Cancelled Orders Audit [20/STOER]

Use this task to produce a list of all the cancelled orders within a specified date range.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow

Cancelled Orders Audit Report Selection Window

To display this window, select the Cancelled Orders Audit task.

Use this window to enter the range of dates for which you want the report produced.

Fields

From Date

Enter or select the date from which the report is to start listing the cancelled orders.

To Date

Enter or select the date up to which the report will list the cancelled orders.

Print All Audit Records

Use this checkbox as follows:

Unchecked - Not to print all of the records

Checked - To print all of the records

Select **Accept (F8)** to run the report.

Suspended Release Audit [21/STOER]

Use this task to produce a list of all the suspended orders within a specified date range.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow

Suspended Order Release Audit Selection Window

To display this window, select the Suspended Release Audit task.

Use this window to enter the selection criteria for the report.

Fields

From Date

Enter or select the date from which the report is to start listing the suspended orders.

To Date

Enter or select the date up to which the report will list the suspended orders.

Include Previously Printed

Use this checkbox as follows:

Unchecked - Not to print records which have previously been printed

Checked - To print all of the records

Delete Printed Records

Use this checkbox as follows:

Unchecked - If printed audit records are not to be deleted.

Checked - If printed audit records are to be deleted.

Select **Accept (F8)** to run the report.

Outstanding Orders Detail [22/STOER]

Use this task to produce a list of all the outstanding orders. Use the selection criteria to specify which orders you want to include on the report.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions – 132/198
- New Page - Page overflow

Outstanding Orders Report Selection Window

To display this window, select the Outstanding Orders Detail task.

Use this window to select the orders you want to include in the report.

Fields

Suspend Lines Only

Use this checkbox as follows

Unchecked - To include all outstanding orders

Checked - To include only the orders with lines suspended

Range of Delivery Dates/To

You can optionally enter or select the range of order delivery dates to include.

Range of Product Codes/To

You can optionally enter the range of products to include.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Range of Order Numbers/To

You can optionally enter the range of orders to include.

Range of Account Numbers/To

You can optionally enter the range of account numbers to include.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

Range of Salesmen

You can optionally enter the range of salesmen whose orders you want to include.

You can use the prompt facility on these fields to select from the TN Salesman pop-up.

Stockroom

You can optionally enter a stockroom.

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

Leave the default of ***ALL** to report on all stockrooms.

Allocated/Unallocated/Both

Select one of the following:

Allocated (1) - To include orders that have stock allocated to them

Unallocated (2) - To include orders that do not have stock allocated to them

Both (3) - To include orders with and without stock allocated to them

Sequence

Select one of the following:

Item (inc Reserved Lines) (1) - To sequence the report by item

Customer (2) - To sequence the report by customer

Salesman/Item (3) - To sequence the report by salesman and item

Salesman/Customer (4) - To sequence the report by salesman and customer

Press Enter to submit the report.

Back Orders [23/STOER]

Use this task to compare the orders which are due to be delivered or should have been delivered, with the stock available to meet that requirement. An order is due for delivery when its delivery due date is within the time fence for its stockroom. Two reports are produced:

- Stock Exception report
- Credit Exception report

Report details:

- Frequency - Just prior to a batch allocation run, to allow for any manual allocation prior to the system action or credit control action
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Totals - None

Back Orders Stock Exception Report Selection Window

To display this window, select the Back Orders task.

Use this window to enter the selection criteria for the report.

Fields

Depot

Enter the depot for which to run the report.

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

From Date

Enter or select the date from which the report is to start.

To Date

Enter or select the date on which the report is to end.

Press Enter to confirm the entries and then select **Accept (F8)** to run the report.

Supply/Demand Exceptions [24/STOER]

Use this task to produce a report listing details of any changes affecting buy to order, make to order or direct delivery orders. You can sequence the report to show sales orders against supply orders (purchase or works) or supply orders against sales orders. In addition you can select purchase orders, or works orders, or both, for inclusion.

Exception messages include:

- WO qty reduced on active order - to inform you that reservations have been adjusted to match a new WO quantity for an active sales works order
- WO qty reduced on active order - reservations out of balance - to inform you that an active WO had reservations relating to several sales orders

In this case, the reservations have not been adjusted to match the new WO quantity.

Report details:

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow

Supply/Demand Exceptions Report Selection Window

To display this window, select the Supply/Demand Exceptions task.

Use this window to enter the selection criteria for the report.

Fields

Report to be Sequenced By

Select one of the following:

Supply Sequence (1) - To sequence the report by supply order

Sales Order Sequence (2) - To sequence the report by sales order

Both (3) - To sequence the report by both supply and sales order

Include Purchase Orders

Use this checkbox as follows:

Unchecked - If you do not want to include purchase orders

Checked - If you want to include purchase orders

Include Works Orders

Use this checkbox as follows:

Unchecked - If you do not want to include works orders

Checked - If you want to include works orders

Press Enter to confirm the entries and then select **Submit (F8)** to run the report.

Purchase/Selling Variance [25/STOER]

Use this task to produce a list of the Enterprise group of companies. You can compare customer prices together with the supply company prices to verify that they have been created equally.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow

Purchasing/Selling Variance Report Selection Window

To display this window, select the Purchase/Selling Variance task.

Use this window to enter the selection criteria for the report.

Fields

Prices to Reconcile

Select one of the following:

Purchase (0) - If these are the supplier prices of items and the corresponding customer prices in the supplying companies, defined to the sales order system, from which they buy

Selling (1) - For the report to show the customer prices of items and the corresponding supplier prices in the sales demand companies, defined on the purchasing system, to which they sell

Records to Print

Select one of the following:

Exceptions (0) - To include only records with a price difference or with no matching price or sales records

All (1) - To include all records extracted

Prices Tolerance

Enter the price tolerance as a percentage.

Select **Submit Report (F8)** to run the report.

Consolidated Shipping [26/STOER]

Use this task to produce a consolidated shipping report, which takes the form of a summarised list of despatch notes. You can print the report on an ad hoc basis.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow
- Sequence - Despatch date

Consolidated Shipping Report Selection Window

To display this window, select the Consolidated Shipping task.

Use this window to enter the selection criteria for the report.

Fields

Consolidator or Customers DC

Enter one of the following:

1 - To produce the report by consolidator

2 - To produce the report by customer distribution centre

Consolidator or DC

Enter the consolidator or customer DC. You only need to use this field if you wish to restrict the selection.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Despatch Date

You can optionally enter or select a range of dates to limit the report. If you do not specify any dates, all records are selected.

Note: *When you have submitted this report, a message is displayed to tell you that you have submitted the report. You can submit another report if required.*

Press Enter to confirm the entries and submit the job for batch processing.

Held Documents [27/STOER]

Use this task to produce a report listing the held documents on the system.

Documents can be held for the following reasons:

- Pricing errors, for example if the order is unpriced
- Prime to base currency exchange rate errors
- Currency conversion exchange rate errors

This only occurs when you are using the TX Prime Currency Conversion application. A sales invoice in the customer’s former default currency can be converted to their new default currency as part of the invoice print routine. This may also involve the re-calculation of base values from the new prime values, if the base and new prime currencies are in a fixed relationship.

Holding documents prevents incorrect base values from being posted to the Sales Ledger.

- Frequency - As required
- Stationery - Standard listing paper
- Print Positions - 132
- New Page - Page overflow

Select **Submit (F8)** to run the report.

Incorrectly Linked Enterprise [28/STOER]

Use this task to produce a report showing enterprise supply orders either that have no INP71 link records or that have link records to more than one purchase order.

It then allows you to take whatever corrective action is necessary.

- Frequency - As required
- Stationery - Standard listing paper

- Print Positions - 132
- New Page - Page overflow

Select **Confirm Submit (F8)** to run the report.

Chapter 6 Batch Processing

6

Batch Processing Tasks

This section covers the three areas of Batch Processing tasks:

- Batch processing
- Document preparation
- Fast batch entry

Batch Allocation [1/STOEB]

Use this task to attempt stock allocation for all sales orders that meet the selection criteria entered.

Refer to the Overview section for a description of the decision making process followed to determine how a demand line is to be "allocated".

The order is suspended for credit exception if either of the credit checks fails.

Once allocation has taken place, the allocated order balance is increased. The available to sell order balance is decreased and the allocated order value (used for credit check) is updated on the customer record.

This task produces the following reports:

Credit Exception Report

This report produces a list of orders that failed allocation because of credit checking.

Allocation Audit Report

This report produces a list of orders that successfully had stock allocated during the Batch Allocation run.

Batch Allocation Selection Window

To display this window, select the Batch Allocation task.

Use this window to enter the selection criteria for the orders you wish to include in the submitted batch allocation run.

Fields

Warehouses

Enter up to four warehouses to include in the batch allocation run.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Styles

Enter up to ten styles to include in the batch allocation run.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Seq

You can sequence the batch allocation run.

Product Group Major/To

Enter the range of major product groups to be included.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Product Group Minor/To

Enter the range of minor product groups to be included.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Division/To

Enter the range of divisions to be included.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Customer/To

Enter the range of customers to be included.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

Customer Class/To

Enter the range of customer classes to be included.

You can use the prompt facility on these fields to select from the CCCC Customer Class pop-up.

Order Type/To

Enter the range of order types to be included.

You can use the prompt facility on these fields to select from the ORTP Order Type pop-up.

Due Date/To

Enter or select the range of order due dates to be included.

Note: *In order to make this usable by Machine Manager, dates may be entered as blank or as a number of days in the range -999 to +999 and the actual date will be calculated relative to the run date.*

Note: *If a date of 999 is entered, it will be interpreted as if it had been left as 00/00/00 in Interactive Batch Allocation; i.e. meaning all dates. An entry of 0 or blank is interpreted as an entry of the run date.*

Note: *The date fields default to blank.*

Cancellation Date/To

Enter or select the range of cancellation dates to be included. This allows any valid calendar date to be entered.

Priority

Enter the allocation priority that orders must have in order to be included.

Scaling Factor

Enter the scaling factor to use in the batch allocation.

Note: *A scaling factor can be used to allow limited stock to be allocated across a number of orders. The scaling factor percentage limits the percentage of the order quantity allocated against all selected orders.*

Note: *The Scaling Factor field is not available when this task is submitted via Machine Manager. If this is required, a manual run must be submitted.*

The default value is 100 - the ordered quantity is presented for allocation.

Note: *Prior to these changes, the scaling factor on this window defaulted to 0, which meant that the entire ordered quantity was presented for allocation.*

Note: *If you left this value as 0 and then selected Scaling Factors by SKU (F13), allocation was only attempted for those SKUs entered on the Batch Allocation Scaling Factor window in the submitted Batch Allocation run.*

Note: *To replicate this functionality, you must now override the scaling factor on this window to 0 (zero) before selecting Scaling Factors by SKU (F13), otherwise allocation of other SKUs* *matching the selection criteria you enter on this window will be attempted based on the scaling factor you enter here.*

Supply Order Start Date

Enter or select a valid calendar date.

Supply orders due in prior to this date will not be considered in the batch allocation run, when performing enhanced allocation.

This date must be earlier than the Supply Order Cut-off Date.

Note: *Prior to 2.3, the supply order start date was derived from each order's placement date and therefore could be different for each sales order.*

Note: *The same functionality can be replicated by leaving the supply order start date blank and using an order type with its Parameter Limit set to either 1 or 2.*

Note: *In order to make this usable by Machine Manager, dates may be entered as blank or as a number of days in the range -999 to +999 and the actual date will be calculated relative to the run date.*

Note: *If a date of 999 is entered, it will be interpreted as if it had been left as 00/00/00 in Interactive Batch Allocation; i.e. meaning all dates. An entry of 0 or blank is interpreted as an entry of the run date.*

Note: *The date fields default to blank.*

The Parameter Limit defined against the appropriate order type is used in conjunction with this date to determine both the date prior to which supply orders should not be considered for reservation and the direction of the supply order search when attempting to reserve orders due in prior to the order due date (minus any despatch lead time specified), as follows:

0 - Backwards from delivery due (adjusted by the despatch lead time) date to order placement date (or supply order cut-off (from) date if this is later than the order placement date)

1 - Forwards from the order placement date (or supply order cut-off (from) date if this is later than the order placement date) to the delivery due date (adjusted by the despatch lead time)

2 - Backwards from the delivery due date (adjusted by the despatch lead time) to the supply order cut-off (from) date

Note: *This is the same as 1, except that it permits the reservation of supply orders due in before the order placement date.*

3 - Forwards from the supply cut-off (from) date to the delivery due date

Note: *This is the same as 2, except that it permits the reservation of supply orders due in before the order placement date.*

Supply Order Cut-off Date

Enter the supply order cut-off date. Orders with a supply order due after the specified date will not be included in the batch allocation run.

Print Allocation Reports

Use this checkbox as follows:

Unchecked - Not to print the allocation reports

Checked - To print the allocation reports

Check Reserved SO

Use this checkbox as follows:

Unchecked - Not to check for reserved sales orders

Checked - To check for reserved sales orders

Functions

Scaling Factors by SKU (F13)

Use this to display the Batch Allocation Scaling Factor window.

Select **Update (F8)** to submit the batch job for processing.

Batch Allocation Scaling Factor Window

To display this window, select **Scaling Factors by SKU (F13)** on the Batch Allocation Selection window.

Use this window to apply different scaling factors to the individual SKUs.

Fields

Style

Enter the style.

Col

Enter the colour code.

Siz

Enter the size code.

%

Enter the scaling percentage to be applied to the ordered quantity for the selected SKU.

Note: *If the scaling percentage is left as blank or zero against any of the selected SKUs, it is automatically set to 100, thus ensuring that the ordered quantity for the selected SKU is presented for allocation in the Batch Allocation run that is submitted.*

Alternatively, the value 100 can be entered manually against each SKU.

Note: *If you do not wish allocation to be attempted for any SKUs other than those defined on this window, set the Scaling Factor field on the Batch Allocation Selection window to blank or zero.*

Select **Update (F8)** to submit the batch job for processing and return to the Batch Allocation Selection window.

Direct Orders Update [2/STOEB]

Use this task to allocate and print all direct orders with a quantity of stock outstanding against them.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Picking Note Cancel [3/STOEB]

Use this task to cancel a pick note. The stock allocated on the picking note remains allocated and must be de-allocated manually.

Note: *Pick notes to be cancelled should first be entered via the Cancel Picking Note task (25/STOEB).*

Once a picking note is cancelled, it cannot be confirmed as despatched. It is important that picking notes which are cancelled are either destroyed or defaced in such a way as to render their use as an authority to despatch impossible. If a picking note was issued for a sales warehouse (defined to the Warehousing application), it can only be cancelled up to the time when it is selected for picking action and printed on a picking list by Warehousing.

Note: *It is recommended that access to this procedure be restricted and that it should only be performed when the operator actually has the document in hand.*

Select **Confirm Submit (F8)** to submit the batch job for processing.

Confirm Despatch Processing [4/STOEB]

Use this task to confirm despatch of an order. It is a batch process, in which multiple despatches can be confirmed.

Before the batch job is submitted you should:

- Check that all item quantities are correct.
- Sort into batches, where the despatch method and the despatch date are the same.
- Check that there are no extra charges to be added.
- Include any batch or lot number for batch-controlled and lot-controlled items.

Note: *Orders confirmed for despatch will already have been entered via the Confirmation of Despatch task (24/STOEB).*

Vertex - US Sales Tax

This task supports tax calculations by Vertex.

If Vertex is active:

- It considers tax codeoverrides for charges entered during Order Entry
- It performs tax calculation through the Vertex Calculator

Any overridden tax codesare passed through to the invoice database.

The tax values are retrieved from the Vertex module in a similar way to that described in Order Entry and Amend. See that section for further details of special processing for Vertex 1 type where tax codeoverrides have been entered on the order, either at line level or for charges.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Special Tasking Codes

If any special tasking codes applied the order any charges are recalculated when the invoice is created.

Batch De-allocation [5/STOEB]

Use this task to de-allocate stock from an order.

When this task is run, the allocated order balance is decreased. The available to sell order balance is increased and the allocated order value (used for credit check purposes) and is updated on the customer record.

Batch De-allocation Selection Window

To display this window, select the Batch De-allocation task.

Use this window to select the orders from which you want to de-allocate stock.

Fields

Warehouse From/To

You must enter the range of warehouses from which you want to de-allocate stock.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Note: *You can only enter a range in one of the Style, Product Group Major and Product Group Minor fields.*

Style From/To

Enter the range of styles for which you want to de-allocate stock.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Product Group Major From/To

Enter the range of major product groups for which you want to de-allocate stock.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Product Group Minor From/To

Enter the range of minor product groups for which you want to de-allocate stock.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Break Reservations for Order Methods 1, 2, 3

Use this checkbox as follows:

Unchecked - Not to break reservations for order methods 1, 2 or 3

Checked - To break reservations for order methods 1, 2 and 3

Select **Accept (F8)** to submit the batch job for processing.

Order Cancellation [6/STOEB]

Use this task to cancel all or part of an order. Orders can be cancelled up to the point of confirm despatch, unless the picking note is for a sales warehouse which is defined to the warehousing application. If an order with live pick notes needs to be cancelled, it is recommended that the pick notes be retrieved and cancelled prior to the order being cancelled.

You run this task to process all orders that have been marked for cancellation in one of the following tasks:

- Cancel Order by Due Date
- Cancel Order by Order
- Cancel Order by Cancel Date

Select **Confirm Submit (F8)** to submit the batch job for processing.

Blanket Order Matching [7/STOEB]

This task matches releases to blanket orders and identifies both from their order types.

Caution: Blanket Order Batch Matching should not be run at the same time as Batch Allocation, AI Order Receive or Order Type Maintenance. In addition, a match between a blanket and a release may be missed if the blanket order is in use by another user.

Matching is controlled by the settings in the Order Type task (20/STOEM) and the Blanket Order Match Parameters task (21/STOEM).

Once releases have been matched to blankets, they may be processed by Batch Allocation or Manual Allocation.

SDQ orders created in AI Order Receive are processed in Batch Match, but no other AI blankets or releases are processed.

Note: *Batch Match does not support the suspension of orders missing key size SKUs.*

Select **Confirm Submit (F8)** to submit the batch job for processing.

Release Future Orders [8/STOEB]

Use this task to release future orders that have now become current orders.

The future order suspension code will be removed from any order deemed to no longer be a future order; the value of that order will be moved from the Future Order Value to the Current Order Value for the customer.

A credit check will be performed for all orders that are released by this task. If the credit check fails then the order will be suspended with the appropriate credit-related reason code.

An audit record is produced when the future order suspend code is removed from an order. These audit records can be printed using option [21/STOER].

Note: *The Auto Back-to-Back Monitor will be invoked for any released order or any suspended order where the suspend code indicates that allocation is permissible.*

This task may be run on an ad-hoc basis or may be scheduled to run when required via Machine Manager.

Note: *The expectation is that this process will be run daily under the control of Machine Manager.*

Release Future Orders Submit Window

To display this window, select the Release Future Orders task.

Fields

Cut-off date

The Future Order (Number of Days) parameter will be added to the current system date to derive the cut-off date.

The submitted job will ignore any future orders with a delivery date beyond this date.

Note: *This date cannot be overridden.*

Press **Submit (F8)** to submit the batch job.

Re-Credit Check Orders [9/STOEB]

Use this task to re-examine orders previously suspended for credit reasons to determine if any previously suspended orders can now be released. It is intended to be used to release orders in bulk for accounts where the credit position has changed since an order was suspended.

A credit check is performed for each order matching any selection criteria entered and if that credit check is passed then the order will be released (i.e. the appropriate suspend codes will be removed from the order and any back-to-back requisitions raised to satisfy the ordered quantities). Batch allocation can then be used to allocate any released orders.

An audit record is produced when a credit related suspend code is removed from an order. These audit records can be then printed using option [21/STOER].

You can also perform a credit check on orders which are not currently suspended for credit reasons.

TIP: *This task may be run on an ad-hoc basis from the menu or may be scheduled to run when required within Machine Manager. Add task 1047 to Machine Manager or task 1046 if selection criteria is required for the scheduled task.*

The following orders will not be credit checked by this process:

- Orders flagged with a Future order suspend code
- Orders flagged with a Credit check ignore suspend code
- Order flagged with a Despatch credit ignore suspend code

Note: *If the total open order value is being for credit checking this function will use the total order value held on the database as part of the commitment calculations. This value already includes the value of the order being checked.*

Note: *This function will have limited use if the allocated/reserved value is used in the commitment calculations. It should not be used to check Orders which are partially allocated/reserved.*

Re-Credit Check Orders Selection Window

To display this window, select the Re-credit Check Orders task.

Fields

Customer Range

Optionally enter a range of customers.

Alternatively, select a customer from the Customer Scan Pop-up.

Note: *If you only enter a ‘from’ value then only orders for that single customer will be processed by the submitted batch job.*

Delivery date Range

Optionally enter a range of delivery dates.

Alternatively, select a customer from the Customer Scan Pop-up.

The From Delivery date will default to zero.

The To Delivery date will default to all 9’s.

Factor Code

You can optionally enter a valid factor code to restrict processing to orders for customers associated with that factor.

Alternatively, select a factor from the Select Factor Pop-up.

Order Type

You can optionally enter a valid order type to restrict the orders processed.

Alternatively, select an order type from the Select Order Type Pop-up.

Include All Orders

Select the following:

Yes (1) – If all orders are to be credit checked regardless of whether they are currently suspended for credit reasons or not.

Enter your required selection criteria and press **Submit (F8)** to submit the batch job.

Standard Documents [11/STOEB]

Use this task to select documents to print. The following documents can be selected:

- Order Acknowledgement
- Proforma
- Cancellation Note

You can use the following criteria to select which documents are printed:

- Order Date
- Delivery Date
- Order Number
- Customer

These will print an additional level of detail depending on the flag setting on the carton profile for the company. Any overrides set on individual customers always override the profile setting.

Where an order has been entered using delivery window, the delivery window start/end dates will be printed (in preference to a delivery date) against each order line on the acknowledgement.

Order acknowledgements, proforma invoices, cancellations etc. are printed with the following information in the customer's language if present. If none is present, it is printed in the supply company's native language (i.e. blank language code).

1 The style description, colour and sizes

2 The external order header text

3 The external order line text

If none is present, but external style text is available, this is printed.

4 Descriptions for UOMs, sundry charges etc., which are held in the Inventory Descriptions file.

Note: *Native language text is defined with a blank language code.*

Note: *If size systems are in use, foreign language descriptions are retrieved from the appropriate size system.*

Note: *Where several order lines to different delivery sequences with different language codes are being printed, the language code from the delivery sequence on the order header is used.*

Document Printing Selection Window

To display this window, select the Standard Documents task.

Use this window to indicate which documents you want to print.

Fields

Document Type

Select one of the following:

Ackn (1) - To print order acknowledgements

Proforma (2) - To print proformas

Cancellation (3) - To print cancellation notes

Include Already Printed

Use this checkbox as follows:

Unchecked - Not to include documents that have already been printed

Checked - To include documents that have already been printed

Ranges

Order Date/To

Enter or select the range of order dates for which you want documents to be printed.

Delivery Date/To

Enter or select the range of delivery dates for which you want documents to be printed.

Order Number/To

Enter the range of order numbers for which you want the documents to be printed.

Customer/To

Enter the range of customers for whom you want documents printed.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

Select **Confirm (F8)** to submit the job for processing.

Picking Notes [12/STOEB]

Use this task to produce a pick note for an order that has stock allocated to it.

***Note:** If the Ship Date Check field in the depot profile is set to 1 and the ship date falls outside the specified range, the pick notes will not be produced.*

***Note:** When you are using kits, it is important that all components carry the same set of dates to make sure they are all picked, as picking checks at order line level.*

If you are using Warehousing, you have to produce the pick note in the Warehousing application.

It is usually only necessary to print pick notes for the orders that are ready for despatch. The number of time fence days acts as a restriction as to which orders have pick notes produced; any orders with stock allocation falling outside the time fence will not have pick notes produced.

If an order is to be satisfied from more than one stockroom, a picking note will be printed for each stockroom.

Picking note extract performs a credit check and will suspend orders for any credit related reason.

Where the credit code is defined with a **3** in the second digit of the Type code, the order will be both picked and suspended. Where the second digit is not **3**, the order is suspended and remains allocated.

If the order is flagged with the user-defined ignore credit check suspend code, **CI**, no credit checks are carried out on the order at picking regardless of the settings above.

Where an order contains the ignore credit check code, this code will be removed after picking unless the code is set up on the Inventory Descriptions file with the Ret (P/V) indicator set to **1**. Where this is set to **1**, the code is retained against the order.

If an order has been credit ignored and only part picked, the Ignore status is removed so that subsequent picks will be credit checked again.

Where an order is deemed to be on final pick (remaining outstanding quantity is allocated), a Inventory Descriptions file entry under major type MISC called IPFS with a limit setting of **1** will override back order pick percentages and allow the order to be picked.

***Note:** Do not use this task at the same time as the Warehousing Print Picking List task for the same stockroom.*

Special Tasking codes and any additional text are printed on the picking notes.

Request Picking Note Selection Window

To display this window, select the Picking Notes task.

Use this window to select the orders for which you want to produce pick notes.

Fields

Enter either of the following fields:

Order Number/To

Enter a range of order numbers for which you want to pick notes produced.

Warehouse/To

Enter a range of warehouses for which you want pick notes produced.

Ranges

You can then enter a range of any of the following as additional selection criteria:

- Product Code
- Customer Code
- Division Code
- Customer Class
- Order Type
- Product Group Major
- Product Group Minor
- Priority
- Ship with Control
- Consolidator
- Customer DC
- Carrier Code

Pick Notes

Use this checkbox as follows:

Unchecked - Not to create pick notes

Checked - To create pick notes

Summary Picking List

Use this checkbox as follows:

Unchecked - Not to create a summary pick list

Checked - To create a summary pick list

Detail Picking List

Use this checkbox as follows:

Unchecked - Not to create a detailed pick list

Checked - To create a detailed pick list

Seq. by Product Locations

Use this checkbox as follows:

Unchecked - Not to sequence pick notes by product location

Checked - To sequence pick notes by product location

Time Fence

Enter the number of time fence days. The time fence is used to select the orders for which pick notes are produced; anything outside the time fence is not included in the batch job. The default is set up in the company profile, but you can change it here.

Press Enter to validate the entries and submit the batch job for processing.

Picking Notes Reprint [13/STOEB]

Use this task to re-print picking notes. This can be done for all warehouses/stockrooms or for a selected warehouse up to the picking note time fence or lead time limit.

Request Picking Note Reprint Selection Window

To display this window, select the Picking Notes Reprint task.

Use this window to select the pick note that you want to re-print.

Fields

Pick Note

Enter the number of the pick note that you want to re-print.

Customer Number

The customer number for the selected pick note is displayed when you press Enter.

Press Enter to submit the batch job for processing.

Invoice/Credit Print [14/STOEB]

Use this task to print invoices and credit notes for all transactions since the previous run.

When the batch job is submitted the following actions are performed:

- For orders priced at time of despatch, the invoice is priced using the prices and exchange rate applicable at the date of despatch. If the order is not complete, the residual order is re-valued using the despatch price.
- Invoice documents are generated.
- Credit notes are generated.

- Accounts Receivable is updated, if it is attached.
- A summary posting report is generated for the Accounts Receivable update.
- If a summary or credit line has no price, because one did not exist in the price list at the time the document was entered, pricing will be attempted. If this fails, the document will not be printed, the ledgers will not be updated and an error will be written to the Invoice Not Priced report.

Task ST 0449 can be added to machine manager day start or day end to print invoices automatically. See the Application Manager product guide for further information on machine manager.

The following documents and reports are produced:

- Invoices
- Credit notes
- Summary Posting report (if Accounts Receivable is attached)
- Invoices Not Priced report

***Note:** Style invoices and credit notes print the tax summary figures in the tax reporting currency, converted from the prime value at the Customs and Excise Rate.*

***Note:** If the invoice is already in this currency, the summary is not shown.*

***Note:** When World Trade is attached, the tax on invoices is re-calculated and World Trade movements are generated.*

Invoices and credit notes are printed with the following information in the customer's language if present. If none is present, these are printed in the supply company's native language.

1. The style description, colour and sizes
2. The external order header text

   If none is present, but external customer text is available, this is printed.
3. The external order line text

   If none is present, but external style text is available, this is printed.
4. Descriptions for UOMs, sundry charges etc., which are held in the Inventory Descriptions file.
5. Currency descriptions

***Note:** Native language text is defined with a blank language code.*

***Note:** If size systems are in use, these will be used in preference to foreign language descriptions.*

***Note:** Where several invoice lines are contained within an invoice, these lines may have originated from supply to different delivery sequences with different language codes. Where this is the case, the language code from the delivery sequence on the order header is used.*

The invoice print shows the Promotion caption at the side of any printed reward lines.

Invoice/Credit Note Print Window

To display this window, select the Invoice/Credit Print task.

Use this window to indicate which invoices and/or credit documents you want to print.

Fields

Note: *The fields below are optional and can be used to limit the selection of the documents to be produced.*

Run Date

You can optionally enter or select the tax point for which you want to print the invoices and credit notes.

Transaction Type

You can optionally select either invoices or credit notes.

Select one of the following:

Both (0) (default) - To select both invoices and credit notes

IN (1) - To select invoices

CR (2) - To select credit notes

Customer Service Rep

You can optionally enter a customer service representative for whom you want documents to be printed.

Alternatively, use the prompt facility to select from the CUSR pop-up.

Credit Controller

You can optionally enter a credit controller for whom you want documents to be printed.

Alternatively, use the prompt facility to select from the Parameter Codes pop-up.

Salesman

You can optionally enter a salesman for whom you want documents to be printed.

Alternatively, use the prompt facility to select from the TN Salesman pop-up.

Customer Class

You can optionally enter a customer class for which you want documents to be printed.

Alternatively, use the prompt facility to select from the CCCC Customer Class pop-up.

Ranges

Invoice/Credit Number From/To

You can optionally enter the range of invoices or credit numbers for which you want documents to be printed.

Customer From/To

You can optionally enter the range of customers for which you want documents to be printed.

You can use the prompt facility on these fields to select from the Customer Scan pop-up.

Customer Group 1 From/To

You can optionally enter the range of customer group 1 for which you want documents to be printed.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Customer Group 2 From/To

You can optionally enter the range of customer group 2 for which you want documents to be printed.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Customer Group 3 From/To

You can optionally enter the range of customer group 3 for which you want documents to be printed.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Customer Group 4 From/To

You can optionally enter the range of customer group 4 for which you want documents to be printed.

You can use the prompt facility on these fields to select from the Parameter Codes pop-up.

Reason Code

You can optionally enter a reason code.

Alternatively, use the prompt facility to select from the RFCR Invoice/Credit Reason Codes pop-up.

Despatch Method

You can optionally enter a method of despatch.

Alternatively, use the prompt facility to select from the MODE Despatch Methods pop-up.

Functions

View Invoices (F10)

Use this to display the invoices that are available for printing and make your selections on the Invoice/Credit Note Print Selection window.

Select **Submit (F8)** to submit the job for processing.

Invoice/Credit Note Print Selection Window

To display this window, select **View Invoices (F10)** on the Invoice/Credit Note Print window.

Use this window to select the individual invoices you want to print. It displays all invoices still to be printed, where they match the selection criteria from the previous window. Credits are identified with CR after the value. Invoices that have not yet been consolidated will appear here with a dummy invoice number @ prefix. The final two columns show the reason code and despatch method.

Fields

Select (Untitled)

The default is for all invoices to be pre-selected for printing with a **1**. Remove this for any you do not want to print.

Select **Submit (F8)** to submit the job for processing.

Factored account

- If the customer account is factored and the suppress post to AR flag is set the document includes an instruction to remit to the factor and includes the factors name and address and the customer's id.
- The document is not be posted to Accounts Receivable.
- The document value is included in the External AR balance for the customer instead of the S21 AR balance.
- The invoice value is removed from the Goods despatched not invoiced balance for the customer.

***Note:** If the customer account is factored and the suppress post to AR flag is set to Invoices only credit notes, sundry invoices and credit notes for customer returns are treated as if they were for non-factored accounts.*

- Within AFI it is possible to establish journals that post invoices for factored accounts to different General Ledger accounts than the invoices for non-factored customers..

Invoice/Credit Reprint [15/STOEB]

Use this task to re-print invoice and credit note documents.

The following documents and reports are produced:

- Invoices
- Credit notes
- Summary Posting report (if Accounts Receivable is attached)
- Invoices Not Priced report

Invoices and credit notes are printed with the following information in the customer's language if present. If none is present, these are printed in the supply company's native language.

1 The style description, colour and sizes

2 The external order header text

If none is present, but external customer text is available, this is printed.

3 The external order line text

If none is present, but external style text is available, this is printed.

4 Descriptions for UOMs, sundry charges etc., which are held in the Inventory Descriptions file.

5 Currency descriptions

Note: *Native language text is defined with a blank language code.*

Note: *If size systems are in use, these will be used in preference to foreign language descriptions.*

Note: *Where several invoice lines are contained within an invoice, these lines may have originated from supply to different delivery sequences with different language codes. Where this is the case, the language code from the delivery sequence on the order header is used.*

Invoice/Credit Reprint Selection Window

To display this window, select the Invoice/Credit Reprint task.

Use this window to select the documents that you want to re-print.

Fields

Transaction Type

Select one of the following:

Invoice (IN) - To re-print invoices

Credit (CR) - To re-print credit notes

Invoice/Credit Note Number

Enter the invoice or credit note number that you want to re-print.

Re-send if EDI

Use this checkbox as follows:

Unchecked - Not to re-send the document via EDI

Checked - To re-send the document via EDI

Select **Confirm (F8)** to submit the job for processing.

Consignment Notes [16/STOEB]

Use this task to create consignment notes for a selected carrier. These provide a formal document detailing the load contents according to consignment code specified within the load header (if Transport Planning is installed).

Consignment Notes Selection Window

To display this window, select the Consignment Notes task.

Use this window to select the carrier for which you want to create the consignment notes.

Fields

Carrier Code

Enter the carrier for which you want to create the consignment notes.

Alternatively, use the prompt facility to select from the CARC Carrier Codes pop-up.

Print Consignments

Use this checkbox as follows:

Unchecked - Not to print the consignment notes

Checked - To print the consignment notes

Press Enter to validate the entries and then select **Confirm (F8)** to submit the job for processing.

Despatch Note Reprint [17/STOEB]

Use this task to re-print despatch notes for a selected order. To be able to re-print the despatch note, the order must be confirmed as despatched but not invoiced.

Despatch Note Reprint Selection Window

To display this window, select the Despatch Note Reprint task.

Use this window to select the order for which you want to re-print the despatch note.

Fields

Order Number

Enter the order for which you want to re-print the despatch note.

Despatch Sequence

Enter the despatch sequence number of the despatch note that you want to re-print.

Select **Update (F8)** to submit the job for processing.

Cancel Order by Due Date [21/STOEB]

Use this task to cancel orders by the date they are due. You can select to cancel all orders that are overdue by a specific number of days.

This task has to be used in conjunction with the Batch Cancellation task. Use this task to select the orders that you want to cancel; the job which extracts the records is submitted and then you have to run the Batch Cancellation job which cancels the extracted orders.

If an order or an order line is cancelled, the suspend codes are retained but set as inactive so that they can viewed in the Whole Order enquiry task.

Cancel Order by Due Date Selection Window

To display this window, select the Cancel Order by Due Date task.

Use this window to select which orders are to be cancelled.

Fields

Number of Days Overdue

Enter the number of days by which orders are allowed to be overdue. Only orders over the number of days specified are cancelled.

Cancellation Code

Enter the reason for cancellation.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

***Note:** Remember to run the Batch Cancellation job after you select **Accept (F8)** to cancel the selected orders.*

Press Enter to validate the entries and then select **Accept (F8)** to submit the job for processing.

Cancel Order by Order [22/STOEB]

Use this task to cancel orders by order number or customer.

This task has to be used in conjunction with the Batch Cancellation task. Use this task to select the orders that you want to cancel; the job which extracts the records is submitted and then you have to run the Batch Cancellation job which cancels the extracted orders.

If an order or an order line is cancelled, the suspend codes are retained but set as inactive so that they can viewed in the Whole Order enquiry task.

Cancel Order by Order Selection Window

To display this window, select the Cancel Order by Order task.

Use this window to select the orders that you want to cancel.

Fields

Canc Code

Enter the reason for the cancellation.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Order Number

Enter the number of the order that you want to cancel.

Customer Number

Enter the customer account number for the order that you want to cancel.

Note: *Remember to run the Batch Cancellation job after you select* ***Accept (F8)*** *to cancel the selected orders.*

Press Enter to validate the entries and then select **Accept (F8)** to submit the job for processing.

Cancel Order by Cancel Date [23/STOEB]

Use this task to cancel orders by cancel date.

This task has to be used in conjunction with the Batch Cancellation task. Use this task to select the orders that you want to cancel; the job which extracts the records is submitted and then you have to run the Batch Cancellation job which cancels the extracted orders.

If an order or an order line is cancelled, the suspend codes are retained but set as inactive so that they can viewed via **F16** in the Whole Order enquiry task.

Cancel Order by Cancel Date Selection Window

To display this window, select the Cancel Order by Cancel Date task.

Use this window to select the orders you want to cancel.

Fields

Number of Days Cancel

Enter the number of days to cancel. Any order that has a cancel date over the number of days entered will be cancelled.

Cancellation Code

Enter the reason for cancellation.

Alternatively, use the prompt facility to select from the CANC Cancellation Code pop-up.

Note: *Remember to run the Batch Cancellation job after you select* ***Accept (F8)*** *to cancel the selected orders.*

Press Enter to validate the entries and then select **Submit (F8)** to submit the job for processing.

Confirmation of Despatch [24/STOEB]

Use this task to request confirmation of despatch for a batch of orders.

Note: *You must select Confirm Despatch Processing (4/STOEB) to complete the updates for the selected batch of orders.*

Note: *If the Validate DNSB at Confirm Despatch field in the Style Sales Order Processing company profile is set to Yes or Warning, any despatches containing lines where the DNSB date is after the despatch date specified cannot be processed through batch confirmation. An audit is produced, listing despatches rejected by this process.*

The following actions take place when the job is submitted:

- Credit checking is performed as per interactive confirm despatch.
- Stock is reduced.
- Allocated stock is reduced.
- The cost of the inventory movement is calculated.
- Inventory movements are written to the Movement History file.
- The usage of the despatched items is increased.
- The last issued date for the despatched items is updated.
- The order is changed to reflect the quantity despatched.
- An invoice is generated, including the invoice number.
- The customer account balance for allocated not despatched is decreased.
- Customer despatch notes are produced, if the control parameter is set.

Note: *If it is found that any of the picking notes are no longer eligible for confirmation, because they have already been confirmed, an error report is produced.*

Note: *The inventory movement to reduce stock gives details of the customer code to which it was despatched.*

Note: *Any despatches which contain batch-controlled or lot-controlled items cannot be processed through batch confirmation. An audit will be produced, listing despatches rejected from this process.*

Despatch notes are printed with the following information in the customer's language if present. If none is present, it is printed in the supply company's native language.

1 The style description, colour and sizes

2 The external order header text

If none is present, but external customer text is available, this is printed.

3 The external order line text

If none is present, but external style text is available, this is printed.

4 Descriptions for UOMs, sundry charges etc., which are held in the Inventory Descriptions file.

Note: *Native language text is defined with a blank language code.*

Note: *If size systems are in use, foreign language descriptions are retrieved from the appropriate size system.*

Confirmation of Despatch Selection Window

To display this window, select the Confirmation of Despatch task.

Use this window to select the orders that you want to include in the confirmation of despatch batch job. When an order within the list is found to be suspended, either by the credit checking routines or by the manual suspend code checks, it is shown in reverse image with an error message. This entry must then be removed. Once all orders in error have been removed, processing can continue.

Note: *Suspended orders that cannot be processed by fast batch confirm despatch and must be processed through interactive confirm despatch where eligible lines can be selected. Order lines that cannot be despatched can then be set to zero.*

Fields

Despatch Date

The despatch date is displayed. The default is the current date, but you can change it.

Despatch Method

Enter the method of despatch for the selected orders. All of the orders included on the batch job have the same method of despatch; if some orders are despatched by a different method, you need to run a separate batch job.

You can use the prompt facility on this field to select from the MODE Despatch Methods pop-up.

Carrier Code

Enter the carrier used for the despatches.

Alternatively, use the prompt facility to select from the CARC Carrier Codes pop-up.

Employee No

Enter the number of the employee who is confirming the despatch.

Picking Note

Enter the order and pick note numbers for the order that you want to despatch.

Customer Number

Enter number of the customer whose order you are despatching.

Press Enter to submit the batch job for processing. The fields are cleared and you must select **Exit (F3)** to leave the task.

Cancel Picking Note [25/STOEB]

Use this task to cancel a picking note. The allocated stock on the pick note remains allocated and has to be manually de-allocated.

You can cancel a pick note at any point up to confirm despatch. Once a picking note has been cancelled, it cannot be confirmed as despatched. It is important that picking notes which are cancelled are either destroyed, or defaced in such a way as to render their use as an authority to despatch impossible. If a picking note was raised for a stockroom which is defined to a warehouse, it can only be cancelled up to the time that it is selected for picking action and printed on a picking list by Warehousing.

Picking Note Cancel Selection Window

To display this window, select the Picking Note Cancel task.

Use this window to select the picking notes that you want to cancel.

Fields

Picking Note

Enter the number of the picking note that you want to cancel.

Cust. No.

Enter the number of the customer whose order you want to cancel.

Press Enter to submit the job for processing.

Chapter 7 Utilities

7

Utilities Introduction

The Style Sales Order Processing utilities are divided into the following three categories:

- Housekeeping utilities
- Reconciliation utilities
- Rebuild utilities

Authorisation Issues

The utility tasks generally require exclusive use of the company, or sometimes the whole application, in order to run. It is therefore recommended that authority to run these procedures is restricted.

A warning is displayed if a utility task is selected and another user is signed on to the Sales Order Processing company. A similar message is displayed when exclusive use of the application is required but cannot be achieved. This might be caused by jobs which are finished but not de-allocated; this can be rectified by using Verify Allocated Files within Application Manager. The most likely causes of this situation would be the cancellation of jobs whilst active or on the job queue, or if the system has crashed.

Recreate Customer Search Index [1/STOEU]

AM18099AM00D99, AM00D99

Use this task to re-create the alpha search used to locate customers. The search operates on the words or part words of the customer's name. In addition, two extra fields from the customer record can be selected to use as search criteria. If any of the criteria are changed, or it is believed that the index has become corrupted, it is necessary to run this procedure so that all existing customers will have new index entries created.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Archive Orders/Invoices [2/STOEU]

Use this task to archive order and invoice data. The archive process goes through the following three stages:

- It purges order and invoice data from the live files and writes them to a set of history files.
- It backs up the history files to an off-line medium and clears the history files.
- It re-organises the following files:

OEP40	Order header
OEP45	Order address overrides
OEP50	Order charges
OEP55	Order lines
OEP65	Invoice header
OEP70	Invoice lines
INP40	Order/Invoice text

Only the records that meet the following criteria are archived:

- The order must be complete or cancelled.
- The invoice must have been paid in Accounts Receivable.
- The processing date (of completion, cancellation or payment) must be prior to the nominated date.

Data is added to the following history files:

- OEP40H Order header
- OEP45H Order address overrides
- OEP50H Order charges
- OEP55H Order lines
- OEP65H Invoice header
- OEP70H Invoice lines
- INP40H Order/Invoice text

Note: *This physically removes any order suspension detail from the database when an order is removed.*

Temporary records on the Order Files left system or session failures are also removed..

If you suffer regular failures these temporary records can be deleted by machine manager by adding task ST A1 0199 to the day end or day start routines.

Archive Orders/Invoices Selection Window

To display this window, select the Archive Orders/Invoices task.

Use this window to select the date from which you want the orders and invoices archived.

Fields

Archive Orders Cancelled or Completed Before

Enter or select the date that you want to use to archive the cancelled or completed orders. The default date is one year prior to the current date, but this can be changed.

Functions

Confirm Deletion (F11)

Use this to confirm the deletion.

Note: *Press Enter to display* ***Confirm Deletion (F11).***

Press Enter to validate the date and then select **Confirm Deletion (F11)** to submit the batch job for processing.

Complete Orders [3/STOEU]

AM18099AM00D99, AM00D99

Use this task to complete orders for all orders where all lines have been completed, and for all order lines where the quantity despatched is equal to, or greater than, the ordered quantity.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Build Mail Order Allocations [4/STOEU]

AM18099AM00D99, AM00D99

Use this task to clear down existing data and to rebuild the picked and allocated data for all mail order customers' orders. The updated data is displayed in the Mail Order Estimates enquiry task.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Install AFI Control Data [5/STOEU]

AM18099AM00D99, AM00D99

Use this task to set up the Advanced Financial Integrator for use in Sales Order Processing.

It is strongly recommended that journal conditions should first be set up under test, and that they should be thoroughly proven before they are set to live and Advanced Financial Integrator (AFI) is active.

Until such time as AFI is activated, posting of sales invoices and credit notes to the General Ledger will continue to take place via the standard facilities of the Basic Financial Integrator. When AFI is active, postings to the General Ledger take place via AFI during each subsequent invoice or credit note run.

There are two steps to activate AFI:

AFI Maintenance

Use Maintain Journal Condition to change the status of your journal conditions from inactive.

0 - Inactive

1 - Under test

2 - Live status

This need not be done for all journal conditions, only those which you are ready to activate.

SOP Utilities

Use Initiate Extract to change the status of the AFI Link from BFI Mode to Active by selecting **Submit Job (F8)**. At the same time, check the validity of your consolidation settings on this display (that is, install SOP/AFI Link).

AFI will now be used to process sales invoices and credit notes to create General Ledger journals, according to your rules and definitions, from the point when your next invoice or credit run takes place.

A message is sent if an extract or update cannot be successfully completed. Once the problem has been corrected, all outstanding data is collected on the next invoice run.

Select **Confirm Submit (F8)** to submit the batch job for processing.

AFI Test Invoice Extract [6/STOEU]

Use this task to undertake a trial extract of data from Sales Order Processing and create a General Ledger journal. Note that no actual updating of data takes place, either within the source application or the General Ledger. It is purely a paper exercise to simulate the effect of creating the specified journals for the nominated company.

Up to three reports are generated:

- A list of the General Ledger postings generated
- An exception report showing, for example, any balancing postings automatically created for an unbalanced journal
- An error report, showing any error conditions encountered

AFI Test Invoice Extract Selection Window

To display this window, select the AFI Test Invoice Extract task.

Use this window to select the company for which you want to run the AFI test invoice extract.

Fields

Source Company

Enter the source company whose data you want to use in the trial extraction.

Alternatively, use the prompt facility to select from the Select Company pop-up.

Include Only Invoices not Already Extracted

Use this checkbox as follows:

Unchecked - To specify a range of transaction numbers on which the trial is to based

Checked - To use only the data which has not been extracted in live operation mode by AFI

Include Invoices From/To

Enter the range of invoices in the source application to use in the trial. If you only want to use a single transaction, enter the same number in the From and To fields.

You can use the prompt facility on these fields to select from the Select Invoice pop-up.

Note: *You only need to use these fields if the Include Only Invoices not Already Extracted field was left unchecked.*

Type of Journal Definition to Use

Select one of the following:

Under Test (1) - To use only journal definitions which are specified as being under test

LIVE (2) - To use only journal definitions which are specified as being live

Both (3) - To use both test and live journal definitions

Consolidate Postings?

Use this checkbox as follows:

Unchecked - Not to consolidate postings

Checked - To consolidate postings

Select **Proceed (F8)** to submit the batch job for processing.

Sales Ledger Order Value Reconciliation [11/STOEU, 12/STOEU]

As part of credit management, it is necessary to value the immediate commitment in terms of the allocated stock to a customer. This is the value by which a customer's credit will increase if no action is taken to stop it. This value is held, with the other financial balances for the customer, in Accounts Receivable.

Use the reconciliation to calculate the stock allocated to customers, both printed on picking notes and not yet printed. The result is compared with the total held on the customer's Statement Account Balance, in Accounts Receivable. The Accounts Receivable balance is updated if any discrepancies are found. You can run the reconciliation in the following two modes:

- Report only
- Report and update

Any discrepancies are listed on the O/S Order Value vs. Allocated Orders report, which contains the following information:

- Statement code and description
- Customer balance
- Customer order total
- Variance between the balance and order total

Reconcile S/L Order Value to Order Lines (with Update) Window

To display this window, select the SL Order Val to Alloc-With Upd task.

Use this window to confirm the update of the records.

Select **Submit (F8)** to submit the batch job for processing.

Reconcile Sales Ledger Order Value to Order Lines (without Update) Window

To display this window, select the SL Order Val to Alloc-No Upd task.

Use this window to confirm the reconciliation without update.

Select **Submit (F8)** to submit the batch job for processing.

Goods Despatched Not Invoiced [13/STOEU, 14/STOEU]

The Account Summary Balance Update task takes account of any allocations and despatches for hierarchical customers. During the allocation process the amount on order will increase, and during despatch the amount on order will decrease. The despatch process will also accumulate the goods despatched not invoiced value.

- Use these tasks to maintain and update the balances, or to produce a report listing any discrepancies between goods despatched without invoices compared to sales ledger invoice headers, or both.

The report produced is the AR Goods Despatched Not Invoiced vs. Invoice Header Value report, which displays the following information:

- Statement code and description
- Customer balance
- Customer invoice total
- Variance between the balance and invoice total

Reconcile Goods Despatched but not Invoiced (with Update) Window

To display this window, select the Goods Desp Not Invoiced-Update task.

Use this window to confirm the reconciliation with update.

Select **Submit (F8)** to submit the batch job for processing.

Reconcile Goods Despatched but not Invoiced (without Update) Window

To display this window, select the Goods Desp Not Invoiced-No Upd task.

Use this window to confirm the reconciliation with no update.

Select **Submit (F8)** to submit the batch job for processing.

Reconcile Enterprise Supply/Demand Orders [15/STOEU]

This task will reconcile supply/demand orders across the selected companies.

Enterprise Reconciliation Window

To display this window, select the Reconcile Enterprise Supply/Demand Orders task.

Use this window to reconcile enterprise orders.

Fields

Select Company

Enter the companies for which you wish to reconcile orders.

You can use the prompt facility on these fields to select from the Enterprise Company Selection pop-up.

Order Number Range/To

You can optionally enter an order number range for orders to be selected. The default is to select all orders.

Order Creation Date

You can optionally enter or select a date range for when orders were created. The default is to select all dates.

Include Suspended Orders

Enter one of the following:

0 - Not to include suspended orders

1 - To include suspended orders

Season

Enter the seasons for which you wish to reconcile orders.

You can use the prompt facility on these fields to select from the SESN Season Code pop-up.

Order Method

Select one of the following to select which orders are to be reconciled:

Back to Back (1)

Direct Delivery (2)

Both (B)

Lines to Consider

Enter one of the following to select which orders are to be reconciled:

All (1)

Live & cancelled (2)

Live & complete (3)

Live only (4)

Division

Enter a division or range of divisions

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Sub Division

Enter a sub-division or range of sub-divisions.

You can use the prompt facility on these fields to select from the SDIV Inventory Product Sub-division pop-up.

Product Type

Enter a product type or range of product types.

You can use the prompt facility on these fields to select from the PTYP Product Type pop-up.

Product Class

Enter a product class or range of product classes.

You can use the prompt facility on these fields to select from the PCLS Product Class pop-up.

Display Invoice Discrepancies between Demand & Supply Orders

Use this checkbox as follows:

Unchecked - Not to display invoice discrepancies between demand and supply orders

Checked - To display invoice discrepancies between demand and supply orders

Display Purchase/Supply Orders Where Applicable

Use this checkbox as follows:

Unchecked - Not to display purchase/supply orders

Checked - To display purchase/supply orders

Re-create Missing Enterprise Extension Links

Use this checkbox as follows:

Unchecked - Not to re-create missing extension links

Checked - To re-create missing extension links

Send Invoices Orders to DATAQ

Use this checkbox as follows:

Unchecked - Not to send invoices to DATAQ

Checked - To send invoices to DATAQ

Send Sales Orders to DATAQ

Use this checkbox as follows:

Unchecked - Not to send sales orders to DATAQ

Checked - To send sales orders to DATAQ

Functions

All Companies (F21)

Use this to select all companies. They will be displayed in the Select Company fields.

Supress Errors (F23)

Use this to suppress errors. A pop-up will be displayed allowing for the selection of the error codes which are to be ignored.

Select **Update (F8)** to submit the job for processing.

Suppress Error Messages Pop-up

To display this window, select **Suppress Errors (F23)** on the Enterprise Reconciliation window.

Use this pop-up to select the error codes which are to be ignored.

Fields

Select (Untitled)

Enter one of the following:

0 (default) - Not to suppress any error message for this code

1 - To suppress any error message for this code

Press Enter to save your selections and return to the Enterprise Reconciliation window.

Reconcile AR total order values [16/STOEU]

Use the reconciliation to calculate the value of all current (i.e. non-future) and future orders and compare these values to the values held against the relevant statement account in Accounts Receivable.

Accounts Receivable balances will be updated with any discrepancies found.

Discrepancies are listed on a new report, which contains the following information:

- Customer statement code and description
- Customers current open order value
- Customers future open order value
- Customers current AR order total
- Customers future AR order Total
- Variance between Customers current AR order total and Customers current order value
- Variance between Customers future AR Order Total and Customers future order value

Note: *The value of the order used is the value of any goods which have not been despatched or invoiced. It includes the value of the full outstanding quantity and not just the allocated or reserved quantities.*

Note: *See the overview section for more information about flagging orders as future orders.*

This task may be run on an ad-hoc basis or may be scheduled to run when required via Machine Manager.

Reconcile AR Current & Future Order Values to Order Lines (With Update) Window

To display this window, select the Sales Ledger Order Valuation Reconciliation with Update task.

Use this window to confirm the reconciliation with update.

Press **Submit (F8)** to submit the batch job for processing.

Reconcile AR total order values [17/STOEU]

Use the reconciliation to calculate the value of all current (i.e. non-future) and future orders and compare these values to the values held against the relevant statement account in Accounts Receivable. The Accounts Receivable balances will be updated with any discrepancies found.

Discrepancies are listed on a new report, which contains the following information:

- Customer statement code and description
- Customers current open order value
- Customers future open order value
- Customers current AR order total
- Customers future AR order Total
- Variance between Customers current AR order total and Customers current order value
- Variance between Customers future AR Order Total and Customers future order value

Note: *The value of the order used is the value of any goods which have not been despatched or invoiced. It includes the value of the full outstanding quantity and not just the allocated or reserved quantities.*

Note: *See the overview section for more information about flagging orders as future orders.*

This task may be run on an ad-hoc basis or may be scheduled to run when required via Machine Manager.

Reconcile Current & Future Order Values to Order Lines (Without Update) Window

To display this window, select the Sales Ledger Order Valuation Reconciliation with Update task.

Use this window to confirm the reconciliation without update.

Press **Submit (F8)** to submit the batch job for processing.

Allocated, Picked and Forward Order [31/STOEU]

Use this task to do the following:

- Re-set all allocated, picked and packed quantities to zero on the STKBAL file.
- Re-calculate available stock using the equation Physical - Frozen = Available.
- Update the STKBAL file for all sales orders (except order type 9) for the following quantities: Allocated, Picked, Packed, Available, Forward Order.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Availability Balances [32/STOEU]

Use this task for the initial take-on of availability balances and if a rebuild is necessary.

Rebuilds may be necessary in situations where jobs have been run to correct inaccurate data, for example where a system crash has caused allocation quantities to be incorrect and so the Allocation Reconciliation job has been run.

Request Selective Stock Availability Rebuild Window

To display this window, select the Availability Balances task.

Use this window to enter the selection criteria for the rebuild.

Fields

Product Code/To

Enter the range of styles to be included.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Warehouse

Enter up to six warehouses.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Division Code/To

Enter the range of divisions to be included.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Product Group Major/To

Enter the range of major product groups to include.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Product Group Minor/To

Enter the range of minor product groups to include.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Select **Submit (F8)** to submit the batch job for processing.

Available Data Queue [40/STOEU]

If you create style-level purchase orders externally to Style, for example on a PC, you can copy your data into VOP20. Running this task will make this data useable by the Availability by Week task.

Select **Confirm Submit (F8)** to submit the batch job for processing.

Chapter 8 Sales Processing Application Interface

8

EDI Sales Order Considerations

The tasks available here are to support EDI interfaces for documents sent and received by the Sales function within the company. The following facilities are provided:

- Send Sales Invoices/Credit Notes
- Send Order Acknowledgements
- Send Intrastat/ESL Reports
- Send Electronic Sales Catalogue
- Send Order Status
- Generate and Maintain Electronic Sales Catalogue
- Receive Order Status
- Receive Product Activity Data
- Order Status Trigger Maintenance
- Receive Sales Orders
- Received Orders Error Recovery

Valid sales orders are received into the Style Sales Order Processing order bank and optionally suspended. These orders can then be processed via the normal order processing tasks.

Sales orders that fail verification can be retained in the EDI interface files for review and maintenance. A maintenance function enables the review, correction or deletion of rejected data. The maintenance task does not perform validation. The checking of data entered takes place within the Receive Orders batch job.

The Order Amend task in this module can be used to fulfil the demand by using back-to-back orders (including directs) or purchase order reservations.

Vertex - US Sales Tax

Where an incoming order contains any override address details, the following validation is carried out.

A check is made against the City/State and ZIP code. Where all three are valid, the appropriate Geocode is applied to the order. Where all three exist and any one of these is in error, the order will be rejected with the appropriate message shown on the exception report.

Note: *As the incoming messages are not directly validated against the Vertex data, it is critical that each city/state and zip code is correct, even to the point of spelling, as if they are not, the order will be rejected.*

Note: *Where an incoming message with an address override has a valid combination that may contain more than one Geocode, the order will be created and a warning message is provided on the exception report. In this situation, the customer delivery address Geocode will default to that from the order.*

Where an order contains an address that does not contain a city/state/zip, the order is created with the non-US code of 770000000.

Where no overrides exist, the customer default address for the incoming delivery sequence number is used.

Any details defined within the Vertex override tables are processed in the same manner as for normal order entry routines. This applies to both VT1 and VT2.

There is no facility within AI order receiving to amend the Within City Limits setting. Therefore this always defaults to the customer setting and can be amended manually within normal order amend.

The same rules as for AI order receiving apply to amended orders being received through EDI.

Invoices/Credits [1/STOEAI]

Use this task to extract invoices and credit notes from the Sales Order Processing module to send electronically.

These documents are sent with the following information in the customer's language if present. If none is present, it is sent in the supply company's native language.

1. The style description, colour and sizes
2. The external order header text

   If none is present, but external customer text is available, this is printed.
3. The external order line text

   If none is present, but external style text is available, this is printed.
4. Descriptions for UOMs, sundry charges etc., which are held in the Inventory Descriptions file.
5. Currency descriptions

Note: *If size systems are in use, these will be used in preference to foreign language descriptions.*

Caution: This task replaces the Style Sales Order Processing Acknowledgement Print task, as this processes ALL acknowledgements since it was last run (whether or not the customers are trading partners).

The sales invoices to be sent via EDI are determined when the invoice is posted to Accounts Receivable, by validating the customer against the trading partners maintained in this module. (The customer account used for this purpose is the one to which invoices are to be sent.) If the partner is defined to receive invoices, and the document is active, the posting function flags the invoice to send it via EDI.

An additional level of detail is sent depending on the flag setting in the carton profile for the company. Any overrides set on individual customers always override the profile setting.

The EDI sales invoices can be added into the EDI Mailbox send queue if this module is installed.

A control list can be printed, displaying all invoices sent via this run.

A tax analysis report is always printed, giving a breakdown per tax code for each trading partner who is to receive an invoice file via EDI in this run.

Note: *Invoices sent electronically via EDI send the tax summary figures in the tax reporting currency, converted from the prime value at the Customs and Excise rate.*

Sending invoices and credit notes via EDI is a three-stage process:

- Run Invoices/Credit Notes without Accounts Receivable Update

  This prints invoices and credit notes that are not to be sent via EDI. It also flags invoices with **E** (EDI) in the print flag. It must be run without Accounts Receivable update.

- Send Invoices/Credit via EDI

  This adds to mailbox any invoices and credit notes flagged as requiring sending via EDI (including re-prints).

- Post to Accounts Receivable

  This is a batch job in Invoice Posting that posts all invoices and credit notes that are printed or sent to the Sales Ledger/Accounts Receivable.

You can also re-send invoices and credit notes via EDI.

Send Invoices/Credits Selection Window

To display this window, select the Invoices/Credits task.

Use this window to set the control parameters for sending invoices and credits.

Fields

Send Invoices/Credits or Both

Select one of the following:

Invoices (1) - To send only invoices

Credits (2) - To send only credit notes

Both (3) - To send both invoices and credit notes

Add Documents Directly into Mailbox Queue

Use this checkbox as follows:

Unchecked - To hold the extracted documents in the Application Interface database

Checked - To extract and add the selected documents into the EDI Mailbox send queue as a translated document

Print EDI Invoices Control List

Use this checkbox as follows:

Unchecked - Not to print the control list

Checked - To print the control list containing all documents sent via EDI

Print Invoices Immediately

Use this checkbox as follows:

Unchecked - Not to print invoices immediately

Checked - To print the invoices sent via EDI immediately

Tax Point Date

Enter or select the tax point date. Leave this field blank to use the current date.

Select **Submit (F8)** to submit the batch job for processing.

Factored accounts

If the customer account is factored and the Factored Invoice flag is set on the invoice header, the invoice sent includes an instruction to remit to the factor and the following factor information is sent on the invoice:

Remit to Factor

Factor Remit Name

Factors Remit Address Line #1

Factors Remit Address Line #2

Factors Remit Address Line #3

Factors Remit Address Line #4

Factors Remit Address Line #5

Factors Remit Post Code

Factors Customer ID

Acknowledgements [2/STOEAI]

Use this task to extract order acknowledgements from the Sales Order Processing module to send electronically.

These documents are sent with the following information in the customer's language if present. If none is present, it is sent in the supply company's native language.

1 The style description, colour and sizes
2 The external order header text
3 If none is present, but external customer text is available, this is printed.
4 The external order line text
5 If none is present, but external style text is available, this is printed.
6 Descriptions for UOMs, sundry charges etc., which are held in the Inventory Descriptions file.
7 Currency descriptions

***Note:** If size systems are in use, these will be used in preference to foreign language descriptions.*

Caution: This task replaces the Style Sales Order Processing Acknowledgement Print task, as this processes ALL acknowledgements since it was last run (whether or not the customers are trading partners).

This task determines which acknowledgements are to be sent via EDI and/or printed. This is achieved by validating the customer delivery account against the trading partners maintained in this module. The decision is based on the following table (which applies to all document types, not just acknowledgements):

Document Active	In Production	Send via EDI	Print
Yes	Yes	Yes	No
Yes	No	Yes	Yes
No	Yes	No	Yes
No	No	No	Yes

The acknowledgements to be sent via EDI can be added into the EDI Mailbox send queue. A control list is available to be printed and displays all acknowledgements sent via EDI.

Send Acknowledgements Selection Window

To display this window, select the Acknowledgements task.

Use this window to set the control parameters for sending acknowledgements.

Fields

Add Acknowledgements Directly into Mailbox Queue

Use this checkbox as follows:

Unchecked - To hold the extracted order acknowledgements in the Application Interface database

Checked - To extract and add order acknowledgements into the EDI Mailbox send queue as a translated document

Print EDI Acknowledgements Control List

Use this checkbox as follows:

Unchecked - Not to print the control list

Checked - To print a control list showing details of all acknowledgements to be sent via EDI

Quotation Type

Enter a quotation type.

Alternatively, use the prompt facility to select from the QTNO AOE Quote Type pop-up.

Leave this field blank for sales orders.

Select **Submit (F8)** to submit the batch job for processing.

Electronic Sales Catalogue [4/STOEAI]

Use this task to set up the electronic sales catalogues.

Send Electronic Sales Catalogue Selection Window

To display this window, select the Electronic Sales Catalogue task.

Use this window to set the parameters for sending electronic sales catalogues.

Fields

Add Catalogue Transactions Directly to Mailbox Queue

Use this checkbox as follows:

Unchecked - Not to add the catalogue transactions directly to the mailbox queue

Checked - To add the catalogue transactions directly to the mailbox queue

Print Electronic Catalogue Control List

Select one of the following:

No (0) - Not to print the catalogue control list

Brief (1) - To print a one-line description for each item sent to the trading partners

Full (2) - To print full details of each item before and after being sent to the trading partners

Include

Select one of the following:

Add (1) - To include all records that have been added

Del (2) - To include all deleted records

Chg (3) - To include all records that have been changed

All (4) - To include all records

Init (8) - To initialise

In this case, only the Sent records are included. If a catalogue has previously been sent to a trading partner, it can be sent to an additional trading partner. This is useful if a new trading partner is added to the catalogue because current item records can be sent to update the trading partner.

Replace (9) - To replace a catalogue which has previously been sent to a trading partner

Send to Single Trading Partner

Enter the trading partner to whom you want to send the catalogue.

Alternatively, use the prompt facility to select from the Trading Partner Selection pop-up.

Note: *Only use this field if you selected Init or Replace in the Include field.*

From Catalogue/To Catalogue

Enter the range of catalogues to send. If the From and To fields are left blank, all catalogues are sent.

You can use the prompt facility on these fields to select from the Catalogue/Selection/Revision Prompt pop-up.

Note: *If a range of trading partners is defined, the range of catalogue records to be sent must also satisfy the range of trading partners.*

From Selection/To Selection

Enter the ranges of records to send.

Note: *If a range of trading partners is defined, the range of selection records to be sent must also satisfy the range of trading partners.*

From Revision/To Revision

Enter the range of revision records to send.

Note: *If a range of trading partners is defined, the range of revision records to be sent must also satisfy the range of trading partners.*

From Trading Partner/To Trading Partner

Enter the range of trading partners to whom to send catalogues.

You can use the prompt facility on these fields to select from the Trading Partner Selection pop-up.

Note: *If you also select a range of catalogue, selection or revision records, the records to be searched must also satisfy the range of trading partners.*

Select **Submit (F8)** and then select **Confirm (F8)** to submit the batch job for processing.

Order Status [5/STOEAI]

Use this task to send order status reports. There are two types of reports you can send:

- Complete report
- Exceptions report

Send Order Status Selection Window

To display this window, select the Order Status task.

Use this window to set the parameters for sending order status reports.

Fields

Print EDI Order Status Report Control List

Select one of the following:

Complete (1) - To print the complete order status report control list

Exceptions (2) - To print the order status exceptions report control list

Order Status Report Group Code

Enter the order status report group code.

Alternatively, use the prompt facility to select from the RPGC Report Trigger Group pop-up.

Select **Submit (F8)** to submit the batch job for processing.

Catalogue Maintenance [11/STOEAI]

You can send a sales catalogue to one or more customers. You can edit the catalogue by deciding which items are in or out, and by editing the item details. Carton styles have their own entries in the EDI catalogues.

Note: *The Catalogue, Selection and Revision fields are used to make a unique reference code for the catalogue.*

Electronic Catalogue Maintenance Selection Window

To display this window, select the Catalogue Maintenance task.

Use this window to select the catalogue you want to maintain.

Fields

Catalogue

Enter the catalogue you want to amend.

Alternatively, use the prompt facility to select from the Catalogue/Selection/Revision Prompt pop-up.

Selection

Enter the selection to amend.

Revision

Enter the revision to amend.

Copy From

Catalogue

Enter the catalogue to copy into the selected catalogue.

Alternatively, use the prompt facility to select from the Catalogue/Selection/Revision Prompt pop-up.

Selection

Enter the selection to copy into the selected catalogue.

Revision

Enter the revision to copy into the selected catalogue.

Copy

Select one of the following:

Definitions (1) - To copy only the definitions

Items (2) - To copy the items

Definitions and Items (3) - To copy the definitions and items

All (4) - To copy all information

Functions

Copy (F13)

Use this to copy the selected details to the new catalogue.

Details Maint. (F21)

Use this to display the Catalogue Item Maintenance Selection window.

TP Maint. (F23)

Use this to display the Electronic Catalogue Trading Partner Authorisation window.

Press Enter to display the Electronic Catalogue Maintenance Detail window.

Catalogue Item Maintenance Selection Window

To display this window, select **Details Maint. (F21)** on the Electronic Catalogue Maintenance Selection window.

Alternatively, select **Details Maint. (F21)** on the Electronic Catalogue Maintenance Detail window.

Use this window to amend or add further items to the selected catalogue, selection, and revision.

Fields

Catalogue

This field displays the name of the catalogue.

Selection

This field displays the name of the selection.

Revision

This field displays the name of the revision.

Position To

Enter the item number at which you want to start the display.

Item Number

For each item, the item code is displayed and cannot be amended.

Description

For each item, the item description is displayed and cannot be amended.

Type

For each item, the item type is displayed and cannot be amended.

The following types can be displayed:

S - Sent

This item record has been sent to the trading partners.

D - Delete

This item record has not been sent to trading partners and, when sent, deletes the item from the customer's catalogue.

C - Change

This means that the item record has been changed but not yet sent to trading partners. When it is sent to the trading partners, the item on the customer's catalogue is changed.

A - Add

This means that the item record has been added but not yet sent to trading partners. When it is sent to the trading partners, the item is added to the customer's catalogue.

Status

For each item, the item status is displayed and cannot be amended.

The following statuses can be displayed:

Blank

H - Held

This means that the Add item record has not been sent to trading partners and has been set to Held to stop it from being sent.

M - Maintained

This means that the Add or Change item record has been edited.

F - Firm

This means that the Add or Change item record has not yet been sent to trading partners but, when it is, it will be automatically set to Held. This allows the definition of changes which are inconsistent with the database but are not changed by the system after running Catalogue Change Recognition.

Chg Date

For each item, the date on which the item details were last changed is displayed and cannot be amended.

Options

Select

Use this to select an item and display the Catalogue Item Maintenance window.

Delete

Use this to delete an item from the catalogue.

Note: *You cannot delete an item of type Sent.*

Functions

Add (F10)

Use this to display the Add Item window.

Held/All (F14)

Use this to toggle the display between Held and All records.

All/Pending/Sent (F15)

Use this to toggle the display between All, Pending and Sent records.

Select an item to display the Catalogue Item Maintenance window.

Catalogue Item Maintenance Window

To display this window, select an item on the Catalogue Item Maintenance Selection window.

Alternatively, select **Change Profile (F17)** on the Electronic Catalogue Maintenance Detail window.

The item details cannot be changed if the item record is type Sent. If the item record is type Delete, Change or Add, you can edit the details.

The type of the item record is displayed at the top of the window. This can be Sent, Delete, Change or Add.

Fields

Change Date

This field displays the date on which the catalogue was last edited.

Catalogue

This field displays the catalogue code.

Selection

This field displays the selection code.

Revision

This field displays the revision code.

Item Number

This field displays the name of the item.

The following item details are displayed if the item record is of type Sent. If an item record is of type Delete, Change or Add, you can edit the item details. The item details are displayed in the following fields:

- Description (Untitled)
- Barcode
- UPC Case Code
- Cust. Item
- Price List
- Base Price
- Min Order Qty
- Cust. Price
- Lead Time
- Commodity Cd1
- 1st Ship Date
- Commodity Cd2
- 1st Order Date
- Qty/Container
- Expiry Date
- Container Tare
- Packing (Customer Specification Fields)
- Container Vol
- Items/Mfg Pack
- Layers/Pallet
- Inner Packs
- Weight UOM
- Dim UOM
- Cases/Pallet
- Gross Weight
- Unit Weight
- Width
- Height
- Cube
- Length

Functions

Delete/Activate (F11)

Use this to delete an item record if the type of the item is Sent.

If the type of the item is Delete, use this to change on item record or delete an item record.

Maintain/View Sent (F16)

Use this in Maintain mode to display and edit existing change or delete item records which can be updated when the item details change on the System21 database.

Alternatively, in the View Sent mode, use this to display the item details which were previously sent to the trading partner.

Release/Hold (F18)

Use this to change the status of an item to Released or Held.

This function is only available if the type of the item is Add.

Firm (F19)

Use this to change the status of an item to Firm.

This means that a Change or Add item (and the subsequent Sent item) cannot be edited when Catalogue Change Recognition is used. This is useful if you want to edit item details in catalogues which are different from the item details in the System21 database.

This function is available if the status of the item is Change or Add.

Select **Update (F8)** to save the information.

Electronic Catalogue Trading Partner Authorisation

To display this window, select **TP Maint. (F23)** on the Electronic Catalogue Maintenance Selection window.

Alternatively, select **TP Authority (F23)** on the Electronic Catalogue Maintenance Detail window.

Use this window to select which trading partners are associated with the catalogue. When the catalogue is sent to the trading partner, the outbound files are only created for the defined trading partners. Even if the catalogue is to be sent to a single specified trading partner, it must be defined here.

Fields

Catalogue

This field displays the name of the catalogue.

Selection

This field displays the name of the selection.

Revision

This field displays the number of the revision.

Trading Partner

This field displays the trading partner code.

Seq

This field displays the delivery sequence of the trading partner.

Trading Partner Name

This field displays the trading partner name.

Add Trading Partner

Enter a trading partner code and delivery sequence. Then select **Add Customer (F10)** to add the trading partner to the list.

Options

Select

Use this to display a list of all the catalogues to which this trading partner belongs.

The All Catalogues for Selected Trading Partner window is displayed.

Delete

Use this to delete a trading partner from the list.

Functions

Add Customer (F10)

Use this to add a trading partner to the catalogue.

Select a trading partner to display the All Catalogues for Selected Trading Partners window.

All Catalogues for Selected Trading Partners Window

To display this window, select a trading partner on the Electronic Catalogue Trading Partner Authorisation window.

This window displays all catalogues to which the selected trading partner is authorised.

Fields

Trading Partner

This field displays the code, sequence and description of the trading partner.

Catalogue

For each catalogue, this field displays the catalogue code.

Selection

For each catalogue, this field displays the selection code.

Revision

For each catalogue, this field displays the revision code.

Catalogue/Selection/Revision Description

For each catalogue, this field displays either the catalogue, selection or revision text description. Toggle between the descriptions by selecting **Selection Desc. (F20)**.

Functions

Selection Desc. (F20)

Use this to toggle the display between catalogue, selection or revision text descriptions.

Select **Previous (F12)** to return to the Electronic Trading Partner Authorisation window.

Electronic Catalogue Maintenance Detail Window

To display this window, press Enter on the Electronic Catalogue Maintenance Selection window.

Use this window to amend details of the selected catalogue.

Fields

Change Date

This field displays the date on which the catalogue was last edited.

Catalogue

This field displays the name of the catalogue. You can enter a text description in the untitled field to the right of this field.

Selection

This field displays the name of the selection. You can enter a text description in the untitled field to the right of this field.

Revision

This field displays the name of the revision. You can enter a text description in the untitled field to the right of this field.

Publication Date

Enter or select a publication date.

1st Order Date

Enter or select an order date.

1st Ship Date

Enter or select a ship date.

Expiration Date

Enter or select an expiry date.

Lead Time Days

Enter the number of lead time days. Lead time days are the number of days between an order being received and it being shipped.

Freight MOP

Enter a freight method of payment. You set up methods of payments in the Inventory Descriptions file under major type FMOP.

You can use the prompt facility on this field to select from the FMOP Freight Method of Payment pop-up.

Customer

Enter the customer account code and delivery address sequence. If this field is used, it is used to retrieve the price list details which are automatically displayed in the Discount Code, Discount %, Staged Disc Cd and Staged Disc Desc fields.

You can use the prompt facility on this field to select from the Customer Scan pop-up.

Discount Code

Enter a discount code.

Alternatively, use the prompt facility to select from the CDSC Cash Settlement Discount pop-up.

Discount %

Enter a discount percentage.

Staged Disc Cd

Enter a conditional discount code.

Alternatively, use the prompt facility to select from the Select Discount Code pop-up.

Staged Disc Desc

Enter a staged discount description.

Vendor ID

Enter the vendor ID.

Functions

Change Profile (F17)

Use this to display the Catalogue Item Maintenance window.

Details Maint. (F21)

Use this to display the Catalogue Item Maintenance Selection window.

TP Authority (F23)

Use this to display the Electronic Catalogue Trading Partner Authorisation window.

Select **Update (F8)** to save the information and return to the Electronic Catalogue Maintenance Selection window.

Catalogue Item Extract [12/STOEAI]

Use this task to add items to a catalogue. You can use the following criteria to select which items are included:

- Style
- Price Sequence
- Major and Minor Group
- Item Type
- Item Class
- Stockroom
- Discount Group
- Division and Sub-division

Catalogue Item Extract Selection Window

To display this window, select the Catalogue Item Extract task.

Use this window to select the catalogue, selection and revision to which you want to add the item.

Fields

To Catalogue

Enter the catalogue code to which you wish to add the item(s).

Alternatively, use the prompt facility to select from the Catalogue/Selection/Revision Prompt pop-up.

Selection

Enter the selection code to which you wish to add the item(s).

Revision

Enter the revision code to which you wish to add the item(s).

Compound Inclusion Criteria

Style

Enter the range of styles to include.

You can use the prompt facility on these fields to select from the Item Master Scan pop-up.

Price Seq Code

Enter the range of price sequence codes to include.

Item Group Major

Enter the range of major group items to include.

You can use the prompt facility on these fields to select from the PGMJ Product Group - Major pop-up.

Item Group Minor

Enter the range of minor group items to include.

You can use the prompt facility on these fields to select from the PGMN Product Group - Minor pop-up.

Item Type

Enter the range of item types to include.

You can use the prompt facility on these fields to select from the PTYP Product Type pop-up.

Item Class

Enter the range of item classes to include.

You can use the prompt facility on these fields to select from the PCLS Product Class pop-up.

Stockroom

Enter the range of stockrooms to include.

You can use the prompt facility on these fields to select from the Stockroom Selection pop-up.

Discount Group

Enter the range of discount groups to include.

You can use the prompt facility on these fields to select from the PGR Product Discount Groups pop-up.

Division

Enter the range of divisions to include.

You can use the prompt facility on these fields to select from the DIVN Inventory Product Division pop-up.

Sub-division

Enter the range of sub-divisions to include.

You can use the prompt facility on these fields to select from the SDIV Inventory Product Sub-division pop-up.

Select **Submit (F8)** and then select **Confirm (F8)** to submit the batch job for processing.

Catalogue Change Recognition [13/STOEAI]

Use this task to print a report highlighting the differences in product details on the System21 database and a selected sales catalogue. The item details defined on the Electronic Item Maintenance Detail window are used for the comparison. The differences in the item details are printed on the Electronic Catalogue Change Control report.

Catalogue Change Recognition Selection Window

To display this window, select the Catalogue Change Recognition task.

Use this window to select the catalogues to use for the comparison.

Fields

Print Report

Use this checkbox as follows:

Unchecked - Not to print the report

Checked - To print the report

From Catalogue/To Catalogue

Enter the range of catalogues to search for item detail differences. Leave the fields blank to search all catalogues.

You can use the prompt facility on these fields to select from the Catalogue/Selection/Revision Prompt pop-up.

Note: *The range of catalogue records to be searched must satisfy the selected range of trading partners.*

From Selection/To Selection

Enter the range of selection records to search for item detail differences.

Note: *The range of selection records must satisfy the selected range of trading partners.*

From Revision/To Revision

Enter the range of revision records to search for item detail differences.

Note: *The range of revision records must satisfy the selected range of trading partners.*

From Trading Partner/To Trading Partner

Enter the range of trading partners to search for item detail differences.

You can use the prompt facility on these fields to select from the Trading Partner Selection pop-up.

Select **Submit (F8)** and then select **Confirm (F8)** to submit the search of the selected records.

Print Electronic Catalogue [14/STOEAI]

Use this task to print a selected sales catalogue.

Print Electronic Catalogue Selection Window

To display this window, select the Print Electronic Catalogue task.

Use this window to select which records to include in the electronic catalogue when it is printed.

Fields

Include

Select one of the following:

Sent Records Only (0) - To print only the Sent records

All Records (1) - To print all records

From Catalogue/To Catalogue

Enter the range of catalogue records to print. Leave the fields blank to print all catalogues.

You can use the prompt facility on these fields to select from the Catalogue/Selection/Revision Prompt pop-up.

From Selection/To Selection

Enter the range of selection records to print.

From Revision/To Revision

Enter the range of revision records to print.

From Trading Partner/To Trading Partner

Enter the range of trading partners to print.

You can use the prompt facility on these fields to select from the Trading Partner Selection pop-up.

Select **Submit (F8)** and then select **Confirm (F8)** to submit the batch for processing to print the selected records.

Print Trading Partner Report [15/STOEAI]

Use this task to print a report detailing selected trading partners.

Print Trading Partner Report Selection Window

To display this window, select the Print Trading Partner Report task.

Use this window to select the trading partners that you want to include in the report.

Fields

From Trading Partner/To Trading Partner

Enter the range of trading partners for which you want all the associated catalogues/selections/revisions printed.

You can use the prompt facility on these fields to select from the Trading Partner Selection pop-up.

Select **Submit (F8)** and then select **Confirm (F8)** to submit the batch job for processing and print the report.

Receive Orders [21/STOEAI]

Use this task to receive sales orders sent via EDI by customers directly into the order bank. As most orders are processed at SKU level within Style, this task is generally used where there is a need to consolidate a number of order lines into one order.

These orders are fully validated as if they were entered via conversational order entry.

Customer buying lists are checked and Credit Checking and Pricing routines apply suspend codes to incoming orders using price variance rules. Pricing suspensions are applied against the line or for the whole order, depending on the Type flag setting in the Inventory Descriptions file.

The payment terms for an order are either derived from the inbound message or from the default terms associated with the customer. This includes extended payment terms.

The validation includes checks to ensure that cash discount and staged discount is not applied, as these are not supported for customers with extended payment terms.

Exceptions are reported for invalid extended payment terms.

Manual suspend codes can also be received on incoming orders via the order header. These are validated as in Order Entry but can only be applied to the whole order.

A stockroom can be specified on an incoming order, e.g. from Sellit. Where this is the case, this is validated and written to the order created. If no stockroom is specified, the stockroom is taken from the customer delivery sequence. This is validated and an error reported if the item does not exist in the stockroom. If the customer delivery sequence does not have a default stockroom, the sourcing stockroom on the item is used.

A control list is available to provide an audit of sales orders received, or of only those in error.

Season is an attribute of an order that can be received at both header and line level. Where no line level season is received, the system will attempt to derive the line level season code.

Orders will be rejected based on validation rules that match those being added to interactive order entry and amendment, thus ensuring that orders received in this manner will not fail validation within interactive order amendment.

Where seasonality and/or delivery windows are activated, the following rules will apply with appropriate error/warning messages being given when any validation fails:

- The season code at line level is valid for the style.
- The order date lies within the available to promise and last order date of the season specified on the order header.
- The expected delivery date for the order header lies within the available to ship dates of the season specified on the order header.
- The expected delivery date for an order line lies within the available to ship dates of the season specified on the order line.
- Mixed season rules are not broken on a demand order.

Note: *The above checks mirror those performed within interactive order entry.*

Blanket orders can be created, based on the Order Type in the AI files. The Blanket Order type must be set up in the Order Type maintenance task.

You can generate the following reports:

- Audit Report

  This report contains details of all the inbound orders, including all exceptions.

- Exception Report

  This report only contains orders where an error has been encountered. There are three types of error:

  - Warning Messages

    These are provided to inform users of conditions that may warrant review. Sales orders have been created on the basis of well-defined circumstances. The related EDI inbound file records are deleted from the EDI files.

  - Suspense Messages

    These reflect conditions which are serious enough to place the sales order on suspend. The order is created and the related records are deleted from the EDI files.

  - Fatal Error Messages

These reflect an inability to create order entry database records. Fatal errors may exist at the header level (in which case the order cannot be created) or may be at the line level, where the order can be created, but the order line in error is not created. Records with fatal errors are retained with the EDI interface files for subsequent processing by the next run. There is a maintenance task you can use to correct the data that is in error.

- Summary Report

  This report contains a summary of all the orders, with the total number of lines created for each order.

Note: *The sales orders must have already been received into the Application Interface database via the Receive Documents task.*

If the customer is set to have their orders automatically suspended, the suspend code on the company profile will be added to the order.

Any special tasking codes which are present against the customer are added to the order if the flag to automatically add them is set. If chargeable, the sundry charges are calculated and added to the order.

This function optionally evokes batch allocation when a Sales Order is received or amended. This now considers EDC contracts when allocating stock as per Order entry.

Purchase to Order (Back-to-Back)

For items that have an order method of Purchase to Order or Direct Delivery, a requisition is first created to source the required order quantity. The requisition is normally raised against the item's preferred supplier, which is the first of the four suppliers in the Item Stockroom file, unless the status of the item/supplier profile for that supplier is Inactive or Unauthorised. If the preferred supplier is not active, the sourcing process will look at each item/supplier profile for the item, in supplier code sequence, selecting the first profile found that is active.

If no active item/supplier profile is found, the requisition is generated with a supplier error.

Enterprise Order

For items that have an order method of Enterprise Order or Enterprise Order Direct Delivery, a requisition is created to source the required order quantity. The requisition is raised against the internal supplier representing the supply company.

An item/supplier profile must exist and have a status of Authorised for an item to be supplied by the enterprise company.

Receive Orders Selection Window

To display this window, select the Receive Orders task.

Use this window to select which details you want to print and which reports to produce.

Fields

Print EDI Orders Control List

Select one of the following:

All Orders (1) - To print details of all Sales Orders received

The Audit report, Exception report and Summary report are printed.

Exceptions Only (2) - To print only those details in error

The Exception report and Summary report are printed.

Run Batch Allocation

Use this checkbox as follows:

Unchecked - Not to run batch allocation

Checked - To run batch allocation

Select **Submit (F8)** to submit the batch job for processing.

Order Status [22/STOEAI]

Use this task to receive sales order enquiries which have been sent via EDI by the customer.

Receive Order Status Selection Window

To display this window, select the Order Status task.

Use this window to select which control list to print.

Fields

Print Order Status inquiry Control List

Select one of the following:

Complete (1) - To print the complete control list

Exceptions (2) - To print only the exceptions

Select **Submit (F8)** to print the Order Status report.

Received Order Status Recovery [31/STOEAI]

When purchase orders are received from the customer, the software tries to create sales orders. Sometimes the sales order cannot be created. This can be because the purchase order contains invalid data, or does not conform to the company conditions.

Use this task to maintain fields that have an error. All validation takes place in the Receive Orders task.

If a sales order is not created, the failure to do so is displayed on the Audit and Exceptions reports. It is advisable that you use these reports as reference. For more information see the Receive Orders section.

EDI Received Orders Error Recovery Window

To display this window, select the Received Order Status Recovery task.

Use this window to select the purchase order for which you want to find errors.

Fields

Customer PO Ref

Enter the customer's purchase order reference.

Customer

Enter the customer account code and delivery address sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Mailbox ID

Enter the mailbox ID. The mailbox ID is displayed on the Exception report.

Include

Select one of the following:

Errors Not Updated (1) - To include the failed orders which have not been edited

All Errors (2) - To include all errors

Maintain

Select one of the following:

Headers (1) - To display the EDI Received Orders Error Recovery - Header Maintenance window if only one header satisfies the selection criteria or the EDI Error Inbound PO Header Selection window if more than one header satisfies the criteria

Lines (2) - To display the EDI Received Orders Error Recovery - Line Maintenance window

Press Enter to display the EDI Received Orders Error Recovery Header Maintenance window or the EDI Received Orders Error Recovery Line Maintenance window.

EDI Error Inbound PO Header Selection Window

To display this window, press Enter on the EDI Received Orders Error Recovery window when only one header satisfies the selection criteria.

Use this window to select a purchase order header.

Fields

Customer

This field displays the customer code.

Seq

This field displays the delivery sequence.

Customer Order Ref

This field displays the customer’s order reference.

Unique

This field displays the unique code.

Mailbox

This field displays the mailbox ID.

Customer Name

This field displays the customer's name.

Note: *To display this field, select* ***Toggle Name (F13).***

Options

Header

Use this to display the EDI Received Orders Error Recovery Header Maintenance window.

Line

Use this to display the EDI Received Orders Error Recovery Line Maintenance window.

Functions

Toggle Name (F13)

Use this to toggle the display between customer delivery sequence and customer name.

Select a line with Header to display the EDI Received Orders Error Recovery Header Maintenance window. Alternatively, select a line with **Line** to display the EDI Received Orders Error Recovery Line Maintenance window.

EDI Received Orders Error Recovery Header Maintenance Window

To display this window, select a line with Header on the EDI Error Inbound PO Header Selection window.

Use this window to enter details for the selected customer.

Fields

Action

Enter one of the following:

0 or C - To cancel an existing order

1 or N - To add a new order

2 or M - To modify an existing order

3 or P - To add a new quotation (proposed) order

4 or F - To confirm a quotation (convert to standard order)

9 - Not processed (this will be printed in the Audit report)

Quote Ord Type

Enter a quotation type. The quotation types are set up in the Inventory Descriptions file under major type QTNO.

Quote Expires Date

Enter or select the last date on which the quote can be offered.

Customer

Enter the customer code and delivery sequence.

Unique

Enter a unique code. This code is used to link all the Application Interface files together, so it must be unique. It is strongly recommended that the EDI Document Control Number be entered in this field.

Location

Enter a location. If you enter a value here, the EDI Customer Alternative Location Reference file is accessed to determine the correct customer delivery sequence number to be used for this order.

If SDQ (Specified Destination Quantity) details are provided at order line level, this field must be left blank, because SDQ details provide the basis for determining customer delivery sequences.

Ord Ref

This field displays the Customer Purchase Order reference.

If the customer's account has been set to require unique references, there cannot be any existing orders with this reference in the sales order database.

If duplicate references are allowed, customer orders with duplicate references may not exist for existing orders which have been selected for changes or cancellation.

This field should not be amended here.

Dept

This field is not currently in use.

Deal/Promo

This field is not currently in use.

Mailbox

This field is for your information only and cannot be amended.

Ship With Order

This field is not currently in use.

Ord Date

Enter or select the order date. The default is the current date. The displayed date becomes the customer order date within the database. If this is a new order, this is the date of the original order. If it is an amendment, this is the date of the change.

Cancel

This field is not currently in use.

Ord Type

Enter the order type.

Ord Source

Enter the order source.

Ship Not Before

This field is not currently in use.

Forward Inv Date

This field is not currently in use.

Transport Offset

This field is used as an offset, in days, to the Date Delivery Required field on the line. The resulting date is used if it is valid and is not earlier than the system date.

If the requested ship date on the line is not sent, this is used.

The default is set up in the Inventory Descriptions file under major type EDI. The minor type TRANSLEAD has a limit of 1, which means that the transport offset is in weekdays only. Otherwise, it is in calendar days.

Carrier

Enter the carrier.

Currency

Enter the currency of the order.

Curr Rate

Enter the exchange rate.

Price List Ovr

Enter the price list override. If this is entered, it is used as an override to the customer's default price list.

Season

Enter the season code.

Delivery Window

Enter the delivery window.

Discount List Override

Enter the discount list override. If this is entered, it is used as an override to the customer's default discount list.

Ord Pricing at Override

Enter one of the following:

0 - Not to price the order at override

1 - To price the order at override

Valid Ord Suspense Code

This field displays the code used to suspend valid orders.

Ord Process Control Flag

This field defines why the order failed.

Enter one of the following:

Blank - To allow partial processing; that is, the creation of sales orders in Sales Order Processing which fail to include all relevant lines from the inbound order, due to line validation failure

1 - To disallow partial processing

2 - To disallow suspended orders

3 - To disallow partial processing or suspended orders

Quantity Calc Control

This field is used to define how quantities are interpreted when processing order line quantity changes.

Enter one of the following:

Blank - For a new amount ordered line quantity

1 - For a net increase or decrease in order quantity

2 - For a new unreceived order line quantity

Price Comparison Rule

This field defines how order line prices are evaluated and processed. You compare the customer's price with supplier price, and decide what to do if there is a difference.

Enter one of the following:

Blank - To use the supplier-calculated price, with a warning error message, if it is different from the customer price

1 - To use the supplier-calculated price, with a warning error message, if it is different from the customer price, but with a suspension error if the price exceeds the tolerance percentage and the tolerance value

2 - To use the customer-calculated price if the variance from the supplier price is within the tolerance percentage and the tolerance value and if tolerances are exceeded, process as a suspension error

3 - To use the customer price but process as a suspension error

4 - To use the customer price and not to compare with the calculated supplier price

5 (Valid only on changes) - To proceed as for **1**, but the comparison is with the existing price on the order line

6 (Valid only on changes) - To proceed as for **2**, but the comparison is with the existing price on the order line

7 (Valid only on changes) - To proceed as for **3**, but the comparison is with the existing price on the order line

Cash Discount Code

This field displays the cash discount code. The default is the entry on the Order Header in Style Sales Order Processing.

Pay Terms Type

This field displays the payment terms type. The default is the entry on the Order Header in Style Sales Order Processing.

Periodic Range

This field displays the periodic range. The default is the entry on the Order Header in Style Sales Order Processing.

Payment Term Days

This field displays the payment term days. The default is the entry on the Order Header in Style Sales Order Processing.

Settlement Profile Cd

This field displays the settlement profile. The default is the entry on the Order Header in Style Sales Order Processing.

Stage Cash Disc Cd

This field displays the stage cash discount. The default is the entry on the Order Header in Style Sales Order Processing.

Functions

Delete (F11)

Use this to delete a record.

Line Selection (F14)

Use this to select a line and display the EDI Received Orders Error Recovery Line Maintenance window.

Header Text (F23)

Use this to display the EDI Received Orders Error Recovery Text Inquiry window.

Select **Update (F8)** to save the information.

EDI Received Orders Error Recovery Line Selection Window

To display this window, select **Line Selection (F14)** on the EDI Received Orders Error Recovery Header Maintenance window.

Use this window to select an order line.

Fields

Customer

These fields display the customer code, delivery sequence and name.

Order Ref

This field displays the customer's order reference.

Unique

This field displays the unique code.

Lin

This field displays the line number.

Supplier Item

This field displays the supplier's item code.

Item

This field displays the item code.

Bar Code

This field displays the barcode.

Customer Item

This field displays the customer item.

Updated

This field displays the update status.

Options

Select Line Details

Use this to select the line details and display the EDI Received Orders Error Recovery Line Maintenance window.

Select SDQ Details

Use this to select the SDQ details and display the EDI Received Orders Error Recovery SDQ Details Maintenance window.

This is used if there is more than one delivery address for a selected supplier.

Select a line with Select Line Details to display the EDI Received Orders Error Recovery Line Maintenance window.

EDI Received Orders Error Recovery Line Maintenance Window

To display this window, select a line with Line Details on the EDI Received Orders Error Recovery Line Selection window.

Use this window to enter line details.

Fields

Action

Enter one of the following:

0 or C - To cancel an existing order

1 or N - To add a new order

2 or M - To modify an existing order

3 or P - To add a new quotation (proposed) order

4 or F - To confirm a quotation (convert to standard order)

9 - Not to process (this will be printed in the Audit report)

Customer

These fields display the customer's account code, delivery address sequence and name.

Unique

This field displays the unique number.

Ord Ref

This field displays the order reference.

Ord Line

This field displays the order line number.

Supplier's Item

Enter the supplier's item being ordered. If you leave this field blank, the Barcode and Customer's Item fields are used to determine the item ordered.

Barcode

Enter the item barcode. This is checked to make sure it corresponds to the supplier's item, or used to find the supplier's item.

Customer's Item

Enter the customer's item. This is checked to make sure it corresponds to the supplier's item, or used with the customer code to find the supplier's item.

Quantity

Enter the quantity ordered or the quantity for amendment.

UOM

If this field is left blank, it defaults to the item stockroom issue unit of measure.

If a unit of measure is entered, it must be the item purchase or stock. If it is either of these, the quantity is multiplied by the appropriate conversion factors to get the item stockroom issue unit.

Date Required

Enter or select the date by which the customer requires the item to be delivered. This is used as the order line due date if the requested ship date is blank. Note that the transportation lead time offset is added if it was entered.

Requested Ship Date

Enter or select the requested ship date. This is used as the order line due date.

Stockroom

Enter the stockroom.

Priority

Enter the priority. This is the allocation priority of the line. If this field is left blank, batch allocation assumes that the allocation priority is infinity and does not allocate the line.

Price

Enter the price. If provided, the use of this is dictated by the price comparison rule from the header.

Functions

Delete (F11)

Use this to select a line for deletion.

SDQ Details (F16)

Use this to display the EDI Received Orders Error Recovery SDQ Details Maintenance window.

Line Text (F23)

Use this to display the EDI Received Orders Error Recovery Text Inquiry window.

Select **Update (F8)** to save the information.

EDI Received Orders Error Recovery SDQ Details Maintenance Window

To display this window, select a line with Select SDQ Details on the EDI Received Orders Error Recovery Line Selection window.

Alternatively, select **SDQ Details (F16)** on the EDI Received Orders Error Recovery Line Maintenance window.

Use this window to amend SDQ details for the selected order line.

Fields

Customer

These fields display the customer code, delivery sequence and name.

Order Ref

This field displays the customer order reference.

Unique

This field displays the unique code.

Order Line

This field displays the order line.

Line Quantity

Enter the total number of items on this order line.

SDQ Total Qty

This field displays the total number of items listed for the different delivery addresses. This must be equal to the amount in the Line Quantity field.

SDQ Location

This field displays the delivery address code. Any delivery addresses configured in Transport Planning are automatically displayed.

SDQ Quantity

This field displays the quantity to be sent to the delivery address.

UOM

This field displays the unit of measure of the quantity to be sent.

Deleted

D is displayed in this field to indicate that a record has been marked for deletion. In this case, the SDQ Quantity will be ignored when calculating the SDQ Total Qty field.

Options

Select

Use this to display the SDQ Details pop-up containing the SDQ Location, SDQ Quantity and UOM fields.

You can use **Delete (F11)** on the window to delete the location and details from the list. In this case, **D** is displayed in the Deleted field on the EDI Received Orders Error Recovery SDQ Details Maintenance window.

Functions

Add (F10)

Use this to display the SDQ Details pop-up containing the SDQ Location, SDQ Quantity and UOM fields. Enter the details and press Enter to add the location to the list.

Select **Update (F8)** to save the information.

Order Status Triggers [32/STOEAI]

Use this task to maintain the trigger codes set up in the Inventory Descriptions file under major type RPGC. These trigger or report group codes are the codes used within the Order Status task to request a report for a particular group of orders.

Order Status Triggers Selection Window

To display this window, select the Order Status Triggers task.

Use this window to select a customer.

Fields

Customer

Enter the customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Note: *Select one subset of information only.*

Enquiry Reference

Enter the enquiry reference.

Mailbox ID

Enter the mailbox ID.

Order Reference

Enter the order reference.

Functions

Add New Record (F16)

Use this to add new records.

Press Enter to display the Order Detail Selection window.

Order Detail Selection Window

To display this window, press Enter on the Order Status Triggers Selection window.

Use this window to select an order.

Options

Select

Use this to select an order.

Delete

Use this to delete an order.

Functions

Add New Record (F16)

Use this to add a new record.

Select an order to display the Order Details window.

Order Details Window

To display this window, select an order on the Order Detail Selection window.

Use this window to enter and amend the trigger group details for the selected sales order.

Fields

Customer

The customer account code is displayed, but can be changed.

Enq Ref

The enquiry reference is displayed, but can be changed.

Ord Ref

The order reference is displayed, but can be changed.

Mailbox

The mailbox ID is displayed, but can be changed.

Customer Loc

The customer location is displayed, but can be changed.

Rpt Level

Enter one of the following:

0 - To print the order details down to item level detail

1 - To print the order details down to order level

2 - To report only order records if all line status conditions are identical; otherwise create both order and item

Trigger Group

The trigger group code is displayed, but can be changed.

You can use the prompt facility on this field to select from the RPGC Report Trigger Group pop-up.

Enquiry Source

Enter one of the following:

0 - If the enquiry source was originated at the customer enquiry

1 - If the enquiry source was unsolicited

2 - If the enquiry is a pre-arranged schedule or agreement.

Enquiry Type

Enter one of the following:

01 - To use the trigger for selected orders and all items

02 - To use the trigger for the selected orders and only the selected items

03 - To use the trigger for the selected orders and only the shipped items

04 - To use the trigger for the selected orders and only the unshipped items

05 - To use the trigger for all orders and only items with a changed status

06 - To use the trigger for all orders and only the unshipped items

07 - To use the trigger for all orders with changed status

Constraint Date

Enter or select the constraint date.

Qualifier

Enter one of the following:

01 - Delivery requested date

02 - Shipment requested date (currently the same as 01)

03 - Despatch date

04 - Purchase order date

05 - Acknowledgement date (not currently supported)

06 - Cancel after date

07 - Ship not before date

Before/After

Enter one of the following:

0 - To use the constraint date as a From date

1 - To use the constraint date as an After date

Cust. Order Date

Enter or select the customer order date.

Promo/Deal

Enter the deal or promotion reference.

Contract

Enter the contract reference number.

Cust Ord No

Enter the customer's order reference number.

Dept

Enter the departmental reference number.

Vendor Ord No

Enter the vendor's order reference number.

DC/Pool

Enter the distribution centre.

Ship From

Enter the ship from place.

Reference 1-3

Enter up to three text references.

Functions

Effective Status Maint (F20)

Use this to display the Effective Status Maintenance window.

Select **Update (F8)** to update any changes and to display the Trigger Maintenance Selection window.

External Product Cross Ref [33/STOEAI]

Use this task to add and amend product cross-reference details for selected customers.

Note: *This task does not affect the Customer Product Cross Reference task in Style Sale Order Processing in any way. It also only currently offers the ability to maintain this table, as there is no direct interface into System21.*

Maintain Customer Product XREF Selection Window

To display this window, select the Maintain Customer Product Cross Ref task.

Use this window to select the customer for whom you want to maintain the product cross-references.

Fields

Customer

Enter the customer for whom you want to maintain the cross-references.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Style No

Enter the style code for which you want to add a cross-reference.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Detail Level

Select one of the following:

Style (1) - To maintain at style level

Style/Colour (2) - To maintain at style and colour level

Style/Colour/Size (3) - To maintain down to SKU level of style, colour and size

Functions

Delete (F11)

Use this to select a product cross-reference for deletion.

Note: *It is not possible to delete delivery sequence 000 whilst other delivery sequences are still active.*

Enter a customer, style number and detail level and then press Enter to display the Maintain Customer Product XREF Detail window.

Maintain Customer Product XREF Detail Window

To display this window, select a customer, style number and detail level and press Enter on the Maintain Customer Product XREF Selection window.

Use this window to add or amend the cross-reference text for the product.

Fields

Customer

This field displays the selected customer.

Our Style

This field displays your style code. The level the code goes down to depends on the value selected in the Detail Level field selected on the previous window.

Customer Style

Enter the customer’s cross-reference code for the style.

Description

This field displays your text description for the style.

Press Enter to save the changes and return to the Maintain Customer Product XREF Selection window.

Enquire on External Product Cross Reference [34/STOEAI]

Use this task to enquire on a customer's cross-reference for a selected style.

Maintain Customer Product XREF Enquiry Selection Window

To display this window, select the Enquire on External Product Cross Ref task.

Use this window to select the customer and style on which you want to enquire.

Fields

Customer

Enter the customer on whom you want to run the enquiry.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Style No

Enter the style on which you want to run the enquiry.

Alternatively, use the prompt facility to select from the Item Master Scan pop-up.

Press Enter to display the Maintain Customer Product XREF Enquiry Detail window.

Maintain Customer Product XREF Enquiry Detail Window

To display this window, enter or select a customer and style and then press Enter on the Maintain Customer Product XREF Enquiry Selection window.

Use this window to view the cross-reference details for the selected customer and style.

Fields

Customer

This field displays the selected customer.

Our Style

This field displays the selected style code.

Customer Style

This field displays the customer's cross-reference for the selected style.

Description

This field displays your style description.

Select **Previous (F12)** to return to the Maintain Customer Product XREF Enquiry Selection window.

Chapter 9 Contracts

9

Contracts Overview

Contracts are used to manage supply to customers where a commitment has been made to supply certain quantities of goods within a given timeframe. This maybe a firm commitment to supply ie a contract is in place, or a less formal agreement based on expected demand from a customer or group of customers. This allows allow stock to be pre-allocated before orders are placed. (This is known as ring fencing stock). All pre-allocated stock is set to a frozen status. Once orders are placed, the frozen stock is unfrozen, allocated to the order and the outstanding quanitity on the contract is reduced.

Two types are available:

Customer Contract (CC)

Expected Customer Demand (EDC)

Both Types of contract support the following:

- Attachment to a single customer
- All contracts are assigned a unique number; either manual or automatically.
- Pre-allocation of stock if defined at Sku level.

Expected Demand Contracts (EDCs) have additional function, over and above customers contracts as follows:

- The attachment to a customer group reference (A group reference is available on the customer sales details to link a contract to a group of customers)
- Enhanced allocation of stock and incoming supply to a demand (ring fencing)
- Each contract can be assigned a priority – This is used in Batch Allocation to prioritise contracts.

Stock Allocation features for contract support are as follows:

- Enhanced allocation can be done from Contract Manual allocation, depending on the allocation type rules set on the contract. A separate allocation time fence can be defined for contracts.
- Manual Allocation gives access to stock and contract enquiries to aid the decision making process

- Batch Allocation for Contracts, allocates stock and reserving incoming supply based on the allocation rules set on the contract.
- Batch Allocation of Contracts is optionally run as part of Batch Allocations of Orders so all demand can be considered equally.
- The Stock Reservation monitor will move reserved supply to Contracts when purchase orders are received
- Inventory Period end will optionally to close expired contracts and release stock
- Sales to Supply Order ie Reservation enquiries and maintenance support contract links

Sales Order Entry/Amend features include:

- Orders for customer contracts are placed directly against the contract, Expected demand contracts are searched for automatically when entering an order.
- For an EDC, stock allocated to the contract can be included in the available figures within the matrix together with any free stock
- Reduces the demand quantity as each order gets placed
- Releases the Frozen Stock in Inventory, allocates stock to the Order

The Inventory Description File codes controls a number of contract activities. See the section for description file maintenance for further information.

Contract Entry [1/STOEC]

Use this task to create a contract. A based-on contract can be identically created by selecting an existing contract when creating a new one. With a based-on contract, only SKU level contracts can be created based on a style level contract.

Contract Entry Selection Window

To display this window, select the Contract Entry task.

Use this window to establish a contract number and type or create a new contract by copying an existing one

Fields

Number

Enter a code to reference this contract with.

If the inventory description file entry CONT/REF is set on, this number is automatically generated and cannot be changed.

Contract Type

Select one of the following:

Customer Contract (CC) (0/Blank) - A customer contract is a contract to supply specific items and quantities within a specific timeframe. It assumes there is an agreed schedule of supply and call-off orders can only be made against this supply time table and stock allocations are made based on this agreed schedule.

Expected Demand (ED) (1) - An expected demand type contract is not fixed. It is the level of demand that is expected from this customer for a period of time. The contract has a start date and an end date.

Note: Within Order Entry, CCs can only be entered by call-off against the contract using contract OE. Orders for EDCs are entered as normal orders and a matching contract is searched for as the order line is entered

Copy Contract

Enter the contract on which you want to base the new contract. This will copy the header and item detail.

Alternatively, use the prompt facility to select from a list of contracts

Press Enter to display the Contract Entry Header window

Contract Entry Header Window

To display this window, select the Contract Entry task.

Use this window to enter the contract header details.

Description

Enter a description for this contract

Customer

A contract can relate to a single customer or to a group of customers linked by a group reference.

Enter a customer if the contract is for a single customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Delivery Sequence (untitled)

Enter a delivery sequence for the customer, or leave blank if this contract will cover all delivery points for the account

Group reference (EDC Only)

If the contract is EDC, enter a group reference.

Alternatively, use the prompt facility to select from the inventory description CONR Contract References.

This contract will apply to all customers with this reference on their customer sales details.

Start Date

Enter the start date for the contract.

End Date

Enter the end date for the contract.

Total Contract Qty

Optionally, enter the total contract quantity.

Note: For EDCs Values/Quantities are optional. This will allow the contract items and quantities to be amended until completed/closed.

Total Contract Value

Optionally, enter the total contract value.

Stockroom

The stockroom defaults to the default stockroom entered on the Customer. (if entered) You can override the stockroom.

Note: Only stock from 1 stockroom can be used to service a contract.

Contract Level

Select one of the following:

Category (1) - If the contract is at category level

Style (2) - If the contract is at style level

SKU (3) - If the contract goes down to SKU level. EDCs will only support Contract Level of SKU (3)

Note: Stock allocations and reservations can only be made if the contract level is SKU(3).

Firm Contract

Use this checkbox as follows:

Unchecked - If the contract is not firm. The contract is therefore considered to be still being negotiated or set up

Checked - If the contract is firm. Only firm contracts can have stock allocated to them and orders placed against them.

EDCs default to **Firm**

Allocation Type

This controls whether enhanced allocation is performed for this contract or not.

It functions in a similar manner to Order type/method where description file entries control whether and what method of allocation is allowed within manual allocation and batch allocation of contracts.

Select one of the following:

0=Stock

1=Enhanced

*Note: For CCs a setting of Blank or **0** is mandatory*

Allocation Priority

Enter the allocation priority to be given to the contract during batch allocation. This can be a number from **00** to **99** where **99** is the top priority.

This defaults to the priority set on the company profile.

Note: Priority increments will not occur for repeated batch allocations runs for contracts regardless of the setting on the company profile for this

Acknowledgement

This field is not currently used

Based-On Contract (CCs only)

Enter the contract on which you want to base the new contract.

Note: This will copy the header and item detail, not the schedules.

Alternatively, use the prompt facility to select from a list of contracts

Note: This function and validation is unchanged. It can only be used to transfer the balance of a CC contract to a new contract. It is suppressed for Copied Contracts.

Functions

Header Text (F21)

Use this to maintain contract text.

Press Enter to display the Contract Entry Line Detail window

Contract Entry Line Detail Window

To display this window, press Enter on the Contract Entry Header window.

Use this window to enter the line details for the contract or the category.

Fields

Contract Type

This field displays the contract type.

Total Qty

This field displays the total quantity for the contract.

Reference

This field displays the reference for the contract.

Stockroom

This field displays the stockroom.

Total Val

This field displays the total value of the contract.

Category/Style

This field displays the category or style on order.

Quantity

This field displays the order quantity.

UOM

This field displays the unit of measure.

Price

This field displays the price.

Value

This field displays the value of the order line.

Input Fields

Category/Style

Enter the category or style you want to order.

You can use the prompt facility on this field to select from the relevant pop-up.

Qty

Enter the order quantity.

UOM

Enter the unit of measure.

Price

Enter the price of the style. If you enter a price, you do not have to enter a price list.

Price List Code

Enter the price list code to use to price the order line. If you enter a price list, you do not have to enter a price.

You can use the prompt facility on this field to select from the Select Price List pop-up.

Options

Amend

Use this to amend the details of an order line.

Call-Off Schedule

Use this to display the Call-off pop-up.

Fixed Prices

This option is not currently used.

Delete Line

Use this to delete a line.

A reason code is required. The reason codes are set up in the Inventory Descriptions file under major type CONC.

Functions

Price List Enquiry (F9)

Use this to display the Price List Enquiry Selection window.

Currency (F20)

Use this to display the Currency and Pricing Details pop-up.

Note: *If the contract totals do not equal the call-off totals, the Contract Totals Do Not Agree pop-up is displayed.*

Select **Update (F8)** to save the information and display the Contract Completed pop-up.

Contract Totals Do Not Agree Pop-up

To display this pop-up, select **Update (F8)** when the contract and the call-off totals do not match on the Contract Entry Line Detail window.

Use this pop-up to confirm the discrepancy in contract totals or to return to the order to amend the quantities.

Fields

Entered Quantity

This field displays the entered quantity.

Calculated Quantity

This field displays the calculated quantity.

Select **Confirm (F8)** to confirm the discrepancies and display the Contract Completed pop-up.

Contract Completed Pop-up

To display this pop-up, select **Update (F8)** on the Contract Entry Line Detail window or select **Confirm (F8)** on the Contract Totals No Not Agree pop-up.

Use this pop-up to note the contract number you have created.

Fields

Contract Number

This field displays the number of the contract created.

Press Enter to continue and return to the Contract Entry Header window.

Call-off Pop-up

To display this window, select Call-Off Schedule against an order line on the Contract Entry Line Detail window.

Use this window to enter the call-off schedule for the contract.

Note: *EDCs don't support multiple schedules. A single schedule with a start/end dates equal to the contract header is created.*

Fields

Category

This field displays the category.

Qty

This field displays the quantity.

Call-off Qty

This field displays the call-off quantity.

Outstanding

This field displays the outstanding quantity.

Date

This field displays the call-off date.

Qty

This field displays the call-off quantity.

Week No

This field displays the week number.

***Note:** The following fields are displayed on a pop-up after selection of **Add (F6)**.*

Date

Enter the call-off date.

Qty

Enter the call-off quantity.

Options

Amend

Use this to amend the details of a call-off.

Delete

Use this to delete the call-off.

Functions

Add (F6)

Use this to display the Date and Quantity field on a pop-up to add a call-off to the contract. Press Enter to add your entry to the list.

***Note:** The call-off schedule quantity must equal the line quantity before you can return to the previous window.*

Select **Previous (F12)** to return to the Contract Entry Line Details window.

Currency and Pricing Details Pop-up

To display this window, select **Currency (F20)** on the Contract Entry Line Detail window.

Use this window to change the pricing and currency details.

Fields

Price List Code

Enter the price list code for the contract.

Alternatively, use the prompt facility to select from the Select Price List pop-up.

Currency Code

Enter the currency code for the contract.

Alternatively, use the prompt facility to select from the Select Currency pop-up.

Currency Rate Code

This field displays the currency rate code.

Currency Rate

This field displays the currency rate.

Functions

Override Currency (F19)

Use this to display the Override Conversion Parameters window.

Select **Confirm (F8)** to save any changes and return to the Contract Entry Line Detail window.

Contract Amend [2/STOEC]

Use this task to amend contract details.

Contract Amend Selection Window

To display this window, select the Contract Amend task.

Use this window to select the contract that you want to amend.

Fields

Contract Number

Enter the number of the contract you want to amend.

Alternatively, use the prompt facility to select from the Contract Number Prompt - Active Contracts Only pop-up.

Customer

You can optionally enter the customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Group Reference

Enter a Group Reference to restrict the display to only contracts related to this customer group reference.

Alternatively, use the prompt facility to select from the inventory description CONR Contract References.

Select a contract or enter a contract and then press Enter to display the Contract Amend Header window.

Contract Number Prompt Pop-up

To display this, prompt on contract number in the Contract Amend Selection Window.

Use this pop-up to select an existing contract to view or amend.

Functions

Active Contracts/**All Contracts**/**Closed Contracts (F14)**

Use this toggles the display between active/completed/both contracts

Contract Amend Header Window

To display this window, select a contract or enter a contract and then press Enter on the Contract Amend Selection window.

Use this window to amend header details and to specify whether you want to make amendments at line level.

Fields

Description

Amend the description of this contract

Total Contract Qty

Optionally, enter or amend the total contract quantity.

Total Contract Value

Optionally, enter or amend the contract value.

Stockroom

Note: *Only stock from one stockroom can be used to service a contract.*

Firm Contract

Only Firm contracts can have stock allocated to them and orders placed against them.

If unchecked, they are considered to be still being negotiated or set up.

EDCs default to checked.

Allocation Type

This controls whether enhanced allocation is performed for this contract or not.

It functions in a similar manner to Order type/method where description file entries control whether and what method of allocation is allowed within manual allocation and batch allocation of contracts.

Select one of the following:

0=Stock

1=Enhanced

*Note: For CCs a setting of Blank or **0** is mandatory*

Allocation Priority

Enter the allocation priority given to the contract during batch allocation. This can be a number from **00** to **99** where **99** is the top priority.

Note: Priority increments will not occur for repeated batch allocations runs for contracts regardless of the setting on the company profile for this

Functions

Text (F21)

Use this to maintain contract text

Update (F8)

Use this to save any changes and display the Update pop-up

Orders (F23)

Use this for to Display linked orders. Only available for CCs

Contract Amend Style Detail

To display this window, press Enter from the Contract Header Amend window.

Fields

Style

Enter the style you want to add

Alternately, use the prompt facility to display the Item Master Scan pop-up.

Note: For CCs this can be a product group

Qty

Enter the total demand quantity for the Style

UOM

Optionally, enter the unit of measure.

Price

Enter the price of the style. If you enter a price, you do not have to enter a price list.

Price List Code

This defaults to the customer's price list.

Enter the price list code to use to price the order line. If you enter a price list, you do not have to enter a price.

Note: CC Orders use this as a default. Pricing Information is optional, but the Sales Order lines will be un-priced.

Prices for EDCs are optional and are for information only. They are not used to prices any associated orders.

Reason Code

Optionally enter a reason code.

Alternatively, use the prompt facility to select from the inventory description CONC Reason codes.

Options

Amend (1)

Use this amend an existing Style on the contract

Call off Schedule (2)

These are only valid for CCs.

Use this to amend the call-off schedule or add a new one.

Delete (4)

Use this to delete the Style from the contract.

***Note**: If there are orders, Styles cannot be deleted from a Contract*

***Note**: all trace of the Style on the contract removed*

Complete (5)

This will set the outstanding quantity on the Style to zero. Any allocations or reservations must be removed before this is allowed. Orders raised after this action is taken will not be recorded against the contract and no further attempts will be made to ring fence stock in batch or manual allocation.

Note: *the Style will be visible in contract enquiries.*

Select **Update (F8)** to save any changes and display the Contract Update pop-up.

Contract Update Pop-up

To display this pop-up, select **Update (F8)** on the Contract Amend Header window.

Use this pop-up to confirm the changes to the contract.

Select **Confirm (F8)** to confirm the changes to the contract and return to the Contract Amend Selection window.

Contract Close [3/STOEC]

Use this task to close a contract. Contracts which have a status of Outstanding can be completely cancelled.

Contract Close Selection Window

To display this window, select the Contract Close task.

Use this window to select the contract you want to close.

Fields

Contract Number

Enter the number of the contract you want to close.

Alternatively, use the prompt facility to select from the Contract Number Prompt - Active Contracts Only pop-up.

Customer

Enter the customer for whom you want to close the contract.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Note: *Press Enter to validate the entries and display the functions.*

Functions

Close Contract (F8)

Use this to proceed with the contract closure.

Contract Enquiry (F20)

Use this to run an enquiry on the contract. The Contract Enquiry Line Detail window is displayed.

Select **Close Contract (F8)** to display the Contract Close Confirmation pop-up.

Contract Close Confirmation Pop-up

To display this pop-up, select **Close Contract (F8)** on the Contract Close Selection window.

Use this pop-up to confirm the cancellation.

Select **Confirm Close (F8)** to confirm the closure of the contract.

Any stock allocations or reservations will be removed and the stock made available in Inventory..

Contract Summary Window

To display this window, select **Confirm Close (F8)** on the Contract Close Confirmation window.

This window has a summary of the last contract cancelled and the selection fields to cancel a further contract.

Fields

Contract Number

Enter a contract number if you wish to close further contracts.

Alternatively, use the prompt facility to select from the Contract Number Prompt - Active Contracts Only pop-up.

Customer

Enter the customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Last Contract Cancelled Was

This field displays the number of the last contract closed.

Customer Number

These fields display the customer's account code, delivery address and text description.

Date

This field displays the cancellation date.

Select **Exit (F3)** to leave the task.

Sales Order Entry [4/STOEC]

Use this task to create call-offs for a contract.

This task uses the Sales Order Entry windows. Refer to the Processing chapter of this product guide for further window details. The only difference is that on the Order Line Entry window, the only styles allowed for selection are those that exist on the original contract.

Contract Sales Order Entry Selection Window

To display this window, select the Sales Order Entry task.

Use this window to select the contract for which you want to enter call-offs.

Fields

Contract Number

Enter the contract number for which you want to create call-offs.

Alternatively, use the prompt facility to select from the Contract Number Prompt - Active Contracts Only pop-up.

Customer No

Enter the customer account code and delivery sequence.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Customer Order Ref

Enter the customer order reference.

Customer Order Date

Enter or select the customer order date.

Delivery Date

Enter or select the delivery date.

Order Type

The order type defaults to **4** and cannot be changed. This order type must be set up in the Inventory Descriptions file under major type ORTP.

Order Source

Enter the order source.

Alternatively, use the prompt facility to select from the SRCE Origin of Order pop-up.

Functions

Sales Order Entry (F5)

Use this to switch to the standard Sales Order Entry window, when you are not using contracts.

Contract Enquiry (F20)

Use this to display the Contract Enquiry Detail window.

Press Enter to display the Order Header window.

Contract Allocation Manual [5/STOEC]

Use this task to allocate stock to a contract manually.

Changes may be made to contract requirements here.

Contract Allocation Manual Selection Window

To display this window, select the Contract Allocation Manual task.

Use this window to select the contract that you want to allocate.

Fields

Contract Number

Enter the number of the contract to which you wish to allocate.

Press Enter to display the Contract Allocation Manual Detail window

Contract Allocation Manual Detail Window

To display this window, enter a contract number and then press Enter on the Contract Allocation Manual Selection window.

Use this window to select the order lines which you wish to allocate. You can also change the required quantity.

Fields

Contract Number

This field displays the selected contract number.

Contract Reference

This field displays the contract reference number.

Customer

These fields display the customer details.

Date Entered

This field displays the date on which the contract was entered.

Stockroom

This field displays the stockroom.

Start Date

This field displays the start date for the contract.

End Date

This field displays the end date for the contract.

Line No

You can optionally enter the line number that you want to display on the Contract Allocation Manual Line Detail window.

Note: *Press Enter to display all lines.*

Functions

Allocate All Lines (F13)

Use this to allocate stock to the whole order. If there is insufficient stock, a message is displayed and you have to allocate by order line.

De-allocate All Lines (F19)

Use this to de-allocate stock from the whole order.

Enter a line number or press Enter to display the Contract Allocation Manual Line Detail window.

Contract Allocation Sku Detail

To display this window, select a line from the Contract Allocation Line Detail window

This window allows you to select an individual sku for allocation or select functions to allocate or de-allocate the whole line.

Options

Select

Use this to manually enter a quantity to be allocated. It is only available if the allocation type is not “enhanced”.

Reservations

Use this to display the Standard Reservation Enquiry, which shows the reservations against this contract

Contracts

Use this to display the Contract by Item Enquiry, for the Style.

Allocate

Use this to perform enhanced allocation for this sku. It will first de-allocate and then re-allocate, consideration to the current date, the due date of the contract and the timefence held against the enhanced allocation contract type on the description file (CTYP/1).

See Batch Allocation activity for stock allocation and reservation processing rules.

Deallocate

Use this to de-allocate all the stock allocated to this sku on this contract. It will move the stock from frozen status to available status so that it is now available. This will also remove all reservations of incoming stock that attached to this contract. It will then be available to other contracts or orders.

Functions

Update (F8)

Use this to update any changes to the required quantities and balance them with the total required quantities from the previous panel.

Allocate (F13)

Use this to perform, according to the allocation type, either a stock allocation or enhanced allocation (EDCs only) for the Style on the contract

It will first de-allocate and then re-allocate, consideration to the current date, the due date of the contract and the timefence held the enhanced allocation contract type on the description file CTYP/1 will be made.

This is disabled until any quantity changes have been updated.

See Batch Allocation activity for stock allocation and reservation processing rules.

De-allocate (F19)

Use this to de-allocate all the stock that is allocated to this Style on this contract. It will move the stock from frozen status to available status so that it is now available for other customers. This will also remove all reservations of incoming stock that attached to this contract. It will then be available to other contracts or orders.

This is disabled until any quantity changes have been updated

Text (F21)

Display/Maintain contract Text

Contract Allocation SKU Window

To display this window, check the selection field against a line and then press Enter on the Contract Allocation Manual Line Detail window.

Use this window to allocate down to SKU level. It is only available if the allocation type on the contract is not set to “enhanced”.

This shows the available, allocated and the balance required for the SKU selected

Fields

Contract Number

This field displays the selected contract number.

Contract Reference

This field displays the contract reference number.

Customer

These fields display the customer details.

Date Entered

This field displays the date on which the contract was entered.

Stockroom

This field displays the stockroom.

Start Date

This field displays the start date for the contract.

End Date

This field displays the end date for the contract.

Ln

This field displays the line number.

Product Code

This field displays the full style code.

Description

This field displays the style text description.

Quantity

Avail

This field displays the quantity available.

Alloc

This field displays the quantity allocated.

O/S

This field displays the outstanding quantity.

Action Qty

Enter the quantity that you want to allocate. Any quantity up to the available and not more than the required can be allocated

Functions

Allocate (F13)

Use this to allocate the action quantity.

Restart (F15)

Use this to re-start the allocation process and return to the Contract Allocation Manual Selection window.

De-allocate (F19)

Use this to de-allocate the action quantity.

Enter the Action Quantity and then select **Allocate (F13)** to allocate the stock and return to the Contract Allocation Manual Selection window.

Batch Allocation [6/STOEC]

This task is be used for CC Contracts only.

Use this task to submit a batch allocation job for all contracts selected.

Note: *Contract allocations are held as frozen stock in Inventory. Thery are moved to the Order once it is placed against the contract.*

Contract Batch Allocation Selection Window

To display this window select the Contract Allocation Batch task.

Use this window to enter the selection criteria for the batch allocation job.

Fields

Warehouses

Select up to four warehsourses to include in the allocation run.

Styles

Enter up to 10 styles to include in the allocation run.

Customer From/To

Enter a range of customers to include in the allocation run.

Contract From/To

Enter a range of contracts to include in the allocation run.

Allocation Cut-ff Date

Enter or select an allocation cut-off date for the allocation run.

Select **Update (F8)** to submit the batch job for processing.

Batch Allocation [7/STOEC, 8/STOEC]

This task is used for EDC Contracts and Orders

The batch allocation will optionally consider demand from contracts as well as demand from orders. It works in two modes depending on the menu option selected

It will only consider:

- Contracts where the related selection criteria is met, for example Style
- The start date of the contract matches the due date range if entered

It will not consider:

- Contract matching of other unrelated selection attributes, for example Customer class

If Contract allocation is run in isolation, the Order Type and Check reserved SO selections are suppressed.

Batch Allocation Selection Criteria Window

To display this window select the Batch allocation task.

Use this window to enter the selection criteria for the batch allocation job.

Fields

Warehouses/Styles/Product Major/Minor/Div selections

Select contracts and orders with items on them which meet this selection.

Customer/Customer Class

Select contracts and orders attached to customers which meet this selection.

Customer Delivery Sequence

The customer delivery sequence may be left blank

Due Date

Enter the range of order due dates to be included. The due date of a contract is deemed to be the start date so this will select Contracts with start dates which meet this selection. See notes on contract popup below on allocation cutoff dates.

Cancellation Date

Enter the range of order cancellation dates to be included. The end date of a contract is deemed to be the cancellation date of a contract so this will select Contracts with an end date which meets this selection.

Priority

Will select orders and contracts which meet this selection.

Scaling Factor Override

A percentage entered here will scale the outstanding quantity to this percentage.

Supply Order Cutoff Date

A date entered here will stop supply orders beyond this date from being considered for allocation

Purchase Order Date Range (only available if switched on in co profile)

This is not used for enhanced allocation but if enhanced allocation is not in use, this will consider purchase orders in this date range as available stock for stock allocation purposes.

Sequencing

Any fields selected for sequencing will sort the contracts and orders for processing in this sequence. If order also being processed, orders which match will be processed first.

Customer Delivery Sequence

The customer delivery sequence may be left blank

Select **Update (F8)** to submit the batch job for processing.

Batch Allocation Contracts – Selection Window

To display this window, select the Batch Allocation task.

Use this window to select the contracts that you want to allocate.

The selection criteria on this panel will apply to contracts being processed.

If contracts are being processed, the following popup will appear to enter any further selection criteria.

Fields

Contract From/To

Enter a range of contracts to include in the allocation run.

You can use the prompt facility on these fields to select from the Contract

Number Prompt - Active Contracts Only pop-up.

Customer

Enter a ranger of customers to include in the allocation run.

This defaults from any range entered on the orders selection panel but maybe changed. You can use the prompt facility to select these customers from a customer prompt.

The customer delivery sequence may be left blank. All contracts, without delivery sequences and all contracts with delivery sequences will be considered as part of the range.

Customer group references

Enter a range of customer group references to include in the allocation run

You can use the prompt facility to select from the inventory description file type CONR entries

Allocation Cut-off Date

Enter or select an allocation cut-off date for the run.

This will only consider contract demands with a start date up to this date.

***Note**: In order to make this usable by Machine Manager, dates may be entered as blank or as a number of days in the range **-999** to **+999** and the actual date will be calculated relative to the run date.*

De-allocate Contracts

If selected, this removes all allocations and reservations from the contracts that meet the selection criteria before any attempt is made to re-allocate or re-reserve any of them.

Audit Report

This lists the contract lines allocated / reserved during a Batch Allocation run. Records will be listed in Contract Number; Line Number Sequence.

Details printed are similar to those on the equivalent order report. Note: Any contracts with a priority of 00 will not be considered by Batch Allocation. This functions the same as Sales orders.

Allocation – Processing of EDC Contracts

Processing:

Orders and Contract lines are processed in tandem with orders taking precedence with the same priority, date etc.

No Credit Checks or suspension processing is carried out for Contract lines

The allocating stockroom is set to the stockroom Code from the Contract and the type of allocation processing required is set based on the allocation type from the Contract Header.

Time Fence Date:

If the Allocation Type on the contract header is enhanced, the Contract Start Date from the Contract Header is compared to the calculated time fence date in order to determine whether a contract is within or outside the time fence for enhanced allocation.

The number of days to be added to the current date to derive the enhanced allocation time fence date is taken from the Inventory Description entry CTYP/1.

Enhanced Allocation

If the contract start date lies within or on the time fence date, available stock is allocated to the contract first. If the contract start date is after the time fence date, supply orders are checked first.

If when using these methods, there is insufficient to fulfil the contract, the other method is then used.

Stock Allocations

If the Allocation Type on the Contract Header is Stock only, only stock allocations are attempted.

The available stock in the stockroom on the contract header is checked. This is compared to the outstanding quantity on the contract line for each sku on the contract. The required quantity is “allocated” to the contract by moving the stock from “available” to “frozen” in inventory. The available balance is thus reduced. The allocated quantity on the contract line is increased and the outstanding is reduced.

Allocate Supply Orders based on allocation Rules

Supply Orders where the due date is greater than (or on) the Contract Start Date minus the despatch lead time or less than (or on) to the Contract End Date minus the despatch lead time are considered. The despatch lead time is held on the parameter file MISC/DESP. These are checked forwards or backwards based on the parameter limit setting on the parameter file CTYP/1.

For those that match, reservation links between the supply orders and contracts are created. The reserved quantity on the contract line is increased and the outstanding is reduced.

Supply Orders with a due date before the Contract Start Date minus the despatch lead time are not considered

Supply Orders with a due date after the Contract End Date minus the despatch lead time are not considered.

For example:

If the Start date of contract is within (or on) the contract timefence (CTYP/1) the following sequence will be followed to ring fence stock/supply to a contract.

- Stock
- Supply due in between the Contract start and end dates *

* When looking for supply the dates will be adjusted to account any despatch lead time set on DESP parameter.

* When looking for supply, the direction will be dictated by the forward/back indicator set on CTYP/1

If the Start date of contract lies outside of the contract timefence (CTYP/1) the following sequence will be followed to ring fence stock/supply to a contract.

- Supply due in between the Contract start and end dates*
- Stock

* When looking for supply the dates will be adjusted to account any despatch lead time set on DESP parameter.

* When looking for supply, the direction will be dictated by the forward/back indicator set on CTYP/1

For example:

Despatch Lead Time	=	5 days		
Contract Start/End Dates	=	1/6/10	-	30/6/10
Supply Orders Considered	=	27/5/10	-	25/6/10

Enquire by Contract [12/STOEC]

This task, provides an enquiry of a selected contract.

It shows both the demand and allocated quantities. A number of other enquiries can also be evoked.

It can be used as an optional entry point for manual allocation of contracts.

The contracts are displayed in customer/group reference within priority sequence.

The initial display shows the total contract requirement.

Contract Enquiry Selection Window

To display the window select the Enquire by Contract task

Fields

Contract Number

Enter the number of the contract you want to enquire on.

Alternatively, use the prompt facility to select from the Contract Number Prompt pop-up.

Customer

You can optionally enter the customer.

Alternatively, use the prompt facility to select from the Customer Scan pop-up.

Enter a customer code to display any existing contracts relating to this customer.

Group Reference

Enter a Group Reference to restrict the display to only contracts related to this customer group reference.

Alternatively, use the prompt facility to select from the inventory description CONR Contract References.

Press Enter to continue.

Contract Enquiry Line Detail Window

To display this, enter a contract number in the Contract Enquiry Selection Window

This enhanced enquiry shows the contract detail.

This window details the quantities required and outstanding for each Style on the contract.

Options

Select (1)

Use this if the display is at item level to display a breakdown of the figures by sku

Reservations (3)

***Note**: This option is only available for EDCs*

This shows the standard reservation enquiry for this item.

Call-off Schedules (2)

Use this to go to Contract Enquiry by Item

***Note**: This option is only available for CCs*

Call-off Orders (3)

Use this to go to Contract Enquiry by Item

***Note**: This option is only available for CCs*

Manual allocation (4)

Use this to go to the Manual Allocation [5/STOEC] task.

***Note**: This is limited to users that are authorised to the manual allocation function.*

Functions

Expand (F13)

Use this re-display the window, expanded to display the style description and Balance Outstanding.

For CCs this shows the despatched qty

Text (F21)

Use this to display the contract text

Select the required option or function to continue.

Contract Enquiry Sku Detail Window

To display this, select a line on a contract in the Contract Enquiry Detail Window

This window shows the list of sku’s on a contract line.

Options

Select (1)

Use this if the display is at item level to display a breakdown of the figures by sku

Reservations (3)

***Note**: This option is only available for EDCs*

This shows the standard reservation enquiry for this item.

Call-off Schedules (2)

Use this to go to Contract Enquiry by Item

***Note**: This option is only available for CCs*

Call-off Orders (3)

Use this to go to Contract Enquiry by Item

***Note**: This option is only available for CCs*

Manual allocation (4)

Use this to go to the Manual Allocation [5/STOEC] task.

***Note**: This is limited to users that are authorised to the manual allocation function.*

Functions

Expand (F13)

Use this re-display the window, expanded to display the style description and Balance Outstanding.

For CCs this shows the despatched qty

Text (F21)

Use this to display the contract text

Contract Lines (F15)

Use this to drill up to contract lines when invoked from an inventory enquiry.

Select the required option or function to continue.

Contract Enquiry Reservations Window

To display this, select Reservations against a line on a contract in the Contract Enquiry Detail Window, or invoke from the Supply Order Enquiries.

This window shows the supply orders which have been reserved for this contract.

Note*: This is not necessarily the whole order.*

***Note:** This is a standard demand/supply linked order enquiry*

The header refers to the contract.

Contract Enquiry by Item [13/STOEC]

This enquiry displays contracts in place for a selected item, together with detail of the demand and any stock allocated. Any supply reservations can also be viewed.

It can be used as an optional entry point for manual allocation of contracts.

The contracts are displayed in customer/group reference within priority sequence.

Contract Enquiry By Item Selection Window

To display this, select the Contract Enquiry by Item task.

Fields

Product Code

Either enter the style reference code for which you want to maintain alternatives, or enter the full style/colour/size/fitting code, if known.

You can use the prompt facility on this field to select from the Item Master Scan pop-up.

Stockroom

Enter the stockroom code that holds the stock for the entered product code.

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

Status of Contract

Select one of the following:

- Active
- Closed
- Both

This may restrict the contracts displayed for the product.

Press Enter to continue

Contract Enquiry By Item (or SKU) Window

To display this, select a product code and stockroom on the Contract Enquiry By Item Selection Window

The contract detail totals displayed depend on whether Styles or SKU is being viewed. The following values are displayed:

- Required - This is the demand quantity as set on the contract.
- Ordered - This is the quantity of orders placed against this contract

- Allocated - This is the stock currently allocated to the contract. In Inventory this quantity is frozen.
- Reserved (EDCs only) - This is quantity reserved for this contract on supply orders. Any receipts into stock will be reflected in the allocated quantity.

If a contract is closed or a line has been closed, a **C** is displayed in the Sts column.

Options

Select (1)

Use this if the display is at item level. This shows a breakdown of the figures by sku via the Contract Enquiry task

Contract Enquiry (2)

Use this to display the Contract Enquiry at contract/item level

Reservations (3)

This is applicable to EDCs only.

Use this to display the standard Reservation Enquiry for this item.

Manual allocation (4)

Use this to go to the Manual Allocation function at contract/item level.

***Note**: This is limited to users that are authorised to the manual allocation function.*

Functions

Expand (F13)

Use this re-display the window, expanded to display the contract description and the customer name, or the group reference description from the descriptions file.

Matrix (F16)

Use this to select a single sku. The contract list then shows the detail for just the selected sku.

Chapter 10 Work Management Processes

10

Release from Credit Stop

Introduction

Explaining Credit Stop

The Customer Account defined in Accounts Receivables in the Names and Address Maintenance activity allows for three attributes that control the status of the account and in particular the credit status of the customer:

Account Stop is specifically designed to stop the sale of sales orders to a customer. It has two settings, On and Off. When **On** Stop a sales order can be placed but it will be suspended with a Credit Stop suspend code (CS)

Account Status can be set **Deleted** (D), **Suspended** (S), **Litigation** (L), **Uncertain** (U), or blank which is the normal state. When the account status is set to one of these the account is again On Stop and sales orders either prevented from being raised or suspended with an appropriate suspend code: Suspend (CP), Litigation (CT) and Uncertain (CU).

When a customer is taken of Account Stop or its Account Status removed, the sales orders will remain suspended until some action is taken to release them - this is where the Release from Credit stop process becomes useful.

Any orders already raised but not yet delivered will be detected in Batch Allocation and suspended, but there could be other orders further down the pick and despatch process that ought to be prevented from being delivered - the Release from Credit stop process is also useful in this area,.

Credit Limit is the value which the total order commitment and outstanding debt for the customer should not exceed. When the credit limit is exceeded any new sales orders are suspended (CL).

If the credit limit is changed it can affect the status of orders outstanding, in progress, or suspended.

Cash Postings made in Accounts Receivable will affect the available credit on the account, so this too can affect the status of orders outstanding, in progress, or suspended.

Delivery Addresses maintained in Accounts Receivable Delivery Address Maintenance, or in Sales Order Processing Customer Maintenance, do not have an Account Stop setting of their own – they assume the setting on the account – but they do have a Delivery Address Status. This allows for delivery addresses to be controlled independently of its customer account. If the status is blank on the delivery address, then the setting on the account is implied.

Account **Hierarchy** is a mechanism for structuring parent and child accounts to represent a customer's business, the lowest level (level 1) being the only customers against which sales orders a can be placed. When a parent account goes on Stop – for either Account Stop or any of the Account Status reasons – then that stop is inferred on all child accounts. This either prevents sales orders being raised or they are suspended. The suspend codes follow the same pattern as for a non-hierarchy account: Hierarchy Limit (HL), Hierarchy Stop (HS), Hierarchy Suspend (HP), Hierarchy Litigation (HT), or Hierarchy Uncertain (HU).

The Release from Credit Stop Process

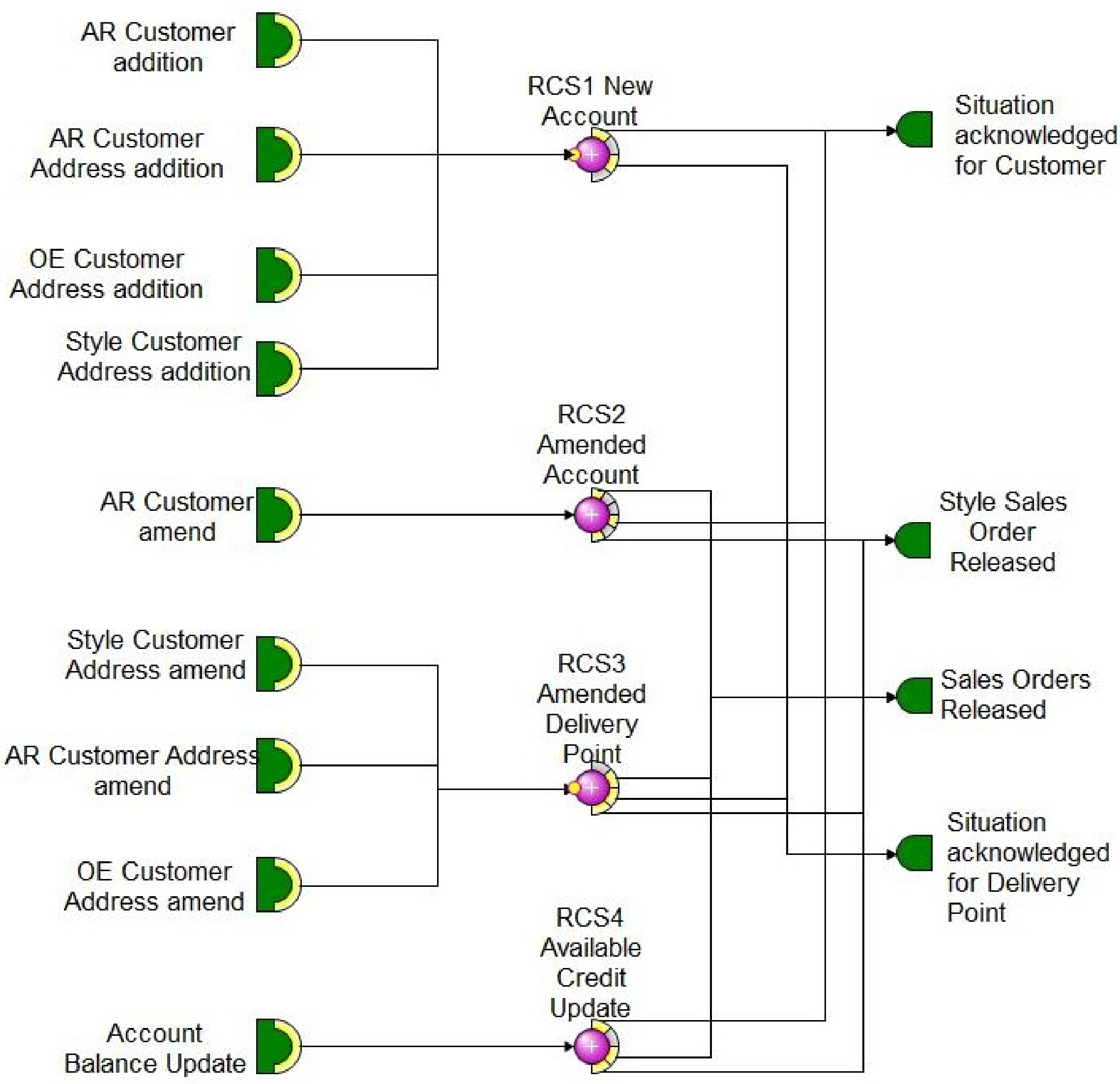
When a customer account's balance or status changes the Sales Administrator is informed of the change in credit status with suggestions to review the customer's outstanding orders. This could be as a result of:

- The account is placed on or taken off Credit Stop.
- Account Status set such that it will suspend sales orders or could free up suspended orders.
- The credit limit is changed such that it ought to suspend sales orders, or could free up suspended orders
- Cash postings could reduce the outstanding debt such that there is available credit that could allow suspended orders to be released.
- Cash reversals could change the available credit such that it ought to suspend sales orders.

This detection of the change of credit status and the subsequent notification of follow up action is controlled by a this Work Management active process.

***Note**: Refer to the Work Management chapters in the Application Manager product guide for details on Work Management parameters in the System21 Activities*

RCS Release from Credit Stop

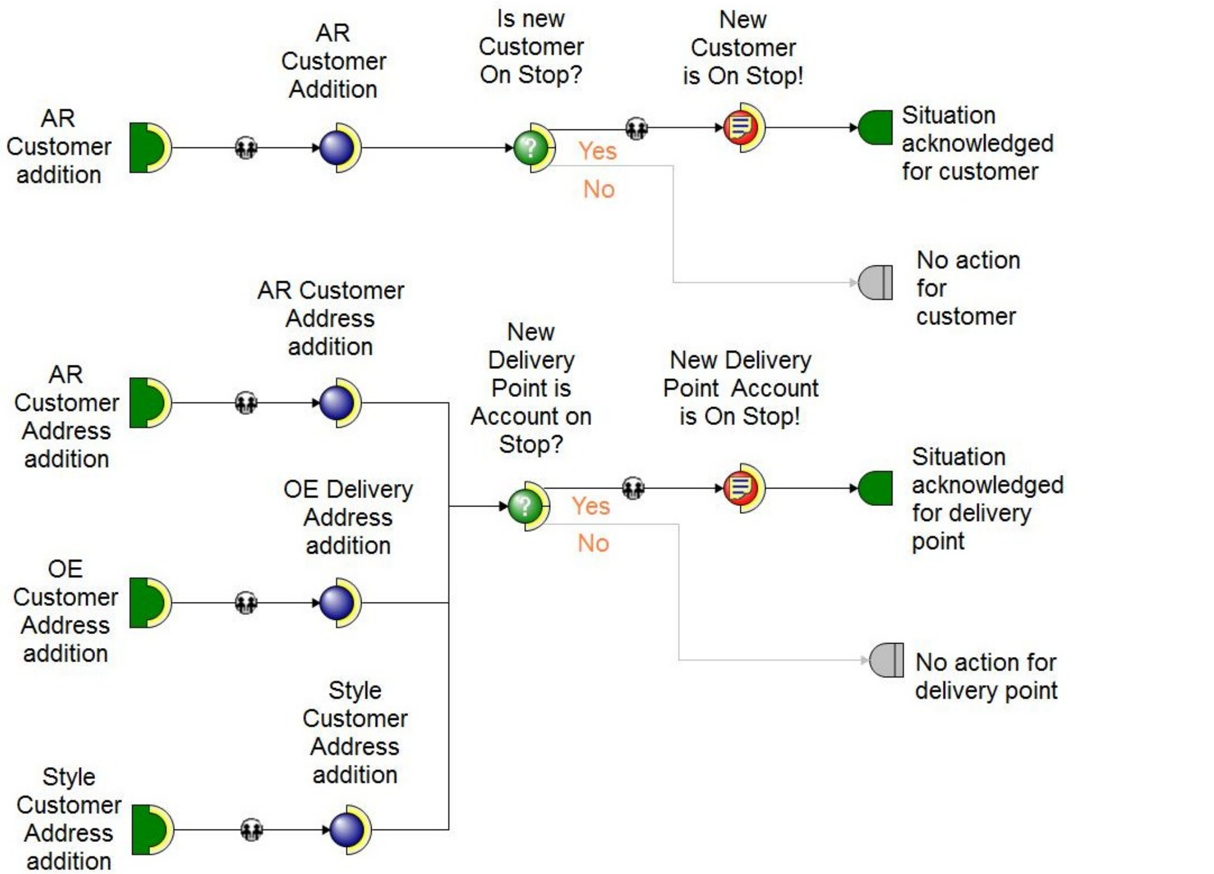


Type	Name	Description
Start Condition 	AR Customer addition	Start point signifying the process is to be initiated when a new customer has been added in Accounts Receivable

Type	Name	Description
Start Condition	AR Customer Address addition	Start point signifying the process is to be initiated when a new delivery name and address has been added in Accounts Receivable.
Start Condition	OE Customer Address addition	Start point signifying the process is to be initiated when a new delivery name and address has been added in Sales Order Processing.
Start Condition	Style Customer Address addition	Start point signifying the process is to be initiated when a new delivery name and address has been added in Style Sales Order Processing.
Nested Process	RCS1 New Account	In all cases the initial activity is detected and managed in this sub-process.
Start Condition	AR Customer amend	Start point signifying the process is to be initiated when an existing customer is amended in Accounts Receivable.
Nested Process	RCS2 Amended Account	The initial activity is detected and managed in this sub-process.
Start Condition	Style Customer Address amend	Start point signifying the process is to be initiated when an existing delivery name and address is amended in Style Accounts Receivable.
Start Condition	AR Customer Address amend	Start point signifying the process is to be initiated when an existing delivery name and address is amended in Accounts Receivable.
Start Condition	OE Customer Address amend	Start point signifying the process is to be initiated when an existing delivery name and address is amended in Sales Order Processing.
Nested Process	RCS3 Amended Delivery Point	In each case the initial activity is detected and managed in this sub-process.
Start Condition	Account Balance Update	Start point signifying the process is to be initiated when cash has either been received or cancelled on an account.
Nested Process	RCS4 Available Credit Update	The initial activity is detected and managed in this sub-process.

Type	Name	Description
End Condition	Situation Acknowledged for Customer	The process ends when the user has taken whatever action they deem necessary and acknowledged the message for a customer
End Condition	Style Sales Orders Released	The process ends when the Style Suspended Order Release activity completes. There is no further action for this customer.
End Condition	Sales Orders Released	The process ends when the Suspended Order Release activity completes. There is no further action for this customer.
End Condition	Situation Acknowledged for Delivery Point	The process ends when the user has taken whatever action they deem necessary and acknowledged the message for a delivery point.

RCS1 New Account

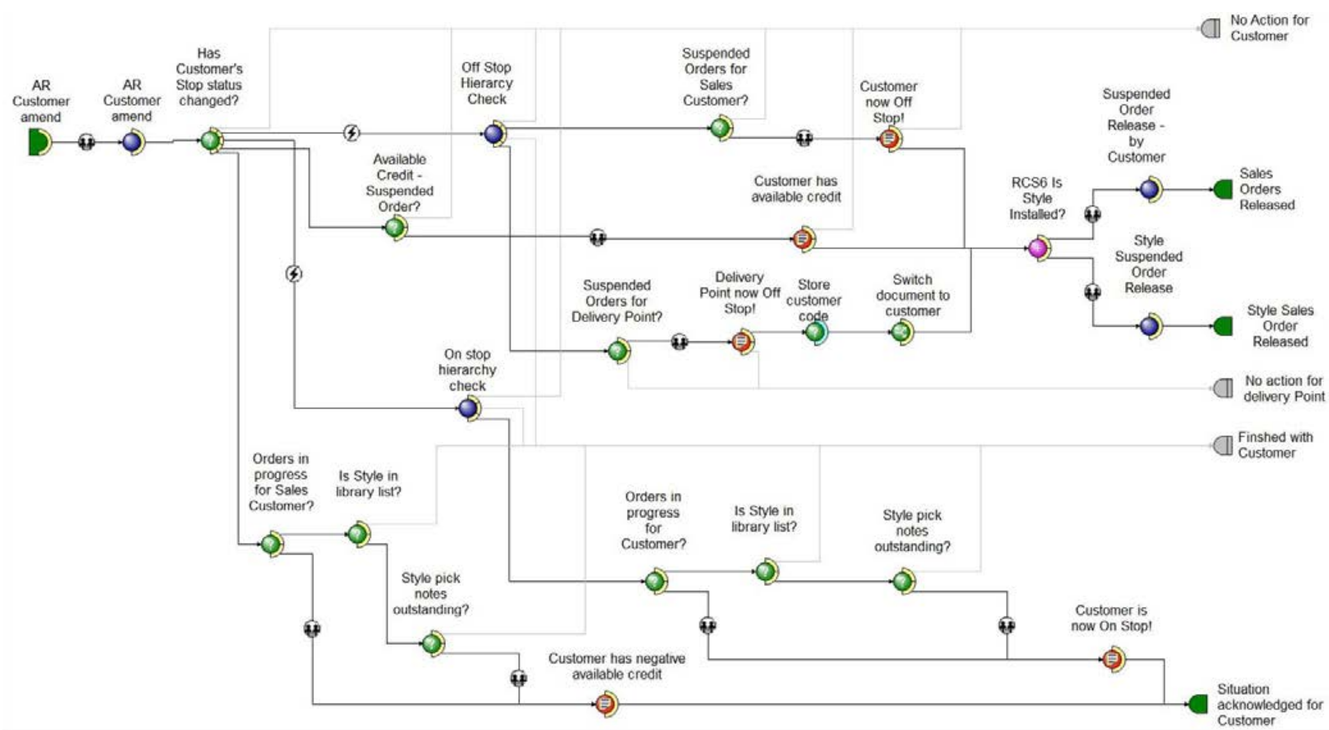


Type	Name	Description
Start Condition	AR Customer addition	Start point signifying the process is to be initiated when a new customer has been added in Accounts Receivable.
System21 Activity	AR Customer addition	A new customer has been added in AR Customer Names and Address Maintenance.

Type	Name	Description
Action Agent	Is new Customer On Stop?	Checks the reason code output from customer maintenance to see if the new customer is immediately on credit stop or the account status has been set (not blank).
End Condition	No Action for customer	If the customer is not on stop the process ends without further action.
Manual Activity	New Customer is On Stop!	If the customer is on stop a message is sent to the Sales Administrator's action list to highlight that the new customer exists and orders can be taken, but they cannot be progressed.
End Condition	Situation Acknowledged for customer	The process ends when the user has acknowledged the message.
Start Condition	AR Customer Address addition	Start point signifying the process is to be initiated when a new delivery name and address has been added in Accounts Receivable.
Start Condition	OE Customer Address addition	Start point signifying the process is to be initiated when a new delivery name and address has been added in Sales Order Processing.
Start Condition	Style Customer Address addition	Start point signifying the process is to be initiated when a new delivery name and address has been added in Style Sales Order Processing.
System21 Activity	AR Customer Address addition	A new delivery address has been added in AR Delivery Address Maintenance.
System21 Activity	OE Customer Address addition	A new delivery address has been added in OE Customer Maintenance. *(**Note**: The adding of Sales Details is ignored in this process)*
System21 Activity	Style Customer Address addition	A new delivery address has been added in Style Customer Maintenance. *(**Note**: The adding of Sales Details is ignored in this process)*
Action Agent	Is new Delivery Point On Stop?	Checks the reason code output from address maintenance to see if the new delivery point account status has been set (not blank).

Type	Name	Description
End Condition	No Action for delivery point	If the delivery point is not on stop the process ends without further action.
Manual Activity	New Delivery Point is On Stop!	If the delivery point is on stop a message is sent to the Sales Administrator's action list to highlight that the new delivery point exists and orders may be able to be taken, but none can be progressed.
End Condition	Situation Acknowledged for delivery point	The process ends when the user has taken whatever action they deem necessary and acknowledged the message for the delivery point.

RCS2 Amended Account



Type	Name	Description
Start Condition	AR Customer amend	Start point signifying the process is to be initiated when an existing customer has been amended in Accounts Receivable.
System21 Activity	AR Customer amend	An existing customer has been added in AR Customer Names and Address Maintenance.
Action Agent	Has Customer's Stop status changed?	Checks the reason code output from customer maintenance to see if the customer's credit stop or account status has changed. If neither has changed the process ends with no further action.
System21 Activity	Off Stop Hierarchy Check	If the account customer is no longer on stop a check is made to see if this is a sales customer. If it is a sales customer and in a hierarchy then it is deemed to be still on stop if any parent above it is on stop. If it is a hierarchy account, then as long as there is no parent above it on stop, all lowest level sales customers are retrieved from legs in the hierarchy that are not on stop. This may output a number of customers to the next step in the process. For each sales customer that is identified as not on stop the single sales customer is output to the next step in the process as long as all delivery points are not on stop. If there are delivery points on stop then it's the delivery points that are output instead of the customer. If there are no sales customers now off stop the process ends with no further action.
Action Agent	Suspended Orders for Sales Customer?	For each sales customer no longer on stop it checks to see if there outstanding suspended orders for that customer.

Type	Name	Description
Manual Activity	Customer now Off Stop!	If there are outstanding suspended orders for the customer, then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed. There are options to display account and order enquiries, and to launch the Suspended Order Release activity to show all suspended orders for the customer. If the suspended order release activity is not required the process ends with no further action.
Action Agent	Suspended Orders for Delivery Point?	For each delivery point no longer on stop it checks to see if there outstanding suspended orders for that delivery point.
Manual Activity	Delivery Point now Off Stop!	If there are outstanding suspended orders for the delivery point, then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed. There are options to display account and order enquiries, and to launch the Suspended Order Release activity to show all suspended orders for the customer. If the suspended order release activity is not required the process ends with no further action.
Action Agent	Store customer code	This saves the Delivery Point code in preparation to switch it to a Customer code.
Splitter	Switch document to customer	Changes the document type back to a customer in preparation for the suspended order release
Action Agent	Available Credit. Are there suspended orders?	Available Credit for the customer has increased - checks for suspended orders that could be released.

Type	Name	Description
Manual Activity	Customer has available credit	If there are outstanding suspended orders for the customer, then a message is sent to the Sales Administrator’s action list to suggest the customer’s orders are reviewed. There are options to display the account enquiry, and to launch the Suspended Order Release activity to show all suspended orders for the customer. If the suspended order release activity is not required the process ends with no further action.
Nested Process	RCS6 Is Style Installed?	Checks to see if the process is running in a Style environment so that the Style version of Suspended Order release can be actioned.
System21 Activity	Customer Suspended Order Release	If the user chooses to run the Suspended Order Release activity the initial selection window is prepared with the customer code. Suspended orders can then be released as required.
End Condition	Sales Orders Released	The process ends when the Suspended Order Release activity completes. There is no further action for this customer.
System21 Activity	Style Suspended Order Release	If the user chooses to run the Style Suspended Order Release activity the initial selection window is prepared with the customer code. Suspended orders can then be released as required.
End Condition	Style Sales Orders Released	The process ends when the Style Suspended Order Release activity completes. There is no further action for this customer.
End Condition	No Action for customer	The process ends without further action when either there are no sales customers to be reported, or no sales orders to be considered for review, or the user chooses to ignore the presented release option.
End Condition	No Action for delivery point	The process ends without further action when either there no sales orders to be considered for review, or the user chooses to ignore the presented release option.

Type	Name	Description
System21 Activity	On Stop Hierarchy Check	Where the account customer is now on stop a check is made to see if it is a hierarchy account. If not in a hierarchy, then the single customer is output to the next step in the process as on stop. If in a hierarchy, all lowest level sales customers are retrieved from legs in the hierarchy that were not previously on stop. This may output a number of customers to the next step in the process. If there are no sales customers now on stop the process ends with no further action.
Action Agent	Orders in progress for Sales Customer?	For each sales customer now on stop it checks to see if there are outstanding orders allocated or on pick.
Action Agent	Is Style in library list?	Checks to see if the process is running in a Style environment so that it can check for outstanding Style Pick Notes.
Action Agent	Style Pick Notes outstanding	In a Style environment it checks to see if there are any pick notes outstanding that may need to be stopped.
Manual Activity	Customer is now On Stop!	If there are orders or pick notes in progress then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed.
Action Agent	Orders in progress for sales customer?	When the credit limit has been reduced there may be orders in progress that should not be progressed. This checks for orders in progress.
Action Agent	Is Style in library list	Checks to see if the process is running in a Style environment so that it can check for outstanding Style Pick Notes.

Type	Name	Description
Action Agent	Style Pick Notes outstanding	In a Style environment it checks to see if there are any pick notes outstanding that may need to be stopped.
Manual Activity	Customer has negative available credit!	If there are orders or pick notes in progress then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed.
End Condition	Situation Acknowledged for customer	The process ends when the user has taken whatever action they deem necessary and acknowledged the message.
End Condition	Finished with Customer	Where new customers or delivery points have been identified, this ends the process for the original account where the account status change was initially detected.

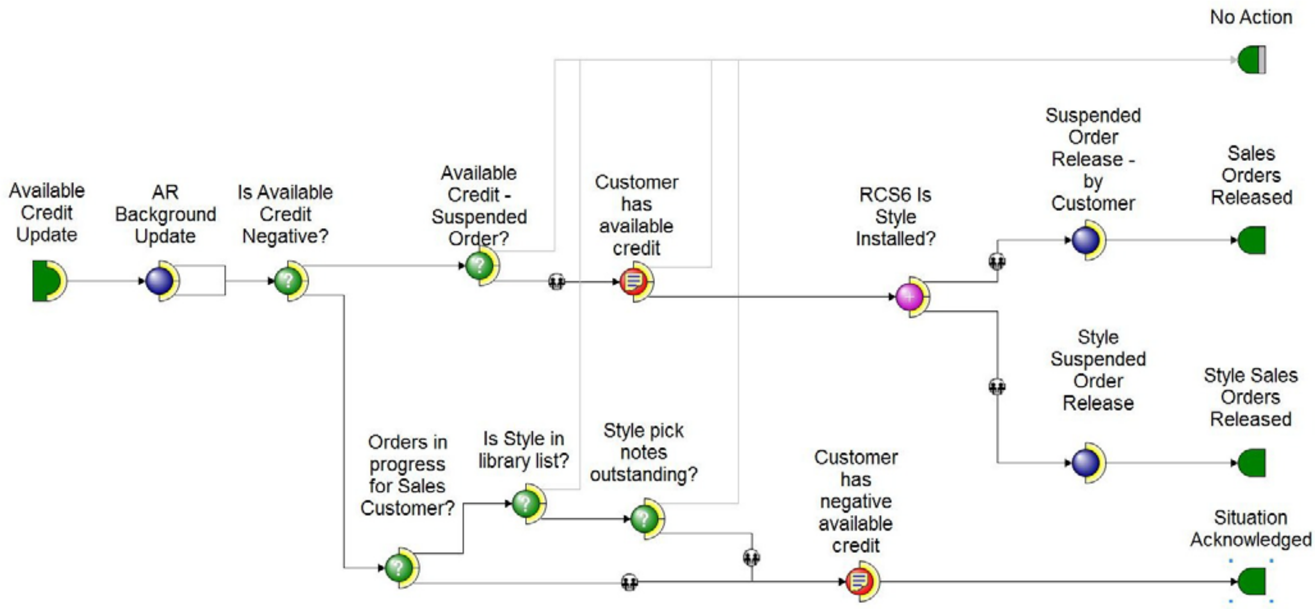
RCS3 Amended Delivery Point

Type	Name	Description
Start Condition	AR Customer Address amend	Start point signifying the process is to be initiated when an existing delivery address has been amended in Accounts Receivable.
Start Condition	OE Customer Address amend	Start point signifying the process is to be initiated when an existing delivery address has been amended in Sales Order Processing.
Start Condition	Style Customer Address amend	Start point signifying the process is to be initiated when an existing delivery address has been amended in Style Sales Order Processing.
System21 Activity	AR Customer Address amend	An existing delivery address has been amended in AR Delivery Address Maintenance.
System21 Activity	OE Delivery Address amend	An existing delivery address has been amended in OE Customer Maintenance. *(**Note**: The Amendment of Sales Details is ignored in this process)*
System21 Activity	OE Customer Address amend	An existing delivery address has been amended in Style Customer Maintenance. *(**Note**: The Amendment of Sales Details is ignored in this process)*
Action Agent	Has Delivery Point's account status changed?	Checks the reason code output from customer maintenance to see if the delivery points account status has changed. If not changed the process ends with no further action.
Action Agent	Suspended Orders for Delivery Point?	If the delivery point is no longer on stop it checks to see if there outstanding suspended orders for that delivery point.
Manual Activity	Delivery Point now Off Stop!	If there are outstanding suspended orders for the delivery point, then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed. There are options to display account and order enquiries, and to launch the Suspended Order Release activity to show all suspended orders for the customer. If the suspended order release activity is not required the process ends with no further action.

Type	Name	Description
Action Agent	Store customer code	This saves the Delivery Point code in preparation to switch it to a Customer code.
Splitter	Switch document to customer	Changes the document type back to a customer in preparation for the suspended order release
Nested Process	RCS6 Is Style Installed?	Checks to see if the process is running in a Style environment so that the Style version of Suspended Order release can be actioned.
System21 Activity	Suspended Order Release by Customer	If the user chooses to run the Suspended Order Release activity the initial selection window is prepared with the customer code. *(**Note**: Suspended Order Release shows all orders for a customer, so may include orders for a number of delivery points.)* Suspended orders can then be released as required.
End Condition	Sales Orders Released	The process ends when the Suspended Order Release activity completes. There is no further action for this customer.
System21 Activity	Style Suspended Order Release	If the user chooses to run the Style Suspended Order Release activity the initial selection window is prepared with the customer code. *(**Note**: Suspended Order Release shows all orders for a customer, so may include orders for a number of delivery points.)* Suspended orders can then be released as required.
End Condition	Style Sales Orders Released	The process ends when the Style Suspended Order Release activity completes. There is no further action for this customer.
Action Agent	Orders in progress for Delivery Point?	If the delivery point is now on stop it checks to see if there are outstanding orders allocated or on pick.

Type	Name	Description
Action Agent	Is Style in library list	Checks to see if the process is running in a Style environment so that it can check for outstanding Style Pick Notes.
Action Agent	Style Pick Notes outstanding	In a Style environment it checks to see if there are any pick notes outstanding that may need to be stopped.
Manual Activity	Delivery Point is now On Stop!	If there are orders in progress (allocated or on pick) then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed.
End Condition	Situation Acknowledged	The process ends when the user has taken whatever action they deem necessary and acknowledged the message.
End Condition	No Action	The process ends without further action when either there no sales customers to be reported, or no sales orders to be considered for review, or the user chooses to ignore the presented release option.

RCS4 Available Credit Update

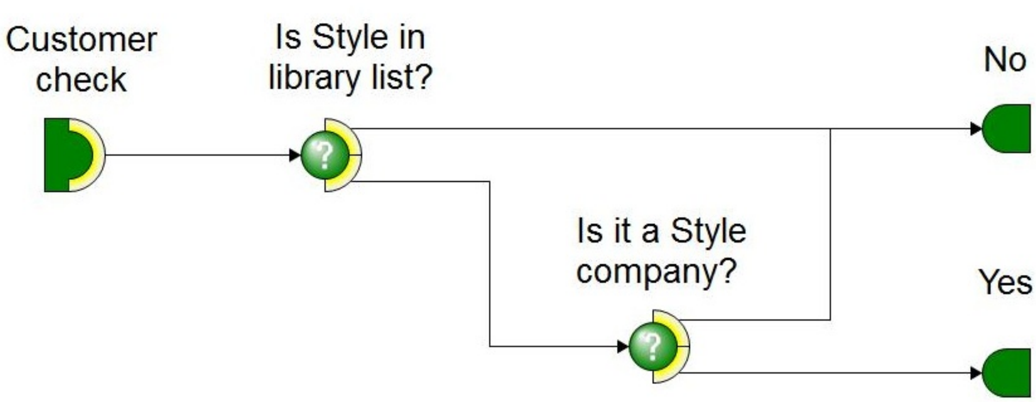


Type	Name	Description
Start Condition	Available Credit Update	Start point signifying the process is to be initiated when the Accounts Receivable background update posts new cash or cancels cash on an account.
System21 Activity	AR Background Update	When the Accounts Receivable background update posts new cash or cancels cash on an account this process is initiated
Action Agent	Is Available Credit Negative?	If the cash posting has made credit available the process continues by checking for suspended orders that could now be release. Conversely, if there is no longer available credit the process continues by checking for orders in progress that might need to be reviewed, and possibly prevented from being release.
Action Agent	Available Credit – Are there suspended orders?	If the cash posting has made credit available the process continues by checking for suspended orders that could now be released.

Type	Name	Description
Manual Activity	Customer has available credit	If there are orders suspended then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed and possibly released
Nested Process	RCS6 Is Style Installed?	Checks to see if the process is running in a Style environment so that the Style version of Suspended Order release can be actioned.
System21 Activity	Suspended Order Release by Customer	If the user chooses to run the Suspended Order Release activity the initial selection window is prepared with the customer code. *(**Note**: Suspended Order Release shows all orders for a customer, so may include orders for a number of delivery points.)* Suspended orders can then be released as required.
End Condition	Sales Orders Released	The process ends when the Suspended Order Release activity completes. There is no further action for this customer.
System21 Activity	Style Suspended Order Release	If the user chooses to run the Style Suspended Order Release activity the initial selection window is prepared with the customer code. *(**Note**: Suspended Order Release shows all orders for a customer, so may include orders for a number of delivery points.)* Suspended orders can then be released as required.
End Condition	Style Sales Orders Released	The process ends when the Style Suspended Order Release activity completes. There is no further action for this customer.
Action Agent	Orders in progress for sales customer?	When the credit limit has been reduced there may be orders in progress that should not be progressed. This checks for orders in progress.
Action Agent	Is Style in library list	Checks to see if the process is running in a Style environment so that it can check for outstanding Style Pick Notes.

Type	Name	Description
Action Agent	Style Pick Notes outstanding	In a Style environment it checks to see if there are any pick notes outstanding that may need to be stopped.
Manual Activity	Customer has negative available credit!	If there are orders or pick notes in progress then a message is sent to the Sales Administrator's action list to suggest the customer's orders are reviewed.
End Condition	Situation Acknowledged for customer	The process ends when the user has taken whatever action they deem necessary and acknowledged the message.
End Condition	No Action	The process ends without further action when either there no suspended sales orders to be considered for review, or the there are no outstanding pick notes.

RCS6 Is Style Installed



Type	Name	Description
Start Condition	Customer Check	Start point signifying the process is to be initiated when called from within the parent processes.
Action Agent	Is Style in library list	Checks to see if style objects in the current Work Management library list
Action Agent	Is it a Style Company	Checks to see if the current company has a Style Company Profile defined.
End Condition	No	This is not a Style environment.
End Condition	Yes	This is a Style environment

Appendix A Glossary

A

Allocated (Stock)

This is the quantity of an item which has been committed to a customer, distribution or works order. It is held as a balance at item/stockroom level.

Alternative (Item)

An item that can be offered as an alternative to another in a sales situation

Available (Stock)

The quantity of an item which is available for issue and has no allocation or reservation made for it. It is usually held as a balance at item/stockroom level.

Back Order

This is the quantity of an item which is required for customer orders which are due or overdue for delivery and for which there is no stock. It is held as a balance at item/stockroom level.

Balance

This may be used either to signify a database record holding summary information such as a stockroom balance, or a single calculated quantity field on a record, such as allocated stock or outstanding order balance.

Base Value

This is the order value according to the Accounts Receivable currency code. The currency code used in the Accounts Receivable has an associated rate which is used to evaluate the order total value.

Batch Allocation

This is a batch job which considers all orders which are due for delivery and matches them against the available stock. Where there is a match the stock is allocated to the order so that picking and despatch may continue.

Batch Control

This is a level of stock control. A stock balance can be broken down to a lower level (i.e. batch) against which individual balances can be maintained.

Batch/Lot Traceability

Where stock recording is specified at batch or lot level, this refers to the ability to trace the movement of stock, including sales to customers, at this detailed level.

Cash Discount

The amount of discount given to a customer for paying on time

Conversational Order Entry

This is a method of order entry which is designed to support a conversation with the customer so that stock availability, prices and alternatives may be checked and promises made.

Credit Control

This is the control of the credit exposure to customers such that the amount owed is added to the stock allocated to the customer and compared with the commercial credit limit held for the customer.

Customer Code

This is the customer code is used to identify the data held for the customer. Multiple sets of data can be held to reflect complex customer organisations. This includes statement, invoice and delivery information.

D/Dn

The despatch note sequence number is a 2-digit reference number suffix to the order number, when a despatch note is generated.

Depot

A depot is a stockroom which has been set up in Inventory Management and authorised for making despatches for sales orders.

Delivery Address

The customer will receive their orders at the delivery address.

Descriptions File

This is a file set up within Inventory Management, but is also maintained from Sales Order Processing and Invoicing, which defines a number of parameters, codes and their descriptions.

Discount List

This is a list of discounts to enable discounts to be given as a percentage or value and with discount level breaks based on quantity or value. The discounts may also apply to an item, a discount group or an order. Customers are assigned a default discount list.

EC Movement

If the customer requires their goods to be moved across borders, the order should be flagged by the EC Movement field.

Expected (Stock)

This is the quantity of an item which is expected will be available, assuming both sales and supply orders mature, for issues on a given date. This is usually expressed as a quantity for an item/stockroom.

Extra Charges

These are charges to be made on an invoice for which no corresponding stock movement will occur. They may be added at any time from order entry to confirmation of despatch. Three extra charges may be made on an invoice.

Fast Batch

This is the name given to the data entry style of confirmation of despatch. Data is entered in a batch and submitted to a batch queue for subsequent processing. This minimises operator window time.

Frozen (Stock)

This is the quantity of an item which has been removed from Available to Issue for such reasons as Q.A. It is held as a balance quantity at item/stockroom level.

Gross Margin

This is the difference between the cost of the item and the net sales price. It is often expressed as a percentage of either the cost or the sales price.

Invoice Address

The customer will receive the invoice for their order at the invoice address.

Kit

This is a group of items which can be sold as a set. It is maintained in Inventory Management as a single level list.

Lead Time

This is the standard amount of time, in weeks, from a decision to order an item for a stockroom, to the item being received in the stockroom.

Lot Control

This is a level of stock control. A stock balance can be broken down to a lower level (i.e. lot) against which individual balances can be maintained.

Manual Allocation

The explicit allocation or de-allocation of stock at a depot to a nominated order or order line

Miscellaneous Invoice/Credit Note

A manually raised invoice or credit note which can include or exclude inventory movements

Nett Total

This is the value of the order including adjustments such as discounts, tax and charges.

On Order

This is the quantity of an item for which outstanding purchase, distribution, or works orders exist. It is held as a balance quantity at item/stockroom level.

On-Pick

This is the quantity of an order that has been identified to a picking note, for a particular item.

Order Number

This is the sales order number assigned to the customer's order by the system.

Order Value

The order value displayed in the order currency

Outstanding

This is the quantity of an item that has not been allocated due to stock exceptions. It can also refer to orders that have not been met.

Payment Terms

The terms are used to evaluate the payment date starting from the date the invoice was sent out

Payment Methods

The form in which the payment is to be made e.g. cash, cheque

Physical (Stock)

This is the total quantity of an item in a stockroom. It is held as a balance quantity at item/stockroom level.

Picking Note

This is a document on which is listed all the items for an order which have been allocated for despatch. It is used as authority to pick and despatch items for an order.

Price List

This is a list of prices to be charged for items. A price list may be in any currency set up for Accounts Receivable. Customers are assigned a default price list.

Priority

Orders are given a priority number which is used to identify the urgency of allocation. The higher the number is, the more important the order. These are used in batch allocation.

Proforma

A special invoice sent to a customer as they have paid for the order before despatch

Reason

The reason for the document to be raised or stopped

SKU

The SKU (Stock Keeping Unit) represents the lowest level of definition for a style whether it is a simple one dimension or four-dimensional product. For example, an item with an assigned style with colours, fittings and sizes is a four-dimensional product. Together, these dimensions constitute the SKU and differentiate it from other items.

Staged Discount

The amount of discount given to a customer for paying within a particular duration

Statement Address

The customer's main address is held in the statement account.

Status

Identifies the status of the order

Stockroom

An area, physical or conceptual, at which stock is to be recorded and counted

Suspended Orders

Orders are suspended automatically for credit and pricing exception conditions. Suspended orders are not presented for allocation.

Time Fence

This is a period of time, in days, which when added to the current date gives a date in the future. This future date can be used as the limit for allowing stock allocation and printing acknowledgements.

Transcriptional Order Entry

This is a method of order entry which is designed to enable the rapid entry of information, with allocation (and optionally pricing) deferred to later batch processing runs.

Unit of Measure

The unit in which an item is expressed for the purpose of buying, selling, stocking or valuing

Tax Code

This refers to the tax rate that should be used to calculate the order's tax charge.

Warehouse

A warehouse is a stockroom which has been both set up in Inventory Management and authorised for location recording in the Warehousing applications. It may also be authorised as a depot.