Infor VISUAL Multi-entity and Multi-site User's Guide

Contents

Chapter 1: Introduction

This chapter describes these topics:

Topics

About this guide

This guide provides an overview of how to set up Infor VISUAL in a multi-entity, multi-site environment. It describes the relationship among the tenant, entities, and sites.

For more detailed information regarding particular master data, transactions, and reports, refer to the appropriate user's guide.

Related guides

Refer to these guides for additional information about master data, transactions, and reports:

- *Infor VISUAL Inventory User's Guide*
- *Infor VISUAL Manufacturing User's Guide*
- *Infor VISUAL Purchasing User's Guide*
- *Infor VISUAL Sales User's Guide*
- *Infor VISUAL System Administrator's Guide*
- *Infor VISUAL System-wide Guide*
- *Infor VISUAL User's Guide for Projects-based and Aerospace & Defense Manufacturers*
- *Infor VISUAL Financials Administrative User's Guide*
- *Infor VISUAL Cash User's Guide*
- *Infor VISUAL Financials General Ledger User's Guide*
- *Infor VISUAL Financials Payables User's Guide*
- *Infor VISUAL Financials Receivables User's Guide*

Terminology

The terms defined in this section are used to describe the components of your enterprise structure.

Tenant

A tenant is the "corporate parent" or top level of the organizational structure. Each database can have only one tenant. Information you define at the tenant level applies to all accounting entities and sites in your database. Information defined at the tenant level includes, but is not limited to:

- Certain application-wide information, such as purchase quote type, the default directory for documents, and interface theme
- Common codes, such as Honorifics, Packaging Types, Carriers, Workflow Codes, Commodity Codes, and Units of Measure
- Certain master data, such as GL Accounts, Employees, and Vendors. While you define employees at the tenant level, you can assign them to particular sites.

For some records, such as parts, you define certain information at the tenant level and certain information at the site level. You can also choose to override some of the tenant information for the part with site-specific information. For example, in Part Maintenance the Part Description can only be defined at the tenant level. The Eng Master ID can only be defined at the Site level. The Effectivity Date Price for Shipments setting for a part can be specified at the tenant level, and then be overridden at the site level. When the site-level information is different from the tenant-level information, the text in the field is displayed in blue on the site-level record. For options and check boxes, the label is displayed in blue.

Accounting entity

An accounting entity is an independent financial entity within your company. The accounting entity is the "middle level" of the organizational structure. Each accounting is summarized to the Tenant level. Information defined at the accounting entity level includes, but is not limited to:

- Costing information, such as the costing method, POC revenue recognition method, and burden basis
- Default VAT information
- Default Intrastat information
- Payment information, such as Next Payment Batch Sequence # and withholding information
- Default Order Management information, such as whether WIP/VAS is enabled, how the date of the oldest outstanding invoice is determined, and allocation information
- Certain financial information, such as currency exchange rates.

Site

A site is a specific, physical location. Sites are assigned to accounting entities. Each site can be assigned to only one accounting entity, but each accounting entity can have multiple sites.

Information defined at the site level includes, but is not limited to:

- Scheduling information
- Shipment tracking information
- Default ECN information
- Default inventory, labor, and inspections, and project information
- Engineering masters, quotes, and work orders

Most transactions occur at the site level. You can also run many reports for either a single site or multiple sites. Other reports can only be run for a single site.

You assign parts, services, shop resources, and employees to sites. The system administrator assigns database users to particular sites. Users can only view and create information in the sites to which they are assigned.

Sample structure

This diagram shows the relationship among the tenant, accounting entities and sites.
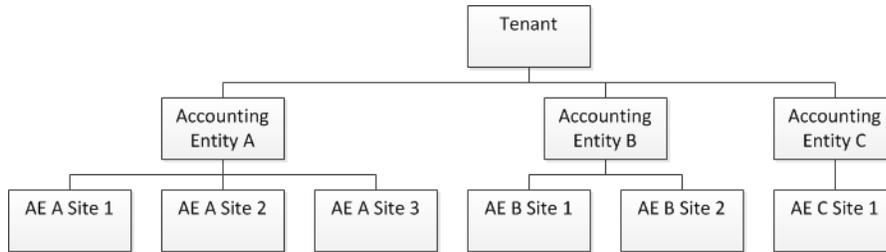
About master data in a multi-site environment

Master data are the building blocks of transactions. Master data include records such as parts, customers, currency codes, shop resources, outside services, and warehouses.

In a multi-site environment, you define certain master data at the tenant level. When you maintain master data that is defined at the tenant level, you do not select a specific site ID. The information you define at the tenant level applies to all of the sites in the database. Master data you define at the tenant level include:

- Common codes, such as Customer Order Acknowledgement Codes, Harmonization Codes, National Motor Freight Codes, Standard codes, Workflow Codes, Adjustment Reasons, Deviation Reasons, Inspection Reasons, Issue/Return/Transfer Reasons, RMA Reasons, AIC Codes, Commodity Codes, Countries, FOB Points, Honorifics, Ship Via Codes, SIC Codes, States & Provinces, Territories
- Export Formats
- Packaging Types
- Report Format Overrides
- Departments and Terms
- Documents
- Employees (Employee data is maintained at the tenant level, but you assign employees to work in sites and define employee pay rates by site)
- Hold Reasons, Markets, and Sales Tax Groups by Part
- Units of Measure and unit conversion settings
- Sales Tax Groups
- GL Accounts

You define certain master data at the site level only. Master data you define at the site level only include:

- Equipment
- Warehouses, including part locations

In some cases, you must define certain information at the tenant level, then define additional information at the site level. When you define this type of master data, you first select *Tenant* in the SIte ID field and define certain pieces of information. After you save the record at the tenant level, you then select a specific Site ID and complete the master data information. The master data that you define in this manner are:

- Parts
- Outside Services
- Shop Resources

You define Customers at the tenant level, but you specify credit limit information by account entity and order management information by site.

Setting up the multi-entity, multi-site environment overview

To set up your environment, we recommend that you perform these steps in this order:

1 Define the tenant level information in Application Global Maintenance. See "Working with the Tenant" on page 2-1 in this guide.

2 Set up Financial Calendars in Financials Application Global Maintenance. See "Defining financial calendars" on page 3-3 in this guide.

3 Set up entities in Accounting Entity Maintenance. See "Creating an accounting entity" on page 3-5 in this guide.

4 Assign entity currency in Currency Maintenance and set up exchange rates in Currency Exchange Rates Maintenance. See "Assigning currencies to accounting entities" on page 3-34 in this guide.

5 Define Sites in Site Maintenance. See "Creating a site" on page 4-4 in this guide.

6 Assign database users to sites.

7 Set up the Chart of Accounts in the Accounting Window. See "Adding Accounts" on page 1-4 in the Financials general ledger guide.

8 Set up the G/L Interface for each site in Financials Application Global Maintenance. See "Specifying the default GL interface" on page 4-21 in this guide.

9 If accounting periods for each site did not automatically generate during the creation of the site, generate accounting periods for each site in Financials Application Global Maintenance. See "Generating accounting periods" on page 4-22 in this guide.

10 In the applications that support the feature, set up auto-numbering for each site. See "Setting up site accounting information" on page 4-21 in this guide.

After you complete these steps, you can define master data. Then, you can perform transactions.

Chapter 2: Working with the Tenant

This chapter describes these topics:

Topics

About the tenant level

A tenant is the "corporate parent" or top level of the organizational structure. Each VISUAL database can have only one tenant. Information you define at the tenant level applies to all accounting entities and sites in your database. Information defined at the tenant level includes, but is not limited to:

- Certain application-wide information, such as purchase quote type and the default directory for documents
- Common codes, such as Honorifics, Packaging Types, Carriers, Workflow Codes, Commodity Codes, and Units of Measure
- Certain master data, such as Vendors and General Ledger Accounts.

For some records, such as parts, you define certain information at the tenant level and certain information at the site level. You can also choose to override some of the tenant information for the part with site-specific information. For example, in Part Maintenance the Part Description can only be defined at the tenant level. The Eng Master ID can only be defined at the Site level. The Effectivity Date Price for Shipments setting for a part can be specified at the tenant level, and then be overridden at the site level. When the site-level information is different from the tenant-level information, the text in the field is displayed in blue on the site-level record. For options and check boxes, the label is displayed in blue.

Accessing Application Global Maintenance

Use Application Global Maintenance to define the tenant. To access Application Global Maintenance, select **Admin**, **Application Global Maintenance**.

Specifying general information

Use the General tab to specify the:

*   Corporate address
*   Barcode transaction system time limit
*   Number of recently used files to display in the File menu of certain windows
*   Purchase quote type
*   Synchronizer records setting

To specify information on the General tab:

1   Click the **General** tab.

2   In the address fields, specify your company's corporate name and address. You can specify different addresses for your accounting entities in Accounting Entity Maintenance and for your sites in Site Maintenance.

3   If you are licensed to use the Barcode Transaction System, in the Barcode Transmission System section specify the number of minutes to wait for a response from the system before the current transaction is cleared.

4   To specify the number of recently accessed records to display, click the **Recent File List Limit** drop-down button and select the number of records you would like to add to the File menu.

You can choose to list up to 9 records.The recently used files list is used in these applications:

*   Customer Maintenance
*   Sales Order Entry
*   Sales Order Management Window
*   Purchase Order Entry
*   Purchase Order Management Window
*   Part Maintenance
*   Vendor Maintenance

The recently used records setting you specify is applied to all of the applications that support the recently used file list. You cannot use the recently used records feature in only some of the windows; if you specify a number in the Recently Used Records field, then all of the applications that support the feature will display a list of recently used records.

Recently used records will be tracked and displayed on the file menu after you specify a setting in the Recent File List Limit field.

To de-activate the feature, specify 0 in the Recent File List Limit field.

5   In the Purchase Quote Type section, specify how to enter the quantities in vendor quotes. Click one of these options:

Quantity-break tables – Click this option to specify a default price that applies to quantities from 1 to the quantity you specify in the first quantity break.

For example, presume you specified this vendor pricing information:

	Quantity	Price
Default		$50
Break 1	25	$40
Break 2	50	$30
Break 3	100	$20

If you ordered a quantity between 1 and 24, the vendor would charge $50 per unit. If you ordered a quantity between 25 and 49, the vendor would charge you $40 per unit. If you ordered a quantity between 50 and 99, the vendor would charge you $30 per unit. If you ordered a quantity of 100 or more, then vendor would charge you $20 per unit.

Up-to-Quantity – Click this option if the default price applies to quantities greater than the largest up-to quantity you specify.

For example, presume you specified this vendor pricing information:

	Quantity	Price
Up to 1	25	$50
Up to 2	50	$40
Up to 3	100	$30
Default		$20

If you ordered a quantity between 1 and 25, the vendor would charge $50 per unit. If you ordered a quantity between 26 and 50, the vendor would charge $40 per unit. If you ordered a quantity between 51 and 100, the vendor would charge $30 per unit. For all quantities 101 and above, the vendor would charge the default price of $20 per unit.

6 If you want VISUAL to create Synchronizer Records for your warehouse management system, select the **Create Synchronizer Records** check box.

7 To display the Financial menus, select the Financial Interface in Use check box. If you are licensed to use VISUAL Financials , you can access the applications from the financial menus. To hide the Financial menus, clear the check box.

8 In the Default Oldest Open Invoice section, specify a default setting for defining the oldest past due customer invoice. The system uses this information to help determine if the customer has an unpaid invoice that exceeds the receivable aging threshold that you specify in Customer Maintenance. The setting you specify in Application Global Maintenance is applied to any new customers you create. You can override the setting in Customer Maintenance. Click one of these options:

Determined by Invoice Date – To use the date of the invoice to identify the oldest past due invoice, click this option.

Determined by Due Date – To use the date that the full amount of the invoice is due to identify the oldest past due invoice, click this option.

9   Click **Save**.

Specifying scheduling information

Use the Scheduling tab to define the standard workday and shift information for your enterprise. If you choose not to define calendars specific to your sites or shop resources, the schedule you specify here is used instead.

To define the standard shop calendar:

1   Click the **Scheduling** tab.

2   Enter the starting time for the first shift for each day of the week in the 1st Shift Start field.

By default, the first shift is presumed to start in the morning (AM).

3   For each day that has 1st Shift Start, specify the length in hours of the first, second, and third shifts. If a shift is not worked, enter a 0.

The totals of the three shifts cannot exceed 24 hours.

First Shift is the period of hours starting at the 1st Shift Start time and ending after the specified number of hours in the shift. Second shift follows immediately after the first shift and ends after the specified number of hours. Third shift is immediately after the second shift; it ends after the specified number of hours.

For example, if you specify a shift start of 7:00:00 AM, a first shift length of 8 hours, a second shift length of 8 hours, and a third shift length of 4 hours, first shift is 7:00 AM to 3:00 PM, second shift is 3:00 PM to 11:00 PM, and third shift begins at 11:00 PM and runs until 3:00 AM.

4   Click the **Save** button.

Deleting calendar selections

To clear a line on your Standard Shop Calendar:

1   Select the line to clear.

2   Click the **Delete Selections** button.

An X is displayed in the row header to indicate that you have marked the entry for deletion.

3   Click the **Save** button. The information in the row is cleared.

Specifying calendar exceptions

In some instances, you may need to change a normal shift day. In these cases, you can define an exception for the calendar. For example, use the exception table to define holidays.

1   Select **Maintain**, **Calendar Exceptions**.

2   Click the **Insert** button to add an exception to the calendar.

3   Specify the start date and end date for the exception. For example, if the resource will not be available on January 1, 2012, enter 1/1/12 for the start and end date.

4   Specify the time that the First shift starts.

5   Enter the shift duration for the exception. If the shift is not to work at all, specify zero (0) in that shift's column.

   The scheduler uses the information you enter here to adjust the normal weekly calendar setting for the date of the exception, thereby giving an accurate estimation of resource availability.

6   Click the **Save** button.

You can modify and add information to the Shop Calendar and Exception Days Table at any time. The changes take effect the next time you run the Global Scheduler.

Deleting calendar exceptions

To delete an exception:

1   Highlight the exception line and click **Delete**.

   An X is displayed to indicate that the row is marked for deletion.

2   Click **Save**.

   The exception is removed from the table.

Specifying default information

Use the Defaults tab to specify certain application-wide information, including:

- Trace ID information
- How to use customer pricing in shipping entry
- Default Document Maintenance options
- Password requirements in Workflow
- PLM connection settings

To specify information on the Defaults tab:

1   Click the **Defaults** tab.

2   If you use trace IDs in labor transactions and service receipts, select the **Only Trace Qty from Preceding Operation** check box to force users to enter trace IDs sequentially at every labor transaction or service receipt. Clear this check box if you do not want to force users to enter trace IDs sequentially.

3   Use the Customer Price Effectivity in Shipping section to specify how the customer-specific pricing information should be used when shipping an order to the customer. In Customer Maintenance, you specify pricing information for each part the customer buys in the part pricing table. When you specify the pricing information, you specify dates that the pricing is effective. Click one of these options to specify how to use the part pricing information:

Always Require Price in Table – If you require that a unit price be specified in the customer's part pricing table, click this option.

Use price on Order Line if Price is Not in Table – To use the price specified in the customer order if no price exists in the customer's part pricing table, click this option.

Warn if Price is Not in Table, Use Price on Order Line – To display a warning if no price exists in the customer's part pricing table, click this option. If you continue with the shipment, the price specified in the customer order is used.

The setting you specify in Application Global Maintenance is the default setting. You can override the setting for individual parts in Part Maintenance.

4   In the Documents section, specify the default e-mail information to use in Document Maintenance:

Allow Emailing Associated Documents (default) – Use this check box to specify the default setting for the Allow Emailing check box in Document Maintenance. If you select the **Allow Emailing Associated Documents (default)** check box, the Allow Emailing check box in Document Maintenance is selected by default. If you clear the **Allow Emailing Associated Documents (default)** check box, the **Allow Emailing** check box in Document Maintenance is cleared by default. You can override the default setting in Document Maintenance.

5   If you are working with workflows and want to require the use of passwords for secured fields, select the **Passwords Required for Secured Fields** check box.

6   In the Terms section, specify this information:

Default Terms – Select the terms to use as the default for new customer and vendor records. The terms that you select are also used as the default terms on transactions when another source of terms definitions, such as a customer or vendor record, cannot be found. If you leave this field blank, then Due on Receipt is used as the default terms.

You cannot specify terms with specific date definitions or installments. These types of terms are not displayed when you click the **Terms** browse button.

Due on Receipt ID – If you have set up more than one terms ID as due on receipt, use this field to specify the terms ID to use as the default Due on Receipt ID. Terms are designated as due on receipt if these conditions are met:

- The Discount type and Net type are Age of Invoice
- The Discount days and Net days are 0
- The Discount % is 0
- The freight terms are billed

When you click the browse button, only the terms that meet the criteria for due on receipt are displayed.

The terms that you select are used on transactions when default terms have not been defined on the customer or vendor record and the Default Terms field in Application Global Maintenance is blank.

If you leave this field blank, then the first terms ID in the database that meets the criteria for due on receipt is used as the default.

If you specify a default Due on Receipt terms ID, it is used on all AP and AR memos. If you do not specify a default Due on Receipt terms ID, then the first terms ID in the database that meets the criteria for due on receipt is used.

7   If you are integrated to Infor PLM, you can directly access PLM from Part Maintenance. Use the PLM Integration section to specify default PLM access information for all sites in your database. You can override the information you specify in Application Global Maintenance for each of your sites in Site Maintenance. Specify this information:

Login URL – Specify the external launch URL for Web PLM.

Enable – To allow direct access to PLM for all sites by default, select this check box. To prevent direct access to PLM for all sites by default, clear this check box.

8   In the Macros section, specify how to store macros and where to read macros. Macros can be stored and read from the workstation or from the database.

To store macros in and read them from the database, select the Store Macros in Database check box. After you select the check box, these conditions apply:

- When a user runs a macro, the macro is read from the database.
- Any macros created after the check box is selected are stored in the database.

To store macros on and read them from the workstation, clear the check box. After you clear the check box, these conditions apply:

- When a user runs a macro, the macro is read from the workstation.
- Any macros created after the check box is selected are stored on the workstation.

You cannot read certain macros from the database and other macros from the workstation. If you previously stored macros on the workstation but now store them in the database, you can load your existing macros from the workstation to the database. Similarly, if you previously stored macros in the database but now store them on the workstation, you can load your existing macros from the database onto the workstation. See "Storing Macros" on page 4–28 in the Concepts and Common Features guide.

9 Click **Save**.

Specifying system-wide codes

Use the options in the Maintain menu to specify common codes used throughout your enterprise.

Working with Table Maintenance

These codes are available from the Table Maintenance section of the Maintain menu:

SIC Table – Standard Industrial Classification codes classify various companies by the products they produce.

AIC Table – You can use AIC codes (Another Industrial Codes) as an alternative to SIC codes.

Ship Via Table – Ship Via codes represent the various methods you use to ship product to your customers.

FOB Point Table – FOB (Free On Board) codes determine at what point in the shipping process the customer must take responsibility for shipping fees for the goods your company is shipping.

States and Provinces – The system includes the abbreviations for the 50 United States and the Canadian provinces.

Countries – Countries with whom you do business.

Territory Table – Territory codes represent the various geographical regions in which your company conducts business.

Commodity Table – Commodity codes represent the class of materials used by your company.

Honorific Table – Honorifics precede an individual's name. Examples include Mrs., Mr., and Dr.

Entering Information into code tables

To enter codes:

1   Select **Maintain**, **Table Maintenance**, then select the option for the code you are entering. For example, to enter SIC Codes, select **Maintain**, **Table Maintenance**, **SIC Table**.

2   Click the **Insert** button.

3   Enter the new code.

4   For all tables except the Honorific table, enter a description of the code. The Honorific table does not include a description field.

5   Click **Save**.

Deleting information from code tables

To delete codes from tables:

1   Select Maintain, Table Maintenance, then select the option for the code you are deleting.

2   Select the line item to delete.

3   Click the **Delete** button.

An X is displayed in the row header indicating you have marked it for deletion.

4   Click the **Save** button.

Note: VISUAL does not delete the information from your database until you click the **Save** button.

Working with Reasons Maintenance

You can define these codes in the Reasons Maintenance section of the Maintain menu:

RMA – A Return Material Authorization (RMA) is a document that controls the return of some part or parts previously sold and shipped to a customer. Use RMA Reason Codes to specify why a customer is returning a part.

Adjustment Reason Table – Use Adjustment Reasons to specify why you are making an adjustment.

Issue/Return/Transfer Reasons – Use Issue/Return/Transfer reasons to specify why you are moving inventory.

Deviation Reasons – Use Deviation Reason codes to specify why the quantity used is different from the quantity completed. To set the requirement for Deviation Reason, refer to Site Maintenance.

Inspection Reasons – Use Inspection reasons to specify why you want parts and materials inspected.

Entering information into Reason tables

To enter reason codes:

1   Select Maintain, Reasons Maintenance, then select the option for the code you are entering. For example, to enter RMA Reasons Codes, select, Maintain, Reasons Maintenance, RMA Reasons.

2   Click **Insert**.

3   Specify the new code.

4   Specify a description of the code.

5   If you are specifying Issue/Return/Transfer reason codes, click the Issue/Return/Transfer drop-down menu and select the types of transactions to which the reason code applies. You can select a single type of transaction (for example, Returns only) or any combination of transactions.

6   Click **Save**.

Deleting information from Reason tables

To delete codes from tables:

1   Select **Maintain**, **Reasons Maintenance**, then select the option for the code you are deleting.

2   Select the line to delete.

3   Click **Delete**.

An X is displayed in the row header indicating you have marked it for deletion.

4   Click **Save**.

Note: VISUAL does not delete the information from your database until you click the **Save** button.

Working with Accounting Maintenance

The following codes are available from the Reasons Maintenance section of the Maintain menu:

Department Table – Departments represent the individual areas you use in your manufacturing facility.

Terms Table – Terms describe the payment arrangements you want to use.

Entering information into the Department Maintenance table

To enter department codes:

1   Select **Maintain**, **Accounting Maintenance**, **Department Table**.

2   Click the **Insert** button.

3   Specify this information:

ID – Specify the ID for the department.

Description – Specify the description of the department.

4   Click **Save**.

Specifying user dimensions

If you are using user dimensions, assign a user dimension to your department IDs. To assign a user dimension:

1   Select the department to which you are assigning user dimensions.

2   Click **User Dimensions**.

3 In the left pane, each user dimension group is listed. Expand the list under the user dimension group to view the transactions in which this record is used.

To assign the same dimensions to all transaction types, click the name of the dimension group in the left pane. All Subledgers is inserted in the Subledger field.

To assign dimensions to a particular transaction type, select the appropriate transaction type. The transaction type is inserted in the Subledger field.

4 Click **Insert**.

5 Specify this information:

Valid From – Specify the date the dimension assignment becomes effective.

Debit Dimension – Double-click the browse button and select the dimension to use for account debits.

Credit Dimension – Double-click the browse button and select the dimension to use for account credits.

6 Click **Save**.

Deleting information from the Department Maintenance table

To delete codes from tables:

1 Select **Maintain**, **Accounting Maintenance**, **Department Maintenance**.

2 Select the department to delete.

3 Click **Delete**.

An X is displayed in the row header indicating you have marked it for deletion.

4 Click **Save**.

Note: The department is not deleted from the database until you click **Save**.

Entering information into the Terms table

Note: If you use Infor ERP VISUAL Enterprise for .NET Global Financials, this menu selection is inactive. You must define terms in Global Financials. Refer to the Global Financials online help for more information.

Use Terms Maintenance to define the payment terms you use when you invoice customers and when vendors invoice you. The system uses terms in several windows, including Customer Maintenance, Customer Order Entry, the Estimating Window, Receivable Invoice Entry, Vendor Maintenance, Purchase Order Entry, and Payable Invoice Entry.

To add terms:

1 Select **Maintain**, **Accounting Maintenance**, **Terms Table**.

2 Click **Insert**.

3 In the Discount Terms section, specify this information:

Type – Click the **Type** drop-down arrow and select the type of discount term you are entering.

You can select:

Age of Invoice – If discounts are based on a specific number of days from the invoice date, select the **Age of Invoice** option. If you select Age of Invoice, you must specify the number of days you will offer the discount and the discount percentage.

Day of month – If discounts apply only if payment is received before the next occurrence of the day of month you specify, select the **Day of month** option. If you select Day of Month, you must specify the day of the month to use and the discount percentage.

Specified Date – If discounts apply only if payment is received before a specific date, select the **Specified Date** option. If you select Specified Date, you must specify the fixed date to use and the discount percentage.

Invoice age, day of month – If discounts are based on a combination of a specific Invoice age and day of the month, select the **Invoice age, day of month** option. If you select Invoice age, day of month, you must specify the number of months and day of the month to use and the discount percentage.

EOM, no of days – If discounts are based on a specific day of the month but several months from the invoice date, select the **EOM, no. of days** option. If you select EOM, no. of days, you must specify the number of months to allow, the day of the month on which the discount will end, and the discount percentage.

For example, if you select EOM, no. of days and specify:

Months = 2

Day of Month = 7

Discount % = 2.00

This discount rule is applied:

2% if paid on or before the 7th day of the month, 2 months from the invoice date.

If the invoice date is May 10th, 2011, the discount is applied until July 7th, 2011.

4 In the Net section, specify:

Type – Click the **Type** drop-down arrow and select the type of term you are entering.

You can select:

Age of Invoice – If payment terms are based on a specific number of days from the invoice date, select the **Age of Invoice** option. If you select Age of Invoice, then you must also specify a number the days to use.

Day of month – If payment terms are based on receiving payment before the next occurrence of the day of month you specify, select the **Day of month** option. If you select Day of Month, you must specify the day of the month to use.

Specified Date – If payment terms are based on receiving payment before a specified date, select the **Specified Date** option. If you select Specified Date, you must specify the fixed date to use.

Invoice age, day of month – If payment terms are based on a combination of a specific Invoice age and day of the month, select the **Invoice age, day of month** option. If you select Invoice age, day of month, you must specify the number of months and day of the month to use.

EOM, no of days – If payment terms are based on a specific day of the month but several months from the invoice date, select the **EOM, no. of days** option. If you select EOM, no. of days, you must specify the number of months to allow and the day of the month on which the payment is due.

For example, if you select EOM, no. of days and specify:

Months = 3

Day of Month = 2

This payment rule is applied:

Payment is due on or before the 2nd day of the month, 3 months form the invoice date.

If the invoice date is May 10th, 2011, the payment rule is applied until August 2nd, 2011.

Installments – If payment terms are based on installments, select **Installment**.

5   In the Freight Terms section, specify when freight charges are applied. You can select:

Prepaid – If freight must be paid before shipment, select the **Prepaid** option.

Billed – If freight charges are to be included in the invoice, select the **Billed** option.

Collect – If the shipping company collects the freight charges, select the **Collect** option.

6   If you selected Installments in the Net Type field, click the Installment tab to specify installment information.

   a   In the Period type section, specify whether the installments will be based on days, weeks, or months. When you select an option, the period column in the installment table is changed to match your selection. For example, if you select weeks as the period type, the N.Weeks label is inserted in the installment table.

   b   Click the **Insert** button and specify:

   N. Inst – The number of the installments in sequential order is inserted.

   % Inst. – Specify the percentage of the total due for the installment.

   N. [Period] – Specify when the installment is due. For example, if you selected Days as the Period Type and specified 10 in the N.Days column, then the installment is due 10 days after the invoice date.

   c   Repeat step b to enter additional installments. The total of all installments must equal 100%.

   d   If you are working with installments and you want the payment to be due at the end of the month, select the **Due Date at the End of the Month** check box in the Installments section.

   e   If you enabled VAT and you want to include the VAT amount on the first installment, select the **VAT Amount on First Installment** check box in the Installments section.

7   To generate a Term ID and Description based on the terms you specified, click **Gen ID and Desc**. Typically, the any discount percentage associated with the term is listed first followed by the net due information. For example, if you created a term that offered a 1.5% discount if paid by 10 days after the invoice date with the net amount due in 30 days, the term ID would be 1.5%10Net30.

You can also specify your own ID and description.

8   Click **Save**.

Discontinuing use of a term

To discontinue the use of a term without deleting the term from your database, clear the **Active** check box. The term will no longer be available for selection.

Deleting terms

You can delete a term from the database if it is not used on any other record. To delete terms:

1   Select the term ID.

2   Click **Delete**.

3   The system prompts you to confirm your deletion. Click **Yes**.

The Term ID you selected is deleted.

4   To close the Terms Maintenance dialog box, click **Close**.

Specifying Customer Order Acknowledgment codes

When customers send orders to their suppliers electronically, they often require a return document verifying the receipt and acceptance of the order. In Electronic Data Interchange (EDI), this document is called the Order Acknowledgment, typically referred to as the 855 X12 Transaction or the Purchase Order Response Message in EDIFACT.

To specify Customer Order Acknowledgment codes:

1   Select **Maintain**, **CO Acknowledgments Codes**.

X12 are shown in the dialog box by default. You can delete these codes.

2   Click **Insert**.

3   Specify this information:

Code – Specify a unique alpha-numeric identifier for the code.

Description – Specify a description of the code.

4 Click **Save**.

Deleting Customer Order Acknowledgment codes

To delete Customer Order Acknowledgment codes:

1 Select the code to delete.

2 Click **Delete**.

An X is displayed in the row header, indicating that you have marked it for deletion.

3 Click **Save**.

The code is removed from your database.

Entering Harmonization codes

Use Harmonized Tariff Schedule (HTS) codes when shipping to and receiving from international locations.

To enter Harmonization codes:

1 Select **Maintain**, **Harmonization Codes**.

2 Click **Insert**.

3 Specify this information:

HTS Code – Specify a unique identifier for the code.

Description – Specify a description for this code.

Duty % – Specify the duty percentage for this code.

4 To specify duty percentages by country, click **Duty by Country**.

    a Click **Insert**.

    b Specify this information:

        Country of Origin – Specify the country that has a specific duty percentage.

        Duty % – Specify the duty percentage.

    c Click **Save**.

5 Click **Save**.

Deleting Harmonization codes

To delete a harmonized tariff code:

1   Select the code to delete.

2   Click **Delete**.

An X is displayed in the row header, indicating that you have marked it for deletion.

3   Click **Save**.

The code is removed from your database.

Entering National Motor Freight Codes

National Motor Freight Codes (NMFC) are a measure of how easy a product is to transport.

To specify NMFC:

1   Select **Maintain**, **National Motor Freight Codes**.

2   Click **Insert**.

3   Specify this information:

ID – Specify a unique ID for the code.

Article – Specify the NMFC article classification.

Sub – Specify the sub-classification of the article.

Truck Load Class – Specify the class for a full truck load (5 characters maximum).

Less Than Truck Load Class – Specify the class for a partial truck load.

Hazardous – To indicate that the material is hazardous, select the check box.

Description – A description of the types of parts to be transported under this code (250 characters maximum).

4   Click **Save**.

Deleting National Motor Freight Codes

To delete NMFCs:

1   Select the code you to delete.

2   Click Delete.

An X is displayed on the row header, indicating that you have marked it for deletion.

3   Click **Save**.

The code is removed from your database.

Entering Transaction Categories

Note: This table is available only if you use Infor VISUAL Financials Global Edition.

Use transaction categories to extend the posting account and its segments. Transaction categories are used to generate balance transactions below the posting account level, and further classify transactions against a posting level account.

To specify transaction categories:

1   Select **Maintain**, **Transaction Categories**.

2   Click **Insert**.

3   Specify this information:

Code – Specify the code to use.

Description – Specify a description of the code.

4   Click **Save**.

Deleting Transaction Categories

To delete Transaction Category codes:

1   Select the code you want to delete.

2   Click the **Delete** button.

An X is displayed in the row header, indicating that you have marked it for deletion.

3   Click **Save**.

The code is removed from your database.

Specifying Workflow codes

Use the Workflow Codes dialog box to customize the text that is displayed when you use workflow codes. You cannot add or delete codes, just change the text that appears.

To change Workflow Code text:

1   Select **Maintain**, **Workflow Codes**.

2   Click in the Text column for the code you want to change and specify new text.

3   Click **Save**.

Bid rate maintenance

Use the dialogs in the Bid Rate Maintenance menu to perform these tasks:

• Create bid rate categories

• Create bid rate groups

• Add bid rate categories to bid rate groups

Use bid rate categories and groups in the estimating process. Usually, bid rate categories and groups are used when you develop quotes outside of VISUAL in Excel and import them into Quick Quote. You can use categories and groups to develop high-level costs that are not necessarily the same as the cost to run a particular resource or to acquire a particular raw material. You can specify bid rate categories for resources in Shop Resource Maintenance. Specify bid rate categories for parts in Part Maintenance.

When you use Quick Quote to create a quote in the Estimating Window, the bid rate category for each part and resource is displayed.

Creating bid rate categories

To create bid rate categories:

1 Select **Admin**, **Application Global Maintenance**.

2 Select **Maintain**, **Bid Rate Maintenance**, **Bid Rate Categories**.

3 Click **Insert**.

4 Specify an ID and a description.

5 Click **Save**.

Creating bid rate groups

To create bid rate groups:

1 Select **Admin**, **Application Global Maintenance**.

2 Select **Maintain**, **Bid Rate Maintenance**, **Bid Rate Groups**.

3 Click **Insert**.

4 Specify an ID and a description.

5 Click **Save**.

Adding bid rate categories to bid rate groups

To add bid rate categories to bid rate groups:

1 Select **Admin**, **Application Global Maintenance**.

2 Select **Maintain**, **Bid Rate Maintenance**, **Bid Rate Group Categories**.

3 In the Bid Rate Group field, select the group to which you are adding categories.

4 Click **Insert**.

5 Double-click the category ID browse button and select the category.

6 Click **Save**.

Entering Packaging Type codes

Packaging type codes define the dimensions of the packaging you use. Assign a default packaging code to a part in Part Maintenance.

To specify Packaging Type codes:

1 Select **Maintain**, **Packaging Types**.

2 Click **Insert**.

3 In the Code column, specify the code to use for this package type.

4 Specify the **Length**, **Width**, and **Height** of the package.

5 Click **Save**.

Deleting Packaging Type codes

To delete Packaging Type codes:

1 Select the code to delete.

2 Click the **Delete** button.

An X is displayed in the row header, indicating you have marked it for deletion.

3 Click **Save**.

The code is removed from your database.

Entering Carriers

Use the Carriers dialog box to specify the commercial carriers you use when shipping and receiving materials.

To specify carriers:

1 Select **Maintain**, **Carriers**.

2   Click **Insert**.

3   Specify this information:

  ID – Specify a unique identifier for the carrier.

  Name – Specify the name of the carrier.

  Shipper ID – Specify the identification of the shipper as assigned by the carrier.

  Default Route – Specify the default routing information.

  Default Shipper Instructions – Specify the standard instructions from the shipper to the carrier.

  Default COD Fee – Specify the standard fee the carrier charges for collecting COD payments.

  Address fields – Specify the carrier's address.

  VAT Registration – Specify the registration number of the shipper.

  Parcel ID – Specify a Parcel ID for this carrier. This ID is used to help identify the carrier for the UPS Connect interface.

  Web URL – Specify the carrier's web address.

4   Click **Save**.

Deleting Carrier codes

To delete Carrier codes:

1   Select the code to delete.

2   Click **Delete**.

  An X is displayed in the row header, indicating that you have marked it for deletion.

3   Click **Save**.

  The code is removed from your database.

Specifying other default information

In addition to system-wide codes, you can specify this default information:

- Default login profile
- Export formats used for electronic payments
- Address layouts
- Revision numbering information
- .NET configuration information

You can also monitor reporting service print jobs.

The system administrator can set up this information:

- Report format overrides
- BOD maintenance information
- VISUAL reporting data.

Refer to the *Infor VISUAL System Administrator's User Guide* for the procedures a system administrator can perform.

Specifying a default login profile

Use the Default Login Profile function to set a default login information for the work station. If you specify a default database, user ID and password, work station users will automatically be logged in when they access VISUAL. This is typically used only when executing a single VISUAL program from a desktop icon, such as Barcode Labor Entry. This allows you to give access to specific applications on the shop floor and not require the personnel to login with a password. For system security purposes, it is highly recommended that you do not specify complete default log in information.

You can also specify a portion of the log in information, such as database ID and User ID. If you specify a portion of the log in information, users are prompted to provide the remaining information when they access the system.

To set up default log in information:

1   Select **Maintain**, **Default Login Profile**.

2   Specify this information:

Database – Specify the default database name. Leave this field blank to prompt users to specify a database name when they access the system.

User ID – Specify the default user ID. Leave this field blank to prompt users to specify a user ID when they access the system.

Password – Specify the password associated with the user ID you specified. For security purposes, the characters you type are replaced with asterisks. Leave this field blank to prompt users to specify a password when they access the system.

Repeat Password – Re-type the password. For security purposes, the characters you type are replaced with asterisks.

3 Click **Ok**.

If you specified information in each of the fields, a dialog box is displayed informing you that the information you specified will take effect the next time the system is accessed. Click **Ok** to exit the dialog box.

If you specified information in only some of the fields, a dialog box is displayed informing you that users will be prompted to supply the missing information the next time the system is accessed. Click **Yes** to exit the dialog box.

Creating export formats

Use the Export Formats dialog box to edit and create new export format field definitions.

1 Select **Maintain**, **Export Formats**.

2 Click the **Type** drop-down arrow and select a format. You can select:

- ESL
- Intrastat
- Payment
- Payment/XML
- VAT

3 Specify a unique identifier for this export format in the Export ID field.

4 Click the **Context** drop-down arrow and select a Context for this format. You can select:

File Footer – The File Footer contains batch total summary type information. Banks use this information to determine if they have successfully processed the file (i.e. have not missed any transactions).

File Header – The File header contains information about the company sending the file to the bank or payment processing facility.

Header – Header information is the "check" that has been created. Checks (cheques if international) contain the payment summary information to send to the vendor. It contains the vendor's name, the payment date, and the total amount paid. The payment total is a summary of all invoices paid to a particular vendor.

Line Item – Line items contain the remittance information supporting the payment total—for example, Invoice ID, Invoice Date, and Reference.

5 Click **Insert** to add format definition information in the line item table.

These columns are shown in the line item table:

Start At – This is the starting position in the data for this field. Zero is the first byte. Use this to sequence the data fields.

Abut Previous – Select this check box if the starting position in the data for this field is one byte after the last byte of the previous field.

Data Expression – You can specify any legal SQLWindows (SAL) expression. The exporter requires the data type returned to be type String.

Supported Element – A "Y" is displayed in this column if the SQLWindows expression you entered in the Data Expression column is a supported expression.

Data Length – Use this field only when the expression refers to the data variable directly without conversion. Specify the length of data in bytes not including quotes and commas.

Data Type – Use this field only when the expression refers to the data variable directly without conversion. Select one of these types:

C – Character

N – Number (decimal)

D – Date

T – Time

I – Integer

Data Scale – Use this type only when the expression refers to the data variable directly without conversion. Specify the scale for the decimal number type.

Quote Data – Specify whether you want quotation marks placed around data. Select one of these values:

D – To place double quotation marks (") around data elements, select this option.

S – To place single quotation marks (') around data elements, select this option.

X – To place no quotation marks around data elements, select this option.

Text Qualifier – Specify the character that designates data as text.

Comma Separate – To separate data fields with commas, select this check box.

Field Delimiter – To separate data fields with a character of your choosing, specify the character in this field.

Terminate Record – If you select this check box, a CRLF (0x0d, 0x0a) is added after this field, if it is not the last data field in the record. Note, however, that the last data field in the record is automatically followed by CRLF. The prior rule prevents two consecutive record terminators.

6 Click **Save**.

Creating XML payment export formats

You can create an AP export file format in XML. Use the Payment/XML format to export payments to Single Euro Payment Area (SEPA)-compliant file transfer systems. You can create an export format to use with release version 4.0 for SEPA Credit Transfers. For more information, refer to http://www.europeanpaymentscouncil.eu/content.cfm?page=sct_2010_rulebook.

You can also use XML file format to create a custom export file format.

You should have an understanding of XML before setting up export file formats.

To create a simple XML payment export format:

1 Click the Type drop-down button and select Payment/XML.

2 Specify an Export ID.

3 Click the Insert button

4 Specify this information:

Seq No – Specify a sequence number for the line. The sequence number indicates the order of the lines in the XML document. The line with the lowest number is inserted in the document first. You can specify a negative number.

Indent Level – Specify an indent number for the line. Indent numbers identify how the lines are grouped together.

Element – Specify the name of the element. The element is the tag name. You do not have to specify the starting tag or ending tag.

Value – Specify the value to use for the element. Click the drop-down button to select from common database fields. You can also specify your own value.

Is An Attribute? – If the line in an attribute to the element, select the **Is An Attribute** check box. If you designate an attribute, you should sequence the line so that it is immediately after the element with which it is associated. You should specify the same indent level.

5 Repeat steps 2 and 3 to insert additional lines.

6 Click **Save**.

For example, presume you entered these lines:

Seq	Indent	Tag	Tag Value	Is an Attribute?
1	0	Payment		N
2	1	Code	SEPA	N
3	2	Amount	AMOUNT (selected from drop-down menu)	N
4	2	CurrencyID	CURRENCY_ID (selected from drop-down menu)	Y

This XML code would be generated:

```
<Payment>

    <Code>SEPA</Code>

        <Amount CurrencyID="USD">1234.00</Amount>
```

The USD currency ID and 1234.00 values are extracted from the database.

Building payment/XML formats with the Context menu

You can build more complex Payment/XML formats using built-in macros and the Context menu. The Context menu inserts standard elements into the XML file. You can use each context once in each Export ID. The macros and contexts indicate how the information is linked together.

1   Specify an Export ID in the Export ID field.

1   Build the File Header. Click the **Context** drop-down button and select File Header.

    The system inserts the doctype and root elements. The system inserts the standard xml version identification information in the Value field associated with the doctype element. Enter a value for the root element. The root element is the first tag in the XML file.

2   Click the **Insert** button and specify any other elements you would like to use in the file header.

3   At the point where you would like to include the Header context information, click the **Insert** button and specify %HEADER% in the Element column. This indicates that the system will look for the Header context information. If you create additional lines after the %HEADER% line, the system will insert those lines after it inserts the entire Header.

4   Click **Save**.

5   Build the Header context information. Specify the same Export ID as you entered in step 1, then click the **Context** drop-down button and select Header.

6   Click the **Insert** button and specify the elements and attributes to use for the document header.

7   At the point where you would like to include the LIne Item context information, click the **Insert** button and specify %LINEITEM% in the Element column. This indicates that the system will look for the Line Item information. If you create additional lines after the %LINEITEM% line, the system will insert those lines after it inserts the entire Line Item context information.

8   Click **Save**.

9   Build the Line Item context information. Specify the same Export ID as you entered in Step 1, then click the **Context** drop-down button and select Line Item.

10 Click the **Insert** button and specify the elements and attributes you want to use for the line items.

11 Click **Save**.

The system links together the information you built for the File Header, Header, and Line Item contexts.

Complex expressions

You can combine simple calls for data from the database with expressions that convert the data to a different format or prompt the system to choose between two values. You can use the following expressions:

@FORMATNUMBER – Use this expression to change the format of a number. You can specify the number of decimal places and the separator characters you use. To use the expression, specify the number you would like to convert, then specify the format. For example:

    @FORMATNUMBER (1235,99, "#,##0) would convert 1235,99 to 1,235.

@FORMATDATE – Use this expression to change the format of a date. To use the expression, specify the date you would like to convert, then specify the format. For example:

@FORMATDATE (2010-07-14, "mm/dd/yyyy) would convert 2010-07-14 to 07/14/2010.

@UTCDATE – Use this expression to change the format of a date into universal time coordinate (UTC) format. To use the expression, specify the date you would like to convert, specify if you would like to show the time, and specify if you would like to show the duration. To specify whether or not to show the time or duration, use True to show the time or duration and False to not show the time or duration. For example,

@UTCDATE (2010-07-14, TRUE, FALSE) would convert 2010-07-14 to 2010-07-14T16.25.54.18z. If you specified @UTCDATE (2010-07-14, TRUE, TRUE), the date would convert to 2010-07-14T16:25:54.18z-04:00.

@ROUND – Use this expression to round a fractional number to a specific number of decimal places. To use this expression, specify the number you would like to round followed by the precision and scale. Precision is the number of digits in the number; scale is the number of digits after the decimal point. For example:

@ROUND (6543.1267, 6, 2) will convert 6543.1267 to 6543.13. If you specified @ROUND (6543.1267, 5, 2), 6543.1267 would be converted to 6543.1 Since the number is limited to 5 digits in the definition, the system would only include one digit after the decimal point.

 @LOOKUP – Use this expression to retrieve a cross-referenced value from the database. To use the expression, specify the key, table, keyfield, and datafield. For example,

@LOOKUP ('CURRENCY_ID', 'CURRENCY', 'ID', 'ISO_CODE') would retrieve the ISO code for the currency ID.

@SQL – Use this expression to execute a simple select SQL statement against the database. For example:

@SQL ('SELECT COMPANY_NAME FROM APPLICATION_GLOBAL') would retrieve the company_name data from the application_global table.

@IF – Use this expression to ask the system to return one of two values based on the result of a test you specify. To use this expression, specify a test (for example, 1<2), the value the system returns if the test is true, and the value the system returns if the test is false. For example,

@IF (1>2, '1 is greater than 2', '1 is not greater than 2,') would return 1 is not greater than 2. The system would evaluate the test, 1>2, determine that the test is false (1 is less than 2), and return the value you specified for a false test, 1 is not greater than 2.

Concatenation

You can join simple expressions or a string values and a simple expressions together using a concatenation operator. The concatenation operator is a double pipe: ||. For example:

VEND_BANK_CITY || ',' || VEND_BANK_STATE || VEND_BANK_ZIPCODE would produce the vendor bank's city, state and zip code in the following format: Boston, MA 02123. In this example, the comma is a string value and the references to database columns are simple expressions.

Other functions

You may find the following useful in your export file formats:

SalDateCurrent() – Use this function to return the current date and time. You can use this function in conjunction with a complex expression to specify a format for the data. For example:

@UTCDATE (SalDateCurrent(), TRUE, FALSE) would return the current date expressed in UTC format without duration. For example, 2010-07-14T14:58:27.68Z.

SalStrLeftX(string, length) – Use this function to return a portion of the string value you specify. For example:

SalStrLeftX (DESCRIPTION, 40) would return the first 40 characters in the DESRIPTION database column.

SalStrTrimX (string) – Use this function to remove all blanks from the string value. For example:

SalStrTrimX (COMPANY_NAME) would return MajesticManufacturingCompany instead of Majestic Manufacturing Company.

SalStrScan (string 1, string2) – Use this function to find the value you specify for string2 in string1. For example:

SalStrScan (VENDOR_NAME, 'Steel') would return vendor names that included the word 'steel' .

SalNumberAbs (number) – Use this function to return the absolute number.

Using the SQL dialog box

After you specify your export file format, click the SQL button. The system constructs a SQL statement that you can use to add the export file format to your database. Copy the SQL statement from the dialog box and paste it into SQLTalk or other database management tool.

Deleting export formats

To delete Export Formats:

1   Click the **Type** drop-down arrow and select the type of format to delete.

2   Click the **Export ID** drop-down arrow and select the format you want to delete.

3   If you created contexts for the export ID, click the **Context** drop-down button and select the context you want to delete. If you created multiple contexts, you must delete each context one by one to delete the entire Export ID.

4   Click the **Delete** button.

5   Click **Yes** button in the dialog box.

The Export Format is deleted.

To delete lines from an Export Format:

1   Click the **Type** drop-down arrow and select the type to modify.

2 Click the **Export ID** drop-down arrow and select the format you want to modify.

3 Click the row header to select the line to delete.

4 Click the **Delete** button.

An X is displayed in the row header indicating you have marked it for deletion.

5 Click the **Save** button.

The line you selected is removed from the Export Format.

Entering address layouts

Multiple address layouts are supported for use throughout VISUAL. You define address layouts by country. When you select the country in a window such as Customer Maintenance, the Country ID, name and address layout update to the country's associated address layout. If you do not define a custom layout for a particular country, the default layout is used.

Country Address Layout IDs correspond to their country descriptions. If you use the same country description with multiple Country IDs, you can use the same layout with more than one country. If a country has multiple Country IDs with unique country descriptions, you can have multiple layouts for that country. However, it is recommended that you maintain only one address layout per country by making it flexible enough to accommodate all potential formats for the country.

Note: If you type in a free-form description in the Country field and that description does not exist in the Countries table, the country description is created but it is not added to the Country table. To use the layout, users must manually specify it in the country description field in a maintenance window, such as Customer Maintenance.

Address layouts can be up to five lines and are made up of labels and data fields. The labels are displayed to the left of the data fields, and you can define one label for each line. You can use up to seven data fields. You can place any of the fields on any of the lines in any order.

Users can enter alphanumeric text into the any of the data fields. Field #9 uses the codes you defined in the States and Province table.

To define an address layout:

1 Select **Admin**, **Application Global Maintenance**.

2 Select **Maintain**, **Address Setup**.

The default address layout is the conventional US address layout.

3 To create a new layout, specify an ID in the Country field. The ID must be the same as the Country for which this address layout is intended. For example, an address layout ID of **Spain** is required for an entity with a Country ID of Spain.

To modify an existing address layout, click the Country drop-down arrow and select the layout to edit.

4 Specify this information:

Field # – The number of the field is inserted. This information is read-only.

Type – The type of field is inserted. An L indicates that the field is a label field. An F indicates that the field is a data field. This information is read-only.

Title – For label fields, specify the text to use as the label. You can specify text for a label field only. You cannot specify text for data fields.

Line # – Specify on which line the label field or data field is displayed. You can specify numbers 1 through 5.

Position # – If you are inserting more than one data field on a line, use the Position # column to indicate the order of the data fields. For example, in the default layout, fields 8, 9, and 10 are each on line 3. The Position # column indicates the order that these three fields are displayed. Field 8 is displayed first, followed by Field 9, followed by Field 10.

The position # column does not apply to field labels.

Visible – To display the field in the layout, select this check box. To hide the field, clear this check box.

% – Specify the percentage of the field to display. For example, to extend the length of a field, enter a value greater than the current value. 999 is the maximum percent value you can enter.

5   Click **Save**.

The layout shows your changes.

6   Click the **Close** button.

Deleting address layouts

To delete Address layouts:

1   Click the Country drop-down arrow and select the layout to delete.

2   Click the **Delete** button.

3   Click the **Yes** button in the prompt dialog box.

4   Click the **Save** button.

The layout is removed.

Copying address layouts

You can copy an existing address layout to create a new address layout. To copy an address layout:

1   Click the **Country** drop-down button and select the layout to copy.

2   Click **Copy**.

3   In the Copy To field, specify the new Country ID in the Copy To field.

4   Edit the layout as needed.

5   Click **Save**.

Using custom address layouts

1   Open a window where you enter addresses. For example, open Customer Maintenance.

2   In the Country field of the address section, specify the Country ID that matches the Address Layout ID to use. For example, if this is for the UK layout, specify UK.

The address layout is changed

3   Enter the address information.

Click the **Save** button.

Maintaining revision numbering

Use Revision Numbering Maintenance to create revision stages and numbering profiles to use with parts and other revision-controlled objects.

1   Select **Maintain**, **Revision Numbering**.

By default, the DESIGN, MANUAL, PILOT, and RELEASE stages are supplied.

2   To add a new stage, click **Insert**.

3   Specify this information:

Stage – Specify a name for the revision stage. The stages listed in this table are available in Part Maintenance and other applications where you can assign a stage to an object.

Profile – From the Profile drop-down list, select a numbering profile for this stage. You can select:

User Numbering – To assign each revision number based on your numbering preferences, select this option. When users specify a stage with the user numbering profile, a revision number is automatically assigned to the record.

If you specify this option, the fields in the lower half of the dialog box become available.

Manual – To manually specify each revision number, select this option. When users specify a stage with a manual numbering profile, they are required to specify a revision number before they can save the record.

None – If you do not require a revision number to be entered, select this option. When users specify a stage with None as the numbering profile, they can save the record without specifying a revision number.

Note: You cannot change the profile of a revision stage with a history.

Description – Enter a description for the revision stage into the Description field.

4   If you select the User Numbering profile option, specify the revision numbers to use. You can manually enter revision numbers or specify basic information and generate the revision numbers.

To manually enter revision numbers, click **Insert** and specify the revision number to use. To specify a second number after the first revision number, click **Insert** again. To specify a second number before the first revision number, click **Insert Before**.

To generate revision IDs, use the fields in the Generate Revision ID's section. You can generate number-based IDs or letter-based IDs. To generate IDs:

Starting Number – If you want to generate number-based IDs, specify the first revision number to use.

Ending Number – If you want to generate number-based IDs, specify the last revision number. When you generate the revision IDs, revisions IDs between the starting number and ending number you specify are created.

Alphanumeric Prefix/Starting Letters – The label for this field changes depending on whether you are generating number-based revision IDs or letter-based revision IDs.

If you are generating number-based IDs, the label for this field is Alphanumeric Prefix. To attach a prefix to the revision, specify the characters in this field.

If you are generating letter-based IDs, the label for this field is Starting Letters. Specify the first letter or letters to use.

Alphanumeric Suffix/Ending Letter(s) – The label for this field changes depending on whether you are generating number-based revision IDs or letter-based revision IDs.

If you are generating number-based IDs, the label for this field is Alphanumeric Suffix. To attach a suffix to the revision, specify the characters in this field.

If you are generating letter-based IDs, the label for this field is Ending Letters. Specify the last letter or letters to use. When you generate the revision IDs, revisions IDs between the starting letters and ending letters you specify are created.

If you enter more than one letter in the Starting Letters and Ending Letters fields, the first letter you enter is treated like a prefix. For example, if you enter AA in the Starting Letters field and BZ in the Ending Letters field, the IDs AA, AB, AC, and so on are generated through ID BZ.

Omit Letters – If you are generating letter-based IDs, you can specify letters to omit from the IDS you generate. Specify the letters to omit. Use a comma to separate lists of letters.

This field is not available if you are generating numbers-based IDs.

5   Click **Generate**. The number of revision IDs to be created is shown. Click **Yes** to generate the IDs. The IDs are inserted in the table. You can edit the generated IDs as necessary.

6   Click **Save**.

If you are using generated IDs, the revision IDs are entered in order when you create a new revision. If you have used all of the generated revision IDs, you are warned when you try to create a new revision.

Verifying VISUAL .NET configuration settings

If you use VISUAL Financials Global Edition orVISUAL Time & Attendance, use the .NET Configuration Settings dialog to administer the connection to the .NET databases and executable. This configuration must be specified correctly for you to drill from the Document Lifecycle viewer to VISUAL Financials Global Edition. It is also used to write certain information to your .NET databases.

To verify these settings:

1 Select **Admin**, **Application Global Maintenance**.

2 Select **Maintain**, **VISUAL .NET Configuration**.

3 If you have registered your VISUAL Manufacturing database and added it to your topology in the VISUAL for .NET Database Utility, then information about the instance group and instance name is displayed. Review this information to ensure that it is accurate. If no information is displayed in these fields, ensure that you have properly registered your VISUAL Manufacturing database in the .NET Database Utility.

4 In the Install Path field, specify the location of LSA.exe.

5 Click **Save**.

Monitoring Reporting Service print jobs

If you have set up the VISUAL Reporting Service (VRPTSVC.EXE) to automatically run print jobs based on a schedule, use the Report Service Configurations dialog to monitor print jobs. You can review current Report Service print jobs, activate and deactivate them, and delete them.

The system administrator can control access to this dialog.

Reviewing Reporting Service print job configurations

To review the print job configurations:

1 Select **Maintain**, **Report Service Configurations**.

2 Review this information:

Report Type – The type of report that the service runs is displayed. For example, if a user has set up a print job for work order travellers, then Work Order Traveller is displayed.

Site ID – If applicable, the ID of the site where the report is run. Certain reports must be run one site at a time.

User ID – The ID of the user who scheduled the service to run the report is displayed.

Enabled – If the configuration is currently active, this check box is selected. If the configuration is current inactive, this check box is cleared.

Last Run – The date and time that the service ran the configuration is displayed.

Printer – The printer where the service sent the print job is displayed.

3 To reread configuration information from the database, click **Refresh**.

Deactivating Reporting Service print job configurations

To deactivate a reporting service print job configuration:

1 Select **Maintain**, **Report Service Configurations**.

2 Clear the **Enabled** check box.

3 Click **Save**.

If you are deactivating more than one print job, you must click save after each time you clear the Enabled check box.

Deleting Reporting Service print job configurations

To delete a reporting service print job configuration:

1 Select **Maintain**, **Report Service Configurations**.

2 Select the configuration to delete.

3 Click **Delete**. An X is displayed in the row header, indicating that the row will be deleted.

To complete the deletion, click **Save**. To cancel the deletion and retain the configuration in your database, click Delete again. The X is removed from the row header.

Setting preferences

Use the Program Preferences dialog box to specify the tab that is displayed when you access Application Global Maintenance and to specify your preferred customer order entry and purchase order entry program.

You can access purchase order entry and customer order entry from several windows in the system. For example, you can open Purchase Order Entry from the Manufacturing Window. When you open Purchase Order Entry from the Manufacturing Window, the program you specify as the preferred purchase order entry program is opened.

These programs are affected by the preferred program settings:

- Manufacturing Window – VMMFGWIN.exe
- Planning Window – VMPLNWIN.exe
- Vendor Request For Quote – VMRFQENT.exe
- Customer Inquiry – VMCUSINQ.exe
- Engineering Change Notice Entry – VMECNENT.exe
- Part Maintenance – VMPRTMNT.exe
- Purchase Requisition Entry – VMREQENT.exe
- Request For Quote – VMRFQENT.exe

To set program preferences:

1 Select **Options**, **Preferences**.

2 Specify this information:

Default Tab – Click the drop -down arrow and select the tab you want to display when you first open Application Global Maintenance.

Preferred C/O Entry Program – Click the drop-down arrow and select the program you prefer to use for Customer Order entry. Select either the **Customer Order Entry** program or the **Order Management** program.

Preferred P/O Entry Program – Click the drop-down arrow and select the program you prefer to use for Purchase Order entry. Select either the **Purchase Order Entry** program or the **Purchase Management Window**.

3   Click **Done**.

Chapter 3: Working with Accounting Entities

This chapter describes these topics:

About accounting entities

An accounting entity is an independent financial entity within your company. The accounting entity is the "middle level" of the organizational structure. Each accounting is summarized to the Tenant level. Information defined at the accounting entity level includes, but is not limited to:

- Costing information, such as the costing method, POC revenue recognition method, and burden basis
- Default VAT information
- Default Intrastat information
- Payment information, such as Next Payment Batch Sequence # and withholding information
- Default Order Management information, such as whether WIP/VAS is enabled and allocation information

Information you define at the accounting entity level applies to each of the sites that belong to the entity.

Defining financial calendars

Before you can set up an accounting entity, you must first define financial calendars.

Use the Financial Calendars dialog box in Financials Application Global Maintenance to define financial calendars for your enterprise. You can define the number of periods per fiscal year and specify when the fiscal year starts. Each of your accounting entities can use a different financial calendar.

To set up financial calendars:

1   Select **Ledger**, **Application Global Maintenance**.

2   Select **Maintain**, **Financial Calendars**.

3   In the Calendar ID field, specify an ID for the calendar. Specify a description of the ID in the field next to the Calendar ID field.

4   In the G/L Reporting Periods section, specify how many periods are in each fiscal year. You can click one of the pre-defined calendars, or click **Other** to specify a custom number of periods per year.

5   In the Automatic Date Generation section, specify this information:

Fiscal Year – Specify the fiscal year to generate.

End Date – Specify the end date of the fiscal year.

6   Click **Auto**. The financial calendar for the fiscal year is generated.

7   Click **Save**.

Accessing Accounting Entity Maintenance

To access Accounting Entity Maintenance, select **Admin**, **Accounting Entity Maintenance**.

Creating an accounting entity

Each accounting entity belongs to the tenant. Multiple sites can belong to each accounting entity.

To create a new entity, specify a new Entity ID in the Entity ID field. We recommend that you **do not** use single quotations ('), forward slashes (/), or commas (,) in your entity ID. Using these characters may cause issues with integrations to other products through Infor10 Ion.

Click the **Save** button.

Use the tabs to define additional information about the accounting entity.

Specifying information on the General tab

Specify this information on the General tab:

• The entity's address
• The entity's tax ID number
• The entity's financial calendar
• The default language ID for menus
• The effective exchange rate date

To specify information on the General tab:

1 Click the **General** tab.

2 In the address section, specify the entity's address.

3 In the Tax ID field, specify the entity's tax ID number.

4 In the Financial Calendar ID field, click the drop-down button and select the financial calendar for this entity. Define financial calendars in Financials Application Global Maintenance. After you process transactions for this entity, this field is unavailable. You cannot change the financial calendar after you process transactions.

5 The Functional Currency ID field is unavailable. Assign the functional currency to an entity in Currency Maintenance.

6 In the Language section, click the arrow and select USA. This field enables menus when you build a baseline database. The field does not control the translations used in the interface. See "Translations" on page 6–1 in the System Administrator guide.

7 In the Effective Exchange Rate Date section, specify which date should be used to determine the exchange rate to apply to a transaction. Select one of these options:

Use System Date – Select this option to use the date that you entered the transaction to determine the exchange rate.

Use Transaction Date – Select this option to use the date of the transaction to determine the exchange rate. Because you can specify a date on a transaction, the date of the transaction is not necessarily the same as the current date. This is the default setting.

After you enter a transaction for this entity, these options are not available.

8   Click the **Save** button.

Specifying information on the Costing tab

> **Caution:**   Selection of these options, especially costing method, drastically affects how the costing portion of VISUAL operates. Before deciding on any of these options, be sure to read the Costing chapter of the System-wide guide. Do not make a permanent selection here without fully understanding the implications; if you are unsure, contact your sales associate, or Customer Support. After you begin executing transactions, you CANNOT change these options.

Use the Costing tab to specify how costs are applied and processed in the accounting entity. If you have multiple accounting entities, you can select different costing settings for each entity.

To access the Costing tab, click the Costing tab.

About costing methods

You can select one of these costing methods:

Standard Costing – Standard Costing values every inventory transaction at the cost standards you set in Part Maintenance at the time of the transaction. Differences between the part standard value and the actual cost are recorded in variance accounts in the general ledger.

Actual Costing – Actual Costing uses the source of the raw material cost to define the value of all inventory in the system. It uses the hourly labor rate of the employee that creates the labor ticket and the invoice value of any services received. Actual costing uses your First-In-First-Out (FIFO) rules to assign value when the inventory is consumed.

Average Costing – Average costing also uses the source of the raw material cost calculates costs based on the average material cost in your inventory. Average Costing calculates the current running average of inventory for each part and assigns that value when inventory is consumed.

The options on the Costing tab become available or unavailable based on the costing method you choose.

In addition to specifying a costing method for finished goods, you also specify a costing method for work in process (WIP).

Considerations before choosing a costing method

Certain VISUAL functionality is only available if you use a particular costing method. If you intend to use the functions described in this section, select a costing method that is compatible with the functions.

Projects/A&D

If you have applied a Projects/A&D license to your database, you must use the Actual costing method and the By Part Location FIFO Method / Inventory Grouping setting.

Landed costs

If you intend to use landed costs, you must use either the Average or Actual costing method. You cannot use the Standard costing method. When you enable landed costs, you can link multiple Accounts Payable Invoices to a single purchase receipt line.

You can activate the landed costs feature in Financials Application Global Maintenance.

Consignment

If you use Actual or Average Costing methods and you want to store consigned items from your customers or vendors, you must use By Part Location as your FIFO Method / Inventory Grouping. If you use Actual or Average Costing methods with FIFO By Part, then VISUAL removes the From Vendor and From Vendor location types from Warehouse Maintenance. VISUAL also displays an error message if you attempt to access Consignment Receiving.

If you use Actual or Average Costing methods and only use consignment to store your inventory at vendors or customers, you can use either FIFO by Part or FIFO by Part Location.

You can use Standard Costing methods for your consigned inventory without restriction.

See the "Consignment" chapter in the Inventory user's guide.

Setting up Standard Costing

To set up standard costing:

1   In the Costing Method section, select the Standard option.

2   In the WIP Costing section, select one of these options:

Actual – Actual WIP values any receipts from Work In Process at the full value of the Work Order.

For example, you are making 100 parts and each part requires $1.00 of material. On the first day you issue $100 of material to the Work Order. If you finish 1 part on the first day it will be valued at $100 – the full value of the Work Order. On the second day, when you receive the other 99 parts, the costing utility will re-value the receipt from previous day to $1 and share the other $99 with the other receipts. The value of an Actual WIP costed Work Order without any receipts is always zero.

Projected – Projected WIP values any receipts at the estimated unit cost based on the quantity received and the remaining quantity to complete. For example, you are making 100 parts and each part requires $1.00 of material. On the first day, you issue $100 of material to the Work Order. If you finish one part on the first day, the work order would produce a cost of $1 for 1 part on the first day and then $1 each for the remaining 99 parts the next day. Projected WIP receipt values will never exceed the actual cost in the job.

3   In the Labor Cost Basis section, select one of these options:

Hours Worked – Select this option to calculate labor costs by multiplying the hours reported on a labor ticket by the standard cost of the operation.

Quantity Produced – Select this option to calculate labor costs by multiplying the quantity completed for an operation by the standard cost per unit for the operation.

4   In the Costing Between Levels section, specify how you want to process costs when one fabricated part is a material requirement in another fabricated part.

When you fabricate a part, costs are incurred in all four cost categories: material, labor, burden, and service. When you use a fabricated part as a material requirement, you can combine the four cost categories and use the total as the material cost of the requirement, or you can keep each cost category separate.

Choose one of these options:

Fold to Material Cost – If you select this option, the Material, Labor, Burden, and Service cost of an internally fabricated part are summed into the material cost when it is required in another fabricated part. The entire cost is of the requirement is counted as material cost.

Keep Separate Costs – If you select this option, the Material, Labor, Burden, and Service costs of an internally manufactured material requirement contribute to those individual categories in parent assemblies.

For example: where Fabricated Part B requires Fabricated Part A.

	Service	Material	Labor	Burden
Costs Totals for **Fabricated Part A**	250	500	200	50
Costs Totals for **Fabricated Part B**	100	100	100	100
(Not including costs of Part A)				
Totals for Part B Including Part A				
With Keep Separate Costs	350	600	300	150
With Fold to Material Cost	1100	100	100	100

With Keep Separate Costs, each column is simply added together separately.
With Fold to Material Costs, all costs of Part A are totaled
(250+500+200+50=1000)
and this total is added to the material cost only of Part B
(100+1000=1100)

5   In the Receipt Exchange Rate section, specify the date to use to determine the exchange rate applied to purchased goods. Select one of these options:

Use Receiver Date – Select this option to apply the exchange rate as of the date the purchased goods are received.

Use Invoice Date – Select this option to apply the exchange rate as of the date of the invoice. The invoice date is either the date specified on the transaction or the current date, depending on your setting in the Effective Exchange Rate date section on the General tab.

6   Click **Save**.

Setting up Actual Costing

Note: If you have applied a Projects/A&D license to your database, use the Actual costing method.

To set up actual costing:

1   In the Costing Method section, click the Actual option.

2   In the WIP Costing section, click one of these options:

Actual – Actual WIP values any receipts from Work In Process at the full value of the Work Order.

For example, you are making 100 parts and each part requires $1.00 of material. On the first day you issue $100 of material to the Work Order. If you finish 1 part on the first day it will be valued at $100 – the full value of the Work Order. On the second day, when you receive the other 99 parts, the costing utility will re-value the receipt from previous day to $1 and share the other $99 with the other receipts. The value of an Actual WIP costed Work Order without any receipts is always zero.

Projected – Projected WIP values any receipts at the estimated unit cost based on the quantity received and the remaining quantity to complete. For example, you are making 100 parts and each part requires $1.00 of material. On the first day, you issue $100 of material to the Work Order. If you finish one part on the first day, the work order would produce a cost of $1 for 1 part on the first day and then $1 each for the remaining 99 parts the next day. Projected WIP receipt values will never exceed the actual cost in the job.

3   In the FIFO Method/Inventory Grouping section, select how to determine first in-first out costs. Click one of these options:

By Part – Click this option to calculate costs based on the order in which you received the part regardless of the location.

For example, you receive the same parts, four times, at four prices, into the following locations:

Day 1	Location 1	10@$1
Day 2	Location 2	10@$2
Day 3	Location 1	10@$3
Day 4	Location 2	10@$4

You then issue 15 of those parts from location 1. If you select **By Part**, VISUAL calculates costs as:

10@$1 plus 5@$2 totaling $20

Because you received the part at $1 first then $2, VISUAL uses these prices for **By Part** calculations.

By Part Location – VISUAL calculates costs based on the order in which you received the part into the location.

For example, you receive the same parts, four times, at four prices, into the following locations:

Day 1	Location 1	10@$1
Day 2	Location 2	10@$2
Day 3	Location 1	10@$3
Day 4	Location 2	10@$4

You then issue 15 of those parts from location 1. If you select **By Part Location**, VISUAL calculates costs as:

10@$1 plus 5@$3 totaling $25

Because FIFO is by part location, only those parts in location 1 are used.

If you are licensed to use VISUAL Distribution and part trace, you can use trace IDs in your FIFO calculations. Select the Actual Costing by Trace ID check box to issue parts based on trace ID. For example, presume you received four Part X at $10 on trace ID 100, then receive four more at $20 on trace ID 110. If you issued three based on trace ID 110, the parts would be valued at $20 each.

If you are licensed to use Projects/A&D, you must use By Part Location as your FIFO method.

4 In the Source of Raw Material Cost section, specify the transaction to use as the source of costs for purchased materials. Click one of these options:

Purchase Orders – Select this option to use the price specified on the purchase order as the source of raw material cost. The cost is taken from the purchase order when you receive the part into your inventory. This option is only preferable if you are not using Infor VISUAL Financials.

A/P Invoices – Select this option to use the price paid on the A/P invoice as the final cost for the part. When you select this option, costs are first taken from the purchase order as an estimate, then updated from the invoice for the purchase. This option provides a more accurate assessment of costs. If you use VISUAL Financials , you should select this option.

5   In the Costing Between Levels section, specify how you want to process costs when one fabricated part is a material requirement in another fabricated part.

When you fabricate a part, costs are incurred in all four cost categories: material, labor, burden, and service. When you use a fabricated part as a material requirement, you can combine the four cost categories and use the total as the material cost of the requirement, or you can keep each cost category separate.

Choose one of these options:

Fold to Material Cost – If you select this option, the Material, Labor, Burden, and Service cost of an internally fabricated part are summed into the material cost when it is required in another fabricated part. The entire cost is of the requirement is counted as material cost.

Keep Separate Costs – If you select this option, the Material, Labor, Burden, and Service costs of an internally manufactured material requirement contribute to those individual categories in parent assemblies.

For example: where Fabricated Part B requires Fabricated Part A.

	Service	Material	Labor	Burden
Costs Totals for **Fabricated Part A**	250	500	200	50
Costs Totals for **Fabricated Part B**	100	100	100	100
(Not including costs of Part A)				
Totals for Part B Including Part A				
With Keep Separate Costs	350	600	300	150
With Fold to Material Cost	1100	100	100	100
With Keep Separate Costs, each column is simply added together separately.				
With Fold to Material Costs, all costs of Part A are totaled				
(250+500+200+50=1000)				
and this total is added to the material cost only of Part B				
(100+1000=1100)				

6   In the Burden Basis section, select the basis you want to use when calculating burden rates. Click one of these options:

Determined By Resource Burden – Click this option to calculate burdens based on the rates you enter for the resource. You cannot override these rates on the work order's operation card.

Determined By Operational Burden – Click this option to calculate burdens based on the rates you enter on the work order's operation card. This can be useful if you want to periodically update your burden costs at the resource level without affecting current work orders.

7   In the Receipt Exchange Rate section, specify the date to use to determine the exchange rate applied to purchased goods. Select one of these options:

Use Receiver Date – Select this option to apply the exchange rate as of the date the purchased goods are received.

Use Invoice Date – Select this option to apply the exchange rate as of the date of the invoice. The invoice date is either the date specified on the transaction or the current date, depending on your setting in the Effective Exchange Rate date section on the General tab.

8 Click **Save**.

Setting up Average Costing

To set up actual costing:

1 In the Costing Method section, click the Average option.

2 In the WIP Costing section, click one of these options:

Actual – Actual WIP values any receipts from Work In Process at the full value of the Work Order.

For example, you are making 100 parts and each part requires $1.00 of material. On the first day you issue $100 of material to the Work Order. If you finish 1 part on the first day it will be valued at $100 – the full value of the Work Order. On the second day, when you receive the other 99 parts, the costing utility will re-value the receipt from previous day to $1 and share the other $99 with the other receipts. The value of an Actual WIP costed Work Order without any receipts is always zero.

Projected – Projected WIP values any receipts at the estimated unit cost based on the quantity received and the remaining quantity to complete. For example, you are making 100 parts and each part requires $1.00 of material. On the first day, you issue $100 of material to the Work Order. If you finish one part on the first day, the work order would produce a cost of $1 for 1 part on the first day and then $1 each for the remaining 99 parts the next day. Projected WIP receipt values will never exceed the actual cost in the job.

3 In the FIFO Method/Inventory Grouping section, select how to determine first in-first out costs. Click one of these options:

By Part – Click this option to calculate costs based on the order in which you received the part regardless of the location.

For example, you receive the same parts, four times, at four prices, into the following locations:

Day 1	Location 1	10@$1
Day 2	Location 2	10@$2
Day 3	Location 1	10@$3
Day 4	Location 2	10@$4

You then issue 15 of those parts from location 1. If you select **By Part**, VISUAL calculates costs as:

10@$1 plus 5@$2 totaling $20

Because you received the part at $1 first then $2, VISUAL uses these prices for **By Part** calculations.

By Part Location – VISUAL calculates costs based on the order in which you received the part into the location.

For example, you receive the same parts, four times, at four prices, into the following locations:

Day 1	Location 1	10@$1
Day 2	Location 2	10@$2
Day 3	Location 1	10@$3
Day 4	Location 2	10@$4

You then issue 15 of those parts from location 1. If you select **By Part Location**, VISUAL calculates costs as:

10@$1 plus 5@$3 totaling $25

Because FIFO is by part location, only those parts in location 1 are used.

4   In the Source of Raw Material Cost section, specify the transaction to use as the source of costs for purchased materials. Click one of these options:

Purchase Orders – Select this option to use the price specified on the purchase order as the source of raw material cost. The cost is taken from the purchase order when you receive the part into your inventory. This option is only preferable if you are not using Infor VISUAL Financials.

A/P Invoices – Select this option to use the price paid on the A/P invoice as the final cost for the part. When you select this option, costs are first taken from the purchase order as an estimate, then updated from the invoice for the purchase. This option provides a more accurate assessment of costs. If you use VISUAL Financials , you should select this option.

5   In the Burden Basis section, select the basis you want to use when calculating burden rates. Click one of these options:

Determined By Resource Burden – Click this option to calculate burdens based on the rates you enter for the resource. You cannot override these rates on the work order's operation card.

Determined By Operational Burden – Click this option to calculate burdens based on the rates you enter on the work order's operation card. This can be useful if you want to periodically update your burden costs at the resource level without affecting current work orders.

6   In the Receipt Exchange Rate section, specify the date to use to determine the exchange rate applied to purchased goods. Select one of these options:

Use Receiver Date – Select this option to apply the exchange rate as of the date the purchased goods are received.

Use Invoice Date – Select this option to apply the exchange rate as of the date of the invoice. The invoice date is either the date specified on the transaction or the current date, depending on your setting in the Effective Exchange Rate date section on the General tab.

7   Click **Save**.

Specifying a POC revenue recognition method

If you are licensed to use Aerospace & Defense modules, select a Percentage of Completion (POC) revenue recognition method. The primary difference between the two revenue recognition methods is how direct cost and burden amounts are calculated. With the Revenue First method, costs are calculated by applying the POC to a pro-rated share of each cost source. With the Cost to Cost method, the actual costs incurred are included in the revenue calculation.

To choose a POC revenue recognition method, click one of these options:

Revenue First – When you click this option, total revenue to be recognized is calculated first by multiplying the total price of the contract by the percentage of completion. Then, the total costs incurred are calculated by multiplying the total costs in the EAC by the percentage of the total cost each cost area represents. Then, the product is multiplied by the percentage of completion.

For example, presume your project has these costs and fees in the Estimate at Completion (EAC):

Cost Source	EAC Amount	Percentage of total cost
Labor	$2,500	31.25%
Material	$4,000	50%
Services/Other Direct Costs	$500	6.25%
Burden	$1,000	12.5%
Total Cost	$8,000	
Fee	$2,000	
Total Price	$10,000	

If the POC value at the end of the first period is 25%, then these calculations are made:

$10,000 * 0.25 = $2,500. The total revenue recognized for the period is $2,500. The $2,500 includes these costs:

Labor = $8,000 * 0.3125 * 0.25 = $625

Material = $8,000 * 0.5 * 0.25 = $1,000

Services/ODC = $8,000 * 0.0625 * 0.25 = $125

Burden = $8,000 * 0.125 * 0.25 = $250

Total costs to be recognized = $2,000

To calculate the total fee recognized, the total costs recognized are subtracted from the total revenue recognized:

$2,500 - $2,000 = $500

In subsequent periods, the same calculations are made, then any previously recognized revenue is subtracted. For example, if the POC value at the end of the second period is 35%, these calculations are made:

$10,000 * 0.35 = $3,500. The total revenue recognized is $3,500 minus the $2,500 already recognized, or $1,000. The $1,000 includes these costs:

Labor = $8,000 * 0.3125 * 0.35 = $875. $875 - $625 previously recognized = $250 recognized in second period.

Material = $8,000 * 0.5 * 0.35 = $1,400. $1,400 - $1,000 previously recognized = $400 recognized in second period.

Services/ODC = $8,000 * 0.0625 * 0.35 = $175. $175 - $125 previously recognized = $50 recognized in second period.

Burden = $8,000 * 0.125 * 0.35 = $350 minus $250 previously recognized = $100 recognized in second period.

Total costs to be recognized in second period = $800.

To calculate the total fee recognized, the total costs recognized for the period is subtracted from the total revenue recognized for the period:

$1,000 - $800 = $200

In summary, these are revenue amounts recognized for the two periods:

Cost Source	EAC Amount	Percentage of total cost	Period 1 Revenue (25% POC)	Period 2 Revenue (35% POC)
Labor	$2,500	31.25%	$625	250
Material	$4,000	50%	$1,000	400
Services/Other Direct Costs	$500	6.25%	$125	50
Burden	$1,000	12.5%	$250	100
Total Cost	$8,000		$2,000	$800
Fee	$2,000		$500	$200
Total	$10,000		$2,500	$1,000

Cost to Cost – When you click this option, revenue recognized for a period is comprised of the actual costs incurred plus a fee amount based on the POC. For example, presume your project has these costs and fees in the EAC:

Cost Source	EAC Amount
Labor	$2,500
Material	$4,000
Services/Other Direct Costs	$500
Burden	$1,000
Total Cost	$8,000
Fee	$2,000
Total Price	$10,000

In the first period, you incur these costs:

Cost Source	Actual Cost
Labor	$250
Material	$1,500
Services/Other Direct Costs	$125
Burden	$125
Total Cost	$2,000
POC for period	$25%

To calculate the fee amount to recognize, the total fee specified on the EAC is multiplied by the POC:

$2,000 * 0.25 = $500

The total amount recognized is $2,000 + $500 = $2,500.

In subsequent periods, the same calculations are made, then any previously recognized revenue amounts are subtracted.

Using the VAT tab

Value-Added Tax (VAT) is a tax on consumed goods. While the total tax amount is ultimately paid by the customer who purchases the final product, a portion of the tax is collected any time goods or services are purchased.

For example, if a company buys two raw materials for the manufacture of a product, the company would pay VAT on the raw materials. When the final product is sold, the company is reimbursed for the taxes paid on the raw materials.

VAT is not typically paid on exports.

To activate the fields on the VAT tab, click the Value Added Tax Support Enabled check box.

Specifying general VAT information

Specify this information on the VAT tab:

Use VAT Books to generate invoice numbers – To use the invoice and memo numbering information set up in VAT Books, select this check box. To use the auto-numbering scheme set up in Accounts Payable Invoices and Accounts Payable Receivables, clear this check box.

Calculate VAT on Freight – To apply VAT to freight charges, select this check box. To omit freight charges from VAT calculations, clear this check box.

VAT Categories Required – To require users to specify a VAT category when VAT is applied to a transaction, select this check box. To allow users to apply VAT to transactions without specifying a VAT category, clear this check box. VAT categories identify the type of item being taxed: material, service, or other.

VAT Registration – Specify the VAT number of your company.

Next VAT Sequence # – Specify the next number to use for VAT reporting.

VAT Receivables Export ID – Specify the Receivables Export ID if you are generating reports to file.

VAT Payables Export ID – Specify the Payables Export ID if you are generating reports to file.

Setting up VAT books

VAT Books control the numbering sequence of all invoices and memos created when VAT is enabled. In the European Community, there may be more than one "VAT book" or numbering sequence in use at any one time. With VAT enabled, more than one automatic number sequence can exist for invoices and memos.

Use VAT Book Setup to specify numbering sequences. You can set up numbering sequences for Accounts Payable Invoices, Accounts Payable Memos, Accounts Receivable Invoices, and Accounts Receivable Memos. After you set up numbering sequences in VAT Book Setup, you can assign the accounts receivable sequences to customers and accounts payable sequences to vendors.

When you generate invoices for your customers, the invoice number is determined by the VAT Book code you assigned to the customer for invoices. If you issue a memo to a customer, the memo number is determined by the VAT book code you assigned to the customer for memos.

If you create an invoice or memo manually, you must specify a VAT book code. If you create an invoice or memo manually, the VAT book code you specify does not need to match the VAT book code you specified on the customer or vendor record.

VAT codes are also used in VAT reports and Intrastat reports.

To set up a VAT Book:

1 Click **VAT Book Setup**.

2 Click **Insert**.

A new line appears in the line item table. The current year appears in the Year column.

3 In the table, specify this information:

Code – Specify an identifying code for the VAT Book.

Year – Specify the year this VAT Book code is active. The current year is inserted when you create a line in the table, but you can specify a different year.

Description – Specify a description of the VAT Book.

4 In the Current Posting Date field, specify the date that transactions using the VAT Book code are posted. This field is optional.

Posting dates used on VAT transactions must be sequential. For example, if you generated invoice 101 and 102, the posting date on invoice 102 must be equal to or later than the posting date on invoice 101.

If multiple users enter VAT transactions, you can specify a date in the Current Posting Date field to ensure that posting dates on transactions are entered correctly.

5 In the VAT Code Type section, specify the types of transactions to associate with the VAT book code. Select one or more of these check boxes:

- A/R Invoices
- A/R Memos
- A/P Invoices
- A/P Memos

6 In the Sequence Numbers section, specify this information:

Start Number – Specify the first number to use.

Next Sequential Number – Specify the second number to use.

Alphanumeric Prefix – Specify the alphanumeric characters to use before the sequence number. This field is optional.

Alphanumeric Suffix – Specify the alphanumeric characters to use after the sequence number. This field is optional.

Number of Decimal Places – Specify the maximum number of digits to use in the ID.

Show Leading Zeros – To display placeholder zeroes in the ID, select this check box. For example, if you specified 4 in the Number of Decimal Places field and selected this check box, 0001 is used as the ID instead of 1.

7 In the Report Type field, click the drop-down button and specify the type of report to associate with the VAT book code. Specify EC (European Community) or IT (Italy).

8 Click **Save**.

Setting up VAT percentages and G/L accounts

You can set up VAT tax percentages and associated G/L accounts in the VAT section.

1 Click **VAT Setup**.

2 Click **Insert**.

3 In the table, specify this information:

Code – Specify the VAT code.

Description – Specify a description of the code.

4 In the Effective Date field, specify the date that the VAT code becomes effective.

5 In the VAT Type field, specify the type of VAT code. Select one of these options:

Default VAT – Use this option to set up VAT codes to use between countries that are not both in the European Commission.

Intra-Euro VAT – Use this option to set up VAT codes between two countries in the European Commission. Use this type to create VAT codes if vendors are not required to apply VAT for transactions. You can specify Intra-Euro VAT codes on Vendor records and purchase orders, and accounts payable invoices.

6   If you selected Default VAT in the VAT Type field, specify this information:

Tax Percent – Specify the VAT percentage.

Tax G/L Account ID – Specify the G/L account to be posted for this tax.

Recoverable Tax Percent – Specify the percent of recoverable tax. This pertains only to payable taxes.

Tax Rcv G/L Account ID – Specify the G/L account to be posted for this tax. This account receives a debit entry for recoverable tax amounts.

7   If you selected Euro VAT in the Vat Type field, specify this information:

Recoverable Tax Percent – Specify the percent of recoverable tax. This pertains only to payable taxes.

Tax Rcv G/L Account ID – Specify the G/L account to be posted for this tax. When a payable transaction is processed, this account receives a debit entry for recoverable tax amounts.

Intra-Euro Tax Percent – Specify the Intra-Euro VAT percentage. For Intra-Euro VAT codes, this value typically equals the value that you specified in the Recoverable Tax Percent field.

Intra-Euro Debit Tax G/L Acct ID – Specify the account to use to process any differences between the recoverable tax percentage and the Intra-Euro tax percentage. Since these two percentages are typically equal, transactions against this account should be minimal.

Intra-Euro Credit Tax G/L Acct – Specify the account to credit when a payable transaction is processed. If the recoverable tax percentage is equal to the Intra-Euro tax percentage, you can enter the same account in this field as you entered in the Tax Rcv G/L Account ID.

8   Click **Save**.

Specifying VAT categories

VAT categories identify the type of item being taxed: material, service, or other. If you have selected the VAT Categories Required check box, users are required to select a VAT category for all VAT-related transactions.

To specify a VAT category:

1   Click **VAT Category Setup**.

2   Click **Insert**.

3   Specify this information:

ID – Specify the category ID.

Type – Specify the type of item associated with this category. Click the drop-down button and specify one of these options:

> **M** – Select **M** if this category is for a material.

> **S** – Select **S** if this category is for a service.

> **O** – Select **O** if this category is for other items.

Description – Specify a description of the VAT category.

4   Click **Save**.

Using the Intrastat tab

Intrastat is an optional feature. You must have the correct serial number to enable Intrastat. If you have questions, please contact Infor Customer Support.

Intrastat is a European Community term that refers to the tracking statistics of goods manufactured and distributed to and from EC member countries. Intrastat is intended to eliminate customer declarations for distributors of goods who import and export within the EC.

Intrastat applies to the importation and exportation of goods. It does not apply to goods shipped within a given member country. Only VAT registered companies are required to provide Intrastat information.

Intrastat requires that goods sold and manufactured in the EC be tracked so that their origin and destination is recorded in a permanent way. Periodically, each manufacturer and distributor of goods must report the items they sold and distributed, where they were manufactured or obtained, and where they were sent, including intermediate distribution points.

Use the VISUAL Intrastat feature to report the appropriate information to the country in which the manufacturer operates. You can also record supporting data on which the reports are based. The exact form and format of these reports varies from country to country. You may need edit these reports.

Specifying Intrastat settings

To specify Intrastat settings:

1   Click the **Intrastat** tab.

2   In the Intrastat section, specify this information:

Intrastat Enabled – Select this check box to enable the Intrastat features. When you select this check box, the remaining fields on the tab become available.

Review Intrastat before Saving Transaction – To display a message that prompts users to view Intrastat information before saving transactions, select this check box.

Country ID – Specify the Country ID of your company.

Branch ID – Specify Branch ID of your company.

Next Sequence # – Specify the next number for Intrastat report.

3   In the Report section, specify the formats of the Arrival report and the Dispatch report. The options for the reports are the same. To specify the Arrival report format, click **Arrival Format**. To specify the Dispatch report format, click **Dispatch Format**.

4   Specify this information:

Show – Select the data to show on the report. You can select **Tariff Code**, **Excise Price**, **Region, Country**, **Port of Arrival**, **Port of Transshipment**, and **Siret Number**.

You cannot generate a report until all of the Intrastat line items you have selected are present.

Export ID – Specify an Export ID to generate reports to file.

5   Click **Ok** to exit the dialog box.

6   In the Frequency section, specify how often the reports are generated. Click **Monthly**, **Quarterly** or **Yearly**.

7   Click the **Save** button.

Specifying additional Intrastat report information

Use the Additional Intrastat Maintenance window to specify additional Intrastat information to show on your reports.

Note: You must select the *Intrastat Enabled* check box on the Intrastat tab to display Additional Intrastat Maintenance window.

To set up additional Intrastat information:

1   Select **Inventory**, **Intrastat Maintenance**.

2   In the header, specify the filters for the table. Specify these filters:

Site ID – Click the Site ID drop-down arrow and select the site ID to view in the table.

Movement Type – Select the movement to view in the table. Click Dispatch or Arrival.

Date Range – Use the calendar buttons to specify the time period to view in the table.

3   To add a new transaction using the criteria you specified in the header, click the **Insert Row** button.

4   Specify this information:

Reference – Specify a short description or reference code for the transaction.

Movement Date – Specify the date the movement takes place.

Tariff Code / Commodity Code – Double-click the browse button and select the Tariff or Commodity code.

Excise Price – Specify the excise charge.

Delivery Terms – Click the drop-down arrow and select the delivery terms for this transaction.

Nature of Trans – Double-click the browse button and select the type of transaction.

Mode of Transport – Double-click the browse button and select the type of transportation used.

Net Mass – Specify the weight of the shipment.

Supplement Unit – Specify the number of units.

To Country – Click the browse button and select the country to which the shipment is going.

Orig Country – Click the browse button and select the country from where the goods originally came.

From Country – Click the browse button and select the country from which this shipment is shipped.

Region – Click the browse button and select the region of the country from which this shipment is shipped.

Port of Arrival – Click the browse button and select the port in which this shipment will first arrive in the country.

Port of Transshipment – Click the browse button and select the intermediate country used between shipping and receiving.

Number of consignments – Specify the number of agents selling items in the shipment for the shipper.

5 Click the **Save** toolbar button.

Specifying ESL information

A European Sales List (ESL) is a VAT report that is based on goods reported under Intrastat. Specify this ESL information:

ESL Export ID – Specify an ESL Export ID to generate reports to file.

Next Sequence # – Specify the next number for the ESL report.

Frequency – Specify how often you want to generate the report. Click one of these options: **Monthly**, **Quarterly**, or **Yearly**.

Click the **Save** button.

Entering Intrastat codes

Use the buttons at the bottom of the Intrastat tab to specify codes used in Intrastat transactions. You can specify these codes:

Port of Arrival – This identifies the place where the goods are received.

Nature of Transaction – This identifies the type of transaction, such as transfer of ownership or return of goods.

Tariff – This identifies the tariff applied to the transaction. This code is for identification purposes only. It does not actually apply the tariff rate.

Country – This identifies the countries used in Intrastat transactions.

Port of Transshipment – This identifies the place where goods are shipped.

Mode of Transport – This identifies the methods used to transport goods.

Region – This identifies regions where your warehouses are located.

For all code types except Country, you specify a code and a description. For the Country code type, you specify an ID, description, whether Intrastat is required for the country, and the Intrastat country ID.

To specify Port of Arrival, Nature of Transaction, Tariff, Port of Transshipment, Mode of Transport, and Region codes:

1 Click the button that corresponds to the code you are entering. For example, click **Port of Arrival** to enter Port of Arrival codes.

2 Click **Insert**.

3 Specify this information:

   Code – Specify a code.

   Description – Specify a description for the code.

4 Click **Save**.

Specifying country codes

To specify a country code:

1 Click **Countries...**.

2 Click **Insert**.

3 Specify this information:

   ID – Specify a code.

   Description – Specify a description for the code.

   Intrastat Required – Select this check box to require Intrastat to be used with the country ID.

   Intrastat Country – Specify the country ID to use with Intrastat.

4 Click **Save**.

Using the Payment tab

Use the Payment tab to specify default information for electronic payments you make to vendors. electronic payments made to vendors. You can specify this information on the Payment tab:

• Batch number information

• Withholding information

- Cash variance information
- Source of commission payments

To specify electronic payment settings:

1   Click the Payment tab.

2   In the Next Payment Batch Sequence # field, specify the next batch number to use for payments.

3   If you withhold tax from your vendor payments, select the Withholding Enabled check box. Then, specify this information:

    Next Sequence # – Enter the next sequential number that you want to use for reporting.

    Social Security No. – Enter the company's or individual's social security number.

    Summary Export ID – Enter an Export ID for monthly summary reports.

    Certificate Export ID – Enter an Export ID for tax certificates.

4   In the Cash Variance section, specify this information:

    Number / **Percent** – Select whether you want VISUAL to calculate cash variances by numbers or percentages.

    Minimum – Enter the smallest number or percent you want VISUAL to report.

    Maximum – Enter the largest number or percent you want VISUAL to report.

5   In the Pay Commission By section, specify the basis for commissions you pay to your sales force. Click one of these options:

    Cash Receipt – Click this option to generate commissions when you receive payment from the customer.

    Invoice/Invoice Date – Click this option to generate commissions based on the accounts receivable invoice.

6   Click the **Save** button to save the information.

Using the APS tab

In the Accounting Entity Maintenance window, click the **APS** tab.

Assigning import file paths

Set the following Import File Paths:

- Customer Order
- Inventory
- Work Order
- Labor

- Purchase Order
- Master Schedule
- Part
- Resource

To assign import file paths:

1   Click a **Path / File** button. For example, to assign the Customer Order file path, click the **Customer Order Path / File** button.

2   Navigate to the folder where you keep the import file, select it and click the **Open** button.

    The path and name you selected appears in the path field.

3   When you have finished assigned your APS settings, click the **Save** toolbar button.

Assigning export file paths

To assign export file paths:

1   Click the **Export Paths / Files** button.

2   Click the appropriate button for the export path you want to assign.

3   Navigate to the folder where you keep the import file, select it and click the **Open** button.

    The path and name you selected appears in the path field.

4   When you have finished assigning your APS Export paths, click the **Save** toolbar button.

Assigning APS import default IDs

To assign import IDs:

1   Click the **APS Import Defaults** button.

    The APS Defaults dialog box appears.

2   Click the appropriate browse button for the ID you want to set.

3   Select the ID you want to use and click the **OK** button.

4   When you have finished assigning APS Default IDs, click the **OK** button in the APS Defaults dialog box and click the **Save** toolbar button.

Setting file styles

To set file styles:

1   If you want to use quoted strings, select the **Quoted Strings** check box.

2 If you want VISUAL to trim the leading and trailing spaces from the text strings it imports, select the **Trim Trailing and Leading Spaces From Strings** check box.

3 If you want VISUAL to assume that periods in numbers are decimal points, select the **Implied Decimal Points On Numbers** check box.

4 Click in the **Field Delimiter** drop-down arrow and select the identifier you want VISUAL to use between fields.

You can select:

Asterisk – *

Tilde – ~

Comma – ,

Tab – An invisible tab character.

Null (Fixed Length) – Fields in the import file must be the same length as specified by the database.

5 Click the **Record Delimiter** drop-down arrow and select the identifier you want VISUAL to use between records.

You can select:

Newline – If you want each new record to appear on a new line, select the **Newline** option.

Null (Fixed Length) – Records in the import file must be the same length as specified by the database.

6 When you have finished assigning your APS default settings, click the **Save** toolbar button.

Using the Order Management tab

Use the Order Mgt tab to specify default information for your customer order management. In the Order Mgt tab, you can:

• Enable WIP/VAS. WIP/VAS (work in process/value-added service) is typically used in conjunction with VISUAL DCMS.
• Specify allocation behavior
• Specify the default shipping weight unit of measure
• Specify the default back order fill rate
• Specify how the oldest open invoice is determined
• Specify order management codes

To specify this information:

1 Click the **Order Mgt** tab.

2 Select the **WIP/VAS Enabled** check box to enable WIP/VAS functions.

Parts that make up an order may require extra services before they are shipped to a customer or transferred to another warehouse. For example, parts in an order may require price tag printing and application.allow employees in the distribution center to perform certain tasks on inventory. These activities are work in process (WIP) activities.

In certain cases, employees in the distribution center may need to provide additional services before a product is shipped. These activities are value-added services (VAS).

Note: You cannot use WIP/VAS if you do not have an Order Management enabled serial number.

3 Specify allocation settings. Depending on your selections, certain options become available or unavailable. Select from these options:

Allocations Require Warehouse/Location – To allow users to allocate supply and assign demand without specifying a warehouse or a location, clear this check box. To require supply allocations and demand assignments to have a warehouse ID and location ID before they can be linked to transactions, select this check box. When you select this check box:

- You must supply a Warehouse ID for purchase and customer orders before VISUAL saves the order.
- You can enter a new work order and add material requirements and operations, but you cannot allocate work order quantities to demand or allocate supply to material requirements.

This setting does not apply to interbranch transfers (IBTs).

When you select the Allocations Require Warehouse/Location check box, the Auto Allocate check box and the Requirement Allocation Level options become available.

Requirement Allocation Level – These options become active when you select the Allocations Require Warehouse/Location check box. Use the requirement allocation level to determine if materials must be allocated to work orders before the work order can be firmed or released. Click one of these options:

> **Full** – Click this option to require all materials to be allocated to the work order before the work order can be firmed or released.

> **Partial** – Click this option to optionally allow required materials to be allocated to a work order before the work order can be firmed or released. When you click this option, a work order can be released without materials allocated.

> **None** – Click this option if you do not require materials to be allocated to a work order before it can be released.

Auto Allocate – To automatically allocate supply to demand, select this check box. You cannot select the Auto Allocate option unless you have selected the Allocations Require Warehouse/Location option.

Customer Order Allocation – When you select the Auto Allocate option, the Customer Order Allocation Level section becomes active. Use the customer order allocation level to determine if materials must be allocated to customer orders before the orders can be placed. Click one of these options:

> **Full** – Click this option to require all materials to be allocated to customer orders before the orders can be placed.

Partial – Click this option to optionally allow required materials to be allocated to customer orders before the orders can be placed. When you click this option, a customer order can be placed without materials allocated.

None – Click this option if you do not require materials to be allocated to a customer order before it can be placed.

4   In the Default Shipping Weight UM field, click the browse button and specify the unit of measure to use for weight shipment in the Order Management Window.

5   In the Default Back Order Fill Rate field, specify the default fill rate to use for customer back orders.

The back order fill rate is a number between 0 and 100 that indicates the minimum percentage of available stock that VISUAL must allocate to the customer if a back order balance remains on a customer order. For example, an order fill rate of 100 for a C/O line for 1,000 back-ordered parts, produces a minimum fill rate quantity of 1,000; an order fill rate of 80 for a C/O line of 1,000 produces a minimum fill rate quantity of 800. For more information on Customer fill rates, refer to the "Shipping Entry" chapter.

6   Click the **Save** button.

Maintaining Order Management codes

Use the buttons in the Maintenance section to access the following Order Management codes:

- Priority Codes
- Customer Order Types
- WIP/VAS Codes
- Customer Types
- HTS Codes
- Part Alias Types

The codes you specify in the Order Management tab apply to all of your accounting entities, not just the selected accounting entity.

Specifying Priority codes

Use priority codes to determine what percentage of available stock can be used to fill a customer order. Assign a priority code to a customer in Customer Maintenance.

To set up priority codes:

1   Click **Priority Codes**.

2   Click **Insert**.

3   Specify this information:

Priority Code – Specify a code.

SKU Rate – Specify the percentage of available stock that can be allocated to a customer with this code. Specify a number between 0 and 100.

Description – Specify a description of the code.

4   Click **Save**.

Entering Customer Order types

Use customer order types to classify the orders you place in the Order Management window.

To specify customer order types:

1   Click **Customer Order Types**.

2   Click **Insert**.

3   Specify this information:

Order Type – Specify the order type.

Description – Specify a description of the order type.

4   Click **Save**.

Specifying WIP/VAS IDs

Your license key governs your access to WIP/VAS functionality. Contact your Infor Global Solutions sales associate for more information.

Note: Before you can enter WIP/VAS information, you must select the **WIP/VAS Enabled** check box. If WIP/VAS is not enabled, none of the WIP/VAS features apply to allocation and the features for maintaining and using WIP/VAS are not visible.

WIP/VAS (Work In Process/Value Added Services) are customization services that you perform on inventory. While not completely manufacturing in nature, WIP/VAS requires the management of inventory moving in and out of service sections in a warehouse. WIP/VAS starts during order entry, when a customer requests one of these specialized services. WIP/VAS is only for warehouses or distribution centers with the capability to manage the services. WIP/VAS specifications are also available at the customer order line level.

Use the WIP/VAS dialog box to specify the WIP/VAS tasks that can be performed on inventory.

To specify WIP/VAS tasks:

1   Click **WIP/VAS**.

2   Click **Insert**.

3   Specify this information:

WIP/VAS ID – Specify an ID for the WIP/VAS you perform on a part.

Description – Specify a description of the ID.

Unit Price – Specify the price per unit for the WIP/VAS activity.

4   Click **Save**.

Entering Customer types

The customer types dialog box becomes available when you select the **Allocation Require Warehouse/Location** check box.

Customers have different order requirements. Some customers may have complex order fulfillment schedules to which they must adhere. Others may have specific allocation needs at one warehouse, or various warehouses scattered across the country. Assign ranks to customers according to the degree of their order fulfillment requirements.

Assign types to customers in Customer Maintenance.

To specify customer types:

1   Click **Customer Types...**.

2   Click **Insert**.

3   Specify this information:

Type – Specify the ID for this customer type.

Description – Specify a description for this customer type.

Priority – Specify the priority for this customer type. The priority is used to sort customers during the allocation process. The lower the number, the higher the priority of customer.

Allocation Fence – Specify a numeric allocation fence for this priority. An Allocation Fence is used to determine which orders are considered by the Allocation Utility. If an order's required ship date is outside the allocation fence, the order is ignored during the allocation process.

Reallocate – To remove existing allocations when the Allocation Utility is run a second time, select the **Reallocate** check box. To retain existing allocations when the Allocation Utility is run a second time, clear this check box.

Auto Allocate – To automatically create allocations for this customer type, select the **Auto Allocate** check box.

Allocation Level – Click the drop-down arrow and specify the allocation level to use. You can select:

None – No allocation is made.

Partial Allocation – This selection allows you to allocate supply to the work order requirement, but makes allocation optional.

Full Allocation – This selection requires you to make sure that work order requirements have allocated supply before you firm or release the requirement.

4   Click **Save**.

Entering Harmonized Tariff Schedule (HTS) codes

Use HTS codes when shipping to and receiving from international locations.

To enter Harmonization codes:

1 Select **Maintain**, **Harmonization Codes**.

2 Click **Insert**.

3 Specify this information:

   HTS Code – Specify a unique identifier for the code.

   Description – Specify a description for this code.

   Duty % – Specify the duty percentage for this code.

4 To specify duty percentages by country, click **Duty by Country**.

   a Click **Insert**.

   b Specify this information:

      Country of Origin – Specify the country that has a specific duty percentage.

      Duty % – Specify the duty percentage.

   c Click **Save**.

5 Click **Save**.

Specifying Part Alias types

Part aliases are alternate names for part IDs. Use Part Alias types to classify the alternate names you use.

To specify part alias types:

1 Click **Part Alias Types...**.

2 Click the **Insert** button.

3 Specify this information:

   Part Alias Type – Specify the part alias type.

   Description – Specify a description of the part alias type.

Using the Defaults tab

Use the Defaults tab to specify requisition approval group names, how purchase requisition approval tasks are generated, and requisition rejection codes.

To specify this information:

1 Click the **Defaults** tab.

2 In each of the Approval Label fields, specify the label to display on the Approval tab of the Purchase Requisition Entry window.

3 To generate all purchase requisition approval tasks for groups simultaneously, select the **Generate All Tasks Simultaneously** check box. To generate approval tasks in sequential order, clear the check box. When you clear the check box, the first group must approve the purchase requisition before the second group's approval tasks are generated.

4 To require users to enter passwords for fields you have secured, select the **Passwords Required for Secured Fields** check box.

5 To create one batch per transaction when you post to the general ledger, select the **Create Financial Batches with Only One Transaction**. If you post multiple transactions to the general ledger at the same time, a batch is created for each transaction. Clear this check box to create one batch for all transactions in the posting.

6 In the AP/AR Cash Management section, specify the default bank accounts to use for this entity. You can override the defaults on individual transactions. Specify this information:

Cash Receipt Default Bank Acct – Click the browse button and select the default account to use for cash receipts. You can select any bank account associated with the current entity.

Cash Payment Default Bank Acct – Click the browse button and select the default account to use for payments. You can select any bank account associated with the current entity.

7 In the Customer Balance Method section, specify how to calculated the customer's open balance. Click one of these options:

Orders, uninvoiced shipments and unpaid invoices – Click this option to calculate the customer's open balance as the total of open orders, uninvoiced shipments, and unpaid invoices. An order line is considered open if the line status is Released, Firmed, or On Hold. An order line is also considered open if the line status is Inherit and the header status of the order is Released, Firmed, or On Hold.

Uninvoiced shipments and unpaid invoices – Click this option to calculate the customer's open balance as the total of uninvoiced shipments and unpaid invoices. Open customer order lines are excluded from the calculation.

Unpaid A/R Invoices – Click this option to calculate the customer's open balance as the total of unpaid accounts receivable invoices only.

8 Click the **Save** button.

Specifying Task Rejection codes

Before creating any new purchase requisitions, add the rejection codes you want to use to your database. Rejection codes help you classify rejected purchase requisition tasks.

Purchase Requisition Entry and ECN Entry share a common Rejection Code table. This feature is available from both the ECN tab in Site Maintenance and the Default tab in Accounting Entity Maintenance.

1 Click **Rejection Codes**.

2 Click **Insert**.

3 Specify this information:

    Code – Specify an identifier for the rejection code.

    Description – Specify a description for this code.

4 Click **Save**.

Assigning currencies to accounting entities

You must assign one default entity currency to each of your accounting entities.

You cannot create sites in the entity until you specify the entity's functional currency.

Before you can assign currencies to accounting entities, you must first define the currencies in your database. See "Adding Currencies" on page 6-5 in the Financials Administrative guide.

Each entity must have an entity currency, or "functional currency." This currency is the entity's default currency. By default, the entity currency is a tracking currency. You must specify an entity currency before you can add a site to the entity.

Each entity can have multiple tracking currencies. You can run reports in any tracking currency. Tracking currencies also allows you to capture transaction values in multiple currencies. Every transaction entered into the system is converted to all tracking currencies and stored in the database.

You can also assign non-tracking currencies to an entity. You can use these non-tracking currencies on transactions such as customer orders and purchase orders.

After you specify entity currencies, set up exchange rates for them. If you do not set up an exchange rate for each currency an entity uses, the exchange rate is defaulted to 1:1.

To assign entity currencies:

1   Select **Ledger**, **Currency Exchange Rate Maintenance**.

2   Click the **Entity ID** drop-down button and select the entity to which you are assigning currencies.

3   Select **Edit**, **Entity Currency Maintenance**.

4   Specify this information:

   Assigned to Entity – To assign a currency to an entity, select this check box. You can select multiple currencies. You can use currencies that have been assigned to enter transactions.

   Entity Currency – To assign the entity functional currency, click this check box. You can assign only one entity currency for each entity. Different entities can have different entity currencies.

   After you specify the entity currency, the currency ID is inserted in the Functional Currency ID field in Accounting Entity Maintenance.

   Euro Currency – This check box is selected for the currency that you specified as the Euro currency in Currency Maintenance. You cannot edit this check box.

   Tracking Currency – To track a currency, select this check box. You can select multiple tracking currencies. The value of each transaction you enter for the entity is stored in all tracking currencies.

   Initial Tracking Exchange Rate – For each of your tracking currencies, specify the initial exchange rate to use. Specify the exchange rate as tracking currency to entity currency. For example, if your tracking currency is U.S. Dollars, and your entity currency is Euro, specify how many U.S. Dollars are in a Euro. You can change the exchange rate in Exchange Rate Maintenance at any time.

   Euro Exchange Rate – The exchange rates you specified for the Euro in Currency Maintenance are inserted. You cannot edit this field.

5   Click **Save**.

After you set up your chart of accounts, return to the Entity Currency Maintenance dialog and set up these accounts for each currency:

Rounding Account – Specify the account to use to post conversion differences. Double-click the browse button to select the account. The account description is inserted in the Rounding Acct Description column. Rounding Accounts also allow you to follow the effects of currency exposure over a period of time.

Realized Gain Account – Specify the account to use to post deviations between the invoice date and the payment or receipt date within Cash Application and Payment Entry. Double-click the browse button to select the account. The account description is inserted in the Realized Gain Acct Description column.

Realized Loss Account – Specify the account to use to settle accounts when n A/P Payment is made for an invoice recorded at a time when the currency exchange rate was different. Entries to this account are permanent. Double-click the browse button to select the account. The description of the account is inserted in the Realized Loss Acct Description column.

Unrealized Gain Account – Specify the account to use to post exchange rate deviations during revaluation. Entries to this account are temporary. They are reversed at the time of settlement and posted to the Realized Gain account. Double-click the browse button to select the account. The description of the account is inserted in the Unrealized Gain Acct Description column.

Unrealized Loss Account – Specify the account to use to post exchange rate deviations during revaluation. Entries to this account are temporary. They are reversed at the time of settlement and posted to the Realized Gain account. Double-click the browse button to select the account. The description of the account is inserted in the Unrealized Loss Acct Description column.

Setting up bank accounts

To complete the accounting entity record, set up bank accounts and assign default cash receipts and payments accounts to each entity. You can override the default accounts on individual transactions.

Before you can set up bank accounts, you must first define basic accounting entity information and specify your chart of Accounts. and GL accounts.

Adding bank accounts

To add a bank account:

1 Select **Cash**, **Bank Account Maintenance**.

2 In the Bank Account ID field, specify an ID for the bank account.

3 Specify a description of the bank account ID in the field next to the Bank Account ID field.

4 Click the **General** tab and specify this information:

   GL Account ID – Click the browse button and select a GL account ID. When you post A/R Deposits and A/P checks associated with this bank, the GL account ID you specify is used. you want to assign to this bank, or enter the G/L Account ID in the field provided.

   Entity ID – Click the browse button and select the accounting entity to which this bank account belongs. Each bank account can belong to one accounting entity.

   Currency ID – Click the browse button and specify the currency for this account.

5 Specify other information for this account as necessary. Refer to Bank Account Maintenance in the *Infor VISUAL Cash User's Guide*.

6 Click **Save**.

Assigning default bank accounts to accounting entities

After you set up bank accounts, specify the default cash receipt and payment accounts for each accounting entity.

To specify default accounts:

1 Select **Admin**, **Accounting Entity Maintenance**.

2 Click the **Defaults** tab.

3 In the AR/AP Cash Management section, specify this information:

   Cash Receipt Default Bank Account – Click the **Cash Receipt Default Bank Account** drop-down arrow and select the default bank account to use for cash receipts. When payments are received for the site within the entity in Cash Application, the bank account you specify here is used by default. You can specify a different bank account in Cash Application.

Cash Payment Default Bank Account – Click the **Cash Payment Default Bank Account** drop-down arrow and select the default bank account to use for cash payments. When a payment is made for a site within the entity in Payment Entry, the bank account specified here is used by default. You can specify a different bank account in Payment Entry.

The bank accounts available for selection in the drop-down lists are the bank accounts assigned to the entity in Bank Account Maintenance.

4 Click **Save**.

Chapter 4: Working with Sites

This chapter describes these topics:

Topics

Setting up sites overview

Sites are specific physical locations that have their own parts, services, shop resources, and warehouses. VISUAL database users and employees are assigned to specific sites. Most of the transactions you enter in VISUAL are at the site level.

To set up basic information about sites, use Site Maintenance. In Site Maintenance, you can:

- Create new sites
- Set up general information, such as the site address, default packlist status, repetitive manufacturing information, part location on the fly information, part warehouse on the fly information, and issue negative information
- Set up scheduling information
- Set up shipment tracking information, such as shipment reason codes, default shipping label information, and the partial shipments with pre-invoiced orders setting
- Set up ECN information
- Set up inventory and labor defaults, inspections defaults, and default project warehouse information
- Assign existing parts, services, and shop resources to the site
- Maintain calendar exceptions

After you set up sites, the system administrator can assign the site to database users. Assigned sites are referred to as *allowable* sites. Database users can choose which of their allowable sites they want to use. The sites database users choose to use are referred to as viewable sites.

You can also assign sites to employees in Employee Maintenance. Employees can enter labor tickets for any site they are allowed to use.

Accessing Site Maintenance

To access Site Maintenance, select **Admin**, **Site Maintenance**.

Creating a site

Each site belongs to an accounting entity. Accounting entities can have multiple sites, but each site can belong to only one entity.

Before you can create a site, you must define its parent accounting entity. The accounting entity must have an entity currency assigned to it.

To create a new site:

1 Click the **New** button.

2 Click the **Entity ID** drop-down arrow and select the parent accounting entity for the site you are creating.

3 In the Site ID field, specify a new Site ID. We recommend that you **do not** use single quotations ('), forward slashes (/), or commas (,) in your site ID. Using these characters may result in reduced site selection functionality in reports and cause issues with integrations to other products through Infor ION.

4 Click **Save**.

Specifying general site information

Use the General tab to define basic information about your site.

1 Click the **General** tab.

2 Specify the site's address in the address fields.

3 In the Packlists section, specify the default status for this site's packlists. Specify one of these values:

S – (Shipped) Packlists are not invoiced or shipped.

1, 2, or 3 Review – Packlists must be reviewed.

A – Approved for Invoicing.

4 In the Repetitive section, specify information to use in the Material Planning Window. Specify this information:

Demand Fence 1 and 2 – Demand fences are used in conjunction with MRP. The values you specify in this section are used to order parts if the part has an order policy of Master Schedule, and the demand fence is not defined on the part's record or on the product code for the part. The value is in days.

Use Fence 1 as MRP Frozen Period – To prevent planned orders from being created during the demand fence period, select this check box. When you select this check box, planned order cannot be created within the demand fence time period. Planned orders are generated after the time specified in demand fence 1 elapses. By using a frozen demand fence, you can prevent planned order from being generated in a time frame that is too short to actually supply the product.

Clear this check box to allow planned orders to be generated at any time.

5 In the Part Location on the Fly section, select one of these options:

Not Allowed – Select this option to prevent part locations from being assigned on the fly. You can only use existing part/location associations. You cannot create new part/location associations or unique warehouse locations at the time of transaction. With this setting, you must establish part/ location associations using the Part Maintenance window or the Part Location Creator.

Assign Existing Location to Part – Select this option to allow users to assign an existing warehouse location to a part (an association that previously did not exist) at the time of a transaction. The warehouse location and part must already exist.

Create New Location and Assign to Part – Select this option to allow users to create a new warehouse location and assign it to a part, thereby creating a valid part/location association at the time of the transaction. The warehouse must already exist.

The part location on the fly setting applies to transactions created using:

- Inventory Transaction Entry (VMINVMNT.EXE)

    This applies when you receive, issue, adjust, and transfer (only in To Warehouse Locations) part quantities and must specify a warehouse location into which you are receiving, transferring, issuing, or adjusting.

- Purchase Receipt Entry (VMRCVMNT.EXE)

    This applies when you are receiving a purchase order quantity at a warehouse and can specify a location within the warehouse at the time of receipt.

- Shipping Entry (VMSHPENT.EXE) (returns only)

    This applies when you are receiving a returned customer shipment at a warehouse and can specify a location within the warehouse at the time of return receipt.

- Physical Inventory Count (VMPHYINV.EXE)

    This applies when you are conducting part counts and recounts within warehouses and can specify a location.

- Interbranch Transfer Shipping Entry (VMIBTSHP.EXE)

    This applies when you are shipping an IBT from one warehouse (From Whse ID) location to another (To Whse ID) and can specify from which location you want to ship the parts.

- Interbranch Transfer Receipts Entry (VMIBTRCV.EXE)

    This applies when you are receiving an IBT into a warehouse location (To Whse ID) and can specify which location you want to receive the transfer.

    When you create a new part/location association, you are prompted to specify a Hold Reason ID, Description, and a Status for the part in the new Warehouse Location.

6 In the Part Warehouse on the Fly section, select the Prevent Warning Message to prevent a warning message from displaying when you create a new Part Location on the fly. This check box is not available if you selected the Not Allowed option in the Part/Location on the Fly section.

7 In the Issue Negative section, select from these combinations:

Warehouse cleared, Location cleared – Use this combination to prevent both locations and warehouses from reaching a negative quantity.

Warehouse selected, Location selected – Select both check boxes to allow individual warehouse locations to reach a negative quantity and to allow the warehouse to reach a negative quantity as well. The system behaves in the same manner as it does if you select only the Warehouse check box.

Warehouse cleared, Location selected – Use this combination to allow warehouse locations to reach a negative quantity, but to prevent the warehouse from reaching a negative quantity. If you select this combination, a particular warehouse location can reach a negative quantity provided that the material is available in another location in the warehouse.

Warehouse selected, Location cleared – If you select this combination, neither warehouses nor locations are allowed to reach a negative quantity.

Auto Issue locations are exempt and are allowed to reach negative quantities regardless of the setting.

Allocations are not considered. The system only considers quantity on hand when determining whether the location reaches a negative quantity.

8 Select the **Allocate Negative** check box to allocate demand even though it may cause a negative balance.

9 The Prevent Negative Backdating check box is available only if you cleared both the Warehouse and Location issue negative check boxes. If you select either the Warehouse or Location issue negative check boxes, it is presumed that you always allow your inventory to be negative, regardless if the transaction is for the current date or for a previous date.

Use this check box to determine how to examine current inventory when a backdated inventory transaction is generated in Inventory Transaction Entry, Shipping Entry, Receiving Entry, or IBT Shipping Entry. If you select this check box, then the quantity you had on hand on the date of the transaction is used to determine inventory levels. If you did not have sufficient quantity on the date of the transaction, then the transaction cannot be completed. For example, say you enter an adjust out inventory transaction on January 5 for 10 units, but you specify January 3 as the transaction date. If you only had 8 units in your inventory on January 3, then you are prevented from completing the backdated transaction if you select the Prevent Negative Backdating check box.

If you clear the Prevent Negative Backdating check box, then the quantity you have on hand on the date you enter the transaction is used to determine inventory levels. For example, say you enter an adjust out inventory transaction on January 5 for 10 units, but you specify January 3 as the transaction date. If you have 10 units on hand on January 5, then you can complete the transaction, even if you did not have 10 units on hand on January 3. When you clear the Prevent Negative Backdating check box, you can generate negative inventory balances for past dates, even though you do not allow negative inventory balances for current dates.

10 If VISUAL is integrated to Infor Quality Management, select the Enable check box in the Infor Quality Management Interface section. Specify this information:

Always Use/Query Use – After an ECN is ready to be implemented, you click the Start button in ECN Entry. These options determine the result of clicking the Start button. If you click Always Use, then IQM is always launched when you click the Start button in ECN Entry. If you click Query

Use, then you are prompted to choose to open the appropriate IQM maintenance window or to open the appropriate VISUAL maintenance window. For example, if the ECN is for a document, you can choose to open IQM Document Maintenance or VISUAL Document Maintenance.

Application Path – Specify the default URL for IQM. This is the URL you access to log into IQM.

Configuration – Specify the configuration to log into.

Use VE User – To pass the currently logged in VISUAL user ID to the IQM log in window, select this check box. If the user is already logged into IQM, then IQM can be accessed directly from VISUAL. The user does not have to log into IQM again. If the user is not currently logged into IQM, then the user ID is passed to the IQM log in window. The user must supply a password. To require users to always log into IQM, clear this check box.

You can integrate each VISUAL site to only one quality system. If you have multiple sites, you can integrate each site to a different quality system.

11 Click **Save**.

Specifying site scheduling information

Use the Scheduling tab to define the default shop calendar for the site. The weekly shop calendar defines standard workday and shift information for your plant. The Global Scheduler uses this information when producing a shop schedule. You can define calendars specific to a particular schedule or individual shop resource. Where neither of these are defined, the calendar specified here is used. This calendar should therefore define the default work week. Exceptions for holidays and different work center schedules are handled elsewhere.

1 Click the **Scheduling** tab.

2 In the Production Schedule section, click **Define Production Schedule** and specify this information:

ID – Specify an ID for the production schedule.

Description – Specify a description for the production schedule.

Note: You can also specify a default production schedule ID for the site when you access the Global Scheduler. If you have not yet defined the default production schedule ID for a site, when you access the Global Scheduler you will be prompted to define the ID and description for each site that does not have a default production schedule ID.

3 In the table, specify this information:

1st Shift Start – Enter the starting time for the first shift for each day of the week. By default, VISUAL assumes that the first shift starts in the morning (AM).

Shift 1, Shift 2, Shift 3 – For each day that has at least one shift, specify the length in hours of each shift. If a shift is not worked, enter **0**.

The totals of the three shifts cannot exceed 24 hours.

First Shift is the period of hours starting at the 1st Shift Start time and ending after the specified number of hours in the shift. Second shift follows immediately after the first shift and ends after the specified number of hours. Third shift is immediately after the second shift; it ends after the specified number of hours.

For example, if you specify a shift start of 7:00:00 AM, a first shift length of 8 hours, a second shift length of 8 hours, and a third shift length of 4 hours, first shift is 7:00 AM to 3:00 PM, second shift is 3:00 PM to 11:00 PM, and third shift begins at 11:00 PM and runs until 3:00 AM.

4 Use the check boxes to define scheduling parameters. The selections you make apply to all schedules for the site. Select one or more of these options:

Treat All Release Dates as Hard in All Schedules – To schedule all work orders based on their hard release dates, select this check box. If you select this check box, the Concurrent Scheduler schedules no activity on any work orders in any schedule before the work order's hard release date, which you specify when you create the work order. If you select this check box, the Treat release date as hard check box on individual work orders is not available.

To decide whether to treat the release date as hard on a work order by work order basis, clear this check box. When you clear this check box, the Treat release date as hard check box becomes available on individual work orders. If you clear the Treat release date as hard check box on an individual work order, the release date is disregarded, and the work order is scheduled as time and materials allow.

Use All Supply Before Applying Lead-time in Material Checks – To consider material supply beyond work orders' required dates, select this check box. When you select this check box, the scheduler ignores a work order's required date when locating material supply. When sufficient supply is located, the work order is scheduled. If sufficient supply cannot be located, then the material's lead time is used to determine when the work order can be scheduled.

If you select this check box, then all parts in the site will use all supply before applying lead time. You cannot override the setting on the part record.

To consider material supply only up to the work order's required date, clear this check box. When you clear this check box, the scheduler does not look beyond the required date for supply when there is insufficient supply at the required date. In this case, it applies the part's or requirement's lead time to determine if sufficient supply can be obtained by the required date, or to determine when it can obtain sufficient supply.

If you clear the check box in Site Maintenance, you can specify on a part-by-part basis which setting to use. In Part Maintenance, use the Supply Before Leadtime check box specify whether or not to use the work order's required date when assessing supply.

The Concurrent Scheduler considers purchase orders, purchase order delivery schedules, Coproducts, work orders, and, if netting planned orders, planned orders, as supply.

Use Global Calendar and Exceptions for Fabricated Parts – To take calendar exceptions into account when calculating availability dates for your fabricated parts, select this check box. By using this setting you can specify the dates you do not want VISUAL to use in its calculations. Clear the check box to ignore calendar exceptions.

Use Global Calendar and Exceptions for Release Dates – To take calendar exceptions into account when calculating release dates, select this check box. By using this setting you can specify the dates you do not want VISUAL to use in its calculations. Clear the check box to ignore calendar exceptions.

5 In the Scheduling Notch size section, specify the notch size for the schedule. To set the notch size to one second, select the **One second** check box. When you select this option, the In Minutes field is unavailable. To set the notch size in minutes, clear the One second check box, then specify a notch size in the In minutes field. You can specify any whole number from 1 to 6; for example, specify 2 for a notch size of two minutes. You can also specify 10 for a notch size of 10 minutes.

6 Click **Save**.

Specifying calendar exceptions

In some instances, you may need to change a normal shift day. In these cases, you can define an exception for the calendar. For example, use the exception table to define holidays.

If you have multiple sites, you can import the calendar exceptions in Application Global Maintenance into the calendar exceptions you define in Site Maintenance.

1 Select **Maintain**, **Calendar Exceptions**.

2 In the Site ID field, click the drop-down button and select the site for which you are defining calendar exceptions.

3 Click **Insert**.

4 Specify the start date and end date for the exception. For example, if the resource will not be available on January 1, 2012, enter 1/1/12 for the start and end date.

5 Specify the time that the First shift starts.

6 Enter the shift duration for the exception. If the shift is not to work at all, specify zero (0) in that shift's column.

The scheduler uses the information you enter here to adjust the normal weekly calendar setting for the date of the exception, thereby giving an accurate estimation of resource availability.

7 Click **Save**.

You can modify and add information to the Shop Calendar and Exception Days Table at any time. The changes take effect the next time you run the Global Scheduler.

Copying global exceptions

You can copy the calendar exceptions set up in Application Global Maintenance to the site. To copy calendar exceptions:

1 In the Site ID field, click the drop-down button and select the site for which you are defining calendar exceptions.

2 Click **Copy from global exceptions**.

3 Click **Save**.

Specifying shipment tracking information

Shipment Tracking is primarily for European users who need to be able to produce appropriate shipping documentation for materials that they may be holding off-site, are in transit to some other location—a customer or another warehouse—or that they are returning to a vendor.

To specify shipment tracking information:

1 Click the **Shipment Trk** tab.

2 To enable the shipment tracking function, select the **Shipment tracking enabled** check box. When you select this check box, you can print transportation document in these applications:

- Shipping Entry
- Service Dispatch Entry
- Interbranch Transfer Entry
- Interbranch Shipping Entry

When you select this check box, the Shipment Reason Codes section Maintenance section become available.

Clear the check box if you do not use shipment tracking.

3 If you selected the Shipment tracking enabled check box, specify this information:

Shipment Reason Codes – This section is available only if you select the Shipment tracking enabled check box. Click one option:

Required – Select this option if users must supply a reason code to print a transportation document.

Optional – Select this option if users can print a transportation document without supplying a reason code.

Maintenance – Click **Ship Reason Codes...** to define reason codes for your shipping documents. Specify this information:

Shipment Type – Click the arrow and select one of these types:

Shipment – Select this option if you want to classify the shipment as a shipment of goods to an outside location.

Inventory Transfer – Select this option to classify the shipment as a transfer of inventory between locations.

Service Dispatch – Select this option to classify the shipment as a service dispatch.

Purchase Return – Select this option to classify the shipment as a purchase return.

Reason Code – Specify a unique reason code ID.

GL Account ID – Specify an account ledger to assign to this Ship Reason Code.

Default Warehouse ID – Specify the ID for the warehouse you want to use for this code.

4 In the Default Shipping Label field, click the **Default Shipping Label** browse button and select the default label format.

5 To allow the deletion of packlists with ship dates in closed or locked periods, select the **Allow Deletion of Packlists in Closed or Locked Periods** check box. When you select this check box, any packlist can be deleted provided that no invoices have been created for the packlist. Clear the check box to allow packlists to be deleted only if the ship date is in an open period.

6 In the Partial Shipments with Pre-invoiced Orders section, select one option:

Create memo with excess balance – Select this option if you would like to create a memo for any excess amount from pre-invoices or progress billings when customer orders are partially shipped. For example, if the customer has been pre-invoiced for $300 for a certain quantity of a part, and you have shipped $200 worth, then the system generates a memo worth $100 for the customer's account.

Retain excess balance for future shipments – Select this option if you would like to retain the excess amount that a customer has been pre-invoiced or has been progress billed. The system behaves differently depending on if you pre-invoice the customer or progress bill the customer.

If you progress bill the customer, the system considers the amount to apply on a line-by-line basis. For example, if the customer has a progress billing invoice for $300 for a certain quantity of a part on line 1 of the customer order, and you have shipped $200 worth, then the system retains the $100 to apply to a future shipment of the same part on line 1 of the customer order.

If you create the pre-invoice in Accounts Receivable Invoice Entry, then the grand total of the customer order is considered when the system determines the amount to refund or apply to a future shipment. The individual lines are not considered.

If you close the customer order or a line short prior to consuming all of a pre-invoice amount, the user must manually generate a memo to offset the remaining balance of the pre-invoice.

If you select this option, certain options may be disabled in Invoice Forms. If at least one customer order has been partially shipped and has a pre-invoice applied to it, the system disables the Create A/R Invoices, Combine All Packlists for an Order on One Invoice, and Combine All Packlists for a Customer on One Invoice options. You can re-activate these options by generating invoices for pre-invoiced orders with partial shipments. To identify these orders, print the List of Pre-Invoiced Orders with Partial Shipments report. Then, use the Generate/Print One Invoice option available on the File menu to generate an invoice for each order in the List of Pre-Invoiced Orders with Partial Shipments report. After you generate each invoice, the system reactivates the Create A/R Invoices, Combine All Packlists for an Order on One Invoice, and Combine All Packlists for a Customer on One Invoice options.

7 Click **Save**.

Specifying ECN information

If you use Engineering Change Notices (ECNs) to control changes in your manufacturing processes, use the ECN tab to specify settings for ECN control.

1 Click the ECN tab.

2 Specify these settings:

Modify ECNs with an on-hold status – To allow users to modify ECNs with an on-hold status, select this check box. Clear this check box to prevent users from modifying ECNs with an on-hold status.

Passwords required for secured fields – To require users to enter a password when they enter data or change the status of secured fields, select this check box. This functionality provides you with electronic signature capability. To allow users to modify secured fields without entering a password, clear this check box.

Generate all tasks simultaneously – To generate tasks for members of all of your ECN teams at the same time when you change the ECN's status from Undefined, select this check box. Clear this check box if you want to generate tasks for only the first non-completed team. For example, Implementation team members will not receive tasks until Authorization team members have all signed off on their tasks.

Lock new engineering change notifications – To automatically lock all new ECNs, select this check box.

Allow application of ECN to unreported ops/reqs to in-process work orders – To apply ECNs to work order that are already in process, select this check box. ECNs will be applied provided that labor has not already been reported or material issued to the operations and requirements affected by the ECN. For example: you have an engineering master with operations A, B, and C. You enter an ECN that affects operation B.

In one work order based on the engineering master, a labor ticket has already been entered against operation B. In this case, the ECN would not be applied to the work order. In another work order based on the engineering master, labor had been reported to operation A but not to operation B. In this case, the ECN would be applied.

If the ECN update has any impact on a requirement or operation that has actual labor or material issues, the work order will not be updated. For example, if an ECN changes a quantity per on a leg header card, the work order will not be updated If labor or materials have been applied under the leg.

If you select this check box, ECNs will not be applied to split work orders or work orders with active demand supply links.

Clear the check box if you do not want the system to apply ECNs to any in-process work order.

One active ECN per part – Select this check box to allow only one active ECN per part master. Clear this check box to allow multiple ECNs to be applied to a single part master.

One active ECN per document – Select this check box to allow only one active ECN per document. Clear this check box to allow multiple ECNs to be applied to a document.

One active ECN per work order – Select this check box to allow only one active ECN per work order. Clear this check box to allow multiple ECNs to be applied to a work order.

One active ECN per engineering master – Select this check box to allow only one active ECN per engineering master. Clear this check box to allow multiple ECNs to be applied to an engineering master.

One Active ECN per project – Select this check box to allow only one active ECN per project. Clear this check box to allow multiple ECNs to be applied to a project.

3   Click **Save**.

Entering and deleting Maintenance codes

Use the buttons in the Maintenance section to access the following ECN codes:

- Types
- Dispositions
- Reasons
- Rejection Codes

Entering Maintenance codes

Note: Use the same method to enter and delete information for all ECN maintenance dialog boxes.

To enter ECN maintenance codes:

1 Click the button for the maintenance code you want to enter. For example, if you want to enter Disposition codes, click the Dispositions button.

2 Click **Insert**.

3 Enter the new code and a description for that code.

4 Click **Save**.

Deleting Maintenance codes

To delete maintenance codes:

1 Open the maintenance table that contains the code you want to delete.

2 Select the line item to delete.

3 Click **Delete**.

An X is displayed in the row header indicating you have marked it for deletion.

4 Click **Save**.

Specifying defaults

The settings you specify on this tab apply to several areas of your sites.

1 Click the **Defaults** tab.

2 In the Inventory/Labor section, select these options:

Autogen Labor During Receipt – Select this check box to backflush labor when you receive a work order into inventory or when you ship a customer order that is linked to a work order.

If you clear this check box, then backflushing is triggered in labor entry only. If you clear this check box, then the last operation in a work order must not use an auto-reporting resource. You cannot manually report labor to an auto-reporting resource.

Default Employee – If you selected the Autogen Labor During Receipt check box, specify the ID of the employee to use on labor tickets that are generated when you ship a customer order that is linked to a work order.

Backflush Subordinate Legs – Select this option to backflush labor to subordinate legs. In addition to selecting this check box, you must also specify an auto-reporting resource on the last operation in the leg to initiate the backflush of legs.

Generate Labor Tickets During Backflush – Select this check box to generate labor tickets for operations that have been backflushed. The costs that are specified on the Costs tab of the operation are used to determine the labor costs.

Clear this check box if you do not want to generate labor tickets for backflushed operations. If you clear this check box, then backflushed operations do not have any labor costs.

Require Issue Reason for All Issues – If you want VISUAL to require reason codes for every material issue you enter, select the **Require Issue Reason for All Issues** check box.

Require Issue Reason for All Issue Returns – If you want VISUAL to require reason codes for every material return you enter, select the **Require Issue Reason for All Issue Returns** check box.

Percent complete – To report quantities based on percentage complete instead of quantity complete, select this check box. If you select this check box, then quantities for all run operations that you create for this site are reported as a percentage. These changes are made:

• In Labor Ticket Entry, Qty Remaining and Qty Completed labels are replaced with Percent Remaining and Percent Completed labels.
• In Wedge Barcode Labor Entry, Op Qty Completed, Op Qty Remaining, and Op Qty Remaining labels are replaced with Op Prcnt Complete, Op Prcnt Remaining, and Percent Completed prompts.
• In ALTS, the Quantity Completed prompt is replaced by a Percent Completed prompt.

If you clear this check box, you can set up whether to report labor quantities as percentages on individual work orders or operations.

Require Deviation Reason for Deviated Quantities – If you want VISUAL to require reason codes for every deviation quantity you enter during labor ticket entry, select the **Require Deviation Reason for Deviated Quantities** check box.

Require Adjustment Reason for All Adjust Ins – If you want VISUAL to require reason codes for all of your inventory adjust ins, select the **Require Adjustment Reason for All Adjust Ins** check box.

Require Adjustment Reason for All Adjust Outs – If you want VISUAL to require reason codes for all of your inventory adjust outs, select the **Require Adjustment Reason for All Adjust Outs** check box.

Require Transfer Reason for All Transfers – If you want VISUAL to require reason codes for all inventory transfer transactions, select the **Require Transfer Reason for All Transfers** check box.

Quantity Complete by Hours – To automatically calculate quantity complete or percentage of completion based on the hours reported on the labor ticket, select this check box.

If you report labor based on quantity complete, then this calculation is made to determine the quantity completed during the labor ticket:

(hours reported on ticket/total estimated hours for operation) * operation quantity

If you report labor based on percentage complete, then this calculation is made to determine the percentage:

(hours reported on ticket/estimated hours for operation) * 100

The operation is automatically closed when the quantity or percentage complete equals or exceeds the operation quantity.

If you select the Quantity Complete by Hours check box in Site Maintenance, then all run type labor transactions are automatically calculated.

Max Percent Completed – If you selected the Quantity Complete by Hours check box, use this field to specify the maximum percentage that can be calculated automatically. When the percentage complete meets the threshold that you specify, automatic calculation of quantity complete is stopped. The operation remains on your schedule until the operation is manually closed. This formula is used to calculate the number of hours for the operation that remain on your schedule:

((100 - value specified in Max Percent Completed field)/100) * total hours required for the operation

If you specify a value in this field, then automatic calculation of labor on all operations in the site will stop at the value that you specify.

3   If you are licensed to use WIP inventory tracking, specify the defaults for new move requests:

Default Matl WIP Delivery Type – Specify the default delivery type to use on move requests that are created in Inventory Transaction Entry. Select Drop Only if the material will be used immediately. Select WIP Inventory if the material will be stored in a WIP location. If you do not want to set a default value, leave this field blank.

Default Labor WIP Delivery Type – Specify the default delivery type to use on move requests that are created in Labor Ticket Entry. Select Drop Only if the material will be used immediately. Select WIP Inventory if the material will be stored in a WIP location. If you do not want to set a default value, leave this field blank.

Default Matl Move Request Status – Specify the default status of move requests that are created in Inventory Transaction Entry. Select one of these options, or leave the field blank if you do not want to set a default value:

Pending – The parts in the move request are waiting to be loaded or picked. If you choose not to use the Loading status for any move requests, you can also use the pending status to indicate that the order is being loaded.

Loading – The parts in the move request are being loaded or picked.

Ready for Pickup – The parts in the move request are ready to be delivered by shop floor personnel.

Default Labor Move Request Status – Specify the default status of move requests that are created in Labor Ticket Entry. Select one of these options, or leave the field blank if you do not want to set a default value:

Pending – The parts in the move request are waiting to be loaded or picked. If you choose not to use the Loading status for any move requests, you can also use the pending status to indicate that the order is being loaded.

Loading – The parts in the move request are being loaded or picked.

Ready for Pickup – The parts in the move request are ready to be delivered by shop floor personnel.

4 If you are working with Infor Quality Management, specify settings in the Inspections section. Select these options:

Require Completed Inspections on Labor Tickets – If you want users to select the Quality Data Collection Complete check box in the Labor Ticket Entry window before they can save the labor ticket, select the **Require Complete Inspections on Labor Tickets** check box.

Require Completed Inspections for Return/Release – If you want users to select the Quality Data Collection Complete check box in the Receiving Inspection dialog box of the Purchase Receipt Entry window, select the Require Completed Inspections for Return/Release check box.

5 If you are licensed to use Projects functionality, in the Projects section specify the default warehouse to use as the basis for your project warehouses.

6 You can specify a default internal customer ID to use when this site buys items from another site. Click the **Default Internal Customer ID** browse button and select the customer ID to use.

You can override the default setting on the purchase order.

7 In Vendor Maintenance, you can set up a list of buyers who are not allowed to purchase materials from a particular vendor. These buyers are excluded buyers. If you create a purchasing document for that vendor, you cannot specify an excluded buyer in the Buyer ID field. In the Vendor Exclusion Mode section, specify the purchasing information an excluded buyer can access. Click one of these options:

Exclude buyers from using vendor – Click this option to prevent the use of an excluded buyer on a purchasing document. If the excluded buyer is a user, the buyer can still create and edit purchasing documents, but cannot be the buyer specified on the document.

Exclude users and buyers from using vendor – If an excluded buyer is also a database user, click this option to prevent the buyer from creating any purchasing documents for vendors that the buyers are not allowed to use. Users can still view purchasing documents from any vendor. To prevent excluded buyers from editing purchasing documents for vendors they are not allowed to use, select the **Read only mode for excluded vendor documents**.

8 In the Auto Issue Method section, click one of these options:

Based on Operation Qty Complete – Click this option to auto-issue material requirements incrementally based on the quantity or percent completed on each labor ticket. For example, presume that the operation is for a quantity of 5 and the Qty Per for the material requirement is 1. If a quantity of 2 is completed on a labor ticket, then 2 units of the material requirement are issued (presuming that there is no fixed scrap or deviated quantity). If an operation is closed before all quantities are completed, then the material requirement is also closed short.

Based on the Full Requirement Qty on First Labor Ticket – Click this option to auto-issue the full material requirement quantity after the first labor ticket is reported for the operation. If you backflush labor without creating labor tickets, then the full material requirement is issued after the first quantity is backflushed.

Depending on how you set up Preferences Maintenance, the issued quantity can include fixed scrap and extra materials for deviated quantities that are reported on the first labor ticket.

If a labor ticket has already been created for the operation or a quantity has already been backflushed, then additional material is not issued. For example, if you created a labor ticket for an operation and then increased the quantity of the material requirement, the additional requirement will not be issued.

Note: If operations are in process when you select this auto-issue method, additional materials are not issued to any in-process operation. To complete material issues for in-process operations, you must manually issue the materials.

Based on Full Remaining Req Qty on Run Complete – When you use this option, materials are issued in proportion to the quantity or percent complete on the operation until the Run Complete labor ticket is saved to the operation. When the Run Complete labor ticket is saved, all remaining material requirements are issued to the operation, even if the operation is closed short. If you backflush labor during the shipment of customer orders, then the full remaining quantity of a material requirement is issued when the full quantity of the order line has been shipped or when the line is closed short.

Depending on how you set up Preferences Maintenance, this quantity can include fixed scrap and extra materials for deviated quantities.

For more information on setting up auto-issue parts, see "Auto-issue Parts" on page 3–21 in the Inventory guide.

9   If you are integrated to Infor PLM, you can directly access PLM from Part Maintenance. Use the PLM Integration section to specify PLM access information for the site. You can use the default connection information specified in Application Global Maintenance, or you can specify site-specific connection information in Site Maintenance. Specify this information:

Login URL – If this site uses a unique URL to access PLM, specify the external launch URL for Web PLM in this field. If this site uses the default URL specified in Application Global Maintenance, leave this field blank.

Enable – Specify whether you can directly access PLM from Part Maintenance when viewing a part for this site. Specify one of these options:

Default – Specify Default to use the enable setting specified in Application Global Maintenance. If you specify Default and the Enable check box is selected in Application Global Maintenance, then you can access PLM from Part Maintenance when viewing parts for this site. If you specified a URL in Site Maintenance, then that URL is used to access PLM. If you left the Login URL in Site Maintenance blank, then the URL specified in Application Global Maintenance is used to access PLM. If you specify Default and the Enable check box is cleared in Application Global Maintenance, then you cannot access PLM when viewing parts for this site, regardless if you have specified a URL in either Site Maintenance or Application Global Maintenance.

No – Specify No if you cannot access PLM in Part Maintenance when viewing parts for this site. If you specify this option, you cannot access PLM when viewing parts for this site even if you specify a Login URL in Site Maintenance or Application Global Maintenance.

Yes – Specify Yes if you can access PLM in Part Maintenance when viewing parts for this site. If you specify this option and you specify a login URL in Site Maintenance, then the URL you specify in Site Maintenance is used to access PLM. If you specify this option and you leave the Login URL field blank in Site Maintenance, then the login URL specified in Application Global Maintenance is used to access PLM.

10 Click **Save**.

Setting service charge defaults

Use the Service Charge Defaults dialog box to set up the service charges your sites use. Maintain service charge defaults by site ID.

To set up service charge defaults:

1 Click the **Site ID** down arrow and select the site for which you are setting up service charge defaults. If you are licensed to use a single site, this field is unavailable.

2 Select **Maintain**, **Service Charge Defaults**.

3 Specify this information:

ID – Specify a unique identifier for the service charge in the ID field.

Description – Specify a description of this service charge in the Description field.

Unit Price – Specify the service charge per unit.

Trade Discount % – Specify the discount available for this service.

Commission % – Specify the commission rate paid to the sales representative for this service.

Product Code – Specify the product code to which this service charge applies.

Commodity Code – Specify the commodity code to which this service applies.

Sales Tax Grp ID – Specify the sales tax group to apply to this service charge.

Revenue Account ID – Specify the account where the service charge is posted.

4 To include this service charge for Intrastat calculations, select the **Include for Intrastat** check box.

5 To include any comments or specifications for this service charge, click in the Specifications text box and enter the comments you want.

6 Click **Save**.

Deleting service charge codes

To delete service charge codes:

1 Click the browse button and select the ID to delete.

2 Click **Delete**.

3 In the confirmation dialog box, click **Yes**.

The service charge is deleted from your database.

Assigning database users to sites

Note: Only the system administrator can assign database users to sites.

Database users must be assigned to a site before they can use the site in master data creation, transactions, or reports. Assign database users to a site in Security Maintenance.

The sites that you assign to a database user are called "allowable sites." Individual database users can choose which of their allowable sites to use on both a system-wide basis and on an individual window basis. The sites the database user chooses to use are called "viewable sites."

To assign sites to a database user:

1   Select **Security**, **Profile/User/Group Security**.

2   In the Security by section, select **User**.

3   Click the **User ID** button and select the user to assign to sites.

4   Click the **Allowable Sites** tab.

5   Click the **Insert** button.

6   Double-click the **Site ID** button and select the site to assign to the user.

7   Click **Save**.

You can assign a user to multiple sites. Users can select which of their allowable sites they would like to view.

Setting up site accounting information

After you define your site in Site Maintenance, set up basic accounting information for each site. Each site inherits its financial calendar and currencies from its parent entity. You manage individual accounting periods and the G/L account interface at the Site level.

Specifying the default GL interface

The accounts listed in the default GL interface are used for transactions. For some transactions, you can override the default account.

For each site, specify a default GL interface. Each site can have the same accounts in its GL interface, but you must define the GL interface for each site separately. If two sites have identical GL interfaces, you can copy the interface from one site to another. Refer to "Copying the GL interface."

To specify the default GL interface for a site:

1 Select **Ledger**, **Financials Application Global Maintenance**.

2 Click the **Site ID** drop-down button and select the site for which you are defining the GL interface.

3 Click the **GL Interface** tab.

4 For each account listed, specify a default account. Refer to the "Configuring Financials" chapter in the *Infor VISUAL Financials Administrative User's Guide*.

5 Click **Save**.

Cross-site accounts

Specified cross-site accounts are debited and credited when two sites are involved in a transaction. For example, the cross-site shipping accounts are used when a sales order is entered in one site, but a second site ships the order. If you intend to use cross-site transactions, ensure that you specify cross-site accounts in the default GL interface for each site and that only one site is used per order line.

We recommend setting up all cross-site accounts as asset accounts.

Set up these accounts for cross-site shipping. While you cannot create new cross-site customer orders, use these accounts to process cross-site customer orders that existed in your database prior to upgrade. In a cross-site sale, a customer order is created in one site, but a second site ships the order:

• Shipping Intercompany Burden
• Shipping Intercompany Labor
• Shipping Intercompany Material
• Shipping Intercompany Service

Set up these accounts for cross-site purchasing. While you cannot create new cross-site purchases, use these accounts to process cross-site purchases that existed in your database prior to upgrade. In a cross-site purchase, a purchase order is placed in one site, but a second site receives the order:

- Receiving Intercompany Burden
- Receiving Intercompany Labor
- Receiving Intercompany Material
- Receiving Intercompany Service

Set up these accounts for in-transit cross-site transactions. These accounts are used in the internal buy/sell process to record costs when materials are in transit. See "Buying and selling between accounting entities" on page 6–2 in this guide.

- Intransit Burden
- Intransit Labor
- Intransit Material
- Intransit Service

Set up these accounts for cross-site cash. These accounts are used in the internal buy/sell process.

- A/P Intercompany Cash
- A/R Intercompany Cash

Copying the GL interface

If more than one of your sites has the same GL interface, you can copy the interface from one site to another site. Define the GL interface in the first site, then use the copy function to copy the interface to the second site.

To copy a GL interface:

1   Click the **Site ID** drop-down button and select the site that has the GL interface to copy.

2   Click the **GL Interface** tab.

3   Click **Copy to Another Site ID**.

4   Click the **Copy to** drop-down button and select the site to which to copy the GL interface.

5   Click **Ok**.

Generating accounting periods

After you assign financial calendars to your entities, you can generate accounting periods for each of your sites. Sites inherit the financial calendar assigned to their parent accounting entity.

To generate accounting periods:

1   Select **Ledger**, **Application Global Maintenance**.

2 Select **Maintain**, **Financial Calendars**.

3 In the Calendar ID field, click the **Calendar ID** drop-down button and select the calendar to generate.

4 In the Automatic Date Generation section, specify this information:

Fiscal Year – Specify the fiscal year to generate.

End Date – Specify the last day of the fiscal year.

5 Click **Auto**. The periods for the fiscal year are inserted in the table. The periods are also inserted into the Calendar Status tab for all sites that share the calendar ID you specified.

6 Click **Save**.

If you create a new site ID after you perform this procedure, an Auto button is displayed on the Calendar Status tab for the site.

Click the Auto button to insert the periods that have been created for the financial calendar.

Setting up auto-numbering

Before you begin entering transactions, set up auto-numbering schemes for each of your sites. Setting up schemes for each of your sites helps you to easily identify which site generated the transaction. Auto-numbering also helps to ensure that transactions are numbered sequentially within sites.

Set up auto-numbering schemes in these windows:

- ECNs
- Equipment Maintenance
- Estimating Window
- Inter-branch Transfer Entry
- Inter-branch Transfer Receipt Entry
- Inter-branch Transfer Shipping Entry
- Planned Maintenance - Sales Order ID
- Planned Maintenance - Schedule
- Planned Maintenance - Work Order ID
- Purchase Order Entry
- Purchase Receipt Entry
- Purchase Requisition Entry
- RMA Entry
- Sales Orders Entry
- Shipping Entry - Advanced Shipping Notices
- Shipping Entry - Bills of Lading
- Shipping Entry - Customs Doc IDs
- Shipping Entry - Packlists
- Unplanned Maintenance
- Unplanned Maintenance - Sales Order ID
- Unplanned Maintenance - Work Order ID
- Vendor RFQ Entry
- Work Orders

It is highly recommended that you create a unique auto-numbering scheme for each site.

To ensure that all IDs for a record type use the same auto-numbering ID format, you should set up auto-numbering schemes before you create records.

Auto numbers contain these components:

- An integer portion. Each new ID is generated in sequential order.
- An alphanumeric prefix affixed before the integer.
- An alphanumeric suffix affixed after the integer.
- Number of decimal digits and a check box to show leading zeros.

For example, a number of 1001 with a prefix of PO and a suffix of X produces this sequence of Purchase Order IDs: PO1001X, PO1002X, PO1003X.

1 Open the application where you want to use auto numbering.

2 Select **Edit**, **Auto Numbering**.

3 Click the **SIte ID** drop-down button and select the site for which you are setting up auto-numbering.

4 Specify this information:

Next Sequential Number – Specify the number to use the next time you save a record.

Alphanumeric Prefix – Specify a prefix that is attached to the beginning of each sequential number.

Alphanumeric Suffix – Specify a suffix that is attached to the end of each sequential number.

Number of Digits – Specify the total number of digits in the numeric portion of the ID in the Number of Decimal Digits field. If you select the Show Leading Zeroes check box, this number is used to determine the correct number of leading zeros.

Show Leading Zeroes – To include leading zeroes in the ID, select this option. When you select this option, all of your IDs have the number of digits specified in the Number of Digits field.

Click **Save**.

Assigning parts, resources, and services to sites

If you have parts, shop resources, and services in your database, you can assign them to a site in the Site Maintenance window. Parts, resources, and services must be assigned to a site before they can be used in transactions for that site.

Adding parts to a site

You can also access the Site Parts dialog box in Part Maintenance.

To add existing parts to a site:

1   Select **Maintain**, **Site Parts**.

2   Click the Site ID arrow and select the site to which you are adding parts.

3   Click the **Add to Site** check box for the parts you want to add to the site. If you want to add all parts to the site, click **Select All for Add**. To clear all selections in the Add to Site column, click **Unselect All for Add**.

4   Click **Save** to add the parts to the site. After you click save, the **Exists in Site** check box is selected for the parts you added.

   After you add parts to the site, you can modify certain part information at the site level in Part Maintenance.

Adding a part to multiple sites

In Part Maintenance, you can add a part to multiple sites.

To add a part to multiple sites:

1   Select **Inventory**, **Part Maintenance**.

2   Click the **Part ID** browse button and select the part to add to multiple sites.

3   Select **View**, **Part Sites**.

4   Select the **Show All Sites** check box. The Exists in Site and Add to Site columns and the Save and Close buttons are displayed.

5   To add the part to a site, select the **Add to Site** check box.

   Click **Save**.

Adding multiple services to a site

To add existing services to a site:

1 Select **Maintain**, **Site Services**.

2 Click the Site ID arrow and select the site to which you are adding services.

3 Click the **Add to Site** check box for the services you want to add to the site. If you want to add all services to the site, click **Select All for Add**. To clear all selections in the Add to Site column, click **Unselect All for Add**.

4 Click **Save** to add the services to the site. After you click save, the **Exists in Site** check box is selected for the services you added.

After you add services to the site, you can modify certain service information in Outside Service Maintenance.

Adding a service to multiple sites

To add a service to multiple sites:

1 In the Service Maintenance window, click the **Service ID** browse button and select the service to add to multiple sites.

2 Select **View**, **Service Sites**.

3 Select the **Show All Sites** check box. The Exists in Site and Add to Site columns and the Save and Close buttons are displayed.

4 To add the service to a site, select the **Add to Site** check box.

5 Click **Save**.

Adding shop resources to a site

To add existing shop resources to a site:

1 Select **Maintain**, **Site Resources**.

2 Click the Site ID arrow and select the site to which you are adding shop resources.

3 Click the **Add to Site** check box for the shop resources you want to add to the site. If you choose to add a shop resource group ID, you are asked if you want to add the resources that are members of the group to the site. Click **Yes** to add the group members.

If you want to add all shop resources to the site, click **Select All for Add**. To clear all selections in the Add to Site column, click **Unselect All for Add**.

4 Click **Save** to add the shop resources to the site. After you click save, the **Exists in Site** check box is selected for the shop resources you added.

After you add shop resources to the site, you can modify certain shop resource information in Shop Resource Maintenance.

Adding a shop resource to multiple sites

To add a shop resource to multiple sites:

1 In the Shop Resource Maintenance window, click the **Resource ID** browse button and select the resource to add to multiple sites.

2 Select **View**, **Resource Sites**.

3 Select the **Show All Sites** check box. The Exists in Site and Add to Site columns and the Save and Close buttons are displayed.

4 To add the resource to a site, select the **Add to Site** check box.

5 Click **Save**.

Assigning employees to sites

Employees can enter labor tickets for any site they are assigned to. If employees are not assigned to a site, they cannot enter labor tickets for that site.

When employees use Labor Ticket Entry, they can only select work orders associated with the sites to which they are assigned. They cannot select a work order form a site to which they are not assigned.

You can assign employees to sites in Site Maintenance and in Employee Maintenance. To assign multiple employees to one site in the same action, use Site Maintenance. For example, if you use Site Maintenance you can assign several employees to site MMC. To assign one employee to multiple sites in the same action, use Employee Maintenance. For example, if you use Site Maintenance, you can assign employee JACK to site MMC, MMC-I, and MMC-2 in the same action.

When you assign employees to sites In Employee Maintenance, you must specify their pay rates in each site. Each employee may earn a different rate in each site, or sites may not share the same currency.

Using Site Maintenance to assign employees to sites

To add existing employees to a site using Site Maintenance:

1   In the Site Maintenance window, select **Maintain**, **Site Employees**.

2   Click the Site ID arrow and select the site to which you are assigning employees.

3   To assign employees to the site, click the **Add to Site**.

    To assign all employees, click **Select All for Add**.

    To clear all selections in the Add to Site column, click **Unselect All for Add**.

4   Click **Save.** After you click save, the **Exists in Site** check box is selected for the employees you added.

Each employee's pay rate is maintained at the site level. After you add employees to your sites in Site Maintenance, access Employee Maintenance to define the pay rate for each employee at each site.

Assigning employees to sites in Employee Maintenance

Use Employee Maintenance to assign an employee to multiple sites and to specify the pay rate the employee earns in each site.

To assign an employee to a site in Employee Maintenance:

1   Select **Admin**, **Employee Maintenance**.

2   Click the browse button and select the employee to assign to sites.

3   In the Type section, specify how you express the employee's pay rate. Click Hourly to specify the rate per hour. Click Salary to specify the rate per year.

4   Select **Edit**, **Allowable Sites**.

5   Click the **Assigned** check box next to each site the employee is allowed to use.

6   To specify the employee's default site, select the **Default** check box. When a labor ticket is entered for this employee, the default site is inserted in the Site field when the employee is selected. The default site can be overridden with any of the employee's allowable sites.

7   For each assigned site, specify the employee's pay rate. If you clicked the Hourly option in the Type section, specify the hourly rate. If you clicked Salary in the Type section, specify the yearly rate.

8   Click **Save**.

When you select an employee ID in Labor Ticket Entry, the Site ID field lists only those sites assigned to the employee. When you browse for work orders, only the work orders associated with the Site ID are displayed.

Transactions and other functions by site

These transactions and functions occur at the site level. In each of these windows, select a Site ID before performing actions in the window:

- Accounts Payable
- Accounts Receivable
- Cash Book
- Cash Management
- Costing
- ECNs
- Employee Maintenance
- Engineering Masters
- Equipment Maintenance
- Estimates
- Inter-branch Transfer
- Inventory Trace
- Inventory Transactions
- Labor Tickets
- Part Maintenance
- Part Trace Profile Maintenance
- Physical Inventories
- Planning
- Projects
- Purchase Orders
- Purchase Receipts
- Purchase Requisitions
- Quote Masters
- Receiving Inspection
- RFQs
- RMAs
- Sales Orders
- Scheduling
- Service Maintenance
- Shipping
- Shop Resource Maintenance
- Tasks
- Unplanned Maintenance
- Warehouse Maintenance
- WIP Maintenance
- Work Orders

Chapter 5: Using the Interface

This chapter describes these topics:

Topics

Selecting viewable sites

After the system administrator determines which sites you are allowed to use, you can choose which sites you want to use in the system. The sites you choose to use are referred to as viewable sites. When you click a Site ID arrow, only the sites you have specified as viewable are presented.

You can override your system-wide setting in individual windows.

Setting system-wide viewable sites

Use the Set Viewable Sites dialog box to choose the sites you want to use in the system. These sites are presented to you when you click a Site ID arrow in a window that uses site information.

You can also choose a default site. If you choose a default site, the site is inserted in the Site ID field automatically when you open a window. If you do not select a default site, the site that is first alphabetically among your viewable sites in inserted in the Site ID field.

To set viewable sites:

1 Select **Sites**, **Set Viewable Sites**.

2 To specify viewable sites, select the **Viewable Sites** check box. These are the sites that will be available when you click the Site ID drop-down arrow. You should specify at least one viewable site.

3 To specify a default site, select the Default Site check box. You can select only one default site. The site you specify as the default site is inserted into the Site ID field automatically when you access a window that uses site information.

4 Click **Save**.

Overriding system-wide viewable sites

You can override the viewable sites settings you specify in the Viewable Sites dialog available on the Sites menu.

To override your system-wide settings:

1 Open the window where you want to override the system-wide settings. For example, open Purchase Order Entry.

2 Select **View**, **User Viewable Sites**.

3 To specify viewable sites, select the **Viewable** check box. To hide a site from view, clear the **Viewable** check box.

You can choose to view or hide any of your allowable sites, except for the site you are currently viewing. The site you are viewing is indicated by a Lock icon.

Note: You cannot designate your default site in this dialog. Use the Sites, Set Viewable SItes dialog to designate your default site.

You can sort the Set User Viewable Sites dialog box by Site ID or by Entity ID.

4 Click **Ok**.

When you click the Site ID arrow, the sites you specified as viewable are listed.

Your override settings are retained until you close the window. When you reopen the window, your override settings are reset and the system-wide settings are used.

Using sites in browse tables

When you specify a site ID in a window, browse tables are filtered by site ID if the data in the table are maintained by site ID. For example, purchase order IDs are maintained at the site level. If you browse for a purchase order ID in the Purchase Order Entry window, the purchase order IDs in the browse are filtered by the Site you selected.

In certain advanced browse tables, you can choose to view information from your viewable sites or your allowable sites.

To view information from your all of your viewable sites, click the **Viewable sites** button. Data available from all of your viewable sites are displayed in the browse table. If you overrode the system-wide settings for viewable sites in the window, your overrides are used in the browse dialog. Otherwise, your system- wide settings are used.

Note: To view the Site ID column in the browse dialog, you may need to edit the browse table columns. Select Data, Edit Columns... to select the columns to view.

To view information from all of your allowable sites, click the **Allowable sites** button. Data available from all of your allowable sites are displayed in the browse table.

To reset the browse information to show only data from the currently selected site, click the **Reset** button.

Simple browse tables are filtered by the selected site ID. You cannot view information from your viewable or allowable sites in simple browse tables.

View panels

Information in view panels is filtered by the site currently selected in the window. For example, if you have selected the site ID MMC in Customer Order Entry and open a view panel, the information shown in the panel is for MMC only. The name of the site is inserted in the header of the view panel.

If you display the Part view panel in Part Maintenance and select *Tenant* in the site ID field, then the information displayed in the panel is for all sites in the tenant. All information is displayed even if the user is not allowed to view all sites.

Selecting sites in dialogs

You can select multiple sites and accounting entities to include in many reports and information dialogs. When you can select multiple sites and accounting entities, you are presented with a list of your allowable sites when you click the Site ID arrow.

To select all of your allowable sites in a particular accounting entity, click the appropriate accounting entity check box. For example, to select the two sites that belong to accounting entity MMC, select the MMC check box. If you have included all of an accounting entity's sites in a report, you can clear the accounting entity check box to omit the accounting entity's sites from the report.

To select individual sites within in an accounting entity, click the appropriate site check box. For example, to select only site MMC-I2 in accounting entity MMC-I, select only the MMC-I2 check box. Clear the individual site check box to omit the site from the report.

When you make your selections in the Site ID list, your Site ID selections are inserted in the Site ID field.

In certain other reports and information dialogs, you can view information for a single site only. To run the report or view information in the dialog, you must first select the site to use in the main window. Then, you can access the dialog box to configure the report or view information. The ID of the site you selected in the main window is inserted in the title bar or the dialog box.

Setting up reporting calendars

Use the Reporting Calendars dialog box to define custom calendars for your reports. You can assign multiple financial calendars to the same reporting calendar, or create custom date ranges for financial reporting.

To set up reporting calendars:

1   Select **Ledger**, **Application Global Maintenance**.

2   Select **Maintain**, **Reporting Calendars**.

3   Click the **Calendar ID** drop-down button and select one of the predefined reporting calendar IDs, or specify a new calendar ID in the Calendar ID field.

If you specify a new calendar ID, specify a description of the calendar ID in the field next to the Calendar ID field.

4   Click **Insert**.

5   Specify this information:

Start Period – Double-click the browse button and select the financial calendar and first period to include in the reporting calendar. When you select a period, the financial calendar is inserted in the Financial Calendar field.

Minus Year – To report on previous years, specify the number of previous years by entering a negative number. For example, to report on the year previous to the first period you specified, enter -1.

End period – Double click the browse button and select the last period from the financial calendar to include in the reporting calendar.

Plus/Minus Year – To report on previous years, specify the number of previous years by entering a negative number. For example, to report on the year previous to the first period you specified, enter -1. To report on subsequent years, specify the number of years by entering a positive number.

Example Range based on current fiscal year – As you specify information in the table, the date range for the reporting calendar is displayed in this field.

6   Click **Save**.

You can insert multiple financial calendars in the table.

After you define the reporting calendar, you can use it in reports that include the Advanced tab in the report dialog.

For example, to use a reporting calendar in the G/L Transactions Report:

1   Click the **Advanced** tab.

2   Specify this information:

Reporting Calendar ID – Click the drop-down button and select the reporting calendar to use.

Site ID(s) – Click the drop-down button and select the sites to use in the report.

Fiscal Year – Specify the fiscal year to use.

As you specify information, the sites and date ranges that are included in the report are listed.

3   Specify the other settings for the report.

4   Click **Ok**.

The report uses the custom date range you specified in the reporting calendar.

Chapter 6: Purchasing and Sales in a Multi-site Environment

This chapter describes these topics:

Topics

Buying and selling between accounting entities

If you need to move inventory from a site in one accounting entity to a site in another accounting entity, you can use purchase orders and sales orders. You can create the purchase order and sales order manually, or you can use the internal buy/sell features.

If you elect to use the internal buy/sell features, then the internal purchase order is tightly linked to the internal sales order. When you create the internal purchase order, a corresponding sales order is created in the site that is shipping the goods. You do not manually create the sales order, and you cannot edit the sales order after it has been created. To make changes to the sales order, you must change the linked purchase order. Use the internal buy/sell features to reduce data entry, ensure that the internal purchase order and sales order remain in sync, and more accurately track costs while the parts are in transit.

If you elect to create internal purchase orders and sales orders manually, the orders are loosely coupled. If you change information on one record, you must manually change the information on the other record. For example, if you change a quantity on an internal purchase order, then you must change the quantity on the sales order manually. If you choose to create internal purchase orders and sales orders manually, you can edit all of the information on the purchase order or sales order. Use the manual process if you want maximum flexibility over your internal orders.

Creating internal purchase orders using internal buy/sell functions

Use the procedure described in this chapter to use the internal buy/sell functions to create purchase orders and sales orders between entities.

Setting up internal buy/sell orders

Before you can create an internal purchase order, you must:

- Set up an FOB code that designates who owns inventory while it is in transit
- Specify default in transit accounts and intercompany AR and AP accounts in the GL Account Interface
- Set up an internal Customer record
- Set up an internal Vendor record

Setting up FOB codes

To set up FOB codes for buying and selling between sites in different accounting entities:

1   Select **Admin**, **Application Global Maintenance**.

2   Select **Maintain**, **Table Maintenance**, **FOB Point**.

3   Click **Insert**.

4   Specify this information:

Code – Specify the ID for this FOB Point.

Description – Specify a description for this FOB Point

Intransit Owner – Click the arrow and specify who owns the inventory while it is in transit. Select Receiving if the site receiving the inventory owns the inventory. Select Shipping if the site shipping the inventory owns the inventory.

5   Click **Save**.

Specifying default accounts

Set up accounts to use to record the costs associated with internal buy/sell orders.

Specifying transit accounts

Before you ship any inventory between sites, specify the default in transit accounts to use. These accounts are used to record inventory costs while the inventory is in transit. To specify default accounts:

1   Select **Ledger**, **Application Global Maintenance**.

2   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site for which you are defining accounts. If you are licensed to use a single site, this field is unavailable.

3   Click the **GL Interface** tab.

4   Specify default account numbers for these accounts:

- A/P Intercompany Cash
- A/R Intercompany Cash
- Intransit - Burden
- Intransit - Labor
- Intransit - Material
- Intransit - Services.

5   Click **Save**.

Specifying purchasing and sales accounts

When you create an internal purchase order, you may want to use different accounts to record the transactions than the accounts you use for external purchases and sales. These accounts are used to record material costs and revenue. To set up these accounts, create a product code to use on internal purchase and sales transactions.

When you create an internal purchase order, you can specify the product code on the purchase order line. When you run costing, the accounts associated with this product code will be used for transactions related to the internal purchase order.

To set up a product code for use with internal purchase and sales orders:

1   Select **Inventory**, **Part Maintenance**.

2   In the SIte ID field, click the down arrow and select **Tenant**.

3   Select **Maintain**, **Product Codes**.

4   Click **Insert**.

5   Specify the product code and description.

6   In the table, specify an account to use with each category.

7   Click the **Save** button.

When you enter an internal purchase order, specify the product code you defined. When you run costing, this product code will be examined to determine which accounts to use.

Setting up an internal vendor

Create a vendor record for sites that send shipments from other sites. To set up an internal vendor:

1   Select **Purchasing**, **Vendor Maintenance**.

2   In the Vendor ID field, specify an ID for the internal vendor.

3   In the **General** tab, click the **Internal Vendor** check box.

4   Click the **Accounting** tab and specify this information:

Currency ID – Select the currency ID for this internal vendor.

Internal Site ID – Click the arrow and select the site ID with whom this vendor ID conducts business. For example, if this is the vendor you use when Site MMC sells materials, specify MMC in this field. When the corresponding sale order is created, the site ID you specify in this field is used on the sales order header.

5   Complete the other information for the internal vendor as necessary. Refer to the "Vendor Maintenance" chapter in the *Infor VISUAL Purchasing User's Guide*.

6   Click the **Save** button.

Setting up an internal customer

Create a customer record that purchases materials from other sites. To set up an internal customer:

1   Select **Sales**, **Customer Maintenance**.

2   In the Customer ID field, specify an ID for the internal customer.

3   In the General tab, click the Internal Customer check box.

4   In the Accounting tab, specify the currency ID for the internal customer.

5   Complete the other information for the internal customer as necessary. For more information, refer to the "Customer Maintenance" chapter in the Sales guide.

6   Click the **Save** button.

You can specify a default internal customer ID to use when a site buys from another site. To set up the default internal customer:

1 Select **Admin**, **Site Maintenance**.

2 Click the **Defaults** tab.

3 Click the **Default Internal Customer ID** browse button and select the customer ID to use.

You can override the default setting on the purchase order.

Creating an internal purchase order

Create a purchase order to begin the process of transferring inventory between two sites in different entities.

When you save the purchase order, a corresponding customer order is created in the site that is shipping the inventory. You cannot directly create an internal customer order, or edit the customer order after it has been created. You must use the purchase order to manage the process.

The parent entities of the sites you use in the internal purchase order must share at least one currency. If the parent entities do not share a currency, you cannot save the order.

You cannot place an internal consolidated purchase order. If you place a consolidated purchase order, you must use an external vendor. See "Consolidated purchasing" on page 6–25 in this guide.

To create the purchase order:

1 Select **Purchasing**, **Purchase Order Entry**.

2 In the **Site ID** field, select the site that is purchasing the materials.

3 In the Vendor ID field, select the ID of the internal vendor you created for the site shipping the materials.

When you select an internal vendor, the Internal Order check box is selected.

4 Specify these dates:

Desired Recv Date – Specify the date you want to receive the materials. If this date is the same for all items in the order, specify the date on the header. To specify a different date for each item in the order, enter the date on the purchase order line.

This date is inserted in the Desired Ship Date on the customer order only if you do not specify a Promise Ship Date on the purchase order.

Promise Delivery Date – Specify the date the vendor promises to deliver the order. If this date is the same for all items in the order, specify the date on the header. To specify a different date for each item in the order, enter the date on the purchase order line.

When the customer order is created, this date is inserted in the Promise Delivery Date field on the customer order. If you do not specify a date, then the Promise Delivery Date field is left blank on the customer order.

Promise Ship Date – Enter the date the vendor promises to ship the order. If this date is the same for all items in the order, specify the date on the header. To specify a different date for each item in the order, enter the date on the purchase order line.

When the customer order is created, this date is inserted in the Desired Ship Date field and Promise Ship Date field on the customer order. If you do not specify a Promise Ship Date on the purchase order, then the Desired Recv Date on the purchase order is used for the Desired Ship Date on the customer order. The Promise Delivery Date on the customer order is left blank.

5   In the FOB field, select the FOB code. You should select a code that specifies who owns the material while the material is in transit.

6   Click the browse button and select the internal customer ID you defined for the site that is purchasing the materials. This is the site you specified in the Site ID field. If you defined a default customer ID in Site Maintenance, then the default value is inserted.

This field is displayed only if the Internal Order check box is selected.

7   If applicable, specify the VAT code to apply to the customer order.

To use the VAT code that is specified on the internal vendor record, clear the **Use Cust VAT/Tax** check box.

To use the internal customer's tax information, select the **Use Cust VAT/Tax** check box. To use the tax information on the main customer record, leave the SO VAT/Tax Shipto ID field blank. To use tax information that is associated with a customer address, specify the ID of the address in the SO VAT/Tax Shipto ID field.

8   Complete the purchase order. If you set up a product code to use with internal order, specify the product code ID on the line.

9   Optionally, create delivery schedules for each line. All information you specify for the delivery schedule is copied to the linked sales order.

10   Click the **Save** button.

When you save the purchase order, the corresponding customer order is created in the site that is shipping the materials.

Working with ship to addresses

When you create an internal purchase order, the address you specify for the ship to address on the purchase order is also used on the customer order. Since the purchase order ship to address information resides in different database table than the customer order ship to address information, a comparison between the ship to address table (SHIPTO_ADDRESS) and the customer shipping address table (CUST_ADDRESS) is made. The ship to Name, Address Line 1, Address Line 2, Address Line 3, City, State, Zip code, and Country in the purchase order are compared to the shipping addresses Name, Address Line 1, Address Line 2, Address Line 3, City, State, Zip code, and Country specified for the customer ID in the Internal Customer ID field. If all fields match exactly, then the matching customer shipping address ID is used on the customer order.

If the ship to address information in the purchase order does not exactly match a shipping address for the internal customer, then the address specified on the purchase order is created in the customer shipping address table.

The same comparisons and processes are made for ship to addresses specified on the purchase order header, on the purchase order line, and on the purchase order delivery schedule.

Choosing a supply warehouse for the internal customer order

After the internal customer order is created, you can select the warehouse that ships the materials using the Supply Links dialog in Customer Order Entry.

If your internal purchase order included a delivery schedule, use the Supply Links dialog available from the Customer Order Delivery Schedule dialog.

To assign a supply warehouse for an internal customer order:

1   In Customer Order Entry, open the internal order.

2   Select the line for which you want to specify a warehouse.

3   Perform one of these steps:

   • If the line is linked to a delivery schedule, select **Edit**, **Delivery Schedule...**. Select a line, and then click **Supply...**.

   • If the line is not linked to a delivery schedule, select **Edit**, **Assign Supply to Customer Order Line...**.

4   To ship all quantities on the selected line from a particular warehouse, click the **Warehouse ID** browse button and select the warehouse.

5   Click **Ok**. If you accessed the Supply Links dialog from the Edit Delivery Schedule dialog, click **Ok** in the dialog to return to the Customer Order Entry window. For customer order lines that do not have delivery schedules, the ID of the warehouse you specified is inserted in the Warehouse ID column.

6   Exit the Customer Order entry window.

Note: If you click Save before you exit the Customer Order Entry window, a message is displayed warning you that internal orders cannot be saved. This message can be ignored. The warehouse IDs you selected are properly saved.

Completing the transactions

To complete the internal buy/sell transactions:

In Purchase Order Entry, set the status of the order to Released. This updates the sales order status to released.

After the sales order is released, ship the materials. In Shipping Entry, specify the site ID that is displayed as the Site ID on the customer order.

After the materials are shipped, you can receive the materials. In Purchase Receipt Entry, specify the site that is displayed as the Site ID on the purchase order.

Working with partial shipments on internal orders

When you ship an internal order, the internal vendor site may not have the entire quantity in stock. As a result, the internal customer order may be back ordered.

When you send a partial shipment for an internal order, you have the same options as you have when you are shipping an order to an external customer. You can close the line short, you can use the original customer order to process subsequent shipments, or you can create a new customer order for the back-ordered quantities.

If you decide to create a new internal customer order for the back-ordered quantities, the formal link between the purchase order and the sales order is broken. This link is broken in the original purchase order, original sales order, and in the new back order. The link is broken to allow you maximum flexibility in processing the back order and the original order. You can link the orders through the manual internal buy/sell process. See "Creating internal orders manually" on page 6–17 in this guide.

When you receive a partial shipment of an internal order, you have the same options as when you receive a partial shipment of an external order. You can leave the purchase order open, create a separate back order, or close the purchase order short.

If you receive less than the shipped quantity and you are closing the purchase order short, you are warned that quantities are still in transit. You can change the quantity on the receipt to match the quantity shipped, or you can continue to receive less than the shipped quantity.

This table shows the effects of selecting each combination of options when you ship and receive less than the quantity ordered:

Action taken during shipment	Internal link broken ?	Action taken during receipt	Results	Next Steps
Customer order closed short	No	Leave purchase order open, back order lines	The customer order is closed. The line is closed short. The internal link remains. In the purchase order, the partial quantity is shown as received. The internal link remains.	To ship the remaining quantity, create a new internal customer order and use the original Purchase Order ID in the Customer PO ID field. When you receive the warning message about the purchase order being used on another order, click Yes.
Customer order closed short	No	Create separate purchase order backorder	The customer order is closed. The line is closed short. The Internal link remains. In the original purchase order, the partial quantity is shown as received. The internal link remains. No formal internal link is made.	Link the backorder Purchase Order to a new sales order using the manual process.
Customer order closed short	No	Close purchase order short	Both the customer order and the purchase order are closed short.	No further actions required.

Action taken during shipment	Internal link broken?	Action taken during receipt	Results	Next Steps
Leave sales order open, backorder sales order lines	No	Leave purchase order open, backorder lines	Original sales order remains open. Original purchase order remains open.	Complete the shipment using the original sales order.
Leave sales order open, backorder sales order lines	No	Create separate purchase order backorder	Original sales order remains open. Original purchase order is closed. Internal link remains on original purchase order. Backorder purchase order is created. The original customer order ID is inserted into the Sales Order ID field on the backorder purchase order.	Complete the shipment using the original sales order and receive the shipment to the purchase order backorder.

Action taken during shipment	Internal link broken ?	Action taken during receipt	Results	Next Steps
Leave sales order open, backorder sales order lines	Depends on selection during Purchase Receipt Entry	Close purchase order short	When you save the purchase receipt, you can: ■ Close the internal sales order. ■ Leave the internal sales order open, but remove the Internal link. You can then close the sales order manually. Original purchase order is closed.	To complete the shipment, create a new internal purchase order using the manual process. Ship the remaining quantity from the original sales order. If you do not want to complete the shipment, no further actions are required if you selected the Close the internal sales order option. If you selected the Leave internal sales order open option, then manually close the sales order.
Create separate sales order backorder	Yes	Leave purchase order open, backorder lines	Original sales order is closed. Internal link removed. Sales back order created. Original purchase order is open. Internal link removed.	Ship remaining balance using backorder sales order. Receive remaining quantity to the original purchase order.

Action taken during shipment	Internal link broken?	Action taken during receipt	Results	Next Steps
Create separate sales order backorder	Yes	Create separate purchase order backorder	Original sales order is closed. Internal link removed. Sales backorder created. Original purchase order is closed. Internal link removed. Purchase backorder created.	Insert backorder Purchase Order ID in the Customer Purchase Order ID field on the backorder customer order. Insert back order customer order ID in the Customer Order ID field on the backorder purchase order. Ship remainder from the backorder sales order. Receive remainder from the backorder purchase order.

Action taken during shipment	Internal link broken ?	Action taken during receipt	Results	Next Steps
Create separate sales order backorder	Yes	Close purchase order short	Original sales order is closed. Internal link removed. Sales backorder created. Original purchase order is closed. Internal link removed.	To receive the remaining quantity, create a new internal purchase order using the manual process. Specify the Use the backorder customer order ID on the purchase order. If you do not want to receive the remaining quantity, cancel the backorder customer order.

Generating internal purchase orders from existing transactions

You can generate internal purchase orders from these transactions:

- Other internal purchase orders
- Purchase Requisitions
- Requests for Quotes (RFQs)

Copying internal purchase orders

You can create a new internal purchase order from an existing internal purchase order.

To create a new order:

1   In Purchase Order Entry, select the internal order to copy.

2   Select **Edit**, **Copy Purchase Order**.

3   In the To PO ID field, specify the ID of the new purchase order. Leave this field blank to use the auto-numbering scheme set up for purchase orders.

4 Specify the information to copy:

Copy PO Line Items – To copy the purchase order lines, select this check box. To copy the header information only, clear this check box.

Copy PO Line Item Links – This check box is available only if you selected the Copy PO Line Items check box. To copy demand links, select this check box. Clear this check box if you do not want to copy demand links.

Copy Delivery Schedule – This check box is available only if you selected the Copy PO Line Items check box, and at least one purchase order line has a delivery schedule. To copy the delivery schedules for the line items, select this check box. Clear this check box if you do not want to copy delivery schedules.

Copy Document References – To copy the documents attached to the purchase order header, select this check box. If you do not want to copy document attachments, clear this check box.

Copy Line Document References – To copy the documents attached to the purchase order lines, select this check box. If you do not want to copy documents attached to the lines, clear this check box.

Create Internal Order – To create the new purchase order as an internal order, select this check box. When you select this check box, the Internal Cust ID field becomes available. Specify the ID of the internal customer. If you are copying an existing internal order, the internal customer ID specified on the existing order is inserted by default.

Use Cust VAT Tax – If applicable, specify the VAT code to apply to the purchase.

To use the VAT code that is specified on the internal vendor record, clear the **Use Cust VAT/Tax** check box.

To use the internal customer's tax information, select the **Use Cust VAT/Tax** check box. To use the tax information on the main customer record, leave the SO VAT/Tax Shipto ID field blank. To use tax information that is associated with a customer address, specify the ID of the address in the SO VAT/Tax Shipto ID field.

5 Click the **Copy** button. The new order is created.

You cannot close the original purchase order using the copy dialog. The Close Order check box is not available for selection.

Generating internal purchase orders from requisitions

To generate internal purchase orders from requisitions:

1 Select **Purchasing**, **Purchase Order Entry**.

2 If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to use. If you are licensed to use a single site, this field is unavailable.

3 Select **Edit**, **Generate Order from Requisition**.

4 Click the **Requisition ID** browse button and select the requisition to use to generate a purchase order. Only Approved requisitions appear in the list. If you are licensed to use multiple sites, only approved requisitions created in the site that you selected in step 2 are displayed.

The dialog box is populated with information from the requisition you selected.

5   Click the **Vendor ID** browse button and select an internal vendor.

6   Specify this information to create an internal order.

Create Internal Order – Select this check box.

Internal Cust ID – Click the browse button and select the internal customer for the order.

Use Cust VAT Tax – If applicable, specify the VAT code to apply to the purchase.

To use the VAT code that is specified on the internal vendor record, clear the **Use Cust VAT Tax** check box.

To use the internal customer's tax information, select the **Use Cust VAT Tax** check box. To use the tax information on the main customer record, leave the SO VAT/Tax Shipto ID field blank. To use tax information that is associated with a customer address, specify the ID of the address in the SO VAT/Tax Shipto ID field.

To enter an ID for the new order, enter it in the New Order ID field. If you are using auto-numbering, leave the New Order ID field empty.

7   In the table, select the lines to use to generate a purchase order. Use the CTRL and SHIFT keys to select multiple lines.

8   Select any of these options for the new order:

New Order Status – Specify the status of the new order.

Price From – Specify the source of prices for the new order. You can select either **Part Vendor Price Breaks** or **Requisition Line**.

Copy Document References – To copy general and vendor document references from the purchase requisition header to the purchase order header, select the **Copy Document References** check box.

Copy Line Document References – To copy general and vendor document references from the purchase requisition lines to the purchase order lines, select the **Copy Line Document References** check box.

9   Click the **OK** button.

The internal purchase order is created and displayed in the Purchase Order Entry window.

Generating purchase orders from requests for quotes

To generate an internal purchase order from a vendor RFQ, an internal vendor must be specified on the approved quote.

1   Select **Purchasing**, **Purchase Order Entry**.

2   If you are licensed to use multiple sites, click the **Site ID** arrow and select the site to use. If you are licensed to use a single site, this field is unavailable.

3   Select **Edit**, **Generate Order from RFQ**.

4 Click the **Request ID** browse button and select the quote to use to generate a purchase order. To generate an internal purchase order, an internal vendor must be associated with the quote. Only Approved quotes are displayed in the list. If you are licensed to use multiple sites, only approved quotes created in the site you specified in step 2 are displayed.

The dialog box is populated with information from the quote you selected.

5 To enter an ID for the new order, enter it in the New Order ID field. If you are using auto-numbering, leave the New Order ID field empty.

6 Specify this information to create an internal order.

Create Internal Order – Select this check box.

Internal Cust ID – Click the browse button and select the internal customer for the order.

Use Cust VAT Tax – If applicable, specify the VAT code to apply to the purchase.

To use the VAT code that is specified on the internal vendor record, clear the **Use Cust VAT Tax** check box.

To use the internal customer's tax information, select the **Use Cust VAT Tax** check box. To use the tax information on the main customer record, leave the SO VAT/Tax Shipto ID field blank. To use tax information that is associated with a customer address, specify the ID of the address in the SO VAT/Tax Shipto ID field.

To enter an ID for the new order, enter it in the New Order ID field. If you are using auto-numbering, leave the New Order ID field empty.

7 In the table, select the lines to use to generate a purchase order. Use the CTRL and SHIFT keys to select multiple lines.

8 Select any of these options for the new order:

New Order Status – Select the status of your new order by selecting either **Firm** or **Released** in the New Order Status section.

Copy RFQ Specs to Purchase Order – To have any quote specifications copied to the new order, select the **Copy RFQ Specs to Purchase Order** check box.

Copy RFQ Header Information – To have the quote header information copied to the new order, select the **Copy RFQ Header Information** check box.

Copy Document References – To copy general document references from the RFQ header to the purchase order header, select the **Copy Document References** check box.

Copy Line Document References – To copy general document references from the RFQ line to the purchase order line, select the **Copy Line Document References** check box.

Copy User Defined Fields to Order Header – To have any user defined fields you used in the RFQ copied to the new order, select the **Copy User Defined Fields to Order Header** check box.

9 Click **OK**.

The internal purchase order is created and displayed in the Purchase Order Entry window.

Editing internal purchase order lines

If no lines on an internal purchase order have been received, you can edit all information in the line item table.

If a purchase order has multiple lines, and at least one line has been shipped but not yet received, then you can edit the Recv Date Code for the lines that have not been shipped. You cannot edit the line that has been shipped.

Creating internal orders manually

You can begin the internal order creation process in either Sales Order Entry or Purchase Order Entry.

To start in Sales Order Entry:

1   Select **Sales**, **Sales Order Entry**.

2   Create the sales order. When you specify a part ID on the line, ensure that the part exists in the site that is purchasing the item.

3   Click the **Save** button.

4   Copy the information in the Our Order ID field.

5   Select **Purchasing**, **Purchase Order Entry**.

6   Create a new purchase order. On the purchase order line, ensure that the information you specify matches the information you specified on the sales order entry line.

7   Paste the sales order ID into the Sales Order ID field.

8   Click the **Save** button.

9   Copy the information in the purchase order Our Order ID field.

10 Paste the purchase order ID into the Customer PO ID field in Sales Order Entry.

11 Save the sales order.

To start in Purchase Order Entry:

1   Select **Purchasing**, **Purchase Order Entry**.

2   Create a new purchase order. When you specify a part ID on the line, ensure that the part exists in the site that is purchasing the item.

3   Click the **Save** button.

4   Copy the information in the purchase order Our Order ID field.

5   Select **Sales**, **Sales Order Entry**.

6   Create the sales order. On the sales order line, ensure that the information you specify matches the information you specified on the purchase order entry line.

7   Paste the purchase order ID into the Customer PO ID field.

8   Click the **Save** button.

9   Copy the information in the Our Order ID field.

10 In Purchase Order Entry, paste the sales order ID into the Sales Order ID field.

11 Save the purchase order.

After you link the purchase order and sales order, you can use the Buy/Sell Order Status dialog box to view the status of the orders.

Tracking internal orders

Use the Show Buy/Sell Status dialog box to track the status of your internal orders. You can track internal orders created using the internal buy/sell process and internal orders created manually.

To track internal orders:

1   If you are accessing the Show Buy/Sell Status dialog box in Customer Order Entry, select an internal order. If you are accessing the Show Buy/Sell Status dialog box in Purchase Order Entry, you do not need to select an order. You can also access this dialog from the Material Planning Window.

2   Select **Info**, **Show Buy/Sell order Status**.

3   If you selected an order in the window before accessing the Show Buy/Sell Status dialog box, the information in the dialog box is filtered to show the selected order. Use the fields at the top of the dialog box and the check box at the bottom of the dialog box to filter the information in the table. Specify this information:

Purchase Order Site – Specify the site for which to view internal purchase orders. By default, the site you specified in the Material Planning Window is inserted. You can select a different site, or specify no value in this field to view purchase orders from all of your viewable sites.

Purchase Order – To view a particular purchase order, click the browse button and select the purchase order. After you select a purchase order, the ID of the site on the purchase order header is inserted in the Site ID field and the ID of the associated purchase order is inserted in the Customer Order ID field.

Customer Order Site – Specify the site for which to view internal customer orders. If you clear the Purchase Order Site field and the Purchase Order field, you can view all internal customer orders by clearing this field.

Customer Order – To view a particular customer order, click the browse button and select the customer order. After you select a customer order, the ID of the associated purchase order is inserted in the Purchase Order field. The site specified on the header of the purchase order is inserted in the Purchase Order Site field.

Include Back Orders – To include internal back orders, select this check box. To exclude internal back orders, clear this check box.

4 To display additional orders, clear the information in the fields in the header. Clear the Order ID field to view all orders for the selected site ID. Clear the Order ID and the Site ID field to view all orders for the selected entity ID. Clear all three fields to display all internal orders.

5 The dialog box shows this information:

Purchase Order – The ID of the purchase order is inserted.

Internal Order – If the Internal Order check box is selected on the purchase order, then Yes is inserted in this column. The purchase order was created using the automated internal order process. If the Internal Order check box is not selected on the purchase order, then No is inserted in this column. The purchase order was created using the manual internal order process.

Is Backorder – If this order is a back order, Yes is inserted. If this order is not a back order, No is inserted.

PO Status – The current status of the order is inserted.

Customer Order – The ID of the corresponding customer order is inserted.

Is Backorder – If this order is a back order, Yes is inserted. If this order is not a back order, No is inserted.

CO Status – The current status of the order is inserted.

PO Site – The site that owns the purchase order is inserted. This is the site that is receiving materials.

CO Site – The site that owns the customer order is inserted. This is the site that is shipping materials.

PO Entity – The entity associated with the PO site is inserted.

CO Entity – The entity associated with the CO site is inserted.

Ln # – The line number of the customer order and purchase order.

Part ID – The ID of the part purchased is inserted.

PO Order Qty – The quantity ordered on the purchase order is inserted.

Received – The quantity of the part that has been received by the PO Site is inserted.

CO Order Qty – The quantity of the part ordered is inserted.

Shipped – The quantity of the part that has been shipped by the CO Site is inserted.

Description – The description of the part is inserted.

6 To view a purchase order, select the line and click Purchase Order. To view a customer order, select the line and click Customer Order.

Placing internal orders in the Material Planning Window

You can create internal purchase orders in both the advanced and standard mode of the Material Planning Window. The process for placing an internal order is similar to the process for placing an external order.

Firming and releasing a planned purchase order as an internal order

To firm or release a planned purchase order an in internal order:

1   Click the **Site ID** arrow and select the site ID to use. If you are licensed to use as single site, this field is unavailable.

2   Click the **Part ID** browse button and select the part that has planned orders.

3   Select a line containing the planned supply purchase order. Planned supply order IDs are prefixed with PL and have a status of P.

4   Select **Edit**, **Firm/Release Planned Order**.

5   In the Part is... section, select the **Fabricated** check box if the part is fabricated. Select the **Purchased** check box if the part is purchased. The Fabricated and Purchased settings from the header in the Material Planning Window is inserted.

6   In the Purchase Order section, specify this information:

Order ID – Specify the ID of the purchase order. To use your number generation scheme for purchase orders, leave this field blank.

Vendor ID – Specify the ID of an internal vendor. Set up internal vendors in Vendor Maintenance. See "Setting up an internal vendor" on page 6–4 in this guide.

Mfg Name – Specify the name of the manufacturer of the part you are ordering. This information is optional.

Mfg Part ID – Specify the ID that the manufacturer uses for this part. This information is optional.

Internal Order – If you specified an internal vendor, this check box is selected. Select this check box to create an internal purchase order using the automated buy/sell process. When you create an internal purchase order, a corresponding internal sales order is created automatically. Specify the ID of the internal customer in the Internal Customer field. If you want to use an internal vendor for this order, but you do not want to automatically create a corresponding sales order, clear the check box. See "Buying and selling between accounting entities" on page 6–2 in this guide.

Internal Customer – If you selected the Internal Order check box, you must specify the ID of the internal customer that is purchasing the goods. If a default internal customer ID is defined for the site in Site Maintenance, then that customer ID is inserted. You can specify a different internal customer ID.

7   In the Status section, specify the status of the purchase order you are creating. Select **Firm** or **Released**.

8   Specify this information:

Warehouse ID – Specify the ID of the warehouse where the part will be received. By default, the primary warehouse for the part is inserted.

Quantity – Specify the quantity to order. By default, the quantity generated for the planned order by MRP is inserted.

Rls Date – Specify the date that the purchase order is released. The date you specify is inserted in the Order Date field when the purchase order is created.

Want Date – Specify the date that the purchase order should be received. This date is inserted in the Desired Recv Date field when the purchase order is created.

9   Click **Order**.

If you create an internal purchase order, the corresponding sales order is also created.

Placing an internal purchase order in the standard mode

You can create an internal purchase order for materials purchased to jobs or purchased to inventory. To create an internal purchase order:

1   To purchase materials specifically for one or more jobs, select the lines containing the demand work order operations for the jobs and select **Edit**, **Purchase to Jobs**.

To purchase materials to inventory, select Edit, **Purchase to Inventory**.

If you selected demand lines before accessing the dialog box, the demand lines are displayed in the table.

The total Required Quantity for any work order operations you selected is displayed in the Reqd Qty field.

If you have allocated supply to the work order, the Net Qty Required value in the line item table at the top is different than the one shown in the Material Planning line item table. The Required Qty is the original material required value from the work order minus the quantity of the linked allocations.

In the table, the quantity you have allocated to the work order material requirement is shown in the Allocated Qty column.

2   To order a quantity in addition to the required quantity, specify the quantity in the Add'l Qty field.

If you change the Order Quantity, VISUAL automatically adjusts the Additional Quantity. If you are linking this purchase to jobs, the Order Quantity cannot be less than the Required Quantity for the jobs you selected.

3   To place an internal purchase order, specify an internal vendor in the Vendor ID field.

4   To specify your own order ID, specify the ID in the Order ID field. Leave the field blank to use the auto-numbering scheme set up in Purchase Order Entry to generate an ID.

5   Click the **Warehouse ID** browse button and select a Warehouse ID for the purchase order.

6   Choose the purchase order status. You can select **Firm** or **Release**.

7   Specify requirement linking.

If you are purchasing to jobs, you may want to link the purchases directly to the work order requirements. This earmarks the purchase for the job, and enables automatic issuing of the material when it is received.

If you selected **Purchase to Jobs**, the Link to Each Requirement box is checked by default. If you do not want to link purchases to jobs, clear this box.

If you are unsure of which jobs may already have linked purchases, you can select each work order requirement from the table. VISUAL lists any existing linked POs for this requirement in the table at the bottom of the dialog box.

Additionally, the Total Quantity Required and Total Quantity Issued for the requirement is displayed. This allows you to assess what quantities have already been purchased to the job, and which are still needed.

If you selected Purchase to Inventory, the Link to Each Requirement option does not apply.

8   If you specified an internal vendor in the Vendor ID field, then the Internal Order check box is selected. Select the check box to use the automated internal buy/sell process. Specify the ID of the internal customer in the Customer ID field. When you create the purchase order, the corresponding sales order is created.

9   To place the order, click **Order**.

The new purchase order is created. The purchase order has a separate line item for each requirement purchased to, and an extra line for any additional quantity. If purchasing to inventory, the purchase order contains a single line item for the total Order Quantity.

You can view and modify the new purchase order by selecting the line with the purchase order and selecting **Info**, **Display Supply Order**.

Firming and releasing planned internal orders in the advanced mode

To firm and release planned internal orders in the advanced mode:

1   Click the **Site ID** arrow and select the site ID to use.

2   To select the dates for the orders to process, click the appropriate column headers. Press **CTRL** then click to select multiple columns.

3   Select **Edit**, **Firm/Release Planned Order**.

4   In the Starting and Ending Part ID fields, specify the parts for which to firm or release orders. To view planned orders for all parts, leave the fields blank.

5   To filter the orders displayed in the table, select these options:

Part Type – To limit the orders by part type, click one of these options:

Fabricated – Click this option to display planned orders for fabricated parts only.

Purchased – Click this option to display planned orders for purchased parts only.

Both – Click this option to display planned orders for all parts selected in the Part ID fields.

Product Code – To limit the orders displayed in the table to parts with a certain product code, click the arrow and select the product code. Click the arrow and select ***All*** to view parts with any product code.

Commodity Code – To limit the orders displayed in the table to parts with a certain commodity code, click the arrow and select the commodity code. Click the arrow and select ***All*** to view parts with any commodity code.

Warehouse ID – To limit the orders displayed in the table to parts stored in a certain independently warehouse, click the arrow and select the warehouses. Click the arrow and select **All Warehouses** to view parts stored in any warehouse. Click the arrow and select **Universal** to view parts stored in any universally planned warehouse.

Planner – To limit the orders displayed in the table to parts with a certain planner, click the arrow and select the planner. Click the arrow and select ***All*** to view parts with any planner.

Buyer – To limit the orders displayed in the table to parts with a certain buyer, click the arrow and select the buyer. Click the arrow and select ***All*** to view parts with any buyer.

6   To sort the table by Vendor ID or Order ID, use the buttons at the bottom of the window. To sort the table by Part ID, Release Date, Want Date, Status, Qty On Hand, Projected Availability, or Available Quantity, double-click the column header.

7   In the table, select the row that contains the part to order. You can select multiple rows.

8   Select the purchased parts in the table, and then specify this information:

Purchase Order Number Generation – Specify how to generate the IDs for the new work orders:

Use the next number in sequence – Click this option to use the next number available based on your auto-numbering scheme.

Use the want date with the part ID – Click this option to build an ID with the want date and the part ID. For example, 01012012 – FABPART is the Order ID for a work order for part FABPART with a want date of January 1, 2012.

Select Purchase Order – To attach the order to an existing purchase order, click the browse button and select the purchase order to use. After you select a purchase order, the purchase order ID and vendor information is inserted in the lines you selected in the table.

Purchase Order Rules – If you are firming more than one order, specify the rules to use to generate new orders. Click one of these options:

Consolidate orders by vendor – Click this option to combine orders from the same vendor on the same purchase order. If you select this option and are ordering multiple parts, each part is a separate line on the same purchase order.

Single part per order – Click this option to create a separate purchase order for each part you are ordering.

Purchase Order Line Item Rules – If you are firming more than one order, specify the rules to use to generate purchase order lines. Click one of these options:

Make delivery schedules – Click this option to create one line per part in the purchase order. A delivery schedule is created for each planned order.

Make line items – Click this option to create a separate line for each planned order. No delivery schedules are created.

Vendor ID – To create an internal purchase order, specify the ID of an internal vendor.

Internal Order – If you specified an internal vendor, this check box is selected. Select this check box to create an internal purchase order and a corresponding internal sales order automatically.

Internal Customer – Specify the ID of the internal customer to use for the order.

9 Click **Order**.

If a purchase order is created, the line remains in the line item table. If you create an internal purchase order, the corresponding sales order is also created.

Viewing information about internal orders

You can access the Internal Buy/Sell Orders Info dialog box from both modes of the Material Planning Window. To view internal buy/sell information:

1 Click the **Site ID** arrow and select the site ID to use.

2 Specify the Part ID to view.

3 Select **Info**, **Show Buy/Sell Order Status**. Information about the internal orders placed for the part is displayed. See "Viewing information about internal orders" on page 6–24 in this guide.

Consolidated purchasing and sales

You can perform these transactions that use more than one site:

- Consolidated purchases. Each line on the purchase order can be for a different site than the one that is specified on the header.
- Consolidated sales. Each line on the sales order can be for a different site than the one that is specified on the header.

The sites that are used in the transactions must share a parent entity and that only one site is used per order line.

Accounting periods and transactions for multiple sites

If you use consolidated purchasing or consolidated sales, you should close accounting periods for the sites that you use in the transactions on the same schedule. This ensures consistency when posting each site.

Consolidated purchasing

You can order materials for different sites on the same purchase order, provided that the sites belong to the same parent entity. These purchase orders are "consolidated purchase orders." You can use a consolidated purchase order to reduce data entry time or to take advantage of better price breaks.

Receive consolidated purchase orders on a site-by-site basis. For example, if you create a consolidated purchase order with site MMC on the first line and site MMC-NH on the second line, you would create two separate receivers to completely receive the order. You would create a receiver for MMC to receive the first line, and you would create a receiver for MMC-NH to receive the second line.

Consolidated orders are invoiced on a site-by-site basis also.

Creating a consolidated purchase order

In a consolidated purchase order, the site ID you specify in the header determines the parent entity for the order. On the lines, you can specify any site ID that belongs to the same parent entity as the site you specify in the header.

You can use the price breaks offered to the site ID you specify in the header, or you can use the price breaks offered to the individual sites in the lines. You can use the price breaks offered to the site ID in the header for a portion of the order and the price breaks offered to the individual sites in the lines for the remainder of the order.

To create a consolidated purchase order:

1 In the Site ID field, specify a site that belongs to the parent entity you want to use. When you insert lines in the purchase order, you can specify any site that belongs to the same parent entity as the site in the purchase order header.

2 Specify information on the purchase order header.

3 Determine the price breaks to use for the purchase order. To use the price breaks offered to the Site ID on the header for all lines on the purchase order, select the **Price Breaks by Header Site** check box, then insert all lines on the purchase order.

To use the price breaks offered to the site in the header for certain lines, select the **Price Breaks by Header Site** check box. Insert all the lines that should use the price breaks offered to the site in the header. Then, clear the Price Breaks by Header Site check box. Insert the additional lines. The lines that you insert when the Price Breaks by Header Site check box is cleared will use the price breaks offered to the site ID on the line. You can also manually specify the unit price on these lines.

To use the price breaks offered to the sites on the purchase order lines only or to manually specify the unit price on each line, clear the **Price Breaks by Header Site** check box. Insert the lines for the order.

4 Click the **Save** button.

Repricing a consolidated purchase order line

After you enter a consolidated purchase order, you can change the pricing of individual lines.

To remove the header site price breaks from a line:

1 Clear the **Price Breaks by Header Site** check box.

2 Click in Quantity field in the line to change and re-enter the quantity.

3 Tab out of the Quantity field.

4 You are prompted to accept the new price breaks. The price breaks for the site ID on the line are used. You can also manually enter a new unit price.

5 Click **Save**.

To change all lines on a purchase order to use the price breaks on the purchase order header, select the **Price Breaks by Header Site** check box after you enter all of the lines. All lines in the order will use the price breaks offered to the header site. If you want only certain lines to use the header site price breaks, you can change the lines that should not use the header price breaks using the procedure above.

Receiving a consolidated purchase order

When you receive a consolidated purchase order, you can receive purchase order lines that match the site ID you specify on the Purchase Receipt header. Consider this example:

Purchase Order Header Site ID: MMC

Purchase Order Line 1 Site ID: MMC

Purchase Order Line 2 Site ID: MMC-NH

If you select MMC on the Purchase Receipt header, you can only receive items from line 1 of the purchase order. If you have not yet received the items for site MMC-NH, you have these options when you save the receiver:

Leave order open (partial receipt, backorder balance) – This leaves the order open awaiting the remainder of the shipment. The purchase order does not close.

Copy remaining unreceived lines to separate backorder – This copies the remaining quantities to a new purchase order with the same site ID as the original order. The same Order ID is used, with the addition of a suffix consisting of a dash and a digit. For example, if the purchase order ID is 4001, the new Order IDs are 4001-1, 4001-2, etc. These are referred to as back orders, and they are created so that the original order can be closed. This is common when some line items are completely received, and others are backordered by the vendor.

It is recognized that orders numbered in this way are back orders, and they are retrieved. If possible, you should avoid using a dash in your PO numbering scheme.

Close order (partial receipt, no backorder) – Select this option to close the order. No other lines on the order can be received, regardless of the site.

If you select MMC-NH on the Purchase Receipt header, you can only receive items from line 2 of the purchase order. You can close the Purchase Order line associated with MMC-NH short, but you cannot close the purchase order or create a backorder. Only the site specified on the Purchase Order header can close an order or create a backorder.

Costing consolidated purchase orders

Consolidated purchase orders are costed based on the site on the purchase order line. The site on the purchase order header is not considered.

Invoicing consolidated purchase orders

When you create an invoice, you can only select purchase receipts associated with the site ID you specify in the Invoice header. If you browse for receipts by Purchase Order, the site ID on the purchase order line determines which purchase orders are displayed in the browse.

Consolidated sales

You can create a sales order that uses different sites on each line, provided that the sites belong to the same parent entity. These sales orders are "consolidated sales orders." You can use a consolidated sales order to reduce data entry time.

Ship consolidated sales orders on a site-by-site basis. For example, if you create a consolidated sales order with site MMC on the first line and site MMC-NH on the second line, you would create two separate shipments to completely ship the order. You would create a shipment for MMC to ship the first line, and you would create a shipment for MMC-NH to ship the second line.

Consolidated orders are invoiced on a site-by-site basis also.

Accounting periods and transactions for multiple sites

If you create consolidated sales orders, you should close accounting periods for the sites that you use in the transactions on the same schedule. This ensures consistency when posting each site.

Customer Accepts Partial Shipments setting

To ship a consolidated sales order to a customer, the customer must accept partial shipments. In Customer Maintenance, ensure that the Customer Accepts Partial Shipments check box on the Shipping tab is selected for customers to whom you are shipping consolidated sales orders.

Creating a consolidated sales order

In a consolidated sales order, the site ID you specify in the header determines the parent entity for the order. On the lines, you can specify any site ID that belongs to the same parent entity as the site you specify in the header.

To create a consolidated purchase order:

1   In the Site ID field, specify a site that belongs to the parent entity you want to use. When you insert lines in the purchase order, you can specify any site that belongs to the same parent entity as the site in the purchase order header.

2   Specify information on the sales order header.

3   Insert the lines for the order.

4   In the Site ID field, specify the site that is shipping each order line.

5   Click **Save**.

Shipping a consolidated sales order

When you ship a consolidated purchase order, you can ship sales order lines that match the site ID you specify on the Shipping Entry header. Consider this example:

Sales Order Header Site ID: MMC

Sales Order Line 1 Site ID: MMC

Sales Order Line 2 Site ID: MMC-NH

If you select MMC on the Purchase Receipt header, you can only ship items from line 1 of the sales order. If you have not yet received the items for site MMC-NH, a message is displayed informing you that the customer order will remain open.

If you select MMC-NH on the Shipping Entry header, you can only ship items from line 2 of the sales order.

RMAs and consolidated sales orders

To create an RMA for a consolidated sales order, use the procedure in this section. To function properly, the site ID in the RMA header must match the site ID in the sales order header.

1   Select **Sales**, **Return Material Authorization**.

2   In the Site ID field, specify the site that you specified in the header of the consolidated sales order.

3   Click the **Original Sales Order ID** browse button and select the order that the customer is returning.

4   Optionally, specify the packlist of the shipment that the customer is returning. If the site ID on the packlist does not match the site ID of the customer order, you must manually type the packlist ID.

5   Complete the RMA.

Costing consolidated sales orders

Consolidated sales orders are costed based on the site on the sales order line. The site on the sales order header is not considered.

Invoicing consolidated sales orders

Invoices are generated at the line level for consolidated orders. You cannot combine lines for different sites on the same invoice, even if the lines are on the same sales order.