



Infor XA – Customer Order Management User's Guide

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To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to Infor ERP XA.

Before you begin

If you are not familiar with the System i, please complete the System i education for the basic operating concepts of the System i.

What this book contains

Chapters 1 and 2 acquaint you with the application. Be sure to read the first two chapters before you use the instructions in the remaining sections. Use these chapters to understand how this application works and what you need to know to manage it.

The next group of chapters describes the options on the Main Menu. For example, Chapter 3 contains information about option 1 of the Main Menu. Each chapter includes information about how to use the displays associated with each option.

The last group of chapters describes the reports and forms for this application.

Use the appendixes to find information about using offline files or other functions specific to your application.

Summary of changes

The following changes have been made to this application.

- **Integration with EPDM:** If EPDM is installed, the Customer Order Management application is now fully integrated with the EPDM functions and Item Revisions replaces Item Master. While this guide might contain references to Item Master files, the functions in this application now use Item Revisions for item information. For more information, see the *Enterprise Product Data Management Concepts Guide*.
- **COM Pick List - Automatic Job Submission:** Using parameters currently entered on the series of displays when selecting orders for pick list print, the command PRTCOMPKL (Print COM Pick List) was created to allow users to print the pick list outside of Infor ERP XA.
- **COM Consolidated Pick List:** The ship-to name was added to the header for consolidation type (#3) = all orders, one ship-to.
- **Customer Master Listing by Personal Ledger:** The Personal Accounts display (YAE9DFR) in IFM has a new option 16, Edit Customer Address, which allows only existing customers to display. F21, on Maintain Customer, now has a personal ledger selection parameter for displaying only one ledger ID. The user can use F4 to prompt for available ledger IDs.
- **Add Description to Contract Select Display & Promotion Select Display:** F22, View Contract Descriptions, was added to the Valid Contract Selection display (AMBCWDFR) to show the Display Contract Descriptions display. F22, View Promotion Descriptions, was added to the Valid Promotion Selection display (AMBLADFR) to show the Display Promotion Descriptions display (AMBQXDFR).

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Chapter 1. Introducing the Customer Order Management application

This chapter contains general information about Customer Order Management (COM), how it manages data, and how you navigate through its panels.

- What Customer Order Management does
 - How the information flows between Customer Order Management and other applications.
 - How the information flows within Customer Order Management.
- Navigation features
 - Common function keys
 - Other navigation features
- Some concepts and features that are common to most of the Infor ERP XA applications are discussed in two other books: *Getting Started with Infor ERP XA* and *Planning and Installing Infor ERP XA*.
 - Menus and displays
 - Group Job support
 - Master file searches
 - Audits and controls
 - Security

What Customer Order Management does

The Customer Order Management (COM) application allows you to enter, maintain, process, track, and invoice customer orders.

The COM Main Menu

The Customer Order Management Main Menu offers eight choices of operation. Except for Monthly Close, these choices lead to other menus that offer varying numbers of defined operations.

Use this menu to choose the tasks you want to perform in Customer Order Management (COM).

```
AMBM00                                Customer Order Management          *****
                                      Main Menu

Type option or command; press Enter.

1. Order Processing >>
2. Inquiry >>
3. Status Reports >>
4. Miscellaneous Reports >>
5. Monthly Close
6. File Maintenance >>
7. General Ledger Interface >>
8. Order Shipment History >>

-----

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status F12=Return  F22=Messages
```

Option 1. Order Processing. Use this option to enter, maintain, process, update customer orders, quotes, credit memos, and standing orders, and to print order documents. This menu also gives you access to two third-level menus for processing invoices and for the picking, packing, and shipping of orders.

Option 2. Inquiry. Use this option to display customer, item, order, and foreign currency information from the COM files.

Option 3. Status Reports. Use this option to print COM status reports on order shortages, backlog, quote status, standing orders, and shipping/staging location returns. The menu also gives you access to a third-level menu for printing open order status reports.

Option 4. Miscellaneous Reports. Use this option to print miscellaneous COM reports regarding commissions, general ledger, item prices, item foreign currency, the item master, the salesrep master, and the order maintenance log.

Option 5. Monthly Close. Use this option to make processing selections for closing the month and the reports you want to print during the close activity.

Option 6. File Maintenance. Use this option to maintain COM files related to items, customers, prices, codes, and other data. The menu gives you access to six third-level menus for items, pricing, packing and shipping, unit of measure, code files, and user setup.

Option 7. General Ledger Interface. Use this option to capture business activity data from the application and convert the data into ledger entries.

Option 8. Order Shipment History. Use this option to archive or delete order shipment records or to work with archived order shipments.

How information flows between Customer Order Management and other applications

The Customer Order Management (COM) application can interface with other XA applications. Each interface provides additional function to either COM or the other applications if they are installed and interfacing. This discussion is divided into two parts: a list describing the information flow between COM and other applications and a more detailed explanation of how the information is used.

COM sends information to ...

AR	Invoice and credit memo summary records.
CA	Provides customer order for releases.
CRP	Customer orders as work load during the planning run.
EC	Responses to requests for quotes, P.O. acknowledgements, P.O. change acknowledgements, advance shipping notices, invoices, and credit adjustments/memos.
FAX	Fax interface, to Telex/Fax/400: the documents that are sent using EC can also be faxed.
FCST	Saves customer order demand information for each period which allows forecast recomputation.
Field Sales	Extracts of key COM files, for use in entering quotes and orders in Field Sales. COM order number and order prices calculated by COM.
GL	Invoice information to account for information in the general ledger; sales information to print GL worksheet during month end close.
IFM	Invoice, credit memo and, optionally, cost of sales information.
IM	Post items into inventory balance records when orders are entered or maintained; updates allocation quantities in ITEMBL; can create manufacturing order per customer order release; intrawarehouse transactions for end item kit components from pick confirmations; sales shipment transactions from shipment confirmations; updates on-hand quantities in ITEMBL when orders are released; location quantities and allocations to location detail and allocation files.
MMA	Sales and booking information.
MPA	Booking information during batch update.
MPSP	Customer order/intersite order backlog and option backlog for Master Schedule Planning and Available to Promise inquiry; accumulates sales transactions and supplies customer orders to production planning and master schedule planning.

MRP	Customer and intersite orders to show demand during a planning run; customer order and option backlog for Available to Promise inquiry; Signals MRP for update each time a change is made to ITEMBL.
OBPM	Customer order line item release information.
REP	Manufacture due dates and order quantities for developing production schedules.
SA	Customer, salesrep, and end item information to report amounts, quantities, and shipments.
COM receives information from ...	
AR	Updates the Customer Master file balance information when cash receipts are posted and account balances aged at month-end.
COM_Net	Customer orders loaded into the offline order entry files.
EC	Requests for quotes, purchase orders, P.O. changes, receiving advice, and shipping schedules.
Field Sales	Customer orders loaded into the offline order entry files.
IFM	Credit limits, amounts owed, and due dates.
IM	Manufacturing order data availability and sales, quantity, costing, and tax code information; updates customer order release records with number of manufacturing order released for the line item.
ISL	New, changed, deleted, and shipped intersite transfer orders for shipment to another warehouse.
MPSP	Available to Promise results can be accessed in customer order entry and inquiry.
MRP	Customer data in the form of customer order manual and informational requirements.
OBPM	Updated customer order release records with the number of the manufacturing order created to build the item.
PDM/EPDM	Standard features/options information used to price and cost end items with features.
REP	Updated manufacturing due dates for ordered line items.
SA	Edits salesrep number.

Accounts Receivable (AR) receives invoice and credit memo summary records used to update the Open Accounts Receivable file. COM's Customer Master file is updated when AR posts cash receipts and ages account balances at month-end close. COM uses AR information for credit limit checking.

Capacity Requirements Planning (CRP) optionally uses customer orders as work load during its planning run.

COM_Net allows you to send business-to-business customer service transactions over the Internet. Orders that are created using COM_Net are written to mirror work files in COM offline order entry. When you confirm the COM_Net order, it is passed to XA offline order entry files. You can tailor the application to automatically process the offline order entry job using the unattached job function in Cross Application Support. If you do not tailor the job for automatic processing, you must submit the job manually.

Electronic Commerce (EC), if installed and interfacing, allows you to exchange business data electronically with your trading partners. You can process EDI data in both EDIFACT and ANSI standard formats. EC provides an interface between XA and your EDI translator. In addition to handling the sending and receiving of EDI transactions, EC also provides an extensive file maintenance function as a point of entry for all of EC's setup tasks and for tasks related to transaction sets and error corrections.

Enterprise PDM (EPDM), if installed and interfacing, supports multiple revisions for items for each site defined in the environment and based on effective dates. Price books, contracts or promotions, and kits show item information from the Item Revisions and Enterprise Items objects in EPDM. COM uses the information from the currently effective item revision.

Forecasting (FCST) recomputes forecasts based on the most recent customer order demand information saved in COM's Monthly Activity file when the period is closed. Demand information is available only if you tailored COM to hold booking records in the file.

General Ledger (GL) uses COM invoice information to account for revenue, tax, and cost of sales; assign account numbers based on order, customer, and item data; record sales, tax, and cost of sales information in the general ledger. General Ledger receives the information from the Temporary General Ledger (TEMGEN) and General Ledger Master (GELMAS) files. The information is available only if you tailored COM for general ledger distribution. Also, the General Ledger Interface Rules menu options need to be set to define which type of transactions will pass to General Ledger.

International Financial Management (IFM), if installed and interfacing, automatically assigns, writes, and posts invoicing transactions from COM. Taxes are calculated for COM invoices using IFM taxing routines. IFM also provides installments as a method for paying COM invoices. You define your COM customers as IFM entities; the file maintenance option for customers takes you to IFM entity maintenance.

InterSite Logistics (ISL/MISL) creates orders in COM, using offline order entry, for intersite transfer orders, COM allows you to maintain item and special charge comments for transfer orders. You can also add, change, and delete special charges, as well as pick transfer order items. All other COM functions are not valid for these orders. Because you cannot pack, ship, or invoice transfer orders, COM does not provide order shipment history, taxing, sales, or accounts receivable recording.

Inventory Management (IM) receives items for posting into the inventory balance records when COM prints a transaction register of picked and shipped items. COM relates orders for specific items to the appropriate item record in inventory. IM also receives location and batch/lot with sales shipment transactions and allocation information.

IM can release manufacturing orders from open customer orders through Manufacturing Order Entry/Release.

When orders are picked or shipped from specific locations and/or from batch/lots, the following files are updated as they receive data.

IM file	Receives
Item Balance	On-hand quantity data (see information below)
Item Master	Item data

IM file	Receives
Location Allocation	Allocation data
Location Master	Location data
Location Quantity	On-hand quantity data (see information below)
IM Transaction History	Sales transaction and intrawarehouse transfer data

As a result of COM activity, IM's Item Balance file is updated as follows:

- The appropriate item record is updated to reflect additional demand of an item when new orders are entered into the Open Order file.
- The on-hand quantity is reduced by the quantity shipped when order entry immediate shipment or confirm shipment is executed. If an item has been allocated to a customer order, the customer allocation quantity field in the file is reduced by the quantity shipped.
- The customer allocation quantity is increased by the to-pick quantity when picking lists are printed or immediate allocation is selected.

The Location Quantity file contains the item quantities stored in each location. How this file is updated when you pick items from a location depends on how you tailor IM.

- Allow a negative location quantity.
- Allow a negative location quantity once.
- Do not allow a negative location quantity. The number of items you pick must be less than the number of items currently in the location.

When you enter, change, or release customer orders, COM retrieves item information, such as item description, warehouse location, pricing, cost, and other miscellaneous descriptive information, from IM's Item Master and Item Balance files.

Market Monitoring and Analysis (MMA) extracts COM sales and booking information to provide detailed sales history reporting and inquiries. MMA updates and maintains a set of monthly sales history files by vendor codes.

Master Production Schedule Planning (MPSP) uses COM's customer order and option backlog for Master Schedule Planning and Available To Promise inquiry. During order entry, COM uses Available to Promise inquiry to satisfy request dates for items or kits. COM accumulates sales transactions in the Item Balance file by production planning and master scheduling periods.

Material Requirements Planning (MRP) receives customer orders to show demand on an item during a planning run. Any time an Item Balance record is changed (order entry, ship confirm, immediate shipment, order maintenance), the affected record is flagged indicating to MRP that changes were processed.

Product Data Management (PDM) or **Product Data Management (PDM)** provides standard feature/options information from the Product Structure file. Depending on the options selected during order entry, this information is used to price and cost end items with features.

Repetitive Production Management (REP) develops production schedules based on manufacturing due dates and order quantities from customer orders. REP sends updated manufacturing due dates back to COM based on the finalized production

schedules. A production scheduler using REP's function to maintain customer manufacturing dates updates manufacturing due dates in customer orders.

Sales Analysis (SA) receives customer, sales representative, and end-item transaction information as shipment confirmations and credit returns are processed. The information is stored in the Sales Analysis Customer, Item and Salesrep interface files and used to report dollars and quantities for the month. Customer order information is used to report details on order shipments and item shipments.

Although SA does not actually receive sales commission information, COM provides a report to assist in calculating sales representative commissions.

After invoicing activity for shipment is completed, COM stores commission information, at the order and line item level, in order history files. During the Month End Close procedure, COM uses the history files to print a Commission Worksheet. The worksheet becomes a working document that can help you calculate sales representative commissions.

To save commission information and validate salesrep numbers during order entry, COM uses SA's Salesrep Master file. This file is available in COM with or without SA.

How the information flows within Customer Order Management

You can use the COM application to enter, maintain, process, track, and invoice customer orders. Invoicing begins with the order entry cycle. You can receive customer information on offline media, via Electronic Data Interchange (EDI), on internal documents, or on data entry forms. You then enter orders at a work station with the help of displays. In addition, you can print several reports to be used in shipping, invoicing and management operations. As part of this process, the application retrieves pertinent information from master files, including customer names and addresses, prices, discounts, and taxes. The application uses information from these files to edit data, calculate extensions, and print pick lists, order acknowledgments, and invoices reflecting all customer charges. Finally, information for all invoices printed during an invoicing run is summarized on the Invoice Register.

The following summarizes the flow of information in COM.

1. Orders are entered and inquiries are made. If EC is installed, you can receive requests for quotes and customer orders electronically from your trading partners.
2. Picking lists (optional), bills of lading (optional), packing lists (optional), pro forma invoices (optional), and invoices are printed either at work stations or at the system printer.
3. Order acknowledgments (optional), the invoice register, the invoices, the update register, and the inventory transaction register show the results of order processing and invoicing. If EC is installed, you can send quotes, order acknowledgments, advanced shipping notices, invoices, and credit memos electronically to your trading partners. If the fax interface is installed, you can fax the save documents directly to your customers without handling any documents.
4. On request, the customer open order report, customer order shortage report, item open order report, blanket item status report, staging area return to stock report, item price list, general ledger worksheet, and commissions worksheet can be printed. Invoices can be reprinted.

Navigation features

This section includes function keys and other features that are common throughout COM.

Common function keys

COM panels have function keys that work the same way, and understanding how to use them can help you navigate through COM.

F1=Help

Use **F1=Help** to see help text. This function key is available on all COM panels but does not appear on the panels.

The help text in COM is cursor-sensitive. You can request help for specific fields and function keys or for the panel itself. The type of help text that appears depends on the position of the cursor at the time you use **F1=Help**.

For example, if you use **F1=Help** when the cursor is on the **Warehouse** field, the definition of that field appears in a help text window. The window is placed so that you can see the position where the cursor was when you used **F1=Help**.

```

AMBBIPVR                               Enter Order                               *****
Company . . . . . : **                *****
Warehouse . . . . . : aA3             *****
Customer . . . . . : .....
Ship to . . . . . : Warehouse - Help  :
Customer orde : .....
Number . . . : Warehouse  REQUIRED    :
Date . . . . : .....                :
Reference . . : Unique identifier of a warehouse. :
Sales code . . : .....                :
Purchase orde : .....                :
Number . . . : F2=Extended help   F3=Exit help   F10=Move to top :
Date . . . . : F12=Cancel         F13=User support F14=Print help :
Revision . . . : .....                :
Contract numb : .....                :
Ship lead time . . . . . : A2
Request date . . . . . : nnnnnn
Mfg due date . . . . . : nnnnnn
Next panel ID . . . . . : aA3                *****

F3=Exit      F4=Prompt   F9=Alt entry  F10=Actions
F11=Job status F12=Return  F16=Delete   F18=Change defaults

```

If you use **F1=Help** when the cursor is at the top of the panel, the panel description help text appears.

```

AMBBIPVR                               Enter Order                               *****
:
:                                     Function Keys - Help                          :
:
: F1=Help                               :
: Shows information about this panel. Pressing F1 or pressing the help key shows you the same information.
:
: F3=Exit                               :
: Ignores any options or changes you typed on the current panel, ends the current task, and returns to the panel where you started.
:
: F4=Prompt                             :
: Provides assistance for the field where the cursor is positioned. You see a list of values you can select for the field. For example, if you use F4=Prompt with the 'Customer' field, you see a list of
:
:                                     More...
:
: F2=Extended help   F3=Exit help   F10=Move to top   F12=Cancel
: F13=User support   F14=Print help   F20=Enlarge
:
:
:-----
F3=Exit      F4=Prompt      F9=Alt entry   F10=Actions
F11=Job status  F12=Return  F16=Delete    F18=Change defaults

```

Help text is available for function keys that appear on any COM panel. Help text includes information for function keys, such as **F1=Help** and **F5=Refresh**, that are available for use throughout COM but do not appear on the panels.

On any of the initial help text panels, you can use **F2=Extended** help to see all of the help text for the panel. The extended help text starts with the panel description, which appears under the “Introduction” heading. The function key descriptions follow the panel description.

```

AMBBIPVR                               Enter Order                               *****
:
:                                     Enter Order - Extended Help                          :
:
:                                     Introduction                                    :
:
: Use this panel to enter information that applies to a new customer order.
:
: This panel is the first one you see when you select the 'Enter Orders and Quotes' option on the Order Processing menu (AMBML0).
:
: Prompting is available for the following fields: Warehouse, Customer, Ship to, Sales code, Contract number, and Next panel ID.
:
: After you have entered a customer order, you can change the warehouse in the order header, if needed. The new warehouse will have no effect on any existing line items in the order. Instead, it will become the default warehouse for any line items you add to the
:
:                                     More...
:
: F3=Exit help   F10=Move to top   F12=Cancel   F13=User support
: F14=Print help
:
:-----

```

Scroll forward in the extended help text to see the field definitions.

```

AMBBIPVR                               Enter Order                               *****
:
:..... Enter Order - Extended Help .....:
:
:   F18=Change defaults                   :
:   Shows a panel where you can change the defaults you have set up :
:   for fields on a panel.                :
:
:   F1=Help                               :
:   Shows information about this panel. Pressing F1 or pressing the :
:   help key shows you the same information. :
:
:                                       Record fields :
:
: Company number                          :
:
:   Company      Display only              :
:
:   Unique identifier for a particular company. :
:
:   F3=Exit help  F10=Move to top  F12=Cancel  F13=User support  More... :
:   F14=Print help :
:.....:

```

Use the **F14=Print help** key to print the extended help text for a panel.

F3=Exit

Use **F3=Exit** to leave a task (or group of panels) and return to your starting point, leave a menu and return to a higher-level menu, or leave the application.

F4=Prompt

COM's prompting feature provides certain information that otherwise you would have to know in order to process an order. If a field has values defined in the system, then prompting is available for that field. Prompting is not available for fields that do not have to match a value already entered into the system.

When prompting is available for any field on a panel, the F4 key appears on that panel. You can place the cursor on a field for which prompting is available and use the **F4=Prompt** key to see a list of possible values for the field. For example, if you position the cursor on **Warehouse** on the Enter Order panel (AMBBIPVR), a window appears with a list of possible values.

```

AMBBIPV .....:
:                               Select Warehouse :
Company :                               :
Warehou : Position to code . . . . . aA3      :
Custome : Subset by description . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30 :
Ship to :                               :
Custome : Type option; press Enter.          :
Numb : 1=Select                               :
Date :                               :
Refe : Opt Code Description                 :
Sales c : A *** *****                    :
Purchas : A *** *****                    :
Numb : A *** *****                    :
Date : A *** *****                    :
Revi : A *** *****                    :
Contrac : A *** *****                    :
Ship le : A *** *****                    :
Request : A *** *****                    :
Mfg due :                               + :
Next pa : F3=Exit F7=Backward F8=Forward F12=Return :
:                               :
F3=Exit :                               :
F11=Job : .....:

```

Note: In some cases, you can use **F4** or type a **?** in the field and press **Enter**.

If you use **F4** on a field that already contains a value, the window may show only those values between the value on the field and the last value on the list. If the **Position to** field in the Prompt panel contains a value and you want to see all values, clear the field and press **Enter**.

When you type **1** next to the list entry you want and press **Enter**, you return to the original panel and the value you selected appears in the field.

F5=Refresh

This feature is available on panels that have entry fields, but the function key does not appear on the panels.

Use **F5=Refresh** to clear any values you typed and return the entry fields to their original values. If fields have default values, using this function causes the default values to appear again.

Remember, to clear a panel, you have to use **F5=Refresh** before you go to the next panel. On order entry panels, use **F5=Refresh** after you press **Enter** but before you type **Y** in the confirm field.

F6=Add/Change/Edit

Use this function to switch between maintenance panels or between maintenance modes on the same panel. Use **F6=Add** to go to a panel where you can enter new information and **F6=Change** to go to a panel where you can alter existing information. In code file maintenance, **F6=Edit** takes you to a panel where you can change code file information.

F7=Backward and F8=Forward

A list may have more entries than can be shown on the panel at one time. In that case, a plus sign (+) appears at the bottom of the list. Use **F7=Backward**, **F8=Forward**, roll keys, or page keys to scroll through all entries in the list.

```
AMVAJDFR                               Display Countries                *****
Position to code . . . . . aA3
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Code      Name
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F12=Return   F21=Print
```

When you use **F8=Forward**, the next set of entries appears in the list.
When you use **F7=Backward**, the previous set of entries appears in the list.

F9=Alt entry

The alternate entry feature in COM allows you to switch from one type of order entry or line item entry to another. To change the type of entry, use **F9=Alt entry** from any order entry or line item entry panel, including immediate shipment. A window appears with a list of different entry methods. The list of entry methods varies, depending on the type of order or item with which you started.

```

AMBBIPVR
.....
Company . . . . . :      Alternate Order Entry
Warehouse . . . . . :
Customer . . . . . :      Type option; press Enter.
Ship to . . . . . :      Option . . nnn
Customer order
Number . . . . . :      Option  Description
Date . . . . . :      002    Quote
Reference . . . . . :      003    Credit memo
Sales code . . . . . :      004    Standing order
Purchase order
Number . . . . . :      005    Order maintenance
Date . . . . . :      006    Speed entry
Revision . . . . . :
Contract number . . . . . :
Ship lead time . . . . . :
Request date . . . . . :
Mfg due date . . . . . :      F3=Exit    F7=Backward  F8=Forward
Next panel ID . . . . . :      F12=Return
F3=Exit      F4=Prompt
F11=Job status  F12=Return
.....

```

When you enter an option from the Alternate Order Entry window, you switch from the current type of order entry to the type you selected. See “Header and line item alternate entry” on page 3-116 for additional information.

F10=Actions

The Actions feature allows you to move from one task to another. When you use **F10=Actions**, a window appears with a list of different actions you can take from the current panel.

```

AMBBIPVR
.....
Company . . . . . :      Order Header Actions
Warehouse . . . . . :
Customer . . . . . :      Type option; press Enter.
Ship to . . . . . :      Option . . nnn
Customer order
Number . . . . . :      Option  Description
Date . . . . . :      001    Order copy
Reference . . . . . :      003    Credit information
Sales code . . . . . :      004    Customer inquiry
Purchase order
Number . . . . . :      005    Order inquiry
Date . . . . . :      006    Change company
Revision . . . . . :      013    Order hold
018    Pricing inquiry
Contract number . . . . . :
Ship lead time . . . . . :
Request date . . . . . :
Mfg due date . . . . . :      F3=Exit    F7=Backward  F8=Forward
Next panel ID . . . . . :      F12=Return
F3=Exit      F4=Prompt
F11=Job status  F12=Return
.....

```

When you enter an option in the Actions window, you leave the task you were in and go to the selected action. When you exit the selected action, you return to the panel where you used F10. See “Header and line item actions” on page 3-95 for additional information.

F11=Job status

To see details about your current XA session, use **F11=Job status**. A popup window appears with information on the system, user, and workstation IDs, default OUTQ, and current XA environment. When you exit the job status window, you return to the panel where you used F11.

```

AMBBIPVR                               Enter Order                               *****
Company . . . . . :                               Display Job Status                               :
Warehouse . . . . . :                               :
Customer . . . . . : System ID . . . . . : ***** :
Ship to . . . . . : System date . . . . . : **/**/** :
Customer order . . . . . : System time . . . . . : **:**:** :
  Number . . . . . : System job number . . . : ***** :
  Date . . . . . : System job name . . . : ***** :
  Reference . . . . . :                               :
Sales code . . . . . : User ID . . . . . : ***** :
Purchase order . . . . . : Workstation ID . . . : ***** :
  Number . . . . . :                               :
  Date . . . . . : Default OUTQ . . . . . : ***** :
  Revision . . . . . : OUTQ library . . . : ***** :
Contract number . . . . . :                               :
Ship lead time . . . . . : XA Environment . . . : ** :
Request date . . . . . :                               :
Mfg due date . . . . . : Press Enter to continue. :
Next panel ID . . . . . :                               :
F3=Exit          F4=Prompt :                               :
F11=Job status   F12=Return : F1=Help   F5=Refresh :
                  F16=Delete F18=Change defaults :
  
```

F12=Return

Use **F12=Return** to go back one panel from the current panel. Using F12 deletes any changes not yet entered on the current panel. You can also use F12 to leave a menu and return to a higher-level menu.


```

AMBM00                                Customer Order Management          *****
                                Main Menu

Type option or command; press Enter.

1. Order Processing >>
2. Inquiry >>
3. Status Reports >>
4. Miscellaneous Reports >>
5. Monthly Close
6. File Maintenance >>
7. General Ledger Interface >>
8. Order Shipment History >>

-----

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages

```

F17=Subset

Searching through a long list can be time-consuming, but the subsetting feature can help you narrow a list down to a smaller group that contains only the values you specify.

For example, during customer file maintenance, you initially see a list of all customers. You can use **F17=Subset** to narrow the list. A window appears with a set of fields you use to type the values that will change the original list.

```

AMVA0DFR                                Maintain Customer          *****
Company : ..... Subset Customer .....
Position : .....
: Type choices; press Enter.
:
Type opt : Name . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
2=Chan : City . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
8=Note : State . . . . . A2
: Postal code . . . . . nnnnnnnnnn
Opt Name : Country . . . . . aA3
City : Telephone . . . . . aaaaaaaaaaaaaaaaaaaaaA20
**** : Territory ID . . . . . A2
**** : Salesrep number . . . . . nnnnn
**** : Customer class code . . . . . aaaA5
**** : Customer status . . . . . A
**** :
**** :
**** : F3=Exit F12=Return
**** :
F3=Exit : .....
F11=Job status  F12=Return  F17=Subset  F21=Print  F23=More options

```

When you press **Enter** the list of customers appears again with only those customers that match the subset values you requested. At the top right hand side of the panel, the system lets you know that the subset feature is active.

```

AMVA0DFR                               Maintain Customer                               *****
Company . . . . . : ** ***** Subset active
Position to name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
number . . . . . : nnnnnnnn
Euro customer cross reference . . . . . : 0=No 1=Yes
Type options; press Enter.
2=Change      4=Delete      5=Display      6=Print
8=Note tasks  13=Comments  15=Ship to   20=Addresses

Opt Name/                               Customer/ Class/ Territory/      Rep/
City                                   Status   State   Postal code  Country
*****
A2 ***** ** ***** ****
***** ** *****
A2 ***** ** ***** ****
***** ** *****
A2 ***** ** ***** ****
***** ** *****
***** ** *****

                                                                              +

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset   F21=Print   F23=More options

```

If you are subsetting a description field, you must enter exactly what you want to match. The information you enter in all the fields must also match the case. For example, if the name you need is McNeal, you must enter a lower case c. Also, remember that if you enter A for city, you will not get the cities that begin with A. You need to enter the exact name of the city to subset the list.

To change back to the original list, use **F17=Subset** again and blank out the values you entered in the Subset window. When you press **Enter**, the list changes from the subset list back to the original list.

F18=Change defaults

COM enables you to change defaults to help you enter information quickly and accurately.

There are two types of defaults: data defaults and navigation defaults. Data defaults are field values that are filled in automatically. Data defaults save key strokes and help you maintain accuracy. With navigation defaults, you can specify which panels appear automatically. To cut your processing time, you can choose to skip panels that are not needed for a particular set of orders.

See “Changing data and navigation defaults” on page 3-92 for additional information.

F21=Print

Using this feature will generate a report associated with the panel on which it appears. In file maintenance, using F21 causes a listing of the file to print.

AMVADPFR		SPELL		Country Detail List		7/12/**	Page	1
						08:13:51	ATLA1035	50
				- - - EEC information - - -				
Code	Name	Country code		Statistical value %	Member state?			
ARG	Argentina			.00				
AST	Austria			.00				
AUS	Australia			.00				
BRZ	Brazil			.00				
CAN	Canada			.00				
CZC	Czechoslovakia			.00				
DNM	Denmark			.00				
FRN	France			.00				
GBR	Great Britain			.00				
GER	Germany			.00				

Other navigation features

This section describes navigation features other than function keys.

Next panel ID

During order entry, order maintenance, or order inquiry you can move through the panels by typing the ID of the panel you want to go to in the **Next panel ID** field. The Select Next Panel window appears, allowing you to select the specific panel you want to use.

If you are not sure which panel you want, use **F4=Prompt** on the **Next panel ID** field to see a list of order entry, maintenance, or inquiry panels.

The panel ID you use in the **Next panel ID** field refers to the initial default sequence of the panel. This ID is not the same as the panel ID that appears in the upper left corner of each panel.

```

AMBBIPVR .....
:                               Select Next Panel
:                               :
Company . . . :                               :
Warehouse . . : Navigation area . . : CO Header Panels
Customer . . . :                               :
Ship to . . . : Type options; press Enter.
Customer orde : 1=Select
Number . . . :                               :
Date . . . : Opt   Panel description      Panel ID
Reference : A   Sold to override          010
Sales code . : A   Ship to override         020
Purchase orde : A   Shipment and terms      030
Number . . . : A   Price and currency       040
Date . . . : A   Split commission          050
Revision . . : A   Customer order comments 060
Contract numb : A   Customer order line entry 070
Ship lead tim :                               :
Request date :                               :
Mfg due date :                               :
Next panel ID : F3=Exit  F7=Backward  F8=Forward  F12=Return
:
F3=Exit
F11=Job statu .....

```

When you select the panel you want and press **Enter**, you return to the current order entry panel. The ID of the panel you selected appears in the **Next panel ID** field. When you press **Enter** and confirm the current order entry panel, the next order entry panel that appears is the one you selected.

List panels and popup windows

List panels can have a mixture of input and output fields. COM has two basic types of list panels:

- Major action - You can perform more than one action against items in a list.
- Selection - You can choose an entry from a list.

Major action lists

The major action list panel is your starting point for many tasks in COM. The list contains entries, such as: items, customers, comments, and so on. A major action list can appear when you select an option on a menu, such as the customer file maintenance option or when you enter an option on another major action list, such as when you enter option **13=Comments** on the Maintain Customer panel (AMVA0DFR).

The list contains columns of information about the customers to help you identify which customer you want to maintain.

```

AMVA0DFR                               Maintain Customer                               *****
Company . . . . . : ** ***** Subset active
Position to name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
number . . . . . : nnnnnnnn
Euro customer cross reference . . . . . : 0=No 1=Yes
Type options; press Enter.
  2=Change      4=Delete      5=Display      6=Print
  8=Note tasks 13=Comments 15=Ship to 20=Addresses

Opt Name/                               Customer/ Class/ Territory/  Rep/
City                                     Status   State   Postal code  Country
A2 ***** ***** ** ***** *****
***** ** *****
A2 ***** ***** ** ***** *****
***** ** *****
A2 ***** ***** ** ***** *****
***** ** *****
A2 ***** ***** ** ***** *****
***** ** *****

+

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset  F21=Print  F23=More options

```

The tasks you perform depend on the options you select on the major action list panel. See “Options” discussed later in this chapter for additional information.

Selection lists

When prompting is available for a field, you can use the **F4=Prompt** key, and a selection list popup window appears.

The list contains a list of possible values for the field you selected. For example, if you use the **F4=Prompt** key for the **Warehouse** field on the Enter Order panel (AMBBIPV), you can type **1** to select the warehouse you want.

```

AMBBIPV .....:
:                               Select Warehouse :
Company :                               :
Warehou : Position to code . . . . . aA3 :
Custome : Subset by description . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30 :
Ship to :                               :
Custome : Type option; press Enter. :
Numb : 1=Select :
Date :                               :
Refe : Opt Code Description :
Sales c : A *** ***** :
Purchas : A *** ***** :
Numb : A *** ***** :
Date : A *** ***** :
Revi : A *** ***** :
Contrac : A *** ***** :
Ship le : A *** ***** :
Request : A *** ***** :
Mfg due :                               + :
Next pa : F3=Exit F7=Backward F8=Forward F12=Return :
: :
F3=Exit : :
F11=Job : .....:
  
```

When you press **Enter**, the original panel appears with the warehouse you selected in the field.

Options

To the left of some list entry panels is a column called **Opt** (Option), where you can type an option number. Option numbers appear on the upper part of the panel and vary depending on the purpose of the panel.

For example, when you select the customer file maintenance option, you see a list of customers.

```

AMVA0DFR                               Maintain Customer                               *****
Company . . . . . : ** *****
Position to name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
number . . . . . : nnnnnnnn

Type options; press Enter.
  2=Change          4=Delete          5=Display          6=Print
  8=Note tasks     13=Comments       15=Ship to         20=Addresses

Opt Name/          Customer/  Class/  Territory/  Rep/
  City              Status    State   Postal code  Country
2 *****          *****
*****            ***** ** *****
4 *****          *****
*****            ***** ** *****
  
```

Type an option number in the **Opt** column next to the entries in the list you want to use. You can type the same option number next to several list entries. You can also type different options next to different list entries. When you press **Enter**, the application processes the list entries for which you typed option numbers in top-to-bottom order.

Position to field

The **Position to** field allows you to move through a list by typing the entry you want to see at the top of the list.

```

AMVAJDFR                               Display Countries          *****
Position to code . . . . . GHI
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaaaA25

Code   Name
ABC    *****
DEF    *****
GHI   *****
JKL    *****

```

When you type an entry in the **Position to** field and press **Enter**, the system moves the list so that the entry you typed is at the top of the list. If none of the entries in the list match the one you typed, the list begins with the entry immediately following the entry you want.

```

AMVAJDFR                               Display Countries          *****
Position to code . . . . . GHI
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaaaA25

Code   Name
GHI   *****
JKL    *****
MNO    *****
PQR    *****
STU    *****
VWX    *****

```

To return to the original list, blank out the value in the **Position to** field and press **Enter**.

Subset by field

If you want to limit the list of entries to only those with a certain description, you can type the string of letters or numbers you want to match in the **Subset by** field.

```

AMVAJDFR                               Display Countries          *****
Position to code . . . . . aA3
Subset by name . . . . . AUSTR

Code   Name
aA3    *****
aA3    *****
aA3    *****
aA3    *****

```

When you press **Enter**, only those entries that match the string appear in the list.

```

AMVAJDFR                               Display Countries          *****
Position to code . . . . . aA3
Subset by name . . . . . AUSTR

Code   Name
AUS    AUSTRALIA
AST    AUSTRIA
    
```

To return to the original list, blank out the value in the **Subset by** field and press **Enter**.

Using eWorkPlace with XA documentation

eWorkPlace (eWP) is the Microsoft®, Windows™-based graphical user interface for XA. The eWP windows co-exist with the XA character-based displays, called Host screens. If you are using eWP, you can view the corresponding Host screen for any eWP window, if necessary.

Note: If you have modified a Host screen, the GUI default is used. The default GUI feature can be enabled or disabled.

The user's guides and help text contain instructions that reference the host XA screens (called panels and displays) rather than the eWP windows.

To understand how a Host screen instruction relates to an action on a eWP window, it is helpful to look for text on a window control that corresponds to the instruction. For example, **Cancel** on a button and on a File pull-down corresponds to the user guide instruction "use **F12=Cancel** to return to the previous display".

Note: For the instruction "press **Enter**", the corresponding control on an eWP window is an **OK** button.

The following table shows other examples of instructions from the documentation and the corresponding actions you take on the eWorkPlace window.

Documentation instructions	eWorkPlace actions
To change the details of a vendor, type 2 next to the vendor and press Enter .	Select a vendor, then select Change or type C from the List menu or select Change using the right mouse. Click the OK button.
To create a vendor, use F6 .	Select Create on the Functions menu or click the Create button.
Position to command. If you want to skip to a particular command, type the full or partial command.	Type the full or partial command in the position to entry field and click the Position button.
Type the information requested and press Enter .	Type values in or select values for the entry fields and click the OK button.

Documentation instructions	eWorkPlace actions
Type the information requested and use a function key.	Type values in or select values for the entry fields and click a button or select an action on the Functions pull-down.
Use the Item Master maintenance display to.....	Use the Item Master maintenance window to.....

For more information about eWP, see *Getting Started with eWorkPlace*.

Chapter 2. Implementing Customer Order Management

Before you begin Customer Order Management (COM) operations

Before you begin:

- Determine the tasks involved in managing this application.
- Determine the source material (customer order information).
- Determine if you want to use the Electronic Commerce (EC) application to process electronic data interchange (EDI) data. You will need to take the necessary actions in EC to enable its use with your trading partners. Refer to the *Electronic Commerce User's Guide* for more information on those tasks.
- Establish the accounting controls to be used and determine who is responsible for applying them.
- Establish the COM master files.
- Understand the calculations and other features of the COM application.
- Provide training for your users.

Determine the tasks

First, examine your COM operation and divide the work into several major tasks. This activity helps you organize your entire operation so you can focus on one major task at a time. For example, in your COM operation you can:

- Receive orders
- Receive EDI orders
- Enter orders
- Update files
- Fill orders
- Ship orders
- Release orders for invoicing
- Print invoices
- Close the files at period end.

The information in this manual is organized to show the breakdown of the tasks you can do with COM.

Determine the source material

Efficient entry requires that all the information you need is in the source material or is readily available. The master files and code files that you set up as you implement COM are important because they provide the information you need as you enter orders.

Establish controls

Accounting controls are critical to your business not only for accurate reporting of income and taxes, but also for maintaining efficiency and guarding against erroneous information.

Your operating procedures should include the use of inquiry panels and other features of the application to check the information being entered or already on file. For example, the inquiry panels, explained in Chapter 10, are your primary source for checking information, while the order maintenance panels allow you to review and change order information.

Establish the master files

After you have determined the tasks you will do with COM, you must establish the foundation provided by the COM master files. Six master files provide a database of information for you to use in COM and allow you to control the processing flow in the application. Following are some suggestions for the initial setup and conversion of these files, as you implement COM.

Tax Table

Review the Tax Table information using option 11 on the Cross Application Support menu, VAT/Sales Tax Support. Tax data for customers converting from the last two mod levels of MAPICS/DB Order Entry and Invoicing should be correct. Notice that there are some new maintenance options on the CAS menu. Four new files have been created in order to maintain the integrity of the codes used in Tax Table Maintenance. Any new tax suffix codes, tax indicator codes, tax codes, and tax group codes must be created in these files before you enter them on a tax table record. The tax group code replaces the special charge reference which was used to control the tax description function in MAPICS/DB. To create taxing information after the initial test, refer to the *Cross Application Support User's Guide* for more information.

Company Master

You create and delete companies using the COM install/tailor questionnaire. The company information is maintained in COM. The fields with comparable values in MAPICS/DB are converted from information in the System Control file. Review the Company Master file for your company's information. For more information about this file, see "Company Master" on page 13-173.

For initial testing, set up these defaults in the Company Master file. Select option 6, File maintenance, on the COM Main Menu (AMBM00); select option 10, Company Master, then add these defaults:

- Default order date: **Y**
- Shipment confirmation: **0**
- Maintenance logging: **Y**
- Serial number print: **0**

You define the item tax indicator defaults at the company level. The value you enter here is used for an item if the tax indicator in the Item Master record is blank. If you enter a value, the value must also exist in the Tax Table master file and the Tax Indicator file in Cross Application Support.

Note: If you are currently using a tax indicator value of blank, then leave the default value blank as well.

Shipping Calendar

Use this option to maintain the calendar used to define valid shipping department work days. You can maintain multiple calendars for each warehouse. For each

calendar year, you define work days, non-work days, and holidays for each month of the year. For more information, see “Shipping Calendar” on page 13-107.

For initial testing, create a new shipping calendar record for your warehouse. Select option 6, File maintenance, on the COM Main Menu; select option 5, Packaging and Shipping, then select option 1, Shipping Calendar:

- Use **F6** to edit, on the Display Shipping Calendar panel.
- Use **F6** to add.
- Enter a calendar ID and description and press **Enter**.
- Use **F12** to return.
- Enter **2** next the calendar ID and press **Enter**.
- Use **F6** to add a calendar for the calendar ID.
- Press **Enter** on the Extend Calendar popup window.
- Enter **2** next to Year on the Maintain Shipping Calendar panel.
- Use **F12** to take the default holidays and work days.

Note: If you are using Available to Promise (ATP), set up a calendar for three consecutive years. Failure to reference a valid shipping calendar in your Warehouse Master file will result in invalid date calculations, such as invalid due dates on invoices.

Item

Use this menu option to maintain standard item information used to identify, cost, and price items; kit components for kit items; related item information such as substitutes, item industry class cross-references, and foreign language descriptions; and customer item number cross references. If EPDM is installed and activated, use the Item Revisions and Enterprise Items objects to maintain standard item information, kit component information, and foreign language descriptions.

Warehouse

Use this menu option to maintain warehouse information and source of demand for a warehouse. Warehouses can be either controlled or uncontrolled. Identify a warehouse for testing. In COM you can maintain controlled warehouses only if Inventory Management (IM) is installed and interfacing. You can designate planning and demand warehouses only if Material Requirements Planning (MRP) is installed and interfacing. For more information, see “Warehouse” on page 13-101.

For initial testing, review the Warehouse Master file and set up your defaults. Select option 6, File Maintenance, on the COM Main Menu; select option 4, Warehouse:

- On the Work With Warehouses panel, enter **2** to select a warehouse to change, preferably an uncontrolled warehouse.
- On the Change Warehouse panel, verify the following field values:
 - Pick/ship complete: **1** (complete)
 - Calendar ID: value of the ID you entered in the Shipping Calendar
 - Default staging location: **blank**

Panel navigation

This option allows each COM user to set up the sequence of the flow of panels in various menu options. For initial testing, you should set up the entering of customer orders to not display the various order panels automatically, which means that only the header panel and the item panel will appear. You can go to the additional panels in

order entry by prompting on the **Next panel ID** field. For more information, see “Maintain Navigation Defaults” on page 13-156.

To maintain your panel navigation defaults, select option 6, File maintenance, on the COM Main Menu; select option 8, User Setup, then select option 3, Maintain Navigation:

- Enter **1** (header) for navigation type.
- Use **F4** on the Navigation Panel field; select **CONAV** (Customer Order (CO)) header panels in the prompt window, then press **Enter**.
- Press **Enter**.
- Change the Autodisplay to **N** for each panel listed and press **Enter**.

Data defaults

This option allows you to define, for a specific user, the default panel values for some of the fields that appear on order processing panels. For more information, see Chapter 13, “Maintain Data Defaults”.

To review your data defaults, select option 6, File Maintenance, on the COM Main Menu; select option 8, User Setup, then select option 4, Maintain Data Defaults.

If your user ID is not listed on the Maintain Data Defaults panel, use **F6** to add a new user. Set up the company and warehouse defaults, as needed, for the user. For the initial test, set up the user for entering customer orders. You can use **F4** to prompt for valid values in all fields, except for the Yes/No fields where you can use **?** to prompt for the values. The values on this panel should be:

- Order type: **CO** (customer order)
- Sales code: **blank** (regular credit sale)
- Local/foreign currency: **0** (local)
- Default allocation status: **0** (no allocation)
- Automatic subset display: **N**
- Comment print options: **N**
- Automatic available to promise: **0** (no ATP calculation)

Understand the calculations and other features

You need to understand the calculations (for example, pricing and taxing) and features of COM so that you can make the best decisions for application tailoring and daily operations. This user’s guide contains descriptions of the many features in COM:

For information about...	Refer to these pages...
Customer orders	3-1
Intersite orders	2-13
Offline files	3-16 and Appendix A-1
EDI orders (receiving)	3-36
Electronic Commerce	2-9
Fax interface	2-13
Held orders	3-56

For information about...	Refer to these pages...
Acknowledgements	3-46
Line items	3-59
Navigation defaults	3-94 and 13-156
Data defaults	3-92 and 13-159
Copying orders	3-98
Allocations	3-117
Available to Promise	3-119
Blanket releases	3-126
Commission splits	3-128
Discounts	3-131
Features and options	3-132
Comments	3-136
Kits	3-140
Holds	3-141 and 13-165
Multi-currency support	3-142
Notes	3-143
Pricing	3-150
Routing	3-155
Ship-to overrides	3-155
Speed entry	3-74
Substitutes	3-156
Surcharges	3-158
Taxes	3-159 and 13-199
Units of measure	3-163 and 13-126
Quotes	4-1
Credit memos	5-1
Standing orders	6-1
Immediate shipment orders	7-1
Picking	8-1
Packing	8-2
Bill of lading	8-97
Credit returns	8-121
Post invoicing serial number assignment	8-129
Invoices	9-1
Inquiries	10-1
Month end close	11-1
Reports	12-1
File maintenance	13-1

For information about...	Refer to these pages...
Code files	13-142
General Ledger Interface	14-1
Order shipment history	15-1
User exits and application programming interfaces	13-152 and B-3

Provide training for your users

Training for your users is essential as you implement COM at your company. You might consider formal training. You can also do informal training at your site, perhaps using a parallel run of the application.

Getting started with COM

Customer Order Management provides many features and functions for you to use. You choose which of the new features you want to use by the way you tailor your system. These features are controlled by the way you set up the various master files: Company Master, Warehouse Master, Customer Master, Item Master, Tax Table, and User Defaults. Your profile determines which reports in COM are mandatory and which reports may not even be allowed.

After you install COM, you should first review the basic functions of the application, using the process flow you used for Order Entry and Invoicing or your previous application. After you have entered a few orders, go back through your setup and change your company and user defaults.

The instructions in this section provide a fast path for entering customer orders for initial testing and training purposes. The number of panel displays and the steps to process an order through invoicing are minimal. As you become familiar with the functions available in COM, you can refine the steps to use at your company to take full advantage of the functionality.

If you converted, most of the file setup was done for you during conversion. You should review the contents of the master files to familiarize yourself with the functions offered by COM.

Order processing

You are now ready to process an order. The minimum number of steps to process an order are listed in the following section. After processing a few orders you may want to go back through the setup steps and change some of your defaults.

Entering orders

To enter an order, follow these steps:

1. Select option 1, Order Processing, on the COM Main Menu.
2. Select option 1, Enter orders and quotes, on the Order Entry Menu.
3. Enter the order header and the items.

4. Select **F2** to end the order and press **Enter** on the End Order panel. **F3** will also create an order, but it will be incomplete. You must complete or delete an incomplete order using order maintenance.

Note: If the “Tax Indicator, Suffix, and Date Combination” message appears on the item panel, use **F12** to return to the Ship-to Override panel - 020 (or enter **20** in the Next panel ID to get to the Ship Override panel), and override the tax suffix defined in Cross Application Support. Continue by paging through the order until the item panel appears again (or enter **70** in the Next panel ID to get to the item panels) and enter the item again.

Printing pick lists

Pick lists are optional unless you defined the Shipment confirmation code as 1 or 2 in the Company Master file. To print a pick list, follow these steps:

1. Select option 1, Order Processing, on the COM Main Menu.
2. Select option 11, Pick/Pack/Ship Orders, on the Order Entry Menu.
3. Select option 1, Select Orders for Pick List Print, on the Pick/Pack/Ship Orders menu.
4. Enter the criteria for what you want to pick. You can use **F4** to prompt on the order number field.
5. Use **F2** to create the pick list.

Printing invoices

To print an invoice for an order updated as shipped, follow these steps:

1. Select option 1, Order Processing, on the COM Main Menu.
2. Select option 11, Pick/Pack/Ship Orders, on the Order Entry Menu.
3. Select option 7, Process Invoices, on the Pick/Pack/Ship Orders menu.
4. Select option 2, Review/Select Shipments for Invoicing/Pro Forma, on the Process Invoices menu.

Credit memo processing

After creating a few orders, you may want to credit one of them. Entering a credit memo is similar to entering an order. You may want to enter a credit memo as an allowance or as a return to inventory.

Entering credit memos

To enter a credit memo for a customer, follow these steps:

1. Select option 1, Order Processing, on the COM Main Menu.
2. Select option 1, Enter Orders and Quotes, on the Order Entry Menu.
3. If the initial panel does not show the sales code as a credit memo, change the entry mode to credit memo:
 - Use **F9** for alternate entry.
 - Select **003** for credit memo.
4. Enter a credit code of **A** for allowance or **R** for return to inventory.

5. In the invoice reference field, enter the invoice number that is to be credited.
6. Use **F4** on the reason code field to prompt for a reason code for the credit.
Note: If a reason is not available for you to select, add a reason code using **F6**. You can then select the reason code from the list.
7. Continue entering items for the credit memo.
8. Use **F2** to end the credit memo and press **Enter** on the End Order panel.

Acknowledging credit memos

You can send a credit acknowledgement to a customer as an authorization to return goods (this is an optional step). To print a credit memo acknowledgement, follow these steps:

1. Select option 1, Order Processing, on the COM Main Menu.
2. Select option 6, Print Acknowledgements, on the Order Entry Menu.

Returning goods to inventory

Use this option to receive returned goods to inventory and to make credit allowances ready for invoicing. In order to use this option, Inventory Management must be installed and interfacing, and a credit memo must have been entered. To process the return, follow these steps:

1. Select option 1, Order Processing, on the COM Main Menu.
2. Select option 11, Pick/Pack/Ship Orders, on the Order Entry Menu.
3. Select option 8, Process Credit Returns, on the Pick/Pack/Ship menu.

Printing credit memos

To credit a customer's account and print the credit memo, follow these steps:

1. Select option 1, Order Processing, on the COM Main Menu.
2. Select option 11, Pick/Pack/Ship Orders, on the Order Entry Menu.
3. Select option 10, Process Invoices, on the Pick/Pack/Ship Orders menu.
4. Select option 2, Review/Select Shipments for Invoicing/Pro Forma, on the Process Invoices menu.

Using Electronic Commerce (EC) for EDI transactions

The Electronic Commerce (EC) application facilitates the movement of electronic data interchange (EDI) transactions in and out of XA and also provides an interface between XA and any EDI translator.

Note: Both the new EC application function and the existing EDI function are now supported by COM, but only one or the other can be installed. The existing EDI function has not changed and remains in COM for customers that have implemented EDI prior to Release 3 and are not installing EC.

Overview

You can use EC to transfer various types of documents between COM and your trading partners using the following *ANSI X.12* EDI transactions and the equivalent *EDIFACT* transactions:

ANSI	EDIFACT	Send	Receive	Description
810	INVOIC	X		Invoice
812		X		Credit Adjustment
840	REQOTE		X	Request for Quotation (RFQ)
843	QUOTES	X		Response to RFQ
850	ORDERS		X	Purchase Order
855	ORDRSP	X		PO Acknowledgment
856	DESADV	X		Advance Shipping Notice
860	ORDCHG		X	Purchase Order Change
861	N/A		X	Receiving Advice
862	DELJIT		X	Shipment Schedule
865	ORDRSP	X		PO Change Acknowledgment

The EDI transactions in COM provide function to support the selling cycle. You receive a request for quote (840) from a buyer and send a quote response (843) back to him. Then you receive an initial purchase order (850) and send back your acknowledgment (855). If the buyer has changes, he can send you a PO change (860), and you send back a PO change acknowledgment (865). As you fill the order, you send him an advance shipping notice (856) and receive back receiving advice (861). You invoice the buyer by sending an invoice (810) and possibly a credit adjustment (812). If you are using MRP planning schedules or blanket orders where you want to pull specific releases as the need arises, you can receive shipment schedules (862) as an alternative to the normal purchase order. Other parts of the business process are supported by updating transactions in IM and invoicing transactions in IFM.

Transaction sets can be received from a trading partner using any third party *translator* program that can deliver to the System i a flat file in a format defined by EC. From the flat file, EC processes the transactions into interface files where unique requirements of transaction sets and individual trading partners are implemented.

When you send transactions, EC formats the data into EDI segments to meet your transaction and trading partner requirements. A call to a program supplied by the translator or a user program then moves the data into the translator's EDI mailbox.

You need to complete EC application setup tasks before you can begin using this feature in COM. EC setup tasks include:

- Defining the translator software you will use.
- Defining trading partner relationships (links between EC trading partner records and COM customers). Multiple COM customers can reference the same EC trading partner, but a single COM customer can reference only a single EC trading partner.
- Defining transaction sets to be used for each trading partner.
- Designing formats for printing transaction sets (optional)

In each of the EC control files for Send transactions, you can select options, such as:

- Whether to send transactions to the EDI translator automatically, instead of holding them in EC interface files and manually calling the translator program later
- Whether to print paper copies of the transactions you send.

You use the EC application to maintain, delete, display, and print transaction sets, to work with user exits to alter the data in a transaction set, and to access the error log that is updated during the send or receive process. See the *Electronic Commerce User's Guide* for more information.

Within COM, you also need to complete other setup tasks to send transactions:

- Update Company Master file information to select new shipping and invoice options.
- Update Customer Master file information to select and define the EC documents you want to send to trading partners. COM supports multiple media types, so you can choose paper copies, EDI copies, or both, for each type of transaction for a customer.

As an alternative to EDI, documents can also be sent to trading partners by:

- Printing them manually and mailing them
- Faxing them manually
- Faxing them using a third-party vendor product

Receive transactions supported by COM

EC receives these transactions and loads them directly into the COM offline files, where you can maintain them.

- 840 - Request for Quote (REQOTE)
- 850 - Purchase Order (ORDERS)
- 860 - Purchase Order Change (ORDCHG)
- 862 - Shipping Schedule (DELJIT)

EC receives these transactions and sends them to COM outside of offline file load. You can use Work With lists to display, change, or print them.

- 861 - Receiving Advice

840 - Request for Quote (REQOTE)

All requests for quotes are received by COM and placed on hold as quote orders with a new EDI hold code. Multiple line items can be loaded via offline load, but COM does not support deleting, changing, or adding to existing quotes, nor are quantity breaks supported when quotes are received. Pricing is always done in COM; bringing in prices from EC is not allowed. An automatic processing option specified in the EC control file invokes COM offline processing so you do not have to manually initiate the function from COM menus.

850 - Purchase Order (ORDERS)

COM does not support immediate ship orders or multiple offline batches. An option in the EC control file allows incoming orders automatically to be put on hold. The 850 (ORDERS) transaction supports conversion between items and special charges for a trading partner and also supports releases with different ship-tos. An automatic processing option specified in the EC control file invokes COM offline processing so you do not have to manually initiate the function from COM menus.

860 - Purchase Order Change (ORDCHG)

The 860 (ORDCHG) transaction uses the same EC control file as the 850 (ORDERS) transaction and is received by COM in nearly the same way. The 860 takes advantage of the add or change capability of offline processing. COM supports deleting entire orders, changing quantities, request dates, or prices, and deleting line items. EC initializes all of the fields documented for purchase order receipt but does not support changes to name and address, comments, or special charges. An option in the EC control file allows PO changes to be printed and provides the options of using either prices from EC or COM. EC also supports the option to place all orders with EDI changes on hold.

862 - Shipping Schedule (DELJIT)

The receipt of the 862 (DELJIT) transaction can include both new and changed orders. If COM has an open customer order for a PO, then COM treats the 862 as an 860 and adds a release to the customer order. If COM does not have an open customer order for the PO, it then creates one, thus handling the 862 as an 850 with blanket releases. An option in the EC control file prints the incoming shipping schedules and an automatic processing option specified in the EC control file invokes COM offline processing so you do not have to manually initiate the function from COM menus.

861 - Receiving Advice

The 861 (Receiving Advice) transaction is received into COM outside the offline load function. Its purpose is to acknowledge the receipt of a shipment. A new COM menu option allows you to work with the receiving advice transactions. You can display, delete, or print them, but COM does not process them further. A XA command, WRKRCA, is also available to provide access to this Work With list.

Send transactions supported by COM

COM supports the sending of these transactions to trading partners using EC:

- 810 - Invoice (INVOIC)
- 812 - Credit Adjustment (INVOIC)
- 843 - Quote (QUOTES)
- 855 - PO Acknowledgment (ORDRSP)
- 856 - Advance Ship Notice (DESADV)
- 865 - PO Change Acknowledgment (ORDRSP)

810 - Invoice (INVOIC)

You can set a media flag to print or send EDI invoices from anywhere in COM where invoices can be selected for printing. EC also provides the option to suppress the sending of credit memos. If necessary, you can also re-send or reprint EDI invoices.

Note: If you use consolidated invoicing, EC creates separate invoices for each order in the consolidated (multi-order) invoice.

812 - Credit Adjustment (INVOIC)

The process of the ANSI X.12 812 credit adjustment is identical to the 810, except that only credit adjustments are sent. The 810 and 812 transactions both use the same COM program to process EC transactions. Credit adjustments can be sent from anywhere in COM where invoices can be selected for printing.

843 - Quote (QUOTES)

The 843 Quote (QUOTES) is a response to the 840 request for quote (REQOTE). It provides price and delivery information for the RFQ. The 843 (QUOTES) transaction can be sent from any place in COM that a quote can be selected for printing.

855 - PO Acknowledgment (ORDRSP)

The 855 PO Acknowledgment can be sent via EC any time an order or credit memo acknowledgment can be printed for a customer that has been set up as a valid EC trading partner. Acknowledgments can be sent automatically if the trading partner is set up to do so, or from any of the following locations:

- End Order (AMBBTPVR)
- Maintain Held Orders (AMBIZDFR)
- Option 6, Print Acknowledgments, on the Order Entry menu (AMBM10)

A media flag determines the content of the Acknowledgment. It can be set to 1 (Send full detail) or 2 (Send header information only).

856 - Advance Ship Notice (DESADV)

The 856 Advance Ship Notice (DESADV) is an electronic packing list. Its purpose is to facilitate the receiving function for the purchaser and is enabled primarily by use of shipping IDs for both the overall shipment, as well as individual containers within the shipment.

The advance ship notice (ASN) may be made up of a hierarchy of containers defining the configuration of the shipment. A shipment may include super containers that

contain other containers. You can set up configurations for individual trading partners in EC and then define the actual configuration of individual shipments in COM. Additional fields have been added to the following COM displays to support this function:

- Code file maintenance for Container Type, explained generally on page 13-123.
- Specify Carrier Details (AMBB4E1R) on page 8-57.

Option 7 on the Pick/Pack/Ship Orders menu (AMBM1B) has been changed to “Print Packing List and Send Advance Ship Notice.” You send the advance ship notice by selecting options on the Shipment Packing List Print display, AMBJLDFR.

865 - PO Change Acknowledgment (ORDRSP)

The 865 PO Change Acknowledgment can be sent using EC any time a changed order or credit memo acknowledgment can be printed. This transaction can also be sent when an order or credit memo with a previously printed acknowledgment is deleted for a customer set up as a valid EC trading partner.

Using InterSite Logistics (ISL/MISL) with COM

COM interfaces to InterSite Logistics (ISL/MISL) to store intersite “transfer” orders against a supplying warehouse, once the order is released by a requesting warehouse, until the order is shipped to the supplying warehouse. Storing the intersite order in COM allows MRP and MPSP to have a complete view of the backlog of in-house orders that require shipment.

Intersite transfer orders can be released at the requesting warehouse using either MRP or ISL/MISL. When the intersite order is released, ISL/MISL creates a COM order at the supplying warehouse, using COM offline file processing.

You control the order at the requesting warehouse, so only limited processing of the order is permitted in COM. Basically, in COM, you can view the order, add item comments to the order, and pick the order. To cancel the order or maintain the date and quantity, you must do so at the requesting warehouse. ISL also performs that type of maintenance on the order through COM offline file processing.

Order shipping is done at the supplying warehouse using ISL/MISL function, which updates the COM order, deleting it when the order is shipped complete. Shipments are processed using interwarehouse transfer (ISL) or miscellaneous issue (MISL) transactions. Since the order is handled within the enterprise, bookings are not created, so the orders are not mixed with customer orders for sales analysis or forecasting. Also, the order cannot be invoiced in COM. InterSite Logistics performs the planning and forecasting for intersite orders between warehouses, interfacing with MPSP and MRP.

For more information, refer to the user’s guides for ISL, MRP, and MPSP.

Using the XA fax interface

The XA fax interface allows you to fax XA documents to your customers, directly from the XA programs that print the documents—without printing the documents or handling preprinted forms. Using the Telex/Fax/400 product, you receive electronic form overlays for preprinted XA forms, which you can customize as needed and merge with “printed” XA documents for faxing. This product also allows you to

manage the faxing process, including automatic dialing, redialing, logging, and pre-timed deliveries. The specific COM documents which you can fax to your customers are:

- Quotes
- Order Acknowledgments
- Order Change Acknowledgments
- Packing Lists/Advance Ship Notices
- Invoices and Pro Forma Invoices
- Credit Memos

For each customer, you can define and maintain (in Customer Master maintenance) what documents are to be faxed, what documents are to be printed, and optional "override" fax phone numbers by document type (rather than just one overall fax phone number). Each document that you fax can also be printed, as needed.

Overview of euro currency support

As of January 1, 2002, the euro currency became effective and replaced the following European currencies:

- **ATS** Austria, Schilling
- **BEF** Belgium, Franc
- **DEM** Germany, Deutsche Mark
- **ESP** Spain, Peseta
- **FIM** Finland, Markka
- **FRF** France, Franc
- **GRD** Greece, Drachma
- **IEP** Ireland, Pound
- **ITL** Italy, Lira
- **LUF** Luxembourg, Franc
- **NLG** The Netherlands, Guilder (also called Florin)
- **PTE** Portugal, Escudo
- **VAL** Vatican City, Lira

For possible new EU members, the European Monetary Union (EMU) regulations provide for a *transition phase* during which the currencies are said to be *euro-participating*. During this time EMU regulations state that members can comply with governmental reporting requirements in either their national currency or in euros. Your company's employees have the right to be paid in your national currency and government payroll reports must be in that currency once the transition phase is over.

Ensure that your business is completely ready to convert to euros before you attempt this effort. Be aware, though, that the actual conversion process is lengthy, so do not wait to begin the planning process.

Warning: Convert all your systems, offline files, and spreadsheets at the same time. You risk contamination of your data if your conversion is incomplete.

Warning: These XA applications do not support the conversion of local currency amounts to euros:

- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable
- Accounting Management General Ledger
- Financial Analysis
- Payroll

XA provides two types of assistance to help you deal with euro currency:

- Application functional enhancements: XA provides enhancements to help you manage trading currency amounts when your trading partners start doing business in euros in:
 - Customer Order Management (COM)
 - Purchasing/Procurement Management (PUR/PM)
 - International Financial Management (IFM)
 - Accounting Management Accounts Payable (AP)
 - Accounting Management Accounts Receivable (AR).
- Local currency conversion tool: For companies within euro-participating countries, XA provides a tool to convert your local currency when your organization converts your books to euros. Use this tool only once.

The tool, the Euro Currency Conversion Aid (ECCA), is available to all XA Release 5 and later customers. Use the *Euro Currency Conversion Aid Guide* to help plan and implement your conversion efforts. ECCA converts the local currency values from a euro-participating currency to the euro in one or more of the following:

- Local currency values in an XA environment
- IFM financial divisions in an XA or non-XA administrative division
- IFM cash books in an XA or non-XA administrative division.

XA provides these functions in support of euro conversion:

- The ability to:
 - Convert current currency through triangulation
 - Print alternate currencies on trading partner documents and reports
 - Toggle between currencies: local, trading, or an alternate
- Additional customer and vendor capabilities for multiple currencies
- Additional COM price book capabilities through offline load and euro price book generation
- Additional IFM capabilities for multiple currencies.

See the XA user's guides for information about euro support for the following specific applications:

- Cross Application Support
- Customer Order Management
- International Financial Management
- Procurement Management
- Purchasing
- Accounting Management Accounts Payable
- Accounting Management Accounts Receivable.

This table shows how XA applications are affected by conversion to euro:

Table 2-1. XA applications affected by euro

Application	Functional changes	Local conversion
Accounting Management Accounts Payable	Yes	No
Accounting Management Accounts Receivable	Yes	No
Accounting Management General Ledger	No	No
Capacity Requirements Planning	No	No

Table 2-1. XA applications affected by euro

Application	Functional changes	Local conversion
Contract Accounting	No	Yes
Cross Application Support	Yes	No
Customer Order Management	Yes	Yes
EDI support (pre-EC)	Yes	No
Electronic Commerce	No	Yes
Enterprise Product Data Management	No	Yes
Estimate and Quote Management	No	Yes
Executive Information System	Yes	Yes
Financial Analysis	No	No
Finite Capacity Planning/Scheduling	No	No
Forecasting	No	Yes
International Financial Management	Yes	Yes
InterSite Logistics	No	Yes
Inventory Management	No	Yes
Knowledge-Based Configurator	Yes	Yes
Maintenance Management System	No	No
Manufacturing Performance Analysis	No	Yes
Infor ERP xA Browser	No	No
Marketing Monitoring and Analysis	Yes	No
Master Production Schedule Planning	No	Yes
Material Requirements Planning	No	No
Materials Management	No	No
Multiple Environment InterSite Logistics	No	Yes
Order-Based Production Management	No	No
Payroll	No	No
PowerVision	No	No
Procurement Management	Yes	No
Production Control and Costing	No	Yes
Product Data Management	No	Yes
<i>PDMPlus</i>	No	No
Production Monitoring and Control	No	Yes
Purchasing	Yes	Yes
Repetitive Manufacturing	Yes	No
Sales Analysis	No	Yes

Application functional enhancements

These functional enhancements are used by many XA applications:

- Alternate currency printing
- Toggle between currencies
- Support for financials, depending on which of the following is installed:
 - XA Accounting Management financials
 - XA IFM

- Third-party financials
- Currency conversion routines
- Currency exchange rate overrides
- Trading partner reports.

Alternate currency printing

Documents you send to your trading partners can be printed with the details in euro-participating currency or in euro. Where applicable, you can print the totals in both euro-participating currencies and euros. These include:

- Customer quotes
- Invoices
- Purchase orders
- Debit memos
- Shipping schedules
- Order acknowledgements
- Customer statements
- Delinquency notices
- Collection letters
- Audit confirmation letters.

Toggle among currencies

With the introduction of the euro, your customers and vendors may convert to the euro at any point of time during the transition period. They may have orders, quotes, invoices, and so forth, denominated in both euro-participating currencies and the euro. The toggling enhancement modifies the current toggling function available in Infor. This function allows a users to view a euro-participating order, quote, invoice, and so forth, in euro and is intended to help you handle inquiries about the status of a trading partner's account.

IFM installations

You can toggle between euro-participating amounts and the euro. Depending on the inquiry you use, if the ledger, entity, or transaction is denominated in a currency that is euro participating, the toggle to euro is available. The following inquiries are included:

- Online Business inquiry
- Personal Ledger inquiry
- Cashbook inquiry.

Non-IFM installations

You can see the amounts of a transaction in up to three currencies: local, trading, and alternate. The alternate currency is available as an alternative to the trading currency when the trading currency is either euro or euro-participating. Toggling capabilities allow you to see amounts in all three currencies when they are different. This provides the ability to work with transactions in currencies other than the currency in which they were entered. This is especially useful during the euro transition period when transactions are sometimes viewed in the national currency and sometimes need to be looked at in the euro currency.

As an example, a payment is made in euros but the quote, contract, order, or invoice is denominated in a euro-participating currency. You can view the original transaction

in euro even though it was entered in the national currency. You define the transaction's alternate currency as the euro in order to toggle.

Another example is one in which a euro-denominated order or invoice will be paid in a euro-participating currency. In this case, you define the alternate currency as the national currency and toggle from euro to the national currency.

The following XA applications use this feature:

- COM
- Purchasing/Procurement Management
- AP
- AR.

Euro support with Accounting Management financials installed

A customer or vendor can only have one primary currency. You cannot change the currency ID for these customers and vendors. If a customer or vendor uses a euro-participating currency, you must create a new customer or vendor for the trading partner when the trading partner converts to euro. You can copy an existing customer or vendor record and change the currency to euro.

- **COM Customer Copy:** This function copies all default customer information such as ship-to and tax registration to the new customer number. It defines a reference between the newly created customer number and the old customer number. Use credit checking to account for the new customer number you created.
- **Purchasing Vendor Copy:** This function copies all default vendor information and, optionally, all vendor/items records. It also optionally updates the Item Master and Item Balance files with the new vendor number.

Warning: Accounting Management Accounts Payable and Accounting Management Accounts Receivable do not support the conversion of local currency amounts to euro.

Euro support with IFM installed

Multiple currency vendors

If you use IFM financial applications, you may change the currency ID in the vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Multiple currency customers

When IFM and COM are both installed, the IFM financial division is the same as a COM company. The customer number created in COM is a combination of an IFM entity and a two-digit suffix derived from the personal ledger defined for the customer.

You can define a personal ledger on the customer master file. This is the default on order entry. You can override the personal ledger on the customer master on order entry to any valid personal ledger. A personal account data record must exist for the personal ledger override.

Personal accounts

Once you create personal ledgers for IFM accounts receivable and accounts payable for the euro in each financial division, you can “mass create” personal account records for each entity identified. The defaults from the personal ledger are used to create the personal accounts.

Credit check

You can credit check IFM entities within a financial division. In COM, any customers within a COM company for the associated entity can be credit checked in the entity currency.

IFM accounts receivable cash receipt

You may receive a cash payment that is different than the invoice amount because of rounding differences. Because these differences can have a major impact on IFM cash receipt processing, IFM supports both positive or negative adjustments to invoices to allow for efficient processing of cash receipts.

IFM alternate currency automated payments

IFM can automatically generate payments using Payment List and Notes Collection Lists in a currency different from the invoice’s transaction or cash book currency. You can:

- Enter an exchange rate override if either the payment currency or the financial division currency are non-euro participating.
- Use a payment currency different than the cash book or invoice currency. Payment lists are generated based on the selection criteria and the personal ledgers you select.
- Check to ensure valid exchange rates exist for a split payment list. In they exist, the payment currency is the same as the original payment list.

Payment list reports and lists identify the payment currency. Any gain or loss is based on the payment currency. The generic payment file records show the payment currency amounts.

Euro support with third-party financials installed

If you use third-party financial applications, you may change the currency ID in the customer or vendor master file when the trading partner converts to euro. This currency ID will be the default when you enter quotes or orders. You may override the currency to any valid currency ID. Vendor totals in the vendor master file are converted from the old trading currency to the new trading currency as defined in the file. Throughout XA, the currency is no longer dictated by the currency ID of the customer or vendor; it is defined by either the transaction or the order record.

Currency conversion routine

The Infor currency conversion routine supports the euro. After you establish any currency as euro participating, no direct exchange rate is recognized between a euro-participating currency and any currency other than euro. All currency conversions

between euro-participating currencies and all other non-euro currencies are done via the euro in a process known as triangulation.

Currency exchange rate override

Exchange rates between the euro and euro-participating currencies will be established. These exchange rates will be fixed and will not change throughout the transition period. When you set an exchange rate between the currency of the euro-participating countries and the euro, you cannot change this rate, nor can you create a new effective exchange rate. All Infor orders or transactions ensure the exchange rate cannot be overridden between the euro and the euro-participating currency, and between two euro-participating currencies during:

- COM order entry
- Purchasing order entry
- IFM transaction processing.

Trading partner reports

During the transition period, various reports can be printed in euro or the trading partner's currency. After the transition period, when all transactions are in euro, all reports and documents will only be available in euro. These reports are intended for analyzing trading partner performance and account status, and are not intended to be sent to your trading partners.

Additional euro considerations

Inactive date

This is the date after which the currency ID can no longer be used. You maintain this date in Currency file maintenance in Cross Application Support. At the end of the euro transition period on 1/1/2002, euro-participating currencies will no longer exist. This field allows you to define a date after which a currency cannot be used.

After the inactive date for a currency, if you copy an order from a previous customer with a currency that is no longer active, you must change the Customer Master for that customer to define a valid currency.

Mass change for currency

After the inactive date passes, to change all alternate currencies at once, you can use option 11, initiate Euro Toggle, on the Cross Application Support Multiple Currency Support menu (AMZMA0). For more information on this function, refer to the *CAS User's Guide*.

Printing currency

For all euro-participating and euro customers, you can select the printing currency for the details on user documents. The printing currency can be either the customer currency or an alternate currency specified for the customer. You can also override the alternate currency for an order, which uses the same rules as shown in the following tables. These tables show the printing currency and additional secondary total currency that will be used for the documents.

Table 2-2. Customer has euro-participating currency

Customer currency	Alternate currency	Print option	Print currency	Additional total
Euro participating	Customer currency	Customer	Euro-participating	Euro
		Alternate	Euro-participating	Euro
	Euro	Customer	Euro-participating	Euro
		Alternate	Euro	Euro-participating

Table 2-3. Customer has euro currency

Customer currency	Alternate currency	Print option	Print currency	Additional total
Euro	Customer currency	Customer	Euro	None
		Alternate	Euro	None
	Euro-participating	Customer	Euro	Euro-participating
		Alternate	Euro-participating	Euro

Currency maintenance for euro

Non-IFM users

If you do not use the IFM application, you must do the following to set up your currencies for euro:

1. Create euro and local currency IDs.

You must create a currency ID for your local currency and the euro currency for each company. The local currency must be identified, as described in the next step. The euro currency ID defined will have a euro status of 2, which defines the currency as the euro. This currency ID is the only ID acceptable for the euro and must be the same for all companies.

2. Define local currency.

You must define the local currency, because of changes required to support triangulation. In Cross Application Support, under Multiple Currency Support, select Currency ID Maintenance. Select F09 Local Currency to define the currency ID that is your local currency for your XA environment.

You must also select one of the following options for Euro Currency Flag:

- 3** Local currency, not euro, and not euro-participating (for example, USD)
- 4** Local currency, not euro, and euro participating (for example, FRF)
- 5** Local currency, euro.

The default is 3. A new record is then added to the Currency ID file, which is identical to the currency local currency except that the currency ID is defined.

Note: in order to run the Euro Currency Conversion Aid, the local currency Euro flag must be 4.

3. Define euro-participating currencies.

You must define the euro status for every company/currency combination. The Euro Currency Flag options are:

- 0** Not euro-participating (for example, USD)
- 1** Euro-participating (for example, FRF)
- 2** Euro

The default Euro Currency Flag is 0.

The currency ID also has an inactive date, which determines the date that a currency will become inactive. This inactive date will become more important at the end of the transition period when euro-participating currencies are abolished.

There can be only one primary currency ID defined as the Euro (Euro Currency Flag=2). All secondary currencies must have the same euro flag as the primary currency. For example, FRF is the primary currency and FR1 and FR2 are secondary currencies. If FRF has a euro flag of 1, then the secondary currencies must also have a euro flag of 1.

After you define these currencies, you must update them for each company. You can use the Synchronize Company/SYCTL with Currency option in Multiple Currency Support to update all companies with these changes.

4. Enter exchange rates.

The exchange rate table maintenance allows you to enter exchange rates between euro-participating currencies and the euro and other currencies and the local currency. If the currency is defined as euro-participating, then the exchange rate is between the euro-participating currency and the euro. If the currency is not euro-participating or the euro, this exchange rate will be between that currency and the local currency.

IFM users

If you have IFM installed, you must do the following to set up your currencies for euro.

1. Create euro currency ID.

You must create the euro currency ID. To define the currency, you add this currency to the XA exchange rate set. This is the same record where the local currency for the XA environment is defined.

2. Define local currency.

If IFM is installed, there is no change in the definition of the XA local currency. The local currency is defined in the XA exchange rate set under Currency Tables.

3. Enter exchange rates.

You must enter the fixed exchange rates between the euro-participating currencies and the euro currency. The euro must be defined in the XA exchange rate set first. These rates will be fixed and, once the currencies have a euro status identifying them as euro-participating, no other exchange rates can be entered.

4. Define euro-participating currencies.

Under Work With Currencies, in table maintenance, you can use option 12=Euro status to create a record to define date and euro-participant status. If you set a currency as a euro participant, you cannot enter new exchange rates with that currency after the date it was set as a euro participant.

Note: The local currency ID must be euro-participating in order to run the Euro Currency Conversion Aid.

Chapter 3. Entering orders

Use this option to enter customer orders into the system. When you enter an order, the customer and line item data that you type is placed directly into the Open Orders files.

```

AMBM10                                Customer Order Management          DISPLAY
                                Order Entry Menu

Type option or command; press Enter.

    1. Enter Orders and Quotes
    2. Enter Orders from Offline Files
    3. Enter Immediate Shipment Orders
    4. Receive EDI Orders
    5. Print Quotes
    6. Print Acknowledgements
    7. Process Invoices >>
    8. Maintain Orders and Quotes
    9. Review/Maintain Held Orders
   10. Review/Maintain Quotes
   11. Pick/Pack/Ship Orders >>
   12. COM/IFM Credit Update Control

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
  
```

Option	Use to	See page
1	Enter customer orders, quotes, credit memos, and standing orders	3-3
2	Enter customer orders, credit memos, and quotes from offline files	3-16
3	Enter immediate shipment customer orders and credit memos	7-2
4	Receive EDI orders	3-36
5	Print quotes	4-14
6	Print acknowledgments	3-43
7	Process pro forma, regular invoices, amount invoices, and complementary invoices. You can also reprint invoices.	9-3
8	Maintain orders and quotes	3-47
9	Review and maintain held quotes	3-47
10	Review and maintain quotes	4-8
11	Pick, pack, and ship orders	8-1
12	Update credit amounts	3-111

Before you start

An order is a request from a customer for goods to be delivered or services to be performed. When you receive an order from a customer, this information is entered into the system so that the request can be fulfilled.

Note: The calendar ID must be defined in the Warehouse Master file before ship lead time and ATP (Available to Promise) can be calculated.

COM defines five types of orders. The initial entry panel is unique for each type of order.

Order type	ID	See page
Regular customer order	AMBBIPVR	3-3
Quote	AMBBLPVR	4-2
Credit memo	AMBBQPVR	5-2
Standing order	AMBBMPVR	6-2
Immediate ship order	AMBGEPVR	7-2

Pressing **F9=Alt entry** on the Enter Order, Enter Quote, Enter Credit Memo, or Enter Standing Order panels enables you to enter any type of order or to use the speed entry method of entering orders.

A typical customer order consists of an order header, which is general information that you set up for the order, and line items, which are the specific items that the customer is purchasing from you. The information that you set up in the order header, such as warehouse and shipment dates, becomes the default information for the line items; however, you can change this information for each line item on the order. You can also change the default warehouse for the order header.

This section explains the basic steps for entering an order. Typically, entering an order consists of:

- Entering order header information on the Enter Order panel (required).
- Providing additional information, as required by the order, on one or more order header panels (optional).
- Entering line item information on one of the line item entry panels (required).
- Completing the End Order panel to finish the order entry process (required).

The steps that you perform may vary from order to order, depending on the complexity of the order. Some orders may require only a minimum number of panels to be completed, while others may require you to complete additional panels. The sequence of panels presented to you may vary also, depending on the choices you make while entering an order as well as on how you or your company have tailored this function.

Note: If you are using Knowledge-Based Configurator (KBC), when you enter configured items in an order, you go to KBC panels to enter information about the items. When you finish entering the information on the KBC panels, you automatically return to COM to continue entering the order.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 1	Enter an order or quote.
AMBBIPVR	Begin order entry	Enter a regular order, quote, credit memo, standing order, or immediate ship order.

To enter a customer order

When you select option 1 on the COM Order Processing menu (AMBM10), the Enter Order panel (AMBBIPVR) appears. This panel, which is used to enter header information for the order, is the first in a series of required and optional panels that you complete to enter a customer order.

Note: You can enter orders quickly by using speed entry. Just press F9=Alt entry on any header or item entry panel. See “Speed entry method of entering orders” on page 3-74.

This panel appears in two modes: ENTRY and CHANGE. When initially entering an order, this panel is in ENTRY mode. When maintaining an order, the panel is in CHANGE mode.

Anytime you advance to another header panel and then return to this panel, you are in CHANGE mode. Additional fields in the Enter Order panel will then be protected. See “Maintain Orders and Quotes” on page 3-47 for additional information.

```

AMBBIPVR                               Enter Order                               *****
Company . . . . . : **                *****
Warehouse . . . . . : aA3             *****
Customer . . . . . : nnnnnnnn        *****
Ship to . . . . . : aaaaaaA8         *****
Customer order                               (Override)
  Number . . . . . : *****
  Date . . . . . : *****
  Reference . . . . . : aaaaaaaaaA12   Credit card sale . . A
  Sales code . . . . . : A             *****
Purchase order
  Number . . . . . : aaaaaaaaaaaaaA22
  Date . . . . . : nnnnnn
  Revision . . . . . : aaaaaA7        *****
Contract number . . . . . : nnnnn
Ship lead time . . . . . : nn
Request date . . . . . : nnnnnn
Mfg due date . . . . . : nnnnnn
Next panel ID . . . . . : aA3         *****

F3=Exit      F4=Prompt   F9=Alt entry  F10=Actions
F11=Job status  F12=Return  F16=Delete   F18=Change defaults
  
```

Completing the Enter Order panel

1. Complete this panel to add the header information that accompanies the order. When this panel appears, some fields contain system-generated or default values, while others are blank. You can accept the default values or type over them.

Company is a protected field. You cannot type over this value.

The **Customer Order Number** field contains a unique identifier that is assigned to the order. This field is only protected when order numbers are being generated by the system.

2. At a minimum, you need to enter a customer number in the **Customer** field to identify the customer that placed the order. You also need to enter a code in the **Warehouse** code field (it is likely that a default value will appear in this field) and a purchase order number in the **Purchase order number** field (if required at your company). All of the other fields are optional.

Hint: Several of the fields on this panel offer prompted entry. You can use **F4=Prompt** on the following fields:

- **Warehouse**
- **Customer**
- **Ship to**
- **Sales code**
- **Contract number**
- **Next panel ID**

3. When entering a new order, the company number is protected and cannot be changed on this panel. To change companies, you must press **F10=Actions**, and then select option **6**, Order maintenance, from the Actions popup window. You can then select a new company. Refer to “Changing to another company” on page 3-89 for additional information on changing a company.

Note: You can only change companies when the Enter Order panel first appears and you have not advanced to another order header panel. If you advance to another header panel and return, the company number cannot be changed. If you are maintaining an order, the company number cannot be changed.

- When a new company is selected, the following occurs:
 - The Enter Order panel is refreshed using the default values for the new company.
 - An existing open order can be deleted from this panel by using **F16=Delete**.

4. The **Request date**, **Mfg date**, and **Ship lead time** fields and their values are determined by how you or your company have tailored this function.

The following table shows how these dates are determined with the following values:

Request date	Mfg due date	Action
Blank	Blank	Order date is used for both dates and the ship lead time is ignored.
Entered	Blank	Manufacturing due date is calculated by subtracting the ship lead time from the request date, and the resulting date is checked in the shipping calendar for the warehouse. If this date is not a work day, the next earlier work day is used. This date is then checked in the IM calendar for a work day. If this date is not a work day, a warning message appears.
Blank	Entered	Request date is calculated by adding the ship lead time to the manufacturing due date.
Entered	Entered	The dates that are entered are used.

The dates' values, whether calculated by the system or entered by you, must be a valid date as follows:

- Request date must be equal to or greater than the order date.
 - Manufacturing due date must be equal to or greater than the order date.
 - Manufacturing due date must be equal to or less than the request date.
 - Manufacturing due date must be a work day in the IM calendar.
5. A user exit for credit card processing is available. If this user exit is active, the **Credit card sale** field appears on the Begin order panel for customer orders and credit memos. Use **F10=Actions** to go to credit card processing. For more information about user exits, see Appendix B, "COM user exits".
 6. When you press **Enter** on the Enter Order panel (AMBBIPVR), the data fields you enter are edited. If errors are found, the panel appears again with error messages, and the fields in error are highlighted. If no errors are found, the next panel, as specified for **Next panel ID**, appears.
 7. From the Enter Order panel, you can either:
 - Skip the optional order header panels and go directly to line item entry panel.
 - Complete one or more of the optional order header panels (either in sequence or by going directly to them).

Note: The Enter Order panel is one of three required panels that you must complete to enter an order. The other required panels are one of the line item entry panels, such as the Detail Item Entry—Order panel, which is used in this example, and the End Order panel. All of the other order entry panels are optional. The sequence of these panels may vary, depending on how this function has been tailored by you or your company.

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F9=Alt entry	Go to the Alternate Order Entry popup window, where you can select from a list of additional order actions, including speed entry.	3-116
F10=Actions	Go to the Order Header Actions popup window where you can select from a list of additional order actions.	3-95

Function key	Use to	See page
F16=Delete	<p>Delete an existing order. When you use F16=Delete on one of the order header panels, the Confirm Order Deletion panel (AMBDDPVR) appears. Use this panel to confirm that this is the order you want to delete.</p> <p>Notes: You cannot delete an order if the order status is greater than 10; you can delete an order if the order status is 0 or 10. You cannot delete an order if there are unpicked or open pick lists or uninvoiced shipments for any item on the order. If you are entering an order and use F16 = Delete on the first panel, an error message appears. The error occurs because you have not created an order record yet. Once you proceed beyond the first panel, you do have an order record and you can delete the order.</p>	—
F18=Change defaults	Go to the Change Defaults popup window, where you can change your data and navigational defaults.	3-92

Proceeding to the next order header panel

To go directly to an order header panel, type the panel identifier in the **Next panel ID** field, which is located near the bottom of the Enter Order panel, then press **Enter**.

Hint: If you don't remember the panel identifier for the panel you want to go to, position the cursor on the **Next panel ID** field, then use **F4=Prompt**.

Each order type, whether it is a basic order, quote, credit memo, standing order, or immediate ship, has the same order header panels. The following table shows the order header panels and their panel identifiers:

Panel title	Panel ID	See page
Sold to override	10	3-9
Ship to override	20	3-10
Specify Shipment and Terms	30	3-11
Override Price & Currency	40	3-12
Edit Order Commission Splits	50	3-13
Quote/Order Comments	60	3-14

After you complete a panel, press **Enter**. The next order header panel appears.

Proceeding to the End Order panel

To proceed directly to the End Order panel without completing any additional order entry panels, use **F2=End order**.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Return** before you press **Enter**.

Completing a line item entry panel

After you complete the Enter Order panel and any optional order header panels, complete the line item entry panel. You can access a line item entry panel directly by entering **70** in the **Next panel ID** field, which is found on most of the order entry panels.

Item entry panels allow you to add line items or credits to an order. You must complete a line item entry panel to enter a customer order. Several different panels are used for line item entry; however, the panel that you use depends on your current task as well as how you or your company have set your default panels.

You can change from the default panel to another line item entry panel (or to speed entry) by using **F9=Alt entry**, then selecting the corresponding option number, as follows:

Option	Use to	Seepage
010	Detail item entry	3-62
020	Customer item entry	3-66
030	Noninventory item entry	3-69
040	Basic item entry	3-72
045	Speed entry	3-74
050	Special charge entry	3-77
060	Credit detail item entry	3-79
070	Credit customer item	3-82
080	Credit noninventory item	3-84
090	Credit basic item entry	3-86
100	Credit special charge	3-87
110	Review order	3-83

The following panel, the Detail Item Entry panel (AMBA1E1R), is one example of a line item entry panel.

```

AMBA1E1R                               Detail Item Entry - Order                               *****
Order number : *****
Last entry . : *****
-----
Sequence number  aaaaaA7                Comments .  A *****
Item number . .  aaaaaaaaaaaaaA15      *****
Order quantity   nnnnnnn.nnn-          Shipped qty . . : *,***,***.***-
Order U/M . . .  A2                    Backorder qty . . nnnnnnnnnnnnn None
Warehouse . . .  aA3                    Allocate . . . .  A
Price:  U/M :    **  Currency :         *** *****
Base . . . . .  nnnnnnnnnn.nnn-        Selling price  nnnnnnnnnnnn.nnn-
Cnv selling :   *,***,***,***.***-     Net sales . . . nnnnnnnnnnnn.nn-
Request date . . nnnnnn                 Stock qty . . . : *,***,***.***- U/M **
Promise date . . nnnnnn                 On hand . . . . : *,***,***.***-
Manufacture date nnnnnn                 On order . . . . : *,***,***.***-
Blanket releases A                      Allocated . . . . : *,***,***.***-
Ship to override aaaaaA8 A              Available . . . . : *,***,***.***-
Price override  A                       Tax indicator . . aA3
Tax transaction type aaaaaA10           Tax class . . . . aaaaaaaaaaaaaA15

F2=End order   F3=Exit   F4=Prompt   F9=Alt entry   F10=Actions
F11=Job status F12=Return F18=Change defaults

```

Complete this panel to add line items to the order. The **Item number** and **Order quantity** fields are required.

After you complete these fields and any others you want to use, press **Enter**. The system completes associated pricing and quantity fields, based on information stored in the data base. The panel appears again so you can add the next line item.

Note: If you are using KBC to configure an item and you do not enter a price for the item in KBC, COM performs the regular pricing routines for the item. If you do enter a price in KBC, COM takes that price and uses it as a starting point for the regular pricing hierarchy.

Hint: If you do not know an item number, you can use **F4=Prompt**.

After you finish adding all the line items to the order, use **F2=End Order** to complete the order process. The End Order panel appears.

Completing the End Order panel

The End Order panel provides a summary of the order. You must complete this panel to finish the process of entering a customer order. Typically, you complete this panel after you have completed the Enter Order panel, a line item entry panel, and any optional panels. To access this panel, use **F2=End order** from any of the order entry panels where it is available.

Note: You can also access the End Order panel from order maintenance and order inquiry panels.

```

AMBBTPVR                               End Order                               *****
Order number : ***** *
Last entry . : ***** *
-----
Type information; press Enter to end order.
*****
Order totals                               Immediate print options
Weight . . . . . : **, ***, ***, ***, ** * Pick list . . . . . A
Volume . . . . . : **, ***, ***, ***, ** *
Line items . . . . . : ** * Acknowledgement . . . . . A
Quantity hash total . . : *, ***, ***, ***-
Special charges . . . . : ** * Pro Forma packing list . A
Total for items . . . . : **, ***, ***, ***, ***-
Total special charges . : **, ***, ***, ***, ***-
Total surcharges . . . . : **, ***, ***, ***, ***-
Trade discount . . . . . : **, ***, ***, ***, ***-
Taxes . . . . . : **, ***, ***, ***, ***-
Invoice amount . . . . . : **, ***, ***, ***, ***-
Terms discount . . . . . : **, ***, ***, ***, ***-
Create CA contract . . . . A

F3=Exit      F4=Prompt      F9=Review      F10=Actions
F11=Job status  F12=Return      F16=Delete      F22=Comments

```

Review the information shown here, then indicate whether a pick list, acknowledgment request, packing list, or pro forma invoice is to be printed immediately.

To print the detail of the order in the alternate currency, type **Y (Yes)** in the **Print alt currency** field. If the field is **N (No)**, all documents (order, acknowledgment, and invoice) will print in the trading currency. This field appears when the order currency is different from the alternate currency.

If you want to change the installment payments you set up as part of the terms for this order, enter **Y** in the **Edit installments** field. The IFM Installment Payments panel (UAP6E2R) appears, so you can recalculate the payments. For more information about installments, refer to the *IFM User's Guide*.

If Contract Accounting (CA) is installed and you want to create a CA contract, enter **Y** in the **Create CA contract** field. The appropriate CA panels will then appear. For more information, refer to the *CA User's Guide*.

You cannot print a Pro Forma packing list or a Pro Forma invoice for an intersite (ISL) transfer order. Also, F16=Delete and F22=Comments are not valid for intersite (ISL) transfer orders.

After completing the panel, press **Enter** to process the order.

Note: To add more line items to the order before ending the order, use **F12=Return** to return to the item entry panel.

Completing the Sold to override panel

Use the Sold to override panel when the order is to be sold to an alternate name and address (one other than those in the Customer Master Record). This panel is optional.


```

AMBD4PVR                                010 - Sold to override                                *****
Order/Customer . . . : ***** ***** *****
Addresssee name . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address line 1 . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                2 . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                3 . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                4 . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                5 . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
State . . . . . A2 *****
Postal code . . . aaaaaaaA10 *****
Country . . . . . aA3 *****
Contact name . . . aaaaaaaaaaaaaaaaaaaaaaaaaA25
Telephone number . aaaaaaaaaaaaaaaaaA20
Fax number . . . . aaaaaaaaaaaaaaaaaA20

Next panel ID . . . aA3 *****

F2=End Order      F3=Exit      F4=Prompt      F10=Actions
F11=Job status    F12=Return   F16=Delete    F18=Change defaults

```

This panel also shows the default address for the customer. You can accept the information shown here, change it, or add additional information. For example, perhaps you want to sell the order to a division of the customer's company that has a different name and address from the default, plus add the name of the contact at the new customer location. In this case, you would type over the information shown in the addressee name and address fields, then type the name of the contact in the **Contact name** field.

Hint: You can use **F4=Prompt** on the **State** and **Country** fields.

Note: The **Customer** and **Order** fields are display only. You can enter or update information in the other fields.

After typing the override sold-to instructions as well as the identifier for the next panel you want to work with (if other than the default panel identifier shown), press **Enter**. The next order entry panel appears. Or, use **F2=End order** to access the End Order panel.

When in CHANGE mode, a message appears indicating that the information shown is from the Sold to Override Address record, not the Customer Address record.

Completing the Ship to Override panel

Use the Ship to Override panel to override the customer ship to address for the order. If there is an existing Sold to Override record for this order, the Sold to Override information is defaulted to this panel. If there is an existing Ship to Override record for this order, the Ship to Override information is defaulted to this panel. This panel is optional.

```

AMBGYPVR                                020 - Ship to Override                                *****
Order/Customer . . . : ***** ***** *****
Addressee name . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address line 1 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                2 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                3 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                4 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                5 . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City/State/Postal . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35 A2 aaaaaaaA10
Country . . . . . : aA3 ***** : aaaaaaaA10 aaaaaaaA10
Contact name . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaA25
Telephone/Fax number : aaaaaaaaaaaaaaaaaaaaaA20 aaaaaaaaaaaaaaaaaA25
Shipping instructions : aaaaaaaaaaaaaaaaaaaaaA30
Shipping location . . : aaaaaaaA9 ***** Zone . A2 *****
Tax suffix . . . . . : aaaA5 *****
Packing language code : aA3 *****
Sales transport terms : A *****
Ship lead time . . . : n Order date . : **/**/**
Mfg due date . . . . : nnnnnn Request date . nnnnnn
Next panel ID . . . . : aA3 *****
F2=End order    F3=Exit    F4=Prompt    F10=Actions
F11=Job status   F12=Return   F16=Delete   F18=Change defaults
    
```

This panel shows the default shipping instructions for the customer. You can accept the information shown here, change it, or add additional information. For example, perhaps you want to ship the order to a division of the customer's company that has a different name and address from the default, plus add the name of the contact at the new shipping location. In this case, you would type over the information shown in the addressee name and address fields, then type the name of the contact in the **Contact name** field.

Hint: You can use **F4=Prompt** on the **State** and **Country** fields.

Note: The **Customer** and **Order** fields are display only. You can enter or update information in the other fields.

After typing the override ship-to instructions as well as the identifier for the next panel that you want to work with (if other than the default panel identifier shown), press **Enter**. The next order entry panel appears. Or, use **F2=End order** to access the End Order panel.

When in CHANGE mode, a message appears stating that the information shown is from the Ship to Override Address record, not the Customer Address record.

Completing the Specify Shipment and Terms panel

Use the Specify Shipment and Terms panel to enter shipment instructions and payment terms for the order. This information is printed on the invoice and acknowledgment for the order. This panel is optional.

```

AMBDAPVR                030 - Specify Shipment and Terms                *****
Order/Customer . . . : ***** ***** *****
Ship to . . . . . : ***** *****
Shipping instructions aaaaaaaaaaaaaaaaaaaaaaaA30 (Override)
Sales transport terms A *****
Carrier . . . . . : aaaaaaaA10 *****
Priority . . . . . : A2 *****
Surcharge code . . . : aA3 *****
Terms code . . . . . : aA3 *****
Percent/Discount days *****.** / **
Net due days . . . . : ** AR months before due . . . . n
Age date . . . . . : nnnnnn Export designator . . . . . A
Bill to number . . . : nn nnnnnn *****
Invoice number . . . : nnnnnn Territory ID . . . . . aA3
Invoice procedure . . : n Invoice series ID . . . . . aaA4
Domiciliation number A2 *****
Installment method . aaaaaaaA10 *****
Note method . . . . . : aaaaaaaA10 *****
Next panel ID . . . . : aA3 *****

F2=End order      F3=Exit      F4=Prompt      F10=Actions
F11=Job status    F12=Return   F16=Delete    F18=Change defaults

```

Completing the Override Pricing and Currency panel

Use the Override Pricing and Currency panel to enter pricing exceptions, such as special customer discounts, primary currency and language to be used with the order (for foreign orders) and primary sales representative responsible for the order. This panel is optional.

```

AMBBGPVR                040 - Override Pricing and Currency                *****
Order/Customer . . . : ***** ***** *****
Ship to . . . . . : ***** *****
Price book ID . . . . : aaaA5 ***** (Override)
Customer price code . . . : A2 *****
Unit price discount % . . : nnn.nnn- *****
Trade discount code . . . : A2 *****
Trade discount % . . . . : *,**.*- *****
Tax
  Suffix . . . . . : aaaA5 *****
  Override date . . . . : nnnnnn *****
  Tax transaction type . . : aaaaaaaA10 *****
Currency
  Currency ID . . . . . : aA3 *****
  Personal ledger . . . . : aaaaaaaA10 *****
  Exchange rate date . . . : nnnnnn Alt currency ID aA3 *****
  Override rate . . . . . : nnnnn.nnnnnn- *****
Language code . . . . . : aA3 *****
Salesrep . . . . . : nnnnn *****
Next panel ID . . . . . : aA3 *****

F2=End order      F3=Exit      F4=Prompt      F10=Actions
F11=Job status    F12=Return   F16=Delete    F18=Change defaults

```

The **Customer** and **Order number** fields are display only. You can enter or update information in the other fields.

When IFM is installed, the **Personal ledger** field appears and the **Currency ID** field is display only.

If the order currency is euro or euro-participating, the **Alt currency ID** field appears. The value in this field is defaulted from the Customer Master file, but you can override it.

Hint: You can use **F4=Prompt** on the following fields:

- **Price book**
- **Trade discount code**
- **Tax suffix**
- **Currency ID**
- **Personal ledger** (if IFM is installed)
- **Language code**
- **Salesrep.**

After typing in the new pricing data and the identifier for the next panel that you want to work with (if other than the default panel identifier shown), press **Enter**. The next order entry panel appears. Or, use **F2=End order** to access the End Order panel.

Completing the Edit Order Commission Splits panel

Use the Edit Order Commission Splits panel to show how sales commissions for this order are to be split among sales representatives. This panel is optional.

```

AMBAPETR                                050 - Edit Commission Splits                                *****
Order/Customer . . . : ***** ***** *****
Ship to . . . . . : ***** *****
Total participation :  ***.*- (Override)

Next panel ID . . . . aA3 *****

Type options;press Enter.
4=Delete
--Salesrep--
Opt  Number  Name                               Participation  Commission  Commission
      .      .      .                               percent      percent      sequence
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn
A ***** *****                               nnn.nn-      nnn.nn-      nnnnnnn

F2=End order  F3=Exit  F4=Prompt  F6=Add      F7=Backward  F8=Forward
F10=Actions   F11=Job status  F12=Return  F16=Delete  F18=Change defaults

```

The default primary sales representative assigned to the customer appears on the first entry row on the panel with a default participation of 100 percent. You can add additional sales representatives, along with their participation and commission percents.

To see a list of salesreps, use **F4=Prompt** on the **Salesrep Number** field. When adding additional salesreps, you should specify who is the primary salesrep responsible for the order by entering **1** in the **Commission sequence** field. To delete the default salesrep, enter **4** under the **Opt** field.

After typing in the commission percentages, enter the identifier for the next panel that you want to work with (if other than the default panel identifier shown), then press

Enter. The next order entry panel appears. Or, use **F2=End Order** to access the End Order panel.

Note: The commission percent is assigned in the Customer Master Record. All salesreps entered must be in the Salesrep Master file. If Sales Analysis is not installed and interfacing, then a primary sales representative is not required (no salesrep is required).

Completing the Quote/Order Comments panel

Use the Quote/Order Comments panel to add, review, modify, or delete comments associated with the order. These comments are printed with the customer's order. This panel is optional.

You can work with a variety of comments, such as general comments for orders, specific comments for a customer, comments that apply only to the order you are working with, and so on. Select from the standard comments stored in the data base, using them as is or modifying them to suit your needs, or enter your own original comments.

```

AMBKXDFR                                060 - Quote/Order Comments                                DISPLAY
*****
Order/Customer . . . : *****
Next panel ID . . . : aA3 *****
Position to reference aaaA5

Type options; press Enter.
  2=Change  4=Delete  5=Display  62=Foreign language

Opt  Reference  Description
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****

F2=End order  F3=Exit  F6=Add  F7=Backward  F8=Forward  F10=Copy
F11=Job status  F12=Return  F16=Delete

```

This panel allows you to associate comments with an order. Comments that you add to an order are shown on this panel. Comments that are automatically included for this customer also appear on this panel. If no comments have been added to the order, none are shown on this panel.

Note: If you change the language code on the Override Pricing and Currency panel (AMBBGPVR), any automatically included comments that have foreign language versions still have text in the original language. To change the comments to the new language, you need to delete the comments that have foreign language versions and use **F10=Copy** to copy the comments back to the order. When you copy a comment, you automatically copy any foreign language version of the comment available in the new language.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the comments listed on this panel.

Option	Use to
2=Change	Change information associated with the selected comment. The Maintain Comment Details window appears. Make the necessary changes and press Enter . You return to the Quote/Order Comments panel (AMBKXDFR).
4=Delete	Remove a comment. The Confirm Delete panel (AMBVBDFR) appears showing you the comments you selected for deletion. Press Enter to delete or use F12 to return to panel AMBKXDFR and change your selections.
5=Display	Review a comment. The Display Comment Details window appears showing you the text of the comment and the automatic inclusion default. You can review print options for the comment from this window.
62=Foreign language	Maintain a foreign language version of an existing comment. The Maintain Comment Details window appears, showing you the text of the comment in the specified foreign language.

Function keys

Use these function keys to perform additional activities.

Function key	Use to
F6=Add	Add additional comments to the order. The Maintain Comment Details panel appears. Type in the user reference code, description, and comment text you want to add to the order. When you press Enter , you return to panel AMBKXDFR and the comment you added appears in the list.
F10=Copy	Copy comments to the order. The Copy Specific Customer Comment panel (AMBKBDFFR) appears showing you a list of comments available for this customer. You can select a comment from this list or use F22=General to see a list of comments available for all customers.
F16=Delete	Delete an existing order. When you use F16=Delete on one of the order header panels, the Confirm Order Deletion panel (AMBDDPVR) appears.

After you finish adding comments to the order, enter the identifier for the next panel that you want to work with (if other than the default panel identifier shown), then press **Enter**. The next order entry panel appears. Or, use **F2=End order** to access the End Order panel.

Enter orders from offline files

Use this option to work with order data entered into offline files. You can copy data from another library, process offline orders into XA, and maintain orders in offline files and in the Open Orders database.

Offline order entry supports the following ANSI X.12 (or EDIFACT) EDI transactions received from trading partners and loaded by Electronic Commerce (EC) into COM offline files. Requests for Quotation are received as quote orders and placed on hold:

- 843 - Request for Quotation (REQOTE)
- 850 - Purchase Order (ORDERS)
- 860 - Purchase Order Change (ORDCHG)

Offline order entry continues to support the entry and maintenance of COM customer order and credit memo order types.

InterSite Logistics uses offline order entry to enter and maintain intersite (ISL) transfer orders in COM. These orders authorize shipment of items to another warehouse in the enterprise. COM does not record these transfer orders as customer bookings or sales. Transfer orders are identified by an X as the first character in the **Purchase Order Number** field. Once the transfer orders are in COM, the only tasks you can perform with this type of order are:

- Add, change, and delete item comments.
- Add, change, and delete special charge comments.
- Pick items.

All other COM tasks are not allowed for intersite (ISL) transfer orders.

Notes:

1. You should use the maintenance feature of offline order entry to fix errors in the offline orders that have been brought into the XA library, but have failed to be accepted into the Open Orders data base. You can maintain orders in the Open Orders database, but this feature is not intended to be a substitute for regular order entry and maintenance.
2. You cannot enter orders from offline files that contain a KBC item or an end item with an S-number.
3. Offline file loading is managed like a batch job. You do not have to clear a previous load before running a new one.
4. You can use offline processing for customers with multiple currencies, when IFM is installed. When loading to the online quote/order header file, set the alternate currency equal to the trading currency. Use the following rules for loading the offline file correctly to the right customer and currency.

Currency ID in offline quote/ order header	Personal ledger	Action
Blank or equal to the default currency ID in the Customer Master file.	Any	Use the default currency ID and personal ledger from the Customer Master file.
Valid, but not equal to the customer's defaulted currency.	Only one personal ledger exists for the currency.	Use the currency ID in the offline header and the corresponding personal ledger. A valid personal account must exist for this personal ledger/entity combination.
Valid, but not equal to the customer's defaulted currency.	No personal ledger exists for the currency.	You must set up a valid personal ledger for the currency
Valid, but not equal to the customer's defaulted currency.	More than one personal ledger exists for the currency.	You must maintain the offline order and specify the personal ledger to be used. A valid personal account must exist for this personal ledger/entity combination.
Not valid		You must maintain the offline order and enter a valid currency ID.

Before you start

You need to provide the library name that contains the offline file data.

To use data from offline files in XA, you must:

1. Gather the information to be entered.
2. Create a file or files with the information. Files must follow the corresponding file layouts shown in Appendix A, "Offline file load and data entry".
3. Process the offline files by selecting option 2 on the Order Processing menu (AMBM10).

How you start

On panel	You	To
AMBM00	Select option 1	Process customer orders, quotes, standing orders, and credit memos.
AMBM10	Select option 2	Enter orders from offline files.
AMBGHPVR	Select an option	Process and maintain offline information.

Use the Select Transaction Group panel (AMBMJDFR) to select the EC transaction groups you want to enter, or to delete any transaction groups in error.

Option	Use to	See page
1=Select	Select one or more transaction groups for processing.	—
4=Delete	Delete all offline orders in the transaction group.	—

If you do not have EC or IFM installed, when you select option 2 on the Order Processing menu (AMBM10), the Offline Order Entry Options panel (AMBGHPVR) appears. This panel also appears if you are processing orders from the existing EDI function or after you select transactions groups on the Select Transaction Group panel.

```

AMBGHPVR                               Offline Order Entry Options                               ENTER
Transaction Group id . : * ***** Date :   **/**/** Time :   **:***:**
                                                User :   *****

Type choice; press Enter.

Copy files into XA . . . . . A (Y, N)
Library with files . . . . . aaaaaaaA10

Process offline orders . . . . . A (Y, N)
Error listing only . . . . . A (Y, N)
Purge error records . . . . . A (Y, N)
Print pick list . . . . . A (Y, N)

Maintain offline orders . . . . . A (Y, N)

F3=Exit F11=Job status F12=Return

```

Press **Enter** to process all offline orders or select a function key.

The fields at the top of the panel show information about the orders if they were received electronically, through the Electronic Commerce (EC) application. If you are processing offline orders from EC, the **Copy files into** set of fields does not appear.

You need to note the following considerations when using the Offline Order Entry Options panel (AMBGHPVR) to enter offline order files:

- If you select **Y** for the **Copy files into XA** field, the **Library with files** field is required. After you press **Enter**, a series of messages appear on the panel that confirm the orders are being copied into the XA system.
- First, the offline order entry program described file MBIOCPP is copied into XA. After MBIOCPP is copied into XA, it is split into 13 physical offline files. If this file does not exist, each of the 13 offline order entry files is copied into XA. Not all 13 files need to be present in the library with data.
- Type **Y** in the **Process offline orders** field to use the offline files in your XA file library.

- If you want to process the offline order files without fixing errors, enter **Y** in the **Purge error records** field. The system clears all orders from your XA file library, including those that fail the offline processing, after copying accepted orders into the Open Orders data base. The system does not clear the files specified in the **Library with files** field.
- If you want to process offline orders and fix the files with errors, enter **N** in the **Purge error records** field. The orders with errors remain in the offline files after the accepted orders are copied into the Open Orders data base.
- If you type **Y** in the **Process offline orders** and the **Print pick lists** fields, then pick lists are automatically produced for all orders loaded into COM that have not been placed on hold.
- Type **Y** in the **Maintain offline orders** field to change the offline files in your XA file library.

To process offline orders

If you selected **Y** in the **Process offline orders** field, the system begins checking the validity of the order data in the offline order files. The results of these checks appear in two Offline Order Entry Edit reports.

The Offline Order Entry Edit/Accepted Orders report (AMBGEPFR) shows the orders that passed the system checks. The orders that appear in this report are entered into the Open Orders data base. You continue to process these orders the same way you process orders entered online.

The Offline Order Entry Edit/Rejected Orders report (AMBGCPFR) shows orders that failed the system checks. This report contains messages indicating where errors occurred in the order data.

To continue processing these rejected orders, return to the Offline Order Entry Options panel (AMBGHPVR) and enter **Y** in the **Maintain offline orders** field.

When the rejected orders have been corrected, run the Order Entry from Offline Files option again by entering **Y** in the **Process offline orders** field. The orders accepted at this time are entered into the Open Orders data base.

To maintain offline orders

Enter **Y** in the **Maintain offline files** field on the Offline Order Entry Options panel (AMBGHPVR) to work with order information. The Maintain Offline Orders panel (AMBMMDFR) appears. You can maintain offline orders before processing. If you choose to save error records during processing, you can maintain those orders that have errors after processing.

```

AMBMMDFR                               Maintain Offline Orders                               DISPLAY
Position to order token . aaaaaaaA10
Position to company . . . nn *****
order . . . . A2 aaaaaA7

Type options; press Enter.
2=Change      4=Delete      5=Display      11=Order items
13=Comments   25=Special charges  29=Ship to    58=Commissions  59=Sold to

Opt  Order token type Company Order date rep Customer Ship to
A2 ***** * ** ***** **/**/** ***** ***** *****
A2 ***** * ** ***** **/**/** ***** ***** *****
A2 ***** * ** ***** **/**/** ***** ***** *****
A2 ***** * ** ***** **/**/** ***** ***** *****
A2 ***** * ** ***** **/**/** ***** ***** *****
A2 ***** * ** ***** **/**/** ***** ***** *****
A2 ***** * ** ***** **/**/** ***** ***** *****

F3=Exit      F6=Add      F7=Backward  F8=Forward  F11=Job status
F12=Return

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for offline orders listed on this panel.

Option	Use to	See page
2=Change	Change offline order header information.	3-23
4=Delete	Delete the offline order. When you make this selection, the offline order is deleted from the offline file.	—
5=Display	Review offline order header information.	3-23
11=Order items	Maintain offline line items.	3-29
13=Comments	Change offline order header comments.	3-23
25=Special charges	Change offline order special charges.	3-24
29=Ship to	Change offline order ship to information.	3-26
58=Commissions	Change offline order salesrep commissions.	3-26
59=Sold to	Change offline order sold to information.	3-27

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Add	Add an offline order.

Adding an offline order

To add an offline order, press **F6=Add** on the Maintain Offline Orders panel (AMBMMDFR). The Offline Order Header panel (AMBEUPVR) appears. Use the **Order token** field on this panel to enter a number that is associated with offline order entry transactions for tracking purposes.

```
AMBEUPVR                               Offline Order Header                *****
Order token . . . aaaaaaaaaA11

F3=Exit  F11=Job status  F12=Return
```

The order token number is a required field in each offline order entry file. The order token number identifies which order a record belongs to. In other words, all records with the same token number make up the same order.

Type in an order token number and press **Enter**. The Offline Order Header panel (AMBACE3R) appears. This panel has three pages where you can enter order header information for the new offline order. Page 1 is shown in this example.

```

AMBACE3R                               Offline Order Header Page 1          *****
Order token . . . . . : *****
Offline transaction type. A *****
Company number . . . . . nn *****
Warehouse . . . . . aA3 *****
Header type . . . . . A2 *****
Order number . . . . . nnnnnnn
Order date . . . . . nnnnnn
Order reference . . . . . aaaaaaaaaA12
Customer . . . . . nnnnnnnn *****
Ship to . . . . . aaaaaaA8 *****
Shipping instructions . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Ship lead time . . . . . A2
Request date . . . . . nnnnnn
Mfg due date . . . . . nnnnnn
Sales code . . . . . A *****
Salesrep number . . . . . nnnnn *****
PO number . . . . . aaaaaaaaaaaaaaaaaaaaaA25
PO revision . . . . . aaaaaA7

F3=Exit      F4=Prompt  F8=Forward  F11=Job status
F12=Return

```

Fill in the required and optional fields and then press **Enter**. The Maintain Offline Orders panel (AMBMMDFR) appears again with the new offline order now listed.

Hint: You can add special charges, ship to, sold to, or line item information to the new order header. Use the options on the Maintain Offline Orders panel (AMBMMDFR) after the order header has been created.

Changing offline order header information

When you use option **2=Change** on the Maintain Offline Orders panel (AMBMMDFR), the same Offline Order Header panel (AMBACE3R) appears for you to change offline order header information.

Make any necessary changes on the series of panels, and then press **Enter**. The Maintain Offline Orders panel (AMBMMDFR) appears again.

Reviewing offline order header information

When you use option **5=Display** on the Maintain Offline Orders panel (AMBMMDFR), the Display Offline Order Header panel (AMBAHD3R) appears. This panel is similar to the Offline Order Header panel (AMBACE3R) described earlier.

Reviewing offline order header comments

When you use option **13=Comments** on the Maintain Offline Orders panel (AMBMMDFR), the Offline Order Comments panel (AMBIKDFR) appears. Use this panel to see comments associated with an offline order.

```

AMBIKDFR                               Offline Order Comments          *****
Order token . . . . . : *****
Position to sequence . . nnn

Sequence  Comment line text
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****

F3=Exit   F6=Edit   F7=Backward  F8=Forward  F11=Job status
F12=Return
  
```

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Edit	See the Offline Order Comments panel (AMBGAEFR) in CHANGE mode. You can add, change, and delete comment lines. Enter option 4 to delete comment lines. Use F6=Add and the Offline Order Comments panel appears again in ADD mode, where you can add comment lines. Type in the new comment text. When you press Enter, the system adds the new comment lines to the list.

Changing offline order special charges

When you use option **25=Special charges** on the Maintain Offline Order panel (AMBMMDFR), the Offline Order Special Charges panel (AMBIPDFR) appears. Use this panel to review and maintain special charges information for offline orders.

```

AMBIPDFR                               Offline Order Special Charges          *****
Order token . . . . . : *****
Position to sequence . . nnn

Type options; press Enter.
2=Change  5=Display  13=Comments

Opt  Sequence  Code  Description                               Amount
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*
A2   ***      *   ***** **,* **,* **,* **,* **-*

F3=Exit  F6=Add  F7=Backward  F8=Forward  F11=Job status
F12=Return

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for special charges listed on this panel.

Option	Use to
2=Change	See the Offline Order Special Charges panel (AMBBXE1R) to change special charges information. Use this panel to add or change information for a special charge associated with an offline order. Use F16=Delete to remove special charges information for an offline order. Press Enter to return to the list of special charges on the Offline Order Special Charges panel (AMBIPDFR).
5=Display	Review special charges information. The Offline Order Special Charges panel (AMBB4D1R) appears. Use this panel to review special charges information for an offline order.
13=Comments	Review and change special charges comments. The Offline Special Charges Comments panel (AMBIQDFR) appears. Enter 2 to change the text for the comment associated with a special charge on an offline order. Use F16=Delete to remove the comment from the special charge.

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Add	Enter a sequence number for identifying a special charge on an offline credit memo or order. The Offline Order Special Charges panel (AMBEVPVR) appears. Press Enter and the Offline Order Special Charge panel (AMBBXE1R) appears in CHANGE mode. Edit the desired comment text.

Changing offline order ship to information

When you use option **29=Ship to** on the Maintain Offline Orders panel (AMBMMDFR), the Offline Order Ship to Override panel (AMBB3D1R) appears. Use this panel to see the ship to address information for the selected offline order. This address overrides the customer ship to address for the order.

```

AMBB3D1R                               Offline Order Ship to Override          *****
Order token . . . . . : *****
Addressee name . . . . . : *****
Address line 1 . . . . . : *****
Address line 2 . . . . . : *****
Address line 3 . . . . . : *****
Address line 4 . . . . . : *****
Address line 5 . . . . . : *****
City . . . . . : *****
State code . . . . . : ** *****
Country code . . . . . : *** *****
Postal code . . . . . : *****
Contact name . . . . . : *****
Telephone number . . . . . : *****
Fax number . . . . . : *****
Shipping location . . . . . : ***** *****
Zone . . . . . : ** *****

F3=Exit  F6=Edit  F11=Job status  F12=Return
    
```

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Edit	Add or change ship to address information for an offline credit memo or order. The Offline Order Ship to panel (AMBE3PVR) appears. The information you type on this panel overrides the default customer ship to address for the order. You can use a different ship to address for the order, and you can use different ship to addresses for individual line items on the order.

Changing offline order salesrep commissions

When you use option **58=Commissions** on the Maintain Offline Orders panel (AMBMMDFR), the Offline Order Commissions panel (AMBIHDFR) appears. Use this panel to see a list of salesrep commissions associated with a specific offline order.

```

AMBIMDFR                               Offline Item Commissions          *****
Order token . . . . . : *****
Item sequence . . . . . : *****
Position to salesrep . . . nnnnn *****

Salesrep      Participation  Commission
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-

F3=Exit      F6=Edit      F7=Backward  F8=Forward   F11=Job status
F12=Return

```

Function keys. Use this function key to perform additional actions.

Option	Use to
F6=Edit	Add, change, and delete salesrep participation and commission percentages in the list. The Offline Order Commissions panel (AMBF9EFR) appears in CHANGE mode. Enter 4 next to the desired entry to delete the commission information for a salesrep. Use F6=Add , and the Offline Order Commissions panel (AMBF9EFR) appears again in ADD mode, where you can add new commission information. Type in the salesrep number, participation percent, and commission percent. When you press Enter , the system adds the new commission information to the list.

Changing offline order sold to information

When you use option **59=Sold to** on the Maintain Offline Orders panel (AMBMMDFR), the Offline Order Sold to Override panel (AMBBSD1R) appears. Use this panel to see detailed sold to information for an offline order.

```

AMBBSD1R                               Offline Order Sold to Override          *****
Order token . . . . . : *****
Addressee name . . . . : *****
Address line 1 . . . . : *****
Address line 2 . . . . : *****
Address line 3 . . . . : *****
Address line 4 . . . . : *****
Address line 5 . . . . : *****
City . . . . . : *****
State code . . . . . : ** *****
Country code . . . . : *** *****
Postal code . . . . . : *****
Contact name . . . . . : *****
Telephone number . . . : *****
Fax number . . . . . : *****

F3=Exit  F6=Edit  F11=Job status  F12=Return
    
```

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Edit	Add or change sold to address information for an offline order. The Offline Order Sold To panel (AMBE4PVR) appears. The information you type on this panel overrides the default customer sold to address for the order. Use F16=Delete to remove the sold to information on this panel.

To maintain offline order items

When you use option **11=Order items** on the Maintain Offline Orders panel (AMBMMDFR), the Offline Order Items panel (AMBH0DFR) appears. Use this panel to maintain offline line items and related line item information.

Note: Offline order entry edits will prevent end-items that require options (i.e., KBC items or items requiring s-numbers) from being accepted.

```

AMBH0DFR                               Offline Order Items                *****
Order token . . . . . : *****
Company . . . . . : ** *****
Customer . . . . . : ***** *****
Position to item sequence . nnnnnnn

Type options; press Enter.
2=Change      4=Delete      5=Display      13=Item comments
28=Releases  29=Ship to   58=Item commissions

Opt Item  Tran  Item number/   WHS      Order  UM      Selling price/
sequence type Item description quantity Net sales amount
A2 ***** * ***** ** *,**,*.*.*- ** **,* **,*.*.*-
*****
A2 ***** * ***** ** *,**,*.*.*- ** **,* **,*.*.*-
*****
A2 ***** * ***** ** *,**,*.*.*- ** **,* **,*.*.*-
*****

F3=Exit      F6=Add      F7=Backward  F8=Forward  F11=Job status
F12=Return
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for offline line items listed on this panel.

Option	Use to	See page
2=Change	Change offline line item information.	3-30
4=Delete	Delete the offline line item. When you make this selection, the offline line item is deleted from the offline file.	—
5=Display	Review line item information.	3-31
13=Comments	Change line item comments.	3-31
28=Releases	Change releases for line items.	3-32
29=Ship to	Change ship to information for line items.	3-33
58=Item commissions	Change salesrep commissions for line items.	3-34

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Add	<p>See the Offline Item panel (AMBETPVR). Type in a sequence number for identifying a line item on an offline order and press Enter. The Offline Item panel (AMBAEE2R) appears.</p> <p>Use this panel to add information for a line item on an offline order. This panel has two pages. Use page 1 to change information such as warehouse, order quantity, cost, and price. Use page 2 to change sales information, credit or debit code, and customer item number.</p> <p>When you select F9=Alt entry, the Offline Non-Inventory panel (AMBAHE2R) appears. Use this panel to enter noninventory items for an offline credit memo or order. Note: Kit items and feature/option items are not supported through the offline order entry.</p> <p>After you make your changes, press Enter. The Offline Order Items panel (AMBH0DFR) appears again with the new sequence number(s).</p>

Changing offline order line items

When you use option **2=Change** on the Offline Order Items panel (AMBH0DFR), the Offline Item panel (AMBAEE2R) appears. This panel has two pages that enable you to change offline line item information. Page 1 is shown in this example.

```

AMBAEE2R                               Offline Item Page 1                               *****
Order token . . . . . : *****
Item sequence . . . . . : *****
Offline transaction type. A *****
User sequence no . . . . . aaaaaA7
Item number . . . . . : aaaaaaaaaaaaaA15 *****
Warehouse . . . . . : A *****
Order quantity . . . . . nnnnnnn.nnn-
Unit of Measure . . . . . A2 *****
No charge item . . . . . A
Selling price . . . . . nnnnnnnnnnnn.nnn-
Net sales amount . . . . . nnnnnnnnnnnn.nn-
Unit cost . . . . . : nnnnnnnnnnnn.nnnnnnnn-
Base price . . . . . : nnnnnnnnnnnn.nnn-
Credit memo code . . . . . A
Discount percent . . . . . nn.nnn-
Item source . . . . . : aaaaaA7

F3=Exit      F4=Prompt      F8=Forward      F9=Alt Entry      F11=Job status
F12=Return

```

These panels show you information about the offline line item.

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F9=Alt entry	<p>Enter noninventory items for an offline credit memo or order. The Offline Non-Inventory panel (AMBAHE2R) appears. Note: Kit items and feature/option items are not supported through offline order entry.</p> <p>Make your desired changes on the two pages of the panel, and then press Enter. The Offline Order Items panel (AMBH0DFR) appears again.</p>

Reviewing offline order line items

When you use option **5=Display** on the Offline Order Items panel (AMBH0DFR), the Detail Offline Item panel (AMBAGD2R) appears. This panel has two pages where you review offline line item detail. Page 1 is shown in this example.

```

AMBAGD2R                               Detail Offline Item Page 1                               DISPLAY
Order token . . . . . : *****
Offline transaction type: *                               *****
Item sequence . . . . . : *****
User sequence no . . . . : *****
Item number . . . . . : *****
Warehouse . . . . . : ***                               *****
Order quantity . . . . . : *, ***, ***, ***-
Unit of measure . . . . . : **                               *****
No charge item . . . . . : *
Selling price . . . . . : ***, ***, ***, ***, ***-
Net sales amount . . . . . : *****
Unit cost . . . . . : **, ***, ***, ***, *****-
Base price . . . . . : ***, ***, ***, ***, ***-
Credit memo code . . . . . : *
Discount percent . . . . . : **, ***-
Item source . . . . . : *****

F3=Exit      F8=Forward  F9=Non-Inv  F11=Job status
F12=Return
    
```

Page 1 shows you quantity and price information. Page 2 shows you sales information. You see the same information when you are changing the offline item.

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F9=Non-Inv	Show a list of the noninventory line items where you can review item detail information. The Offline Non-Inventory panel (AMBAKD2R) appears.

Changing offline order line item comments

When you use option **13=Comments** on the Offline Order Items panel (AMBH0DFR), the Offline Line Item Comments panel (AMBILD2R) appears. Use this panel to see comments associated with a line item on an offline order.

```

AMBILDFR                               Offline Line Item Comments                *****
Offline order token . . . . . : *****
Line item sequence . . . . . : *****
Position to comment sequence . . nnn

Comment  Comment line text
Sequence
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****

F3=Exit   F6=Edit   F7=Backward   F8=Forward   F11=Job status
F12=Return

```

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Edit	<p>Add, change, and delete offline line item comments. Enter 4 to delete comment lines. The Offline Item Comments panel (AMBGBEFR) appears in CHANGE mode.</p> <p>Use F6=Add, and the Offline Item Comments panel appears again in ADD mode, where you can add new offline item comments. Type in a sequence number for the new comment and the new comment text. When you press Enter, the system adds the new comment lines to the list that you see when the panel is in CHANGE mode.</p>

Changing offline order line item releases

When you use option **28=Releases** on the Offline Order Items panel (AMBH0DFR), the Offline Releases panel (AMBISDFR) appears. Use this panel to work with a list of blanket releases for a line item on an offline order.

```

AMBISDFR                               Offline Releases                               *****
Order token . . . . . : *****
Item sequence . . . . . : *****
Position to release number . . . nnnnn

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

Opt Number  Tran  Quantity  Request  Request  Mfg due  Promise  Alloc
           type  quantity  date     time     date     date     *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *
A ***** *  *,***,***.***-  **/**/**  ****  **/**/**  **/**/**  *

F3=Exit  F6=Add  F7=Backward  F8=Forward  F11=Job status
F12=Return
    
```

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Add	Type in a blanket release number for the selected item on an offline order. The Offline Releases panel (AMBEXPVR) appears. Press Enter , and the Offline Release panel (AMBBIE1R) appears in CHANGE mode. Enter the release date and quantity.

To mark a release for delete, the release quantity must equal 0 and the request date must be 0 or the latest request date in the Release file.

Changing offline order line item ship to information

When you use option **29=Ship to** on the Offline Order Items panel (AMBH0DFR), the Offline Item Ship to panel (AMBB6D1R) appears. Use this panel to see the ship to address information for the selected line item on an offline order. This address overrides the order ship to address for this line item.


```

AMBB6D1R                               Offline Item Ship to          *****
Order token . . . . . : *****
Item sequence . . . . . : *****
Addressee name . . . . . : *****
Address line 1 . . . . . : *****
Address line 2 . . . . . : *****
Address line 3 . . . . . : *****
Address line 4 . . . . . : *****
Address line 5 . . . . . : *****
City . . . . . : *****
State code . . . . . : ** *****
Country code . . . . . : *** *****
Postal code . . . . . : *****
Contact name . . . . . : *****
Telephone number . . . . . : *****
Fax number . . . . . : *****
Shipping location . . . . . : ***** *****
Zone . . . . . : ** *****

F3=Exit      F6=Edit      F11=Job status
F12=Return

```

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Edit	Type in the necessary ship to information. The Offline Item Ship to panel (AMBE7PVR) appears. You can also use F4=Prompt on some fields to get the necessary values. After you press Enter , the Offline Item Ship to panel (AMBB6D1R) appears again.

Changing offline order line item commissions

When you use option **58=Item commissions** on the Offline Order Items panel (AMBHODFR), the Offline Item Commissions panel (AMBIMDFR) appears. Use this panel to see a list of salesrep commissions associated with a specific line item on an offline order.

```

AMBIMDFR                               Offline Item Commissions          *****
Order token . . . . . : *****
Item sequence . . . . . : *****
Position to salesrep . . . nnnnn *****

Salesrep      Participation  Commission
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-
*****      ***.**-    ***.**-

F3=Exit      F6=Edit      F7=Backward  F8=Forward  F11=Job status
F12=Return

```

Function keys. Use this function key to perform additional actions on this panel.

Option	Use to
F6=Edit	<p>Add, change, and delete offline line item commissions. The Offline Item Commissions panel (AMBGDFR) appears in CHANGE mode. Enter 4 to delete a salesrep from the order.</p> <p>Use F6=Add, and the Offline Item Commissions panel appears again in ADD mode, where you can add new commission information. Type in the salesrep number, participation percent, and commission percent.</p> <p>When you press Enter, the system adds the new commission information to the list that you see when the panel is in CHANGE mode.</p>

Receive EDI orders

Note: This section applies only to users of CAS Electronic Data Interchange (EDI) Support, not to users of Electronic Commerce (EC). This menu option is not available to you if EC is installed.

For additional information on CAS EDI Support, refer to the *Cross Application Support User's Guide*.

For information on receiving EC transactions, refer to the *Electronic Commerce User's Guide*. For information on working with offline orders once they are received, see "Enter orders from offline files" on page 3-16.

Use this option when you need to process incoming CAS EDI customer order transactions into COM. The orders can be selected, deselected, displayed, and deleted.

First, you select EDI orders for processing. Then, the orders are entered into the system using offline file load. See Appendix A, "Offline file load and data entry" for additional information.

You can correct orders that fail the offline edits during processing through offline file maintenance. See "Enter orders from offline files" on page 3-16 for additional information.

Before you start

To receive EDI orders, you need to know which trading partners, or companies, you want to use. The company number and customer number are retrieved from the Trading Partner file.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 4	Receive EDI orders.
AMBJ4DFR	Select EDI purchase orders for processing.	Select, deselect, display, and delete EDI orders.

To receive EDI orders

When you select option 4 on the COM Order Processing menu (AMBM10), the Select EDI Purchase Orders for Processing panel (AMBJ4DFR) appears. Use this panel to select orders for processing and reviewing header and line item information.

```

AMBJ4DFR                               Select EDI Orders for Processing                               DISPLAY
Position to EDI trading partner ID . . . . aaaaaaaaaaaaaA15      Subset active
Subset by company contact . . . . . aaaaaaaaaaaaaaaaaaaaaA25
Display selected orders . . . . . A

Type options; press Enter.
4=Delete  5=Display  13=Comments  24=Items  52=Select/Deselect

Opt Trading partner/ PO number          Date          Company contact/
Co Customer                             **/**/**      Customer contact
A2 ***** **/**/** *****
** ***** **/**/** *****
A2 ***** **/**/** *****
** ***** **/**/** *****
A2 ***** **/**/** *****
** ***** **/**/** *****
A2 ***** **/**/** *****
** ***** **/**/** *****

F3=Exit  F10=Actions  F11=Job status  F12=Return

```

You can process all orders for a particular trading partner or company by entering that ID in the **Position to EDI trading partner ID** field. Use the **Subset by company contact** field to also process all orders for a particular company contact (person that processes the orders).

You can see a list of all selected orders or all orders currently not selected, depending on the value you enter in the **Display selected orders** field. The default is **N**. You cannot see a list of both selected and unselected orders at one time on this panel.

For example, assume you have not selected an order for processing and **Display selected orders** is **Y**. When you press **Enter**, the list of orders disappears. Change **Y** back to **N** and press **Enter**, and the list of orders reappears.

To process orders, enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
4=Delete	Delete an order. When you select this option, the order is removed from the panel. You can delete an entire order from this panel, but you cannot delete any comments, line items, or releases from the order.	—

Option	Use to	See page
5=Display	Review an order. When you select this option, the Display EDI Customer Order Header panel (AMBCGD1R) appears. This panel shows all the order header information for the selected order.	3-39
13=Comments	Review order header comments. When you select this option, the EDI PO Order Comments popup window appears. This popup window shows all the order header comments.	—
24=Items	Review the line items in the order. When you select this option, the Review EDI Order Items panel (AMBLXDFR) appears. You can review line item details and comments and blanket details for the order.	3-39
52=Select/Deselect	<p>Select or deselect an order for processing. When you select this option, you change the order status. You either select or deselect the order for processing.</p> <p>Enter 52 in the Opt field next to the desired order. You may have to assign an order number for unnumbered orders. Also, if you are not using automatic order number assignment, you can only select orders one at a time.</p> <p>After you are finished selecting orders, press F3=Exit. The Process Selected EDI PO popup window appears, where you can confirm your selections for EDI order processing.</p> <p>Note: Selecting an order for processing when the Display selected orders field is N removes that order from the panel.</p> <p>Enter Y on the Process Selected EDI PO popup window to process the orders. Select the N default to cancel your selections. Either selection returns you to the COM Order Processing menu (AMBM10).</p>	—

Function keys. Use the following function keys to perform additional actions for the orders listed on this panel.

Function key	Use to
F10=Actions	<p>Show the EDI PO Receive popup window. Enter 10 to select all orders that are shown on this panel for processing. Enter 20 to deselect all orders previously selected for processing.</p> <p>Note: You can only use Select all orders if you are using automatic number assignment.</p>

To review order header information

When you enter option **5=Display** on the Select EDI Purchase Orders for Processing panel (AMBJ4DFR), the Display EDI Customer Order Header panel (AMBCGD1R) appears. This panel shows all the order header information for the selected order.

```

AMBCGD1R                Display EDI Customer Order Header                DISPLAY
Company . . . . . :    **          *****
Partner ID . . . . . :    *****
Customer . . . . . :    ***** *****
Company contact . . . :    ***** Order number :    *****
Customer contact . . . :    ***** Phone *****
Customer PO no. . . . :    ***** PO date . . . :    **/**/**

Bill to: . . . . . :    *****
Sold to . . . . . :    *****
Sold to override . . . :    *****

Confirmation phrase :    *****
Ship via . . . . . :    ***** FOB Desc *****
Order header text . . :    *****
Terms description . . :    *****
Order value . . . . . :    **,**,**,**,**-* Confirm date **/**/**

F2=Items  F3=Exit  F10=Comments  F12=Return
    
```

Function keys

Use the following function keys to perform additional actions on this panel.

Function key	Use to	See page
F2=Items	Review the line items in the order. The Review EDI Order Items panel (AMBLXDFR) appears. You can review line item details and comments and blanket details for the order.	3-40
F10=Comments	Review order header comments. The EDI PO Order Comments popup window appears. This popup window shows all the order header comments.	—

To review line items

To review line items for selected orders, do one of the following:

- Enter option **24=Items** on the Select EDI Purchase Orders for Processing panel (AMBJ4DFR).
- Press **F2=Items** on the Display EDI Customer Order Header panel (AMBGCD1R).

The Review EDI Order Items panel (AMBLXDFR) appears. You can review line item details and comments and blanket details for the order.

```

AMBLXDFR                                Review EDI Order Items                                *****
Company number . . . : **                *****
Customer number . . . : *****          *****
Company contact . . . : *****          *****
Customer contact . . . : *****          *****
Purchase order no. . . : *****          *****
Order number : *****
Phone *****
PO date . . . : **/**/**

Type options; press Enter.
5=Display  13=Comments  28=Blanket releases

Opt Item number      Item description                Promise      Order
date              quantity
A2 *****          *****          **/**/** * ,***,***.***-
A2 *****          *****          **/**/** * ,***,***.***-
A2 *****          *****          **/**/** * ,***,***.***-
A2 *****          *****          **/**/** * ,***,***.***-
A2 *****          *****          **/**/** * ,***,***.***-
A2 *****          *****          **/**/** * ,***,***.***-
A2 *****          *****          **/**/** * ,***,***.***-

F3=Exit   F7=Forward   F8=Backward   F11=Job status   F12=Return

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for line items listed on this panel.

Option	Use to	See page
5=Display	Review an item. When you select this option, the EDI Customer Order Item Detail panel (AMBCHD1R) appears. This panel shows all the line item detail information for the selected order.	—
13=Comments	Review line item comments. When you select this option, the EDI PO Order Comments popup window appears. This popup window shows all the line item comments.	—
28=Blanket releases	Review the blanket details for the line item. When you select this option, the EDI Customer Orders Blanket Detail panel (AMBJ1DFR) appears. You can review blanket details and comments for the line item.	3-42

When you select option **5=Display**, the EDI Customer Orders Item Detail panel (AMBCHD1R) appears. This panel shows all the detail information for the selected item.

```

AMBCHD1R                EDI Customer Orders Item Detail                *****
Company . . . . . : **                *****
Customer . . . . . : *****                *****
Company contact . . : *****                Order number : *****
Customer contact . . : *****                Phone *****
Purchase order no. . : *****                PO date . . . : **/**/**

Item no. . . . . : *****                *****
Customer item number . . . . . : *****
Extended quote description . . . . . : *****
Extended quote description 2 . . . . . : *****
Customer job no. *****                Quote ref no *****

Original order quantity . . . . . : *,***,***,***-
Total quantity received to date . . . : *,***,***,***-   U/M . . . : **
Original promise date . . . . . : **/**/**
Last quantity received . . . . . : *,***,***,***-   Date received **/**/**
Contract number . . . . . : *****
Unit price . . . . . : **,***,***,***,***-
Tax . . . . . : *,***,***,***,***,***-

F2=Releases   F3=Exit   F10=Comments   F12=Return

```

Function keys. Use the following function keys to perform additional actions on this panel.

Function key	Use to	See page
F2=Releases	Review blanket details and comments for a line item. The EDI Customer Orders Blanket Details panel (AMBJ1DFR) appears.	3-42

Reviewing blanket details

To review blanket details and comments for line items, do one of the following:

- Press **F2=Releases** on the EDI Customer Orders Item Detail panel (AMBCHD1R).
- Enter **28=Blanket releases** on the Review EDI Order Items panel (AMBLXDFR).

The EDI Customer Orders Blanket Detail panel (AMBJ1DFR) appears.

```

AMBJ1DFR                EDI Customer Orders Blanket Detail                *****
Company . . . . . : **                *****
Customer . . . . . : *****                *****
Company contact . . : *****                Order number : *****
Customer contact . . : *****                Phone *****
Purchase order no. . : *****                PO date . . . : **/**/**
Item number . . . . : *****                *****

Type options; press Enter.
13=Comments

Opt Seq      Quantity      Req date  U/M      Ship delivery phrase
A2 ****      *,***,***.***- **/**/** ** *****
A2 ****      *,***,***.***- **/**/** ** *****
A2 ****      *,***,***.***- **/**/** ** *****
A2 ****      *,***,***.***- **/**/** ** *****
A2 ****      *,***,***.***- **/**/** ** *****
A2 ****      *,***,***.***- **/**/** ** *****
A2 ****      *,***,***.***- **/**/** ** *****

F3=Exit  F7=Forward  F8=Backward  F11=Job status  F12=Return
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the blanket details listed on this panel.

Option	Use to
13=Comments	Review comments for the blanket release item. When you select this option, the EDI PO Blanket Comments popup window appears. This popup window shows all the comments for the blanket release item.

Print Acknowledgments

Use this option to verify with a printed notice that you have received an order from a customer. You print acknowledgments from the Open Order files to confirm receipt of an order, and then send the acknowledgment to the customer. An acknowledgment is part of a group of order processing documents that you print to show the progress of the order through the system.

Notes:

1. The printer layout for the acknowledgment preprinted form is in Appendix C of *Planning and Installing Infor ERP XA*.
2. If the fax interface or Electronic Commerce (or both) are installed, you can set up media flags for each customer, in order to print, fax, and EDI the acknowledgment as you run this menu option or any COM menu option where acknowledgments are selected for printing.

Before you start

Use this panel to enter criteria for printing acknowledgments. You have three options:

- Unprinted options.

Use this option to print all acknowledgments that have not been printed for a company.

- Original print or reprint.

Use this option either to print acknowledgments that have not been printed or to reprint acknowledgments that have already been printed. You can print by company and order number ranges.

- Select individual orders.

Use this option to print acknowledgments for selected orders.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 6	Print acknowledgments.
AMGGBPVR	Select acknowledgments	Process and/or print selected acknowledgments.

When you select option 6 on the COM Order Processing menu (AMBM10), the Acknowledgment Print Selection panel (AMBGBPVR) appears.

```
AMBGBPVR                Acknowledgement Print Selection                *****
Type information; press Enter.

Unprinted options
Process all unprinted . . . . . A
Company . . . . . nn
Language code . . . . . aA3
Date entered . . . . . nnnnnn
Entered by user . . . . . aaaaaaaA10

Original print or reprint
Process by limits . . . . . A
Company . . . . . nn
Order number from . . . . . nnnnnnnn   To . . nnnnnnnn
Language code . . . . . aA3

Select individual orders
Display choices . . . . . A

F3=Exit   F4=Prompt   F11=Job status   F12=Return
```

At a minimum, you need to enter a company number in the **Company** field to print all the acknowledgments that have not been printed. Press Enter after typing in the company number and to accept the other default values. A message appears that the report has been submitted to batch.

Hint: You can use **F4=Prompt** with the **Company** and **Language code** fields.

Enter **N** in the **Process all unprinted** and **Y** in the **Process by limits** fields to print acknowledgments by company and order number ranges. Type in the desired company number and range of order numbers, and press **Enter**. A message appears indicating that the report has been submitted to batch.

Enter **N** in the **Process all unprinted** and **Y** in the **Display choices** fields to select individual acknowledgments for printing. The Print Acknowledgments panel (AMBJSDFR) appears.

```

AMBJSDFR                      Print Acknowledgements                      DISPLAY
Position to company . . . . nn      *****
Customer . . . . nnnnnnnn          *****

Type options; press Enter.
5=Display   6=Print                      (Subsetted list active)

Opt  Co  Customer  Order   Sts  Name/Purchase order
A2   **  *****  *****  *   *****
A2   **  *****  *****  *   *****
A2   **  *****  *****  *   *****
A2   **  *****  *****  *   *****
A2   **  *****  *****  *   *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F17=Subset

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
5=Display	Review customer order information. The Display Customer Order panel (AMBFAPVR) appears. This is the first in a series of panels showing customer order information. Press Enter to see the next panel in the series. Press F3 on any panel to return to panel AMBFAPVR.	10-2
6=Print	Print the selected acknowledgment.	—

Acknowledgment

		3/03/**	1
ID Industries 705 Glenridge Dr Atlanta, GA 30328			
	N		
ID Industries 5098 Holcomb Road Marietta, GA 30392		5% 10 NET 30	
1 50 CO 13285	206	P.O. 42356	
Carrier	United Parcel Service		
Thank you for your order.			
BICY004	EA	1.000	
DELUXE II, GIR'S BICYCLE		1,939.500	1,939.50
		Ship 3/28/**	
Warehouse 1			
FR014G			
14 INCH GIRL'S FRAME			
WHEEL16			
16 INCH DIA WHEEL			
PNTWH084			
WHITE PAINT, PLAIN			
GEAR18			
ONE-SPEED GEAR ATTACHMENT			
Gear attachment requires assembly.			

ID Industries 705 Glenridge Dr Atlanta, GA 30328			
	N		
ID Industries 5098 Holcomb Road Marietta, GA 30392		5% 10 NET 30	
1 50 CO 13285	206	MAS User's Guide work	
01000	OZ	12.000	
STRAWBERRY SHAMPOO		.500	6.00
Request 3/28/** Ship 3/28/**			
Warehouse 1			
Release number	Quantity	Request date	Promise date
1	3.000	3/21/**	3/21/**
2	3.000	3/28/**	3/28/**
3	3.000	4/04/**	4/04/**
4	3.000	4/11/**	4/11/**
Ship in leak-proof packaging.			
BELT		EA	1.000
LEATHER BELT			25.000
		Ship */**/**	
Warehouse 1 Location A10111E			
Insurance surcharge			
	1,970.50		.00
	1.00		98.52
	.00		
	.00		
	.00		1,971.50

Maintain Orders and Quotes

Use this option to review and maintain all customer orders, including quotes. This function enables you to:

- Change information in the order header
- Delete the order
- Display the order header
- Change items in the order.

Rules for maintaining orders

The following table tells you what restrictions apply when you are maintaining orders.

Activity and Identifying Characteristics	Header	Line item (for which the activity occurred)	Release (for which the activity occurred)
Order Entry Listed data is protected. Once entered, values cannot be changed even if order status = 00.	Values for company, customer number, order number, order date, contract, currency, and language cannot be changed. Override ship-to data cannot be deleted.	Values for item number cannot be changed. Blanket release cannot be changed from "Y" to "N." Override ship-to data cannot be deleted. Refer to the notes following this table for information about maintaining the warehouse.	Original release quantity is frozen.
Manufacturing Order Entry per Customer Order Identified by manufacturing order number in the release record.	Customer order cannot be deleted until you cancel or purge the manufacturing order. No additional restrictions.	S-Number cannot be changed. Warning is issued if you change the manufacturing due date. Line item cannot be deleted until you cancel or purge the manufacturing order.	Warning is issued if you change the manufacturing due date. Delete not allowed until you cancel or purge the manufacturing order.
Order Maintenance	Changes to the following fields: Surcharge, salesrep, promise date, request date, and warehouse.	The changes from the header fields are not reflected on existing line items; only new lines added to the order will reflect the changes.	The changes from the header fields are not reflected on the existing releases.
Discrete Allocation Allocation status code in release record = 2 or 3.	No additional restrictions.	Warning is issued if you change the S-number. Warning is issued if you change the quantity below that which is allocated.	Warning is issued if you change the quantity below that which is allocated.

Activity and Identifying Characteristics	Header	Line item (for which the activity occurred)	Release (for which the activity occurred)
Selected for Pick List, Pick List Print Identified by pick select status that is not blank or picking complete status = 10 (release file).	Customer order cannot be deleted while a pick list is open or unpicked.	S-number cannot be changed. Allocation option cannot be changed. Quantity changes are not allowed for a single-release line item. For a multi-release line item, the quantity can be changed, but it cannot be reduced below the sum of release quantities that have shipped and release quantities that you cannot maintain. Delete not allowed.	Allocation option cannot change. Delete not allowed. Quantity changes not allowed.
Pick Confirm Pick header status = 1.	Customer order cannot be deleted while pick list is open or unpicked.	No additional restrictions.	No additional restrictions.
Ship confirm, not yet invoiced Identified by picking complete status = 50 (release file) and uninvoiced shipment header.	Customer order cannot be deleted while uninvoiced shipment exists. Ship-to data and price changes made after a shipment is created will not be reflected in shipment.	Delete not allowed. Ship-to data and price changes made after a shipment is created will not be reflected in shipment. Release quantity cannot be changed for a single-release line item.	Delete not allowed. All maintenance blocked until after invoicing.
Invoicing Shipment header status = 50.	If fully invoiced, maintenance not allowed.	If fully invoiced, maintenance not allowed.	If fully invoiced, maintenance not allowed.

Notes:

1. A customer order cannot be deleted if there are unpicked or open pick lists or uninvoiced shipments for any line item on the order.
2. A credit memo cannot be deleted if there are uninvoiced credit returns.
3. There are no restrictions on deleting quotes or standing orders.
4. You can change the warehouse at the order level with no effect on the existing line items. The new warehouse will be the default for new line items added to the order.
5. For customer orders, quotes, and standing orders, you cannot change the warehouse for a line item if:
 - The list item is an S-number item.
 - The item is a KBC item.
 - The order quantity is protected.

For non-inventory items, the warehouse is protected only if the order quantity is protected. You can always change the warehouse for credit memos.

When you select option 8 on the Order Processing menu (AMBM10), the Maintain Orders panel (AMBE4DFR) appears.

Before you start

You need to know the customer numbers and order numbers of the orders you want to maintain. The order status of the order must be **00** or **10**:

- 00** Order is incomplete
- 10** Order has been entered, but not shipped and invoiced.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders.
AMBE4DFR	Select an order	Change, delete, or review items for selected orders.

Hint: You can also access this function during order entry. On the Enter Option Order panel (AMBBIPVR), use **F9=Alt entry**. The Alternate Order Entry window appears. Type **5** in the **Option** field, then press **Enter**. The Maintain Orders panel (AMBE4DFR) appears.

When you select option 8 on the Order Processing menu (AMBM10), the Maintain Orders Panel (AMBE4DFR) appears.

```

AMBE4DFR                               Maintain Orders                               *****
Subset by company . . . . . nn          *****          Subset active
Position to order . . . . . A2 aaaaaA7

Type options; press Enter.
  2=Change   4=Delete   5=Display   24=Review items
 25=Special charges   41=Tax inquiry

Opt   Order   Name                                     Purchase order   Status
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****
A2 ***** ***** ***** ***** ***** ***** ***** *****

F3=Exit      F7=Backward  F8=Forward   F11=Job status
F12=Return   F17=Subset

```

This panel contains a list of all orders on the system. As soon as an order has been entered, it is available for review and maintenance.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for the orders listed on this panel:

Option	Use to	See page
2=Change	<p>Change order header data. When you select this option, the Enter Order panel (AMBBIPVR) appears. This panel is the first in a series of panels that allow you to change order header information for the order. Navigate through these panels, changing the information as required.</p> <p>Note: You cannot change an intersite transfer order.</p>	3-4
4=Delete	<p>Delete the order. When you select this option, the Confirm Order Deletion panel (AMBDDPVR) appears. To continue with the deletion, press Enter. The system shows a message informing you that the deletion is in progress. After the order deletion process is completed, the Maintain Orders panel appears (AMBE4DFR) again.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. You cannot delete an order if the order status is greater than 10; you can delete an order if the order status is 0 or 10. 2. You cannot delete an order if there are unpicked or open pick lists or uninvoiced shipments for any item on the order. 3. You cannot delete an intersite transfer order. 	—
5=Display	<p>Review the order header. When you select this option, the Display Customer Order panel (AMBFAPVR) appears. This panel is the first in a series of panels that show you the contents of the order header you selected. Navigate through these panels to review the order header information.</p>	10-10
24=Review items	<p>Maintain items associated with an order.</p>	3-51
25=Special charges	<p>Review special charges for the order</p>	—
41=Tax inquiry	<p>Review tax details for the items and special charges in the order. The Document Line Item Taxes panel (UAPMDFR) appears, with a list of line items from which you can select the items for which you want to review tax details. This option appears only if IFM is installed and interfacing.</p>	—

To maintain items associated with an order

When you enter option **24=Review items**, the Review Order Line Items panel (AMBEJDFR) appears. This panel contains a list of all line items currently in the order.

Note: You can use speed entry when you press **F6 = Add** to add more items. See “Speed entry method of entering orders” on page 3-74.

```

AMBEJDFR                      Review Order Line Items                      *****
Company number . . . . . : **      *****
Customer . . . . . : *****      *****
Order . . . . . : *****      Currency ID . . : ***
Next panel ID . . . . . : aA3      *****      Subset active
Type options; press Enter.
  2=Change  4=Delete  5=Display  13=Comments  26=Insert before
 27=Insert after      41=Tax inquiry

Opt Item number/      WH/      Stock: Qty  U/M      Unit price/
  Description          Mfg date  Order: Qty  U/M      Extended amt Pick
A2 *****
***** **/**/** ***** .***_ ** ***** .***_ *
A2 *****
***** **/**/** ***** .***_ ** ***** .***_ *
A2 *****
***** **/**/** ***** .***_ ** ***** .***_ *
A2 *****
***** **/**/** ***** .***_ ** ***** .***_ *
***** **/**/** ***** .***_ ** ***** .***_ *

F2=End order  F3=Exit      F6=Add      F7=Backward  F8=Forward
F10=Actions   F11=Job status  F12=Return  F17=Subset   F22=Special charges
  
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the items listed on this panel:

Option	Use to	Seepage
2=Change	Change information for a line item. You cannot change line items in an intersite transfer order.	3-53
4=Delete	Delete the line item from the order. When you select this option, the Confirm Delete of Order Line Items panel (AMBKTDFR) appears. To continue with the deletion, press Enter . A message appears informing you that the deletion is in progress. After the order deletion process is completed, the Review Order Line Items (AMBEJDFR) panel appears again. Note: You cannot delete an order line item if there are any uninvoiced pick lists or uninvoiced shipments for any item on the order, or open manufacturing orders in IM that have been pegged back to the order. Note: You cannot delete line items in an intersite transfer order.	—

Option	Use to	Seepage
5=Display	Review the information about the line item. When you select this option, the Display Line Item Detail panel (AMBBAD1R) appears. This panel contains detailed information about the line item you selected.	—
26=Insert before	<p>Insert a new line item before a line item on the list. When you select this option, the Detail Item Entry - Order panel (AMBA1E1R) appears. Complete the information needed to add a new line item, then press Enter. The Confirm field appears in the lower-right corner of the panel.</p> <p>Type Y to confirm your entry. The Review Order Line Items panel (AMBEJDFR) appears again, with the new line item inserted prior to the row where you entered the option number.</p> <p>Note: You cannot use this option for intersite transfer orders.</p>	—
27=Insert after	<p>Add a new line item after a line item on the list. When you select this option, the Detail Item Entry - Order panel (AMBA1E1R) appears. Complete the information needed to add a new line item, then press Enter. The Confirm field appears in the lower-right corner of the panel. Type Y to confirm your entry. The Review Order Line Items panel (AMBEJDFR) appears again, with the new line item inserted after the row where you entered the option number.</p> <p>Note: You cannot use this option for intersite transfer orders.</p>	—
41=Tax inquiry	Review tax details for a line item. The Tax Details panel (UAPSDFR) appears, showing the tax code results, tax base amount, and tax amount for the item. This option appears only if IFM is installed and interfacing.	—

Function keys. Use these function keys to perform additional actions on the Review Order Line Items panel (AMBEJDFR).

Function key	Use to	Seepage
F6=Add	Add item information to this order.	3-7
	Note: You cannot use this function key for intersite transfer orders.	
F22=Special charges	Review or maintain special charges associated with the order and special charge comments which print under the last item on customer documents.	3-54

To change item information

When you enter option **2=Change** on the Review Order Line Items panel (AMBEJDFR), the Detail Item Entry - Order panel (AMBA1E1R) appears.

```

AMBA1E1R                               Detail Item Entry - Order          *****
Order number : *****
Last entry . . : *****
-----
Sequence number  aaaaaA7           Comments . A *****
Item number . .  aaaaaaaaaA15      *****
Order quantity  nnnnnnn.nnn-      Shipped qty . . : *,**,**,***-
Order U/M . . .  A2                Backorder qty . . nnnnnnnnnnnn None
Warehouse . . .  aA3                Allocate . . . . A
Price:   U/M :   **   Currency :   ** *****
  Base . . . . . nnnnnnnnn.nnn-     Selling price nnnnnnnnnnn.nnn-
  Cnv selling : *,**,**,**,***.*****- Net sales . . . nnnnnnnnnnn.nnn-
Request date . . nnnnnn             Stock qty . . . : *,**,**,***- U/M **
Promise date . . nnnnnn             On hand . . . . : *,**,**,***-
Manufacture date nnnnnn             On order . . . . : *,**,**,***-
Blanket releases A                  Allocated . . . . : *,**,**,***-
Ship to override aaaaaA8 A          Available . . . . : *,**,**,***-
Price override   A                  Tax indicator . . aA3
Tax transaction type aaaaaA10       Tax class . . . . aaaaaaaaaA15

F2=End order      F3=Exit      F4=Prompt      F9=Alt entry   F10=Actions
F11=Job status    F12=Return   F18=Change defaults
  
```

Make any required changes, then press **Enter**. The Repricing window appears. Type **Y** to calculate new prices or, if price recalculations are not required, accept the default. Type **Y** to confirm your entry.

Note: If you are using KBC to configure an item and you do not enter a price for the item in KBC, COM performs the regular pricing routines for the item. If you do enter a price in KBC, COM takes that price and uses it as a starting point for the regular pricing hierarchy.

The Maintenance Reason window appears. Type in a maintenance reason code (or press **F4=Prompt** to select from a list of codes) that indicates why you are making the change, then press **Enter**. The Review Order Line Items panel (AMBEJDFR) appears again.

To save the changes you have made, use **F2=End order**. The End Order panel (AMBBTPVR) appears. Type **Y** to confirm your entry. The system saves your maintenance changes, and the Maintain Orders panel (AMBE4DFR) appears again.

Option	Use to
41=Tax inquiry	Review tax details for a special charge. The Tax Details panel (UAPSDFR) appears, showing the tax code results, tax base amount, and tax amount for the item. This option appears only if IFM is installed and interfacing.

Function keys. Use these function keys to perform additional actions on the Review Special Charges panel (AMBESDFR):

Function key	Use to	Seepage
F6=Add	Type in information to add a special charge to the order. The Special Charge Detail - Order panel (AMBBDE1R) appears.	—
F22=Line items	See the Review Order Line Items panel (AMBEJDFR) appear.	3-51

To end order maintenance

To save the changes you have made, use **F2=End order**. The End Order panel appears. Type **Y** to confirm your entry. The system saves your maintenance changes, and the Maintain Orders panel (AMBE4DFR) appears again.

Review/Maintain Held Orders

Use this option to review and maintain orders or line items that have been placed on hold. You can:

- Release a held order
- Place an additional hold on an order
- Release a held line item
- Place an additional hold against a line item.

Before you start

Subset orders by company for easier review and maintenance. Additionally, you can:

- Review credit or margin information for the customers with held orders.
- Review open orders for a customer.
- Release system-generated order or line item holds. You can release orders and line items from credit hold (CH), margin hold (MH), or Electronic Commerce hold (EC). Two types of system-generated holds cannot be released through the Maintain Held Orders function: no purchase order (NP) and monetary field exceeded (FE). The system releases these hold types after the hold conditions are satisfied.
- After you release orders from Electronic Commerce hold (EC), you can use **6=Print acknowledgment** to print or send the acknowledgment to the customer.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 9	Review and maintain held orders.
AMBIZDFR	Select a held order	Review and maintain orders and item items that have been placed on hold.

When you select option 9 on the COM Order Processing menu (AMBM10), the Maintain Held Orders panel (AMBIZDFR) appears. This panel shows you a list of held orders, with the most recent orders first, in sequence by descending order date.

```

AMBIZDFR                               Maintain Held Orders                               *****
Subset by company . . . . . nn           *****                               Subset active
Position to order . . . . . A2 aaaaaA7   *****                               Local currency

Type options; press Enter.
6=Print acknowledgement  24=Order inquiry  61=Order holds
62=Held line items

Opt Order no/   Cust Name/Hold type --Held--   Order value
   Date        Cr Mr PO  Ot Lines Rel   Purchase order   Status
A2 *****   *****   *****   *****   *****   *****   *****   *****   *****
   **/**/**    * * * * *   *****   *****   *****   *****   *****   *****
A2 *****   *****   *****   *****   *****   *****   *****   *****   *****
   **/**/**    * * * * *   *****   *****   *****   *****   *****   *****
A2 *****   *****   *****   *****   *****   *****   *****   *****   *****
   **/**/**    * * * * *   *****   *****   *****   *****   *****   *****
A2 *****   *****   *****   *****   *****   *****   *****   *****   *****
   **/**/**    * * * * *   *****   *****   *****   *****   *****   *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F17=Subset

```

This panel shows two lines for each order. Credit, margin, PO holds and other holds are indicated with a Y (yes) or N (no). The number of line items and releases on hold is also shown. Order values from the quote/order header are also shown. "Local" appears when foreign currency is active.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for the orders listed on this panel.

Option	Use to	Seepage
6=Print acknowledgments	Print the acknowledgment for this order.	3-43
24=Order inquiry	Review information about this order. The panel that appears depends on what you chose as a navigation default for summary inquiries.	—
61=Order holds	Review or maintain held orders. You can also use this option to place additional holds on an order.	3-56
62=Held line items	Review or maintain held line items associated with an order. You can also use this option to place additional holds on a line item.	3-113

To review and maintain held orders

When you enter option **61=Order holds** on the Maintain Held Orders panel (AMBIZDRF), the Release Holds panel (AMBI2DFR) appears. This panel shows the holds that have been placed against the order.

```

AMBI2DFR                               Release Holds                               *****
Company . . . : **                      *****
Order . . . . : *****                *****

Type options; press Enter.
5=Display  24=Order inquiry  64=Release  65=Release, enable recheck

Opt Code Description/                    By user   Date      ---- Approved ----
          Release Type
A2  ** *****                          ***** **/**/** ***** **/**/**
          *****
A2  ** *****                          ***** **/**/** ***** **/**/**
          *****
A2  ** *****                          ***** **/**/** ***** **/**/**
          *****
A2  ** *****                          ***** **/**/** ***** **/**/**
          *****
A2  ** *****                          ***** **/**/** ***** **/**/**
          *****

F3=Exit    F6=Add    F7=Forward  F8=Backward  F22=Open orders
F12=Return
  
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the orders listed on this panel.

Option	Use to
5=Display	Review held order detail information. Enter 5 in the Opt field beside the desired order. The Margin Detail panel (AMBCVD1R) appears for a margin hold. This panel provides information that explains why an order was put on margin hold. A Credit Detail panel (AMBCOD1R) appears for a credit hold. This panel provides credit information to aid in your decision on whether to release the order.
24=Order inquiry	Review information about this order. The panel that appears depends on what you chose as a navigation default for summary inquiries.
64=Release	Release a hold that has been placed against the order. Enter 64 beside the order. The order hold is released. Your user ID and the current date is added to the Approved by user and Approved date fields.

Option	Use to
65=Release, enable recheck	Release orders and perform a check for hold conditions each time you maintain the order. Enter 65 beside the order. The selected order is released and the maintenance check is enabled. The maintenance check is performed for automatic holds only.

Function keys. Use these function keys to perform additional actions on this panel.

Option	Use to	See page
F6=Add	Place an additional hold against the order. The Select Hold Type window appears. Use this window to select one of the hold type codes used to indicate why the order is being placed on hold. To select a hold type code, enter 1 beside the one that applies. The Release Holds panel (AMBI2DRF) appears, with the new hold that you placed on the order listed.	—
F22=Open orders	Review a list of open orders.	3-101

To review and maintain held line items

When you enter option **62=Held line items** on the Maintain Held Orders panel (AMBIZDRF), the Maintain Held Line Items panel (AMBI3DRF) appears. This panel shows the line items associated with the order that you selected.

```

AMBI3DRF                               Maintain Held Line Items                *****
Company number . . . . . : **          *****                               Subset active
Customer . . . . . : ***** *****
Order . . . . . : *****

Type options; press Enter.
62=Line item holds   63=Held blanket releases

Opt Item number/      WH Stock: Qty U/M      Unit price/
Description           Order: Qty U/M      Extended amount
A2 *****.***- ** * , ** , ** , ** , ** , *****
*****.***- ** * , ** , ** , ** , ** , ***-
A2 *****.***- ** * , ** , ** , ** , ** , *****
*****.***- ** * , ** , ** , ** , ** , ***-
A2 *****.***- ** * , ** , ** , ** , ** , *****
*****.***- ** * , ** , ** , ** , ** , ***-
A2 *****.***- ** * , ** , ** , ** , ** , *****
*****.***- ** * , ** , ** , ** , ** , ***-

F3=Exit      F7=Backward   F8=Forward   F11=Job status
F12=Return   F17=Subset

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the items listed on this panel.

Option	Use to	Seepage
62=Line item holds	Maintain holds associated with a line item. You can also use this option to place additional holds on a line item.	3-113
63=Held blanket releases	Release holds on blanket releases for a line item.	3-126

Maintaining line item holds

When you enter option **62=Line item holds** on the Maintain Held Line Items panel (AMBI3DFR), the Release Holds panel (AMBI2DFR) appears. This panel is the same one you use to work with order holds.

```

AMBI2DFR                               Release Holds                               *****
Company . . . : **                       *****
Order . . . . : *****                 *****

Type options; press Enter.
5=Display  24=Order inquiry  64=Release  65=Release, enable recheck

Opt Code Description/                    By user   Date      ---- Approved ----
      Release Type
A2 ** *****
      *****
A2 ** *****
      *****
A2 ** *****
      *****
A2 ** *****
      *****
A2 ** *****
      *****

F3=Exit    F6=Add  F7=Forward  F8=Backward  F22=Open orders
F12=Return

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Option	Use to
5=Display	Review held item detail information. Enter 5 in the Opt field beside the desired line item. The Margin Detail panel (AMBCVD1R) appears for a margin hold. This panel provides information that explains why a line item was put on margin hold. A Credit Detail panel (AMBCOD1R) appears for a credit hold. This panel provides credit information to aid in your decision on whether to release the line item.
24=Order inquiry	Review information about this order. The panel that appears depends on what you chose as a navigation default for summary inquiries.

Option	Use to
64=Release	Release a hold that has been placed against the line item. Enter 1 beside the line item. The line item hold is released. Your user ID and the current date is added to the Approved by user and Approved date fields. To place an additional hold against the line item, use F6=Add . The Select Hold Type window appears. Use this window to select one of the hold type codes used to indicate why the line item is being placed on hold. To select a hold type code, enter 1 beside the one that applies. The Release Holds panel (AMBI2DFR) appears, with the new hold that you placed on the line item listed.
65=Release, enable recheck	Release orders and perform a check each time you maintain the item. Enter 1 beside the line item. The selected line item is released and the maintenance check is enabled. The maintenance check is performed for automatic holds only.

Function keys. Use these function keys to perform additional actions on the Release Holds panel (AMBI2DFR).

Function key	Use to	See page
F22=Open orders	See a list of open orders.	3-101

Maintaining held blanket releases

When you enter option **63=Held blanket releases** on the Maintain Held Line Items panel (AMBI3DFR), the Maintain Held Blanket Releases panel (AMBI4DFR) appears. This panel shows you a list of the blanket releases for the selected line item.

```

AMBI4DFR                                Maintain Held Blanket Releases                                *****
Company . . . . . : **                               *****
Order . . . . . : *****                           *****
Item . . . . . : *****                             *****

Type options; press Enter.
63=Blanket release holds

Opt  Release  Time  Release quantity  Request date  Promise date
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**
A2   *****  ****  *, ***, ***, ***-  **/**/**    **/**/**

F3=Exit      F7=Backward  F8=Forward   F11=Job status
F12=Return

```

Use option **63=Blanket release holds** to remove a hold against a blanket release of a line item. When you press **Enter**, the holds are removed from the selected releases. You then return to the Release Hold panel (AMBI2DFR).

Line item entry panels

This section describes the line item entry panels used to add items or credits to regular orders, standing orders, immediate shipment orders, and quotes.

Differences between line item entry panels: For the most part, the panels used to enter line items and credits for regular orders, standing orders, immediate shipment orders, and quotes are similar. However, there may be slight differences, such as additional fields or the location of fields, depending on the entry type. Not all panels are used by each type of entry. The examples shown in this section are based on entering line items and credits for a regular customer order.

You can change from one line item entry panel to another by using F9=Alt entry, then selecting the corresponding option number, as follows:

Option	Use to	Seepage
010	Detail item entry	3-62
020	Customer item entry	3-66
030	Noninventory item entry	3-69
040	Basic item entry	3-72
045	Speed entry	3-74
050	Special charge entry	3-77
060	Credit detail item entry	3-79
070	Credit customer item	3-82
080	Credit noninventory item	3-84
090	Credit basic item entry	3-86
100	Credit special charge	3-87
110	Review order	3-90

Detail item entry panel

Use the Detail Item Entry - Order panel (AMBA1E1R) to enter line items for an order. This is the standard panel for adding regular line items to a customer order.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **010 - Detail item entry**.

Note: You can enter line items quickly by using speed entry. Just press **F9=Alt entry** on any item entry panel (after changing your data and navigational defaults). See "Speed entry method of entering orders" on page 3-69.

```

AMBA1E1R                               Detail Item Entry - Order                               *****
Order number : *****
Last entry . . : *****
-----
Sequence number      aaaaaaA7           Comments . . A *****
Item number . . . . aaaaaaaaaaaaA15 *****
Order quantity      nnnnnnn.nnn-      Shipped qty . . . : *,***,**.*-
Order U/M . . . . . A2                Backorder qty . . : nnnnnnnnnnnn None
Warehouse . . . . . aA3                Allocate . . . . . A
Price: U/M : **      Currency : ** *****
  Base . . . . . nnnnnnnnn.nnn-      Selling price nnnnnnnnnnn.nnn-
  Cnv selling : *,***,**.*-*****-   Net sales . . . nnnnnnnnnnn.n-
Request date . . . . nnnnnn          Stock qty . . . : *,***,**.*- U/M **
Promise date . . . . nnnnnn          On hand . . . . : *,***,**.*-
Manufacture date    nnnnnn          On order . . . . : *,***,**.*-
Blanket releases    A                Allocated . . . . : *,***,**.*-
Ship to override    aaaaaaA8 A       Available . . . . : *,***,**.*-
Price override      A                Tax indicator . . aA3
Tax transaction type aaaaaaA10       Tax class . . . . aaaaaaaaaaaaA15

F2=End order      F3=Exit      F4=Prompt      F9=Alt entry      F10=Actions
F11=Job status    F12=Return   F18=Change defaults

```

The top of this panel is informational. You complete the lower portion to add line items to an order. When adding line items you specify the item number, quantity, sequence, and other information.

Hint: If you don't know the item number, use **F4=Prompt** to select from a list of items.

After completing the panel, press **Enter** to confirm your entries. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

If IFM is installed and the **Tax in price** field in the Company Master file is active, then taxing calculations for the line item occur when you press **Enter**. The tax is then part of the selling price for the line item.

Depending on how you complete some of the fields on this panel, one or more of the following associated panels may appear.

Panel	See page
Configure Option Items (popup window)	3-134
Display Kit Components (popup window)	3-140
Enter Blanket Release (AMBAGETR)	3-126
Pricing Override Panel (AMBA7PVR)	3-154
Line Item Comments Panel (AMBETDFR)	3-136
Item Substitutes Panel (AMVAADFR)	3-156
Ship to Override Panel (popup window)	3-155
Available to Promise Panel (AMVATP0R)	3-119
Allocation Panel (AMBAGDTR)	3-117

Function keys

Use the following function keys to perform additional actions.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel or to speed entry.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-95

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the Detail Item Entry - Order panel appears in CHANGE mode. This panel allows you to alter various line item information on a customer order.

It is similar to the Detail Item Entry - Order panel in ADD mode, with the following exceptions:

- The panel appears in CHANGE mode.
- The item number, U/M, and features/options values are protected when the line item status is active.
- The warehouse value is protected if:
 - The item is an S-number item.
 - The item is a KBC item.
 - The order quantity is protected.
- The backordered quantity field does not appear until shipping has occurred. If previous partial shipments have occurred for the line item, the remaining unshipped quantity appears as the backordered quantity (which is maintainable). The order quantity field cannot be changed.
- Pricing occurs automatically during item maintenance; the repricing window is omitted. When the base price is overridden, the selling price, the converted selling price, and the net sales amount are calculated. When the selling price is overridden, the converted selling price and the net sales amount is calculated. When the net sales amount is overridden and a previous base price, selling price, and converted selling price have a value, the values change to zero and the net sales amount field contains the overridden amount.

- When you use **F2=End order**, the End Order panel appears, regardless of whether you have made any changes.
- When you use **F3=Exit**, an informational message appears stating that changes have been made and the End Order panel has been called. The End Order panel appears only when changes have actually occurred. If no changes were made, you return to the Review Order Line Items panel (AMBEJDFR).
- Use **F16=Delete** to remove items from the order.
- The blanket release field cannot be changed from **Y** to **N**, but can be changed from **N** to **Y**.
- For items with two or more blanket releases, the backordered quantity does not appear.
- The order quantity field is maintainable, providing shipments have not been made for the line item. The backordered field is protected. Once a shipment has occurred, the order quantity field is protected and the backordered quantity field is maintainable.
- When the line item information has been altered in any way and you are set up for maintenance reason codes, the Maintenance Reason popup window appears.
- The allocate field and the blanket release field should appear with the values entered during order entry. When the item has blanket releases, the line item allocation value defaults to the first release value. The change informs you that some action took place when the order was originally entered.
- If the pick list has been printed and shipping has not occurred, a warning message stating that the pick list has already been printed appears. If shipping has already occurred, the line item backordered quantity can be maintained.
- When the line item status is at least **20** (pick list printed), the item cannot be deleted. When the line item status is **50** (shipped complete), no changes can be made.
- The backordered quantity cannot be reduced below the sum of the shipped quantities.
- If the ship-to address for line item has been overridden, a message appears indicating that the override has occurred. You cannot delete the overridden ship-to information.
- When an item release record contains a manufacturing order number, the item cannot be deleted.
- When an end item release record contains a manufacturing order number and the manufacturing due date is changed, a warning message appears for the item. If multiple releases exist and the manufacturing due date has been changed, the warning message appears for the item release.
- When discrete allocations exist for an end item and the S-number is changed, a warning message appears. This applies to both the line item and multiple releases.
- Discrete allocation quantities may be changed to a quantity below that which is allocated, but a warning message appears. You must make allocation changes manually. This rule applies to both the line item and multiple releases.
- When the pick list has been printed (pick release status equal to **0** or **1**), the S-number cannot be changed. Also the allocation option cannot be changed. This allocation rule applies to both the line item and multiple releases.
- When the pick list has been printed for a single release line (pick release status equal to **0** or **1**), quantity changes are not allowed.

- When the pick list has been printed for multiple releases (pick status equal to **0** or **1**), a quantity change may take place provided that the quantity is not reduced below the sum of the total shipped releases.
- When the ship confirm (pick complete status to equal **50**) process has taken place for a line item or a release, the same rules apply as for the pick list.
- When a line item or release has been fully invoiced, maintenance is not allowed.
- When the blanket release field has been changed from **N** to **Y** and the **Confirm** prompt appears, the date fields do not appear. Date processing occurs at the release level.
- When picking has been done, but the invoice has not yet been printed, the backordered quantity field still contains the backordered quantity.
- When the backordered quantity has been changed to zero, the backordered quantity field contains zero when the **Confirm** prompt appears.
- The backordered order unit of measure value should appear in the **Order U/M** field.
- When the **Blanket release** field has been changed from **N** to **Y**, the backordered quantity field disappears from the line item detail panel.

Customer item entry panel

You can use the Customer Item Entry - Order panel (AMBA3E1R) to enter line items for an order using your customer's item numbers instead of your company's internal item numbers. The customer's item numbers can be up to 30 characters long. See also "Customer Item Number Cross-Reference" on page 12-59 for information about setting up a customer's item numbers.

Use this panel to enter item numbers and KBC catalog items. To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **020 - Customer item entry**.

```

AMBA3E1R                               Customer Item Entry - Order                               *****
Order number : *****                ***** *****
Last entry . . : *****                *****
-----
Sequence number  nnnnnnn                Comments .                *****
Item number . .  aaaaaaaaaaaaaaaaaaaaaA30  Our item: *****
*****
Order quantity   nnnnnnn.nnn-           Shipped qty . . : *,**,**,***-
Order U/M . . .  A2                      Backorder qty . . nnnnnnnnn.nnn- None
Warehouse . . .  aA3                      Allocate . . . .  A
Price:   U/M :   **   Currency :   000 00000000000000 00000000000000
Base . . . . .  nnnnnnnnnnnn.nnn-         Selling price  nnnnnnnnnnnn.nnn-
Cnv selling :   *,**,**,**,**,*****-     Net sales . .  nnnnnnnnnnnn.nnn-
Request date .  nnnnnnn                Stock qty . . . : *,**,**,***- U/M **
Promise date .  nnnnnnn                On hand . . . . : *,**,**,***-
Manufacture date nnnnnnn                On order . . . . : *,**,**,***-
Blanket releases A                      Allocated . . . : *,**,**,***-
Ship to override aaaaaaA8  A           Available . . . : *,**,**,***-
Price override   A                      Tax indicator .  aA3
Tax transaction type aaaaaaaA10         Tax class . . .  aaaaaaaaaaaaaA15

F2=End order      F3=Exit      F4=Prompt      F9=Alt entry      F10=Actions
F11=Job status    F12=Return   F18=Change defaults
    
```

The top of this panel is informational. You complete the lower portion to add line items to an order using the customer's item numbers. When adding line items, you specify the customer's item number, quantity, sequence, and other information.

Hint: If you don't know the customer's item number, use **F4=Prompt** to select from a list of items.

After completing the panel, press **Enter** to confirm your entries. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

Depending on how you complete some of the fields on this panel, one or more of the following associated panels may appear. These panels appear either before or after the **Confirm** prompt.

Panel	See page
Configure Option Items (popup window)	3-134
Display Kit Components (popup window)	3-140
Enter Blanket Release (AMBAGETR)	3-126
Pricing Override Panel (AMBA7PVR)	3-154
Line Item Comments Panel (AMBETDFR)	3-136
Item Substitutes Panel (AMVAADFR)	3-156
Ship to Override Panel (popup window)	3-155
Available to Promise Panel (AMVATP0R)	3-119
Allocation Panel (AMBAGDTR)	3-117

Note: Available to promise and allocations are bypassed if the item has blanket releases.

Function keys

Use the following function keys to perform additional actions:

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel or to speed entry.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-96

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.

On panel	You	To
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the Detail Customer Item Entry - Order panel appears in CHANGE mode.

This panel allows you to alter various customer item information on an order. It is similar to the Customer Item Entry - Order panel in ADD mode, with the following exceptions:

- The panel should appear in CHANGE mode.
- The item number and U/M values are protected when the line item status is active.
- The backordered quantity Add appears. The quantity is 0, provided the item has not had any previous shipments against it. If previous partial shipments have occurred against the line item, the remaining unshipped quantity appears.
- The warehouse value is protected if:
 - The item is an S-number item.
 - The item is a KBC item.
 - The order quantity is protected.
- Pricing occurs automatically during item maintenance; the repricing window is omitted. When the base price is overridden, the selling price, the converted selling price, and the net sales amount are calculated. When the selling price is overridden, the converted selling price and the net sales amount are calculated. When the net sales amount is overridden and a previous base price, selling price, and converted selling price have a value, the values change to zero and the net sales amount field contains the overridden amount.

Note: If you are using KBC to configure an item and you do not enter a price for the item in KBC, COM performs the regular pricing routines for the item. If you do enter a price in KBC, COM takes that price and uses it as a starting point for the regular pricing hierarchy.

- When you use **F3=Exit**, you receive a message informing you that changes have occurred and the End Order panel appears.
- When you use **F12=Return**, the Review Order Line Items panel (AMBEJDFR) appears.
- You can use **F16=Delete** to remove items from the order.
- If an open quantity exists, you can edit the **Blanket release** field.
- If an item has two or more blanket releases, the backordered quantity does not appear.
- The order quantity is maintainable, provided shipments have not been made for the line item. The backordered quantity is protected. Once a shipment has occurred, the **Order quantity** field is protected and the **Backordered quantity** field is maintainable.
- When the line item information has been altered in any way and you are set up for maintenance reason codes, the Maintenance Reason popup window appears. Use the window to enter a reason code.

Noninventory item entry panel

The Non-inventory Item Entry - Order panel (AMBBFE1R) allows you to enter noninventory items for an order. Noninventory items are items that are not in your Item Master file.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **030 - Non-inventory item entry**.

```

AMBBFE1R                               Non-inventory Item Entry-
Order ***** Order number : *****
*****
Order number : *****
Last entry . : *****
-----
Sequence number . aaaaaA7 Comments . A *****
Item number . . . aaaaaaaaaA15
Order quantity . . nnnnnn.nnn- Shipped qty . . : *,**,***.***-
Order U/M . . . . A2 Backorder qty . . . nnnnnnnn.nnn-

Warehouse . . . . aA3 Item class . . . . aaA4
Price: U/M : ** Currency : *** *****
Base . . . . . nnnnnnnnnnnnnn.nnn- Selling price nnnnnnnnnnnnnn.nnn-
Cnv selling : *,**,***,***.*****- Net sales . . nnnnnnnnnnnnnn.nn-
Unit cost . . . . nnnnnnnnnnnn.nnnnnnnn-
Foreign desc . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Request date . . . nnnnnn Item type/Source . A aaaaaA7
Promise date . . . nnnnnn Commodity code . . aaaaaA8
Blanket releases . A Unit weight . . . . nnnnnn.nnn- U/M A2
Ship to override . aaaaaA8 A Unit volume . . . . nnnnnn.nnn- U/M A2
Price override . . A Tax indicator . . . . aA3
Tax transaction type aaaaaA10 Tax class . . . . aaaaaaaaaA15

F2=End order F3=Exit F4=Prompt F9=Alt entry F10=Actions
F11=Job status F12=Return F18=Change defaults

```

The top of this panel is informational. You complete the lower portion to add line items to an order. When adding line items you specify the item number, item description, quantity, and other information.

Note: The item number you enter is not validated against the Item Master file.

After completing the panel, press **Enter** to confirm your entries. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

Depending on how you complete some of the fields on this panel, one or more of the following associated panels may appear. These panels appear either before or after the **Confirm** prompt.

Panel	See page
Enter Blanket Release (AMBAGETR)	3-126
Pricing Override Panel (AMBA7PVR)	3-154
Line Item Comments Panel (AMBETDFR)	3-136
Ship to Override Panel (popup window)	3-155

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel or to speed entry.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-96

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the Non-Inventory Item Entry - Order panel (AMBBFE1R) appears in CHANGE mode. This panel allows you to alter various noninventory item information on an order. It is similar to the panel in ADD mode with the following exceptions:

- The panel should appear in CHANGE mode.
- The item number, U/M, and features/options values are protected when the line item status is active.
- The warehouse value cannot be changed if the order quantity is protected.
- The **Backordered quantity** field does not appear until shipping has occurred. If previous partial shipments have occurred for the line item, the remaining unshipped quantity appears as the backordered quantity and is maintainable. The **Order quantity** field is then protected.
- Pricing occurs automatically during item maintenance; the repricing window is omitted. When the base price is overridden, the selling price, the converted selling price and the net sales amount are calculated. When the selling price is overridden, the converted selling price and the net sales amount are calculated. When the net sales amount is overridden and a previous base price, selling price, and converted selling price have a value, the values change to zero and the **Net sales amount** field contains the overridden amount.
- When you use **F3=Exit**, you receive a message that changes have occurred, and the End Order panel appears.
- When you use **F12=Return**, the Review Order Line Items panel (AMBEJDFR) appears.
- You can use **F16=Delete** to remove items from the order.
- The **Blanket release** field cannot be changed from **Y** to **N**, but can be changed from **N** to **Y**.

- If an item has two or more blanket releases, the backordered quantity does not appear.
- The **Order quantity** field is maintainable, provided shipments for the line item have not occurred. The **Backordered quantity** field is protected. Once a shipment has occurred, the **Order quantity** field is protected and the **Backordered quantity** field is maintainable.
- When the line item has been altered in any way and you are set up for maintenance reason codes, the Maintenance Reason popup window appears. You can select a reason code.
- The allocate and the blanket release fields should appear with the values entered during order entry. When the item has blanket releases, the line item allocation value defaults to the first release value. This change informs you that some action took place when the order was originally entered.
- A warning message stating that the pick list has already been printed appears if the pick list has in fact been printed and shipping has not occurred. If shipping has already been done, the line item backordered quantity can be maintained.
- When the line item status is at least **20** (pick list printed), the item cannot be deleted. When the line item status is **50** (shipped complete), no changes can be made.
- The backordered quantity cannot be reduced below the sum of the shipped quantities.
- If the ship to address for the line item has been overridden, a message appears indicating that the override has occurred. You cannot delete the overridden ship-to information.
- When an item release record contains a manufacturing order number, the item cannot be deleted.
- When an end item release record contains a manufacturing order number and the manufacturing due date is changed, a warning message appears for the item level. If multiple releases exist and the manufacturing due date has been changed, the warning message appears for the item release level.
- When discrete allocations exist for an end item and the S-number is changed, a warning message appears. This message applies to both the line item and multiple releases.
- Discrete allocation quantities may be changed to a quantity below that which is allocated. A warning message appears. You must make allocation changes manually. This rule applies to both the line item and multiple releases.
- When the pick list has been printed (pick release status equal to **0** or **1**), the S-number cannot be changed. Also, the allocation option cannot be changed. This allocation rule applies to both the line item and multiple releases.
- When the pick list has been printed for a single release line (pick release status equal to **0** or **1**), quantity changes will not be allowed. When the pick list has been printed for multiple releases (pick status equal to **0** or **1**), a quantity change may take place providing that the quantity is not reduced below the sum of the total shipped releases.
- When the ship confirm (pick complete status equal to **50**) process has taken place for a line item or a release, the same rules apply as the pick list.
- When a line item or release has been fully invoiced, maintenance is not allowed.

- When the blanket release field has been changed from **N** to **Y** and the **Confirm** prompt appears, the date fields do not appear. Date processing occurs at the release level.
- When picking has been done, but the invoice has not yet been printed, the backordered quantity still contains the backordered quantity.
- When the backordered quantity has been changed to zero, the backordered quantity field will appear with a zero when the **Confirm** prompt appears.
- The backordered order unit of measure value should appear in the **Order U/M** field.
- When the **Blanket release** field has been changed from **N** to **Y**, the backordered quantity disappears from the line item detail panel.

Basic item entry panel

Use the Basic Item Entry - Order panel (AMBESEFR) to quickly enter items for an order by completing only a minimum number of fields.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **040 - Basic item entry**.

Note: You can enter line items quickly by using speed entry. Just press **F9=Alt entry** on any item entry panel (after changing your data and navigational defaults). See “Speed entry method of entering orders” on page 3-74.

When this panel first appears, the cursor is on the **Item number**

```

AMBESEFR                               Basic Item Entry                               *****
Order :      *****                      Currency ID :    ***
Item number  Order qty  Ord      Base price  WH  Tax  Sur
aaaaaaaaaaaA15 nnnnnnn.nnn- A2  nnnnnnnnnnnn.nnn-  ind chg Alloc
aA3  aA3  aA3  A
Type options; press Enter.
2=Change  4=Delete  5=Display  28=Blanket releases

Opt Item number/      Order  Ord      Base price/  Pri  WH  Tax  Sur
  Description        quantity  U/M      Net sales amount  U/M  ind  chg
A2 *****.***- **  ***,***,***,***.***- **  ***  ***  ***
A2 *****.***- **  ***,***,***,***.***- **  ***  ***  ***
A2 *****.***- **  ***,***,***,***.***- **  ***  ***  ***
A2 *****.***- **  ***,***,***,***.***- **  ***  ***  ***
A2 *****.***- **  ***,***,***,***.***- **  ***  ***  ***
A2 *****.***- **  ***,***,***,***.***- **  ***  ***  ***
A2 *****.***- **  ***,***,***,***.***- **  ***  ***  ***
F2=End order  F3=Exit      F4=Prompt    F7=Backward  F8=Forward
F9=Alt entry  F10=Actions  F11=Job status F12=Return   F18=Change defaults
  
```

field on the data entry line, where you can start entering line items. You only have to enter the item number and order quantity for each item. The remaining fields on the entry line may be used to enter overrides for the item.

Hint: If you don't know the item number, use **F4=Prompt** to select from a list of items.

As you enter line items, they are validated, then appear in the list in the lower part of the panel, with the most recent item at the top of the list. The last four items that you have added are displayed.

Note: If the order already has any line items, they are shown with the most recently entered item at the top of the list.

You can scroll this list to view or work with additional line items. After completing the panel, use **F2=End order** to continue to the End Order panel, where you complete order entry.

Options

Use these options to perform activities for line items listed on this panel:

Option	Use to	See page
2=Change	Change the selected item. A CHANGE mode version of the detail item entry panel appears. After you make your changes, you return to this panel to resume basic item entry.	—
4=Delete	Delete the selected item. The Confirm Delete of Line Items panel (AMBKTDFR) appears, where you can confirm the deletion.	—
5=Display	See more information for the selected item. A DISPLAY mode version of the detail item entry panel appears. After you view the item information, you return to this panel to resume basic item entry.	—
28=Blanket releases	See the Edit Blanket Releases panel (AMBAGETR) for the selected item.	3-126

Function keys. Use the following function keys to perform additional actions.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F7=Backward	Scroll up four line items at a time.	—
F8=Forward	Scroll down four line items at a time.	—
F9=Alt entry	Switch to another type of line item entry panel for to speed entry.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-95
F18=Change defaults	See the Change Defaults popup window, where you can select defaults to change.	—

Speed entry method of entering orders

Speed entry is a way to enter customer orders quickly by using a single panel. This panel allows you to enter header information and up to nine line items on the same panel. You access this type of order entry by using AMBM10, Enter Orders and Quotes, for customer orders. Depending on how you set up your data and navigation defaults, speed entry will either come up automatically or you can press **F9=Alt entry** to access it when entering line items. **F9=Alt entry** can also be used to switch back and forth between the other methods of entering line items.

Note: You must set up data defaults and navigation defaults to allow speed entry. To access these panels press **F18=Change defaults** on a header or line item entry panel or use option 6, File Maintenance, on the Customer Order Management Main Menu (AMBM00). See "Setting data defaults for speed entry" on page 3-85.

Speed entry is used primarily for entering customer orders in Enter mode. It can be used in Change mode when you are maintaining an order and press **F6 = Add** to add more items. After you edit the speed entry defaults, they remain the same the next time you enter an order. This means you can tailor the system to bring up speed entry for every order you enter. To return to the regular order panels, use **F9=Alt entry** and select the panel you want.

Speed entry gives you two ways to view line item information: by prices and by availability. The pricing view is the one that comes up first if that is how your data default is set for speed entry. You can switch to the availability view by pressing **F22=Availability** on the Speed Entry - Prices panel.

Speed entry - pricing view

The Speed Entry - Prices panel (AMBHKPVR) shows item description, stock unit of measure, and extended price.

```

AMBHKPVR                               Speed Entry - Prices                               *****
Company      **          Order number  *****          Order date  ***** Rep nnnnn
Customer     nnnnnnnn          *****          *****          Ship to  aaaaaaA8
Price book   aaaA6          Terms    A2          Code    A2          Currency aA3          Priority  A2
Purchase order aaaaaaaaaaaaaaaaaaA22          Contract nnnnn          Age    n
Warehouse   aA3          Request  nnnnn          Personal ledger aaaaaaaA10
Carrier     aaaaaaaA10          Ship note aaaaaaaaaaaaaaaaaaA30
Alt currency ID      aA3          Last item: *****

Item number  Quantity  WH  Description  UM  Net sales amount
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-
aaaaaaaaaaaA15  nnnnnnn.nnn- aA3 ***** ** ***,***,***,***.**-

F2=End order  F3=Exit          F4=Prompt  F9=Alt entry
F10=Actions   F11=Job status  F12=Cancel F22=Availability

```

This panel contains header information for the order, and you can type in up to nine line items before pressing **Enter**. When you press **Enter**, the system edits the entries

and shows the appropriate error message for any line items in error. You must correct or delete these line items before you can continue.

When all items pass edits and you press **Enter**, the system displays a confirm prompt (if the confirm option is set to 1 on the Edit Speed Entry Options panel) with a default of **Y**. At this point, you can do one of the following:

- Continue with the order by pressing **Enter** to confirm the order. A blank Speed Entry - Prices panel appears so you can continue. The line items you entered on the previous panel are recorded in the system.
- Remove an unwanted line item by typing **N** at the prompt and blanking out the item number.
- Type **N** at the confirm prompt and press **F22=Availability** to get availability information about any item that you entered. The Speed Entry - Availability panel appears.

The **Alt currency ID** is defaulted from the Customer Master file. You can override this value if needed. If IFM is installed, **Personal ledger** appears and **Currency ID** is defaulted from IFM.

Note: You can toggle between the pricing and availability views before you press Enter by pressing F22=Availability (or F22=Prices, if you are on the Speed Entry - Availability panel).

As with regular order entry, you must use **F2=End order** to complete the order.

Speed entry - availability view

The Speed Entry - Availability panel (AMBHNPVR) shows inventory availability and promise date information for the items that were entered on the Speed Entry - Prices panel.

```

AMBHNPVR                               Speed Entry - Availability                               ENTER
Company  **                               Order number ***** Order date ***** Rep nnnnn
Customer *****                          ***** Ship to *****

Purchase order ***** Contract ***** Age *
Price book ***** Code aA3 Terms *** Currency ** Priority **
Warehouse aA3 Request nnnnnn Personal ledger aaaaaaaA10
Carrier ***** Ship note *****
Alt currency ID aA3 Last item: *****

Item number  Quantity  WH  Avail on hd  Promise  Oth warehouse  Sub
aaaaaaaaaaaA15 nnnnnnn.nnn- aA3 *****.***- * **/**/** *** *****.***- *
aaaaaaaaaaaA15 nnnnnnn.nnn- aA3 *****.***- * **/**/** *** *****.***- *
aaaaaaaaaaaA15 nnnnnnn.nnn- aA3 *****.***- * **/**/** *** *****.***- *
aaaaaaaaaaaA15 nnnnnnn.nnn- aA3 *****.***- * **/**/** *** *****.***- *
aaaaaaaaaaaA15 nnnnnnn.nnn- aA3 *****.***- * **/**/** *** *****.***- *
aaaaaaaaaaaA15 nnnnnnn.nnn- aA3 *****.***- * **/**/** *** *****.***- *
aaaaaaaaaaaA15 nnnnnnn.nnn- aA3 *****.***- * **/**/** *** *****.***- *

F2=End order  F3=Exit      F4=Prompt    F9=Alt entry
F10=Actions   F11=Job status F12=Cancel   F22=Prices
    
```

This panel works much the same way as the pricing view. If you want to go back to the Speed Entry - Prices panel after pressing **Enter**, type **N** at the confirm prompt and press **F22=Pricing**.

The **Alt currency ID** is defaulted from the Customer Master file. You can override this value if needed. If IFM is installed, **Personal ledger** appears and **Currency ID** is defaulted from IFM.

Note: You can toggle between the availability and pricing views before you press Enter by pressing **F22=Prices** (or **F22=Availability**, if you are on the Speed Entry - Prices panel).

As with regular order entry, you must use **F2=End order** to complete the order.

Usage notes

Because the purpose of speed entry is to simplify order entry, some functions found on the other order entry panels are not available.

- You cannot correct some errors using the speed entry panels. For example, you cannot correct an invalid tax indicator because the field is not available for input in speed entry mode.
- You must switch to a detail panel to do ship to, detail price, and split commission override activities.
- You cannot use certain allocation and available to promise options if you access the line item detail panel through speed entry. Allocation option 2 (discretionary allocation) is treated as if it were allocation option 1 (item balance only). Available to promise (ATP) option 2 (auto calculation and display ATP panel) is treated as if it were ATP option 1 (auto calculation).
- Warning messages are displayed only if you activate that option in the user defaults. If the option is activated, the system displays warning messages for header information, but not for line items.
- If the confirm option is active in the data defaults, a confirm prompt with a default of Y is displayed when all items pass edits. The system calculates line item extensions and promise dates, and the confirm panel appears.
- Depending on when you press **F10=Actions**, either the order header actions list or the line item actions list appears. The order header actions list appears before the quote/order header record has been created. In all other cases, the line items actions list appears.
- There is no version of speed entry for Immediate Shipment orders.

Special charges item entry panel

The Special Charge Details - Order panel (AMBBDE1R) allows you to enter special charges for an order.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **050 - Special charge entry**.

```

AMBBDE1R                Special Charge Details - Order                *****
Order number . . . : ***** ***** *****
Last entry . . . . : *** *****
Shipment weight . . : *****.* ** Shipment value . : *****.* **
-----
*****
aaa      A      aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30  nnnnnnnnnnnnnn.nn-
              aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30  nnnnnnnnnnnnnn.nn-
              nnnnnnnnnnnnnn.nn-

Cost      nnnnnnnnnnnnnn.nn-
Tax ind .  aA3 Tax transaction type  aaaaaaaA10
Terms disc . . . . . A Surcharge  aA3 Tax class . . .  aaaaaaaaaaaaA15

Extended comment . . . A

Add comment lines
aaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25

Print on :   Invoice A      Quote A      Ackn A      Reports A

Item reference . . . . . aaaaaaaaaaaaaaaaaaaaaA30

F2=End order   F3=Exit   F4=Prompt   F9=Alt entry   F10=Actions
F11=Job status F12=Return F18=Change defaults
  
```

The top of this panel is informational. You complete the lower portion to add special charges to an order, including up to nine comment lines and the appropriate print option. After completing the panel, press **Enter** to confirm the information. To add another special charge, press **Enter** again. The panel appears, ready for the next entry. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

When the alternate currency is different from the order currency, the **Alternate currency ID** field appears on this panel, just above tax transaction type.

Depending on how you complete some of the fields on this panel, the following associated panel may appear.

Panel	See page
Special Charge Comments panel	3-136

Function keys

Use the following function keys to perform additional actions:

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-96

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the Special Charge Details - Order panel appears in CHANGE mode.

It is similar to the panel in ADD mode with the following exceptions:

- The panel appears in CHANGE mode.
- When you use **F2=End order**, or **F3=Exit** you receive a message that changes have occurred, and the End order panel appears.
- When you use **F12=Return**, the Review Order Line Items panel (AMBEJDFR) appears.
- Using **F16=Delete** allows you to remove special charges from the order.
- When the line has been altered in any way and you are set up for maintenance reason codes, the Maintenance Reason popup window appears. You can select a reason for your changes.

Usage notes. This panel can be accessed from all types of order entry, immediate shipments, and process shipments. Its use and content may vary slightly depending on where you are in the system. Here are general comments:

- If you enter nine lines of special charges text and the **Extended comment** field is **Y**, the system saves the text you entered and the Maintain Order Special Charge Comment panel (AMBEVDRF) appears. Use this panel to either continue with the comments or enter the foreign language translation of the comment.
- Auto include comments are added before any comments can be created on this panel.

- The special charges text is in the local language. You can add the foreign language translation on the Maintain Comments panel (AMBEMDFR) by using option 62=Foreign language.
- Special charges that are entered without a Reference ID are considered manual overrides.
- If you type a **Y** in the Reports print option, special charge comments will appear on both the Open Orders/Backorders by Item (AMBDZPFR) and the Open Orders/Backorders by Customer (AMBD5PFR) reports.

These comments relate to regular order entry and immediate shipment orders:

- Shipment weight and value are not displayed or calculated. You can view order weight and value by pressing **F10=Recap**.
- In Change mode the comment text and print control fields will not appear. You can review and change the comments by typing **Y** in the Extended comment option.

These comments relate to process shipments:

- You access the Special Charge Details - Order panel when the Add Special Charge option is Y on the Specify Shipment Actions panel (AMBBPE1R).
- You may want to add special charges after you have confirmed item shipping quantities. That is, if you access the Special Charge Details - Order panel before confirming shipment quantities, the Shipment weight and Shipment value fields will be zero.
- Invoice is the only document print option that appears.

Credit detail item entry panel

Use the Credit Detail Item Entry (AMBA5E1R) to enter credits for regular line items for a customer order. This is the standard panel for crediting regular line items.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **060 - Credit detail item entry**.

```

AMBA5E1R                        Credit Detail Item Entry                        *****
Order number : *****          *****          *****
Last entry . . : *****
-----
Sequence number  aaaaaa7          Comments .          *****
Item number . .  aaaaaaaaaaaaA15  *****
Credit quantity  nnnnnnnn.nnn-
Order U/M . . .  A2
Warehouse . . .  aA3
***** U/M : **   Currency : *** *****
Base . . . . .  nnnnnnnnnnnn.nnn-   Selling price  nnnnnnnnnnnn.nnn-
Cnv selling : *,**,**,***.*****-   Net sales . .  nnnnnnnnnnnn.nnn-
Credit date . .  nnnnnnn          Stock qty . . : *,**,**,***.***- U/M **
Credit code . .  A
Reason code . .  aA3
Ship to override aaaaaaA8 A
Price override   A                Tax indicator .  aA3
Tax transaction type aaaaaaA10    Tax class . .  aaaaaaaaaaaaA15

F2=End order   F3=Exit   F4=Prompt   F9=Alt entry   F10=Actions
F11=Job status F12=Return F18=Change defaults
  
```

The top of this panel is informational. You complete the lower portion to enter credits. When entering credits, you specify the item number, quantity, sequence, and other information. The amount of the credit is computed based on the quantity that you enter.

Hint: If you don't know the item number, use **F4=Prompt** to select from a list of items.

After completing the panel, press **Enter** to confirm your entries. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

Depending on how you complete some of the fields on this panel, one or more of the following associated panels may appear. These panels appear either before or after the **Confirm** prompt.

Panel	See page
Configure Option Items (popup window)	3-134
Display Kit Components (popup window)	3-140
Enter Blanket Release (AMBAGETR)	3-126
Pricing Override Panel (AMBA7PVR)	3-154
Line Item Comments Panel (AMBETDFR)	3-136
Item Substitutes Panel (AMVAADFR)	3-156
Ship to Override Panel (popup window)	3-155
Available to Promise Panel (AMVATP0R)	3-119
Allocation Panel (AMBAGDTR)	3-117

Function keys

Use the following function keys to perform additional actions.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-96

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the Detail Item Entry - Credit Memo panel appears in CHANGE mode. This panel allows you to change detail item credits on a customer order. It is similar to the Detail Item Entry - Credit Memo panel in ADD mode, with the following exceptions:

- This panel appears in CHANGE mode.
- The item number, U/M, and features/options values are protected when the line item status is active.
- Pricing occurs automatically during item maintenance; the repricing popup window is omitted.
- When the line item has been altered in any way and the company is set up for maintenance reason codes, the Maintenance Reason popup window appears requesting a reason for the maintenance.
- When you use **F2=End order**, the End Order panel appears without any messages.
- When you use **F3=Exit** or **F12=Cancel**, you receive a message stating that changes have occurred only if you have made changes. In that case, the End Order panel appears.
- If you have not made changes, the Review Line Items panel (AMBEJDFR) appears.
- You can use **F16=Delete** to remove noninventory items from the order.
- Credit memos cannot have backorders.
- For returns (credit code equal to **R**), the returned quantity must be greater than or equal to the credit quantity.
- The **Return quantity** field is not used for allowances (credit code equal to A).
- You can change the value in the **Credit code** field.

Credit customer item entry panel

The Credit Customer Item Entry panel (AMBA6E1R) allows you to enter an item credit using the customer's item number for an existing customer order.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **070 - Credit customer item**.

The top of this panel is informational. You complete the lower portion to enter credits for a customer order. When entering credits you specify the customer's item number, quantity, sequence, and other information. The amount of the credit is computed, based on the quantity that you enter.

```

AMBA6E1R                      Credit Customer Item Entry                      *****
Order number : *****
Last entry . . : *****
-----
Sequence number  aaaaaA7          Comments .  A          *****
Item number . .  aaaaaaaaaaaaaaaaaaaaaaaaaA30      Our item: *****

Credit quantity  nnnnnnnn.nnn-
Order U/M . . .  A2
Warehouse . . .  aA3
Price:   U/M :   **   Currency :   ** *****
Base . . . . .  nnnnnnnnnnn.nnn-   Selling price  nnnnnnnnnnn.nnn-
Cnv selling :   *,**,**,**.*- Net sales . . .  nnnnnnnnnnn.nn-
Credit date . .  nnnnnn          Stock qty . . :   *,**,**.*- U/M **
Reason code . .  A
Ship to override aaaaaA8  A
Price override  A          Tax indicator .  aA3
Tax transaction type aaaaaA10      Tax class . . .  aaaaaaaaaA15

F2=End order      F3=Exit      F4=Prompt      F9=Alt entry      F10=Actions
F11=Job status    F12=Return    F18=Change defaults
    
```

Hint: If you don't know the customer's item number, use **F4=Prompt** to select from a list of items.

After completing the panel, press **Enter** to confirm your entries. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

Depending on how you complete some of the fields on this panel, one or more of the following associated panels may appear. These panels appear either before or after the **Confirm** prompt.

Panel	See page
Display Kit Components (popup window)	3-140
Pricing Override Panel (AMBA7PVR)	3-154
Line Item Comments Panel (AMBETDFR)	3-136
Ship to Override Panel (popup window)	3-155

Note: Available to promise and allocations are bypassed if the item has blanket releases.

Function keys

Use the following function keys to perform additional actions.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-96

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the Credit Customer Item Entry panel appears in CHANGE mode. This panel allows you to alter item credits for customer items. It is similar to the panel in ADD mode with the following exceptions:

- The item number and U/M values are protected when the line item status is active.
- The backordered quantity field does not appear, because credit items may not be backordered.
- Pricing occurs automatically during item maintenance, the repricing popup window is omitted. When the base price is overridden, the selling price, the converted selling price, and the net sales amount are calculated.
- Using **F2=End order** takes you directly to the End Order panel.
- Using **F3=Exit** returns you to the Review Order Line Items panel (AMBEJDFR).
- Using **F12=Return** takes you to the Review Order Line Items panel (AMBEJDFR).
- Using **F16=Delete** allows you to remove items from the order. After pressing Enter, a **Confirm** prompt appears.
- The order quantity field is maintainable provided shipments have not been made for the line item.
- When the line has been altered in any way and you are set up for maintenance reason codes, the Maintenance Reason window appears, requesting a reason for the change.

Credit noninventory item panel

The Credit Non-inventory Item panel (AMBBGE1R) allows you to enter noninventory item credits for an order.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **080 - Credit non-inv item**.

```

AMBBGE1R                      Credit Non-inventory Item                      ADD
Order number : *****
Last entry . : *****
-----
Sequence number . aaaaaA7  Comments . A *****
Item number . . . aaaaaaaaaA15  aaaaaaaaaaaaaaaaaaaaaaaaaA30
Credit quantity . nnnnnnn.nnn-
Order U/M . . . . A2
Warehouse . . . . aA3
Price:  U/M : **  Currency : *** *****
Base . . . . . nnnnnnnnnnnn.nnn-  Selling price nnnnnnnnnnnn.nnn-
Cnv selling : *,**,**,**,*****- Net sales . . nnnnnnnnnnnnnn.nn-
Unit cost . . . . nnnnnnnnnnnn.nnnnnnnn-
Foreign desc . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Credit date . . . nnnnnn  Item type/Source . A aaaaaA7
Credit code . . . A  Commodity code . . aaaaaA8
Reason code . . . aA3  Unit weight . . . nnnnnnn.nnn-  U/M A2
Ship to override . aaaaaA8  A  Unit volume . . . nnnnnnn.nnn-  U/M A2
Price override . . A  Tax indicator . . . aA3
Tax transaction type aaaaaA10  Tax class . . . . aaaaaaaaaA15

F2=End order  F3=Exit  F4=Prompt  F9=Alt entry  F10=Actions
F11=Job status  F12=Return  F18=Change defaults
    
```

The top of this panel is informational. You complete the lower portion to add credits for noninventory line items to an order. When adding credits you specify the item number, item description, quantity, unit of measure, and other information.

Note: The item number you enter is not validated against the Item Master file.

After completing the panel, press **Enter** to confirm your entries. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

Depending on how you complete some of the fields on this panel, one or more of the following associated panels may appear.

Panel	See page
Enter Blanket Release (AMBAGETR)	3-126
Pricing Override Panel (AMBA7PVR)	3-154
Line Item Comments Panel (AMBETDFR)	3-136
Ship to Override Panel (popup window)	3-155

Function keys

Use the following function keys to perform additional actions.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-96

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter.	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter.	Select line item for maintenance.

When you press **Enter**, the Credit Non-Inventory Item Entry panel appears in CHANGE mode. This panel allows the you to change credits for noninventory items on an order.

It is similar to the Credit Non-inventory Item Entry panel in ADD mode with the following exceptions:

- The panel appears in CHANGE mode.
- The item number and unit of measure values are protected when the line item status is active.
- Pricing occurs automatically during item maintenance; the repricing popup window is omitted. When the base price is overridden, the selling price, the converted selling price, and the net sales amount is calculated.
- When you use **F3=Exit**, you receive a message informing you that changes have occurred and the End order panel appears.
- When use **F12=Return**, the Review Order Line Items panel (AMBEJDFR) appears.
- Use **F16=Delete** to remove items from the order. After you press **Enter**, the **Confirm** prompt appears. An informational message lets you know the deletion is being processed.
- When the line item information has been altered in any way and you are set up for maintenance reason codes, the Maintenance Reason popup window appears. Use the window to enter a reason for the change.
- If the Ship-to address has been overridden for a line item, a message appears informing you that the override exists. The override ship to cannot be deleted.
- When a line item or release has been fully invoiced, maintenance is not allowed.

Credit basic item entry panel

The Credit Basic Item Entry panel (AMBL3DFR) allows you to enter basic item credits for an order.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **090 - Credit basic item entry**.

```

AMBL3DFR                     Credit Basic Item Entry                     *****
Order : ***** Currency ID : ***
Item number      Credit qty   Crd  Rsn  Ord      Base price  WH  ind  chg
aaaaaaaaaaaA15  nnnnnnn.nnn-  A   aA3  A2      nnnnnnnnnnnn.nnn-  aA3  aA3  aA3

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt Item number/      Credit  Ord      Base price/  Pri  WH  Tax  Sur
  Description      quantity  U/M      Net sales amount  U/M          ind  chg
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***
A2 *****.***-  **  *** ,*** ,*** ,***.***-  **  ***  ***  ***

F2=End order  F3=Exit      F4=Prompt      F7=Backward  F8=Forward
F9=Alt entry  F10=Actions  F11=Job status F12=Return   F18=Change defaults
  
```

When this panel first appears, you are placed on the data entry line with the cursor on the **Item number** field, where you can start entering line items. You only have to enter the item number, quantity, and reason code that indicates the reason for the credit. The remaining fields on the entry line may be used to enter overrides for the item.

Hint: If you don't know the item number or reason code, use **F4=Prompt** to select from a list of items.

As you enter credits, they are validated, then shown in the center of the panel, with the most recent credit at the top of the list. The last four items that you have added appear in the list.

Note: If the order already has any credits, they appear with the most recently entered credit at the top of the list.

You can scroll this list to view or work with additional credits. After completing the panel, use **F2=End order** to continue to the End Order panel, where you complete order entry.

Options

Use these options to perform activities for credits listed on this panel.

Option	Use to	See page
2=Change	Changes to the selected credit. A CHANGE mode version of the Detail Item Entry - Credit Memo panel (AMBA5E1R) appears. After you make your changes, you return to this panel to resume basic item entry.	—
4=Delete	Delete the selected item. The Confirm Delete of Line Items panel (AMBKTDFR) appears, where you can confirm the deletion.	—
5=Display	See more information for the selected item. A DISPLAY mode version of the detail item entry panel appears. After you view the item information, you return to this panel to resume basic item entry.	—

Function keys. Use the following function keys to perform additional actions.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F7=Backward	Scroll up four line items at a time.	—
F8=Forward	Scroll down four line items at a time.	—
F9=Alt entry	Switch to another type of line item entry panel for to speed entry.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-95

Credit special charge item entry panel

The Credit Special Charge Entry panel (AMBCNE1R) allows you to enter special charge credits for an order.

To access this panel, enter **70** in the **Panel ID** field on any of the order header panels. If this panel is not the default line item entry panel, use **F9=Alt entry**, then select option **100 - Credit special charge**.

```

AMBCNE1R                      Credit Special Charge Entry                      *****
Order number . . . . : ***** ***** *****
Last entry . . . . . : *** *****
Shipment weight . . . : *****.*** Shipment value . . : *****.***
-----
aA3      A      aaaaaaaaaaaaaaaaaaaaaaaaaaA30      nnnnnnnnnnnnnn.nn-
          aaaaaaaaaaaaaaaaaaaaaaaaaaA30      nnnnnnnnnnnnnn.nn-
          nnnnnnnnnnnnnn.nn-

Cost      nnnnnnnnnnnnnn.nn-
Tax ind . aA3 Tax transaction type      aaaaaaaA10
Terms disc . . . . . A Surcharge aA3 Tax class . . . aaaaaaaaaA15
Extended comment . . A

Add comment lines
aaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25
aaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25 aaaaaaaaaaaaaaaaaaaaaA25
Print on : Invoice A Quote A Ackn A Reports A
Item reference . . . . . aaaaaaaaaaaaaaaaaaaaaA25

F2=End order      F3=Exit      F4=Prompt      F9=Alt entry      F10=Actions
F11=Job status    F12=Return    F18=Change defaults

```

The top of this panel is informational. You complete the lower portion to credit special charges for an order and to select print options. After completing the panel, press **Enter** to confirm your entries. Use **F2=End order** to continue to the End Order panel, where you complete order entry.

When the alternate currency is different from the order currency, the **Alternate currency ID** field appears on this panel, just above tax transaction type.

Depending on how you complete some of the fields on this panel, one or more of the following associated panels may appear.

Panel	See page
Line Item Comments Panel (AMBETDFR)	3-136

Function keys

Use the following function keys to perform additional actions.

Option	Use to	See page
F2=End order	See the End Order panel, where you can complete the order entry process.	3-8
F9=Alt entry	Switch to another type of line item entry panel for to speed entry.	3-116
F10=Actions	See the Line Item Actions popup window, where you can select from a list of actions.	3-95

Item maintenance

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the Edit Credit Special Charge panel appears in CHANGE mode. This panel allows you to change the special charge credits.

It is similar to the panel in ADD mode with the following exceptions:

- The panel appears in CHANGE mode.
- When you use **F2=End order** or **F3=Exit**, you receive a message informing you that changes have occurred and the End order panel appears.
- When you use **F12=Return**, the Review Order Line Items panel (AMBEJDFR) appears.
- Use **F16=Delete** to remove special charges from the order.
- When the line item information has been altered in any way and you are set up for maintenance reason codes, the Maintenance Reason popup window appears. Use the window to enter a reason for your changes.

Order maintenance - single order panel

The Order Maintenance - Single Order panel (AMBK3DFR) allows you to review and change item information for an order.

To access this panel, use **F9=Review** on the End Order panel (AMBBTPVR).

```

AMBK3DFR                      Order Maintenance - Single Order                      *****
Company . . . . . : **          *****
Customer . . . . . : ***** *****

Type options; press Enter.
 2=Change  5=Display  24=Order items  41=Tax inquiry

Opt  Order      Status  Order date  Purchase order  Request date
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**
A2   *****  **    **/**/**  *****        **/**/**

F2=End order  F3=Exit    F7=Backward  F8=Forward
F11=Job status F12=Return

```

Use **F2=End order** to continue to the End Order panel, where you complete order entry.

Options

Use these options to perform activities for the orders listed on this panel.

Option	Use to	Seepage
2=Change	Change order header data. When you select this option, the Enter Order panel (AMBBIPVR) appears. This panel is the first in a series of panels that allow you to change order header information for the order. Navigate through these panels, changing the information as required.	3-3
5=Display	Review the order header. When you select this option, the Display Customer Order panel (AMBFAPVR) appears. This panel is the first in a series of panels that show you the contents of the order header you selected. Navigate through these panels to review the order header information.	10-4
24=Review items	Maintain items associated with an order.	3-51

Option	Use to	Seepage
41=Tax inquiry	Review tax details for the items and special charges in the order. The Document Line Item Taxes panel (UAPMDFR) appears, with a list of line items from which you can select the items for which you want to review tax details. This option appears only if IFM is installed and interfacing.	—

Function keys. Use the following function keys to perform additional actions.

Option	Use to	Seepage
F2=End order	See the End Order panel, where you can complete the order entry process.	3-4
F7=Backward	Scroll up four orders at a time.	—
F8=Forward	Scroll down four orders at a time.	—

Changing data and navigation defaults

This section describes how to change data and navigation defaults used when processing orders. You can change:

- Data defaults
- Navigation defaults

Changing your data defaults

This function allows you to specify default values for certain fields used during order entry. These default values apply to orders you enter. To change your data defaults, use **F18=Change defaults**, which is found on many of the order header and line item entry panels. The Change Defaults popup window appears. Select **Data defaults**. The Edit Data Defaults panel (AMBBKE1R) appears.

```
AMBBKE1R                      Edit Data Defaults                      *****
Userid . . . . . : *****
Company number . . . . . nn *****
Warehouse . . . . . aA3 *****
Warehouse default option . . . . . A *****
Order type . . . . . A2 *****
Sales code . . . . . A *****
Local/Foreign currency . . . . . A *****
Default allocation status . . . . . A *****
Automatic subset display . . . . . A
Comment print options . . . . . A
Automatic available to promise . . . . . A *****
Edit pack/ship options now . . . . . A *****
Completed line item display option . . . . . A
Pick list select screen option . . . . . A *****
Inquiry style . . . . . A *****
Edit speed entry options now . . . . . A
Default line item comment . . . . . A

F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

Use this panel to change the default values for orders you enter. Type in the information you want to add or change, then press **Enter**. When you press **Enter**, the system updates your defaults.

Setting data defaults for speed entry

If you type a **Y** in the *Edit speed entry options now* field on the Edit Data Defaults panel and press **Enter**, you can use the Edit Speed Entry Options popup to define your customer order entry style (regular or speed) and other speed entry options.

```
AMBBKE1R                      Edit Data Defaults                      CHANGE
:-----:-----:-----:
:                               Edit Speed Entry Options              :
: Userid . . . . . : ***** :                                     :
: Type choices, press Enter. :                                     :
: Customer order entry style . . . . . A ***** :
: Speed entry options :                                     :
:   Automatic include comments . . . . . A :
:   Price book pricing . . . . . A :
:   Display warning messages . . . . . A :
:   Extended availability . . . . . A :
:   Confirmation option . . . . . A ***** :
:   Speed entry panel . . . . . A ***** :
: F3=Exit  F4=Prompt  F12=Cancel :
: : :
: : :
:-----:-----:-----:
F3=Exit  F4=Prompt  F11=Job status  F12=Return
F16=Delete
```

Changing your navigation defaults

This function allows you to specify which order header panels are to automatically appear during order entry. To change your navigation defaults, use **F18=Change defaults**, which is found on many of the header and line item entry panels. The Change Defaults popup window appears. Select **Navigation defaults**. The Edit Navigation Defaults popup window appears.

```

AMBBIPVR
.....
Company . . . . . : Edit Navigation Defaults :
Warehouse . . . . . : CO Header Panels :
Customer . . . . . : Specify panels to auto display; press Enter. :
Ship to . . . . . : :
Customer order : Panel ID Description Auto display :
Number . . . . . : 010 Sold to override A :
Date . . . . . : 020 Ship to override A :
Reference . . . . . : 030 Shipment and terms A :
Sales code . . . . . : 040 Price and currency A :
Purchase order : 050 Split commission A :
Number . . . . . : 060 Customer order comments A :
Date . . . . . : :
Revision . . . . . : :
Contract number . . . : :
Ship lead time . . . : F3=Exit F12=Return :
Request date . . . . : :
Mfg due date . . . . : :
Next panel ID . . . . : .....
F3=Exit F4=Prompt F9=Alt entry F10=Actions
F11=Job status F12=Return F16=Delete F18=Change defaults

```

Type **Y** beside each order header panel that you want to automatically appear, then press **Enter**. If you don't want a panel to appear, type **N** beside it. When you press **Enter**, the system updates your defaults.

Setting navigation defaults for speed entry

You must use option 6, File Maintenance, on the Customer Order Management Main Menu (AMBM00) to maintain the line item detail panels defaults that appear during order entry. See Chapter 13, "To maintain navigation defaults".

Header and line item actions

This section describes the functions that are available when you use **F10=Actions** on either the order header or line item entry panels.

Order header actions

A popup window appears when you use **F10=Actions** on one of the order header panels.

Note: The name of the popup window varies, as well which options are available, depending on whether you are on a primary or secondary header panel and depending on type of entry.

The following table lists the functions that are available on these popup windows:

Option	Use to	Seepage
001 = Order copy	Copy an entire order or line items from existing order.	3-98
003 = Credit information	Review credit information for a customer.	3-109
004 = Customer inquiry	Inquire about a customer.	3-111
005 = Order inquiry	Inquire about an order.	3-112
006 = Change company	Change to another company.	3-98
012 = Order recap	See a summary of the order.	3-98
013 = Order hold	Place the order on hold.	3-113
015 = Toggle currency	Switch between currency types.	—
016 = Note tasks	Access the notes function.	3-143
017 = Pricing information	Access pricing information.	3-145
018 = Pricing inquiry	Inquire about how an item may be priced.	10-50

Line item actions

The Line Item Actions popup window appears when you use F10=Actions on one of the line item entry panels. The following table lists the functions that are available on this popup window.

Option	Use to	Seepage
001 = Order copy	Copy an entire order or line items from existing order.	3-89
003 = Credit information	Review credit information for a customer.	3-99
012 = Order recap	See a summary of the order.	3-89
013 = Item hold	Place an item on hold.	3-103
014 = Item options>>	Display a window with additional options.	3-87
015 = Toggle currency	Switch to another type of currency.	3-134
016 = Note tasks	Access the notes function.	3-135
018 = Pricing inquiry	Inquire about how an item may be priced.	10-56

Additional line item actions

A second popup window appears when you use option **014 - Item options**. You can select one of the following options:

Option	Use to	Seepage
010 = Summary availability	Review a summary of availability for the item.	3-157
020 = Detail availability	Review detail item availability information.	3-131
030 = Available to promise	View available to promise (ATP) information.	3-119
040 = Substitute items	Substitute an item for the current item.	3-156
050 = Kit components	Work with the components that comprise the kit.	3-140
060 = Bill of material	Generate a bill of materials for the item.	3-97
070 = Routing	See the Routing Operations panel where you can work with routing information.	3-155
080=Pricing inquiry	Inquire about how an item may be priced.	10-56

Bill of material

This line item action option allows you to generate a bill of material for the item. A bill of material is a list of raw materials or components and the quantities needed to make an item, assembly, or end product.

When you select this option, the Product Structure Retrievals panel (AMEC70) appears.

```
DATE **/**/**          PRODUCT STRUCTURE RETRIEVALS          SELECT          AMEC70  **

ENTER -
ACTION  A
ITEM    aaaaaaaaaaaaaA15
QTY     nnnnnnnn
S-NO.   aaaaaaaaaaaaaaaaaA20

APPLIES
TO-
ALL
1,2,4
2,4

SELECT ONE OF THESE ACTIONS -
1 - SINGLE LEVEL BILL
2 - INDENTED BILL
3 - SINGLE LEVEL WHERE-USED
4 - SINGLE LEVEL BILL WITH BLOW-THRU

F24 END OF JOB
```

This panel allows you to select the type of bill of material you want to produce.

Recapping orders

Use the recap orders option to display a recap of a customer order. The recap shows you a summary of the order. You access this function from many of the order entry panels by using either a function key or window option. Page 1 of the Order Recap window appears.

```

AMBESEFR      .....      ....Basic Item Entry .. . . . . .      DISPLAY
:
:                               Order Recap - Page 1
:
: Company . . . . : **      *****
: Order number . . : *****
:
: Purchase order . : *****
: Contract . . . . :
: Price book . . . :
: Price code . . . :
: Total value . . . : *****.**
: Total cost . . . : *****.**
: Margin % . . . . : ****.***
: Discount percent : ****.***
: Total weight . . : ***.*** LB
:
: F3=Exit   F8=Forward   F12=Return
:
:
:.....:
F2=End order   :                               : ward
F9=Alt entry   :.....:                       : ange defaults
  
```

Review the information shown here, then scroll down to see page 2 of the Order Recap window.

Changing to another company

This order header action allows you to change to another company. When you select this option, the Select Company popup window appears, where you can select another company from those listed.

Note: You can only change to another company on the begin order screen before you press **enter**. Once you leave the screen, you cannot change companies.

Copying orders

Use the copy orders action to copy a customer order. Copying an order lets you reuse an entire order or parts of an order. You can copy open orders and orders from history.

Notes:

1. When you copy an order associated with one customer to a target order for a different customer, default order data associated with the customer for the target order appears in the target order. Any default data associated with the target customer overrides any customer default data from the source order.
2. When the customer you are copying from has a temporary ship-to address, the temporary address is not copied. The default ship-to address is copied.

3. When copying an order, if you press **Enter** on the first order panel before copying, the order header for the new order is created and currency is the one defined for the customer in the Customer Master file. If you then copy an order with a different currency, COM causes you to re-price the order to the currency already defined in the order header for this customer. If you press **Enter** on the first order header panel and the currency for this customer is inactive, then you cannot use the F10 copy function to copy another order.
4. If you copy before you press **Enter** on the first order header panel, the order header for the new order is not created. When you then copy from open orders, the currency is defined as the currency for the order you copy. If you copy from history, the currency will not be copied from the historical order, but will be defaulted from the default for the customer.
5. When you copy orders or items from history, KBC-configured items will not be copied. The KBC history does not retain all information necessary to recreate the item.
6. When you copy orders or items from history, kit components will not be copied. The associated components for the kit parent will be retrieved from the Kit Component file.

Copying order dates

When you copy an order, the order dates are not copied directly from the source order to the target order. Instead, order dates appear in the target order according to the following rules for each order type. These rules apply to both types of source orders (open orders and historical orders).

Customer orders and standing orders. When you copy a customer order or standing order, these rules determine the order dates that appear in the target order.

- The dates are stored at the order header level.
- The Quote/order date defaults to the system date or to the date you entered before requesting the order copy function.
- The Request date is copied from the source order if this date is greater than the quote/order date on the target order. If the Request date on the source order is less than or equal to the quote/order date on the target order, the target quote/order date is used for the new request date.
- If the request date and quote/order date on the target order are the same, then that date is used for the Manufacturing due date. If the request date on the target order is the same as the request date on the source order, the manufacturing due date is calculated based on the ship lead time for the customer associated with the target order. If the calculated manufacturing due date is less than the quote/order date on the target order, then the manufacturing due date is set to the target quote/order date.
- The Purchase order date is copied directly from the source order.

Credit memos and quotes. When you copy a credit memo or a quote, these rules determine the order dates that appear in the target order.

- The dates are stored at the order header level.
- The Credit memo date and the Quotation date both follow the same rules as the quote/order date on a customer order.

- The Date quote needed follows the same rules as the request date on a customer order.
- The Quote expiration date is calculated based on the number of quote expiration days specified for the customer associated with the target order.

Line items. When you copy line items from a customer order or standing order, you can reset the order dates to use in the target order for the copied line items. If you do not reset the order dates for the line items, and the order dates associated with the line items in the source order would cause an error condition in the target order, the system automatically resets the dates.

The following rules apply to order dates for line items.

- If the Request date for the line item in the source order is greater than the quote/order date of the target order, the request date in the source order is used for the line item in the target order. If this condition does not exist, or if you choose to reset dates when you copy the line item, then the request date for the line item in the target order is set to the request date for the target order.
- If the Promise date for the line item in the source order is greater than the request date for the target order, the promise date for the line item in the target order is set to the promise date used for the item in the source order. If this condition does not exist, or if you choose to reset dates when you copy the line item, then the promise date for the line item in the target order is set to the request date for the target order.
- The Manufacturing due date for the line item is always calculated based on the ship lead time for the customer associated with the target order. If the resulting manufacturing due date is less than the quote/order date of the target order, then the manufacturing due date for the line item is set to the promise date for the line item on the target order.

Blanket releases. The following rules apply to order dates when you copy blanket release items.

- If you choose to reset dates when you copy the blanket release item, or if the request date in the source order is less than the quote/order date of the target order, the promise date and request date for the blanket release item are set to the overall request date of the target order.
- The manufacturing due date for the blanket release item in the target order is set to the manufacturing due date of the target order.
- If the request date for the blanket release item in the source order is greater than the quote/order date of the target order, then the following dates are copied directly to the blanket release item on the target order.
 - Promise date
 - Request date
 - Manufacturing due date

How you start copying an order

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 1	Enter orders and quotes.
AMBB1PVR	Use F10=Actions	Show Order Header Actions window.

On panel	You	To
Order Header Actions	Select option 001	Copy orders.

Note: You can also access the order copy function from any of the order entry panels where F10=Actions is available.

Example: copying a customer order

This example demonstrates how to use the order copy panels to copy a customer order.

About this example: The copy order option allows you to copy open orders or copy orders from history. With a few minor exceptions, the panels and panel sequence are the same for both open orders and historical orders. To avoid duplication, this example shows how to copy an open order along with some of its items. When you work with open orders, items are referred to as order items. When you work with orders from history, items are referred to as invoice items. In this example, the term *item* is used.

To copy a customer order

Start from the Enter Order panel (with the **Customer** field completed) or from any of the order entry panels where **F10=Actions** is available.

Use **F10=Actions**. Depending on which panel you start from, either the Order Header Actions or the Secondary Order Actions window appears. The Order Header Actions window is used in this example.

Type **001** in the **Option** field, then press **Enter** to select the order copy option. The Select Customer Order to Copy - Open panel (AMBFTDFR) appears.

```

AMBFTDFR                Select Customer Order to Copy - Open                *****
Subset by company . . . . nn          ***** Subset active
      customer . . . . nnnnnnnn *****
Position to order . . . . A2 aaaaaA7

Type options; press Enter.
  3=Copy          5=Display          12=Items to copy
 15=Copy/Reprice 25=Special charges

Opt  Order      Status  Purchase order      Date      Request date
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**
A2   *****   **      *****             **/**/** **/**/**

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F17=Subset    F22=History

```

This panel contains a list of open orders available for copying. You can skip to another part of the list by typing an order number in the **Position to order** field, then pressing **Enter**. To enter criteria to subset the list of orders, use **F17=Subset**.

toggling between history and open orders: You can switch the list of orders between open orders and historical orders (orders that have been archived) by using the **F22=Open orders** and **F22=History** function keys.

Type an option number in the **Opt** field next to the order or orders you want to copy. You can enter the same option number for all orders that you want to copy or enter different option numbers, depending on your requirements. After selecting one or more options, press **Enter**. The first item with an option number beside it is processed. The panel that appears depends on which option number you entered beside the order. For example, if you type **5** beside an order, a panel displaying details about the order appears. After the first order is processed, the next one with an option number beside it is processed, and so on.

Options. Use these options to perform activities for the orders listed on this panel.

Option	Use to	See page
3=Copy	Copy all parts of an order. When you select this option, the system duplicates the order header and all line items from the selected source order into the target order. You return to the order entry panel where you started the copy process.	–
5=Display	Review the contents of an order. When you select this option for an open order, the Display Customer Order panel (AMBFAPVR) appears. This panel is the first of a series of panels that show you the contents of the selected order.	10-10
12=Items to copy	See a list of line items associated with the selected order. Use this option if you want to copy items selectively from the source order to the target order.	3-103
15=Copy/reprice	Copy an order and reprice items using current price data. When you select this option, the system shows you a series of messages that the header and line item information have been copied, then returns you to the Enter Order panel. The newly copied order contains updated price information.	–
25=Special charges	See a list of special charges associated with an order. Use this option if you want to copy special charges selectively from the source order to the target order.	3-108

Note: To copy an order to a credit memo with allowance items rather than returns, enter the customer number along with any additional information required on the Enter Credit Memo panel. Change the credit code to **A** for allowance and press **Enter**. On the next panel, press **F10**, select order copy, and continue with copying the order or order items. The items that are copied now have a credit code of A for allowance.

Function keys. Use this function key to perform additional actions.

Option	Use to
2=Copy	Copy the marked item from the source order to the target order. If you use option 18 , the item is copied exactly. If you use option 19 , you see options you can take to change item information when the item is copied to the target order.

Copying comments associated with an item

When you select option **F13=Comments** on the Mark Order Items to Copy panel (AMBFQDFR), the Maintain Line Item Comments panel (AMBETDFR) appears. This option allows you to copy comments associated with an item. These comments can be copied exactly from the source order or modified.

```

AMBETDFR                               Maintain Line Item Comments          *****
Company number . . . . . : ** *****
Order number . . . . . : *****
Item number . . . . . : *****
Position to reference . . . . . : aaaA5

Type options; press Enter.
  2=Change  4=Delete  5=Display  62=Foreign language

Opt  Reference  Description
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****

F3=Exit    F6=Add      F7=Backward  F8=Forward
F10=Copy   F11=Job status F12=Return

```

You can add, change, or delete comments to match your needs on the target order. When you finish modifying the item comments, use **F10=Copy**. The comments are copied along with the associated item to the target order.

Note: If you maintain comments on this panel then copy the comments, the changes you make apply in the source order as well as in the target order. If you do not want to change the comments in the source order, you can maintain the comments after you have copied them into the target order.

Marking an item with marking options

When you enter option **19=Mark/Options** and use **F2=Copy** on the Mark Order Items to Copy panel (AMBFQDFR), the Specify Copy Options window appears.

```

AMBFQDFR ..... *****
                Specify Copy Options
Company number . . . . .Subset active
Customer . . . . .Type information; press Enter. *****
Order . . . . .
Type options; pr. Allocate . . . . . A
                    Reset dates . . . . . A
                    5=Display . . . . . A
                    28=Blanket rel. Blanket releases . . . . . A
                    . /Options
Opt Item number/. . . . . Unit price/
Description . . . . . Extended amount
A2 *****.***- ** *,**,* **,* **,* *****
A2 *****.***- ** *,**,* **,* **,* ***-
A2 *****.***- ** *,**,* **,* **,* *****
A2 *****.***- ** *,**,* **,* **,* ***-
A2 *****.***- ** *,**,* **,* **,* *****
A2 *****.***- ** *,**,* **,* **,* ***-
A2 *****.***- ** *,**,* **,* **,* *****
A2 *****.***- ** *,**,* **,* **,* ***-

F2=Copy      F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset

```

The copy options allow you to change information for the marked item when you copy it to the target order.

- Use the **Allocate** field to change the allocation status of the item.
- Type **Y** in the **Reset dates** field to indicate that you want to change the order dates for the item. See "Copying order dates" on page 3-90 for additional information.
- Type **Y** in the **Reprice** field to recalculate the item price when the item is copied to the target order.
- Type **Y** in the **Blanket releases** field to copy any blanket releases associated with the selected item to the target order.

When you press **F2=Copy**, the item is copied to the new order.

Blanket releases

When you enter option **28=Blanket release** on the Mark Order Items to Copy panel (AMBFQDFR), the Display Blanket Releases panel (AMBAEDTR) appears.

```

AMBAEDTR                      Display Blanket Releases                      DISPLAY
Order . . . . . : *****
Customer . . . . : *****
Item . . . . . : *****
Order U/M . . . . : ** Warehouse . . . . . : ***
Item quantity . . : *,***,***.***-
Open quantity . . : *,***,***.***- Shipped quantity . : *,***,***.***-

Type options; press Enter.
40=Allocations 61=Holds

Opt Number  Ordered qty/  Backordered  ---Request---  Mfg due  Promise Alloc/
            Shipped qty  quantity     date         time date  date       Pick
A2  *****  *,***,***.***-  *,***,***.***-  **/**/**  *****  **/**/**  **/**/**  *
            *,***,***.***-
A2  *****  *,***,***.***-  *,***,***.***-  **/**/**  *****  **/**/**  **/**/**  *
            *,***,***.***-
A2  *****  *,***,***.***-  *,***,***.***-  **/**/**  *****  **/**/**  **/**/**  *
            *,***,***.***-

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return

```

This panel shows the blanket releases for the order you selected. If you choose to copy this item using option **18=Mark** on the Mark Order Items for Copy panel (AMBFQDFR), these blanket releases are also copied to the target order.

You can control whether or not this panel shows completed line items using Edit Data Defaults under User Setup in File Maintenance. In the completed **Line item display option** field, enter **Y** (Yes) to show completed line items. Enter **N** (No) to not show completed line items and shipped quantity.

If you do not want to copy the blanket releases along with the item, you must use the **19=Mark/Options** option on the Mark Order Items to Copy panel (AMBFQDFR) and specify no blanket releases.

Note: If you copy an entire order, using option **3=Copy** on the Select Customer Order to Copy - Open panel (AMBFTDFR), any blanket releases at the line item level are not copied.

Options. Use these options to perform activities for the item releases listed on this panel.

Option	Use to
40=Allocations	Review allocation information for the selected release.
61=Holds	Review hold conditions against the selected release.

Copying an item with features or options

When you enter option **30=Features/Options** on the Mark Order Items to Copy panel (AMBFQDFR), the List Features and Options panel (AMBFXDFR) appears.

```

AMBFXDFR                               List Features and Options          *****
Order . . . . . : *****
Customer . . . . : *****
End item . . . . : *****
Order quantity . : *,**,***,***-
S-Number/Template : *****

Type options; press Enter.
5=Display

Opt   Feature   Option   Option   Item description
     No/Code   number  item number
A2    *****   **      *****
A2    *****   **      *****
A2    *****   **      *****
A2    *****   **      *****
A2    *****   **      *****
A2    *****   **      *****
A2    *****   **      *****
A2    *****   **      *****

F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return

```

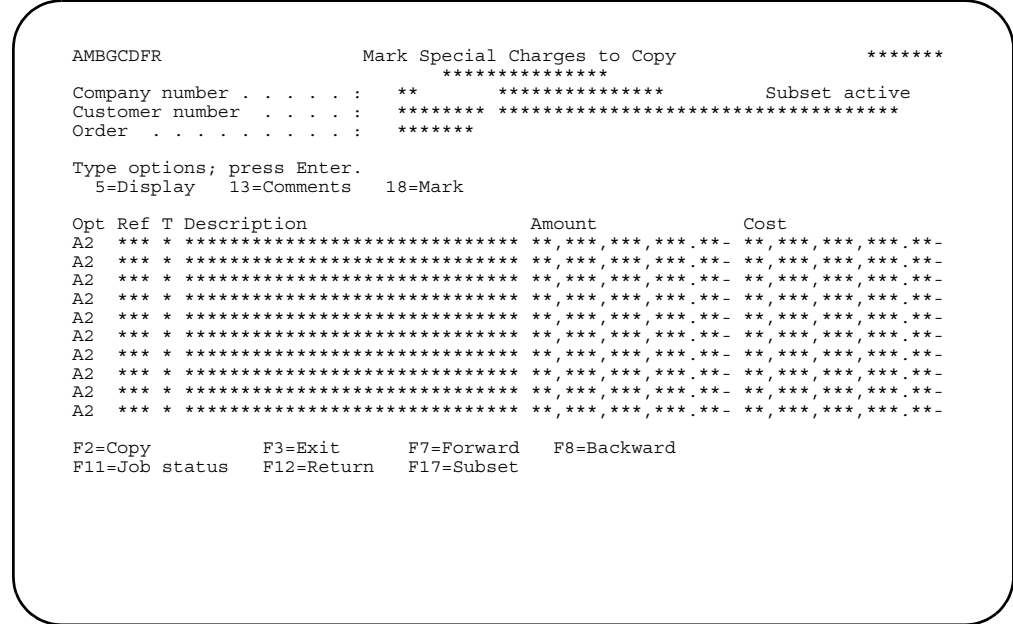
This panel lists the features and options for the item you selected. If you choose to copy this item, the selected features and options are also copied to the target order. You can use order maintenance to change the selected features and options after the item is copied.

Options. Use this option to perform activities for the features and options listed on this panel.

Option	Use to
5=Display	Review additional information for the selected feature. The Display Feature/Options Details panel (AMBA8D1R) appears showing you information such as the operation sequence number, component lead time adjustment, and quantity per unit for the selected option.

Copying an order with special charges

When you select option **25=Special charges** on the Select Customer Order Copy panel, the Mark Special Charges to Copy panel (AMBGCDFR) appears.



This panel shows special charges associated with the order you selected.

Options. Use these options to perform activities for the special charges listed on this panel.

Option	Use to
5=Display	Review additional information for the selected special charge.
13=Comments	Review comments associated with the selected special charge.
18=Mark	Select a special charge to be copied to the target order. When you use F2=Copy, the selected special charges are copied to the target order.

Credit information for a customer

This option allows you to review credit information for a customer. To access this option, use **F10=Actions** on any of the order header or line item entry panels, then select option **003 - Credit information** on either the Order Header Actions or Line Item Action window.

Credit checking may be done for any order type. A customer's credit is determined by adding the invoice amount of the order being entered, the total invoice amount for all of the customer's open orders, and the customer's Accounts Receivable ledger balance. From this subtotal any unapplied cash is subtracted. The resulting amount is compared to a credit limit amount defined in the Customer Master file.

If IFM is installed and interfacing, you can tailor your credit checking and inquiries to fit the way you do business with your customers. If you have multiple companies, you may want to base credit decisions on your customers' dealings with all of your companies. Conversely, if your customer has many companies, you may want to treat all of the companies as one for credit purposes.

In IFM you set up entities and entity groups to use the regular credit checking calculations, but for the groups you define rather than individual customers. To check credit at the entity level, you have to calculate the credit amount available for every customer of an entity. To check credit for an entity group, you have to calculate the credit amount available for every customer of every entity in the entity group. For more information about entities and entity groups, refer to the *IFM User's Guide*.

There are six levels of credit checking when IFM is installed:

- 1 Personal account.** For each customer there is a default personal account and credit checking is performed at that level. One customer equals one personal account.
- 2 Entity.** Credit checking at the entity level combines all customers across all COM companies/IFM financial divisions for credit checking. Entity credit checking sums all of the AR personal account data balance amounts and use that for credit checking.
- 3 Entity override.** Credit checking at the entity level combines all customers across all COM companies/IFM financial divisions for credit checking. You can enter a credit limit for the entity on the entity data records, based on the entity currency. This overrides the sum AR personal account data balance amounts.
- 4 Group.** This is credit checking for a group of entities. On the entity data record, an entity group must be defined to attach that entity as a member of the group. On the entity group record, the group credit check type and currency will be defaulted into the entity data record. All AR personal accounts data amounts in the balance field for all entities in the group are used for the credit check.
- 5 Group override.** This is credit checking for a group of entities. On the entity data record, an entity group must be defined to attach that entity as a member of the group. On the entity group record, the group credit check type and currency will be defaulted in the entity data record. On the group record, if a credit type of 5 is entered, you can define the credit limit for the entire group. This limit overrides the sum of all AR personal accounts data amounts in the balance for all entities in the group.

6 Multiple currency customers. This is credit checking for all customers for an entity within one company. The open orders for all customers for the entity within the company are summarized. The AR amount due is the sum of all the AR personal ledgers for the entity within the COM company/IFM financial division. This is converted into the credit check currency defined on the entity data record.

When you select this option, the Credit Details panel (AMBCUD1R) appears.

```

AMBCUD1R                               Credit Details                               *****
Company . . . . . : ** *****
Customer . . . . . : *****
Telephone number . . : ***** Date established . : **/**/**
Customer order no. . : ***** Purchase order no.: *****
Date . . . . . : **/**/** Date . . . . . : **/**/**
Request date . . . . : **/**/** Credit rating . . . . . : *
Last payment date . . : **/**/** Automatic credit hold . : *
Currency . . . . . : *** *****
Invoice amount . . . : *,*,*,*,*,*,*-* Credit limit
Total due . . . . . : *,*,*,*,*,*,*-* Amount : *,*,*,*,*,*,*
Total open orders . . : *,*,*,*,*,*,*-* Exceeded: *,*,*,*,*,*,*-*
AR amount due . . . . : *,*,*,*,*,*,*-* Credit check required . : *
Current . . . . . : *,*,*,*,*,*,*-* Unapplied cash
Over 30 days . . . . : *,*,*,*,*,*,*-* Amount : *,*,*,*,*,*,*-*
Over 60 days . . . . : *,*,*,*,*,*,*-* Delinquent limit
Over 90 days . . . . : *,*,*,*,*,*,*-* Period : *
Over 120 days . . . . : *,*,*,*,*,*,*-* Amount : *,*,*,*,*,*,*-*
Future due . . . . . : *,*,*,*,*,*,*-* Exceeded: *,*,*,*,*,*,*-*
*****
Credit amounts are as of: **/**/** *****
F3=Exit      F10=Invoices/Payments  F11=Job status
F12=Return   F17=Recalculate amounts  F22=Toggle currency
  
```

This panel contains credit information about the customer. The fields on this panel are for information only.

Use **F22=Toggle** currency to toggle from local currency to trading currency to alternate currency, if one is set up. The trading amount is based on the currency default in the Customer Master file.

Use **F10=Invoices/Payments** to go to an invoices/payments inquiry for this company and customer. After reviewing the customer’s credit information, use **F3=Exit** or **F12=Return** to return to the previous panel.

For performance reasons credit amounts for entities and entity groups cannot be calculated “real time” during order end or for the Credit Details panel. Use **F17=Recalculate amounts** to recalculate the credit amounts available for this customer, on demand.

Note: **F10** and **F17** appear on this panel only when COM and IFM are interfacing.


```

AMVAED1R                Display Customer Credit                *****
Company . . . . . : ** ***** Page 3 of 4
Customer . . . . . : ***** *****
Credit limit amount . . . : *,**,**,**,**,*- Credit rating . . . : *
  
```

```

AMVAFD1R                Display Customer Billing/Pricing        *****
Company . . . . . : ** ***** Page 2 of 4
Customer . . . . . : ***** *****
Price book ID . . . . . : ***** *****
Price code . . . . . : ** *****
  
```

```

AMVADD1R                Display Customer Address                *****
Company number . . . : ** ***** Page 1 of 4
Customer number . . . : ***** *****
Addressee name . . . : *****
Address line 1 . . . : *****
                2 . . . : *****
                3 . . . : *****
                4 . . . : *****
                5 . . . : *****
City . . . . . : *****
State code . . . . . : ** *****
Postal/Country . . . : ***** ** Tax city/county *****
Address format . . . : * *****
Contact name . . . . : *****
Telephone/Fax number : ***** More? A
Shipping instructions : *****
Shipping location . . : *****
Zone . . . . . : ** *****
Customer status . . . : * *****
F3=Exit F11=Job status F12=Return
  
```

Review the information on each panel. To continue to the next panel in the series, press **Enter**. To review the document media flags defined for this customer, type **Y** in the **More?** field, next to the **Telephone/Fax number** field, and press **Enter**. Use **F12=Return** to view a previous panel in the series. The fields on these panels are for information only.

Inquiring about orders

This order header option allows you to inquire about an order. To access this option, use **F10=Actions** on any of the order header panels, then select option **005 - Order inquiry** on the Order Header Actions window. When you select this option, one of two different versions of the order inquiry panels could appear: a detail version or a summary version. Using the user defaults function, you can select which kind of order inquiry is the default when you select the order option on the Inquiry menu. For additional information on order inquiry, see “Orders” on page 10-7.

Placing orders on hold

Use the order hold options to place customer orders on hold. You can place the entire order or individual line items on hold. When you place an order or order items on hold, the order or order items are not shipped until additional action is taken to release them.

How you place an order or order item on hold

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 1 or 8	Enter or maintain orders.
AMBBIPVR	Use F10=Actions	Show appropriate Actions window.
Actions window	Select option 005	See list of hold types.

Example: placing a customer order on hold

This example demonstrates how to place a customer order on hold.

To place a customer order on hold

You can place an order on hold when initially entering the order or later during the maintenance process.

During initial order entry. Start from the Enter Order panel or from any of the secondary header panels.

Use **F10=Actions** on one of the order header panels. Depending on which panel you start from, either the Order Header Actions or the Secondary Order Actions window appears.

Note: The Order Header Actions window, which follows, is used in this example.

During order maintenance. Start from the Maintain Orders panel, which contains a list of orders. Locate the order you want to work with, then type **2** beside the order and press **Enter**. The Enter Order panel appears.

Use **F10=Actions** on one of the order header panels. Depending on which panel you start from, either the Order Header Actions or the Secondary Order Actions window appears.

```

AMBBIPVR
.....
Company . . . . . :                               :
Warehouse . . . . . :                               :
Customer . . . . . :                               :
Ship to . . . . . :                               :
Customer order :                               :
  Number . . . . . :                               :
  Date . . . . . :                               :
  Reference . . . . . :                               :
Sales code . . . . . :                               :
Purchase order :                               :
  Number . . . . . :                               :
  Date . . . . . :                               :
  Revision . . . . . :                               :
Contract number . . . . . :                               :
Ship lead time . . . . . :                               :
Request date . . . . . :                               :
Mfg due date . . . . . :                               :
Next panel ID . . . . . :                               :
F2=End Order      F3=Exit
F10=Actions       F11=Job Stat:.....
Order Header Actions
Type option; press Enter.
Option . . . nnn
Option  Description
001      Order copy
003      Credit information
004      Customer inquiry
005      Order inquiry
013      Order hold
018      Pricing inquiry
F3=Exit    F7=Backward  F8=Forward
F12=Cancel

```

Type **013** in the **Option** field, then press **Enter** to select the order hold option. The Select Hold Type window appears.

```

.....
:                               :
:                               : s
: Type options; press Enter.   :
: 1=Select                      :
:                               :
: Opt Code Description         :
: A  CH  Credit hold           :
: A  FE  Monetary field exceeded :
: A  MH  Margin hold           : tion
: A  NP  Purchase order required : ry
: A  EC  Electronic Commerce hold :
:                               :
:                               :
:                               :
:                               :
: F3=Exit    F7=Backward  F8=Forward :   F8=Forward
: F12=Cancel :
:                               :
:                               :
:                               :
.....

```

Use this window to select a hold code that indicates why the order is being placed on hold.

Type **1** beside one of the hold type codes, then press **Enter**. The panel where you started the order hold from appears again, with a message informing you that the order has been placed on hold.

Example: placing an order item on hold

This example demonstrates how to place an order item on hold.

You can place an order item on hold when initially entering the order or later during the maintenance process.

During initial order entry. Start from the Detail Item Entry - Orders panel and use **F10=Actions**. The Secondary Order Header Actions window appears. Type **13** in the **Opt** field to select the order hold option. The Select Hold Type window appears. Type **1** beside one of the hold type codes to indicate why you are placing the line item on hold, then press **Enter**. The Detail Item Entry - Orders panel appears again, with a message in the lower-left corner informing you that the line item has been placed on hold.

During order maintenance. Start from the Maintain Orders panel, which contains a list of orders. Locate the order you want to work with, then type **24** beside the order and press **Enter**. The Review Order Line Items (AMBEJDFR) panel appears. Position the cursor beside the line item you want to work with, then use **F10=Actions**.

Next, the Secondary Order Actions window appears. Type **13** in the **Opt** field to select the order hold option. The Select Hold Type window appears. Type **1** beside one of the hold type codes to indicate why you are placing the line item on hold, then press **Enter**. The Detail Item Entry - Orders panel appears again, with a message in the lower-left corner informing you that the line item has been placed on hold.

Header and line item alternate entry

The **F9=Alt entry** function key is available on both header and line item entry panels. You can use this function key as follows:

- On header panels** Use to switch between orders, quotes, credit memos and standing orders as well as to maintain orders. You can also switch to the speed entry method of entering orders.
- On line item entry panels** Use to switch to another type of line item entry panel and to switch to the speed entry method of entering orders.

Using F9=Alt entry on header panels

The Alternate Order Entry popup window appears when you use **F9=Alt entry** on one of the order header panels. The following table lists the functions that are available on this popup window.

Panel option	Use to	See page
001 = Order	Switch to order entry.	3-2
002 = Quote	Switch to quote entry.	4-1
003 = Credit memo	Switch to credit memo entry.	5-1
004 = Standing order	Switch to credit memo entry.	6-1
005 = Order maintenance	Switch to order maintenance.	3-47
006 = Speed entry	Switch to speed entry.	3-74

Using F9=Alt entry on line item entry panels

A popup window that lists alternate line item entry panels appears when you **F9=Alt entry** on one of the line item entry panels. You can switch to one of these panels by entering its corresponding number, as follows:

Panel option	See page
010 = Detail item entry	3-62
020 = Customer item entry	3-66
030 = Noninventory item entry	3-69
040 = Basic item entry	3-72
045 = Speed entry	3-74
050 = Special charge entry	3-77
060 = Credit detail item entry	3-79
070 = Credit customer item	3-82
080 = Credit noninventory item	3-84
090 = Credit basic item entry	3-86
100 = Credit special charge	3-87
110 = Review order	3-90

Additional functions

This section describes some of the additional functions and panels that you can use when processing orders, quotes, credit memos, standing orders, and immediate shipment orders.

Note: Many of these functions can be accessed from more than one panel.

Allocations

The allocation function lets you reserve available inventory to fulfill a specific customer's order. Use this function to allocate specific items and quantities.

The **Allocate** field is available on both the regular and immediate shipment versions of the detail and customer line item panels as well as the Enter Blanket Release panel (AMBAGETR) and the Allocate Kit Components panel (AMBKWDFR). This field has four available options:

- 0** No allocation
- 1** Item balance only. This option updates the quantity in the Pick List Requirements (PLREQ) field in the Item Balance file, but does not create a detailed allocation.
- 2** Discretionary allocation. This option updates the quantity in the Pick List Requirements (PLREQ) field in the Item Balance file. It also creates records in the Allocation Quantity file (SLALLO). You can specify the allocation manually.
- 3** Auto discretionary allocation. This option updates the Pick List Requirements (PLREQ) field in the Item Balance file. It also creates records in the Allocation Quantity file (SLALLO).

Note: For options 2 and 3 to work, the Discrete Allocation flag in the Item Master file must be set to 1. Options 1 and 3 remain on the line item entry panel. When the line item entry panel has been confirmed, the appropriate files are updated. Option 2 takes you to the Specify FIFO Discrete Allocations panel (AMBAGDTR) after the **Confirm** prompt. After the **Confirm** prompt is processed on AMBAGDTR, the line item panel appears, where you can continue entering items.

Usage notes

- Inventory Management (IM) must be installed and interfacing.
- The allocation default value is pulled from the **Default allocation status** field on the Edit Data Defaults panel (AMBBKE1R). For information on setting user defaults, see "Changing your data defaults" on page 3-84.
- Kit parent items are not allocated, but their associated components are allocated. This process is done on the Display Kit Components panel (AMBECDFR). The allocation code you enter on the line item default entry panel appears in the **Allocate all to** field at the top of the Display Kit Components panel, which appears automatically after you confirm your entries on the line item panel. This field is protected on the Display Kit Components panel.
- The **F2=Allocate all** function key lets you select all records. This selection allocates all components based on the default value in the header.

- After you press **Enter** on the Display Kit Components panel, the allocation code is updated in the **Allocation** field. This code tells you what type of allocation was done for each component.
- The **F2=Allocation all** function key takes precedence over the options. When **F3=Exit** or **F12=Cancel** is used on the Display Kit Components panel, no allocations occur.
- When the line item is a kit with blanket releases, the allocation code is forwarded from the line items to the blanket releases, then to the Display Kit Components panel for further allocations processing.

Allocation maintenance

The following rules apply:

- An item can be allocated or de-allocated until the pick list is printed or until material activity is recorded against the order.
- When you change the allocation option from 2 or 3 to option 0 or 1, the Delete Discretionary Allocations panel (AMBE2DFR) appears. After you press **Enter** for the **Confirm** prompt, you proceed to the Review Order Line Items panel (AMBEJDFR).
- When the kit item first appears on the Display Kit Components panel and multiple releases are present, the **Allocation** field has the value of the first release. This value only affects new releases.

Automatic discretionary allocation can be used if you are using a controlled warehouse. The following rules apply to automatic allocations.

- If the FIFO dating option is active in Inventory Management:
 - Inventory is allocated in FIFO date reference (oldest first).
 - No tie header logic for batch/lots with the same FIFO dates.
- If the FIFO dating option is not active in Inventory Management:
 - For an item that is batch/lot controlled, the system follows these rules.
 - Allocate stock from the single batch/lot specified as the default supply location in the Item Balance file.
 - If the default location does not have sufficient quantity to meet the order quantity, allocate stock from a single batch/lot in any location.
 - If no single location has sufficient quantity to meet the order quantity, allocate any quantity of stock from any batch/lot in any available location, starting with the default location, until the order quantity is filled.
 - For an item that is not batch/lot controlled, the system follows these rules:
 - Allocate stock from the default location.
 - If the default location has insufficient quantity, allocate additional stock from any location, starting with the lowest location number.

Available to promise

In COM, the available to promise (ATP) function calculates the promise date for an item. ATP first calculates the item availability. This calculation assumes that no items are available for other uses as long as any demand within the horizon is not covered by on-hand inventory and projected receipts. In calculating availability, the system surveys demand to the end of the ATP horizon. If demand exceeds projected supply in the future, the system reserves inventory to cover that demand before it shows any quantities as available.

For example, the demand for an item exceeds the supply on days 16 and 17. The demand is equal to supply on day 15, and demand is less than supply on days 13 and 14. The system subtracts the uncovered (unmet) demand on days 16 and 17 from the excess supply on day 14 before it shows an available quantity on day 14. If the excess supply on day 14 is not enough to cover the excess demand on days 16 and 17, the system subtracts the remaining demand from the excess on day 13. Therefore, even though supply exceeds demand on day 14, no items are available to promise because all of the excess on day 14 is needed to cover future demand.

Available to promise horizon

The system calculates daily quantities for up to three years. The system stops calculating ATP quantities at the end of significant information or at the three year limit, whichever comes first. For each item, the system stops calculating on the last day that contains one of the following:

- The CMLT (cumulative material lead time) Time Fence
- The Demand Time Fence
- The last customer order
- The last option backlog for an item
- The last open order (manufacturing or purchasing)
- The last manufacturing allocation (if you are looking at a component item)
- The last firm planned order. Planned orders may appear within the horizon, but they do not affect the length of the horizon.

As information for an item changes, the length of the ATP horizon can also change.

Note: For an option item, the system uses the option item's Lead Time Adjustment (ACDXVA) to schedule the start date of the option item earlier than the due date of the parent item.

Demand and supply quantities in ATP

To calculate demand for each day, the system adds:

- Customer orders for end items and component items
- Backlog for option items
- Manufacturing allocations for component items
- Generated demand from the Requirements files, if requested. This file is maintained through MRP.

Demand information comes from the order entry files. All allocation information comes from the IM's manufacturing order files.

The system gets information about supply (receipts) from the following sources:

- Open manufacturing orders from the Manufacturing Order Master file.

- Open purchase orders from the Purchase Order Master file.
- Purchase order blanket releases from the Purchase Order Blanket file.
- Firm planned orders and planned orders from the Planned Order file, which is maintained through MRP.

Notes:

1. The system includes information about planned orders only if their due date is on or after the Demand Time Fence date.
2. If you have maintained orders extensively since you last transferred master schedule orders during an MRP run, the ATP information you see for master schedule items may be different from the information in MPSP's files.

How COM calculates available to promise

The system calculates ATP quantities in three steps:

1. Calculate projected ending inventory (PEI) for each day. This quantity appears as Projected Inventory on the Display Available to Promise panel (AMVATP01 and AMVATP02).
2. Calculate the future unmet demand (FUD) for each day. This quantity appears in the **Future unmet demand** field on the Display Available to Promise panel.
3. Calculate ATP quantity for each day.

The calculation uses the following information:

Demand: The total customer backlog and manufacturing allocations due each day. It can also include generated demand from MRP/MPSP, if requested.

Expected receipts/Supply: Total expected receipts each day including open, firm planned, and planned orders.

Period ending inventory (PEI): Beginning balance plus supply minus demand for each day.

Required starting inventory (RSI): Demand minus supply plus the future unmet demand (FUD). This is the amount of inventory needed to meet a specific days demand plus any shortage in coverage against future demand. The calculation for RSI for a day is demand minus supply plus FUD. The RSI a day is the FUD of previous day.

Future unmet demand (FUD): The amount of demand that is not covered by supply in future days. For a specific day, FUD is the RSI of the next day.

Available to promise (ATP): Projected ending inventory (PEI) minus the future unmet demand (FUD) for each day.

The following table shows a full set of ATP information and calculated results for a horizon of ten days. The item has a past due of 325 and no on-hand inventory.

Type	Past Due	Days									
		1	2	3	4	5	6	7	8	9	10
Demand	325	---	---	---	20	---	---	30	840	---	6
Supply		400	---	---	---	345	---	---	843	---	---
PEI	(-325)	75	75	75	55	400	400	370	373	373	367
RSI		<0	20	20	20	<0	33	33	3	6	6
FUD		20	20	20	0	33	33	3	6	6	0
ATP		55	55	55	55	367	367	367	367	367	376

ON-HAND = 0 PAST DUE = 325

Note: Sample ATP information

The steps used in calculating ATP are as follows.

1. Calculate the projected ending inventory

The information needed for calculating the projected ending inventory is shown in the following table. Projected ending inventory (PEI) = PEI for the previous day - demand for the day + supply for the day.

Type	Past Due	Days									
		1	2	3	4	5	6	7	8	9	10
Demand	325	---	---	---	20	---	---	30	840	---	6
Supply		400	---	---	---	345	---	---	843	---	---
PEI	(-325)	75	75	75	55	400	400	370	373	373	367

ON-HAND = 0 PAST DUE = 325

Note: Calculating projected ending inventory

In the above table, the past due demand is 325 and on-hand inventory is zero. The overdue demand is added to demand for day 1. Therefore, the PEI for day 1 is:

- 0 on-hand inventory
- 325 demand on day 1, including overdue demand
- +400 supply on day 1
- 75 projected ending inventory for day 1

The PEI for day 2 is:

- 75 previous PEI
- 0 demand on day 2
- + 0 supply on day 2
- 75 projected ending inventory for day 2

2. Calculate the FUD and RSI

This step determines how much inventory must be reserved to cover demand that is not met in the future (Future Unmet Demand). It requires calculating a required starting inventory (RSI) for each day as the basis for the future unmet demand (FUD). The calculation begins with the last day in the horizon. Calculating the FUD starting at the end of the horizon means that large demands in later days commits (reserves) inventory for earlier days until all demand is covered.

The calculation begins with the last day showing demand and works back to the earliest day. The required starting inventory for a day becomes the future unmet demand for the previous day. For example, in the following table, the RSI of 6 for day 10 becomes the FUD for day 9.

Note: The FUD for the last day is always zero since no demand exists past this day.

The following table shows the information used for step 2 of the ATP calculations.

Type	Past Due	Days									
		1	2	3	4	5	6	7	8	9	10
Demand	325	---	---	---	20	---	---	30	840	---	6
Supply		400	---	---	---	345	---	---	843	---	---
PEI	(-325)	75	75	75	55	400	400	370	373	373	367
RSI		<0	20	20	20	<0	33	33	3	6	6
FUD		20	20	20	0	33	33	3	6	6	0

ON-HAND = 0 PAST DUE = 325

Note: Calculating projected ending inventory

In the above table, the future unmet demand quantity for day 10 (the last day) is zero. The required starting inventory for day 10 is:

6	demand for day 10
-0	supply for day 10
+0	future unmet demand
6	required starting inventory for day 10

To satisfy demand for day 10, there should be a required starting inventory of six. The RSI of 6 becomes the future unmet demand for day 9.

The required starting inventory for day 9 is:

840	demand for day 8
-843	supply for day 8
+6	future unmet demand
3	required starting inventory for day 8

Note: For day 5, the RSI is less than zero (supply exceeds demand and FUD). In this situation, the FUD for day 4 is shown as zero and not as a negative value.

3. Calculating available to promise

The available to promise for a day is the projected ending inventory (PEI) for the day minus the future unmet demand (FUD) for the day.

The following table shows the information needed to calculate the available to promise (ATP) quantities for the day.

Type	Past Due	Days									
		1	2	3	4	5	6	7	8	9	10
PEI	(-325)	75	75	75	55	400	400	370	373	373	367
FUD		20	20	20	0	33	33	3	6	6	0
ATP		55	55	55	55	367	367	367	367	367	367

ON-HAND = 0 PAST DUE = 325

Note: Using future unmet demand to calculate ATP

Available to promise for day 6 is:

400	projected ending inventory for day 6
-33	future unmet demand for day 6
367	available to promise for day 6

Negative available to promise quantities are shown as appropriate to indicate that your inventory plus current and planned production is not enough to meet known demand. Additional demand increases the imbalance.

Using Available to Promise in COM

The Available to Promise function allows you to view information about projected quantity availability to determine whether sufficient quantities will be on hand to fulfill an order.

You can use the available to promise function when you are on a line item entry panel and you have typed in the item number and the quantity. Use one of these two methods for accessing the available to promise function.

- Use the **F10=Actions** function key. When the Actions window appears, select the **Item options** option. When the Item Actions window appears, select the **Available to promise** option.
- On a line item entry panel, use **F4=Prompt** on the **Promise date** field.

Depending on the type of item you are working with, one of the following panels appears:

- AMVATP01 appears for regular items (item type code of 1, 2, 3, or 4)
- AMVATP02 appears for kit items (item type code of K)

Available to Promise for regular item. The Display Available to Promise panel (AMVATP01) appears when you access the available to promise function for a non-kit item.

AMVATP01					
Display Available to Promise					
Warehouse	1	MAIN PLANT (NBR 1)			
Item	BICY004	DELUXE II, GIRL'S BICYCLE			
Order quantity	12.000	On hand quantity	249,983.000		
Request date	1/14/**	Ship lead time	1		
Paging date	_____	Promise date	1/17/**		
More: Future unmet demand					
Date	Available to promise	Expected receipts	Demand	Projected inventory	
PAST DUE			18.000		
1/17/**	249,863.000			249,965.000	102.000
1/18/**	249,863.000		100.000	249,865.000	2.000
1/31/**	-----CMLT TF-----				
2/02/**	249,863.000		2.000	249,863.000	
F3=Exit F7=Backward F8=Forward F11=Job status F12=Cancel					

This panel shows you the results of the available to promise calculations for the specified item.

Available to Promise for kit item. The Display Available to Promise panel (AMVATP02) appears when you access the available to promise function for a kit item.

AMVATP02					
Display Available to Promise					
Warehouse	1	MAIN PLANT (NBR 1)			
Item	M4KIT	COMPUTER PACKAGE DEAL			
Order quantity	1.000	Ship lead time	0		
Request date	2/25/**	Promise date	2/25/**		
Paging date	_____				
More: Projected inventory					
Date	Kit component	Available to promise	Quantity required		
2/25/**	M4COMP	300.000	1.000	300.000	
2/25/**	M4DISP	300.000	1.000	300.000	
2/25/**	M4KEY	300.000	1.000	300.000	
F3=Exit F7=Backward F8=Forward F11=Job status F12=Cancel					

This panel shows you the results of the available to promise calculations for each component item in the kit item.

Usage notes

- ATP should support planning and non-planning warehouses.
- ATP uses the current MPSP logic to calculate the available to promise date.
- ATP is calculated for each kit component. This information is stored in ATPKIT. The latest calculated promise date appears on the item panel.
- ATP does not calculate information from quotes.
- When an error occurs in the ATP calculation, the Display Available to Promise panel (AMVATP01 or AMVATP02) appears with the error message, regardless of whether you are running automatic ATP.
- When the ATP date is not calculated or IM is not installed and interfacing, you may enter or ignore the promise date. If the promise date is ignored, the request date is used as the promise date.
- Using **F3=Exit** or **F12=Cancel** on panel AMVATP01 or AMVATP02 returns you to the item panel. The calculated promise date appears on the item panel.
- You specify the level of ATP calculation you want to use in the **Available to promise** field. You access this field through the data defaults function.
- The values are:

0	No ATP calculation
1	Auto calculation
2	Auto calculation and display ATP panel
- For information, see “Changing your data defaults” on page 3-84.
- The item number, quantity, and warehouse cannot be changed on the ATP panel.
- A message appears on the Display Available to Promise panel when U/M conversions are present.
- The ATP panel does not automatically appear when a U/M conversion message is issued. All other messages result in the panel being shown.
- When the promise date is calculated, the date appears on the ATP panel. When a date cannot be calculated, the **Promise date** on the ATP panel is blank and a message stating a calculation could not be done appears.
- If the item has blanket releases, ATP is bypassed and the process is handled from the blanket release panel.

ATP maintenance

The following rules apply to ATP maintenance:

- The promise date may be overridden during item maintenance.
- The promise date cannot be earlier than the request date.
- The ATP panel appears when prompted from the detail panel.
- When the **Promise date** field has been cleared, the promise date recalculates or the ATP panel appears.

Blanket releases

The blanket release function supports the entry of blanket releases for line items on customer orders, standard orders, and quotes. With this function, you enter quantity and date information to allow for time-phased shipping of line items. A blanket release is defined as an item with 2 or more releases or, with one release with a quantity that is not the same as the item quantity.

The Edit Blanket Releases panel (AMBAGETR) appears when you enter a **Y** in the **Blanket release** field on the line item entry panels.

```

AMBAGETR                      Edit Blanket Releases                      *****
Order number . . . : *****  *****  *****
Item number . . . : *****  *****  *****
Order U/M . . . . : **                Warehouse . . . . : ***
Item quantity . . . : *,**,***.***-
Open quantity . . . : *,**,***.***-  Shipped quantity . . : *,**,***.***-

Type options and/or release information; press Enter.
4=Delete  61=Hold

Opt  No.  Ordered qty/  Backordered  --Request--  Mfg due  Promise  Alloc/
      .   Shipped qty  quantity     Date  Time  date     date  Pick
A2   ****  nnnnnnn.nnn-  nnnnnnn.nnn-  nnnnnn  aaA4  nnnnnn  nnnnnn  A
      *****.***-
A2   ****  nnnnnnn.nnn-  nnnnnnn.nnn-  nnnnnn  aaA4  nnnnnn  nnnnnn  A
      *****.***-
A2   ****  nnnnnnn.nnn-  nnnnnnn.nnn-  nnnnnn  aaA4  nnnnnn  nnnnnn  A
      *****.***-

F3=Exit      F4=Prompt    F7=Backward  F8=Forward
F11=Job status  F12=Return

```

The top portion of this panel identifies the order and the item, for informational purposes only. When first shown, the bottom portion of the panel contains release number 1 and its associated release information.

You can control whether or not this panel shows completed releases using Edit Data Defaults under User Setup in File Maintenance. In the **Completed line item display option** field, enter **Y** (Yes) to show completed releases. Enter **N** (No) to not show completed releases and shipped quantity.

The Specify Discrete Allocations panel (AMBAGDTR) appears if the allocation field contains **2** and the **Confirm** prompt contains **Y**. If the allocation field contains **1** or **3**, allocation processing is done but you remain on the Edit Blanket Releases panel (AMBAGETR).

Options

Use these options to perform activities for releases listed on this panel.

Option	Use to
4=Delete	Delete a release from the order.
61=Hold	Add a hold on a blanket release item.

Blanket release maintenance

To maintain blanket releases:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside the line item and press Enter .	Select line item for maintenance.
Default line entry panel	Type Y in Blanket release field, then press Enter .	Maintain blanket releases associated with item.

When you press **Enter**, the Edit Blanket Releases panel (AMBAGETR) appears in CHANGE mode.

You can change or delete any of the blanket releases shown here.

Note: This panel does not differ from ENTRY mode. The panel appears in CHANGE mode no matter what functions or actions are being performed.

The following rules apply to maintaining blanket releases:

- One release must exist if **Y** was entered in the **Blanket release** field on the line item entry panel.
- Using **F3=Exit** places you on the End Order panel with some exceptions. If the allocations field contains **2** and you press **F3=Exit**, Specify Discrete Allocations panel appears. If the field contains **1** or **3**, the allocations are written to the appropriate files and the End Order panel appears.
- Using **F12=Return** returns you to the line item entry panel.

Commission splits for a line item

This section describes how to split commissions between sales representatives for an item on an order.

To access the Edit Line Item Commission panel (AMBAQETR), enter a **Y** in the **Commission override** field on the Item Price Override Panel (AMBA7PVR).

```

AMBAQETR                               Edit Line Item Commission          *****
Order number . . . . . : *****
Customer . . . . . : ***** *****
Ship to . . . . . : ***** *****
Item number . . . . . : *****
Item description . . . . : *****
Total participation . . . : ***.**-

Type information; press Enter.

      Sales      Sales      Participate      Commission      Commission
Opt  rep        rep name      percent          percent          sequence
  A  nnnnn *****                nnn.nn-          nnn.nn-          nnnnnnn
  A  nnnnn *****                nnn.nn-          nnn.nn-          nnnnnnn
  A  nnnnn *****                nnn.nn-          nnn.nn-          nnnnnnn
  A  nnnnn *****                nnn.nn-          nnn.nn-          nnnnnnn
  A  nnnnn *****                nnn.nn-          nnn.nn-          nnnnnnn
  A  nnnnn *****                nnn.nn-          nnn.nn-          nnnnnnn

F3=Exit      F4=Prompt      F7=Backward      F8=Forward
F11=Job status  F12=Return

```

The top portion of this panel is for informational purposes. The bottom portion of this panel shows the current sales representatives and the participation percentage for each. In ADD mode, the initial default salesrep information is supplied from the Edit Order Commission Splits panel (AMBAPETR), but may be overridden.

If Sales Analysis (SA) is not installed and interfacing, the sales representative is not a requirement. If a salesrep is entered, a record for that sales rep must exist in the Sales Rep Master file.

The default sales representative for the line item appears on the first entry row on the panel with a default participation of 100 percent. You can add additional sales representatives, along with their participation and commission percents, change the percent amounts, or delete a salesrep.

To see a list of salesreps for the line item, use **F4=Prompt** on the **Sales rep** field. When adding additional salesreps, you should specify who is the primary salesrep responsible for the order by entering **1** in the **Commission sequence** field.

Edit line item commission maintenance

This function allows you to add, change, or delete sales representative information related to line items.

To access the maintenance version of this panel:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DF R	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDF R	Type 2 beside line item and press Enter .	Select line item for maintenance.
AMBA1E1 R (or default)	Type Y in the Price override field and press Enter .	Override current pricing information.
AMBATPV R	Type Y in the Commission override field and press Enter .	Edit the item commission split.

The Edit Line Item Commission panel (AMBAQETR) appears. This panel is similar to the panel in ADD mode with the following exceptions:

- The panel appears in CHANGE mode.
- The **4=Delete** option is available.
- When Sales Analysis is installed and interfacing, one salesrep must remain on the panel or a message is issued.
- If you leave this panel with the participation percentage equal to zero, the previously entered salesrep from order entry remains on the order.
- Only one primary salesrep can exist for this line item. This information is passed to the Sales Analysis application when it is installed and interfacing. SA only accepts one salesrep from COM.

Dates

The date function gives you control of your orders and items during the entire process of a given order. The Request date, the Promise date, and the Manufacturing due date fields are available on every item panel in COM.

Dates are stored in the Release file as Original Request Date, Original Promise Date, and Original Manufacturing Due Date.

The following notes apply to date fields on all item panels.

Manufacturing due date

- The manufacturing due date is the date the material is available to be shipped to the customer.
- The manufacturing due date is defaulted from the order date you entered at the order header level or is calculated by ATP (if not overridden). You can override this date.
- The manufacturing due date must be a valid work date, based on the IM calendar, and stored in the calendar file.

- The manufacturing due date is calculated from the promise date taking lead times into consideration.
- The manufacturing due date cannot precede the order date.
- The manufacturing due date cannot exceed the request date.
- The manufacturing due date cannot exceed the promise date.

Request date

- The request date is the date the customer wants the material on its dock.
- The request date you enter for the order is the default request date for line items on the order. You can override the date at the line item level.
- The request date cannot be earlier than the order date.

Promise date

- The promise date is the date the material is promised to be on the customer's dock.
- The promise date is defaulted from the order date you entered at the order header level or is calculated by ATP. You can override this date.
- The promise date cannot precede the request date.
- When ATP is active, the promise date and the manufacturing due date defaults to zero when you are adding an item to an order. After ATP has been calculated, the manufacturing due date is calculated from the promise date, taking lead times into consideration (if the manufacturing due date is zero).
- When ATP is not active, the promise date and manufacturing due date default to the request date.

There are several dates that print on pick lists: request date, schedule date, order date, and ship date. The following notes apply to date fields on pick lists.

Request date. The request date that prints on the pick list header comes from the Quote/Order Header file. The request date may be defaulted from the order date or it may be calculated by adding the ship lead time to the manufacturing due date. For a description of how the request date is derived, see "Completing the Enter Order panel" on page 3-4.

Schedule date. The schedule date that prints on the pick list header is the manufacturing due date from the Order Extension file. The manufacturing due date on the Order Extension file may be entered, defaulted from the order date, or calculated from the request date by subtracting the ship lead time and checking for a valid work day. The calculation of the Order Extension file manufacturing due date is documented on page 3-4 of this manual.

Order date. The order date that prints on the pick list header comes from the Quote/Order Header file. It is the date the order was entered.

Ship date. The ship date that prints for each line item is a calculated field. The ship date is calculated by subtracting the ship lead time from the promise date in the Release file. The ship lead time from the Quote/Order header is used unless the line item has a ship to override. If a ship to override exists for the line item, the ship lead time from the Ship to file is used. The resulting date is checked in the shipping

calendar for the warehouse. If this date is not a work day, the next earlier work day is used.

Date maintenance

The rules also apply to maintaining dates.

When the request date, manufacturing due date, or promise date has been changed, the new dates are updated in the Release file in the **Latest Request Date**, **Manufacturing Due Date**, and **Latest Promise Date** fields.

When an item has blanket releases, order dates do not appear when the **Confirm** prompt is displayed. The order dates occur at the blanket release level.

Detail availability

This line item action option allows you to view detail availability information for a line item. When you select this option, the Item Availability panel (AM1E1) appears.

```

DATE **/**/**                                ITEM AVAILABILITY                                INQUIRY    AM1E1 **
ITEM aaaaaaaaaaA15 WHSE aA3 *****
                                QTY ON HAND        ***.***    DATE 1 *****
                                MFG ALLOCATIONS       ***.***    DATE 2 *****
                                PEND MFG ALLOCATIONS    .***
                                DATE 1                DATE 2      ALL
SCHEDULED RECEIPTS              DATE 1                DATE 2      OTHER
ORDER/SCH  VEND/JOB  STAT DUE DATE
-----
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*****    *****    ** **/**/**    ***.***    *****
*** CONTINUED ***
                                F02 PAGE FORWARD
                                F24 END OF JOB
    
```

This is an Inventory Management (IM) panel. For information on using this panel, see the *Inventory Management User’s Guide*.

Discounts

For information on applying discounts to an order, see “Pricing” on page 3-145.

Features and options for a line item

Some line items offer features and options that may be configured in various combinations to meet the requirements of a customer's order. This function allows you to enter or build an S-number, which is used to identify a combination of features and options for a line item.

The panels used to configure features and options for a line item appear automatically for line items with features and options when you press **Enter** on the line item entry panel.

In the following example, a spray unit can be ordered with the customer's choice of three different features (wheel, tank, and auto switch). For each of the three features, one option can be selected from the list of corresponding options. The information about which features and options the customer wants is contained in the S-number.

When you enter a line item that has features and options, the Configure Option Items window appears when you press **Enter**.

```

AMBA1E1R                               Detail Item Entry - Order                               ADD

Order number :      1021                               Abel Accessories
Last entry   :

-----
Sequence number      _____      Comments .  N
:.....:
:                               Configure Option Items                               :
:                               :                               :
:                               :                               :
: Order number . . . . .      1021                               Abel Accessories      :
: End item . . . . .      99001                               SPRAY UNIT            :
: Order quantity . . . . .      1.000                               :
:                               :                               :
: S-number . . . . .      _____                               :
: Manufacturing start date . . .      1027**                               :
:                               :                               :
:                               :                               :
: F3=Exit   F4=Prompt   F12=Return                               :
:                               :                               :
:                               :                               :
:.....:
F11=Job status   F12=Return   F18=Change defaults

```

Enter an S-number to specify a combination of features and options or use **F4=Prompt** to access the Product Data Management (PDM) application, which allows you to build an S-number by selecting features and options.

Note: PDM must be installed and interfacing.

The other input field is the **Manufacturing start date**, which defaults to the system date. This date is used to check the effective dates of the options chosen.

If you type in the S-number and press **Enter**, the line item entry panel appears again with a **Confirm** prompt.

Use option **2=Change** to substitute another option for one of the features listed here. When you use this option, the Select Configured Options Items: Order panel (AMBD2DFR or AMBPZDFR) appears.

Use **F10=Actions** to see a window where you can select one of the following actions:

Option	Use to	Seepage
010 - Select from features	See the Select Features panel appear.	3-125
020 - Rebuild S-number	See the Feature/Options with S-Number Build panel, which is part of the PDM application, appears.	3-122
030 - Reprice item	See the item is repriced.	—

Select Configured Option Items: Order panel

When you use option **F2=Change** on the Confirm Configured Option Items - Order panel (AMBDZDFR) to substitute an option, the Select Configured Option Items: Order panel (AMBD2DFR or AMBPZDFR) appears.

```

AMBD2DFR                Select Configured Option Items: Order                *****
End item . . . : *****
S-number . . . : ***** S-number position ** to **
Feature . . . : *****
Position to option . . . A2

Type options; press Enter.
1=Select

Opt  Option  Item number  Description  Qty per unit  Date from  Date to
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**
A    **      *****    *****    **, **, **, .***- **/**/** **/**/**

F3=Exit  F7=Backward  F8=Forward  F12=Return

```

This panel allows you to select another option for the selected feature. To replace the current option with one listed on this panel, type **1** beside the option and press **Enter**.

Select Features panel

When you use **F10=Actions** on the Confirm Configured Option Items - Order panel (AMBDZDFR) and select option **010 - Select from features**, the Select Features panel (AMBDQDFR or AMBP1DFR) appears.

```

AMBDQDFR                               Select Features                               *****
End item . . . : *****
S-Number . . . : *****
Order quantity : *,**,***.***-
Template : *****

Type options; press Enter.
l=Select

Opt  Feature  Feature  Item number  Item Description
   number  code
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****
A    **      *      *****

F3=Exit  F7=Backward  F8=Forward  F12=Return

```

This panel allows you to select features to configure. To select a feature, type **1** beside the feature and press **Enter**. The Select Configured Option Items: Order panel appears again.

Notes on usage

The structure of the features and options for an end item is stored in the Product Structure file, which is maintained and owned by Product Data Management (PDM) application. This function is available only if PDM is installed and interfacing.

The template for the features is stored in a system control file (SYSCTL) record named FOTAB. This template defines the structure of the S-number. The S-number, or select number, for a features and options end item defines the options selected for the features of a configurable end item.

Features can be identified by either a 1- or 2-character alphanumeric code.

The S-number is positional. The template in the SYSCTL record defines which positions of the S-number are 2-character options and which ones are 1-character options. The S-number is 20 characters long. Therefore, the maximum number of features for an item is 20 one-position options or 10 two-position options, or any combination of the two, provided the total length of the S-number does not exceed 20 characters.

A line item with features and options requires line item feature/option records. These records are written one per option selected and one per first-level component of the end item being ordered. The first level components of the line item can be determined from the Product Structure file.

If any of the first-level components are phantom items, the phantom must be exploded and a line item feature/option record written for each component of the phantom. The phantom item itself doesn't get a line item feature/option record unless it is an option of a feature; in that case, it gets a line item feature/option record.

Comments for line items and special charges

You can create and maintain comments for line items and special charges.

Representative example: This section shows the panels used to create and maintain comments for line items. The panels used to create and maintain comments for special charges are nearly identical. However, panel names and objects shown on the panels vary, depending on whether you are working with line items or special charges. To avoid duplication, only the panel flow for line item comments is shown.

To create or maintain line item comments, type **Y** in the **Comments** field on one of the line item entry panels, then press **Enter**. The Line Item Comments panel (AMBETDFR) appears.

```

AMBETDFR                               Maintain Line Item Comments                               *****
Company number . . . . . : ** *****
Order number . . . . . : *****
Item number . . . . . : *****
Position to reference . . . . . : aaaA5

Type options; press Enter.
  2=Change  4=Delete  5=Display  62=Foreign language

Opt  Reference  Description
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****
A2   *****  *****

F3=Exit    F6=Add      F7=Backward  F8=Forward
F10=Copy   F11=Job status F12=Return
    
```

This panel allows you to add, maintain, or delete line item comments.

Note: This panel only shows local language comments. The invoice language of an order is determined at order header entry and cannot be changed during maintenance. The language code defaults are set in the Customer Master file record, but can be overridden during the entry of the order header. Once established, the invoice language is the only foreign language allowed on the order. Every foreign language comment on a transaction must have a corresponding local language entry.

Options

Use these options to perform activities for comments listed on this panel.

Option	Use to
2=Change	Make changes to the selected comment.

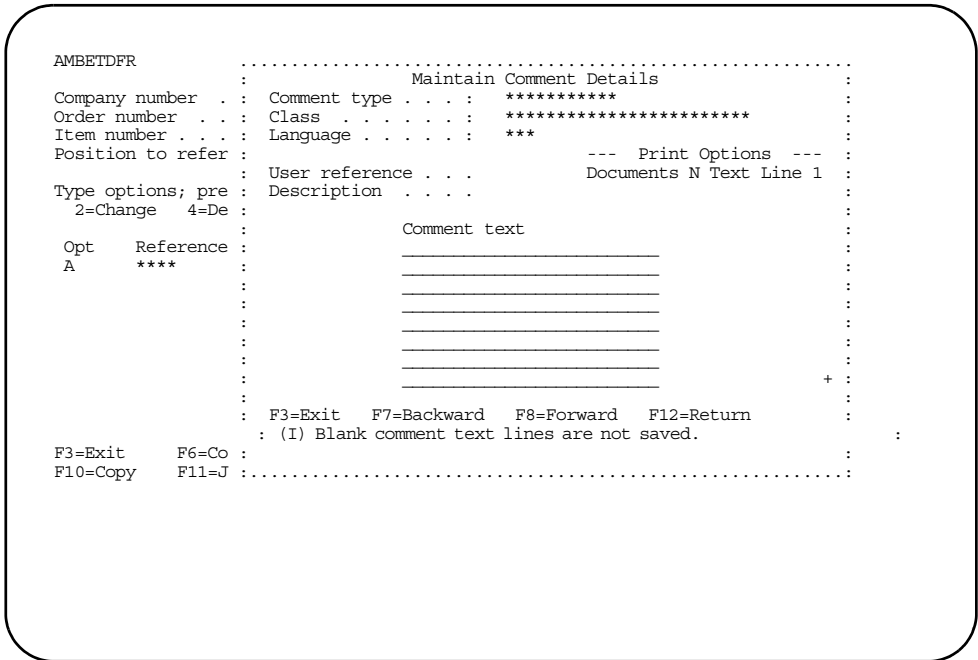
Option	Use to
4=Delete	Remove the selected comment.
5=Display	See the full text of the selected comment.
62=Foreign language	The Comment Details popup window appears, with the language code field set to the invoice language for this order. The language code and user reference fields are output only. If there are no comment text lines for this comment in the invoice language, the panel is blank. If there is an invoice language version of the selected comment, the text of this comment appears, allowing you to make required changes.

Function keys. Use the following function keys to perform additional actions.

Function key	Use to	Seepage
F6=Add	Add a new comment for the selected line item. When you use this function key, the Comment Details panel appears.	3-137
F10=Copy	Copy existing comments. When you use this function key, the Specific Item Comments to Copy panel (AMBKEDFR) appears.	3-138

Adding line item comments

When you select **F6=Add** on the Line Item Comments panel (AMBETDFR), the Comments Details popup window appears.



This panel allows you to add a new comment to the line item. The fields at the top of the window allow you to specify the print options for the comment. Type the text for the comment, then press **Enter**. The Line Item Comments panel appears again.

Notes:

1. The language code field is output only on this panel.
2. Answer **Y** in the **Documents** field under **Print Options** to see a list of documents on which these comments are printed.

Copying specific line item comments

When you select **F10=Copy** on the Line Item Comments panel (AMBETDFR), the Copy Specific Item Comment panel (AMBKEDFR) appears.

```

AMBKEDFR                               Copy Specific Item Comment          *****
Item number . . . . . : *****
Position to reference .   aaaA5

Type options; press Enter.
  1=Select   5=Display   62=Foreign language

Opt  Reference  Description                               Auto include
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *

F3=Exit    F7=Backward  F8=Forward  F11=Job status
F12=Return F22=General

```

This panel allows you to select a comment to be copied or to display the full text of specific line item comments.

Note: Only the local language versions of these comments are shown. If a comment is selected, the local language comment is copied to the Comment Details popup window. You can accept this comment with no change, change this comment and accept it, or cancel out of the panel and not accept the comment.

If you copy a comment to the order, regardless of whether it is modified, the system searches the comment master file for a foreign language comment version of the copied comment. If a foreign language version exists that matches the language code assigned to the order, that comment is copied automatically to the order. If no matching foreign language version exists, the system copies a version with a language code of 000 (if it exists). If no 000 version exists, no foreign language version of the comment is copied to the order.

Options. Use these options to perform activities for comments listed on this panel.

Option	Use to
1=Select	Select the comment.
5=Display	See the full text of the selected comment.

Option	Use to
62 =Foreign language	<p>The Comment Details popup window appears, with the language code field set to the invoice language for this order. The language code and user reference fields are output only.</p> <p>If there are no comment text lines for this comment in the invoice language, the panel is blank. If there is an invoice language version of the selected comment, the text of this comment appears, allowing you to make required changes.</p>

Function keys. Use the following function keys to perform additional actions.

Function key	Use to	Seepage
F22=General	See a list of general comments that may be selected. When you use this function key, the General Item Comments to Copy panel (AMBKDDFR) appears.	3-139

Copying general line item comments

When you select **F22=General** on the Specific Item Comments to Copy panel (AMBKEDFR), the Copy General Item Comment panel (AMBKDDFR) appears.

```

AMBKDDFR                               Copy General Item Comment                *****
Position to reference .   aaaA5
Type options; press Enter.
  1=Select   5=Display   62=Foreign language

Opt  Reference  Description                               Auto include
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F22=Specific
  
```

This panel allows you to select or display the full text of general line item comments.

Note: Only the local language versions of these comments are shown. If a comment is selected, the local language comment is copied to the Comment Details popup window. You can accept this comment with no change, change this comment and accept it, or cancel out of the panel and not accept the comment.

If you copy a comment to the order, regardless of whether it is modified, the system searches the comment master file for a foreign language comment version of the copied comment. If a foreign language version exists that matches the language code assigned to the order, that comment is copied automatically to the order. If no matching foreign language version exists, the system copies a version with a language code of 000 (if it exists). If no 000 version exists, no foreign language version of the comment is copied to the order.

Options. Use these options to perform activities for comments listed on this panel.

Option	Use to
1=Select	Select the comment.
5=Display	See the full text of the selected comment.
62=Foreign language	The Comment Details popup window appears, with the language code field set to the invoice language for this order. The language code and user reference fields are output only. If there are no comment text lines for this comment in the invoice language, the panel is blank. If there is an invoice language version of the selected comment, the text of this comment appears, allowing you to make required changes.

Function keys. Use the following function keys to perform additional actions.

Functionkey	Use to	Seepage
F22=Specific	See a list of specific comments that may be selected. When you use this function key, the Specific Item Comments to Copy panel (AMBKEDFR) appears.	3-138

Kits

A kit is a set of items that may be ordered, packaged, and shipped together. In effect, a kit is an item that is a place holder for a group of other items called components. Every component, as well as the kit itself, must exist as a regular item in the Item Master file. You attach components to a kit through kit component maintenance.

Note: You can enter a kit wherever regular item entry is allowed.

A kit's component list may be exploded by using the following path from any of the line item entry panels (except from basic item entry):

1. Type the kit ID into the **Item number** field, but do not press **Enter**.
2. Use **F10=Actions** to display the action list window
3. Use option **14** to display the item inquiry list window
4. Use option **50** to display the kit components panel

When entering a kit item and the value in the **Allocate** field is **1**, **2**, or **3**, the Display Kit Components panel (AMBECDFR) appears. Whenever the Item Balance file is checked for an item, all components of a kit are individually checked. All components must exist or the edit fails.

```

AMBECDFR                      Display Kit Components                      *****
Order . . . . . : *****
Item . . . . . : *****
Warehouse . . . . : ***
Release . . . . . : *****
Allocate all to . : *
Quantity . . . . . : *,***,***.***
Maximum Pick Qty . : *,***,***.***

Type options; press Enter.
5=Display 40=Allocate

Opt  Seq  Item number/      Allocation      Quantity per/    Qty available/
      *    Item description      *              Qty required     Qty allocated
A2   **** *****
      *                                *,***,***.***-  *,***,***.***-
      *****
      *                                *,***,***.***  *,***,***.***
A2   **** *****
      *                                *,***,***.***-  *,***,***.***-
      *****
      *                                *,***,***.***  *,***,***.***
A2   **** *****
      *                                *,***,***.***-  *,***,***.***-
      *****
      *                                *,***,***.***  *,***,***.***

F2=Allocate all  F3=Exit  F7=Backward  F8=Forward
F11=Job status  F12=Return

```

Options

Use these options to perform activities for kit component items listed on this panel.

Option	Use to
5=Display	Review detailed information about the component item.
40=Allocate	Reserve available inventory to fulfill the quantity of the kit item being ordered.

Function keys. Use the following function keys to perform additional actions.

Function key	Use to	Seepage
F2=Allocate all	Select all component items for allocation.	3-117

Note: This panel appears because a kit’s components are being allocated, not the kit item itself. For more information on allocations, see “Allocations” on page 3-117.

Manual holds

This section explains what hold types are available and how COM handles holds in item entry. This function lets you put a release or a line item on manual hold at the release or line item level. Held conditions are applied to identify orders that need attention before they can be shipped.

To place an item on hold, use **F10=Actions** on a line item entry panel, then select the **13 Order hold** option. The Select Hold Type window appears, where you select the type of hold. Once you make your selection on the Select Hold Type window and press **Enter**, the line item entry panel appears again with a message informing you that the hold has been added.

Note: You can place a hold on blanket releases for an item by entering **Y** in the **Blanket release** field on a line item entry panel, then by using the **61=Hold option** on the Edit Blanket Releases panel (AMBAGETR). When you press **Enter**, the Select Hold Type window appears. Select the hold type, then press **Enter**. The line item entry panel appears again, where you can continue adding items.

Usage notes

The following rules apply to holds.

- **Any hold** is basically a generic hold. It can be used for release hold selection and line item hold selection. It appears in both the line item and release holds lists.
- You cannot place the same hold on the same release or line item more than once.
- Many different types of holds can be put on the same release or line item.
- You have to be authorized to use hold codes. Authority provides both hold and release capability.
- A record of all held conditions remains with the order data until it is invoiced.

Manual hold maintenance

You can maintain holds for blanket releases and line items. To access the maintenance panels:

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 8	Maintain orders and quotes.
AMBE4DFR	Type 24 beside order and press Enter .	Select order for maintenance.
AMBEJDFR	Type 2 beside line item and press Enter .	Select line item for maintenance.

When you press **Enter**, the default line item entry panel appears in CHANGE mode. From this panel, you access the holds either through the line item or blanket release hold, as described in the section on adding holds.

Note: The hold remains on the release line or line item until it is removed by an authorized user.

Multiple currency support

The multiple currency support (MCS) function lets your company fulfill orders using multiple currencies. This function helps you do business with companies using other national currencies. Multi-currency support is available on every line item entry panel and special charge panel for customer orders, standing orders, quotes, and immediate shipment orders.

Usage notes

The following rules apply to multiple currency support.

- MCS must be active.

- When setting up COM for multiple currencies, you must first set up the default local currency. Do this through the Cross Application Support Multiple Currency Support Menu by selecting option 8 to maintain currency IDs. On the Currency ID maintenance display, press **F09=Local currency**. A display appears allowing you to enter the description and number of decimal positions for the local currency. The default local currency is now defined for XA and applies to all companies.
- To use the default currency in COM, leave the currency ID field blank. When you set up a price book that requires you to enter currency ID, set up the local currency by leaving the company and currency ID fields blank.
- A currency ID must be established and exchange rates must exist. See the *Cross Application Support User's Guide* for more information on setting up currency IDs and exchange rates. Exchange rates can have different effective dates. One date must be current or COM issues a message that the exchange rate is not found.
- You can change the currency ID on an order as long as the new currency ID represents the same national currency as the original currency. If it does not represent the same national currency, COM issues a message that the currency is not a primary or secondary currency for the customer.
- COM uses the order currency ID to calculate foreign currency prices and to convert trading currency amounts to local currency amounts.
- Orders can be entered in either the local currency or the foreign currency. A toggle function allows you to switch back and forth between local and foreign ENTRY modes.
- An exchange rate date override option is available at the header level. This date supersedes the daily exchange rate date.
- An override exchange rate option is available at the header level. This rate supersedes the daily exchange rate.
- When both the exchange rate date override and the override exchange rate are entered, the override exchange rate takes precedence.
- Item foreign currency prices can be set up for a specific company, currency ID, item number, and effective date through item file maintenance. When you enter an item with foreign currency prices on a line item entry panel and press **Enter**, the foreign base price is used and the conversion routine is used to calculate the local value.
- The currency ID is defaulted from the Customer Master file during order entry.
- COM allows contracts in foreign currency pricing. When this feature is used, the system calculates the local equivalent for prices.
- The currency ID code, the currency description, and the pricing mode appear on panels so that you know which pricing mode you are using.

Notes

This option allows you to work with notes. To access this option, use **F10=Actions** on one of the order header or line item entry panels, then select option **016 Note Tasks** on the popup window. When you select this option, the Note Tasks popup window appears.

```

AMBEJDFFR ..... DISPLAY
:
Company number : Secondary Orde .....
Customer . . . : Note Tasks :
Order . . . . : Type option; press :
Next panel ID : Option . . 16 : Select one of the following: : tive
Type options; :
2=Change 4 : Option Descripti : 1. Customer Notes :
27=Insert af : 001 Order cop : 2. Customer Order Notes :
: 003 Credit in : 3. Invoice Notes :
Opt Item numbe : 004 Customer : : ice/
Descriptio : 005 Order inq : 9. Note Options : ount
- BLOCK4 : 012 Order rec : : 0000
4 CYL ENGI : 013 Order hol : Selection: _ :
- BATTERY : 015 Toggle cu : : 0000
12 VOLT BA : 016 Note task :
- BATTERY : 017 Pricing i : F3=Exit : 0000
12 VOLT BA : .....
- BATTERY : F3=Exit F7=Backward F8=Forward : 350.0000000
12 VOLT BA : F12=Return : 350.00 +
:
F2=End order : : rward
F10=Actions : ..... pecial charges

```

This panel provides a menu of note task options. Select option 2 to work with customer order notes.

For more information about this function, see the *Getting Started with XA* and the *Planning and Installing XA* books.

Pricing

COM allows you to control your invoice prices by a price effective date and by choosing from several pricing methods. The application can select a price with a discount or markup that may vary by customer for each item. You can also apply discounts or markups by item price class.

You can establish quantity discounts for selected items. For example, if a customer orders 101 to 200 of an item, the discount rate can be greater than if 50 to 100 were ordered. You can also establish quantity discounts by item price codes.

You can have contract prices by customer for items or you can have promotional prices by company for items.

The application uses these prices as the unit selling price. You can enter an override unit selling price for an item. Alternately, you can override a base price. Then all applicable discounts or markups are applied. Any operator-entered percentages are used instead of an application-selected discount or markup percentage or amount.

You can select order pricing during order entry or during invoicing, depending on whether you want prices to be fixed at order entry or subject to change until the goods are shipped.

If IFM is installed and the **Tax in price** field in the Company Master file is active, then taxing calculations occur automatically, as part of pricing. The tax is then part of the selling price for the order or line item.

Price book pages that do percentage markup/discount on foreign prices or converted item base prices are affected by the local conversion of these files for the euro. New records are created so that the current percentage markup/discount pages are not deleted.

The pro forma invoice prints the current prices from the Open Order files for the line items. To assure that the latest prices are used, maintain the items on the order before printing the pro forma invoice.

To help you understand how the application prices customer orders and invoices, the following figure shows the precedence that one pricing method takes over another. Any operator-entered prices and discounts always take precedence over normally selected prices and percentages.

Notes:

1. Capacity of net sales amount for an item is \$99,999,999,999.99. Quantity ordered times price should not exceed this capacity.
2. If the item is ordered in a unit of measure different from the pricing unit of measure, the price is multiplied by a conversion factor to yield a price per unit ordered.
3. A miscellaneous item is considered an inventory item if an Item Balance record exists; it will be priced using all price book pages. A miscellaneous item is considered a non-inventory item if an Item Balance record does not exist: it will not be priced using the price book pages, except when initially added to the order. In Add mode, the miscellaneous item will be priced using only price book pages 1 to 4.

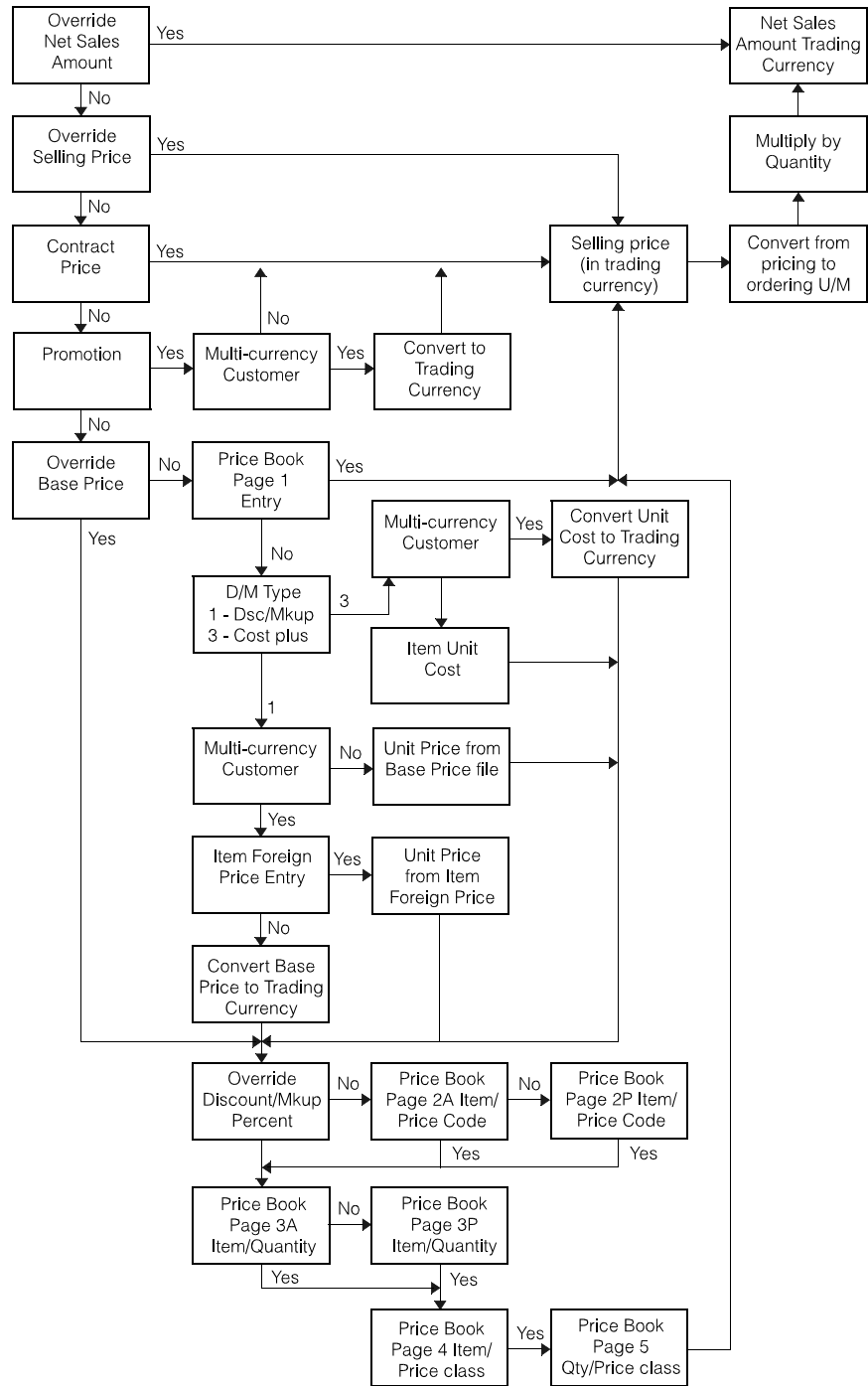


Figure 3-1. Line item pricing hierarchy

1. Automatic pricing

Automatic pricing occurs when no pricing values are entered that override the prices normally used. This automatic calculation uses contract pricing, promotional pricing, and price book pricing. For more information on price books, see "Price books" on page 3-150.

- a. The system searches the contract file to find a contract for this item and customer. If a contract is in effect, the contract price becomes the actual selling price. If more than one contract is in effect, a window appears with a list of the effective contracts, allowing you to select a contract to use for this item.
- b. If no contract is found, the system searches the promotion file of this company to find a promotional price for this item. If a promotional price is in effect for this item, the promotional price becomes the actual selling price. If an item has a promotional price on more than one promotion for a given company at a time, a window appears, allowing you to select the promotional price to be used.

If this customer is trading in a foreign currency, the promotional price is converted to the trading currency of the order and this value becomes the actual selling price.

- c. If no promotional price is found and the base price has not been overridden, the system searches page 1 of the price book to find a match for the item/currency and customer price code combination for this line item. If a page 1 entry is found, the amount from the price book becomes the actual selling price.
 - If no page 1 entry exists and the price book has a discount/markup type of 3 (markup from unit cost), the unit cost becomes the unit price and is converted to the pricing unit of measure terms.

Note: The discount/markup type is defined in the header of the price book.
 - If this customer is trading in a foreign currency, the unit cost is converted to the order's currency before more pricing occurs.
 - If the price book has a discount/markup type of 1, discount or markup from unit price, the system retrieves the unit price from the item base price file.
 - If this customer is trading in a foreign currency, the system searches the foreign price file to find an entry for this item in the currency of the order. If such an entry exists, the system retrieves the unit price from this entry. If no entry exists for the order's currency, the system searches the file to find an entry for the item in the primary currency for this order. If an entry is found, the system retrieves the unit price from this entry.
 - If this customer is trading in a foreign currency and no entry exists for the line item in the foreign price file, the system retrieves the unit price from the item base price file and converts it to the order's currency before additional pricing.
 - Because the unit price has been established for the line item, pricing continues with price book page 2.

- d. Next the system searches page 2 of the price book. Price book page 2 has two types of entries: A and P. Entries are identified by the item number and the customer price code. An item can have type A entries or type P entries, but not both. A match on an A entry contains an amount that is added to the unit price. A match on a P entry contains a percentage that is either added to

or subtracted from the unit price, based on the discount/markup type assigned in the header of the price book.

The two types of discount/markup types for price books are:

- 1** Discount or markup from unit price.
- 3** Uses the unit cost as unit price and marks up.

An item is not required to have any entries in price book page 2.

- e. Next the system searches page 3 of the price book. Price book page 3 has two types of entries: A and P. The entries are identified by the item number and the quantity of the line item ordered. The quantity ordered is in terms of the pricing unit of measure. An item can have type A entries or type P entries, but not both. A match on a type A type entry contains an amount that is added to the unit price. A match on a type P entry has a percentage that is discounted from the unit price. An item is not required to have any entries in price book page 3.
- f. Next the system searches page 4 of the price book. Price book page 4 entries are identified by the item price class and the customer price code. A match on a page 4 entry contains a percentage that is either added to or subtracted from the unit price, based on the discount/markup type assigned in the header of the price book and defined in the description of price book page 2. An item price class is not required to have any entries in price book page 4.
- g. Next the system searches page 5 of the price book. Price book page 5 entries are identified by the item price class and the quantity of all the line items on the order with the same item price class. The quantity ordered is in terms of the pricing unit of measure. All items with a common item price class must have the same pricing unit of measure. A match on a price book page 5 entry contains a percentage that is discounted from the unit price. Price book page 5 discounts are calculated at the end of the order so the total quantity of the line items in the item price class can be determined. An item price class is not required to have any entries in price book page 5.

Price book pricing is cumulative. If an item has a page 2 entry, a page 3 entry, a page 4 entry, and a page 5 entry, all the entries are applied to the unit price. When price book pricing is finished, the resulting price is the actual selling price. An item is not required to have any entries in the price book. In this case, the unit price becomes the actual selling price.

The actual selling price is then converted to the ordering unit of measure, if necessary. This converted selling price multiplied by the quantity ordered is the net sales amount for the line item.

Note: Calculated discount amounts are not rounded up. Calculated markup amounts are rounded up.

2. Operator-entered base price

You can type in the price to override the base price from the Item Base Price file record. The calculation from this point is the same as automatic pricing, and the calculated selling price is subject to price book pricing. If the price book has a discount/markup type of 3, markup from unit cost, the typed unit price becomes the actual selling price and no additional price book pricing is done.

3. Operator-entered discount percent

Instead of using price book page 2, you can type the unit price discount percent. The calculation from this point is the same, and the calculated selling price is subject to the price book pricing of price book page 3 through price book page 5. The value entered is treated as a discount or markup based on the discount/markup type of the price book in effect for this order. A negative value may be

entered. A negative value causes a discount to be applied as a markup and causes a markup to be applied as a discount.

4. **Promotional price**

Each company can have one promotional price in effect for an item and any customer ordering that item receives the promotional price automatically. Promotional pricing is superseded by contract pricing and overrides the selling price and the net sales amount.

If promotional prices exist for the line item and company, the system prompts you with the available promotional prices, allowing you to choose which one to use for pricing the item. If only one promotion price is in effect, that price is used and no prompting occurs. When a promotional price is in effect for a line item on an order using a foreign currency, the promotional price is converted to the order's currency. Promotional prices are not subject to price book pricing, so the promotional price becomes the actual selling price.

5. **Contract price**

You may negotiate a contract price with your customers for a specific item you carry in inventory. The negotiated contract price of that item with that customer takes precedence over promotional prices and the calculated selling prices determined with the unit price from the Item Basic Price file. You can specify a contract on an order header and for all the line items on the order to use negotiated prices from this contract; however, all the line items on the order must have negotiated prices on the specified contract. If you do not specify a contract for the entire order, and contract prices exist for the line item and customer, the system prompts you with the available contract prices, allowing you to choose which one to use for pricing the item. If only one contract price is in effect, that negotiated price is used and no prompting occurs.

Contract prices are not subject to price book pricing. The contract price becomes the actual selling price.

6. **Operator-entered actual selling price**

You can type in the actual selling price. This selling price is used instead of any contract price, promotional price, or automatically selected pricing. The selling price you enter is not subject to price book pricing.

7. **Operator-entered net sales amount**

The highest level of pricing override is the operator-entered net sales amount. If the line item extension is typed in, the extension calculation is not performed.

Trade discounts

After all item prices have been established, trade discounts are calculated (if applicable). This type of discount applies to the invoice as a whole, not to individual line items.

There are two methods of calculating the trade discount. The first method uses the Fixed Trade Discount file and a code assigned to the customer's Customer Master file record. The second method is to select a discount percent based on order value as defined in the Variable Trade Discount file. If this method is to be used for a customer, the Customer Master file record must indicate that variable trade discounts apply. Only items are discounted. Special charges are not subject to this discount.

Pricing for end items

The method for pricing an end item is a roll-up calculation of the first two levels of the item's product structure. The calculation to roll up the price assumes that:

- All features are in level 1 of the product structure. All options/phantom options are in level 2 of the product structure. The unit price of each option or phantom is in its Item Master record.
- All first-level components have the unit price in their Item Master records.
- The end item has a unit price in its Item Master record.

The unit price used in the customer order is the sum of:

- The first level component unit prices
- The options or phantom unit prices
- The end item unit price

Note: No prices are used past level 2.

If you do not want to use this price roll-up facility, enter the proper unit price in the end item and leave the unit prices for components and options set to 0. Once the unit price is calculated, the rules for automatic pricing apply.

Note: If the price book being used is marking up from cost, the unit cost of the end item is used after the options have been selected. Once the unit cost is calculated, the rules of automatic pricing apply.

Price books

Price books contain a collection of pricing information used to calculate the selling price of line items on orders. Pricing information means discounts, markups, and quantity breaks expressed in amount percentages and absolute amounts. Each order can be assigned one price book, which is used to price each line item on the order.

A customer can be assigned a price book ID in its customer master record. That ID value defaults into orders entered for the customer; however, you can change the price book ID on the order header when an order is initially entered. The price book assigned to an order cannot be changed during order maintenance.

Price books consist of a header, version records, and pages. A price book has at least one header record (but potentially many version records), and five pages per version. The pages are identified by the numbers one through five, with each page in a price book addressing a specific discount or markup. Price book pages have a hierarchy and follow a specific set of rules.

Price book header records contain the price book's name, a 25-character description of the price book, and a discount/markup type. The discount/markup types for price books are:

- | | |
|----------|-------------------------------------|
| 1 | Discount or markup from unit price. |
| 3 | Markup from unit cost |

Price book version records contain an effective date and a 25-character version description. You can have multiple versions of a price book with different effective dates. The version with the effective date equal to the current date or the latest effective date prior to the current date is the one selected for pricing.

The following is true for pages 1, 2, 3, 4, and 5 of the price book:

- Positive amount = markup
- Negative amount = discount
- Positive percentage = discount
- Negative percentage = markup

Price book page 1 contains the actual selling prices for items. The prices are identified by the item, customer price code, and currency. If an item has a record with the currency and customer price code used in the order, the value in the page 1 record becomes the actual selling price. No more price book pricing is done on the item.

Price book page 2 has two types of entries: A and P. An A entry contains an amount to be added to the unit price for the item. Type A entries are currency sensitive. A type A entry is identified by the item, customer price code, and currency. A type P entry contains a percentage to either discount or markup. How this entry behaves is determined by the sign (+ or -) of the percentage value entered. A positive value acts as a markup and a negative value acts as a discount. An item either has an A entry or a P entry, but not both.

Price book page 3 has two types of entries: A and P. A type A entry contains an amount to be added to the unit price for the item. Type A entries are currency sensitive. Type A entries are identified by the item number, the order quantity of the line item, and the currency. A type P entry contains a percentage to discount from the unit price. Type P entries are identified by the item number and the order quantity of the line item. Signed entries (+ or -) are allowed in these entries. Positive entries are discounted and negative entries are markups. The entry used is the entry with the greatest quantity equal to or less than the order quantity. The quantities in this price book are in terms of the pricing unit of measure.

Price book page 4 contains percentages that are markups or discounts. The entries in this page are identified by the item price class and the customer price code. How this entry behaves is determined by the sign (+ or -) of the percentage value entered. A positive value is discounted and a negative value is a markup.

Price book page 5 contains percentages that are markups or discounts. Signed entries (+ or -) are allowed in these entries. Positive entries are discounted and negative entries are markups. The entries in this page are identified by the item price class and the total quantity of the line items on this order that have the same item price class. This discount is calculated when the order is ended. The quantities in this price book are in terms of the pricing unit of measure.

When price books are used in pricing a line item, an entry in page 1 is used as the actual selling price and no further price book pages are searched. If no entry is found in page 1, pages 2 through 5 are used and the discounts/markups in these pages are compounded. The result is that if an item has an entry in page 2, page 3, page 4, and page 5, all the markup/discounts are used to calculate the actual selling price for the item.

An item is not required to have records in all price book pages. In fact, an item is not required to have a record in any page of a given price book. The same is true for customer price codes.

Item price class

Item Price Class file is a code file that you use to define item price classes. The record contains a 4-character item price class, a 25-character description, and a unit of measure field. The item price class can be assigned to multiple items. It is used in price book pricing on pages 4 and 5. All items assigned to the same item price class must have the same pricing unit of measure. An item's price class is stored in the Item Base Price file or Item Revision Base Price file.

Customer price code

The Customer Price file is a code file that you use to define customer price codes. The record contains a 2-character customer price code and a 25-character description field. The customer price code is used in price book pricing on pages 1, 2, and 4. A customer can be assigned a customer price code in their customer master record that defaults into orders entered for the customer; however, you can change the customer price code on the order header when an order is initially entered. The customer price code of an order cannot be changed during order maintenance.

Promotional sales

Promotional sales allows you to set special prices for specific items by company. To define a promotional prices, you must create a promotion header, then add promotion items.

The promotion header record contains a promotion company number, a 5-digit promotion number, a 25-character description, a promotion start date, and a promotion expiration date. Promotion item records contain an item number and a promotion price.

Multiple items are allowed on a promotion; however, an item can only have one entry per promotion. A company can have multiple promotions effective at a given time. If an item has a promotional price on more than one promotion for a given company at a time, a window appears and the user selects the promotional price to be used. During automatic pricing, a promotional price is superseded by a contract price, a manually overridden actual selling price, and a manually overridden net sales amount. When used, the promotional price becomes the actual selling price and no further discount or markup processing is done.

Mass price changes

You have the capability to create percentage price changes for all items or for all items belonging to a specific item class. You have a change effective date to control when these price changes take effect. The system uses a work file to create these changes, and you must accept these changes before any updating takes place. In other words, you can approve or disapprove any of the item changes, and you can also override the recalculated prices for any items.

Contract pricing

You can negotiate a contract price with your customers for a specific inventory item. The negotiated contract price of that item with that customer takes precedence over the calculated selling prices determined with automatic pricing.

Using contract pricing, you can overlap contracts, so that a customer can have two or more valid contracts in effect at the same time.

In COM, you can assign contracts at the item level. An order may contain items priced by contract and items with no contract prices. Also, prices can come from more than one contract in the same order.

You can specify contract pricing by entering a contract number in the order header. All the line items in the order must then be priced by negotiated prices from the contract specified at the order header level. Contract pricing is automatic at the line item level, if you do not specify an order level contract. The system searches the Contract Price Master file for contracts matching on customer and item. When multiple contracts are found, you can select which contract to use for pricing the line item. When only one contract is found, the contract price becomes the selling price. Contracts are defined in the Contract and Contract Item files.

The quantity sold and amount sold are updated when the contract item is added, changed, or deleted from an order during Order Entry and Order Maintenance.

Euro price book generation

In addition to online price book maintenance, you have two options for creating or maintaining euro price books:

- Use the offline file load process to copy your price book records into the offline files. The offline files can then be imported into a PC-based spreadsheet program, such as Excel™. You can add or maintain price book pages using the spreadsheet, then export the pricing files back into the appropriate XA offline files. For more information about this method, refer to Chapter 13 and Appendix D.
- Use the F2=Generate Euro prices function provided in the online price book maintenance program to do a mass generation of euro price books. COM automatically assigns a price book ID for each new price book created. You can run this function multiple times. Each time new price books or pages will be created only for records that have not been previously processed.

Pricing overrides

This function allows you to override the pricing information for an item stored in the data base with new pricing information. The pricing override panel contains detail pricing information.

To go to the Item Price Overrides panel (AMBA7PVR), type **Y** in the **Pricing overrides** field on a line item entry panel, then press **Enter**.

Note: There are slight variations in this panel, depending on which type of line item you are entering.

```

AMBA7PVR                               Item Price Overrides          *****
*****
Customer number . . . : *****
Currency ID . . . . : ***
Item number . . . . : *****
Order quantity . . . : *,**,***.***- Order U/M . . : **
Conv selling price . . : *,**,***,***.*****-
Contract number . . . : *****
Price book pricing
  Book ID . . . . . : *****
  Customer price code : **
  Disc/markup type . . : *
  Item cost . . . . . : **,**,***,***.*****-
  Price source . . . . : *****
Manual pricing
  Pricing U/M . . . . : **
  Base price . . . . . nnnnnnnnnnn.nnn- Discount/markup % nnn.nn-
  Selling price . . . . nnnnnnnnnnn.nnn- Net sales amount nnnnnnnnnn.nn-
  Surcharge code . . . . aA3 No charge item A
  Commission override . A Accounting class aA3

F3=Exit F4=Prompt F11=Job status F12=Return F22=Currency

```

The upper portion of the panel is filled with protected data from the line item entry panel. The first input capable field is the order quantity. This field contains the value entered on the detail line item panel. You can use this panel to:

- Override the discount markup percent.
- Assign a surcharge code other than the default from the order header.
- Access the Commission Details panel.
- View and change pricing information not available from the detail line item entry panel.
- Assign an item price class to a noninventory item.
- Change the pricing unit of measure for a noninventory item.
- Control general ledger distribution at the line item level. Using the **Accounting Class** field, you can classify the item for GL purposes. The accounting class defaults from the Item Balance file, but you can override it on this panel. The field is stored in the Line item record. This is also true for non-inventory item prices. For example, you can override the accounting class for items that you use as samples, for trade shows, and for charity.
- View pricing overrides in your alternate currency, if one is set up, using **F22=Currency**.

Routing

This line item action option allows you to work with routing information for a line item. When you select this option, the Routing Operations panel (AMED40) appears.

The screenshot shows a terminal-style interface for the Routing Operations panel. It contains the following text:

```

DATE **/**/**          ROUTING OPERATIONS          SELECT    AMED40  **
ITEM aaaaaaaaaaaaA15

F24 END OF JOB
  
```

This is a Product Data Management (PDM) panel. For information on this panel, see the *Product Data Management User's Guide*.

Ship-to overrides

The ship-to override function allows you to override a customer's ship-to address with another address. You can override the ship-to address for the whole order or for individual order items. These overrides allow you to have one billable address for an order, but ship items on the order to more than one receiving address.

The four primary ways to assign ship-to addresses for orders or order items are:

- Default to the customer address.
- Override the sold-to address and use it for the ship-to address.
- Use a predefined ship-to address that is stored in your data base.
- Type a specific ship-to address attached only to this specific order.

There are three methods of selecting a ship-to address:

- Using the address referenced by the order header. You chose this address by using the default ship-to field values, a blank ship-to number, and **N** in the **Y/N** field.
- Choosing an address from the predefined data base. You chose this address by typing a ship-to number.
- Typing a specific address that will be in effect for this item only. You chose this address by typing **Y** in the **Y/N** field.

The two ship-to fields are mutually exclusive. Only one kind of ship-to override may be chosen for an item.

Substitutes

Use the substitutes function to replace an item for which there is an insufficient on-hand quantity to fulfill an order. When you select this function, a window appears where you can select a substitute item from a list of valid alternate items. Once a selection has been made, you return to the detail item entry panel with the substituted item and its corresponding warehouse shown.

When completing the Detail Item Entry (AMBA1E1R) panel, you receive a message to check for substitutes whenever:

- Inventory Management (IM) is installed and interfacing.
- The on-hand quantity does not meet the customer's order quantity.
- The customer accepts substitutes; see the Customer Master file record.
- At least one substitute exists for the item.

The Select Item Substitute panel contains a list of items with valid effective dates that may be substituted for the item you were entering. If a substitute is selected with an invalid date, a message is issued.

When substituting items, you can use either the original item's price or the substituted item's price.

Maintaining substitutes for an order

You can maintain substitutes for an order as part of the process of maintaining orders. The substituted item is treated the same as an internal item. For more information on maintaining orders, see "Maintain Orders and Quotes" on page 3-47.

Summary availability

This line item action option allows you to view a summary of the item's availability.

To access this option, use **F10=Actions** on any of the order header or line item entry panels, then select option **014 Item options>>** on either the Order Header Actions or Line Item Action window. The Select Item Options window appears with additional options. Select option **010 Summary availability** to see the Item Summary Availability window.

```

AMBBAD1R              Display Item Detail - Customer Order              DISPLAY
:
:
:       Select Item Options              :       Motor Scooters
:
:
:   Type option; pr :       Item Summary Availability
:   Option . . . 0 :
:
:   Option  Descr : Item . . . . . : BATTERY
:   010      Summa : Description . . . : 12 VOLT BATTERY
:   020      Detai : Warehouse . . . . : 1
:   030      Avail : On hand . . . . . : .000
:   040      Subst : On order . . . . . : .000
:   050      Kit c : Allocated . . . . : 2,011,778.250
:   060      Bill : Order . . . . . : .000
:   070      Routi : Pick . . . . . : 2,011,778.250
:               : Available . . . . : 2,011,778.250-
:
:
:               : F3=Exit   F12=Return
:   F3=Exit      F7= :
:   F12=Return   :
:
:               :
:

```

The fields on this panel are for information only. After reviewing the information shown here, exit to the line item entry panel.

Surcharges

Surcharges are charges that are added to an order at either the order header or line item level. Surcharges are composed of one or more different charges, known as surcharge lines.

Surcharges are not calculated until end order processing. These surcharge lines are calculated one of three different ways against the items or special charges they are attached to, based on the following indicators:

- Indicator 0** The surcharge is calculated as a percentage of the net sales amount.
- Indicator 1** The surcharge is calculated as a fixed amount.
- Indicator 2** The surcharge line is calculated by taking the product of a fixed amount times the order quantity (in stocking U/M).

The Select Surcharge window allows you to select or view surcharges. It appears whenever you enter **Y** in the **Surcharge** field on one of the line item entry panels.

```

AMBA7PVR .....
:                                     Select Surcharge                                     :
Customer :                                                                     :
Currency :   Position to description . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA25          :
Item numb :                                                                     :
Order qua :   Type options; press Enter.                                         :
Conv sell :   1=Select   5=Display                                               :
Contract  :                                                                     :
Price boo :   Opt   Description                                         Code   :
Book ID  :   A     Surcharge Maximum                                     SRX    :
Customer :   A     Surcharge Minimum                                     SRN    :
Disc/mar :   A     Surcharge 1                                         SR1    :
Item cost :   A     Surcharge 2                                         SR2    :
Price sou :   A     Surcharge 3                                         SR3    :
Maual pri :   A     Surcharge 4                                         SR4    :
Pricing  :                                                                     :
Base pri :                                                                     :
Selling  :                                                                     :
Surcharge :                                                                     :
Commissio :   F3=Exit   F7=Backward   F8=Forward   F12=Return                 :
:                                                                     :
:                                                                     :
F3=Exit  :.....
  
```

Enter an option to display or select a surcharge or use the appropriate function key to scroll the list of surcharges or exit the window.

Taxes

This section summarizes how the tax calculations available to COM affect order entry.

Tax calculations for COM are handled by Cross Application Support (CAS) if IFM is not installed. If IFM is interfacing, taxes are calculated by IFM. For a detailed description of how taxes are handled in the application your company uses, refer to either:

- *CAS User's Guide*, Chapter 19, if IFM is not installed.
- *IFM User's Guide*, Chapter 8, Tax Table menu (AM5M69), if IFM is installed.

How tax routines affect order entry

When IFM is installed. When you enter an order, COM uses the IFM tax calculations you have established to determine the appropriate taxes for the order. Detailed instructions for setting up and using IFM tax calculations are provided in the *IFM User's Guide*.

When IFM is not installed. When you enter an order, COM uses the CAS tax tables you have established to determine the appropriate taxes for an order. You can use options on either of these menus to establish tax tables:

- CAS VAT/Sales Tax Support menu (AMZMB0)
- COM Taxes menu (AMBM60)

A tax table is associated with an order through either the customer's tax status (tax suffix code) or the item's tax status (tax indicator code). Tax tables are established using the following components; some appear in the order entry fields.

Tax code Identifies the taxing authority who requires the tax.

Tax indicator code Indicates the item tax status to be used in calculating tax. The tax indicator for an item is recorded in the Item Master file and appears as the default when you enter an order, but you can override it.

Tax suffix code Indicates the customer tax status to be used in calculating tax. The tax suffix for a customer is recorded in the Customer Master file and appears at the header level of the order.

Tax group code Indicates tax amounts that are to be summarized on a single line on the invoice, but does not disturb tax data for filing returns. For example, if the same group code is assigned to Georgia state, county, and city tax tables, these would appear as one total on the invoice described as "Georgia sale tax".

Effective date The system compares the transaction date of the order with the effective date of the tax table to determine the tax rate to use. For example, when tax rates are changing and you have two tax tables for the same taxing authority with different effective dates, the system uses the order's transaction date to determine which tax rate to use.

If you alter a tax suffix or indicator in maintenance, be aware that COM does not review the new suffix/indicator combinations that result. This is also the result if you override the Ship to default and the override contains a suffix which results in an invalid combination. In this case, you must validate all line items. If an invalid combination exists, a message appears when you end the order.

The tax functions are available to every item entry program and special charge panel. For example, a tax override date field exists at the order header level.

COM requires a valid tax combination. When an invalid tax indicator is entered or when a combination is not valid, a message appears.

The suffix field does not appear on the ship-to override panel or on the line item ship-to override panel.

Tax table setup for non-tax users

If IFM is not installed, because tax processing cannot be disabled in XA, you must create some tax records even if you will not be using tax processing in COM.

The CAS tax routines require the existence of either a tax suffix or a tax indicator. The system uses the tax suffix recorded in the Customer file or the Ship-to file. The system uses the tax indicator recorded in the Item Master, Company, Surcharge Line, or Special Charge master file. You can also enter the tax suffix and tax indicator during order entry.

You can create the minimum records needed to process orders without tax calculation using either of the following methods:

- **Defining NTX (no tax) at the item level.** You can define taxing at the item level by creating a tax table entry with an tax indicator of NTX. Leave the suffix blank. You can add Customer and Ship-to records without defining a tax suffix. However, all items, surcharges, and special charges require a tax indicator of NTX. Because the tax indicator for items can be defined in the company record, this method requires minimum setup.

Tax processing programs will default to the tax table record for Company 01, so you do not have to create additional records for other companies.

If you use this method for defining taxing, you do not need to update the tax suffix fields in the Customer or Ship-to records because the NOT tax indicator record accepts transactions with a blank tax suffix.

Complete the following steps using either the CAS VAT/Sales Tax Support menu (AMZMB0) or the COM Taxes menu (AMBM60):

1. Select the Maintain Tax Codes option. Press **F6= Add a record**. On the Edit Tax Code for Authority (AMVAVEFR) panel, create a tax code record for NOTAX by entering NOTAX in the **Code** field and No taxes in the **Description** field.
2. Select the Maintain Tax Suffix Codes option. Press **F6= Add a record**. On the Edit Tax Suffix for Customer (AMVAXEFR) panel, create a blank tax suffix record for NOTAX by leaving the **Tax Suffix** field blank and entering Blank suffix in the **Description** field.
3. Select the Maintain Tax Indicator Codes option. Press **F6= Add a record**. On the Edit Tax Indicator for Item (AMVA1EFR) panel, create a tax indicator record for NOTAX by entering NOT in the **Code** field blank and No Tax item in the **Description** field.
4. Select the Maintain Tax Group Codes option. Press **F6= Add a record**. On the Edit Tax Group (AMVCDEFER) panel, create a tax group code record for NOT by entering NTX in the **Code** field and No Tax in the **Description** field.

5. Create a tax table record for NOTAX using the Maintain Tax Table option. Enter the following values:

Action code <A/C/D>	A
TAX TABLE KEY:	
Company number	01
Tax indicator	NOT
Tax suffix	blank
Tax code	NOTAX
Effective date	valid date
Description	No Tax
Tax percent	0.00
Tax base code (1=Gross, 2=Net)	1
Non-taxable indicator	1
Compound tax uplift	1
Purchase accounting data	
Method (1=Separate, 2=Combined)	2
Account	blank
Use tax liability account	blank
Sales accounting data	
Method (1=Separate, 2=Combined)	2
Account	blank
Tax group code	NTX

6. From the COM File Maintenance menu (AMBM60), select the Company Master option. For each company, change the values for tax indicator fields on the Edit Company Details panel (AMVAAE1R). Refer to Chapter 13, "To maintain company information" for more information about this process.
7. From the Shipping Maintenance menu (AMBM65) select the Special Charge Master option. Update the existing Surcharge line records and records with a tax indicator of NOT.
- **Defining NOTAX at the customer level.** An alternative approach for a non-tax user is to establish a tax table entry with a customer suffix of NOTAX and an item tax indicator of blank. This approach requires you to define taxing at the customer or ship-to destination level rather than at the item level. You can add items, surcharge lines and special charge records without defining a tax indicator. However, all customer and ship-to records require a tax suffix of NOTAX.

Tax processing programs will default to the tax table record for Company 01, so you do not have to create additional records for other companies.

If you use this method for defining taxing, you do not need to update the tax indicator fields in the Item Master, Surcharge Line, or Special Charge master files because the NOTAX tax suffix record accepts transactions with a blank tax indicator.

Complete the following steps using either the CAS VAT/Sales Tax Support menu (AMZMB0) or the COM Taxes menu (AMBM60):

1. Select the Maintain Tax Suffix Codes option. Press **F6= Add a record**. On the Edit Tax Suffix for Authority (AMVAVEFR) panel, create a tax code record for NOTAX by entering NOTAX in the **Code** field and No tax in the **Description** field.
2. Select the Maintain Tax Suffix Codes option. Press **F6= Add a record**. On the Edit Tax Suffix for Customer (AMVAXEFR) panel, create a tax suffix record for NOTAX by entering NOTAX in the **Tax Suffix** field and No tax in the **Description** field.
3. Select the Maintain Tax Indicator Codes. Press **F6= Add a record**. On the Edit Tax Indicator for Item (AMVA1EFR) panel, create a blank tax indicator record by leaving the **Code** field blank and entering Blank indicator in the **Description** field.
4. Select the Maintain Tax Group Codes option. Press **F6= Add a record**. On the Edit Tax Group (AMVCDEFR) panel, create a tax group code record for NOT by entering NTX in the **Code** field and No Tax in the **Description** field.
5. Create a tax table record for NOTAX using the Maintain Tax Table option. Enter the following values:

Action code <A/C/D>	A
TAX TABLE KEY:	
Company number	01
Tax indicator	blank
Tax suffix	NOTAX
Tax code	NOTAX
Effective date	valid date
Description	No Tax
Tax percent	0.00
Tax base code (1=Gross, 2=Net)	1
Non-taxable indicator	1
Compound tax uplift	1
Purchase accounting data	
Method (1=Separate, 2=Combined)	2
Account	blank
Use tax liability account	blank
Sales accounting data	
Method (1=Separate, 2=Combined)	2
Account	blank
Tax group code	NTX

6. From the COM File Maintenance menu (AMBM60), select the Customer option. Change the existing value in the **Tax suffix** field in the Customer Master and Ship-to records to NOTAX. Refer to "To change customer information" on page 13-8 for more information about this process.

Units of measure

The Unit of Measure file contains a 2-position unit of measure field and a 25-position description field. Before you can create a conversion record, both units of measure being converted must have Unit of Measure records.

The Item Unit of Measure Conversion file record has fields for the item number, the **From quantity**, the **From U/M code**, the **To quantity**, the **To U/M code**, and the **Rounding option**. The **From quantity** and **To quantity** fields are 9-digit numbers with 5 decimal positions that relate the from U/M code and the to U/M code fields to each other. Both fields must be used to show the quantity relationship between the two units of measure.

For example, if a box contains 48 items and a case contains 96 items, two possible conversion records might be:

From quantity	From U/M code	To quantity	To U/M code
1.00000	BX	48.00000	EA
96.00000	EA	1.00000	CS

To use unit of measure conversion, the proper relationships (as listed above) must exist in the conversion files. The from and to fields define the direction of the conversion taking place.

The rounding factor has three values:

- 0** No rounding.
- 1** Round to nearest.
- 2** Round up.

You can enter up to 30 characters of text to describe the conversion. You can also enter conversion text in foreign languages. The text is stored in the Item Unit of Measure Conversion Text file. The Item Unit of Measure Conversion Text file record contains values for item number, from U/M, to U/M, language, and conversion text. The **Language code**, **Item number**, **From U/M**, and **To U/M** fields identify the description for which language and conversion it describes. The description is used on invoices, quotes, and order acknowledgments where the unit of measure conversion has been used.

You can define only one pricing unit of measure for an item. This unit of measure is stored on the Item Base Price record for the item. You can define only one stocking unit of measure for an item. This unit of measure is stored on the Item Master file record for the item. You can define multiple order unit of measures for an item. The requirement for defining an order unit of measure is a conversion record from the pricing unit of measure to the order unit of measure and a conversion record from the order unit of measure to the stocking unit of measure. The stocking unit of measure is always a valid order unit of measure and, must have a conversion record to convert the pricing unit of measure to the stocking unit of measure. All unit of measure conversions are quantity conversions; the system automatically calculates the appropriate price conversions based on the quantity conversion record for the units of measure being used.

Example

The selling price of an item is based on the number of individual units or pieces the stocking unit contains. For example, a box of bolts contains 48 pieces. The bolts are ordered, stocked, and shipped by the box (not the individual piece), but the price of the box is established as the price of one bolt times the number of bolts contained in the box (48).

- Unit of Measure records must be created for both each (EA) and box (BX).
- You create an Item Unit of Measure Conversion record to convert EA to BX.

Item number	NA015
From unit of measure	EA
From quantity	48.00000
To unit of measure	BX
To quantity	1.00000
Rounding factor	2
For example: 108 EA x 0001.00000 =108, divided by 48.00000 = 2,250 BX.	

- You create an Item Unit of Measure Conversion Description record stating “48 to a box.” The language code associated with the description is local language 001.
- The Item Base Price file record for the item is loaded with .150 as the base price and EA as the pricing unit of measure.
- The Item Master file is loaded with BX as the stocking unit of measure.

After you have set up the conversion between pricing and stocking unit of measure, you have two order units of measure. You can use the stocking unit of measure, which is the default, or you can use the pricing unit of measure as the ordering unit of measure.

If you wanted to set up another order unit of measure (for example, a carton (CT) that contains 10 boxes), you would make an entry in the Unit of Measure for carton (CT). An Item Unit of Measure Conversion record must be created to convert EA to CT.

Item number	NA015
From unit of measure	EA
From quantity	480.00000
To unit of measure	CT
To quantity	1.00000
Rounding factor	2
For example: 2000 EA x 0001.00000 =2000, divided by 480.00000 = 4.167 CT.	

You would make an Item Unit of Measure Conversion record to convert CT to BX, as follows:

Item number	NA015
From unit of measure	CT
From quantity	1.00000
To unit of measure	BX
To quantity	10.00000
Rounding factor	2
For example: 5 CT x 0010.00000 = 50, divided by 1.00000 = 50.000 BX.	

Now you have three order unit of measures (EA, CT, and BX) for this item.

This is how the prices and quantities are calculated for this line item. (In all three cases, the Stocking Unit of Measure is BX.)

Case 1 order unit of measure is EA.

Pricing unit of measure	EA
Order unit of measure	EA
Quantity ordered	96
Quantity in stocking U/ M	2
Selling price	.150
Price per order unit	.150
Net sales amount	14.40

Case 2 order unit of measure is CT.

Pricing unit of measure	EA
Order unit of measure	CT
Quantity ordered	5
Quantity in stocking U/ M	50
Selling price	.150
Price per order unit	72.000
Net sales amount	360.00

Case 3 order unit of measure is BX.

Pricing unit of measure	EA
Order unit of measure	BX
Quantity ordered	15
Quantity in stocking U/ M	15
Selling price	.150
Price per order unit	7.200
Net sales amount	108.00

The calculations used in these examples are as follows:

1. To calculate the price per order unit (converted selling price):
2. Selling Price is first multiplied by the from quantity, then divided by the to quantity of the conversion record that comes from the Item Unit of Measure Conversion file that defines the pricing unit of measure to order unit of measure.
3. To calculate the net sales amount:
4. Price per order unit is multiplied by the quantity ordered.
5. To calculate the quantity in stocking U/M:
6. Quantity ordered is first multiplied by the to quantity, then divided by the from quantity of the conversion record, which comes from the Item Unit of Measure Conversion file and defines the order unit of measure to stocking unit of measure.

The unit of measure conversion has a hierarchy of conversion records that can be used. In the preceding example the lowest level unit of measure conversion records were created and used.

Pricing Unit of Measure file hierarchy

1. Global Unit of Measure Conversion
2. Class Unit of Measure Conversion
3. Item Unit of Measure Conversion

When the system performs a unit of measure conversion, the first record used for conversion data is the Item Unit of Measure Conversion record. If no Item Unit of Measure Conversion record exists for the item and the two unit of measures being converted, the Class Unit of Measure Conversion record is used.

A unit of measure class can be assigned to an item and is stored in the Item Extension record. This class can be assigned through Item Master File maintenance.

The system searches for a record with the Unit of Measure Class and the two units of measure being converted. If a record exists, the conversion data from this record is used to calculate the conversion. If no record is found, the system searches the Global Unit of Measure Conversion file for a record for the two units of measure being converted. If this record is found, the conversion data it contains is used to calculate the conversion. If no record is found, an error has occurred. The units of measure must be changed or you must create a conversion record for the units of measure to be converted.

Chapter 4. Entering quotes

The Quote type of alternate order entry allows you to enter statements of price for goods or services.

Before you start

The process of entering a quote is basically the same as entering a customer order. A typical quote consists of a header, which is general information that you set up for the quote, and line items, which are the specific items for which you are providing price information. The information that you set up in the quote header, such as addresses and shipment dates, becomes the default information for the line items; however, you can change this information for each item on the quote.

This section explains the basic steps for entering a quote. Typically, entering a quote consists of:

- Entering quote header information on the Enter Quote panel (required).
- Providing additional information, as required by the quote, on one or more quote entry panels (optional).
- Entering line item information on one of the item entry panels (required).
- Completing the End Quote panel to finish the quote entry process (required).

The steps that you perform may vary, depending on the complexity of the quote. Some quotes may require only a minimum number of panels to be completed, while others may require you to complete additional panels. The sequence of panels presented to you may vary also, depending on the choices you make while entering a quote as well as on how you or your company have tailored this function.

Notes:

1. If Electronic Commerce (EC) is installed and interfacing and you have set up EC and COM to send ANSI X.12 (or EDIFACT) 843 (QUOTES) EDI transactions, these options allow you to enter and send quotes electronically to trading partners. See the *Electronic Commerce User's Guide* for details.
2. If you are using Knowledge-Based Configurator (KBC), when you enter configured items in a quote, you go to KBC panels to enter information about the items. When you finish entering the information on the KBC panels, you automatically return to COM to continue entering the quote.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 1	Enter an order or quote.
AMBBIPVR	Press F9=Alt entry	Display Alternate Order Entry popup window.
Alternate Order Entry popup window	Select option 2	Select quote entry.

On panel	You	To
AMBBLPVR	Begin quote entry	Enter information for a quote.

To enter a quote

When you select option 2 on the Alternate Order Entry popup window, the Enter Quote panel (AMBBLPVR) appears. This panel, which is used to enter header information, is the first in a series of required and optional panels that you complete to enter a quote.

```

AMBBLPVR                               Enter Quote                               *****
Company . . . . . : **                *****
Warehouse . . . . . : aA3             *****
Customer . . . . . : nnnnnnnn         *****
Ship to . . . . . : aaaaaaA8         *****
Customer quote                               (Override)
  Number . . . . . : *****
  Date . . . . . : *****
  Reference . . . . . : aaaaaaaaaA12
Sales code . . . . . : A                *****
Purchase order
  Number . . . . . : aaaaaaaaaaaaaaaaaA22
  Date . . . . . : nnnnnn
  Revision . . . . . : aaaaaA7
Contact . . . . . : aaaaaaaaaaaaaaaaaA25
Date needed . . . . . : nnnnnn
Date expires . . . . . : nnnnnn

Next panel ID . . . . . : aA3          *****

F3=Exit      F4=Prompt    F9=Alt entry  F10=Actions
F11=Job status  F12=Return   F16=Delete   F18=Change defaults
```

This panel appears in two modes: ENTER and CHANGE. When initially entering a quote, this panel is in ENTER mode. When maintaining a quote, the panel is in CHANGE mode.

Anytime you advance to another header panel and then return to this panel, you are in CHANGE mode. Some fields on the Enter Quote panel (AMBBLPVR) are then protected. See “Maintain Orders and Quotes” on page 3-45 for additional information.

1. Complete this panel to add the header information that accompanies the quote. When this panel appears, some fields contain system-generated or default values, while others are blank. You can accept the default values or type over them.

Company is a protected field. You cannot type over this value.

The **Number** field contains a unique identifier that is assigned to the quote. This number is only protected when quote numbers are being generated by the system.

2. At a minimum, you need to enter a customer number in the **Customer** field to identify the customer that placed the quote. You also need to enter a code in the **Warehouse** code field. All of the other fields are optional.

Hint: Several of the fields on this panel offer prompted entry. You can use **F4=Prompt** on the following fields:

- **Warehouse**
- **Customer**
- **Ship to**
- **Sales code**
- **Next panel ID.**

3. When entering a new quote, the company number is protected and cannot be changed on this panel. To change companies, you must press **F10=Actions**, and then select option **6**, Order maintenance, from the Actions popup window. You can then select a new company. Refer to “Chapter 3,”Changing to another company” for additional information.

Note: You can only change companies when the Enter Quote panel (AMBBLPVR) first appears, and you have not advanced to another order header panel. If you advance to another header panel and return or are maintaining a quote, the company number cannot be changed.

When you select a new company, the following occurs:

- The Enter Quote panel (AMBBLPVR) is refreshed using the default values for the new company.
- An existing quote can be deleted from this panel by using **F16=Delete**.

4. When you press **Enter** on the Enter Quote panel, the data fields you enter are edited. If errors are found, the panel appears with error messages, and the fields in error are highlighted. If no errors are found, the next panel, as specified for **Next panel ID**, appears.

5. From the Enter Quote panel (AMBBLPVR), you can either:

- Skip the optional order header panels and go directly to an item entry panel.
- Complete one or more of the optional order header panels (either in sequence or by going directly to them).
- Go directly to the End Quote panel (AMBBXPVR).

Note: The Enter Quote panel (AMBBLPVR) is one of three required panels that you must complete to enter a quote. The other required panels are one of the item entry panels, such as the Detail Item Entry - Quote panel (AMBBAE1R), and the End Quote panel (AMBBXPVR). All of the other quote entry panels are optional. The sequence of these panels may vary, depending on how this function has been tailored by you or your company.

Function keys. Use the following function keys to perform additional actions.

Function key	Use to	See page
F9=Alt entry	See the Alternate Order Entry popup window, where you can select from a list of additional order actions.	3-116
F10=Actions	See the Order Header Actions popup window, where you can select from a list of additional order actions.	3-95

Function key	Use to	See page
F16=Delete	Delete a quote. When you use F16=Delete on one of the quote header panels, the Confirm Order Deletion panel (AMBDDPVR) appears. Press Enter to delete the selected quote or use F12=Return to return to previous panel.	—
F18=Change defaults	See the Change Defaults popup window, where you can change your data and navigational defaults.	3-92 3-94

Proceeding to the next quote header panel. To go directly to a quote header panel, type the panel identifier in the Next panel ID field, which is located near the bottom of the Enter Quote panel (AMBBLPVR), then press **Enter**.

Hint: If you don't remember the panel identifier for the panel you want to go to, position the cursor on the Next panel ID field, then use **F4=Prompt**.

Each order type, whether it is a basic customer order, quote, credit memo, standing order, or immediate ship, has the same header panels. The following table shows the header panels and their panel identifiers.

Panel title	Panel ID	See page
Sold to override	010	3-9
Ship to override	020	3-10
Specify Shipment and Terms	030	3-11
Override Price & Currency	040	3-12
Edit Order Commission Splits	050	3-13
Quote/Order Comments	060	3-14

After you complete a panel, press **Enter**. The next header panel appears.

Proceeding to the End Quote panel. To proceed directly to the End Quote panel (AMBBXPVR) without completing any additional order entry panels, use **F2=End** order.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Return** before you press **Enter**.

Completing a line item entry panel. After you complete the Enter Quote panel (AMBBLPVR) and any optional order header panels, you complete the line item entry panel. You can access a line item entry panel directly by entering **70** in the **Next panel ID** field, which is found on most of the order entry panels.

Line item entry panels allow you to add line items or line item credits to a quote. You must complete a line item entry panel to enter a customer quote. Several different panels are used for line item entry; however, the panel that you use depends on your current task as well as how you or your company have set your default panels.

You can change from the default panel to another quote detail panel by using **F9=Alt entry**, then selecting the corresponding option number, as follows:

Option	Use to	Seepage
020	Customer item entry	3-66
030	Noninventory item entry	3-69
040	Basic item entry	3-72
050	Special charge entry	3-77
110	Review quote	4-8

The following example, the Detail Item Entry - Quote panel (AMBBAE1R), is one example of a line item entry panel.

```

AMBBAE1R                               Detail Item Entry - Quote                               *****
Order number : *****
Last entry . . : *****
-----
Sequence number  aaaaaA7          Comments . *****
Item number . .  aaaaaaaaaA15      *****
Order quantity . nnnnnnn.nnn-
Order U/M . . .  A2
Warehouse . . .  aA3
Price:   U/M :   **   Currency :   ** *****
Base . . . . . nnnnnnnnnnn.nnn-   Selling price . nnnnnnnnnnn.nnn-
Cnv selling . . : *,**,**,**.*****- Net sales . . . nnnnnnnnnnn.nnn-
Request date . . nnnnnnn          Stock qty . . . : *,**,**.***- U/M **
Promise date . . nnnnnnn          On hand . . . : *,**,**.***-
On order . . . : *,**,**.***-
Blanket releases A                Allocated . . . : *,**,**.***-
Ship to override aaaaaA8 A        Available . . . : *,**,**.***-
Price override . A                Tax indicator . aA3
Tax transaction type aaaaaA10     Tax class . . . aaaaaaaaaA15

F2=End quote   F3=Exit   F4=Prompt   F9=Alt entry   F10=Actions
F11=Job status F12=Return F18=Change defaults
    
```

Complete this panel to add line items to the order. The **Item number** and **Order quantity** fields are required.

After you complete these fields and any others you want to use, press **Enter**. The system completes associated pricing and quantity fields, based on information stored in the data base. The panel appears again so you can add the next line item.

Notes:

1. If you do not enter a quantity on this panel and price break information is available, press **Enter**. The Display Quote Quantity Price Breaks panel (AMBLWDFR) appears, showing the quantity breaks and prices for the item.
2. If you are using KBC to configure an item and you do not enter a price for the item in KBC, COM performs the regular pricing routines for the item. If you do enter a price in KBC, COM takes that price and uses it as a starting point for the regular pricing hierarchy.

Hint: If you do not know a line item number or unit of measure code, you can use **F4=Prompt**.

After you finish adding all the line items to the quote, use **F2=End order** to complete the quote process. The End Quote panel (AMBBXPVR) appears.

Completing the End Quote panel

The End Quote panel (AMBBXPVR) provides a summary of the quote. You must complete this panel to finish the process of entering a customer quote. Typically, you complete this panel after you have completed the Enter Quote panel (AMBBLPVR), a line item entry panel, and any optional panels. To access this panel, use **F2=End order** from any of the order entry panels where it is available.

Note: You can also access the End Quote panel (AMBBXPVR) from Order Maintenance and Order Inquiry panels.

```

AMBBXPVR                               End Quote                               *****
Quote number : ***** *
Last entry . : ***** *
-----
Type information; press Enter to end order.
*****
Quote totals                               Immediate print options
Weight . . . . . : **,***,***.*** **      Quote . . . . . A
Volume . . . . . : **,***,***.*** **      Print alt currency A
Line items . . . . . : ***
Special charges . . . . . : ***
Total for items . . . . . : **,***,***,***.***-
Total special charges . . . . . : **,***,***,***.***-
Total surcharges . . . . . : **,***,***,***.***-
Trade discount . . . . . : **,***,***,***.***-
Taxes . . . . . : **,***,***,***.***-      Edit installments . A
Invoice amount . . . . . : **,***,***,***.***-
Terms discount . . . . . : **,***,***,***.***-

F3=Exit      F4=Prompt      F9=Review      F10=Actions
F11=Job status  F12=Return      F16=Delete      F22=Comments
    
```

Review the information shown here, then indicate whether the quote is to be printed immediately.

To print the detail of the quote in the alternate currency, type **Y (Yes)** in the **Print alt currency** field. If the field is **N (No)**, all documents will print in the trading currency. This field appears when the order currency is different from the alternate currency.

If you want to change the installment payments you set up as part of the terms for this quote, enter **Y** in the **Edit installments** field. If IFM is installed and interfacing, the IFM Installment Payments panel (UAP6E2R) appears, so you can recalculate the payments. For more information about installments, refer to the *IFM User's Guide*.

After completing the panel, press **Enter** to process the quote.

Note: To add more line items to the quote before ending the quote, use **F12=Return** to return to the line item entry panel.

To convert a quote to an order . You can convert a quote into an order by using the order copy function. Use the following steps to begin the conversion process.

1. Select option **10=Review/Maintain Quotes** on the Order Processing menu. The Enter Quote Review - All Customers panel (AMBFADFR) appears.

2. Select option **15=Copy to Order**.

Note: You cannot convert a quote with a status code = 00.

During order entry, a quote can also be copied using the following steps.

1. Use **F10=Actions** on the Enter Order panel (AMBBIPVR). The Order Header Actions popup window appears.
2. Select option **001=Order copy** on the popup window. The Select Customer Order to Copy - Open panel (AMBFTDFR) appears.

To complete the conversion process, see “Chapter 3,” Copying orders”.

Review and maintain quotes

Use this option to review and maintain all quotes. This function enables you to:

- Change information in the quote header
- Delete the quote
- Display the quote header
- Change items in the quote.

Before you start

Get the customer numbers and quote numbers of the quotes that you want to maintain. Quote status can be:

- 00—quote is incomplete
- 10—quote has been entered
- 20—quote has been printed
- 30—quote has been copied to an order.

Quotes can be maintained at any of these status levels.

The needed and expiration dates for quotes use system default values or dates entered on the Enter Quote panel (AMBBLPVR).

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 10	Review and maintain quotes.
AMBFADF R	Select a quote	Change, delete, display, copy to order, cancel/ reactivate, or review items for selected quotes.

Hint: You can also access this function during order entry. On the Enter Order panel (AMBBIPVR), use **F9=Alt entry**. The Alternate Order Entry window appears. Type **5** in the **Option** field, then press **Enter**. The Quote Review - All Customers panel (AMBFADFR) appears.

When you select option 10 on the Order Processing menu (AMBM10), the Quote Review - All Customers panel (AMBFADFR) appears. This panel contains a list of all quotes on the system. As soon as a quote has been entered, it is available for review and maintenance.

```

AMBFADFR                Quote Review - All Customers                *****
Subset by company . . . . . nn                                Subset active
Position to customer . . . . . nnnnnnnn
quote . . . . . aaaaA6

Type options; press Enter.
2=Change header  4=Delete  5=Display  15=Copy to order
17=Cancel/reactivate  24=Review items

Opt  Co  Customer  Quote  Name/      Expired      Status
      *  *         *         *         Needed      *
A2   **  *         *         *         *         *         **
      **/**/**  **/**/**
A2   **  *         *         *         *         *         **
      **/**/**  **/**/**
A2   **  *         *         *         *         *         **
      **/**/**  **/**/**
A2   **  *         *         *         *         *         **
      **/**/**  **/**/**

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F17=Subset

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for the quotes listed on this panel:

Option	Use to	See page
2=Change header	Change quote header data. When you select this option, the Enter Quote panel (AMBBLPVR) appears. This panel is the first in a series of panels that allow you to change quote header information for the quote. Navigate through these panels, changing the information as required.	4-2
4=Delete	Delete the quote. When you select this option, the Confirm Order Deletion panel (AMBDDPVR) appears. To continue with the deletion, press Enter . The system shows a message informing you that the deletion is in progress. After the quote deletion process is completed, the Quote Review - All Customers panel (AMBFADFR) appears again.	—
5=Display	Review the quote header. When you select this option, the Display Quote panel (AMBBLPVR) appears. This panel is the first in a series of panels that show the contents of the quote header you selected. Navigate through these panels to review the quote header information.	—

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for the items listed on this panel:

Option	Use to	See page
2=Change	Change information for a line item.	4-11
4=Delete	Delete the line item from the order. When you select this option, the Confirm Delete of Order Line Items panel (AMBKTDFR) appears. To continue with the deletion, press Enter . A message informing you that the deletion is in progress appears. After the order deletion process is completed, the Review Quote Item Summary panel (AMBE8DFR) appears again.	—
5=Display	Review the information about the line item. When you select this option, the Display Line Item Detail panel (AMBBED1R) appears. This panel shows detailed information about the line item you selected.	—
26=Insert before	Insert a new line item before a line item on the list. When you select this option, the Detail Item Entry - Quote panel (AMBBAE1R) appears. Complete the information needed to add a new line item, then press Enter . The Confirm field appears in the lower-right corner of the panel. Type Y to confirm your entry. The Review Quote Item Summary panel (AMBE8DFR) appears again, with the new line item inserted prior to the row where you entered the option number.	—
27=Insert after	To insert a new line item after a line item on the list. When you select this option, the Detail Item Entry - Quote panel (AMBBAE1R) appears. Complete the information needed to add a new line item, then press Enter . The Confirm field appears in the lower-right corner of the panel. Type Y to confirm your entry. The Review Quote Item Summary panel (AMBE8DFR) appears again, with the new line item inserted after the row where you entered the option number.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add item information to this line item.	3-59
F22=Special charges	Review or maintain special charges associated with the line item.	4-12

To change item information. When you select this option, the Detail Item Entry - Quote panel (AMBBAE1R) appears. This is the same panel described earlier in the section “To enter a quote” starting on page 4-1. Make any required changes, then press **Enter**.

The Repricing window appears. Type **Y** to calculate new prices or, if price recalculations are not required, accept the default. Type **Y** to confirm your entry.

Note: If you are using KBC to configure an item and you do not enter a price for the item in KBC, COM performs the regular pricing routines for the item. If you do enter a

price in KBC, COM takes that price and uses it as a starting point for the regular pricing hierarchy.

The Maintenance Reason window appears. Enter a maintenance reason code (or press **F4=Prompt** to select from a list of codes) that indicates why you are making the change, then press **Enter**.

The Review Quote Item Summary panel (AMBE8DFR) appears again. To save the changes you have made, use **F2=End order**.

The End Order panel (AMBBXPVR) appears. Press **Enter**. The system saves your maintenance changes, and the Quote Review - All Customers panel (AMBFADFR) appears again.

To review or maintain special charges

Type **24** (Review items) in the options field on the Quote Review - All Customers panel (AMBFADFR) and press **F22=Special charges** on the Review Quote Item Summary panel (AMBE8DFR) to review or maintain special charges for the quote. The Review Special Charges panel (AMBESDFR) appears.

```

AMBESDFR                                Review Special Charges                *****
*****
Company number . . . . . : ** *****
Order . . . . . : *****                Currency ID . : ***

Type options; press Enter.
  2=Change  4=Delete  5=Display  13=Comments  41=Tax inquiry

Opt Reference/  Type  Tax ind                Amount/  Terms discount/
Description                                         Cost      Surcharge
A2  ***          *      ***                **, ***, ***, ***, ** - *
*****
A2  ***          *      ***                **, ***, ***, ***, ** - *
*****
A2  ***          *      ***                **, ***, ***, ***, ** - *
*****
A2  ***          *      ***                **, ***, ***, ***, ** - *
*****
A2  ***          *      ***                **, ***, ***, ***, ** - *
*****
A2  ***          *      ***                **, ***, ***, ***, ** - *
*****

F2=End order   F3=Exit   F6=Add   F7=Backward   F8=Forward
F11=Job status F12=Return
  
```

This panel contains a list of all the special charges on the selected quote.

Options. Use these options to perform activities for special charges listed on this panel.

Option	Use to
2=Change	Change the special charge. The Special Charge Details - Order panel (AMBBDE1R) appears. Make your changes, then press Enter . The Confirm field appears in the lower-right corner of the panel. Type Y to confirm your entry. The Review Special Charges panel (AMBESDFR) appears again.

Option	Use to
4=Delete	Delete the special charge. When you select this option, the Confirm Delete panel (AMVBWDFR) appears. Press Enter to confirm the special charge deletion.
5=Display	Show the special charge information. When you select this option, the Display Special Charge panel (AMBBVD1R) appears. This panel contains detailed information about the special charge you selected.
13=Comments	Change, delete, or display special charge comments. When you select this option, the Maintain Order Special Charge Comments panel (AMBEVDFR) appears. Make your changes, then press Enter . The Confirm field appears in the lower-right corner of the panel. Type Y to confirm your entry. The Review Special Charges panel (AMBESDFR) appears again.
41=Tax inquiry	Review the tax details for this special charge. The Tax Details panel (UAPSDFR) appears, showing the tax code result, tax base amount, and tax amount for the charge.

Function keys. Use this function key to perform additional actions on the Review Special Charges panel (AMBESDFR):

Function key	Use to	See page
F6=Add	Type in information to add a special charge to the order. The Special Charge Details - Order panel (AMBBDE1R) appears.	—

To save the changes you have made, use **F2=End order**. The End Order panel (AMBBXPVR) appears. Type **Y** to confirm your entry. The system saves your maintenance changes, and the Quote Review - All Customers panel (AMBFADFR) appears again.

Print quotes

Use this option to print a notice that you have given a quote to a customer. A quote is used to enter and maintain a preliminary order or contract. Quotations advise the prospective customer of price, delivery, and terms of sale. They do not allocate inventory and are not subject to credit checking.

Notes:

1. The printer layout for the quote preprinted form is in Appendix C of *Planning and Installing Infor ERP XA*.
2. If the fax interface or Electronic Commerce (or both) are installed, you can set up media flags for each customer, in order to print, fax, and EDI the quote as you run this menu option or any COM menu option where quotes are selected for printing.

Before you start

Use this panel to enter criteria for printing quotes. You have three options:

- Unprinted options.
- Use this option to print all quotes that have not been printed for a company.
- Original print or reprint.
- Use this option either to print quotes that have not been printed or to reprint quotes that have already been printed. You can print by company and order number ranges.
- Select individual orders.
- Use this option to print quotes for selected orders.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 5	Print quotes.
AMBGCPV R	Select quotes	Process and/or print selected quotes.

When you select option 5 on the Order Processing menu (AMBM10), the Quote Print Selection panel (AMBGCPVR) appears.

```
AMBGCPVR                Quote Print Selection                *****
Type information; press Enter.
*****

Unprinted options
Process all unprinted . . . . . A
Company . . . . . nn
Language code . . . . . aA3
Date entered . . . . . nnnnnn
Entered by user . . . . . aaaaaaaA10

Original print or reprint
Process by limits . . . . . A
Company . . . . . nn
Beginning quote number . . . . . aaaaaA7
Ending quote number . . . . . aaaaaA7
Language code . . . . . aA3

Select individual orders
Select individual quotes . . . . . A

F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

At a minimum, you need to enter a company number in the **Company** field to print all the quotes that have not been printed. Press **Enter** after typing in the company number and to accept the other default values. A message appears that the report has been submitted to batch.

Hint: You can use **F4=Prompt** with the **Company** and **Language code** fields.

Enter **N** in the **Process all unprinted** and **Y** in the **Process by limits** fields to print quotes by company and order number ranges. Type in the desired company number and range of order numbers, and press **Enter**. A message appears that the report has been submitted to batch.

Enter **N** in the **Process all unprinted** and **Y** in the **Select individual quotes** fields to select individual quotes for printing. The Print Quotes panel (AMBJPDFR) appears.

```

AMBJPDFR                               Print Quotes                               *****
Position to company . . . nn                               Subset active
customer . . . nnnnnnnn
quote . . . aaaaaA7

Type options; press Enter.
5=Display 6=Print

Opt Co Customer Quote Name/ Needed Expired Status
A2 ** ***** ***** ***** ***** ***** **
**/**/** **/**/**
A2 ** ***** ***** ***** ***** ***** **
**/**/** **/**/**
A2 ** ***** ***** ***** ***** ***** **
**/**/** **/**/**
A2 ** ***** ***** ***** ***** ***** **
**/**/** **/**/**

F3=Exit F7=Backward F8=Forward F11=Job status
F12=Return F17=Subset

```

Enter an option or use the appropriate function key.

Options. Use these options to perform activities for particular companies and orders listed on this panel.

Option	Use to	See page
5=Display	Show quote information. The Display Quote panel (AMBFBPVR) appears. This is the first in a series of panels showing quote inquiry information. Press Enter to see the next panel in the series. Press F3 on any panel to return to the Print Quotes panel (AMBJPDFR).	10-7
6=Print	Print the selected quote, or send it to the trading partner using Electronic Commerce.	—

Quote

	1/06/**		1
	1/13/**		
ID Industries			
705 Glenridge Dr			
Atlanta, GA 30328			
N			
ID Industries			
5098 Holcomb Road			
Marietta, GA 30392			
1	50	QT	79
			206
Thank you for your order.			
Deliveries accepted 10 am or later.			
LUKESKIT			
		ZZ	1.000
TEST KIT MATERIALS			100.000
Kit Parent			100.00
ALPSKWR			
		RL	1.000
ALL PURPOSE SHRINK WRAP			150.000
	1.500	FT	150.00
			250.00
			.00
			.00
			.00
			.00
			12.50
			250.00

Chapter 5. Entering credit memos

The Credit Memo type of alternate order entry allows you to enter credit returns and credit allowances. Use credit memos when:

- A customer returns items for credit
- A customer returns defective items for replacement
- A credit allowance is required for a customer.

Before you start

The credit memo feature allows you to calculate item prices, shipping charges, and print a final credit amount.

Before you enter a credit memo, you should have the following information:

- Company number (if you use multi-company support)
- Customer name and number
- Billing information (if you do not use the default)
- A list of items you plan to include on the credit memo
- Any comments you plan to add to the credit memo.

The process of entering a credit memo is basically the same as entering a customer order. A typical credit memo consists of a header, which is general information that you set up for the credit memo, and line items, which are the specific items for which you are providing credit. The information that you set up in the credit memo header, such as addresses and shipment dates, becomes the default information for the line items; however, you can change this information for each item on the credit memo.

This section explains the basic steps for entering a credit memo. Typically, entering a credit memo consists of:

- Entering credit memo header information on the Enter Credit Memo panel (required).
- Providing additional information, as required by the credit memo, on one or more credit memo entry panels (optional).
- Entering line item information on one of the line item entry panels (required).
- Completing the End Credit Memo panel to finish the credit memo entry process (required).

The steps that you perform may vary, depending on the complexity of the credit memo. Some credit memos may require only a minimum number of panels to be completed, while others may require you to complete additional panels. The sequence of panels presented to you may vary also, depending on the choices you make while entering a credit memo as well as on how you or your company have tailored this function.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.

On panel	You	To
AMBM10	Select option 1	Enter an order or quote.
AMBBIPVR	Press F9=Alt entry	Show Alternate Order Entry popup window.
Alternate Order Entry popup window	Select option 3	Select credit memo entry.
AMBBQPVR	Begin credit memo entry	Enter information for a credit memo.

To enter a credit memo

When you select option 3 on the Alternate Order Entry popup window, the Enter Credit Memo panel (AMBBQPVR) appears.

```

AMBBQPVR                      Enter Credit Memo                      *****
Company . . . . . : **          *****
Warehouse . . . . . : aA3       *****
Credit to order . . . . . : *****
Customer . . . . . : nnnnnnnn  *****
Ship to . . . . . : aaaaaaA8   *****
Credit memo (Override)
  Number . . . . . : *****
  Date . . . . . : *****
  Reference . . . . . : aaaaaaaaaA12  Credit card sale . . . A
Purchase Order Number . . . : aaaaaaaaaaaaaaaaaA22
Sales code . . . . . : A          *****
Credit code . . . . . : A          *****
Invoice reference . . . . . : nnnnnn
Reason code . . . . . : aA3       *****
Contract number . . . . . : nnnn   *****

Next panel ID . . . . . : aA3     *****

F3=Exit      F4=Prompt  F9=Alt entry  F10=Actions
F11=Job status  F12=Return  F16=Delete  F18=Change defaults

```

This panel, which is used to enter header information, is the first in a series of required and optional panels that you complete to enter a credit memo.

This panel appears in two modes: ENTER and CHANGE. When initially entering a credit memo, this panel is in ENTER mode. When maintaining a credit memo, the panel is in CHANGE mode.

Anytime you advance to another header panel and then return to this panel, you are in CHANGE mode. Additional fields in the Enter Credit Memo panel (AMBBQPVR) will then be protected. See Chapter 3, "Maintain Orders and Quotes" for additional information.

1. Complete this panel to add the header information that accompanies the credit memo. When this panel appears, some fields contain system-generated or default values, while others are blank. You can accept the default values or type over them.

Company is a protected field. You cannot type over this value.

The **Number** field contains a unique identifier that is assigned to the credit memo. This number is only protected when credit memo numbers are being generated by the system.

- At a minimum, you need to enter a customer number in the **Customer** field to identify the customer for whom the credit memo is being created. You also need to enter a code in the **Warehouse** code field. All of the other fields are optional.

Hint: Several of the fields on this panel offer prompted entry. You can use **F4=Prompt** on the following fields:

- **Warehouse**
- **Customer**
- **Ship to**
- **Credit code**
- **Contract number**
- **Next panel ID.**

- When entering a new credit memo, the company number is protected and cannot be changed on this panel. To change companies, you must press **F10=Actions**, and then select option **6**, Order maintenance, from the Actions popup window. You can then select a new company. Refer to Chapter 3, "Changing to another company" for additional information.

Note: You can only change companies when the Enter Credit Memo panel (AMBBQPVR) first appears, and you have not advanced to another order header panel. If you advance to another header panel and return or are maintaining an credit memo, the company number cannot be changed.

When you select a new company, the following occurs:

- The Enter Credit Memo panel (AMBBQPVR) is refreshed using the default values for the new company.
 - You can delete an existing open credit memo from this panel by using **F16=Delete**.
- When you press **Enter** on the Enter Credit Memo panel (AMBBQPVR), the data fields you enter are edited. If errors are found, the panel appears again with error messages, and the fields in error are highlighted. If no errors are found, the next panel, as specified in the **Next panel ID** field, appears.
 - From the Enter Credit Memo panel (AMBBQPVR), you can either:
 - Skip the optional order header panels and go directly to a line item entry panel.
 - Complete one or more of the optional order header panels (either in sequence or by going directly to them).
 - Go directly to the End Credit Memo panel (AMBBWPVR).

Note: The Enter Credit Memo panel (AMBBQPVR) is one of three required panels that you must complete to enter a credit memo. The other required panels are one of the line item entry panels, such as the Detail Item Entry - Credit Memo panel (AMBA5E1R), and the End Credit Memo panel (AMBBWPVR). All of the other order entry panels are optional. The sequence of these panels may vary, depending on how this function has been tailored by you or your company.

Function keys. Use the following function keys to perform additional actions.

Function key	Use to	See page
F9=Alt entry	Show the Alternate Order Entry popup window, where you can select from a list of additional order actions.	3-116
F10=Actions	Show the Order Header Actions popup window where you can select from a list of additional order actions.	3-95
F16=Delete	Delete an existing credit memo. When you use F16=Delete on one of the order header panels, the Confirm Order Deletion panel (AMBDDPVR) appears. Press Enter to delete the selected credit memo or use F12=Return to return to the previous panel. Note: You cannot delete a credit memo if any uninvoiced credit returns exist.	—
F18=Change defaults	Show the Change Defaults popup window, where you can change your data and navigational defaults.	3-92, 3-94

Proceeding to the next order header panel. To go directly to an order header panel, type the panel identifier in the **Next panel ID** field, which is located near the bottom of the Enter Credit Memo panel (AMBBQPVR), then press **Enter**.

Hint: If you don't remember the panel identifier for the panel you want to go to, position the cursor on the **Next panel ID** field, then use **F4=Prompt**.

Each order type, whether it is a basic order, quote, credit memo, standing order, or immediate ship, has the same header panels. The following table shows the header panels and their panel identifiers.

Panel title	Panel ID	See page
Sold to override	010	3-9
Ship to override	020	3-10
Specify Shipment and Terms	030	3-11
Override Price & Currency	040	3-12
Edit Order Commission Splits	050	3-13
Quote/Order Comments	060	3-14

After you complete a panel, press **Enter**. The next header panel appears.

Proceeding to the End Credit Memo panel. To proceed directly to the End Credit Memo panel (AMBBWPVR) without completing any additional order entry panels, use **F2=End order**.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Return** before you press **Enter**.

Completing a line item entry panel. After you complete the Enter Credit Memo panel (AMBBQPVR) and any optional order header panels, you complete the line item entry panel. You can access a line item entry panel directly by entering 70 in the Next panel ID field, which is found on most of the order entry panels.

Line item entry panels allow you to add line items or credits to a credit memo. You must complete a line item entry panel to enter a customer credit memo. Several different panels are used for line item entry; however, the panel that you use depends on your current task as well as how you or your company have set your default panels.

You can change from the default panel to another line item entry detail panel by using **F9=Alt entry**, then selecting the corresponding option number, as follows:

Option	Use to	See page
010	Detail item entry	3-62
020	Customer item entry	3-66
030	Noninventory item entry	3-69
040	Basic item entry	3-72
050	Special charge entry	3-77
060	Credit detail item entry	3-79
070	Credit customer item	3-82
080	Credit noninventory item	3-84
090	Credit basic item entry	3-86
100	Credit special charge	3-87
110	Review order	3-51

The following panel, the Credit Detail Item Entry panel (AMBA5E1R), is one example of a line item entry panel.

```

AMBA5E1R                      Credit Detail Item Entry                      *****
Order number : *****
Last entry   : *****
-----
Sequence number  aaaaaA7          Comments . *****
Item number . .  aaaaaaaaaA15     *****
Credit quantity  nnnnnnn.nnn-
Order U/M . . .  A2
Warehouse . . .  aA3
***** U/M : **   Currency : *** *****
Base . . . . .  nnnnnnnnnnnn.nnn-   Selling price  nnnnnnnnnnnn.nnn-
Cnv selling : *,**,**,*-*****-   Net sales . .  nnnnnnnnnnnn.nn-
Credit date . .  nnnnnn           Stock qty . . : *,**,**,*- U/M **
Credit code . .  A
Reason code . .  aA3
Ship to override aaaaaA8 A
Price override  A                 Tax indicator .  aA3
Tax transaction type aaaaaA10     Tax class . . .  aaaaaaaaaA15

F2=End order   F3=Exit   F4=Prompt  F9=Alt entry  F10=Actions
F11=Job status F12=Return  F18=Change defaults
    
```

Complete this panel to add line items to the credit memo. The **Item number** and **Credit quantity** fields are required.

After you complete these fields and any others you want to use, press **Enter**. The system completes associated pricing and quantity fields, based on information stored in the data base. The panel appears again so you can add the next line item.

Hint: If you do not know a line item number or unit of measure code, you can use **F4=Prompt**.

After you finish adding all the line items to the credit memo, use **F2=End order** to complete the credit memo process. The End Credit Memo panel (AMBBWPVR) appears

Completing the End Credit Memo panel

The End Credit Memo panel (AMBBWPVR) provides a summary of the credit memo. You must complete this panel to finish the process of entering a customer credit memo. Typically, you complete this panel after you have completed the Enter Credit Memo panel (AMBBQPVR), a line item entry panel, and any optional panels. To access this panel, use **F2=End order** from any of the order entry panels where it is available.

Note: You also can access the End Credit Memo panel (AMBBWPVR) from Order Maintenance and Order Inquiry panels.

```

AMBBWPVR                               End Credit Memo                               *****
                                           *
Credit memo : *****
Last entry  : *****
-----
Type information; press Enter to end order.
                                           *****
Order totals                               Immediate print options
Weight . . . . . : **,**,***.*** **      Acknowledgement . . A
Volume . . . . . : **,**,***.*** **      Pro forma invoice . . A
Line items . . . . . : ***                Print alt currency   A
Special charges . . . : ***
Total for items . . . : **,**,***.***-
Total special charges : **,**,***.***-
Total surcharges . . . : **,**,***.***-
Trade discount . . . . : **,**,***.***-
Taxes . . . . . : **,**,***.***.***-
Invoice amount . . . . : **,**,***.***-
Terms discount . . . . : **,**,***.***-

F3=Exit      F4=Prompt    F9=Review    F10=Actions
F11=Job status F12=Return   F16=Delete   F22=Comments

```

Review the information shown here, then indicate whether an acknowledgment or pro forma invoice is to be printed immediately.

To print the detail of the credit memo in the alternate currency, type **Y (Yes)** in the **Print alt currency** field. If the field is **N (No)**, all documents will print in the trading currency. This field appears when the order currency is different from the alternate currency.

After completing the panel, press **Enter** to process the credit memo.

Note: To add more line items to the credit memo before ending the credit memo, use **F12=Return** to return to the line item entry panel.

Maintaining a credit memo

You maintain a credit memo the same way you maintain a customer order. See Chapter 3, "Maintain Orders and Quotes" for additional information.

Chapter 6. Entering standing orders

The Standing Order type of alternate order entry allows you to enter a permanent request from a customer for goods to be delivered or services to be performed.

Before you start

The process of entering a standing order is basically the same as entering a customer order. A typical standing order consists of a header, which is general information that you set up for the standing order, and line items, which are the specific items for which you are providing price information. The information that you set up in the standing order header, such as addresses and shipment dates, becomes the default information for the line items; however, you can change this information for each line item on the standing order.

This section explains the basic steps for entering an standing order. Typically, entering an standing order consists of:

- Entering standing order header information on the Enter Standing Order panel (required)
- Providing additional information, as required by the standing order, on one or more standing order entry panels (optional)
- Entering line item information on one of the item entry panels (required)
- Completing the End Standing Order panel to finish the standing order entry process (required).

The steps that you perform may vary, depending on the complexity of the standing order. Some standing orders may require only a minimum number of panels to be completed, while others may require you to complete additional panels. The sequence of panels presented to you may vary also, depending on the choices you make while entering a standing order as well as on how you or your company have tailored this function.

Note: If you are using Knowledge-Based Configurator (KBC), when you enter configured items in a standing order, you go to KBC panels to enter information about the items. When you finish entering the information on the KBC panels, you automatically return to COM to continue entering the standing order.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 1	Enter an order or quote.
AMBBIPVR	Press F9=Alt entry	Display Alternate Order Entry popup window.
Alternate Order Entry popup window	Select option 4	Select standing order entry.
AMBBMPVR	Begin standing order entry	Enter information for a standing order.

To enter a standing order

When you select option 4 on the Alternate Order Entry popup window, the Enter Standing Order panel (AMBBMPVR) appears. This panel, which is used to enter header information, is the first in a series of required and optional panels that you complete to enter a standing order.

```

AMBBMPVR                               Enter Standing Order                               *****
Company . . . . . : **                *****
Warehouse . . . . . : aA3             *****
Customer . . . . . : nnnnnnnn        *****
Ship to . . . . . : aaaaaaA8         *****
Standing order                                     (Override)
  Number . . . . . : *****
  Date . . . . . : *****
  Reference . . . . . : aaaaaaaaaA12
Sales code . . . . . : A              *****
Purchase order
  Number . . . . . : aaaaaaaaaaaaaaaaaA22
  Date . . . . . : nnnnnn
  Revision . . . . . : aaaaaA7
Contract number . . . . . : nnnnn     *****

Next panel ID . . . . . : aA3        *****

F3=Exit      F4=Prompt  F9=Alt entry  F10=Actions
F11=Job status  F12=Return  F16=Delete  F18=Change defaults
    
```

This panel appears in two modes: ENTER and CHANGE. When initially entering a standing order, this panel is in ENTER mode. When maintaining a standing order, the panel is in CHANGE mode.

Anytime you advance to another header panel and then return to this panel, you are in CHANGE mode. Some fields in the Enter Standing Order panel (AMBBMPVR) are then protected. See “Maintain Orders and Quotes” on page 3-47 for additional information.

1. Complete this panel to add the header information that accompanies the standing order. When this panel appears, some fields contain system-generated or default values, while others are blank. You can accept the default values or type over them.

Company is a protected field. You cannot type over this value.

The **Number** field contains a unique identifier that is assigned to the standing order. This number is only protected when order numbers are being generated by the system.

2. At a minimum, you need to enter a customer number in the **Customer** field to identify the customer that placed the standing order. You also need to enter a code in the **Warehouse** code field. All of the other fields are optional.

Hint: Several of the fields on this panel offer prompted entry. You can use **F4=Prompt** on the following fields:

- **Warehouse**
- **Customer**
- **Ship to**
- **Sales code**
- **Contract number**
- **Next panel ID**

3. When entering a new standing order, the company number is protected and cannot be changed on this panel. To change companies, you must press **F10=Actions**, and then select option **6**, Order maintenance, from the Actions popup window. You can then select a new company. Refer to “Changing to another company” on page -98 for additional information.

Note: You can only change companies when the Enter Standing Order panel (AMBBMPVR) first appears, and you have not advanced to another order header panel. If you advance to another header panel and return or are maintaining an standing order, the company number cannot be changed.

When a new company is selected, the following occurs:

- The Enter Standing Order panel (AMBBMPVR) is refreshed using the default values for the new company.
 - You can use **F16=Delete** to delete an existing standing order from this panel.
4. When you press **Enter** on the Enter Standing Order panel (AMBBMPVR), the data fields you enter are edited. If errors are found, the panel appears again with error messages, and the fields in error are highlighted. If no errors are found, the next panel, as specified for **Next panel ID**, appears.
5. From the Enter Standing Order panel (AMBBMPVR), you can either:
- Skip the optional order header panels and go directly to a line item entry panel.
 - Complete one or more of the optional order header panels (either in sequence or by going directly to them).
 - Go directly to the End Standing Order panel (AMBBYPVR).

Note: The Enter Standing Order panel (AMBBMPVR) is one of three required panels that you must complete to enter standing order. The other required panels are one of the line item entry panels, such as the Detail Item Entry - Standing Order panel (AMBA8E1R), which is used in this example, and the End Standing Order panel (AMBBYPVR). All of the other order entry panels are optional. The sequence of these panels may vary, depending on how this function has been tailored by you or your company.

Function keys. Use the following function keys to perform additional actions.

Function key	Use to	See page
F9=Alt entry	Show the Alternate Order Entry popup window, where you can select from a list of additional order actions.	3-116
F10=Actions	Show the Order Header Actions popup window, where you can select from a list of additional order actions.	3-95

Function key	Use to	See page
F16=Delete	Delete a standing order. When you use F16=Delete on one of the order header panels, the Confirm Order Deletion panel (AMBDDPVR) appears. Use this panel to confirm that this is the order you want to delete. Press Enter to delete the selected standing order or use F12=Return to return to panel AMBBMPVR.	—
F18=Change defaults	Show the Change Defaults popup window, where you can change your data and navigational defaults.	3-92, 3-94

Proceeding to the next order header panel. To go directly to an order header panel, type the panel identifier in the **Next panel ID** field, which is located near the bottom of the Enter Standing Order panel (AMBBMPVR), then press **Enter**.

Hint: If you don't remember the panel identifier for the panel you want to go to, position the cursor on the **Next panel ID** field, then use **F4=Prompt**.

Each order type, whether it is a basic order, standing order, credit memo, standing order, or immediate ship, has the same order header panels. The following table shows the order header panels and their panel identifiers.

Panel title	Panel ID	See page
Sold to override	010	3-9
Ship to override	020	3-10
Specify Shipment and Terms	030	3-11
Override Price & Currency	040	3-12
Edit Order Commission Splits	050	3-13
Quote/Order Comments	060	3-14

After you complete a panel, press **Enter**. The next order header panel appears.

Proceeding to the End Standing Order panel. To proceed directly to the End Standing Order panel (AMBBYPVR) without completing any additional order entry panels, use **F2=End order**.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Return** before you press **Enter**.

Completing a line item entry panel

After you complete the Enter Standing Order panel (AMBBMPVR) and any optional order header panels, you complete the line item entry panel. You can access a line item entry panel directly by entering **70** in the **Next panel ID** field, which is found on most of the order entry panels.

Line item entry panels allow you to add line items or line item credits to a standing order. You must complete a line item entry panel to enter a standing order. Several different panels are used for line item entry; however, the panel that you use depends on your current task as well as how you or your company have set your default panels.

You can change from the default panel to another line item entry detail panel by using **F9=Alt entry**, then selecting the corresponding option number, as follows:

Option	Use to	See page
020	Customer item entry	3-66
030	Noninventory item entry	3-69
040	Basic item entry	3-72
050	Special charge entry	3-77
110	Review order	3-51

The following panel, the Detail Item Entry - Standing Order panel (AMBA8E1R), is one example of a line item entry panel.

```

AMBA8E1R                      Detail Item Entry - Standing Order          *****
Order number : *****
Last entry . : *****
-----
Sequence number aaaaaA7          Comments . A *****
Item number . . aaaaaaaA10      *****
Order quantity nnnnnn.nnn-
Order U/M . . . A2
Warehouse . . . aA3

Price:   U/M : **   Currency : *** *****
Base . . . . . nnnnnnnnnnn.nnn-   Selling price . nnnnnnnnnnn.nnn-
Cnv selling : *,**,**,*-*****-   Net sales . . . nnnnnnnnnnn.nnn-

Blanket releases A              Stock qty . . : n,nnn,nnn.nnn- U/M A2
Ship to override aaaaaA8 A
Price override A                Tax indicator . aA3
Tax transaction type aaaaaaaA10 Tax class . . . aaaaaaaaaaaaaA15

F2=End order   F3=Exit   F4=Prompt   F9=Alt entry   F10=Actions
F11=Job status F12=Return F18=Change defaults
    
```

Complete this panel to add line items to the order. The **Item number** and **Order quantity** fields are required.

After you complete these fields and any others you want to use, press **Enter**. The system completes associated pricing and quantity fields, based on information stored in the data base. This panel appears again so you can add the next line item.

Note: If you are using KBC to configure an item and you do not enter a price for the item in KBC, COM performs the regular pricing routines for the item. If you do enter a price in KBC, COM takes that price and uses it as a starting point for the regular pricing hierarchy.

Hint: If you do not know a line item number or unit of measure code, you can use **F4=Prompt**. After you finish adding all the line items to the standing order, use **F2=End order** to complete the standing order process. The End Standing Order panel (AMBBYPVR) appears.

Completing the End Standing Order panel

The End Standing Order panel (AMBBYPVR) provides a summary of the standing order. You must complete this panel to finish the process of entering a standing order. Typically, you complete this panel after you have completed the Enter Standing Order panel (AMBBMPVR), a line item entry panel, and any optional panels. To access this panel, use **F2=End order** from any of the order entry panels where it is available.

Note: You can also access the End Standing Order (AMBBYPVR) panel from Order Maintenance and Order Inquiry panels.

```

AMBBYPVR                               End Standing Order                               *****
                                                                                       *
Order number : ***** *****
Last entry . : ***** *****
-----
Type information; press Enter to end order.
*****
Order totals                               Immediate print options
Weight . . . . . : **, ***, ***, ***, ** *      Standing order . . A
Volume . . . . . : **, ***, ***, ***, ** *      Print alt currency A
Line items . . . . . : ** *
Special charges . . . : ** *
Total for items . . . : **, ***, ***, ***, ** *-
Total special charges : **, ***, ***, ***, ** *-
Total surcharges . . . : **, ***, ***, ***, ** *-
Trade discount . . . . : **, ***, ***, ***, ** *-
Taxes . . . . . : ** ***, ***, ***, ** *-      Edit installments . A
Invoice amount . . . . : **, ***, ***, ***, ** *-
Terms discount . . . . : **, ***, ***, ***, ** *-

F3=Exit      F4=Prompt      F9=Review      F10=Actions
F11=Job status  F12=Return      F16=Delete      F22=Comments
  
```

Review the information shown here, then indicate whether a standing order is to be printed immediately.

To print the detail of the order in the alternate currency, type **Y (Yes)** in the **Print alt currency** field. If the field is **N (No)**, all documents (order, acknowledgement, and invoice) will print in the trading currency. This field appears when the order currency is different from the alternate currency.

If you want to change the installment payments you set up as part of the terms for this order, enter **Y** in the **Edit installments** field. The IFM Installment Payments panel (UAP6E2R) appears, so you can recalculate the payments. For more information about installments, refer to the *IFM User's Guide*.

After completing the panel, press **Enter** to process the standing order.

Note: To add more items to the standing order before ending the standing order, use **F12=Return** to return to the line item entry panel.

Maintaining a standing order

You maintain a standing order the same way you maintain a customer order. See "Maintain Orders and Quotes" on page 3-47 for additional information.

Chapter 7. Entering immediate shipment orders

Use the Enter Immediate Shipment Order panel to enter orders where the recipient has already received the items on the order or is currently waiting to pick up the items. In other words, items are sold off the shelf to customers who are waiting to take the items with them or the order was prepared and shipped manually and you need to update the XA files. You can also use this ENTRY mode to process credit and debit memos.

The purpose of entering an immediate shipment order is to record the sale, update inventory, print an invoice or debit/credit memo, and create historical information. This immediate order entry option combines the order entry, shipment reporting, and invoicing into one task.

Note: When International Financial Management (IFM) is installed and interfacing, the invoicing function automatically posts transactions to IFM.

Before you start

Before you begin entering immediate shipment orders, you need to gather all the information for the orders you are planning to enter. Decide ahead of time what is applicable to these orders, as follows:

- Customer data
- Line item information
- Sold to override information
- Shipment and terms information
- Pricing and currency override information
- Salesrep commission and percentages
- Order comments
- Print options for each order:
 - Packing and structure pack list
 - Invoice (requires GL year and month/period)
 - Carrier information.

The process of entering an immediate shipment order is basically the same as entering a customer order. A typical immediate shipment order consists of a header, which is general information that you set up for the immediate shipment order, and line items, which are the specific items for which you are providing price information. The information that you set up in the immediate shipment order header, such as addresses and shipment dates, becomes the default information for the line items; however, you can change this information for each item on the immediate shipment order.

This section explains the basic steps for entering an immediate shipment order. Typically, entering an immediate shipment order consists of:

- Entering header information on the Enter Immediate Shipment Order panel (required)
- Providing additional information, as required by the immediate shipment order, on one or more order entry panels (optional)
- Entering line item information on one of the item entry panels (required)
- Completing the End Immediate Shipment Order panel to finish the immediate shipment order entry process (required).

The steps that you perform may vary, depending on the complexity of the immediate shipment order. Some immediate shipment orders may require only a minimum number of panels to be completed, while others may require you to complete additional panels. The sequence of panels presented to you may vary also, depending on the choices you make while entering an order as well as on how you or your company have tailored this function.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 3	Enter an immediate shipment order.
AMBGEPR R	Begin immediate shipment order entry	Enter information for an immediate shipment order.

To enter an immediate shipment order

When you select option 3 on the COM Order Processing menu, the Enter Immediate Ship Order panel (AMBGEPR) appears. This panel, which is used to enter header information, is the first in a series of required and optional panels that you complete to enter an immediate shipment order.

```

AMBGEPR                               Enter Immediate Ship Order                               *****
Company . . . . . : **                *****
Warehouse . . . . . : A2              *****
Customer . . . . . : nnnnnnnn        *****
Ship to . . . . . : aaaaaA7          *****
Customer order                                           (Override)
  Number . . . . . : aaaaaA7
  Date . . . . . : nnnnnn
  Reference . . . . . : aaaaaaaaaA12  Credit card sale . . . A
Sales code . . . . . : A              *****
Purchase order
  Number . . . . . : aaaaaaaaaA12
  Date . . . . . : nnnnnn
  Revision . . . . . : aaaaaA7
Contract number . . . . . : nnnnnn    *****
Request date . . . . . : nnnnnn
Shipment date . . . . . : nnnnnn
Next panel ID . . . . . : aA3        *****

F3=Exit      F4=Prompt  F9=Alt entry  F10=Actions
F11=Job status  F12=Return  F16=Delete   F18=Change defaults
  
```

This panel appears in two modes: ENTER and CHANGE. When initially entering an order, this panel is in ENTER mode. When maintaining an order, the panel is in CHANGE mode.

Anytime you advance to another header panel and then return to this panel, you are in CHANGE mode. Some fields in the Enter Immediate Shipment Order panel are then protected. See "Review/Maintain Held Orders" on page 3-56 for additional information.

1. Complete this panel to add the header information that accompanies the order. When this panel appears, some fields contain system-generated or default values, while others are blank. You can accept the default values or type over them.

Company is a protected field. You cannot type over this value.

The **Number** field contains a unique identifier that is assigned to the order. This number is only protected when order numbers are being generated by the system.

2. At a minimum, you need to enter a customer number in the **Customer** field to identify the customer that placed the order. You also need to enter a code in the **Warehouse** code field. All of the other fields are optional.

Hint: Several of the fields on this panel offer prompted entry. You can use **F4=Prompt** on the following fields:

- **Warehouse**
- **Customer**
- **Ship to**
- **Sales code**
- **Contract number**
- **Next panel ID**

3. When entering a new order, the company number is protected and cannot be changed on this panel. To change companies, you must press **F10=Actions**, and then select option 6, Order maintenance, from the Actions popup window. You can then select a new company. Refer to “Changing to another company” on page 3-98 for additional information.

Note: You can change companies only when the Enter Immediate Shipment Order panel first appears, and you have not advanced to another order header panel. If you advance to another header panel and return or are maintaining an order, the company number cannot be changed.

When a new company is selected, the following occurs:

- The Enter Immediate Shipment Order panel is refreshed using the default values for the new company.
- You can delete an existing order from this panel by using **F16=Delete**.

4. The **Request date**, **Mfg (manufacturing) due date**, and **Ship lead time** fields and their values are determined by how you or your company have tailored this function. The following table shows how the dates are determined.

Request date	Mfg due date	Action
Blank	Blank	Order date is used for both dates and the ship lead time is ignored.
Entered	Blank	Manufacturing due date is calculated by subtracting the ship lead time from the request date, and the resulting date is checked in the shipping calendar for the warehouse. If this date is not a work day, the next earlier work day is used. This date is then checked in the IM calendar for a work day; if this date is not a work day, a warning message appears.

Request date	Mfg due date	Action
Blank	Entered	Request date is calculated by adding the ship lead time to the manufacturing due date.
Entered	Entered	The dates that are entered are used.

These dates, whether calculated by the system or entered by you, must be valid according to these rules:

- Request date must be equal to or greater than the order date.
 - Manufacturing due date must be equal to or greater than the order date.
 - Manufacturing due date must be equal to or less than the request date.
 - Manufacturing due date must be a work day in the IM calendar.
5. A user exit for credit card processing is available. If this user exit is active, the **Credit card sale** field appears on the Begin order panel for customer orders and credit memos. Use **F10=Actions** to go to credit card processing. For more information about user exits, see Appendix B, "COM user exits".
 6. When you press **Enter** on the Enter Immediate Shipment Order panel (AMBGE1PVR), the data fields you enter are edited. If errors are found, the panel appears again with error messages, and the fields in error are highlighted. If no errors are found, the next panel, as specified for **Next panel ID**, appears.
 7. From the Enter Immediate Shipment Order panel (AMBGE1PVR), you can either:
 - Skip the optional order header panels and go directly to an item entry panel.
 - Complete one or more of the optional order header panels (either in sequence or by going directly to them).
 - Go directly to the End Immediate Shipment Order panel (AMBF1PVR).

Note: The Enter Immediate Shipment Order panel (AMBGE1PVR) is one of three required panels that you must complete to enter an order. The other required panels are one of the item entry panels, such as the Detail Item - Immediate Shipment panel (AMBB9E1R), and the End Immediate Shipment Order panel (AMBF1PVR). All of the other order entry panels are optional. The sequence of these panels may vary, depending on how this function has been tailored by you or your company.

Function keys. Use the following function keys to perform additional actions.

Function key	Use to	See page
F9=Alt entry	Show the Alternate Order Entry popup window, where you can select from a list of additional order actions.	3-116
F10=Actions	Show the Order Header Actions popup window, where you can select from a list of additional order actions.	3-95

Function key	Use to	See page
F16=Delete	Delete an existing order. When you use F16=Delete on one of the order header panels, the Confirm Order Deletion panel (AMBDDPVR) appears. Use this panel to confirm that this is the order you want to delete. Press Enter to delete the selected order or use F12=Return to return to the previous panel. Note: The order cannot be deleted after you press Enter on the last panel. All that remains is the shipment for the order. You must maintain the shipment and set the quantities to zero. This effectively deletes the order.	—
F18=Change defaults	Show the Change Defaults popup window, where you can change your data and navigational defaults.	3-92 3-94

Proceeding to the next order header panel. To go directly to an order header panel, type the panel identifier in the **Next panel ID** field, which is located near the bottom of the Enter Immediate Shipment Order panel (AMBGE PVR), then press **Enter**.

Hint: If you don't remember the panel identifier for the panel you want to go to, position the cursor on the **Next panel ID** field, then use **F4=Prompt**.

Each order type, whether it is a basic order, quote, credit memo, standing order, or immediate ship, has the same order header panels. The following table shows the order header panels and their panel identifiers:

Panel title	Panel ID	See page
Sold to override	010	3-9
Ship to override	020	3-10
Specify Shipment and Terms	030	3-11
Override Price & Currency	040	3-12
Edit Order Commission Splits	050	3-13
Quote/Order Comments	060	3-14

After you complete a panel, press **Enter**. The next order header panel appears.

Proceeding to the End Immediate Shipment Order panel. To proceed directly to the End Immediate Shipment Order panel (AMBFVPVR) without completing any additional order entry panels, use **F2=End order**.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Return** before you press **Enter**.

Completing a line item entry panel

After you complete the Enter Immediate Shipment Order panel (AMBGE PVR) and any optional order header panels, complete the line item entry panel. You can access a line item entry panel directly by entering **70** in the **Next panel ID** field, which is found on most of the order entry panels.

Line item entry panels allow you to add line items or line item credits to an order. You must complete a line item entry panel to enter a customer order. Several different panels are used for line item entry; however, the panel that you use depends on your current task as well as how you or your company have set your default panels. The Detail Item - Immediate Shipment panel (AMBB9E1R) is shown in this example.

You can change from the default panel to another line item entry panel by using **F9=Alt entry**, then selecting the corresponding option number, as follows:

Option	Use to	See page
010	Detail item entry	3-62
020	Customer item entry	3-66
030	Noninventory item entry	3-69
040	Basic item entry	3-72
050	Special charge entry	3-77
060	Credit detail item entry	3-79
070	Credit customer item	3-82
080	Credit noninventory item	3-84
090	Credit basic item entry	3-86
100	Credit special charge	3-87
110	Review order	3-51

The following panel, the Detail Item - Immediate Shipment panel (AMBB9E1R), is one example of a line item entry panel.

```

AMBB9E1R                      Detail Item - Immediate Shipment          *****
Order number : *****
Last entry . : *****
-----
Sequence number aaaaaaA8          Comments . A *****
Item number . . aaaaaaaaaaaaA15 *****
Order quantity  nnnnnnnn.nnn-     Shipped quantity  nnnnnnnn.nnn-
Order U/M . . . A2                 Backorder qty . . nnnnnnnn.nnn-
Warehouse . . . ***                Allocate . . . . A
Price:  U/M : **      Currency :   *** *****
  Base . . . . . nnnnnnnnnnnn.nnn-   Selling price  nnnnnnnnnnnn.nnn-
  Cnv selling : *,**,**,***,****-   Net sales . . . nnnnnnnnnnnn.nnn-
Request date . nnnnnn              Stock qty . . . : *,**,**,***-   U/M **
Promise date . nnnnnn              Shipped qty . . : *,**,**,***-
Manufacture date nnnnnn            On hand . . . . : *,**,**,***-
                                      On order . . . . : *,**,**,***-
Price override  A                  Allocated . . . : *,**,**,***-
Tax indicator . aA3                Available . . . . : *,**,**,***-
Tax transaction type aaaaaaaA10    Tax class . . . . aaaaaaaaaaaaA15

F2=End order      F3=Exit      F4=Prompt      F9=Alt entry   F10=Actions
F11=Job status    F12=Return   F18=Change defaults
    
```

Complete this panel to add line items to the order. The **Item number** and **Order quantity** fields are required.

Note: The warehouse cannot be changed at the item level. All items on a single immediate shipment order must be from the same warehouse.

After you complete these fields and any others you want to use, press **Enter**. The system completes associated pricing and quantity fields, based on information stored in the data base. This panel appears again so you can add the next line item.

Hint: If you do not know an item number or unit of measure code, you can use **F4=Prompt**.

After you finish adding all the items to the order, use **F2=End Order** to complete the order process. The End Immediate Shipment Order panel (AMBFVPVR) appears.

Completing the End Immediate Shipment Order panel

The End Immediate Shipment Order panel (AMBFVPVR) provides a summary of the order. You must complete this panel to finish the process of entering an immediate shipment order. Typically, you complete this panel after you have completed the Enter Immediate Shipment Order panel (AMBGEVVR), a line item entry panel, and any optional panels. To access this panel, use **F2=End order** from any of the order entry panels where it is available.

Note: You can also access the End Immediate Shipment Order panel (AMBFVPVR) from Order Maintenance and Order Inquiry panels.

```

AMBFVPVR                               End Immediate Shipment Order          *****
Quote/Order : ***** *
Last entry  : ***** *
-----
Type information; press Enter to end order.
*****
Order totals                               Immediate print options
Weight . . . . . : **,**,***.*** **      Packing list . . . A
Volume . . . . . : **,**,***.*** **
Line items . . . . : ***                  Invoice . . . . . A
Quantity hash total : *,**,*.*.*.*-      Print alt currency. n
Special charges . . : ***                  Invoice date . mnnnnn

Total for items . . . : **,**,***.***.-
Total special charges : **,**,***.***.-
Total surcharges . . . : **,**,***.***.-
Trade discount . . . . : **,**,***.***.-
Taxes . . . . . : **,**,***.***.-
Invoice amount . . . . : **,**,***.***.-
Terms discount . . . . : **,**,***.***.-

Invoice dft override? A
GL month/period . . nn
GL year . . . . . A2
Edit installments . A
Structure pack list A
Carrier information A

F3=Exit      F4=Prompt    F9=Review    F10=Actions
F11=Job status F12=Return   F16=Delete   F22=Comments

```

Review the information shown here, then indicate whether a packing list or invoice is to be printed immediately.

To print the detail of the order in the alternate currency, type **Y (Yes)** in the **Print alt currency** field. If the field is **N (No)**, all documents (order, acknowledgement, and invoice) will print in the trading currency. This field appears when the order currency is different from the alternate currency.

After completing the panel, press **Enter** to process the order.

Note: To add more line items to the order before ending the order, use **F12=Return** to return to the line item entry panel.

Enter Immediate Ship Credit Memo

Use the Enter Immediate Shipment Credit Memo panel (AMBGFPVR) to enter an immediate shipment credit memo into the system.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 3	Enter immediate shipment orders.
AMBGEPVR	Press F9=Alt entry	Show Alternate Order Entry popup window.
Alternate Order Entry popup window	Select option 3 credit memo	Enter an immediate shipment credit memo.

To enter an immediate shipment credit memo

When you select option 3 on the Alternate Entry popup window, the Enter Immediate Ship Credit Memo panel (AMBGFPVR) appears. This panel, which is used to enter header information for the immediate shipment credit memo, is the first in a series of required and optional panels that you complete to enter a customer immediate shipment credit memo.

```

AMBGFPVR                               Enter Immediate Ship Credit Memo          *****
Company . . . . . : **                *****
Warehouse . . . . . : aA3             *****
Credit to order . . . . . : *****
Customer . . . . . : nnnnnnnn         *****
Ship to . . . . . : aaaaaaA8          *****
Credit memo                               (Override)
  Number . . . . . : aaaaaA7
  Date . . . . . : nnnnnn
  Reference . . . . . : aaaaaaaaaA12   Credit card sale . . . A
Sales code . . . . . : A
Purchase Order Number . . : aaaaaaaaaaaaaaaaaA22
Credit code . . . . . : A             *****
Invoice reference . . . . . : aaaaaA7
Reason code . . . . . : aA3           *****
Contract number . . . . . : nnnn5     *****

Next panel ID . . . . . : aA3        *****

F3=Exit      F4=Prompt  F9=Alt entry  F10=Actions
F11=Job status  F12=Return  F16=Delete  F18=Change defaults
  
```

This panel appears in two modes: ENTER and CHANGE. When initially entering an credit memo, this panel is in ENTER mode. When maintaining a credit memo, the panel is in CHANGE mode.

Anytime you advance to another header panel and then return to this panel, you are in CHANGE mode. Some fields in the Enter Immediate Shipment Credit Memo panel (AMBGFPVR) are then protected. See “Maintain Orders and Quotes” on page 3-47 for additional information.

1. Complete this panel to add the header information that accompanies the credit memo. When this panel appears, some fields contain system-generated or default values, while others are blank. You can accept the default values or type over them.

Company is a protected field. You cannot type over this value.

The **Number** field contains a unique system-generated identifier that is used to identify the order. This number is only protected when credit memo numbers are being generated by the system.

2. At a minimum, you need to enter a customer number in the **Customer** field to identify the customer that placed the order. You also need to enter a code in the **Warehouse** code field. All of the other fields are optional.

Hint: Several of the fields on this panel offer prompted entry. You can use **F4=Prompt** on the following fields:

- **Warehouse**
- **Customer**
- **Ship to**
- **Sales code**
- **Contract number**
- **Next panel ID**

3. When entering a new credit memo, the company number is protected and cannot be changed on this panel. To change companies, you must press **F10=Actions**, and then select option **6**, Order maintenance, from the Actions popup window. You can then select a new company. Refer to “Changing to another company” on page -98 for additional information.

Note: You can change companies only when the Enter Immediate Shipment Credit Memo panel (AMBGFPVR) first appears, and you have not advanced to another order header panel. If you advance to another header panel and return or are maintaining an credit memo, the company number cannot be changed.

When a new company is selected, the following occurs:

- The Enter Immediate Shipment Credit Memo panel (AMBGFPVR) is refreshed using the default values for the new company.
 - You can delete an existing credit memo from this panel by using **F16=Delete**.
4. A user exit for credit card processing is available. If this user exit is active, the **Credit card sale** field appears on the Begin order panel for credit memos. Use **F10=Actions** to go to credit card processing. For more information, see Appendix B, “COM user exits”.
 5. When you press **Enter** on this panel, the data fields you enter are edited. If errors are found, the panel is returned with error messages, and the fields in error are highlighted. If no errors are found, the next panel, as specified for **Next panel ID**, appears.
 6. From the Enter Immediate Shipment Credit Memo panel (AMBGFPVR), you can either:
 - Skip the optional order header panels and go directly to an item entry panel.
 - Complete one or more of the optional order header panels (either in sequence or by going directly to them).
 - Go directly to the End Immediate Shipment Order panel (AMBFVPVR).

Note: The Enter Immediate Shipment Credit Memo panel (AMBGFPVR) is one of three required panels that you must complete to enter an order. The other required panel is one of the item entry panels, such as the Credit Detail Item - Immediate Ship panel (AMBCCE1R), and the End Immediate Shipment Order panel (AMBFVPVR). All of the other order entry panels are optional. The sequence of these panels may vary, depending on how this function has been tailored by you or your company.

Proceeding to the next order header panel. To go directly to an order header panel, type the panel identifier in the **Next panel ID** field, which is located near the bottom of the Enter Immediate Shipment Order - Credit Memo panel (AMBGFPVR), then press **Enter**.

Hint: If you don't remember the panel identifier for the panel you want to go to, position the cursor on the **Next panel ID** field, then use **F4=Prompt**.

Each order type, whether it is a basic order, quote, credit memo, standing order, or immediate ship, has the same order header panels. The following table shows the order header panels and their panel identifiers:

Panel title	Panel ID	See page
Sold to override	010	3-9
Ship to override	020	3-10
Specify Shipment and Terms	030	3-11
Override Price & Currency	040	3-12
Edit Order Commission Splits	050	3-13
Quote/Order Comments	060	3-14

After you complete an order header panel, press **Enter**. The next order header panel appears.

Proceeding to the End Immediate Shipment Order panel. To proceed directly to the End Immediate Shipment Order panel (AMBFVPVR) without completing any additional order entry panels, use **F2=End order**.

Note: If you want to cancel the changes you've made and back out, use either **F3=Exit** or **F12=Return** before you press **Enter**.

Completing a line item entry panel

After you complete the Enter Immediate Shipment Credit Memo panel (AMBGFPVR) and any optional order header panels, you complete the line item entry panel. You can access a line item entry panel directly by entering **70** in the **Next panel ID** field, which is found on most of the order entry panels.

Line item entry panels allow you to add items or line item credits to a credit memo. You must complete a line item entry panel to enter a customer credit memo. Several different panels are used for line item entry; however, the panel that you use depends on your current task as well as how you or your company have set your default panels. The Credit Detail Item - Immediate Shipment panel (AMBCCE1R) appears in this example.

After you finish adding all the line items to the credit memo, use **F2=End order** to complete the order process. The End Immediate Shipment Order panel (AMBFVPVR) appears.

Completing the End Immediate Shipment Order panel

The End Immediate Shipment Order panel (AMBFVPVR) provides a summary of the credit memo. You must complete this panel to finish the process of entering an immediate shipment credit memo. Typically, you complete this panel after you have completed the Enter Immediate Shipment Credit Memo panel (AMBGFPVR), a line item entry panel, and any optional panels. To access this panel, use **F2=End order** from any of the order entry panels where it is available.

Note: You can also access the End Immediate Shipment Order panel (AMBFVPVR) from Order Maintenance and Order Inquiry panels.

```

AMBFVPVR                               End Immediate Shipment Order          *****
Quote/Order : *****
Last entry  : *****
-----
Type information; press Enter to end order.
*****
Order totals                               Immediate print options
Weight . . . . . : **,**,***.*** **      Packing list . . . A
Volume . . . . . : **,**,***.*** **
Line items . . . . . : ***                Invoice . . . . . A
Quantity hash total . . . : *,**,*.*.*-   Print alt currency. n
Special charges . . . . . : ***           Invoice date . . . nnnnnn

Total for items . . . . . : **,**,***.***.-
Total special charges . . . : **,**,***.***.-
Total surcharges . . . . . : **,**,***.***.-
Trade discount . . . . . : **,**,***.***.-
Taxes . . . . . : **,**,***.***.-
Invoice amount . . . . . : **,**,***.***.-
Terms discount . . . . . : **,**,***.***.-

Invoice dft override? A
GL month/period . . . nn
GL year . . . . . A2
Edit installments . A
Structure pack list A
Carrier information A

F3=Exit      F4=Prompt    F9=Review    F10=Actions
F11=Job status F12=Return   F16=Delete   F22=Comments
  
```

Review the information shown here, then indicate whether a packing list or invoice is to be printed immediately.

To print the detail of the order in the alternate currency, type **Y (Yes)** in the **Print alt currency** field. If the field is **N (No)**, all documents (order, acknowledgement, and invoice) will print in the trading currency. This field appears when the order currency is different from the alternate currency.

If you want to change the installment payments you set up as part of the terms for this order, enter **Y** in the **Edit installments** field. The IFM Installment Payments panel (UAP6E2R) appears, so you can recalculate the payments. For more information about installments, refer to the *IFM User's Guide*.

To go immediately to packing from this panel, enter **Y** in the **Structure pack list** field. The Immediate Packing panel (AMBPADFR) appears.

After completing the panel, press **Enter** to process the order.

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Note: To add more line items to the order before ending the order, use **F12=Return** to return to the line item entry panel.

Chapter 8. Picking, packing, and shipping orders

Picking, packing, and shipping are activities you can do to process an order after you enter it. When you complete the picking, packing, and shipping required for an order, the resulting shipment is ready to be invoiced. This chapter describes the processes between order entry and invoicing.

The steps for picking, packing, and shipping orders vary, depending on factors such as the type of order, warehouse, item, item allocation, and the shipment policy for your company.

This chapter includes flowcharts that show the flow of information for picking, packing, and shipping. You can use these flowcharts to see a quick overview of each function.

Picking

In COM, picking is the process of taking from stock the finished goods to be packed and shipped to a customer. Pick lists, documents that reflect the picking process, list the items being withdrawn from stock. You can use pick lists to direct and control material picking to fulfill customer orders. Creating the pick list is optional, depending on how you defined the Shipment confirmation in the Company Master file.

Warehouse personnel use the pick list as their authorization to pick material. The shipment or packaging personnel use the pick list to verify what was picked. The pick list may also be used to confirm shipments. Any order, line item, or blanket release not on hold is a candidate for pick list selection. However, a pick list may not be processed for an order that contains only allowances.

Each pick list has a unique number that can be used later in the order fulfillment cycle. Depending on the needs of your company, you can also use the pick list as a turnaround document to report actual picks for inventory control.

You can consolidate multiple orders onto one pick list, with a number of options from which to choose. On one pick list, you can include:

- One order, one ship-to ID (creates unconsolidated pick lists)
- One order, all ship-to IDs
- All orders, all customers

In addition, you can allow a partial quantity to print on a pick list. COM can also factor item weight and volume into the picking process, and can support the consideration of “tare” weight into the overall weight. Tare weight is the weight of the packing materials, over and above the weight of the items in the orders.

As you pick, you can override the default staging location at the order and pick list levels. For controlled warehouses, you can set up default staging areas at the warehouse, customer, ship-to address, order, and pick list levels. Setting a default for staging areas means that you do not have to enter a staging area for each item as you select items for the pick list. If you change the staging location at the order or pick levels, then all releases for that order or pick list change to the new staging area.

You have the option of confirming the quantities you pick or not, based on whether pick confirmation is required for the company. For controlled warehouses, you can pick items from specific stocking locations. These items are then allocated to a staging location, where they will be packed.

Packing

Packing is a function separate from the shipping function. You select items to pack, define a container for the items (optional), and confirm the specific items and quantities for the container. If you use controlled warehouses, you also identify the locations from which the items were withdrawn.

The packing process allows you to be very flexible in how you pack the items for shipping. You can select any combination of items and orders and pack them into any combination of containers. Containers can be packed within other containers multiple times. After you have packed a container, you can maintain the quantities within the container, adding or deleting items before shipping. In addition, you can:

- Assign serial numbers as part of the packing process, using a function similar to the one available in shipping for assigning serial numbers. In shipping, you can continue to assign serial numbers for items as required.
- Do a “partial pack” of an order. You can split a release quantity over many containers or shipments. With partial packing, you can assign a quantity less than the release quantity to a container; only the remaining quantity is then available to pack in other containers or to ship.
- Calculate the weight and volume of containers and their contents, as part of the packing process. These totals are then displayed on list panels.
- Use a new level of comments for the container, which are printed only on the packing list.
- Specify a delivery address for a container.
- Select a release for packing many times.

Staging, or pick confirmation, is a process of collecting items at a specific warehouse location (from stocking locations) for a shipment that might require extensive preparation or specialized packing for shipment. You use pick confirmation to acknowledge that you moved inventory from its stocking location to a staging location. Pick confirmation (staging) is optional, depending on how you define ship confirmation in the Company Master file. You define pick confirmation at a company-level, by setting a company’s ship confirmation indicator to 2 (pick confirm required). Staging requires a controlled warehouse. Staged items are collected at the default location, unless you override the staging area.

Staging location can be set at the order level (which impacts all listed items on the order) and/or line item level for selected items.

The final output of the packing process is packed containers, ready for shipping.

Shipping

Shipping is the process of sending goods to the customers. The COM shipping function allows you to create one shipment containing many customer orders. A shipment can contain individual items or packed containers. With this consolidated shipping, you can do the following:

- Include multiple customers, multiple orders, and multiple ship-to IDs in one shipment.
- Maintain shipped items (change quantities and delete an item or container).
- Calculate shipment weight and volume.
- Enforce a policy of full order shipments, with no partial shipments and no backorders.
- Maintain the integrity of order holds. (However, an order can be shipped even if it's on hold, based on a setting defined in the Company Master file.)
- Calculate backorder quantities using the to-ship quantity or shipped quantity.
- Assign a pro bill number and comments to a consolidated shipment.
- Define special charges (such as freight) for a shipment. COM then prorates the charges for each order based on prorate option.
- Support ship by container, in addition to ship by order number and ship by pick list.

Tailoring the pick/pack/ship process

XA allows you to tailor COM to reflect your company's practices and policies for picking, packing, and shipping. You can tailor the system so that there are no restrictions on the steps performed between entering orders and shipment processing, or you can choose to require pick lists or other picking confirmation steps before completing the shipment is allowed. This tailoring can be different for each company you support on your system.

Several run-time options allow you to enter or change information to customize each order release as needed. The types of changes you can make during the pick/pack/ship process include:

- Allocating of items to orders during the staging process
- Maintaining orders before invoicing
- Overriding the ship to address
- Adding special charges
- Adding carrier information and printing a bill of lading
- Packing the order, showing shipment containers (creating a structured packing list), printing a packing list, or sending an ANSI X.12 856 (Advance Shipping Notice) or EDIFACT DESADV (Despatch Advice) EDI transaction
- Select a different ship to from a group of orders being consolidated
- Maintain a container from within the shipping process.

The pick/pack/ship function also allows you to process credit returns. If you create a credit memo in order entry and then use the credit authorization for the customer to return goods to you, you can use credit return processing to return goods into inventory. The credit memo number serves as the key for returning material to inventory.

When you select option 11 on the Order Processing menu (AMBM10), the Pick/Pack/Ship Orders menu (AMBM1B) appears. This menu contains the many options you use for your picking, packing, and shipping process.

```

AMBM1B                               Customer Order Management          *****
                                   Pick/Pack/Ship Orders

Type option or command; press Enter.

  1. Create Pick List
  2. Create Pick List for Stock Pick
  3. Maintain Pick Lists
  4. Process Order Pick Confirmations
  5. Print Shipping List
  6. Create Packing Container
  7. Maintain Packed Containers
  8. Create Shipments
  9. Maintain Shipments
 10. Print Packing List and Send Advance Ship Notice
 11. Process Credit Returns
 12. Print Inventory Transaction Register
 13. Process Invoices >>

                                         +

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
    
```

Option	Use to	See page
1	Create Pick List. Work with a list of open orders eligible for picking based on your selection. You can also review items, comments, or print a pick list. A pick list is created when the pick list is printed.	8-8
2	Create Pick List for Stock Pick. Specify the orders and printing options for the stock pick list. The stock pick list uses discrete allocations for controlled warehouses and Item Balance fields for uncontrolled warehouses to determine if an item should be picked.	8-33
3	Maintain Pick Lists. View, reprint, or delete a pick list previously printed.	8-35
4	Process Order Pick Confirmations. Stage an order by initiating an intra-warehouse transfer from a stocking location to a staging location by invoking an IM inventory transaction (TW). This optional processing phase can be used only with controlled warehouses. You have to have multiple locations to show items being moved from one location to another in the warehouse.	8-43
5	Print Shipping List. Print a shipping list for staged orders.	8-57
6	Create Packing Container. Work with pick lists, orders, or containers that are eligible for packing.	8-61
7	Maintain Packed Containers. Maintain information about a container that is already packed.	8-88
8	Create Shipments. Work with a list of items and packed containers that are eligible for packing and shipping.	8-91

Option	Use to	See page
9	Maintain Shipments. Work with the shipment releases created using the shipping function in option 8. You can change and delete items or containers in a shipment.	8-113
10	Print Packing List and Send Advance Ship Notice. Print a packing list for a shipment. If Electronic Commerce (EC) is installed and interfacing, you can also use this option to electronically send an ANSI X.12 856 Advance Shipping Notice (ASN) or EDIFACT DESADV (Despatch Advice) EDI transaction.	8-116
11	Process Credit Returns. Process credit returns and allowances.	8-121
12	Print Inventory Transaction Register. Print Inventory Transaction Register for COM transactions.	8-130
13	Process invoices. Takes you to the Process Invoices menu (AMBM17). This menu allows you to view summary and detailed information about orders and shipments, and select shipped orders for invoicing. You can also create complementary invoices. This menu is described in Chapter 9.	9-1
14	Post-Invoicing Serial Number Assignment. Assign serial numbers to items after they have been invoiced.	8-133
15	Work with Receiving Advices. View, delete, print, or show items for receiving advices received into COM from EC.	8-135

Using the navigation and user defaults

This function allows you to specify default values for navigation and data display during picking, packing and shipping. To go to the Edit Data Defaults panel, use the User Setup menu option on the File Maintenance menu (AMBM60), then select the Maintain Data Defaults menu option. The Display Data Defaults panel (AMBEODFR) appears, with a list of users for which you can maintain data defaults.

```

AMBEODFR                      Display Data Defaults                      *****
Position to user . . . . . aaaaaaaA10

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt  Userid      Warehouse  Company  Order type
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****
A    *****   ***       **      *****

F3=Exit    F6=Add      F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print

```

You can change, delete, and display user defaults on this panel. To maintain a user's defaults, enter option **2** next to the name in the list and press **Enter**. The Edit Data Defaults panel (AMBCPE1R) appears.

```

AMBCPE1R                               Edit Data Defaults                               *****
Userid . . . . . : *****
Company number . . . . . nn *****
Warehouse . . . . . aA3 *****
Warehouse default option . . . . . A 0=User, 1=Ship to/Customer *****
Order type . . . . . A2 *****
Sales code . . . . . A *****
Local/Foreign currency . . . . . A *****
Default allocation status . . . . . A *****
Automatic subset display . . . . . A (Y, N)
Comment print options . . . . . A (Y, N)
Automatic available to promise . . . . . A *****
Edit pack/ship options now . . . . . A (Y, N)
Completed line item display option . . . . . A (Y, N)
Pick list select screen option . . . . . A *****
Inquiry style . . . . . A *****
Edit speed entry options now . . . . . A (Y, N)
Default line item comment . . . . . A (Y, N)

F3=Exit  F4=Prompt  F12=Return
    
```

To select which panel appears when you select option 1 on the Pick/Pack/Ship Orders menu (AMBM1B), enter **1**, **2**, or **5** in the **Pick list select screen option** field. The picking select panels are:

- 1** To select a specific order to pick or to specify by user and/or entry date, use the Specify Order to Pick panel (AMBKBPVR).
- 2** To select a number of orders of a particular order type, use the Specify Individual Orders to Pick panel (AMBKDPVR).
- 5** To select orders from a range of different criteria, use the Specify Order Ranges to Pick panel (AMBKCPVR).

To change packing and shipping options, enter **Y** in the **Edit pack/ship options now** field and press **Enter**. The Edit Pack/Ship Options window appears. You can use the Edit Pack/Ship Options window to define a number of defaults used during the packing and shipping process.

```

AMBCPE1R                               Edit Data Defaults                               CHANGE
:-----:
:                               Edit Pack/Ship Options                               :
: Userid . . . . . : ***** :
: Type choices, press Enter. :
: Preferred pack panel. . . . . A ***** :
: Preferred ship panel. . . . . A ***** :
: Cursor position option. . . . . A ***** :
: Default maintain order at shipping. . . . . A ***** :
:
: F3=Exit   F4=Prompt   F12=Return :
:-----:
F3=Exit   F4=Prompt   F12=Return

```

This window allows you to control what panels you see as you begin to process items for packing or shipping.

To understand the navigation choices you have in the packing and shipping panels, remember that there are two groups of panels that you can select to appear: the specify to pack panels and the specify to ship panels. These panels provide a method for selecting the items that you see on the packing and shipping panels.

You can use data defaults to define which of the Specify panels you want to go to when you first choose options 6 or option 8 on the Pick/Pack/Ship menu (AMBM1B). In addition to allowing you to “select” a specific item or group of items to process, the Specify panels provide a unique link to the picking process. If you are set up for no pick required, when you select an item through the Specify panel, a pick list is created in COM (although if you are set up for no pick required, you will not see this pick list). If the pick list has already been printed, then no pick list is created, but the Specify panel acts as a method for subsetting and lets you limit the items you see on the next panel.

The **Cursor position option** field allows you to define where you want your cursor positioned (i.e. order, container, and so on) on the packing and shipping panels.

Following is a description of each of the fields on the Edit Pack/Ship Options window.

Note: Regardless of which panel you select to be displayed first (using these options), you can also toggle to the other panels as needed.

The **Preferred pack panel** field lets you specify the panel that appears when you select option 6, Create Packing Container, on the Pick/Pack/Ship Orders menu (AMBM1B). You should decide based on the level of shipment confirmation (picking activities) and whether you usually consolidate or not when packing:

Enter...	For this result...	Hints...
1	Individuals to Pack	Use to pack multiple orders, pick lists, or containers that are not in a range.
2	Ranges to Pack	Use to pack a range of orders, pick lists, shipping/manufacturing due dates, carriers, customers, zones, items, or containers at one time.

The **Preferred ship panel** field lets you specify the panel that appears when you select option 8, Create Shipment, on the Pick/Pack/Ship Orders menu (AMBM1B). You should decide based on the level of shipment confirmation and whether you usually consolidate or not when shipping:

Enter...	For this result...	Hints...
0	Specify to Ship	Use to ship orders or pick lists individually.
1	Individuals to Ship	Use to ship multiple orders, pick lists, or containers that are not in a range.
2	Ranges to Ship	Use to ship a range of orders, pick lists, shipping/manufacturing due dates, carriers, customers, zones, items, or containers at one time.

The **Cursor position** field allows you to specify on which field the cursor is positioned when a Specify, Subset, or Select panel is displayed:

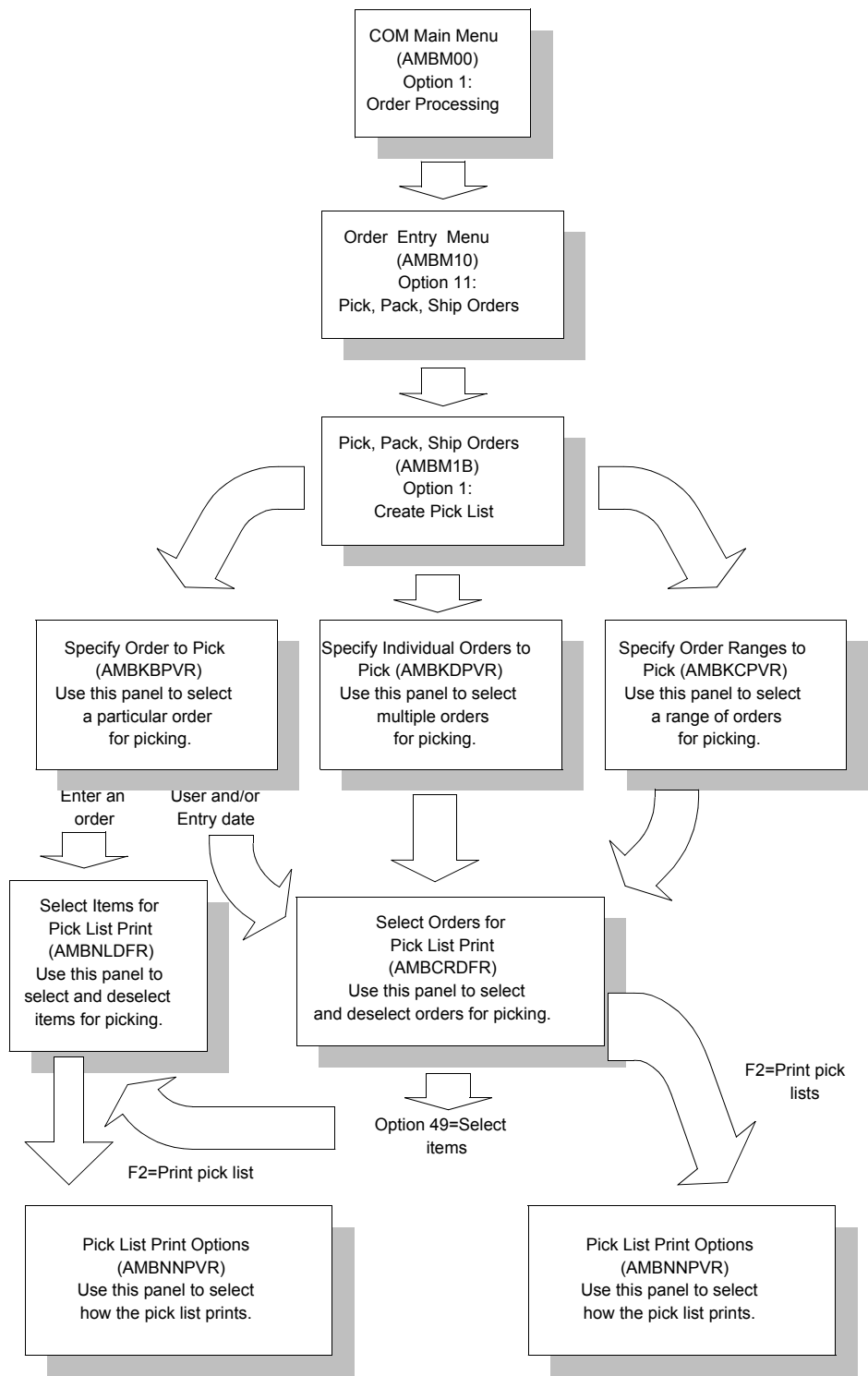
Enter...	For this result...	Hints...
0	Unspecified cursor position.	The cursor appears in the first selection field on the panel.
1	Position the cursor at the Order number field.	Use this option when you usually enter the order number first.
2	Position the cursor at the Pick list number field.	Use this option when you usually enter the pick list number first.
3	Position the cursor at the Container field.	Use this option when you usually enter the container first.

The **Default maintain order at shipping** field allows you to specify if you want the default value for **Maintain before shipping** field on the specify panels to be Yes or No.

Enter...	For this result...	Hints...
Y	Maintain shipment.	Use to go to the Maintain Shipment Orders panel.
N	No maintenance required.	Use to go to the Shipping Workbench.

Create Pick List

Use option 1 to select orders for which you want to print pick lists. A specification panel appears, followed by a list of open orders that are eligible for picking, based on your selection. Other panels available through this option allow you to review items and comments, designate items to be staged, perform allocations, or print a pick list.



Before you start

The following must be complete before you can select orders for pick list print:

- For each order you want to pick, you must have at least one of these categories of information.
 - Picking warehouse
 - Order number
 - Ship date
 - ID of the user who entered the order
 - Date the order was entered
 - Customer
 - At least one ship-to address for the order (requires a valid customer number)
 - Shipping location for an item on the order.
 - Zone of the ship to address
 - Item number to be picked
- You must be picking from a controlled warehouse to use certain allocation options or to stage orders.
- Only eligible orders are displayed when using **F4=Prompt** on the **Order numbers** field.
- To be eligible for picking, each order, line item, or release must follow these rules:
 - The order must have a status of 10=Entered and must contain eligible line items.
 - The order must not be in the process of being maintained (with a job number assigned), must not have any active holds against it, and must not have a complementary invoice.
 - Line items must have a credit memo code = blank (for a standard credit sale) and must contain an eligible release record.
 - Line items must not have any active holds against them and must not have a status code = 50.
 - Release records must have a Next pick quantity that is greater than zero, a **Picking complete** field = 0, and a Release status of 10=Future or 20=Open.
 - Release records must not have any active holds against them. KBC items in controlled warehouses must also have an allocation record.

How you start

On panel	You	To
AMBM00	Select option 1	Process Orders
AMBM10	Select option 11	Pick/Pack/Ship Orders
AMBM1B	Select option 1	Create Pick List
AMBKBPVR, AMBKCPVR, or AMBKDPVR	Enter an option or use a function key	Specify which orders to select for picking

When you select option 1 on the Pick/Pack/Ship Orders menu (AMBM1B), the next panel to appear depends on how you have set up the **Pick list select screen** option

in user data defaults. The panel you specify in data defaults appears first, but you can also use **F22** on each panel to move through the other Specify panels for picking. For more information on the specify panels for picking, see “Using the navigation and user defaults” on page 8-5.

The following is a more detailed description of each of these panels.

Specify Order to Pick panel

The Specify Order to Pick panel (AMBKBPVR) allows you to specify one order at a time.

```

AMBKBPVR                               Specify Order to Pick                               ENTER
Company . . . . . nn
Type specific values; press Enter.
Order number . . . . . A2 aaaaaA7
- Or -
User ID . . . . . aaaaaaaA10
Entry date . . . . . nnnnnn
Pick consolidation option n *****

F3=Exit  F4=Prompt  F12=Return  F22=Specify order ranges
    
```

Use this panel to select a particular order to consider for picking. On this panel, as on the other panels used to specify orders to pick, the **Pick consolidation option** field controls how you group orders and items onto pick lists. The default for this option is set up in the Company Master file. The pick consolidation options are:

- 1 One order, one ship-to ID. This is the default and indicates that you do not want to consolidate orders on this pick list.
- 2 One order, all ship-to IDs.
- 5 All orders, all customers.

Note: If you use **F4=Prompt** on the order type at the beginning of the **Order number** field, the Select Order Type window appears. Only orders of type 1 (customer order) and 4 (credit memos) appear on the list for you to select. Quotations and standing orders are omitted.

When you enter an order number and press **Enter**, the Select Items for Pick List Print panel (AMBNLDFR) appears. When you enter a user ID or entry date and press **Enter**, the Select Orders for Pick List Print panel (AMBCRDFR) appears.

You can use **F22=Specify order ranges** to go to the Specify Order Ranges to Pick panel (AMBKCPVR).

Specify Order Ranges to Pick panel

The Specify Order Ranges to Pick panel (AMBKCPVR) allows you to define parameters for a range of orders from which you can pick.

```

AMBKCPVR                Specify Order Ranges to Pick                ENTER
Company number . . . . . nn *****

Type ranges of values; press Enter.

Warehouses . . . . . From           To
Order numbers . . . . . Aa3         Aa3
Ship dates . . . . . aaaaaA7       aaaaaA7
Mfg due dates . . . . . nnnnnn     nnnnnn
Carriers . . . . . aaaaaaaA10     aaaaaaaA10
Customers . . . . . nnnnnnnn     nnnnnnnn
Ship to's . . . . . nnnnnnnn     nnnnnnnn
Locations . . . . . aaaaaaaA10     aaaaaaaA10
Zones . . . . . A2                 A2
Item numbers . . . . . aaaaaaaaaA15 aaaaaaaaaA15

Pick consolidation option . n *****

F3=Exit  F4=Prompt  F12=Return  F22=Individual orders
    
```

Use this panel to enter the selection criteria for the range of orders you want to work with.

Hint: You can use **F4=Prompt** on the following fields:

- **Company**
- **Warehouses**
- **Order number** (only eligible orders are displayed)
- **Carriers**
- **Customers**
- **Ship to** (only if a valid customer number is entered in **From** and **To** Customers)
- **Locations**
- **Zones**
- **Item number**

Notes:

1. If the **Pick list select screen option** is **5** in user data defaults, this panel appears when you select option 1 on the Pick/Pack/Ship Orders menu (AMBM1B).
2. You can select orders for only one company at a time.
3. You can select a credit memo only if it contains items to be shipped.
4. This function allows the flexibility for multiple users to process pick list selection simultaneously. However, some caution should be used. The pick list selection program assigns customer orders to the first user to make a selection and press **Enter**. If a second user attempts to open the order, the message NO ORDERS FOUND appears. An order may not appear on the list, if another user is maintaining it. You can select **F5=Refresh** to see if the order is released or select the order to see who is using the order. For best results, multiple users running

the pick list selection program should coordinate with each other to make sure they do not select overlapping ranges.

You can then work with the orders and perform any or all of these tasks:

- Select or deselect orders for pick list print.
- Select or deselect items on selected orders for pick list print.
- Review order header information.
- Review, add, or change order-level and item-level pick list comments.
- Assign or change staging area for selected items.
- Review kit item detail.
- Change pick list options.
- Perform allocations.
- Review the total weight of all selected orders.
- Change quantity to be picked.
- Inquire into a selected order.

When you press **Enter**, the Select Orders for Pick List Print panel (AMBCRDFR) appears. You can then inquire into an existing pick list.

When you use **F22=Individual orders**, the Specify Individual Orders to Pick panel (AMBKDPVR) appears.

Specify Individual Orders to Pick panel

Use this panel to specify individual orders you want to pick by order, for one order type (for example, CO for customer order or CM for credit memo). CO is the default. The order type you choose becomes the order type for all order numbers entered on this panel.

```

AMBKDPVR                Specify Individual Orders to Pick                ENTER
Company number . . . . . nn *****
Default order type . . . . . A2

Type order numbers; press Enter.

 1 aaaaaA7    2 aaaaaA7    3 aaaaaA7    4 aaaaaA7    5 aaaaaA7
 6 aaaaaA7    7 aaaaaA7    8 aaaaaA7    9 aaaaaA7   10 aaaaaA7
11 aaaaaA7   12 aaaaaA7   13 aaaaaA7   14 aaaaaA7   15 aaaaaA7
16 aaaaaA7   17 aaaaaA7   18 aaaaaA7   19 aaaaaA7   20 aaaaaA7
21 aaaaaA7   22 aaaaaA7   23 aaaaaA7   24 aaaaaA7   25 aaaaaA7
26 aaaaaA7   27 aaaaaA7   28 aaaaaA7   29 aaaaaA7   30 aaaaaA7
31 aaaaaA7   32 aaaaaA7   33 aaaaaA7   34 aaaaaA7   35 aaaaaA7
36 aaaaaA7   37 aaaaaA7   38 aaaaaA7   39 aaaaaA7   40 aaaaaA7
41 aaaaaA7   42 aaaaaA7   43 aaaaaA7   44 aaaaaA7   45 aaaaaA7

Pick consolidation option .      n *****

F3=Exit  F4=Prompt  F12=Return  F22=Specify order to pick
    
```

Notes:

1. If the **Pick list select screen** option is **2** in user data defaults, this panel appears when you select option 1 on the Pick/Pack/Ship Orders menu (AMBM1B).

2. If you use **F4=Prompt** on the **Default order type** field, the Select Order Type window appears. Only orders of type 1 (customer order) and 4 (credit memos) appear on the list for you to select. Quotations and standing orders are omitted.

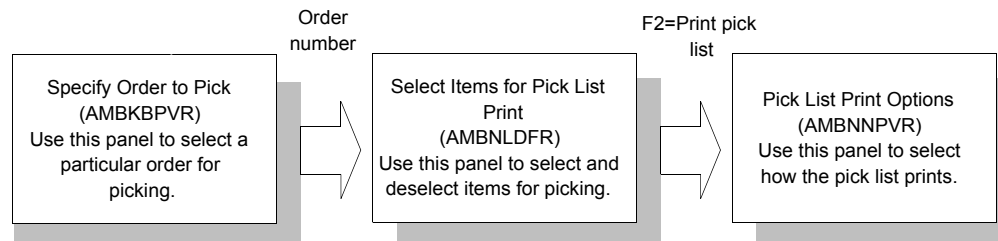
When you press **Enter** after typing the order numbers, the system edits the order numbers to ensure that items that are eligible are available to pick for these orders. If you type an order number that is not valid, this panel appears again with the order numbers that are not valid highlighted.

When no errors exist and you press **Enter**, the Select Orders for Pick List Print panel (AMBCRDFR) appears.

If you press **F22=Specify order to pick**, the Specify Order to Pick panel (AMBKBPVR) appears.

To select items on an order for pick list printing

When you enter an order number on the Specify Order to Pick panel, the Select Items for Pick List panel (AMBNLDFR) appears. This panel contains a list of all eligible items for the order you selected.



Use this panel to select and deselect items to appear on the picking list. You can also use the options on this panel to change the allocation code for selected items, show kit details for an item, and change the staging area for packing the item.

```

AMBNLDFR                               Select Items for Pick List Print                               *****
Order number . : *****                Weight of selected : *****.*** **
Customer . . . : *****                Volume of selected : *****.*** **
Subset by Item . _____            Tare weight . . . . nnnnnnn.nnn **

Type options; press Enter.
13=Line item comments  24=Item Availability details  40=Allocate
52=Select item        51=Display kit detail  53=Change stage area

----- Remaining -----
Opt Selected Qty  Item number      Rel/  Qty to pick  Weight
Description      *****                BOM   Available   Volume  Alloc Mfg due
A2 nnnnnnn.nnn *****                * nnnnnnn.nnn- *****.***
*****                * *****.***- *****.*** * **/**/**
A2 nnnnnnn.nnn *****                * nnnnnnn.nnn- *****.***
*****                * *****.***- *****.*** * **/**/**
A2 nnnnnnn.nnn *****                * nnnnnnn.nnn- *****.***
*****                * *****.***- *****.*** * **/**/**
A2 nnnnnnn.nnn *****                * nnnnnnn.nnn- *****.***
*****                * *****.***- *****.*** * **/**/**

F2=Print Pick List  F3=Exit           F7=Backward  F8=Forward
F13=Select all     F12=Return      F22=All/selected
    
```

To select items:

- Enter the required quantity of the item in the **Selected Qty** field and press **Enter**. The Remaining Qty to pick value is reduced by the selected quantity. The Remaining Weight and Volume values are reduced and then added to the **Weight of selected** and **Volume of selected** fields at the top of the panel.
- Use option **52=Select** to select the items you want to pick or use **F13** to place a **52** next to all records and press **Enter**. The Remaining Qty to pick value is reduced and moved into the **Selected Qty** field. The Remaining Weight and Volume values are reduced and moved into the **Weight of selected** and **Volume of selected** fields at the top of the panel.

When you press **F2=Print pick list**, the Pick List Print Options panel (AMBNNPVR) appears. For more information, see “To select pick list print options” on page 8-28.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
13=Line item comments	Review line item comments. When you use this option, the Maintain Line Item Comments panel (AMBETDFR) appears, showing you the comments associated with the line item you selected. From this panel you can review and maintain the comments details.	3-136
24=Item availability details	The current Item Availability panel (AMI1E1) is displayed. This is the same as the one called from Inventory Management (IM) Inquiry (AMIM10), option 5=Item availability . For information on using this panel, see the <i>Inventory Management User's Guide</i> .	—

Option	Use to	See page
40=Allocate	Review or override the allocation code for the item you selected. When you use this option, the Specify Allocation window appears. The allocation code is originally defaulted from the user ID.	8-16
52=Select	Place option 52 next to the items you want to pick. Pressing Enter moves the remaining quantity to the selected quantity. Use F13=Select all to enter a 52 before all list items.	—
51=Display kit detail	Review and change the allocation code of component items in a kit. When you use this option, the Display Kit Components panel (AMBECDFR) appears.	8-20
53=Change stage area	Change the staging location for an item. When you use this option, the Change Stage Area window appears. Use this window to check or override the default staging location in a warehouse. If a default location is already specified and the company shipment policy indicator is set to “pick confirmation not required,” the location appears on this window. You can use F4=Prompt on the Warehouse location field on this window.	—

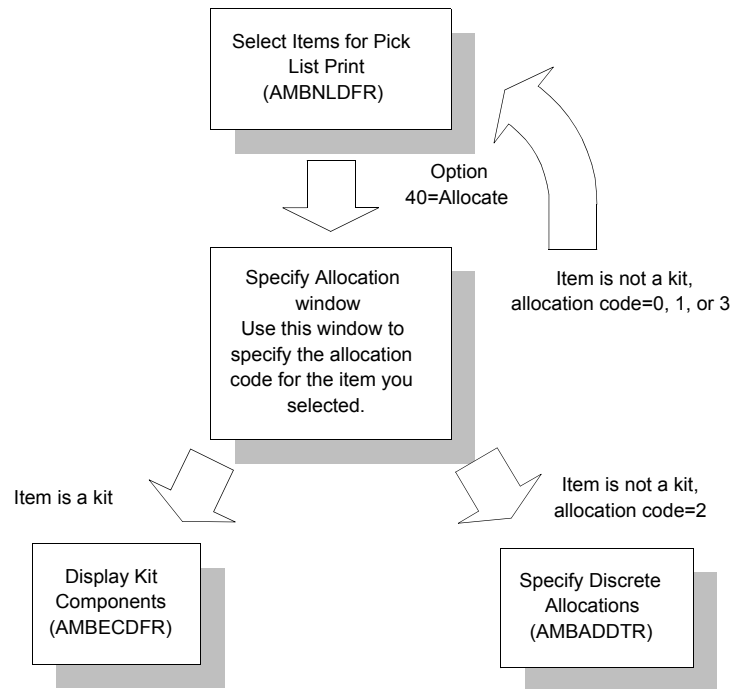
Function keys

Use these function keys to perform additional actions.

Function key	Use to
F2=Print pick list	At least one item must be selected for a pick list to be generated. When selected, the job can be run interactively or submitted and only the selected items are printed on the pick list. The Pick List Print Options panel (AMBNNPVR) appears.
F13=Select all	The Remaining Qty to pick value is moved into the Selected qty field. The Remaining Weight and Volume values are moved into the Weight of selected and Volume of selected fields at the top of the panel. This will zero out the Remaining Qty to pick , Weight , and Volume fields. If you decrease the Selected Qty value, the remaining value returns to the Remaining Qty to pick , Weight , and Volume fields. Pressing F13 again returns the Selected Qty , Weight , and Volume values to their original state.
F22=All/Selected	Switch between all items and selected orders. All items includes held items, deselected items, and selected items. Selected items includes only those items selected.

To allocate regular items

When you use option **40=Allocate** on the Select Items for Pick List Print panel (AMBNLDFR), the Specify Allocation window appears. This window allows you to specify the allocation code for the item you selected.



Specify the appropriate allocation code:

- 0** No allocation
- 1** Item balance only
- 2** Discretionary allocation
- 3** Auto discretionary allocation

Based on the item and allocation code you choose, one of the following panels appears when you press **Enter**:

- If the item is a kit, the Display Kit Components panel (AMBECDFR) appears. See “To allocate kit components” on page 8-20.
- If the item is not a kit and you specify an allocation code of **2**, the Specify Discrete Allocations panel (AMBAGDTR, AMBAIDTR, or AMBAHDTR) appears. The panel that appears depends on how you tailored in IM for FIFO control and batch/lot control, and on how the batch/lot control flag is set in the Item Balance file. See “To specify discrete allocation for an item” on page 8-18.
- If the item is not a kit and you specify an allocation code of **0**, **1**, or **3**, the Select Items for Pick List Print panel (AMBNLDFR) appears again.

Caution: Do not do discrete allocations against a staging area.

Hint: You can use **F4=Prompt** on the **Allocation** field on the window.

Requirements for allocation codes. These conditions are required for using various allocation codes:

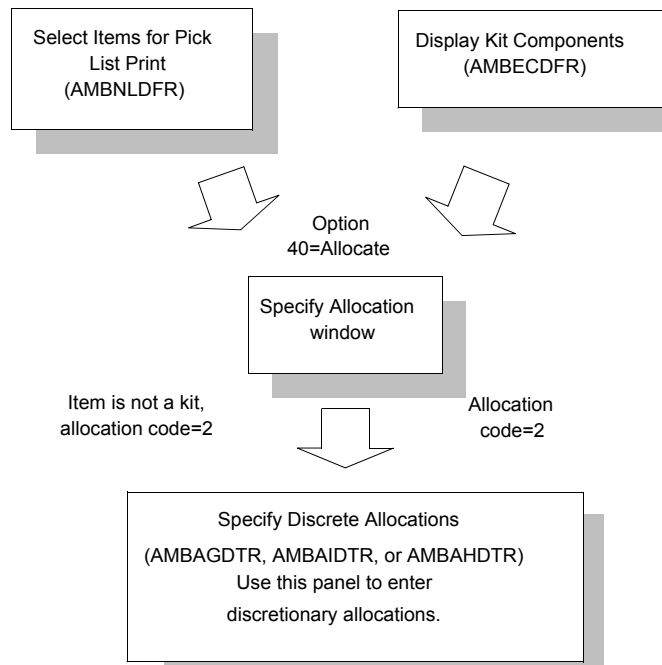
- Allocation codes 1, 2, and 3 require IM to be installed and interfacing.
- Allocation codes 2 and 3 can be used only with controlled warehouses.
- Allocation codes 2 and 3 require the item to allow discrete allocations. This flag is set in the Item Master file.

The following table shows the results of changing the allocation codes:

If you change allocation code to...	You get this result...
0	No allocations. Deletes all existing item allocations, both discrete and at the item balance level.
1	Allocation at Item Balance level only. Deletes any existing discrete allocations.
2	Allocations at Item Balance level and manual discrete allocations. No existing allocations are deleted. Specify Discrete Allocations panel appears so you can discretely allocate needed items.
3	Allocation at the Item Balance level and system-generated allocations. Deletes all existing discrete allocations and creates new ones using the allocation hierarchy.

To specify discrete allocation for an item

When you use option **40=Allocate** from either Select Items for Pick List Print panel (AMBNLDFR) or Display Kit Components panel (AMBECDFR) and an allocation code is **2**, the Specify Discrete Allocations panel (AMBAGDTR, AMBAIDTR, or AMBAHDTR) appears.

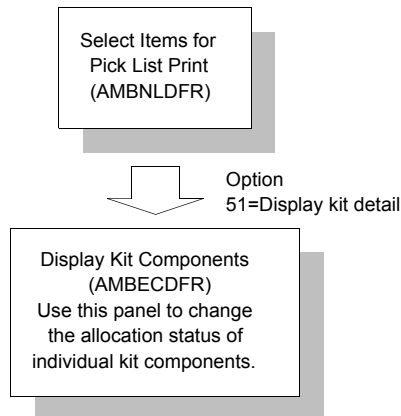


The Specify Discrete Allocations panel shows you all locations, batch/lots, FIFO dates, and the quantities available for a selected item in a controlled warehouse.

Note: The appropriate panel appears, depending on how the application is tailored at your site. The panels show the locations sequenced by the **FIFO**, **Batch/lot**, and **Warehouse location** fields.

To allocate kit components

When you use option **51=Display kit detail** on the Select Items for Pick List Print panel (AMBNLDFR), the Display Kit Components panel (AMBECDFR) appears.



Use this panel to change the allocation code of individual kit components and to change the allocation code of all kit components to the allocation code of the kit parent.

```

AMBECDFR                      Display Kit Components                      *****
Order . . . . . : *****
Item . . . . . : *****
Warehouse . . . . : ***
Release . . . . . : *****
Allocate all to . : *
Quantity . . . . . : *, ** , *** . ***
Maximum Pick Qty . : *, ** , *** . ***

Type options; press Enter.
5=Display 40=Allocate

Opt  Seq  Item number/      Allocation      Quantity per/    Qty available/
      *    Item description  *              Qty required     Qty allocated
A2   ****  *****            *              ** , ** , ** . ** -  * , ** , ** . ** -
      *    *****            *              * , ** , ** . **   * , ** , ** . **
A2   ****  *****            *              ** , ** , ** . ** -  * , ** , ** . ** -
      *    *****            *              * , ** , ** . **   * , ** , ** . **
A2   ****  *****            *              ** , ** , ** . ** -  * , ** , ** . ** -
      *    *****            *              * , ** , ** . **   * , ** , ** . **

F2=Allocate all  F3=Exit  F7=Backward  F8=Forward
F11=Job status  F12=Return
  
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for the kit component items listed on this panel.

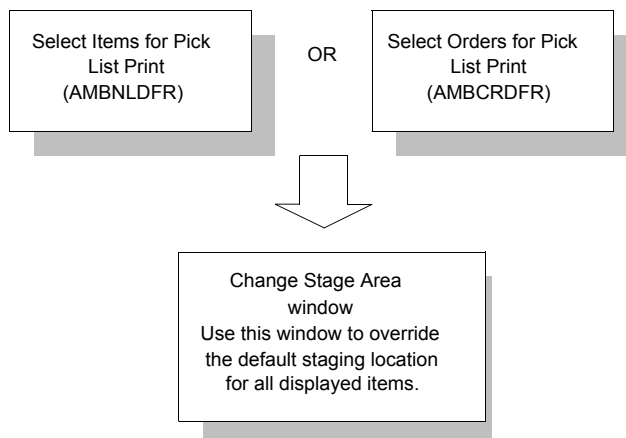
Option	Use to
5=Display	Review information about the kit component. When you use this option, the Display Kit Component Detail panel (AMBATD1R) appears, showing you detailed information about the kit component.
40=Allocate	Review or change the allocation code for the item you selected. When you use this option, the Specify Allocation window appears. Based on the item and allocation option you chose, one of the following panels is called when you press Enter : <ul style="list-style-type: none"> • If you specify an allocation code of 2. The Specify Discrete Allocations panel appears. See “To specify discrete allocation for an item” on page 8-18. • If you specify an allocation code of 0, 1, or 3, the Select Items for Pick List Print panel (AMBNLDFR) appears again.

Function key. Use this function key to perform additional actions.

Function key	Use to
F2=Allocate all	Change the allocation code of all the kit components to the allocation code of the kit parent, as shown on the panel in the Allocate all to field.

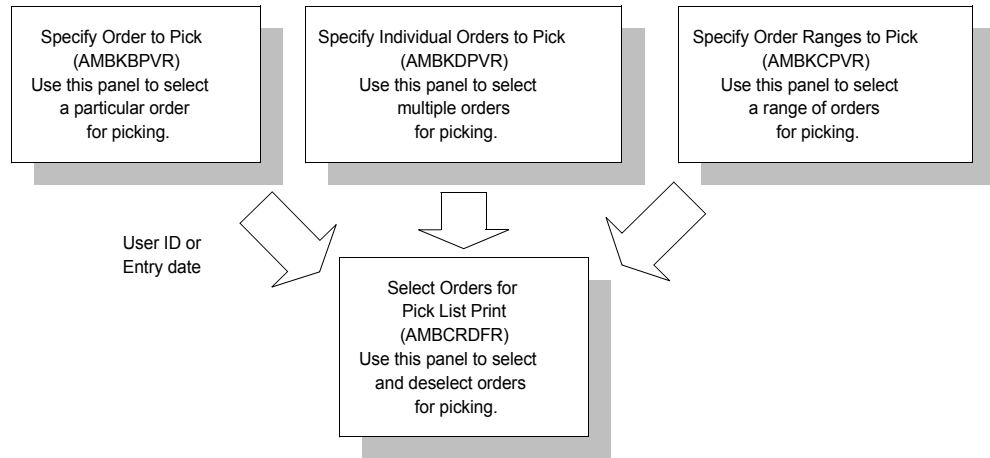
To change the staging area

When you use option **53=Change stage area** on the Select Items for Pick List Print panel (AMBNLDFR) or the Select Orders for Pick List Print panel (AMBCRDFR), the Change Stage Area window appears. Use this window to override the default staging location.



To select orders for pick list printing

When you select an order or orders to pick on any of the Specify panels, the Select Orders for Pick List Print panel (AMBCRDFR) appears.



This panel contains a list of eligible orders that have at least one line item or release meeting the selection criteria you entered. The sequence is by order number, but you can also subset by customer. The sequence of information on the printed pick list depends on how you set up the defaults in the Company Master file.

```

AMBCRDFR                Select Orders for Pick List Print                *****
Position to order . . . A2 aaaaaA7                Total weight . . . : *****.* ** **
Subset by customer . . aaaaaA8                Total volume . . . : *****.* ** **
                                           Total Tare . . . . nnnnnnnnnn **

Type options; press Enter.
 5=Display order header 49=Select items 52=Select/deselect
Opt Order  Ship to name  -- City & State --  Exp  Weight U/M
           Sold to name  Shipping Instructions  Pty  Volume U/M
A2 *****  *****  *****  *  *****.* ** **
           *****  *****  *****  *  *****.* ** **
           *****  *****  *****  *  *****.* ** **
A2 *****  *****  *****  *  *****.* ** **
           *****  *****  *****  *  *****.* ** **
           *****  *****  *****  *  *****.* ** **
A2 *****  *****  *****  *  *****.* ** **
           *****  *****  *****  *  *****.* ** **
           *****  *****  *****  *  *****.* ** **
                                           +

F2=Print pick lists      F3=Exit      F9=Cons orders      F24=More keys
  
```

You can perform several actions from this panel, such as:

- Review order header information
- Add, change, or review order comments
- Review selected line items for an order
- Select or deselect orders for pick list print

- Change the staging area for all selected releases with the same warehouse
- View how orders will be consolidated
- Review an existing pick list.

Some additional fields on this panel can help you make decisions about which items and how many are to be picked. You can also get an approximate idea of the size of the items that you are going to pick. You can enter the weight of the packing material and any containers used for packing in the **Total Tare** field. The value you enter is then added to the **Total weight** field. The **Total volume** field contains the sum of the volumes for all pick items.

An order status displayed next to an order indicates the order already exists on a pick list (PL EXIST) or is locked by another user (IN USE). If a pick list already exists on the order, you can view the other pick list or exit this panel if you need to make a change. If the order is in use, you can select **F5=Refresh** to see if the order is released or select the order to see who is using the order.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
5=Display order header	Review header information for the order you selected. When you use this option, the Order Header Detail panel (AMBCWD1R) appears.	10-7
13=Pick list comments	Review comments associated with the order you selected. When you use this option, the Quote/Order Comments panel (AMBK1DFR) appears, showing you the order-level comments that will appear on the pick list. From this panel you can review and maintain the comments details.	13-186
24=Order Inquiry	The Display Customer Order (AMBFAPVR) panel is displayed. You have the option of viewing a series of inquiry panels that walk you the same panels you would see if they entered or maintained the order.	10-10
25=P/L Inquiry	The Pick List Maintenance (AMBLRDFR) panel appears for the selected order.	8-36
49=Select items	When you use this option, the Select Items for Pick List panel (AMBNLDFR) appears with only the items on this order that have been marked for pick selection. Option 49 is not a valid selection if an order has been selected by option 52 or F13 .	8-24
52=Select/deselect	Select or deselect all orders for pick list print.	8-24
53=Change stage area	Change the staging area for all releases with the same warehouse as the order header that have been selected.	—

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F2=Print pick lists	Print a pick list for all eligible items in that warehouse previously selected using option 52 . When you use this function key, the Pick List Print Options panel (AMBNNPVR) appears.	8-28
F9=Cons orders	View how orders will be consolidated. The Work with Consolidated Pick Lists panel (AMBNXDFR) appears.	8-25
F13=Select all	Selects all orders and 52 appears next to any orders not in use. You must press Enter to lock the order and confirm the selected orders are not IN USE.	—
F22=All/selected	Switch between all orders, orders you have explicitly selected, and orders you specified but didn't explicitly select. When you use this function key, all orders appear on the panel, including held orders, deselected orders, and selected orders. Continue pressing F22 to switch to only selected orders (option 52). Press F22 again to display only the orders specified but not selected.	8-24

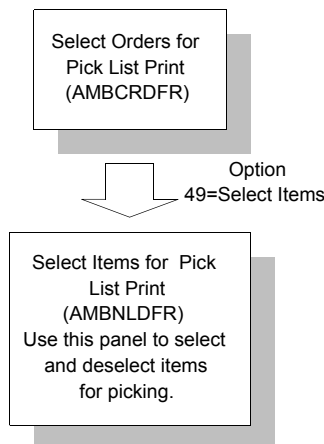
To select or deselect orders

Use option **52=Select/deselect** on the Select Orders for Pick List Print panel (AMBCRDFR) to select or deselect an order.

Any order that is in selected status has its pick list printed at the conclusion of the selection session. Use **F3=Exit** or **F12=Return** to return to the previous panel without selecting an order to print.

To select and deselect items on order for pick list

When you use option **49=Select items** on Select Orders for Pick List Print panel (AMBCRDFR), the Select Items for Pick List Print panel (AMBNLDFR) appears, showing you a list of items selected for the pick list.



Use this panel to select and deselect items to appear on the picking list. You can also use the options on this panel to change the allocation code for selected items, show kit details for an item, and change the staging area for packing the item. For more information on how to select items, see “To select items on an order for pick list printing” on page 8-14.

```

AMBNLDFR                Select Items for Pick List Print                *****
Order number . . : *****                               Weight of selected : *****.* **
Customer . . . : *****                               Volume of selected : *****.* **
Subset by Item . . : _____                       Tare weight . . . . : nnnnnnn.nnn **

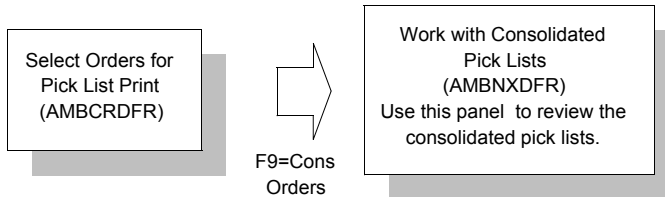
Type options; press Enter.
13=Line item comments  24=Item Availability details  40=Allocate
52=Select item        51=Display kit detail        53=Change stage area

----- Remaining -----
Opt Selected Qty  Item number      Rel/ Qty to pick  Weight
Description      BOM      Available      Volume  Alloc Mfg due
A2 nnnnnnn.nnn ***** * nnnnnnn.nnn- *****.* **
*****.* ** * **/**/**
A2 nnnnnnn.nnn ***** * nnnnnnn.nnn- *****.* **
*****.* ** * **/**/**
A2 nnnnnnn.nnn ***** * nnnnnnn.nnn- *****.* **
*****.* ** * **/**/**
A2 nnnnnnn.nnn ***** * nnnnnnn.nnn- *****.* **
*****.* ** * **/**/**
** +

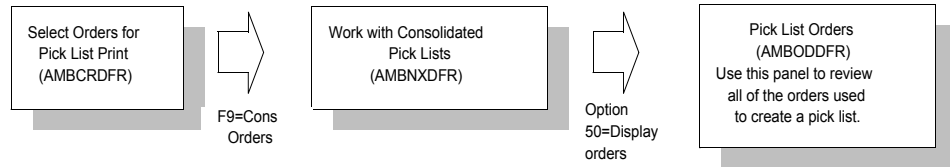
F2=Print Pick List  F3=Exit          F7=Backward  F8=Forward
F13=Select all     F12=Return       F22=All/selected
    
```

To work with consolidated pick lists

When you use **F9=Cons orders** on the Select Orders for Pick List Print panel (AMBCRDFR), the Work with Consolidated Pick Lists panel (AMBNXDFR) appears.



This panel displays the pick lists that will be consolidated and printed if you continue. The **Select** field indicates which pick lists are selected to print. For each pick list shown, you can review the orders included on the pick list, deselect a pick list, and change the staging area. You can also change the items of a selected order by deselecting or changing the selected quantities.



On this panel, you can review all of the orders used to create a particular pick list. The **Total weight** and **Total volume** fields are totals for all orders on the pick list.

```

AMBODDFR                                Pick List Orders                                *****
Company . . . . . : ** ***** Pick list . . . . . : *****
Tare weight . . . . : nnnnnnnnnn ** Warehouse . . . . : ***
Total weight . . . . : *****.* ** Total volume . . . : *****.* **
Position to order . . : A2 aaaaaA7 Subset by customer aaaaaA8

Type options; press Enter.
 5=Display order header      13=Pick list comments      49=Display selected items
52=Deselect order           53=Change stage area

*****
Opt Order Shipping instructions Weight U/M Hld Sel Exp
  Customer name Volume U/M Pty
A2 ***** ***** *****.* ** * * *
***** ***** *****.* ** * * *
A2 ***** ***** *****.* ** * * *
***** ***** *****.* ** * * *
A2 ***** ***** *****.* ** * * *
***** ***** *****.* ** * * *
***** ***** *****.* ** * * *

F2=Print pick lists F3=Exit F7=Backward F8=Forward F12=Return
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Hint: You can drill down to the item level, using option **49**, to deselect or change the selected quantity for a particular item from the pick list.

Options. Use these options to perform activities for items listed on this panel.

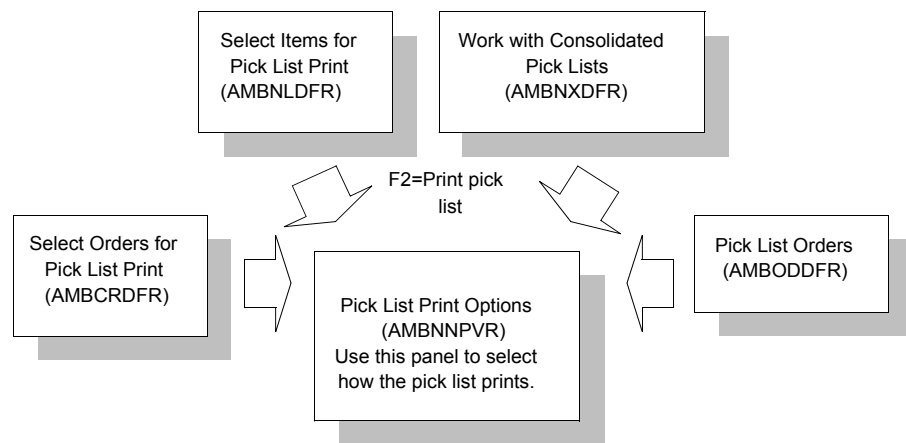
Option	Use to	See page
5=Display order header	Review the header information for this order.	—
13=Pick list comments	Add, change, or delete comments for the pick list.	—
49=Display selected items	Review items for the order. The Select Items for Pick List Print panel (AMBNLDFR) appears.	8-24
52=Deselect order	Remove this order from this pick list.	—
53=Change stage area	Change the staging area for this order on the pick list.	—

Function key. Use this function key to perform additional actions.

Function key	Use to	See page
F2=Print pick lists	Print the pick lists shown. When you use this function key, the Pick List Print Options panel (AMBNNPVR) appears.	8-28

To select pick list print options

When you use **F2=Print pick list** on the picking panels where **F2** is shown, the Pick List Print Options panel (AMBNNPVR) appears.



Use this panel to select how the pick list prints. The totals at the top of the panel show the total number of orders selected to print and the related weight/volume of the pick lists. You can choose to:

- Print bar codes on the pick list
- Leave spaces for recording serial numbers
- Print items in location sequence or FIFO date sequence
- Perform discrete allocations, if you are using a controlled warehouse
- Print all stocking locations or a certain number of locations
- Process the pick list in batch mode or interactively
- Print kit components for a parent item on a separate pick list

```

AMBNNPVR                               Pick List Print Options          *****
Total orders selected . . . . . : *****
Total weight . . . . . : *, ***, ***, ***-
Total volume . . . . . : *, ***, ***, ***-

Type information; press Enter.

Bar code items . . . . . A (Y, N)
Bar code locations . . . . . A (Y, N)
Print packing list . . . . . A (Y, N)
Space for Serial numbers . . . . . A (Y, N)
Sequence option . . . . . A *****
Discrete allocation . . . . . A (Y, N)
Location options . . . . . A 00000000000000000000000000000000
  If option 2, plus additional . . . . . aA3
Print kit components . . . . . A (Y, N)
Processing mode . . . . . A 0=Do not submit, 1=Submit

F3=Exit  F4=Prompt  F12=Cancel
    
```

When you press **Enter**, pick lists for all selected orders are printed using the batch system and you are returned to the previous panel.

Hint: You can use **F4=Prompt** on all fields.

These processing rules control how the system uses selected options:

- Location bar codes are printed only for controlled warehouses.
- Space for serial numbers is printed only for items that are designated as requiring serial numbers.
- **Note:** Space for serial numbers will not print for kit components.
- You must have set the serial number print field in the Company Master file to 3 (print on all documents).
- Sequence option, discrete allocation, and location options are allowed only for controlled warehouses.
- If you enter **Y** in the **Discrete allocation** field, the system generates discrete allocations for all previously unallocated items only. Previously allocated items are not changed. Discrete allocations are allowed only for items defined in the Item Master file to allow discrete allocations.

The carrier name, freight terms of sale, and shipping instructions, if added, print on each pick list. The order number and customer name print on each page of the pick list.

Multiple pick lists are generated for an order, if the order contains one of the following:

- More than one warehouse
- One or more kits.

Consolidated pick lists, which do not print in the pick list sequence option you defined in the Company Master file, always print in this hierarchy: company, pick list, warehouse, warehouse stock location (default picking location), item number/non-

inventory item number, and release. The consolidated pick list is composed of four basic sections:

- Header portion, containing the pick list number, company, warehouse, and turnaround number.
- Consolidated items, if the pick list is consolidated. The total of each item for all orders included on the pick list is shown. Items are shown in location/item number sequence.
- Listing of warehouse locations, in location/FIFO sequence.
- Order information, telling the person picking the stock how much is needed for each order, plus other basic order fields. Space is included on the pick list for you to match up information between the location in the warehouse and for which order the item was picked. Using the section, you can get all “like” items for a pick list at one time, rather than by order.

Comments also print on the pick list.

Pick list (consolidated)

Pick list 939

9/03/** 11:14:32 Herzkar Page 1
USATLQ01 5H
 Company . . . : 1 XA
 Warehouse . . . : MP2 MPA DMD WHSE FOR MULTI WHSE

Item number/ Description	Location	Kit Serial #	Pack code	Quantity	Picked qty U/M
KARA'S ITEM noninventory item		N N		50.000	EA
			Non-inventory		

Customer/ Ship to	Order/ Release	Ship date B/O	Stage Partial	area Subst	Quantity Adv.Not	Picked qty
00003000	CO 1738	9/03/**			50.000	EA
00000001	00001		Y	Y	N	EA
Actual picks: _____						

Item number/ Description	Location	Kit Serial #	Pack code	Quantity	Picked qty U/M
MPA402 MPA ASSEMBLY 402	A10121C	N N		20.000	EA

Location	Batch/Lot	FIFO date	Quantity	Picked qty
Available A10121C		10/09/**	6,219.000	EA

Customer/ Ship to	Order/ Release	Ship date B/O	Stage Partial	area Subst	Quantity Adv.Not	Picked qty
00004000	CO 1739	9/03/**			20.000	EA
00000001	00001		Y	Y	N	EA
Actual picks: _____						

Pick list 939

9/03/** 11:14:32 Herzkar Page 2
USATLQ01 5H

Item number/ Description	Location	Kit Serial #	Pack code	Quantity	Picked qty U/M
MPA403 MPA ASSEMBLY 403	CHERRY	N N		15.000	EA

Location	Batch/Lot	FIFO date	Quantity	Picked qty
Available A10123D		4/08/**	493,100.000	EA

Customer/ Ship to	Order/ Release	Ship date B/O	Stage Partial	area Subst	Quantity Adv.Not	Picked qty
00003000	CO 1738	9/03/**			15.000	EA
00000001	00001		Y	Y	N	EA
Actual picks: _____						

** END OF REPORT **

Kit Pick list

Kit Pick list 11411

12/22/** 8:04:56 V\$MILLER Page 1
 Original ATLA1035 91

Company . . . : 1 Northcreek Ind.
 Customer . . . : 100 Paul Wilson
 Order no. . . : CO 10776 PO no. . . : 123456
 Accepts backorders? . . . : Yes Request date . . : 12/21/**
 Accepts partial ship? . . . : Yes Schedule date . . : 12/21/**
 Accepts substitute? . . . : Yes Order date . . . : 12/21/**
 Advance ship notice? . . . : Yes Ref. pick list : 11410
 Ship to . . . : 1

Address . . . : Paul Wilson
 Line1
 Line3
 Newcastle Tyne and Wear
 United Kingdom

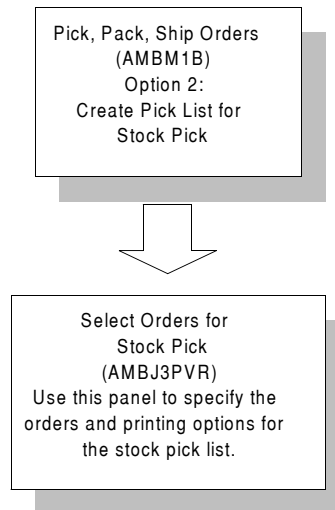
Warehouse . . : 1 MAIN PLANT (NBR 1)
 Kit item . . . : KIT1 REPAIR
 Order qty . . : 1.000 Pick qty . . . :
 Component/ Description/ Line item Rls/ Pick qty
 Location Serial# Pack code Qty per U/M

1501	B10161C	HOSE CLAMP	N		500	00001	2.000	2.000	EA
	Available	A10111A	Batch/Lot	FIFO date	Quantity				Picked qty
				11/24/**	55,247.000				
1400	B10161E	SPRAY HOSE ASSY	Y		500	00001	1.000	1.000	EA
	Available	A10111C	Batch/Lot	FIFO date	Quantity				Picked qty
				11/24/**	13,978.000				
1500	B10171A	HOSE 1/2"	Y		500	00001	1.000	1.000	EA
	Available	A10111D	Batch/Lot	FIFO date	Quantity				Picked qty
				11/24/**	33,306.000				
2222	A10111C	1/8" GREEN WIRE	N		500	00001	10.000	10.000	IN
	Available	A10111C	Batch/Lot	FIFO date	Quantity				Picked qty
				11/24/**	88,009.000				

Total picked . . . : _____

Create Pick List for Stock Pick

When you select option 2 on the Pick/Pack/Ship Orders menu (AMBM1B), the Select Orders for Stock Pick (AMBJ3PVR) panel appears.



Use this panel to specify the orders and printing options for the stock pick list. The stock pick list uses discrete allocations for controlled warehouses and Item Balance fields for uncontrolled warehouses to determine if an item should be picked.

```

AMBJ3PVR                Select Orders for Stock Pick                *****
Company . . . . . nn *****
Type ranges of values; press Enter.
Warehouses . . . . . From To
Order numbers . . . . . aA3 aA3
Ship dates . . . . . aaaaaA7 aaaaaA7
Mfg due dates . . . . . nnnnnn nnnnnn
Carriers . . . . . nnnnnn nnnnnn
Customers . . . . . aaaaaA10 aaaaaA10
Ship to's . . . . . nnnnnnnn nnnnnnnn
Locations . . . . . nnnnnnnn nnnnnnnn
Zones . . . . . aaaaaA9 aaaaaA9
Item numbers . . . . . A2 A2
                    aaaaaaaaaA14 aaaaaaaaaA14
Stock pick list options
Short stock default . . . A *****
Automatic pick confirm . . A (Y, N)
Allocation only . . . . . A (Y, N)
Pick consolidation option A *****

F3=Exit F4=Prompt F12=Return
  
```

Creating the pick list differs according to your setup:

- If you are set up to allow backorders and partial shipments, then partial quantities are printed and updated; the remaining quantities update the pick quantity in the system.
- If you are set up to allow backorders, but not partial shipments, then the release will not be printed, allocated, or updated if the full quantity cannot be allocated.
- If you are set up to allow partial shipments, but not backorders, then partial quantities should be printed and updated with the remaining quantities removed from the order (zero next pick quantity).
- If you are set up to not allow backorders and not allow partial shipments, only those items with the full quantity available will print on the stock pick list. Those with only a partial quantity available will not be backordered, but will appear on the Pick List Allocation Audit report. If enough stock becomes available, this item is then included on the next stock pick list.

Controlled warehouses

Stock is allocated to a particular order using discretionary allocations. At pick time, automatic allocation attempts to find stock for matching the release quantity (next pick quantity). This match is based on rules for either FIFO, batch/lot, or location sequence. The successfully allocated items appear on the pick list.

Uncontrolled warehouses

Item Balance fields (On-hand, Manufacturing, and Pick Requirements) determine if an item can be picked.

The upper part of the Select Orders for Stock Pick panel (AMBJ3PVR) allows you to select a range of orders for the pick list. Use the range option to select by:

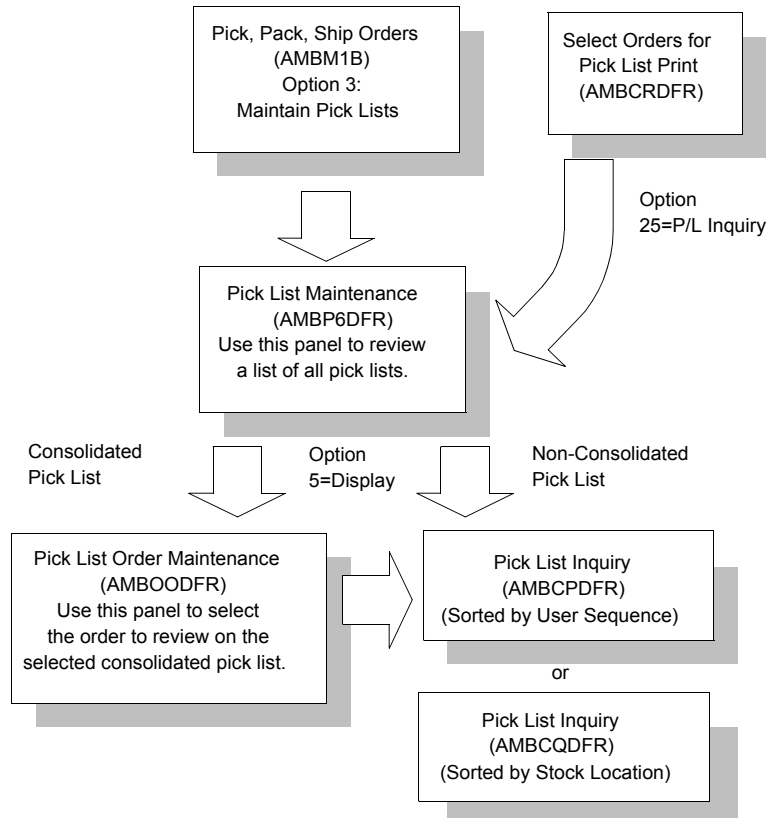
- Warehouse
- Dates (ship or manufacturing due date)
- Destinations (customers, ship to, or zones).
- Carriers

The lower part of the panel allows you to select options for using the stock pick function.

If you press **F3=Exit**, the Pick/Pack/Ship Orders menu (AMBM1B) appears.

Maintain Pick List

Use option 3 to reprint pick lists previously printed, to delete a pick list, or to view the status of an order. You can reprint pick lists if they are lost or destroyed or if more than one is needed to pick an order. You can also delete a pick list before any picking or shipping activity occurs against it.



Before you start

If possible, know the pick list numbers of the pick lists you want to reprint or delete. Having these numbers handy will speed up your work.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 3	Maintain Pick Lists
AMBP6DFR	Enter an option or use a function key	Identify pick lists to print or maintain

To maintain existing pick lists

When you select option 3 on the Pick/Pack/Ship Orders menu (AMBM1B) or option **25=P/L Inquiry** on the Select Orders for Pick List Print panel (AMBCRDFR), the Pick List Maintenance panel appears.

```

AMBP6DFR                               Pick List Maintenance                *****
Company number . . . . . nn          *****
Position to pick list . . nnnnnnn
  Subset by status . . . . A          *****
  order . . . . . nn

Type options; press Enter.
4=Delete  5=Display  6=Print  9=Delete and de-allocate

Opt  Pick#  Customer                Order      Printed  Type  Sts  Whs  Packed
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**
A2 ***** * *****                ***** **/**/** *   *   *** **/**/**

F3=Exit  F7=Backward  F8=Forward  F12=Return
    
```

The Pick List Maintenance panel displays all of the pick lists, including the system generated pick lists. This panel shows you all pick lists that:

- Have been printed
- Are not pick confirmed
- Have not been shipped
- Were created automatically.

You can reprint or delete any regular pick list (type=0 or 4; status=0) that appears on this panel.

Consolidated pick lists have an asterisk (*) to designate them as consolidated. The **Packed**, **Customer**, and **Order** fields are blank. You can use option **5=Display** for a consolidated pick list to select the specific order.

You can subset this list by pick list status. The valid values for the **Subset by status** field are:

- 0** Unpicked (default)
- 1** Picked (open)
- 2** Picked (closed).

Note: The reprint does not reflect any changes made to the order since the original pick list was printed. If you want to include the changes, delete and redo the entire order or do an additional pick list for changes.

Options

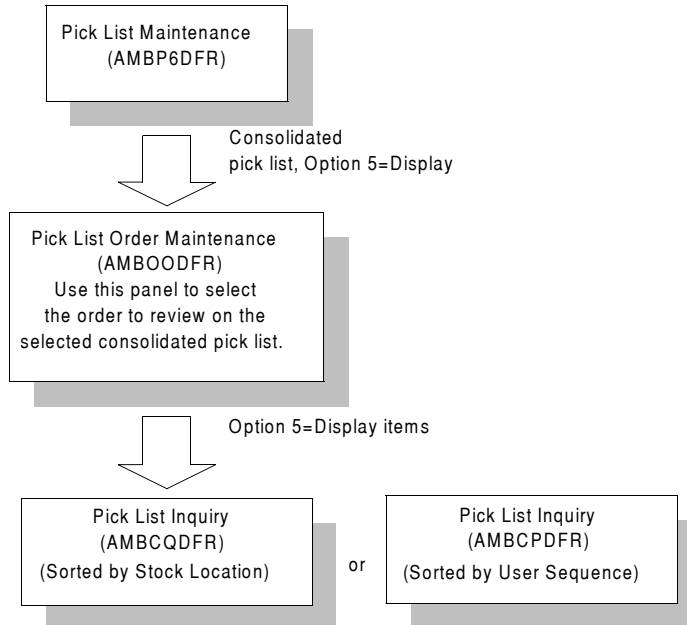
Use these options for pick lists shown on this panel. When this panel is displayed from Select Orders for Pick List Print, only option 5 is available.

Option	Use to
4=Delete	Delete the pick list. You can type this option next to more than one entry. When you press Enter , the Confirm Pick List Delete panel (AMBLLDFR) appears with all the pick lists you selected to delete. Hint: Make sure to check the pick lists you selected to delete when the Confirm Pick List Delete panel (AMBLLDFR) appears. If you need to change your selections, follow the instructions on the panel to return to the Pick List Maintenance panel.
5=Display	Display information about items on the pick list. Depending on what you set up in the Pick List sequence option field in the Company Master file, the Pick List inquiry panel (AMBCPDFR or AMBCQDFR) appears. Or, if you select a consolidated pick list, the Pick List Order Maintenance panel (AMBOODFR) appears with a list of all the order number/names so you can select the order you want.
6=Print	Reprint the pick list. You can type this option next to more than one entry. The lists are generated and submitted to the job queue for printing.
9=Delete and de-allocate	Delete the pick list and de-allocate the items in the Item Balance file. The allocation code is set back to 0 and any discrete allocations are removed.

When you finish working with the pick lists, use **F3=Exit** or **F12=Return** to return to the Pick/Pack/Ship Orders menu (AMBM1B).

To review order detail for consolidated pick lists

When you select a consolidated pick list and then select option **5=Display** on the Pick List Maintenance panel (AMBP6DFR), the Pick List Order Maintenance panel (AMBOODFR) appears. This panel allows you to review items for the orders consolidated on a pick list.



```

AMBOODFR                               Pick List Order Maintenance          *****
Company number . . . . . : **          *****
Pick list . . . . . : ***** Warehouse . . . . . : ***
Printed . . . . . : **/**/** Status . . . . . : *
Position to order . . . . . : A2 aaaaaA7

Type options; press Enter.
5=Display items

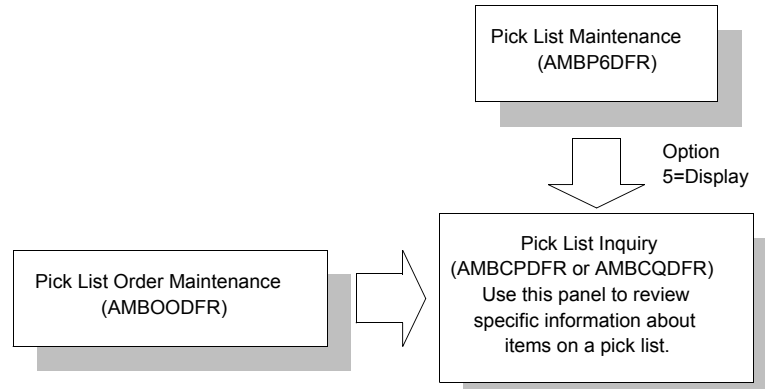
Opt  Order      Customer Name
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****

F3=Exit   F7=Backward  F8=Forward  F12=Return
  
```

Use option **5=Display items** to review the items in a particular order.

To display pick list information

Pick list information appears on either of two Pick List Inquiry panels (AMBCPDFR or AMBCQDFR). The panel that appears depends on what you chose for the **Pick List sequence option** field in the Company Master file. Panel AMBCPDFR appears if the pick list is sorted in sequence by user; otherwise, panel AMBCQDFR appears.



Use these panels to review specific information about items on a pick list.

```

AMBCPDFR                               Pick List Inquiry                               *****
Company . . . : **                      Customer . . . : *****
Order . . . : ***** Warehouse . . . : *****
Pick list . . : ***** Type . . . : * Status : * Printed . . : **/**/**
Parent list : ***** Item . . . : ***** Stage lcn : *****
Position to Line number . . aaaaaA7      Created by : *****
Release number . . aaaA5

- - - Stocking UM - - -
Usr Seq  Rel  Item                      Pick Qty  Packed Qty  Shipped  Stk lcn
*****  *****  *****  *,***,***,***  *,***,***,***  **/**/** *****
*****  *****  *****  *****  U/M . . : **
  
```

```

AMBCQDFR                               Pick List Inquiry                               *****
Company . . . : **                      Customer . . . : *****
Order . . . : ***** Warehouse . . . : *****
Pick list . . : ***** Type . . . : * Status : * Printed . . : **/**/**
Parent list : ***** Item . . . : ***** Stage lcn : *****
Position to Stock location. . aaaaaA7      Created by : *****

Item number . . . nnnnnnnnnnnnnnnnnnn

- - - Stocking UM - - -
Stk lcn  Item                      Usr Seq  Rel  Pick Qty  Packed Qty  Shipped
*****  *****  *****  *****  *,***,***,***  *,***,***,***  **/**/**
*****  *****  *****  *****  U/M . . : **
*****  *****  *****  *****  *,***,***,***  *,***,***,***  **/**/**
*****  *****  *****  *****  U/M . . : **
*****  *****  *****  *****  *,***,***,***  *,***,***,***  **/**/**
*****  *****  *****  *****  U/M . . : **

F3=Exit  F7=Backward F8=Forward  F12=Return
F18=Shipping information
  
```

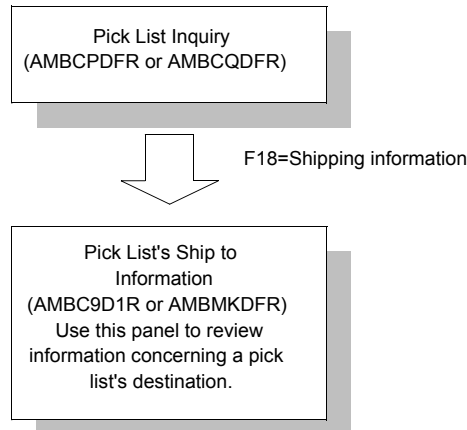
Function key

Use this function key to perform additional actions.

Function key	Use to	See page
F18=Shipping information	View information concerning this pick list's destination.	8-40

To display shipping information for a pick list

Shipping information for a pick list appears on one of two panels. The panel that appears depends on whether the pick list has a single ship-to address or multiple ship-to addresses. For single addresses, refer to the next topic; for multiple addresses, refer to "To display information for multiple ship-to addresses" on page 8-42.



To display information for multiple ship-to addresses

This panel appears when you press **F18=Shipping information** on the Pick List Inquiry panel (AMBCPDFR or AMBCQDFR) and the pick list you are viewing has more than one ship-to address.

```

AMBMKDFR                               Pick List Ship To's
Company . . . : **                      Customer . . : *****
Order . . . . : *****                Warehouse . . : *****
Pick List . . : ***** Type : ** Status . . : * Printed . . : **/**/**
Position to Ship to . . aaaA5

Type options, press Enter.
5=Display

Opt  Ship to                               Item                Line    Rel
A ***** ***** ***** ***** *****
A ***** ***** ***** ***** *****
A ***** ***** ***** ***** *****
A ***** ***** ***** ***** *****
A ***** ***** ***** ***** *****

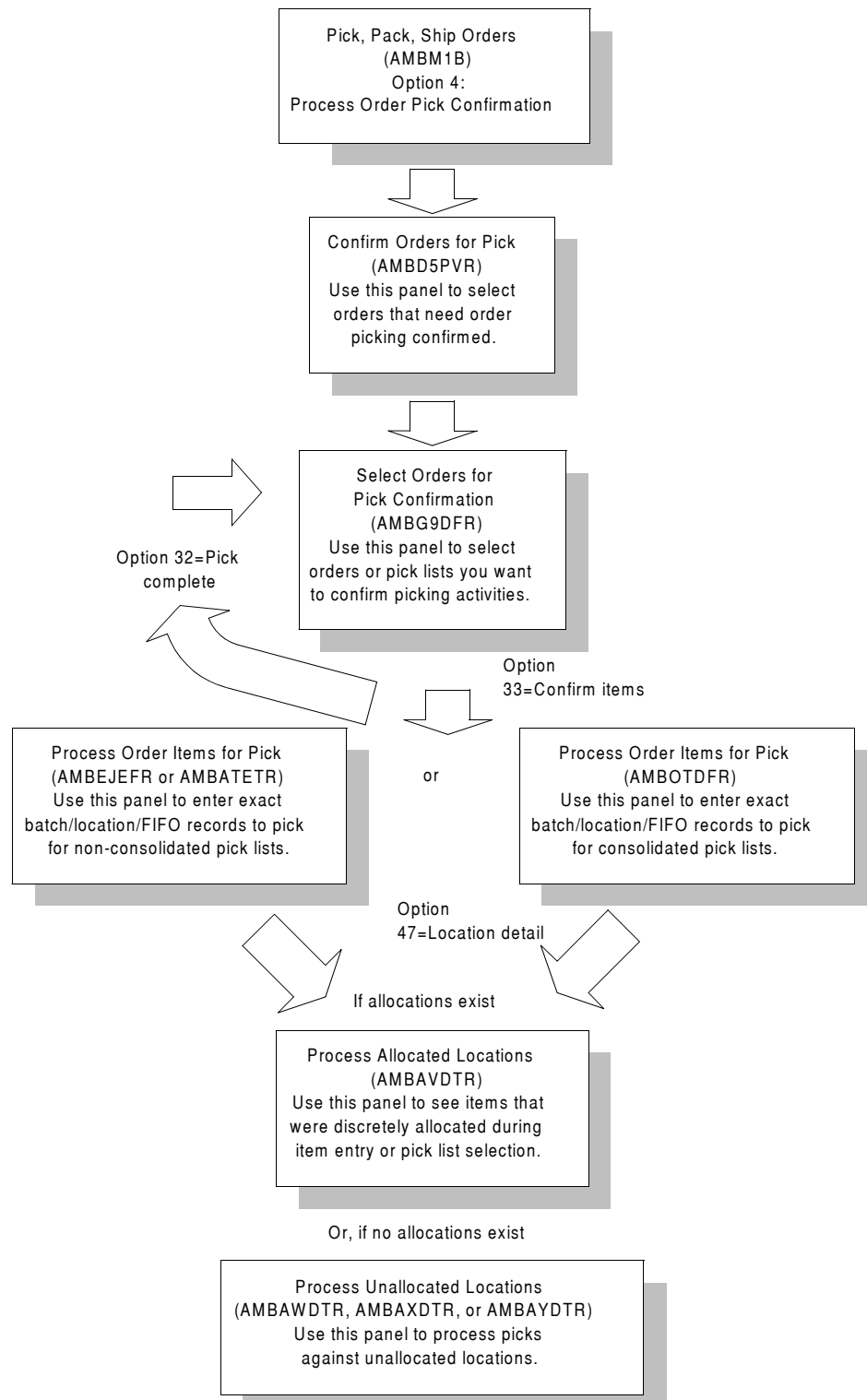
F3=Exit  F7=Backward F8=Forward F11=Job status F12=Return
    
```

Use this panel to review information concerning a pick list's destination. To review detailed information for a specific ship-to address, type **5** in the **Opt** field on the same line as the destination in which you are interested. The Pick List's Ship to Information (AMBC9D1R) appears. Refer to "To display information for a single ship-to address" on page 8-41 for more information about this panel.

Press **F12=Return** to return to the Pick List inquiry panel (AMBPCDFR or AMBPQDFR).

Process Order Pick Confirmations

Use option 4 to indicate orders as picked before they are shipped. Pick confirmation is an optional processing step in the order fulfillment cycle, defined by how you set the shipment confirmation indicator in the Company Master file. It requires a controlled warehouse environment. It is used to show that items on a customer order are transferred from stocking locations to staging locations.



Use pick confirmation for orders that require:

- Extensive shipment preparation
- Specialized or controlled packing
- Kitting. Special considerations for kits include:
 - Separate pick lists for each kit, listing components.
 - Entire kit must go to a single staging location.
 - You must report the number of complete kits picked and account for enough component items to complete the ordered kits.
 - You cannot overpick or underpick components.

You must use this option if items were designated as staged in pick list selection.

Before you start

The following steps must be complete before you can process order pick confirmations:

- The pick list must be created and printed.
- Items must be ordered from a controlled warehouse.
- Each Release must have staging location specified.
- You must set the ship confirmation indicator in the Company Master file. Use one of these codes to confirm shipment:

0	No picking activities necessary
1	Pick list required; pick confirmation not required
2	Pick confirmation required

If you plan to use the pick complete feature, these steps are required:

- You must have stock available in the default location.
- You must set the pick/ship complete code in the Warehouse Master file to 1.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 4	Confirm orders to pick
AMBD5PVR	Enter an option or use a function key	Identify orders to pick confirm

When you select option 4 on the Pick/Pack/Ship Orders menu (AMBM1B), the Confirm Orders for Pick panel (AMBD5PVR) appears.

Use this panel to select orders that need order picking confirmation.

```

AMBD5PVR                               Confirm Orders for Pick                               *****
Type information; press Enter.
Company . . . . . nn
Order number . . . . . A2 aaaaaA7

Pick list number . . . . . aaaaaA7

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type the information you want to use, then press **Enter** to select the order or pick list specified.

Notes:

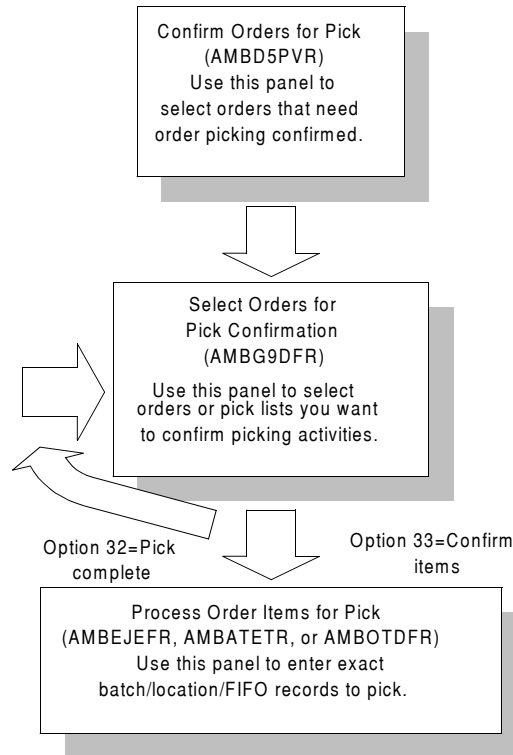
1. If you enter only the company, all orders for that company that are awaiting pick confirmation are listed.
2. If you enter an order number, the list contains only the pick lists associated with the order.
3. If you enter the pick list number, the list contains only that pick list.

Hint: You can use **F4=Prompt** in the following fields:

- Company
- Order number
- Pick list number

To select orders for pick confirmation

When you press **Enter** on the Confirm Orders for Pick panel (AMBD5PVR), the Select Orders for Pick Confirmation panel (AMBG9DFR) appears.



```

AMBG9DFR                Select Orders for Pick Confirmation                *****
Company . . . . . : **
Position to order . . . . . A2 aaaaaA7

Position to pick list number . . . aaaaaA7

Type options; press Enter.
32=Pick complete  33=Confirm items

*****
---Pick list---
Opt  Order      Number      Status      WH  Customer
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****
A2  *****      *****      *           **  *****

F3=Exit      F7=Backward      F8=Forward      F11=Job status
F12=Return   F22=All/Unconfirmed
  
```

Use this panel to select orders or pick lists for which you want to confirm picking activities. If selected, any orders with items that are designated as staged appear in this list, too.

Note: An asterisk (*) appears next to pick lists that are consolidated.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the orders listed on this panel.

Option	Use to
32=Pick complete	Change the order status for this order or pick list to pick complete and re-displays this panel. Use this option when discretionary allocations for an item exactly cover the pick quantity or if all items on the pick list are picked from their default stocking location. A confirmation message is displayed.
33=Confirm items	Go to the Process Order Items for Pick panel (AMBATETR). Use this option to enter the exact batch/location/FIFO records to pick. You can adjust the pick quantity and pick location as needed. See "To process order items for picking" on page 8-48.

Notes:

1. Pick confirmation is only supported for controlled warehouses. An order may contain items from controlled and uncontrolled warehouses. However, a separate pick list is printed for each warehouse.
2. When an order is designated as pick complete, it cannot be marked pick complete again. However, picks can be reviewed and changed individually.
3. Pick confirmations are maintainable until shipping activity occurs.
4. You can print a second pick list for a blanket release or line item, once a pick confirmation is processed (shipped) for the first release.

Function key

Use this function key to perform additional actions.

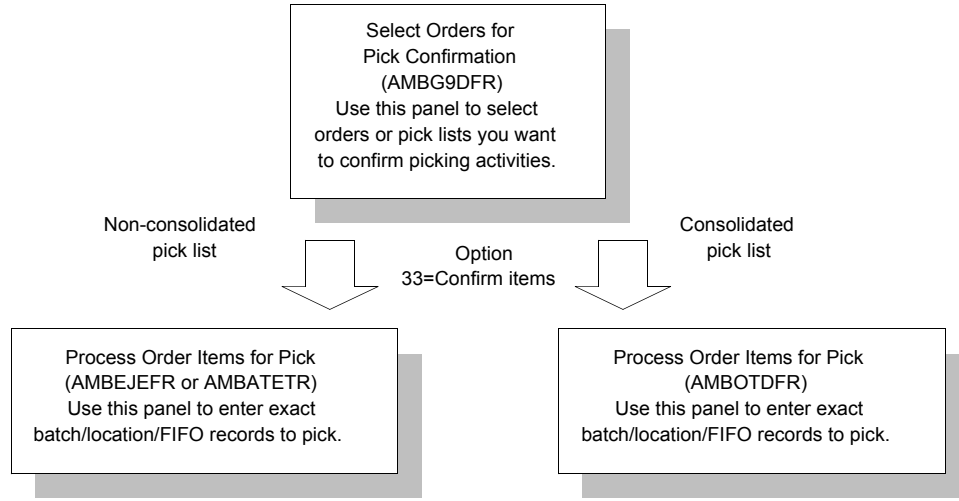
Function key	Use to
F22=All/Unconfirmed	Switch the panel between all orders and only unconfirmed orders.

Press **Enter** to process options or actions selected. The Process Order Items for Pick panel (AMBATETR) appears, if any of the items had option **33=Confirm items** entered beside it. Use **F12=Return** to return to the Confirm Orders for Pick panel (AMBD5PVR).

To process order items for picking

When you use option **33=Confirm items** on Select Orders for Pick Confirmation panel (AMBG9DFR) for a **non-consolidated** pick list, the Process Order Items for

Pick panel (AMBATETR or AMBEJEFR) appears. The items on panel AMBATETR appear in entry sequence. Depending on how you set up your user defaults, panel AMBEJEFR may appear instead, showing the items in warehouse sequence.



```

AMBEJEFR                                Process Order Items for Pick                *****
Order . . . . . : *****                *****
Pick list number . : *****
Warehouse . . . . : ***
Pick list status . : *
                                           *****
Type options and/or picked quantity; press Enter.
4=Delete  9=Delete and de-allocate  35=Confirm kit detail  47=Location detail

Opt  Item number      Rel    To-pick qty    Picked qty    Stage area    BOM
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
  
```

```

AMBATETR                                Process Order Items for Pick                *****
Order . . . . . : *****                *****
Pick list number . : *****
Warehouse . . . . : ***
Pick list status . : *
                                           *****
Type options and/or picked quantity; press Enter.
4=Delete  9=Delete and de-allocate  35=Confirm kit detail  47=Location detail

Opt  Item number      Rel    To-pick qty    Picked qty    Stage area    BOM
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *
A2 *****          *****  *,***,***.***-  nnnnnn.nnn-  *****      *

F3=Exit      F7=Backward    F8=Forward    F11=Job status
F12=Return   F13=Location detail
  
```

When you use option **33=Confirm items** on Select Orders for Pick Confirmation panel (AMBG9DFR) for a **consolidated** pick list, the Process Order Items for Pick panel (AMBOTDFR) appears. The items on panel AMBOTDFR appear in the same order as they are shown on the pick list.

```

AMBOTDFR                                Process Order Items for Pick                                *****

Pick list number . . : *****          Pick list status . . : *
Warehouse . . . . . : ***

Type options and/or picked quantity; press Enter.
4=Delete  9=Delete and de-allocate  35=Confirm kit detail  47=Location detail

Opt  Item number/      Customer/      Order/      To-pick qty  Picked qty  BOM Opt
     Stage area       Ship to       Release
A2   *****          *****          *****          *****.* ** nnnnnnnn.nnn  *
     *****          *****          *****
A2   *****          *****          *****          *****.* ** nnnnnnnn.nnn  *
     *****          *****          *****
A2   *****          *****          *****          *****.* ** nnnnnnnn.nnn  *
     *****          *****          *****
A2   *****          *****          *****          *****.* ** nnnnnnnn.nnn  *
     *****          *****          *****
A2   *****          *****          *****          *****.* ** nnnnnnnn.nnn  *
     *****          *****          *****

F3=Exit      F7=Backward      F8=Forward      F11=Job status
F12=Return   F13=Location detail
    
```

Options

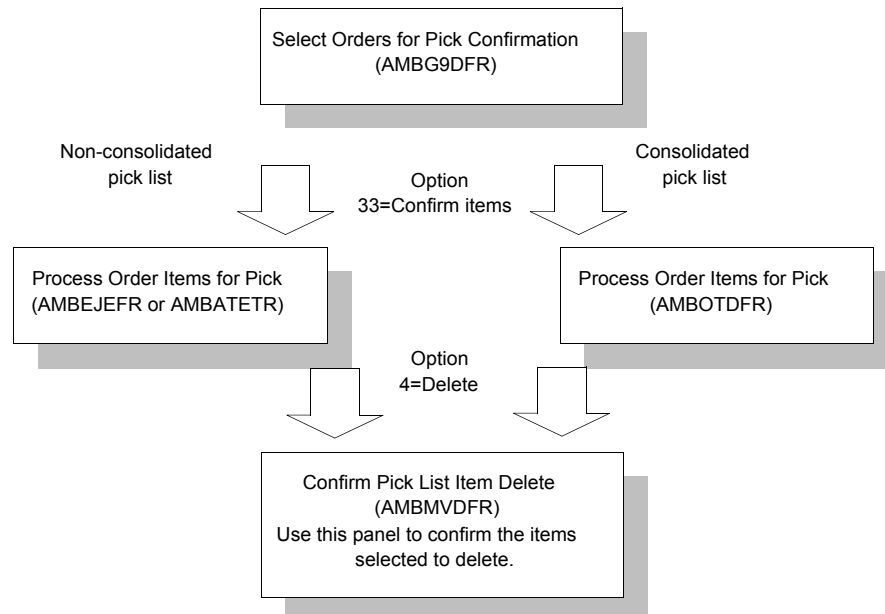
Use these options to perform activities for the order items listed on this panel.

Option	Use to
4=Delete	Delete an item from this pick list. You can delete an item only if the status=0 (pick outstanding) and pick qty=0. The next panel to appear is Confirm Pick List Delete (AMBMVDFR).
9=Delete and de-allocate	Delete the pick list and de-allocate the items in the Item Balance file. The allocation code is set back to 0 and any discrete allocations are removed.
35=Confirm kit detail	Show controlled warehouse items, go to the Process Kit Component for Pick panel (AMBAUETR) for the selected kit. Pick quantity is required to use this option. You must pick enough component items to make up all kits ordered. See "To confirm kit components" on page 8-52.
47=Location detail	Show allocated locations or unallocated locations (if no allocations exist for the item) for controlled warehouse items. The Process Allocated Locations panel (AMBAVDTR) appears for the selected item if allocations exist. The Process Unallocated Locations panel appears if no allocations exist. Use option 47 when you want to decrease quantities.

Note: Kit parents appear with a designator of **2** in the **BOM** column. A separate pick list is printed for each kit, showing its components. If all the components are fully allocated and picked in the correct quantities, the kit may be picked complete. Use option **35=Confirm kit detail** to see a list of items in the kit and adjust quantities, if needed, so the kit can be designated as pick complete.

To delete an item from a pick list

This panel appears when you select option **4=Delete** on the Process Order Items for Pick panel (AMBATETR or AMBEJEFR).



```

AMBMVDFR                                Confirm Pick List Item Delete

Order . . . . . : *****
Pick list number : *****
Warehouse . . . : aA3
Pick list status : A

Press Enter to confirm your choices.
Press F12 to return to change your choices.

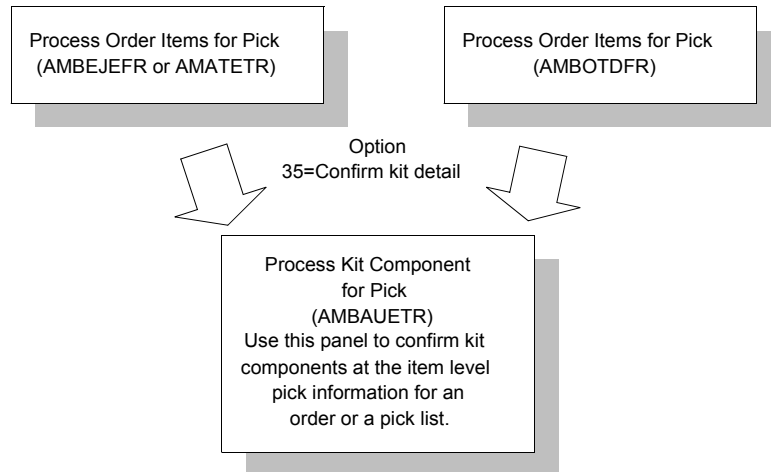
Item number      Rel      To-pick qty      Picked qty      Stage area      BOM
*****
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *
*****          *****  *, ***, ***, ***-  *, ***, ***, ***-  *****        *

F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
  
```

Press **Enter** to delete the items on this panel. Press **F12=Return** to return to the previous panel, on which you can change the items you want to delete.

To confirm kit components

When you use option **35=Confirm kit detail** on Process Order Items for Pick panel (AMBATETR), the Process Kit Component for Pick panel (AMBAUETR) appears.



Use this panel to confirm kit components at the item level pick information for an order or a pick list.

```

AMBAUETR                                Process Kit Component for Pick                                *****
Order . . . . . : *****
Pick list number . : *****
Kit item number . : *****
Warehouse . . . . : ***
Release number . . : *****
Kit quantity . . . : *,***,***.***-

Type option and/or picked quantity; press Enter.
47=Location detail                                *****

Opt Item number      Quantity per  Required qty  Picked qty
A2 *****          ***,***.***- *,***,***.***- *,***,***.***-
A2 *****          ***,***.***- *,***,***.***- *,***,***.***-
A2 *****          ***,***.***- *,***,***.***- *,***,***.***-
A2 *****          ***,***.***- *,***,***.***- *,***,***.***-
A2 *****          ***,***.***- *,***,***.***- *,***,***.***-
A2 *****          ***,***.***- *,***,***.***- *,***,***.***-
A2 *****          ***,***.***- *,***,***.***- *,***,***.***-

F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
F13=Location detail
    
```

Type either a **47=Location detail** in the *Option* field, or the quantity picked in the *Picked qty* field. Press **Enter** to process.

Options

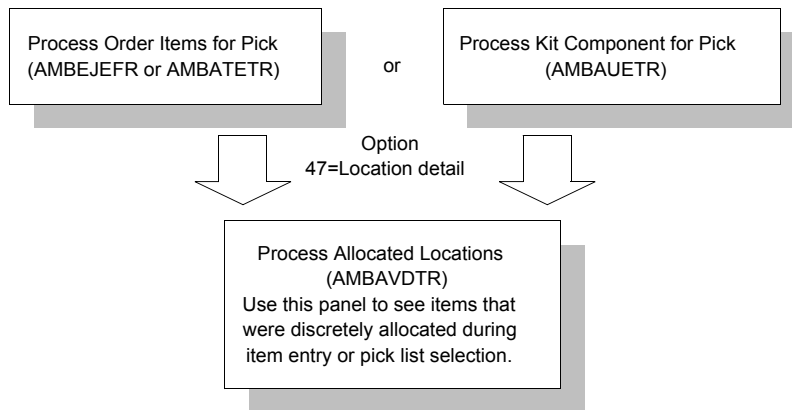
Use this option to see location detail for kit component items listed on this panel.

Option	Use to
47=Location detail	See location detail information for the kit component item. Hint: Use F13=Location detail to enter a 47 before all list items, including those not shown on the panel. Use option 47 when you want to decrease quantities.

Note: Only complete kits will be confirmed picked and shipped.

To process items for allocated locations

When you use option **47=Location detail** on the Process Order Items for Pick panel or the Process Kit Component for Pick panel (AMBAUETR), the Process Allocated Locations panel (AMBAVDTR) appears.



Use this panel to see items that were discretely allocated during item entry or pick list selection. This panel is called from the Process Order Items for Pick panel (AMBATETR or AMBEJEFR) or the Process Kit Component for Pick panel (AMBAUETR).

```

AMBAVDTR                               Process Allocated Locations          *****
Order . . . . . : *****                *****
Item number . . . : *****                Release number . . : *****
Pick list number . : *****                Warehouse . . . . . : ***
Kit parent item . . : *****                Staging location . . : *****
To-pick quantity . : *,***,***,***-        Picked quantity . . : *,***,***,***-
Allocated pick qty : *,***,***,***-        Unallocated pick qty: *,***,***,***-

Type information; press Enter.                (Allocated locations)

Location   Batch/lot   FIFO date   Allocated qty   Picked qty
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn
*****    *****    **/**/**   *,***,***,***-  nnnnnn.nnn

F3=Exit   F7=Backward   F8=Forward   F11=Job status   F12=Return
F22=Unallocated locations
    
```

Type the quantity picked in the **Picked qty** field and press **Enter**. When you press **Enter**, the IM transactions are posted.

Use **F22** to save your entries and advance to the Unallocated Location panel (AMBA0DTR), then to the Other Location panel (AMBH4EFR), then to return to this panel. When you press **Enter** from any of these panels, the entries you made on all of the panels are posted as inventory transactions.

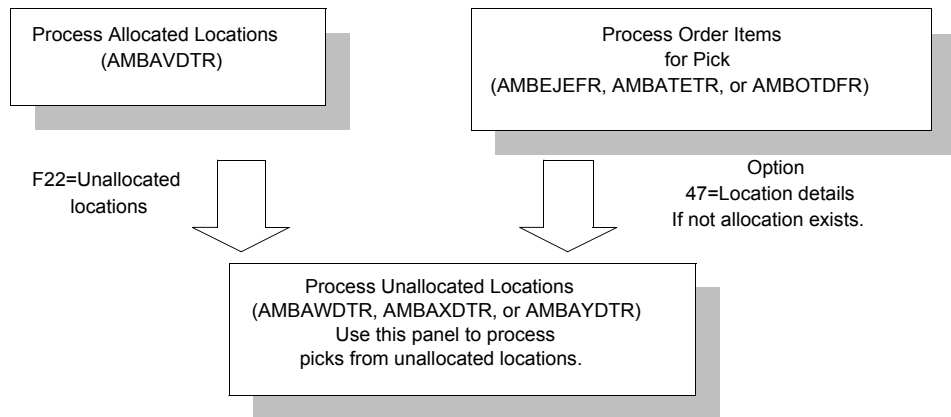
Note: The system maintains a count of the accumulated picked quantity that has been allocated to compare to the value in **To-pick quantity** field for the item. When the **Picked quantity** is greater than or equal to the **To pick quantity**, the **Confirm** prompt to end this activity appears.

Press **Enter** to confirm the **Picked quantity**. You return to the Process Order Items for Pick panel (AMBATETR or AMBJEEFR).

To process items from unallocated locations

When you use **F22=Unallocated locations** on Process Allocated Locations panel (AMBAVDTR), the Process Unallocated Locations panel (AMBAWDTR, AMBAXDTR, or AMBAYDTR) appears.

Note: When you use **47=Location details** on the Process Order Items for Pick panel and allocation does not exist, the Process Unallocated Locations panel appears.



Note: The appropriate panel appears, depending on how the application is tailored at your site. The panels show the locations sequenced by the **FIFO**, **Batch/lot**, and **Warehouse location** fields.

Sequenced by	Panel ID
FIFO	AMBAXDTR
Batch/lot	AMBAWDTR
Warehouse location	AMBAYDTR

Use this panel to process picks from unallocated locations. The panel shown is an example, which shows the locations sequenced by FIFO date.

```

AMBAXDTR                                Process Unallocated Locations                                *****
Order . . . . . : *****                               *****
Item number . . . : *****                               Release number . . . : *****
Pick list number . : *****                               Warehouse . . . . . : ***
Kit parent item . . : *****                               Staging location . . : *****
To-pick quantity . : *, ***, ***.***-                     Picked quantity . . . : *, ***, ***.***-
Allocated pick qty : *, ***, ***.***-                       Unallocated pick qty: *, ***, ***.***-

Type picked quantity; press Enter.
Location  Batch/Lot  FIFO date  Available qty  Approved  Picked qty
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn
*****   *****   **/**/**  *, ***, ***.***-  *         nnnnnn.nnn

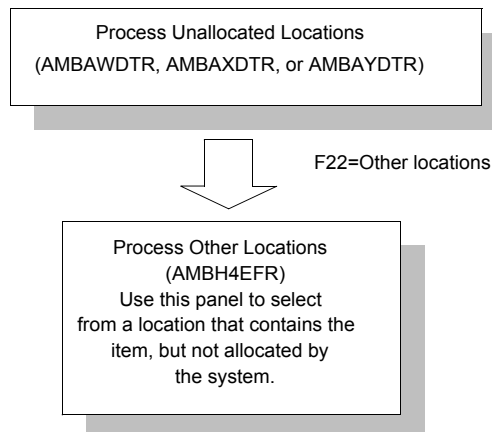
F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
F22=Other locations
    
```

Type the quantity picked in the **Picked qty** field, and press **Enter** to process the quantity entered.

Use **F22=Other locations** to process picks from locations where the item is not allocated by the system. The Process Other Locations panel (AMBH4EFR) appears.

To process items from other locations

When you use **F22=Other locations** on Process Unallocated Locations panels (AMBAWDTR, AMBAXDTR, or AMBAYDTR), the Process Other Locations panel (AMBH4EFR) appears.



Use this panel to select from a location that contains the item, but is not allocated by the system as containing the item. The item may not be recognized because receipt transactions for this item were not processed yet. You can use this panel only if the IM application is tailored to allow negative balances.

```

AMBH4EFR                      Process Other Locations                      *****
Order . . . . . : *****
Item number . . . : *****
Pick list number . : *****
Kit parent item . . : *****
To-pick quantity . : *,**,***.***-
Allocated pick qty : *,**,***.***-

Location      Batch/lot      FIFO date      Pick quantity
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn
aaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnn.nnn

F3=Exit  F4=Prompt  F6=Change  F7=Backward  F8=Forward
F11=Job status  F12=Return  F22=Allocated/Unallocated locations
    
```

Type the information you want to use in the **Location**, **Batch/lot**, **FIFO date**, and **Pick quantity** fields for each location needed. Press **Enter** to complete processing. Use **F22=Allocated/ Unallocated locations** to continue entering pick quantities for this item.

Hint: F4=Prompt is available for the **Location** field.

Print Shipping List

Use option 5 to print a shipping list for a specific order or for a range of orders. The shipping list organizes orders by ship to within a warehouse to facilitate the shipment confirmation process for orders that were staged in multiple picks. The shipping list:

- Shows only staged shipments
- Can be used only for controlled warehouses.

Before you start

You must have Inventory Management installed and interfacing. You must have orders already picked and staged.

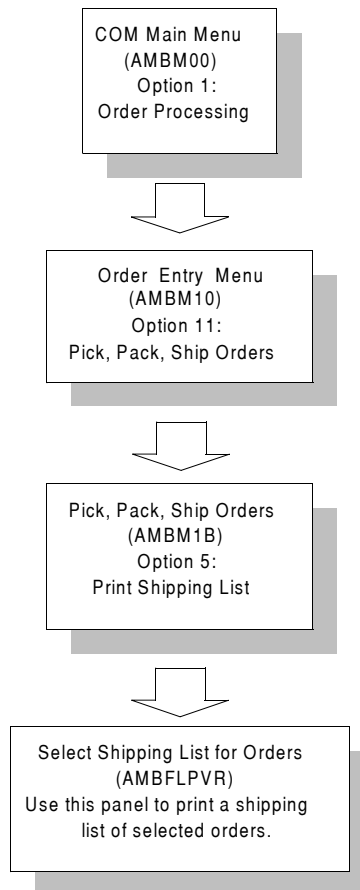
You can print a shipping list after items are staged using the pick confirm option.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 5	Print shipping lists
AMBFLPVR	Enter company number and order numbers	Select orders for shipping list printing

To print shipping lists

When you select option 5 on the Pick/Pack/Ship Orders menu (AMBM1B), the Select Shipping List for Orders panel (AMBFLPVR) appears.



```

AMBFLPVR                Select Shipping List for Orders                *****
Company number . . . . . nn *****
Limits (optional);
Order number . . . . .      From      To
                          aaaaaA7    aaaaaA7

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Enter a company number. Enter the range of order numbers in the **From** and **To** fields. The number in the **From** field must be less than or equal to the order number in the **To** field.

Hints:

- A larger range of order numbers increases the time it takes to process the shipping lists. Narrowing the range may decrease processing time.
- You can print a single shipping list by entering the same number in the **From** and **To** fields.
- If you leave the **To** field blank, shipping lists starting with the From order number through the end of the available orders are printed.
- If you leave the **From** field blank, shipping lists starting with the first available order through the order number in the **To** field are printed.
- If both fields are left blank, all shipping lists for the selected company are printed.

Press **Enter** to submit the job for processing. Press **F12=Return** to return to the Pick/Pack/Ship Orders (AMBM1B) menu.

Shipping List

Shipping List

AMBEOPFR V\$MILLER 1/06/** Page 1

Company . . . : 1 Northcreek Ind.

Order number : 11215

Ship to . . . : 1 Paul Wilson

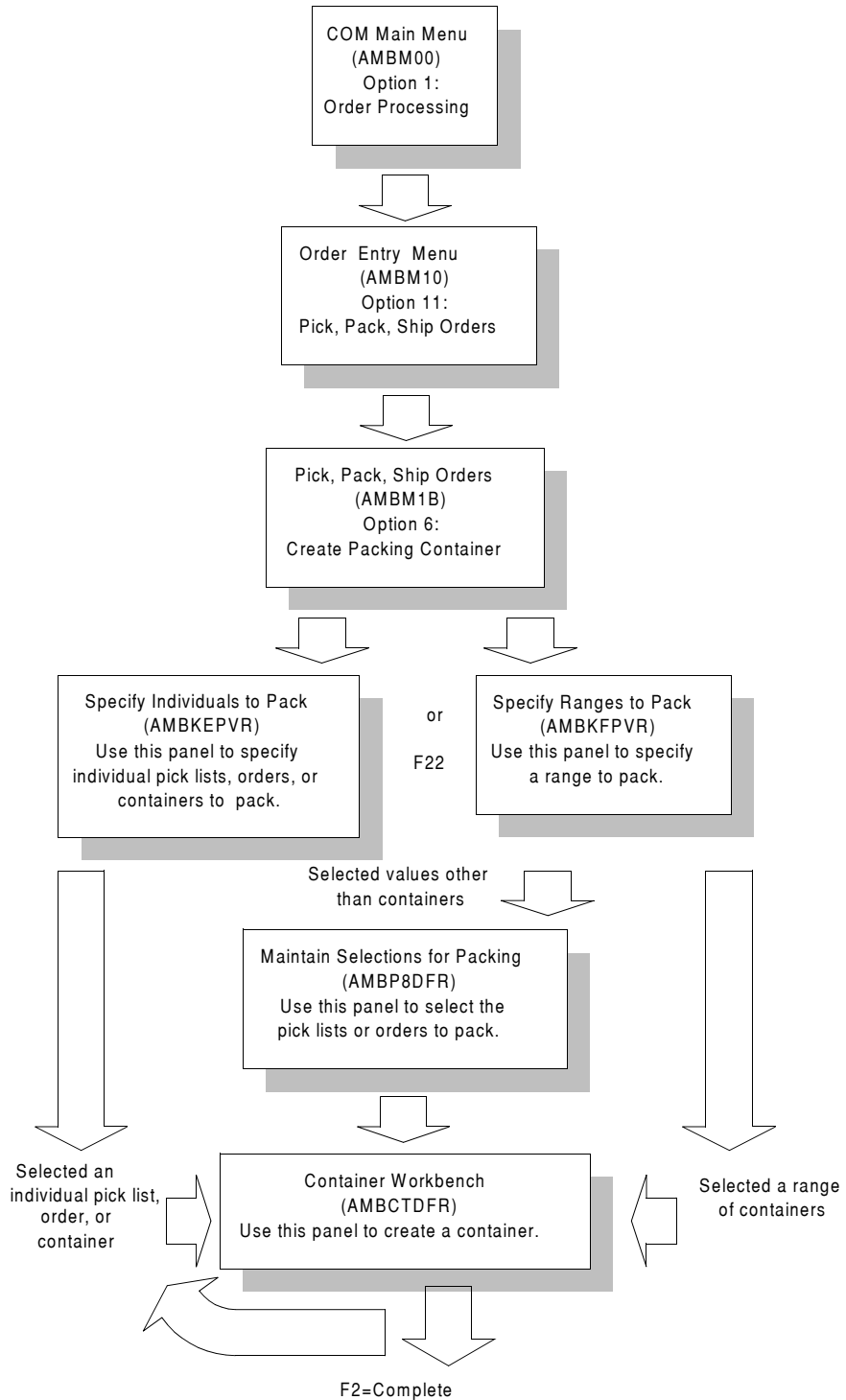
Warehouse . . : 1 MAIN PLANT (NBR 1)

Item number	Description	FIFO date	Stage to	Quantity picked	U/M
KIT2	HINGE SET		SHPLOCA	3.000	EA
03419	HINGE PIN		SHPLOCA	3.000	EA
	Allocated	12/14/**	Batch/lot	Quantity	
03421	HINGE ARM		SHPLOCA	3.000	EA
	Allocated	12/14/**	Batch/lot	Quantity	
03425	COVER		SHPLOCA	3.000	EA
	Allocated	12/14/**	Batch/lot	Quantity	
BELT	LEATHER BELT		SHPLOCA	3.000	EA
	Allocated	6/14/**	BLBELT	Quantity	
01108	LEMON CONDITIONER 8 OZ		SHPLOCA	10.000	B8
	Allocated	11/11/**	BL01108	Quantity	
01000	STRAWBERRY SHAMPOO		SHPLOCA	15.000	OZ
	Allocated	12/14/**	BL01000	Quantity	

** END OF REPORT **

Create Packing Container

Use option 6 to work with the items that are ready for packing. From this menu option, you can move to all of the related activities in the packing function.



Before you start

Before beginning the packing process, you need to know some basic concepts about the process. You should also understand how you can tailor the flow of panels that appear when you select this menu option. You can select just what you need to review for these activities, and then accomplish the packing tasks in the most efficient manner. The ability to tailor the screen flow into a logical process flow for your work is an important part of the flexibility of these COM functions. For information about setting up the panel flow in packing and shipping, see “Using the navigation and user defaults” on page 8-5.

Understanding the packing functions

Packing is a process that is separate from shipping. The packing process involves items and containers, which you designate to pack as needed. Volumes and weights are calculated during the packing, allowing you to gauge whether the amounts you are packing will fit into the containers and shipments.

The items and containers available to be packed are chosen based on the Specify panels. You use the Specify panels to select which pick lists, orders, or containers you want to pack. The Maintain Selections for Packing panel allows you to narrow your selection of items from the selected pick lists and orders. You then use the Container Workbench to work with container details, add comments, add serial numbers, and then continue to specify packed containers. When packing is complete, you can move on to shipping, using the Create Shipments option on the Pick/Pack/Ship Orders menu (AMBM1B):

- The packing process allows you to be very flexible in how you pack items for shipping. You can select any combination of eligible items, orders, and containers, and pack them into any combination of containers. After you have packed a container, you can maintain the quantities within the container, adding or deleting items before shipping.
- Packing is only available for eligible items and containers. The Shipment confirmation indicator in the Company Master file is used to determine item eligibility:
 - 0** No picking activities required (default).
 - 1** Pick list required. Confirmation not required.
 - 2** Pick confirmation required.
- To be eligible for packing, each order, line item, release, or container must follow these rules:
 - The order must have a status of 10 or 15 and must contain eligible line items.
 - The order must not be in the process of being maintained (with a job number assigned), must not have any active holds against it (if the company is set to enforce order holds), and must not have a complementary invoice.
 - Line items must have a credit memo code = blank (for a standard credit sale) and must contain an eligible release record.
 - Line items must not have any active holds against them and must not have a status code = 50.
 - Release records have eligibility rules, as follows. For shipment confirmation = 0, the release must have a Next pick quantity that is greater than zero and a **Picking complete** field equal to 0. For shipment confirmation = 1 or 2, the Next pick quantity should be equal to zero and the **Picking complete** field = 10. The release status should *not* be 50.

- Release records must not have any active holds against them. KBC items in controlled warehouses must also have an allocation record.
- Containers (to be packed into other containers) must be containers that have not yet shipped, with a packed container code = 1 (container), and a packed container detail code = 2 (container).
- As in picking, shipping, and invoicing, consolidation of orders is allowed in packing. In the Customer Master file, you set the packing consolidation flag to allowed, warning, or error. This sets the level of warning you receive as you pack orders from different customers together. For example, if customer A is set for consolidation warning and you attempt to pack customer A's order with another customer or with another order for customer A, you will receive a warning message.
- The release quantity for an item in an order can be split over multiple containers, if necessary. When you enter an amount less than the release quantity, the remaining quantity available for packing is reduced by that amount.
- In packing, backorder quantities you enter are for the release. You cannot total a number of backorder quantities across a number of containers. In the Company Master file, you can indicate how to calculate the backorder quantity for this company. You can calculate using the shipped quantity or the to-ship quantity.
- You can add another address for a container, using an existing customer/ship-to address or adding a completely new one. This container address is included on the packing list. Container records also allow you to enter a delivery confirmation date, which is for your use only, and a pro bill number for a container.
- You can add comments for an item or container, to print only on the Packing List.
- You cannot delete a container if it contains another packed container or any items. Unpack the inside container first or delete the items from this container, then delete the outside container.

Packing lists list the items being packed, sometimes in containers, for shipment. You can use packing lists to direct and control material packing for shipment, to fulfill customer orders.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 6	Create packing container
AMBKFPVR, or AMBKEPVR	Enter an option	Specify individual items for packing

When you select option 6 on the Pick/Pack/Ship Orders menu (AMBM1B), the next panel to appear depends on how you have set up the **Preferred pack panel** option in user data defaults. The panel you specify in data defaults appears first.

Each Specify panel provides a different method for selecting the orders you want to pack or ship:

- To select a range of items or containers, use the Specify Ranges to Pack panel (AMBKFPVR). This panel allows you to enter ranges of values such as zones, carriers, customers, ship to IDs, ship dates, manufacturing due dates, order numbers, item numbers, pick list numbers, or containers, which limit the number of items presented for packing.
- To type in specific pick lists, order number, or containers, use the Specify Individuals to Pack panel (AMBKEPVR).

The following is a more detailed description of each of these panels.

Specify Individuals to Pack

Entering **1** in the **Preferred pack panel** field in data defaults also takes you to the Specify Individual to Pack panel (AMBKEPVR) when you choose option 6 on the Pick/Pack/Ship Orders menu.

```

AMBKEPVR                               Specify Individuals to Pack          *****
Company . . . . . nn *****
Warehouse . . . . . aA3 *****
Default order type . . . . . A2

Type order numbers; press Enter.
Pick List -OR-
1 aaaaaA7      2 aaaaaA7      3 aaaaaA7      4 aaaaaA7      5 aaaaaA7
6 aaaaaA7      7 aaaaaA7      8 aaaaaA7      9 aaaaaA7     10 aaaaaA7
11 aaaaaA7     12 aaaaaA7     13 aaaaaA7     14 aaaaaA7     15 aaaaaA7

Order numbers -OR-
1 aaaaaA7      2 aaaaaA7      3 aaaaaA7      4 aaaaaA7      5 aaaaaA7
6 aaaaaA7      7 aaaaaA7      8 aaaaaA7      9 aaaaaA7     10 aaaaaA7
11 aaaaaA7     12 aaaaaA7     13 aaaaaA7     14 aaaaaA7     15 aaaaaA7

Containers
1 aaaaaaaaaaaaaA15      2 aaaaaaaaaaaaaA15      3 aaaaaaaaaaaaaA15
4 aaaaaaaaaaaaaA15      5 aaaaaaaaaaaaaA15      6 aaaaaaaaaaaaaA15
7 aaaaaaaaaaaaaA15      8 aaaaaaaaaaaaaA15      9 aaaaaaaaaaaaaA15

F3=Exit  F4=Prompt  F12=Return  F22=Specify ranges

```

This panel allows you to enter specific pick lists, orders, or container numbers to process. The order numbers must be all one type of order (shown as the default order type in the upper part of the panel).

The cursor position is determined by what you set up as the default in the **Cursor position option** in data defaults. For example, if you set up **order** as the **Cursor position option**, the cursor is positioned at the first **Order** field.

Note: If you use **F4=Prompt** on the **Default order type** field, the Select Order Type window appears. Only orders of type 1 (customer order) and 4 (credit memos) appear on the list for you to select. Quotations and standing orders are omitted.

When you enter a series of containers, pick lists, or orders and press **Enter**, the Container Workbench (AMBCTDFR) panel appears.

You can use **F22=Specify ranges** to go to the Specify Ranges to Pack panel (AMBKFPVR).

Specify Ranges to Pack

Entering **2** in the **Preferred pack panel** field in data defaults takes you to the Specify Ranges to Pack panel (AMBKFPVR) when you choose option 6 on the Pick/Pack/Ship Orders menu.

```

AMBKFPVR                               Specify Ranges to Pack                               *****

Company . . . . . nn *****
Warehouse . . . . . aA3 *****

Type ranges of values; press Enter.

Pick list number . . . . . From nnnnnnnn To nnnnnnnn
Order numbers . . . . . aaaaaA7 aaaaaA7
Ship dates . . . . . nnnnnn nnnnnn
Mfg due dates . . . . . nnnnnn nnnnnn
Carriers . . . . . aaaaaaaA10 aaaaaaaA10
Customers . . . . . aaaaaaA8 aaaaaaA8
Ship to's . . . . . aaaaaaA8 aaaaaaA8
Zones . . . . . A2 A2
Item numbers . . . . . aaaaaaaaaA15 aaaaaaaaaA15
Container . . . . . aaaaaaaaaA15 aaaaaaaaaA15

F3=Exit F4=Prompt F12=Return F22=Specify indiv orders
    
```

This specify panel allows you to select a range of items from the selection criteria shown, thus narrowing the selection of items to those you want to pack. You can use the range option to select by:

- Orders
- Items
- Pick list numbers
- Containers (not valid with any other entered range)
- Dates (ship or manufacturing due date)
- Destinations (customers, ship to, or zones)
- Carriers

When you enter a range for any value other than container and press **Enter**, the Maintain Selections for Packing (AMBP8DFR) panel appears. When you enter a range of containers and press **Enter**, the Container Workbench (AMBCTDFR) appears.

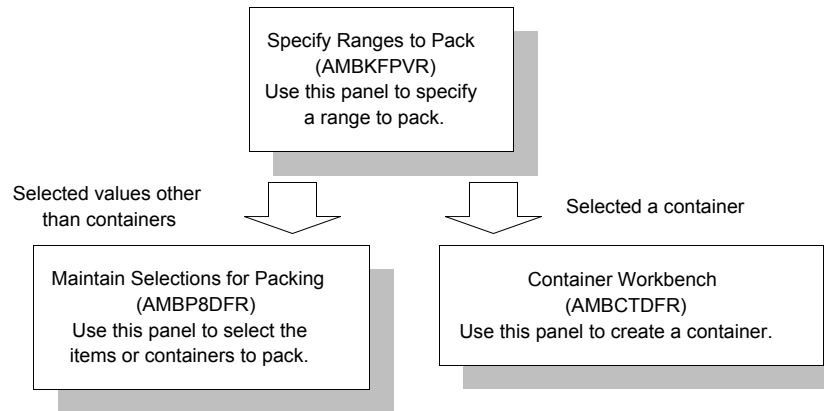
Hint: You can use **F4=Prompt** on the following fields:

- **Company**
- **Warehouses**
- **Pick list number**
- **Order number**
- **Carriers**
- **Customers**
- **Ship to** (only if a valid customer number is entered in **From** and **To** Customers)
- **Zones**
- **Item number**
- **Container**

You can use **F22=Specify indiv orders** to go to the Specify Individuals to Pack panel (AMBKEPVR).

To select orders or pick lists to pack in a container

When you enter a selection on the Specify Ranges to Pack panel, the Maintain Selections for Packing (AMBP8DFR) panel appears. If you selected one or more containers, the Container Workbench (AMBCTDFR) appears. For more information on packing containers into another container, see “To pack items or containers into a container” on page 8-69.



This panel shows the pick lists and order numbers for the items selected on the Specify panels. This panel allows you to specify the orders and pick lists you want to pack.

```

AMBP8DFR                      Maintain Selections for Packing                      *****
Position to pick list. nnnnnnn
Subset by customer . . aaaaaaA8

Type options; press Enter.
6=Print pack list   13=Comments   49=Select items
24=Order inquiry   25=Pick list inquiry   61=Holds

Opt Pick list Ship to name      Exp   Weight U/M
Order   Sold to name           - City & State -   Pty   Volume U/M
                Carrier                Shipping Instructions
A2 ***** ***** * ***** ** * ***** **
***** ***** * ***** ** * ***** **
***** ***** * ***** ** * ***** **
A2 ***** ***** * ***** ** * ***** **
***** ***** * ***** ** * ***** **
***** ***** * ***** ** * ***** **
A2 ***** ***** * ***** ** * ***** **
***** ***** * ***** ** * ***** **
***** ***** * ***** ** * ***** **
+

F3=Exit   F4=Prompt   F12=Return   F13=Select all   F24=More keys
  
```

Enter **49** (Select items) next to the items you want to pack or use **F13=Select all** to place a **49** next to all records. Pressing **F13** again removes **49** from all records. To remove a selected item, you can blank out the **49**. After you make your selection by using option **49** or **F13**, press **Enter** to open the Container Workbench (AMBCTDFR). From the Container Workbench you can create the container for packing.

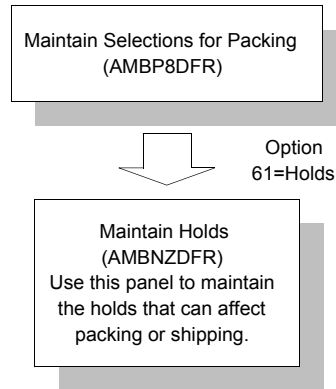
Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
6=Print pack list	Place 6 next to an order number that has not been packed to print a pro forma pack list.	—
13=Comments	Add, change, display, and delete order level comments. The Quote/Order Comments (AMBK1DFR) panel appears if you have the authority in security.	13-186
24=Order inquiry	The Display Customer Order (AMBFAPVR) panel appears.	10-10
25=Pick list inquiry	The Pick List Maintenance (AMBP6DFR) panel appears, placing the selected order number in the Position to field so you go directly to pick lists for the order.	8-35
49=Select items	Place 49 next to the orders/pick lists you want to pack. The Container Workbench panel (AMBCTDFR) appears when you press Enter . One or multiple orders/pick lists can be packed into containers.	—
61=Holds	Review order holds for an item on the list. The Maintain Holds panel (AMBNZDFR) appears.	8-68

To review order holds

When you select option **61=Holds** on the Maintain Selection for Packing panel (AMBP8DFR), the Maintain Holds panel (AMBNZDFR) appears.



Use this panel to maintain the holds that can affect packing or shipping. This panel is similar to the regular Maintain Holds panel (AMBIZDFR). For more information refer to “Review/Maintain Held Orders” on page 3-56.

```

AMBNZDFR                                Maintain Holds                                *****
Company . . . . . : ** *****
                                                    Local currency

Type options; press Enter.
61=Order holds 62=Held line items

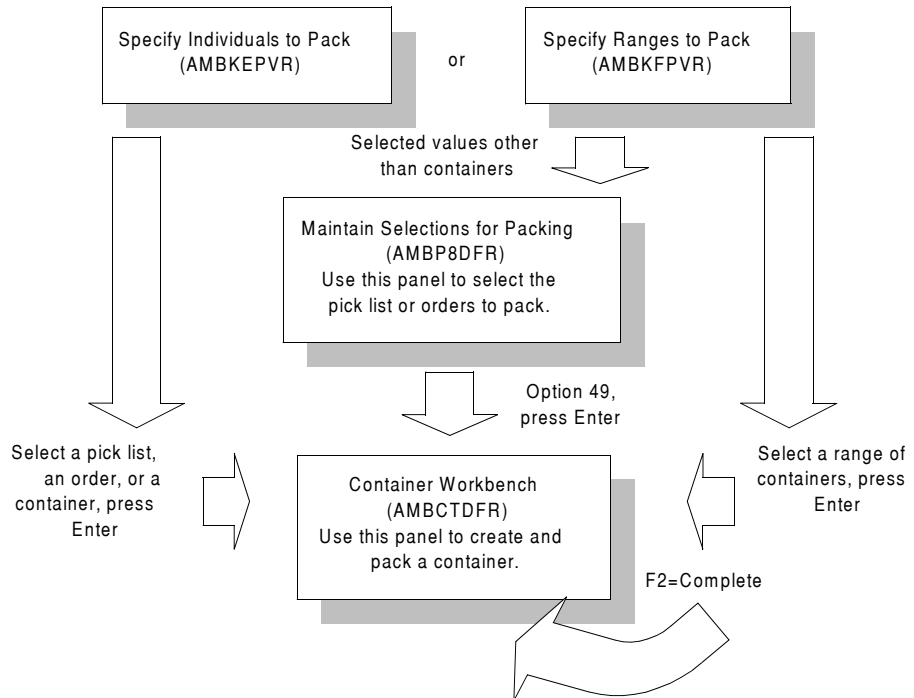
Opt Order no/   Cust Name/Hold type --Held--   Order value/
   Date         Cr  Mr  PO  Ot  Lines Rel   Purchase order   Status
A2 *****   *****   *****   *****   *****   *****   *****   *****   *****
  **/**/**     *   *   *   *   *****   *****   *****   *****   *****
A2 *****   *****   *****   *****   *****   *****   *****   *****   *****
  **/**/**     *   *   *   *   *****   *****   *****   *****   *****
A2 *****   *****   *****   *****   *****   *****   *****   *****   *****
  **/**/**     *   *   *   *   *****   *****   *****   *****   *****

F3=Exit  F7=Backward  F8=Forward  F12=Return
F21=Evaluate order holds
  
```

Note: You must have authority set up in CAS to release holds.

To pack items or containers into a container

When you use option **49=Select items** or **F13=Select all** on the Maintain Selections for Packing panel (AMBP8DFR), or if you chose a container on the Specify panels, the Container Workbench (AMBCTDFR) appears. This panel contains the identifying information about the container you are packing with the items or packed containers you selected previously. The Container Workbench is the main packing panel for COM.



Use the Container Workbench panel to define a container for an item or packed container you selected on a previous panel.

```

AMBCDFR                               Container Workbench                               *****
Container type . . nnn ***** Weight: *****.***- **
Container ID . . . aaaaaaaaaaA15 Volume: *****.***- **
License plate . . . nnnnnnn Tare weight. nnnnnnn.nnn- **
Staging area . . . . aaaaaA7 Print pack list. A (Y, N)

Type options; press Enter.
6=Print Pack List      12=Maintain container      13=Comments
15=Container address   32=Pack complete      35=Confirm kit detail
38=Serial numbers     47=Location detail    51=Kit components      71=Unpack

----- Remaining -----
Opt Pack qty  Item/Cont ID  Pick list  Qty to Pack  Weight/ U/M  Customer/
Pack list    Order      Release    Volume U/M  Ship to
A2 nnnnnnn.nnn ***** ***** *****.* ** *****
***** ***** *****.* ** *****
A2 nnnnnnn.nnn ***** ***** *****.* ** *****
***** ***** *****.* ** *****
A2 nnnnnnn.nnn ***** ***** *****.* ** *****
***** ***** *****.* ** *****
A2 nnnnnnn.nnn ***** ***** *****.* ** *****
***** ***** *****.* ** *****

F2=Complete  F3=Exit  F4=Prompt  F10=Container address  F24=More keys
    
```

The Container Workbench allows you to define identifying information about the container, including the type, ID, license plate (reuse code), and staging area. Included on this panel is the calculated weight, volume, and tare weight of the packed container, which you can override, if necessary.

Container type, **Container ID**, and **Staging area** (for controlled warehouses) are required fields. The value in the **Staging area** field is defaulted from the Warehouse file. This staging area is for the container that will be created; it has no relation to the pick list or the order.

Enter **Y** in the **Print packing list** field to print the packing list as a batch job when you have completed the packing.

An order status displayed next to an order indicates the order already exists on a pick list (PL EXIST) or is locked by another user (IN USE). If a pick list already exists on the order, you can view the other pick list or exit this panel if you need to make a change. If the order is in use, you can select **F5=Refresh** to see if the order is released or select the order to see who is using the order.

An * next to a list item indicates a container. The containers appear at the bottom of the list.

To add items to a new container:

1. Enter the **Container type** and **Container ID** at the top of the Container Workbench panel.
2. Enter the quantity you want to pack in the **Pack qty** column next to the item and press **Enter**.

When you press **Enter**, the remaining quantity to pack is reduced and the item's weight and volume are added to the accumulated values at the top of the panel. The remaining weight and volume values are reduced.

3. Press **F2=Complete**.

When you press **F2**, all picked items/containers from the lower part of this panel are placed in the container defined at the top part of the panel. This newly packed container is moved to the lower part of the panel and is now available to be packed inside another container. The **Pack qty** fields are cleared. If **Print packing list** is **Y**, the packing list is printed. The Container Workbench remains open so you can continue to pack the remaining items into containers.

Hints:

- **F2=Complete** - When a container is specified, you must select at least one item.
- **F2=Complete** - When a container is not specified, this function is not allowed. The Container Workbench remains open so you can continue to pack. You use either **F3** or **F12** to exit the Container Workbench.
- **F3/F12** = When no header information is entered or when no item /container is packed, use **F3** or **F12** to exit this function.

Note: If you create a packed container with packed quantities and process allocated locations for each item in the container, then change the packed quantity for one of the items, the Process Allocated Locations panel appears again for this item. You must put in the difference between the original pack quantity and the new pack quantity.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
12=Maintain container	Displays the Maintain Container Workbench (AMBQNDFR) panel.	8-73
13=Comments	Add, change, or delete comments about this container that are to be printed on the packing list. The Maintain Container Comments panel (AMBOCDFR) appears. you can also add, change, or delete order level comments. The Quote/Order Comments (AMBK1DFR) panel appears if you have the authority in security.	8-77
15=Container address	Displays the Specify/Maintain Container (AMBJXPVR) panel.	8-78
32=Pack complete	Confirms the selected items being packed if confirm is required. If the pack complete is unsuccessful, then you must use option 35 or 47 to confirm quantities before using option 32.	—
35=Confirm kit detail	Review details about the components in a kit. Other panels appear depending on whether the container uses allocated or unallocated locations.	8-79
38=Serial numbers	Assign serial numbers before the items are packed in the container.	8-82
47=Location detail	Review details about the location of this item in stock for a controlled warehouse. Other panels appear depending on whether the item uses allocated or unallocated locations. Use option 47 when you want to decrease quantities.	8-83

Option	Use to	See page
51=Kit components	Review components for the kit. This option is valid only for kit items. The List Kit Components panel (AMBO3DFR) appears.	8-87
71=Unpack	Placing 71 next to an item will unpack the item and return the item to its original state. When all items are unpacked from the container, the container is deleted.	—

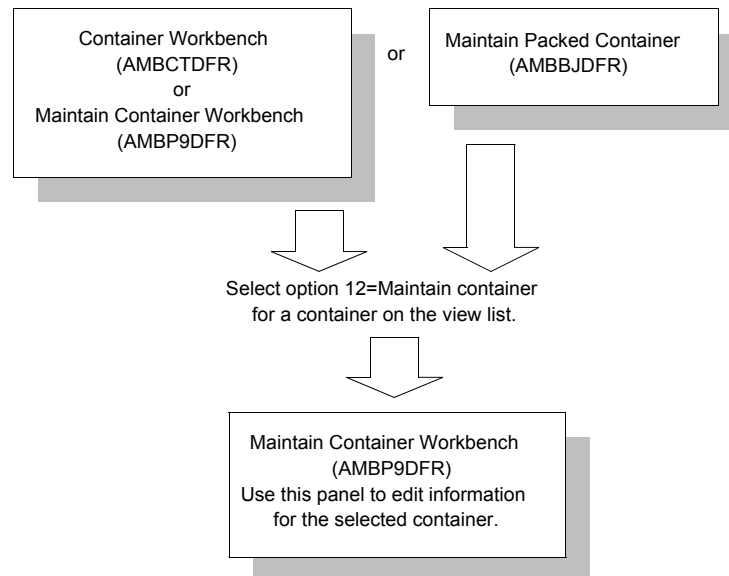
Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F2=Complete	When F2 is selected and Print packing list is Y , a packing list for the container is printed, the container fields are cleared, and the closed container is placed below the remaining items. If Print packing list is N , all actions are completed as described without printing the packing list.	—
F10=Container address	The Specify/Maintain Container panel (AMBJXPVR) appears. Any fields entered in the top portion of the Container Workbench panel (AMBCTDFR) are defaulted to the matching fields on the Specify/Maintain Container panel (AMBJXDFR).	8-78
F13=Select all	Select all eligible items. The Quantity to pack value defaults to the Pack quantity value. The remaining Quantity to pack is reduced only after pressing Enter and the quantity is confirmed. The item's weight and volume is added to the accumulated values at the top of the panel. The item's remaining Weight/Volume values is reduced.	—

To maintain a container

When you select option **12=Maintain container** from the Container Workbench (AMBCTDFR), the Maintain Container Workbench (AMBQNDFR), or Maintain Packed Container (AMBBJDFR), the Maintain Container Workbench (AMBQNDFR) appears.



Use the Maintain Container Workbench (AMBQNDFR) to edit the detailed information for the selected container, including serial numbers and kit components in the container. You can also unpack an item from a packed container, add an item, add containers, and review the details about the location of an item.

```

AMBQNDFR                               Maintain Container Workbench          *****
Container type . . . nnn aaaaaaaaaaaaaaaaaaA25  Weight: *****.**- **
Container ID . . . nnnnnnnnnnnnnnnnnnnnnnnnn  Volume: *****.**- **
License plate . . . nnnnnnnnnnnnnnnnnnnnnnnnn  Tare weight. nnnnnnn.nnn- **
Staging area . . . aaaaaA7                    Print packing list. A (Y, N)

Type options and/
or quantity; press Enter.
6=Print pack list          9=Delete and de-allocate    12=Maintain container . . .
13=Comments                15=Container address        32=Pack complete . . . .
35=Confirm kit detail      38=Serial numbers           47=Location detail . . .
51=Kit components          71=Unpack . . .

Opt Pack qty  Item/Cont ID  Pick list  Qty to Pack  Weight/  U/M Customer/
                Pack list  Order      Release      Volume/  U/M Ship to
A2 nnnnnnn.nnn *****          *****  *****.** *****.** ** *****
* *****          *****          *****          *****.** ** *****
A2 nnnnnnn.nnn *****          *****  *****.** *****.** ** *****
* *****          *****          *****          *****.** ** *****
A2 nnnnnnn.nnn *****          *****  *****.** *****.** ** *****
* *****          *****          *****          *****.** ** *****
A2 nnnnnnn.nnn *****          *****  *****.** *****.** ** *****
* *****          *****          *****          *****.** ** *****

F2=Complete  F3=Exit  F6=Add  F10=Container address  F24=More keys
    
```

An order status displayed under the order number indicates the order is locked by another user (IN USE). If a pick list already exists on the order, you can view the other pick list or exit this panel if you need to make a change. If the order is in use, you can select **F5=Refresh** to see if the order is released or select the order to see who is using the order.

The options on the Maintain Container Workbench panel are the same as those on the Container Workbench and are valid during container maintenance. For more information on the options, see “Options” for Container Workbench on page 8-72.

You cannot create any new containers on this panel, but you can add items to an existing container by using **F6=Add**.

When you select **F2=Complete**, the container at the top of the panel is closed and you return back to where you were.

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F2=Complete	When you select F2 and Print pack list is Y , a packing list for the container is printed, the container is closed, and you return to the previous panel. If Print pack list is N , all actions are completed as described without printing the packing list.	—
	Note: Since you may have “drilled down” through containers, the Maintain Container Workbench may appear several times before you return to either the Container Workbench (AMBCTDFR) or the Maintain Packed Containers (AMBBJDFR) panel.	

Function key	Use to	See page
F6=Add	The Add Items to Container panel (AMBQQDFR) appears. This panel allows you to add items and containers to a container that is already packed. You can add items from an order that is not already included in the current container.	
F10=Container address	The Specify/Maintain Container panel (AMBJXPVR) appears. Any fields entered in the top portion of the Container Workbench are defaulted to the matching fields on the Specify/Maintain Container panel.	8-78

To add more items to the container

When you use **F6=Add** on the Maintain Container Workbench panel (AMBQNDFR), the Add Items to Container panel (AMBQQDFR) appears.

```

AMBQQDFR                      Add Items to Container                      *****
Company . . . : **                *****
Warehouse . . : ***              *****

Type options; press Enter.
5=Display container details      49=Select item                          Subset active

Opt Item or Container/ Customer  Hld/  Order/      Rel/      Weight/  U/M
   Stage area Available  qty  Ship to  Pick list Volume U/M
A2 *****                ***** * ***** ***** ***** **
   *****                ***** ** ***** ***** ***** **
A2 *****                ***** * ***** ***** ***** **
   *****                ***** * ***** ***** ***** **
A2 *****                ***** * ***** ***** ***** **
   *****                ***** * ***** ***** ***** ***** **

F3=Exit  F4=Prompt  F6=Add F7=Backward  F8=Forward  F12=Return
F17=Subset
    
```

Use this panel to work with the items or containers on this list, which are available to be added to this container.

The main purpose of this panel is to add additional items or containers to already packed containers. To select, use option **49=Select**. The items are then selected until you press **Enter**. For example, you may select a number of items, then use **F17** to subset and continue selecting. The items you originally selected may not be on the subsetted list of items, but they are still selected.

If pick confirmation is not required, you can use **F6=Add** to access the panels that allow you to add items or packed containers to this container. If picking is not required, the next panel that appears is Specify Item/Ranges to Pack/Ship (AMBKNPVR). If picking is required (but not pick confirmation), the next panel that appears is Specify Individual Orders to Pack/Ship (AMBKOPVR). These two panels are essentially the same, allowing you to begin the process of adding additional items to the container shown on the Add Items to Container panel (AMBQQDFR). Keep in mind that you will go through a number of panels in order to add items to this container through the

picking and packing processes. After you complete these steps, you return to the Add Items to Container panel (AMBQQDFR), with the new items shown on the list.

You can use **F17=Subset** to limit the number of items to review for this shipment. The subset panels allow you to enter a specific set of criteria or a range of criteria, as needed.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
5=Display container details	Review details about a container. This option is valid only for containers. The Display Container Details panel (AMBOPDFR) appears.	—
49=Select item	Select an item or container for packing. If the item or container is already selected, using this option reverses the action and deselects the item or container. After you select this option and press Enter , the Confirm Container Detail panel (AMBQRDFR) appears.	—

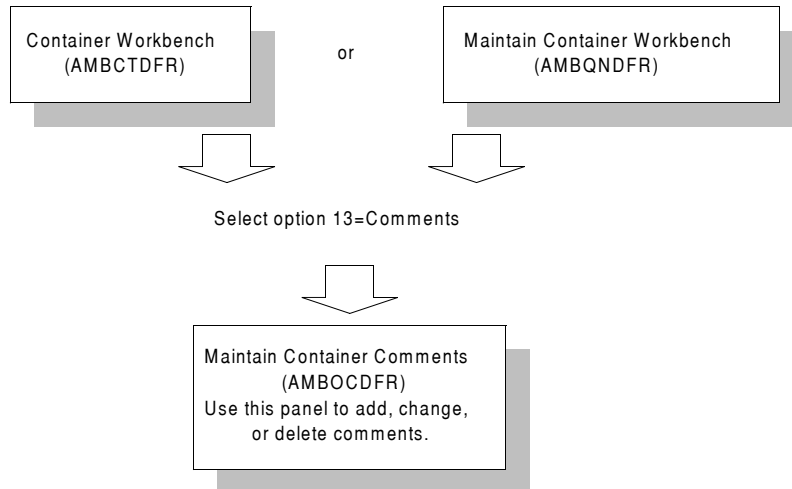
Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add more items to the Add Items to Container panel (AMBQQDFR) . If no picking is required, the Specify Item/Ranges to Pack/Ship panel (AMBKNPVR) appears. If a pick list is required, the Specify Individual Orders to Pack/Ship panel (AMBKOPVR) appears. These panels allow you to add items from orders that were not previously included in the container. Note: If pick confirmation is required, they you cannot use F6 to add more items to this container.	—
F17=Subset	Subset the items shown on the Add Items to Container panel (AMBQQDFR), using criteria you enter on the Subset Items to Pack (AMBKPPVR).	—

To specify or maintain comments for a container

When you use option **13=Comments** on the Container Workbench (AMBCTDFR) or the Maintain Container Workbench (AMBQNDFR), the Maintain Container Comments panel (AMBOCDFR) appears.



Use this panel to add and maintain comments for a container. You define container comments just as you define other comments in COM. For more information, see “Comments” on page 13-186.

```

AMBOCDFR                               Maintain Container Comments          *****
Company . . . . . : ** *****
Warehouse . . . . . : *** *****
Container . . . . . : *** *****
Position to reference . . . nnnnn

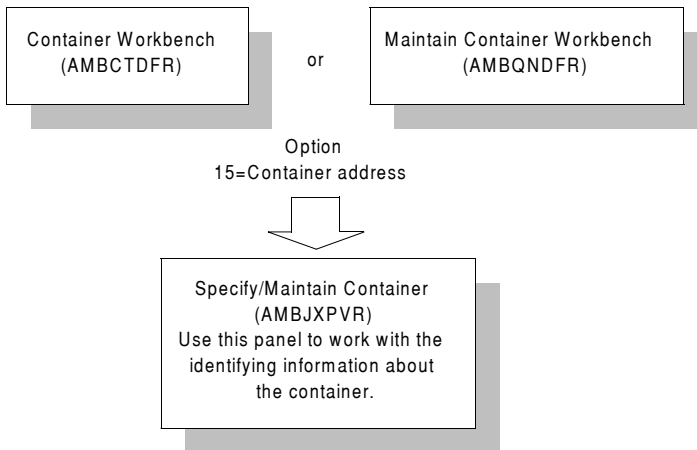
Type options; press Enter.
  2=Change  4=Delete  5=Display

Opt Reference Description
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****
A2 *****

F3=Exit   F6=Add     F7=Backward  F8=Forward
F10=Copy  F12=Return
  
```

To specify or maintain an address for a container

When you use option **15=Container address** on the Container Workbench or Maintain Container Workbench, the Specify/Maintain Container panel (AMBJXPVR) appears.



Use this panel to assign an address to a container. This address prints on the top of the container packing list.

```

    AMBJXPVR                      Specify/
    Maintain Container              *****
    Company/Warehouse . . . . : nn *****
    Stage area . . . . . : ***** (MULTIPLE)
    Container:
    Type . . . . . : *** *****
    Reuse code . . . . . : *
    License plate . . . . . : ***** *****
    Container ID . . . . . : *****
    Shipping ID . . . . . : *****
    Packed by . . . . . : ***** Packed on. *****
    Print pack list . . . . . : * (Y,N)
    Customer/Ship to. . . . . : *****/***** Address format. *
    Addressee name . . . . . : *****
    Address line 1 . . . . . : *****
    2 . . . . . : *****
    3 . . . . . : *****
    4 . . . . . : *****
    5 . . . . . : *****
    City/State/Postal code . : ***** ** *****
    Country . . . . . : *** *****
    F3=Exit F4=Prompt F12=Return F22=Comments
  
```

This panel also allows you to maintain identifying information about the container, including the staging area for the packing; the type, reuse code, and ID; and information about who packed the container and when it was packed.

If the items selected for packing come from different staging areas, then **MULTIPLE** appears next to the **Stage area** field on the panel.

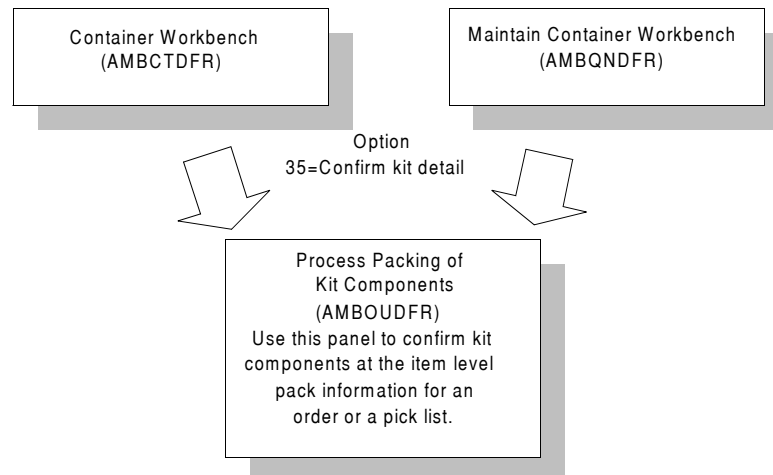
Answer **Y** in the **Print pack list** field to print the packing list as a batch job, when you have completed the packing.

You can use the **Customer/Ship to** fields to provide the ship-to address. This address pertains only to this container shipping label and is not reflected on the Bill of Lading or Invoice.

Hint: When using **F4=Prompt** for **Customer**, the Select Customer in Container panel (AMBBESRR) appears, displaying all customers with orders in the container. After you select the customer, the Select Ship to Number panel (AMBBGDFR) appears. After you select the ship to, you are returned to the Specify/Maintain Container panel (AMBJXPVR). The **Customer** and **Ship to** numbers are not stored and only provide a default address.

To confirm kit components

When you use option **35=Confirm kit detail** on the Container Workbench or the Maintain Container Workbench, the Process Packing of Kit Components panel (AMBOUDFR) appears.



Use this panel to confirm kit components at the item level pack information for an order or a pick list.

```

AMBOUDFR                               Process Packing of Kit Components          *****
Order . . . . : *****                ***** *****
Item . . . . . : *****                ***** *****
Release . . . . : *****

                                          Packed quantity . . : *,**,**,**.***
                                          Warehouse . . . . . : ***

Type options; press Enter.
47=Location details

----- Quantity -----
Opt Component   Serial          Per          Required     Shp/Pack to-date
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -
A2 *****      * **,**,**,***- *,**,**,***- *,**,**,***- -

F3=Exit  F7=Backward  F8=Forward  F12=Return

```

Type **47=Location detail** in the *Option* field and press **Enter** to process.

Options

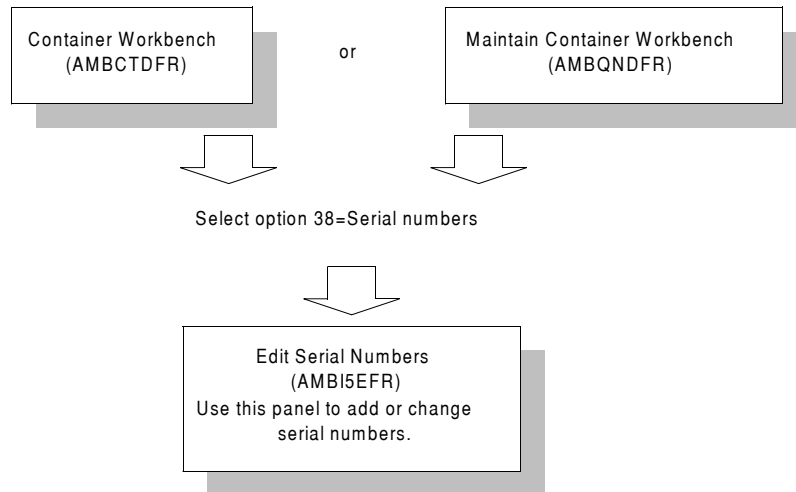
Use this option to see location detail for kit component items listed on this panel.

Option	Use to
47=Location detail	See location detail information for the kit component item.

Note: Only complete kits will be confirmed picked and shipped.

To specify or maintain serial numbers for an item

When you select option **38=Serial numbers** on the Container Workbench (AMBCTDFR) or the Maintain Container Workbench (AMBQNDFR), the Edit Serial Numbers panel (AMBI5EFR) appears.



In the Item Master file, if you designate that an item requires serial number tracking, this panel appears automatically when you pack the item. If the item is being shipped and was not packed, this panel also appears automatically. However, if you pack and you do not assign the serial number during packing, you do not have the option of assigning serial numbers during shipping.

Use this panel to add or change serial numbers for serial-numbered items. Enter the new serial numbers in the **Serial number** field. Use **F6=Change** to see a list of the serial numbers that are added. You can use option **4=Delete** only in Change mode.

```

AMBI5EFR                               Enter Serial Numbers                               *****
Company . . . . . : **                      *****
Order number . . . . : *****              *****
Item . . . . . : *****                    *****
Warehouse . . . . . : **                      OOOOOOOOOOOOOOOOOOOOOOOOOOOOOOO
Order quantity . . . : *,**,**.***          Serial no. to be deleted *****
Ship/Return quantity : *,**,**.***          Serial no. to be entered *****
                                                Warranty start . . . . . **/**/**

Type option; press Enter.
4=Delete

Opt  Serial number                               Date
A   aaaaaaaaaaaaaaaaaaaaaA25                    nn/nn/nn
A   aaaaaaaaaaaaaaaaaaaaaA25                    nn/nn/nn
A   aaaaaaaaaaaaaaaaaaaaaA25                    nn/nn/nn
A   aaaaaaaaaaaaaaaaaaaaaA25                    nn/nn/nn
A   aaaaaaaaaaaaaaaaaaaaaA25                    nn/nn/nn
A   aaaaaaaaaaaaaaaaaaaaaA25                    nn/nn/nn

F2=Generate serial numbers  F3=Exit   F6=Change   F7=Backward   F8=Forward
F11=Job status             F12=Return
  
```

Use **F2=Generate serial numbers** to automatically assign the numbers.

Notes:

1. You can enter serial numbers only for items designated in the Item Master file as requiring serial number tracking and whose ship quantity is confirmed.
2. The **Warranty start** field, which you can override, defaults to the system date if no picking activities occurred, or to the ship date if picking activities occurred. If you are packing containers and you see this panel, the **Warranty start** and **Date** fields do not appear. The date will be updated when the shipment is created.
3. If you enter serial numbers manually, the numbers can be alphabetic, numeric, and alphanumeric. If you generate the numbers automatically, they can only be numeric.

Enter a serial number, enter an option, or use the appropriate function key. Another window or panel appears, depending on your choice. If no further actions are specified, you return to the previous panel.

Options

Use this option to delete serial numbers for items listed on this panel.

Option	Use to	See page
4=Delete	Remove the selected serial number when you press Enter . Note: This option appears only in Change mode.	—

Function keys

Use these function keys to perform additional actions.

Option	Use to
F2=Generate serial numbers	The Generate Serial Numbers window appears so that you can choose to have the system generate a sequence of serial numbers automatically.
F6=Add/Change	Switch between Add and Change mode. This panel initially appears in Add mode, if no previous serial numbers have been assigned for an invoiced item.
F8=Forward	Enter additional serial numbers on this panel.

To automatically generate serial numbers

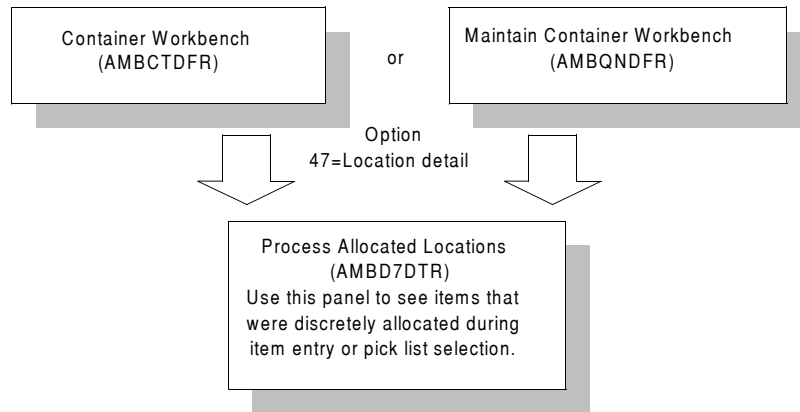
When you use **F2=Generate serial numbers** on the Enter Serial Numbers panel (AMBI5EFR), the Generate Serial Numbers window appears. You can use this window to automatically generate serial numbers, which must be numeric. In the window, you enter the starting serial number, number of serial numbers to be created, and the amount to skip between numbers (increment).

When you press **Enter**, a series of serial numbers is created, based on the criteria you entered. The Enter Serial Numbers panel (AMBI5EFR) appears again when the numbers are generated.

To process items for allocated locations

When you use option **47=Location detail** on the Container Workbench (AMBCTDFR) or the Maintain Container Workbench (AMBQNDFR), the Process Allocated Locations panel (AMBD7DTR) appears.

Note: When you use **47=Location details** on the Container Workbench or Maintain Container Workbench and an allocation does not exist, the Process Unallocated Locations panel (AMBD7DTR) appears.



Use this panel to see items that were discretely allocated during item entry or pick list selection.

```

AMBD7DTR                                Process Allocated Locations                                *****
Order . . . . . : *****                               *****
Item number . . . : *****                               *****
Release number . . : *****                               Warehouse . . . . . : ***
To-pack quantity . : *,***,***.***-                     Packed quantity . . : *,***,***.***-
Allocated pack qty : *,***,***.***-                       Unallocated pack qty: *,***,***.***-

Type information; press Enter.                                     (Allocated locations)

Location  Batch/lot  FIFO date  Allocated qty  Packed qty
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn
*****   *****   **/**/**  *,***,***.***- nnnnnn.nnn

F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
F22=Unallocated locations
  
```

Type the quantity packed in the **Packed qty** field. Press **Enter** to confirm the **Packed quantity**. When you press **Enter**, the IM transactions are posted. You return to the Container Workbench.

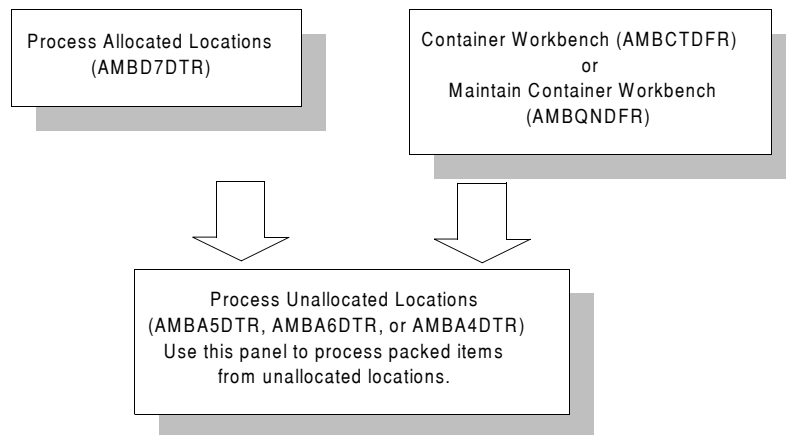
Note: If you created a packed container with packed quantities and used this panel to process allocated locations for each item in the container, then changed the packed quantity for one of the items, the Process Allocated Locations panel appears again for this item. In the **Packed quantity** field, you must enter the difference between the original pack quantity and the new pack quantity.

Use **F22=Unallocated locations** to save your entries and advance to the Process Unallocated Locations panel (AMBA5DTR, AMBA6DTR, or AMBA4DTR), then to the Process Other Locations panel (AMBH4EFR), then to return to this panel. When you press **Enter** from any of these panels, the entries you made on all of the panels are posted as inventory transactions.

Note: The system maintains a count of the accumulated packed quantity that has been allocated to compare to the value in **To-pack quantity** field for the item. When the **Packed quantity** is greater than or equal to the **To-pack quantity**, the **Confirm** prompt to end this activity appears.

To process items from unallocated locations

When you use **47=Location details** on the Container Workbench (AMBCTDFR) or the Maintain Container Workbench (AMBQNDFR) and an allocation does not exist, the Process Unallocated Locations panel (AMBA5DTR, AMBA6DTR, or AMBA4DTR) appears.



Note: The appropriate panel appears, depending on how the application is tailored at your site. The panels show the locations sequenced by the **FIFO**, **Batch/lot**, and **Warehouse location** fields.

Sequenced by	Panel ID
FIFO	AMBA6DTR
Batch/lot	AMBA5DTR
Warehouse location	AMBA4DTR

Use this panel to process packed items from unallocated locations. The panel shown is an example, which shows the locations sequenced by FIFO date.

```

AMBA6DTR                                Process Unallocated Locations                *****
Order . . . . . : *****                *****
Item number . . . : *****                *****
Release number . . : *****                Warehouse . . . . . : ***
To-pack quantity . : *,***,**.***-        Packed quantity . . : *,***,**.***-
Allocated pack qty : *,***,**.***-        Unallocated pack qty: *,***,**.***-

Type picked quantity; press Enter.                (Available locations)
Location  Batch/Lot  FIFO date  Available qty  Approved  Packed qty
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnn.nnn

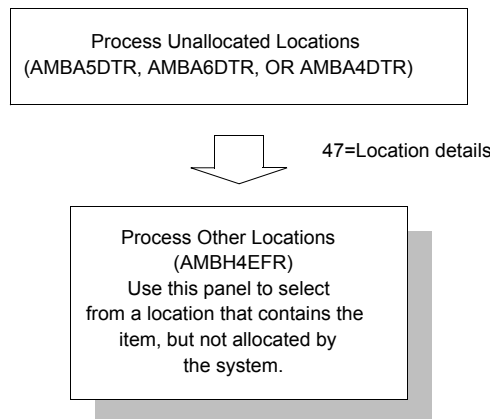
F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
F22=Other locations
    
```

Type the quantity packed in the **Packed qty** field, and press **Enter** to process the quantity entered.

Use **F22=Other locations** to process picks from locations where the item is not allocated by the system. The Process Other Locations panel (AMBH4EFR) appears.

To process items from other locations

When you use **F22=Other locations** on Process Unallocated Locations panels (AMBA5DTR, AMBA6DTR, or AMBA4DTR), the Process Other Locations panel (AMBH4EFR) appears.



Use this panel to select from a location that contains the item, but is not allocated by the system as containing the item. The item may not be recognized because receipt

transactions for this item were not processed yet. You can use this panel only if the IM application is tailored to allow negative balances.

```

AMBH4EFR                               Process Other Locations                               *****
Order . . . . . : *****                               *****
Item number . . . : *****                               Release number . . : *****
Pick list number . : *****                               Warehouse . . . . . : ***
Kit parent item . . : *****                               Staging location . . : *****
To-pick quantity . : *,**,***.***-                       Picked quantity . . : *,**,***.***-
Allocated pick qty : *,**,***.***-                       Unallocated pick qty: *,**,***.***-

Location   Batch/lot   FIFO date   Pick quantity
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn
aaaaaA7    aaaaaaaA10    nnnnnn     nnnnnnnnn.nnn

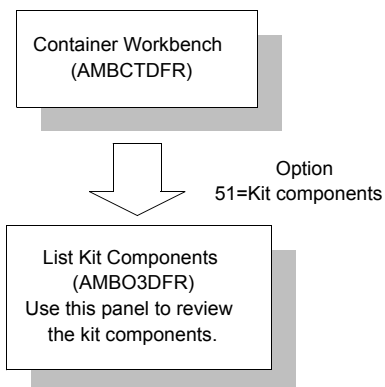
F3=Exit   F4=Prompt   F6=Change   F7=Backward   F8=Forward
F11=Job status   F12=Return   F22=Allocated/Unallocated locations
    
```

Type the information you want to use in the **Location**, **Batch/lot**, **FIFO date**, and **Pack quantity** fields for each location needed. Press **Enter** to complete processing. Use **F22=Allocated/ Unallocated locations** to continue entering pack quantities for this item.

Hint: F4=Prompt is available for the **Location** field.

To review kit components

When you select option **51=Kit components** on the Container Workbench (AMBCTDFR), the List Kit Components panel (AMBO3DFR) appears.

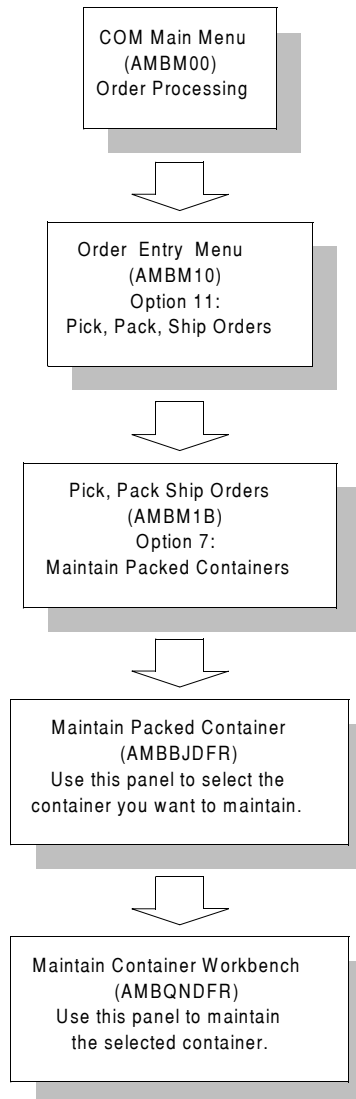


Use this panel to review the kit components defined for this kit parent.

```
AMBO3DFR                                List Kit Components                                *****  
Warehouse :    ***  
Order . . . : *****  
Item . . . : *****  
Release . . : *****  
To pack quantity . : *,**,***.***  
Packed quantity . : *,**,***.***  
  
-----  
Component      Serial      Per      Required      Shp/Pack to-date  
*****  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
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* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
* **,**,***.***- *,**,***.***- *,**,***.***-  
  
F3=Exit  F7=Backward  F8=Forward  F12=Return
```

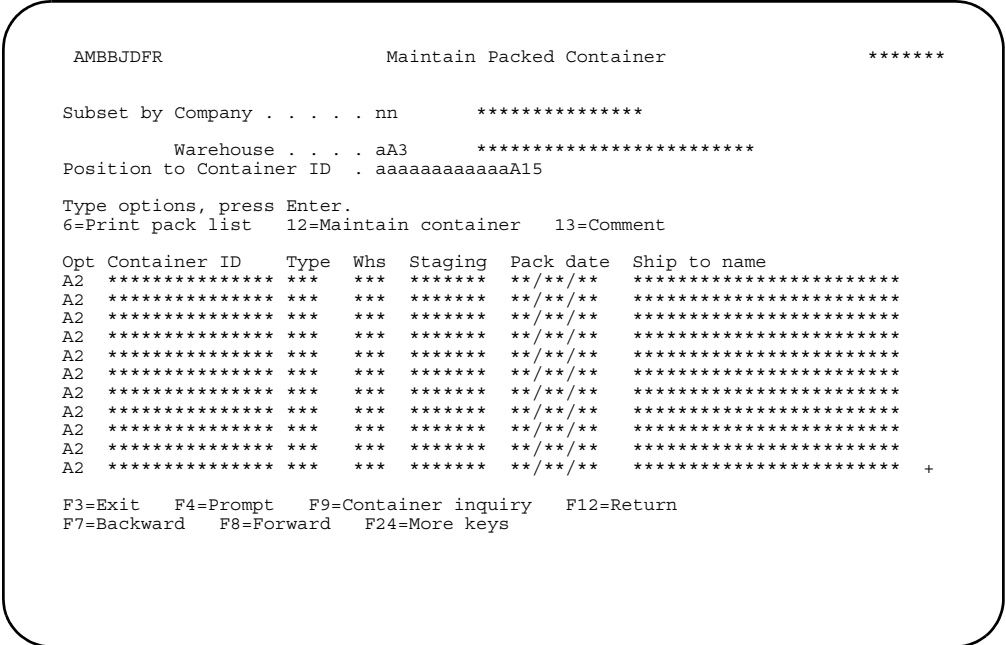
Maintain Packed Containers

When you select option 7 on the Pick/Pack/Ship Orders menu (AMBM1B), the Maintain Packed Container panel (AMBBJDFR) appears.



Use the Maintain Packed Container panel to select the container you want to maintain. This panel also allows you to:

- Print the packing list for a container
- Maintain the container
- Add comments.



When you use option **12=Maintain container**, the Maintain Container Workbench (AMBQNDFR) appears. For information on using the Maintain Container Workbench, see “To maintain a container” on page 8-73.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
6=Print packing list	Print the packing list for the container. No secondary panel appears.	—
12=Maintain container	The Maintain Container Workbench (AMBQNDFR) appears. This panel lists all the items and containers for the selected container. Use the workbench to perform maintenance of the selected container.	8-73
13=Comment	Add, change, or delete comments about the selected container. The comments are printed on the packing list. The Maintain Container Comments panel (AMBOCDFR) appears.	8-77

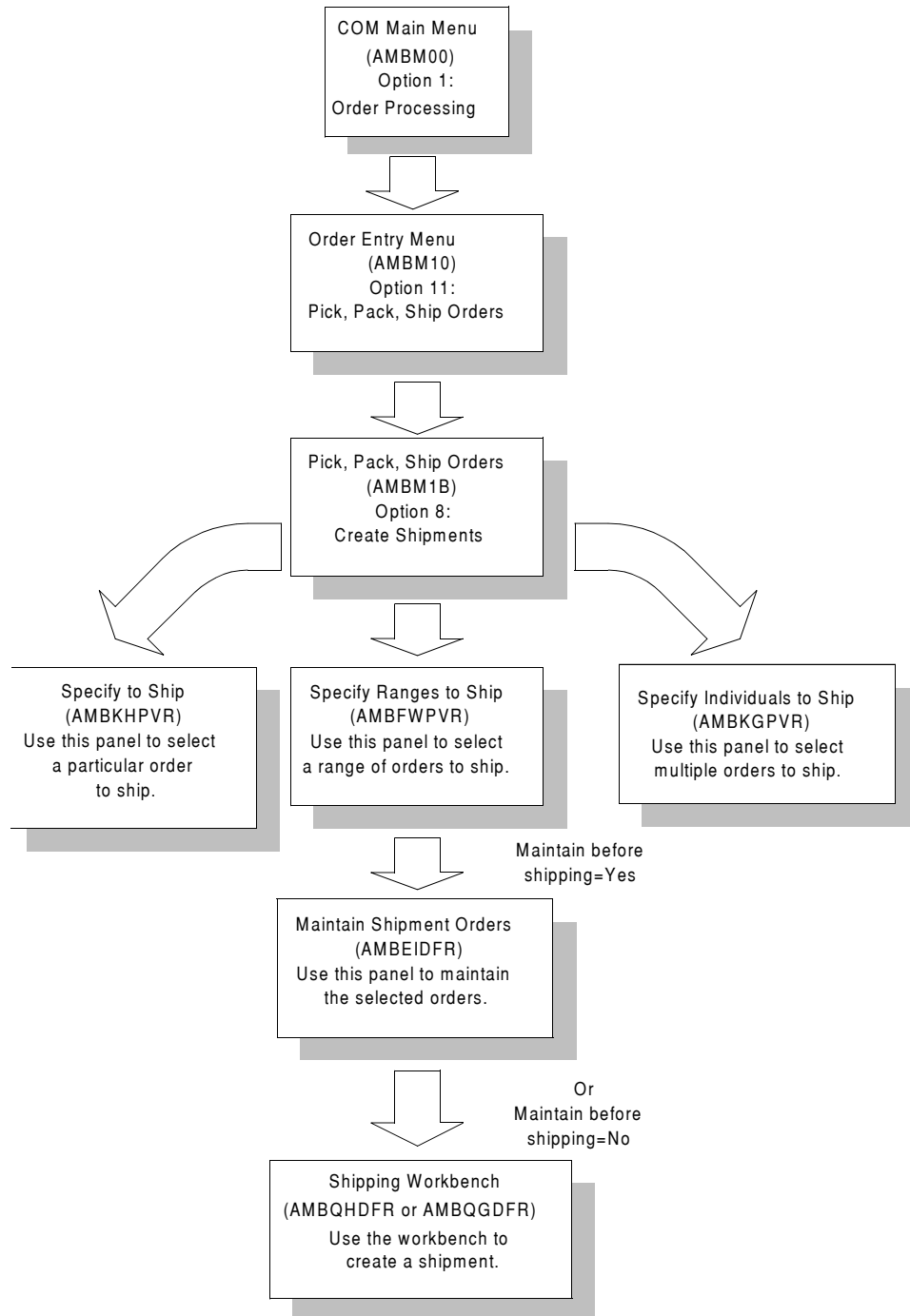
Function key

Use these function keys to perform additional actions on the containers.

Function key	Use to	See page
F9=Container inquiry	The Container Inquiry Select (AMBE8PVR) panel appears. This allows you to enter an order number to see what containers the order has been packed into.	—

Create Shipments

Use option 8 to work with items that are ready for shipping. From this menu option, you can move to all of the related activities.



Before you start

Before beginning the shipping process, you need to know some basic concepts about the process. You should also understand how you can tailor the flow of panels that appear when you select this menu option, so that you can review just what you need to review for these activities, and then accomplish the shipping functions in the most efficient manner.

Understanding the shipping functions

After packing (if you do that activity in your business), you ship the goods to customers. The shipping function allows you to set up and track this process of shipping. You can ship one order to one customer with one shipment, or you can take advantage of the consolidated shipping features in COM to ship multiple orders to multiple customers with multiple ship-to IDs for one shipment. A consolidated shipment can be assigned a pro bill number and comments. You can define special charges (such as freight) for a shipment and COM will automatically prorate the charges for each order/ship-to ID in the shipment.

- Items and packed containers appear on the Specify panels, ready for shipment. If you use the packing function, the packed items are still considered to be on-hand inventory (Item Balance file), but the packing process places a discrete allocation on packed items (for controlled warehouses) so that they are not available for other orders. Once you have chosen to ship a container, the shipping process removes packed items from on-hand inventory.
- Customer orders are identified as “ready for packing or shipping,” depending on the company setup: no picking activities required, pick list required, or pick confirmation required. When no picking activities are required, a pick list is not printed during packing or shipping. When you require a pick list, the pick list is printed as a spool file, for your use. When pick confirmation is required, you have to confirm the picked items before proceeding with packing and shipping.
- Shipping is only available for eligible items and containers. The Shipment confirmation indicator in the Company Master file is used to determine item eligibility:
 - 0** No picking activities required (default).
 - 1** Pick list required. Confirmation not required.
 - 2** Pick confirmation required.
- To be eligible for shipping, each order, line item, release, or container must follow these rules:
 - The order must have a status of 10 or 15 and must contain eligible line items.
 - The order must not be in the process of being maintained (with a job number assigned), must not have any active holds against it (if the company is set to enforce order holds), and must not have a complementary invoice.
 - Line items must have a credit memo code = blank (for a standard credit sale) and must contain an eligible release record.
 - Line items must not have any active holds against them and must not have a status code = 50.
 - Release records have eligibility rules, as follows. If you are selecting to ship an order on the Create Shipment panel, release status should be 20. If you are selecting a range by order/ship date, release status should be 10 or 20. If you have not printed a pick list, the next pick quantity should be greater than zero and the picking complete field should be 00. If you have printed a pick

list, the next pick quantity should be zero and the picking complete field should be 10.

- Release records must not have any active holds against them. KBC items in controlled warehouses must also have an allocation record.
- Containers (to be packed into other containers) must be containers that have not yet shipped, with a packed container code of 1 (warehouse), a packed container detail code (container) of 1, and a packed container detail code (items) of 2.
- While a shipment can have special charges assigned, for invoicing purposes, these shipment special charges must be assigned to each shipped order. The special charge proration option allows you to specify how the division of the shipment special charge is to be done: equal division, value, weight, or volume. You can see how the charges are prorated by looking through order inquiry. (You cannot see the proration in the shipping function.) When you maintain a shipment special charge, the previously prorated records are removed and generated again. After invoicing, you cannot maintain the shipment special charges.
- With consolidated shipping, you can include one item of a customer order and not include the other items in a shipment. The line items that are not released are considered to be available for shipping (or packing), but are not backordered.
- In packing, the weight and volume of containers is calculated during packing. The totals are shown on the panels as you work with the shipments.
- The partial ship flag in the Customer Master file allows you to define whether the customer accepts partial shipments. This field works in conjunction with the Backorders flag in the same file. If the partial ship flag is set to **No** and the backorder flag is set to **Yes**, then the customer order item must be fully shipped or fully backordered. In this case you can partially ship an order by backordering a release. However, if a customer accepts only full order shipments and you set both flags to **No**, then COM ensures that all items on an order are included in a shipment, or you cannot complete the shipment. The Ready for invoicing flag is No until each shipment item is successfully shipped.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 8	Create shipments
AMBKHPVR	Enter an option	Specify the items for shipping
AMBFWPVR		
	, or	
AMBKGPVR		

When you use option 8 on the Pick/Pack/Ship Orders menu (AMBM1B), the next panel to appear depends on how you have set up the **Preferred ship panel** option in user data defaults. The panel you specify in data defaults appears first. For more information on setting the data defaults, see “Using the navigation and user defaults” on page 8-5.

Each Specify panel provides a different method for selecting the orders you want to ship.

- To select a specific order to ship, use the Specify to Ship panel (AMBKHPVR).
- To select orders from a range of different criteria, use the Specify Ranges to Ship panel (AMBFWPVR).
- To select a multiple orders, use the Specify Individuals to Ship panel (AMBKGPVR).

The following is a more detailed description of each of these panels.

Specify to Ship panel

The Specify to Ship panel (AMBKHPVR) allows you to specify one order at a time.

```

AMBKHPVR                               Specify To Ship                               *****
Type specific values; press Enter.
Maintain before shipping . . . A (Y, N)

Company . . . . . nn *****
Warehouse . . . . . aA3 *****
Pick list number . . . . . aaaaaA7
Order number . . . . . A2 aaaaaA7
Ship to . . . . . aaaaaA8 (Override)

F3=Exit  F4=Prompt  F12=Return  F22=Specify ranges to ship
    
```

Note: If the *Preferred ship panel* option is **0** in user data defaults, this panel appears when you select option 8 on the Pick/Pack/Ship Orders menu (AMBM1B).

Use this panel to select a particular order to consider for shipping. On this panel, as on the other panels used to specify orders to ship, the *Maintain before shipping* field controls whether maintenance is required before shipping. The default for this option is set up in the Edit Pack/Ship Options window.

If *Maintain before shipping* is **Y**, the Maintain Shipment Orders panel (AMBEIDFR) appears. If *Maintain before shipping* is **N**, then the Shipping Workbench (AMBQHDFR or AMBQGDFR) appears.

You can use **F22=Specify ranges to ship** to go to the Specify Ranges to Ship panel (AMBFWPVR).

Notes:

1. If you select a blanket order, only the current release available to print appears on the next panel. To work with future releases to ship, you must use the Specify Ranges to Ship panel (AMBFWPVR).
2. To maintain before shipping, you must be authorized through XA security.

Specify Ranges to Ship panel

The Specify Ranges to Ship panel (AMBFWPVR) allows you to select a range of orders.

```

AMBFWPVR                               Specify Ranges to Ship                               *****
Maintain before shipping . . . A   (Y, N)

Company . . . . . nn      0000000000000000
Warehouse . . . . . aA3   00000000000000000000000000000000

Type ranges of values; press Enter.
      From                                     To
Pick list number . . . . . nnnnnnn          nnnnnnn
Order numbers . . . . . aaaaaA7            aaaaaA7
Ship dates . . . . . nnnnnn                nnnnnn
Mfg due dates . . . . . nnnnnn             nnnnnn
Carriers . . . . . aaaaaaaA10              aaaaaaaA10
Customers . . . . . nnnnnnnn              nnnnnnnn
Ship to's . . . . . nnnnnnnn              nnnnnnnn
Zones . . . . . A2                          A2
Item numbers . . . . . aaaaaaaaaA15         aaaaaaaaaA15
Container . . . . . aaaaaaaaaA15           aaaaaaaaaA15

F3=Exit   F4=Prompt   F12=Return   F22=Select indiv to ship
    
```

Note: If the *Preferred ship panel* option is **2** in user data defaults, this panel appears when you select option 8 on the Pick/Pack/Ship Orders menu (AMBM1B).

Use this panel to specify a range of orders from the information shown. You can use the range option to select by:

- Warehouse
- Dates (ship or manufacturing due date)
- Destinations (customers, ship to, or zones)
- Carriers
- Containers
- Item numbers
- Pick list number

Hint: You can use **F4=Prompt** on the following fields:

- **Company**
- **Warehouses**
- *Pick lists*
- **Order number**
- **Carriers**
- **Customers**
- **Ship to** (only if a valid customer number is entered in *From* and *To* Customers)
- *Zones*
- **Item numbers**
- *Containers*

You can change the default warehouse in user data defaults.

If **Maintain before shipping** is **Y**, the Maintain Shipment Orders panel (AMBEIDFR) appears. If **Maintain before shipping** is **N**, then the Shipping Workbench (AMBQHDFR or AMBQGDFR) appears.

When you press **F22=Specify Indv to ship**, the Specify Individual to Ship panel (AMBKGPVR) appears.

Specify Individuals to Ship panel

Use this panel to specify individual orders you want to ship by pick lists, order numbers, or containers.

```

AMBKGPVR                               Specify Individuals to Ship          *****
Maintain before shipping. . . . A
Company . . . . . nn *****
Warehouse . . . . . aA3 *****

Type selections; press Enter.
Pick List -OR-
1 aaaaaA7      2 aaaaaA7      3 aaaaaA7      4 aaaaaA7      5 aaaaaA7
6 aaaaaA7      7 aaaaaA7      8 aaaaaA7      9 aaaaaA7     10 aaaaaA7
11 aaaaaA7     12 aaaaaA7     13 aaaaaA7     14 aaaaaA7     15 aaaaaA7

Order numbers -OR-
1 aaaaaA7      2 aaaaaA7      3 aaaaaA7      4 aaaaaA7      5 aaaaaA7
6 aaaaaA7      7 aaaaaA7      8 aaaaaA7      9 aaaaaA7     10 aaaaaA7
11 aaaaaA7     12 aaaaaA7     13 aaaaaA7     14 aaaaaA7     15 aaaaaA7

Containers
1 aaaaaaaaaaaaA15      2 aaaaaaaaaaaaA15      3 aaaaaaaaaaaaA15
4 aaaaaaaaaaaaA15      5 aaaaaaaaaaaaA15      6 aaaaaaaaaaaaA15
7 aaaaaaaaaaaaA15      8 aaaaaaaaaaaaA15      9 aaaaaaaaaaaaA15

F3=Exit  F4=Prompt  F12=Return  F22=Specify to ship
    
```

Note: If the Preferred ship panel option is **1** in user data defaults, this panel appears when you select option 8 on the Pick/Pack/Ship Orders menu (AMBM1B).

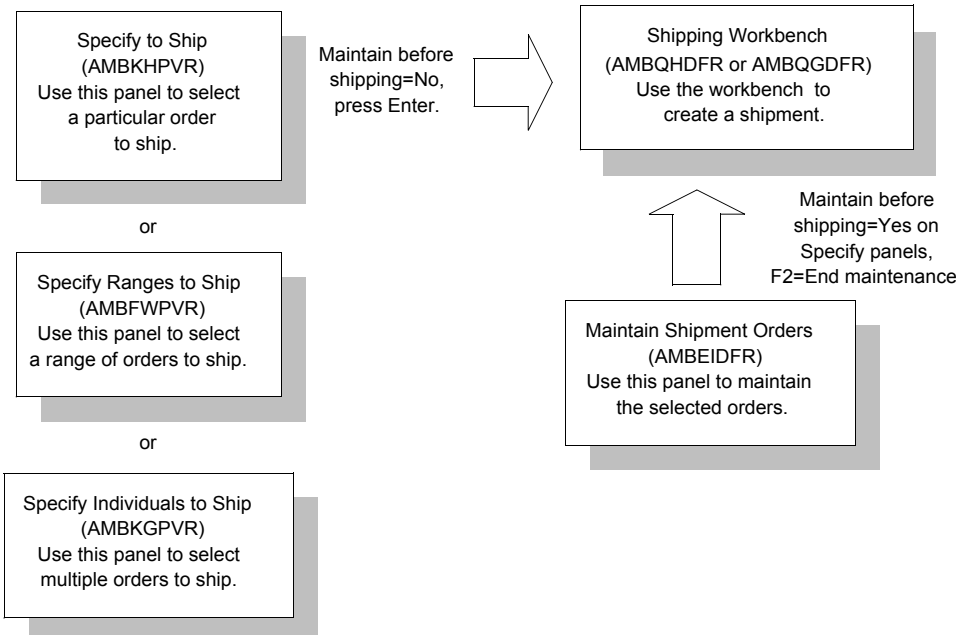
If **Maintain before shipping** is **Y**, the Maintain Shipment Orders panel (AMBEIDFR) appears. If the **Maintain before shipping** is **N**, then the Shipping Workbench (AMBQHDFR or AMBQGDFR) appears.

If you press **F22=Specify to ship**, the Specify to Ship panel (AMBKHPVR) appears.

Note: If you select a blanket order, only the current release available to print appears on the next panel. To work with future releases to ship, you must use the Specify Ranges to Ship panel (AMBFWPVR).

To define shipments

When you use **F2=End maintenance** on the Maintain Shipment Orders (AMBEIDFR) panel or **Maintain before shipping is N** on the Specify panels, the Shipping Workbench (AMBQHDFR or AMBQGDFR) appears. The panel that appears depends on what you chose for the Pick/ship item display sequence.



The shipping information appears on either of two Shipping Workbench panels (AMBQHDFR or AMBQGDFR). Panel AMBQHDFR is sorted by order entry and panel AMBQGDFR is sorted by warehouse and location. The following panel is sorted by order entry.

```

    AMBQHDFR                      Shipping Workbench                      *****
    Company/Customer . . . . . ** ***** *****
    Shipment . . . . . : *****                               Weight: ***** **
    Ship to . . . . . : *****                               Volume: ***** **
    Carrier . . . . . : aaaaaaaA10                          Tare weight. nnnnnnn.nnn **
    Bill of lading number . . . nnnnnnn                      Lading quantity. nnnnnnn
    Shipment ID . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
    Shipping instructions . . . aaaaaaaaaaaaaaaaaaaaaA30

    Type options; press Enter.
    12=Maintain container  15=Container address  35=Confirm kit detail
    47=Location detail  71=Remove

    Opt  Ship Qty  U/M  B/O  Qty to Ship  Item/Container  Order  Promise
    A2   ***** **  I   ***** **  ***** **  ***** **/**/**
    A2   ***** **  I   ***** **  ***** **  ***** **/**/**
    A2   ***** **  I   ***** **  ***** **  ***** **/**/**
    A2   ***** **  I   ***** **  ***** **  ***** **/**/**
    A2   ***** **  I   ***** **  ***** **  ***** **/**/**
    A2   ***** **  I   ***** **  ***** **  ***** **/**/**

    F2=Complete  F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return
    F13=Select all  F18=Carrier details  F21=Special charge  F22=Print options
  
```

Use these panels to create a shipment.

The **Weight** and **Volume** fields show the totals of the records selected. The **Tare weight** can be overridden.

The **Ship Qty** is defaulted to the **Qty to Ship** when the panel appears. You can then enter the ship quantity if different from the default value. The **Ship Qty** for a container is 1 and cannot be overridden.

The **B/O** (Backorder) value allows you to decide if you want to backorder the item quantity or cancel the balance.

Use **F2=Complete shipment** to include all shipped items or containers in this shipment. The shipment is ready for Bill of Lading processing. If the value for **Ship Qty** is zero, the unshipped quantity for that item is backordered if the customer accepts backorders; otherwise the balance is cancelled.

Options

Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
12=Maintain container	The Maintain Container Workbench (AMBCTDFR) appears.	8-100
15=Container address	Displays the Specify/Maintain Container panel (AMBJXPVR).	8-100
35=Confirm kit detail	Review details about the components in this kit. Other panels appear depending on whether the container uses allocated or unallocated locations.	8-101
47=Location detail	Review details about the location of this item in stock for a controlled warehouse. Other panels appear depending on whether the container uses allocated or unallocated locations.	8-102
71=Remove	Removes the item or container from this shipment selection. The item is returned to the warehouse and ready for packing and shipping in another shipment.	—

Function keys

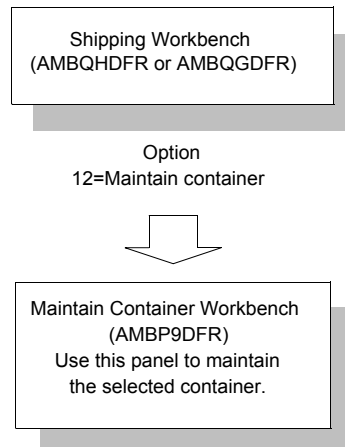
Use these function keys to perform activities for orders listed on this panel.

Function key	Use to	See page
F2=Complete	Completes the shipment and gets the Bill of Lading ready for processing. The Shipment Print Options window appears.	8-110
F13=Select all	Selects all orders. For items in a controlled warehouse, 47 appears in the Option field. For kit items, 35 appears in the Option field. Note: Do not use F13 for items in an uncontrolled warehouse.	—

Function key	Use to	See page
F18=Carrier details	Displays the Specify Carrier Details (AMBDCE1R) panel.	8-108
F21=Special charge	Allows additional special charges to be added.	8-109
F22=Print options	The Shipment Print Options window appears.	8-110

To maintain a container

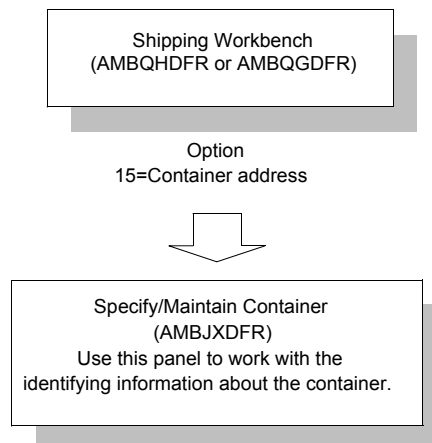
When you select option **12=Maintain containers** on the Shipping Workbench (AMBQHDFR or AMBQGDFR), the Maintain Containers Workbench (AMBQNDFR) appears.



For information on the Maintain Container Workbench (AMBQNDFR), see "Maintain Packed Containers" on page 8-88.

To specify or maintain an address for a container

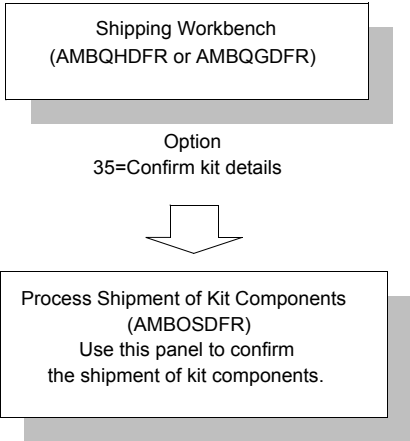
When you use option **15=Container address** on the Shipping Workbench (AMBQHDFR or AMBQGDFR), the Specify/Maintain Container panel (AMBJXPVR) appears.



The procedure for specifying or maintaining an address for a container in shipping is the same as when you are packing. For information on address for a container, see "To specify or maintain an address for a container" on page 8-78

To process shipment of kit components

When you use option **35=Confirm kit detail** on the Shipping Workbench (AMBQHDFR or AMBQGDFR), the Process Shipment of Kit Components panel (AMBOSDFR) appears.



Use this panel to confirm the shipment of kit components.

```

    AMBOSDFR                Process Shipment of Kit Components                *****
    Order . . . : *****          ***** *****
    Item . . . : *****          ***** *****
    Release . . : *****

    Shipped quantity . : *,***,***.***
    Warehouse . . . . : ***

    Type options; press Enter.
    47=Location details

    Opt Component      Serial  ----- Quantity -----
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-
    A2 *****          *      **,***,***.***- *,***,***.***- *,***,***.***-

    F3=Exit  F7=Backward  F8=Forward  F12=Return
  
```

Notes:

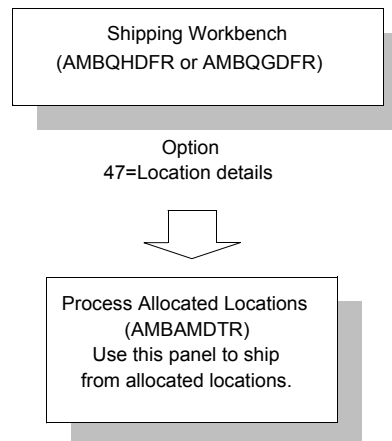
1. For an uncontrolled warehouse, this panel is display only. You cannot make changes, updates, or change the ship quantity on the panel.
2. For a controlled warehouse, use option **47=Location details** to select stocking locations to use for components.

If you are shipping from an uncontrolled warehouse, press **Enter**. The Enter Serial Number panel (AMBIFEFR) appears, if any item in this kit is serialized. Continue with the instructions...If no items are serialized, the Process of Shipment Order Items panel (AMBASETR) appears. Continue with the instructions...

To process allocated locations

When you use option **47=Location details** from the Shipping Workbench (AMBQHDFR or AMBQGDFR), the Process Allocated Locations panel (AMBAMDTR) appears.

Note: When you use **47=Location details** on the Shipping Workbench and allocation does not exist, the Process Unallocated Locations panel (AMBARDTTR, AMBASDTR, or AMBAQDTR) appears. For more information on processing unallocated locations, see "To process unallocated locations" on page 8-104.



Use this panel to ship from allocated locations. If this is a staged item, the location shown is the staging area.

```

AMBAMDTR                               Process Allocated Locations          *****
Order number . . . : *****          *****
Item number . . . : *****          *****
Release . . . . . : *****          Warehouse . . . . . : ***
To-ship quantity : *,***,***,***-    Shipped quantity . . : *,***,***,***-
Allocated ship qty: *,***,***,***-    Unallocated ship qty: *,***,***,***-

Type shipped quantity; press Enter.

Location  Batch/Lot  FIFO date  Allocated qty  Shipped qty
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn
*****   *****   **/**/**  *,***,***,***-  nnnnnnnn.nnn

F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
F22=Unallocated locations
    
```

Note: Do not press **Enter** if the Process Unallocated Location or Process Other Location panels are to be used. Pressing **Enter** generates IM transactions and returns you to the previous panel.

Using **F22=Unallocated locations** retains the transaction quantities you enter as you move between the three panels.

Press **Enter** only after all quantities for the item have been entered on the three panels.

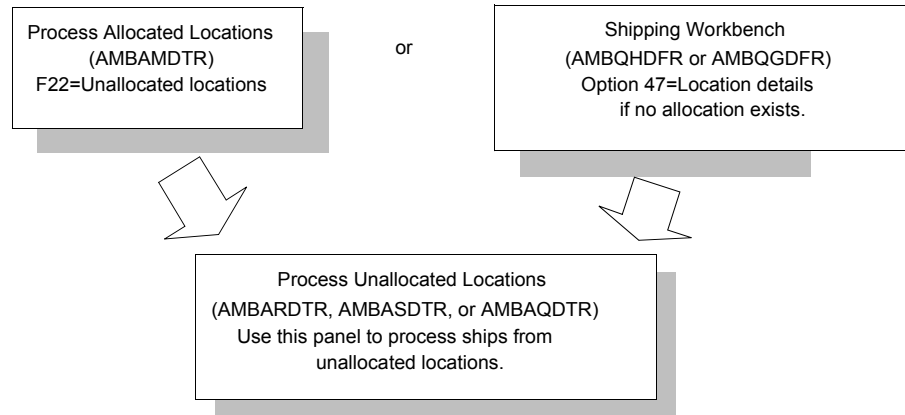
The discrete allocations will remain on the order until the item is shipped complete and invoiced or until the full allocation quantity has been shipped.

Follow these instructions to use this panel.

If...	Then...
The entire ship quantity for this item is being shipped from allocated locations,	Enter the Shipped qty and press Enter . Generates the Inventory Management (IM) transaction and you return to the previous panel.
You are shipping from other than allocated locations.	Use F22=Unallocated locations and continue to enter shipped quantities on the Unallocated Locations panel (AMBASTDR, AMBARDRT, or AMBAQDTR). Continue with the instructions under “To process unallocated locations” on page 8-104.
The item is serialized (requires a serial number),	The Enter Serial Numbers panel (AMBIFEFR) appears. Continue with the instructions under “To enter serial numbers” on page 8-107.
You press Enter with no other actions specified,	Generates IM transaction and returns to the previous panel.

To process unallocated locations

Use the Process Unallocated Locations panel (AMBARDTR, AMBASDTR, or AMBAQDTR) to ship from unallocated locations. Use option **47=Location details** on the Shipping Workbench (AMBQHDFR or AMBQGDFR) if no allocations exist or use **F22=Unallocated locations** from the Process Allocated Locations (AMBAMDTR) panel if there were allocations for this shipment.



The appropriate panel appears, depending on how the application is tailored at your site. The locations are sequenced by:

Sequenced by	Panel ID
FIFO	AMBASDTR
Batch/lot	AMBARDTR
Warehouse location	AMBAQDTR

The panel shown is an example, which shows the locations sequenced by FIFO date.

```

AMBASDTR                      Process Unallocated Locations                      *****
Order number . . . : *****
Item number . . . : *****
Release . . . . . : *****
To-ship quantity : *,***,**.***- Warehouse . . . . . : ***
Allocated ship qty: *,***,**.***- Shipped quantity . : *,***,**.***-
Unallocated ship qty: *,***,**.***- Unallocated ship qty: *,***,**.***-

Type shipped quantity; press Enter. (Available locations)

Location  Batch/Lot  FIFO date  Available qty  Approved  Shipped qty
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn
*****   *****   **/**/**  *,***,**.***- *          nnnnnnn.nnn

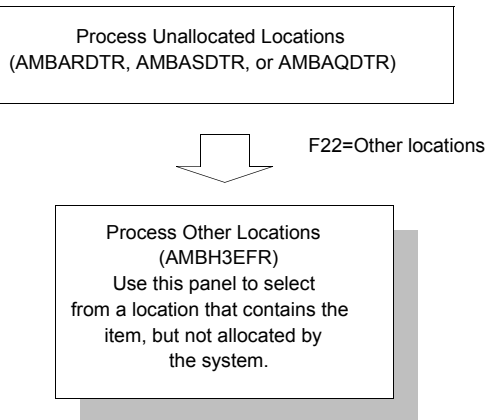
F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
F22=Other locations
    
```

Follow these instructions to use this panel.

If...	Then...
The entire ship quantity for this item is being shipped from unallocated locations,	Enter the Shipped qty and press Enter . IM transactions are generated and you return to the previous panel. you can overship or undership from this panel.
You are shipping from other locations,	Use F22=Other locations to enter the other locations and quantities. Continue with the instructions under "To process other locations" on page 8-106. Note: Other locations are places in your warehouse that contain the item but are not recognized in the system as containing the item.
The item is serialized (requires a serial number),	The Enter Serial Numbers panel (AMBIFEFR) appears. Continue with the instructions under "To enter serial numbers" on page 8-107.
You press Enter with no other actions specified,	IM transactions are generated and you return to the previous panel.

To process other locations

When you use **F22=Other locations** on the Process Unallocated Locations panel (AMBARDTR, AMBASDTR, or AMBAQDTR), the Process Other Locations panel (AMBH3EFR) appears.



Use this panel to ship from a location that contains the item, but is not recognized by the system as containing the item. The item may be unrecognized because the receipt transactions for this item were not processed yet.

```

AMBH3EFR                                Process Other Locations                                *****
Order number . . . : *****                               *****
Item number . . . : *****                               *****
Release . . . . . : *****                               Warehouse . . . . . : ***
To-ship quantity : *,***,***.***-                       Shipped quantity . : *,***,***.***-
Allocated ship qty: *,***,***.***-                       Unallocated ship qty: *,***,***.***-

Type information; press Enter.

Location      Batch/lot      FIFO date      Ship quantity
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn
aaaaaA7       aaaaaaaA10     nnnnnn        nnnnnnnnnnn

F3=Exit      F4=Prompt      F6=Change      F7=Backward      F8=Forward
F11=Job status  F12=Return     F22=Allocated/Unallocated locations
    
```

Note: You can use this panel only if the Inventory Management (IM) application is tailored to allow a location to go negative.

Follow these instructions to use this panel.

If...	Then...
The entire ship quantity for this item is being shipped from these types of locations,	Enter the Location , Batch/lot number , FIFO date , and Ship quantity and press Enter . IM transactions are generated and you return to the previous panel. You can overship and undership from this panel.
You are shipping from other than these locations,	Use F22=Allocated locations . Continue with the instructions on "To process allocated locations" on page 8-102.
This item is serialized (requires a serial number),	The Enter Serial Numbers panel (AMBI5EFR) appears. Continue with the instruction under "To enter serial numbers" on page 8-107.
You press Enter with no other actions specified,	IM transactions are generated and you return to the previous panel.

To enter serial numbers

When an item designated in the Item Master file as requiring serial number tracking is included in a shipment, the Enter Serial Numbers panel (AMBI5EFR) appears.

```

AMBI5EFR                               Enter Serial Numbers                               *****
Company . . . . . : **                      *****
Order number . . . . : *****              *****
Item . . . . . : *****                    *****
Warehouse . . . . . : ***                    *****
Order quantity . . . : *,**,*               Serial no. to be deleted *****
Ship/Return quantity : *,**,*               Serial no. to be entered *****
Warranty start . . . . . nnnnnn

Type option; press Enter.
4=Delete

Opt  Serial number                      Date
A   aaaaaaaaaaaaaaaaaaaaaA25          nnnnnn
A   aaaaaaaaaaaaaaaaaaaaaA25          nnnnnn
A   aaaaaaaaaaaaaaaaaaaaaA25          nnnnnn
A   aaaaaaaaaaaaaaaaaaaaaA25          nnnnnn
A   aaaaaaaaaaaaaaaaaaaaaA25          nnnnnn
A   aaaaaaaaaaaaaaaaaaaaaA25          nnnnnn

F2=Generate serial numbers  F3=Exit   F6=Add   F7=Backward  F8=Forward
F11=Job status             F12=Return
    
```

Use this panel to enter serial numbers manually in the **Serial number** field, or use **F2** to have the system generate serial numbers automatically for you.

Notes:

1. You can enter serial numbers only for items designated in the Item Master file as requiring serial number tracking and whose ship quantity is confirmed.
2. The **Warranty start** value, which can be overridden, defaults to the system date if no picking activities occurred, or to the ship date if picking activities occurred.

- If you enter serial numbers manually, the numbers can be alphabetic, numeric, and alphanumeric. If you generate them automatically, the numbers can only be numeric.

Enter a serial number, enter an option, or use the appropriate function key. Another panel or window appears, depending on your choice. If no further actions are specified, you return to the previous panel.

Options. Use this option to delete serial numbers for the invoiced item listed on this panel.

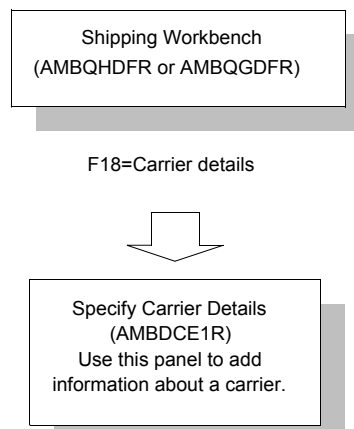
Option	Use to	See page
4=Delete	Remove the selected serial number when you press Enter. Note: This option appears only when in Change mode.	—

Function keys. Use these function keys to perform additional actions:

Function key	Use to	See page
F2=Generate serial numbers	Access the Generate Serial numbers window to have the system generate a sequence of serial numbers automatically.	—
F6=Add/Change	Switch between Add and Change mode. This panel initially appears in Add mode if no previous serial numbers have been assigned for an invoiced item.	—
F8=Forward	Allows entry of additional serial numbers on this panel.	—

To maintain carrier details for this shipment

When you use **F18=Carrier details** on the Shipping Workbench (AMBQHDFR or AMBQGDFR), the Specify Carrier Details panel (AMBDCE1R) appears.



Use this panel to add information about a carrier used for this shipment. The information you add on this panel is recorded as part of the processing of this shipment. The information appears on the packing list, Advance Shipping Notice, and/or the Bill of Lading.

```

AMBDCE1R                               Specify Carrier Details                               *****
Company . . . . . : ** *****
Shipment . . . . . : ***** *****
Shipment lead time . . : **

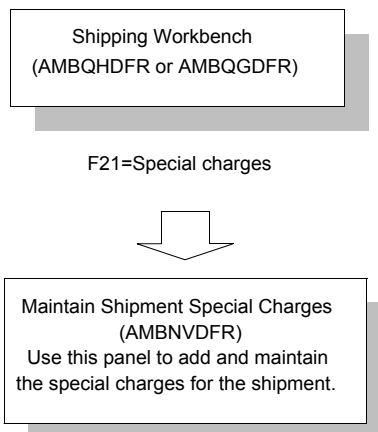
Type information; press Enter.
Carrier . . . . . : aaaaaaaA10 *****
Pro bill number . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
Bill of lading number . . . . . : nnnnnnn
Sales transport terms . . . . . : A *****
Truck number . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
Trailer number . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
Shipment ID . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
Lading quantity . . . . . : nnnnnnn
Weight/Weight UM/Qualifier . . : nnnnnnnnnn ** aA3
Volume/Volume UM/Qualifier . . : nnnnnnnnnn ** aA3
Date/Time shipped . . . . . : nn/nn/nn nnnnnnn
Packed by . . . . . : aaaaaaaaaaaaaaaaaaaaaA25 Pack list *****
Shipper ID . . . . . : aaaaaaaA10
Shipping instructions . . . . . : aaaaaaaaaaaaaaaaaaaaaA30

F3=Exit F4=Prompt F10=Maintain address F12=Return
    
```

The **Packed by** field is required on this panel.

To maintain special charges for this shipment

When you **F21=Special charges** on the Shipping Workbench (AMBQHDFR or AMBQGDFR), the Maintain Shipment Special Charges panel (AMBNVDFR) appears.



Use this panel to maintain the special charges for the shipment. The **Prorate** field shows the method you selected to divide, or prorate, the shipment special charges across all of the orders in the shipment.

```

AMBNVDFR                Maintain Shipment Special Charges                *****
Company . . . . : **                *****
Shipment . . . . : *****

Type options; press Enter.
  2=Change  4=Delete  5=Display

Opt Reference/  Type  Tax ind                Amount/  Terms disc  Prorate
  Description
A   ***        *    ***                **, ***, ***, ***, ***- *
*****
A   ***        *    ***                **, ***, ***, ***, ***- *
*****
A   ***        *    ***                **, ***, ***, ***, ***- *
*****
A   ***        *    ***                **, ***, ***, ***, ***- *
*****
A   ***        *    ***                **, ***, ***, ***, ***- *
*****
F3=Exit      F6=Add    F7=Backward  F8=Forward
F12=Return
    
```

Use **F6=Add** to enter additional charges for the shipment. The Special Charge Details - Shipment panel (AMBDDE1R) appears. For general information on how to add a special charge using this panel, refer to “Special charges item entry panel” on page 3-77. The shipment version of this contains the **Prorate** field, where you indicate the method to use for dividing the special charge across the orders in the shipment. The values for prorating are:

- 0** Equal division
- 1** Value
- 2** Weight
- 3** Volume

Options. Use these options to perform activities for items listed on the Maintain Shipment Special Charges panel (AMBMNDFR).

Option	Use to	See page
2=Change	Change the special charge. The Special Charge Details - Shipment panel (AMBDDE1R) appears.	—
4=Delete	Deletes the special charge for this shipment. The Confirm Delete panel (AMVBVDFR) appears.	—
5=Display	Display the details of a special charge. The Special Charge Details - Shipment panel (AMBDGD1R) appears.	—

Shipping print options

When you use **F22=Print options** on the Shipping Workbench (AMBQHDFR or AMBQGDFR), the Shipment Print Options popup appears.

To print a packing list for the shipment. When you enter **Y** in the **Packing list** field on the Shipment Print Option window, the packing list is submitted to batch for printing. You can also use option 10 on the Pick/Pack/Ship Orders menu (AMBM1B) to print the packing list.

To print a bill of lading for the shipment. When you enter **Y** in the **Bill of lading** field on the Shipment Print Option window, the bill of lading is submitted to batch for printing.

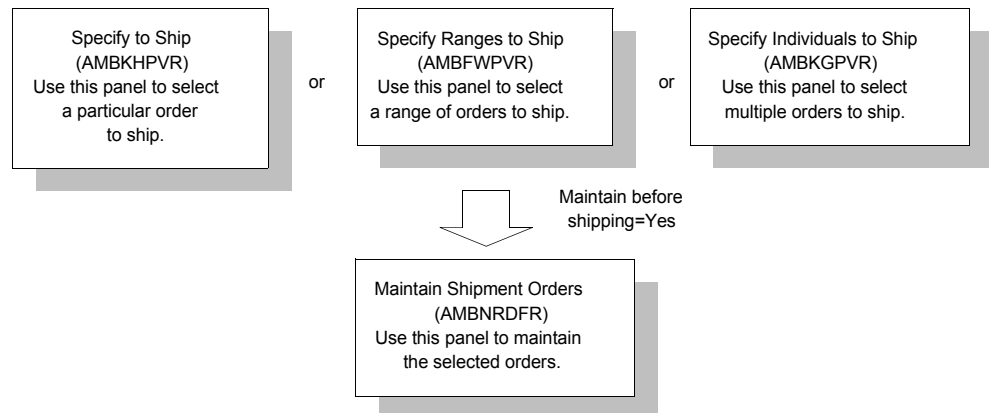
To set the invoicing status of the shipment. The system will automatically place a **Y** in this field if the shipment is ready for invoicing. You can override this field to **N**, if needed.

To invoice the shipment. Depending on the code you entered in the **Invoice** field on the Shipment Print Option window, one of the following occurs.

- 0** The invoice is bypassed.
- 1** A shipment pro forma is prepared. A popup window appears, with information about the pro forma.
- 2** A regular invoice is prepared.

To maintain orders for this shipment

When you enter **Y** in the **Maintain before shipping** field on the Specify panels (AMBKHPVR, AMBFWPVR, or AMBKGPVR), the Maintain Shipment Orders panel (AMBIRDFR) appears.



Use this panel to maintain the orders contained in this shipment. To see a subset of the orders, use **F17=Subset** to go to the Subset Shipment Orders panel (AMBIRPVR).

```

AMBNRDFR                      Maintain Shipment Orders                      *****
Company . . . : **              *****
Shipment . . . : *****
Warehouse . . . : ***          *****
Total weight . : *****.* **  Total volume . : *****.* **

Type options; press Enter.                      Subset active
  2=Change  5=Display  24=Review items  25=Special charges
  84=Change ship-to

Opt Customer Order Name Ship to Export Value
A2 ***** ***** ***** ***** * **,**,**,**,**.*-
A2 ***** ***** ***** ***** * **,**,**,**,**.*-
A2 ***** ***** ***** ***** * **,**,**,**,**.*-
A2 ***** ***** ***** ***** * **,**,**,**,**.*-
A2 ***** ***** ***** ***** * **,**,**,**,**.*-
A2 ***** ***** ***** ***** * **,**,**,**,**.*-
A2 ***** ***** ***** ***** * **,**,**,**,**.*-
A2 ***** ***** ***** ***** * **,**,**,**,**.*-

F3=Exit    F7=Backward  F8=Forward  F12=Return
F17=Subset
    
```

Options

Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
2=Change	Change the order. The Enter Order panel (AMBBIPVR) appears.	3-1
5=Display	Review the customer order. The Display Customer Order panel (AMBFAPVR) appears.	10-10
24=Review items	To review the line items contained in the order. The Review Order Line Items panel (AMBEJDFR) appears.	3-51
25=Special charges	To add or maintain special charges for this order. If no special charges exist, the Special Charge Details panel (AMBBDE1R) appears. If special charges exist, the Review Special Charges panel (AMBESDFR) appears.	3-54, 3-77
84=Change ship-to	To maintain the ship-to address for this order. The Display Ship-to Number panel (AMBHIDFR) appears.	—

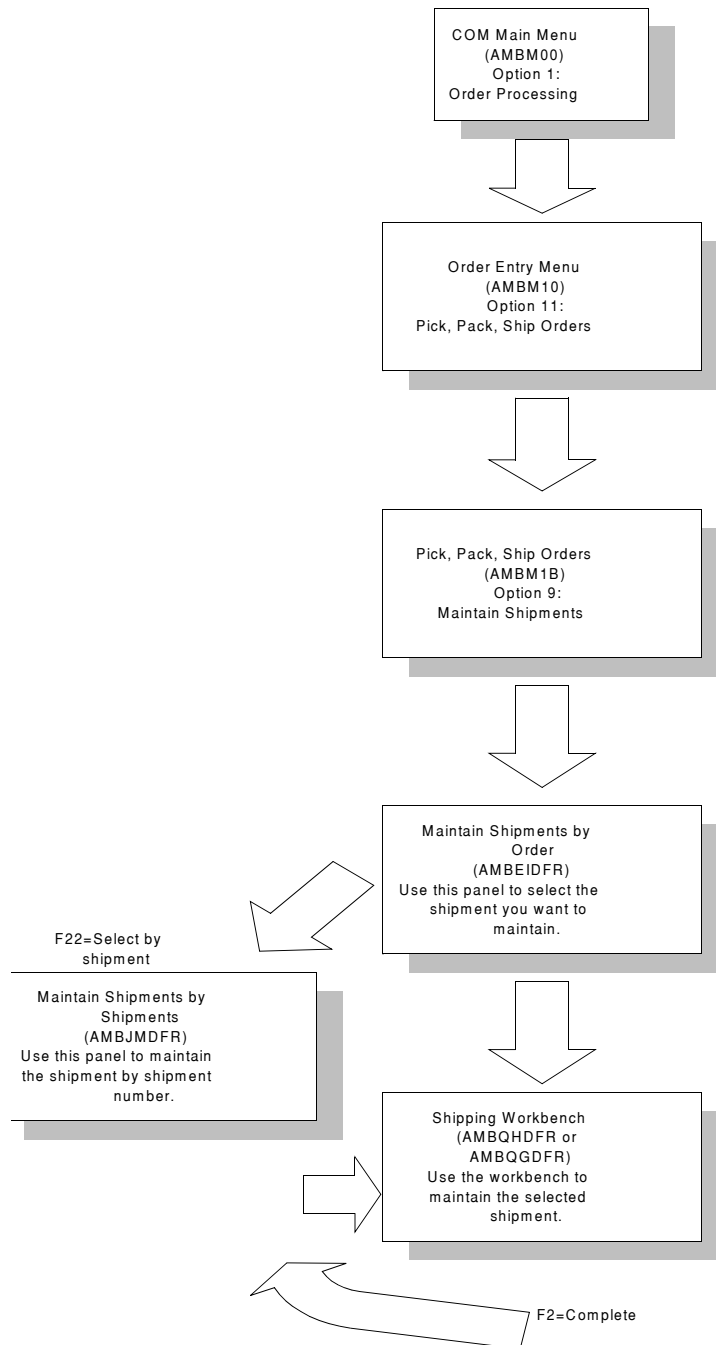
Function keys

Use these function keys to perform activities for orders listed on this panel.

Function key	Use to	See page
F17=Subset	The Subset Shipment Orders panel (AMBIRPVR) appears.	—

Maintain Shipments

Use option 9 to maintain details about the shipments you created using option 8, Create Shipments on the Pick/Pack/Ship Orders menu (AMBM1B).



Before you start

All shipments that have been processed appear in a list when you use this option.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 9	Maintain shipments
AMBEIDFR	Enter an option	Identify shipment to maintain or print the packing list or bill of lading.

When you select option 9 on the Pick/Pack/Ship Orders menu (AMBM1B), the Maintain Shipments by Order panel (AMBEIDFR) appears.

```

AMBEIDFR                               Maintain Shipments by Order                *****
Subset by company . .           nn           *****
Position to order . .          A2           *****

Type options; press Enter.
 2=Change    4=Delete    5=Display header    6=Packing list
82=Bill of lading

Opt Order      Shipment  Status  Purchase order           Customer
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****
A2 *****    *****    **      *****                *****

F3=Exit      F4=Prompt    F7=Backward  F8=Forward
F12=Return   F21=Failed  u-job shipments report  F22=Select by shipment

```

Use this panel to select the shipments you have created using option 8 on the Pick/ Pack/Ship Orders menu (AMBM1B). You can change the shipment itself, delete a shipment, print a packing list for the shipment, and print a bill of lading for the shipment.

When you use option **2=Change** on the Maintain Shipments by Order panel (AMBEIDFR), the Shipping Workbench panel (AMBQHDFR or AMBQGDFR) appears.

Options

Use these options to perform activities for the shipments listed on this panel.

Option	Use to	See page
2=Change	Make changes to the shipment. The Shipping Workbench panel (AMBQHDFR or AMBQGDFR) appears.	8-97
4=Delete	Delete this shipment.	—
5=Display header	Review the shipment header. The Display Shipment - Page 1 panel (AMBALD2R) appears.	—
6=Packing list	Print the packing list for this shipment release	—
82=Bill of lading	Print the bill of lading for the shipment	—

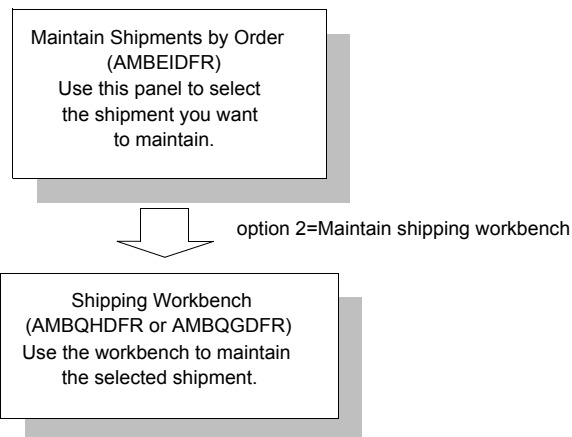
Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F21=Failed u-job shipments report	Print a list of any shipments that failed in u-job processing.	—
F22=Select by shipment	View and maintain the shipments in order by shipment number. The Maintain Shipments by Shipment Panel (AMBJMDFR) appears.	—

To maintain a shipment

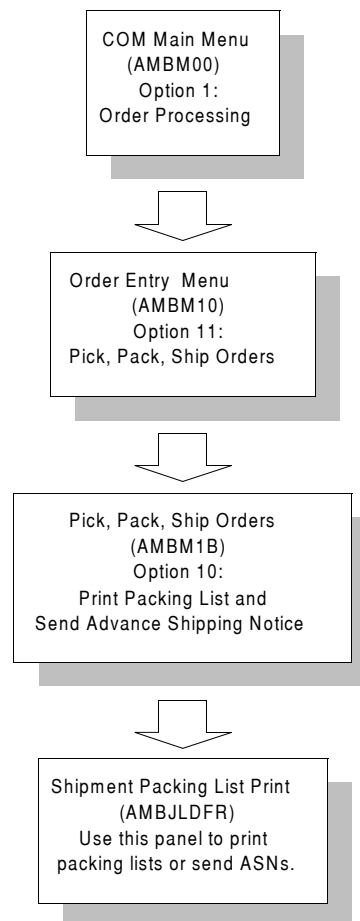
When you select option **2=Change** on the Maintain Shipments by Order panel (AMBEIDFR), the Shipping Workbench (AMBQHDFR or AMBQGDFR) appears.



From the Shipping Workbench (AMBQHDFR or AMBQGDFR) you can work with items that are included in this shipment. For information on using the Shipping Workbench, see “To define shipments” on page 8-97.

Print Packing List and Send Advance Shipping Notice

Use option 10 to print or fax a packing list for a shipment or send an Advance Shipping Notice. You can also use this option to reprint a packing list after you have shipped and invoiced an order, if needed.



A packing list is usually included with a shipment to describe the shipment's contents.

The Advance Shipping Notice (ASN) is an electronic packing list sent by Electronic Commerce to trading partners using the ANSI X.12 856 (or EDIFACT DESADV) Advance Shipping Notice transaction. Its purpose is to facilitate the receiving function for the purchaser. It is enabled primarily by use of shipping IDs for both the overall shipment and the individual containers within it.

Once an Advance Shipping Notice is printed, faxed, or sent for a shipment, you can still maintain the shipment, just as you would any other non-invoiced shipment.

Notes:

1. If the fax interface or Electronic Commerce (or both) are installed, you can set up media flags for each customer, in order to print, fax, and EDI the packing list and advance shipping notice.
2. Electronic Commerce cannot process packing lists for consolidated shipments.

Before you start

You can print a packing list only after a shipment has been processed.

All shipments that have been processed appear in a list when you use this option.

To quickly find the shipment you want to print a packing list for, you need:

- Order number
- Shipment number
- Customer number
- Warehouse code

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 10	Print packing lists and/or send ASNs
AMBJLDFR	Enter an option or use a function key	Identify packing lists to print

To print packing lists or send ASNs

When you select option 10 on the Pick/Pack/Ship Orders menu (AMBM1B), the Shipment Packing List Print panel (AMBJLDFR) appears.

```

AMBJLDFR                      Shipment Packing List Print                      *****
Position to Company . . . . nn          *****
      Shipment . . . . aaaaaA7
Subset by Warehouse . . . . aA3
      Customer . . . . nnnnnnnn
      Order . . . . . A2 aaaaaA7

Type option; press Enter.
  6=Print  7=Send

Opt Co  Shipment  Whs      Date          Printed
N **    *****  ***    **/**/**    *****
          Purpose: A2          ASN sent: *
N **    *****  ***    **/**/**    *****
          Purpose: A2          ASN sent: *
N **    *****  ***    **/**/**    *****
          Purpose: A2          ASN sent: *
N **    *****  ***    **/**/**    *****
          Purpose: A2          ASN sent: *

F3=Exit  F7=Backward  F8=Forward  F12=Return
    
```

This panel contains a list of shipments for which you can print packing lists or send ASNs. The list is shown in order number sequence. Packing lists for multiple shipments with the same order number are listed in shipment number order. Use the fields at the top of the panel to position to a specific order in the list or to subset the list.

Note: To print a packing list and/or send an ASN, media flags must be set properly for the customer in the Customer Master file. See “To maintain electronic documents” on page 13-15.

The value **Y** or **N** in the **Printed** field indicates that a packing list has already been printed for the shipment. The value **0** or **1** in the **ASN sent** field indicates that an ASN has already been sent electronically. You can print or send either again if necessary.

Do one of the following:

- Type **6** next to the list entries for which you want to print packing lists and/or send ASNs. What the system does is determined by the media flags in the Customer Master file. Press **Enter**.
- The panel Confirm Packing Print (AMBK6DFR) appears for you to confirm your choice. When you press **Enter**, the packing list is generated and submitted to the job queue for printing, and/or ASN information is sent to EC for transmission. The Shipment Packing List Print panel (AMBJLDFR) reappears.
- Type **7** next to the list entries for which you only want to send ASNs. Press **Enter**.
- The panel Confirm Packing Print (AMBK6DFR) appears for you to confirm your choice. When you press **Enter**, ASN information is sent to EC for transmission. The Shipment Packing List Print panel (AMBJLDFR) reappears.
- Use **F3=Exit** or **F12=Return** to return to the Pick/Pack/Ship Orders menu (AMBM1B).

Packing list

The packing list is a report that prints the items shipping in a container or as part of a shipment.

- This list is divided by ship to address and orders for that ship to.
- If you add an address for a container, this address is printed as the top cover sheet for the packing list.
- For packing lists printed at the shipment level, items assigned to containers print before items in the shipment that are not in containers. The packing list does not indicate which container an item is packed in, only that it is packed in a container.

The packing list is printed through a batch job. An example of the shipment packing list follows:

```

Packing list number      300
                                                    Page      1
                                                    9/03/97 11:35:15

Shipped from:
  Company . . . :    1 XA
  Warehouse . . :    MP2
  Ship Date . . . :    9/03/**
  Shipment number :    456

Ship to . . : Dekalb Chemical Co.
              4039 Roswell Ave.
              USA 30346 Atlanta
              GA
    
```

```

-----
Carrier/pro number      Truck/trailer number      Gross weight      U/M
United Parcel Service   _____              60.187            LB
    
```

Shipping instructions :

```

-----
Container ID . . . : container #100
Container type . . : CTN           Carton
Shipping ID . . . :
    
```

Wear gloves when
unpacking the contents of
this container.

Packing list number 300 Page 2
9/03/97 11:35:15

Shipped from:
 Company . . . : 1 XA Ship Date . . . : 9/03/**
 Warehouse . . . : MP2 Shipment number : 456

Ship to . . : Dekalb Chemical Co.
 4039 Roswell Ave.
 USA 30346 Atlanta
 GA

 Carrier/pro number Truck/trailer number Gross weight U/M
 United Parcel Service _____ 60.187 LB

Shipping instructions :

Order information:
 CO 1556 7/15/** Dekalb Chemical Co.
 P.O. information:

Transport terms : Prepaid
 Shipping instructions . . . : Ship via horseback

Item number	Rel	Item description	Packed qty/ Backorder qty	U/M U/M
MPA402	00001	MPA ASSEMBLY 402	15.000 .000	EA EA

Packing list number 300 Page 3
9/03/97 11:35:15

Shipped from:
 Company . . . : 1 XA Ship Date . . . : 9/03/**
 Warehouse . . . : MP2 Shipment number : 456

Ship to . . : Dekalb Chemical Co.
 4039 Roswell Ave.
 USA 30346 Atlanta
 GA

 Carrier/pro number Truck/trailer number Gross weight U/M
 United Parcel Service _____ 60.187 LB

Shipping instructions :

Order information:
 CO 1518 7/09/** SME Distributors
 P.O. information:

Shipping instructions . . . : Use large boat

This is the general
 customer comment in the
 local language.

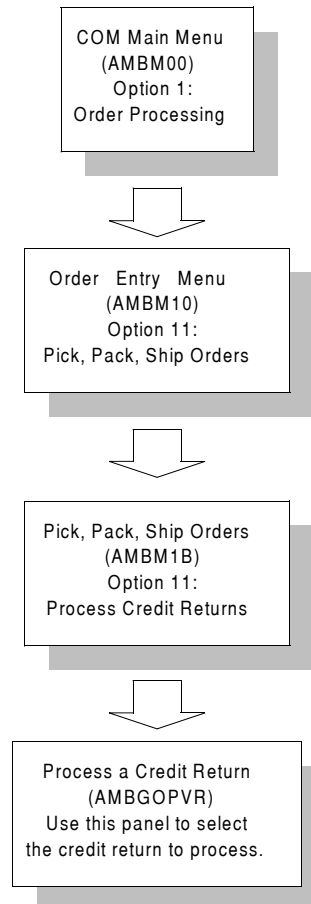
Item number	Rel	Item description	Packed qty/ Backorder qty	U/M U/M
MPA403	00001	MPA ASSEMBLY 403	25.000 .000	EA EA

This Spanish item is very big.

** End of Packing List **

Process Credit Returns

Use option 11 to receive goods to inventory returned from customers through a credit memo authorization or to process allowances.



Credit returns are a separate process from the Pick/Pack/Ship process. The process starts with a request from a customer to return goods and the entering of a credit memo to handle that request. The credit acknowledgment can then be sent to the customer as an authorization to return the goods.

A credit memo return invoice is a document showing a credit for the customer for returned goods. It may include order or debit for replacement of other goods. When material is returned, the credit memo number is the link to put the material back into inventory. The update occurs before the transaction register activity. When you print an inventory transaction register, the IM transaction files are cleared out.

In order to make an allowance, versus a credit return, available to appear on an invoice or credit memo, you must process the allowance from either a customer order or credit memo through this menu option. You enter the customer order or credit memo number and the system creates a "shipment" record for it. This shipment can then be included on any invoice. No stock is returned to the warehouse.

This option supports returns from more than one ship to location, and to one or more warehouses. It does not allow for blanket (or multiple) releases.

Before you start

You must have completed the following step before you can process a credit memo:

- The credit memo must be entered and ready to process. See “To enter a credit memo” on page 5-2 for a description of how to enter a credit memo.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 11	Process credit returns
AMBGOPV R	Enter a credit memo number or customer order number (allowances)	Return items for credit or make allowances ready to be invoiced

To process a credit return

When you select option 11 on the Pick/Pack/Ship Orders menu (AMBM1B), the Process a Credit Return panel (AMBGOPVR) appears.

Use this panel to select the specific credit return you want to process.

```

AMBGOPVR                               Process a Credit Return                *****
Type information; press Enter.
Company . . . . . nn                *****
Warehouse . . . . . aA3            *****
Order number . . . . . A2 aaaaaA7
Ship to . . . . . aaaaaA8 (Override)

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

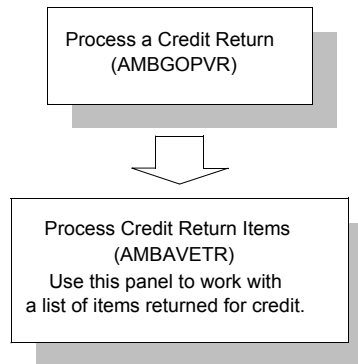
Type the credit memo or customer order number and ship to number you want to use and press **Enter**. The Process Credit Return Items panel (AMBAVETR) appears.

Hint:

- Your default company and warehouse appear from your user defaults. If they are not correct for the credit return being handled, change them.
- **F4=Prompt** is available for all fields on this panel.
- You must process the entire credit return (not partially return).

To process credit return items

When you complete the fields for a credit return on the Process a Credit Return panel (AMBGOPVR) and press **Enter**, the Process Credit Return Items panel (AMBAVETR) appears.



Use this panel to work with a list of items returned for credit.

```

AMBAVETR                                Process Credit Return Items                                *****
Company number . . : **                  *****
Credit memo . . . : ***** *****
Warehouse . . . . : ***                  *****
Ship to . . . . . : ***** ***** (Override)

Type options and/or return quantity; press Enter.
35=Confirm kit detail 47=Location detail

Opt Item number      Rel To-return qty  Return quantity/  Complete BOM
A2 *****          ***** *,***,***.***-  nnnnnn.nnn-     A      *
*****              *****              *,***,***.***-
A2 *****          ***** *,***,***.***-  nnnnnn.nnn-     A      *
*****              *****              *,***,***.***-
A2 *****          ***** *,***,***.***-  nnnnnn.nnn-     A      *
*****              *****              *,***,***.***-
A2 *****          ***** *,***,***.***-  nnnnnn.nnn-     A      *
*****              *****              *,***,***.***-

F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
F13=Location detail
  
```

Note: This panel does not appear for allowances.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the returned items listed on this panel.

Option	Use to	See page
35=Confirm kit detail	Review the component items for a returned kit item (BOM=2). The Process Credit Memo Kit Returns panel (AMBJYDFR) appears. This option is available for controlled and uncontrolled warehouses.	8-124
47=Location detail	Review the location detail information for the returned item. Either the Process Stocked Locations panel (AMBA2DTR) or the Process Other Locations panel (AMBG6EFR) appear. Location detail is only available for controlled warehouses.	8-126 or 8-128

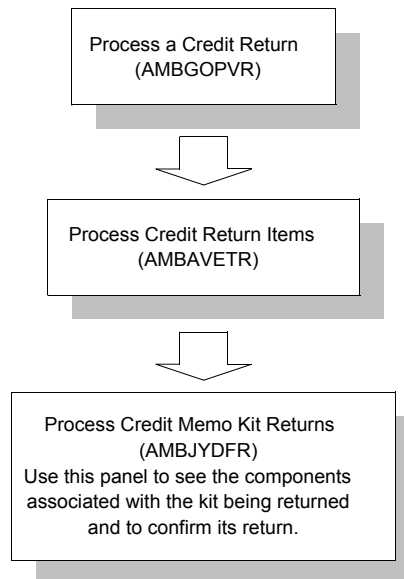
For an uncontrolled warehouse, all return activity is completed on this panel for individual line items and kits. IM transactions are generated to return items to inventory, and you return to the Process a Credit Return panel (AMBGOPVR). If an item has a serial number assigned, the Enter Serial Number panel (AMBIFEFR) appears. See “To enter serial numbers for returned items” on page 8-129 for more information on serial numbers. If an item is a kit, a list of the kit components appears.

Type an option or quantity returned for each item and press **Enter**. Return quantities for a kit must be entered on this panel at the parent kit level, not at the component level.

Note: The *Qty remaining* field shows the quantity remaining to be returned. The *Return quantity* field has the total quantity returned to date (including this session). When the returned quantity equals the quantity to be returned, the system changes the *Complete* field to **Y**. This change triggers the update to inventory. The user can override the system and set the *Complete* field to **Y** with less than the expected return quantity. Once the *Complete* field equals **Y**, an IM transaction is generated to return items to inventory, and no additional changes can be made to this return.

To process credit memo kit returns

When you use option **35=Confirm Kit Detail** on the Process Credit Return Items panel (AMBAVETR) or when you enter a return quantity for a kit item in an uncontrolled warehouse, the Process Credit Memo Kit Returns panel (AMBJYDFR) appears.



Use this panel to see the components associated with the kit being returned and to confirm its return. You do not enter the return quantity for returned kit items on this panel.

```

AMBJYDFR                Process Credit Memo Kit Returns                *****
Credit memo . . . : *****
Item number . . . : *****
Release . . . . . : *****
Type options; press Enter.
47=Location details

Return quantity . . . : *,***,***.***-
Warehouse . . . . . : ***

----- Quantity -----
Opt Component      Serial  Per      Required  Rtrn to-date
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-
A2 *****          *  **,***,***.***-  *,***,***.***-  *,***,***.***-

F3=Exit  F7=Backward  F8=Forward  F11=Job status  F12=Return
  
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use this option to perform activities for the returned kit component items listed on this panel.

Option	Use to
47=Location details	Enter locations for returned items. This option only appears if you are using a controlled warehouse. Either the Process Stocked Locations panel (AMBA2DTR) or the Process Other Locations panel (AMBG6EFR) appears. See “To return items to stocked locations” on page 8-126 or “To return items to other locations” on page 8-128.

For a controlled warehouse, you must use option **47=Location details** to go to the detail panels and return the components to specific locations.

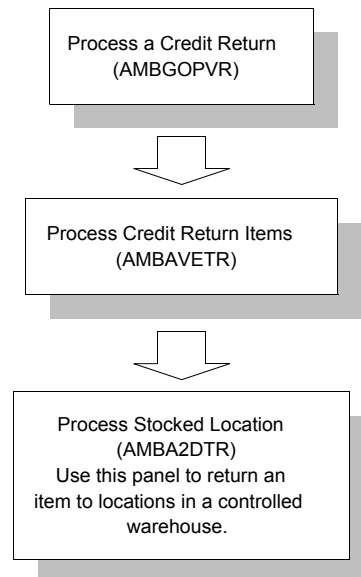
Note: The system will not allow you to receive a partial or broken kit. You must receive the entire quantity of all the components that make up a kit to process the credit return. If you attempt to receive less than the required amount, a message appears stating that no kit components were processed.

For an uncontrolled warehouse, this panel shows the components and the quantity required to be returned for a kit. The information is for information only and cannot be changed. The return quantities are entered on the Process Credit Return Items panel (AMBAVETR) at the parent kit level, not at the component level.

When you finish processing or reviewing returned kits, press **Enter**. You return to the Process Credit Return Items panel (AMBAVETR).

To return items to stocked locations

When you use option **47=Location details** on Process Credit Return Items panel (AMBAVETR) or Process Credit Memo Kit Return panel (AMBJYDFR), the Process Stocked Location panel (AMBA2DTR) appears. If there are no locations containing the selected item, this panel is bypassed.



Use this panel to return an item to locations in a controlled warehouse that contain the item being returned.

```

AMBA2DTR                               Process Stocked Location          *****
Credit memo . . . . : *****
Item number . . . . : *****
Release number . . . : ***** Warehouse . . . . : ***
To-return quantity : *,**,***.***- Return quantity . : *,**,***.***-
Quantity remaining : *,**,***.***- Received quantity : *,**,***.***-

Type received quantity; press Enter.

Location  Batch/Lot  FIFO date    Available  QC approved  Received qty
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-
*****   *****   **/**/**    *,**,***.***- *           nnnnnnn.nnn-

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F22=Other Locations
    
```

Note: You can receive more or less than the return quantity, except when receiving kit components. The return quantity for kit components must equal the number required for the kit.

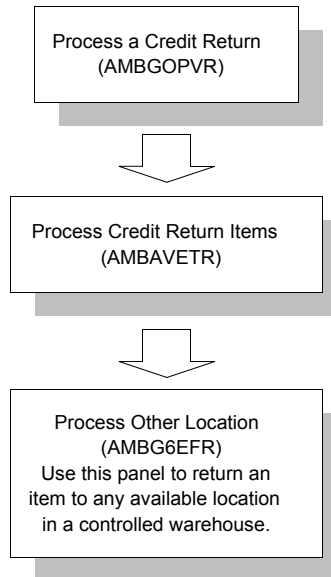
Type the quantity returned in the **Received qty** field and press **Enter**. When you press **Enter**, you trigger the IM transactions. Use **F22=Other Locations** to save your entries and advance to the Process Other Locations panel (AMBG6EFR) and back again. When you press **Enter** on either of these panels, the entries you made on both of the panels are posted as inventory transactions.

Follow these instructions to decide where to go next:

If...	Then...
The entire ship quantity for this item is being shipped from allocated locations,	Enter the quantity in the Shipped qty field and press Enter . The IM transaction generates and you return to the previous panel.
If the shipped item is being returned to other than stocked locations,	Use F22=Other Locations and return the item using the Process Other Locations panel (AMBG6EFR). Continue with the instructions under “To return items to other locations” on page 8-128.
This item is serialized (requires a serial number),	The Enter Serial Numbers panel (AMBIFEFR) appears. Continue with the instructions under “To enter serial numbers for returned items” on page 8-129.
You press Enter with no other actions specified,	You return to the previous panel.

To return items to other locations

When you use option **F22=Other Locations** on either the Process Credit Return Items panel (AMBAVETR) or the Process Credit Memo Kit Returns panel (AMBJYDFR), and there were no locations containing the item being returned, or if there were locations containing the returned item and you use **F22=Other Locations** on the Process Stocked Locations panel (AMBA2DTR), the Process Other Locations panel (AMBG6EFR) appears.



Use this panel to return an item to any available location in a controlled warehouse that does not already contain the item.

```

AMBG6EFR                      Process Other Locations                      *****
Credit memo . . . . : *****
Item number . . . . : *****
Release number . . . : *****
To-return quantity : *,**,***.***-
Quantity remaining : *,**,***.***-

Location  Batch/Lot  FIFO date  Approved  Received qty  Re-inspect
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A
aaaaA7    aaaaaaA10    nnnnnn    *          nnnnnnnnnnnn  A

F3=Exit    F4=Prompt  F7=Backward  F8=Forward  F11=Job status
F12=Return F22=Stocked Location
  
```


Whether the item is being returned to one physical location or to multiple locations, type the values you want to use in the **Location**, **Batch/lot**, **FIFO date**, **Received qty**, **Re-Inspect** fields and press **Enter** to process the information.

Use **F22=Stocked Location** to switch between stocked locations and other locations.

Hint:

- A specific location can be set up to receive all returned items for inspection before returning them to inventory.
- The FIFO date entered on this panel is customer controlled. If you do not enter a date, the system date is used.
- The required fields are **Location**, **FIFO date**, **Received qty**, **Re-inspect**.
- **F4=Prompt** is available for the **Location** field.

Use the following table to decide where to go next:

If...	Then...
The entire ship quantity for this item is being shipped from unallocated locations,	Enter the values in the required fields and press Enter . The IM transaction generates and you return to the previous panel.
This item is serialized (requires a serial number),	The Enter Serial Numbers panel (AMBIFEFR) appears. Continue with the instructions under “To enter serial numbers for returned items” on page 8-129.
You press Enter with no other actions specified,	You return to the previous panel.

To enter serial numbers for returned items

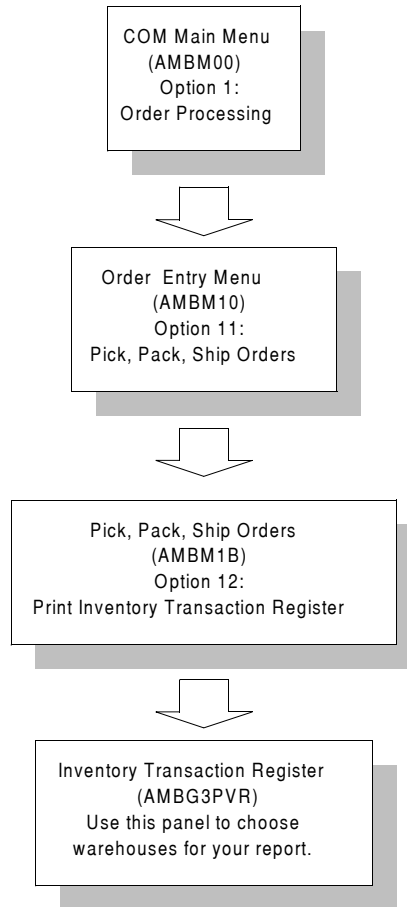
If an item being returned is designated in the Item Master file as requiring serial number tracking, the Enter Serial Numbers panel (AMBIFEFR) appears. See “To enter serial numbers” on page 8-107 for details.

The panel appears only after the return quantity has been confirmed. Use it to enter serial numbers for items that require serial number tracking.

When you press **Enter**, you return to the previous panel. Use **F12=Return** to return to the Process Credit Return Items panel (AMBAVETR).

Print Inventory Transaction Register

Option 12 prints the Inventory Transaction Register (AMV3G), showing you the inventory activity since the last time the report was printed. (Printing the report clears the inventory transaction register.) It is the same report that the Inventory Management (IM) application prints, except that it contains only transactions generated in Customer Order Management.



Before you start

The following must be complete before you can print the inventory transaction register:

- IM must be installed and interfacing.
- You must have COM-sourced IM transactions in the system.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders

On panel	You	To
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 12	Print an inventory transaction register
AMBG3PVR	Type an option or use a function key	Choose warehouses to include in inventory transaction register reports.

To print inventory transaction register reports

When you select option 12 on the Pick/Pack/Ship Orders menu (AMBM1B), the Inventory Transaction Register panel (AMBG3PVR) appears.

```

AMBG3PVR                      Inventory Transaction Register          *****

Type information; press Enter.

  Process by . . . . . A      1 = All warehouses
                               2 = Range of warehouses
                               3 = Selective warehouses

Type range.
  Beginning warehouse . . . . aA3 *****
  Ending warehouse . . . . . aA3 *****

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Use this panel to choose warehouses for your report. The system process the report in batch.

Type **1** (default entry) in the **Process by** field and press **Enter** to generate a report for all warehouses.

Type **2** in the **Process by** field, and a warehouse code in the **Beginning warehouse** and **Ending warehouse** fields and press **Enter** to generate a report for a range of warehouses.

Use **F3=Exit** or **F12=Return** to return to the Pick/Pack/Ship Orders menu.

Hint:

- Use **F4=Prompt** to choose from a list of warehouses.
- The **Ending warehouse** code must be greater than or equal to the **Beginning warehouse** code.
- If the **Beginning** and **Ending warehouse** codes are equal, you report on only one warehouse.
- If the **Beginning warehouse** code is blank, you report on all warehouses from the beginning of the list up to and including the warehouse in the **Ending warehouse** field.
- If the **Ending warehouse** is blank, you report on warehouses from the warehouse in the **Beginning warehouse** to the end of the list.

Type **3** in the **Process by** field and press **Enter** to process selective warehouses. The Inventory Transaction Register panel (AMBLMDFR) appears with a list of available warehouses.

```
AMBLMDFR                Inventory Transaction Register                *****
Position to warehouse   aA3
Type options, press Enter.
6=Print

Opt  Warehouse  Warehouse description          Controlled  Selling
      ***                *****                       warehouse? warehouse?
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *
A    ***                *****                       *          *

F3=Exit  F11=Job status  F12=Return
```

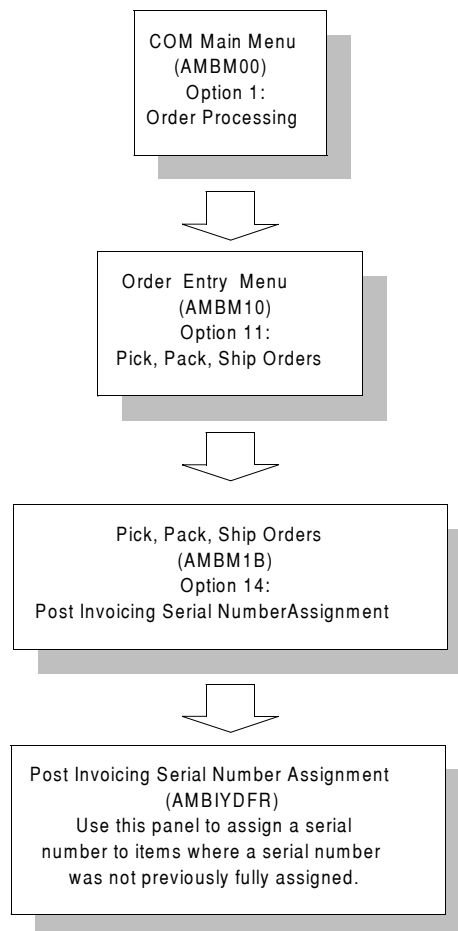
Type **6** next to each warehouse you want to include in the report. Press **Enter** to generate the report.

Use **F3=Exit** or **F12=Return** to return to the previous panel.

Post Invoicing Serial Number Assignment

Use option 14 to:

- Add serial numbers after a shipment is invoiced
- Generate serial numbers, if numeric and sequential, based on a user-provided starting number
- Record serial numbers as needed
- Track what serial numbers a customer received



When you generate serial numbers, this option updates shipment history.

Before you start

Items that require serial number tracking must be designated in the Item Master file.

To quickly find a specific item, you need:

- Order number

- Shipment number

How you start

On panel	You	To
AMBM00	Select option 1	Process orders
AMBM10	Select option 11	Pick/pack/ship orders
AMBM1B	Select option 14	Select invoices for serial number assignment.
AMBIYDFR	Enter an option or use a function key	Assign serial numbers to items in invoice.

When you select option 14 on the Pick/Pack/Ship Orders menu (AMBM1B), the Post Invoicing Serial Number Assignment panel (AMBIYDFR) appears.

```

AMBIYDFR                Post Invoicing Serial Number Assignment                *****
Position to company . . . . . nn
      Order number . . . . . A2 aaaaaA7
      Shipment . . . . . aaaaaA7

Type options; press Enter.
38=Serial numbers

Opt Co Order      Customer name                Shipment Quantity
A2  ** *****  *****                *****  *, ***, ***, ***-
*****
A2  ** *****  *****                *****  *, ***, ***, ***-
*****
A2  ** *****  *****                *****  *, ***, ***, ***-
*****
A2  ** *****  *****                *****  *, ***, ***, ***-
*****
A2  ** *****  *****                *****  *, ***, ***, ***-
*****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return
    
```

This panel contains a list of items on orders that meet the following criteria:

- The item on the order is designated in Item Master file as serialized.
- The orders are invoiced.
- Serial numbers were not previously fully assigned to the item.

Enter **38** next to an order or use the appropriate function key.

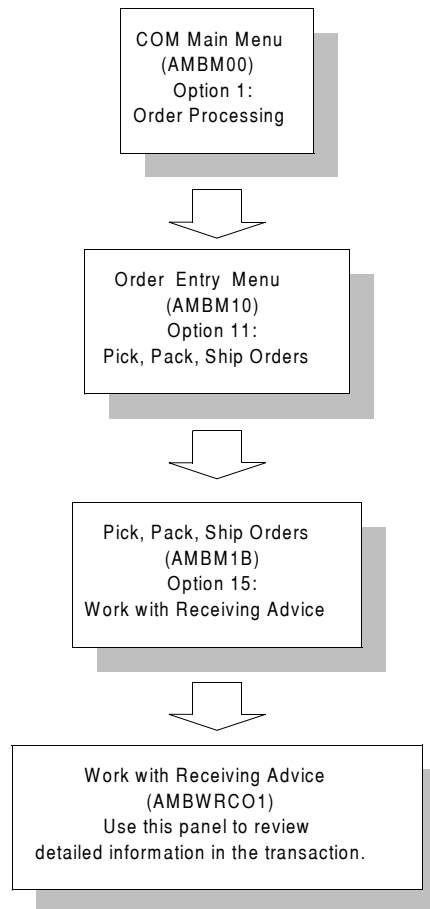
To assign serial numbers

When you select option **38=Serial numbers** on the Post Invoicing Serial Number Assignment panel (AMBIYDFR), the Enter Serial Number panel (AMBIFEFR) appears. See “To enter serial numbers” on page 8-107 for details.

When you finish with serial number additions, use **F3=Exit** or **F12=Return** to return to the Pick/Pack/Ship Orders menu (AMBM1B).

Work With Receiving Advice

Use option 15 to view, delete, print, or show items for receiving advices received into COM from Electronic Commerce (EC) as ANSI X.12 861 transaction. Receiving advices are sent by a customer to inform the vendor that goods have been received. The 861 transaction can be sent as an initial receipt notification to inform only that the goods have arrived. It can also be sent as a verified receipt notification to inform the vendor that the goods have been received, counted, and inspected by the recipient.



When you select option 15, Work with Receiving Advices, on the Pick/Pack/Ship Orders menu (AMBM1B), the Work with Receiving Advice panel (AMBWRC01) appears. This is a Work With list that allows you to view, display, delete and print receiving advices, or review the items on them.

```

AMBWRC01                Work with Receiving Advice
Position to . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Type options; then press Enter.
  4=Delete   5=Display   6=Print   10=Items

Opt Shipping ID                               Co/Customer Name           Dock Date
A2 aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A2 ***** ** ***** **/**/**

Command ==>
F1=Help      F3=Exit      F4=Prompt    F5=Refresh
F7=Backward  F8=Forward    F24=More keys
    
```

When you enter option **5=Display** on the Work with Receiving Advice panel (AMBMRC01), the Display Receiving Advice Detail panel (AMBDRC01) appears.

```

AMBDRC01                Display Receiving Advice Detail
Shipping ID . . . . . : *****
To select a page, type page and press Enter, or press Enter to continue.
                                                    Page 1 of 1
Shipment information
Customer . . . . . : ** *****
Address . . . . . : *****
*****
*****
*****
*****
*****
Contact . . . . . : *****
Phone . . . . . : *****
Fax . . . . . : *****
Bill of Lading . . . . : *****
Receiving condition . . : **
Receipt date . . . . . : **/**/**

F1=Help      F3=Exit      F5=Refresh    F24=More keys
F7=Backward  F8=Forward    F12=Cancel
    
```

Use this panel to review detailed information in the transaction.

When you enter option **10=Items** on the Work with Receiving Advice panel (AMBMRC01), the Display Receiving Advice Items panel (AMBWRI01) appears.


```

AMBWRI01                Display Receiving Advice Items
Shipping ID . . . . . *****
Position to . . . . . aaaaaaaaaaaaaaaaaA22

Type options; then press Enter.
5=Display                                View 1 of 1

Opt  Purchase Order      Item      Description
A *****                *****
A *****                *****

Command ==>
F1=Help      F3=Exit      F4=Prompt      F5=Refresh
F7=Backward  F8=Forward


```

Use this panel to review detailed information about the line items in the transaction.

Select option **5=Display** to display the Display Receiving Advice Item Detail panel (AMBRCI01).

```

AMBRCI01                Display Receiving Advice Item Detail
Shipping ID . . . . . : *****
Purchase Order . . . . : *****
Item . . . . . : *****

Quantity ordered . . : *,***,***.***- Unit of measure **
Quantity shipped . . : *,***,***.***- Unit of measure **
Quantity received . . : *,***,***.*** Unit of Measure **
Quantity returned . . : *,***,***.*** Unit of Measure **
Quantity in question 1 *,***,***.*** Unit of Measure ** Reason code ***
Quantity in question 2 *,***,***.*** Unit of Measure ** Reason code ***
Quantity in question 3 *,***,***.*** Unit of measure ** Reason code ***
Quantity in question 4 *,***,***.*** Unit of measure ** Reason code ***
Quantity in question 5 *,***,***.*** Unit of measure ** Reason code ***

F1=Help      F3=Exit      F5=Refresh      F12=Cancel

```

Use this panel to view details about the item, including quantity ordered, shipped, received, and returned, as well as items in dispute.

Chapter 9. Processing invoices

Use the Process Invoices menu to print invoices for your orders or order shipments, which normally occurs at the end of the order shipment cycle. When you invoice orders, COM automatically updates applicable records, based on the applications installed at your site.

You can print an invoice only if the order or order shipment is processed. (See 'Create Packing Container' for more information.)

You can specify the number of orders, shipments, and ship-to addresses included on one invoice by using the invoice consolidation option in the Customer Master file. For example, you can define, by customer, what each invoice can contain:

- One order, one shipment, and one ship-to address (unconsolidated invoices)
- One order, all shipments, and one ship-to address
- One order, all shipments, and all ship-to addresses
- All orders, all shipments, and one ship-to address
- All orders, all shipments, and all ship-to addresses

COM has three types of invoices: pro forma, shipment pro forma, and regular invoice. You create pro forma invoices for unshipped items and you create shipment pro formas for shipped items. The consolidation options apply to both pro forma invoices, as well as regular invoices. However, when you consolidate invoices, be aware that certain fields on the customer order, such as terms code and aging date, must match exactly or the invoice cannot be consolidated. Separate invoices are created when the fields do not match.

Notes:

1. If EC is installed and interfacing and you have set up EC and COM for ANSI X.12 (or EDIFACT) 810 Invoice (INVOIC) or 812 Credit Adjustment transactions, these options allow you to send invoices and credit memos electronically to trading partners. See the *Electronic Commerce User's Guide* for details.
2. EC will create a unique invoice for each order on a consolidate (multi-order) invoice.
3. If the fax interface is installed, these options allow you to fax invoices and credit memos to trading partners. See the *CAS User's Guide* for details.
4. You can set up the media flags for these documents, in the Customer Master file, to print, fax, and EDI documents. The media flags apply anywhere in COM where either document is selected for printing.
5. If you are not tailored for shipped order history, you cannot reprint invoices because the data is not saved.

```

AMBM17                               Customer Order Management          *****
                               Process Invoices

Type option or command; press Enter.

    1. Review/Select Orders for Pro Forma Invoicing
    2. Review/Select Shipments for Invoicing/Pro Forma
    3. Review/Select Invoices to Reprint
    4. Select Orders for Invoicing
    5. Review/Select Orders for Amount Invoicing
    6. Review/Select Complementary Invoicing

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
    
```

Use this menu to select the type of invoicing you want to perform.

Option	Use to	See page
1	To review or select orders for pro forma invoicing.	9-3
2	To review or select order shipments for invoicing or pro forma invoicing.	9-6
3	To review or select invoices to reprint.	9-18
4	To select orders for invoicing.	9-23
5	To review or select orders for amount invoicing.	9-27
6	To review or select invoices for complementary invoicing.	9-29

Reviewing or selecting orders for pro forma invoicing

Use this option to view a list of open orders eligible for pro forma invoicing. A pro forma invoice is an advance invoice usually used to comply with customers regulations or satisfy bank draft requirements.

For the open orders in the list, you can review the order, print pro forma invoice, or review the comments, items special charges and shipments associated with an order. You can combine a group of orders onto one consolidated invoice.

Before you start

You need to know the number of the company for which you want to work with pro forma invoices.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 7	Process invoices.
AMBM17	Select option 1	Review or select orders for pro forma invoicing.
AMBELPVR	Enter company number	Begin the process of creating pro forma invoice.
AMBH2DFR	Enter an option or use a function key	Select an order and begin processing invoices.

After you select the company for which you want to generate pro forma invoices on the Select Orders for Pro Forma Invoice panel (AMBELPVR), the Select Orders for Pro Forma Invoice panel (AMBH2DFR) appears.

```

AMBH2DFR                Select Orders for Pro Forma Invoice                *****
Company number . . . . . : **                *****                Subset Active
Position to order . . . . . : aA aaaaaA7

Type options and press Enter or use F2 to end selections and create pro formas
5=Display                6=Print pro forma invoices                13=Order comments
24=Order items            25=Special charges                31=Shipments                52=Deselect

Opt  Order/      Order      Customer/  Customer name/
Warehouse  date       Language  P.O. number
A2  ***** **/**/** ***** *****
    ***                ***                *****
A2  ***** **/**/** ***** *****
    ***                ***                *****
A2  ***** **/**/** ***** *****
    ***                ***                *****
A2  ***** **/**/** ***** *****
    ***                ***                *****

F2=Create pro formas      F3=Exit                F7=Backward      F8=Forward
F11=Job status            F12=Return            F17=Subset
    
```

From this panel you can select an order and review header, line item, or shipment information or print a pro forma invoice. If you are not sure which order you want to include on the pro forma invoice, use the options on this panel to see detailed information associated with each order.

To print a pro forma invoice, enter option **6** next to each order you want to include on the invoice. As you select each order, the order number will be highlighted. You can deselect an order that is highlighted using option **52**.

When you use **F2=Create pro formas**, the orders you selected are consolidated (if the customer is set up to consolidate) on a pro forma invoice, unless some editing is needed to override data that does not match between the orders. In that case, the Edit Consolidated Invoicing Customers panel (AMBN6DFR) appears. See 'To edit consolidated invoicing customers'.

You can print pro forma invoices for unshipped quantities on an order. To print a pro forma for shipped quantities not yet invoiced, use option 2 on the Invoicing menu.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
5=Display	Review detailed information about an order.	10-10
6=Print pro forma invoices	Print a pro forma invoice. You can select multiple orders for pro forma invoicing at the same time.	—
13=Order comments	Review the comments for an order.	13-186
24=Order items	Review the items for an order.	10-12
25=Special charges	Review the special charges for an order.	10-15
31=Shipments	Review the order shipments for an order.	10-16
52=Deselect	Remove the selection of an order from the pro forma invoice	—

Pro Forma Invoice

				1
				PRO FORMA INVOICE
				3/03/**
ID Industries				
705 Glenridge Dr				
Atlanta, GA 30328				
				CASH
				N
				US DOLLARS
ID Industries				
5098 Holcomb Road				
Marietta, GA 30392				
1	50 CO 13144	206	P.O. 29473	5% 10 NET 30
	3		2/21/**	500.038 LB
Thank you for your order.				
Deliveries accepted after 10 am and before 3 pm.				
ALPSKWR				
ALL PURPOSE SHRINK WRAP				
	1.500 FT	RL	2.000	300.00
Ship package overnight to arrive by 10 am.				
01000				
STRAWBERRY SHAMPOO				
	8.000 GL	OZ	2.000	1.00
Waterproof packaging needed; contents leak if damaged during shipping.				
BICY004				
	DELUXE II, GIR'S BICYCLE	EA	1.000	1,939.50
	FR014G		1,939.500	
14 INCH GIRL'S FRAME				
WHEEL16				
16 INCH DIA WHEEL				
PNTWH084				
WHITE PAINT, PLAIN				
GEAR18				
ONE-SPEED GEAR ATTACHMENT				
Gear attachment requires assembly.				
	362001	EA	1.000	18.50
RECYCLING BIN-CANS				
No packaging required				

				1
				PRO FORMA INVOICE
				3/03/**
ID Industries				
705 Glenridge Dr				
Atlanta, GA 30328				
				CASH
				N
				US DOLLARS
ID Industries				
5098 Holcomb Road				
Marietta, GA 30392				
1	50 CO 13144	206	P.O. 29473	5% 10 NET 30
	3		2/21/**	500.038 LB
BELT-CH				
	AIR COND. BELT - CHEAP	EA	2.000	.00
	ELEC0003		.000	
Electronics - inexpensive belt				
Overnight delivery charge				
	Special charge code 3-----*			20.00
	Freight charge			25.50
	Std Chg - Amt x Qty			1.00
	2,259.00			5.00
	51.50		.00	
	.00		112.95	
	.00			2,310.50

Reviewing or selecting order shipments for invoicing or pro forma

Use this option to see a list of order shipments that have not been invoiced. The list shows you orders for one company at a time. You specify the number of the company for which you want to generate invoices or shipment pro forma invoices.

You invoice shipments, which can contain one or more orders. A single open order can have multiple shipments. The orders within a shipment can be for multiple customers and multiple ship-to addresses. If you set up a customer for consolidated invoices, you can combine orders into one shipment and combine multiple orders onto one invoice or one shipment pro forma invoice. You select the orders or shipments to be invoiced. COM prints the invoices based on the invoice consolidation flag for each customer.

Using this option, you can also print a shipment pro forma invoice of what you have shipped but not yet invoiced. This invoice serves as a "pseudo" invoice of current shipments before you actually invoice them.

Notes:

1. The printer layout for the invoice preprinted form is in Appendix C of *Planning and Installing Infor ERP XA*.
2. When International Financial Management (IFM) is installed and interfacing, the invoicing function automatically assigns, writes, and posts transactions to IFM.
3. When EDI is installed, invoices should not run at the same time as the Reprint Invoices function. Member conflicts will occur.
4. EC will create a unique invoice for each order on a consolidate (multi-order) invoice.
5. Credit memo orders and amount only invoiced orders cannot be consolidated as part of the orders onto one invoice.
6. You cannot combine installment invoices on the same invoice as non-installment orders. When you consolidate installment orders on one invoice, they must all have the same installment method. The down payment used for calculating the installment payments for the consolidated invoice will be the sum of the down payments specified for each order on the invoice.
7. Installment orders consolidated on one invoice must be shipped as complete orders.

Before you start

You need to know the number of the company for which you want to generate invoices.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 7	Process invoices.
AMBM17	Select option 2	Review or select order shipments for invoicing or creating pro formas.
AMBD9PVR	Enter requested information	Select order shipments that have not been invoiced.
AMBHFDFR	Enter an option or use a function key	Invoice selected order shipments.

When you select option 2 on the Process Invoices menu (AMBM17), the Select Order Shipments for Invoicing panel (AMBD9PVR) appears.

This panel contains default values for company number and invoice date. Press **Enter** to use the values shown. If you want to change any of these values, type over the current information with the information you want to use, then press **Enter**.

```

AMBD9PVR                Select Order Shipments for Invoicing                *****

Company number . . . . . nn          *****
Warehouse code . . . . . aA3        *****
Invoice date . . . . . nnnnnnnn
General ledger month/period . . . nn
General ledger year . . . . . A2

Processing options:
Print invoice or pro forma . . n      0=Invoice, 1=Pro forma
Select by orders/shipments . . n      0=Orders, 1=Shipments

Tax category . . . . . n
Invoice location . . . . . A2

Shipping location range . . . . aA3      aA3
Packing list range . . . . . aaaA5      aaaA5

F3=Exit      F4=Prompt      F11=Job status
F12=Return
    
```

The processing options allow you to choose whether you want to print invoices or shipment pro forma invoices and whether you want to display the shipments by order number or by shipment number.

If you choose to select by order number, the Select Orders for Invoicing panel (AMBHFDFR) appears.

```

AMBHFDFR                               Select Orders for Invoicing          *****
Company number . . . . . : **           XA
Position to order . . . . : A2 aaaaaA7

Type options and press Enter, or use F2 to end selections and create invoices.
5=Display          6=Print invoices      13=Comments       24=Shipment items
25=Special charges 52=Deselect           57=Invoicing overrides

                                     *=consolidated shipment
Opt Order/      Shipment/      Ship date/      Customer/      Purchase order
Warehouse      Ship to         Release by      Name
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****

F2=Create invoices  F3=Exit      F7=Backward     F8=Forward
F11=Job status      F12=Return   F17=Subset
    
```

```

AMBHFDFR                               Select Orders for Invoicing          *****
Company number . . . . . : **           XA
Position to order . . . . : A2 aaaaaA7

Type options and press Enter, or use F2 to end selections and create invoices.
5=Display          6=Print invoices      13=Comments       24=Shipment items
25=Special charges 52=Deselect           57=Invoicing overrides

                                     *=consolidated shipment
Opt Order/      Shipment/      Ship date/      Customer/      Purchase order
Warehouse      Ship to         Release by      Name
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****
A2 *****      ***** *    **/**/**      *****      *****
***            *****      *****      *****

F2=Create invoices  F3=Exit      F7=Backward     F8=Forward
F11=Job status      F12=Return   F17=Subset
    
```

This panel shows you a list of orders available for invoicing that match your selections from the previous panel and options you can use with the orders in the list. The order shipments appear in order number sequence and, for orders that have multiple shipments, by shipment date and shipment sequence number. Consolidated shipments are designated by an asterisk (*). Multiple orders within a shipment will display the same shipment number. You can select an individual order shipment from a consolidated shipment.

Note: The invoices you select for consolidation are also checked for matching currency IDs. If the currency changes for a customer, you have to generate another invoice for that customer.

Subset options include the ability to subset by customer number to display all order shipments for that customer and to limit the panel to show only customers that use consolidated invoices, customers that do not use consolidated invoices, or all customers.

To print an invoice or a shipment pro forma invoice, enter option **6** next to each order you want to include. As you select each order, the order number will be highlighted. You can deselect an order that is highlighted using option **52**.

When you use **F2=Create invoices**, the orders you selected are included on an invoice or pro forma and will be consolidated based on the customer's invoice consolidation flag. If consolidation cannot occur because some of the order data does not match, you have the opportunity to edit and override this data. In this case, the Edit Consolidated Invoicing Customers panel (AMBN6DFR) appears. See "To edit consolidated invoicing customers" on page -10. If editing is unnecessary, the Confirm Invoice Print panel (AMBHZDFR) appears.

If IFM is installed and interfacing, use option **57=Invoicing overrides** to change the invoice overrides in IFM. The Invoicing defaults panel (UAQFPVR) appears.

If you do not see an order shipment you expected to, make sure at least one shipment has been processed for the order. The order shipment processing must be finished before you can invoice an order, even for orders that have only one shipment. See Chapter , "Create Packing Container" for additional information.

If you choose to select by shipment number, the Select Shipments for Invoicing panel (AMBN9DFR) appears.

```

AMBN9DFR                Select Shipments for Invoicing                *****
Company number . . . . . : **      XA
Position to shipment . . . : aaaaaA7

Type options and press Enter, or use F2 to end selections and create invoices.
5=Display                6=Print invoices                13=Comments                24=Shipment items
25=Special charges      52=Deselect                57=Invoicing overrides

* =Consolidated shipment
Opt  Shipment/      Order/      Ship date/      Customer/      Purchase order
     Ship to        Warehouse  Release by      Name
A2   ***** * ***** **/**/** *****
     ***** * ***** **/**/** *****
A2   ***** * ***** **/**/** *****
     ***** * ***** **/**/** *****
A2   ***** * ***** **/**/** *****
     ***** * ***** **/**/** *****
     ***** * ***** **/**/** *****
     ***** * ***** **/**/** *****

F2=Create invoices      F3=Exit          F7=Backward      F8=Forward
F11=Job status          F12=Return       F17=Subset
    
```

This panel shows you a list of shipments available for invoicing that match your selections from the previous panel and options you can use with the shipments in the list. The order shipments appear in shipment number sequence. Consolidated shipments are designated by an asterisk (*). Multiple orders within a shipment will display the same shipment number. You can select an individual order from a consolidated shipment.

Subset options include the ability to subset by customer number to display all order shipments for that customer and to subset by consolidated shipment number to display all the customer numbers for that consolidated shipment. You can limit the panel to show only customers that use consolidated invoices, customers that do not use consolidated invoices, or all customers.

To print an invoice or a shipment pro forma invoice, enter option **6** next to each order shipment you want to include. As you select each order shipment, the shipment number will be highlighted. You can deselect an order shipment that is highlighted using option **52**.

When you use **F2=Create invoices**, the shipments you selected are included on an invoice or pro forma and will be consolidated based on the customer's invoice consolidation flag. If consolidation cannot occur because some of the order data does not match, you have the opportunity to edit and override this data. In this case, the Edit Consolidated Invoicing Customers panel (AMBN6DFR) appears. See 'To edit consolidated invoicing customers'. If editing is unnecessary, the Confirm Invoice Print panel (AMBHZDFR) appears.

If IFM is installed and interfacing, use option **57=Invoicing overrides** to change the invoice overrides in IFM. The Invoicing defaults panel (UAQFPVR) appears.

If you do not see an order shipment you expected to, make sure at least one shipment has been processed for the order. The order shipment processing must be finished before you can invoice an order, even for orders that have only one shipment. See Chapter , "Create Packing Container" for additional information.

To edit consolidated invoicing customers

To consolidate orders on one invoice, a number of fields in the orders must match, including: currency ID, terms code, aging date, sales code, future age month, invoice series ID, note method, export designator, language code, invoice procedure code, and installment method.

Note: If the currency IDs do not match, you must create a separate invoice for the second currency.

When you select to combine order shipments onto one invoice, if the fields other than currency ID do not match, you have the opportunity to edit these fields and override the information in order to continue with consolidation. When these order fields do not match, the Edit Consolidated Invoicing Customers panel (AMBN6DFR) appears.

```

AMBN6DFR                      Edit Consolidated Invoicing Customers          *****
Company number . . . . . :  nn          *****
Position to customer . . . :  aaaaaaA8

Type options, press Enter.
2=Change orders

  Opt  Customer  Customer Name  Currency
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****
  A2 ***** ***** *****

F3=Exit  F7=Backward  F8=Forward  F12=Return
    
```

This panel appears only if customer orders to be consolidated on one invoice have certain unmatched fields. To override the fields, choose option **2=Change orders** to go to the Override Invoiced Orders Data panel (AMBN7DFR).

```

AMBN7DFR                      Override Invoiced Orders Data              *****
Company . . . . . :  nn          *****
Customer . . . . . :  nnnnnnnn *****
Currency ID . . . . :  aA3      *****
Invoicing type . . . :          *****
Position to order :

Type options, press Enter.
52=Deselect order from invoicing

  Opt  Order/  Terms/  Series ID/  Export/  Sales code/  Note ID/
  Ship to  Age date  Language  Age months  Invoice code  Installment
  A2 *****  A2      aaA4      A         A           aaaaaaaaaA10
  *****  nnnnnnnn  aA3      A         A           aaaaaaaaaA10
  A2 *****  A2      aaA4      A         A           aaaaaaaaaA10
  *****  nnnnnnnn  aA3      A         A           aaaaaaaaaA10
  A2 *****  A2      aaA4      A         A           aaaaaaaaaA10
  *****  nnnnnnnn  aA3      A         A           aaaaaaaaaA10

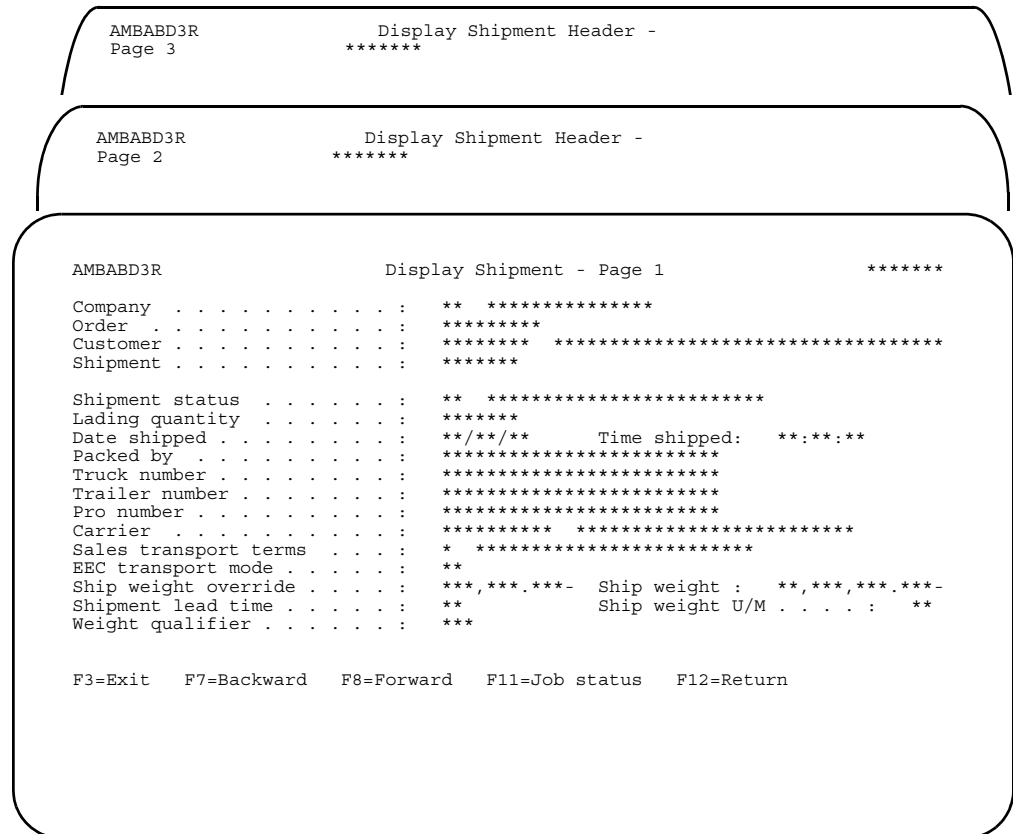
F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return
    
```

The orders for the invoice appear on this panel with the fields that do not match shown highlighted. You can change the highlighted fields so that they match, so that the orders are consolidated on the invoice. You can also keep the fields as they are and the orders with fields that do not match are included on separate invoices. If you do not want to print an invoice for an order with fields that do not match, use option **52=Deselect order** from invoicing to remove the order from being invoiced at this

time. The orders you change on this panel are updated with the changes during the invoicing process.

To see order shipment information

If you need to see information about when and how an order shipment was created, enter **5** in the **Opt** field next to the order shipment you want to check. The Detail Shipment Header - Page 1 panel (AMBABD3R) appears.



This panel is the first of three panels that contain information about the status of the order shipment.

The first panel shows you information about the picking, packing, and shipping activities that are complete for the order shipment. Use **F8=Forward** to see the second panel, which shows ship-to address information for the order shipment. Use **F8=Forward** to see the third panel, which shows invoice number information and other miscellaneous information.

To return to the Select Orders for Invoicing panel (AMBHFDFR) or the Select Shipments for Invoicing panel (AMBN9DFR), use **F12=Return** from any of the Detail Shipment Header panels.

To print invoices for order shipments

When you select **F2=Create invoices** on the Select Orders for Invoicing panel (AMBHFDFR) or on the Select Shipments for Invoicing panel (AMBN9DFR), the Confirm Invoice Print panel (AMBHZDFR) appears.

```

AMBHZDFR                                Confirm Invoice Print                                *****
Company number . . . . . : **                *****
Press Enter to confirm your choices.
Press F12 to return to change your choices.

Ship date/      Order/      Shipment      Customer/
Release by     Warehouse  number        Language
**/**/**      *****   *****      *****
*****        ***
**/**/**      *****   *****      *****
*****        ***
**/**/**      *****   *****      *****
*****        ***
**/**/**      *****   *****      *****
*****        ***
**/**/**      *****   *****      *****
*****        ***
**/**/**      *****   *****      *****
*****        ***

F3=Exit      F7=Backward  F8=Forward    F11=Job status
F12=Return
    
```

This panel lists the order shipments you chose on the previous panel. Press **Enter** to print all of the order shipments in the list (in a batch job) and return to the menu.

To add or delete order shipments from the list, use **F12=Return** to return to the Select Orders for Invoicing panel (AMBHFDFR) or the Select Shipments for Invoicing panel (AMBN9DFR). On these panels you can select and deselect the order shipments for invoicing, using option **52**. Press **F2** to continue.

When you print an invoice, you also update all the associated database files, including accounts receivable, general ledger, and tax files. This is not true for shipment pro formas, which do not update all the associated database files.

To see order comments

To see the comments associated with an order, type **13** in the **Opt** field next to the order you want. The List Order Comments panel (AMBHGDFR) appears.

```

AMBHGDFR                               List Order Comments (060)                               *****
Order/Customer . . . : ***** ***** *****
Position to reference   aaaA5
Next panel ID . . . . . aA3             *****

Type options; press Enter.
5=Display  62=Foreign language

Opt  Reference  Description  Auto include
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *
A2   *****  *****    *

F2=End order  F3=Exit      F4=Prompt    F7=Backward
F8=Forward    F11=Job status F12=Return
    
```

This panel shows you a list of comments associated with the order shipment.

Options. Use these options to perform activities for order comments listed on this panel.

Option	Use to
5=Display	Review detailed information about a comment. The Display Comment Details window appears, showing you the full comment text, language and comment class associated with the comment, and whether the comment is automatically included on order documents.
62=Foreign language	Review foreign language versions of the comment.

To return to the Select Orders for Invoicing panel (AMBHFDFR) or the Select Shipments for Invoicing panel (AMBN9DFR), use **F12=Return**.

To see items on an order shipment

To see the items associated with an order shipment, type **24** in the **Opt** field next to the shipment you want.

The List Shipment Releases panel (AMBIRDFR) appears.

```

AMBIRDFR                               List Shipment Items                      *****
Company . . . . . : ** *****
Order . . . . . : ***** Currency ID : ** *****
Customer . . . . . : ***** *****
Shipment . . . . . : *****

Type options; press Enter.
5=Display          11=Pick/Ship trans      13=Comments      30=Feature/
Options
38=Serial numbers 39=Surcharges           51=Kit components 58=Commission ...

Opt  Item number/          Qty released/  U/M      Selling price/
     Description          Qty shipped
A2 *****                *, ***, ***.***- ** ***, ***, ***, ***.***-
A2 *****                *, ***, ***.***- *, ***, ***, ***, ***.***-
A2 *****                *, ***, ***.***- ** ***, ***, ***, ***.***-
A2 *****                *, ***, ***.***- *, ***, ***, ***, ***.***-
A2 *****                *, ***, ***.***- *, ***, ***, ***, ***.***-
A2 *****                *, ***, ***.***- *, ***, ***, ***, ***.***-

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F23=More options
    
```

This panel shows you a list of the items released for the order shipment.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to
5=Display	Review detailed information for item. The Detailed Shipment Item - Page 1 panel (AMBACD3R) appears. This panel is the first of three panels that contain detailed information about order quotes and dates, pricing, and other miscellaneous information associated with the item.
11=Pick/Ship trans	Review shipping information for the item. The List Pick/ship Transaction panel (AMBJHDFR) appears. This panel shows you the ship date and ship quantity for the selected item.
13=Comments	Review comments associated with the item. The List Item Comments panel (AMBI0DFR) appears. This panel shows you the reference ID, text, and auto include indicator for each comment. Use option 5=Display on this panel to see detailed information for the selected comment. Use option 62=Foreign language to see foreign language versions of the selected comment.
30=Features/ Options	Review features and options. The display shipment Release Features/Options panel (AMBG8DFR) appears. This panel contains a list of features associated with the selected item and the selected option for each feature.
38=Serial numbers	See the Display Serial Numbers panel (AMBFKDFR). This panel shows you a list of serial numbers and warranty dates assigned to the selected item.

Option	Use to
39=Surcharges	<p>Review surcharges associated with the item. The List Shipment Items panel (AMBDYDFR) appears. This panel shows you a list of surcharges entered for the selected item and detailed information such as percentage or amount of surcharge and associated cost.</p> <p>Use option 5=Display on this panel to see text describing the selected surcharge.</p>
51=Kit components	<p>Review information about component items for the selected kit. The List Shipment Release Kit components panel (AMBG7DFR) appears. This panel shows you the quantity released and shipped for each component item in the kit and the associated selling price and net sales amount.</p> <p>Enter option 5 next to a component item to see detailed information. The Display Shipment Kit Component - Page 1 panel (AMBAED3R) appears. This panel is the first of three panels that contain information about the component item quantities, pricing, and other miscellaneous information. Use F8=Forward to see the additional panels.</p>
58=Commissions	<p>Review commissions for the item. The Display Item Commission Splits panel (AMBLVDFR) appears. This panel shows you a list of salesreps associated with the selected item. You also see the participation percent and commission percent for each salesrep.</p>
67=Configuration description	<p>Review the description of the item's configuration in Knowledge Based Configurator (KBC). The KBC Customer Order Inquiry panel (TCF672) appears, which shows you a concatenated view of the description for the item. Use F13 on this panel to toggle to the option comments for the item.</p>
68=Configuration responses	<p>Review the responses you entered in the KBC dialogue to configure the item. The KBC Customer Order Inquiry panel (TCF691) appears.</p>

To see special charges on an order shipment or a prorated shipment special charge

To see special charges associated with an entire order, type **25** in the **Opt** field next to the shipment you want. The Display Shipment Special Charges panel (AMBHDDFR) appears.

```

AMBHDDFR                               List Shipment Special Charges                *****
Company . . . . . : **                *****
Customer . . . . . : *****          *****
Order . . . . . : *****             *****
Shipment . . . . . : aaaaaA7

Type options; press Enter.
5=Display  13=Comments

Opt Reference/      Type      Tax      Amount/      Terms discount/
   Description      indicator  Cost      Surcharge
A2  ***            *        ***      **, ***, ***, ***, **.-
*****
A2  ***            *        ***      **, ***, ***, ***, **.-
*****
A2  ***            *        ***      **, ***, ***, ***, **.-
*****
A2  ***            *        ***      **, ***, ***, ***, **.-
*****

F3=Exit    F7=Backward  F8=Forward  F11=Job status
F12=Return
  
```

This panel shows the special charges associated with an entire order shipment.

Options. Use these options to perform activities for special charges listed on this panel.

Option	Use to
5=Display	Review detailed information about a special charge. The Display Special Charge Detail panel (AMBBWD1R) appears, showing you the special charge code and description, any associated charges or costs, and other special charge information.
13=Comments	Review comments associated with a special charge. The List Shipment Special Charge Comments panel (AMBI6DFR) appears showing you the language code, reference ID, and text for all comments associated with the special charge.

To return to the Select Orders for Invoicing panel (AMBHFDFR) or the Select Shipments for Invoicing panel (AMBN9DFR), use **F12=Return**.

Invoice

Multiple order invoices show order totals at the end of each order on the invoice and an invoice total amount due on the last page of the invoice.

R5 USD Customer			2080	1
123 Street			9/17/**	
Atlanta GA 500100			10/16/**	
United States				
	N	EUR		
		Euro Currency		
R5 USD Customer				
123 Street				
Atlanta GA 500100				
United States				
		2% 10 Days / Net 30		
1 50010001	CO	318		
		202		
64	Always On Time		9/17/98	4.500 LB
MPA601		EA	3.000	
MPA ASSEMBLY 601			157.730	473.19
Group Euro Test Tax				33.12
			473.19	
			.00	
			.00	
			9.46	
			.00	
	FFR Total:		3,344.28	
				506.31

Reviewing or selecting invoices to reprint

Use this option to see a list of invoices. For invoices in the list, you can review invoices, reprint previously printed standard invoices, review shipments and special charges associated with an invoice, or resend invoices electronically.

You can reprint invoices for order shipments that have already been invoiced.

Before you start

You need to know the number of the company for which you want to reprint invoices.

How you start reviewing or selecting invoices to reprint

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 7	Process invoices.
AMBM17	Select option 3	Review or select invoices to reprint.
AMBCTPV R	Enter company	Select invoices for a company.
AMBJODF R	Enter an option or use a function key	Review or reprint invoices.

After you select the company on the Specify Invoices for Display or Reprint panel (AMBCTPVR), the Select Invoice for Display or Reprint panel (AMBJODFR) appears. From this panel you can select an invoice or review the invoice and special charges and shipments associated with the invoice, reprint the invoice, or resend the invoice electronically.

```

AMBJODFR                Select Invoice for Display or Reprint                *****
Company number . . . . . : **                *****                Subset active
Tax category . . . . . : *                *****
Position to invoice . . . . . nnnnnn

Type options; press Enter.
1=Resend EDI invoice      5=Display      6=Reprint hard copy invoice
25=Special Charges      31=Shipments

Opt Invoice/ Date      Order      Customer number/ Purchase order
  Sequence
A2 ***** **/**/** ***** *****
  *****
A2 ***** **/**/** ***** *****
  *****
A2 ***** **/**/** ***** *****
  *****
A2 ***** **/**/** ***** *****
  *****

F3=Exit      F7=Backward      F8=Forward      F11=Job status
F12=Return   F17=Subset
    
```

If you are not sure which invoice you want to reprint, use the options on this panel to see detailed information about the invoices. When you are ready to reprint a invoice, enter option **6** next to that invoice.

Hint: You must exit the panel for the invoice to print.

This panel shows all invoices that have not been archived and deleted. If the invoice contains multiple orders, the invoice and sequence number will appear only for the first order. All other orders on this invoice have only the sequence number displayed.

When multiple orders are consolidated on an invoice, you can use option **5** only for the order displayed with the invoice number (the first order on the invoice).

When you select to reprint the invoice next to the invoice number, all orders for that invoice will reprint on the invoice, exactly like the original invoice.

Note: You can reprint an invoice in another currency. The Confirm Reprint of Invoices panel (AMBF0DFR) allows you to specify an invoice currency for the invoices you select to reprint.

You can reprint an invoice as long as it appears in the list on this panel. When an order shipment is archived to tape and deleted from the system, the associated invoice is no longer available for reprinting. See Chapter 15, "Maintaining Order Shipment History" for information on archiving order shipments.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to	See page
1=Resend EDI invoice	Send the invoice electronically, without printing it again.	—
5=Display	Review detailed information about the invoice.	9-20
6=Reprint hard copy invoice	Print a copy of an existing invoice, without sending it electronically.	—

Option	Use to	See page
25=Special Charges	Review special charges associated with an invoice.	9-21
31=Shipments	Review order shipments associated with an invoice.	9-22

To see invoice information

If you need to see detailed information about an invoice, enter **5** in the **Opt** field next to the invoice you want to check. The Display Invoice Header (AMBAXD1R) appears. This panel is the first of five panels that show you information about the customer being invoiced, total invoice amounts, miscellaneous invoice information, and invoicing options. Press **Enter** to see the next panel.

```

AMBA4D1R          Display Invoice Header Page 5          *****
*

AMBA5D1R          Display Invoice Header Page 4          *****
*

AMBAZD1R          Display Invoice Header Page 3          *****
*

AMBA2D1R          Display Invoice Header Page 2          *****
*

AMBAXD1R          Display Invoice Header Page 1          *****
Company . . . . . : ** *****
Order . . . . . : ** ***** Currency ID: *** *****
Customer . . . . . : *****
Invoice (Seq/Series/Type) : ***** *****
Press Enter to see the next page, or type a new page number.  Page 1 of 5
Sold to          Bill to
*****
*****
*****
*****
Territory . . . . : ** *****
Customer class . . : *****
Salesrep . . . . . : *****

F3=Exit  F10=Shipments  F11=Job status  F12=Return
    
```

To see special charges on an invoice

To see special charges associated with an invoice, type **25** in the **Opt** field next to the shipment you want. The List Invoice Special Charges panel (AMBJQDFR) appears.

```

AMBJQDFR                               List Invoice Special Charges          *****
Company . . . . . : ** *****
Invoice . . . . . : *****

Type options; press Enter.
5=Display  13=Comments

Opt Reference      Type      Tax ind      Amount      Cash discount
Description                               Cost          Surcharge
A2 ***            *          ***          ** , ** , ** , ** - ** -
*****
A2 ***            *          ***          ** , ** , ** , ** - ** -
*****
A2 ***            *          ***          ** , ** , ** , ** - ** -
*****
A2 ***            *          ***          ** , ** , ** , ** - ** -
*****
nn ***            *          ***          ** , ** , ** , ** - ** -
*****

F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return
    
```

This panel shows the special charges associated with an invoice. You will see order special charges and shipment special charges.

Options. Use these options to perform activities for special charges listed on this panel.

Option	Use to
5=Display	Review detailed information about a special charge. The Detail Invoice Special Charge panel (AMBA7D1R) appears, showing you the special charge code and description, any associated charges or costs, and other special charge information.
13=Comments	Review comments associated with a special charge. The List Shipment Special Charge Comments panel (AMBI6DFR) appears showing you the language code, reference ID, and text for all comments associated with the special charge.

To return to the Select Invoice for Display or Reprint panel (AMBJODFR), use **F12=Cancel**.

To see order shipments on an invoice

To see the order shipments associated with an invoice, type **31** in the **Opt** field next to the shipment you want. The List Shipments panel (AMBI5DFR) appears.

```

AMBI5DFR                               List Shipments                               *****
Company . . . . . : ** *****
Invoice/Sequence . . . . . : ***** *****
Order . . . . . : *****
Customer . . . . . : ***** *****
PO number/ PO date . . . . . : ***** **/**/**
Position to shipment . . . . . nnnnnnn

Type options; press Enter.
5=Display 13=Comments 24=Shipment items 25=Special charges

Opt ----- Shipment ----- Ship to name/ Whse/
Number Date Time Instructions Carrier
A2 ***** **/**/** **:*.**:** ***** *****
A2 ***** **/**/** **:*.**:** ***** *****
A2 ***** **/**/** **:*.**:** ***** *****

F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return
    
```

This panel contains a list of order shipments handled by the selected invoice.

Options. Use these options to perform activities for the order shipments listed in this panel.

Option	Use to	See page
5=Display	Review detailed header-level information about the order shipment. The Display Shipment Header - Page 1 panel (AMBABD3R) appears. This panel is the first of three panels that show you information about how the order shipment was packed and shipped, the shipment destination, and the warehouse where the shipment originated. Use F8=Forward to see the next panel.	—
13=Comments	Review comments associated with the selected shipment.	9-14
24=Shipment Items	Review line items associated with the selected shipment. The List Shipment Items panel (AMBIRDFR) appears.	9-14
25=Special charges	Review special charges associated with the selected shipment. The List Shipment Special Charges panel (AMBHEDFR) appears. Use the options on this panel to see detailed information for a special charge, for comments associated with a special charge, or for surcharges associated with a special charge.	—

Selecting orders for invoicing

Use this option when you want to print invoices for groups of orders. You can print invoices for all order shipments that are ready for invoicing or you can print invoices for order shipments entered by a specific user or with a specific invoice date.

You can also choose the type of customer for whom you want to select invoices: customers with consolidated invoices and customers with non-consolidated invoices.

If you choose to print all unprinted invoices, you have several choices for narrowing the range of unprinted invoices to be printed. First, you can choose to print all unprinted invoices for all companies or for a specific company. You can then choose to print invoices regardless of the language used for order comments, special charges, item descriptions, or item comments, or you can choose to print only those invoices that use a specific language for order text.

If you choose to print the unprinted invoices by user and date, you must specify the ID of the user and the date. You can choose to print the invoices in sequence by order number or by time when the orders were entered.

After you run this option, the invoices that you print can be reprinted. See “Reviewing or selecting invoices to reprint” on page -18 for additional information.

Note: When International Financial Management (IFM) is installed and interfacing, the invoicing function automatically assigns, writes, and posts transactions to IFM.

Before you start

You need to know the number of the company for which you want to print invoices or the user ID and order date you want to use to select invoices for printing.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 7	Process invoices.
AMBM17	Select option 4	Select orders for invoicing.
AMBFQPVR	Enter selection criteria	Print all unprinted invoices or selected invoices.

When you select option **4** on the Process Invoices menu (AMBM17), the Print Invoices: Selection 1 panel (AMBFQPVR) appears. From this panel you choose to print either all unprinted invoices or unprinted invoices for orders entered by a specific user on a specific date. You also choose whether you want to print invoices for customers using consolidated invoices, for customers not using consolidated invoices, or both types of customers.


```
AMBFQPVR                Print Invoices: Selection 1                *****
Type choices; press Enter.
Invoices to print . . . . . A 1. All unprinted
                             2. User/date time stamp
Invoicing customer type . . . . . A 0. All
                             1. Consolidated
                             2. Non-consolidated
Invoice date . . . . . nnnnnn
General ledger month/period . . . . . nn
General ledger year . . . . . A2

F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

To print all unprinted invoices

When you enter option 1, All unprinted, on the Print Invoices: Selection 1 panel (AMBFQPVR), the Print Invoices: Selection 2 panel (AMBFSPVR) appears.

```

AMBFSPVR                      Print Invoices: Selection 2                      *****
Type choices; press Enter.

Invoices to print . . . . . : * 1. All unprinted
                             2. User/date time stamp

Invoice date . . . . . : **/**/**

General ledger month/period . . . . . : **
General ledger year . . . . . : **

Company number . . . . . : nn 0=All companies

Print all languages . . . . . : A
Language code . . . . . : aA3 *****

Tax category . . . . . : A
Invoice location . . . . . : A2
Shipping location . . . . . : aaA4
Packing list number . . . . . : aaaaA6

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

This panel shows you additional options you can use to print invoices for all order shipments ready for invoicing.

You can print invoices for all companies or you can print invoices for a specific company.

You can print invoices in all languages or only invoices that use a specific language. If you want to print only those invoices that do not use a foreign language, type **N** in the **Print all languages** field and **001** in the **Language code** field.

When you press **Enter**, all invoices are printed for all order shipments that match the values you specify on this panel.

Note: If you select orders for customers that allow invoice consolidation, the Edit Consolidated Invoicing Customers panel (AMBN6DFR) or the Override Invoiced Orders Data panel (AMBN7DFR) may appear. To edit consolidated invoicing customers, refer to 'To edit consolidated invoicing customers'.

To print invoices by user and date

When you enter option **2**, User/date time stamp, on the Print Invoices: Selection 1 panel (AMBFQPVR), the Print invoices: Selection 3 panel (AMBFUPVR) appears.

```

AMBFUPVR                      Print Invoices: Selection 3                      *****
Type choices; press Enter.
Invoices to print . . . . . : n 1. All unprinted
                             2. User/date time stamp
Invoice date . . . . . : **/**/**
General ledger period/month . . . . : **
General ledger year . . . . . : **
User/Date stamp . . . . . : aaaaaaaA10 nnnnnn
Sort by . . . . . : n 1. Order number
                             2. Time of entry
Tax category . . . . . : A
Invoice location . . . . . : A2
Shipping location . . . . . : aaA4
Packing list number . . . . . : aaaaA6

F3=Exit  F4=Prompt  F12=Return
    
```

On this panel, you enter the user ID and order date you want to use to select order shipments for invoicing.

In the **User** field, type the **ID** of the user who entered the orders for which you want to invoice shipments. The **Date stamp** field defaults to the current date. Type in the order date you want to use to select order shipments.

The **Sort by** field shows the sequence in which you want orders to print. The default is to print invoices by order number. Accept the default or type **2** to print invoices by the time of day the orders were entered.

Note: If you select orders for customers that allow invoice consolidation, the Edit Consolidated Invoicing Customers panel (AMBN6DFR) or the Override Invoiced Orders Data panel (AMBN7DFR) may appear. To edit consolidated invoicing customers, refer to 'To edit consolidated invoicing customers'.

Reviewing or selecting orders for amount invoicing

Use this option to print invoices for orders, updating Accounts Receivable, but without making any inventory transactions. Later, when the items are shipped, you print another invoice and generate inventory transactions. The inventory transactions are also generated when the shipment is picked and shipped confirmed.

Notes:

1. Amount invoices are not consolidated, even if the customer is set up to allow consolidation.
2. If an order is on hold, you cannot print an amount invoice for it.

Before you start

You need to know the number of the company for which you want to print invoices or the user ID and order date you want to use to select invoices for printing.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 7	Process invoices.
AMBM17	Select option 5	Select orders for amount invoicing.
AMBFQPVR	Enter selection criteria	Print amount invoices.

When you select option **5** on the Process Invoices menu (AMBM17), the Select Orders for Amount Invoicing panel (AMBH1PVR) appears. From this panel you choose a company, invoice date, general ledger month/period, or general ledger year for which to list orders.

To select the orders

The Select Orders for Amount Invoicing panel (AMBNCDFR) then appears.

```

AMBNCDFR                Select Orders for Amount Invoicing                *****
Company number . . . . . : **                *****                Subset Active
Position to order . . . . : aaaaaA7

Type options; press Enter.
5=Display                6=Print invoices    13=Order comments
24=Order items          25=Special charges

Opt   Order      Order      Customer/   Name/
      *****   **/**/**   Language    P.O. number
A2    *****   **/**/**   *****    *****
      *****   **/**/**   *****    *****
A2    *****   **/**/**   *****    *****
      *****   **/**/**   *****    *****
A2    *****   **/**/**   *****    *****
      *****   **/**/**   *****    *****

F3=Exit    F7=Backward  F8=Forward  F11=Job status
F12=Return F17=Subset
    
```

If you are not sure which order you want to print an amount invoice for, use the options on this panel to see detailed information associated with an order. When you are ready to print an amount invoice, enter option **6** next to the selected order.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
5=Display	Review detailed information about an order.	10-10
6=Print invoices	Print an amount invoice. You can select multiple orders for amount invoicing at the same time.	—
13=Order comments	Review the comments for an order.	13-186
24=Order items	Review the items for an order.	10-12
25=Special charges	Review the special charges for an order.	10-15

Reviewing or selecting invoices for complementary invoicing

Use this option to create complementary invoices, which are net invoices showing the pricing and taxing differences for previously issued invoices. Complementary invoices are supplemental or adjustment invoices for invoices you have previously issued.

You review previous invoices (by customer), which are called “base” invoices, and select the ones that need to be corrected. The base invoices you select are grouped by a sequentially-assigned complementary reference number, and the complementary orders are generated. You can then maintain the complementary orders, but you cannot add or delete items, quantities, or special charges. However, you can change prices, net sales amounts, and special charge amounts on a complementary order.

Temporary invoices are generated for the complementary orders. You can display the net differences between the original order invoices and temporary invoices, in order to verify your selections. Actual complementary allowance invoices are then generated from the net differences between the original base invoices and the temporary invoices created from the complementary orders. The net difference is a result of comparing the quantities, prices, and extended amounts. Taxes included in the price are in the complementary invoice amount. Taxes are recorded and summarized the same as taxes on a normal invoice. The complementary invoice is updated to IFM, just as a normal invoice. When the complementary invoice is complete, the complementary invoice reference, complementary orders, and temporary invoices are deleted.

Notes:

1. IFM must be installed and interfacing with COM.
2. The base invoices you select can be regular invoices, credit memos, or special charge only invoices.
3. The complementary invoices will be regular invoices or credit memos, depending on the base invoice type. However, all items on either type are allowance items.
4. You can use installments with complementary invoices.
5. You cannot use amount only invoices as base invoices for complementary invoicing.
6. After you create a base invoice, before creating a complementary invoice, an exchange rate change by itself will not force a complementary invoice amount. The exchange rate used for the base invoice will be used for the complementary invoice.
7. Using order comment maintenance, you can set up two general customer order comments to be used for automatically printing an order comment on all complementary invoices. One comment prints only on complementary invoices with taxing changes and no pricing changes. The second order comment prints on all other complementary invoices. You must use a specific user reference code to set up the comments text:

****1 Used for taxing change only complementary invoices.

****2 Used for all other complementary invoices.

Before you start

You need to know the base invoices for which you want to create complementary invoices.

How you start

On panel	You	To
AMBM00	Select option 1	Process orders.
AMBM10	Select option 7	Process invoices.
AMBM17	Select option 6	Select complementary invoicing.
AMBFQVVR	Enter selection criteria	Work with Complementary Invoices

When you select option 6 on the Process Invoices menu (AMBM17), the Work With Complementary Invoices panel (AMBPLDFR) appears.

```

AMBPLDFR                                Work With Complementary Invoices                                *****
Subset by Company . . . . nn             *****
Customer . . . . nnnnnnnn *****
Status . . . . n *****
Position to date . . . . nnnnnn

Type options; press Enter.
4=Delete 9=Select base invoices 10=Generate orders 12=Work with orders
13=Generate invoices 14=Display invoices 15=Print invoices 18=Change date

Opt Invoice date Customer Reference Status
A2 **/**/** ***** ***** * *****
A2 **/**/** ***** ***** * *****
A2 **/**/** ***** ***** * *****
A2 **/**/** ***** ***** * *****
A2 **/**/** ***** ***** * *****
A2 **/**/** ***** ***** * *****
A2 **/**/** ***** ***** * *****
A2 **/**/** ***** ***** * *****

F3=Exit F4=Prompt F6=Add Reference F7=Backward
F8=Forward F12=Return
    
```

Use this panel to review and perform actions on the existing complementary references. The references are shown in descending date sequence.

The Reference Status field affects what options you can select on this panel, as follows:

- 0 No base invoices selected. Select option **4**, **9** or **18**.
- 1 Base invoices selected. Select option **4**, **9**, **10**, or **18**.
- 2 Generate orders active. No options allowed.
- 3 Orders generated. Select option **4**, **9**, **12**, **13**, or **18**. If you select option **9** and change the base invoices selected, this **Status** field is changed to **1**.
- 4 Generate invoices active. No options allowed.

- 5** Invoices generated. Select option **4, 9, 12, 14, 15,** or **18**. If you select option **9** and change the base invoices selected, this **Status** field is changed to **1**. If you select option **12** and change any generated order, this **Status** field is changed to **3**.
- 6** Print invoices active. No options allowed.

Use **F6=Add Reference** to add a new complementary invoice reference number. The Create Complementary Invoice Reference panel (AMBJDPVR) appears.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for invoices listed on this panel.

Option	Use to	See page
4=Delete	Delete everything associated with that complementary invoice reference number.	—
9=Select base invoices	Select base invoices for which you want to create complementary invoices. The Select Complementary Base Invoices panel (AMBPUDFR) appears.	
10=Generate orders	Create orders from the history files of the base invoices.	—
12=Work with orders	Work with the orders contained in this complementary invoice. The Work With Complementary Orders panel (AMBPNDFR) appears.	
13=Generate invoices	Generate the temporary invoices.	—
14=Display invoices	Review the net differences between the base and temporary invoices, which will be in the complementary invoice. The Display Complementary Invoices panel (AMBPODFR) appears.	
15=Print invoices	Generate the allowance complementary invoices. The complementary orders, temporary invoices, and complementary reference number are deleted.	—
18=Change date	Change the date of the complementary invoice.	—

When you select option **9=Select base invoices** on the Work With Complementary Invoices panel (AMBPLDFR), the Select Complementary Base Invoices panel (AMBPUDFR) appears.

```

AMBPUDFR                               Select Complementary Base Invoices          *****
Company . . . . . : **                *****
Customer . . . . . : *****          *****
Reference number . : *****          Currency ID . : *** *****
Invoice date range. : From . .        nnnnnn   To . .   nnnnnn
Subset to invoice . . nnnnnn

                                         Complementary invoiced . : *
Type options; press Enter.
5=Display orders   52=Select/Deselect   57=Display invoice
                  *=Multiple order invoice
Opt   Base   Series Invoice   Trading currency   Local currency
invoice ID      date   invoice amount     invoice amount
A2    ***** *   ***   **/**/**   *****.**-     *****.**-
A2    ***** *   ***   **/**/**   *****.**-     *****.**-
A2    ***** *   ***   **/**/**   *****.**-     *****.**-
A2    ***** *   ***   **/**/**   *****.**-     *****.**-
A2    ***** *   ***   **/**/**   *****.**-     *****.**-
A2    ***** *   ***   **/**/**   *****.**-     *****.**-
A2    ***** *   ***   **/**/**   *****.**-     *****.**-

F3=Exit          F6=Add reference   F7=Backward   F8=Forward   F10=Generate order
F12=Return      F13=Select all    F22=Toggle complementary invoiced
    
```

Use this panel to select base invoices for a complementary invoice. The invoices already complementary invoiced do not appear on this list, but you can display them using **F22=Toggle complementary invoices**. Use option **52=Select/Deselect** to make your choices. Selected invoices are shown highlighted on the panel.

To review orders on an invoice, use option **5=Display orders**. To review the invoice, use option **57=Display invoice**.

When you finish selecting the invoices for the complementary invoice, use **F10=Generate order** to create the complementary orders in a batch job.

When you select option **12=Work with orders** on the Work With Complementary Invoices panel (AMBPLDFR), the Work With Complementary Orders panel (AMBPNDFR) appears.

```

AMBPNDFR                      Work With Complementary Orders                      *****
Company . . . . . : ** *****
Customer . . . . . : ***** *****
Reference number . . . . . : ***** Currency ID : *** *****
Position to Base invoice . . nnnnnn

Type options; press Enter. Options apply to highlighted order column.
 5=Display 24=Review items 25=Special charges 41=Tax inquiry ...

Opt  --Complementary--  Base      Base  Series  Base purchase order
      Order      Status  order  invoice ID
A2 ***** ** ***** ***** *** *****
A2 ***** ** ***** ***** *** *****
A2 ***** ** ***** ***** *** *****
A2 ***** ** ***** ***** *** *****
A2 ***** ** ***** ***** *** *****
A2 ***** ** ***** ***** *** *****
A2 ***** ** ***** ***** *** *****
A2 ***** ** ***** ***** *** *****

F3=Exit  F7=Backward  F8=Forward  F12=Return
F15=Generate invoices  F23=Toggle  complementary/base options
    
```

Use this panel to maintain the complementary order or review the base invoice order.

The option line changes from options for complementary orders and options for base orders. Use **F23=Toggle complementary/base options** to switch from one set to the other.

Use **F15=Generate invoices** to create temporary invoices, in a batch job.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for invoices listed on this panel.

Option	Use to	See page
5=Display	For complementary orders, review the customer order. The Display Customer Order panel (AMBFAPVR) appears. For base orders, review the invoice. The Display Invoice Header Page 1 panel (AMBAXD1R) appears.	—
24=Review items	For complementary orders, review the line items in the order. The Review Order Line Items panel (AMBEJDFR) appears.	—
25=Special charges	For complementary orders, review the special charges for the order. The Review Special Charges panel (AMBESDFR) appears.	—
31=Shipments	For base orders, review the shipments for a base order. The List Shipments panel (AMBI5DFR) appears.	—

Option	Use to	See page
41=Tax inquiry	For complementary orders, review the line item taxes in the order. The Document Line Item Taxes panel (UAPMDFR) appears.	—
57=Invoice header	For base orders of a multi-order base invoice, review the invoice header. The Display Invoice Header Page 1 panel (AMBAXD1R) appears. The invoice header shows the invoice totals.	—

When you select option **14=Display invoices** on the Work With Complementary Invoices panel (AMBPLDFR), the Display Complementary Invoices panel (AMBPODFR) appears.

```

AMBPODFR                      Display Complementary Invoices                      *****
Company . . . . . : **                *****
Customer . . . . . : *****          *****
Reference number . . . . . : *****    Currency ID . : *** *****
Position to Base invoice . nnnnnn

Type options; press Enter.
  5=Invoiced items  6=Invoiced special charges  7=Invoiced taxes

Opt ----- Base ----- Complementary -----
Invoice Series Order Invoice amount Order amount Invoice amount
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-
A ***** **  ***** *****.*- *****.*- *****.*-

F3=Exit  F7=Backward  F8=Forward  F12=Return
    
```

Use this panel to review the invoice amounts of the previously-invoiced base orders versus the invoice amounts of the complementary orders created from the base orders.

You can also use the options on this panel to review the differences between the base order and complementary order for invoiced items, invoiced special charges, and invoiced taxes.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Chapter 10. Inquiring

The Customer Order Management (COM) Inquiry function provides online access to specific order processing and invoicing data. When you select option 2 on the Main Menu (AMBM00), the Inquiry menu (AMBM20) appears.

```

AMBM20                                Customer Order Management          *****
                                Inquiry

Type option or command; press Enter.

    1. Customer
    2. Orders
    3. Items
    4. Daily Recap
    5. Pricing

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
    
```

Options

Use these options to select which type of inquiry you want to perform.

Option	Use to	See page
1	Review customer-related information	10-2
2	Review orders and order history (detail version)	10-7
2	Review orders and order history (summary version)	10-20
3	Review item-related information	10-38
4	Summarize COM activity for orders, shipments, and invoices.	10-45
5	Determine prices for items without entering an order	10-56

Customer

Use this option to review customer-related information, including ship-to addresses and tax data.

Customer inquiry allows you to review and print the data that is kept in master files about your company's customers. This data includes not only the customer's name, address, and telephone number, but also billing and pricing information, ship to addresses if a customer wants goods shipped to an address other than the billing address, tax data, and so forth. For reviewing customers that are defined as EDI trading partners, see the *Electronic Commerce User's Guide*.

Note: If International Financial Management (IFM) is installed and interfacing, taking this option takes you to the IFM Work With Entities panel (YAWEDFR). Customers are a type of entity in IFM, which you display and print in IFM. For more information, refer to the Work With Entities option in Chapter 17, "Implementation Table Set-Up," in the *International Financial Management User's Guide*.

Before you start

To review customer information, you need to know which company numbers and customer numbers you want to use.

How you start

On panel	You	To
AMBM00	Select option 2	Review master files records
AMBM20	Select option 1	Review customer-related information
AMBIVDFR	Select a customer	Review master file records for that customer.

When you select option 1 on the Inquiry menu (AMBM20), the Customer Inquiry panel (AMBIVDFR) appears.

```

AMBIVDFR                               Customer Inquiry                               *****
Position to company . . . . . nn          *****
name . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
number . . . . . nnnnnnnn

Type options; press Enter.
5=Display  6=Print  8=Note tasks  13=Comments  15=Ship-to
21=Banking domiciliations  25=Document/media  60=AR summary

Opt  Co Name/                               Customer/  Class/  Ter/  Rep/
     City                               Status   State  Postal  Cty
A2  ** *****                               ***** ** ***** **
     *****                               ***** ** ***** **
A2  ** *****                               ***** ** ***** **
     *****                               ***** ** ***** **
A2  ** *****                               ***** ** ***** **
     *****                               ***** ** ***** **
A2  ** *****                               ***** ** ***** **
     *****                               ***** ** ***** **

F3=Exit    F7=Backward  F8=Forward  F11=Job status
F12=Return F17=Subset  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for customers listed on this panel.

Option	Use to	See page
5=Display	Review customer information. The Display Customer Address (D) panel (AMVADD1R) appears. This is the first of four panels that show you customer information, including, billing and pricing, credit, and logistics. Press Enter to see the next panel in the series. When you press Enter on the last panel, you return to panel AMBIVDFR.	10-4
6=Print	Print the Customer Detail Listing (AMVAVPFR). This report shows master file data for the customer you select.	—
13=Comments	Review and print customer-related comments.	13-186
15=Ship-to	Review ship-to and tax information.	—
21=Banking domiciliations	Maintain banking domiciliation information for a specific customer.	—
25=Document/media	Review the document media flags (paper, EDI, or fax) set up for this customer, including details. The Display Document/Media panel (AMBMODFR) appears.	—
60=AR summary	Review customer balances from Accounts Receivable. When you select this option, the Display Customer AR Balances panel (AMVAKD1R) appears, showing you detailed information about amounts due and past due, payments made, and the credit limit allowed for the customer you selected.	—

Function keys. Use this function key to perform additional actions.

Function key	Use to	See page
21=Print	<p>Print the Customer Detail Listing (AMVAVPFR). This report shows all customer-related information for the companies, customers, customer classes, and customer status.</p> <p>The Select Customer List window appears when you use this function key. If you leave the fields on the window blank and press Enter, all customers for all companies, customer classes, and customer status are printed on the report.</p>	—

To review customer information

When you use option **5=Display** on the Customer Inquiry panel (AMBIVDFR), the Display Customer Address panel (AMVADD1R) appears. This panel is the first of four panels that show you customer information, including, billing and pricing, credit, and logistics.

```

AMVAGD1R                Display Customer Logistics                *****
Company . . . . . : ** ***** Page 4 of 4
Customer . . . . . : ***** *****
Backorders . . . . . : * Pack list . . . . . : *
```

```

AMVAED1R                Display Customer Credit                *****
Company . . . . . : ** ***** Page 3 of 4
Customer . . . . . : ***** *****
Credit limit amount . . . : *,**,**,**,**- Credit rating . . . : *
```

```

AMVAFD1R                Display Customer Billing/Pricing                *****
Company . . . . . : ** ***** Page 2 of 4
Customer . . . . . : ***** *****
Price book ID . . . . . : ***** *****
Price code . . . . . : ** ***** *****
```

```

AMVADD1R                Display Customer Address                *****
                                                                    *
Company number . . . : **      *****      Page 1 of 4
Customer number . . . : ***** *****
                                                                    *
Addressee name . . . : *****
Address line 1 . . . : *****
                2 . . . : *****
                3 . . . : *****
                4 . . . : *****
                5 . . . : *****
City . . . . . : *****
State code . . . . : **      *****
Postal/Country . . . : ***** *** Tax city/county *****
Address format . . . : *      *****
                                                                    *
Contact name . . . . : *****
Telephone/Fax number : ***** More? A
Shipping instructions : *****
Shipping location . . : *****
Zone . . . . . : **      *****
Customer status . . . : *      *****
                                                                    *
F3=Exit  F11=Job status  F12=Return
    
```

Press **Enter** to see the next panel in the series. When you press **Enter** on the last panel, you return to panel AMBIVDFR.

Note: If you are using International Financial Management (IFM), some of the fields on these panels do not appear at all. You review the customer data in the implementation tables in IFM. Refer to the *IFM User's Guide* for more information.

To review ship-to and tax information

The address to which goods are shipped (the ship-to address) can be different from the address to which acknowledgments and invoices are sent (the sold-to address). A customer can also have more than one ship-to address.

Because taxes are assessed based on the ship-to address, tax information is linked to the ship-to address.

When you use option **15=Ship-to** on the Customer Inquiry panel (AMBIVDFR), the Ship to Inquiry panel (AMBIWDFR) appears.


```

AMBIWDFR                               Ship to Inquiry                               *****
Company . . . . . : ** *****
Customer . . . . . : ***** *****
Position to ship to number . . nnnnnnnn
subset by name . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35

Type options; press Enter.
5=Display 6=Print 40=Tax data

Opt  Ship to  Ship to  Default
number name  ship to?
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****
A2 ***** ***** *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F17=Subset   F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for customers listed on this panel.

Option	Use to
5=Display	Review ship-to information for a customer. The Display Customer Ship to Address (D) panel (AMVAID1R) appears. This is the first of two panels that show you customer ship-to information. Press Enter to see the second panel. When you press Enter on the second panel, you return to panel AMBIWDFR. Note: The ship-to address can be the same as the customer's "sold-to" address.
6=Print	Print the Customer Ship To Listing (AMVA6PFR) report. This report shows the customer ship-to information you selected.
40=Tax data	Review the tax registration information that is associated with a ship-to address. The Ship to Tax Registration panel (AMVB0DFR) shows you the tax codes, their descriptions, and the tax registration numbers associated with the ship-to address.

Function keys. Use this function key to perform additional actions.

Function key	Use to
21=Print	Print the Customer Ship to Information report (AMVA6PFR). This report shows you the ship-to information and tax data or the customer you select. The ship-to information is sorted by the ship-to number.

Orders

Use this option to review order-related information for customer orders, quotes, standing orders, and credit memos. Order inquiry allows you to review:

- Blanket releases
- Comments
- Commissions
- Invoices
- Items on orders
- Pricing
- Shipments
- Sold-to/ship-to addresses
- Special charges
- Surcharges

You can review open orders and order history. An open order is any order that has not been completely shipped and invoiced (the order status code is not equal to 50). When an order has been completely shipped and invoiced (the order status code is equal to 50) you can review it in order history. A single order does not appear in both open order inquiry and order history inquiry.

COM provides two different versions of the order inquiry panels: a detail version and a summary version. The detail version allows you to "drill down" through the details of each area of the order. The summary version provides more summarized information about the order using a series of panels without the "drill-down" feature. Using the user defaults function, you can select which kind of order inquiry is the default when you select the order option on the Inquiry menu. Function key **F22** on the inquiry panels allows you to switch to the other type of inquiry, as needed. In this section, the detail version of the inquiries is described first, followed by the summary version.

In the detail version of the order inquiry panels, when you select option 2 the first panel you see, List Orders - Open (AMBG0DFR), shows you open orders. **F22=History** on this panel allows you to switch to order history. **F22=Alt inquiries** on the List Orders - History panel (AMBGZDFR) allows you to review detailed information for an order.

In the summary version of the order inquiry panels, when you select option 2, the first panel you see, Order/Shipment/Invoice Inquiry panel (AMBHYPVR), allows you to review summarized information for an order. **F22=Alt inquiries** on this panel allows you to switch to the detail version of order inquiry; the List Orders - Open panel (AMBG0DFR) appears.

The panels you see as you review orders are similar to the panels you use during order maintenance.

Before you start

To review customer orders, you need to know the company, customer, and order numbers.

How you start (detail version)

On panel	You	To
AMBM00	Select option 2	Review master file records
AMBM20	Select option 2	Review customer orders
AMBG0DFR	Select an option or use a function key	Review detailed information for an order

When you select option 2 from the Inquiry (AMBM20) panel and the detail version is the default, the List Orders - Open panel (AMBG0DFR) appears.

```

AMBG0DFR                               List Orders - Open                               *****
Subset by company . . . . nn             ***** Subset active
Position to order . . . . aA3 aaaaaA7

Type options; press Enter.
 5=Display   13=Comments   24=Order items   25=Special charges
31=Shipments 57=Invoices   75=Installments 77=Amount invoice

Opt Order  Customer/  Customer name/  Sts/ Created by/
Order date  Request date  Purchase order  PO date Revision
A2 *****  *****  *****  *****  *****
**/**/**  **/**/**  *****  **/**/**  *****
A2 *****  *****  *****  *****  *****
**/**/**  **/**/**  *****  **/**/**  *****
A2 *****  *****  *****  *****  *****
**/**/**  **/**/**  *****  **/**/**  *****
A2 *****  *****  *****  *****  *****
**/**/**  **/**/**  *****  **/**/**  *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F17=Subset   F22=History
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for orders listed on this panel.

Option	Use to	See page
5=Display	Review detailed header and item information for an open order. When you select this option, a panel appears, showing you general information about an order. The panel you see is determined by the type of order you selected: customer order, standing order, credit memo, or quote.	10-10

Option	Use to	See page
13=Comments	Review comments associated with the order you selected. When you select this option, the List Order Comments panel (AMBHGDFR) appears, showing you the comments associated with the order. The comment detail windows you use to review order comments are similar to the windows you use for comment maintenance.	13-186
24=Order items	Review detailed information about line items on an order. When you select this option, the Display Order Items panel (AMBHJDFR) appears, showing you all the items on the order.	10-12
25=Special charges	Review special charges associated with an order. When you select this option, the List Order Special Charges panel (AMBL7DFR) appears, showing you the special charges for the order.	10-15
31=Shipments	Review shipments that have taken place for an order. When you select this option, the List Shipment Header panel (AMBEDDFR) appears, showing you details of shipments associated with the order.	10-16
57=Invoices	Review invoices that have been issued against an order. When you select this option, the List Invoice Headers panel (AMBL2DFR) appears, showing you a list of the invoices that have been issued.	10-17
75=Installments	Review the installment payments set up for this order. The IFM Installment payments panel (UAP9D2R) appears. From this panel you can also review the installment payment schedule and installment method.	—
77=Amount invoice	Review the amount invoice, if you created one for this order. The IFM Display Invoice Header panel (page 1 of 5) appears.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F22=History	Review orders that have been completely shipped and invoiced. When you use this function key, the List Orders - History panel (AMBGZDFR) appears, showing you a list of orders that have been shipped and invoiced complete. (The order status = 50.)	10-19

To review open orders

When you select option **5=Display** on the List Orders - Open panel (AMBG0DFR), one of four panels appears, depending on the type of order you selected:

Customer order	Display Customer Order panel (AMBFAPVR)
Standing order	Display Standing Order panel (AMBF0PVR)
Credit memo	Display Credit Memo panel (AMBE0PVR)
Quote	Display Quote panel (AMFBPVR)

Each of these panels is the first of eight panels you can use to review detailed information about open orders. The seven other panels you can use are the same for all four types of open orders.

```

    AMBHJDFR                      List Order Items                      *****
    AMHGDFR                        Display Order Comments (060)      *****
    AMBAODTR                       Display Order Commission Splits (050) *****
    AMBFEPVR                       Display Pricing & Currency (040)  *****
    AMBFFPVR                       Display Shipment & Terms (030)    *****
    AMBGSPVR                       Display Ship To Information (020)  *****
    AMBFGPVR                       Display Sold To Information (010)  *****
    AMBFGPVR                       Display Sold To Information (010)  *****

    AMBFAPVR                      Display Customer Order          *****
    Company . . . . . : **          *****
    Warehouse . . . . . : ***       *****
    Customer . . . . . : *****    *****
    Ship to . . . . . : *****    *****
    Customer order (Override)
    Number . . . . . : *****
    Date . . . . . : **/**/**
    Reference . . . . . : *****
    Sales code . . . . . : *        *****
    Purchase order
    Number . . . . . : *****
    Date . . . . . : **/**/**
    Revision . . . . . : *****
    Contract number . . . . . : *****
    Shipment lead time . . . . . : **
    Request date . . . . . : **/**/**
    Mfg due date . . . . . : **/**/**
    Next panel ID . . . . . : *****

    F3=Exit      F4=Prompt      F10=Order holds
    F11=Job status F12=Return
  
```

Press **Enter** to review the open order header panels in sequence or enter a specific ID number in the **Next panel ID** field to see a specific panel.

Hint: You can use **F4=Prompt** on the **Next panel ID** field.

When you use **F10=Order holds**, the Display Order Holds panel (AMBJBDFR) appears.

```

AMBJBDFR                                Display Order Holds                                *PGMMOD

Company . . . : **                      *****
Order . . . : *****
Customer . . . : ***** *****

Hold code  Description                    Held by user  Hold date  Approved by user  Approved date  Rel type
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **
** ***** **/**/** ***** **/**/** ***** **/**/** ***** **/**/** ***** **

F3=Exit      F7=Backward      F8=Forward
F10=Credit details  F11=Job status  F12=Return
    
```

This panel allows you to review any holds placed on the order (see “Review/Maintain Held Orders” on page 3-56 for more information). You see all holds placed against the order. This includes holds that are still active and holds that have been released. From panel AMBJBDFR you can also request to see detailed credit information related to the customer.

When you use **F2=End order** on any of the panels on page 10-10 except the first, the Display End Order panel (AMBFHPVR) appears.

```

AMBFHPVR                                Display End Order                                *****

Order . . . . . : *****
Customer . . . . . : ***** *****
                    *** *****

Order totals
Weight . . . . . : ** , ** , ** , **
Weight unit of measure : ** *****
Line items . . . . . : **
Special charges . . . : **
Total for items . . . : ** , ** , ** , ** , ** , ** -
Total special charges : ** , ** , ** , ** , ** , ** -
Total surcharges . . . : ** , ** , ** , ** , ** -
Trade discount . . . . : ** , ** , ** , ** , ** -
Taxes . . . . . : ** , ** , ** , ** , ** -
Invoice amount . . . . : ** , ** , ** , ** , ** -
Terms discount . . . . : ** , ** , ** , ** , ** -

F3=Exit  F11=Job status  F12=Return  F22=Currency
    
```

This panel shows you totals for the order, including the number of line items, invoice amount, discounts, special charges, surcharges, taxes, and the weight of the order.

(The weight of an order is calculated by converting the weights of all items on the order to the company default weight unit of measure.)

To review line items on orders

When you select option **24=Order items** on the List Orders - Open panel (AMBG0DFR), the List Order Items panel (AMBHJDFR) appears.

```

AMBHJDFR                                     List Order Items                               *****
Company . . . . . : **      ***** Subset active
Customer . . . . . : ***** *****
Order . . . . . : ***** ** ***** *****

Type options; press Enter.
5=Display   13=Comments      28=Blanket releases
29=Ship to  30=Features/Options 40=Allocations ...

Opt Item number/      WH/ Stock: Qty U/M      Unit price/
Description          BOM Order: Qty U/M      Extended amount
A2 *****          * *****.* ** *, **, **, **, *****
*****          * *****.* ** *, **, **, **, **-
A2 *****          * *****.* ** *, **, **, **, *****
*****          * *****.* ** *, **, **, **, **-

F2=End order  F3=Exit   F7=Backward  F8=Forward    F11=Job status
F12=Return   F17=Subset F22=Currency F23=More options
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to
5=Display	Review detailed information for line items. When you select this option, a Display Item Detail panel appears. The panel you see depends on the type of order you selected: Customer order: Display Item Detail - Customer Order panel (AMBBAD1R), Standing order: Display Item Detail - Standing Order panel (AMBBJD1R), Credit memo: Display Item Detail - Credit Memo panel (AMBBDD1R), Quote: Display Item Detail - Quote panel (AMBBED1R). From each of these panels you can review detailed information about items. When you use F10=Action on panel AMBBAD1R, the Select Item Options window appears. This window allows you to select specific detailed information related to the line item, including availability, kit components, product structure, and routing operations, for review.

Option	Use to
13=Comments	Review comments related to a line item. When you select this option, the Display Line Item Comments panel (AMBIODFR) appears, showing you the comments associated with the line item. When you use 5=Display on panel AMBIODFR, the Display Comment Details window appears, allowing you to review the full text of a specific comment.
28=Blanket Releases	Review blanket releases for a line item. When you select this option, the Display Blanket Releases panel (AMBAEDTR) appears, showing you the blanket releases for the item, including the ordered, shipped, and backordered quantities and the request, manufacturing, and promise dates for each release. When you select option 40=Allocations on panel AMBAEDTR, the Display Item Allocations panel (AMBKZDFR) appears, if the item has discrete allocations. Panel AMBKZDFR shows you the quantity available and allocated at each location. When you select option 61=Holds on panel AMBAEDTR, the Display Item or Release Holds panel (AMBKUDFR) appears, showing you all active and released holds for the blanket release you selected.
29=Ship to	Review ship to information for a line item. When you select this option, the Display Item Ship To Information panel (AMBCMD1R) appears, showing you the address to which the line item will be shipped. This address can be different from the address to which acknowledgments and invoice are sent, which is considered the sold to address. Also, an item can have a different ship to address from the order header.
30=Features/ Options	Review the features and options selected for the line item. When you select this option, the List Features and Options panel (AMBFXDFR) appears, showing you all the features and options selected for the line item. When you select option 5=Display on panel AMBFXDFR, the Display Feature/Option Details panel (AMBA8D1R) appears, showing you detailed information on the feature and option items.
40=Allocations	Review discrete allocations for a line item. When you select this option, the Display Item Allocations panel (AMBKZDFR) appears, showing detailed information about the quantities available and allocated for the line item at each location.
51=Kit components	Review components of a kit. When you select this option, the List Kit Components panel (AMBKWDFR) appears, showing you all the components of the kit. When you select option 5=Display on panel AMBKWDFR, the Display Kit Component Detail panel (AMBATD1R) appears showing you detailed information about the component item. When you select option 40=Allocations on panel AMBKWDFR, the Display Item Allocations panel (AMBKZDFR) appears if the item has discrete allocations. Panel AMBKZDFR shows you the quantity available and allocated at each location.

Option	Use to
58=Commissions	Review commissions allowed for the line item. When you select this option, the Display Item Commission Splits panel (AMBLVDFR) appears, showing you the sales representatives who receive commission for the line item and their participation and commission percentages. Note: This panel appears only if you have overridden the commissions at the item level. Otherwise, the item uses the order level commission, which can be seen on the Display Order Commission Splits (050) panel (AMBA0D1R).
61=Holds	Review holds placed on line items. When you select this option, the Display Item or Release Holds panel (AMBKUDFR) appears, showing you all active and released holds for the item.
64=Detail pricing	Review pricing information for the line item. When you select this option, the Display Item Pricing panel (AMBGPNVR) appears, showing you detailed pricing information about the line item, including the base price, selling price, and net sales amount. Currency amounts are shown in foreign currency if multi-currency support is active and this order uses a foreign currency.
67=Configuration description	Review the description of the item's configuration in Knowledge Based Configurator (KBC). The KBC Customer Order Inquiry panel (TCF672) appears, which shows you a concatenated view of the description for the item. Use F13 on this panel to toggle to the option comments for the item.
68=Configuration responses	Review the responses you entered in the KBC dialogue to configure the item. The KBC Customer Order Inquiry panel (TCF691) appears.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F2=End order	See the Display End Order panel (AMBFHPVR) showing you totals for the order, including the number of line items, invoice amount, discounts, special charges, surcharges, taxes, and the weight of the order. When you use F22=Currency , the panel appears again showing you the amounts in the foreign currency used for this order. Use F22 again to see the amounts in local currency. Use F22 again to see the amounts in alternate currency, if you have one up.
F23=More options	Show options 51=Kit components , 58=Commissions , 61=Holds , and 64=Detail pricing on the panel. When you use the function key again, the original options appear on the panel.

To review special charges

When you select option **25=Special charges** on the List Orders - Open panel (AMBG0DFR) or on the List Shipments panel (AMBEDDFR), the List Order Special Charges panel (AMBL7DFR) appears.

If you selected option **25** on the List Orders - Open panel (AMBG0DFR), the special charges you see on panel AMBL7DFR are either attached to an order for which there have been no shipments or were added to the order through order maintenance since the last shipment for the order.

If you selected option **25** on List Shipments panel (AMBEDDFR), the special charges you see on panel AMBL7DFR are associated with a shipment, whether or not the shipment has been invoiced.

```

AMBL7DFR                               List Order Special Charges                               *****
Company . . . . . : **                               *****
Customer . . . . . : *****                       *****
Order . . . . . : *****                           *****
Shipment . . . . . : *****

Type options; press Enter.
5=Display  13=Comments

Opt Reference/      Type      Tax      Amount/      Terms discount/
  Description      indicator  Cost      Surcharge
A2 ***             *      ***      ** , ** , ** , ** , ** -
*****
A2 ***             *      ***      ** , ** , ** , ** , ** -
*****
A2 ***             *      ***      ** , ** , ** , ** , ** -
*****
A2 ***             *      ***      ** , ** , ** , ** , ** -
*****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return

```

Options

Use these options to perform activities for items listed on this panel.

Option	Use to
5=Display	Review detailed information for a special charge. When you select this option, the Display Special Charge Detail panel (AMBBWD1R) appears, showing you more information about a special charge.
13=Comments	Review comments associated with a special charge. When you select this option, the List Special Charge Comments panel (AMBL6DFR) appears, showing you comments associated with a special charge.

To review shipments

When you select option **31=Shipment** on the List Order - Open panel (AMBG0DFR) or the List Orders - History panel (AMBGZDFR), the List Shipment Headers panel (AMBEDDFR) appears.

```

AMBEDDFR                               List Shipments                               *****
Company . . . . . : ** *****
Order . . . . . : *****
Customer . . . . . : ***** *****
PO number/PO date . . . . : ***** **/**/**
Position to shipment . . . . : nnnnnnn

Type options; press Enter.
5=Display  13=Comments  24=Shipment items  25=Special charges

Opt  ----- Shipment -----  Ship to name/  Whse/
      Number  Date  Time  Instructions  Carrier
A2 ***** **/**/** **:**:** ***** **
      ***** ***** ***** **
A2 ***** **/**/** **:**:** ***** **
      ***** ***** ***** **
A2 ***** **/**/** **:**:** ***** **
      ***** ***** ***** **

F3=Exit    F7=Backward  F8=Forward  F11=Job status
F12=Return
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to
5=Display	Review detailed information about a shipment. When you select this option, the Display Shipment Header - Page 1 panel (AMBABD3R) appears. This is the first of three panels that show you detailed information about the shipment. Note: The pick list number appears only if the shipment was processed by pick list number, not by order number.
13=Comments	Review comments associated with the shipment. When you select this option, the Display Shipment Header Comments panel (AMBINDFR) appears, showing you the comments associated with the shipment header.

Option	Use to
24=Shipment items	Review detailed information about items in the shipment. When you select this option, the List Shipment Items panel (AMBIRDFR) appears, showing you the items included in the shipment. Panel AMBIRDFR allows you to review detailed information for each item in the shipment including: Comments Commissions Features and options Item detail Kit detail Pick/ship transactions Serial numbers Surcharges
25=Special charges	Review special charges associated with the shipment. When you select this option, the List Shipment Special Charges panel (AMBHEDFR) appears, showing you the special charges associated with the shipment. Panel AMBHEDFR allows you to review detailed information about a special charge, comments associated with a special charge, and any surcharges associated with the special charge.

To review invoices

When you select option 57=Invoices on the List Orders - Open panel (AMBG0DFR) or the List Orders - History panel (AMBGZDFR), the List Invoice Headers panel (AMBL2DFR) appears.

```

AMBL2DFR                                List Invoice Headers                                *****
Company . . . . . : ** *****
Order . . . . . : ** ***** Currency ID . : *** *****
Customer . . . . . : ***** *****
Position to invoice . . nnnnnn

Type options; press Enter.
5=Order invoice header          9=Start inquiry      31=Shipments
57=Multiple invoice header     75=Installments
                                *=Multiple order invoice

Opt Series Invoice Inv date Trading currency Local currency
                                Invoice amount Invoice amount
A2 **** ***** * **/**/** **,**,***,***.- **,**,***,***.-
A2 **** ***** * **/**/** **,**,***,***.- **,**,***,***.-
A2 **** ***** * **/**/** **,**,***,***.- **,**,***,***.-
A2 **** ***** * **/**/** **,**,***,***.- **,**,***,***.-
A2 **** ***** * **/**/** **,**,***,***.- **,**,***,***.-
A2 **** ***** * **/**/** **,**,***,***.- **,**,***,***.-
A2 **** ***** * **/**/** **,**,***,***.- **,**,***,***.-

F3=Exit F7=Backward F8=Forward F11=Job status F12=Return
    
```

Options

Use these options to perform activities for items listed on this panel.

Option	Use to
5=Order invoice header	Review detailed information on this invoice header. When you select this option, the Display Invoice Header Page 1 panel (AMBAXD1R) appears. Panel AMBAXD1R is the first of five panels that show you detailed information about the invoice header. Press Enter to review the invoice header inquiry panels in sequence or enter a page number in the Page field to see a specific panel.
9=Start inquiry	If you select this option for an invoice that does not contain multiple orders, the Invoice Inquiry - Detail panel (AMBM6DFR) appears. This panel shows you details about the invoice. If you select this option for an invoice that contains multiple orders, the Select Invoice Multiple Orders panel (AMBOIDFR) appears. This panel lists all orders for a particular invoice number, from which you can select a specific order to review.
31=Shipments	Review detailed information about shipments on this invoice. When you select this option, the List Shipment Headers panel (AMBI5DFR) appears, showing you shipments that appear on the selected invoice. See "To review shipments" on page 10-16 for more information on reviewing shipments.
57=Multiple invoice header	Review the header for a multiple order invoice. When you select this option, the Display Invoice Header Page 1 panel (AMBAXD1R) appears.
75=Installments	Review the installment payments set up for this order. The IFM Installment payments panel (UAP9D2R) appears. From this panel you can also review the installment payment schedule and installment method.

To review orders that have been shipped and invoiced

When you use **F22=History** on the List Orders - Open (AMBG0DFR) panel, the List Orders - History panel (AMBGZDFR) appears.

```

AMBGZDFR                               List Orders - History                               *****
Subset by company . . . . nn             *****             Subset active
Position to order . . . . A2 aaaaaA7

Type options; press Enter.
 5=Display      13=Comments      24=Order items      31=Shipments
57=Invoices

Opt  Order/   Customer  Purchase order              PO date/   PO revision/
    Date                                Created by Request date
A2  *****/**  *****/**  *****/**                    *****/**  *****/**
    *****/**  *****/**  *****/**                    *****/**  *****/**
A2  *****/**  *****/**  *****/**                    *****/**  *****/**
    *****/**  *****/**  *****/**                    *****/**  *****/**
A2  *****/**  *****/**  *****/**                    *****/**  *****/**
    *****/**  *****/**  *****/**                    *****/**  *****/**
A2  *****/**  *****/**  *****/**                    *****/**  *****/**
    *****/**  *****/**  *****/**                    *****/**  *****/**

F3=Exit      F7=Backward  F8=Forward      F11=Job status
F12=Return   F17=Subset     F22=Alt inquiries
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Note: An order appears on this panel only when all items on the order have been shipped and invoiced completely. (The order status = 50.)

Options

Use these options to perform activities for items listed on this panel.

Option	Use to
5=Display	Review header information for an order. When you select this option, the Display Customer Order - History panel (AMBB0D1R) appears, showing you information about the order, including order and archive status.
13=Comments	Review comments associated with the order. When you select this option, the Display Order Comments - History panel (AMBGXDFR) appears, showing you the comments associated with the order.
24=Order items	Review detailed information about line items on an order. When you use this option, the List Order Items - History (AMBG3DFR) appears, showing you all the items on the order. Panel AMBG3DFR allows you to review detailed information for each item in the order, including item information, comments, kit components, and features and options.
31=Shipments	Review all shipments of an order. When you select this option, the List Shipment Headers panel (AMBEDDFR) appears. See “To review orders that have been shipped and invoiced” on page 10-19 for more information on reviewing shipments.

Option	Use to
57=Invoices	Review invoices for an order. When you select this option, the List Invoice Headers panel (AMBL2DFR) appears. See “To review invoices” on page 10-17 for more information on reviewing invoices.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
22=Open orders	Review open orders. When you use this function key, you return to the List Orders - Open panel (AMBG0DFR).

How you start (summary version)

On panel	You	To
AMBM00	Select option 2	Review master file records
AMBM20	Select option 2	Review customer orders
AMBHYPVR	Enter parameters or use a function key	Review summarized information for an order

When you select option 2 from the Inquiry (AMBM20) panel and the summarized version is the default, the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR) appears.

```

AMBHYPVR                Order/Shipment/Invoice Inquiry Select                *****
Company number . . . . . nn
Specific selections;
Purchase order number . . . . . aaaaaaaaaaaaaaaaaA22
Invoice number . . . . . nnnnnn
Order number . . . . . A2 aaaaaA7
Pro number . . . . . aaaaaaaaaaaaaaaaaA25
Serial number . . . . . aaaaaaaaaaaaaaaaaA25
Shipment . . . . . nnnnnnn
General selections;
Customer number . . . . . nnnnnnnn Ship to . . nnnnnnnn (Override)
Order date:      From . . nnnnnn To . . . . nnnnnnn
Customer name . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA35
Item number . . . . . aaaaaaaaaA15
Customer/industry item number . . aaaaaaaaaaaaaaaaaA30
Inquiry type . . . . . A (1=Open, 2=History, 3=Both)
Preferences:
Confirm name and address . . . . A
F3=Exit  F10=Actions  F12=Return  F22=Alt inquiries

```

Enter the parameters for the inquiry or use the appropriate function key. This panel is the primary "driver" for your inquiry. One of the following panels or windows appears:

Panel	Panel ID	See page
Order Inquiry - Detail (AMBM0DFR)	010	10-25
Order Inquiry - Shipment Details (AMBM1DFR)	020	10-27
Order Inquiry - Pricing Detail (AMBM3DFR)	030	10-29
Order Inquiry - Special Charge(s) (AMBM4DFR)	040	10-30
Shipment Inquiry - Detail (AMBM9DFR)	050	10-31
Invoice Inquiry - Detail (AMBM6DFR)	060	10-32
Order Inquiry - Comments (AMBM5DFR)	070	10-34
Serial Number/Item Inquiry (AMBM8DFR)	080	10-35
Order Inquiry - Order Header (AMBHXPVR)	090	10-36
Shipment Inquiry - Order Shipments (AMBPHDFR)		10-37

Use the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR) to start an inquiry, using one of these methods:

- **Specific selections.** Start an order inquiry with a PO number, invoice number, order number, or shipment number.
- **General selections.** Start an order inquiry with a parameter like a customer number.
- **Press Enter.** Start an order inquiry by pressing **Enter**. Either the Order Select - Inquiry panel (AMBNHDFR), Order Inquiry - Select by Item panel (AMBNIDFR), or Shipment Inquiry - Order Shipments panel (AMBPHDFR) appears.

Specific selections. You can only select one choice for inquiry purposes under this field. For example, either enter a PO number, an invoice number, an order number, or a shipment number, but not all four. The next order inquiry panel to appear depends on your navigational defaults, except for the following exceptions:

- **Serial number.** Enter a serial number and the Serial Number/Item Inquiry panel (AMBM8DFR) appears.
- **Pro number.** Enter a pro-bill number and the Shipment Inquiry - Detail panel (AMBM9DFR) appears.
- **Invoice number.** Enter an invoice number and the Invoice Inquiry - Detail panel (AMBM6DFR) appears.
- **Shipment number.** Enter a shipment number and the Shipment Inquiry - Order Shipments (AMBPHDFR) appears. See "To view order shipments" on page 10-37.

The **Purchase order number** field allows you to specify a search parameter for inquiring about orders. For example, to inquire about all orders that have the prefix of CFG in their purchase orders, enter **CFG** in the **Purchase order number** field. The Order inquiry - Select panel (AMBHYDFR) appears with all the orders that have this PO type.

General selections. Enter a parameter for order inquiry. Either the Order Inquiry - Select Order panel (AMBNHDFR) or the Order Inquiry - Select by item panel (AMBNIDFR) appears. The following conditions apply to **General selections**:

- **Customer** is a required field when you enter a **Customer/industry item number** or **Ship to** item. The Order Inquiry - Select Order panel (AMBNHDFR) appears (see page 10-23) for selecting the correct order.
- The **Inquiry type** field allows you to specify whether the orders shown in this inquiry are from the open order database, the history database, or both. The default is **3=Both**.

The two database types pull their order information from the following files:

- **Open**: information comes from the Release file.
- **History**: information comes from the Shipment Release file.

Hint: You can use **F4=Prompt** on the **Customer and Item number** fields.

Notes:

1. If any of the search parameters match more than one order, then the Select Inquiry panel (AMBNHDFR) appears. Also note that the **Company number** and **Purchase order number** fields allow you to specify partial entries; either the Order Inquiry - Select panel (AMBNHDFR) and Order Inquiry - Select Order by Item panel (AMBNIDFR) appears, respectively, for you to select an order.
2. When you enter an invoice, if the invoice contains consolidated orders, the Subset Multiple Order Invoice popup window appears, so that you can enter criteria for selecting the order to review. The Select Invoice Multiple Orders panel (AMBOIDFR) then appears after you enter your subset selections.
3. The **Preferences: Confirm name and address** field controls whether IFM shows an entity's full name and address before the appropriate Inquiry panel displays. The default is **0** or no.

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F22=Alt inquiries	Review orders using the detail version of the order inquiry panels. The List Orders - Open panel (AMBG0DFR) appears.	10-8

To select an order

After you make your selections on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), the Order Inquiry - Select panel (AMBNHDFR) appears. This panel pulls the order information from the open order or history database, or both. Use this panel to select an order and continue with the inquiry.

```

AMBNHDFR                      Order Inquiry - Select                      *****
Company . . . . . : ** *****
Position to order . . . . : A2 aaaaA6
Type option; press Enter.
    9=Start inquiry

Opt Order/   Purchase order/   Customer/   Ship to   Invoice/
  Date       Date              Name
A *****  *****          *****  *****  *****
  **/**/**  **/**/**          *****  *****  **/**/**
A *****  *****          *****  *****  *****
  **/**/**  **/**/**          *****  *****  **/**/**
A *****  *****          *****  *****  *****
  **/**/**  **/**/**          *****  *****  **/**/**
A *****  *****          *****  *****  *****
  **/**/**  **/**/**          *****  *****  **/**/**
A *****  *****          *****  *****  *****
  **/**/**  **/**/**          *****  *****  **/**/**

F3=Exit   F7=Backward   F8=Forward   F12=Return
    
```

Option

Use this options to perform activities for orders listed on this panel.

Option	Use to
9=Start inquiry	Select an order for summary inquiry. The next panel to appear depends on your summary inquiries navigational default. See page 10-21 for a complete listing of these panels. On each of these panels is a Next panel ID field where you can enter the panel ID that you want to see next.

To select an order by item

After you enter an item number on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), the Order Inquiry - Select by Item panel (AMBNIDFR) appears. This panel shows each order that contains the selected item and each occurrence of that item in the order.

```

AMBNIDFR                                Order Inquiry - Select by Item                                *****
Company . . . . . : ** *****
Item . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
Item description . . . : *****
Position to order . . . : aa aaaaaA7
Type option; press Enter.
  9=Start inquiry

Opt  Order/      Invoice/  Customer/  Whs Pck U/M  Order qty  Shipped qty/
     Date        Date      PO number
A   ****          ****          ****      *  *  *  ****.***-  ****.***-
   **/**/**      **/**/**      ****
A   ****          ****          ****      *  *  *  ****.***-  ****.***-
   **/**/**      **/**/**      ****
A   ****          ****          ****      *  *  *  ****.***-  ****.***-
   **/**/**      **/**/**      ****
A   ****          ****          ****      *  *  *  ****.***-  ****.***-
   **/**/**      **/**/**      ****
A   ****          ****          ****      *  *  *  ****.***-  ****.***-
   **/**/**      **/**/**      ****

F3=Exit  F7=Backward  F8=Forward  F12=Return
    
```

Option

Use this options to perform activities for orders listed on this panel.

Option	Use to
9=Start inquiry	Select an order for summary inquiry for the item. The next panel to appear depends on your summary inquiries navigational default. See page 10-21 for a complete listing of these panels. On each of these panels is a Next panel ID field where you can enter the panel ID that you want to see next.

To view order details

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **10** in the **Next panel ID** on any summary inquiry panels. The Order Inquiry - Detail panel (AMBM0DFR) appears.

```

AMBM0DFR                      Order Inquiry - Detail                      *****
Next panel ID . . . aA3          PO number . . . aaaaaaaaaaaaaaaaaA22
Order . . . . . A2 aaaaaA7 *****
Subset to item . . aaaaaaaaaaaaaaaaaaaaaaaaaA30   Release . . . aaaA5
Co/Customer . . . . : ** *****
Ship to . . . . . : *****
Carrier . . . . . : ***** Invoice . . . : *****
Sales transport terms: ***** Priority . . : **
Shipping instructions: ***** Sales rep : *****

Item number/          Rel/ U/M Pck/
Description           Request date Whs   Ordered   Shipped  Backordered
*****
***** **/**/** *** *****.***- *****.***- *****.***-
***** **/**/** *** ** *
***** **/**/** *** *****.***- *****.***- *****.***-
***** **/**/** *** ** *
***** **/**/** *** *****.***- *****.***- *****.***-
***** **/**/** *** ** *
***** **/**/** *** *****.***- *****.***- *****.***-
***** **/**/** *** *****.***- *****.***- *****.***-
***** **/**/** *** *****.***- *****.***- *****.***-

F3=Exit  F4=Prompt  F7=Forward  F8=Backward  F12=Return  F22=Addresses
  
```

This panel shows all the items for the selected order. Messages are displayed if multiple shipments or invoices exist for the order.

Values entered in the header portion of the panel can change the order inquiry. For example, you could enter another panel ID in the **Next panel ID** field to select a different summary inquiry. Changing the **PO number** or **Order** fields starts a new search. You can enter a character shared suffix of all POs (for example, CFG), and the appropriate order inquiry panel would appear with a listing of all orders and associated POs matching the search criteria.

Enter another order number for information about that order, enter another panel ID to go to a different inquiry panel, or select a function key.

When you press **F4=Prompt** on the **Order** field, the Order Inquiry - Select panel (AMBMYDFR) appears.

```

AMBMYDFR                               Order Inquiry - Select                               *****
Company . . . . . : ** *****
Position to order . . . . : A2 aaaaA6
Type option; press Enter.
1=Select

Opt Order/      Purchase order/      Customer/      Ship to      Invoice/
   /Date        Date                  Name          Date
A  *****/***/**  *****/***/**  *****/***/**  *****/***/**  *****/***/**
   **/**/**      **/**/**      **/**/**      **/**/**      **/**/**
A  *****/***/**  *****/***/**  *****/***/**  *****/***/**  *****/***/**
   **/**/**      **/**/**      **/**/**      **/**/**      **/**/**
A  *****/***/**  *****/***/**  *****/***/**  *****/***/**  *****/***/**
   **/**/**      **/**/**      **/**/**      **/**/**      **/**/**
A  *****/***/**  *****/***/**  *****/***/**  *****/***/**  *****/***/**
   **/**/**      **/**/**      **/**/**      **/**/**      **/**/**
A  *****/***/**  *****/***/**  *****/***/**  *****/***/**  *****/***/**
   **/**/**      **/**/**      **/**/**      **/**/**      **/**/**
A  *****/***/**  *****/***/**  *****/***/**  *****/***/**  *****/***/**
   **/**/**      **/**/**      **/**/**      **/**/**      **/**/**

F3=Exit   F7=Backward   F8=Forward   F12=Return
    
```

Select an order and continue with the inquiry.

Hint: You can use **F4=Prompt** on the **Order/Quote** and **Next panel ID** fields on any of the other summary inquiry panels.

When you press **F22=Addresses**, the Order Inquiry - Addresses panel (AMBHZPVR) appears.

```

.....
: AMBHZPVR                               Order Inquiry - Addresses                               *****
:
: Company . . . : ** *****
: Customer . . . : *****
:
:
:
:
: Ship to . . . : *****
:
:
:
:
: Created by . . : *****
:
: F3=Exit   F12=Return
:
:
:.....
    
```

This panel shows the customer's address and ship-to address for the selected order.

To view shipment details for an order

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **20** in the **Next panel ID** on any summary inquiry panel. The Order Inquiry - Shipment Details panel (AMBM1DFR) appears.

```

AMBM1DFR                      Order Inquiry - Shipment Detail                      *****
Next panel ID . . . . . aA3          PO . . . . . aaaaaaaaaaaaaaaaaaaaaA22
Order . . . . . A2 aaaaaA7          *****
Subset to item . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30 Release . . . . . aaaA5

Co/Customer . . . . . : ** ***** *****
Ship to . . . . . : ***** *****
Sales rep . . . . . : ***** ***** Invoice . : *****
Item number/      Rel/      Invoice/ Ship date/      Ship qty U/M
Pro number        Carrier  Shipment Shipping instructions
*****
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
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***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **
***** **/**/** ***** .***_ **

F3=Exit F7=Backward F8=Forward F10=Ship summary F12=Return F22=Addresses
    
```

This panel shows the shipment releases in order number sequence. If one release appears in three shipments, then the release will appear three times in the list, once for each shipment.

Enter another order number for information about that order, enter another panel ID to go to a different inquiry panel, or select a function key.

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F10=Ship summary	Review summary information about the shipments. The Order Inquiry - Order Shipments panel (AMBM2DFR) appears.	—
F22=Addresses	Review customer and ship-to addresses for this order. The Order Inquiry - Addresses panel (AMBHZPVR) appears.	10-26

When you use **F10=Ship summary** on the Shipment Details panel, the Order Inquiry - Order Shipments panel (AMBM2DFR) appears.

```

AMBM2DFR                      Order Inquiry - Order Shipments          *****
Order . . . . .                A2 aaaaaA7
Co/Customer . . . . .          ** ***** *****
Position to shipment . . . . . nnnnnnn
Type options, press Enter.
1=Select
---Shipment---
Opt  Number  Date/   Ship to name/   Carrier/   Invoice/
      Time    Shipping instructions   Whs        Weight  U/M
A ***** **/**/** ***** ***** *****
  .:.*:.* ***** *****
A ***** **/**/** ***** ***** *****
  .:.*:.* ***** *****
A ***** **/**/** ***** ***** *****
  .:.*:.* ***** *****
A ***** **/**/** ***** ***** *****
  .:.*:.* ***** *****
A ***** **/**/** ***** ***** *****
  .:.*:.* ***** *****
n ***** **/**/** ***** ***** *****
  .:.*:.* ***** *****

F3=Exit  F4=Prompt  F7=Forward  F8=Backward  F12=Return
  
```

You can see all the shipments made against a specific order.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use this option to perform activities for items listed on this panel.

Option	Use to
1=Select	Review detail information about a particular shipment.

To view pricing details

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **30** in the **Next panel ID** on any summary inquiry panel. The Order Inquiry - Pricing Detail panel (AMBM3DFR) appears.

```

AMBM3DFR                      Order Inquiry - Pricing Detail                      *****
Next panel ID . . . aA3          PO number . . . aaaaaaaaaaaaaaaaaA22
Order . . . . . A2 aaaaaA7 *****
Subset to item . . aaaaaaaaaaaaaaaaaaaaaaaaaA30      Currency . . : ***
Co/Customer . . . . : ** *****
Ship to . . . . . : *****
Carrier . . . . . : ***** Invoice . . . : *****
Sales transport terms: ***** Priority . . : **
Shipping instructions: ***** Salesrep . . : *****

Item number/      Ordered qty  Shipped qty  Whs/      Selling price/  Invoice/  Sts
                   U/M          Net sales      Date
*****
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**
*****.**_*****.**_** *****.**_***** **/**/**

F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return  F22=Addresses
    
```

This panel shows the line item pricing information for the order. Monetary values are shown in the trading currency if one is set up; otherwise, the local currency is shown.

Messages are displayed if multiple shipments or invoices exist for the order.

Enter another order number for information about that order, enter another panel ID to go to a different inquiry panel, or select a function key.

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F22=Addresses	Review customer and ship-to addresses for this order. The Order Inquiry - Addresses panel (AMBHYPVR) appears.	10-26

To view special charges

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **040** in the **Next panel ID** on any summary inquiry panel. The Order Inquiry - Special Charge(s) panel (AMBM4DFR) appears.

```

AMBM4DFR                Order Inquiry - Special Charge(s)                *****
Next panel ID . . . aA3          PO number . . . aaaaaaaaaaaaaaaaaA22
Order . . . . . A2 aaaaaA7 ***** Currency . . : ***
Co/Customer . . . . : ** ***** *****
Ship to . . . . . : ***** *****
Carrier . . . . . : ***** Invoice . . . : *****
Sales transport terms: ***** Priority . . : **
Shipping instructions: ***** Salesrep . . : *****
Ref  Description/                Type/  Tax ind/  Amount/
Invoice                          Terms  Surcharge  Cost
*** *****                    *     *         *****.*_-
*****                          *     *         *****.*_-
*** *****                    *     *         *****.*_-
*****                          *     *         *****.*_-
*** *****                    *     *         *****.*_-
*****                          *     *         *****.*_-
*** *****                    *     *         *****.*_-
*****                          *     *         *****.*_-
*** *****                    *     *         *****.*_-
*****                          *     *         *****.*_-
*****                          *     *         *****.*_-

F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return  F22=Addresses
    
```

This panel shows the special charges for the order. Each line in the list shows one special charge for the order.

Enter another order number for information about that order, enter another panel ID to go to a different inquiry panel, or select a function key.

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F22=Addresses	Review customer and ship-to addresses for this order. The Order Inquiry - Addresses panel (AMBHYPVR) appears.	10-26

To view shipment details for a pro number

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **050** in the **Next panel ID** field on any summary inquiry panel. The Shipment Inquiry - Detail panel (AMBM9DFR) appears.

```

AMBM9DFR                      Shipment Inquiry - Detail                *****
Next panel ID . . . aA3                Order . . . . . aA3 aaaaaA7
Pro number . . . . . aaaaaaaaaaaaaaaaaA25                *****
Shipment . . . . . : *****                Currency . . . : ***
Co/Customer . . . . . : ** *****                *****
Ship to . . . . . : *****                *****
Invoice . . . . . : *****                Ship weight . . : *****.**- **
Item number/                          U/M  Released qty/                          Selling price/
Description                               Shipped qty                          Net sales
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-
***** **                               * , ** , ** , ** - * , ** , ** , ** . *****-

F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return  F22=Addresses
  
```

This panel appears when you enter a pro number for a shipment. The panel shows information from the Shipment Header and Shipment Release files.

Enter another panel ID to go to a different inquiry panel, or select a function key.

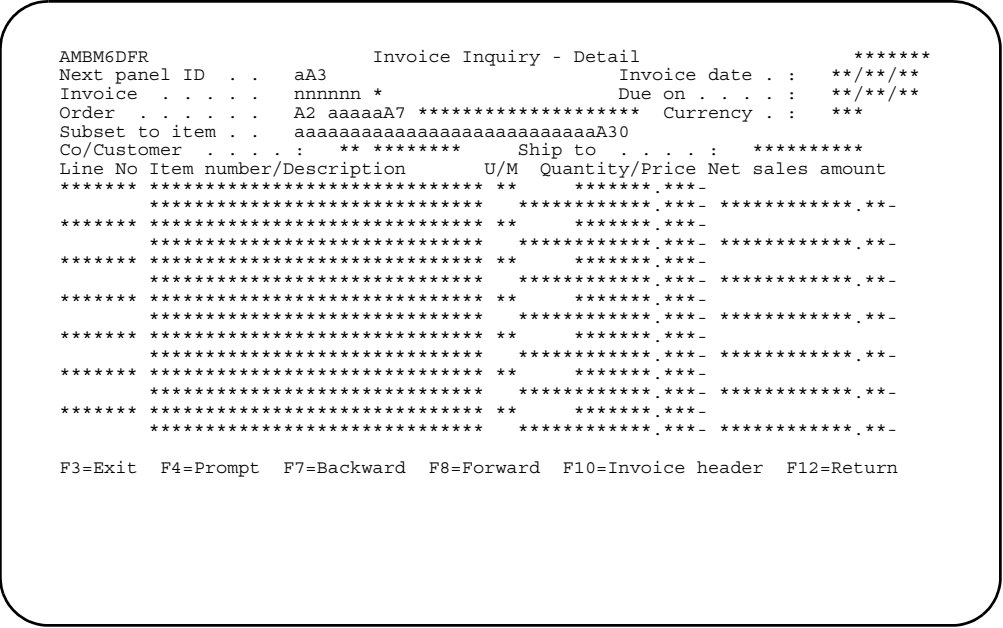
Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F22=Addresses	Review customer and ship-to addresses for this order. The Order Inquiry - Addresses panel (AMBHYPVR) appears.	10-26

To view invoice details

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **060** in the **Next panel ID** on any summary inquiry panel. The Invoice Inquiry - Detail panel (AMBM6DFR) appears.



This panel shows information as it appears on the invoice. The list shows the shipment releases and special charges associated with an invoice that has already been printed.

Enter another invoice number for information about that invoice, enter another panel ID to go to a different inquiry panel, or select a function key.

Hint: You can use **F4=Prompt** on the **Invoice** field.

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F10=Invoice header	Review summary information about the invoice. The Invoice Inquiry - Invoice Header panel (AMBC0D1R) appears.	10-26

When you use **F10=Invoice header** on the Invoice Inquiry - Detail panel, the Invoice Inquiry - Invoice Header panel (AMBC0D1R) appears.

```

AMBC0D1R                Invoice Inquiry - Invoice Header                *****
Invoice . . . . : *****                Invoice date . . . : **/**/**
                . . . . .                Due on . . . . . : **/**/**
                . . . . .                Currency . . . . . : ***
Company . . . . : **                *****
Customer . . . . : *****                *****
Ship to . . . . : *****                *****
Carrier . . . . . : *****
Terms . . . . . : *****
Seller tax id . . . . : *****
Order . . . . . : ** *****                Sls. rep. . . : *****
Purchase order number . . : *****                P.O. rev. . . : *****
Ship via . . . . . : *****
Transport terms . . . . : *****
Ship date . . . . : **/**/**                Ship weight . . : *****.**- **

Net sales . . . : *****.**-                Trade discount: *****.**-
Misc. charges . . : *****.**-                Terms discount: *****.**-
Freight . . . . : *****.**-
Taxes . . . . . : *****.**-                Amount due . . : *****.**-

F3=Exit  F12=Return  F22=Addresses
    
```

This panel shows information from the invoice header and the first shipment header record. All values are shown in trading currency, if one exists. The amount fields are calculated as they are on the invoice.

Use the appropriate function key. Another panel or window appears, depending on your choice.

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F22=Addresses	Review customer and ship-to addresses for this order. The Order Inquiry - Addresses panel (AMBHZPVR) appears.	10-26

To view serial numbers

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **080** in the **Next panel ID** of any summary inquiry panel. The Serial Number/Item Inquiry panel (AMBM8DFR) appears.

```

AMBM8DFR                      Serial Number/
Item Inquiry                    *****
Next panel ID . . .    aA3

Serial number . . .    aaaaaaaaaaaaaaaaaaaaaA25
Subset to item . . .    aaaaaaaaaaaaaA15

Item      -Warranty-   Customer/ Shipment/ Pro number/
          Start/      Order/   Ship dte/  Carrier/
          Period U/M   Ship to  Inv date  Shipping instructions
*****
**/**/** ***** **/**/** *****
***** ** ***** **/**/** *****
*****
**/**/** ***** **/**/** *****
***** ** ***** **/**/** *****
*****
**/**/** ***** **/**/** *****
***** ** ***** **/**/** *****
*****
**/**/** ***** **/**/** *****
***** ** ***** **/**/** *****
*****

F3=Exit   F7=Forward   F8=Backward   F12=Return
    
```

This panel shows all occurrences of a serial number in the database. If you also include an item number, the inquiry shows only occurrences of that item and serial number. This panel pulls information from the Shipment Header, Shipment Release, Quote/Order Header, and Historical Customer Order records.

Enter another serial number, enter another panel ID to go to a different inquiry panel, or select a function key.

To view order headers

Make the appropriate selection on the Order/Shipment/Invoice Inquiry Select panel (AMBHYPVR), or enter **090** in the **Next panel ID** of any summary inquiry panel. The Order Inquiry - Order panel (AMBHPVR) appears.

```

AMBHPVR                      Order Inquiry - Order                      *****
Next panel id . . . . .      A2
PO number . . . . .          aaaaaaaaaaaaaaaaaaA22
Order number . . . . .       A2 aaaaA7 *****
Order date . . . . .         **/**/**
Co/Customer . . . . .        * *****
Ship to . . . . .            *****
Invoice . . . . .            *****
Invoice date . . . . .       **/**/**
Sales transport terms . . . . * *****
Shipping instructions . . . . *****
Carrier . . . . .            *****
Priority . . . . .           **
Sales rep . . . . .          *****
Tax suffix . . . . .         *****
Currency . . . . .          *** *****
Export designator . . . . . *                               Invoice procedure code . : *
Terms . . . . .              ** *****
Unit price discount percent . . . . : **.***-
Fixed trade discount code . . . . . : ** *****
Fixed trade discount percent . . . . : **.***-

F3=Exit  F4=Prompt  F12=Return  F22=Addresses
    
```

This panel shows important order header information contained in the database. Most of the information on this panel can be also found on the other summary inquiry panels.

Enter another order number, enter another panel ID to go to a different inquiry panel, or select a function key.

Function keys

Use these function keys to perform additional actions.

Function key	Use to	See page
F22=Addresses	Review customer and ship-to addresses for this order. The Order Inquiry - Addresses panel (AMBHZPVR) appears.	10-26

To view order shipments

To view information about shipments, enter a shipment number on the Order/ Shipment/Invoice Inquiry Select panel (AMBHYPVR). The Shipment Inquiry - Order Shipments panel (AMBPHDFR) appears.

```

AMBPHDFR              Shipment Inquiry - Order Shipments          *****
Company . . . . . : **                Warehouse . . . : ***
Shipment . . . . . : nnnnnnn          Carrier . . . : *****
                                   Date/Time . . . : **/**/** **.*.***

Position to Order . . A2 aaaaaA7
Type options, press Enter.
1=Select
Opt Order      Customer/  Ship to name/                Weight U/M
                Ship to    Shipping instructions
A2 *****    *****    *****                      *****.* *** **
*****    *****    *****
A2 *****    *****    *****                      *****.* *** **
*****    *****    *****
A2 *****    *****    *****                      *****.* *** **
*****    *****    *****
A2 *****    *****    *****                      *****.* *** **
*****    *****    *****
A2 *****    *****    *****                      *****.* *** **
*****    *****    *****

F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return  F22=Items
    
```

This panel shows the orders contained in the shipment you designated. Enter another shipment number for information about that shipment or select a function key. Use option **1=Select** to review shipment details on the Shipment Inquiry - Detail panel (AMBM9DFR).

When you use **F22=Items** on the Shipment Inquiry - Order Shipments panel, you toggle to the Shipment Inquiry - Items panel (AMBPIDFR).

```

AMBPIDFR              Shipment Inquiry - Items                    *****
Company . . . . . : **                Warehouse . . . : ***
Shipment . . . . . : nnnnnnn          Carrier . . . : *****
                                   Date/Time . . . : **/**/** **.*.***

Subset to Item . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Item number/    Released qty/ U/M          Selling price/ Cur
Order          Customer Ship to      Shipped qty      Net sales
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***
*****    *****    *****    *****    *****.* *****- ***

F3=Exit  F7=Forward  F8=Backward  F12=Return  F22=Orders
    
```


You can see item details about the orders contained in the shipment.

Use the appropriate function key. Another panel or window appears, depending on your choice.

Items

Use this option to review item-related information, including the price of an item in your currency and foreign currencies, demand for the item on orders, the description of the item in foreign languages, and so forth.

Before you start

An item number is the key to reviewing item-related information. Depending on the specific type of information you want to review, you will need other key data also.

Key Data	To use Option code
User Reference ID	13=Comments
Warehouse number	21=Customer requirements
Language code	62=Foreign language
Currency ID	65=Foreign currency prices
Currency ID	66=Local currency prices

How you start

On panel	You	To
AMBM00	Select option 2	Review master file records
AMBM20	Select option 3	Review item-related information
AMBLBDF	Select an item	Review master file records for that item
R		

When you select option 3 on the Inquiry menu (AMBM20), the Item Inquiry panel (AMBLBDFR) appears.

```

AMBLBDFR                               Item Inquiry                               *****
Position to item number . . . aaaaaaaaaaaaA15                               Subset active
Subset by description . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30

Type options; press Enter.
13=Comments  21=Customer requirements  62=Foreign language
65=Foreign currency prices  66=Local currency prices

Opt  Item number      Description                               Type  Class
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****

F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to	See page
13=Comments	Review comments associated with a specific item. When you use this option, the Item Comments panel (AMBLFDFR) appears. This panel is similar to the panels use for comment file maintenance.	13-186
21=Customer requirements	Review demand for an item on customer orders. When you use this option, the Item Customer Requirements panel (AMBLCDFR) appears, showing demand for an item on customer orders by warehouse.	10-41
62=Foreign language	Review the description of an item in foreign languages. When you use this option, the Item Foreign Language Description panel (AMVK9DFR) appears, showing the description of the item in your language and in foreign languages. Not allowed if EPDM is installed and activated; review item descriptions in the Foreign Language Descriptions object accessed from the Item Revisions object in EPDM.	10-42
65=Foreign currency prices	Review the price of an item in foreign currencies. When you use this option, the Item Foreign Prices panel (AMBC7DFR) appears, showing all the foreign currency prices of an item and the dates the prices became effective.	10-43

Option	Use to	See page
66=Local currency prices	Review foreign currency prices for an item in local currency. When you use this option, the Item Foreign Prices in Local Currency panel (AMBDODFR) appears, showing the variance between the base price in local currency and the foreign currency price converted back to local currency based on the effective date of the currency ID.	10-44

To review customer requirements

When you use option **21=Customer requirements** on the Item Inquiry panel (AMBLBDFR), the Item Customer Requirements panel (AMBLCDFR) appears. Use this panel to review all open order requirements for the item you selected. The information on this panel is sorted by warehouse, company, and customer order.

```

AMBLCDFR                               Item Customer Reqmts                *****
Item number . . . . . : *****
Position to warehouse . . aA3 *****
Subset by company . . . . nn *****

Wh. Co. Customer Order   Line   Release/  Quantity/      Request  Mfg due
      number              *****  Cr Allocation date   date
*** ** ***** ***** ***** ***** * ,***,***.***- **/**/** **/**/**
***** ***** ***** ***** * *****
*** ** ***** ***** ***** ***** * ,***,***.***- **/**/** **/**/**
***** ***** ***** ***** * *****
*** ** ***** ***** ***** ***** * ,***,***.***- **/**/** **/**/**
***** ***** ***** ***** * *****
*** ** ***** ***** ***** ***** * ,***,***.***- **/**/** **/**/**
***** ***** ***** ***** * *****
*** ** ***** ***** ***** ***** * ,***,***.***- **/**/** **/**/**
***** ***** ***** ***** * *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F22=Item availability
    
```

To review the availability of an item at a specific warehouse, type the warehouse number in the **Position to warehouse** field and use **F22=Item availability**. The Item Summary Availability window appears.

```

AMBLCDFR                               Item Customer Reqmts                *****
Item number . . . . . : *****
Position to warehouse . . *** *****
Subset by company . . . . . : *****
                               Item Summary Availability
Wh. Co. Customer O : :
      n : Item . . . . . : ***** :
*** ** ***** **: Description . . : ***** :
***** **: Warehouse . . . : *** ***** :
*** ** ***** **:
***** **: On hand . . . : * ,***,***.***- :
*** ** ***** **: On order . . . : * ,***,***.***- :
***** **: Allocated . . . : * ,***,***.***- :
*** ** ***** **: Order . . . : * ,***,***.***- :
***** **: Pick . . . : * ,***,***.***- :
*** ** ***** **: Available . . . : * ,***,***.***- :
***** **:
*** ** ***** **: F3=Exit  F12=Return :
***** **:
: :
F3=Exit      F7=Back: :
F12=Return   F22=Ite:..... :
    
```

When you have finished reviewing the item's availability, press **Enter** to return to the Item Customer Reqmts panel (AMBLCDFR).

To review foreign currency prices

When you use option **65=Foreign currency prices** on the Item Inquiry panel (AMBLBDFR), the Item Foreign Prices panel (AMBC7DFR) appears. Use this panel to select the currency ID for which you want to review foreign currency prices.

```

AMBC7DFR                               Item Foreign Prices                *****
Item number . . . . . : *****
Position to company . . : nn
                        currency . . : aA3

Type options; press Enter.
5=Display

Opt  Company  Currency  Effective  Foreign  U/M
number  number  ID         date      price
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **
A2  **      ***      **/**/**  ***,***,***,***.***-  **

F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return
    
```

To see foreign currency price detail for an item for a specific currency ID, type **5** next to the currency ID and press **Enter**. The Foreign Price Details panel (AMBCYD1R) appears.

```

AMBCYD1R                               Foreign Price Details                *****
Item number . . . . . : *****
Item class . . . . . : ****
Currency ID . . . . . : ***
Company . . . . . : **
Price effective date: **/**/**

Price U/M . . . . . : **

Local currency          Exchange          Currency
base price             rate          adjustment
***,***,***,***.***-  **,***.*****-  ***.***-

Nominal foreign currency price :  ***,***,***,***.***-

Current foreign currency price :  ***,***,***,***.***-

F3=Exit  F11=Job status  F12=Return
    
```

When you have finished reviewing the foreign price details for the item, press **Enter** to return to the Item Foreign Price panel (AMBC7DFR).

To review foreign currency prices in local currency

When you use option **66=Local currency prices** on the Item Inquiry panel (AMBLBDFR), the Item Foreign Prices in Local Currency panel (AMBDODFR) appears. Use this panel to review the variance between the base price of an item in local currency and the foreign currency price converted back to local currency, based on the effective date of the currency ID.

```

AMBDODFR                      Item Foreign Prices in Local Currency          *****
Item number . . . . : *****
Base price . . . . : ***,***,***,***,***-

Position to company . . nn
currency . . . . aA3          Include secondary currency . . A

Co.  ---Currency---      Foreign price in      ---Variance from base price---
   ID   Effective      local currency      Amount      Percent
**   **   **/**/**      ***,***,***,***,***-  ***,***,***,***,***-  *,***,***-
*****
**   **   **/**/**      ***,***,***,***,***-  ***,***,***,***,***-  *,***,***-
*****
**   **   **/**/**      ***,***,***,***,***-  ***,***,***,***,***-  *,***,***-
*****
**   **   **/**/**      ***,***,***,***,***-  ***,***,***,***,***-  *,***,***-
*****
**   **   **/**/**      ***,***,***,***,***-  ***,***,***,***,***-  *,***,***-
*****
F3=Exit      F7=Backward      F8=Forward
F11=Job status  F12=Return
    
```

When you finish reviewing the information on this panel, press **F3=Exit** or **F12=Return** to return to the Item Inquiry panel (AMBLBDFR).

Note: The value in the **Percent** field is calculated by COM using the base price in local currency and the foreign currency price converted to local currency.

$$[(\text{foreign price in local currency} - \text{base price}) / \text{base price}] \times 100 = \%$$

For the second currency on the panel, the calculation would be:

$$[(200.000 - 1101.930) / 1101.930] \times 100 = -81.850\%$$

Daily Recap

Daily Recap provides summarized COM activity based on both current and historical data, including:

- Open orders
- History orders
- Shipments
- Invoices

Daily recap shows you a financial view of your company that can be used to monitor business performance and customer service. The information provided is based on master file records, the status codes within the records, and certain application tailoring options at the company and warehouse level.

The daily recap information is selected by company number and date range and is presented in local currency.

The calculations that are used to compile the information you see in the recap inquiry vary according to the type of recap.

Daily recap

The values on the Daily Recap panel (AMBEIPVR) are based on the order or invoice date, not the date/time stamp. They are shown in local currency.

Backlog snapshot

The backlog statistics show you the current backlog, independent of any dates you enter on the select panel (AMBEFPVR).

In the backlog recap, an order can be counted in more than one category; for example, one order might be counted as an open order, on credit hold, and on margin hold.

Logistics measurements

The percentages that appear on the Logistics Measurements panel (AMBENPVR) are calculated for the warehouse or customer you enter on the Logistics Measurements window. If you do not enter a warehouse or customer on the window, the percentages on panel AMBENPVR include all warehouses and customers.

The Logistics Measurements window also allows you to specify **Credit reason codes** for **Returns** and **Allowances**. If you do not enter a reason code for Returns and/or **Allowances**, the system does not perform any calculations.

On panel AMBENPVR, **Credit return analysis** shows a percentage of items that have been returned for the reason code you selected. **Credit allowance analysis** shows a percentage of billing errors that have been corrected for the reason code you selected.

The **On time releases** is a percentage of the line items released that were shipped to arrive on or before the customer request date. The **Single shipment orders** is a percentage of orders for which all line items were shipped in 1 shipment.

Service level

The values on this panel are also percentages. The **Order value service level** is based on historical customer orders only. The percentage is calculated on the value invoiced and value ordered for all orders booked during the period of time you enter on the select panel (AMBEFPVR).

The **Line item service level** is a percentage of line items shipped complete in the first shipment based on the number of all line items on all orders in the date range you specify. For example, if there are 10 line items and only nine are shipped complete the first time, the result is 90%.

The **Quantity service level** for item classes shows how often customer orders are met. These are orders whose quantity has been completely shipped regardless of how many shipments. This percentage is based on the shipped quantity in the first shipment and the order quantity for all line item releases.

Before you start

To review daily recap information, you need to know the company number and range of dates to be included in the analysis. These values are required on the Select Daily Recap Parameters panel (AMBEFPVR), unless you choose to see only a backlog snapshot.

To review logistics measurements, you need to know which warehouse ID or customer number to use. To review logistics measurements for returns and allowances, you need to know the reason codes for either returns or allowances or both.

You also need to know which of the following types of recap you want to review:

- Daily recap
- Backlog snapshot
- Logistics measurements
- Service level

You can choose to review any or all of the four types. The panels you see are determined by the choices you make on the Select Daily Recap Parameters panel (AMBEFPVR).

How you start

On panel	You	To
AMBM00	Select option 2	Review COM data files.
AMBM20	Select option 4	Review daily activity.
AMBEFPVR	Enter a company number, range of dates, and recap parameters	Begin the inquiry process for daily activity.

The following table explains codes used to get the values you see on the daily recap panels. From left to right, it shows the files and selection criteria the system uses to calculate the type of recap you select.

Panel	File/Status	File/Status	File/Status	File/Status	Calculation
Daily Recap (AMBEIPVR)	Quote/ Order Header - internal order type = 1 or 4 / status = 10 or 50	Line Item	Historic Customer Order - internal type = 1 or 4	Shipment Release	open order booked = LC net sales amount from Line Item file historical order booked = LC net sales amount from Shipment Release file Sales value booked = open order booked + historical booked value Ignores the historical customer order files that also exist in the Quote/Order Header file
	Quote/ Order Header - internal order type=1 or 4 / status = 10 or 50	Quote/ Order Special Charge	Historic Customer Order - internal type=1 or 4	Historic Special Charges	Open order special charges = sum of special charges from Special Charge file Historical special charges = sum of historical special charges from Historical Special Charges file Special charge value = open + historical special charges
	Shipment Header / status = 20 or 50	Shipment Release			Line item shipped value = sum of LC net sales amounts
	Invoice Header Invoice / procedure code = 0				Invoices: Line items = sum of total item amount Special charges invoiced = sum of special charges Invoice cost = Sum of total item cost
Invoice Header / invoice procedure code = 1 or 2 and user invoice status = 0				Deferred invoices: Items invoiced = Sum of total item amount Special charges invoiced = Sum of special charges	

Note: The invoice status files used by your company should be updated by code defined by your company to a value other than zero (0) during processing when your company no longer wants the invoice to be counted by Daily Recap inquiry as a deferred invoice.

Panel	File/ Status	File/ Status	File/Status	File/ Status	Calculation
Backlog Snapshot (AMBEJP VR)	Order/ Header / status = all	Line Item	Read line item file for each Order/Header and calculate order value = sum net sales amount. Count the number of orders and accumulate the order value according to the following selection criteria.		<p>Open orders: Select internal header type = 1 and header status = 10.</p> <p>Open Quotes: Select internal header type = 2 and header status = 10.</p> <p>Open Credit Memos: Select internal header type = 4 and header status = 10.</p> <p>On Credit hold: Select internal header type = 1, 2, or 4 and header status = 10 and an order exists in Order/Hold XREF with hold code = CH and Order/Hold XREF approved date = 0.</p> <p>On Margin hold: Select internal header type = 1, 2, or 4 and header status = 10 and an order exists in Order/Hold XREF with hold code = MH and Order/Hold XREF approved date = 0.</p> <p>Other hold: Select Header status = 10, 1, 2 or 4 and order or item exists in Order/Hold XREF with a hold code other than CH or MH.Note: A hold can exist at the item or order level, and both are counted.</p> <p>Overdue Value: Sum of open to pick/ MBO quantity x sales price in local currency for each release with release status = 10 or 20 and latest promise date is less than system date.</p> <p>Backorder Value: Sum of open to pick/ MBO quantity x sales price in local currency for each release with release status = 20 where the backordered item flag = 1.Note: Sales price = selling price in order U/M * order qty OR if net sales overridden = Net sales amt * (MBO qty / original release qty). The result is converted to local currency.</p> <p>In picking: Equals (pick quantity - picked quantity) x sales price in local currency.Note: Sales price = selling price in order U/M from Line Item file. The result is converted to local currency.</p> <p>In shipping: Accumulate LC net sales from shipment release. Accumulate shipped value.</p>
	Order/ Header internal header type = 1	Line item indicator not equal to 2	Release status = 10 or 20 and not a kit component		
	Release file status = 20	Pick Release Pick sts = 0 or 1	Line Item		
	Release file status = 20 or 50	Shipment Header status = 00 or 20	Shipment Release	Ignore shipments that have been invoiced.	

Panel	File/Status	File/Status	File/Status	Calculation
Logistic Measurements (AMBENPVR)	Shipment Header / status = 20 or 50, internal type = 1	Shipment Release where kit/comp indicator not equal to 2		<p>Using shipment lead time and shipment date from Shipment Header file, compute arrival date to be used to determine if releases are OR release is shipped on time. On time releases: (Number of shipment releases on time / number of shipment releases) x 100 Single shipment orders: Number of orders shipped complete in one shipment / number of orders.</p> <p>Returns and Allowances: Returns = (ship returns zline items) x 100. Allowances = (allowances / line items) x 100.</p>
	Q/O and Historical Customer Order with internal type = 1 or 4 and matching customer or warehouse	Line item and Historical Line Item file matching return or allowance code		
	Service Level (AMVBDFR)	Historical Order files with in date range internal type = 1	Q/O Header file	
	Historical Order file within date range, internal type = 1	Historical Order Line Item where kit component indicator not = 2	Shipment Release	<p>Order Value Service Level: (Value invoiced / value ordered) where value invoiced = sum of LC total item amount + LC Special Charge 1 + LC Special Charge 2 + LC Special Charge 3 + LC total surcharge amount for each invoice associated with order.</p> <p>Value ordered = LC order Value from Q/O Header file, if available. If not, the LC Order Value from the last Invoice Header. Note: Only orders that have at least 1 invoice are included.</p> <p>Line item service level: (Number of line items shipped complete / line items) x 100.</p> <p>Item class quantity service level: (quantity shipped / quantity ordered) x 100. Note: This measurement is based upon the first shipment.</p>

To set daily recap parameters

Once you have decided what information you want included in the daily recap inquiry, the choices you make on the Select Daily Recap Parameters panel (AMBEFPVR) determine which daily recap panels you see.

```
AMBEFPVR                Select Daily Recap Parameters                *****  
  
Company . . . . . nn          *****  
Date from/to . . . . . nnnnnn  nnnnnn  
Daily recap? . . . . . A  
Backlog snapshot? . . . . . A  
Logistics measurements? . . . . A  
Service level? . . . . . A  
  
F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

Type in the company number, if you have more than one company, and the range of dates you want to use.

Hint: You can use **F4=Prompt** on the **Company** field.

Select the types of daily recap information you want to use by typing **Y** (Yes) or **N** (No) by the four questions.

When you have made your choices, press **Enter**. A message appears at the bottom of the select panel telling you that the recap process has begun, unless you selected logistics measurements.

If you selected logistic measurements, the Logistics Measurements window appears, asking you for additional information.

```

AMBEFPVR                Select Daily Recap Parameters                *****

Company . . . . .      nn          *****
Date from/to . . . . .  nnnnnn     nnnnnn
Daily recap? . . . . .  A
Backlog snapshot? . . . . . A
Logistics measurements? . . . . A
Service level? . . . . .  A

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

You can accept the defaults or enter the values you want to use. You can select a warehouse or a customer, but not both.

Notes:

1. If you do not type in a warehouse ID or customer number, the system uses all orders for the company within the date range. When you type in a warehouse or customer, you get values for that warehouse or customer for the company and date range.
2. If you do not type a code value in the **Returns** or **Allowances** field, you do not get any values for returns or allowances. You can enter a value in either or both fields.

When you have typed in the values you want to use, press **Enter**.

Hint: You can use **F4=Prompt** on all the fields in this window except **Company**, which is a protected field.

The panel you see first depends on which of the four types of recap you selected. You see from one to four panels. If you select all four types of recap, you see the four related panels in succession. If you select only one type, you see only that one panel.

When you press **Enter**, the system reads the master files interactively to provide the information for the chosen options. If the files are large, it could be a while before the next panel appears.

To review the daily recap

The first panel provided is the Daily Recap panel (AMBEIPVR).

```

AMBEIPVR                                Daily Recap                                *****
Company . . . . : **                      *****
Date from/to . . : **/**/**              **/**/**

Sales value booked . . . . : ***,***,***,***,***.**-
Special charges value . . . . : ***,***,***,***,***.**-
Line item shipped value . . . . : ***,***,***,***,***.**-

Invoices:
Line items . . . . . : ***,***,***,***,***.**-
Special charges . . . . . : ***,***,***,***,***.**-
Invoice cost . . . . . : ***,***,***,***,***.**-

Deferred invoices:
Line items . . . . . : ***,***,***,***,***.**-
Special charges . . . . . : ***,***,***,***,***.**-

F3=Exit   F11=Job status   F12=Return
    
```

The values on this panel are based on the order or invoice date, not the date/time stamp. They are shown in local currency.

To go to the next daily recap panel, press **Enter**. If this is the last type of recap you selected, you return to the Select Daily Recap Parameters panel (AMBEFPVR). To return to the previous panel, use **F12=Return**.

To review the backlog

The second panel provided is the Backlog Snapshot panel (AMBEJPVR).

AMBEJPVR		Backlog Snapshot		*****
Company	**	*****		
Date	**/**/**			
	Count	Value		
Open orders	** ,***-	*** ,***	*** ,***	*** ,***-
Open quotes	** ,***-	*** ,***	*** ,***	*** ,***-
Open credit memos	** ,***-	*** ,***	*** ,***	*** ,***-
On credit hold	** ,***-	*** ,***	*** ,***	*** ,***-
On margin hold	** ,***-	*** ,***	*** ,***	*** ,***-
On other hold	** ,***-	*** ,***	*** ,***	*** ,***-
Backorders	** ,***-	*** ,***	*** ,***	*** ,***-
Overdue	** ,***-	*** ,***	*** ,***	*** ,***-
In picking	** ,***-	*** ,***	*** ,***	*** ,***-
In shipping	** ,***-	*** ,***	*** ,***	*** ,***-
F3=Exit F11=Job status F12=Return				

This panel shows you information about open orders and quotes in the backlog. The values on this panel are the sum of the net sales amount for items or orders without special charges or taxes. These amounts appear in local currency.

To go to the next daily recap panel, press **Enter**. If this is the last type of recap you selected, you return to the Select Daily Recap Parameters panel (AMBEFPVR). To return to the previous panel, use **F12=Return**.

To review the logistics measurements

The third panel provided is the Logistics Measurements panel (AMBENPVR).

```

AMBENPVR                               Logistics Measurements          *****
Company . . . . : **                *****
Date from/to . . : **/**/**         **/**/**
Warehouse . . . : **                *****
Customer . . . . : *****          *****

On time releases . . . . . : *,**.*-
Single shipment orders . . . : *,**.*-
Credit return analysis . . . : *,**.*- *****
Credit allowance analysis . . : *,**.*- *****

F3=Exit   F11=Job status   F12=Return
    
```

This panel shows you percentages for line-item releases shipped to arrive on or before the customer's request date and for orders shipped complete in one shipment.

This panel also show you percentages for returns and/or allowances if you entered credit reason code values on the Logistics Measurements windows. The **Credit return analysis** and **Credit allowance analysis** fields do not appear on the panel if you do not enter credit reason code values on the Logistics Measurements window.

To go to the next daily recap panel, press **Enter**. If this is the last type of recap you selected, you return to the Select Daily Recap Parameters panel (AMBEFPVR). To return to the previous panel, use **F12=Return**.

To review the level of service

The fourth panel provided is the Service Level panel (AMVBBPVR).

```

AMVBBPVR                               Service Level                               *****
Company . . . . . : **                   *****
Date from/to . . . : **/**/** **/**/**

Order value service level . . . . : *,***.***- %
Line item service level . . . . . : *,***.***- %

Item class  Description                      Quantity service level
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %
****       *****                          *,***.***- %

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return
    
```

This panel provides information at the order, line item, and item class level for the date range you specified.

Note: The system calculates a service level percentage for kit parent items, but not kit component items.

When you press **Enter**, you return to the Select Daily Recap Parameters panel (AMBEFPVR). To return to the previous panel, use **F12=Return**.

Pricing

Use this option to establish the price of an item without entering an order. This inquiry also shows in detail how the price is calculated for an item.

Notes:

1. You cannot take the price calculated using this inquiry and put it into an order. Pricing for an order is established using the order entry process.
2. This inquiry is not available for S-numbers or items configured through the KBC application.
3. This function is also available through the Actions list.

Before you start

To inquire about prices, you need to know the company number and item number.

How you start

On panel	You	To
AMBM00	Select option 2	Review master files records
AMBM20	Select option 5	Review prices for specified items.
AMBH4PVR	Enter information about the item.	Select the parameters on which the price will be calculated.

When you select option 5 on the Inquiry menu (AMBM20), the Pricing Inquiry - Select panel (AMBH4PVR) appears.

```

AMBH4PVR                      Pricing Inquiry - Select                      *****
Company . . . . .                nn *****
Warehouse . . . . .             aA3 *****
Item . . . . .                  aaaaaaaaaaaaaaaaaaaaaaaaaA30
                               *****

Quantity . . . . .              nnnnnnnnnnnnnn
Order unit of measure . . . . . aA3
Customer number . . . . .       nnnnnnnn *****
Contract number . . . . .       nnnnnn *****
Price book ID . . . . .         aaaaA6 *****
Customer price code . . . . .   aA3
Effective date . . . . .        nnnnnn *****
Total price class qty . . . . . nnnnnnnnnnnnnn
Unit price discount % . . . . . nnnnnnn
Currency ID . . . . .           aA3 *****
Exchange rate date . . . . .    nnnnnn
Override rate . . . . .         nnnnnnnnnnnnnn

F3=Exit  F4=Prompt  F12=Return
    
```

Type in the company number, if you have more than one company, and the item number. The **Total price class qty** field is optional. If you enter a value in this field,

the item is checked for both a price class and the quantity entered in the price book's page 5. This quantity is the amount used for the price break inquiry.

Hint: You can use **F4=Prompt** on the **Company** and **Item** fields.

Add any other values you want to use in calculating the price for the item. Some of the values may default from the ones set up for the customer, if you enter one.

When you have made your choices, press **Enter**. The Pricing Inquiry - Display panel (AMBH5PVR) appears.

```

AMBH5PVR                      Pricing Inquiry - Display                      *****
Company/customer:  ** ***** ***** Our item: *****
*****
Item description: *****
Quantity . . . .  nnnnnnnnnnnn          U/M . . . : **
Pricing U/M . . . :  ** *****
Base price . . . :  **,**,**,**,**.*-   Selling price: **,**,**,**,**.*-
Cnv selling . . . :  *,**,**,**,**.*-   Net sales . . : **,**,**,**,**.*-

Type option; press Enter.  5=Display                      *****

Opt Price source          Amount or percent          Quantity
A2 *****                **,**,**,**,**.*-   *,**,**,**,**.*-
A2 *****                **,**,**,**,**.*-   *,**,**,**,**.*-
A2 *****                **,**,**,**,**.*-   *,**,**,**,**.*-
A2 *****                **,**,**,**,**.*-   *,**,**,**,**.*-
A2 *****                **,**,**,**,**.*-   *,**,**,**,**.*-
A2 *****                **,**,**,**,**.*-   *,**,**,**,**.*-
A2 *****                **,**,**,**,**.*-   *,**,**,**,**.*-

F3=Exit  F12=Return  F22=Toggle
    
```

This panel shows the price calculation which results from the parameters you entered on the previous panel. The top portion of the panel shows the identifying information about the customer and item, the quantity and unit of measure, and then the various prices for the item. Changing the quantity refreshes the panel. The bottom portion of the panel shows the areas of pricing where valid entries were found, based on the parameters you entered on the Select panel.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

If the price source is...	This panel appears...
A contract	Contract Item Inquiry panel (AMBAND1R)
A promotion	Promotion Item Inquiry panel (AMBAOD1R)
Price book page 3A	Item Price Book Page 3A inquiry panel (AMBBHDFR)
Price book page 3P	Item Price Book Page 3P Inquiry panel (AMBNDFR)
Price book page 5	Item Class Price Book Page 5 Inquiry panel (AMBNDFR)

Options. Use this option to perform activities for price sources listed on this panel.

Option	Use to	See page
5=Display	Review the details of the price source.	—

Function keys. Use this function key to perform additional actions.

Function key	Use to	See page
22=Toggle	Allows you to toggle from local currency to foreign currency to alternate currency.	—

To view contract information for the pricing inquiry

When you enter option **5=Display** next to a price source that is a contract on the Pricing Inquiry - Display panel, the Contract Item Inquiry panel (AMBAND1R) appears.

```

AMBAND1R                               Contract Item Inquiry                *****
Contract number . . . . . : *****
Description . . . . . : *****
Start date . . . . . : **/**/**
Expire date . . . . . : **/**/**
Customer number . . . . . : ***** *****
Company number . . . . . : ** *****

Item number . . . . . : ***** *****
Stocking unit of measure . : **
Pricing unit of measure . : **

Quantity limit . . : *****.* **      Contract % . . : **.*
Quantity sold . . : *****.*
Currency ID . . . : **

Contract unit price . :      Trading currency      Local currency
                        *****.*                *****.*
Amount sold . . . . . : *****.*                *****.*

F3=Exit  F12=Return
    
```

This panel provides information about the contract, including start and expire dates, units of measure, quantities, and currencies.

To return to the previous panel, use **F12=Return**.

To view promotion information for the pricing inquiry

When you enter option 5=Display next to a price source that is a promotion on the Pricing Inquiry - Display panel, the Promotion Item Inquiry panel (AMBA0D1R) appears.

```

AMBA0D1R                Promotion Item Inquiry                *****
Promotion number . . . . . : *****
Description . . . . . : *****
Start date . . . . . : **/**/**
Expire date . . . . . : **/**/**
Company number . . . . . : ** *****

Item number . . . . . : ***** *****
Stocking unit of measure . : **
Pricing unit of measure . : **

Unit price . . . . . : *****.**
Quantity sold . . . . . : *****.**
Amount sold . . . . . : *****.**

F3=Exit  F12=Return
    
```

This panel provides information about the promotion, including start and expire dates, units of measure, and quantities.

To return to the previous panel, use **F12=Return**.

To view price book page 3A information for the pricing inquiry

When you enter option **5=Display** next to a price source that is a price book page 3A on the Pricing Inquiry - Display panel, the Item Price Book Page 3A Inquiry panel (AMBBHDFR) appears.

```

AMBBHDFR                               Item Price Book Page 3A Inquiry          ****
Price book ID . . . . . : ***** *****
Discount/markup type . . : * *****
Date effective . . . . . : **/**/** *****

Company . . . . . : ** *****
Currency ID . . . . . : *** *****

Item number . . . . . : ***** *****

Break quantity Pricing U/M Effective date Amount
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-
*,***,***.***- ** **/**/** ***,***,***,***,***-

F3=Exit      F7=Backward  F8=Forward
F12=Return
    
```

This panel provides information about the price book page 3A used for the price calculation, including discount/markup type, date effective, currency, break quantity, pricing unit of measure, and amount.

To return to the previous panel, use **F12=Return**.

To view price book page 3P information for the pricing inquiry

When you enter option 5=Display next to a price source that is a price book page 3P on the Pricing Inquiry - Display panel, the Item Price Book Page 3P Inquiry panel (AMBNFDFR) appears.

```

AMBNFDFR                               Item Price Book Page 3P Inquiry                *****
Price book ID . . . . : ***** *****
Discount/markup type . : * *****
Date effective . . . . : **/**/** *****

Item number . . . . . : ***** *****

Break quantity  Pricing U/M  Effective date  Discount percent
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-
*, ***, ***, ****- **          **/**/**          *, ***, ****-

F3=Exit      F7=Backward  F8=Forward
F12=Return
    
```

This panel provides information about the price book page 3P used for the price calculation, including discount/markup type, date effective, break quantity, pricing unit of measure, and discount percent.

To return to the previous panel, use **F12=Return**.

To view price book page 5 information for the pricing inquiry

When you enter option **5=Display** next to a price source that is a price book page 5 on the Pricing Inquiry - Display panel, the Item Class Price Book Page 5 Inquiry panel (AMBNGDFR) appears.

```

AMBNGDFR                Item Class Price Book Page 5 Inquiry                *****
Price book ID . . . . . : ***** *****
Discount/markup type . . : * *****
Date effective . . . . . : **/**/** *****

Item price class . . . . : ****
Item number . . . . . : *****

Break quantity  Pricing U/M  Effective date  Discount percent
*, ***, ***, ***-  **          **/**/**      *, ***, ***-
*, ***, ***, ***-  **          **/**/**      *, ***, ***-
*, ***, ***, ***-  **          **/**/**      *, ***, ***-
*, ***, ***, ***-  **          **/**/**      *, ***, ***-
*, ***, ***, ***-  **          **/**/**      *, ***, ***-
*, ***, ***, ***-  **          **/**/**      *, ***, ***-
*, ***, ***, ***-  **          **/**/**      *, ***, ***-
*, ***, ***, ***-  **          **/**/**      *, ***, ***-

F3=Exit   F7=Backward   F8=Forward
F12=Return
    
```

This panel provides information about the price book page 5 used for the price calculation, including discount/markup type, date effective, item price class, item number, break quantity, pricing unit of measure, and discount percent.

To return to the previous panel, use **F12=Return**.

Chapter 11. Closing the month

Use option 5 on the Customer Order Maintenance (COM) Main Menu when you have entered all booked orders and run all invoices for the period. The Month End Close List report (AMV07) generated by this option is printed from the Monthly Activity file as part of the period closing. If Sales Analysis is installed and interfacing with Customer Order Maintenance, all monthly activity after COM closing is posted to the next sales analysis period.

No secondary menu appears when you select this option. Instead, the Reporting Period Close, Company Selections display (AMV061) appears and allows you to select the company or companies to be closed.

Before you start

Be sure you are ready to close the Monthly Activity file before you run this option, because all the information in the Monthly Activity file (MNTHACTV) is deleted in preparation for the next reporting period. If Forecasting is installed and interfacing, the Monthly Activity file is used to recompute forecasts before COM sets up the files for a new period. If Market Monitoring and Analysis is installed, the MNTHACTE file is also cleared.

How you start

On panel	You	To
AMBM00	Select option 5	Close the Monthly Activity file
AMV061	Make a selection	Close selected open period and generate report

To close the reporting period

After you select option 5 on the Main Menu (AMBM00), the Reporting Period Close, Company Selection panel (AMV061) appears. Use this display when you have entered all booked orders and run all invoices for the period.

DATE **/**/**		REPORTING PERIOD CLOSE COMPANY SELECTIONS				AMV061 **	
SEL <Y>	CO NO	COMPANY NAME	DATE OF LAST CLOSE	PERIOD TO CLOSE	LAST S/A CLOSE	FISCAL YR BEGIN	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	
A	**	*****	**/**/**	**	**	**	+

USE ROLL UP/DOWN
F24 CANCEL THE JOB

Type **Y** next to the open periods you want to close and press **Enter**.

To leave the Monthly Close option without closing any open periods, use **F24**. You return to the Main Menu (AMBM00).

To generate the monthly close report

When you select an open period to close on panel AMV061 and press **Enter**, the Monthly Close List report (AMV07) is automatically submitted to the batch job queue.

The report contains a list of the open periods you closed.

Monthly Close List

22**	TIME 13:35:25	PAGE	1	AMV07	COMPLETED CLOSE LIST	DATE	1/
		COMPANY			MONTH END CLOSE		
		NUMBER	NAME		PERIOD PERIOD		
		1	NORTHCREEK IND.		CLOSED CLOSE DATE		
					4	1/22/**	

Chapter 12. Printing reports on demand

COM provides you with numerous reports you can use to help you manage your order processing operations effectively. Some of these reports are printed automatically when you make changes to master files. This chapter describes the reports you can print whenever you want to see current information on a particular topic, that is, reports you can print on demand. In COM, these on-demand reports fall into two categories: status and miscellaneous.

COM provides a secondary menu for each of the two categories of reports. See “Status reports” for detailed information on status reports and “Miscellaneous reports” for detailed information on miscellaneous reports.

Whether you print reports from the Status Reports menu (AMBM30) or the Miscellaneous Reports menu (AMBM40), the process is essentially the same.

1. Determine what limits, if any, you are to use to print the report.
2. Select the appropriate menu option and press **Enter**.
3. When the entry panel appears, type in the limits needed for the report and press **Enter**. The report is put in the batch job queue for printing.

Hint: Unless otherwise noted later in this chapter, you can use the defaults that appear on the panel without having to enter values in any other fields. This can create a very long report. Be sure this is what you want.

Status reports

When you select option 3 on the Main Menu (AMBM00), the Status Reports menu (AMBM30) appears. The reports you print from this menu provide up-to-date information on orders and the items on those orders. For instance, this information can include, depending on the report:

- Order shortages and backlogs
- Credit items
- Quotes
- Items that need to be returned to stock
- Hold status
- Status of open orders, items with multiple shipments (blanket items), and standing and quote orders.

```

AMBM30                               Customer Order Management          *****
                               Status Reports

Type option or command; press Enter.

1. Open Orders >>
2. Order Shortage
3. Period to Date Backlog/Shipments
4. Quote Status
5. Standing Orders
6. Staging Location Return to Stock

==> _____

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status F12=Return  F22=Messages
    
```

Option	Use to	See page
1	Open order reports	12-3
2	Customer Order Shortages report (AMBE9PFR)	12-14
3	Period to Date Backlog/Shipments report (AMBGQPFR)	12-15
4	Quote Status by Customer report (AMBFYPFR)	12-17
5	Standing Orders by Customer report (AMBFIPFR)	12-19
6	Staging Location Return to Stock report (AMFBPFR)	12-21

Open Orders

When you select option 1 on the Status Reports menu (AMBM30), the Open Order Reports menu (AMBM31) appears. This menu allows you to select any of four open order reports.

```

AMBM31                               Customer Order Management          *****
                                Open Order Reports

Type option or command; press Enter.

1. Open Orders/Back Orders by Request Date
2. Open Orders/Back Orders by Item
3. Open Orders/Back Orders by Customer
4. Blanket Item Status

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
    
```

Option	Use to	See page
1	Open Orders/Back Orders by Request Date report (AMBD6PFR)	12-3
2	Open Orders/Back Orders by Item report (AMBDZPFR)	12-6
3	Open Orders/Back Orders by Customer (AMBD5PFR)	12-8
4	Blanket Item Status report (AMBFAPFR)	12-11

Open Orders/Back Orders by Request Date report

Print this report any time you want to review the current status of open orders, orders that are backlogged and customer item demand that has not been shipped or shipped complete. You can also use this report to review order requirements for all items within a range of dates.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 1	Select an Open Order report
AMBM31	Select option 1	Select the Open Orders/Back Orders by Request Date report

On	You	To
AMBDJPVR	Enter report limits	Print the Open Orders/Back Orders by Request Date report

This report provides information useful to several areas of your company, including marketing, accounting, inventory management, and manufacturing.

Information on this report is sorted by company, customer, and order header customer request date, with orders for the earliest date printed first. Request date is defined as the date the customer expects the item on their receiving dock. Note that items on the order can have their own request date. The value at cost and at sales totals are given for each order, request date, and company and for the entire report. If multi-currency support is active, the value at sales is shown in trading currency for the order only. The quantities are shown in stocking units of measure.

Special note should be given to an asterisk (*) at the right edge of the report for a credit item--return to inventory (**R**) or sales allowance (**A**). Another asterisk (*) is printed after the **Value at cost** field to indicate that a quantity of an item has been shipped one or more times.

To print the report

When you select option 1 on the Open Order Reports menu (AMBM31), the Open Orders/Back Orders by Request Date panel (AMBDJPVR) appears.

```

AMBDJPVR                Open Orders/Back Orders by Request Date                *****
Type information; press Enter.
Process all orders . . . . . A
Or, type range.
Beginning date . . . . . nnnnnn
Ending date . . . . . nnnnnn
Include credit memos . . . . . A
Print only backordered items . . . . . A

F3=Exit  F11=Job status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

AMBD6PFR V\$ECHRIS	Open Orders/ 1/07/**	Page	1		12		
Back Orders by Request Date							
:00:40 ATLA5051 92							
Report options:							
Process all orders	:	Y					
Beginning request date	:						
Ending request date	:	**/**/**					
Include credit memos	:	Y					
Print only backordered items	:	N					
Company number	:	1	NORTHCREEK INDUSTRIES				
Customer number	:	1200	Quaker City Foundry				
turn to Inventory *							
Request date	:	Order no. :	CM REPT005	Sold to :	Quaker City Foundry		
Manufacturing date :		Priority :		Ship to :	Quaker City Found.		
Request Mfg due Promise WH WH	:	Item number/					
date Mfg date date date no loc	:	Value at cost	CB	RC			
	:	Description	order	quantity			
A A02	:	AIRKIT		1.000-	EA 257.20000000-		
	:	AIRCONDITIONER KIT (OPTION)			Al		
lowance *							
Value at sales					Value at cost		
*** 1 - CM REPT005 Order totals ***					257.20-		
5.00-							
*** Request date totals ***					257.20-		
5.00-							
Customer number	:	31600	A A Electric Supply				
Request date	:	12/29/					
** Order no. :	CO C000004	Sold to :	A A Electric Supply	PO no. :	TEST ORDER - FRED KEY		
Manufacturing date :	12/17/**	Priority :		Ship to :	A A Electric Supply		
Request Mfg due Promise WH WH	:	Item number/					
date Mfg date date date no loc	:	Value at cost	CB	RC			
	:	Description	order	quantity			
12/29/** 12/29/** 12/29/** A	:	922	GARDEN SPRAY UNIT STD	100.000	EA 2,250.00000000		
id	Hold code	Description	Item number	Userid	Date held	Approved	Approval user
	CH	Credit hold		FKEY	12/12/**	12/12/**	FKEY
	CH	Credit hold		FKEY	12/13/**		
	MH	Margin hold		FKEY	12/12/**	12/12/**	FKEY
	MH	Margin hold		FKEY	12/13/**		
					Value at cost		
Value at sales							
*** 1 -							
CO C000004 Order totals ***					2,250.00		3,250.00
*** 12/29/							

12

```

:00:40 ATLA5051 92
Company number . . . : 2 MEISSNER MANUFACTURING
Customer number . . : 2800 Can-
Do Eng. Company
Request date . . . : Order no. : CM 15 Sold to : Can-Do Eng. Company X PO no. :
Manufacturing date : Priority : NR Ship to : Can-Do Eng. Company X
Value at sales Value at cost
*** 2 -
CM 15 Order totals *** .00 .00
*** Request date totals *** .00
.00
Customer number . . : 2800 Can-Do Eng. Company
Request date . . . : 10/10/** Order no. : CO 12 Sold to : Can-
Do Eng. Company X PO no. : xxxx-12345-9999-zzzzzx
Manufacturing date : 10/05/** Priority : Ship to : Can-Do Eng. Company X
id Hold code Description Item number Userid Date held Approved Approval user
MH Margin hold BSWEET 10/14/93
Value at sales Value at cost
*** 2 -
CO 12 Order totals *** .00 .00
*** 10/10/
** Request date totals *** .00 .00
Customer number . . : 2800 Can-Do Eng. Company
Request date . . . : 10/15/** Order no. : CO 14 Sold to : Can-
Do Eng. Company X PO no. : ABC-123456789-XYZ99999
Manufacturing date : 10/08/** Priority : MM Ship to : Can-Do Eng. Company X
Hold code Description Item number Userid Date held Approved Approval user

```

Open Orders/Back Orders by Item report

Print this report any time you want to review the current status of items on open and back orders. You can also use this report to review the requirements for items by date and priority.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 1	Select an Open Order report
AMBM31	Select option 2	Select the Open Orders/Back Orders by Item report
AMBC9PVR	Enter report limits	Print the Open Orders/Back Orders by Item report

This report provides information useful to several areas of your company, including marketing, accounting, purchasing, manufacturing, shipping, and warehouse.

Information on this report is sorted by warehouse, item number, and request/promise date, with the earliest date printed first. Totals are printed by item, warehouse, and company and for the entire report. The value at sales and at cost are shown in local currency only. The quantities are shown in stocking units of measure.

Special note should be given to the asterisk (*) printed next to the **UM** field. The asterisk (*) indicates that a quantity of the item has been shipped one or more times. Also, in the **CB** (credit or blanket item) field, a code value of **R** indicates credit items returned; **A** indicates a sales allowance; **B** indicates a blanket item (having more than one shipment from a warehouse to a ship-to address). When credit items are printed

on the report, the credit reason code in the **RC** (reason code) field that was entered for the item during order entry is printed.

To print the report

When you select option 2 on the Open Order Reports menu (AMBM31), the Open Orders/Back Orders by Item panel (AMBC9PVR) appears.

```

AMBC9PVR                               Open Orders/Back Orders by Item          *****

Type information; press Enter.

Process all orders . . . . . A

Or, type.
Warehouse . . . . . aA3 00000000000000000000000000000000

Type range.
Beginning item number . . . . aaaaaaaaaaaaA15
Ending item number . . . . . aaaaaaaaaaaaA15

Print only backordered items . . . A

F3=Exit  F4=Prompt  F11=Job status  F12=Return
  
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading ***Report options***.

```

AMBDZPFR V$ECHRIS                               Open Orders/
Back Orders by Item                               1/07/** Page 1
:59:56 ATLA5051 92                                11
Report options:
  Process all orders . . . . . : Y
  Warehouse code . . . . . : ALL
  Beginning item number . . . . :
  Ending item number . . . . . : 9999999999999999
  Print only backordered items : N
  Company . . . . . : 1 NORTHCREEK INDUSTRIES
  Warehouse . . . . . : A WAREHOUSE A - CTL
  
```

Item number	Item description	Mfg due date	Promise date	Order number	CB RC	Open quantity	UM	Customer
** CO REPTI01	AIRKIT AIRCONDITIONER KIT (OPTIO 10.000	1/15/**	1/15/	100 Bellamy Bicycle	On hand	Ordered		Value at cost
Value at sales ***		Item totals ***		199,981.000		10.000		2,572.00
5,000.00								
BATTERY	12 VOLT BATTERY	12/30/**	12/30/					
** CO	6 100.000	31600 A A	Electric Supply	On hand		Ordered		Value at cost
Value at sales ***		Item totals ***		87,695.000		100.000		10,000.00
20,000.00								
922	GARDEN SPRAY UNIT STD	12/29/**	12/29/					
** CO C000004	100.000	31600 A A	Electric Supply	On hand		Ordered		Value at cost
Value at sales								

Open Orders/Back Orders by Customer report

Print this report any time you want to review the current status of open and back orders for customers.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 1	Select an Open Order report
AMBM31	Select option 3	Select the Open Orders/Back Orders by Customer report
AMBCBPVR	Enter report limits	Print the Open Orders/Back Orders by Customer report

Note: if you use a range of company numbers, you cannot leave the Customer fields blank.

This report provides information useful to several areas of your company, including marketing and accounting.

Information on this report is sorted by company, customer, and order number. The current open, unshipped quantity net value at cost and at sales are shown for each order, customer, and company and for the entire report. The value at cost is also shown for each item.

Special note should be given to the items with an asterisk (*) after the **Value at cost** field. The asterisk (*) indicates that the item has been shipped one or more times.

Also note the code values in the **CB** (for credit and blanket items) fields, and **RC** (reason code) fields. The reason code is assigned at data entry.

To print the report

When you select option 3 on the Open Order Reports menu (AMBM31), the Open Orders/Back Orders by Customer panel (AMBDBPVR) appears.

```

AMBDBPVR                Open Orders/Back Orders by Customer                *****
Type information; press Enter.
Process all orders . . . . . A
Or, type range:
Beginning
Company number . . . . . nn *****
Customer number . . . . . nnnnnnnn *****
Ending
Company number . . . . . nn *****
Customer number . . . . . nnnnnnnn *****
Include credit memos . . . . . A
Print only backordered items A

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

Hint: If you enter a range of company numbers on this panel, you must also enter a range of customer numbers.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

Blanket Item Status report

Print this report any time you want to review the current status of blanket items. You can also use this report to aid in tracking blanket releases, specific shipment quantity from the warehouse to a ship-to location, and to provide order numbers for selecting blanket item picking lists.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 1	Select an Open Order report
AMBM31	Select option 4	Select the Blanket Item Status report
AMBDLPVR	Enter report limits	Print the Blanket Item Status report

This report provides information useful to several areas of your company, including marketing, accounting, and inventory control.

Information on this report is sorted by order number within a single company. Totals are printed by order and for the entire report. The value at sales and at cost are shown in local currency only.

Note: This report includes blanket items for customer orders only. Blanket items for quotes and credit memos are not included.

Special note should be taken of the data related to the **Quantity Shipped**, **Quantity Backorder**, and **Quantity Next pick**, depending on the status—**Y** (Yes) or **N** (No)—of the **Pick list** field. Also, the data under the **SC** (Ship Complete) field easily identifies a completed planned shipment.

To print the report

When you select option 4 on the Open Order Reports menu (AMBM31), the Blanket Item Status panel (AMBDLPVR) appears.

```
AMBDLPVR                               Blanket Item Status                               *****  
  
Type information; press Enter.  
Process all orders . . . . . A  
Or, type.  
Company . . . . . nn *****  
Type range.  
Beginning order number . . . . . aaaaaA7  
Ending order number . . . . . aaaaaA7  
  
F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

AMBFAPFR V\$ECHRIS Blanket Item Status 1
/11/** Page 1 14

```

:23:55 ATLA5051 92
Report options:
Process all orders . . . . : Y
Company number . . . . . :
Beginning order number . . :
Ending order number . . . : 9999999
Company . . . . . : 1 NORTHCREEK INDUSTRIES
Customer number . . . . . : 1200 Quaker City Foundry
Order number . . . . . : COREPINC1
  
```

Item	Description	WH no	Quantity Ordered	Quantity Shipped	Customer item number
BELT	AIR CONDITIONER BELT	ATL	100.000	.000	
-----Release----- -Manufacturing-- -Last Invoice-- -----Quantity-----					
S Pick No.	Value at cost	Value at sales	Ordered/ Backorder	Shipped/ Next pick	C list
1 20	1/10/** 1200	1/10/** 2.000	26 1/06/ 40.00000000	80.00	
**	10.000	N Y	8.000	8.000	
2 10	1/30/** 900	1/30/ 20.000	.000 N N	100.00000000	200.00
**			.000	20.000	
3 10	2/15/** 1200	2/15/ 30.000	.000 N N	150.00000000	300.00
**			.000	30.000	
4 10	4/01/** 900	4/01/ 40.000	.000 N N	200.00000000	400.00
**			.000	40.000	
*** COREPINC1 Order totals ***					490.00
980.00					
Customer number : 1200 Quaker City Foundry					
Order number : COREPINC2					

Item	Description	WH no	Quantity Ordered	Quantity Shipped	Customer item number
BELT	AIR CONDITIONER BELT	ATL	100.000	.000	
-----Release----- -Manufacturing-- -Last Invoice-- -----Quantity-----					
S Pick No.	Value at cost	Value at sales	Ordered/ Backorder	Shipped/ Next pick	C list
1 20	1/10/**	1/08/ 10.000	.000 N Y	50.00000000	100.00
**			.000	.000	
2 20	2/10/**	2/10/ 20.000	.000 N Y	100.00000000	200.00
**			.000	.000	

:23:55 ATLA5051 92 14
Company : 1 NORTHCREEK INDUSTRIES
Customer number : 100 Bellamy Bicycle
Order number : COREPINQ2

Item	Description	WH no	Quantity Ordered	Quantity Shipped	Customer item number
BELT	AIR CONDITIONER BELT	ATL	100.000	.000	
-----Release----- -Manufacturing-- -Last Invoice-- -----Quantity-----					
S Pick No.	Value at cost	Value at sales	Ordered/ Backorder	Shipped/ Next pick	C list
2 10	2/01/** 1200	2/01/ 20.000	.000 N N	100.00000000	100.00
**			.000	20.000	
3 10	3/01/** 1200	3/01/ 30.000	.000 N N	150.00000000	150.00
**			.000	30.000	
4 10	4/01/** 1200	4/01/ 40.000	.000 N N	200.00000000	200.00
**			.000	40.000	
*** COREPINQ2 Order totals ***					5,500.00
10,500.00					

Customer Order Shortages report

Print this report any time you want to review order shortages. You can also use this report to assess potential inventory problems based on the picking requirements for an item to fill existing orders.

Note: This report can be printed when Inventory Management (IM) is not installed or interfacing with COM. IM has a more detailed item shortage report.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 2	Select the Customer Order Shortages report
AMBFKPVR	Enter report limits	Print the Customer Order Shortages report

This report provides information useful to several areas of your company, including inventory control, manufacturing, and purchasing.

Information on this report is sorted by item number and warehouse.

To print the report

When you select option 2 on the Status Reports menu (AMBM30), the Order Shortages panel (AMBFKPVR) appears.

```

AMBFKPVR                               Order Shortages                               *****

Type information; press Enter.

Process all warehouses . . . . . A

Or, type range.
Beginning warehouse . . . . . aA3 *****
Ending warehouse . . . . . aA3 *****

F4=Prompt  F11=Job status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The available quantity [F] shown on the report is calculated in this way:

$$([A] + [B]) + [C] - ([D] + [E]) = [F]$$

If the available quantity is zero or a negative quantity, the item is considered short and it will appear on this report.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

AMBE9PFR	V\$ECHRIS	Order Shortages				1
/05/**	Page 1					14
:45:32 ATLA5051 92						
Report options:						
Process all warehouses . . : N						
Beginning warehouse . . . : ATL						
Ending warehouse : ATL						
Warehouse : ATL ATLANTA WAREHOUSE - UNCTL						
[F]		[A]	[B]	[C]	[D]	[E]
Item number/		-----On order status-----			-----Allocated to-----	
Description	UM	Purchase	Mfg	On hand	Mfg orders	Cust orders
Available						
BG0005	BO	.000	.000	2.000	.000	180.000
178.000-						
BEARINGS, 1.5 X .5, BALL						
MPLBLK	EA	.000	.000	.000	.000	60.000
60.000-						
PLASTIC STACKING BLOCKS						
1500	EA	.000	.000	1,000.000	.000	9,250.000
8,250.000-						

Period to Date Backlog/Shipments report

Print this report any time you want to review backlog shipments over a period of time. You can also use this report to review the value of shipments and orders by item class.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 3	Select the Backlog Shipments report
AMBFRPVR	Enter report limits	Print the Backlog Shipments report

Note: You must enter values in the Beginning year and Number of years to summarize fields.

This report provides information useful to several areas of your company, including inventory control, shipping, warehouse, accounting, and marketing. The report gives a historical view of the ratio of the value of shipments to the value of orders booked in a specific period of time. Value is defined as the net sales amount invoiced for the item quantity ordered or shipped.

Data for prior years is summarized into an annual figure. Data for the current year is shown in monthly detail.

Information on this report is sorted by company number, item class, and month or period. Totals are shown for each year by item class.

To print the report

When you select option 3 on the Status Reports menu (AMBM30), the Period to Date Backlog/Shipments panel (AMBFRPVR) appears.

```
AMBFRPVR                Period to Date Backlog/Shipments                *****  
  
Type information; press Enter.  
Process all companies . . . . . A  
Or, type.  
  Company . . . . . nn *****  
Beginning year . . . . . nn  
Number of years to summarize . . . . . nn  
  
F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

Type in the information you want to see and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

Hint: You must enter a beginning year and the number of years to be summarized on the report.

The information you entered on this panel is printed at the top of the first page of the report under the heading **Report options**.

AMBGQPPR	V\$ECHRIS		Period to Date Backlog/						
Shipments		1/05/94	Page	1					14

:50:36 ATLA5051 92

Report options:

Process all companies . . . : Y

Company number : 19**

Beginning year : 19**

Number of years : 1

Company number : 1 NORTHCREEK INDUSTRIES

Ship	Number of Period	Number of	Value of Shipments	Value of Orders	Order/ Ratio	Shipments	Occu
References							
Item class	01 /	CI	Consumer Items				
19**			.0000 50,000,000,000.0000	.000	0	1	0
1	19** totals		.0000 50,000,000,000.0000		.000		0
Item class	01 /	HW	Hardware				
19**			.0000 .0400	.000	0	4	0
4	19** totals		.0000 .0400	.0400	.000		0
Item class	01 /	KIT	Kit, End Item				
19**			.0000 200.0000	.000	0	1	0
1	19** totals		.0000 200.0000	200.0000	.000		0
Item class	01 /	MAIN	Main				
19**			.0000 1,300.0000	.000	0	4	0
4	19** totals		.0000 1,300.0000	1,300.0000	.000		0
Item class		OP	Option Component				

Quote Status by Customer report

Print this report any time you want to review open quotes and their values at cost and at sales. You can also use this report to review the expiration dates and the status of the quotes.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 4	Select the Quote Status by Customer report
AMBF9PVR	Enter report limits	Print the Quote Status by Customer report

This report provides information useful to several areas of your company, including marketing, management, and accounting.

Information on this report is sorted by company number, customer number, and quote number. Totals are shown for each quote, customer, and company and for the entire report. The value at cost and at sales are shown in local currency only. The value at sales is not shown for line items. (This information can be seen in Order Inquiry.)

Special note should be given to the quote expiration date. After this date, the quote cannot be copied to a customer order with a customer order type = CO.

To print the report

When you select option 4 on the Status Reports menu (AMBM30), the Quote Status by Customer panel (AMBF9PVR) appears.

```

AMBF9PVR                               Quote Status by Customer          *****
Type information; press Enter.
Process all quotes . . . . . A
Or, type range.
Beginning
Company number . . . . . nn          *****
Customer number . . . . . nnnnnnnn *****
Ending
Company number . . . . . nn          *****
Customer number . . . . . nnnnnnnn *****

status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

```

AMBFYPPR V$ECHRIS          Quote Status by Customer          1
/05/**   Page      1
:51:06 ATLA5051 92
Report options:
  Process all quotes . . . :
  Company . . . . . :      1      From      To
  Customer number . . . :      99999999      89
  Company . . . . . :      1 NORTHCREEK INDUSTRIES
  Customer number . . . :      100 Bellamy Bicycle
  Quote number . . . . : QT REPT001 Date needed . . . : 11/10/9** Date expires . . . : 10/01/
** Status . . . . : 20 **
Request Promise WH WH      Item number      Item description      Value at cost      Qua
ntity      UM
date      date      no      loc
11/10/** 11/10/
** 1      BELT      AIR CONDITIONER BELT      500.00000000      100.000      EA
11/10/** 11/10/
** 1      AIRKIT      AIRCONDITIONER KIT (OPTION)      2,572.00000000      10.000      EA
11/10/** 11/10/** 1      1500      HOSE 1/
2"      1,083.30000000      1,000.000      EA
11/10/** 11/10/** 1      GEAR18      ONE-
SPEED GEAR ATTACHMENT      131.25000000      10.500      EA
Value at cost      Valu
e at sales
*** 01-
QTREPT001 Quote totals ***      4,286.55      6,263.50
Quote number . . . : QT REPT01A Date needed . . . : 12/15/** Date expires . . . : 12/01/
** Status . . . . : 10 **
Request Promise WH WH      Item number      Item description      Value at cost      Qua
ntity      UM
date      date      no      loc
11/10/** 11/10/
** 1      BELT      AIR CONDITIONER BELT      500.00000000      100.000      EA

```

```

:51:06 ATLA5051 92
Company . . . . . :      2 RIVEREDGE MFG
Customer number . . :      2800 Can-Do Eng. Company
Quote number . . . : QT      10 Date needed . . . : 10/03/** Date expires . . . : 9/27/
** Status . . . . : 20 **
Value at cost      Valu
e at sales
*** 02-
QT      10 Quote totals ***      .00      .00      .00
***      2800 Customer totals ***
      .00

```

Standing Orders by Customer report

Print this report any time you want to review orders for items routinely ordered by customers. Standing orders are used to reduce data entry time by using order copy for customers that order the same—or nearly the same—items each time they place an order.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 5	Select the Standing Orders by Customer report
AMBFPPVR	Enter report limits	Print the Standing Orders by Customer report

This report provides information useful to several areas of your company, including accounting and inventory management.

Information on this report is sorted by company number, customer number, order number, and warehouse. Totals are shown for each order, customer, and company and for the entire report. The value at sales totals are shown in local and trading currency if multi-currency support is active. The value at sales is not shown for line items. (This information can be seen in Order Inquiry.)

To print the report

When you select option 5 on the Status Reports menu (AMBM30), the Standing Orders by Customer panel (AMBFPPVR) appears.

```

AMBFPPVR                               Standing Orders by Customer                               *****

Type information; press Enter.
Process all orders . . . . . A

Or, type range.
Beginning
Company number . . . . . nn *****
Customer number . . . . . nnnnnnnn *****

Ending
Company number . . . . . nn *****
Customer number . . . . . nnnnnnnn *****

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

```

AMBFIPFR  V$ECHRIS          Standing Orders by Customer          1
/05/**    Page      1
:51:43  ATLA5051  92
Report options:
  Process all orders . . . . : Y
                                From      To
  Company number . . . . . :    1        89
  Customer number . . . . . :           99999999
  Company number . . . . . :    1  NORTHCREEK INDUSTRIES
  Customer number . . . . . :           1200  Quaker City Foundry
  Order number . . . . . :  SO REPTS15  Order date . . . . . :    7/01/**

  WH  WH
  no  loc      Item number   Item description          Quantity   UM      Value at cost
  1   1500     1500         HOSE 1/2"                 500.000   EA      541.65000000
  1   BELT     BELT         AIR CONDITIONER BELT      10.000   EA      50.00000000
  ATL BELT     BELT         AIR CONDITIONER BELT      10.000   EA      50.00000000
  ATL BELT     BELT         AIR CONDITIONER BELT      20.000   EA      100.00000000
  ATL BELT     BELT         AIR CONDITIONER BELT      30.000   EA      150.00000000
  ATL BELT     BELT         AIR CONDITIONER BELT      40.000   EA      200.00000000
  ATL BATTERY  12 VOLT BATTERY          120.000   EA      12,000.00000000
  1   CBFTGFIC 18 CU FT REFFR W/ ICE MAKER  5.000   EA      500.00000000
  1   AIRKIT   AIRCONDITIONER KIT (OPTION)  1.000   EA      257.20000000
  ATL KIT1     KIT1                    10.000   EA      100.00000000
                                Value at cost
  Value at sales
  *** 1 -
SO REPTS15 Order totals ***          13,448.85      50,000,004,804.
66
***          1200 Customer totals ***          13,448.85
50,000,004,804.66
***          1 Company totals ***          13,448.85

```

Staging Location Return to Stock report

Print this report any time you want to identify items that were picked to a staging location but not shipped, if you maintain controlled warehouses.

You can print this report at the end of the day for a sizing of the work to be done the next day or after a shipment is complete for a list of items that need to be returned to stock. Items on the report have a pick release status code 3.

How you start

On	You	To
AMBM00	Select option 3	Print Status reports
AMBM30	Select option 6	Select the Staging Location Return to Stock report
AMBFPPVR	Enter report limits	Print the Staging Location Return to Stock report

Information on this report is sorted by warehouse, staging location, pick list number, and item number.

To print the report

When you select option 6 on the Status Reports menu (AMBM30), the Staging Location Return to Stock panel (AMBFMPVR) appears.


```

AMBFMPVR                               Staging Location Return to Stock          *****

Type information; press Enter.

Warehouse . . . . . aA3
Location in warehouse . . . . . aaaaaA7

F3=Exit  F4=Prompt  F11=Job status  F12=Return

```

Type in the information you want to see and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The information you entered on this panel is printed at the top of the first page of the report under the heading **Report options**.

```

AMBFBPFR  V$ECHRIS                               Staging Location Return to Stock          1
/05/**    Page    1
:56:33  ATLA5051  92
Report options:
  Warehouse . . . . . 1
  Staging Location : A10111A
-----Item-----
number  description                Batch/Lot  FIFO    Excess  ----Location----
AIRKIT  AIRCONDITIONER KIT (OPTION)  R100A23   date    quantity to    actual
                               6/14/**  5,000.000  LOCA  -----
                               ** END OF REPORT **

```

Miscellaneous reports

When you select option 4 on the Main Menu, the Miscellaneous Reports menu (AMBM40) appears. From this menu you can print a wide variety of reports, most of which relate to items your company manufactures or sells. The information on these reports can include general item information, item prices in local or trading currencies, descriptions of items in your language or other languages, and commissions allowed to sales representatives for items they sell, among other things. You can also print general ledger information and order maintenance information from this menu.

```

AMBM40                               Customer Order Management          *****
                                     Miscellaneous Reports

Type option or command; press Enter.

  1. Commissions Worksheet
  2. General Ledger Worksheet
  3. Item Price List
  4. Item Foreign Currency Prices
  5. Items Without Foreign Currency Prices
  6. Item Foreign Language Descriptions
  7. Items Without Foreign Language Descriptions
  8. Item Master
  9. Maintenance Log
 10. Salesrep Master List

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages
    
```

Option	Use to	See page
1	Commissions Worksheet (AMBFPPFR)	12-23
2	General Ledger Worksheet (AMBFQPFR)	12-25
3	Item Price List (AMBDGPFR)	12-27
4	Item Foreign Currency Prices report (AMBCGPFR)	12-28
5	Items Without Foreign Prices report (AMBDSPFR)	12-30
6	Item Foreign Languages Descriptions report (AMVD1PFR)	12-33
7	Items Without Foreign Descriptions report (AMVDYPFR)	12-34
8	Item Master reports	12-37
9	Order Maintenance Log by Order Number report (AMBGXPFR)	12-22

Commissions Worksheet

Print this report to review all sales that have been processed since the last month or period close was run.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 1	Select the Commissions Worksheet
AMBGIPVR	Enter report limits	Print the Commissions Worksheet

This report provides information useful to several areas of your company, including marketing and accounting.

Information on this report is sorted by company, sales representative, customer and item number. Totals are shown for each customer and sales representative.

To print the report

When you select option 1 on the Miscellaneous Reports menu (AMBM40), the Commissions Worksheet panel (AMBGIPVR) appears.

```

AMBGIPVR                      Commissions Worksheet                      *****
Type information; press Enter.

Process all companies . . . . . A
Or, single company only . . . . . nn          *****

Process all salesreps . . . . . A
Or, Beginning salesrep number . . . . . nnnnn          *****
Ending salesrep number . . . . . nnnnn          *****

Period
Beginning date . . . . . nnnnnn
Ending date . . . . . nnnnnn

F3=Exit  F4=Prompt  F11=Job status  F12=Return

```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

AMBFPFPR V\$ECHRIS /05/** Page 1	Commissions Worksheet	1
		14
:57:28 ATLA5051 92		
Report options:		
Period	From To	
Salesrep	*/**/** 1/05/**	
Company		
Company	1 NORTHCREEK INDUSTRIES	
Salesrep	201 BILL WEBBER	
Item number	Item description	
Profit/		
Commission amount	Shipped	Net/Sales
Customer	quantity	participation %
.00	.000	.00
.00		20.00
.00	.000	.00
.00		20.00
.00	.000	.00
.00		20.00

AMBFPFPR V\$ECHRIS /05/** Page 2	Commissions Worksheet	1
		14
:57:28 ATLA5051 92		
Company 1 NORTHCREEK INDUSTRIES		
Salesrep 31901 LEE BROWN		
Item number	Item description	
Profit/		
Commission amount	Shipped	Net/Sales
Customer	quantity	participation %
.00	.000	.00
.00		100.00
.00	.000	.00
.00		100.00
.00	.000	.00
.00		80.00
.00	.000	.00
.00		80.00
.00	.000	.00
.00		80.00

General Ledger Worksheet

Print this report to review the charges, inventory costs, and credits associated with invoices since the last month or period close.

Note: General Ledger Worksheet totals are by sales period and may not correlate to other General Ledger reports run by date range.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 2	Select the General Ledger Worksheet
AMBGJPVR	Enter report limits	Print the General Ledger Worksheet

This report provides information useful to several areas of your company, including accounting and inventory control.

Information on this report is sorted by company and item number. Totals are shown for each company and for the entire report.

To print the report

When you select option 2 on the Miscellaneous Reports menu (AMBM40), the General Ledger Worksheet panel (AMBGJPVR) appears.

```

AMBGJPVR                      General Ledger Worksheet                      *****
Type information; press Enter. Leave blank for all.

Company number . . . . . A2          *****

Period:
Beginning date . . . . . nnnnnn
Ending date . . . . . nnnnnn

F3=Exit  F11=Job status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

AMBFQPFJ	JAWATSON	General Ledger Worksheet	10
/26/**	Page 1		13


```

:54:29 ATLA5051 91
Report options: From To
Period . . . . : 10/26/9**
Company . . . . :
Company . . . . : 1 Northcreek Ind
Item number Item description Class Sales/Charges G/L no. Inventory cost G/
L no. Return/Allowance G/L no.
AIRKIT AIRCONDITIONER KIT (OPTION) OP 47,500.00 25,720.00
.00
ALPSKWR ALL PURPOSE SHRINK WRAP PACK 7.06 350.00
.00
BATTERY 12 VOLT BATTERY PU 3,200.00 1,600.00
.00
BELT AIR CONDITIONER BELT MAIN 200.00 100.00
30.00-
BICY008 DELUXE II, BOY'S BICYCLE FO 118,600.00 4,945.00
.00
BLKPNT JET BLACK PAINT 02 9,600.00 560.00
.00
BLOCK4 4 CYL ENGINE BLOCK MP 95,000.00 50,000.00
.00
BLOCK6 6 CYL ENGINE BLOCK MP 85,500.00 45,000.00
.00
BLUPNT BLUE PAINT 02 7,680.00 480.00
.00
CLRT177 WALL CLOCK CI 5,390.00 3,036.59
.00
CRDBCK 12" X 8" CARDBOARD BACKING PACK 19.00 10.00
.00
ENG4 4 CYL ENGINE ASSEMBLY MTR 39,600.00 19,800.00
1,800.00-
GEAR18 ONE-
SPEED GEAR ATTACHMENT ML 139,999,986.00 175.00 .00
ITEM1 TURNEY'S ITEM NUMBER-----
* .00 .00 776.70-
ITEM4 CONTRACT TEST 535,306.00 33,630.00
.00
    
```

Item Price List

Print this report any time you want to review the prices, markup and discount percentages, and quantity price break information for a range of items.

How you start

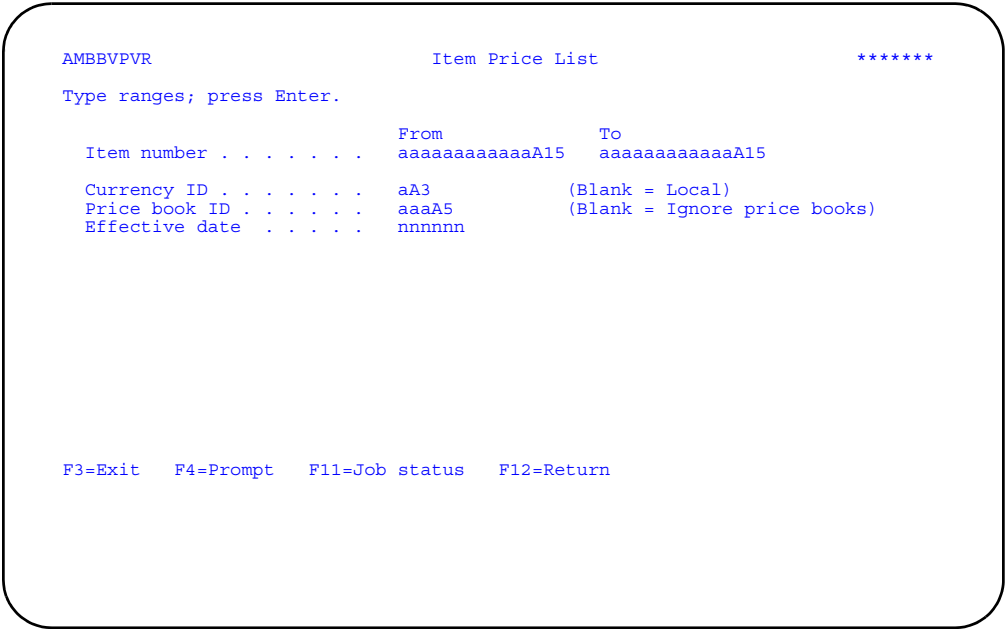
On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 3	Select the Item Price List
AMBBVPVR	Enter report limits	Print the Item Price List

This report provides information useful to several areas of your company, including marketing and accounting.

Information on this report is sorted by item number and currency ID.

To print the report

When you select option 3 on the Miscellaneous Reports menu (AMBM40), the Item Price List panel (AMBBVPVR) appears.



Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

```

AMBDGPFR  FLO5                               Item Price List                               1
/14/**    Page 1
No. 01 NORTHCREEK IND                               12
:11:32 ATLA1035 91
Report options:
Item number . . . . . From          To
                    AIRKIT         BELT
Currency ID . . . . .
Price book ID . . . . .
Price book effective date :
Item number  Item description  --- Currency ID ----
Effective   Current base price  Price Price
M   class
AIRKIT      AIRCONDITIONER KIT (OPTION)  5/25/
**          1,000.000  EA  RET
**  ALPSKWR  ALL PURPOSE SHRINK WRAP  5/25/
**          1.500   FT  RETF
  
```

Item Foreign Currency Prices report

Print this report any time you want to review the current and nominal prices of items in foreign currencies.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports

On	You	To
AMBM40	Select option 4	Select the Item Foreign Currency Prices report
AMBA5PVR	Enter report limits	Print the Item Foreign Currency Prices report

This report provides information useful to several areas of your company, including marketing and accounting.

Information on this report is sorted by item number, currency ID, and effective date.

To print the report

When you select option 4 on the Miscellaneous Reports menu (AMBM40), the Print Item Foreign Price panel (AMBA5PVR) appears.

```

AMBA5PVR                                Print Item Foreign Price                                *****

Type ranges; press Enter.

Item number . . . . . From          aaaaaaaaaaaaaA15          To          aaaaaaaaaaaaaA15
Item class  . . . . . aaA4
Company number . . . . . nn
Currency ID . . . . . aA3

Tolerance % . . . . . nnnnnnnn

F3=Exit  F4=Prompt  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

For an explanation of the fields on this report, see help text for the file maintenance of Item Foreign Currency Prices.

```

AMBCGPFR  V$ECHRIS                               Item Foreign Currency Prices
/06/**    Page 1                                     1
                                                    09

:52:25 ATLA5051 92
Report options:
Item number . . . . . : From           To
Item class code . . . . :
Company number . . . . :
Currency ID . . . . . :
Tolerance % . . . . . :
Company  Currency  Effective  Adjustment  Variance      Current foreign  Nominal foreign
Price      number    ID         date         factor         percent         currency price   currency price

UM
Item number . . . . . : AIRKIT
Item description . . . : AIRCONDITIONER KIT (OPTION)
Base price . . . . . : 500.000
Item class code . . . : OP

** 1.00 1.00 BEL 100.000 6/25/ 50.000 .000 EA
** 1.00 1.00 GER 1.967 6/01/ 285.000 279.501 RL
** 6.00 1.00 GE1 6/01/
** 6.00 4,399.775 800.000 6/01/ 45,000.000 1,000.050 EA
** 9.00 1.00 GE2 6/01/ 112,500.000 12,500.000 EA
** 1.00 1.00 UK 6/01/ 714.286 12,500.000 EA
** 1.00 2 GER 6/01/ 333.333 279.501 RL
** 1.00 2 GE1 6/01/ 45,000.000 1,000.050 EA
** 6.00 2 4,399.775 800.000 6/01/ 12,500.000 12,500.000 EA
** 9.00 2 800.000 6/01/ 112,500.000 12,500.000 EA
** 1.00 2 UK 6/01/ 714.286 12,500.000 EA
** 1.00 3 94.285 6/01/ 333.333 279.501 RL
** 1.00 3 GER 6/01/ 45,000.000 1,000.050 EA
** 6.00 3 4,399.775 800.000 6/01/ 112,500.000 12,500.000 EA
** 9.00 3 800.000 6/01/ 714.286 12,500.000 EA
** 1.00 4 94.285 6/01/ 333.333 279.501 RL
** 1.00 4 GER 6/01/ 45,000.000 1,000.050 EA
** 6.00 4 4,399.775 800.000 6/01/ 112,500.000 12,500.000 EA
** 9.00 4 800.000 6/01/ 714.286 12,500.000 EA
** 1.00 4 UK 6/01/ 333.333 279.501 RL
** 1.00 89 94.285 6/01/
** 1.00 89 GER 6/01/ 333.333 279.501 RL
** 1.00 89 GE1 6/01/

```

Items Without Foreign Currency Prices report

Print this report any time you want to review items that do not have prices assigned in a specific currency.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 5	Select the Items without Foreign Prices report
AMBA5PVR	Enter report limits	Print the Items without Foreign Prices report

This report provides information useful to several areas of your company, including marketing and accounting.

Information on this report is sorted by item number, currency ID, and effective date.

To print the report

When you select option 5 on the Miscellaneous Reports menu (AMBM40), the Items without Foreign Currency Prices panel (AMBCNPVR) appears.

```
AMBCNPVR                Items without Foreign Currency Prices          *****
Type information; press Enter.
Company number . . . . . nn
Currency ID . . . . . aA3

Type ranges.
Item number . . . . . From          To
Item class . . . . . aaA4          aaA4

F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

Hint: You must enter a company number and a currency ID.

AMBDSPFR	V\$ECHRIS	Items without Foreign Prices	1/06/**	Page	1
			09:53:22	ATLA5051	92
Report options:	From	To			
Item number . . . :					
Item class code . . :					
Company :	1	NORTHCREEK INDUSTRIES			
Currency :	DM	DEUTSCH MARK			
Item number	Description	Class			
AIRKIT	AIRCONDITIONER KIT (OPTION)	OP			
ALPSKWR	ALL PURPOSE SHRINK WRAP	PACK			
BATTERY	12 VOLT BATTERY	PU			
BELT	AIR CONDITIONER BELT	MAIN			
BG0001	4 13/16" OD X 2 5/16" ID TAPE	PACK			
BG0002	PUMP PACKING, GENERAL PURPOSE	PACK			
BG0005	BEARINGS, 1.5 X .5, BALL	HW			
BG0006	MAINSHAFT BEARING FOR COMPRESS	HW			
BG0100	BALL BEARING 0622Z	HW			
BICY004	DELUXE II, GIRL'S BICYCLE	FO			
BICY008	DELUXE II, BOY'S BICYCLE	FO			
BLDPC34	BLUE 3/4" DELUXE PILE CARPET	CI			
BLKPNT	JET BLACK PAINT	02			
BLOCK4	4 CYL ENGINE BLOCK	MP			
BLOCK6	6 CYL ENGINE BLOCK	MP			
BLUPNT	BLUE PAINT	02			
BT0002	GENERAL DUTY BELT (AAMCO #343	BT			
BT0004	FILLER CONVEYOR BELT	BT			
BT0005	HEAVY DUTY COMPRESSOR BELT	BT			
CA2450	RESALE ITEM	CI			
CBFTGFIC	18 CU FT REFFR W/ ICE MAKER	CI			
CLRT177	WALL CLOCK	CI			
CRDBCK	12" X 8" CARDBOARD BACKING	PACK			
CRDBX45	4' X 5' CARDBOARD BOX	PACK			
C100	CARTON	PACK			
DAVE	DAVE TEST				
DIESEL	DIESEL FUEL	FUEL			
DRX7000	DRX QUICK DRY POLYMER	CM			
EC0001	THERMO COUPLE SENSORS	EL			
EC0002	PRESSURE SWITCH	EL			
EL0001	TORQUE SWITCH, BUCKET CONVEYOR	EL			
EL0002	TORQUE SWITCH, SCREW CONVEYOR	EL			
EL0003	FLOAT SENSOR, 115VAC NO	EL			
EL0004	FILLER RELAY	EL			
EL0005	HEATING ELEMENT, PALLETIZER	EL			
EL0006	ELECTROMAGNET, 4800 GAUSS	EL			
EL0007	TIMER, 115 VAC, 0-60 MINUTES	EL			
EL0008	LAMP WITH NEMA 7 ENCLOSURE	EL			
EL0009	ALTERNATOR, FOR DIESEL DUMP TR	EL			
EL0010	150 FT. EXTENSION CORD - 3 PRO	EL			
EL003	FLOAT SENSOR	EL			
ENG4	4 CYL ENGINE ASSEMBLY	MTR			
ENG6	6 CYL ENGINE ASSEMBLY	MTR			
FAMILY	SPRAY UNIT PRODUCT LINE				
FD0001	ANTI-FREEZE	FL			
FD0002	POWER STEERING FLUID	FL			
FRAME-B	BOY'S BICYCLE FRAME - FEATURE	FEAT			
FRAME-G	GIRL'S BICYCLE FRAME - FEATURE	FEAT			
FR0001	AIR FILTER, 2.5 MICRON	MP			
	** END OF REPORT **				

Items with Foreign Language Descriptions report

Print this report any time you want to review item foreign language descriptions.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 6	Select the Items with Foreign Language Descriptions report
AMVC0PVR	Enter report limits	Print the Items with Foreign Language Descriptions report

This report provides information useful to several areas of your company, including marketing and purchasing.

Information on this report is sorted by item number and language code.

To print the report

When you select option 6 on the Miscellaneous Reports menu (AMBM40), the Items with Foreign Language Descriptions panel (AMVC0PVR) appears.

```

AMVC0PVR                Items Foreign Language Description                *****
Type ranges; press Enter.

Item number . . . . . From          To
Item class . . . . . aaA4          aaA4
Language . . . . . aA3            aA3

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

```

AMVD1PFR  V$ECHRIS                               Item Foreign Language Descriptions          1
/06/**    Page      1
:53:50  ATLA5051  92
Report options:
  Item number . . . . . : 12114                To
  Item class code . . . : FL                   19333
  Language code . . . . : FRE                  SH
  Item number      Item description            SPN
-----
Item Item  Vendor Lng ----- Foreign descriptions -----
type class number cde 10 chars 20 chars          30 chars
12114      SHAMPOO -
80Z BOTTLE      1  SH      001100 FRE BOUTEILLE  PETITE BOUTEILLE  P. BOUTEILLE DE SHAMPOOING
                                                GER FLASCHE-
K  KLEINE FLASCHE      KLEINE FLASCHE-SHAMPOO
                                                SPN SHAMPU-
CHI SHAPMU CHICA      SHAMPU BOTELLA CHICA
12117      SHAMPOO -
160Z BOTTLE      1  SH      001000 FRE BOUTEILLE  GRANDE BOUTEILLE  G. BOUTEILLE DE SHAMPOOING
                                                GER FLASCHE-
G  GROSSE FLASCHE      GROSSE FLASCHE-SHAMPOO
                                                SPN SHAMPU-

```

Items without Foreign Language Descriptions report

Print this report any time you want to verify which items do not have a foreign language description for a specific language code. You can also use this report to review the local language descriptions of items and other item detail.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 7	Select the Items without Foreign Language Descriptions report
AMVC2PVR	Enter report limits	Print the Items without Foreign Language Descriptions report

This report provides information useful to several areas of your company, including marketing and purchasing.

Information on this report is sorted by item number.

To print the report

When you select option 7 on the Miscellaneous Reports menu (AMBM40), the Items W/O For. Lan. Desc. panel (AMVC2PVR) appears.

```
AMVC2PVR                      Items W/O For. Lan. Desc.          *****
Type information; press Enter.
  Language code . . . . .
Type ranges.
  Item number . .           From           To
  Item class . . . . .

F3=Exit  F4=Prompt  F11=Job status  F12=Return
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

Hint: You must enter a language code.

AMVDYPPFR V\$ECHRIS		Items Without Foreign Description					1
/06/** Page 1							09
:54:21 ATLA5051 92							
Report options: From To							
Item number . . . : AIRKIT FR014B							
Item class code . . :							
Language code . . . : ENG English							
Item number	Item description	Item type	Item class	Item description	Vendor number	Vendor	
AIRKIT	AIRCONDITIONER KIT (OPTION)	1	OP	Option Component	001100	SATELLI	
TE METAL CO.	ALPSKWR	4	PACK	Package Material for Ship	001100	SATELLI	
TE METAL CO.	BATTERY	0	PU	Batteries	001100	SATELLI	
TE METAL CO.	BG0001	4		13/16" OD X 2 5/8" ID TAPE 4			
	PACK			Package Material for Ship			
BG0002	PUMP PACKING, GENERAL PURPOSE	4	PACK	Package Material for Ship	00009	FOX MACHINERY CO	
ND PROCESS CO.	BG0005	4	HW	BEARINGS, 1.5 X .5, BALL	00008	CLEVELA	
HINERY CO	BG0006	4	HW	MAINSHAFT BEARING FOR COMPRESS	00009	FOX MAC	
HINERY CO	BG0100	4	HW	BALL BEARING 0622Z			
BICY004	DELUXE II, GIRL'S BICYCLE	1	FO	Feature and Option item			
BICY008	DELUXE II, BOY'S BICYCLE	1	FO	Feature and Option item			
BLDPC34	BLUE 3/4" DELUXE PILE CARPET	4	CI	Consumer Items			
BLKPNT	JET BLACK PAINT	4	02	Paints	001100	SATELLI	
TE METAL CO.	BLOCK4	4	MP	4 CYL ENGINE BLOCK	001000	QUONSET	
MANUFACTURING CO	BLOCK6	4	MP	6 CYL ENGINE BLOCK	001000	QUONSET	
MANUFACTURING CO	BLUPNT	4	02	BLUE PAINT	001000	QUONSET	
MANUFACTURING CO	BT0002	4	BT	GENERAL DUTY BELT (AAMCO #343	00009	FOX MAC	
HINERY CO	BT0004	4	BT	FILLER CONVEYOR BELT	00015	RAYMOND	
CO.	BT0005	4	BT	HEAVY DUTY COMPRESSOR BELT	00009	FOX MAC	
HINERY CO	CA2450	4	CI	RESALE ITEM			
CBFTGFIG	18 CU FT REFFR W/ ICE MAKER	4	CI	Consumer Items			
CLRT177	WALL CLOCK	2	CI	Consumer Items			
CRDECK	12" X 8" CARDBOARD BACKING	4	PACK	Package Material for Ship	001100	SATELLI	
TE METAL CO.	CRDBX45	4	PACK	4' X 5' CARDBOARD BOX	001000	QUONSET	
MANUFACTURING CO	C100	4	PACK	CARTON			
DAVE	DAVE TEST	1					
DIESEL	DIESEL FUEL	4	FUEL	Fuels			
DRX7000	DRX QUICK DRY POLYMER	4	CM	Chemicals			
EC0001	THERMO COUPLE SENSORS	4	EL	Electrical	00017	VWR SCI	
ENTIFIC	EC0002	4	EL	PRESSURE SWITCH	00008	CLEVELA	
ND PROCESS CO.	EL0001	4	EL	TORQUE SWITCH, BUCKET CONVEYOR	00012	JDR SWI	
EL0002	TORQUE SWITCH, SCREW CONVEYOR	4	EL	Electrical	00012	JDR SWI	
TCH CO.	EL0003	4	EL	FLOAT SENSOR, 115VAC NO	00012	JDR SWI	
TCH CO.	EL0004	4	EL	FILLER RELAY	00012	JDR SWI	

Item Master reports

Print the Item Master reports any time you want to review information about some or all of the items in the Item Master file.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 8	Select the Items Master reports
AMVE11	Enter report limits	Print one of the Item Master reports

Note: You must enter values in the **Run Sequence** and **Report Format** fields and in the **Item number lower limit** field if you select run sequence 1.

You can print any one of five reports:

- AMVE40** Item Master File Report—Brief. This report shows you one line of summary information for each item.
- AMVE41** Item Master File Report—Complete. This report shows you all the information in the Item Master file for the items you select.
- AMVE42** Item Master File Report—Current or Standard Costs. This report shows you two lines of purchase, labor, and overhead costing information for each item.
- AMVE43** Item Master File Report—Purchase Item Detail. This report shows you one line of detailed purchasing information for each item.
- AMVE44** Item Master File Report—Purchase Item Description. This report shows you multiple lines of information for each item, including the description used by Purchasing.

In addition to choosing which report to print, you can also select the sequence in which the information is printed:

- By item number
- By item number within vendor
- By item number within item type
- By item number within item class
- By item number within buyer
- By item number within item accounting class

To print the report

When you select option 8 on the Miscellaneous Reports menu (AMBM40), the Item Master Report panel (AMVE11) appears.

```

DATE **/**/**          ITEM MASTER REPORT          SELECT    AMVE11  **
                                ENTER--
                                RUN SEQUENCE      A
                                REPORT FORMAT      A

RUN SEQUENCE BY          LOWER LIMIT          UPPER LIMIT          VALID FOR
1 SINGLE ITEM            aaaaaaaaaaaaaA15          aaaaaaaaaaaaaA15          ALL
2 RANGE OF ITEMS        aaaaaaaaaaaaaA15          aaaaaaaaaaaaaA15          ALL
3 VENDOR                 aaaaA6                    aaaaA6                    (1-4)
4 ITEM TYPE              A                          A                          (1-4)
5 ITEM CLASS             aaA4                       aaA4                       (1-4)
6 BUYER                  aaaA5                      aaaA5                      (5-6)
7 ITEM ACCOUNTING CLASS aaA3                       aaA3                       (1-4)
REPORT FORMAT
1 BRIEF                  5 PURCHASE ITEM DETAIL
2 COMPLETE              6 PURCHASE ITEM DESCRIPTIONS
3 CURRENT COSTS ONLY
4 STANDARD COSTS ONLY

NOTE: IF NO LIMITS ARE ENTERED, ALL ITEMS WILL BE PRINTED (EXCEPT FOR RUN
      SEQUENCE = 1)

                                F24 CANCEL THE JOB
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

Notes:

1. You must enter values in the **Run sequence** and **Report format** fields and in the **Item number lower limit** field if you select run sequence 1.
2. You can specify none, one, or all of the upper and lower limits for the run sequence you choose. This allows you to tailor the report to your requirements. For example, you can choose to see a group of items by entering the beginning and ending item numbers.
3. If you specify only a lower limit, all items from that value on are printed. If you specify only an upper limit, all items up to and including that limit are printed. If you do not specify any upper and lower limits for any of the variables, all values are printed on the report.
4. If you leave the upper and lower limits for the **Range of items** fields blank, you may get a very long report. Be sure this is what you want.

The limits you set on this panel are printed at the top of the first page of the report.

Item Master File Report—Brief

NORTHCREEK IND		ITEM MASTER FILE REPORT-BRIEF										DATE 11/28/								
**	TIME 13.57.36	PAGE	1	AMVE40																
SEQUENCED BY ITEM												OPER								
ITEMS FROM 03010												TO 03025								
												INV	STK	PRI	I	ITEM	VAL	WHSE	COST	ENG
INEERING												CODE U/M U/								
ITEM NUMBER DESCRIPTION												TECH DRAWING NO								
M	T	IAC	CLASS	VENDOR	DEPT	CLS	WEIGHT	STLC												
03010				PLATE				01	EA	EA	4	AA2	70	036657	DP95	.000	P104			
03011				THROW-OFF COLLAR				01	EA	EA	4	AA2	70	078444	DP90	.000	P105			
03023				DISCHARGE FERRULE				01	EA	EA	4	AA2	80	030716	DP90	.000	P108	FL-		
11376																				
03024				SHELL				01	EA	EA	2	AA2	50		DP20	2.000	M111	T	PX0	
0010																				
03025				PUMP HOUSING ASSEMBLY				01	EA	EA	1	AA1	20		DP90	2.500	A103	T	A83	

Item Master File Report—Complete

NORTHCREEK IND.		ITEM MASTER FILE REPORT-COMPLETE				DATE	8/06/	
**	TIME 15.38.51	PAGE	1	AMVE41		OPER	TOUSET	
				SEQUENCED BY ITEM				
				ITEMS FROM 'BEGINNING'	TO 'END'			
				VENDORS FROM 'BEGINNING'	TO 'END'			
				ITEM TYPES FROM 'BEGINNING'	TO 'END'			
				ITEM CLASSES FROM 'BEGINNING'	TO 'END'			
				BUYERS FROM 'BEGINNING'	TO 'END'			
				ITEM ACCOUNTING CLASS FROM 'BEGINNING'	TO 'END'			
				ITEMS FROM SKT107	TO SKT107			
GENERAL INFORMATION								
	ITEM NUMBER	SKT107	DESCRIPTION	FAB ITEM		ALTERNATE ITEM NUMBER	AMTPF0219	
	ITEM TYPE CODE	2	ENG DRW		QC CONTROL	0	ITEM PRICE CLASS	
	ITEM CLASS	CI	STD BCH QTY	5.000	SHELF LIFE		SALES TAX IND	T00
	VALUE CLASS		S-NUMBER FLAG		BATCH/			
LOT	CTL	0	COMMISSION PCT	.000				
	INVENTORY CODE	01	LOW LEVEL		INSP ON RECEIPT	0	PRICE U/	
M			UNIT VOLUME	.000				
	DEPARTMENT	REP3	STD TOT CUM YLD	.648	DISCRETE ALLOC	0	VOLUME U/	
M								
	ITM ACTG CLS	AA2	CUR TOT CUM YLD	.648	WARRANTY PER	36	UNIT WEIGHT	.000 TAX COMM C
ODE	TAXCOMM							
	CARRYING RATE	.000	AVG TOT CUM YLD	.000	WARRANTY PER U/M		WEIGHT U/M	EA TAX WGT/
UNIT	.0000							
	COUNTRY OF ORIG		SINGLE LEVEL COMP'S	1	SERIAL NUM REQD	0	SPEC GRAVITY	.0000 ORDER U/
M CLASS	EA							
	W/							
H STK LOC	ABC		DIRECT USAGES		PRT ON SALES ANL	0	PACKING CODE	ITEM SALES GROUP
	STOCKING U/M	EA	ROUTING OPERATIONS	4	KIT DOC PRINT OPT	0	BILL/LAD COM CD	AZP
	STD SETUP COST/							
LOT		650.65894737			SUPP WGHT		RECORD MAINTENANCE:	
	UNIT COST DEFAULT		.00000000		VENDR PRIMARY		SUPP WGHT U/	
M	CREATED	BSEDLOCK	07/03/**					
	BASE PRICE		.000		PUR TAX IND		TAX CLASS	CHANGED T
OUSET	08/01/**							
	BASE PRICE EFFECTIVE DATE		09/30/**					
COSTING INFORMATION								
	ITEM NUMBER	SKT107	RECOST FLAG		NO RECOST NEEDED			
	CUR UNIT COST		3,568.35817933	CUR COST STATUS CD		CUM F/O COST ROLL FACT	.0000	
	STD UNIT COST		4,536.44664548	STD COST STATUS CD		LABOR HOURS	50.0000	
	CUR SETUP COST/LOT		639.25894737	CST TECHNIQUE CODE	R	STD LOT SIZE	25.000	
	-----CURRENT-----	LAST MAINT	TBL	-----THIS LEVEL-----		-----LOWER LEVELS-----		
	MATERIAL	06/20/**		308.60000000		.00000000		
	OUTSIDE OPERATIONS			282.40740741		.00000000		
	PURCHASE OVERHEAD			33.94600000		.00000000		
	SETUP LABOR			18.72336842		.00000000		
	RUN LABOR			426.06725146		.00000000		
	SETUP MACHINE	07/01/**		7.50315789				
	RUN MACHINE			493.49415205				
	MFG OVERHEAD			997.61684210				
	OTHER COST 1	07/20/**		100.00000000				
	OTHER COST 2	07/20/**		200.00000000				
	OTHER COST 3	07/20/**		300.00000000				
	OTHER COST 4	07/20/**		400.00000000				
	-----STANDARD-----	LAST MAINT	TBL	-----THIS LEVEL-----		-----LOWER LEVELS-----		
	MATERIAL			339.46000000				
	OUTSIDE OPERATIONS			280.86419753				
	PURCHASE OVERHEAD			37.34060000				
	SETUP LABOR			19.12968421				
	RUN LABOR			361.03801170				
	SETUP MACHINE			7.50315789				
	RUN MACHINE			493.49415205				
	MFG OVERHEAD			997.61684210				
	OTHER COST 1	07/20/**		200.00000000				
	OTHER COST 2	07/20/**		400.00000000				
	OTHER COST 3	07/20/**		600.00000000				
	OTHER COST 4	07/20/**		800.00000000				
PURCHASING INFORMATION								
	ITEM NUMBER	SKT107	BUYER NUMBER		ACCOUNT		PURCHASE PRICE	
	EXTENDED DESCRIPTION-		FOR DOMESTIC USE ONLY					
	-WEIGHTED PERCENT-							
	LEAD TIME %		-TOLERANCE PERCENT-	RECEIPT REQUIRED		1	AVG ORDER SIZE	
	DELIVERY %		REC PLUS %	ALLOW DAYS EARLY			PURCH COMMODITY	
	QUALITY %		REC MINUS %	SHIP VIA			PRE-APPROVED	
	PRICE %			ALPHA FACTOR	.000		0	
	EARLY DELIVERY %							
	LATE DELIVERY %							
	OVERSHIP %							
	UNDERSHIP %							

```

NORTHCREEK IND.          ITEM MASTER FILE REPORT-COMLETE          DATE  8/06/
** TIME 15.38.51 PAGE    2  AMVE41                               OPER  TOUSET
                               SEQUENCED BY ITEM
                               ITEMS FROM SKT107          TO SKT107
                               1 ITEMS LISTED
  
```

Item Master File Report—Current or Standard Costs

```

NORTHCREEK IND.          ITEM MASTER FILE REPORT-CURRENT COSTS          DATE  3/07/
** TIME 13.58.17 PAGE    1  AMVE42                               OPER
                               SEQUENCED BY ITEM
                               ITEMS FROM 03010          TO 03025
ITEM NUMBER  DESCRIPTION  PURCHASE  UM I/T  PUR-OVERHEAD  ICLASS  ENGR DRAWING NO  LABOR-
OVERHEAD    UNIT-COST
03010       PLATE              .15000000  EA  4      .00000000    70      .00000000      .00000000
          $ .15000000  TL
          LL              .00000000
03011       THROW-OFF COLLAR  .55000000  EA  4      .00000000    70      .00000000      .00000000
          $ .55000000  TL
          LL              .00000000
03023       DISCHARGE FERRULE .15000000  EA  4      .00000000    80      FL-11376        .00000000
          $ .15000000  TL
          LL              .00000000
03024       SHELL              2.95570000 EA  2      .00000000    50      PX00010        1.10000000      2.20000000
          $6.25570000 TL
          LL              .00000000
03025       PUMP HOISTING ASSEMBLY EA  1      .00000000    20      AR300007        .00000000
  
```

Item Master File Report—Purchase Item Detail

```

NORTHCREEK IND.          ITEM MASTER FILE REPORT-PURCHASE ITEM DETAIL          DATE 10/10/
** TIME 12.59.59 PAGE    1  AMVE43                               OPER
                               SEQUENCED BY ITEM
                               ITEMS FROM 'BEGINNING'          TO 1214598
WEIGHTED PERCENT -----
ITEM BUYER  PKG  PURCHASE  SHIP  ACCOUNT NUMBER  PERCENT  LEAD  DLV  QLT  PRC
-DELIVERY- SHIPPED  CDE  PRICE  CODE  REC-  TIME
NUMBER
REC+
0115456    4      1.5000    3      1000    5  5    25  25  25  25
  6  6  8  8
0121214    2      261.5900  6      1000    5  5    25  25  25  25
  5  5  3  5
01258556   3      .7500    7      1000    5  5    25  25  25  25
  3  3  4  4
0147852    3      .0500    2      1000    5  5    25  25  25  25
  7  5 10 10
015556462  1      .3200    4      1000    3  7    15  20  40  25
  
```

Item Master File Report—Purchase Item Description

NORTHCREEK IND.		ITEM MASTER FILE REPORT-PURCHASE ITEM DESCRIPTION		DATE 10/10/
** TIME	13.11.09	PAGE	1	AMVE44
		SEQUENCED BY ITEM		OPER
		ITEMS FROM	8322	TO 8323
BUYER	ITEM NUMBER	ITEM DESCRIPTIONS		
1	8322	STATIONERY		
		9 1/2 BY 12 WHITE BOND ENVELOPE WITH		
		EMBLEM AND RETURN ADDRESS		
1	8323	STATIONERY		
		8 BY 12 WHITE BOND LETTER HEAD		
		2 ITEMS LISTED		

Order Maintenance Log by Order Number report

Print the Order Maintenance Log any time you want to review changes made to customer orders, headers, and items.

How you start

On	You	To
AMBM00	Select option 4	Print Miscellaneous reports
AMBM40	Select option 9	Select the Order Maintenance Log report
AMVC2PVR	Enter report limits	Print the Order Maintenance Log report

This report provides information useful to several areas of your company, including accounting, inventory control, and personnel.

Information on this report is sorted by customer number, order number, and item sequence number. When only **order number** and **reason code** are printed without **item number** information, the order header was maintained and maintenance was done to the order items.

To print the report

When you select option 9 on the Miscellaneous Reports menu (AMBM40), the Maintenance Log panel (AMBFOPVR) appears.

```

AMBPOPVR                               Maintenance Log                               *****

Type information; press Enter.

Process all orders . . . . . A

Or, type.
Company . . . . . nn *****

Type order or date range.
Beginning order number . . . . . aaaaaA7
Ending order number . . . . . aaaaaA7

Beginning maintenance date . . . . . nnnnnn
Ending maintenance date . . . . . nnnnnn

Delete printed entries . . . . . A

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type in the limits you want to use and press **Enter**. A message appears at the bottom of the panel telling you that the report has been submitted to the batch job queue.

The report limits you set on this panel are printed at the top of the first page of the report under the heading **Report options**.

AMBGXPFR V\$ECHRIS	Order Maintenance Log by Order Number	1
/10/** Page 1		
:02:27 ATLA5051 92		10
Report options:		
Company number :		
Beginning order number :		
Ending order number :	9999999	
Delete printed entries :	N	
Company number :	1 NORTHCREEK IND	
Order number :	1 COREPINC1 Customer number :	1200 Quaker City Foundry Change seq no :
Reason code :	AC Accounting Requested ChgX User id :	BSCOTT Maint date & time :
1/05/** 12:00:55		
Order number :	2 COREPINC1 Customer number :	1200 Quaker City Foundry Change seq no :
Reason code :	AC Accounting Requested ChgX User id :	BSCOTT Maint date & time :
1/05/** 12:00:55		
Order number :	3 COREPINC1 Customer number :	1200 Quaker City Foundry Change seq no :
Reason code :	AC Accounting Requested ChgX User id :	BSCOTT Maint date & time :
1/05/** 12:00:55		
Order number :	4 COREPINC1 Customer number :	1200 Quaker City Foundry Change seq no :
Reason code :	AC Accounting Requested ChgX User id :	BSCOTT Maint date & time :
1/05/** 12:00:55		
Order number :	2 COREPINC2 Customer number :	1200 Quaker City Foundry Change seq no :
2		

Chapter 13. Maintaining files

File maintenance lets you add, change, and delete information in the master files. Use this function to keep the data in the master files up to date.

Note: Maintaining a file while someone else is using the file to print reports or process orders can cause unpredictable results. For this reason, you should schedule file maintenance for a period of time when other activities are not using the files.

When you select option 6 on the Main Menu (AMBM00), the File Maintenance menu (AMBM60) appears.

```

AMBM60                               Customer Order Management          *****
                                   File Maintenance

Type option or command; press Enter.

  1. Customer
  2. Item >>
  3. Pricing >>
  4. Warehouse
  5. Packaging and Shipping >>
  6. Unit of Measure >>
  7. Code Files >>
  8. User Setup >>
  9. Hold Codes
 10. Company Master
 11. Salesreps
 12. Comments
 13. Taxes >>

==> _____ +

F3=Exit      F4=Prompt      F7=Backward  F8=Forward   F9=Retrieve
F10=Actions  F11=Job status F12=Return   F22=Messages
    
```

Use this panel to select which type of file maintenance you want to perform. The >> next to an option indicates that another menu appears, allowing you to select one of several related files.

Option	Use to	See page
1	Customer-related information, including ship-to information, EC document media flags, and tax data.	13-3
2	Item Master file records, kits, item descriptions, substitutions, comments, customer item numbers and industry class item numbers.	13-19
3	Item base prices, price books, price codes, contracts, promotions, foreign currency prices and revaluations, and discounts.	13-39
4	Warehouse and source of demand information	13-101
5	Shipping calendars, special charges, and surcharges	13-106
6	Unit of Measure Master file and item, class, and global unit of measure conversions.	13-126
7	Twenty-five code files. These files hold the values and descriptions of codes used throughout COM.	13-142
8	Action prompts, user exits, navigation defaults, and data defaults.	13-148

Option	Use to	See page
9	Order hold codes and user authorization to data groups.	13-165
10	Company information and user authorization to data tasks and data groups.	13-173
11	Information about sales representatives.	13-181
12	Comments for customers, items, special charges, and general comments.	13-186
13	Tax codes, tax group codes, tax suffix codes, tax indicator codes, tax tables, tax code results, countries, states item tax classes, tax transaction types, tax condition priorities, and simulate tax calculations. Some of these functions are available only if IFM is active.	13-199
14	Installment methods which allow multiple payments against a single invoice. For each installment method, you can define the down payment, number of payments, the principal amount, and the interest.	—
15	Note methods which authorize a bank to pay an invoice by note. A note method defines how IFM and COM are to process a note.	—
16	Pre-numbered forms which allow you to track invoice and packing list form numbers.	E-1

Customer

Use this option to add, change, or delete information about customers.

Customer file maintenance includes maintaining a customer's name, address, and telephone number in addition to such as credit limit, billing, foreign currency requirements, taxes, documents sent using EC, and so forth. This customer-related information is stored in several master files. The key that links the data in these files is the customer number.

The customer number is also the key that other XA applications use to identify a particular account. Whether you are building a master file, entering orders, releasing invoices, or printing statements, the customer number tells the application which account is to be processed.

Note: If International Financial Management (IFM) is installed and interfacing, taking this option takes you to the IFM Work With Entities panel (YAWEDFR). Customers are a type of entity in IFM, which you maintain in IFM tables. For more information, refer to the Work With Entities option in Chapter 17, Implementation Table Set-Up, in the International Financial Management User's Guide.

Assigning customer numbers

The customer number must be from one to eight digits in length and must be between 1 and 99999999. You create a new customer number when you add a new customer record.

Note: If you are using IFM, the customer number must be from 1 to 6 digits in length. The last 2 digits are reserved for the ledger suffix. See the IFM User's Guide for details. Contact XA Support for issues and recommendations for converting from 8- to 6-digit customer numbers.

Hint:

- While you can assign a customer number any way you like, you may want to follow an alphabetic scheme. For example, all customers whose names begin with A will have numbers between 1 and 999; those beginning with B will have numbers between 1000 and 1999; those beginning with C, between 2000 and 2999, and so forth. You may want to start out by numbering them consecutively or skip from 1 to 5 to 10, for example. Skipping allows you to insert new customer numbers in approximately alphabetic order.
- You may want to use numbers 99999800 and 99999900 for miscellaneous cash and COD sales. These appear on your cash receipts and invoice registers but not as entries in your accounts receivable files, because cash and COD transactions are not updated by Accounting Management Accounts Receivable.
- If you are assigning headquarters and branches, you may want to group all the branches of a headquarters within a range of the headquarters customer number.

Headquarters and branches

If Accounting Management Accounts Receivable (AR) is installed and interfacing with COM, you must define the customer as one of five types:

- Regular customer
- Consolidated HEADQUARTERS customer
- Non-consolidated HEADQUARTERS customer

- Consolidated BRANCH customer
- Non-consolidated BRANCH customer.

This is done with the ***Customer is headquarters, Is consolidated,*** and ***If branch, hdqrtrs number*** fields on the Edit Customer Credit panel (AMVA5E1R).

Consolidated headquarters accounting allows you to enter invoices against a branch or its headquarters. Branch invoices are posted to the headquarters customer number—referred to as the headquarters account in AR—but are identified by branch. Payments and adjustments are posted using the headquarters customer number.

For non-consolidated headquarters customers, you can post invoices and transactions to a branch customer number—referred to as the branch account in AR—but not to a headquarters customer number. If a non-consolidated headquarters must have invoices and transactions, it must be assigned another customer number as a branch of itself.

If branches of a headquarters have different currencies, the branches and the headquarters can not be setup as consolidated. They must be setup as non-consolidated headquarters and branches.

In AR, non-consolidated headquarters customer numbers are used for printing the consolidated summary statement for a customer. However, these numbers are not recognized by COM as valid customer numbers; therefore, you cannot place orders for a headquarters customer number. If you want to place orders for a headquarters customer, you must enter that headquarters customer as a branch customer number also.

Before you start

To accomplish your Customer Master file maintenance tasks most efficiently, have the data you need to enter readily at hand before you begin. The four panels you use to maintain customer records ask you for the following information:

- Name
- Address
- Telephone and fax numbers
- Billing and pricing
- Credit
- Logistics
- Comments
- Ship to
- EC documents and media types
- Foreign currency
- Foreign language
- Taxes

Not all customer records contain data in every field, but some fields are required. The required fields are:

- Customer number
- Customer name
- Address line 1

How you start

You can maintain customer records using either the COM Maintain Customer (AMVAPPVR) panel or, if IFM is installed, the IFM Work with entities panel.

Without IFM installed. After you select the company for which you are going to maintain customer records on the Specify a Company panel (AMVAPPVR), the Maintain Customer panel (AMVA0DFR) appears. From this panel you can select a customer and the type of work you want to perform. Panel illustrations and instructions for this procedure are provided on the pages that follow.

Note: If Accounts Receivable is installed, the Specify a Company panel (AMVAPPVR) contains an option for customer transition to euro, which takes you to the Select Customer Transition to Euro panel (AMVCNDFR). For instructions on using this panel, refer to the *AR User's Guide*.

With IFM installed. For instructions for using the Work With Entities panel (YAWEDFR) and the IFM Maintain Customer panel (AMVCCDFR), refer to help text and to the *IFM User's Guide*, "Option 1. Work With Entities (AM5M63)". Most options that appear on the COM Maintain Customer panel also appear on the IFM Maintain Customer panel.

On panel	You	To
AMBM00	Option 6	Select File Maintenance
AMBM60	Option 1	Maintain customer information, or, if IFM is installed, access the Work with entities (YAWEDFR) panel.
Without IFM installed:		
AMVAPPV R Without IFM installed	A company number	Begin the process of maintaining customer information. If you are not maintaining information for more than one company, the number 1 appears on this display. Press Enter to continue.
AMVA0DF R	An option or use a function key	Select a customer and begin maintaining master file information.
With IFM installed:		
YAWEDFR With IFM installed.	Option 13	Begin the process of maintaining customer information.

Maintain Customer (AMVA0DFR)

This panel appears when you enter option 1 on the File Maintenance menu (AMBM60).

```

AMVA0DFR                               Maintain Customer                               *****
Company . . . . . : ** ***** Subset active
Position to name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
      number . . . . . : nnnnnnnn
Euro customer cross reference . . . . . : 0=No 1=Yes
Type options; press Enter.
  2=Change      4=Delete      5=Display      6=Print
  8=Note tasks 13=Comments 15=Ship to 20=Addresses

Opt Name/      Customer/  Class/  Territory/  Rep/
City           Status    State  Postal code Country
A2 ***** ** ** *****
***** ** *****
A2 ***** ** *****
***** ** *****
A2 ***** ** *****
***** ** *****
A2 ***** ** *****
***** ** *****
+

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset  F21=Print  F23=More options
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

When Accounts Receivable is installed, the **Euro customer cross reference** field appears. To view the euro customer cross-reference list, enter **1** (Yes) in this field. The Euro Customer Cross Reference Select panel (AMVBMSRR) appears. You can select the matching euro currency customer number for an original currency customer number or you can select the matching original currency customer number for a euro currency customer number. For more information, refer to the *AR User's Guide*.

Options

Use these options to perform activities for customers listed on this panel. All options are available on the COM Maintain Customer panel as well as the IFM Maintain Customer panel unless otherwise indicated in the list below.

Option	Use to	See page
2=Change	Change existing customer information. When you select this option, a sequence of four panels appear, showing you address, billing and pricing, credit, and logistics information respectively.	13-8

Option	Use to	See page
4=Delete	Delete Customer Master file data. The Confirm Delete of Customers panel (AMVBUDFR) appears showing you the customer you selected to delete. Press Enter to delete the selected customer or use F12=Return to return to panel AMVA0DFR and change your selections. Note: When you select a customer for deletion, all comments and ship-to addresses for the customer are deleted also.	—
5=Display	Review existing customer information. The panels you see here to review existing customer information are the same panels you use for customer inquiry.	10-4
6=Print	Print the Customer Detail Listing (AMVAVPFR). The report shows detail information about a specific customer.	—
8=Note tasks	Work with note tasks, including customer notes, customer order notes, invoice notes, and note options (activate, deactivate, and reorganize notes).	—
13=Comments	Add, change or delete comments associated to a specific customer. These comments can be printed on a variety of documents, including acknowledgments, invoices, and so forth. When you enter this option, the Customer Comments panel (AMVDFDFR) appears. See “Comments” for more information about maintaining specific customer comments.	1-9
15=Ship to	Change or review ship-to and tax information. The Maintain Customer Ship To panel (AMVBRDFR) appears, allowing you to maintain ship to addresses and tax data related to them.	13-11
20=Addresses	Change or review the addresses for this customer. The Display all Addresses for Customer panel (AMBOJDFR) appears, allowing you to work with a list of addresses for the customer.	13-13
21=Banking domiciliations	Available only on IFM panel YAWEDFR. Refer to help text and to the IFM User’s Guide, “Option 1. Work With Entities (AM5M63)”.	—
60=Personal accounts	Available only on IFM panel YAWEDFR. Refer to help text and to the IFM User’s Guide, “Option 1. Work With Entities (AM5M63)”.	—
25=Document/ Media	Add, change, or delete document media flags (paper, EDI, or fax) for this customer, including details. The Maintain Document/Media panel (AMBMNDFR) appears.	13-15

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add a new customer record to the Customer Master file. The Enter Customer Number panel (AMVA3PVR) appears, allowing you to enter a new customer number.	13-8
F21=Print	Print the Customer Detail Listing (AMVAVPFR). The Select Customer List window appears, allowing you to select a range of companies, customers, customer classes, and customer status. If you leave the fields blank, all customers are printed on the report.	—

To change customer information

When you select option **2=Change** on the Maintain Customer panel (AMVA0DFR), the Edit Customer - Address panel (AMVACE1R) appears. This is the first of four Edit Customer panels that you can use to maintain customer information.

```

AMVACE1R                               Edit Customer Address                               CHANGE
Company number . . . . : **          *****                                Page 1 of 4
Customer number . . . . : *****
  You must press Enter on Page 4 to add a customer.
Addressee name . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
Address line 1 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                  2 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                  3 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                  4 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
                  5 . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
City . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
State code . . . . . : A2          *****
Postal/Country . . . . : aaaaaaaA10 aA3 Tax city/county aaaaaaaA10 aaaaaaaA10
Address format . . . . : n          *****
Contact name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaA25
Telephone/Fax number . : nnnnnnnnnnnnnnnnnnnnnn nnnnnnnnnnnnnnnnnnnnn More? A
Shipping instructions . : aaaaaaaaaaaaaaaaaaaaaaaaaA30
Shipping location . . . : aaaaaaaA9          *****
Zone . . . . . : A2          *****
Customer status . . . . : A          *****

F2=Update & exit  F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

```

AMVA4E1R                               Edit Customer Billing/Pricing          CHANGE
Company . . . . . : **                ***** Page 2 of 4
Customer . . . . . : *****          *****

Price book ID . . . . . : aaaA5        *****
Price code . . . . . : A2             *****
Sales representative . . . . . : nnnnn *****
Commissionable percent . . . . . : nnnn.nnn ***** Invoice copies . . . . . nnn
Territory . . . . . : nn            *****
Customer class . . . . . : aaaA5      *****
Variable trade discount . . . . . : A   Purchase order required . . . . . A
Fixed trade disc code . . . . . : A2  *****
Invoice language format . . . . . : n   *****
Print backorder quantity . . . . . : A   Print item tax amount . . . . . A
Tax suffix . . . . . : aaaA5         *****
Surcharge code . . . . . : aA3       *****
Automatic credit hold . . . . . : A   Review invoice consolidation. . . . . A
Item industry class . . . . . : aA3  *****
Sales transport terms . . . . . : A   *****
Invoice procedure code . . . . . : A   Market analysis code . . . . . aaaA5
Bill to customer no. . . . . : nn nnnnnnn *****

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

```

AMVA5E1R                               Edit Customer Credit                  CHANGE
Company . . . . . : **                ***** Page 3 of 4
Customer . . . . . : *****          *****

Credit limit amount . . . . . : nnnnnnnnnnnnnn Credit rating . . . . . A
Credit limit currency . . . . . : A          Credit check . . . . . A
Customer is Headquarters . . . . . : A      Is Consolidated? . . . . . A
If branch, Hqqttrs number . . . . . : nnnnnnn *****
Service charge . . . . . : A
Interest/service charge % . . . . . : nnn.nn Service charge age code . . . . . A
Statement code . . . . . : A          Balance forward/open item . . . . . A
Date last order . . . . . : nnnnnnn Date last payment . . . . . nnnnnn
Bank debit . . . . . : A
Bank account number . . . . . : aaaaaaaaaaaaaaaaaA20
Tax ID 1 . . . . . : aaaaaaaaaaaaA15 Tax ID 2 . . . . . aaaaaaaaaaaaaa
Terms . . . . . : A2 *****
Currency ID . . . . . : A2 ***** Personal ledger. aaaaaaaA10
Highest credit limit . . . . . : *,**,**,**,**,*-
Last CR limit change . . . . . : **/**/** By user ID . . . . . : *****
Date customer created . . . . . : **/**/** First invoiced . . . . . : **/**/**

F2=Update & exit  F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

```

AMVA6E1R                               Edit Customer Logistics                               CHANGE
Company . . . . . : ** ***** Page 4 of 4
Customer . . . . . : ***** *****

    You must press Enter on this page to add a customer.

Backorders . . . . . A      Pack list . . . . . A
Partial ship . . . . . A    Pack hierarchy . . . . A
Accept substitute . . . . . A Maintenance log . . . . A
Requires adv ship notice . . . . . A Alt currency ID aA3 *****

Enterprise code . . . . . A      Print Alt currency . . . . A
Carrier . . . . . A             *****
Priority ID . . . . . A         *****
Shipment lead time . . . . . nn Consolidated shipping . . . . A
Warehouse . . . . . aA3        *****
Stage area . . . . . aaaaaA7   Consolidated packing . . . . A
Language code . . . . . aA3    *****
EEC transport mode . . . . . A *****
EEC delivery terms . . . . . A *****
EEC transaction type . . . . . A *****

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type in any changes you want to make to these panels. To maintain document media flags for this customer, type **Y** in the **More?** field and press **Enter** to go to the Maintain Document/Media panel (AMBMNDFR).

To maintain customer invoice consolidation options, type **Y** (Yes) in the Review invoice consolidation field and press **Enter**. The Edit Customer Invoice Consolidation panel (AMBDED1R) appears.

The **Currency ID** you enter on AMVA5E1R is the default currency for your order headers. When IFM is installed, the currency ID is defaulted from IFM and you cannot change it in COM. When AR and IFM are not installed, you can use any currency ID. If this customer is euro or euro-participating, the **Alt Currency ID** field appears on AMVA6E1R and you can define a alternate currency for this customer, which you can use for toggling and printing.

On these customer maintenance panels, press **Enter** to proceed to the next edit panel or use **F2=Update & exit** if you have completed the changes for this customer. The customer files are updated immediately and you return to the Maintain Customer panel (AMVA0DFR).

Note: If you are using International Financial Management (IFM), some of the fields on these panels appear as information only or do not appear at all. You maintain the customer data in the implementation tables in IFM. Refer to the *IFM User's Guide* for more information.

Warning: Changing the **Backorders** or **Partial ship** field on the Edit Customer Logistics panel (AMVA6E1R) from **Y** to **N** can affect open orders. In some instances, orders may have to be updated manually to prevent incorrect shipping and invoicing.

When you change the **Backorder** field from **Y** to **N**:

For previously entered shipments, if no changes are made to the shipped quantity, the backorder amount remains as entered. However, if any changes are made to the shipped quantity, the backorder quantity (if needed) must be entered manually. If it is left blank, the backorder quantity reverts to zero.

For example, a shipment has a total request of 20, with 15 already shipped and 5 backordered. If no changes are made to the shipment, the quantity shipped and backordered remain the same. However, if the shipment is updated and the shipped quantity is changed from 15 to 17, a backorder of 3 must be entered manually to keep a backorder quantity. If the backorder field is left blank, and the backorder amount is calculated automatically, it becomes 0 (the **Backorders** field has been changed to **N**—no backorders allowed).

When you change the **Partial ship** field from **Y** to **N**:

All previous and future shipments will not allow a partial shipment.

Any attempt to ship the backorder quantity, forces the shipment of the total ship quantity, ignoring any quantity previously invoiced. This could result in over charging, as the invoiced amount is the sum of the quantity shipped (invoice amount for a partial shipment + invoice amount for a total shipment).

To add a customer

When you use **F6=Add** on the Maintain Customer panel (AMVA0DFR), the Enter Customer Number panel (AMVA3PVR) appears, allowing you to enter a new customer number. When you press **Enter**, the Edit Customer Address panel (AMVACE1R) appears in ADD mode. This panel is followed by the other three Edit Customer panels.

Note: If IFM is installed and interfacing, you add a customer using **F6=Create** on the IFM Work with entities panel (YAWEDFR). For more information about creating entities, see the *IFM User's Guide*.

Type in the information for the new customer and press **Enter** to move to the next panel. When you press **Enter** on the last panel, the new customer is added to the customer files immediately. You return to the Maintain Customer panel (AMVA3PVR).

Hint: The required fields are **Addressee name** and **Address line 1**. You can leave the other fields blank or accept the defaults that appear on the four panels.

To maintain ship to information

Because customers often want items they order shipped to an address that differs from the address they use for correspondence such as invoices and acknowledgments, COM allows you to maintain more than one address for a customer.

When you add a new customer, the address you enter on the Edit Customer Address panel (AMVACE1R) becomes the default ship to address. The default ship to address is a permanent record and cannot be deleted, but it can be changed. You can maintain multiple ship to addresses to be used in place of the original customer

address or the default ship to address by means of the ship to number. The **Default ship to?** field on the Maintain Customer Ship To panel (AMVBRDFR) indicates whether the ship to address is the default address or an alternate ship to address. COM always creates 00000001 as the default ship-to address.

Because taxes can be assessed based on the ship to address, tax information is maintained from the Maintain Customer Ship To panel (AMVFRDFR).

When you use option **15=Ship to** on the Maintain Customer panel (AMVA0DFR), the Maintain Customer Ship To panel (AMVBRDFR) appears.

```

AMVBRDFR                               Maintain Customer Ship To                *****
Company . . . . . : **                ***** Subset active
Customer . . . . . : ***** *****
Position to ship to number . : aaaaaaA8
                          subset by name . : aaaaaaaaaaaaaaaaaaaaaaaaaaA35

Type options; press Enter.
2=Change  4=Delete  5=Display  6=Print  40=Tax data

Opt  Ship to  Ship to  Postal  Default
   number  name      code    ship to?
A2 ***** ***** ***** *****
   ***** ***** ***** *****
A2 ***** ***** ***** *****
   ***** ***** ***** *****
A2 ***** ***** ***** *****
   ***** ***** ***** *****

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset  F21=Print
    
```

From this panel you can maintain existing ship to information and tax data or create a new ship to address with the appropriate tax data.

Options

Use these options to perform activities for ship to addresses listed on this panel.

Option	Use to
2=Change	Change existing ship to information for a ship to number. When you use this option, the Edit Customer Ship to Address panel (AMVAIER) appears. Make the necessary changes and press Enter . The Ship To file is updated immediately.

Notes:

1. When you use this option for a ship to address that is not the default address, the Edit Customer Ship To Detail panel (AMVAHE1R) appears when you press **Enter** on panel AMVAIE1R.
2. If you change the ship to address, review the tax data related to the ship to number by using **40=Tax data**. Change the tax data as needed before you leave customer file maintenance.

Option	Use to
4=Delete	See the Confirm Delete panel (AMVBVDFR) showing you the ship to number you selected to delete. Press Enter to delete the selected ship to number and address or use F12=Return to return to panel AMVBRDFR to change your selections. When the ship to information is deleted, the tax data associated with it is also deleted.
5=Display	Review ship to information for a ship to number. The Display Customer Ship to Address panel (AMVAID1R) appears, followed by the Display Customer Ship to Details panel (AMVAHD1R) when you press Enter . Use option 40=Tax data on panel AMVBRDFR to review the tax data related to the ship to address you are reviewing on panels AMVAID1R and AMVAHD1R.
6=Print	Print the Customer Ship to Information Listing (AMVA6PFR). The report shows detail information about a specific customer.
40=Tax data	Maintain tax data for the ship to address. When you use this option, the Maintain Ship to Tax Registration panel (AMVB3EFR) appears in CHANGE mode. From this panel you can delete existing tax data or you can add tax data for a new or existing ship to address. When you use F6=Add , panel AMVB3EFR appears again in ADD mode. Hint: To change a Tax code and Registration number , delete it and add a new one. The Tax code and Registration number fields are required.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a new ship to address for a customer. The Specify a Ship to Number panel (AMVACPVR) appears. Type in a new ship to number and press Enter . The Edit Customer Ship To Address panel (AMVAIE1R) appears in ADD mode, followed by the Edit Customer Ship To Detail panel (AMVAHE1R). When you press Enter on the second panel, the Ship To file is updated immediately and you return to panel AMVACPVR. Hint: The Addressee name and Address line 1 fields are required.
F21=Print	Print the Customer Ship to Information report (AMVA6PFR). This report shows the ship to information and related tax data for the range of companies, customers, and ship to numbers that you select on the select ship to window that appears. If you leave the fields on the window blank and press Enter , all companies, customers, and ship to records are printed on the report.

To maintain addresses for a customer

COM allows you to work with all addresses for a customer. Four address types are defined as part of COM:

- 1 Customer
- 2 Ship to
- 3 Transaction
- 4 Ship to override

You can work with these address types using Code file maintenance and customer maintenance. (You cannot change these four address types using this option. Types 1 and 2 are changes in other places in Customer maintenance, using options 2 and 15.) In addition to these predefined address types, you can define your own address types for use in your business.

When you use option **20=Addresses** on the Maintain Customer panel (AMVA0DFR), the Display all Addresses for Customer panel (AMBOJDFR) appears.

```

AMBOJDFR                Display all Addresses for Customer                *****
Company . . . . . : **                *****
Customer . . . . . : aaaaaaA6        *****
Position to type . . . . . n

Type options; press Enter.
  2=Change  4=Delete  5=Display

Opt - Type -                Address/
City                State
A2 * *****                ***** *
A2 * *****                ***** *
A2 * *****                ***** *
A2 * *****                ***** *
A2 * *****                ***** *
A2 * *****                ***** *
+
F3=Exit  F6=Add  F7=Backward  F8=Forward  F12=Return
    
```

Options

Use these options to perform activities for ship to addresses listed on this panel.

Option	Use to
2=Change	Change an existing address for this customer. When you use this option, the Edit Address Details panel (AMBDEE1R) appears. Make the necessary changes and press Enter . This option is allowed only for user-created address types.
4=Delete	Delete the customer address. This option is allowed only for user-created address types.
5=Display	Review the address defined for this customer. The Display Address Details panel (AMBDID1R) appears.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a new address for a customer. The Edit Address Details panel (AMBDEE1R) appears. You cannot add address records using this function for the system-generated address types (1-4).

To maintain electronic documents

When you use option **25=Document/Media** on the Maintain Customer panel (AMVA0DFR), the Maintain Document/Media panel (AMBMNDFR) appears.

```

AMBMNDFR                               Maintain Document/Media                *****
Company . . . . . : **                *****
Customer . . . . . : *****          *****

Type options; press Enter.
4=Delete

Fax number  Ack                               Media           Default /
Opt  Code                               type                nnnnnnnnnnnnnnnnnnnnnn  opt
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n
A    *** ***** * ***** ***** n

F3=Exit      F4=Prompt  F6=Add   F7=Forward  F8=Backward
F12=Return   F21=Print
    
```

Use this panel to set up and maintain the document media flags for this customer. The flags indicate to the system whether to print, EDI, and fax a document when you “print” it for this customer. If you do not set a flag for a document, then COM prints it. This is the default. If you set an EDI or fax flag for a document, then COM prints the document only if you also set a paper flag for it.

The default fax number for the customer is shown immediately under the **Default / Fax number** field on the panel. You can enter individual override fax phone numbers beside each document type, if you want to use a number other than the default fax number for the customer.

You can add new documents to the list using **F6=Add**, change the acknowledgment option for PO Acknowledgment and Change Acknowledgment EDI flags, or delete documents using option **4=Delete**. To change a document’s media type, delete the existing line for the document and add a new one with **F6**.

Options

Use these options to perform activities for documents listed on this panel.

Option	Use to	See page
4=Delete	Delete documents for this customer. A panel appears showing you the documents you selected to delete. Press Enter to delete the selected documents or use F12=Return to return to panel AMBMNDFR and change your selections. Note: When you delete a document for a customer, the document is no longer sent by EDI, faxed, or printed. If you are using Electronic Commerce, the values set up in the EC control file for each transaction and customer, however, remain unaffected, and you can add the document back at a later time.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add a new document for this customer. The Add Document/Media panel (AMBJEEFR) appears, allowing you to enter new documents and media types.	—
F21=Print	Print the Document/Media list (AMBHKPFR).	—

When you use **F6=Add** on the Maintain Document/Media panel (AMBMNDFR), the Add Document/Media panel (AMBJEEFR) appears.

```

AMBJEEFR                               Add Document/Media                               *****
Company . . . . . : **                               *****
Customer . . . . . : *****                               *****

fax number  Ack                               Media                               Default /
Code                                               type                               nnnnnnnnnnnnnnnnnnnnnn  opt

aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A
aA3 *****                               A *****                               nnnnnnnnnnnnnnnnnnnnnn  A

F3=Exit      F4=Prompt      F7=Forward      F8=Backward
F12=Return
    
```

Use this panel to add media flags for a document for this customer. You can use **F4=Prompt** to see a list of valid document codes.

```

                Select Document
Position to type . aA3
Type options, press Enter.
1=Select request

Opt  Code  Description
A    001  Invoice
A    002  Credit/Debit Adjustment
A    006  PO Acknowledgment
A    007  PO Change Acknowledgment
A    008  Advanced Shipping Notice
A    010  Response to Req for Quote

F3=Exit  F12=Return

```

You can use **F4=Prompt** to see a list of media types. You can define document media types as either **E** (EDI), **F** (Fax), or **P** (Paper). To define more than one type, create multiple lines with the same document code, one for each media type.

```

AMBJEEFR
Company . . . . . : ** :
Customer . . . . . : *** :
                                     :
                                     :
                                     :
Code                                     :
aA3 ***** : 1=Select request
aA3 ***** :
aA3 ***** : Opt  Type  Description
aA3 ***** : A    E    EDI
aA3 ***** : A    F    Fax
aA3 ***** : A    P    Paper
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
aA3 ***** :
F3=Exit  F4=Prompt  F7= :
F12=Return                                     :

```

You can also use **F4=Prompt** to see a list of codes for the amount of detail to include in Acknowledgments, for EDI flags only.

```

AMBJEEFR                               Add Document/Media                               *****
Company . . . . . : **                               *****
Customer . . . . . : *****

fax number Ack                               Media           Default /
Code                               type           nnnnnnnnnnnnnnnnnnnnnn opt

aA3 *****                               A *****                               A

aA3 *****                               :
aA3 *****                               : Ack details option list                               :
aA3 *****                               : Position to aaaaaaaaaaaaaaaaaA20                               :
aA3 *****                               : 1=Select                               :
aA3 *****                               : Opt Value           Description                               :
aA3 *****                               : A *BLANK           Blank                               :
aA3 *****                               : A 1           Full Detail                               :
aA3 *****                               : A 2           Header only - no detail                               :
aA3 *****                               :
aA3 *****                               :
aA3 *****                               : F3=Exit   F12=Cancel                               :
aA3 *****                               :
aA3 *****                               :
F3=Exit   F4=Prompt   F : .....                               :
F12=Return
    
```

When you press **Enter**, the Maintain Document/Media panel (AMBMNDFR) appears again with the documents you added.

Item

Use this option to add, change, and delete information about the items your company manufactures, uses, or sells.

Information about these items is stored in several master files, some of which, like the Item Master file, are used by COM and other XA applications. Other item-related files are used only by COM.

In addition to kits and customer item numbers, item-related information includes comments, substitutions that can be used when an item is unavailable, descriptions of the item in foreign languages, and industry class-related item numbers.

Each item in the Item Master file has a unique item number that is the key that links all the information about the item together. The item number must exist in the Item Master file before any information can be added and maintained in the other item-related master files.

When you select option 2 on the File Maintenance menu (AMBM60), the Item Maintenance menu (AMBM62) appears.

```

AMBM62                               Customer Order Management          *****
                                   Item Maintenance

Type option or command; press Enter.

1. Item Master
2. Kit Components
3. Related Item Information
4. Customer Item Number Cross-Reference

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
    
```

Option	Use to	See page
1	Basic information for all items manufactured, used, or sold by your company	13-20
2	Lists of components for kits	13-24
3	Comments, substitutions, industry class cross-references, and foreign language descriptions for items in the Item Master file	13-27
4	Item numbers used by customers that are cross-referenced to item numbers in the Item Master file	13-35

To maintain pricing information for items, use option 3, Pricing, on the File Maintenance menu (AMBM60).

Item Master

Use this option to add, change, or delete Item Master file information.

The Item Master file contains at least two records, the A-record and the A-record extension, for each item number. The A-record has general item information that includes fields such as item description, item type, stocking unit of measure, standard batch quantity, and total cumulative yields. The A-record extension contains additional general item information such as commodity code, warranty period and unit of measure, commission percent and tax information.

If PDM with product costing is installed and interfacing, the Item Master file has a B-record for each item. The B-record has costing information, such as standard lot size and cost technique code. If Purchasing is installed and interfacing, the Item Master file also has a C-record that contains information on items purchased from vendors. For detailed information about Item Master file records, see the “File Maintenance” chapter of the *Product Data Management User’s Guide*.

Note: If EPDM is installed and activated, this option is not available. Use the Item Revisions and Enterprise Items objects in EPDM to maintain item information.

Before you start

To maintain existing Item Master file records, you need to know the item number.

To add new items to the Item Master file, you need to know:

- Item number
- Item description
- Stocking unit of measure
- Item type code
- Standard batch quantity.

Note: You cannot delete an item from the Item Master file if it is used in a kit component list. You must delete the item from the component list first, then you can delete it from the Item Master file.

How you start

On panel	You	To
AMBM00	Option 6	Select File Maintenance. The Customer Order Management File Maintenance menu appears.
AMBM60	Option 2	Select item maintenance. The Customer Order Management Item Maintenance menu appears.
AMBM62	Option 1	Select Item Master.
AMVT01	An item number, action, and screen sequence	Begin the process of adding, changing, or deleting an Item Master file record.

```

DATE **/**/**          ITEM MASTER FILE MAINTENANCE          SELECT          AMVT01  **

ENTER-
ITEM      aaaaaaaaaaaaA15
ACTION   A
DISPLAY  A

SELECT ACTION-
A ADD
C CHANGE
D DELETE
S SET DEFAULTS FOR SESSION

SELECT DISPLAY TO APPEAR FIRST-

1 ALL DISPLAYS (IN SEQUENCE)

2 GENERAL INFORMATION
3 ADDITIONAL INFORMATION
4 COSTING INFORMATION
5 PURCHASING INFORMATION

F23 STATUS
F24 END OF JOB

```

Type in the information requested and press **Enter**. Another panel appears, depending on your choice.

When you have completed file maintenance, use **F24 END OF JOB**. The system updates the Item Master file immediately and you return to the Item Maintenance menu (AMBM62).

Hint:

- If you use the default screen sequence option 1, you see all four maintenance panels in sequence beginning with AMVT02, the general information panel. When you press **Enter** on panel AMVT02, panel AMVT03 appears, showing additional information. The costing information panel (AMVT04) and the purchasing information panel (AMVT05) appear in succession.
- If you select screen sequence option 2, panel AMVT02 appears. When you press **Enter**, panel AMVT01 appears again. However, you can proceed to the other file maintenance panels by using **F02 NEXT SCREEN** on panel AMVT02.
- If you select sequence options 3, 4, or 5, the process is the same as for sequence option 2.
- When you want to add a new item to the Item Master file, you must start with the general information panel, AMVT02.

To maintain item information

You use the same four panels to add, change, or delete Item Master file information or to set session defaults. The mode changes, depending on the action you choose on the Item Master File Maintenance Panel (AMVT01). The panel you see first depends on which panel (screen) you selected on panel AMVT01.

```

DATE **/**/**          ITEM MASTER FILE          ADD          AMVT02  **
                        -GENERAL INFORMATION-
ITEM AND                INVENTORY
DESCRIPTION aaaaaaaaaaaaaaaaaaaaaaaaaA30      ENGR DRAWING aaaaaaaaaaaaaA15

STOCKING UNIT OF MEASURE          A2      ITEM TYPE CODE          n
UNIT COST DEFAULT nnnnnnnnnnn.nnnnnnnnn ITEM CLASS          aaA4
UNIT WEIGHT          nnnn.nnnn      WEIGHT UNIT OF MEASURE          A2
ORDER UNIT OF MEASURE CLASS          nn      WAREHOUSE STOCK LOCATION          aaaaaA7
ALTERNATE ITEM nnnnnnnnnnnnnnnnnnnnnnnnnn VENDOR-PRIMARY          aaaaA6
DEPARTMENT          nnnn      ITEM ACCOUNTING CLASS          aA3
CARRYING RATE          .nnnn      VALUE CLASS          A
STD SETUP COST/LOT nnnnnnnnnnn.nnnnnnnnn PACKING CODE          A2
STD BATCH QTY          nnnnnnnn.nnnn      INVENTORY CODE          n
BILL OF LADING COMMODITY CODE aaaaaaA8      QC CONTROL          n
PURCHASE TAX INDICATOR          aA3      SHELF LIFE          nnnn
SALES TAX INDICATOR          aA3      BATCH/LOT CTL          n
PRINT ON SALES ANALYSIS          n      INSPECT ON RCPT          n
ITEM TAX CLASS          aaaaaaaaaaaaaA15      DISCRETE ALLOC          n
DATE LAST MAINTAINED          *****      KIT EXTERNAL DOCUMENT PRINT OPT n
LAST MAINTAINED BY          *****      F02 NEXT DISPLAY

F15 NOTE TASKS
F18 REFRESH
F19 RETURN TO SELECT
    
```

```

DATE **/**/**          ITEM MASTER FILE          SET DEFAULTS  AMVT03  **
                        -ADDITIONAL INFORMATION-
ITEM *****          @
DESCRIPTION *****          *****

COMMISSION PERCENT          nnnn.nnn
BASE PRICE EFFECTIVE DATE          nn/nn/nn      BASE PRICE          nnn.nnn
ITEM PRICE CLASS          aaA4      ITEM PRICE UNIT OF MEASURE          A2
WARRANTY PERIOD          nnnnn
WARRANTY UNIT OF MEASURE          A2
SERIAL NUMBER REQUIRED          A
COUNTRY OF ORIGIN          aA3
ITEM SALES GROUP          aaaA5      SPECIFIC GRAVITY          nnnnn.nnnn
TAX COMMODITY CODE          aaaaaaA8      TAX WEIGHT/UNIT          nnnnn.nnnn
SUPPLEMENTAL WEIGHT          nnnnn.nnnn      SUPPLEMENTAL WEIGHT U/M          A2
UNIT VOLUME          nnnn.nnn      VOLUME UNIT OF MEASURE          A2

DATE LAST MAINTAINED          **/**/**      LAST MAINTAINED BY          *****
F02 NEXT DISPLAY
F03 PREV DISPLAY
F06 BASE PRICE MAINT
*** PRESS 'E N T E R' TO CONFIRM/DELETE THIS ITEM ***
F15 NOTE TASKS
F18 REFRESH
F19 RETURN TO SELECT
    
```

```

DATE **/**/**          ITEM MASTER FILE          SET DEFAULTS  AMVT04  **
                        -COSTING INFORMATION-          @
ITEM *****          *****          *****
DESCRIPTION *****          *****          ITEM TYPE CODE  *
COST TECH CODE  A    LABOR HOURS  nnnnn.nnnn  STD LOT SIZE  nnnnnnn.nnn
                        -----CURRENT-----          -----STANDARD-----
                        TBL CODE          THIS LEVEL          TBL CODE          THIS LEVEL
MATERIAL          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
OUTSIDE OPERATIONS  nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
PURCHASE OVERHEAD  A          *****.*****          A          *****.*****
SETUP LABOR          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
RUN LABOR          A          nnnnnnnnnnn.nnnnnnnnn          A          nnnnnnnnnnn.nnnnnnnnn
SETUP MACHINE          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
RUN MACHINE          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
MFG OVERHEAD          A          nnnnnnnnnnn.nnnnnnnnn          A          nnnnnnnnnnn.nnnnnnnnn
(Other 1)          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
(Other 2)          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
(Other 3)          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
(Other 4)          nnnnnnnnnnn.nnnnnnnnn          nnnnnnnnnnn.nnnnnnnnn
LAST MAINTAINED  **/**/**          BY *****          F02 NEXT DISPLAY
*** PRESS 'E N T E R' TO CONFIRM/DELETE THIS ITEM ***  F03 PREV DISPLAY
                                                         F15 NOTE TASKS
                                                         F18 REFRESH
                                                         F19 RETURN TO SELECT
    
```

```

DATE **/**/**          ITEM MASTER FILE          ADD          AMVT05  **
                        -PURCHASING INFORMATION-          @
ITEM *****          *****          *****
DESCRIPTION *****          *****          ITEM TYPE CODE  *
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
BUYER          aaaA5  ACCT aaaaaaaaaaaaaA15  PUR PRICE  nnnnnnnnnnn.nnnn
RECEIPT REQUIRED  n          -TOLERANCE PERCENTS-          -WEIGHTED PERCENTS-
ALLOW DAYS EARLY  nnn          RECEIVING + %  nnn          LEAD TIME %  nnn
SHIP VIA          aA3          RECEIVING - %  nnn          DELIVERY %  nnn
ALPHA FACTOR          .nnn          QUALITY %  nnn
PURCH COMMODITY  aaaA5          PRICE %  nnn
PRE-APPROVED          A          EARLY DELIVERY %  nnn
                                                         LATE DELIVERY %  nnn
                                                         OVERSHIP %  nnn
                                                         UNDERSHIP %  nnn
DATE LAST MAINTAINED  **/**/**          LAST MAINTAINED BY *****
                                                         F03 PREV DISPLAY
                                                         F15 NOTE TASKS
                                                         F18 REFRESH
                                                         F19 RETURN TO SELECT
    
```

Type in any changes you want to make on these panels and press **Enter** or use the appropriate function key. When you have completed the changes, use **F19 RETURN TO SELECT** to return to the Item Master File Maintenance panel (AMVT01) to do file maintenance for another item or to end the session.

To end the session, use **F24=END OF JOB** on panel AMVT01. The system updates the Item Master file immediately, and you return to the Item Maintenance menu (AMBM62).

Kit Components

Use this panel to add, change, and delete component items for kits.

XA requires that you maintain a record for a kit in the Item Master file just like any other item. To distinguish between the kit item number and the item numbers for the items that make up a kit, the kit is referred to as a kit parent item and the items in the kit as kit components items, or kit components.

In COM, a kit is an un-stocked, single-level assortment of items that are priced and sold as a unit. This means that, while you maintain an item number in the Item Master file for the kit parent, you do not stock anything identified as a kit. Instead, you stock the components that make up the kit.

A kit parent item always has an Item Type Code of K and an Inventory Code (flag) of 4 (Un-stocked item) in the Item Master file. Items that are used as components of a kit must have Item Master file records before they can be maintained in a kit component list. Any item that is used as a kit component must be deleted from all kit component lists before it can be deleted from the Item Master file.

Notes:

1. You maintain kit parent item numbers through Item Master file maintenance, if EPDM is not installed and activated.
2. This option is not available if EPDM is installed and activated. Use the Bills of Material card in the Item Revision card file to maintain components for a kit parent item.

Before you start

To maintain a kit component list, you need to know the kit parent item number, the kit component item number, and the quantity of the component in the kit.

How you start

On panel	You	To
AMBM00	Option 6	Select File Maintenance
AMBM60	Option 2	Select Item
AMBM62	Option 2	Select Kit components (Not available if EPDM is installed and activated; use the Bills of Material card in the Item Revisions object to maintain components for a kit item.)
AMBD1DFR	An option or use a function key	Select a kit and begin maintaining a list of components for the kit.

When you select option 2 on the Item Maintenance menu (AMBM62), the Kit Maintenance List panel (AMBD1DFR) appears.

```

AMBD1DFR                               Kit Maintenance List                *****
Position to item number . . . . . aaaaaaaaaaaaaA15
Subset by description . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30

Type options; press Enter.
2=Change  5=Display  6=Print

Opt  Item number/      Item      Engineering      Base price      Price
     Description      class    drawing number   *** , *** , *** , *** . *** - **
     *****
A     *****          ****     *****          *** , *** , *** , *** . *** - **
     *****
A     *****          ****     *****          *** , *** , *** , *** . *** - **
     *****
A     *****          ****     *****          *** , *** , *** , *** . *** - **
     *****
A     *****          ****     *****          *** , *** , *** , *** . *** - **
     *****
A     *****          ****     *****          *** , *** , *** , *** . *** - **
     *****

F3=Exit   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for kit parent items listed on this panel.

Option	Use to	See page
2=Change	Add, change, or delete components from the kit component list. When you select this option, the Edit Kit Components panel (AMBF6EFR) appears.	13-26
5=Display	Review the components in a kit. When you select this option, the Display Kit Components panel (AMBHWDFR) appears, showing you all the components in the kit you selected and detailed information about the components.	—
6=Print	Print the Specific Kit Component List (AMBCMPFR). This report shows you all the components in the kit you selected.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
21=Print	Print the Kit Component List (AMBCNPFR). This report shows all the kits in the Item Master file and all the components for each kit. When you use this function key, the Kit Print Selection window appears, allowing you to enter a range of kit parent item numbers and item classes. Type in your selections or leave these fields blank, and press Enter .	—

To maintain kit component lists

You can add and delete components to a kit component list or change the sequence number or quantity of an existing component in a kit component list. Use Item Master file maintenance to change the item number or description of a component or the kit parent item.

When you select option **2=Change** on the Kit Maintenance Lists panel (AMBD1DFR), the Edit Kit Components panel (AMBF6EFR) appears.

```

AMBF6EFR                               Edit Kit Components                               *****
Kit parent . . . : *****
Type options; press Enter.
4=Delete

Opt  Seq  Component                Quantity      U/M  Unit/Extended cost
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-
A    nnnn *****                nnnnnn.nnn-  **   **, **, **, **, *****-

F3=Exit  F6=Add  F7=Backward  F8=Forward  F11=Job Status
F12=Return
    
```

To change a component

Type changes in the **Seq** and **Quantity** fields and press **Enter**. Panel AMBF6EFR appears again with the changes you entered.

To delete a component

Type option **4=Delete** next to the component item you want to remove from the kit. When you press **Enter** the Confirm Delete panel (AMVBVDFR) appears, showing you the component item you selected to delete. Press **Enter** to delete the selected component item or use **F12=Return** to return to panel AMBF6EFR to change your selections.

To add a component

When you use **F6=Add** on panel AMBF6EFR, the panel appears again in Add mode, allowing you to enter a component item number, quantity, and sequence number. When you press **Enter**, the system adds the component to the kit component list and the panel appears again in Change mode.

Notes:

1. The required fields are **Component** and **Quantity**.
2. You can use **F4=Prompt** on the **Component** field. (**F4=Prompt** appears on panel AMBF6EFR in ADD mode only.)

Related item information

Use this option to maintain information about items that is not stored in the Item Master file.

Much of the information about items is stored in other master files. The unique item number that is maintained in the Item Master file for each item links the information in the other master files to the Item Master file record. The related information includes:

- Comments related to specific items
- Items that can be substituted for an item when it is not available
- Industry classification for an item
- Industry class item number cross-reference for an item
- Foreign language descriptions of a item

Note: Information about item pricing is maintained through option 3, Pricing, on the File Maintenance menu (AMBM60).

Before you start

To maintain item-related information, you need to know the item number and some or all of the following:

Key data	To use Option code
User reference ID	13=Comments
Item number Effective date	14=Substitutes
Industry class Industry item number	15=Item industry class xref
Language code	62=Foreign language

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 2	Maintain items
AMBM62	Select option 3	Maintain item-information not in the Item Master file.
AMBH5DFR	Select an option	Select an item and begin maintaining information related to that item.

When you select option 3 on the Item Maintenance menu (AMBM62), the Maintain Items panel (AMBH5DFR) appears.

```

AMBH5DFR                               Maintain Items                               *****
Position to item number . . . aaaaaaaaaaaaA15                               Subset active
Subset by description . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30

Type options; press Enter.
13=Comments  14=Substitutes  15=Item industry class xref
62=Foreign language

Opt  Item number      Description                               Type  Class
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****
A2 *****                               *****                               *    ****

F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F17=Subset
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to	See page
13=Comments	Add, change, and delete comments related to a specific item. When you select this option, the Maintain Item Comments panel (AMBD7DFR) panel appears. The actions you perform on this panel are similar to those you perform on the Maintain Comments panel (AMBEMDFR).	13-198
14=Substitutes	Assign items that can be used as substitutions for an item when it is not available. When you select this option, the Substitution Items panel (AMBDRDFR) appears.	13-28
15=Item industry class xref	Add, change, and delete industry item numbers that are cross-referenced to item number in the Item Master file. When you select this option, the Display Item Industry XREF panel (AMBJ6DFR) appears.	13-30
62=Foreign languages	Add, change, and delete descriptions of an item in foreign languages. When you select this option, the Maintain Item Foreign Description panel (AMVIEEFR) appears.	13-33

To assign item substitutions

Use this option to assign substitute item numbers.

This option allows you to identify items that can be used in place of another item when it is not available, is being discontinued, and so forth. When you assign a substitute item, you also set the date the substitution becomes effective.

When you select option **14=Substitutes** on the Maintain Items (AMBH5DFR) panel, the Substitution Items panel (AMBDRDFR) appears.

```

AMBDRDFR                               Substitution Items                               *****
Item number . . . : *****
Type options; press Enter.
2=Change  4=Delete  5=Display

Substitute                               Effective
Opt  item number      Description                               date
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**
A *****                               **/**/**

F3=Exit   F6=Add   F7=Backward   F8=Forward   F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to
2=Change	Change existing information about a substitute item. When you select this option, the Substitution Item Details panel (AMBBLE1R) panel appears, showing you detail information about a substitute item. You can change the Pricing option , Document print option , and Substitution note fields. When you press Enter , the system updates the Substitute Item file immediately and you return to the Substitution Items panel (AMBDRDFR). Hint: You can use F4=Prompt on the Pricing option and Document print option fields. When you use F16=Delete on panel AMBBLE1R, the Confirm Delete panel (AMVBVDFR) appears, showing you the substitute item you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBBLE1R to change your selections.
4=Delete	Delete a substitute item. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the substitute item you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBDRDFR to change your selections.
5=Display	Review detail information about a substitution. When you select this option, the Display Substitution Items panel (AMBARD1R) appears, showing you detail information about the substitution.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Identify an item as a substitute. When you select this option, the Add Item Substitution panel (AMBC6PVR) appears, allowing you to identify an item as a substitute for the item you selected on the Maintain Items panel (AMBH5DFR) Both items must already exist in the Item Master file. The required field is Substitute item number .
21=Print	Print the Substitution Items List (AMBCFPFR). The Item Substitution Report window appears, allowing you to set limits for the report. You can accept the defaults and press Enter . The report shows you detailed information about substitute items.

To add or change item substitutions

When you press **F6=Add**, the Add Item Substitution panel (AMBC6PVR) appears. The Substitution Item Details panel (AMBBLE1R), used to change this information, is very similar. Use these panels to identify an item as a substitute for the item you selected on the Maintain Items panel (AMBH5DFR).

```

AMBC6PVR                               Add Item Substitution                               ENTER

Item number . . . . . : *****
                          *****

Substituted item number . . . . . aaaaaaaaaaA15
                          *****

Substitute effective date . . . . . nnnnnn

Pricing option . . . . . n *****

Document print option . . . . . a *****

Substitution note . . . . . aaaaaaaaaaaaaaaaaaaaaa

F3=Exit  F4=Prompt  F11=Job Status  F12=Return
```

To cross-reference industry class item numbers

Use this option to build a cross-reference between item numbers in the Item Master file and item numbers established for industry classes.

Because some customers want invoices and other documents they receive from your company to show the item numbers they maintain for items they purchase from your company, COM allows you to maintain their item numbers and link them to the item numbers in the Item Master file.

Because multiple customers might use the same item number for your company's product, COM allows you to group customers by industry class by assigning an

industry class code in a customer's master file record. Then, for each industry class, you can maintain item numbers that are cross-referenced to item numbers in the Item Master file. The industry class item number can then be used during order entry on the Customer Item Entry panels. (For more information on these panels, see "Customer item entry panel" on page 3-66.)

During order processing, the system checks for customer item numbers first, then industry class item numbers, and finally, item numbers in the Item Master file. The first valid item number is used.

Industry class item numbers are similar to customer item numbers except that industry class item numbers can be used by all customers within the industry class. Customer item numbers can be used only by the customer to whom they are linked. If you have many customers that use the same item number, it is easier to maintain the item number by industry class than to maintain it for each customer individually as a customer item number. (For more information on customer item numbers, see "Customer Item Number Cross-Reference" on page 13-35. For more information on industry class codes, see "Code Files".)

Industry class item numbers can be up to 30 characters long and can be used on all types of orders. The item number your company uses for an item is a required part of the customer item number record.

When you select option **15=Item industry class xref** on the Maintain Items panel (AMBH5DFR), the Display Item Industry XREF panel (AMBJ6DFR) appears.

```

AMBJ6DFR                Display Item Industry XREF                *****
Internal item number . . . : *****
Subset by item industry class  aaaaaa8
      Industry item number  aaaaaaaaaaaaaaaaaaaaaaaaaA30

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt  Class      Industry item number
A    *****  *****
A    *****  *****

A    *****  *****

A    *****  *****

A    *****  *****

A    *****  *****

A    *****  *****

A    *****  *****

A    *****  *****

A    *****  *****

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to
2=Change	Change an industry item number cross-reference. When you select this option, the Edit Industry Item panel (AMBBJE1R) panel appears, showing you detail information about an industry item number that is cross-referenced to an item number in the Item Master file. You can change the Industry item description , Item number , and Suggested retail price fields. When you press Enter , the system updates the Industry Item file immediately and the panel appears again. Hint: You can use F4=Prompt on the Item number field.
4=Delete	Delete an industry item number. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the industry item number you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBJ6DFR to change your selections.
5=Display	Review detail information about a cross-reference between an industry item number and an item number in the Item Master file. When you select this option, the Display Industry Item panel (AMBA9D1R) appears, showing you detailed information about the cross-reference.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Create a cross-reference between an industry item number and an item number in the Item Master file. When you select this option, the Add Industry Class Item panel (AMBF3PVR) appears, allowing you to define a cross-reference between the item you selected on the Maintain Items panel (AMBH5DFR) and an industry item number and class. The required fields are Item industry class ID , Industry item number , and Industry item description .
21=Print	Print the Item Industry Class List (AMVAWPFR). The Print Item/ Industry Class window appears, allowing you to set enter a range of item industry class IDs. You can accept the defaults and press Enter. The report shows you information about each industry item number in an industry class, including cross-references to item numbers in the Item Master file.

To add or change item cross-references

When you press **F6=Add**, the Add Industry Class Item panel (AMBF3PVR) appears. The Edit Industry Item panel (AMBBJE1R), used to change this information, is very similar. Use these panels to create a cross-reference between an industry item number and an item number in the Item Master file.

```

AMBF3PVR                               Add Industry Class Item                               ENTER

Item number . . . . . : *****
Item industry class id . . . . . aaaaaaa8
Industry item number . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Industry item description . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Suggested retail price . . . . . nnnnnnnnnnn.nnn-

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

To describe items in a foreign language

Use this option to add, change, and delete item descriptions in foreign languages.

Customer Order Management allows you to maintain three descriptions of an item in lengths of 10, 20, and 30 characters. You can also maintain these descriptions in foreign languages, using different language codes.

Note: XA does not translate text from your language into foreign languages. You must supply the foreign language text.

When you select option **62=Foreign language** on the Maintain Items panel, the Maintain Item Foreign Description panel (AMVIEEFR) appears.

```

AMVIEEFR                               Maintain Item Foreign Description                               CHANGE

Item number . : *****

Type options, press Enter.
4=Delete

Opt Language (10) (20) -----Description----- (30)
A *** aaaaaaaA10 aaaaaaaaaaaaaaaaaA20 aaaaaaaaaaaaaaaaaaaaaaaaaA25
*****
A *** aaaaaaaA10 aaaaaaaaaaaaaaaaaA20 aaaaaaaaaaaaaaaaaaaaaaaaaA25
*****
A *** aaaaaaaA10 aaaaaaaaaaaaaaaaaA20 aaaaaaaaaaaaaaaaaaaaaaaaaA25
*****
A *** aaaaaaaA10 aaaaaaaaaaaaaaaaaA20 aaaaaaaaaaaaaaaaaaaaaaaaaA25
*****
A *** aaaaaaaA10 aaaaaaaaaaaaaaaaaA20 aaaaaaaaaaaaaaaaaaaaaaaaaA25
*****
A *** aaaaaaaA10 aaaaaaaaaaaaaaaaaA20 aaaaaaaaaaaaaaaaaaaaaaaaaA25
*****

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Change the text in the **Description** fields, enter an option, or use the appropriate function key.

When you change the descriptions and press **Enter**, the Item Foreign Language Description file is updated immediately. Panel AMVIEEFR appears again with the changes you made.

Options

Use these options to perform activities for descriptions listed on this panel.

Option	Use to
4=Delete	Delete an item foreign language description. When you select this option and press Enter , the description is deleted immediately. No confirmation panel appears.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a foreign language description. When you select this option, the Maintain Item Foreign Description panel (AMVIEEFR) appears in Add mode, allowing you to enter foreign language descriptions. The required fields are Language and Description (10) . When you press Enter , the system updates the Item Foreign Language file immediately and panel AMVIEEFR appears again in Change mode.
21=Print	Print the Item Foreign Language Descriptions (AMVD1PFR). The report shows you the description in your local language and all foreign language descriptions for the item you selected on the Maintain Items panel (AMBH5DFR), sorted by language code.

Customer Item Number Cross-Reference

Use this option to build a cross-reference between item numbers in the Item master file and item numbers customers use in their business for the same items.

Because some customers want invoices and other documents they receive from your company to show the item numbers they establish for items they purchase from your company, COM allows you to maintain the customer's item numbers and link them to the item numbers in the Item Master file.

Customer item numbers can be up to 30 characters long and can be used on all types of orders. The item number your company uses for an item is a required part of the customer item number record. This record can also include data related to the customer item number but not used by XA.

Before you start

To maintain customer item numbers, you need to know the customer's item number, a description of the item, and the item number your company uses for the item.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 2	Maintain item information
AMBM62	Select option 4	Maintain customer item information
AMBAAPVR	Select a company and customer	Begin the process of maintaining customer item information
AMBAVDFR	Select a customer item number	Begin customer item number maintenance.

When you select option 4 from the Item Maintenance menu (AMBM62), the Display Customer Item Numbers panel (AMBAAPVR) appears. When you enter a company number and customer number, the Maintain Customer Item Numbers panel (AMBAVDFR) appears.

```

AMBAVDFR                Maintain Customer Item Numbers                DISPLAY
Company . . . . . : ** *****
Customer . . . . . : ***** *****
Position to item . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaA30
                        description . . . : aaaaaaaaaaaaaaaaaaaaaaaaaA30

Type options; press Enter.
2=Change  4=Delete  5=Display  13=Comments

Opt Customer item number      Description
A2 *****                    *****
A2 *****                    *****

F3=Exit    F6=Add    F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another window or panel appears, depending on your choice.

Options. Use these options to perform activities for customer item numbers listed on these panels.

Option	Use to	See page
2=Change	Change information associated with a customer item number. When you select this option, the Edit Customer Item Details panel (AMBADE1R) appears. Note: If you want to change the customer item number, you must use option 4=Delete to delete the existing customer item number and then use F6=Add to add the new customer item number.	13-37
4=Delete	Delete a customer item number. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the customer item number you selected to delete. Press Enter to delete the selected customer item number or use F12=Return to return to panel AMBAVDFR to change your selections.	—
5=Display	Review information related to the customer item number. When you select this option, the Display Customer/Item Details panel (AMBABD1R) appears.	—
13=Comments	Add, change or delete comments associated with a customer item number. When you select this option, the Maintain Customer Item Comments panel (AMBDIDFR) appears.	13-195

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add a customer item number. When you use this function key, the Add Customer Item Numbers panel (AMBECVPR) appears.	13-38
F21=Print	Print the Customer Item Numbers List (AMBAUPFR). This reports shows detailed information for all customer item numbers for the customer you selected. The detailed information includes the item number in the Item Master file associated with the customer item number.	—

Note: If you leave the *Customer number* field on panel AMBAAPVR blank and press **Enter**, the Display Customer Item Numbers panel (AMBAUDFR) appears, showing you all the customer item numbers sorted by customer number. Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

To cross-reference customer item numbers

You use the Edit Customer Item Details panel (AMBADE1R) to change or add customer item numbers. When the panel is in Change mode, the details for the customer item number you selected appear on the panel. When the panel is in Add mode, the lines are blank, except for the company number, customer number and the new customer item number.

To change customer item number detail

When you select option **2=Change** on the Maintain Customer Item Numbers panel (AMBAVDFR), the Edit Customer Item Details panel (AMBADE1R) appears in Change mode.

```

AMBADE1R                               Edit Customer Item Details                               *****

Company . . . . . : ** *****
Customer . . . . . : ***** *****
Customer item number . . . . . : *****

Type options; press Enter.

Customer item description . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
Customer department no. . . . . aaaaaaA8
SKU number . . . . . aaaaaaaaA12
Suggested retail price . . . . . nnnnnnnnnnnn.nnn-
Approval date . . . . . nnnnnn
Item number . . . . . aaaaaaaaaaaaA15

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type in the changes and press **Enter**. The Customer Item Master file is updated immediately and you return to panel AMBAVDFR or AMBAUDFR, depending on where you started.

Hint: You can use **F4=Prompt** on the *Item number* field.

To add a customer item number

When you use **F6=Add** on the Maintain Customer Item Numbers panel (AMBAVDFR), the Add Customer Item Numbers panel (AMBECPVR) appears. Type in a new customer item number and press **Enter**. The Edit Customer Item Details panel (AMBADE1R) appears in Add mode. Type in the requested information and press **Enter**. The system updates the Customer Item Master file immediately and you return to the Add Customer Item Numbers panel (AMBECPVR).

Hint: The required fields are *Customer item description* and *Item number*.

Pricing

Use this option to maintain information related to prices, discounts, contracts, and promotions.

COM allows you to control the price of items in several ways, including price codes in customer and item files, quantity discounts, markups, promotions, and price books. For detailed information about pricing, see “Pricing” on page 3-145.

When you select option 3 on the File Maintenance menu (AMBM60), the Pricing Maintenance menu (AMBM63) appears.

```

AMBM63                               Customer Order Management          *****
                                      Pricing Maintenance

Type option or command; press Enter.

  1. Item Base Prices
  2. Price Books
  3. Customer Price Codes
  4. Contracts
  5. Promotions
  6. Mass Price Changes
  7. Item Foreign Currency Prices
  8. Item Foreign Currency Price Revaluation
  9. Contract Price Revaluation
 10. Terms Discounts
 11. Fixed Trade Discounts
 12. Variable Trade Discounts
 13. Offline Pricing>>

==> _____

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status F12=Return  F22=Messages
    
```

Use this panel to select which type of pricing maintenance you want to perform.

Option	Use to	See page
1	Maintain base prices for items sold by your company.	13-41
2	Maintain price book information.	13-46
3	Maintain codes used to identify pricing methods for customers.	13-59
4	Maintain contracts for customers and contract item prices.	13-63
5	Maintain promotional item prices.	13-69
6	Change prices of items by item class.	13-70
7	Maintain prices of items in foreign currencies.	13-77
8	Revalue foreign currency prices of items because of currency fluctuations.	13-79
9	Revalue the price of a contract for another currency ID	13-85
10	Maintain the terms used to apply discounts.	13-88
11	Maintain fixed trade discount code values and percentages	13-91
12	Maintain variable trade discount code values and percentages.	13-94
13	Work with offline pricing files	

Item Base Prices

Use this option to add, change, and delete base prices for items.

Each item your company sells has a base price that is maintained in the Item Base Price file. The base price is the starting point from which other prices for the item may be generated. For example, other prices can include a special promotional price, a price to be used at some future date, a contract price, or a foreign currency price. You can maintain multiple base prices, each with a different date on which the price becomes effective.

Before you start

To add or change item base prices you need to know the item number, the price, the date the price becomes effective, and the unit of measure used for pricing. (The default unit of measure is the stocking unit of measure.)

Note: An item must exist in the Item Master file before you can add a base price for it to the Item Base Price file.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 1	Maintain base prices for items
AMBC2DF R	Use a function key	Maintain a base price or print a listing of current base prices.

When you select option 1 on the Pricing Maintenance menu (AMBM63), the Display Item Base Prices panel (AMBC2DFR) appears.

```

AMBC2DFR                               Display Item Base Prices                *****
                                           *****
Position to item number . . . . . aaaaaaaaaaaaA15
effective date . . . . . nnnnnn
base price . . . . . nnnnnnnnnnnn.nnn-
pricing U/M . . . . . A2

Item number      Effective      Base price      Pricing      Item price
*****          date          *****,***,***,***,***-   U/M         class
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****
*****          **/**/**      ***,***,***,***,***-   **          ****

F3=Exit      F6=Edit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F21=Print
    
```

Use **F6=Edit** to add, change, or delete item base price codes.

Use **F21=Print** to print the Item Base Price List (AMVB6PFR).

To maintain item base prices

When you use **F6=Edit** on the Display Item Base Prices panel (AMBC2DFR), the Edit Item Base Prices panel (AMVB5EFR) appears in Change mode.

You use the Edit Item Base Prices panel (AMVB5EFR) to add, change or delete item base prices. When the panel is in Change mode, the current base prices appear on the panel. When the panel is in Add mode, the columns are blank except the default base price (.000).

```

AMVB5EFR                               Edit Item Base Prices                               CHANGE

Position to item number . . . . . aaaaaaaaaaaaA15
effective date . . . . . nnnnnn

Type options; press Enter.
4=Delete

Opt  Item number      Effective date      Base price          Pricing  Item price
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4
A    *****          **/**/**          nnnnnnnnnnnn.nnn-  A2      aaA4

F3=Exit      F4=Prompt      F6=Add      F7=Backward      F8=Forward
F11=Job Status  F12=Return
    
```

Type in changes to the **Base price**, **Pricing U/M**, and **Item price class** fields, enter an option, or use the appropriate function key.

When you press **Enter**, the system updates the Item Base Price file immediately and the panel appears again with the changes you made.

Note: If you want to change the effective date for a base price, you must use option **4=Delete** to delete the existing base price and then use **F6=Add** to add the base price with the new effective date.

You can use **F4=Prompt** on the **Item number**, **Pricing U/M**, and **Item price class** fields.

Options

Use this option to perform activities for base prices listed on this panel.

Option	Use to
4=Delete	Delete a base price for an item. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the item base prices you selected to delete. Press Enter to delete the prices or use F12=Return to return to the Edit Item Base Prices panel (AMVB5EFR) to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a base price for an item. When you use this function key, the panel AMVB5EFR appears again in Add mode. Type in the requested information and press Enter . The file is updated immediately and panel AMVB5EFR appears again in Change mode.
F21=Print	Print the Item Base Price List (AMVB6PFR). This reports shows all base prices for items, their effective dates, units of measure, and item price classes.

Price Books

Use this option to maintain price book headers and pages. You can also maintain multiple versions of a price book based on the effective date.

Price books contain a collection of information used to calculate the selling price of line items on orders. Pricing information includes discounts, markups, and quantity breaks expressed in percentages and absolute amounts by currency ID. Each order is assigned one price book, which is used to price every line item on the order. The system uses the price book assigned to the customer in the customer master file record unless a different price book is assigned during order entry.

A customer can be assigned a price book code in the customer master record. This is the default value used during order entry, but it can be overridden.

Each price book consists of a header, one or more version records, and five pages:

- 1 Base selling price for items by currency ID and customer price code
- 2 Discounts or markups for items and surcharges for exported items
- 3 Quantity price breaks
- 4 Item price class and customer price code matrix
- 5 Group pricing discounts

Page 2 has two formats, 2A and 2P; page 3 also has two formats, 3A and 3P. The A-suffix pages show changes to prices in absolute amounts. The P-suffix pages show changes to prices as percentages. Each price book contains either an A-suffix or a P-suffix page, but not both.

Each price book header contains the price book name, description and a discount/markup type that indicates how the system calculates discounts or markups:

- 1 Discount or markup from unit price
- 3 Markup from unit cost

Each price book can have multiple versions based on the effective date. This allows you to create and maintain versions that will become effective automatically at a future date. You cannot maintain two versions with the same effective date. Each version record contains an effective date and a description of the version.

The offline pricing files allow you to import price book pages, base prices, and foreign currency prices into a spreadsheet program for changes. Refer to Appendix D for more information about working with offline pricing files.

The COM price book pages 1, 2A, and 3A, which support specific prices, also allow you to add euro prices. You may want to set up price book prices for the euro as a separate currency. Or you may want to generate euro price books from existing price books that have euro-participating currencies. The F2=Generate Euro prices function in price book maintenance allows you to do this. You can use this function at any time. The following tables include examples of the results of euro price book generation.

Table 13-1. All pages within price book MLH01 before processing

Price book ID	Company	Currency	Effective date	Customer price code	Page effective date
MLH01	01	FFR	1/1/97	01	1/1/97
MLH01	01	FFR	1/1/97	02	1/1/97
MLH01	02	FFR	1/1/97	01	1/1/97
MLH01	02	FFR	1/1/97	02	1/1/97
MLH01	01	USD	1/1/97	01	1/1/97
MLH01	01	DM	1/1/96	01	1/1/96
MLH01	01	DM	1/1/97	01	1/1/97
MLH01	01	DM	1/1/97	01	1/1/97

Table 13-2. New price books created by generation program prior to local conversion

Price book ID	Company	Currency	Effective date	Customer price code	Page effective date
@0001	01	EUR	1/1/97	01	1/1/99
@0001	01	EUR	1/1/97	02	1/1/99
@0002	02	EUR	1/1/97	01	1/1/99
@0002	02	EUR	1/1/97	02	1/1/99
@0003	01	EUR	1/1/96	01	1/1/99
@0003	01	EUR	1/1/97	01	1/1/99
@0003	01	EUR	1/1/97	02	1/1/99

Note: If the original price book has more than one page, all pages are copied to the new price book.

Table 13-3. New price books created by generation program after local conversion

Price book ID	Company	Currency	Effective date	Customer price code	Page effective date
@0001	00		1/1/97	01	1/1/99
@0001	00		1/1/97	02	1/1/99
@0002	00		1/1/97	01	1/1/99
@0002	00		1/1/97	02	1/1/99
@0003	00		1/1/96	01	1/1/99
@0003	00		1/1/97	01	1/1/99
@0003	00		1/1/97	02	1/1/99

Note: If the original price book has more than one page, all pages are copied to the new price book.

Table 13-4. Price book euro cross-reference file is also updated during generation

Price book ID	Company	Currency	Euro price book
MLH01	01	FFR	@0001
MLH01	02	FFR	@0002
MLH01	01	DM	@0003

Before you start

To maintain existing price books, you need to know the price book ID and the changes that you need to make. To create a price book, you need to know:

- Price book ID (price book header)
- Discount/markup type (price book header)
- Item number (pages 1, 2, and 3)
- Customer price code (pages 1, 2, and 4)
- Selling price (page 1)
- Discount/markup amount (pages 2A and 3A)
- Discount/markup percent (pages 2P, 3P, 4, and 5)
- Quantity (pages 3A, 3P, and 5)
- Item price class (pages 4 and 5)

Note: If EPDM is installed and activated, the pricing unit of measure is required for pages 1, 3A, and 3P. You cannot change this unit of measure after it is entered for the price book page. If EPDM is not installed and activated, the pricing unit of measure from the Item Base Price file is used. You cannot change this value.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 2	Maintain price book headers, pages, and versions
AMBBDDFR	Select an option or use a function key	Maintain information related to a price book

When you select option 2 on the Pricing Maintenance menu (AMBM63), the Display Price Books panel (AMBBDDFR) appears. Use this panel to select a price book for file maintenance.

```

AMBBDDFR                               Display Price Books          *****
Position to book ID . . . . . aaaA5
Subset by discount/markup type . . . . . A
    Price book description . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Type options; press Enter.
2=Change/Copy  4=Delete  5=Display versions

Opt  Book  D/M  Discount markup  Price book
ID   ID    type description      description
-----
A   *****
A   *****
A   *****
A   *****
A   *****
A   *****
A   *****
A   *****
A   *****
A   *****
A   *****
A   *****

F2=Generate Euro prices  F3=Exit  F6=Add  F7=Backward
F8=Forward  F11=Job status  F12=Return  F21=Print
  
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for the price books listed on this panel.

Option	Use to	See page
2=Change/Copy	Change or copy a price book header or price book pages.	13-46
4=Delete	Delete a price book. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the price book you selected to delete. Press Enter to delete the selected price book or use F12=Return to return to panel AMBBDDFR to change your selections. Note: You cannot delete a price book if it is being used in a customer master file record, in a company master file record, or on an open order.	—
5=Display versions	Review a list of versions of a price book. When you select this option, the Price Book Version window appears, showing you a list of the versions that currently exist for the price book ID and the dates they are effective.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F2=Generate Euro prices	Generate euro price books for each unique combination of company and (euro-participating) currency in existing price books. Each new price book will have an ID assigned automatically. You can use this function multiple times. Each time, COM determines which price book records do not have corresponding records in a euro price book. These records are used to create new euro price book records. Existing euro price book records are not changed. When you use this function key, the Confirm Euro Price Book Generation panel (AMBPXDFR) appears, showing you a list of the price books from which euro price book records will be generated.	—
F6=Add	Add a price book. When you use this function key, the Add Price Book window appears, allowing you to enter the ID for the new price book. When you press Enter , the Edit Price Book Header panel (AMBAEE1R) appears in Add mode.	13-46
F21=Print	Print the Price Book Detail List (AMBBAPFR). This report shows all price books and all versions of the price books and the dates the versions are effective.	—

To maintain price book headers and versions

When you use option **2=Change/Copy** on the Display Price Books panel (AMBBDDFR), the Edit Price Book Header panel (AMBAEE1R) appears.

```

AMBAEE1R                               Edit Price Book Header                               *****

Book ID . . . . . : *****
Discount/markup type . . . . . : *
Description . . . . . : aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit   F4=Prompt   F11=Job status   F12=Return
F16=Delete
```

To change the price book header description, type any changes to the Description field and press **Enter**.

To maintain only price book versions, press **Enter** on this panel without making any changes.

When you press **Enter** on this panel, the Edit Price Book Versions panel (AMBHSEFR) appears. From this panel you can maintain price book versions and pages.

To add a price book

When you use **F6=Add** on the Display Price Books panel (AMBBDDFR), the Add Price Book window appears, allowing you to enter a price book ID. When you press **Enter**, the Edit Price Book Header appears in Add mode. Type in a discount/markup type code value and a description of the new price book and press **Enter**. The Add a Price Book Version window appears, allowing you to enter an effective date and description for the first price book version. Type in a date and description and press **Enter**. The Edit Price Book Versions panel (AMBHSEFR) appears.

Change the text in the **Version description** field, enter an option, or use the appropriate function key.

```

AMBHSEFR                               Edit Price Book Versions                               *****
Price book ID . . . . . : *****
Position to effective date . . nnnnnn

Type options; press Enter.
2=Price book pages  3=Copy  4=Delete  6=Print

      Date
Opt  effective  Description
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25
A    *****  aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit  F6=Add  F7=Backward  F8=Forward  F12=Return

```

Options. Use these options to perform activities for price book versions listed on this panel.

Option	Use to	See page
2=Price book pages	When you select this option, the Edit Price Book Pages window appears, allowing you to select a page in the price book.	13-48
3=Copy	Copy a price book version. The Copy a Price Book Version window appears, allowing you to enter the price book ID, effective date, and description for the new version. You can create a new price book header by using F6=Add on this window.	13-47

Option	Use to	See page
4=Delete	Delete a price book version. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the price book version you selected to delete. Press Enter to delete the selected price book version or use F12=Return to return to panel AMBHSEFR to change your selections. Note: You cannot delete a price book version if it is currently effective and being used on an open order. Also, you cannot delete a price book version if it is the only version. Each price book must have at least one version.	—
6=Print	Print the Price Book Header Versions report (AMBG1PFR). This report shows detailed information for the price book you select.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add a new version to the price book. When you use this function key, panel AMBHSEFR appears again in Add mode, allowing you to enter the date the new version becomes effective and a description of the new version. When you press Enter , panel AMBHSEFR appears again in change mode with the new version added to the list of versions on the panel. After you create the new version, you must add items to the price book pages for it (see option 2=Price book pages).	—

To maintain price book pages

You can change the amounts or percentages on existing pages, depending on the page, add items to the pages, and delete items from the pages. You cannot add or delete pages.

Some pages are mutually exclusive. That is, if you enter an item on page 1, you cannot enter that item on page 2A, 2P, 3A, or 3P. If you enter an item on page 2A, 2P, 3A, or 3P, you cannot enter it on page 1. Also, if you enter an item on page 2A, you cannot enter it on page 2P. The same is true for pages 3A and 3P.

When you select option **2=Price book pages** on the Edit Price Book Versions panel (AMBHSEFR), the Edit Price Book Pages window appears, allowing you to select a page.

```

AMBHSEFR ..... ANGE
:
Price book ID . . . . . :           Edit Price Book Pages :
Position to effective d : :
:
Type options; press Ent : Type option; press Enter. :
2=Price book pages   3= : Option . . .aA3 :
:
: Option Description :
Date : 005 Page 1 :
Opt effective Desc : 010 Page 2A :
A ***** Flo' : 015 Page 2P :
A ***** Flo' : 020 Page 3A :
A ***** yet : 025 Page 3P :
A ***** anot : 030 Page 4 :
: 035 Page 5 :
:
:
: F3=Exit F7=Backward F8=Forward :
: F12=Return :
:
F3=Exit F6=Add F7=B: :
:
:
:

```

Select a page and press **Enter**. For pages 1, 2A, and 3A, a panel appears, asking you to enter a company number and currency ID (you can leave these fields blank). When you type in the requested information and press **Enter**, the maintenance panel associated with the page you selected appears.

To maintain page 1

When you select option **005** on the Edit Price Book Pages window and enter a company and currency ID on the Edit Page 1 Price panel (AMBALPVR), the Edit Price Book Page 1 panel (AMBB4EFR) appears.

This page contains the selling price for an item if the selling price is different from the price in the Item Base Price file. The price is identified by the item number, customer price code and currency ID. If an item is listed in page 1 with the currency ID and customer price code used on an order, the page 1 value is the selling price used on the order.

```

AMBB4EFR                               Edit Price Book Page 1                *****
Price book ID : ***** Date effective : **/**/**
Company number : ** Currency ID . : ** *****
-----
Position to Item number . . . . aaaaaaaaaaaaA15
Customer price code A2
Effective page date nnnnnn

Type options; press Enter.
4=Delete

Opt Item number      Customer Effect Item price      Price Nominal price
      price cd       date
A *****          ** ***** nnnnnnnnnnnn.nnn- ** *****.***-
A *****          ** ***** nnnnnnnnnnnn.nnn- ** *****.***-
A *****          ** ***** nnnnnnnnnnnn.nnn- ** *****.***-
A *****          ** ***** nnnnnnnnnnnn.nnn- ** *****.***-
A *****          ** ***** nnnnnnnnnnnn.nnn- ** *****.***-
A *****          ** ***** nnnnnnnnnnnn.nnn- ** *****.***-
A *****          ** ***** nnnnnnnnnnnn.nnn- ** *****.***-

F3=Exit      F4=Prompt  F6=Add      F7=Backward  F8=Forward
F12=Return   F21=Print
    
```

Change the amount in the **Item price** field, enter an option, or use the appropriate function key.

Notes:

1. The amount you enter in the **Item price** field must be in the currency you selected. COM does not convert the amount from local currency to a foreign currency.
2. Because page 1 contains the actual selling price for an item, you cannot enter a negative amount on panel AMBB4EFR.
3. The value in the **Nominal price** is the price of the item from the Item Base Price file converted to the currency you selected. This is a protected field. If EPDM is installed and activated, this field does not apply and is not shown.
4. If EPDM is installed and activated, you must also enter a **Price U/M** value for items on page 1. If EPDM is not installed and activated, the pricing unit of measure from the Item Base Price file is used.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to
4 =Delete	Delete an item from page 1. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the item you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBB4EFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add an item to page 1. When you use this function key, panel AMBB4EFR appears again in Add mode, allowing you to enter values in the Item number , Customer price cd , Effect date , and Item price fields. When you type in the required values and press Enter , the system updates the price book page and panel AMBB4EFR appears again in change mode. Hint: You can use F4=Prompt on the Item number and Customer price cd fields.
F21=Print	Print the Price Book Page 1 report (AMBGWPFPR). This report shows all items listed on page 1 for the company and currency ID you selected.

To maintain page 2A

When you select option **010** on the Edit Price Book Pages window and enter a company and currency ID on the Edit Page 2A Absolute Pricing panel (AMBAIPVR), the Edit Price Book Page 2A panel (AMBDFEFR) appears.

This page has discounts and markups shown in absolute amounts. The discounts and markups are identified by item number, customer price code, and currency ID. You enter markups as positive amounts and discounts as negative amounts.

Note: For price books with a discount/markup type of 3 (markup from unit cost), you cannot enter a negative amount.

You can maintain an item on page 2A or 2P but not on both pages.

```

AMBDFEFR                               Edit Price Book Page 2A                               *****
Price book ID : *****   Date effective : **/**/**
Company number  **         Currency ID   : ***   *****
-----
Position to Item number . . . . aaaaaaaaaaaaA15
Customer price code  A2
Effective page date  nnnnnn

Type options; press Enter.
4=Delete

Opt  Item number      Customer price code  Effective date      Amount
A *****            **                *****            nnnnnnnnnnnn.nnn-
A *****            **                *****            nnnnnnnnnnnn.nnn-
A *****            **                *****            nnnnnnnnnnnn.nnn-
A *****            **                *****            nnnnnnnnnnnn.nnn-
A *****            **                *****            nnnnnnnnnnnn.nnn-
A *****            **                *****            nnnnnnnnnnnn.nnn-
A *****            **                *****            nnnnnnnnnnnn.nnn-
A *****            **                *****            nnnnnnnnnnnn.nnn-

F3=Exit      F4=Prompt   F6=Add      F7=Backward  F8=Forward
F12=Return
    
```

Change the value in the **Amount** field, enter an option, or use the appropriate function key.

Notes:

1. The amount you enter in the **Amount** field must be in the currency you selected. COM does not convert the amount from local currency to a foreign currency.

- For price books with a discount/markup type of 3 (markup from unit cost), you cannot enter a negative amount.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to
4 =Delete	Delete an item from page 2A. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the item you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBDFEFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add an item to page 2A. When you use this function key, panel AMBDFEFR appears again in Add mode, allowing you to enter values in all the fields. When you type in the required values and press Enter , the system updates the price book page and panel AMBDFEFR appears again in change mode. Hint: You can use F4=Prompt on the <i>Item number</i> and <i>Customer price code</i> fields.
F21=Print	Print the Price Book Page 2A report (AMBGZPFR). This report shows all items listed on page 2A for the company and currency ID you selected.

To maintain page 2P

When you select option **015** on the Edit Price Book Pages window, the Edit Price Book Page 2P panel (AMBD5EFR) appears.

This page has discounts and markups shown in percentages. The discounts and markups are identified by item number and customer price code. For a Type 1, enter a markup as a negative percent and a discount as a positive percent. For a Type 3, enter a markup as a positive percent. You cannot enter a negative percent.

You can maintain an item on page 2A or 2P but not on both pages.

```

AMBD5EFR                               Edit Price Book Page 2P                               *****
Price book ID :      *****   Date effective :   **/**/**
-----
Position to item number . . . . aaaaaaaaaaaaaA15
      customer price code      A2
      effective page date      nnnnnn

Type options; press Enter.
4=Delete

Opt  Item number      Customer      Effective      Percent
   A  *****          price code     date           nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-
   A  *****          ***           *****       nnnn.nnn-

F3=Exit   F6=Add   F7=Backward   F8=Forward   F12=Return
F21=Print
    
```

Change the value in the **Percent** field, enter an option, or use the appropriate function key.

Note: For price books with a discount/markup type of 3 (markup from unit cost), you cannot enter a negative percent.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to
4=Delete	Delete an item from page 2P. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the item you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBD5EFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add an item to page 2P. When you use this function key, panel AMBD5EFR appears again in Add mode, allowing you to enter values in all the fields. When you type in the required values and press Enter, the system updates the price book page and panel AMBD5EFR appears again in change mode. Hint: You can use F4=Prompt on the Item number and Customer price code fields.
F21=Print	Print the Price Book Page 2P report (AMBG2PFR). This report shows all items listed on page 2P.

To maintain page 3A

When you select option **020** on the Edit Price Book Pages window and enter a company and currency ID on the Edit Page 3A Absolute Pricing panel (AMBAHPVR), the Edit Price Book Page 3A panel (AMBB5EFR) appears.

This page has quantity discounts shown in absolute amounts. The discounts are identified by item number, break quantity, and currency ID.

You can maintain an item on page 3A or 3P but not on both pages.

```

AMBB5EFR                               Edit Price Book Page 3A                               *****
Price Book ID : *****   Date effective : **/**/**
Company number : **        Currency ID . : *** *****
-----
Position to Item number . . . . aaaaaaaaaaaaA15
Break quantity . . . . . nnnnnnn.nnn-
Effective page date . . . . . nnnnnn

Type options; press Enter.
4=Delete

Opt  Item number      Break      Effective      Amount      Pricing
   A *****          quantity    date           nnnnnnnnnn.nnn-  U/M
   A *****          *****     *****       nnnnnnnnnn.nnn-  **
   A *****          *****     *****       nnnnnnnnnn.nnn-  **
   A *****          *****     *****       nnnnnnnnnn.nnn-  **
   A *****          *****     *****       nnnnnnnnnn.nnn-  **
   A *****          *****     *****       nnnnnnnnnn.nnn-  **
   A *****          *****     *****       nnnnnnnnnn.nnn-  **
   A *****          *****     *****       nnnnnnnnnn.nnn-  **

F3=Exit   F4=Prompt   F6=Add   F7=Backward   F8=Forward
F12=Return F21=Print

```

Change the value in the **Amount** field, enter an option, or use the appropriate function key.

Notes:

1. For a Type 1, enter a discount as a negative amount and a markup as a positive amount.
2. For a Type 3, enter a markup as a negative amount. You cannot have a negative amount.
3. The value you enter in the **Amount** field must be in the currency you selected. COM does not convert the amount from local currency to a foreign currency
4. If EPDM is installed and activated, you must also enter a **Price U/M** value for items on page 3A. If EPDM is not installed and activated, the pricing unit of measure from the Item Base Price file is used.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to
4 -Delete	Delete an item from page 3A. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the item you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBB5EFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add an item to page 3A. When you use this function key, panel AMBDFEFR appears again in Add mode, allowing you to enter values in all the fields. When you type in the required values and press Enter , the system updates the price book page and panel AMBDFEFR appears again in change mode. Hint: You can use F4=Prompt on the <i>Item number</i> field.
F21=Print	Print the Price Book Page 3A report (AMBG3PFR). This report shows all items listed on page 3A for the company and currency ID you selected.

To maintain page 3P

When you select option **025** on the Edit Price Book Pages window, the Edit Price Book Page 3P panel (AMBB6EFR) appears.

This page has quantity discounts shown in percentages. The discounts are identified by item number and break quantity.

You can maintain an item on page 3A or 3P but not on both pages.

```

AMBB6EFR                      Edit Price Book Page 3P                      *****
Price Book ID : *****      Date effective : **/**/**
-----
Position to Item number . . . . aaaaaaaaaaaaaA15
Break quantity . . .          nnnnnnn.nnn-
Effective page date          nnnnnnn

Type options; press Enter.
4=Delete

Opt  Item number      Effective   Break      Discount   Pricing
    A *****          date       quantity  percent    U/M
    A *****          *****   *****.***-  nnnn.nnn-  **
    A *****          *****   *****.***-  nnnn.nnn-  **
    A *****          *****   *****.***-  nnnn.nnn-  **
    A *****          *****   *****.***-  nnnn.nnn-  **
    A *****          *****   *****.***-  nnnn.nnn-  **
    A *****          *****   *****.***-  nnnn.nnn-  **
    A *****          *****   *****.***-  nnnn.nnn-  **
    A *****          *****   *****.***-  nnnn.nnn-  **

F3=Exit      F4=Prompt   F6=Add      F7=Backward  F8=Forward
F12=Return   F21=Print
    
```

Change the value in the **Discount percent** field, enter an option, or use the appropriate function key.

Notes:

1. Enter a discount as a positive percent. Enter a markup as a negative percent.
2. If EPDM is installed and activated, you must also enter a **Price U/M** value for items on page 3P. If EPDM is not installed and activated, the pricing unit of measure from the Item Base Price file is used.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to
4 =Delete	Delete an item from page 3P. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the item you selected to delete. Press Enter to delete the selected item or use F12=Return to return to panel AMBB6EFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add an item to page 3P. When you use this function key, panel AMBB5EFR appears again in Add mode, allowing you to enter values in the Item number , Effective date , Break quantity , and Discount percent fields. When you type in the required values and press Enter , the system updates the price book page and panel AMBB5EFR appears again in change mode. Hint: You can use F4=Prompt on the Item number field.
F21=Print	Print the Price Book Page 3P report (AMBG5PFR). This report shows all items listed on page 3P.

To maintain page 4

When you select option **030** on the Edit Price Book Pages window, the Edit Price Book Page 4 panel (AMBDMEFR) appears.

This page contains discounts and markups based on the item price class and customer price code. For a Type 1, enter a markup as a negative percent and a discount as a positive percent. For a Type 3, enter a markup as a positive percent.

Note: For price books with a discount/markup type of 3 (markup from unit cost), you cannot enter a negative percent.

```

AMBDMEFR                      Edit Price Book Page 4                      *****
Price book ID :      *****   Date effective :    **/**/**
-----
Position to item price class . . . aaA4
customer price code . . . aA3
effective date . . . . nnnnnn

Type options; press Enter.
4=Delete

Opt  Item price  Customer  Effective  Discount
   class      price code   date       percent
A     ****          ***      *****
A     ****          ***      *****
A     ****          ***      *****
A     ****          ***      *****
A     ****          ***      *****
A     ****          ***      *****
A     ****          ***      *****
A     ****          ***      *****
A     ****          ***      *****

F3=Exit   F4=Prompt   F6=Add     F7=Backward   F8=Forward
F12=Return F21=Print
    
```

Change the value in the **Discount percent** field, enter an option, or use the appropriate function key.

Options. Use these options to perform activities for discounts and markups listed on this panel.

Option	Use to
4 =Delete	Delete an item from page 1. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the discount or markup you selected to delete. Press Enter to delete the selected discount or markup or use F12=Return to return to panel AMBDMEFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a discount or markup to page 4. When you use this function key, panel AMBDMEFR appears again in Add mode, allowing you to enter values in all the fields. When you type in the required values and press Enter , the system updates the price book page and panel AMBDMEFR appears again in change mode. Hint: You can use F4=Prompt on the Item price class and Customer price code fields.
F21=Print	Print the Price Book Page 4 report (AMBG6PFR). This report shows all discounts and markups listed on page 4.

To maintain page 5

When you select option **035** on the Edit Price Book Pages window, the Edit Price Book Page 5 panel (AMBB7EFR) appears.

This page contains discounts for group pricing.

```

AMBB7EFR                      Edit Price Book Page 5                      *****
Price Book ID : *****      Date effective : **/**/**
-----
Position to Item price class . . aaA4
Effective page date . . . . . nnnnnn
Break quantity . . . . . nnnnnnn.nnn-

Type options; press Enter.
4=Delete

Opt  Item price  Effective  Break      Discount  Pricing
    class      page date  quantity   percent   U/M
A    ****      *****  *****.*-  nnnn.nnn- **
A    ****      *****  *****.*-  nnnn.nnn- **
A    ****      *****  *****.*-  nnnn.nnn- **
A    ****      *****  *****.*-  nnnn.nnn- **
A    ****      *****  *****.*-  nnnn.nnn- **
A    ****      *****  *****.*-  nnnn.nnn- **
A    ****      *****  *****.*-  nnnn.nnn- **

F3=Exit   F4=Prompt  F6=Add     F7=Backward  F8=Forward
F12=Return F21=Print
    
```

Change the value in the **Discount percent** field, enter an option, or use the appropriate function key.

Note: Enter a discount as a positive percent. Enter a markup as a negative percent.

Options. Use these options to perform activities for discounts listed on this panel.

Option	Use to
4 =Delete	Delete an item from page 1. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the discount you selected to delete. Press Enter to delete the selected discount or use F12=Return to return to panel AMBDMEFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a discount to page 5. When you use this function key, panel AMBB7EFR appears again in Add mode, allowing you to enter values in the Item price class , Effective page date , Break quantity , and Discount percent fields. When you type in the required values and press Enter , the system updates the price book page and panel AMBB7EFR appears again in change mode. Hint: You can use F4=Prompt on the Item price class field.
F21=Print	Print the Price Book Page 5 report (AMBG7PFR). This report shows all discounts and markups listed on page 5.

Customer Price Codes

Use this option to add, change, and delete customer price codes.

A customer price code is used to assign a price or a discount/markup to a customer order from price book pages 1, 2A, 2P, and 4. On these price book pages, multiple prices can be maintained for an item—all effective at the same time—based on the customer price code. The customer price code and the price book ID are both part of the customer master file record. Together, they determine which price book and which prices are used for a customer's order. (For more information on price books, see "Price Books".)

Before you start

To add or change customer price codes, you need to know the appropriate customer price code value.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information

On panel	You	To
AMBM63	Select option 3	Maintain customer price codes
AMVA8DFR	Use a function key	Add or change a customer price code or print a listing of current customer price codes.

When you select option 3 on the Pricing Maintenance menu (AMBM63), the Display Customer Price Codes panel (AMVA8DFR) appears.

```

AMVA8DFR                      Display Customer Price Codes                      *****
Position to code . . . . . A2
Subset by description . . . . . aaaaaaaaaaaaaaaaaaaaaaA25

Code      Description
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****
**      *****

F3=Exit      F6=Edit      F7=Backward    F8=Forward
F12=Return   F21=Print
  
```

Use **F6=Edit** to add, change, or delete customer price codes.

Use **F21=Print** to print the Customer Price Code List (AMVARPFR).

To maintain customer price codes

When you use **F6=Edit** on the Display Customer Price Codes panel (AMVABDFR), the Edit Customer Price Codes panel (AMVBDFR) appears.

```

AMVBDEFR                                     Edit Customer Price Codes                *****
Position to code . . . . A2
Type options; press Enter.
4=Delete

Opt  Code  Description
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25
A    **   aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit   F6=Add   F7=Backward  F8=Forward
F12=Return F21=Print
    
```

Change the text in the **Description** field, enter an option or use the appropriate function key.

When you finish changing the code descriptions and press **Enter**, the panel appears again with the changes you made.

Option

Use this option to perform activities for customer price codes listed on this panel.

Option	Use to
4=Delete	Delete a customer price code. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the code values you selected to delete. Press Enter to delete the selected code values or use F12=Return to return to panel AMVBDEFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a customer price code value. When you use this function key, panel AMVBDEFR appears again in Add mode, allowing you to enter new code values and descriptions. When you press Enter , the Customer Price file is updated immediately and the panel appears again in Change mode.
F21=Print	Print the Customer Price Code List (AMVARPFR). This report shows all current code values and their descriptions.

Contracts

Use this option to add, change, delete, and review header and item detail for contracts.

A contract is an agreement your company establishes with a customer to sell items to the customer at prices that are in effect for the duration of the contract. The price of an item listed in a contract takes precedence over the price of the item set by a promotion that is in effect at the same time as the contract.

The contract price of an item also takes precedence over any price book changes that affect the item.

Before you start

To maintain existing contracts, you need to know the company, customer, and contract numbers. To maintain contract item prices, you need to know the item number.

To create a new contract, you need to know the date the contract is to expire, the unit price of the items on the contract, and the quantity to be sold in addition to the information mentioned above.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 3	Maintain prices, discounts, contracts, and promotions.
AMBM63	Select option 4	Maintain contract header and item detail
AMBIBDFR	Enter an option or use a function key	Select a contract and begin maintaining master file information.

When you select option 4 on the Pricing Maintenance menu (AMBM63), the Display Contracts panel (AMBIBDFR) appears.

```

AMBIBDFR                                Display Contracts                                *****
Position to company . . . . . nn
customer . . . . . nnnnnnnn
contract . . . . . nnnnnn
expire date . . . . . nnnnnn

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt Company Customer Contract Expire date Description Currency
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **
A ** ***** ***** **/**/** ***** **

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for contracts listed on these panels.

Option	Use to	See page
2=Change	Change existing contract header detail. When you use this option, the Edit Contract panel (AMBAKE1R) appears.	13-63
4=Delete	Delete a contract. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the contracts you selected for deletion. Press Enter to delete your selections or use F12=Return to return to panel AMBIBDFR to change your selection.	—
5=Display	Review contract header detail and item detail for a contract. When you use this option, the Display Contract panel (AMBAFD1R) appears, showing you the contract header detail. When you press Enter , the Display Contract Items panel (AMBCKDFR) appears, showing you detail for all the items included in the contract.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Create a new contract. When you use this function key, the Add a Contract window appears.	13-63
F21=Print	Print the Contract List (AMBF2PFR). This report shows contract and item detail for all contracts, sorted by company number, customer number, and contract number.	—

To maintain contract header detail

When you use option **2=Change** on the Display Contracts panel (AMBIBDFR), the Edit Contract panel (AMBAKE1R) appears.

```

AMBAKE1R                               Edit Contract                               *****

Contract number . . . . . : *****
Description . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
Start date . . . . . : nnnnnn
Expire date . . . . . : nnnnnn
Company number . . . . . : nn *****
Customer number . . . . . : nnnnnnnn *****
Currency ID . . . . . : aA3 *****

Press Enter to display item details.

F3=Exit  F4=Prompt  F11=Job status  F12=Return  F16=Delete
    
```

Type in the necessary changes and press **Enter**. The Display Contract Items panel (AMBCKDFR) appears.

Hint: You can use **F4=Prompt** on the *Customer number*, *Company number*, and *Currency ID* fields.

When panel AMBAKE1R is in Add mode, all the fields on the panel are required.

To add a contract

When you use **F6=Add** on the Display Contracts panel (AMBIBDFR), the Add a Contract window appears, allowing you to enter the number for the new contract. When you press **Enter**, the Edit Contract panel (AMBAKE1R) appears in Add mode. All the fields on this panel are required. Type in the necessary information and press **Enter**. The Display Contract Items (AMBCKDFR) appears (see page 13-64). Use **F6=Add** on panel AMBCKDFR to add items to the new contract.

To delete a contract

When you use **F16=Delete** on panel AMBAKE1R, the Confirm Delete of Contract panel (AMBCOD1R) appears, showing you the contract you selected for deletion. Press **Enter** to delete the contract or use **F12=Return** to return to panel AMBAKE1R to select another action.

To maintain contract item detail

When you press Enter on the Display Contract panel (AMBAFD1R) or the Edit Contract panel (AMBAKE1R), the Display Contract Items panel (AMBCKDFR) appears. Use this panel to add, change, delete, or review item detail.

```

AMBCKDFR                               Display Contract Items                               *****
Contract number :   ****   *****
-----
Position to item number . .   aaaaaaaaaaA15   Currency . . :   *****
Type options; press Enter.
2=Change   4=Delete   5=Display

Opt  Item number      Price  Unit price                Quantity sold
    Description      U/M                    Amount sold
A   *****          **   ***,***,***,***,***-   *,***,***,***,***-
    *****          *****          *,***,***,***,***-
A   *****          **   ***,***,***,***,***-   *,***,***,***,***-
    *****          *****          *,***,***,***,***-
A   *****          **   ***,***,***,***,***-   *,***,***,***,***-
    *****          *****          *,***,***,***,***-
A   *****          **   ***,***,***,***,***-   *,***,***,***,***-
    *****          *****          *,***,***,***,***-

F3=Exit   F6=Add   F7=Backward   F8=Forward   F11=Job status   F12=Return
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

When you enter option **2=Change** next to an item on panel AMBCKDFR, the Edit Contract Item Details panel (AMBAVE1R) appears in Change mode. This panel also appears in ADD mode when you use **F6=Add** on panel AMBCKDFR and enter an item number on the Select a Contract Item window.

```

AMBAVE1R                               Edit Contract Item Details                               *****
Contract number      Item number
nnnnn   *****          *****
Company number . . :   **   *****
Customer number . . :   *****          *****
Quantity limit . .   nnnnnnn.nnn-      Contract % . . .   nn.nnn-
Quantity sold . . .   nnnnnnn.nnn-
Currency ID . . . . :   **   *****
Trading currency      Local currency      Alternate currency
Unit price . .   nnnnnnnnnnnn.nnn-   ***,***,***,***,***-   666,666,666,666.666-
Amount sold . .   nnnnnnnnnnnn.nnn-   *,***,***,***,***-   6,666,666,666,666.66-
Pricing U/M :   **

F3=Exit   F11=Job status   F12=Return
    
```

Type in the necessary changes and press **Enter**. The Contract master file is updated immediately. Press **F12=Return** or **F3=Exit** and you will be returned to the Display Contract Items panel (AMBCKDFR) again.

Hint: All the fields are protected except **Quantity limit, Contract%, Quantity sold, Contract unit price, and Amount sold.**

If multi-currency support is not active, the **Trading Currency** heading and the **Local Currency** heading and column do not appear on the panel.

The **Alternate currency** fields appear only if the currency is different. If EPDM is installed and activated, you must enter the **Price U/M** value for the contract item. If EPDM is not installed and activated, the pricing unit of measure for the item from the Item Base Price file is used.

To add an item to a contract

When you use **F6=Add** on the Display Contract Items panel (AMBCKDFR), the Select a Contract Item window appears, allowing you to enter the an item number. When you press **Enter**, the Edit Contract Items panel (AMBAVE1R) appears in ADD mode. Type in the necessary information and press **Enter**. The Select a Contract Item window appears again, so you can add another item to the contract. Use **F3=Exit** or **F12=Return** to return to panel AMBCKDFR.

To delete an item from a contract

When you use **F16=Delete**, the Confirm Delete of Contract Item panel (AMBCXD1R) appears, showing you the contract item details you selected for deletion. Press **Enter** to delete the item from the contract or use **F12=Return** to return to panel AMBAVE1R to select another action.

Promotions

Use this option to add, change, and delete promotions.

Promotions are used by your company to set special prices for specific items for a limited period of time. A promotional price for an item does not take the place of a contract price or a price that is entered manually during order entry. When a promotional price is used, it becomes the actual selling price and no other discounts or markups are used.

You can maintain multiple promotions in COM at any given time, but only one promotion can be in effect at one time.

Before you start

To maintain promotions, you need to know:

- Promotion number
- Start date
- End date
- Item number(s)
- Promotion price(s)

How to start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 5	Maintain promotions
AMBICDFR	Select an option or use a function key	Maintain a promotion

When you select option 5 on the Pricing Maintenance menu (AMBM63), the Display Promotions panel (AMBICDFR) appears.


```

AMBICDFR                               Display Promotions                               *****
Position to company . . . . . nn
promotion . . . . . nnnnn
expire date . . . . . nnnnnn

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt      Company      Promotion      Expire date      Description
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****
A        **           *****      **/**/**        *****

F3=Exit   F6=Add   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for promotions listed on this panel.

Option	Use to	See page
2=Change	Change a promotion. When you select this option, the Edit a Promotion panel (AMBANE1R) appears, showing you promotion header information.	13-68
4=Delete	Delete a promotion. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the promotion you selected to delete. Press Enter to delete the selected promotion or use F12=Return to return to panel AMBICDFR to change your selections. Note: You cannot delete a promotion if an item in the promotion is part of an open order.	–
5=Display	Review a promotion. When you select this option, the Display a Promotion panel (AMBAGD1R) appears, showing you promotion header information. When you press Enter , the Display Promotional Items panel (AMBCLDFR) appears, showing you the items included in the promotion.	–

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add a promotion. When you use this function key, the Add a Promotion window appears, allowing you to enter a number for the new promotion. When you press Enter , the Edit a Promotion panel (AMBANE1R) appears in ADD mode.	13-68
F21=Print	Print the Promotion List (AMBF1PFR). The reports shows you all the promotions you are currently maintaining and all the items included in each promotion.	–

To maintain a promotion

When you select option **2=Change** on the Display Promotions panel (AMBICDFR), the Edit a Promotion panel (AMBANE1R) appears.

To maintain promotion header information

```

AMBANE1R                                Edit a Promotion                                *****

Promotion number . . . . . : *****
Description . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
Start date . . . . . : nnnnnn
Expire date . . . . . : nnnnnn
Company number . . . . . : nn *****

Press Enter to display item details.

F3=Exit  F4=Prompt  F11=Job status  F12=Return  F16=Delete
    
```

Type in any changes and press **Enter**. The Edit Promotion Items panel (AMBDREFR) appears.

If you are adding a promotion, you see the promotion number. Type in the expiration dates and description you want to use and press **Enter**.

To delete a promotion, use **F16=Delete**. The Confirm Delete panel (AMVBVDFR) appears, showing you the promotion you selected to delete. Press **Enter** to delete the selected promotion or use **F12=Return** to return to panel AMBANE1R.

Note: You cannot delete a promotion if an item in the promotion is part of an open order.

To maintain promotion item information

```

AMBDREFR                               Edit Promotion Items                               *****
Promotion number : *****
-----
Position to item number . aaaaaaaaaaaA15
Type options; press Enter.
4=Delete

Opt Item number      Unit price      U/M Qty sold      Amount sold
A *****          nnnnnnnnnn.nnn- ** *,**,*.*.*.*- *,**,*.*.*.*.*-
*****
A *****          nnnnnnnnnn.nnn- ** *,**,*.*.*.*- *,**,*.*.*.*.*-
*****
A *****          nnnnnnnnnn.nnn- ** *,**,*.*.*.*- *,**,*.*.*.*.*-
*****
A *****          nnnnnnnnnn.nnn- ** *,**,*.*.*.*- *,**,*.*.*.*.*-
*****
A *****          nnnnnnnnnn.nnn- ** *,**,*.*.*.*- *,**,*.*.*.*.*-
*****

F3=Exit   F6=Add   F7=Backward   F8=Forward   F11=Job status
F12=Return
    
```

Change the value in the **Unit price** field, enter an option, or use the appropriate function key.

Note: If EPDM is installed and activated, you must enter the **Price U/M** value for the promotion item. If EPDM is not installed and activated, the pricing unit of measure for the item from the Item Base Price file is used.

When you select option **4=Delete**, the Confirm Delete panel (AMVBVDFR) appears, showing you the item you selected to delete. Press **Enter** to delete the selected item or use **F12=Return** to return to panel AMBDREFR to change your selections.

When you use **F6=Add**, panel AMBDREFR appears again in ADD mode, allowing you to enter item numbers and promotional prices. When you press **Enter**, the system updates the promotion immediately and panel AMBDREFR appears again in CHANGE mode.

Mass Price Changes

Use this option to change base prices for items in a selected item price class.

This option allows you to change the base price of multiple items at one time. The changes are made by item price class using a percentage of the item base price in the Item Base Price file. You enter the percentage value by which you want the base prices of all items in the item price class to be increased (a positive percent) or decreased (a negative percent). The price changes are stored in the Mass Price Change work file until you complete the process.

The Maintain Pending Price Changes panel (AMBJ8DFR) allows you to exclude an item within the price class from the mass price change. You can also override the price change for an individual item and enter a different change amount.

You can generate changes to more than one item price class before you complete the mass price change. Each item price class can have a different change percentage.

You can also make multiple price changes to an item price class by using different effective dates.

All the items for all the item price classes you select are stored in the Mass Price Change work file. They also appear on panel AMBJ8DFR while the mass price change is pending.

When you update the base prices, any items that you exclude on panel AMBJ8DFR remain in the Mass Price Change work file and continue to appear on panel AMBJ8DFR until you update their base prices or delete them from the work file.

Before you start

To make mass price changes, you need to know the item price class, the percent of increase or decrease, and any items within that price class that should be excluded or have different price changes.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 6	Change prices of items within an item price class
AMBJ8DFR	Use F6=Add	Create a list of items for price changes
Generate Price Changes window	Enter requested information	Select items for base price change.

When you select option 6 on the Pricing Maintenance menu (AMBM63), the Maintain Pending Price Changes panel (AMBJ8DFR) appears. If a list of items for a mass price change has not been created, panel AMBJ8DFR appears with the message "No data to display." You use **F6=Add** to create a list of items.

When you use **F6** on panel AMBJ8DFR, the Generate Price Changes window appears.

```

AMBJ8DFR                Maintain Pending Mass
Price Changes           DISPLAY

Position to item . . . . .

Type options and/or approval; press Enter.
  2=Change  4=Delete  5=Display

:-----:
:                    Generate Price Changes                    :
:                                                                 :
: Type information; press Enter.                                 :
: (Leave price class blank to generate changes for all items.)   :
:                                                                 :
: Item price class . . . . . aaA4                                :
: Price effective date . . . . . nnnnnn                         :
: Percentage change . . . . . nnnn.nnn-                         :
:                                                                 :
: F3=Exit   F4=Prompt   F12=Return                              :
:                                                                 :
:-----:
  
```

Enter the requested information and press **Enter**. Panel AMBJ8DFR appears again with the items that have the item price class code you selected.

Note: If you leave the **Item price class** blank, all items in the Item Base Price file are selected for the mass price change. Be sure this is what you want.

To maintain pending price changes

When you press Enter on the Generate Price Changes window, the Maintain Pending Mass Price Changes panel (AMBJ8DFR) appears.

Use this panel to:

- Override the price change of an item
- Exclude an item from the mass price change
- Include additional item price classes in the mass price change
- Complete the mass price change.

```

AMBJ8DFR                Maintain Pending Mass Price Changes                *****
Position to item . . . . . aaaaaaaaaaaaA15
Type options and/or approval; press Enter.
  2=Change  4=Delete  5=Display

Opt Item                Date      Original price      New item price      Approve
A ***** **/**/** *** ,*** ,*** ,*** .***- *** ,*** ,*** ,*** .***- A
*****
A ***** **/**/** *** ,*** ,*** ,*** .***- *** ,*** ,*** ,*** .***- A
*****
A ***** **/**/** *** ,*** ,*** ,*** .***- *** ,*** ,*** ,*** .***- A
*****
A ***** **/**/** *** ,*** ,*** ,*** .***- *** ,*** ,*** ,*** .***- A
*****
A ***** **/**/** *** ,*** ,*** ,*** .***- *** ,*** ,*** ,*** .***- A
*****
A ***** **/**/** *** ,*** ,*** ,*** .***- *** ,*** ,*** ,*** .***- A
*****

F2=Update base prices  F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status        F12=Return   F16=Delete  F21=Print
    
```

Change the **Approve** field, enter an option, or use the appropriate function key.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
2=Change	Change the pending new item price. When you use this option, the Edit Pending Price Change panel (AMBB5E1R) appears.	13-71
4=Delete	Exclude an item base price from the mass price change. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the items you selected to delete from Mass Price Change work file. Press Enter to delete the selected items or use F12=Return to return to panel AMBJ8DFR to change your selections.	—
5=Display	Review pending price change information for the item. The Display Pending Price Change panel (AMBCLD1R) appears, showing you the original price, the price calculated from the percentage you entered, and the new price you entered on the Edit Pending Price Change panel (AMBB5E1R) to override the calculated price. (The last two prices are the same if you have not entered an override price.)	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F2=Update base prices	Change the base prices in the Item Base Price file. When you use this function key, the Confirm Base Price Update window appears, asking you to press Enter to update the Item Base Price file. The Item Base Price file is updated immediately and you return to the Pricing Maintenance menu (AMBM63). Items that have N in the Approve field remain in the Mass Price Change work file. Prices for those items are not changed.	—
F6=Add	Create a list of items by item price class for which the base prices are to be changed. When you use this function key, the Generate Price Changes window appears.	
F16=Delete	Deletes all records from Mass Price Change work file. When you select this option, the Delete Pending Mass Price window appears, showing you the items in the item price class you selected. Press Enter to delete the list of items or use F12=Return to return to panel AMBJ8DFR to select another action. When you press Enter , the system deletes all records from the Mass Price Change work file and panel AMBJ8DFR appears again with no records.	—
F21=Print	Print the Pending Price Change List (AMBFXPFR). This report shows all item in the Pending Price Change file and the original price, calculated new price, and override new price for each item. The information is sorted by item price class and item number.	—

To override a pending price change

When you select option **2=Change** on the Maintain Pending Mass Price Changes panel (AMBJ8DFR), the Edit Pending Price Change panel (AMBB5E1R) appears.

Change the values in the **New price**

```

AMBB5E1R                               Edit Pending Price Change                               *****
Item number . . . . . : *****
Effective date . . . . : **/**/**
Original price . . . . : **,* **,* **,* **,* **-*
Calculated price . . . : **,* **,* **,* **,* **-*
New price . . . . . : nnnnnnnnnnnn.nnn-
Price U/M . . . . . : A2
Item price class . . . : aaaA5
Approved . . . . . : A

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

, **Price U/M**, **Item price class**, and **Approved** fields as necessary and press **Enter**. The system updates the Mass Price Change work file and you return to the Maintain Pending Price Changes panel (AMBJ8DFR).

Hint: You can use **F4=Prompt** on the **Price U/M** and **Item price class** fields.

Item Foreign Currency Prices

Use this option to add, change, and delete foreign currency prices for items.

You can use item foreign currency prices for customers who use a currency other than your local currency. The currency ID in the customer's master file record identifies which currency the customer uses.

When you add a foreign currency price for an item, COM generates the new price using the exchange rate established for the currency ID you selected and the item base price. You can override the price COM generates. You can also maintain multiple foreign currency prices for an item that become effective on different dates.

Before you start

To maintain foreign currency prices for items, you need to know:

- Item number
- Currency ID
- Override foreign currency price
- Date the foreign currency price becomes effective

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 7	Maintain foreign currency prices for items
AMBATPV R	Enter a company number and currency ID	Begin the process of maintain item foreign currency prices. If you are maintaining information for only one company, 1 appears in the Company number field. Press Enter to continue.
AMBITDFR	Enter an option or use a function key	Select an item foreign currency price and begin maintaining master file information.

After you select the company and currency ID for which you are going to maintain foreign currency prices on the Foreign Price Currency panel (AMBATPVR), the Maintain Foreign Price panel (AMBITDFR) appears.

```

AMBITDFR                               Maintain Foreign Price                               *****
Company number . . . . . : **
Currency ID . . . . . : *** *****
Position to item number . . : aaaaaaaaaaA15
Type options; press Enter.

2=Change  4=Delete  5=Display

Opt  Item number      Effective      Foreign      U/M
     date              price

A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **
A ***** **/**/** ***,***,***,***,***- **

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for foreign prices shown on this panel.

Option	Use to	See page
2=Change	Change existing price information. When you use this option, the Edit Foreign Prices panel (AMBAWE1R) appears.	13-77
4=Delete	Delete a foreign currency price. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the prices you selected to delete. Press Enter to delete the selected foreign currency prices from the Foreign Currency Price file or use F12=Return to return to panel AMBITDFR to change your selections.	—
5=Display	Review information related to the foreign currency price. When you use this option, the Foreign Price Details panel (AMBCYD1R) appears, showing you detail information about the foreign price you selected, including the base price in local currency current and nominal foreign prices, the exchange rate, and the currency adjustment factor.	—

Function keys. Use this function key to perform additional actions.

Function key	Use to	See page
F6=Add	Add a foreign currency price for an item. When you use this function key, the Edit Foreign Prices panel (AMBAWE1R) appears in ADD mode.	13-78

Function key	Use to	See page
F21=Print	Print the Item Foreign Currency Price List (AMBB8PFR). When you use this function key, the Foreign Currency List window appears, allowing you to select a range of items, effective dates, companies, and currency IDs for the report. The report shows detailed information for items that have foreign currency prices. The information is sorted by item number, company number, and currency ID.	—

To maintain item foreign currency prices

When you use option **2=Change** on the Maintain Foreign Price panel (AMBITDFR), the Edit Foreign Prices panel (AMBAWE1R) appears.

```

AMBAWE1R                               Edit Foreign Prices                               *****
Item number . . . . . : *****
Currency ID . . . . . : ***
Company . . . . . : **
Price effective date . : **/**/**

Price U/M . . . . . A2

      Local currency      Exchange      Currency
      base price         rate         adjustment
***,***,***,***,***-  **,***,*****-  ***,**

Nominal foreign currency price . : ***,***,***,***,***-

Current foreign currency price . . nnnnnnnnnnn.nnn-

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

To change a foreign currency price

Type changes in the **Price U/M** and **Current foreign currency price** fields and press **Enter**. All other fields are protected. The Foreign Currency Price file is updated immediately and you return to the Maintain Foreign Price panel (AMBITDFR).

Hint: You can use **F4=Prompt** on the **Price U/M** field.

To delete a foreign currency price

When you use **F16=Delete**, the Confirm Delete panel (AMVBVDFR) appears, showing you the item that appears on panel AMBAWE1R. Press **Enter** to delete the foreign currency price from the Foreign Currency Price file or use **F12=Return** to return to panel AMBAWE1R.

To add a foreign currency price

When you use **F6=Add** on the Maintain Foreign Price panel (AMBITDFR), panel AMBAWE1R appears in ADD mode, with just the **Item number**, **Currency ID**, **Company**, and **Price effective date** fields at the top of the panel. Type in the item number for which you are creating a foreign currency price and change the effective date, if necessary. When you press **Enter**, the following fields also appear:

- **Price U/M**
- **Local currency base price**
- **Exchange rate**
- **Currency adjustment factor**
- **Nominal**
- **Current foreign currency price**

You can change the **Price U/M** and the **Current foreign currency price** fields. Press **Enter** again. The Foreign Currency Price file is updated immediately and you return to the Maintain Foreign Price panel (AMBITDFR).

Item Foreign Currency Price Revaluation

Use this option to revalue foreign currency prices for items.

The Item Foreign Price Revaluation work file that COM builds allows you to compare the current foreign currency price with the nominal foreign currency price and determine if the current price needs to be changed.

You have three actions from which to choose:

- Continue using the current foreign currency price
- Replace the current foreign currency price with the nominal price
- Override the current and nominal prices with a new price.

Before you start

To revalue foreign currency prices for items, you need to know:

- Item number
- Currency ID
- Override foreign currency price

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 8	Revalue foreign currency prices for items
AMBCDPV R	Select option 1 or 2	Build a work file for revaluation or work with a file already created.
AMBITDFR	Enter an option or use a function key	Select an item foreign currency price and begin maintain master file information.

When you select option 8 on the Pricing Maintenance menu (AMBM63), the Foreign Price Revaluation panel (AMBCDPVR) appears.

```

AMBCDPVR                               Foreign Price Revaluation                               *****

1. Build item foreign price revaluation work file
2. Work with item foreign price revaluations

n      Select option, press enter.

F3=Exit  F11=Job Status  F12=Return
    
```

Select option 1 to build a new work file or option 2 to use an existing work file.

To revalue foreign currency prices

When you select option 2 on the Foreign Price Revaluation (Enter) panel (AMBCDPFR), the Foreign Price Revaluation (Display) panel (AMBFRDFR) appears.

```

AMBFRDFR                               Foreign Price Revaluation                               *****

Position to item . . . . . aaaaaaaaaaaaaA15                               Subset active

Type options; press Enter.
1=Current  2=Nominal  3=Override  5=Display

Opt Item number      Co  Currency  Current price/  Variance  Revalue
                    **  ***      Nominal price  percent     status
A *****          **  ***      ***,***,***,***,***-  *,***,***-  *****
                    **  ***      ***,***,***,***,***-  *,***,***-  *****
A *****          **  ***      ***,***,***,***,***-  *,***,***-  *****
                    **  ***      ***,***,***,***,***-  *,***,***-  *****
A *****          **  ***      ***,***,***,***,***-  *,***,***-  *****
                    **  ***      ***,***,***,***,***-  *,***,***-  *****
A *****          **  ***      ***,***,***,***,***-  *,***,***-  *****
                    **  ***      ***,***,***,***,***-  *,***,***-  *****

F2=Post      F3=Exit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F16=Select all  F17=Subset
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Note: The value in the **Variance percent** field is calculated by COM from the current and nominal foreign currency prices.

$[(\text{nominal price} - \text{current price}) / \text{current price}] \times 100 = \%$

For the first item on the panel, the calculation would be:

$[(279.501 - 285.000) / 285.00] \times 100 = -1.900\%$

The percentage is appears on the panel as a positive number.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
1=Current	Use the current foreign price for revaluation. When you select this option, the Revalue status field changes to Current . When you use F2=Post , the system uses the current price for revaluation.	—
2=Nominal	Use the nominal foreign price for revaluation. When you select this option, the Revalue status field changes to Nominal . When you use F2=Post , the system uses the nominal price for revaluation.	—
3=Override	Override the current and nominal foreign prices. When you select this option, the Override Foreign Price window appears.	13-81
5=Display	Review existing detailed foreign currency information for the item. When you select this option, the Detailed Revaluation Information panel (AMBA6D1R) appears, showing you the base price for the item in local currency and the current, nominal, and override foreign currency prices.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F2=Post	Update the Foreign Currency Price file. When you use this function key, the Confirm Foreign Price Revaluation panel (AMBCIPVR) appears.	13-84
F16=Select all	Change the revalue status for all items in the Foreign Currency Price file. When you use this function key, the Multi-Select Option window appears.	13-82

To override a foreign currency price

When you select option **3=Override** on the Foreign Price Revaluation panel (AMBFDRFR), the Override Foreign Price window appears. Use this panel to enter an override price that is to be used for the item during revaluation.

```

AMBFRD ..... ISPLA
Y      :          Override Foreign Price      :
Positi : Item number . . . . : ***** :
Type o :          : ***** :
l=Curr :          :          :
Opt It : Base price . . . . : *****.***- :
       : Current price . . . : *****.***- : alue
       : Nominal price . . . : *****.***- : tus
A ** : Override price . . . : nnnnnnnnnnnn.nnn- : ****
       :          :          :
A ** : Currency ID . . . : *** ***** : ****
       :          :          :
A ** :          :          : ****
       : F3=Exit  F12=Return :          :
A ** :          :          : ****
       :          :          :
A ** : ..... :          : ****

                                11.459
F2=Post      F3=Exit      F7=Backward      F8=Forward
F11=Job status  F12=Return  F16=Select all  F17=Subset
    
```

Enter a value in the **Override price** field and press **Enter**. You return to the Foreign Price Revaluation panel (AMBFRDFR), where the **Revalue status** field shows **Override** for the item. The override price you entered does not appear on the panel, but does appear on the Detailed Revaluation Information panel (AMBA6D1R) if you select option **5=Display** on panel AMBFRDFR.

When you use **F2=Post**, the override price you entered is used for revaluation.

To select a currency price for all items

When you use **F16=Select all** on the Foreign Price Revaluation panel (AMBFRDFR), the Multi-Select Option window appears. Use this window to change the status in the **Revalue status** field on panel AMBFRDFR for all the items appearing on the panel. This window allows you to select a currency price that is to be used for all items during revaluation:

- 1 Current
- 2 Nominal
- 3 Override

If you select **1**, the **Revalue status** field on panel AMBFRDFR changes to **Current** for each item and the current price shown on panel AMBFRDFR for each item is used for revaluation. If you select **2**, the **Revalue status** field on panel AMBFRDFR changes to **Nominal** for each item and the nominal price shown on panel AMBFRDFR for each item is used for revaluation. If you select **3**, the **Revalue status** field on panel AMBFRDFR changes to **Override** for each item and the override price you enter for each item is used for revaluation.


```

AMBFDRFR                      Foreign Price Revaluation                      DISPLA
Y
Position to item . . . . . _____
.
.
Type options; press Ent :             Multi-
Select Option           :
1=Current   2=Nominal   :
:
:                               : Revaluation status to propagate . . n
:
Opt Item number      Co :
:
:                               : F3=Exit   F4=Prompt   F12=Exit
:
A ***** ** :
:
:
A ***** ** :.....
:
A ***** ** GE2           [*****.***-
*****.***- * ,***.***
*****.***-
A ***** ** UK           *****.***- * ,***.***
*****.***-
A ***** ** GER           *****.***- * ,***.***
+

```

Type **1**, **2**, or **3** in the **Revaluation status to propagate** field and press **Enter**.

If you enter **1** or **2**, the Foreign Price Revaluation panel (AMBFDRFR) appears again with Current or Nominal respectively in the Revalue status field for every item.

If you enter **3**, the Override Foreign Price window appears, showing you the first item number and description that appeared on panel AMBFDRFR.

```

AMBFDRFR                      Foreign Price Revaluation                      DISPLA
Y
Position to item . . . . . aaaaaaaaaaA15
.
.
.
:                               : Override Foreign Price :
:                               :
:                               :
: Item number . . . . . : ***** :
:                               : ***** :
:                               :
:                               :
: Base price . . . . . : *****.***-
: Current price . . . . : *****.***-
: Nominal price . . . . : *****.***-
: Override price . . . . : nnnnnnnnnnnn.nnn- : *****
: Currency ID . . . . . : *** ***** : *****
:                               : *****
: F3=Exit   F12=Return :
:                               :

```

Type in a value in the **Override price** field and press **Enter**. The window appears again with the second item number and description that appeared on panel

AMBFRDFR. Repeat the process of typing in an override price and pressing **Enter**. The window continues to appear for every item on panel AMBFRDFR unless you use **F3=Exit** or **F12=Return**.

To post revaluations

When you use **F2=Post** on the Foreign Price Revaluation panel (AMBFRDFR), the Confirm Foreign Price Revaluation panel (AMBCIPVR) appears. Use this panel to select a range of foreign prices for revaluation and to post revaluations to the Foreign Currency Price file.

This panel allows you to limit the range of foreign prices that are revalued. If you leave the **Item number range**, **Company number**, **Item class range**, and **Currency ID range** fields blank, all values are used.

The **Variance tolerance** field shows a default value of **.000** percent. COM revalues only those prices with a variance percent equal to or greater than the tolerance percent on this panel. To limit the revaluations that are posted to the Foreign Currency Price file, enter a percentage value.

```

AMBCIPVR                      Confirm Foreign Price Revaluation          *****

Type range; press Enter to confirm posting.

Item number range . . . . . From          To
Company number   . . . . . aaaaaaaaaaaaA15 aaaaaaaaaaaaA15
Item class range . . . . . nn            nn
Currency ID range . . . . . aaA4         aaA4
Variance tolerance . . . . . aA3         aA3
nnnnnnnn

F3=Exit  F4=Prompt  F12=Return
    
```

To post the revaluations, type any necessary values in the **From**, **To** and **Variance tolerance** fields, and press **Enter**. The system updates Foreign Currency Price file and you return to the Pricing Maintenance menu (AMBM63).

To suspend the revaluation process, press **F3=Exit**. You return to the Pricing Maintenance menu (AMBM63).

Hint: You can use **F4=Prompt** on all fields on this panel except the **Variance tolerance** field.

Contract Price Revaluation

Use this option to change the pricing of existing contracts when the exchange rate has changed for one or more foreign currencies.

You can revalue contracts for a range of currencies on the Contract Revaluation Selection panel (AMBB9PVR).

Note: Ensure that the exchange rates have been updated before you use this option. Contracts with expiration dates greater than or equal to the date in the **Revaluation Date** field will be included for revaluation. The default is the system date. The system date is always used to select the exchange rate in effect.

When you select option 9 on the Pricing Maintenance menu (AMBM63), the Contract Price Revaluation Selection panel (AMBB9PVR) appears.

```

AMBB9PVR                Contract Price Revaluation Selection                *****

Company number . . . . . nn
Currency ID range:  from  aA3      to  aA3

Revaluation date . . . . . nnnnnn

F3=Exit  F4=Prompt  F11=Job Status  F12=Return
    
```

Type in the company number, currency IDs and the date the revaluation is to become effective and press **Enter**. The revaluation and report program is submitted to batch. The Contract Revaluation report (AMBDKPFR) is printed.

Hint: You can use **F4=Prompt** on the **Company number** and **Currency ID range** fields. These two fields are required.

Terms Discounts

Use this option to add, change, and delete terms-of-sale codes and the terms and discounts associated with them.

Terms discounts are the discounts customers are entitled to when they meet the terms defined for the discount. A terms discount applies to an order, not line items on the order. The terms code is part of the customer's master file record.

Expanded terms support

Invoicing calculates an invoice due date based upon the terms of sale. The due date prints on the invoice form and is stored in the Invoice Header file. The terms information includes support for a month end cutoff for invoicing and for an optional "day due," that is, a specific day of the month that an invoice is due for payment. The net due days, month end cutoff, and day due can all act in conjunction to determine a due date based upon the invoice date. Terms of payment information is printed on the invoice.

This support in COM does not change the way that Accounts Receivable handles aging. AR continues to work from the age code and aging date. If an age code or an aging date are manually entered on the Pricing and Terms order header panel, the due date calculation is suppressed.

In the Terms file, the Day due field describes the day of the month that the invoice is due. If Day due is 31, the last day of the month is used. Anytime the invoice date is after the Day due, the Aging date is rolled to the next month on the Day due. For example:

Invoice Date	Day Due	Due Date
7/5/9*	10	7/10/9*
7/10/9*	10	7/10/9*
7/15/9*	10	8/10/9*
7/20/9*	31	7/31/9*
9/20/9*	31	9/30/9*

Month end cutoff describes the day of the month that the invoice date has to be before in order to remain in the current month. If the invoice date is not before the Month end cutoff, the due date is in the next month. Use 00 in the Month end cutoff field to disable the Month end cutoff function. Use 01 in the Month end cutoff field to make the due date the end of the month. For example:

Invoice Date	Month end cutoff	Due Date
7/5/9*	10	7/5/9*
7/10/9*	10	7/31/9*
7/15/9*	10	7/31/9*
7/20/9*	00	7/20/9*
8/1/9*	01	8/31/9*

You can use Net due days, Day due, and Month end cutoff together to determine the Due date. For example:

Invoice Date	Net due days	Month end cutoff	Day Due	Due Date
7/5/9*	0	0	0	7/5/9*
7/5/9*	30	0	0	8/5/9*
7/5/9*	30	0	10	8/10/9*
7/5/9*	30	15	10	8/10/9*
7/5/9*	0	15	10	7/10/9*
7/10/9*	0	0	0	7/10/9*
7/10/9*	30	0	0	8/10/9*
7/10/9*	30	0	10	8/10/9*
7/10/9*	30	15	10	8/10/9*
7/10/9*	0	15	10	7/10/9*
7/20/9*	0	0	0	7/20/9*
7/20/9*	30	0	0	8/20/9*
7/20/9*	30	0	10	9/10/9*
7/20/9*	30	15	10	9/10/9*
7/20/9*	0	15	10	8/10/9*

Before you start

To maintain terms discounts, you need to know:

- Terms code
- Number of discount days
- Number of net due days
- Discount percent
- Day due
- Month end cutoff

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 10	Maintain terms-of-sale discounts
AMBBWDF R	Use a function key	Add or change a terms code and the discount and terms associated with it or print a listing of current terms codes and discounts.

When you select option 10 on the Pricing Maintenance menu (AMBM63), the Display Terms panel (AMBBWDFR) appears.

```

AMBBWDFR                               Display Terms Discounts          *****
Position to code . . . . .            A2
Subset by description . . . . .        aaaaaaaaaaaaaaaaaaaaaA25
Discount days . . . . .                nnn
Net due days . . . . .                 nnn
Percent . . . . .                      nnnn.nnn-

Code  Description                      --Discount---  Net due  Day  Month end
**   *****                          days  percent  days  due  cutoff
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **
**   *****                          ***   ***.***-  ***   **   **

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Use **F6=Edit** to add, change, or delete terms code values and discounts.

Use **F21=Print** to print the Terms List (AMBBPPFR).

To maintain terms discounts

When you use **F6=Edit** on the Display Terms panel (AMBBWDFR), the Edit Terms panel (AMBCYEFR) appears.

Note: When IFM is installed and interfacing, the IFM Work with Settlement Terms panel appears instead. For more information, refer to the *IFM User's Guide*.

```

AMBCYEFR                               Edit Terms Discounts          *****
Position to code . . . . .            A2
Type information; press Enter.
4=Delete

Opt  Code  Description                      --Discount---  Net due  Day  Month end
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn
A    **    aaaaaaaaaaaaaaaaaaaaaA25          nnn  nnnn.nnn-  nnn  nn  nn

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return
    
```

Change the **Description**, **Discount days**, **Discount percent**, **Net due days**, **Day due**, and **Month end cutoff** fields, enter an option, or use the appropriate function key.

Note: If you want to change the terms code value, you must use option **4=Delete** to delete the existing code value and then use **F6=Add** to add the new code value.

Option

Use this option to perform activities for terms codes listed on this panel.

Option	Use to
4=Delete	Delete a terms code and the discount associated with it. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the code values you selected to delete. Press Enter to delete the selected code values or use F12=Return to return to panel AMBCYEFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a terms code value. When you use this function key, panel AMBCYEFR appears again in ADD mode, allowing you to enter new code values, descriptions, terms, and discounts. When you press Enter , the Terms Code file is updated immediately and the panel appears again in ADD mode so you can add more terms codes. Use F6=Change to return panel AMBCYEFR to CHANGE mode.
F21=Print	Print the Terms Discount List (AMBBPPFR). This report shows all current code values and their descriptions.

Fixed Trade Discounts

Use this option to add, change, and delete code values and discounts percentages for fixed trade discounts.

A fixed trade discount is a percentage discounted from a customer's order. The discount is calculated against the net sales amount of each line item. Surcharges, special charges, and taxes are not discounted.

The fixed trade code that applies to a customer's order is part of the customer's master file record.

Before you start

To maintain fixed trade discounts, you need to know the code value and the discount percent.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 11	Maintain fixed trade discount codes and percentages
AMBAZDF R	Use a function key	Add or change a code value and the discount associated with it or print a listing of current fixed trade discount codes and percentages.

When you select option 11 on the Pricing Maintenance menu (AMBM63), the Display Fixed Trade Discounts panel (AMBAZDFR) appears.

```
AMBAZDFR                      Display Fixed Trade Discounts                      *****
Position to code . . . . .  A2
Subset by description . . . .  aaaaaaaaaaaaaaaaaaaaaA25

Code      Description                                     Discount %
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--
**       *****                                     **.*--

F3=Exit          F6=Edit          F7=Backward     F8=Forward
F11=Job status   F12=Return      F21=Print
```


Use **F6=Edit** to add, change, or delete code descriptions and discounts.

Use **F21=Print** to print the Fixed Trade Discount List (AMBAYPFR).

To maintain fixed trade discounts

When you use **F6=Edit** on the Display Fixed Trade Discounts panel (AMBAZDFR), the Edit Fixed Trade Discounts panel (AMBBGEFR) appears.

```

AMBBGEFR                               Edit Fixed Trade Discounts           *****
Position to code . . . . A2
Type options; press Enter.
4=Delete

Opt Code   Description                               Discount %
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-
A   ***   aaaaaaaaaaaaaaaaaaaaaaaA25           nn.nnn-

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status F12=Return  F21=Print

```

Change the **Description** and **Discount %** fields, enter an option, or use the appropriate function key.

Note: If you want to change a code value, you must use option **4=Delete** to delete the existing code value and then use **F6=Add** to add the new code value.

Option

Use this option to perform activities for discount codes listed on this panel.

Option	Use to
4=Delete	Delete a fixed discount code and the discount associated with it. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the code values you selected to delete. Press Enter to delete the selected code values or use F12=Return to return to panel AMBBGEFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a code value. When you use this function key, panel AMBCYEFR appears again in ADD mode, allowing you to enter new code values, descriptions, and discounts. When you press Enter , the Fixed Trade Discount file is updated immediately and the panel appears again in CHANGE mode.
F21=Print	Print the Fixed Trade Discount List (AMBAYPFR). This report shows all current code values, their descriptions, and discount percentages.

Use **F6=Edit** to add, change, or delete invoice amounts, discount descriptions, and discount percents.

Use **F21=Print** to print the Variable Trade Discount List (AMBBTPFR).

To maintain variable trade discounts

When you use **F6=Edit** on the Display Variable Trade Discounts, the Edit Variable Trade Discounts panel (AMBC9EFR) appears.

```

AMBC9EFR                      Edit Variable Trade Discounts                      *****
Position to amount . . . .  nnnnnnnnnnnn.nn-
Type options; press Enter.
4=Delete

Opt  Invoice amount      Description                      Discount percent
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-
A   *****.**-      aaaaaaaaaaaaaaaaaaaaaaaA25      nnnn.nnn-

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Change the **Description** and **Discount percent** fields, enter an option, or use the appropriate function key.

Note: If you want to change an invoice amount, you must use option **4=Delete** to delete the existing amount and then use **F6=Add** to add the new amount.

Option

Use this option to perform activities for discount codes listed on this panel.

Option	Use to
4=Delete	Delete a variable discount percentage. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the invoice amount, description and percent you selected to delete. Press Enter to delete the selected discount or use F12=Return to return to panel AMBC9EFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a discount. When you use this function key, panel AMBC9EFR appears again in ADD mode, allowing you to enter new invoice amounts, descriptions, and discounts. When you press Enter , the Variable Trade Discount file is updated immediately and the panel appears again in CHANGE mode.
F21=Print	Print the Variable Trade Discount List (AMBBTPFR). This report shows all current invoice amounts, descriptions, and discount percentages.

Offline pricing

Use this option to export and import offline pricing files to and from a PC-based spreadsheet program.

You can work with the COM pricing files offline, using the PC tools Access97 or Excel97.

Before you start

To work with the offline pricing files using a spreadsheet program, you must have set up your system correctly. For more information about setup, refer to Appendix D. "Working with COM offline pricing files".

Use CAS security to authorize a limited number of users to the offline pricing options. It is recommended that you also use CAS security to prevent access to online pricing maintenance while the pricing files are being maintained offline.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 3	Maintain item prices and price-related information
AMBM63	Select option 13	Work with offline pricing files.

When you select option 13 on the Pricing Maintenance menu (AMBM63), the Offline Pricing menu (AMBM6E) appears.

```

AMBM6E                               Customer Order Management          *****
                                Offline Pricing

Type option or command; press Enter.

    1. Offline Item Base Price
    2. Offline Price Book
    3. Offline Contract/
Promotion
    4. Offline Foreign Price

==> _____

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status F12=Return  F22=Messages
    
```

This menu allows you to select which type of pricing files you want to import or export from your spreadsheet program.

To work with offline item base prices

When you select option 1 on the Offline Pricing menu (AMBM6E), the Offline Item Base Price Options panel (AMBJHPVR) appears.

```
AMBJHPVR                Offline Item Base Price Options

Type choices; press Enter.

Copy to offline file . . . . . (Y, N)
Load from offline file . . . . (Y, N)
  Override online prices . . . . (Y, N)
Clear offline file . . . . . (Y, N)

F3=Exit  F12=Exit
```

To copy the item base price records to the offline file, enter **Y** (Yes) in the **Copy to offline file** field. (An error message appears and no records are copied if the offline file is not empty.)

To validate the offline file and update the item base price records in the online file, enter **Y** (Yes) in the **Load from offline file** field. The **Override online prices** field determines what happens if any of the offline file records duplicate the key fields of existing online records. If you enter **N** (No), offline records with duplicate keys are ignored. If you enter **Y** (Yes), the existing records are replaced by the offline records. In either case, offline records that are not duplicate keys are added to the online file. This task is run as a batch job. COM checks for errors in the offline file and, if none are found, updates the online file. You must correct or delete all records with validation errors in order to update the online file.

You cannot choose to copy and load records at the same time.

To clear the offline file of data, enter **Y** (Yes) in the **Clear offline file** field.

To work with offline price books

When you select option 2 on the Offline Pricing menu (AMBM6E), the Offline Item Base Price Options panel (AMBJIPVR) appears.

```

AMBJIPVR                               Offline Price Book Options

Type choices; press Enter.

Copy to offline files . . . . .      (Y, N)
Load from offline files . . . . .    (Y, N)
  Override online prices . . . . .    (Y, N)
Clear offline files . . . . .        (Y, N)

F3=Exit   F12=Exit
    
```

To copy the price book records to the offline files, enter **Y** (Yes) in the **Copy to offline files** field. (An error message appears and no records are copied if the offline files are not empty.)

To validate the offline files and update the price records in the online files, enter **Y** (Yes) in the **Load from offline files** field. The **Override online prices** field determines what happens if any of the offline file records duplicate the key fields of existing online records. If you enter **N** (No), offline records with duplicate keys are ignored. If you enter **Y** (Yes), the existing records are replaced by the offline records. In either case, offline records that are not duplicate keys are added to the online file. This task is run as a batch job. COM checks for errors in the offline file and, if none are found, updates the online file. You must correct or delete all records with validation errors in order to update the online files.

You cannot choose to copy and load records at the same time.

To clear the offline files of data, enter **Y** (Yes) in the **Clear offline files** field.

To work with offline contracts and promotions

When you select option 3 on the Offline Pricing menu (AMBM6E), the Offline Contract/Promotion Options panel (AMBJJPVR) appears.

```

AMBJJPVR                Offline Contract/Promotion Options

Contract or promotion . . . . .      (0=Promotion, 1=Contract)

Type choices; press Enter.

Copy to offline files . . . . .      (Y, N)
Load from offline files . . . . .    (Y, N)
  Override online prices . . . . .    (Y, N)
Clear offline files . . . . .        (Y, N)

F3=Exit   F12=Exit
    
```

To work with promotions, enter **0** in the **Contract or promotion** field. To work with contracts, enter **1** in that field.

To copy contract or promotion records to the offline files, enter **Y** (Yes) in the **Copy to offline files** field. (An error message appears and no records are copied if the offline files are not empty.)

To validate the offline files and update the contract or promotion records in the online files, enter **Y** (Yes) in the **Load from offline files** field. The **Override online prices** field determines what happens if any of the offline file records duplicate the key fields of existing online records. If you enter **N** (No), offline records with duplicate keys are ignored. If you enter **Y** (Yes), the existing records are replaced by the offline records. In either case, offline records that are not duplicate keys are added to the online file. This task is run as a batch job. COM checks for errors in the offline file and, if none are found, updates the online file. You must correct or delete all records with validation errors in order to update the online files.

You cannot choose to copy and load records at the same time.

To clear the offline files of data, enter **Y** (Yes) in the **Clear offline files** field.

To work with offline foreign prices

When you select option 4 on the Offline Pricing menu (AMBM6E), the Offline Foreign Price Options panel (AMBJKPVR) appears.

```
AMBJKPVR                Offline Foreign Price Options                *PGMMOD

Type choices; press Enter.

Copy to offline file . . . . . (Y, N)
Load from offline file . . . . (Y, N)
  Override online prices . . . . (Y, N)
Clear offline file . . . . . (Y, N)

F3=Exit  F12=Exit
```

To copy the foreign price records to the offline file, enter **Y** (Yes) in the **Copy to offline file** field. (An error message appears and no records are copied if the offline file is not empty.)

To validate the offline file and update the foreign price records in the online file, enter **Y** (Yes) in the **Load from offline file** field. The **Override online prices** field determines what happens if any of the offline file records duplicate the key fields of existing online records. If you enter **N** (No), offline records with duplicate keys are ignored. If you enter **Y** (Yes), the existing records are replaced by the offline records. In either case, offline records that are not duplicate keys are added to the online file. This task is run as a batch job. COM checks for errors in the offline file and, if none are found, updates the online file. You must correct or delete all records with validation errors in order to update the online file.

You cannot choose to copy and load records at the same time.

To clear the offline file of data, enter **Y** (Yes) in the **Clear offline file** field.

Warehouse

Use this option to create, change, delete, and review warehouse information or work with a source of demand for a warehouse.

Warehouses can be either controlled or uncontrolled. A controlled warehouse is one in which an item can be stocked in more than one location and tracked by batch/lot numbers and FIFO (first in, first out) dates. Also, quality control can be used in a controlled warehouse.

An uncontrolled warehouse is one in which an item can be stocked in only one location. Batch/lot numbers, FIFO dates, and quality control do not apply to uncontrolled warehouses.

Note: You can maintain controlled warehouses in COM only if IM is installed and interfacing. For more information about controlled warehouses, see the *Inventory Management User's Guide*.

You can designate planning and demand warehouses only if MRP is installed and interfacing. For more information about planning and demand warehouses, see the *Material Requirements Planning User's Guide*.

Before you start

Not all warehouse records contain data in every field, but some fields are required. The required fields are:

- Warehouse ID
- Calendar ID

For the remaining fields, you can accept the program defaults that appear when you create a new warehouse record. These defaults were set up when the program was created and cannot be changed.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 4	Maintain warehouses.
AMVW21	Enter an option or use a function key	Begin working with a warehouse.

When you select option 4 on the File Maintenance menu (AMBM60), the Work with Warehouses panel (AMVW21) appears.

```

DATE **/**/**              WORK WITH WAREHOUSES              AMVW21  **
POSITION TO WAREHOUSE . . . aA3
TYPE OPTIONS, PRESS ENTER.
  1=CREATE  2=CHANGE  4=DELETE  5=DISPLAY  11=AUTHORIZE USERS
  30=WAREHOUSE RELATIONSHIPS
                                     MORE: - +
                                     PRIMARY
NG      WHS                        WHS  SELLING  PLANNING  PLANNI
OPT     ID  SITE  DESCRIPTION      TYPE  WHS CODE  WHS CODE  WHS
A2      aA3
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****
A2      ***  ***  *****

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for warehouses listed on this panel.

Option	Use to	See page
1=Create	Create a new warehouse. When you select this option, you must type a new warehouse ID in the first WHS ID field. When you press Enter , the Create Warehouse panel (AMVW31) appears.	13-102
2=Change	Change existing warehouse information. When you select this option, the Change Warehouse panel (AMVW32) appears, showing you information about the warehouse you selected.	13-102
4=Delete	Delete warehouse. The Delete Warehouse Confirmation panel (AMVW41) appears, showing you the warehouses you selected for deletion. Press Enter to delete your selections or use F19 to return to panel AMVW21 and change your selection.	—
5=Display	Review existing warehouse information. The Display Warehouse panel (AMVW33) appears with the information for the warehouse you selected.	13-102
30=Source of Demand	Work with source of demand. The Work with Source of Demand panel (AMIAA1) appears, showing the demand warehouses from which a planning warehouse pulls items and all planning warehouses that a demand warehouse supplies. Note: You can use this option only when MRP is installed and interfacing.	13-104

To add, change, and review warehouse information

To change, display, and create a warehouse different panels appear with different IDs and headings but with the same fields. Each of these panels perform different tasks depending on the option chosen.

To add warehouse information

To add a new warehouse, type option **1=Create** on the Work with Warehouse panel (AMVW21) and the Create Warehouse panel (AMVW31) appears.

```

DATE **/**/**                CREATE WAREHOUSE                AMVW31  **
TYPE INFORMATION, PRESS ENTER.                PAGE 1  of  2

WAREHOUSE ID . . . . . aa3
DESCRIPTION . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaA30
WAREHOUSE TYPE . . . . . n          (1=CONTROLLED, 2=UNCONTROLLED)
SELLING WAREHOUSE CODE . . . . . n          (0=NO, 1=YES)
PLANNING WAREHOUSE CODE . . . . . n          (0=NO, 1=YES)
PRIMARY PLANNING WAREHOUSE . . . . . aaaA5  (*NONE, SPECIFIC WAREHOUSE)
SITE . . . . . aa3 *****
TAX CITY . . . . . aaaaaaaA10 *****
TAX COUNTY . . . . . aaaaaaaA10 *****
STATE . . . . . A2 ***** EEC ST CODE  **
COUNTRY . . . . . aa3 ***** EEC CN CODE  ***
POSTAL CODE . . . . . aaaaaaaA10
WAREHOUSE DATA SECURITY GROUP . . . . . aaA4
PICK/SHIP COMPLETE. . . . . n          (1=COMPLETE, 2=NOT COMPLETE)
BACKFLUSH CODE . . . . . n          (1=ADJUSTED, 2=STANDARD)
CALENDAR ID . . . . . A2 *****

DEFAULT STAGING LOCATION. . . . . aaaaaA7

F4=PROMPT  F8=FORWARD  F18=REFRESH  F19=RETURN
    
```

Type in the appropriate information and press **Enter**. The record is added immediately to the Warehouse Master file and the panel appears again so you can add another warehouse record.

Notes:

1. You can identify a warehouse as controlled only if IM is installed and interfacing.
2. The **DEFAULT STAGING LOCATION** field appears only when IM is installed and interfacing.
3. You can use the **PLANNING WAREHOUSE CODE** and **PRIMARY PLANNING WAREHOUSE** fields only when MRP is installed and interfacing.

To change warehouse information

When you select option **2=Change** on the Work with Warehouses panel (AMVW21), the Change Warehouse (AMVW32) panel appears.

```

DATE **/**/**                CHANGE WAREHOUSE                AMVW32
TYPE INFORMATION, PRESS ENTER.
WAREHOUSE ID . . . . . ATL
DESCRIPTION . . . . . ATLANTA WAREHOUSE
    
```

The notes above that apply to creating a warehouse record apply to changing existing records also.

To review warehouse information

By selecting option **5=Display** on panel AMVW21, Display Warehouse panel (AMVW33) appears with the same fields as the previous panels, but a different heading and ID are displayed.

```

DATE **/**/**              DISPLAY WAREHOUSE              AMVW33

PRESS ENTER TO CONTINUE.

WAREHOUSE ID . . . . . aA3
DESCRIPTION . . . . . DALLAS DISTRIBUTION WAREHOUSE

```

All the fields on this panel are protected. When you press **Enter**, you are returned to panel AMVW21.

Type in any changes you want to make, or create a new warehouse with these panels and press **Enter** to complete the change and return to the Work with Warehouse (AMVW21) panel. The Warehouse Master file is updated immediately.

To work with a source of demand

When you use option 30=Warehouse Relationships on the Work with Warehouse panel (AMVW21), the MRP Work with Warehouse Relationships panel (AMMAA1) appears.

You can add, delete, and review source of demand information. If you delete records, the Delete Source of Demand Confirmation panel (AMMAA1) appears, showing you the records you selected for deletion. Press **Enter** to delete your selections or use **F19** to return to panel AMMAA1 and change your selection.

```

DATE **/**/**              WORK WITH WAREHOUSE RELATIONSHIPS      AMMAA1  **

PLANNING WAREHOUSE . . . . . : *** *****
POSITION TO DEMAND WAREHOUSE . . . . . aaaaaA7

TYPE OPTIONS, PRESS ENTER.
  1=CREATE      4=DELETE

                                MORE: - +
                                PLANNING
OPT  DEMAND   RELATION      ITEM          DESCRIPTION      WAREHOUSE
A    aaaaaA7  A              aaaaaaaaaaaaaA15 aaaaaaaaaaaaaaaA20 aA3
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***
A    ***** *****          *****          *****          ***

ROLL UP/DOWN  F17=SUBSET  F18=REFRESH  F24=EXIT

```

Options

Use these options to perform activities for warehouses listed on this panel.

Option	Use to
1=Create	<p>Add a record showing the warehouse from which an item can be supplied to a planning warehouse. The Relation type and Planning warehouse fields are required. You can define a source of demand warehouse for a planning warehouse without specifying an item in that demand warehouse.</p> <p>When you type in the requested information and press Enter, the record is created immediately. This panel appears again for further file maintenance. Use F24=EXIT to return to the Work with Warehouses panel (AMVW21).</p> <p>Hint: The demand and planning warehouses you use on this panel must already exist in the Warehouse Master file. Return to panel AMVW21 if you need to create a new warehouse to use on this panel.</p>
4=Delete	<p>Delete a source of demand warehouse record. When you enter option 4 next to demand warehouse, the Delete Source of Demand Confirmation panel (AMMAE1) appears, showing you the demand warehouses you selected for deletion. The demand warehouses are deleted immediately. You return to panel AMMAA1 for further file maintenance. Use F24=EXIT to return to the Work with Warehouses panel (AMVW21).</p>

Packaging and Shipping

Use this option to add, change, delete, and review information about shipping calendars, special charges, and surcharges.

When you select option 5 on the File Maintenance panel (AMBM60), the Packaging and Shipping Maintenance menu (AMBM65) appears.

```

AMBM65                               Customer Order Management          *****
                                Packaging and Shipping Maintenance

Type option or command; press Enter.

    1. Shipping Calendar
    2. Special Charge Master
    3. Surcharges

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
  
```

Option	Use to	See page
1	Shipping calendars for warehouses. These calendars define valid work days for shipping departments.	13-107
2	Special charges related to packaging and shipping products.	13-113
3	Surcharges related to export costs.	13-121

Shipping Calendar

Use this option to add, change, or delete shipping calendars.

A shipping calendar is used to determine shipping dates based on promise dates and shipping lead time. It defines the valid work days in a shipping department.

In COM, a calendar consists of a full year—referred to here as a calendar year—running from January through December. You can define each day of the calendar year as a workday, non-workday, or holiday.

Workdays	These are the days your company defines as regular, scheduled shipping days, usually Mondays through Fridays.
Non-workdays	These are the days your company defines as days when no shipping is scheduled to be done, usually Saturdays and Sundays.
Holidays	These are defined by law and/or your company as days on which employees are exempt from work.

As the default, COM defines Mondays through Fridays as workdays, with Saturdays and Sundays as non-workdays. You can change any day in the calendar year to meet the needs of your company.

If you have more than one warehouse and those warehouses require different work schedules, you can maintain a different calendar for each warehouse.

The calendar ID allows you to maintain multiple calendars. It also allows you to use the same calendar for more than one warehouse. For instance, if you have three warehouses, of which two have the same work schedule but the third requires a different schedule, you can use the same calendar ID for the first two warehouses and another ID for the third warehouse.

Note: A calendar ID is required for each warehouse record maintained by COM.

When you are defining calendar years, do not skip a year. Skipping a year can cause unpredictable results if you have ship lead times that overlap the end of one year and the beginning of the next year. For example, if you have a promise date of January 5, 1995 and a shipping lead time of three weeks, your shipping date would be in December 1994. But, if you do not have a calendar year defined for 1994, the shipping date would default to December 1993, which would be incorrect.

Before you start

You need to know the calendar ID, the year, the days of the month, and how those days are to be defined.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 5	Maintain packaging and shipping information
AMBM65	Select option 1	Maintain shipping calendars

On panel	You	To
AMBAFDF R	Select a calendar ID	Change a calendar or edit a calendar ID description

When you select option 1 on the Packaging and Shipping Maintenance menu (AMBM65), the Display Shipping Calendar panel (AMBAFDFR) appears. From this panel you can add, change, or delete calendar IDs and add or change individual calendars.

```

AMBAFDFR                               Display Shipping Calendar          *****
**
Position to ID . . . . . A2
Subset by description . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Type options; press Enter.
2=Change

Opt   ID   Description
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****
A     **   *****

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use this option to perform activities for calendar IDs listed on this panel.

Option	Use to	See page
2=Change	Change an existing calendar or add a new calendar year. The Maintain Shipping Calendar panel (AMBHUDFR) appears, allowing you to select a calendar year to change. F6=Add to add a new calendar.	13-110

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Edit	Add or delete calendar IDs or change a calendar description. The Edit Shipping Calendar panel (AMBAKEFR) appears, allowing you to change a calendar description.	13-109
21=Print	Print the Shipping Calendar Header List (AMBAEPFR). This report shows all current calendar IDs and their descriptions.	—

To maintain a calendar ID

You can maintain as many calendar IDs as your company requires.

To change a calendar description

When you use **F6=Edit** on the Display Shipping Calendar panel (AMBAFDFR), the Edit Shipping Calendar panel (AMBAKEFR) appears in CHANGE mode. Use this panel to add or delete a calendar ID or to change the descriptions of a calendar ID.

```

AMBAKEFR                      Edit Shipping Calendar                      *****
**
Position to calendar ID . . . . A2
Type options; press Enter.
4=Delete

Opt   ID      Description
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25
A     **     aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Note: If you want to change the calendar ID itself, you must use option **4=Delete** to delete the existing ID and then use **F6=Add** to add the new ID.

To add a calendar ID

Before you can define a calendar, you must first create a calendar ID.

When you use **F6=Add** on the Edit Shipping Calendar panel (AMBAKEFR), the panel appears again in ADD mode, with blank lines for the calendar ID and description fields.

Type in the new calendar IDs and their descriptions and press **Enter**. The system updates the Calendar Header ID file immediately and the panel appears again in ADD mode, allowing you to add more calendar IDs and their descriptions.

Use **F6=Change** to return the Edit Shipping Calendar panel to CHANGE mode.

Hint: The calendar ID is required; the description is optional.

To delete a calendar ID

When you use option 4=Delete on the Edit Shipping Calendar panel (AMBAKEFR), the Confirm Delete panel (AMVBVDFR) appears, showing you the calendars IDs you selected to delete. Press **Enter** to delete the selected IDs or press **F12=Return** to return to panel AMBAKEFR to change your selections.

Note: When you delete a calendar ID, you delete all the calendar years defined for that ID. Be sure this is what you want to do.

To maintain shipping calendar years and months

When you select option **2=Change** on the Display Shipping Calendar panel (AMBAFDFR), the Maintain Shipping Calendar panel (AMBHUDFR) appears. Use this panel to select an existing calendar year for maintenance or to add a new calendar year.

```

AMBHUDFR                               Maintain Shipping Calendar                *****
**
Shipping Calendar. . . . : ** *****
Position to year . . . . : A2

Type options; press Enter.
2=Change

Opt   Year
A     **
A     **
A     **
A     **
A     **
A     **
A     **
A     **
A     **
A     **
A     **
A     **
A     **

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return
    
```

Enter an option or use or use the appropriate function key. Another panel or window appears, depending on your choice.

To add a calendar year

When you use **F6=Add** on the Maintain Shipping Calendar panel (AMBHUDFR), the Extend Shipping Calendar window appears. Use this window to select the year (or years) for which you want to add a calendar.

```

AMBHUDFR                               Maintain Shipping Calendar                               DISPLAY
Shipping Calendar . . . : ** *****
Position to year . . . : A2
.....
Type o :                               Extend Shipping Calendar                               :
2=Chan :                               :                                               :
: Calendar . . . . . : ** ***** :                                               :
Opt : Last year in calendar . . . : ** :                                               :
A :                               :                                               :
A : Extend year start . . . . . nn :                                               :
A : Number of years . . . . . nn :                                               :
A :                               :                                               :
A : F3=Exit   F12=Return           :                                               :
A :                               :                                               :
A :                               :                                               :
A :                               :                                               :
.....

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return

```

Type a year in the **Extend year start** field and the number of years in the **Number of years** field, and press **Enter**. The system creates a new calendar from the information you typed and the new year is immediately added to the list of years on the Maintain Shipping Calendar panel (AMBHUDFR). You can change the new calendar to show working days, non-working days, and holidays as they apply to your company.

Note: Once you have added a new calendar year, it cannot be deleted except by deleting the calendar ID. This also deletes any other calendar years defined for the ID.

To change a calendar month

When you select option 2 on the Maintain Shipping Calendar panel (AMBHUDFR), the Maintain Shipping Calendar - Year panel (AMBFODFR) appears. Use this panel to select the month for which you want to make changes.

```

AMBFODFR                      Maintain Shipping Calendar -
Year                          *****

Shipping Calendar ID. :   **   *****

Shipping Calendar year:   **

Type options; press Enter.
2=Change

Valid Daycodes:
"+" = Workday
"-" = Non-Workday
"*" = Holiday

Opt  Month                    1111111111222222222233
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****
A    *****

F3=Exit  F11=Job status  F12=Return
    
```

Type **2** by the month for which you want to make changes and press **Enter**. The Maintain Shipping Calendar - Month panel (AMBE6PVR) appears. Type valid day codes for workdays, non-workdays, or holidays under the day (or days) you want to change and press **Enter**. The system updates the Calendar Header file immediately and you return to the Maintain Shipping Calendar - Year panel (AMBFODFR).

```

AMBE6PVR                      Maintain Shipping Calendar - Month          ENTER
Shipping Calendar :   AT   Calendar Warehouse 1      Valid Daycodes:
Calendar year   . . :   98                          "+" = Workday
Calendar month . . :   January                       "-" = Non-workday
                                                    "*" = Holiday

   Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday
   -----   -----   -----   -----   -----   -----   -----
         4         5         6         7         8         9        10
         -         +         +         +         +         +         -
        11        12        13        14        15        16        17
         -         +         +         +         +         +         -
        18        19        20        21        22        23        24
         -         +         +         +         +         +         -
        25        26        27        28        29        30        31
         -         +         +         +         +         +         -

F3=Exit  F11=Job status  F12=Return
    
```

Special Charge Master

Use this option to add, change, and delete special charges.

Special charges are used to bill customers for services and expenses not included in the cost of the items being purchased. They usually relate to packaging and shipping, including freight costs, special packaging materials, insurance, multiple ship-to addresses, and so forth.

Each special charge can have associated information that includes any or all of the following:

- Comments
- Foreign language version of the charge description
- Foreign currency version of the charge (if multi-currency support is active)

COM has defined four types of special charges. You can maintain multiple charges for each type.

- 0** Comment only. Your company incurs no cost (expense) and no amount is billed to the customer.
- 1** Freight. Your company incurs no cost, but bills the customer for freight charges.
- 2** Charge only. Your company incurs no cost but bills the customer for charges other than freight; examples might be an early delivery, multiple ship-to addresses, special packaging, and so forth.
- 3** Charge with cost. Your company incurs costs and bills the customer an equal or different amount.

Any cash discounts to which a customer is entitled can also be applied to special charges.

Before you start

To change an existing special charge, you need to know the charge ID, in addition to the changes. To create a new charge, you need the following information:

- ID
- Type
- Description
- Amount of the charge (types 1, 2, and 3 only)
- Cost associated with the charge (type 3 only)

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 5	Maintain packaging and shipping information
AMBM65	Select option 2	Maintain special charges
AMBBODFR	Enter an option or use a function key	Select a special charge and begin file maintenance.

When you select option 2 on the Packaging and Shipping Maintenance panel (AMBM65), the Maintain Special Charges panel (AMBBODFR) appears. From this panel you can add, change, or delete special charges and any associated information.

```

AMBBODFR                               Maintain Special Charges                *****
Position to ID . . . . . aA3
Subset by description . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30
type . . . . . A

Type options; press Enter.
2=Change  4=Delete  5=Display  13=Comments  61=Currency  62=Languages

Opt  ID  Description  -- Type -----
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****
A2   ***  *****  * *****

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Enter an option number or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for the special charges listed on this panel.

Option	Use to	See page
2=Change	Change existing item. When you select this option, the Edit Special Charge Details panel (AMBAFE1R) appears showing you the charge details.	13-115
4=Delete	Delete a special charge. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the special charges you selected to delete. Press Enter to delete the selected special charges or use F12=Return to return to the Display Special Charges panel (AMBBODFR) and change your selections. Note: When you delete a special charge, any related comments, foreign currency amounts and foreign language descriptions are deleted also. They do not appear on the Confirm Delete panel.	—
5=Display detail	Review existing charge information. When you use this option, the Display Special Charge Details panel (AMBADD1R) appears, showing you the same information that appears on the Edit Special Charge Details panel (AMBAFE1R). The fields on panel AMBADD1R are protected.	—

Option	Use to	See page
13=Comments	Add, change or delete comments related to a special charge. When you use this option, the Maintain Special Charge Comments panel (AMBCXDFR) appears. The actions you perform on this panel are similar to those you perform on the Maintain Comments panel (AMBEMDFR).	13-115
61=Currency	Change, delete, or review the currency conversions for a special charge amount. When you use this option, the Maintain Special Charge Currency Conversions panel (AMBCIDFR) appears, allowing you to maintain special charges in other currencies. Note: This option is available only when multi-currency support is active.	13-116
62=Languages	Add, change, delete, or review the foreign language version of the special charge description. When you use this option, the Maintain Special Charge Languages panel (AMBE6DFR) appears, allowing you to maintain special charge descriptions in foreign languages. Note: XA does not translate text in your language to other languages. You must supply the foreign language description for the special charge.	13-118

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add a new special charge. When you use this function key, the Enter Special Charge ID panel (AMBEYPVR) appears.	13-116
F21=Print	Print the Special Charge List (AMBBHPFR). When you use this function key, the Select Report window appears allowing you to select a charge ID, type and tax indicator for the report. If you leave the fields blank, all values are printed on the report. The information on the report is sorted by special charge type and ID.	—

To maintain a special charge

You use the Edit Special Charges panel (AMBAFE1R) to change or add a special charge. When the panel is in CHANGE mode, the details for the special charge you selected appear on the panel. When the panel is in ADD mode, the lines are blank, except for the new ID.

To change a special charge

When you use option **2=Change** on the Display Special Charges panel (AMBBODFR), the Edit Special Charge Details panel (AMBAFE1R) appears in CHANGE mode. Use this panel to change information for an existing special charge.

Type in the changes and press **Enter**

```

AMBAFE1R                               Edit Special Charge Details                               *****

ID . . . . . : ***

Type code . . . . . A *****
Description . . . . . aaaaaaaaaaaaaaaaaaaaaA25
Amount . . . . . nnnnnnnnnn.nn-
Cost . . . . . nnnnnnnnnn.nn-
Terms discount option . . . . . A *****
Item reference . . . . . aaaaaaaaaaaaaA25
Shipment proration option . . . . . n *****
Tax indicator . . . . . aA3 *****
Tax transaction type . . . . . aaaaaaaA10 *****
Tax class . . . . . aaaaaaaaaA15 *****

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

. The system updates the Special Charge master file immediately and you return to the Display Special Charges panel (AMBBODFR).

Note: *Tax class* and *Tax transaction type* fields appear if IFM is installed and interfacing. Tax class and Tax transaction type fields appear if IFM is installed and interfacing.

Hint: You can use **F4=Prompt** on the *Type* and *Tax indicator* fields.

To add a special charge

When you use **F6=Add** on the Display Special Charges panel (AMBBODFR), the Enter Special Charge ID panel (AMBEYPVR) panel appears. Type in the new ID and press **Enter**. The Edit Special Charge Details panel (AMBAFE1R) appears in ADD mode. All the fields except *ID* are blank. Type in the requested information and press **Enter**. The system adds the new charge to the Special Charge master file immediately and you return to the Enter Special Charge ID panel (AMBEYPVR), where you can create another special charge.

Hint: The required fields are:

Type	All charge types
Description	All charge types
Amount	Types 1, 2, and 3
Cost	Type 3 only

To convert a special charge to another currency

When you use option **61=Currency** on the Maintain Special Charges panel (AMBBODFR), the Special Charge Currency Conversions panel (AMBCIDFR) appears. Use this panel to change, delete, or review special charge amounts that have been converted other currencies or to convert a special charge to a foreign currency.

Convert a special charge to a foreign currency when you have customers that receive invoices in that foreign currency. Only one currency is used on an invoice.

Note: This option is available only when multi-currency support is active.

```

AMBCIDFR                               Maintain Spec. Chg. Cur. Conv.                *****
Special charge ID . . . . . : *** *****
Type . . . . . : * *****
Position by company . . . . . : nn *****
          currency . . . . . : aA3

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt  Company  Currency  Description                                     Amount
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*
A    **      ***      ***** **,* **,* **,* **-*

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print

```

Enter an option or use the appropriate function key. Another panel or window appears depending on your choice.

Options

Use these options to perform activities for the special charges conversions listed on this panel.

Option	Use to
2=Change	Change the foreign currency amount of the special charge or the description of the conversion. When you use this option, the Edit Special Charge Conversion panel (AMBA0EIR) appears, showing you the details for the conversion of the special charge amount. All the fields are protected except Converted amount and Conversion descriptions . When you type in changes and press Enter , the system updates the file immediately and you return to this panel. Note: When you first create a foreign currency conversion of a special charge, COM calculates the charge amount in the foreign currency based on the conversion rate set for the currency ID. You can use the amount calculated by the system or override it at any time.
4=Delete	Delete the foreign currency version of the special charge. When you delete the foreign currency version, you do not delete the special charge in the local currency. When you type 4 by the currency you want to delete and press Enter , the system deletes the foreign currency conversion immediately.

Option	Use to
5=Display	Review the details of a special charge converted to a foreign currency. This display is similar the Edit Special Charge Conversions panel, except all the fields are protected.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Convert a special charge to a foreign currency. Special charges can be converted to foreign currency when multi-currency support is active. A special charge must be defined in the local currency before you can create a foreign currency version. When you use this function key, the Select Currency window appears, allowing you to select a foreign currency. When you select the currency and press Enter , the Edit Special Charge Conversions panel (AMBA0E1R) appears in ADD mode. The Exchange rate field shows the rate set for the currency you selected, and the Converted amount field shows the amount of the special charge converted to the foreign currency at the exchange rate. You can override the converted amount. When you press Enter , the system updates the Special Charge Conversion file immediately and you return to the Maintain Special Charge Currency Conversion panel (AMBCIDFR). Note: The Exchange rate field appears on the Edit Special Charge Conversions panel (AMBA0E1R) only in ADD mode.
F21=Print	Print the Special Charge by ID report (AMBDRPFR). This report shows all special charges converted to foreign currencies. They are sorted by special charge ID, company, and currency ID.

To describe a special charge in a foreign language

When you use option **62=Languages** on the Maintain Special Charges panel (AMBBODFR), the Maintain Special Charges Languages panel (AMBE6DFR) appears. Use this panel to add, change, delete, and review the descriptions of special charges in other languages.

```

AMBE6DFR                Maintain Special Charges Languages                *****
Special charge id . . . . : *** *****
Type . . . . . : * *****
Position by language . . . . aA3

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt  -----Language----- Description
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****
A    *** *****

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status F12=Return  F21=Print
    
```

Enter an option number or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the descriptions listed on this panel.

Option	Use to
2=Change	Change an existing foreign language description of a special charge. When you use this option, the Edit Special Charge Languages panel (AMBBCE1R) appears, showing you the special charge ID and type, the language code and foreign language description. The Description field is the only field you can change. When you type in the changes and press Enter , the system updates the description immediately and you return to the Display Special Charge Languages panel (AMBE6DFR).
4=Delete	Delete a foreign language description of a special charge. When you use this option, the Confirm Delete panel (AMVBVDFR) appears showing you the descriptions you selected to delete. Press Enter to delete the selected descriptions or use F12=Return to return to panel AMBE6DFR to change your selections.
5=Display	Review a foreign language description of a special charge. When you use this option, the Display Special Charge Language Details panel (AMBAVD1R) appears. This panel is similar to the Edit Special Charge Language panel (AMBBCE1R), except all the fields are protected.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	<p>Create a foreign language description of a special charge. When you use this function key, the Select Language window appears, allowing you to select a language code. When you select the code and press Enter, the Edit Special Charge Languages panel (AMBBCE1R) appears in ADD mode. Type in the foreign language description for the special charge and press Enter. The system updates the Special Charge Foreign Language file immediately and you return to the Display Special Charges Languages panel (AMBE6DFR).</p> <p>Note: XA does not translate text from your language into foreign languages. You must supply the foreign language text.</p>
F21=Print	<p>Print the Special Charge by ID report (AMBDRPFR). This report shows all foreign language descriptions for a special charge sorted by special charge ID, company number, and language ID.</p>

Surcharges

Use this option to add, change, and delete surcharges and surcharge code values.

Surcharges—formerly called export adders—are charges added to a customer's orders. Surcharges are most often used to cover export costs. These can include freight, insurance, and packaging costs required for exporting items to other countries. These charges can be added to an order at the order header or detail level. For more detailed information on surcharges see "Surcharges" on page 3-158.

Each surcharge has a code value and a description. The type of surcharge is defined by a line code and indicator and either a percentage or an amount, depending on the indicator. COM allows you to maintain multiple line codes and charges for each surcharge code.

The surcharge code is part of the customer's master file record, but it can be overridden during the order entry and invoicing process.

Before you start

To maintain existing surcharges, you need to know the surcharge code value, line code value, and the changes that you are to make. To add a surcharge, you need to know:

- Surcharge code and description
- Line code and indicator
- Surcharge and cost percentages or amounts
- Detail code
- Tax indicator

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 5	Maintain packaging and shipping information
AMBM65	Select option 3	Maintain surcharges
AMBBQDF R	Select an option or use a function key	Select a surcharge and begin file maintenance.

When you select option 3 on the Packaging and Shipping Maintenance menu (AMBM65), the Display Surcharges panel (AMBBQDFR) appears.

```

AMBBQDFR                                Display Surcharges                                *****
Position to code . . . . . aA3
Subset by description . . . aaaaaaaaaaaaaaaaaaaaaaaaaA30

Type options; press Enter.
5=Display detail

Opt  Code  Description
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****
A    ***  *****

F3=Exit      F6=Edit      F7=Backward  F7=Forward
F11=Job status  F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use this option to perform activities for surcharge codes listed on this panel.

Option	Use to	See page
5=Display	Review surcharge details. When you select this option, the Display Surcharge Detail panel (AMBDYDFR) appears, showing you the current line codes and surcharges for the surcharge code value you selected. This panel is similar to the Edit Surcharge Details panel (AMBECEFR). When you use option 5=Display text , the Display Surcharge Language Text panel (AMBBRDFR) appears, showing you the language codes and descriptions for the line code.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Edit	Maintain surcharge codes and descriptions and line codes and their values. When you use this function key, the Edit Surcharges panel (AMBEBEFR) appears. From this panel you can maintain surcharge codes and line codes.	13-123
F21=Print	Print the Surcharge List (AMBBJPFR). This reports shows detail for all current surcharge code values. The information on this report is sorted by surcharge codes.	—

To maintain surcharges

When you use **F6=Edit**, on the Display Surcharges panel (AMBBQDFR), the Edit Surcharges panel (AMBEBEFR) appears.

```

AMBEBEFR                               Edit Surcharges                               *****
Position to code . . . .   aA3
Type options; press Enter.
2=Change          4=Delete

Opt   Code   Description
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30
A     ***   aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA30

F3=Exit   F6=Add   F7=Backward   F8=Forward   F11=Job status
F12=Return F21=Print
    
```

Change the text in the **Description** field, enter an option, or use the appropriate function key.

Note: If you want to change the surcharge code value itself, you must use option **4=Delete** to delete the existing code and then use **F6=Add** to add the new code value.

Options. Use these options to perform activities for surcharge codes listed on this panel.

Option	Use to
2=Change	Add, change, or delete surcharge detail. When you select this option, the Edit Surcharge Details panel (AMBECEFR) appears. See page 13-124 for more information.
4=Delete	Delete a surcharge code value and the surcharge detail. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the surcharge you selected to delete. Press Enter to delete the selected surcharge or use F12=Return to return to panel AMBEBEFR to change your selections. Note: You cannot delete code value 001 (default).

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add a surcharge code value and description. When you use this function key, panel AMBEBEFR appears again in ADD mode, allowing you to enter new surcharge code values and descriptions. When you press Enter , the Surcharge file is updated immediately and the panel appears again in CHANGE mode.
F21=Print	Print the Surcharge List (AMBBJPFR). This reports shows detail for all current surcharge code values. The information on this report is sorted by surcharge codes.

To maintain surcharge details

When you select option **2=Change** on the Edit Surcharges panel (AMBEBEFR), the Edit Surcharge Details panel (AMBECEFR) appears.

```

AMBECEFR                      Edit Surcharge Details                      *****
Surcharge . . . . . :    *** *****
Position to line code . . . . :    aA3

Type options; press Enter.
2=Change  4=Delete

Opt Line  Dtl  Surcharge %   Surcharge amt  EEC commod.  Terms Tax class/
  code/   code  / Cost %      / Cost amt    / Tax ind   disc  Trn type
  Ind
A  ***   ***   nnnnn.nn-   nnnnnnnnnn.nn-  aaaaaaA8    A    aaaaaaaaaaaaA15
  A      A      nnnnn.nn-   nnnnnnnnnn.nn-   aA3         A    aaaaaaA10
A  ***   ***   nnnnn.nn-   nnnnnnnnnn.nn-  aaaaaaA8    A    aaaaaaaaaaaaA15
  A      A      nnnnn.nn-   nnnnnnnnnn.nn-   aA3         A    aaaaaaA10
A  ***   ***   nnnnn.nn-   nnnnnnnnnn.nn-  aaaaaaA8    A    aaaaaaaaaaaaA15
  A      A      nnnnn.nn-   nnnnnnnnnn.nn-   aA3         A    aaaaaaA10
A  ***   ***   nnnnn.nn-   nnnnnnnnnn.nn-  aaaaaaA8    A    aaaaaaaaaaaaA15
  A      A      nnnnn.nn-   nnnnnnnnnn.nn-   aA3         A    aaaaaaA10

F3=Exit      F4=Prompt      F6=Add        F7=Backward
F8=Forward   F11=Job status F12=Return
    
```

Change the surcharge details, enter an option, or use the appropriate function key.

Note: *Tax class* and *Tax transaction type* fields appear if IFM is installed and interfacing.

Hint: You can use **F4=Prompt** on the following fields:

- **Line code**
- **Indicator**
- **EEC Commodity**
- **Tax indicator**
- **Terms disc**

Options. Use these options to perform activities for surcharges listed on this panel.

Option	Use to
2=Change	<p>Change the description of the line code. When you select this option, the Edit Surcharge Language Text panel (AMBCOEFR) appears, allowing you to add, change, and delete foreign language descriptions of the surcharge detail you selected. The language code and description for your local language appear as a default.</p> <p>You can change the text associated with the language codes but you cannot change the language code values. If you want to change the language code, you must use option 4=Delete to delete the existing language code and then use F6=Add to add the new code.</p> <p>When you select option 4=Delete and press Enter, the language code and text are deleted immediately.</p> <p>When you use F6=Add on panel AMBCOEFR, the panel appears again in ADD mode, allowing you to add text for other language codes. When you press Enter, the Surcharge Language Text file is updated and the panel appears again in CHANGE Mode.</p> <p>Note: XA does not translate text in your language to other languages. You must supply the foreign language text.</p>
4=Delete	<p>Delete surcharge detail. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the surcharge line you selected to delete. Press Enter to delete the selected surcharge line or use F12=Return to return to panel AMBECEFR to change your selections.</p>

Function keys. Use this function key to perform additional actions.

Function key	Use to
F6=Add	<p>Add a surcharge line. When you use this function key, panel AMBECEFR appears again in ADD mode, allowing you to add surcharge detail. When you press Enter, the Surcharge Detail file is updated immediately and the panel appears again in CHANGE mode.</p> <p>Hint: The required fields are:</p> <ul style="list-style-type: none"> • Line code • Indicator • Surcharge % or Surcharge amt • Tax indicator

Unit of Measure

Use this option to maintain unit of measure code values and unit of measure conversions.

Units of measure are used throughout XA for manufacturing, stocking, processing orders, shipping, invoicing, and so on. Not all activities use the same unit of measure for a item. The unit of measure conversions allow COM and other XA applications to process data and keep accurate accounting of items as they are used by your company.

Unit of measure conversion is used in the following areas:

- Pricing unit of measure (U/M) to order U/M. Converts the selling price of an item to a converted selling price based on the U/M used on the customer's order.
- Order U/M to stocking U/M. Converts the order quantity to stocking quantity for item entry.
- Item weight U/M to company weight U/M. Converts the weight U/M of individual items to a single U/M for a total order weight.
- Order U/M to pricing U/M. Converts the order U/M to a pricing U/M for checking price book page 3 for quantity breaks during pricing.
- Order U/M to stocking U/M. Converts order quantity from order U/M to stocking U/M for calculating type 2 surcharges.
- Stocking U/M to order U/M. Converts the stocking U/M to order U/M for COM reports and inquiries.

COM allows you to maintain three types of unit of measure conversion:

- Item
- U/M class
- Global

When XA is processing data that requires unit of measure conversion, the Item Unit of Measure Conversion file is checked first; the U/M Class Unit of Measure Conversion file is checked next; the Global Unit of Measure Conversion file is checked last. The system uses the first valid U/M conversion it finds.

Item

Item U/M conversions are for individual items and apply only to a single item. Because the Global Unit of Measure Conversion file should contain all standard conversions, you should use the Item Unit of Measure Conversion file only for items that have conversions that are exceptions to the standard conversions.

Unit of measure class

The **U/M Class** in the U/M Class Unit of Measure Conversion file refers to the order unit of measure class code that is part of Item Master file record for each item. It is used to group items that always use the same U/M conversions.

Because the Global Unit of Measure Conversion file should contain all standard conversions, you should use the U/M Class Unit of Measure Conversion file only for

groups of items that have conversions that are exceptions to the standard conversions.

To avoid confusion, in this section the U/M Class will be referred to as just Class.

To maintain U/M class code values, use option 23, Transaction Unit of Measure Class on the Code File Maintenance menu (AMBM67).

Global

The Global Unit of Measure Conversion file holds the basic U/M conversions used by COM. These conversions are used unless the system finds an exception in the U/M Class Unit of Measure Conversion file or the Item Unit of Measure Conversion file. The conversions in these two files override the global conversions.

For the three types of conversions, COM also allows you to maintain “conversion text” that is printed on invoices, quotes, order acknowledgments, and so forth when U/M conversions have been used. These conversion explanations can be up to 30 characters in length and can be maintained for multiple languages.

When you select option 6 on the File Maintenance menu (AMBM60), the Unit of Measure Maintenance menu (AMBM66) appears.

```

AMBM66                               Customer Order Management          *****
                                     Unit of Measure Maintenance

Type option or command; press Enter.

  1. Unit of Measure Master
  2. Item Unit of Measure Conversion
  3. Class Unit of Measure Conversion
  4. Global Unit of Measure Conversion

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
    
```

Option	Use to	See page
1	Unit of Measure Master file	13-128
2	Unit of measure conversions for individual items	13-131
3	Unit of measure conversions for U/M classes	13-136
4	Unit of measure conversions for all items	13-139

Unit of Measure Master

Use this option to maintain the unit of measure code values used by COM and other XA applications.

Before you start

To add or maintain a unit of measure, you need to know the unit of measure code value and the description associated with it.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 6	Maintain units of measure and unit of measure conversions
AMBM66	Select option 1	Maintain the Unit of Measure Master file
AMVBKDFR	Press F6 R	Edit unit of measure code values.

When you select option 1 on the Unit of Measure Maintenance menu (AMBM66), the Display Units of Measure panel (AMVBKDFR) appears.

```

AMVBKDFR                      Display Units of Measure                      *****
Position to U/M . . . . . A2
Subset by description . . . aaaaaaaaaaaaaaaaaaaaaA25

U/M   Description
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****
**   *****

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F12=Return   F21=Print

```

Use the appropriate function key. Another panel or window appears, depending on your choice.

Function keys. Use these function keys to perform activities for the units of measure listed on this panel.

Option	Use to	See page
F6=Edit	Maintain unit of measure code values. When you use this function key, the Edit Unit of Measure panel (AMVB0EFR) appears.	13-129
F21=Print	Print the Unit of Measure Code List (AMVA4PFR). This report shows you all current unit of measure code values and their descriptions.	—

To maintain unit of measure codes

When you use **F6=Edit** on the Display Units of Measure panel (AMVBKDFR), the Edit Unit of Measure panel (AMVB0EFR) appears.

```

AMVB0EFR                               Edit Unit of Measure                *****
Position to U/M . . . . . A2
Type options; press Enter.
4=Delete

Opt  U/M  Description
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25
A    **  aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit      F6=Add      F7=Backward  F8=Forward
F12=Return   F21=Print
    
```

Change the text in the **Description** field, enter an option, or use the appropriate function key.

When you press **Enter**, the system updates the Unit of Measure Master file and panel AMVB0EFR appears again with any changes you made.

Note: If you want to change a unit of measure code value, you must use option **4=Delete** to delete the existing code value and then use **F6=Add** to add the new code value and description.

Options

Use this option to perform activities for units of measure listed on this panel.

Option	Use to
4=Delete	Delete a unit of measure code value. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the unit of measure code value you selected to delete. Press Enter to delete the selected code value or use F12=Return to return to panel AMVB0EFR to change your selections.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	Add unit of measure code values. When you use this function key, panel AMVB0EFR appears again in ADD mode. Type in new unit of measure code values and descriptions and press Enter . The system updates the Unit of Measure Master file and panel AMVB0EFR appears again in Change mode with the new unit of measure code values.
F21=Print	Print the Unit of Measure Code List (AMVA4PFR). This report shows you all current unit of measure code values and their descriptions.

Item Unit of Measure Conversion

Use this option to maintain unit of measure conversions for individual items and explanations of the conversions that appear on documents.

Before you start

To add or maintain a unit of measure conversion for an item, you need to know:

- Item number
- From quantity
- From unit of measure
- To quantity
- To unit of measure
- Rounding method code value

COM offers three options for rounding numbers during conversion:

- 0** No rounding
- 1** Round to nearest number
- 2** Round up to next number

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 6	Maintain units of measure and unit of measure conversions
AMBM66	Select option 2	Maintain unit of measure conversions for individual items
AMBA8DF R	Press F6	Edit unit of measure conversions.

When you select option 2 on the Unit of Measure Maintenance menu (AMBM66), the Display Item U/M Conversion panel (AMBA8DFR) appears.

```

AMBA8DFR                Display Item U/M Conversion                *****
Position to item number . . . . . aaaaaaaaaaaaaA15
from U/M code . . . . . A2
to U/M code . . . . . A2
rounding option . . . . . A

Type options; press Enter.
5=Conversion text

Opt  Item number          From quantity  From U/M  To  To  Rounding
     *****            quantity      code      quantity  U/M  option
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *
A     *****            ****.***** **      = ****.***** **   *

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F11=Job status F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for items listed on this panel.

Option	Use to	See page
5=Conversion text	Review and maintain an explanation of the conversion. When you select this option, the Display Item Conversion Text panel (AMBA9DFR) appears.	13-134

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Edit	Maintain the item U/M conversions. When you use this function key, the Edit Item U/M Conversion panel (AMBBUEFR) appears.	13-132
F21=Print	Print the Item U/M Conversion List (AMBA6PFR). This report shows you U/M conversions for individual items, including the rounding option used during conversion.	—

To maintain item unit of measure conversions

When you use **F6=Edit** on the Display Item U/M Conversion panel (AMBA8DFR), the Edit Item U/M Conversion panel (AMBBUEFR) appears.

```

AMBBUEFR                               Edit Item U/M Conversion          *****
Position to item number . . . . . aaaaaaaaaaaaA15
      from U/M code . . . . . A2
      to U/M code . . . . . A2

Type options; press Enter.
4=Delete  5=Conversion text

Opt  Item number      From quantity      From U/M      To quantity      To U/M      Rounding
      *****      nnnnn.nnnnn-    code          = nnnnn.nnnnn-    code        option
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A
A     *****      nnnnn.nnnnn-    **           = nnnnn.nnnnn-    **          A

F3=Exit      F4=Prompt      F6=Add      F7=Backward      F8=Forward
F11=Job status  F12=Return    F21=Print
    
```

Change the value in the **From quantity**, **To quantity**, and **Rounding option** fields, enter an option, or use the appropriate function key.

Note: Each unit of measure conversion is one way, defined by the **From** and **To** unit of measure code values. XA requires that conversions go in both directions. You must enter both conversion records. For example, if you need a conversion from CS to EA, you must also enter the conversion from EA to CS.

When you press **Enter**, the system updates the Item Unit of Measure Conversion file and the panel appears again with the changes you made.

Options

Use these options to perform activities for items listed on this panel.

Option	Use to	See page
4=Delete	Delete a unit of measure conversion for an item. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the item number and units of measure for the conversion you selected to delete. Press Enter to delete the selected U/M conversion or use F12=Return to return to panel AMBBUEFR to change your selections.	—
5=Conversion text	Maintain the explanation of an item U/M conversion. When you select this option, the Edit Item Conversion Text panel appears.	

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add U/M conversions for an item. When you use this function key, panel AMBBUEFR appears again in ADD mode. All the fields on the panel are required. When you press Enter , the system updates the Item Unit of Measure Conversion file and panel AMBBUEFR appears again in CHANGE mode with the conversions you added.	—
F21=Print	Print the Item U/M Conversion List (AMBA6PFR). This report shows you U/M conversions for individual items, including the rounding option used during conversion.	—

To maintain conversion text

When you select option **5=Conversion text** on the Display Item U/M Conversion panel (AMBA8DFR), the Display Item Conversion Text panel (AMBA9DFR) appears.

```

AMBA9DFR                                Display Item Conversion Text                                *****
Item number . . . . . : *****
From U/M . . . . . : ** To U/M . . . . . : **
-----
Position to language . . . . . aA3

Language      Conversion text
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****
***          *****

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F11=Job status F12=Return
  
```

When you use **F6=Edit** to maintain conversion explanations, the Edit Item Conversion Text panel (AMBBVEFR) appears.

```

AMBBVEFR                               Edit Item Conversion Text          *****
Item number : *****
From U/M . : **                       To U/M : **
-----
Position to language . . . . . aA3

Type options; press Enter.
4=Delete

Opt   Language   Conversion text
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25
A     ***       aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return
    
```

Change the text in the **Conversion text** field, enter an option, or use the appropriate function key.

When you press **Enter**, the system updates the Item Unit of Measure Conversion Text file and the panel appears again with the changes you made.

To delete conversion text

When you enter option **4=Delete** next to a language code, the Confirm Delete panel (AMVBVDFR) appears, showing you the language code for the conversion text you selected to delete. Press **Enter** to delete the selected conversion text or use F12=Return to return to panel AMBBVEFR to change your selections.

To add conversion text

When you use **F6=Add**, panel AMBBVEFR appears again in Add mode, allowing you to enter language codes and explanations of the U/M conversion for the item. When you press **Enter**, the system updates the Item Unit of Measure Conversion Text file and panel AMBBVEFR appears again in Change mode with the new text.

Notes:

1. XA does not translate text from your language into foreign languages. You must supply the foreign language text.
2. Language code 001 is reserved by XA for your local language text.

Class Unit of Measure Conversion

Use this option to maintain unit of measure conversions for a class and explanations of the conversions that appear on documents.

Before you start

To add or maintain a unit of measure conversion for a class, you need to know:

- U/M Class code value
- From quantity
- From unit of measure
- To quantity
- To unit of measure
- Rounding method code value

COM offers three options for rounding numbers during conversion:

- 0 No rounding
- 1 Round to nearest number
- 2 Round up to next number

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 6	Maintain units of measure and unit of measure conversions
AMBM66	Select option 3	Maintain unit of measure conversions for U/M classes
AMBAJDFR	Press F6	Edit unit of measure conversions.

When you select option 3 on the Unit of Measure Maintenance menu (AMBM66), the Display Class U/M Conversion panel (AMBAJDFR) appears.

```

AMBAJDFR                Display Class U/M Conversion                *****
Position to U/M class . . . . . A2
                    from U/M code . . . . . A2
                    to U/M code . . . . . A2
                    rounding option . . . . . A

Type options; press Enter.
5=Conversion text

Opt U/M      From      From U/M      To      To U/M      Rounding
class       quantity  code          quantity  code       option
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *
A **      *****-  **          =  *****-  **      *

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for U/M classes listed on this panel.

Option	Use to	See page
5=Conversion text	Review and maintain an explanation of the conversion. When you select this option, the Display Class Conversion Text panel (AMBAKDFR) appears. The process for maintaining explanations for class unit of measure conversions is similar to the process for maintaining explanations for item U/M conversions.	13-134

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Edit	Maintain the class unit of measure conversions. When you use this function key, the Edit Class U/M Conversion panel (AMBASEFR) appears.	13-137
F21=Print	Print the Class U/M Conversion Code List (AMBAHPFR). This report shows you unit of measure conversions for classes, including the rounding option used during conversion and conversion text that is printed on documents.	—

To maintain class unit of measure conversions

When you use **F6=Edit** on the Display Class U/M Conversion panel (AMBAJDFR), the Edit Class U/M Conversion panel (AMBASEFR) appears.

```

AMBASEFR                      Edit Class U/M Conversion                      *****
Position to U/M class . . . . . A2
          from U/M code . . . . . A2
          to U/M code . . . . . A2

Type options; press Enter.
4=Delete  5=Conversion text

Opt U/M      From          From U/M      To          To U/M      Rounding
  class      quantity      code          quantity      code          option
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n
A **      nnnnn.nnnnn-    **          =      nnnnn.nnnnn-    **          n

F3=Exit      F4=Prompt    F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Change the value in the **From quantity**, **To quantity**, and **Rounding option** fields, enter an option, or use the appropriate function key.

Note: Each unit of measure conversion is one way, defined by the **From** and **To** unit of measure code values. XA requires that conversions go in both directions. You must enter both conversion records. For example, if you need a conversion from CS to EA, you must also enter the conversion from EA to CS.

When you press **Enter**, the system updates the Class U/M Conversion file and the panel appears again with the changes you made.

Options

Use these options to perform activities for U/M classes listed on this panel.

Option	Use to	See page
4=Delete	Delete a unit of measure conversion for a U/M class. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the class code value and units of measure for the conversion you selected to delete. Press Enter to delete the selected U/M conversion or use F12=Return to return to panel AMBASEFR to change your selections.	—
5=Conversion text	Maintain the explanation of an class U/M conversion. When you select this option, the Edit Conversion Text panel (AMBATEFR) appears. The process for maintaining explanations for class unit of measure conversions is similar to the process for maintaining explanations for item U/M conversions.	13-134

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add class unit of measure conversions. When you use this function key, panel AMBASEFR appears again in ADD mode. All the fields on the panel are required. When you press Enter , the system updates the U/M Class Unit of Measure Conversion file and panel AMBASEFR appears again in CHANGE mode with the conversions you added.	—
F21=Print	Print the Class U/M Conversion Code List (AMBAHPFR). This report shows you unit of measure conversions for U/M classes, including the rounding option used during conversion and conversion text that is printed on documents.	—

Global Unit of Measure Conversion

Use this option to maintain global unit of measure conversions and the explanations of the conversions that appear on documents.

Before you start

To add or maintain a global unit of measure conversion, you need to know:

- From quantity
- From unit of measure
- To quantity
- To unit of measure
- Rounding method code value

COM offers three options for rounding numbers during conversion:

- 0 No rounding
- 1 Round to nearest number
- 2 Round up to next number

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 6	Maintain units of measure and unit of measure conversions
AMBM66	Select option 4	Maintain basic unit of measure conversions
AMBA1DFR	Press F6	Edit unit of measure conversions.

When you select option 3 on the Unit of Measure Maintenance menu (AMBM66), the Display Global U/M Conversion panel (AMBA1DFR) appears.

```

AMBA1DFR                Display Global U/M Conversion                *****
Position to from U/M code . . . .  A2
to U/M code . . . . .  A2
rounding option . . . .  A

Type options; press Enter.
5=Conversion Text

Opt From      From U/M      To      To U/M      Rounding
  quantity  code           quantity  code       option
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *
A ****.***** **      = ****.***** **      *

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F11=Job status F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for conversions listed on this panel.

Option	Use to	See page
5=Conversion text	Review and maintain an explanation of the conversion. When you select this option, the Display Global Conversion Text panel (AMBA2DFR) appears. The process for maintaining explanations for global unit of measure conversions is similar to the process for maintaining explanations for item U/M conversions.	13-134

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Edit	Maintain global unit of measure conversions. When you use this function key, the Edit Global U/M Conversion panel (AMBBHEFR) appears.	13-140
F21=Print	Print the Global U/M Conversion List (AMBAZPFR). This report shows you all current global unit of measure conversions, including the rounding option used during conversion and conversion text that is printed on documents.	—

To maintain global unit of measure conversions

When you use **F6=Edit** on the Display Global U/M Conversion panel (AMBA1DFR), the Edit Global U/M Conversion panel (AMBBHEFR) appears.

```

AMBBHEFR                      Edit Global U/M Conversion                      *****
Position to from U/M code . . . .  A2
          to U/M code . . . . .  A2

Type options; press Enter.
4=Delete  5=Conversion text

Opt  From          From U/M      To          To U/M      Rounding
     quantity      code         quantity   code        option
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n
A    nnnn.nnnnn   **          =    nnnn.nnnnn   **          n

F3=Exit      F4=Prompt   F6=Add      F7=Backward  F8=Forward
F11=Job status F12=Return  F21=Print
    
```

Change the value in the **From quantity**, **To quantity**, and **Rounding option** fields, enter an option, or use the appropriate function key.

Note: Each unit of measure conversion is one way, defined by the **From** and **To** unit of measure code values. XA requires that conversions go in both directions. You must enter both conversion records. For example, if you need a conversion from CS to EA, you must also enter the conversion from EA to CS.

When you press **Enter**, the system updates the Class Unit of Measure Conversion file and the panel appears again with the changes you made.

Options

Use these options to perform activities for U/M conversions listed on this panel.

Option	Use to	See page
4=Delete	Delete a unit of measure conversion. When you select this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the From and To units of measure for the conversion you selected to delete. Press Enter to delete the selected U/M conversion or use F12=Return to return to panel AMBBHEFR to change your selections.	—
5=Conversion text	Maintain the explanation of a global U/M conversion. When you select this option, the Edit Conversion Text panel (AMBAIEFR) appears. The process for maintaining explanations for global unit of measure conversions is similar to the process for maintaining explanations for item U/M conversions.	13-134

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add global unit of measure conversions. When you use this function key, panel AMBBHEFR appears again in ADD mode. All the fields on the panel are required. When you press Enter , the system updates the Global Unit of Measure Conversion file and panel AMBBHEFR appears again in CHANGE mode with the conversions you added.	—
F21=Print	Print the Global U/M Conversion List (AMBAZPFR). This report shows you all current global unit of measure conversions, including the rounding option used during conversion and conversion text that is printed on documents.	—

Code Files

Use this option to add, change, delete, and review code values you use in Customer Order Management.

When you select option 7 on the File Maintenance menu (AMBM60), the Code File Maintenance panel (AMBM67) appears.

```

AMBM67                                Customer Order Management          *****
                                Code File Maintenance

Type option or command; press Enter.

    1. Address Type
    2. Bill of Lading Commodity
    3. Cancellation Reason
    4. Carrier
    5. Container
    6. Container Type
    7. Country
    8. Credit Rating
    9. Credit/Debit Reason
   10. Customer Class
   11. Customer Price
   12. Enterprise
   13. Item Class

==> _____

F3=Exit      F4=Prompt      F7=Backward  F8=Forward   F9=Retrieve
F10=Actions  F11=Job status F12=Return   F22=Messages
    
```

Use this panel to select the code file you want to maintain. Use **F8=Forward** to see additional code files.

Option	Use to
Address Type	Code that identifies the kind of address for a customer, including customer default, ship to, transaction, ship to override, or another type defined by your company.
Bill of Lading Commodity	Code that identifies a commodity within the European Economic Community (EEC).
Cancellation Reason	Code that identifies a cancellation reason related to a quote.
Carrier	Code that identifies a shipment carrier.
Container	Code that identifies a shipping container. These codes, similar to serial numbers, are used to designate certain containers used to ship orders.
Container Type	Code that identifies a type of container. These codes are used to designate shipping containers such as boxes, crates, or cartons.
Country	Code that identifies the country where a customer is located.
Credit Rating	Code that identifies the type of credit arrangement a customer has with your company.
Credit/Debit Reason	Code that indicates the reason for a credit or debit on a credit memo order or line item.
Customer Class	Code that is used to group or classify customers.

Option	Use to
Customer Price	Code that identifies the type of price book pricing used for a customer on price book pages 1, 2, and 4.
Enterprise	Code that identifies the business group to which a customer belongs.
Item Class	Code that identifies the class to which an item belongs. For example, STEL might mean items made of steel.
Item Industry Class	Code that identifies the industry class to which a customer belongs.
Item Price Class	Code that is used to group items into categories for pricing. Items assigned the same item price class code must have the same pricing unit of measure.
Item Sales Family	Code that is used to group items into families. This classification is similar to item class, except that this field is used by Market Monitoring and Analysis (MMA) in analyzing sales. A family must belong to an Item Sales Group.
Item Sales Group	Code that is used to group of classify Item Sales Families into larger categories. This field is used by MMA for sales analysis.
Language	Code that identifies a foreign language.
Maintenance Reason	Code that identifies a reason for maintaining open orders, standing orders, quotes and credit memos.
Market Analysis	Code that identifies a customer classification for each customer. This code is used by MMA for sales analysis. The code you assign to each customer defaults to all ship-to addresses for customer, which you can override at the ship-to level using file maintenance. This code allows you to classify categories of customers.
Priority	Code that is used to identify a specific priority.
Sales Region	Code that identifies the territories that make up a region. This field is used by MMA for sales analysis.
Sales Transport Terms	Code that identifies the sales terms for the payment method used by a customer for transportation charges. Examples are collect, FOB plant, prepaid, customer pickup.
Shipping Location	Code that identifies a ship-to geographic location. These codes are used as a basis for freight rates.
State	Code that identifies a state.
Surcharge Line	Code that identifies a surcharge line and detailed surcharge information.
Territory	Code that identifies a sales representative's geographic area.
Transaction Unit of Measure Class	Code that is used to group or classify items with equivalent units of measure. This code is also referred to as the unit of measure class code and the order unit of measure class code.
Unit of Measure Master	Master file of codes that define the measurement basis of on-hand and issue quantities for an item. Examples are EA (each), KG (kilogram), and CM (centimeter).
Volume Qualifier	Code that classifies the volumes for containers used to ship items to a customer.
Weight Qualifier	Code that classifies the weights for containers used to ship items to a customer.
Zone	Code that identifies an address area.

Before you start

You use two types of panels when you maintain code files: the **Display** panel and the Edit panel. Both panels show the list of codes. Each entry in the list contains a code and a name or description for that code.

Display panel

This panel is your starting point for code file maintenance. It is the first panel that appears when you choose an option on the Code File Maintenance menu (AMBM67).

The Display panel is like an inquiry panel. You can see information, but you cannot change it.

Edit panel

This panel appears when you use **F6=Edit** on the Display panel. It contains the same list of codes and code descriptions as the Display panel.

The Edit panel has two modes, **Change** and **Add**. In Change mode, you can type over the code name or description with a new name or description. You cannot change the code itself. In Add mode, you can enter new codes and descriptions.

Code file maintenance works the same way regardless of the code you want to add, change, or delete. When you first begin code file maintenance, the Display and Edit panels do not contain any code information. Use the Edit panel in ADD mode to enter the code values your company uses. These code values make up the lists you see on the Display panel and Edit panel in CHANGE mode.

To accomplish your Code File Maintenance task more efficiently, make sure you have all your information at hand. You might find following a pattern is useful for setting up some codes. For example, each Territory code might begin with a letter representing a region of the country, such as "S" for all territories in the "South".

The rest of this section demonstrates code file maintenance using one example: the **Country** code. Remember that you use the same types of displays and take the same actions to maintain information for any code.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 7	Maintain code files.
AMBM67	Select option 1–25	Maintain a code file.

To review code values

When you select an option on the Code File Maintenance menu (AMBM67), a Display panel appears, showing you the list of codes that have already been defined.

```

AMVAJDFR                               Display Countries                *****
Position to code . . . . . aA3
Subset by name . . . . . aaaaaaaaaaaaaaaaaaaaaaA25

Code      Name
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****
***      *****

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F12=Return   F21=Print

```

Use **F6=Edit** to add, change, or delete code values. An Edit panel appears in CHANGE mode.

Use **F21=Print** to print the code listing. The code file listing contains all the code values and their descriptions.

To maintain a code file

When you press **F6=Edit** on a Display panel, an Edit panel appears in CHANGE mode.

The Edit panel in CHANGE mode contains the same list of codes and code descriptions as the Display panel.

```

AMVAGEFR                               Edit Country Data                               *****
Position to code . . . . . aA3

Type options; press Enter.
4=Delete

                                - - - - EEC information - - - -
Opt  Code  Name                                Country  Statistical  Member
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A
A   ***  aaaaaaaaaaaaaaaaaaaaaaaaaA25         aA3      nnn.nn      A

F3=Exit      F6=Add      F7=Backward  F8=Forward
F12=Return   F21=Print
    
```

To change the name or description for a code, type over the existing information and press **Enter**. For example, if you need to change the name of code CZC from “Czechoslovakia” to “Czech Republic,” type the new name over the current name and press **Enter**. The code file is updated immediately.

Hint: You cannot change the values in the Code column. To change a code value, you must first delete the existing code, using option **4=Delete**, then add a new code using **F6=Add**.

Options

Use this option to perform activities for codes listed on this panel.

Option	Use to
4=Delete	Delete a code and its description from the code file. When you type 4 next to the codes you want to delete and press Enter , the Confirm Delete panel (AMVBDFR) appears. This panel shows you the codes you selected for deletion. Press Enter to delete your selections or use F12=Return to return to the Edit panel and change your selection. The code file is updated immediately. The Deletion Audit Trail report (AMVA7DFR) prints automatically to show you which codes you deleted.

Function keys. Use these function keys to perform additional actions.

Option	Use to
F6=Add	Add a new code value. The Edit panel appears again in ADD mode with the fields blank. Type in new codes and their descriptions and press Enter . The code file is updated immediately. The Edit panel appears again in CHANGE mode, showing all the existing codes, including the ones you just added. Hint: The Code field is required, but all other fields are optional.
F21=Print	The code file listing prints with all the code values and their descriptions.

User Setup

Use this option to tailor the way COM appears to users and to enable programs written by your company.

Note: To use this menu option, you must have authorization from your company's security officer. You can be authorized to only review user setup information or to review and change information.

This option allows you to perform several activities that relate to how users use COM.

When you select option 8 on the File Maintenance menu (AMBM60), the User Setup menu (AMBM68) appears.

```

AMBM68                               Customer Order Management          *****
                                   User Setup

Type option or command; press Enter.

1. Maintain Action Popups
2. Activate User Exits
3. Maintain Navigation
4. Maintain Data Defaults

==> _____

F3=Exit      F4=Prompt   F9=Retrieve  F10=Actions
F11=Job status  F12=Return  F22=Messages
    
```

Option	Use to	See page
1	Change the names of windows related to the function key F10=Actions and change the descriptions of the action options on those windows.	13-149
2	Enable programs written by your company to perform functions unique to your company.	13-152
3	Change the sequence in which users see panels so that selected panels do not appear automatically.	13-156
4	Set the defaults that appear on order processing panels.	13-159

Maintain Action Pop-ups

Use this option to change the names of windows that appear when you use **F10=Actions** on certain COM panels and to change the descriptions of action options on those windows.

Before you start

To change the name of an action window, you need to know the name of the window or the code value associated with it.

To change the description of an action option, you need to know the current description. The option number (010, 020, and so on) does not appear on the panel you use to change the description.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 8	Maintain user defaults
AMBM68	Select option 1	Maintain action pop-ups
AMVACEF R	Select an option or use a function key	Change action list descriptions and change action option descriptions.

When you select option 1 on the User Setup Maintenance menu (AMBM68), the Edit Action List Names panel (AMVACEFR) appears.

```

AMVACEFR                               Edit Action List Names                               *****
Position to action list code . . . . .   aaaaA6

Type options; press Enter.
5=Display   6=Print
Blank out User list name to refresh from XA shipped name.

Opt Code      XA shipped name                               User list name
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25
A   *****  *****                               aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit      F7=Backward   F8=Forward   F11=Job Status
F12=Return   F21=Print        F22=Action item names
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for action lists shown on this panel.

Option	Use to	See page
5=Display	Review existing action codes and their descriptions. When you select this option, the Action List Entries panel (AMVADDFR) appears, showing you the action options and descriptions for the action list you selected.	—
6=Print	Print the Specific Action List Detail report (AMVABPFR). This report shows you the action options and descriptions for the action list you selected.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F21=Print	Print the Action Item List (AMVAAPFR). This report shows all the action list codes and the action options and descriptions associated with each action code value.	—
F22=Action item names	Review and change the descriptions of the action options associated with the action lists shown on panel AMVACEFR.	—

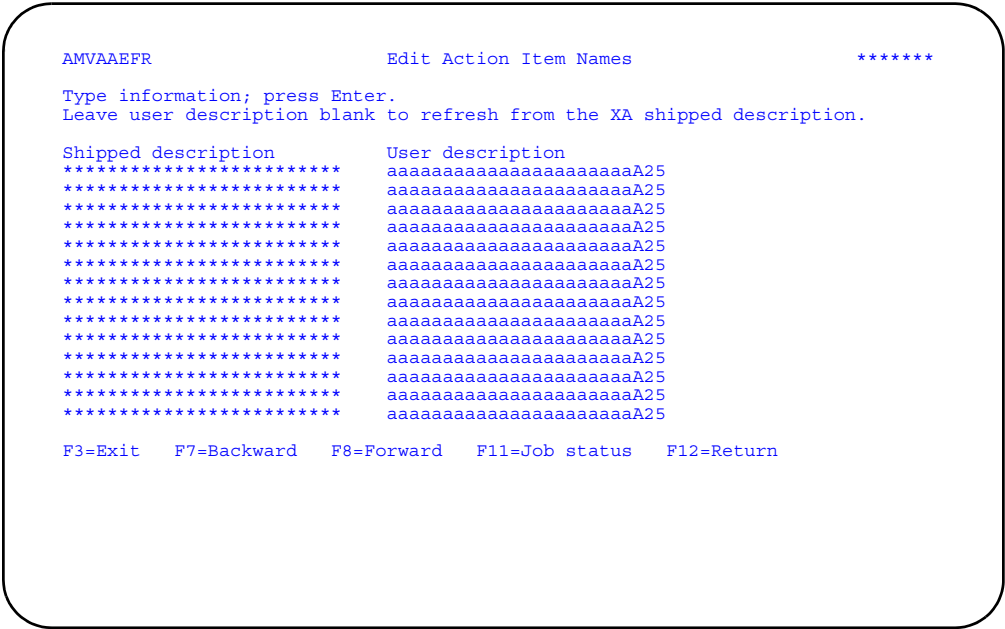
To maintain action list names

When you change text in the **User list name** field on the Edit Action List Names panel (AMVACEFR), you are changing the name of the action list and the title of the window that appears when you use **F10=Actions** on a panel that uses that action window.

Hint: If you leave the User list name field blank and press **Enter**, the default description shipped with XA appears in the field.

To maintain action item names

When you use **F22=Action** on the Edit Action List Names panel (AMVACEFR), the Edit Action Item Names panel (AMVAAEFR) appears.



Change the text in the **User description** field and press **Enter**. This step changes the description of an option on an action window. When you press **Enter**, the panel appears again with the changes you made. Use **F3=Exit** or **F12=Return** to return to the Edit Action List Names panel (AMVACEFR).

Hint: If you leave the **User description** field blank and press **Enter**, the default description shipped with XA appears in the field.

Activate User Exits

Use this option to enable COM or CAS to use programs written by your company.

This option allows you to activate user exits so that programs your company has written are processed either after COM or CAS functions have completed (standard user exit-type programs) or in place of COM or CAS functions (API-type programs). API stands for application program interface. For detailed information about user exits, see Appendix B, "COM user exits" on page 1.

For a user exit to become active, you must activate the appropriate application, process group, and user exit. Unless all three are activated, the user exit program written by your company is not used.

Before you start

To activate or deactivate a user exit, you must know the application, process group, and user exit.

Note: Before you activate an API-type user exit, ensure that a program written by your company is installed with XA. The API programs that XA provides show parameters but do not process data or perform calculations.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 8	Maintain user defaults
AMBM68	Select option 2	Activate user exits
AMVBQDF R	Enter an option or use a function key	Select an application for user exit maintenance

To maintain application user exits

When you select option 2 on the User Setup Maintenance menu (AMBM68), the Activate Application Exits panel (AMVBQDFR) appears.

```

AMVBQDFR              Activate Application Exits              *****
Type options; press Enter.
 16=Activate  17=Deactivate  70=Process groups

Opt  Application  Description              Status
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****
A2   ****        *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return   F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for applications listed on this panel.

Option	Use to
16=Activate	Activate application exits. When you use this option, the Status field is updated immediately and the application is enabled to process user exits.
17=Deactivate	Deactivate application exits. When you use this option, the Status field is updated immediately and the application is no longer enabled to process user exits.
70=Process groups	Activate and deactivate process groups exits. When you use this option, the Activate Process Group Exits panel (AMVBSDFR) appears, showing you the process groups for the application.

Function keys. Use this function key to perform additional actions.

Function key	Use to
21=Print	Print the User Exit and API List (AMVBCPFR). This report shows all process groups and user exits for COM and CAS. For each user exit, the exit type, status, and program ID is also shown.

To maintain process group user exits

When you use option **70=Process groups** on the Activate Application Exits panel (AMVBQDFR), the Activate Process Group Exits panel (AMVBSDFR) appears.

```

AMVBSDFR                Activate Process Group Exits                *****
Application . . . . : **** *****
Position to group . . . . aA3

Type options; press Enter.
16=Activate  17=Deactivate  71=User exits

Opt  Group  Description                Status
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****
A2   ***   *****                    *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for process groups listed on this panel.

Option	Use to
16=Activate	Activate process group exits. When you use this option, the Status field is updated immediately and the process group is enabled to process user exits.
17=Deactivate	Deactivate process group exits. When you use this option, the Status field is updated immediately and the process group is no longer enabled to process user exits.
71=User exits	Activate and deactivate user exits. When you use this option, the Activate User Exits panel (AMVB2DFR) appears, showing you the user exits for the process group.

To maintain user exits

When you use option **71=User exits** on the Activate Process Group Exit panel (AMVBSDFR), the Activate User Exits panel (AMVB2DFR) appears.


```

AMVB2DFR                               Activate User Exits                               *****
Application . . . . : **** *****
Process Group . . . : *** *****
Position to code . . . . . A

Type options; press Enter.
  16=Activate  17=Deactivate

Opt Code Description                               Type                               Status                               Program
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****
A2 * *****

F3=Exit      F7=Backward  F8=Forward  F11=Job status
F12=Return
    
```

Enter an option or use the appropriate function key.

Options

Use these options to perform activities for user exits listed on this panel.

Option	Use to
16=Activate	Activate user exits. When you use this option, the Status field is updated immediately and the user exit is enabled.
17=Deactivate	Deactivate user exits. When you use this option, the Status field is updated immediately and the user exit is no longer enabled.

Note: Remember the user exit, process group, and application must be activated in order for a standard user exit to process.

Maintain Navigation Defaults

Use this option to select which panels are to appear automatically and which are to appear only on request.

For some functions, such as customer master file maintenance and inquiry, and order inquiry and processing, COM provides multiple panels that show all the fields available for a record. Depending on the needs of your company, you may not need to use some of the panels very often, if at all. This option allows you to avoid seeing the unnecessary panels unless you specifically request to see them.

If, for example, your company does not split commissions, you probably have no need to use the Display Order Commissions Splits (050) panel (AMBAODTR) when you are using the order inquiry function. To eliminate the panel from the sequence of panels that you see automatically during order inquiry, you type **N** in the **Auto display** field on the Edit User Navigation Defaults panel (AMBFUEFR). The next time you use the order inquiry panels, panel AMBAODTR will not appear unless you type **050** in the **Next panel ID** field on one of the other order inquiry panels.

Note: The current defaults for COM are for all panels to appear. While you can change the default so that a panel appears only on request, you cannot change the order in which the panels appear automatically.

Before you start

To change navigation defaults, you need to know the type of navigation (header or detail), the COM function for which display defaults need to be changed, and which panels should not appear automatically.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 8	Maintain user defaults
AMBM68	Select option 3	Maintain navigation defaults
AMVABPV R	Select a navigation panel	Change the defaults for a series of panels.

To maintain navigation defaults

When you select option 3 on the User Setup Maintenance menu (AMBM68), the Maintain Navigation Defaults panel (AMVABPVR) appears.

```

AMVABPVR                               Maintain Navigation Defaults          *****

Type information; press Enter.

Navigation type . . . . . A           1=Header
                                       2=Detail

Navigation panel . . . . . aaaaA6     *****

Company . . . . . nn                 *****

User . . . . . aaaaaaA10             *****

F3=Exit  F4=Prompt  F11=Job status  F12=Return
    
```

Type in the required information and press **Enter**. The Edit User Navigation Defaults panel (AMBFUEFR) appears.

Note: You can use **F4=Prompt** on all the fields on this panel

```

AMBFUEFR                               Edit User Navigation Defaults          *****

Navigation type . . . . . : Header
Navigation panel . . . . . : *****
Company . . . . . : ** *****
User . . . . . : *****

Specify panels to auto display; press Enter.

Panel ID      Description                               Auto display
***          *****
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A
***          *****                               A

F3=Exit  F4=Prompt  F11=Job status  F12=Return  F16=Delete
    
```

Change the **Auto Display** field to **N** if you do not want to see the panel automatically and press **Enter**. The defaults are updated immediately and you return to the Maintain Navigation Defaults panel (AMVABPVR).

When you use **F16=Delete**, the Confirm Navigation Delete window appears, showing you the defaults you selected. When you press **Enter**, the defaults are changed to the defaults set by COM (the **Auto display** field changes to Y). You return to the Maintain Navigation Defaults panel (AMVABPVR).

When you type option **2=Detail** on the Maintain Navigation Defaults (AMVABPVR), the Edit User Navigation Defaults panel (AMVB8DFR) appears with Detail in the **Navigation type** field and the corresponding information.

```

AMVB8DFR                      Edit User Navigation Defaults                      *****
Navigation type . . . . . : Detail
Navigation panel . . . . . : *****
Company . . . . . : ** *****
User . . . . . : *****

Type option of panel to auto display; press Enter.

Option . . . . . nnn

Option      Description                               Auto display
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****
***        *****

F3=Exit   F11=Job status   F12=Return   F16=Delete
    
```

Type the option of the Auto display and press **Enter**. The defaults are updated immediately and you return to the Maintain Navigation Defaults panel (AMVABPVR).

When you press **F16=Delete** the action taken is the same as when you selected **1=Header**.

Maintain Data Defaults

Use this option to enter the defaults that appear on order processing panels.

During order processing, some data may be the same for every order, such as company number, local or foreign currency, default allocation status, and so forth. To make your order processing more efficient, COM allows you to set default values for some of the fields that appear on order processing panels. These defaults appear automatically, but you override them when necessary during order processing.

Defaults can be set for four types of orders:

- Credit memo
- Customer order
- Quotation
- Standing order

Note: Each user ID can have only one data default setup.

Before you start

To add or change data defaults, you need to know the user ID of the person who will use the defaults, the order type, and the data defaults to be used.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 8	Maintain user defaults
AMBM68	Select option 4	Maintain data defaults
AMBF5DF R	Select an option or use a function key.	Select a user ID and maintain data defaults.

When you select option 4 on the User Setup Maintenance menu (AMBM68), the Display Data Defaults panel (AMBF5DFR) appears.

```

AMBF5DFR                               Display Data Defaults          *****
Position to user . . . . . aaaaaaaA10

Type options; press Enter.
2=Change  4=Delete  5=Display

Opt  Userid      Warehouse    Company      Order type
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****
A    *****    ***         **          *****

F3=Exit   F6=Add   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for user IDs listed on this panel.

Option	Use to	See page
2=Change	Change data defaults. When you select this option, Edit User Defaults panel (AMBBKE1R) appears, showing you data defaults for the order type.	13-161
4=Delete	Delete data defaults. When you use this option, the Confirm Delete panel (AMVBVDFR) appears, showing you the user ID for which you want to delete data defaults. Press Enter to delete the selected data defaults or use F12=Return to return to panel AMBF5DFR to change your selections.	—
5=Display	Review existing data defaults. The Display User Defaults panel (AMBA0D1R) appears, showing you the defaults for the order type you selected.	—

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add data defaults for an order type. When you use this function key, the Specify User window appears, asking you to enter a user ID. When you type in the user ID and press Enter , the Edit User Defaults panel (AMVVBE1R) appears in ADD mode.	—
F21=Print	Print the User Defaults Listing (AMBCYPFR). This report shows the existing data defaults for each user ID and order type.	—

To maintain data defaults

When you use option **2=Change** on the Display Data Defaults panel (AMBF5DFR), the Edit Data Defaults panel (AMBCPE1R) appears.

```

AMBCPE1R                               Edit Data Defaults                               *****
Userid . . . . . : *****
Company number . . . . . nn *****
Warehouse . . . . . aA3 *****
Warehouse default option . . . . . A 0=User, 1=Ship to/Customer *****
Order type . . . . . A2 *****
Sales code . . . . . A *****
Local/Foreign currency . . . . . A *****
Default allocation status . . . . . A *****
Automatic subset display . . . . . A (Y, N)
Comment print options . . . . . A (Y, N)
Automatic available to promise . . . . . A *****
Edit pack/ship options now . . . . . A (Y, N)
Completed line item display option . . . . . A (Y, N)
Pick list select screen option . . . . . n *****
Inquiry style . . . . . A *****
Edit speed entry options now . . . . . A (Y, N)
Default line item comment . . . . . A (Y, N)

F3=Exit  F4=Prompt  F12=Return

```

Enter the changes or use the appropriate function key.

When you use **F16=Delete**, the Confirm Delete panel (AMVBVDFR) appears, showing you the user ID for which you want to delete data defaults. Press **Enter** to delete the selected data defaults or use **F12=Return** to return to panel AMBCPE1R to change your selections. When you press **Enter** on panel AMVBVDFR, the system deletes the record from the master file and you return to the Display Data Defaults panel (AMBF5DFR).

The **Warehouse** field allows you to define the default warehouse for order headers when you enter new orders.

- 0 = use the warehouse from the user defaults panel (AMBA0P1R) as the default for the order header.
- 1 = use the warehouse from the customer/ship to information. Initially, no value appears in the warehouse field of the order header. The default comes from the ship-to file or the customer file, depending on where you have defined the warehouse for the customer. COM checks the ship-to file first. If no warehouse is defined for either the customer address or ship-to address, the warehouse from this user defaults panel is used.

The **Completed line item display option** field allows you to choose whether you want to subset on the line item panel:

- Blank and Y = Yes (default). Allows you to subset the line item panel.
- N = No. Do not subset the panel.

The **Pick list select screen option** field allows you to select which pick list selection panel appears automatically:

- 1 To select a specific order to pick or to specify by user and/or entry date, use the Specify Order to Pick panel (AMBKBPVR).
- 2 To select a number of orders of a particular order type, use the Specify Individual Orders to Pick panel (AMBKDPVR).
- 5 To select orders from a range of different criteria, use the Specify Order Ranges to Pick panel (AMBKCPVR).

Setting data defaults for packing and shipping

If you type a **Y** in the **Edit pack/ship options now** field on the Edit Data Defaults panel and press **Enter**, you can use the Edit Pack/Ship Options window to define a number of defaults used during the packing and shipping process.

```

AMBBKE1R                               Edit Data Defaults                               CHANGE
:-----:-----:-----:-----:-----:-----:-----:-----:-----:
:                                     Edit Pack/Ship Options                                     :
: Userid . . . . . : ***** :                                     :
: Type choices, press Enter. :                                     :
: Preferred pack panel. . . . . A ***** :                                     :
: Preferred ship panel. . . . . A ***** :                                     :
: Cursor position option. . . . . A ***** :                                     :
: Default maintain order at shipping. . A ***** :                                     :
:                                     :                                     :
: F3=Exit   F4=Prompt   F12=Return :                                     :
:-----:-----:-----:-----:-----:-----:-----:-----:
F3=Exit   F4=Prompt   F12=Return

```

This window allows you to control what panels you see as you begin to process items for packing or shipping.

To understand the navigation choices you have in the packing and shipping panels, remember that there are two groups of panels that you can select to appear: the specify to pack panels and the specify to ship panels. These panels provide a method for selecting the items that you see on the packing and shipping panels.

You can use data defaults to define which of the Specify panels you want to go to when you first choose options 6 or option 8 on the Pick/Pack/Ship menu (AMBM1B). In addition to allowing you to “select” a specific item or group of items to process, the Specify panels provide a unique link to the picking process. If you are set up for no pick required, when you select an item through the Specify panel, a pick list is created in COM (although if you are set up for no pick required, you will not see this pick list). If the pick list has already been printed, then no pick list is created, but the Specify panel acts as a method for subsetting and lets you limit the items you see on the next panel.

The **Cursor position option** field allows you to define where you want your cursor positioned (i.e. order, container, and so on) on the packing and shipping panels.

Following is a description of each of the fields on the Edit Pack/Ship Options window.

Note: Regardless of which panel you select to be displayed first (using these options), you can also toggle to the other panels as needed.

The **Preferred pack panel** field lets you specify the panel that appears when you select option 6, Create Packing Container, on the Pick/Pack/Ship Orders menu (AMBM1B). You should decide based on the level of shipment confirmation (picking activities) and whether you usually consolidate or not when packing:

Enter...	For this result...	Hints...
1	Individuals to Pack	Use to pack multiple orders, pick lists, or containers that are not in a range.
2	Ranges to Pack	Use to pack a range of orders, pick lists, shipping/manufacturing due dates, carriers, customers, zones, items, or containers at one time.

The **Preferred ship panel** field lets you specify the panel that appears when you select option 8, Create Shipment, on the Pick/Pack/Ship Orders menu (AMBM1B). You should decide based on the level of shipment confirmation and whether you usually consolidate or not when shipping:

Enter...	For this result...	Hints...
0	Specify to Ship	Use to ship orders or pick lists individually.
1	Individuals to Ship	Use to ship multiple orders, pick lists, or containers that are not in a range.
2	Ranges to Ship	Use to ship a range of orders, pick lists, shipping/manufacturing due dates, carriers, customers, zones, items, or containers at one time.

The **Cursor position** field allows you to specify on which field the cursor is positioned when a Specify, Subset, or Select panel is displayed:

Enter...	For this result...	Hints...
0	Unspecified cursor position.	The cursor appears in the first selection field on the panel.
1	Position the cursor at the Order number field.	Use this option when you usually enter the order number first.
2	Position the cursor at the Pick list number field.	Use this option when you usually enter the pick list number first.
3	Position the cursor at the Container field.	Use this option when you usually enter the container first.

The **Default maintain order at shipping** field allows you to specify if you want the default value for **Maintain before shipping** field on the specify panels to be Yes or No.

Enter...	For this result...	Hints...
Y	Maintain shipment.	Use to go to the Maintain Shipment Orders panel.
N	No maintenance required.	Use to go to the Shipping Workbench.

Setting data defaults for speed entry

If you type a **Y** in the *Edit speed entry options now* field on the Edit Data Defaults panel and press **Enter**, you can use the Edit Speed Entry Options panel to define your customer order entry style (regular or speed) and other speed entry options.

```

AMBBKE1R                               Edit Data Defaults                               CHANGE
:-----:-----:-----:-----:-----:-----:-----:-----:-----:
:                               Edit Speed Entry Options                               :
: Userid . . . . . : ***** :                                         :
: Type choices, press Enter. :                                         :
: Customer order entry style . . . . . A ***** :
: Speed entry options :                                         :
:   Automatic include comments . . . . . A :
:   Price book pricing . . . . . A :
:   Display warning messages . . . . . A :
:   Extended availability . . . . . A :
:   Confirmation option . . . . . A ***** :
:   Speed entry panel . . . . . A ***** :
: F3=Exit  F4=Prompt  F12=Cancel :
: :
: :
:-----:-----:-----:-----:-----:-----:-----:-----:-----:
F3=Exit  F4=Prompt  F11=Job status  F12=Return
F16=Delete

```

Hold Codes

Use this option to add, change, and delete hold codes that are used on orders and to authorize and revoke users for the hold codes.

Hold codes can be applied to orders, line items, or releases to indicate that the order requires attention before it can be released and shipped. Some hold codes are defined by COM. Your company can also define hold codes as they are needed.

A hold condition can be automatic or discretionary; that is, it can be applied by COM automatically when certain conditions are met, or it can be applied manually by authorized personnel.

Hold conditions, both automatic and discretionary, appear on order status reports. A record of all hold conditions remains with an order until it is invoiced.

Holds defined by COM

You can use five different types of holds at the order header level. Once you have chosen to use a hold, COM executes the hold automatically. The only exception is the manual hold.

Manual: To activate this hold, select the order hold option from the Order Header Actions popup (F10) on any of the order header panels. When you select this option, the message **Order hold **-added** appears on the header panel from which you selected the option.

Electronic Commerce (EC): Orders received via EC can automatically be processed into COM or they can be put on "EC Hold," pending user review. You determine whether to use the setting of EC Hold in the EC application for each trading partner. See the *Electronic Commerce User's Guide* for details.

COM_Net (CN): Orders received through COM_Net can automatically be processed into COM or they can be put on "CN Hold," pending user review. You determine the CN Hold through installation tailoring. When you choose to hold COM_Net orders, the order is held at the order header level. If you have already defined a user-defined hold as **CN**, you must change these holds to another designation before installing COM_Net.

Credit (CH): Based on the customer's credit limit in the Customer Master file. COM activates this hold when the order does not meet the hold credit criteria. An order placed on credit hold will remain on hold until it is released (using the Review/Maintain Held Orders option on menu AMBM10).

Customer orders are placed on credit hold under the following conditions:

1. If the value in the **Automatic credit hold** field in the customer record is Y, all orders entered for the customer will be placed on credit hold regardless of the order value.
2. If the value in the **Credit check** field in the customer record is Y and either of the following are true:
 - The sum of the open order amounts for the customer + customer amount due (amount from AR extension file) is greater than the credit limit from the customer record.

- The delinquent amount from the AR extension is greater than the balance minimum amount from the company record. The delinquent amount is the sum of the aging period amounts that are greater than or equal to the delinquent period specified during application tailoring.

Margin (MH): Activated by the system when the order does not meet the minimum margin percent criteria. An order that has been placed on margin hold will remain on hold until released using the Review/ Maintain Held Orders option on menu AMBM10. Margin percents are calculated in local currency and are based on how you answered the application tailoring question B03, "How do you want to calculate gross profit?."

- If you answered with the value **1**, the margin percent is calculated based on the order's total value. If:

$$(\text{Total value} - \text{Total cost}) / (\text{Total value} \times 100) < \text{Minimum order profit \%}$$

then the order is placed on hold.

- If you answered with the value **2**, the margin percent is calculated based on the order's total cost. If:

$$(\text{Total value} - \text{Total cost}) / (\text{Total cost} \times 100) < \text{Minimum order profit \%}$$

then the order is placed on hold.

Note: Minimum order profit % is defined in the Company Master file.

You can release a credit or margin hold and indicate that COM should not check for the hold condition when an order is maintained. Or, you can indicate that COM should check for the hold condition whenever an order is maintained.

Hints:

To avoid margin holds, place a value of 9999.999- (minus field exit) in the **Minimum order percent** field in the Company Master file.

If the total cost for an order is zero (that is, you do not have costs for your items), the order will be placed on margin hold.

If you have an order with special charges only (for example, freight charges) because you have no items with a cost, the order will be placed on margin hold. However, holds do not keep you from invoicing the order. You will not be required to release the order from hold.

If delinquent amount is zero in Company Master and the customer has any amount overdue in AR, the order will be placed on credit hold for the AR period defined in AR tailoring question R25. To avoid this, place a value of 9999999,999 in the **Delinquent amount** field in Company Master.

Purchase order (NP): Activated by the system if the **Purchase order required** indicator is Y in the Customer file and a purchase order was not entered on the Enter Order panel. Released by the system when the purchase order has been entered. You cannot manually release a purchase order hold.)

Monetary field exceeded (FE): Activated by the system when a value in a field in an order exceeds the maximum length defined for that field size. The hold is released when the monetary field overflow condition no longer exists. You cannot manually release an order that the system has put on

monetary hold. COM automatically releases the order when the field error is corrected.

Holds defined by your company

Holds defined by your company are "discretionary"; that is, you can apply them manually to orders, line items, and releases (for example, engineering and manufacturing holds).

When you define a hold code, you also set the hold level code that determines how the hold code can be used:

- | | |
|---|--|
| 1 | Blanket releases |
| 2 | Line items |
| 3 | Orders |
| 4 | Any level (that is, releases, line items, or orders) |

Data groups and security

To specify security for a hold code, you must decide in which hold code data group it belongs. Each data group is a set of individual hold codes for which you want the same security settings. A user might be authorized to one group of hold codes, but not to another.

A hold code cannot be in more than one data group. The automatic holds that ship with COM are already assigned to the default data group 9999.

Adding data groups

You can add a data group either by using Hold Code file maintenance or by using CAS security maintenance. When you add a data group, you also set the security for the group to indicate whether the group is "locked" or not.

Locking data groups

If a group is locked (Y for Yes), the hold codes cannot be applied or released except by someone who is authorized to use that group. After a group has been added, you can maintain the locked setting only through CAS security maintenance.

Note: The default data group 9999 cannot be locked.

Assigning hold codes to a data group

You can assign hold code values to a data group only through Hold Code file maintenance.

If you want to control the use of the automatic holds in data group 9999, assign the values to another data group.

Authorizing users

You can specify which users are to have access to a data group either by using Hold Code file maintenance or by using CAS security maintenance.

See the Security Maintenance chapter in the *CAS User's Guide* for more information.

Before you start

To add a hold code, you need to know the hold code, a description of the hold code, the level code, and the data group ID to which the hold code is to be added.

To maintain a hold code, you need to know the hold code and the changes that need to be made.

To maintain a list of users authorized to use a data group, you need to know the data group ID and the user ID.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 9	Maintain hold codes and authorize users for hold code data groups.
AMBA4DFR	Enter an option or use a function key.	To authorize users for a hold code, maintain a hold code, or maintain a data group.

When you select option 9 on the File Maintenance panel (AMBM60), the Display Hold Codes panel (AMBA4DFR) appears.

```

AMBA4DFR                                Display Hold Codes                                *****
Position to code . . . . . A2
Subset by description . . . . . aaaaaaaaaaaaaaaaaaaaaA10
      level . . . . . A
      group . . . . . aaA4

Type options; press Enter.
11=Authorize users

Opt  Code  Description                                Level  Group
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****
A2   **    *****                                *     ****

F3=Exit      F6=Edit      F7=Backward  F8=Forward
F11=Job status  F12=Return  F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use this option to perform activities for hold codes listed on this panel.

Option	Use to	See page
11=Authorize users	Update the list of user IDs of the people who can place or release holds on orders, line items, or releases with the hold code selected. When you select this option, the Authorize Users to Data Group panel (AMZCEDFR) appears.	13-169

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Edit	Maintain hold codes and data groups. The Edit Hold Codes panel (AMBBNEFR) appears, allowing you to delete a hold code, authorize users for it, change a hold code description, level code or group, edit data groups, or print a report.	13-170
21=Print	Print the Hold Code List (AMBA2PFR). This report shows all hold codes, their descriptions, source, and level codes.	—

To authorize or revoke users

When you select option **11=Authorize users** on the Display Hold Codes panel (AMBA4DFR), the Authorize Users to Data Group panel (AMZCEDFR) appears.

```

AMZCEDFR                               Authorize Users to Data Group          *****
Data class . . . . . : *****
Data group . . . . . : **** *****
  Locked . . . . . : *
Position to user ID . . . . . aaaaaaaA10

Type options; press Enter.
  16=Authorize  17=Revoke

Opt  Authorized      User ID      Name
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****
A2   *               *****

F2=Display group  F3=Exit      F7=Backward  F8=Forward
F11=Job status   F12=Return   F17=Subset
    
```

This panel allows you to either authorize a person to use or release hold codes or revoke their authorization. A warning message appears at the bottom of the panel telling you that the changes made affect all hold codes in this data group.

Note: When the **Locked** field is **N** (not locked) on the Edit Data Groups panel (AMZALEFR), any user can apply or release the hold code. Therefore, using **16=Authorize** on panel AMZCEDFR has no effect. For **16=Authorize** to be meaningful, you must change the security status of the data group to **Y** (locked) in

CAS. See the Security Maintenance chapter in the *CAS User's Guide* for more information.

Type the appropriate option, **16=Authorize** or **17=Revoke** by the user ID and press **Enter**. The **Authorized** field is updated immediately.

Note: User IDs can be added or deleted to the list shown on panel AMZCEDFR only through Cross Application Support (CAS). See the *CAS User's Guide* for more information.

When you use **F2=Display group**, the Display Data Group - Hold Codes panel (AMBH8DFR) appears. This display shows all the hold codes within the data group.

To maintain hold codes

When you use **F6=Edit** on the Display Hold Codes panel (AMBA4DFR), the Edit Hold Codes panel (AMBBNEFR) appears. Use this panel to change delete codes, authorize users, or change the code description, level code, or data group.

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Hint: You can use **F4=Prompt** on the **Level** and **Group** fields.

Options

Use these options to perform activities for hold codes listed on this panel.

Option	Use to
4=Delete	Delete a hold code. The Confirm Delete panel (AMVBVDFR) appears showing you the code you selected for deletion. Press Enter to delete your selections or use F12=Return to return to panel AMBBNEFR to change your selection.
11=Authorize	The Authorize Users to Data Group panel (AMZCEDFR) appears allowing you to authorize the use of the hold codes in this data group or revoke authorization already granted. Note: When you authorize a user ID, that user can use all the hold codes in the data group, not just the code by which you entered 16 . When you revoke authorization, the user can no longer use any of the hold codes in the data group.

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F2=Edit groups	Add or delete data groups, change a group description, authorize users for a data group, or review the hold codes within a data group. The Edit Data Groups panel (AMZALEFR) appears.

Function key	Use to
F6=Add	Add a new hold code. Panel AMBBNEFR appears again in ADD mode, allowing you to enter a new code. When you press Enter , the new codes are added to the group and panel AMBBNEFR appears again in ADD mode with blank fields. Use F6=Change to see the panel in CHANGE mode with the new hold codes included on the panel. Hint: The Code , Level , and Group fields are required. If you do not enter a value in the Group field, the default hold code data group (9999) is used.
F21=Print	Print the Hold Code List (AMBA2PFR). This report shows all hold codes, their descriptions, source, and level codes. The Source field indicates if the field was defined by COM (1) or defined by your company (2).

To maintain data groups

When you use **F2=Edit groups** on the Edit Hold Codes panel (AMBBNEFR), the Edit Data Groups panel (AMZALEFR) appears. Use this panel to add or delete data groups, change the description of a data group, or review the hold codes in a data group.

```

AMZALEFR                               Edit Data Groups                               *****
Data class . . . . . : *****
Position to group . . . . . aaA4

Type options; press Enter.
4=Delete  5=Display  11=Authorize users

Opt  Group  Description  Locked
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *
A2   ****  aaaaaaaaaaaaaaaaaaaaaA25  *

F3=Exit      F6=Add      F7=Backward  F8=Forward
F11=Job status  F12=Return
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for data groups listed on this panel.

Option	Use to
4=Delete	<p>Delete a group data. When you use this option, the Confirm Delete of Data Group - Hold Code panel (AMBE5PVR) appears showing you the groups you selected for deletion. Press Enter to delete your selections or use F12=Return to return to panel AMZALEFR to change your selection.</p> <p>Note: You cannot delete a data group unless it is empty. Delete all the hold codes in the group and then delete the group.</p>
5=Display	<p>Review existing hold codes. When you use this option, the Display Data Groups - Hold Codes panel (AMBH8DFR) appears, showing all the hold codes in that data group.</p>
11=Authorize	<p>Authorize or revoke users' authorization to use and release hold codes. When you use this option, the Authorize Users to Data Group panel (AMZCEDFR) appears, allowing you to authorize the use of the hold codes in this data group or revoke authorization already granted.</p> <p>Note: When you authorize a user ID, that user can use all the hold codes in the data group, not just the code by which you entered 11.</p> <p>When you revoke authorization, the user can no longer use any of the hold codes in the data group.</p>

Function keys. Use these function keys to perform additional actions.

Function key	Use to
F6=Add	<p>Add a new data group. When you use this function key, panel AMZALEFR appears in ADD mode. The Group, Description, and Locked fields are required. When you press Enter or use F6=Change, you return to panel AMZALEFR in CHANGE mode and the new data group appears in the list.</p>

Company Master

Use this option to add, change, and delete detail information for the companies that are supported by this XA environment and to authorize users for each company.

One or more companies are defined when XA is installed. Once a company is defined, it cannot be deleted from the system, but you can delete specific information about a company.

For each company record that is created when XA is installed, an agent record is also created, with the company as the default agent. You can maintain the agent record, but you cannot delete the it nor create another agent record.

Data group and security

To specify security for a company, you must decide in which company data group it belongs. Each data group is a set of individual companies for which you want the same security settings. A user might be authorized to one group of companies, but not to another. A company cannot be in more than one data group.

Adding data groups

You can add a data group either by using Company Master file maintenance or by using CAS security maintenance. When you add a data group, you also set the security for the group to indicate whether the group is “locked” or not.

Locking data groups

If a group is locked (Y for Yes), the company cannot be accessed except by someone who is authorized to use that group. After a group has been added, you can maintain the locked setting only through CAS security maintenance.

Note: The default data group 9999 cannot be locked. If you want to control the use of the companies in data group 9999, assign the companies to another data group.

Assigning companies to a data group

You can assign values to a data group only through Company Master file maintenance. The **Security data group** field on the Edit Company Details panel (AMVAAE1R) shows the data group to which the company is currently assigned.

Authorizing users

You can specify which users are to have access to a data group either by using Company Master file maintenance or by using CAS security maintenance.

See the Security Maintenance chapter in the *CAS User's Guide* for more information.

Before you start

If you are maintaining company information, you need to know the company number and the detail information you are changing.

If you are authorizing users to perform tasks that require authorization by user ID, you need to know the data group IDs, the user IDs, and the tasks they are permitted to perform.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 10	Maintain company information and authorize users
AMVAEDFR	Select an option	Select a company and begin maintaining master file information.

When you select option 10 on the File Maintenance menu (AMBM60), the Display Companies panel (AMVAEDFR) appears.

```

AMVAEDFR                               Display Companies                               *****
Position to number . . . . . A2
Subset by Name . . . . . aaaaaaaaaaaaaA15

Type options; press Enter.
2=Change  5=Display  11=Authorize users

Opt   Number   Name
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****
A2    **      *****

F3=Exit   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options. Use these options to perform activities for companies listed on this panel.

Option	Use to	See page
2=Change	Change detailed company information. When you select this option, the Edit Company Details panel (AMVAAE1R) appears.	13-175

Option	Use to	See page
5=Display	Review existing company information. When you select this option, the Display Company panel (AMVABD1R) appears, showing you detailed information about a company. To review the address for the company or the company agent, use F10=Actions . The Display Company Actions window appears. To review the company address, select option 010 and press Enter . The Display Company Address panel (AMVACD1R) appears, with 0 Company address in the Address type field and detailed address information for the company on the panel. To review the agent address, select option 020 and press Enter . The Display Company Address panel (AMVACD1R) appears, with 1 Agent address in the Address type field and detailed address information for the agent on the panel.	—
11=Authorize users	Update the list of user IDs for the people who can perform tasks related to a company that has security checks. When you select this option, the Authorize Users to Data Group and Tasks panel (AMZCDDFR) panel appears.	13-179

Function keys. Use this function key to perform additional actions.

Function key	Use to	See page
F21=Print	Print the Company Detail List (AMVACPFR). This report shows detail information for all companies, sorted by company number.	—

To maintain company information

When you select option **2=Change** on the Display Companies panel (AMVAEDFR), the first of three Edit Company Details panels (AMVAAE1R) appears.

```

AMVAAE1R                      Edit Company Details Page 1 of 3                      CHANGE
Company number . . . . . : ** *****
Default order date . . . . . : A ***
Default price book ID . . . . . : aaaA5
Reuse order number option . . . . . : A ***
Maintenance logging indicator . . . . . : A ***
Weight unit of measure . . . . . : A2 *****
Weight qualifier . . . . . : aA3
Volume unit of measure . . . . . : A2 *****
Volume qualifier . . . . . : aA3
Minimum order profit percent . . . . . : nnnn.nnn-
Delinquent balance minimum amount . . . . . : nnnnnnnnn.nn-
Quote expiration days . . . . . : nnn
Review order numbers? . . . . . : A
Tax Registration . . . . . : aaaaaaaaaA15
Inventory item tax indicator . . . . . : aA3 *****
Non-inventory item tax indicator . . . . . : aA3 *****
Tax in price . . . . . : n
Invoice tax calculation currency . . . . . : A *****

F3=Exit      F4=Prompt      F7=Backward      F8=Forward
F10=Actions   F11=Job status  F12=Return
    
```

Type in changes to the fields on this panel and press **Enter**. Use **F8** to advance to panels 2 and 3.

```

AMVAAE1R                      Edit Company Details Page 2 of 3                      CHANGE
Company number . . . . . : ** *****
Pick list sequence option . . . . . : A *****
Pick/ship item display sequence . . . . . : A *****
Backorder pick list option . . . . . : A *****
Pick consolidation option . . . . . : A *****
Print kit components . . . . . : A *****

Shipment confirmation indicator . . . . . : A *****
Shipper ID . . . . . : aaaaaaA10
Backorder calculation method . . . . . : A *****
Evaluate order holds . . . . . : A *****

Print fully backordered items . . . . . : A *****
Print previous invoice number . . . . . : A *****
Print previous backordered items . . . . . : A *****
Serial number print . . . . . : A *****

F3=Exit      F4=Prompt      F7=Backward      F8=Forward
F10=Actions   F11=Job status  F12=Return
    
```

Type in changes to the fields on this panel and press **Enter**. Use **F7** to return to panel 1 or **F8** to go to panel 3.

```

AMVAAE1R                               Edit Company Details Page 3 of 3                               CHANGE
Company number . . . . . : ** *****
Series ID used . . . . . A *****
Default invoice series . . . . . aaA4
Default credit memo series . . . . . aaA4
Allow Amount invoicing . . . . . A *****
Review invoice numbers? . . . . . A

ID number . . . . . nnnnn
EEC company branch . . . . . aa3
Data security group . . . . . aaA4

F3=Exit      F4=Prompt      F7=Backward  F8=Forward
F10=Actions  F11=Job status  F12=Return
    
```

Type in changes to the fields on this panel and press **Enter**. Use **F7** to return to panels 1 and 2.

All fields on the Edit Company Details panels are described in help text (**F1**). Fields and functions keys of particular interest are described below.

Note: In the *Invoice tax calculation currency* field, the terms “foreign currency” and “trading currency” are used interchangeably and have the same meaning.

Hint: You can use **F4=Prompt** on the following fields:

- **Shipment confirmation**
- **Serial number print**
- **Weight unit of measure**
- **Default price book**
- **Inventory item tax indicator**
- **Non-inventory item tax indicator**
- **EEC company branch**
- **Security data group**

The **Pick list sequence option** field allows you to select the sequence in which you want to see the pick lists on the panels:

- Blank or 1** Location sequence (default).
- 2** Entry sequence.

The **Pick/ship item display sequence** field allows you to select the sequence for items on the Pick/ship item panel:

- Blank or 1** Location sequence (default).
- 2** Entry sequence.

The **Backorder pick list option** field allows you to choose when pick lists are printed:

- 1** Default. Allows you to print the pick list as soon as you enter the ship confirm.
- 2** Does not allow a new pick list if uninvoiced shipments exist.

The **Pick list consolidation option** field allows you to control how orders and items are grouped (consolidated) onto pick lists for this company:

- 1 One order, one ship-to ID (default--no consolidation)
- 2 One order, all ship-to IDs
- 3 All orders, one ship-to ID, one customer
- 4 All orders, one customer
- 5 All orders, all customers

The **Backorder calculation method** field allows you to indicate how you want to calculate the backorder quantity in shipping:

- 0 Use the shipped quantity.
- 1 Use the to-ship quantity.

The **Evaluate order holds** field allows you to indicate how order holds affect packing and shipping:

- Y Orders on hold cannot be packed or shipped.
- N Orders on hold can be packed or shipped.

When you use **F10=Actions**, the Edit Company Actions window appears, allowing you to select one of the following options:

- 010 Company address
- 020 Agent address
- 030 Security data groups.

When you select option **030**, the Edit Data Group panel (AMZALEFR) appears. For more information on this panel, see To maintain data groups on page 171.

If you select option **010** or **020**, the Edit Company Address panel (AMVADE1R) appears. The **Address type** field shows **0 Company address** or **1 Agent address**, depending on your choice.

```

AMVADE1R                               Edit Company Address                               *****
Company number . . . . . : ** *****
Address type . . . . . : * *****
Address information
  Addressee name . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
  Address line 1 . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
  Address line 2 . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
  Address line 3 . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
  Address line 4 . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
  Address line 5 . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
  City . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35
  State . . . . . : A2 *****
  Country . . . . . : aA3 *****
  Postal code . . . . . : aaaaaaaA10
  Address format . . . . . : A *****
Contact information
  Contact name . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
  Telephone number . . . . : nnnnnnnnnnnnnnnnnnn
  Fax number . . . . . : nnnnnnnnnnnnnnnnnnn
F3=Exit      F4=Prompt      F11=Job status      F12=Return
F16=Delete
    
```

Type in the changes to the fields on this panel and press **Enter** or use the appropriate function key. Another panel or window appears, depending on your choice.

Hint: You can use **F4=Prompt** on the **State** and **Country** fields.

If you use **F16=Delete**, the address record for the company or agent is deleted immediately and you return to the Edit Company Details panel (AMVAAE1R).

Note: When you delete one address record (company or agent), the other address record is deleted also. Be sure this is what you want.

To authorize users to tasks

When you select option **11=Authorize users** on the Display Companies (AMVAEDFR) panel, the Authorize Users to Data Group and Tasks panel (AMZCDDFR) appears. Use this panel to authorize users to perform tasks that require authorization when security checks are in place or to remove authorization.

```

AMZCDDFR                Authorize Users to Data Group and Tasks                *****
Data class . . . . . : *****
Data group . . . . . : **** *****
  Locked . . . . . : *
Position to user ID . . . . : aaaaaaaA10

Type options; press Enter.
  5=Display  16=Authorize  17=Revoke  19=Authorize to tasks
                                     (Subsetted list active)

Opt  Authorized      User ID      Name
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****
A2   ****           *****

F2=Display group  F3=Exit      F7=Backward  F8=Forward
F11=Job status   F12=Return   F17=Subset
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for users listed on this panel.

Option	Use to
5=Display	Review the tasks a user is authorized to perform. The Display Tasks for a User panel (AMZCODFR) appears, showing you the task ID and type and the application(s) for which the task is used.
16=Authorize	Authorize the user to all tasks in the data group. When you press Enter , the Authorized field is updated immediately. A warning appears telling you that any changes will affect all values in this data group.

Option	Use to
17=Revoke	Revoke authorization for all tasks in the data group. When you press Enter , the Authorized field is updated immediately. A warning appears telling you that any changes will affect all values in this data group.
19=Authorize to Tasks	Authorize the user to individual tasks in the data group. The Authorize to Data Tasks panel (AMZCNDFR) appears. Use option 16=Authorize to authorize the user for the selected task. Use option 17=Revoke to revoke authorization for the selected task. When you press Enter , the Authorized field is updated immediately.

Function keys. Use this function key to perform additional actions.

Function key	Use to
F2=Display Group	Review the list of companies using the data group. The Display Data Group - Company panel (AMVAVDFR) appears, showing you the company numbers and names for which the data group is valid.

Salesreps

Use this option to add, change, and delete information about sales representatives and their sales records. Use this option also to suspend and reactivate sales representative records.

The sales representative number is the key XA uses to identify a particular sales representative. This number must be from one to five digits in length. How you assign the salesrep number depends on your company's needs.

Note: You cannot use 00000 as a sales representative number.

If you want your sales representative associated with a specific company, you have the flexibility when assigning the salesrep number to allocate the first one or two digits as the company number and the last three or four positions as the individual sales representative number. For example, if sales representative 200 is associated with company 12, his new salesrep number would be 12200, for company 12, salesrep 200.

You may want to follow an alphabetic scheme when assigning salesrep numbers. For example, all sales representatives whose names begin with A might have numbers that begin with 1; those beginning with B might have numbers that begin with 2; those beginning with C might have numbers that begin with 3, and so forth. You may want the last digit to be consecutive or skip from 1 to 5 to 10. Skipping allows you to insert new salesrep numbers in approximately alphabetic order. For example, Adams, Alexander and Baker could be coded 01100, 01105, 01200, representing company 01, sales representatives 100, 105 and 200. The leading 1 represents last names beginning with A, while the 2 indicates last names beginning with B.

Before you start

To maintain sales representative-related information, you need to have some or all of the following information, depending on your activity:

- Sales representative number
- Amounts of sales
- Cost of sales
- Number of invoices

The last three items are for the month or period, depending on your company's accounting system.

How to start

On panel	You	To
AMBM00	Select option 6	Maintain master files
AMBM60	Select option 11	Maintain information related to sales and sales representatives.
AMV581	Enter an action code, record type, and sales representative number	Select a sales representative record for maintenance.

Note: If Sales Analysis is not installed and interfacing, some of the fields on the panels do not appear. Also, some of the panels shown in this section do not appear.

When you select option 11, on the File Maintenance menu (AMBM60), the Salesrep Sales File Maintenance menu (AMV581) appears.

```

DATE 4/24/**      SALESREP SALES FILE MAINTENANCE      SELECT      AMV581  33

ACTION CODE <A/C/D/R/S> A
RECORD TYPE <1/2/3/4>  n
SALESREP NUMBER      aaA4
COMPANY NUMBER       nn

RECORD TYPE      DESCRIPTION
1                INTERFACE RECORDS
2                CURRENT YEAR SUMMARY
3                LAST YEAR SUMMARY
4                SALESREP MASTER

F24 DISPLAY STATUS
    
```

Use this panel to select the sales representative whose records you want to maintain and the maintenance action you want to perform.

Type an action code, record type, and sales representative number and press **Enter**.

Hint: To end a file maintenance session, you must return to this panel and use **F24 DISPLAY STATUS**. The Salesrep Sales File Maintenance (Status) panel (AMV586) appears. On that panel use **F24 END OF JOB** to end the session.

Note: Action codes R (reactivate) and S (suspend) can be used only with record type 4 (Salesrep Master).

To maintain interface records

When you select record type 1 (Interface records) on the Salesrep Sales File Maintenance (Select) panel (AMV581), the Salesrep Sales File Maintenance—Interface Records panel (AMV583) appears in ADD, CHANGE, or DELETE mode. The mode depends on the action code you selected on panel AMV581.

```

DATE **/**/**      SALESREP SALES FILE MAINTENANCE      *****      AMV583  **
                    INTERFACE RECORDS

COMPANY NUMBER  **  SALESREP NUMBER      *****  NAME      *****
                    HOME COMPANY NUMBER  **

PERIOD          SALES                      COST          INVOICES
**             nnnnnnnnnnnnnn.**n        nnnnnnnnnnnn.**n  nnnn*n
**             nnnnnnnnnnnnnn.**n        nnnnnnnnnnnn.**n  nnnn*n
**             nnnnnnnnnnnnnn.**n        nnnnnnnnnnnn.**n  nnnn*n

F18 REFRESH DISPLAY
F19 RETURN TO SELECT
    
```

Use this display to add, change, or delete sales representative sales information in the three periods stored in the interface file.

Type in the appropriate information and press **Enter**. You return to the Salesrep Sales File Maintenance (Select) panel (AMV581).

To delete a sales representative from the files, return to panel AMV581 and specify Action=D. When you press **Enter** a warning message appears asking you to press **Enter** again to confirm the deletion.

To maintain summary information

When you select record type 2 (Current Year Summary) or record type 3 (Last Year Summary), the Salesrep Sales File Maintenance—Current Year/Last Year Summary panel (AMV584 or AMV585) appears in ADD, CHANGE, or DELETE mode. The type of accounting year your company uses (period or month) determines which panel appears.

```

DATE **/**/**      SALESREP SALES FILE MAINTENANCE      *****      AMV585  **
                    CURRENT YEAR SUMMARY

COMPANY NUMBER  **  SALESREP NUMBER      *****  NAME      *****
                    HOME COMPANY NUMBER  **

MONTH          SALES                      COST          INVOICES
aA3            nnnnnnnnnnnnnn.**n        nnnnnnnnnnnn.**n  nnnn*n
aA3            nnnnnnnnnnnnnn.**n        nnnnnnnnnnnn.**n  nnnn*n
aA3            nnnnnnnnnnnnnn.**n        nnnnnnnnnnnn.**n  nnnn*n
aA3            nnnnnnnnnnnnnn.**n        nnnnnnnnnnnn.**n  nnnn*n
    
```

```

DATE **/**/**      SALESREP SALES FILE MAINTENANCE      DELETE      AMV584  **
                    LAST YEAR SUMMARY

COMPANY NUMBER  **  SALESREP NUMBER  *****  NAME  *****
                    HOME COMPANY NUMBER  **

PERIOD          SALES          COST          INVOICES

1              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
2              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
3              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
4              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
5              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
6              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
7              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
8              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
9              nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
10             nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
11             nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
12             nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-
13             nnnnnnnnnnnn .nn-  nnnnnnnnnnnn .nn-  nnnnn-

F18 REFRESH DISPLAY
F19 RETURN TO SELECT
    
```

Use this panel to add, change, or delete sales representative sales information for either the current or last fiscal year.

Type in the appropriate information and press **Enter**. You return to the Salesrep Sales File Maintenance (Select) panel (AMV581).

To delete a sales representative from the files, return to panel AMV581 and specify Action=D. When you press **Enter** a warning message appears asking you to press **Enter** again to confirm the deletion.

Note: If you select action code D (Delete) and record type 2 (Current Year) on the Salesrep Sales File Maintenance (Select) panel (AMV581), the Salesrep Sales File Maintenance—Current Year History Save panel (AMV587) appears. Use this panel to save the current year sales summary to the Salesrep Sales History file before deleting the record.

To maintain sales representative records

When you select record type 4 (Salesrep Master) on the Salesrep Sales File Maintenance (Select) panel (AMV581), the Salesrep Sales File Maintenance panel (AMV582) appears in ADD, CHANGE, DELETE, REACTIVATE, or SUSPEND mode. The mode depends on the action code you selected on panel AMV581.

```
DATE **/**/**      SALESREP SALES FILE MAINTENANCE      *****      AMV582  **  
  
SALESREP NUMBER   aaA4  
NAME              *****  
HOME COMPANY NUMBER              nn  
TERRITORY NUMBER              nn  
  
F18 REFRESH DISPLAY  
F19 RETURN TO SELECT
```

Use this panel to maintain the Salesrep Master file information. Type in data when adding sales representative information or type over the data when changing it.

Type in the appropriate information and press **Enter**. The Salesrep master file is updated immediately and you return to the Salesrep Sales File Maintenance (Select) panel (AMV581).

Hint: When panel AMV582 is in ADD mode, the **Name** field is required.

To delete a sales representative from the files, return to panel AMV581 and specify Action=D. When you press Enter a warning message appears asking you to press **Enter** again to confirm the deletion.

To reactivate or suspend a sales representative, on panel AMV581 specify Action=R or Action=S. The Salesrep Sales File Maintenance panel appears for you to type in the sales representative whose file information you want to reactivate or suspend.

Comments

Use this option to add, change, delete, or review comments.

The comments function allows you to create and maintain text that can be automatically or selectively included on orders, quotes, invoices, pick lists, bills of lading, and other COM documents. You can use comments to extend descriptions of products and provide instructions, warnings, handling procedures, and so forth both to personnel in your company and to customers.

You can maintain comments that are linked to specific customers, item numbers, customer item numbers, and special charges. You can also maintain general comments, which can be applied to any customer order, item, or special charge.

Each line of a comment can be up to 25 characters long. Each comment can have an unlimited number of lines.

When you create a comment, you can specify whether the comment is to be included in all relevant documentation automatically or selected individually. The default is for the comment to be included on selected documents. When you maintain a comment, you can select the documents on which you want to include that comment.

Note: When creating or maintaining a comment through Comment maintenance, all reports will appear on the documents panel, including documents that are not relevant to the comment.

During order maintenance or pick, pack, and ship, you can include a comment automatically select comments manually, copy a comment, or copy and modify a comment. For more information about using comments on order headers, see “Completing the Quote/Order Comments panel” on page 3-14. For more information about using comments on line items, see “Comments for line items and special charges” on page 3-136. For more information about using comments on offline orders, see “Reviewing offline order header comments” on page 3-23.

You can set up two general order comments to be used to automatically print an order comment on all complementary invoices. One comment prints only on a complementary invoice with taxing changes and no pricing changes. The other comment prints on all other complementary invoices. You must use a specific user reference code to set up the comments text.

Comments are sorted by the user reference ID attached to each comment. This ID allows you to use a comment more than once, for example, the same comment can be used for multiple customers, items, or special charges. It also allows you to maintain more than one comment for customers, items, and so forth.

Before you start

When you maintain existing comments, you need to know the user reference IDs associated with the comments that you want to update. If your company maintains comments in foreign languages, you need to know the user reference ID for the comment in your local language, which foreign language version of the comment needs to be changed, and what the changes are in that foreign language. COM does not translate comments from your local language into foreign languages.

If you are adding a new comment, you need the following information:

- User reference ID
- Automatic or manual inclusion on documents
- Names of documents for automatic inclusion
- Description of the comment
- Comment text
- Company number (specific customer and customer item comments)
- Customer number (specific customer and customer item comments)
- Item number (specific item and customer item comments)
- Special charge ID (specific special charge comments)

If you are adding a foreign language version of a comment, the comment must already exist in your local language. You need the following information:

- User reference ID
- Foreign language ID
- Comment text in the foreign language

The automatic or manual inclusion defaults you set for the local language comment also apply to any foreign language versions.

How you use comment panels

The panels and windows you see when you are reviewing or maintaining comments are similar for each general comment class. In this section, you will see the panels and windows as they appear for general customer comments. Use them as an example of how all the comment file maintenance panels and windows work. Only the comments and their details vary.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 12	Maintain comments.
AMBG8PV R	Select a comment class	Maintain one type of comments.

When you select option 12 on the File Maintenance menu (AMBM60), the Select Comment Class panel (AMBG8PVR) appears, allowing you to choose the type of comment you want to maintain.

```

AMBG8PVR                               Select Comment Class                *****
Type option; press Enter.

Option . . . . n
    1. General customer
    2. General item
    3. General special charge
    4. General shipment
    5. General container
    6. Customer item
    7. Specific customer
    8. Specific item
    9. Specific special charge

F3=Exit  F11=Job status  F12=Return
    
```

After you select the class of comment you want to maintain and press **Enter**, another panel appears. If you selected option **1, 2, 3, 4,** or **5**, the Maintain Comments panel (AMBEMDFR) appears. This is the first of a series of panels and windows that you use to maintain general comments. If you selected option **6, 7, 8,** or **9**, a panel appears, allowing you to select the specific customer item, customer, item, or special charge associated with the comment. Each of these options has a unique set of panels and windows you use to maintain comments.

Option	Use to	See page
1, 2, 3, 4, or 5	General comments for customers, items, special charges, shipments, or containers	13-188
6	Comments for a specific customer item	13-195
7	Comments for a specific customer	13-197
8	Comments for a specific item	13-198
9	Comments for a specific special charge	13-198

To maintain comments for general comment classes

When you select option 1, 2, 3, 4, or 5 on the Select Comment Class panel (AMBG8PVR), the Maintain Comments panel (AMBEMDFR) appears. Use this panel to select a comment that is not related to a specific customer, item, special charge, customer item, shipment, or container.

```

AMBEMDFR                                Maintain Comments                                *****
Comment class . . . . . : *****
Position to reference . . : aaaA5

Type options; press Enter.
2=Change  4=Delete  5=Display  6=Print  62=Foreign language

Opt  Reference  Description                                Auto include
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****
A2   *****

F3=Exit   F6=Add     F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice.

Options

Use these options to perform activities for the comments listed on this panel.

Option	Use to	See page
2=Change	Change an existing comment or its defaults for printing. The Maintain Comment Details window appears.	13-190
4=Delete	Delete a comment and any foreign language versions of the comment. The Confirm Delete panel (AMVBVDFR) appears showing you the comments you selected for deletion. Press Enter to delete your selections or use F12 to return to panel AMBEMDFR and change your selection. Note: When you delete a comment, any related foreign language versions of the comment are deleted also. They do not appear on the Confirm Delete panel.	—
5=Display	Review a comment and the automatic inclusion default and print options for the comment.	13-192
6=Print	Print the Comment Text report (AMBGFPFR). This report shows the text for a comment in the local language. Hint: When you use this option on the Maintain Foreign Comment panel (AMBK2DFR), the Comment Text report is printed with the selected foreign language comment.	—
62=Foreign language	Add, change or delete a foreign language version of an existing comment.	13-193

Function keys. Use these function keys to perform additional actions.

Function key	Use to	See page
F6=Add	Add a new comment. The Maintain Comment Details window appears.	13-192
F21=Print	Print the Print Comments List report (AMBC6PFR). This reports shows all existing comments for the comment class you selected, including any foreign language versions of the comments.	—

To maintain a comment

When you select option **2=Change** or use function key **F6=Add** on the Maintain Comments panel (AMBEMDFR), the Maintain Comment Details window appears, allowing you to change an existing comment or to add a new comment.

To change a comment

When you select option **2=Change** on the Maintain Comments panel, the details of the comment you selected appear on the Maintain Comments Details window.

```

AMBEMDF ..... DISPLAY
:          Maintain Comment Details
Comment : Comment type . . . : *****
Positio : Class . . . . . : *****
: Language . . . . . : ***
Type op : Automatic Inclusion: A      --- Print Options ---
2=Chang : User reference . . . aaaA5  Documents N Text Line 1
: Description . . . . . aaaaaaaaaaaaaaaaaaaaaA25

Opt
A2 :          Comment text
A2 :          aaaaaaaaaaaaaaaaaA25
A2 :          aaaaaaaaaaaaaaaaaA25
A2 :          aaaaaaaaaaaaaaaaaA25
A2 :          aaaaaaaaaaaaaaaaaA25
A2 :          aaaaaaaaaaaaaaaaaA25
A2 :          aaaaaaaaaaaaaaaaaA25
A2 :          aaaaaaaaaaaaaaaaaA25
A2 :          aaaaaaaaaaaaaaaaaA25
:          +
:          F3=Exit      F7=Backward      F8=Forward      F12=Return
:          (I) Blank comment text lines are not saved.
F3=Exit :
F12=Ret : .....
    
```

You can make changes to the following fields:

- User reference
- Automatic inclusion
- Review print options
- Description
- Comment text

Hint: If you change the user reference ID, it is automatically changed for any related foreign language comments.
 When you change the user reference ID, you are, in effect, deleting the existing ID and the local language comment associated with it and replacing it with the new ID and related comment. You are not copying the existing comment

If you are entering comments for complementary invoices, use the following user reference codes:

- ****1 This comment prints on complementary invoices with taxing changes only.
- ****2 This comment prints on all other complementary invoices.

Type in the changes you want to make and press **Enter**. If you have not typed **Y** in the **Review print options** field, you return to the Maintain Comments panel (AMBEMDFR).

If you typed **Y** in the **Review print options** field, the Review Print Options window appears showing the documents on which comments can be printed and the automatic print default value for each document.

```

AMBEMDFR      .....
              :      : ..... Review Print Options .....
Comment class : Co   :      :
Position to ref : Cl   : Comment Maintenance :
              : La   :      :
Type options; p : Au   :      :
2=Change 4=De  : Us   : Print comment on :
              : De   : Open Orders/Back Orders by Item      A :
Opt Referenc  :      : Open Orders/Back Orders by Customer  A :
A2 *****  :      : Open Orders/Back Orders by Date      A :
A2 *****  :      : Bill of Lading                       A :
A2 *****  :      : Pick List - Uncontrolled Warehouse   A :
A2 *****  :      : Invoice                               A :
A2 *****  :      : Packing List                         A :
A2 *****  :      : Packing List - Pro Forma             A :
A2 *****  :      : Pick List in Location Sequence       A :
A2 *****  :      : Kit Pick List in Location Sequence   A + :
A2 *****  :      :
A2 *****  :      : F3=Exit   F12=Return :
              : F3   :      :
F3=Exit      F6 : .....
F12=Return   F2 : .....
    
```

Make any changes to the default values and press **Enter**. You return to the Maintain Comment Details window. Make any other changes you need to make on this window and press **Enter** again.

Hint: You can review and change the automatic print default values before you make any other changes on the Maintain Comment Details window.

The system updates the appropriate comment file immediately.

To add a comment

When you use **F6=Add** on the Maintain Comment Maintenance panel (AMBEMDFR), the Maintain Comment Details window appears without a user reference ID, comment description, or comment text.

The two required fields on this window are **User reference** and **Comment text**. You must enter an ID and at least one line of comment text. If you do not type in a description, the first line of comment text is used as the description.

If you want the comment printed on documents automatically, type **Y** in the **Automatic inclusion** field.

Note: The **Automatic inclusion** default value for all the documents shown on the Report Print Options window is **Y** (Yes) when you create a new comment. This means that if you enter **Y** in this field, the comment is printed automatically on all the documents listed. If you use the value **N** (No), you can choose to include or exclude the comment manually during order maintenance. (You are prompted for each comment associated with a document that has an automatic print default value of **N**.)

The language code for your local language is the default for a new comment.

When you finish typing in the text and defaults for the new comment, press **Enter**. The comment is added to the appropriate comment file and you return to the Maintain Comments panel (AMBEMDFR).

To review a comment

When you use option **5=Display** on the Maintain Comments panel (AMBEMDFR), the Display Comment Details window appears, allowing you to review the text of a comment.

```

AMBEMDFR
.....
Comment class . . . : Comment type . . : *****
Position to referenc : Class . . . . : *****
Type options; press : Language . . . . : *** --- Print Options ---
2=Change 4=Delete : Auto included : * Documents A Text line n
: User reference :
: Description . . :
Opt Reference De :
A2 ***** ** :
A2 ***** ** :
A2 ***** ** :
A2 ***** ** :
A2 ***** ** :
A2 ***** ** :
A2 ***** ** :
:
:
: F3=Exit F7=Backward F8=Forward F12=Return
: No data to display.
F3=Exit F6=Add :
F12=Return F21=Pri :
.....
    
```

All the fields on this window are protected except **Review print options**. If you type **Y** (Yes) in this field, the Comment Print Options window appears.

```

A .....
:                               : s           :
C :                               : nce        :
P : Comment Maintenance         :           :
:                               : t Options  :
:                               : A Text line :
T :                               :           :
2 : Print comment on:          :           :
: Open Orders/Back Orders by Item A :           :
O : Open Orders/Back Orders by Customer A :           :
: Open Orders/Back Orders by Date A :           :
: Bill of Lading                A :           :
: Pick List - Uncontrolled Warehouse A :           :
: Invoice                        A :           :
: Packing List                   A :           :
: Packing List - Pro Forma       A :           :
: Pick List in Location Sequence A :           :
: Kit Pick List in Location Sequence A + :           :
:                               :           :
: F3=Exit   F12=Return           :           :
:                               : F12=Return  :
:                               :           :
F .....
F12=Return  F21=Pri :.....
    
```

All the fields on this panel are protected. To change these print options, you must use option **2=Change** on panel AMBEMDFR.

To change these printing options, you must use option **2=Change** on panel AMBEMDFR.

To maintain a foreign language comment

When you use option **62=Foreign language** on the Comments Maintenance panel (AMBEMDFR), the Maintain Foreign Comment panel (AMBK2DFR) appears.

```

AMBK2DFR                               Maintain Foreign Comment                               *****
Class . . . . . : *****
Description . . . . . : *****
User reference . . . . . : *****
*****
Position to code . . . . . aA3

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Print

Language
Opt code description                               Text
A *** *****
A *** *****
A *** *****
A *** *****
A *** *****
A *** *****
A *** *****
A *** *****

F3=Exit  F6=Add  F7=Backward  F8=Forward  F11=Job status  F12=Return
    
```

You maintain foreign language comments in the same manner that you maintain comments in your local language, except that you must select a language code and enter the comment text in a foreign language.

To change a foreign language comment

When you use option **2=Change** on the Maintain Foreign Comment panel AMBK2DFR, the Comment Details window appears without the **Automatic inclusion** and **Review print options** fields that you see when you are changing comments in the local language. The only fields you can change on the window are **User reference** and **Comment text**. All other fields are protected.

Type in the changes you want to make and press **Enter**. The system updates the comment file immediately and you return to the Maintain Foreign Comment panel (AMBK2DFR).

To add a foreign language comment

When you use **F6=Add** on the Maintain Foreign Comment panel (AMBK2DFR), the Comment Languages window appears, allowing you to select a foreign language code.

```

AMBK2DFR
.....
Class . . . . . :
Description . . . . . : Comment header . . . :
User reference . . . . . : User reference . . . :
Automatic inclusion . . . . . :
Position to code . . . . . : Type option, press Enter.
Type options, press E : 1=Select
2=Change 4=Delete :
Opt Code Description
Language : A 000 Default foreign language
Opt code description : A 001 Default local language
A *** *****
.....
F3=Exit F12=Return
.....
F3=Exit F6=Add F7
.....

```

Select the language for which you want to add a comment and press **Enter**. The Comment Details window appears, showing the language code you selected and the description of the local language comment. The only fields you can change are the **User reference** and **Comment text**.

Hint: If you change the user reference ID, you are, in effect, deleting the existing ID and the local language comment associated with it and replacing it with the new ID and related comment. You are *not* copying the existing comment.

To maintain comments for specific comment classes

In addition to maintaining comments that can apply to multiple customers, items, special charges, shipments, or containers, you can also maintain comments that are attached to a specific customer, item, customer item, or special charge. Once you have selected the specific customer, item, or special charge, maintaining the comments is the same as maintaining general comments. You see the same panels and windows.

The following sections describe how you select the specific customer, item, customer item, and special charge. Once you have made your selection, see “To maintain comments for general comment classes” for more information about maintaining comments.

To maintain a comment for a specific customer item number

When you select option 6 on the Select Comment Class panel (AMBG8PVR), the Select Company window appears.

```

AMBG8PVR .....
Type option; pre :                               : Select Company                               :
: Position to company . . . . . A2             :
: Subset by name . . . . . aaaaaaaaaaaA25      :
Option . . . . . :                               :
1. Gen : 1=Select                               :
2. Gen :                                         :
3. Gen : Opt   Company   Name                 :
4. Gen :  A     **      *****              :
5. Gen :  A     **      *****              :
6. Cus :                                         :
7. Spe :                                         :
8. Spe :                                         :
9. Spe :                                         :
: F3=Exit      F7=Backward  F8=Forward        :
: F12=Return                                         :
F3=Exit  F11=Jo .....
    
```

When you select a company, the Select Customer window appears.

```

AMBG8PVR .....
:                                     Select Customer .....
Type option :                                     :
: Position to name . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA35 :
: number . . . nnnnnnnn :
Option . . : Type option; press Enter. :
1. : 1=Select :
2. : :
3. : Opt Name Number :
4. : A ***** :
5. : A ***** :
6. : A ***** :
7. : A ***** :
8. : A ***** + :
9. : :
: F3=Exit F7=Backward F8=Forward :
: F12=Return :
: :
F3=Exit F .....
    
```

When you select a customer, the Select Customer Item window appears with a list of item numbers associated with that customer.

```

A .....
:                                     Select Customer Item .....
T :
: Company number . . . : ** :
: Customer number . . . : ***** :
O : Customer item number . . : ***** :
: :
: Type option; press Enter. :
: 1=Select :
: :
: :
: :
: :
: :
: F3=Exit F12=Return :
: :
F .....
    
```

Select a number and press **Enter**. The Maintain Customer Item Comments panel (AMBDIDFR) appears.

```

AMBDIDFR                               Maintain Customer Item Comments          *****
Company . . . . . : **                *****
Customer . . . . . : *****          *****
Customer item . . . . . : *****
Position to reference . . . . . : aaaA5

Type options; press Enter.
2=Change  4=Delete  5=Display  6=Print

Opt  Reference  Description                               Auto include
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *
A    *****  *****                               *

F3=Exit   F6=Add   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice. See “To maintain comments for general comment classes” for more information.

To maintain a comment for a specific customer

When you select option 7 on the Select Comment Class panel (AMBG8PVR), the Select Company and Select Customer windows appear. After you select a customer on the Select Customer window, the Maintain Customer Comments panel (AMVDFDFR) appears.

```

AMVDFDFR                               Maintain Customer Comments          *****
Company . . . . . : **                *****
Customer . . . . . : *****          *****
Customer language . . . . . : ***      *****
Position to reference . . . . . : aaaA5

Type options; press Enter.
2=Change  4=Delete  5=Display  6=Print  62=Foreign language

Opt  Reference  Description                               Auto include
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *
A2   *****  *****                               *

F3=Exit   F6=Add   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice. See "To maintain comments for general comment classes" for more information.

To maintain a comment for a specific item

When you select option 8 on the Select Comment Class panel (AMBG8PVR), the Select Item Number window appears. After you select an item number, the Maintain Item Comments panel (AMBD7DFR) appears.

```

AMBD7DFR                               Maintain Item Comments                               *****
Item . . . . . : *****
Position to reference . . . . . : aaaA5

Type options; press Enter.
2=Change  4=Delete  5=Display  6=Print  62=Foreign language

Opt  Reference  Description  Auto include
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *
A2   *****  *****  *

F3=Exit   F6=Add   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print

```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice. See "To maintain comments for general comment classes" for more information.

To maintain a comment for a specific special charge

When you select option 9 on the Select Comment Class panel (AMBG8PVR), the Select Special Charge window appears. After you select a special charge, the Maintain Special Charge Comments panel (AMBCXDFR) appears.

```

AMBCXDFR                               Maintain Special Charge Comments          *****
Special charge . . . . . :   ***   *****
Special charge type . . . . :   *   *****
Position to reference . . . . :   aaaA5

Type options; press Enter.
2=Change  4=Delete  5=Display  6=Print  62=Foreign language

Opt  Reference  Description  Auto include
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *
A2   *****  *****   *

F3=Exit   F6=Add   F7=Backward  F8=Forward  F11=Job status
F12=Return F21=Print
    
```

Enter an option or use the appropriate function key. Another panel or window appears, depending on your choice. See “To maintain comments for general comment classes” for more information.

Taxes

Tax calculations for the COM application are handled by the CAS application if IFM is not installed, or by the IFM application if IFM is installed. Refer to Chapter 19 in the *CAS User’s Guide* or to the Tax Table menu (AM5M69) in Chapter 8 of the *IFM User’s Guide* for a detailed description of how taxes are handled in the application your company uses.

The options on the COM Taxes menu let you add, change, delete, or review tax tables and related code files by providing access to either:

- The CAS tax table and code file maintenance options, if IFM is not installed. Only options 1-5 appear on the COM Taxes menu.
- Options from the IFM Tax Table menu (AM5M69), if IFM is installed. Options 1-12 appear, but option 5 is disabled.

Before you start

When you maintain existing tax maintenance files, you may want to determine how the new information may affect existing uses of the code or table you are changing. You may want to refresh your understanding of the tax routines by reviewing the appropriate chapter in the *CAS User’s Guide* or *IFM User’s Guide*.

If you are creating a new indicator, suffix, or group code, you need to consider the following:

- The naming conventions previously established for this type of code
- The tax keys in which the code is to be used
- How you expect the new code to function in the context of your existing tax codes and tables.

If you are adding a new tax table, you need the following information:

- Appropriate tax code, tax indicator, tax suffix, and tax group codes which have been previously defined in the corresponding tax code maintenance options.
- Descriptive and accounting details required on the second panel of the tax table option.

When you select option 13 on the File Maintenance menu (AMBM60), the Tax Maintenance menu (AMBM6D) appears, allowing you to choose the type of tax maintenance you want to do.

```

AMBM6D                               Customer Order Management          *****
                               Tax Maintenance

Type option or command; press Enter.

1. Maintain Tax Codes
2. Maintain Tax Group Codes
3. Maintain Tax Suffix Codes
4. Maintain Tax Indicator Codes
5. Maintain Tax Table
6. Work With Tax Code Results
7. Work With Countries
8. Work With States
9. Work With Item Tax Classes
10. Work With Tax Transaction Types
11. Work With Tax Condition Priorities
12. Simulate Tax Calculation

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
    
```

After you select the type of tax maintenance you want to do and press **Enter**, another panel appears. Use the instructions in the appropriate user’s guide to complete the panel that appears.

Option	Use to	See page
1	Add, delete, or print codes used to identify taxing authorities.	<i>CAS User’s Guide</i>
2	Edit or display codes used to identify various taxes you want combined into a single line on an invoice. See note below.	<i>CAS User’s Guide</i>
3	Add or delete suffix codes used to identify the customer’s tax jurisdiction and tax status there.	<i>CAS User’s Guide</i>
4	Add, delete, or print indicator codes used to identify the tax status of an item or service when sold or purchased.	<i>CAS User’s Guide</i>
5	Add, change, or delete a tax table. This option does not appear on the COM menu when IFM is installed.	<i>CAS User’s Guide</i>
6	Work with tax code results.	<i>IFM User’s Guide</i>
7	Create, change, or display codes that identify countries.	<i>IFM User’s Guide</i>
8	Create, change, display, or work with codes that identify states, counties, and cities.	<i>IFM User’s Guide</i>

Option	Use to	See page
9	Work with item tax classes.	<i>IFM User's Guide</i>
10	Work with tax transaction types.	<i>IFM User's Guide</i>
11	Work with tax condition priorities.	<i>IFM User's Guide</i>
12	Simulate tax calculation.	<i>IFM User's Guide</i>

Note: A tax group code (sometimes called a special reference code) lets you combine tax amounts from several tax keys into one total amount to be printed on one line. The tax group code is used solely for presentation purposes and does not disturb the tax data required for filing purposes. You can create a tax group code to represent any combination of taxes you want summarized on a single line on the invoice. For example, by assigning the same tax group code to all Georgia state, county, and city tax keys, you could have a total of all these amounts printed as a single line summary on the invoice with the description "Georgia Sales Tax".

Chapter 14. Using the General Ledger Interface

The General Ledger Interface captures business activity data from the COM application and converts the data into ledger entries. When you select option 8 on the COM Main Menu (AMBM00), the General Ledger Interface menu (AMBM70) appears. Use this menu to manage account assignments, edit and assign accounts, and create ledger entries.

Account Assignment Rule Management	14--23
Maintain Rules	14--24
Maintain Rule Priorities	14--37
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Maintain Intercompany Accounts	14--47
List Rules	14--54
List Rule Priorities	14--55
List Intercompany Accounts	14--57
Transaction Account Assignment	14--59
Assign Accounts	14--60
Edit Assigned Accounts	14--63
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Create Ledger Entries	14--71
Print Temporary General Ledger	14--76
Print and Clear Temporary General Ledger	14--78
Maintain Interface Control File	14--80
Maintain General Ledger Master	14--84
List Chart of Accounts	14--88

Where to start

If you are using this interface for the first time, start out slowly. Here are some suggestions:

1. Review the section about the transaction types defined for each application. Read the rest of this section to see how the charge, offset, and variance (IM only) accounting works.
2. Start with COM first even if you have all four applications installed. The accounting issues in COM are simpler. Then implement the IM, PC&C, and REP interfaces as a group.
3. Be sure you completely understand the process you currently use to record application activity in your ledger. Focus on the following points:
 - What are the accounting practices you currently have for the business activity processed by COM, IM, PC&C, and REP?
 - How do you currently implement these policies?
 - What are the internal controls and reconciliations you currently do?
 - What accounting practice changes would you make if they were possible to make?
4. Reconcile the data in the XA applications to the balances in the general ledger. Ideally, the difference should be zero. If it is not zero, find out what the difference is and the reason for it.

5. Select the General Ledger interface in COM, IM, PC&C, and REP using the CAS install/tailor menu option. Selecting the interface enables you to use the General Ledger interface menus. It does not mean the application saves transactions for its General Ledger interface. Keep your existing ledger interface process in place for now.
6. Set up your rules and rule priorities to implement your current accounting practices. Use the Simulate Account Assignment menu option to test your work. From an accounting perspective, do not try to implement new accounting practices now.
7. Decide which transaction types you want to process via the ledger interface. Use the Maintain Interface Control File menu option on the General Ledger Management menu to activate the transactions for the General Ledger interface. The transactions remain activated until you deactivate them. It is best to do this at the start of an accounting period.
8. Use the menu options to assign accounts and create ledger entries. Reconcile the results to your current interface. If all is well, activate the General Ledger interface in GL using the CAS install/tailor menu option. Otherwise, determine what went wrong, and try again in the next period.

If you do not use the XA General Ledger application, you can use these menus to capture data to send to your own programs. Just select the interface but do not activate it in order to use your own general ledger programs. You can create a General Ledger Master (GELMAS) file and work with the Temporary General Ledger (TEMGEN) records that the General Ledger interface creates.
9. Change the rules and rule priorities to make improvements to your current accounting practices. From an accounting perspective, if you are near the end of your fiscal year, first go through year-end processing with your current ledger interfaces before switching to this General Ledger interface. Start using the XA ledger interfaces at the start of the new year.

If IFM is installed and you answered Yes to the GL interface question during application tailoring, or if you have activated the the interface through CPS, account numbers are replace by units and natures. All reference to account numbers in this section apply to unit and nature combinations.

COM transaction types for General Ledger interface

The General Ledger interface in COM creates ledger entries to record sales and cost of sales for invoices issued by COM. Each time COM prints an invoice (first time), it passes transaction data about invoice amounts and costs to the General Ledger interface.

In COM, the General Ledger interface is driven by invoices, returns, and allowances. An invoice is a billing to a customer. A return reverses all or part of a previously issued customer invoice because the goods were returned. An allowance adjusts the amount of a previously issued invoice but does not involve any return of goods. You can reduce your costs for returns but the General Ledger interface does not let you reduce your costs for allowances.

The following table shows the transaction types that the General Ledger interface in COM processes.

Type	Description	Charge	Offset
RILI	Revenue: invoices, inventory items	Accounts Receivable (debit)	Sales and sales tax liability (credit)
RILN	Revenue: invoices, non-inventory items	Accounts Receivable (debit)	Sales and sales tax liability (credit)
RILS	Revenue: invoices, special charge items	Accounts Receivable (debit)	Sales and sales tax liability (credit)
RILT	Revenue: invoices, special taxes	Accounts Receivable (debit)	Sales and sales tax liability (credit)
RRLI	Revenue: returns, inventory items	Accounts Receivable (credit)	Sales and sales tax liability (debit)
RRLN	Revenue: returns, non-inventory items	Accounts Receivable (credit)	Sales and sales tax liability (debit)
RRLS	Revenue: returns, special charge items	Accounts Receivable (credit)	Sales and sales tax liability (debit)
RRLT	Revenue: returns, taxes	Accounts Receivable (credit)	Sales and sales tax liability (debit)
RALI	Revenue: allowances, inventory items	Accounts Receivable (credit)	Sales and sales tax liability (debit)
RALN	Revenue: allowances, non-inventory items	Accounts Receivable (credit)	Sales and sales tax liability (debit)
RALS	Revenue: allowances, special charges	Accounts Receivable (credit)	Sales and sales tax liability (debit)
RALT	Revenue: allowances, taxes	Accounts Receivable (credit)	Sales and sales tax liability (debit)
CILI	Cost of sales: inventory items	Cost of sales (debit)	Inventory (credit)
CILN	Cost of sales: non-inventory items	Cost of sales (debit)	Cost pool (credit)
CILS	Cost of sales: special charge items	Cost of sales (debit)	Cost pool (credit)
CRLI	Cost relief for returns: inventory items	Cost of sales (credit)	Inventory (debit)
CRLN	Cost relief for returns: non-inventory items	Cost of sales (credit)	Cost pool (debit)
CRLS	Cost relief for returns: special charge items	Cost of sales (credit)	Expense (debit)

Charge and offset conventions apply to invoices, returns, and allowances in the General Ledger interface. For revenue, charge represents accounts receivable or cash and offset represents revenue or tax liability. For invoice cost, charge represents cost of sales and offset represents inventory.

When you record an invoice or a return, you must adjust cost of sales to reflect the cost associated with the transaction. The following example shows an accounting

view of an invoice, return, and allowance transaction where the invoice amount is 100, the tax is 5, and the cost of the item sold is 50:

	Invoice		Return		Allowance	
	Debit	Credit	Debit	Credit	Debit	Credit
Accounts Receivable	105			105		105
Sales		100	100		100	
Sales tax liability		5	5		5	
Cost of sales	50			50		N/A
Inventory		50	50		N/A	

The amounts on the ledger interface records are the amounts that appear on your customer's invoices.

COM lets you to put negative amounts on an invoice and positive amounts on a credit memo for a return or allowance. The General Ledger interface counts negative invoice amounts as reductions in sales, not returns or allowance. The General Ledger interface counts positive amounts on credit memos as reductions in returns or allowances, not sales. This convention enables you to use generalized transactions to copy rules between transaction types. The following table shows the transaction types that correspond to the generalized COM transactions types:

Generalized transaction	Description
R***	RILI, RILN, RILS, RILT, RRLI, RRLN, RRLS, RRLT, RALI, RALN, RALS, RALT
RI**	RILI, RILN, RILS, RILT
RIL*	RILI, RILN, RILS, RILT
RR**	RRLI, RRLN, RRLS, RRLT
RRL*	RRLI, RRLN, RRLS, RRLT
RA**	RALI, RALN, RALS, RALT
RAL*	RALI, RALN, RALS, RALT
C***	CILI, CILN, CILS, CRLI, CRLN, CRLS
CI**	CILI, CILN, CILS
CIL*	CILI, CILN, CILS
CR**	CRLI, CRLN, CRLS
CRL*	CRLI, CRLN, CRLS

Suppose your accounting was very simple. You charge all invoices to one accounts receivable and offset to one sales account. To do that, you could use the generalized transaction R*** for transaction type to define all your accounting rule priorities.

Accounting classes

At times, you need information from people who are not accountants so that you can classify business events. The accounting class fields let you get this information without requiring your non-accounting users to use account codes:

Table 14-1. Accounting class fields

Field	COM	IM	PC&C	REP
Item Accounting Class	x	x	x	x
Order Accounting Class		x	x	
Schedule Accounting Class				x
Production Facility Accounting Class			x	x

Usually, the users who maintain item, order, schedule, and production facility data are not accountants. You need to work out a process for setting up and maintaining these fields with the users who normally maintain these files.

Item accounting class

Item accounting class can be entered in either the Item Master or the Item Balance file. If an item has an item accounting class in both files, XA uses the one in the Item Balance file.

Suppose you have item number 1000. In the Item Master record, it has item accounting class XXX. In the Item Balance record for warehouse 001, it has item accounting class ZZZ. If you process a transaction for item 1000 and warehouse 001, XA uses item accounting class ZZZ. If you process a transaction for item 1000 and any other warehouse, XA uses item accounting class XXX.

Order accounting class and schedule accounting class

Order accounting class can be entered for each manufacturing order during manufacturing order entry. It is stored in the Manufacturing Order Master file. For example, you use this accounting class to have separate accounts for commercial and governmental work in process.

Production facility accounting class

Production facility accounting class is maintained in the Production Facility file. Production planners define production facilities in ways that make sense from a production planning viewpoint. These definitions do not always match accounting needs. For example, you can use production facility accounting class to treat two or more production facilities as if they were one entity for accounting purposes.

When XA processes transactions that refer to an operation number, it uses the Open Operations Detail file to identify the production facility. XA then gets the production facility accounting class and makes it part of the General Ledger interface data.

Rules, rule priorities, and simulation

In a manual system, you could work with documents and can use all the data in the document to make account assignment decisions. The General Ledger interface lets you assign accounts based on a subset of the fields that make-up each transaction. This table shows the fields that each application uses when assigning accounts.

COM	IM	PC&C and REP
Transaction type	Transaction type	Transaction type
Company number	Item number	Order number,
Customer number	Item class	schedule number
Customer class code	Item type	Order accounting class
Sales code	Item accounting class	schedule accounting
Salesrep number	Order number	class
Territory number	Order accounting class	Job number
Item number	Reason code	Finished item number
Item class	Warehouse	Finished item warehouse
Item accounting class		Item class
Warehouse		Item type
Special charge reference		Item accounting class
Tax code		Production facility ID
		Production facility
		accounting class

When you set up account assignment rules and rule priorities, you can base them on the transaction type and any combination of fields provided for each interface, as shown in the table. You can have multiple rules for one transaction and define the priority for using these rules in account assignments. All ledger entries have two sides. You can define the account assignment rules separately for each side of the ledger entry.

The General Ledger interface lets you test your rules and rule priorities. Use the Simulate Account Assignments menu option to enter data for a “would-be” transaction. When you press **Enter**, the application displays the accounts that would be assigned and the rules used to assign those accounts. Function keys let you move from the simulation display to the displays used to maintain rules and rule priorities.

Account types: charge, offset, and variance

COM, IM, PC&C, and REP are single entry systems that indicate the flow of events by the sign of the transaction. Quantity and amount are two examples. When a planned requisition (IP) transaction quantity and amount are positive, it means that the item was taken from inventory and made part of a manufacturing order. When the quantity and amount are negative, it means that a previously entered IP transaction did not actually take place and its effect on the XA data needs to be reversed.

The GL application is a double entry system. When the General Ledger interface assigns accounts, it creates debit and credit entries that reflect the impact of the originating application’s transactions on account balances. The rules and rule priorities determine which accounts are debited and credited. The sign of the underlying transaction determines whether the impact on an account is a debit or credit.

If you set up a rule for IP transactions that said “debit work in process and credit inventory,” the rule would only work when the transaction quantity and amount were positive. Following such a rule would produce the wrong results when quantity and amount were negative. The way the General Ledger interface avoids this problem is by using the account assignment rules you define in terms of charge, offset, and variance accounts for each application:

Table 14-2. Charge, offset, and variance for the applications

Appl	Charge	Offset	Variance
IM	Inventory	Work in process Expense Clearing accounts	Purchase price Cost adjustment Quantity
COM	Accounts Receivable Cost of Sales	Revenue Sales tax Inventory	Not applicable
PC&C	Work In Process	Overhead Applied Inventory Variances	Not applicable
REP	Work In Process	Clearing Accounts Variances	Not applicable

Note: Only IM has all account types: charge, offset, and variance. COM, PC&C, and REP use only charge and offset accounts.

In the IM to GL interface, the charge account normally refers to the inventory account and the offset account always refers to the other side of the transaction. For example, in the IP transaction in Inventory Management, the charge account is inventory and the offset account is work in process. The IM to GL interface knows that an IP transaction normally decreases inventory and increases work in process. Therefore, it interprets the sign of the amount as follows:

Table 14-3. How the interface interprets signed data into debits and credits

IP transaction amount	Debit account	Credit account
Positive	Work in process	Inventory
Negative	Inventory	Work in process

How rules and rule priorities are used to assign accounts

In order to create account assignment rules, you need to know which accounts to use. Suppose your chart of accounts includes these accounts:

Table 14-4. Sample: chart of accounts

Account	Description	Account	Description
1320	Work in process	2010	Undistributed outside operations
1325	Government contracts	5015	Machine cost
1330	Government contracts - special jobs	5025	Overhead applied

Suppose the following list represents your accounting practices for labor transactions.

1. All labor transactions go to company 01.
2. Manufacturing costs are normally charged to account 1320.
3. Any order with an order accounting class of 007 is charged to account 1325, with one exception.
4. Exception: an order with order accounting class 007 and job number J9999 is charged to account 1330.
5. Offset entry for machine costs is account 5015; Offset entry for overhead costs is account 5025.
6. Run labor and setup labor costs are offset to account 2010.

When you create an account assignment rule, you enter the information in the rule fields that must match the actual data for the saved transaction.

The numbers for the accounting practices shown in the following table refer to the previous numbered list:

Table 14-5. Sample: account assignment rules using sample transactions

Rule	Tran. type	Order no.	Order acctg class	Job no.	Charge		Offset		Comments
					Co	Acct	Co	Acct	
R1	LMAC						01	5015	Accounting practice 1, 5
R2	LOHD						01	5025	Accounting practice 1, 5
R3	LRSA						01	2010	Accounting practice 1, 6
R4	LSSA						01	2010	Accounting practice 1, 6
R5	L***				01	1320			Accounting practice 1, 2
R6	L***		007		01	1325			Accounting practice 1, 3
R7	L***		007	J9999	01	1330			Accounting practice 1, 4

The rule priorities for these rules would be:

Table 14-6. Sample: rule priorities for assigning sample transactions

Priority	Trans. type	Seq. no.	Order acctg class	Job no.	Comments
P1	LMAC	100			Match on transaction type only
P2	LOHD	100			Match on transaction type only
P3	LRSA	100			Match on transaction type only
P4	LSSA	100			Match on transaction type only
P5	L***	100	1	1	Rule for class and job number must be applied first. Otherwise, sequence number 200 would cause a match on class only.
P6	L***	200	1		Match on order accounting class
P7	L***	300			Match on transaction type only.

“L***” identifies a generalized transaction type. For example, a PC&C rule containing a generalized transaction type of L*** applies to any valid General Ledger interface transaction in PC&C that starts with L.

When the General Ledger interface assigns accounts, it uses both the rules and the rule priorities. Rule priorities are applied against the rules in the following order:

1. The rule priority with a specific transaction type, such as LMAC, is applied before any rule priority with a generalized transaction type, such as L***.
2. Within a transaction type, the rule priority with the lower sequence number, such as 100, is applied before a rule priority with a higher sequence number, such as 200.
3. The General Ledger interface keeps looking until it assigns both charge and offset accounts. For IM, it assigns at least two of the following: charge, offset, and variance.

Because the first rule that matches the transaction is the one used for that transaction, be sure to prioritize your rules from most specific to most general.

To assign account 1320 to a transaction for a government contract with order accounting class of 007 and job number J9999, you want General Ledger interface to look for those values before using a rule for order accounting class of 007 and any job number. In the preceding table, priority P5 establishes that rule R7, a match on order accounting number 007 and job number J9999 will be found before a match using rules 5 or 6.

These rule priorities are stored in the application’s Account Assignment Sequence file.

The following shows how the General Ledger interface assigns accounts to actual transactions, using your rules and rule priorities:

Table 14-7. Sample: results of account assignments using rules and rule priorities for sample transactions

Trans type	Order no.	Order acctg class	Job no.	Charge		Offset		Comments
				Co	Acct	Co	Acct	
LMAC	M000010	007	J0001	01	1325	01	5015	Applied rule priorities P1, P6. Met rules R1, R6.
LOHD	M000020	007	J0001	01	1325	01	5025	Applied rule priorities P2, P6. Met rules R2, R6.
LRSA	M000030	007		01	1325	01	2010	Applied rule priorities P3, P6. Met rules R3, R6.
LSSA	M000040			01	1320	01	2010	Applied rule priorities P4, P7. Met rules R4, R5.
LOHD	M000050	007	J9999	01	1330	01	5025	Applied rule priorities P2, P5. Met rules R2, R7.
LMAC	M000060		J9999	01	1320	01	5015	Applied rule priorities P1, P7. Met rules R1, R5.

When the General Ledger interface assigns accounts, it assigns the charge and offset accounts independently. Therefore, it can have one transaction with charge and offset accounts assigned to different company numbers:

- The account assignment rules or rule priorities have been set up incorrectly. Correct the rules and rule priorities. Then you can correct the assigned accounts by running the account assignment again or by editing the assigned accounts.
- The account assignment rules and rule priorities are correct. See “Intercompany accounting”.

Setting up your rules

Everything depends on how you set up and prioritize account assignment rules.

Each application has an account assignment file that contains the rules for assigning accounts to the transactions saved by the application. The rules are defined by transaction type alone in IM, PC&C, and REP, and by company and transaction type in COM. The rules can use any combination of the fields shown in the previous table showing charge, offset, and variance for the applications.

When you define a rule for assigning accounts, you must also define its priority. If you do not, XA gives you a warning. Rules without rule priorities are ignored.

Setting up your rule priorities

Account assignment rules can overlap. It is possible for one transaction to match the conditions specified in two or more rules. When this happens, the General Ledger interface “breaks the tie” by using rule priority sequence numbers to determine the order in which the rules are applied when assigning accounts. The rule priority with the lowest sequence number is used first in assigning accounts. The application’s Account Assignment Sequence file contains the information about how you want to prioritize your rules.

Understanding your accounting practices is essential to setting up rule priorities so that you get the right results. In many cases the same rule priorities can apply to many different transaction types. If so, set up rule priorities for one transaction type, verify that you get the right results, and then use it as a model to set up rule priorities for other transaction types.

Shortcuts to setting up rules and rule priorities

Several features of the Maintain Rules menu option and the Maintain Rule Priorities menu option can make these tasks easier:

- Generalized transactions. Lets you define one set of rules that apply to two or more transaction types.
- Copy. Lets you copy between transaction types, and add a record by copying an existing record and changing it.

You can also switch quickly between the displays used to define rules, define rule priorities, and simulate the results.

Generalized transactions

You can define accounting rules for each transaction type. However, if you want to use the same rules for multiple transaction types, you can use generalized transactions to shorten the task.

Note: IM and REP do not support generalized transaction types. Rules for assigning accounts to IM and REP transactions are too transaction-specific to make “generalized transactions” useful.

You can use “generalized transaction” types to define accounting rules and rule priorities for blocks of related transactions. For example, COM has a generalized transaction type called “R****” which you can use for all revenue transaction types.

Here are ways to use generalized transaction types:

- For rules that are truly the same for transactions, set up the wild card transaction type and do not bother setting up one for any individual transaction type.
- For isolated exceptions for specific transaction types, set up a rule for each type that is an exception. Then set up the generalized transaction type. The General Ledger interface applies the specific rules first, and then uses the generalized transaction rules. Remember to set up both the application’s Account Assignment (rules) and Account Assignment Sequence (rule priorities) files in the same way.

- For transaction types where the differences are substantial, consider using the generalized transaction type as a skeleton for setting up the specific transaction types. Use the copying feature, described next, to copy the generalized transaction type into the specific transaction type. Then change what you need to change.

Copy

The General Ledger interface lets you copy rules without worrying about the credit and debit signs. The charge, offset, and variance account conventions are set up so that it is possible to copy rules for opposite transactions and still have the right debit or credit signs assigned to the ledger entries that result. By handling transaction amounts this way, the General Ledger interface lets you copy rules for “opposite” transaction types and still generate the right debit and credit ledger entries.

When you maintain rules or maintain rule priorities, you are asked to identify the records you want to process. If you select the Group Copy option, the General Ledger interfaces lets you copy from one transaction type to another. You can copy all the records for a given transaction type or a subset of those records. Once you do this, the ledger interfaces use the records that are on file to build new ones. Then, you can make additions, changes, and deletions as necessary. Group copy works best when you are setting up your rules and rule priorities for the first time.

Use “copy for add” to handle situations where you want to add the same rule to many transaction types. First, enter the full rule for the first transaction type. Then, copy it for other transaction types. When you change the transaction type and press **Enter**, you have a new rule.

Simulating account assignments

You can set up simple or complex accounting rules depending on your needs. Use the Simulate Account Assignments menu option to test the accounting rules you define. After you enter information about a hypothetical transaction, the General Ledger interface assigns accounts to it using the same logic that it would use with a “live” transaction. It displays these accounts and tells you which account assignment rules were used to assign the account. If accounts cannot be assigned to a transaction, the General Ledger interface issues a warning message.

You can make any adjustments that are necessary by changing either the rules or rule priorities. Here are questions you can ask yourself:

- Did you enter the simulated transaction data correctly?
- Have you set up the account assignment rules correctly?
- Have you assigned the right priority to the account assignment rules?

In many cases, the information displayed about the rules used to assign accounts contain valuable clues about what is causing the problem.

Converting transactions into ledger entries

When the application processes transactions, it saves the transactions for its General Ledger interface that you have identified for ledger processing. Use the Maintain Interface Control File menu option on the General Ledger Management menu to see the transaction types that apply to the application. Only those transaction types you select are sent to the ledger interface.

Normally, you activate all transaction types to be passed to the General Ledger interface. Exceptions are cases where the transaction is coming from an XA or non-XA application that has already made the ledger entries you need.

Assigning accounts to transactions

When COM, IM, PC&C, or REP does its processing, it saves the transactions that you have selected and stores them until you are ready to assign accounts. As it saves the transactions, it keeps track of the number of records that need to have accounts assigned.

When you select the Assign Accounts menu option, the General Ledger interface shows you the status of the records that have been saved for ledger entries: number assigned, number unassigned.

How does the Assign Accounts menu option work?

- You can select to assign accounts to records that have not previously had accounts assigned.
- You can select to assign accounts to all records, including those that had already been assigned accounts. This selection could be very useful to you if you discover that the account assignment rules are wrong.
- You can select to list the contents of the transaction file, based on selection criteria you selected, of the transactions in the transaction file that have not yet been converted into ledger entries.

Assigning accounts lets you control whether or not the General Ledger interface prints a listing that documents what happened during the session even if accounts are not assigned.

You can choose to assign accounts interactively or in batch mode. Your transaction volumes may determine which mode you want to use.

Editing assigned accounts

You can optionally use the Edit Assigned Accounts menu option to review and change the accounts assignments before you use the Create Ledger Entries menu option.

When you select the menu option, you see how many records for each transaction type that has had accounts assigned and how many of those records have invalid accounts or have charge, offset, and variance accounts in different companies.

How can accounts be invalid accounts when the General Ledger interface edits them against the General Ledger Master file (GELMAS) or the IFM tables for units, natures,

and unit/nature combinations? The account could have been deleted from GL or IFM after you defined the account assignment rule. In this case, you need to assign a valid account number before you can convert the transactions into ledger entries.

The General Ledger interface counts a transaction as a multiple company transaction whenever the charge, offset, and variance accounts do not have the same company number. You do not have to fix multiple company transactions if your accounting practices allow for them. The General Ledger interface will generate intercompany control account entries, based on the intercompany processing records you defined, to balance debits and credits by company when you create the ledger entries. If your practices do not allow for transactions that span companies, correct the problem and change your account assignment rules or rule priorities.

To help you locate the accounts you need to edit, use subsetting or processing options, such as invalid only or multiple company only, to narrow the list to a smaller subset.

Ways of editing assigned accounts

You can override the charge, offset, and variance accounts assigned by the system by typing in a valid company and account. You can split a transaction so that the amount goes to multiple charge, offset or variance accounts. When you split a transaction, the sum of the split amounts must equal the original transaction.

For example, suppose you have an IM transaction that looks like this:

Table 14-8. Sample: transaction before splitting

Charge			Offset			Variance		
Co	Account	Amount	Co	Account	Amount	Co	Account	Amount
01	4000	1000.00	01	5000	900.00-	01	6000	100.00-

Suppose you decide you need to split the charge amount equally between the present account and company-account, 02-4000. After the split, the IM transaction looks like this:

Table 14-9. Sample: transaction after splitting

Charge			Offset			Variance		
Co	Account	Amount	Co	Account	Amount	Co	Account	Amount
01	4000	500.00	01	5000	900.00-	01	6000	100.00-
02	4000	500.00						

The multiple company count is increased by 1 and the record status is changed to "S" for split and "M" for multiple company. You see this information on the Edit Assigned Accounts display.

Here are some guidelines for splitting transactions:

- You must enter the split data for the charge, offset, and variance accounts separately.
- It is possible to split a transaction so it goes to more than one company number. If you do this, the General Ledger interface includes the transaction in its multiple company record counts.
- It is possible to unsplit a transaction that you have split by removing the company/account amount for each split you made.

Creating ledger entries

You can see which transaction types have records, have had accounts assigned, and are waiting to be converted into ledger entries. When you are satisfied that the General Ledger interface has assigned the right accounts to your application transactions, you can convert them to ledger entries. Use the Create Ledger Entries menu option to create Temporary General Ledger (TEMGEN) file records or IFM ledger transactions and purge the GL interface transactions for which ledger entries are created.

The simple approach is to select **ALL** to convert them to ledger entries and write them to the TEMGEN file as a single ledger transmittal. Use this approach if the following is true:

- Timing differences between the originating applications and GL is not a concern.
- You want to summarize all transactions ledger entries in the same way.
- You use a net intercompany control account for both intercompany receivables and payables.

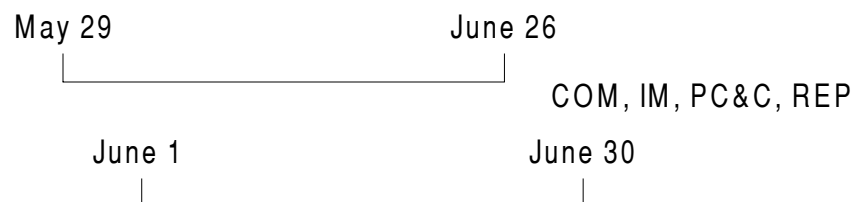
Otherwise, you need to use the selection criteria and subsetting functions to divide the saved transactions into separate ledger transmittals that meet your needs.

When IFM is interfacing, the only differences in this process are:

- Ledger entries are summarized by units and nature.
- Intercompany accounting is done differently and handled within IFM. Refer to the *IFM User's Guide* for more information.

Ledger entry dates and GL periods

The GL and IFM applications are designed to measure financial activity that occurs during a specified time period. The COM, IM, PC&C, and REP applications are designed to provide on-going support in specific areas. Periodic measurements in these applications can be done independently of the periodic measurements in General Ledger or IFM. Timing differences could arise. For example, suppose your ledger uses a 12-month calendar and you want to create ledger entries for June. You only want transactions dated between June 1 and June 30. If COM, IM, PC&C and REP cut off June processing on June 30, there is no problem. However, it is possible for COM, IM, PC&C and REP cut-off dates to be different from the GL cut-off:



In this example, GL or IFM works on the calendar month but IM, PC&C, and REP applications are cut off on the last Friday of the month. The monthly balances in the originating application (COM, IM, PC&C, REP) cover the period from May 29 to June 26. If you use the originating application's accounting period, the data passed to General Ledger or IFM covers the period from May 29 to June 26 and is inconsistent with the General Ledger or IFM accounting period.

The General Ledger interface lets you handle timing differences between the originating application and GL or IFM by using the subsetting function:

- If you subset General Ledger entries based on transaction date, the ledger entries passed to GL or IFM cover the same dates as the GL accounting period. But, the amounts in GL or IFM will not agree with the amounts in the originating application.
- If you subset General Ledger entries based on the originating application's period number, the amounts passed to GL or IFM agree with the amounts in the originating application. However, the time period covered by the ledger entries will not be consistent with the time period covered by the same GL period.

If you must have both reconcilable data and the right dates, do one of the following:

- Avoid these problems by cutting off GL or IFM, COM, IM, and PC&C at the same time.
- Or, select General Ledger entries based on the originating application's period number. Use the online journal function to accrue for the post-cutoff activity. Reverse this accrual at the start of the next month. Run a System i Query against the application's General Ledger Interface Transaction file to find out how much has to be accrued. Select records with dates that fall within the accounting month that have not been converted into ledger entries.

You still need to be able to reconcile the amounts in General Ledger or IFM to the data in COM, IM, PC&C and REP. In order to record ledger entries in the right time period, the General Ledger interface needs to know:

- The ledger month or period for the ledger entries.
- The COM, IM, PC&C, and REP transactions that belong to the ledger month or period you specify.

Summarizing ledger entries

The General Ledger interface saves the transactions that COM, IM, PC&C and REP process, but does not summarize transactions before assigning accounts. For many, using the General Ledger interface to convert the transactions into ledger entries without summarizing, results in unnecessary GL ledger entries. For example, if you pass unsummarized COM transactions to GL as ledger entries, you will have two ledger entries for each line on your invoices.

You can summarize the transaction data that you send to GL. You can make this choice for each account type: charge, offset, and variance. Within each type of account, you have these options:

- No summarization
- Summarization by company, account, and transaction type
- Summarization by company and account

If International Financial Management (IFM) is installed and interfacing, you can summarize transactions by unit and nature. Refer to the IFM User's Guide for additional information.

You can also summarize some transactions and not others. Suppose you normally want to summarize IM transactions by company and account. However, you want unsummarized ledger entries for the RP and CA transactions so that you can analyze material received versus material invoiced. To do this, have a special ledger entry

transmittal for the RP and CA transactions. In this transmittal, leave the charge entries unsummarized while summarizing offset and variance entries. Then, run a second ledger entry transmittal where the charge, offset, and variance entries for the remaining transaction types are fully summarized.

After you send ledger entries to GL, XA does not provide a way to summarize them. Therefore, the number of times you create ledger entries each month influences the degree of summarization you achieve. For example: if you create ledger entries every day, then only the transactions converted into ledger entries on that day are summarized. If you create ledger entries once a month, then all the transactions for that month are converted as a summarized, single set of ledger entries.

Intercompany accounting

When IFM is installed, IFM does intercompany accounting when it receives ledger entries file from IM. See the *IFM User's Guide* for more information. In XA, debits and credits must balance by company number. You need to set up intercompany account records, using the Maintain Intercompany Accounts menu option. Then when you create ledger entries, you specify that multiple company transactions are to be processed. When the General Ledger interface creates ledger entries, it verifies that debits and credits are balanced by company. If they do not, it automatically generates intercompany control account entries to balance debits and credits.

The following example shows how the General Ledger interface creates intercompany control account entries. Suppose that after creating ledger entries, the General Ledger interface detects that total debits and credits are in balance, but there is an imbalance between companies. When this happens, the General Ledger interface uses the Intercompany Accounting file to generate intercompany control account entries to balance debits and credits by company:

Table 14-10. Sample: intercompany control account entries

	Company 01	Company 02	Company 03
Debits	3,000	2,000	1,000
Credits	2,000-	1,000-	3,000-
Net debits or credits	1,000	1,000	2,000-
Intercompany balancing entries	1,000-	1,000-	2,000
Net after intercompany balancing	0	0	0

The General Ledger interface lets you control how ledger entries are created for intercompany amounts by the way you set up information in the Intercompany Account file. Use the Maintain Intercompany Accounts menu option to set up information in this file.

- With the net intercompany account method, each company has a single intercompany control account with each related company that nets intercompany receivables and payables.
- With the separate intercompany account method, each company has separate intercompany receivable and payable accounts with each related company.

Suppose you have two companies, company 01 and company 02, and you have the following intercompany transfers:

Table 14-11. Sample: intercompany transfers

Company 01 transfers to Company 02	1,000
Company 02 transfers to Company 01	300

If you have net intercompany accounts, then a single intercompany control account entry suffices:

Table 14-12. Sample: net intercompany control account entry

Company	Account	Debit	Credit
01	Intercompany control	700	
02	Intercompany control		700

If you have separate intercompany receivable and liability accounts, then each company's intercompany sales have to be handled separately:

Table 14-13. Sample: separate intercompany control account entries

Company	Account	Debit	Credit
01	Intercompany receivables	1,000	
02	Intercompany liabilities		1,000
02	Intercompany receivables	300	
01	Intercompany liabilities		300

If you use the net intercompany control account method, set up intercompany accounts from company 01 to all the other related companies in the Intercompany Account file.

If you use the separate intercompany control account method, you must set up receivables and payables for each combination of companies in the Intercompany Account file. For example, suppose you have three companies. You would need six records in your Intercompany Account file:

Table 14-14. Sample: records in Intercompany Account file

From		To	
Company	Account	Company	Account
01	Receivable	02	Payable
01	Receivable	03	Payable
02	Receivable	01	Payable
02	Receivable	03	Payable
03	Receivable	01	Payable
03	Receivable	02	Payable

Next, create separate General Ledger entry transmittals for each company number that is selling to related companies. Suppose you use separate intercompany payable and receivable accounts, and warehouse 002 belongs to company 02. The company allows employees from company 01 to requisition items from this warehouse for manufacturing orders that belong to company 01. To get the right intercompany accounting results, do the following:

- Use 02 as the primary company number.
- Select the transaction types that represent issues, such as IP, IS, and so on.
- Use subsetting to limit the ledger entry transmittal to transactions from warehouse 002.

Splitting ledger entries

The General Ledger interface scans the transactions from the originating application to determine if they should be converted into ledger entries. The following must be true for the transactions to be eligible:

- The transaction type must meet the criteria you entered
- The charge, offset, and variance accounts must be valid accounts

If transactions do not meet these requirements, they remain in the General Ledger Transaction file (xxxTRN, where xxx identifies your application). The record count information tells you if this has happened. Suppose you use the General Ledger interface in IM to create ledger entries for all transactions other than the CA. Before and after record counts might look like this:

Table 14-15. Sample: valid and invalid ledger entries

	Before		After	
	Records	Invalid	Records	Invalid
CA transactions	1,000	5	1,000	5
All other transactions	100,000	100	100	100

All of the CA transactions remained in the file as well as all other transactions with invalid account assignments.

When the General Ledger interface creates ledger entries, it first splits each transaction into separate charge, offset, and variance records. Here is a condensed example to illustrate this point:

Table 14-16. Sample: split ledger entries

Item	Charge			Offset			Variance		
	Co	Acct	Amt	Co	Acct	Amt	Co	Acct	Amt
1000	01	040	500.00	01	004	450.00-	01	999	50.00-

Note: Only IM uses variance accounts.

This record would be converted into three TEMGEN records:

Table 14-17. Sample: split entries converted to TEMGEN records

Item	Company	Account	Amount	Debit or Credit
1000	01	040	500.00	Debit
1000	01	004	450.00	Credit
1000	01	999	50.00	Credit

If IFM is installed, IM creates an IFM transaction that consists of a transaction header and G/L lines that correspond to the TEMGEN records.

The General Ledger interface summarizes the split records according to the summarization rules you entered.

After the General Ledger interface has processed all the transactions, it completes the job:

- Balances debits and credits by company and creates intercompany accounting entries if needed.
- Purges the converted transactions from the General Ledger Transaction Interface file and updates record counts.
- Adds the summarized ledger entries to the TEMGEN file or to IFM's file.
- Prints an audit trail.

If you use a non-XA general ledger, you need to have your own programs convert the TEMGEN records to your ledger's format. Use either the XA TEMGEN print and clear menu option or your own routines to ensure that the TEMGEN records are not passed to your ledger for a second time.

The General Ledger Interface works with the XA General Ledger application and non-XA general ledgers. If XA General Ledger is installed and interfacing and you specify transactions to be passed to General Ledger, your ledger reports will automatically reflect the ledger entries these interfaces create. If you have a non-XA general ledger application, you must convert the ledger entries to your system's format.

```

AMIMBO                               Inventory Management          *****
                                     General Ledger Interface

Type option or command; press Enter.

  1. Account Assignment Rule Management >>
  2. Transaction Account Assignment >>
  3. General Ledger Management >>

==> _____

F3=Exit      F4=Prompt      F9=Retrieve      F10=Actions
F11=Job status  F12=Return      F22=Messages

```

Option 1. Account Assignment Rule Management. Use this option to go to the Account Assignment Rule Management menu (AMCM91) to maintain and list rules, rule priorities, intercompany accounts, and simulate account assignment.

Option 2. Transaction Account Assignment. Use this option to go to the Transaction Account Assignment menu (AMCM92) to assign accounts or edit the charge and offset accounts already assigned.

Option 3. General Ledger Management. Use this option to go to the General Ledger Management menu (AMCM93) to create ledger entries, print a Temporary General Ledger Listing, print and clear the Temporary General Ledger file, change transaction descriptions, maintain the General Ledger file, and print a Chart of Accounts.

Note: If you do not use the XA General Ledger application, you can use these menus to capture data to send to your own programs. Just select the interface but do not activate it in order to use your own general ledger programs. You can create a General Ledger Master (GELMAS) file and work with the Temporary General Ledger (TEMGEN) records that the General Ledger interface creates.

```

AMBM70                               Customer Order Management          *****
                               General Ledger Interface

Type option or command; press Enter.

1. Account Assignment Rule Management >>
2. Transaction Account Assignment >>
3. General Ledger Management >>

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages

```

Use the options on the General Ledger Interface menu to access the following application information:

Option	Use to	See page
1	Account Assignment Rule Management. Use this option to go to the Account Assignment Rule Management menu (AMBM71) to maintain and list rules, rule priorities, intercompany accounts, and simulate account assignment.	14-23
2	Transaction Account Assignment. Use this option to go to the Transaction Account Assignment menu (AMBM72) to assign accounts or edit the charge and offset accounts already assigned.	14-59
3	General Ledger Management. Use this option to go to the General Ledger Management menu (AMQM73) to create ledger entries, print a Temporary General Ledger Listing, print and clear the Temporary General Ledger file, change transaction descriptions, maintain the General Ledger file, and print a Chart of Accounts.	14-69

Note: If you do not use the XA General Ledger application, you can use these menus to capture data to send to your own programs. Just select the interface but do not activate it in order to use your own general ledger programs. You can create a General Ledger Master (GELMAS) file and work with the Temporary General Ledger (TEMGEN) records that the General Ledger interface creates.

Account Assignment Rule Management

When you select option 1 on the COM General Ledger Interface menu (AMBM70), the Account Assignment Rule Management menu appears. Use this menu option to define rules for assigning accounts, prioritizing these rules, defining the accounts for intercompany processing, and simulating how XA will apply your rules to specific transactions. You can also get listings for the files used to assign accounts from this menu.

```

AMBM71                               Customer Order Management          *****
                                Account Assignment Rule Management

Type option or command; press Enter.

    1. Maintain Rules
    2. Maintain Rule Priorities
    3. Simulate Account Assignments
    4. Maintain Intercompany Accounts
    5. List Rules
    6. List Rule Priorities
    7. List Intercompany Accounts

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
    
```

Option	Use to	See page
1	Maintain rules. Use this option to create, change, copy, delete, and show account assignment rule information.	14-24
2	Maintain rule priorities. Use this option to create, change, copy, and delete account assignment rule priority information.	14-37
3	Simulate Account Assignments. Use this option to simulate assigning charge and offset accounts to sample transactions that you enter.	14-44
4	Maintain intercompany accounts. Use this option to create, change, copy, and delete company information used to assign intercompany receivable and liability accounts when ledger entries reflect transactions between companies. If you are using IFM, this option is inactive.	14-49
5	List rules. Use this option to determine the transaction types to appear on your Rules List.	14-54
6	List rule priorities. Use this option to determine the transaction types to appear on your Rule Priorities List.	14-55
7	List intercompany accounts. Use this option to determine the companies to appear on the Intercompany Account File List. If you are using IFM, this option is inactive.	14-57

Maintain Rules

Use this option to select rules to create, change, copy, delete, or see.

You will need to know the transaction type to be maintained, copied, or deleted. If you want to limit the selection range, you will need the values for the **From/To** fields.

When IFM is installed and you answered Yes to the GL interface question during application tailoring, account numbers are replaced with units and natures. Refer to the IFM User's Guide for more information.

The Maintain Rules Register (AMBG5) report prints when you finish using this option after maintaining at least one record. This report shows all of the changes you make to the Account Assignment file and the number of records added, changed, and deleted.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 1	Manage account assignment rules
AMBM71	Select option 1	Specify Rules to Maintain panel
AMBG501	Enter selection criteria	Select rules to maintain

The basic steps to maintain rules follow each display.

Specify Rules to Maintain (Select)

Use this panel to select rules for maintenance.

This panel appears when you select option 1 on the Account Assignment Rule Management menu (AMBM71).

For the **From** and **To** ranges on this display, the value you type in the **To** field must be greater than or equal to the value you type in the **From** field when both fields are used. The range begins with and includes the value you type in the **From** field; it ends with and includes the value you type in the **To** field.

If you type a value in the **From** field only, the system ends the range with the highest value for that field. If you type a value in the **To** field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the **From** and **To** fields.

If you type a value in the **From** field only, the system ends the range with the highest value for that field. If you type a value in the **To** field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the **From** and **To** fields.

```

AMBG501                               Specify Rules to Maintain

Specify rules to maintain and include any ranges; or press Enter.

Maintain rules defined for company . . . . . nn
Maintain rules defined for transaction type . . . . . aaA4

Include only these ranges (optional):      From          To
Customer number . . . . .          aaaaaaA8      aaaaaaA8
Customer class code . . . . .       aaaaA6        aaaaA6
Sales code . . . . .                A             A
Salesrep number . . . . .           aaaA5         aaaA5
Territory number . . . . .          nn            nn
Special charge reference . . . . .   aA3           aA3
Tax code . . . . .                  aaaaA5        aaaaA5
Item number . . . . .               aaaaaaaaaaA15 aaaaaaaaaaA15
Item class . . . . .                 aaA4          aaA4
Item accounting class . . . . .      aA3           aA3
Warehouse . . . . .                 aA3           aA3
Personal ledger . . . . .            aaaaaaA10     aaaaaaA10

F1=Help          F3=Exit          F5=Refresh
F14=Simulate     F16=Priority     F21=Group copy  F22=Group delete
  
```

Choose from the following actions.

- To select specific rules to maintain, type in a valid transaction type and press **Enter**. The Maintain Rules panel (AMBG502) appears.
- To select rules for all transaction types, press **Enter**. Do not type in a transaction type. The Maintain Rules panel (AMBG502) appears.
- To limit the records shown on the Maintain Rules panel (AMBG502), type the range information in the **From/To** fields and press **Enter**. The Maintain Rules panel (AMBG502) appears.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear, AMBG601, AMBG602, AMBG606, or AMBG607, depend on various conditions.
F21=Group copy	Cause the Specify Rules to Copy panel (AMBG511) to appear.
F22=Group delete	Cause the Specify Rules to Delete panel (AMBG512) to appear.

Maintain Rules

Use this panel to create, change, copy, delete, and review rules. This panel presents records based on the selections you made on the Specify Rules to Maintain (Select) panel (AMBG501).

This panel appears under the following conditions:

- When you press Enter on the Specify Rules to Maintain (Select) display (AMBG501), if you specify a transaction type to maintain or type a value in at least one of the optional range fields, this display shows you a subsetted list of all the rules that meet your selection criteria. If you do not specify a transaction type, it shows you all the rules.
- When you press Enter on the Confirm Delete of Rules panel (AMBG503), it shows you the results of the deletions you requested.
- When you press Enter on the Specify Rules to Delete panel (AMBG512), it shows you a subsetted list of all the rules for the transaction type you specify and marks them for deletion. You may remove any record from the list that you do not want to delete by moving the cursor to the list entry and removing the 4 option.

If you delete all the records for a subsetted list, delete all the records in the file, or add a rule to the file, a message appears informing you that the maintenance was successful. When you delete all the list entries in a subsetted list, you must use **F12** to return to panel AMBG501 to make your next maintenance request.

```

AMBG502                               Maintain Rules

Type options; then press Enter.
  1=Create  2=Change  3=Copy  4=Delete  5=Display

Option Status Company Txn  -- Customer -- Sale  View 1 of 2  More:  + >
              Type  Number  Class  Code  Sales Terr  Special Tax
              Type  Number  Class  Code  Rep  Num  Charge  Code
n      A      nn      aaA4  aaaaaaA8  aaaA5  A      aaaA5  nn      aA3      aaaA5
*      *      **      ****  *****  *****  *      *****  **      ***      *****
    
```

```

AMBG502                               Maintain Rules

Type options; then press Enter.
  1=Create  2=Change  3=Copy  4=Delete  5=Display

Option Status Company Txn  -- Customer -- Sale  View 1 of 2  More:  + >
              Type  Number  Class  Code  Sales Terr  Special Tax
              Type  Number  Class  Code  Rep  Num  Charge  Code
A      A      nn      aaA4  aaaaaaA8  aaaA5  A      aaaA5  nn      aA3      aaaA5
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****
A      *      **      ****  *****  *****  *      *****  **      ***      *****

F1=Help      F3=Exit      F5=Refresh      F7=Backward      F8=Forward
F12=Cancel   F14=Simulate F16=Priority     F20=Right
    
```

Choose from the following actions.

- To create a rule, type **1** in the **Opt** field. You can also add the requested information on the create line. Press **Enter**. The Create Account Assignment Rule panel (AMBG506) appears.
- To change a rule, type **2** in the **Opt** field next to the list entry you want to maintain and press **Enter**. The Change Account Assignment Rule panel (AMBG507) appears.
- To delete a rule, type **4** in the **Opt** field next to the list entry you want to delete and press **Enter**. The Confirm Delete of Rules panel (AMBG503) appears.
- To see a rule, type **5** in the **Opt** field next to the list entry you want to review and press **Enter**. The Display Account Assignment Rule panel (AMBG510) appears.

If a priority does not exist for the rule, a message appears. Use **F16** at this time to add the priority or add it later by selecting option 2 on the Account Assignment Rule Management menu. If you select **F16** the Maintain Rule Priorities panel (AMBG602) appears with the transaction type and the fields that correspond to the rule you just typed in already selected for you.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear—AMBG601, AMBG602, AMBG606, or AMBG607—depend on various conditions.

Confirm Delete of Rules

Use this panel to delete the selected rules. You can delete the records shown on this panel or return to the previous panel without deleting any records.

This panel appears when you enter option 4 for one or more records on the Maintain Rules panel (AMBG502) or when you request a deletion from the Specify Rules to Delete display (AMBG512).

```

AMBG5X3                               Confirm Delete of Rule
Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.
                                           View 2 of 2   More: <
Status Co  Txn      ----- Item -----
*   **   ****      Number      Class  Ac Cl      Warehouse
*****

```

```
AMBG503                                Confirm Delete of Rules
Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.

View 1 of 2 More: >
Status Company Txn -- Customer -- Sale Sales Terr Special Tax
* ** **** * ** * ** * ** * ** * ** * ** * ** * ** * ** * **
* ** **** * ** * ** * ** * ** * ** * ** * ** * ** * ** * **

F1=Help      F7=Backward      F8=Forward      F12=Cancel
F20=Right
```

To delete the rules shown, press **Enter**. The rules are deleted and panel AMBG502 appears again.

Create Account Assignment Rule (Page 1)

Use this panel to create account assignment rules.

This panel appears when you type option 1 on the first input capable line (create line) on the Maintain Rules panel (AMBG502).

If IFM is installed and you answered Yes to the GL interface question during application tailoring, account numbers are replaced with units and natures. Refer to the *IFM User's Guide* for more information.

```
AMBG506                                Create Account Assignment Rule
Type choices; then press Enter.
Page 2 of

2
Charge account:
  Company number . . . . . nn
  Account Number . . . . . nnnnnnnnnn
Offset account:
  Company number . . . . . nn
  Account Number . . . . . nnnnnnnnnn
```

```

AMBG506                               Create Account Assignment Rule
Type choices; then press Enter.
                                           Page 1 of 2
Company number . . . . . **
Transaction type . . . . . ****
Customer information:
  Customer number . . . . . aaaaaaA8
  Customer class . . . . . aaaaA6
  Sales code . . . . . A
  Salesrep . . . . . aaaA5
  Territory number . . . . . nn
  Special charges . . . . . aA3
  Tax code . . . . . aaaA5
Item information:
  Item number . . . . . aaaaaaaaaA15
  Item class . . . . . aaA4
  Accounting class . . . . . aA3
  Warehouse . . . . . aA3
  Personal ledger . . . . . aaaaaaA10

F1=Help           F5=Refresh       F7=Backward      F8=Forward
F12=Cancel        F14=Simulate     F16=Add priority

```

Choose from the following actions.

- To create a rule, type in any additional information on this panel and use **F8** to see page 2 of this display.
- To change account information, type in the requested information and press **Enter**. A message appears to confirm that your request has been successfully completed.
- To return to the previous display, use **F12**.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear, AMBG601, AMBG602, AMBG606, or AMBG607, depend on various conditions.

To change your choices of rules to delete, use **F12=Cancel**. You return to the panel where you requested the deletion.

Change Account Assignment Rule

Use this panel to change account assignment rules.

The panel appears when you select option 2 on the Maintain Rules panel (AMBG502).

If IFM is installed and you answered Yes to the GL interface question during application tailoring, account numbers are replaced with units and natures. Refer to the *IFM User's Guide* for more information.

When defining units and natures, you can define a rule with a unit, a nature, or both. By assigning separate rules for the unit and the nature, you can dramatically reduce the number of rules needed.

```

AMBG507                Change Account Assignment Rule

Type choices; then press Enter.                                     Page 2 of 2

Charge account:
  Company number . . . . . nn
  Account number . . . . . nnnnnnnnnnnnnnnn
Offset account:
  Company number . . . . . nn
  Account number . . . . . nnnnnnnnnnnnnnnn

```

```

AMBG507                Change Account Assignment Rule

Type choices; then press Enter.                                     Page 1 of 2

Company number . . . . . **
Transaction type . . . . . ****
Customer information:
  Customer number . . . . . aaaaaaA8
  Customer class . . . . . aaaA5
Sales code . . . . . A
Salesrep . . . . . aaaA5
Territory number . . . . . nn
Special charges . . . . . aA3
Tax code . . . . . aaaA5
Item information:
  Item number . . . . . aaaaaaaaaaaaA15
  Item class . . . . . aaA4
  Accounting class . . . . . aA3
Warehouse . . . . . aA3
Personal ledger . . . . . aaaaaaaA10

F1=Help           F5=Refresh       F7=Backward      F8=Forward
F12=Cancel        F14=Simulate      F16=Add priority

```

Choose from the following actions.

- To change a rule, type in the requested information. To change the account information, use **F8** to see page 2 of this display. If you do not want to change account information, press **Enter**. The Maintain Rules panel (AMBG502) appears or, if you selected more than one record to change, the next record appears on this display.
- To change account information on page 2 of this display, type in the requested information and press **Enter**. A message appears to confirm that your request has

been successfully completed. The Maintain Rules panel (AMBG502) appears or, if you selected more than one record to change, the next record appears on this display.

- To return to the previous display, use **F12**.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear, AMBG601, AMBG602, AMBG606, or AMBG607, depend on various conditions.

Copy Account Assignment Rule

Use this panel to copy account assignment rules.

This panel appears when you select option 3 on the Maintain Rules panel (AMBG502).

If IFM is installed and you answered Yes to the GL interface question during application tailoring, account numbers are replaced with units and natures. Refer to the *IFM User's Guide* for more information.

```
AMBG508                               Copy Account Assignment Rule
Type choices; then press Enter.
Page 2 of 2
Charge account:
Company number . . . . . nn
Account number . . . . . nnnnnnnnnnnnnnnnn
Offset account:
Company number . . . . . nn
Account number . . . . . nnnnnnnnnnnnnnnnn
```

```

AMBG508                               Copy Account Assignment Rule
Type choices; then press Enter.
Page 1 of 2
Company number . . . . . **
Transaction type . . . . . ****
Customer information:
  Customer number . . . . . aaaaaaA8
  Customer class . . . . . aaaA5
  Sales code . . . . . A
  Salesrep . . . . . aaaA5
  Territory number . . . . . nn
  Special charges . . . . . aA3
  Tax code . . . . . aaaA5
Item information:
  Item number . . . . . aaaaaaaaaA15
  Item class . . . . . aaA4
  Accounting class . . . . . aA3
  Warehouse . . . . . aA3
  Personal ledger . . . . . aaaaaaA10

F1=Help           F5=Refresh       F7=Backward      F8=Forward
F12=Cancel        F14=Simulate     F16=Add priority

```

Choose from the following actions.

- To copy a rule, type in the requested information. To change the account information, use **F8** to see page 2 of this display. If you do not want to change the account information for the copied rule, press **Enter**. The Maintain Rules panel (AMBG502) appears or, if you selected more than one rule to copy, the next record appears on this display.
- To return to the previous display, use **F12**.

Note: Press **Enter** on page 1 or 2 of this panel only if you do not want to copy the account information.

Function keys

Use these function keys to perform additional actions.

Functionkey	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear, AMBG601, AMBG602, AMBG606, or AMBG607, depend on various conditions.

Display Account Assignment Rule

Use this panel to view account assignment rules. Rules cannot be changed when viewing.

This panel appears when you select option 5 for one or more records on the Maintain Rules panel (AMBG502).

If IFM is installed and you answered Yes to the GL interface question during application tailoring, account numbers are replaced with units and natures. Refer to the *IFM User's Guide* for more information.

```
AMBG510                Display Account Assignment Rule
Press Enter to continue.                                     Page 2 of 2
Charge account:
Company number . . . . . **
Account number . . . . . *****
Offset account:
Company number . . . . . **
Account number . . . . . *****
```

```
AMBG510                Display Account Assignment Rule
Press Enter to continue.                                     Page 1 of 2
Company number . . . . . : **
Transaction type . . . . . : ****
Customer information:
  Customer number . . . . . : aaaaaaA8
  Customer class . . . . . : aaaA5
Sales code . . . . . : A
Salesrep . . . . . : aaaA5
Territory number . . . . . : nn
Special charges . . . . . : aA3
Tax code . . . . . : aaaA5
Item information:
  Item number . . . . . : aaaaaaaaaA15
  Item class . . . . . : aaA4
  Accounting class . . . . . : aA3
Warehouse . . . . . : aA3
Personal ledger . . . . . : aaaaaaA10

F1=Help           F5=Refresh       F7=Backward      F8=Forward
F12=Cancel        F14=Simulate      F16=Add priority
```

Choose from the following actions.

- To see account information for the selected rule, use **F8**. Page 2 of this panel appears.
- After you finish viewing account information, press **Enter** or use **F12** to return to panel AMBG502.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear, AMBG601, AMBG602, AMBG606, or AMBG607, depend on various conditions.

Specify Rules to Copy

Use this panel to copy all records from one transaction type to another.

This panel appears when you use **F21** on the Specify Rules to Maintain (Select) panel (AMBG501).

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.

```

AMBG511                               Specify Rules to Copy

Specify rules to copy and include any ranges; then press Enter.

Copy rules defined for company . . . . . nn to nn
Copy rules defined for transaction type . . . . . aaA4 to aaA4

Include only these ranges (optional):      From                To
Customer number . . . . .          aaaaaaA8            aaaaaaA8
Customer class code . . . . .       aaaA5               aaaA5
Sales code . . . . .                A                   A
Salesrep number . . . . .           aaaA5               aaaA5
Territory number . . . . .          nn                  nn
Special charge reference . . . . .   aA3                 aA3
Tax code . . . . .                  aaaA5               aaaA5
Item number . . . . .               aaaaaaaaaaA15       aaaaaaaaaaA15
Item class . . . . .                 aaA4                aaA4
Item accounting class . . . . .      aA3                 aA3
Warehouse . . . . .                 aA3                 aA3
Personal ledger . . . . .            aaaaaaaA10         aaaaaaaA10

F1=Help          F3=Exit          F5=Refresh      F12=Cancel
F14=Simulate     F16=Priority
    
```

Choose from the following actions.

- To copy records, type in the transaction type being copied and the transaction type to which records are being copied and press **Enter**. The Maintain Rules panel (AMBG502) appears with a list of the newly created records.

- To limit the number of records copied, type in the range of values you want to use and press **Enter**. The Maintain Rules panel (AMBG502) appears.
- To return to the previous display, use **F12**.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear, AMBG601, AMBG602, AMBG606, or AMBG607, depend on various conditions.

Specify Rules to Delete

Use this panel to delete a group of records for the company number and transaction type you selected on the Specify Rules to Maintain (Select) display (AMBG501).

This panel appears when you use **F22** on the Specify Rules to Maintain (Select) panel (AMBG501).

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.

```

AMBG512                               Specify Rules to Delete

Specify rules to delete and include any ranges; then press Enter.

Delete rules defined for company . . . . . nn
Delete rules defined for transaction type . . . . . aaA4

Include only these ranges (optional):      From                To
Customer number . . . . . aaaaaaA8       aaaaaaA8
Customer class code . . . . . aaaA5       aaaA5
Sales code . . . . . A                    A
Salesrep number . . . . . A2              A2
Territory number . . . . . nn             nn
Special charge reference . . . . . aA3     aA3
Tax code . . . . . aaaA5                  aaaA5
Item number . . . . . aaaaaaaaaA15        aaaaaaaaaA15
Item class . . . . . aaA4                  aaA4
Item accounting class . . . . . aA3       aA3
Warehouse . . . . . aA3                    aA3
Personal ledger . . . . . aaaaaaA10       aaaaaaA10

F1=Help          F3=Exit          F5=Refresh       F12=Cancel
F14=Simulate     F16=Priority

```

Choose from the following actions.

- To delete all rules records for a company number or transaction type, type in the company number and transaction type and press **Enter**. The Maintain Rules panel (AMBG502) appears with a list of the records marked for deletion.
- To limit the number of rules records for selected for deletion, type the range values you want to use and press **Enter**. The Maintain Rules panel (AMBG502) appears.
- To return to the previous display, use **F12**.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F16=Priority	Display a priority maintenance session. The panels that appear, AMBG601, AMBG602, AMBG606, or AMBG607, depend on various conditions.

Exit Maintain Rules

Use this window to leave a rules maintenance session. The window shows the number of records added, changed, and deleted during the current session.

```

AMBG512                               Specify Rules to Delete
Specify rules to de : ..... Exit Maintain Rules .....
Delete rules define : Press F3=Exit to end; or press F12=Cancel to return.
Delete rules define :
Include only these : Records added . . . . . *
Customer number . : Records changed . . . . . *
Customer class co : Records deleted . . . . . *
Sales code . . . : F1=Help F3=Exit F12=Cancel
Salesrep number . :
Territory number . . . . . nn nn
Special charge reference . . . . . aA3 aA3
Tax code . . . . . aaaA5 aaaA5
Item number . . . . . aaaaaaaaaA15 aaaaaaaaaA15
Item class . . . . . aaA4 aaA4
Item accounting class . . . . . aA3 aA3
Warehouse . . . . . aA3 aA3
Personal ledger . . . . . aaaaaaaA10 aaaaaaaA10

F1=Help           F3=Exit           F5=Refresh           F12=Cancel
F14=Simulate      F16=Priority
    
```

This window appears when you use F3 on displays AMBG501, AMBG502, AMBG511, or AMBG512.

Choose from the following actions.

- To exit this window, use **F3**. The Account Assignment Rule Management menu appears.
- To return to the previous display, use **F12**.

Maintain Rule Priorities

Use this option to create, change, copy, and delete account assignment priority information.

You will need to know the transaction type and the rule priorities you want to set up to help you accomplish this task.

The Maintain Rule Priorities Register (AMBG6) prints when you finish using this option after maintaining at least one record. This report shows all of the changes you make to the Account Priorities file. For the transactions listed on this report, the number 1 indicates the fields to be used for prioritizing rules when assigning accounts to those transactions.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 1	Manage account assignment rules
AMBM71	Select option 2	Specify Priorities to Maintain (Select)
AMBG601	Enter selections	Choose the priorities for maintenance.

The basic steps to maintaining rule priorities follow each display.

Specify Priorities to Maintain (Select)

Use this panel to select priorities to maintain.

This panel appears when you select option 2 on the Account Assignment Rule Management menu.

```

AMBG601                Specify Priorities to Maintain
Specify priorities to maintain; or press Enter.

Maintain priorities defined for company . . . . . nn
Maintain priorities defined for transaction type . . . . . aaA4

F1=Help      F3=Exit      F5=Refresh      F22=Group delete
F14=Simulate F15=Rules      F21=Group copy
    
```

Choose from the following actions.

- To select the priorities for a company number and transaction type, type in the company number and transaction type and press **Enter**. The Maintain Rule Priorities panel (AMBG602) appears with a list of all records for the company number and transaction type.
- To see rule priorities, leave the fields blank and press **Enter**. Do not type anything on this display. The Maintain Rule Priorities panel (AMBG602) appears.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F15=Rules	Display a rules maintenance session. The panel that appears depends on whether you started a maintain rules session during the current maintenance or simulation session. If you have not started a rules maintenance session, you see the Specify Rules to Maintain panel. If you have started a rules maintenance session, you see the panel that preceded this panel.
F21=Group copy	Causes the Specify Priorities to Copy panel (AMBG606) to appear.
F22=Group delete	Causes the Specify Priorities to Delete panel (AMBG607) to appear.

Maintain Rule Priorities

Use this panel to create corresponding priorities for the rules you define for assigning account numbers to transactions. The priority sequence number determines the order in which rules are used for assigning accounts. As you create your priorities, the lowest sequence number for each transaction type should be the most specific. During account assignment, proceeding from the lowest sequence number to the highest, priorities are first matched against the rules of any specific transaction type in the file. If a matching rule is not found for a specific transaction type, the priorities for the generalized transaction type are then matched against the rules.

This panel appears under the following conditions:

- When you press Enter on the Specify Priorities to Maintain (Select) panel (AMBG601). If you specify a transaction type to maintain or type a value in at least one of the optional range fields, this display shows you a subsetted list of all the records that meet your selection criteria. If you do not specify a transaction type, it shows you all the records in the file.
- When you press Enter on the Confirm Delete of Rule Priorities panel (AMBG603). This panel shows you the results of the deletions you requested.
- When you press Enter on the Specify Priorities to Delete display (AMBG607). This panel shows you a subsetted list of all the records for the transaction type you specify and marks them for deletion. You may remove any record from the list that you do not want to delete by moving the cursor to the list entry and removing the 4 option.
- When you use **F16=Priority** on the Maintain Rules panel (AMBG502). You can type in a priority sequence number for the rule you want on display AMBG502.

Press **F12** to return to panel AMBG601 to request another subsetted list. You can perform other maintenance activities on any records in your current subsetted list.

```

AMBG602                               Maintain Rule Priorities

Type options; then press Enter.
Use 1 in the fields you want used for this rule.
  1=Create  2=Change  3=Copy to create line  4=Delete

                                     More:      +
Opt Co  Txn      Customer  Sale Sales  Terr Spec  Tax  --- Item ---
A nn  aaA4  nnnn  A  A  A  A  A  A  A  A  A  A  A  A
A **  ****  ****  A  A  A  A  A  A  A  A  A  A  A  A
A **  ****  ****  A  A  A  A  A  A  A  A  A  A  A  A
A **  ****  ****  A  A  A  A  A  A  A  A  A  A  A  A
A **  ****  ****  A  A  A  A  A  A  A  A  A  A  A  A

F1=Help      F3=Exit      F5=Refresh   F7=Backward
F8=Forward   F12=Cancel   F14=Simulate F15=Rules
  
```

Choose from the following actions.

- To create a rule priority, type **1** in the **Opt** field on the first line (the create line) and press **Enter**. The new rule priority is added to the file.
- To change a rule priority, type **2** in the **Opt** field on the line you want to change and press **Enter**. The record is changed in the file.
- To copy a rule priority, type **3** in the **Opt** field and press **Enter**. The copied record appears on create line of the display. Change the copied record and press **Enter**. The record is added to the file.
- To delete a rule priority, type **4** in the **Opt** field beside the line you want to delete and press **Enter**. The Confirm Delete of Rule Priorities panel (AMBG603) appears.

Function keys

Use these function keys to perform additional actions.

Functionkey	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F15=Rules	Display a rules maintenance session. The panel that appears depends on whether you started a maintain rules session during the current maintenance or simulation session. If you have not started a rules maintenance session, you see the Specify Rules to Maintain panel. If you have started a rules maintenance session, you see the panel that preceded this panel.

Confirm Delete of Rule Priorities

Use this panel to delete the records shown. You can confirm the deletion of all records listed or return to the previous panel without deleting any records. You cannot make a selection from this display.

This panel appears when you enter a 4 for one or more records on the Maintain Rule Priorities panel (AMBG602) or when you request a deletion from the Specify Priorities to Delete panel (AMBG607).

```
AMBG603                      Confirm Delete of Rule Priorities
Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.

                                More:
      Txn      Customer Sale Sales  Terr Spec  Tax  --- Item ---
      Co  Type  Seq  Num  Cls  Cd  Rep  Num  Chg  Code  Num  Cls  AC  Whs  PL
      **  ****  ****  *   *   *   *   *   *   *   *   *   *   *   *

F1=Help          F7=Backward      F8=Forward      F12=Cancel
```

Choose from the following actions.

- To delete the records, press **Enter**. Display AMBG602 appears.
- To return to the previous display, use **F12**.

Specify Priorities to Copy (Select)

Use this panel to copy all rule priorities from one company number to another and from one transaction type to another.

This panel appears when you use F21 on the Specify Priorities to Maintain (Select) panel (AMBG601).

```
AMBG606                      Specify Priorities to Copy
Specify priorities to copy; then press Enter.

Copy priorities defined for company . . . . . nn to nn
Copy priorities defined for transaction type . . . . . aaA4 to aaA4

F1=Help          F3=Exit          F5=Refresh      F12=Cancel
F14=Simulate     F15=Rules
```


Choose from the following actions.

- To copy records, type in the company number and transaction type being copied and the company number and transaction type to which it is being copied to and press **Enter**. The Maintain Rule Priorities panel (AMBG602) appears.
- To return to the previous display, use **F12=Cancel**.

Function keys

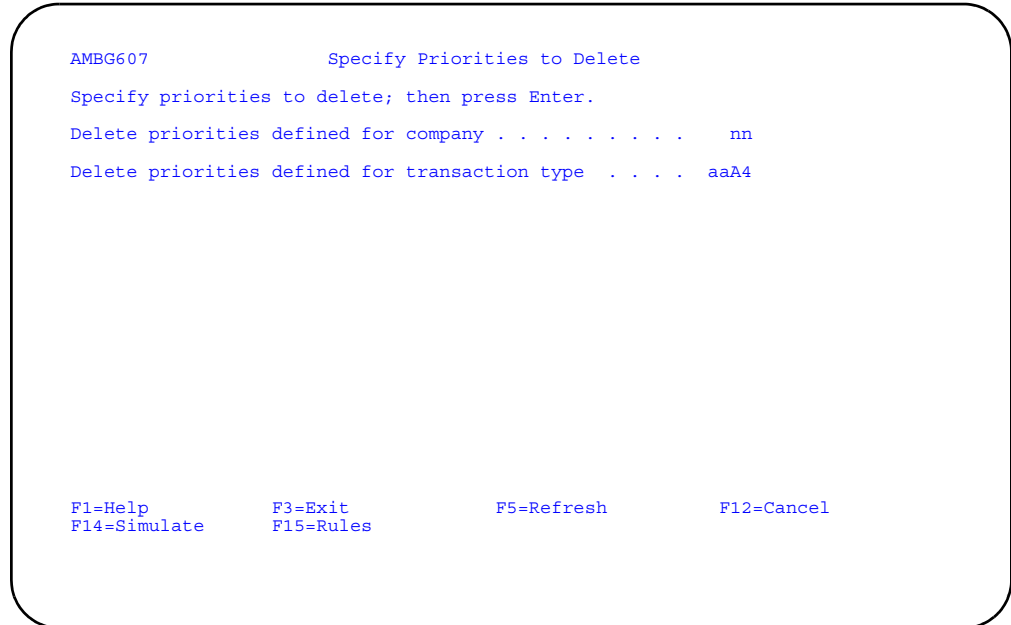
Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F15=Rules	Display a rules maintenance session. The panel that appears depends on whether you started a maintain rules session during the current maintenance or simulation session. If you have not started a rules maintenance session, you see the Specify Rules to Maintain panel. If you have started a rules maintenance session, you see the panel that preceded this panel.

Specify Priorities to Delete

Use this panel to delete a group of priority records for the company number and transaction type you selected on the Specify Priorities to Maintain (Select) panel (AMBG601).

This panel appears when you use **F22** on the Specify Priorities to Maintain (Select) panel (AMBG601).



Choose from the following actions.

- To delete records, type in the company number and transaction type and press **Enter**. The Maintain Rule Priorities panel (AMBG602) appears with a list of the records marked for deletion.
- To return to the previous display, use **F12=Cancel**.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.
F15=Rules	Display a rules maintenance session. The panel that appears depends on whether you started a maintain rules session during the current maintenance or simulation session. If you have not started a rules maintenance session, you see the Specify Rules to Maintain panel. If you have started a rules maintenance session, you see the panel that preceded this panel.

Exit Maintain Rule Priorities

Use this window to leave a rule priorities maintenance session. The window shows the number of records added, changed, and deleted during the current session.

This window appears when you use **F3** on the AMBG601, AMBG602, AMBG606, and AMBG607 displays.

```

AMBG602                                Maintain Rule Priorities
-----
Type options; th :                      Exit Maintain Rule Priorities :
Use 1 in the fie :                      :
  1=Create  2=Ch :  Press F3=Exit to end; or press F12=Cancel to return. :
Txn :                                     :
Opt Co  Type  Se :  Records added . . . . . : * : PL
A  nn  aaA4  nn :  Records changed . . . . . : * :
A  *  ****  ** :  Records deleted . . . . . : * :
A  *  ****  ** :  F1=Help  F3=Exit  F12=Cancel : A
A  *  ****  ** :  : A
-----
                                F14=Simulate      F15=Rules
  
```

Choose from the following actions.

- To exit this window, use **F3**. The Account Assignment Rule Management menu appears.
- To return to the previous display, use **F12**.

Simulate Account Assignments

Use this option to simulate assigning charge and offset accounts to sample transactions.

You will need to know the simulation data to help you accomplish this task.

If IFM is installed and you answered Yes to the GL interface question during application tailoring, account numbers are replaced with units and natures. Refer to the IFM User's Guide for more information.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 1	Manage account assignment rules

On panel	You	To
AMBM71	Select option 3	Simulate account assignments
AMBG401	Enter selections	Simulate assigning charge or offset accounts

The basic steps to simulating account assignments follow each display.

Simulate Account Assignments

Use this panel to simulate assigning charge or offset accounts to a sample transaction that you enter.

This panel appears when you select option 3 on the Account Assignment Management menu.

```

AMBG401                               Simulate Account Assignments

Type choices; then press Enter.

Company . . . . . nn
Transaction type . . . . . aaA4
Customer number . . . . . aaaaaaA8
Customer class . . . . . aaaA5
Sales code . . . . . A
Salesrep number . . . . . nnnnn
Territory number . . . . . nn
Special charge reference . . . . . aA3
Tax code . . . . . aaaaA5
Item number . . . . . aaaaaaaaaA15
Item class . . . . . aaA4
Item accounting class . . . . . aA3
Warehouse . . . . . aA3
Personal ledger . . . . . aaaaaaA10

F1=Help           F3=Exit           F5=Refresh       F12=Cancel
F15=Rules        F16=Priority      F22=Toggle rules
```

Choose from the following actions.

- To simulate assigning charge and offset accounts, type in the information in the **Simulation Data** field and press **Enter**. The account assignment and the rule on which the assignment was based appear in the Simulated Charge and Simulated Offset columns.
- If an error is detected on this display, a warning message appears. You can press **Enter** to continue or use **F12** to cancel. If you use **F12**, the Account Assignment Rule Management menu appears.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F14=Simulate	Cause the Simulate Account Assignments panel to appear.

Function key	Use to
F15=Rules	Display a rules maintenance session. The panel that appears depends on whether you started a maintain rules session during the current maintenance or simulation session. If you have not started a rules maintenance session, you see the Specify Rules to Maintain panel. If you have started a rules maintenance session, you see the panel that preceded this panel.
F16=Priority	Takes you to a rules priority maintenance session. The panel that appears depends on the following conditions: AMBG601: Appears if a maintain rules priority session has never been initiated from the current simulate account assignments session. AMBG602, AMBG606, AMBG607: Appears if you started a maintain rules priority session during the current simulate account assignments session and one of these displays was the previous display.

Maintain Intercompany Accounts

Use this option to select intercompany records for maintenance and to create, change, copy, or delete the records selected.

Before you start, you need to know the transaction type to be maintained.

When you complete the intercompany accounts maintenance, the Maintain Intercompany Accounts (AMVG1) reports prints.

If IFM is installed, this menu option is disabled. Refer to the IFM User's Guide for information about intercompany processing.

How you start

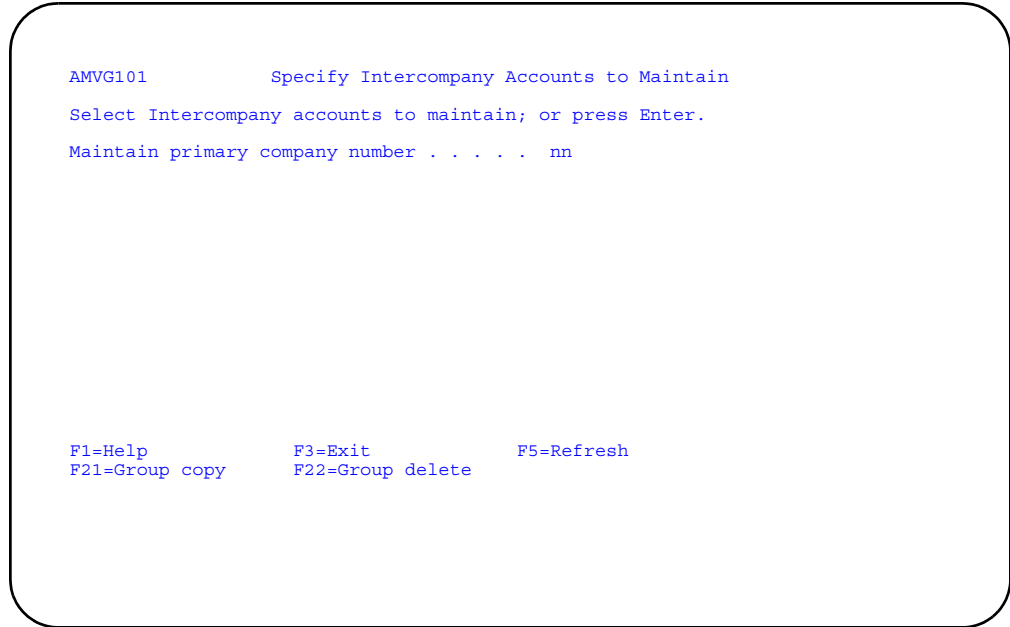
On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 1	Manage account assignment rules
AMBM71	Select option 4	Maintain intercompany accounts
AMVG101	Enter selections	Select company for which you want to maintain intercompany accounts

The basic steps to maintain intercompany accounts follow each display.

Specify Intercompany Accounts to Maintain

Use this panel to select intercompany account records for maintenance.

This panel appears when you select option 4 on the Account Assignment Rule Management menu.



Choose from the following actions.

- To select intercompany account records for a specific company, type in the company number and press **Enter**. The Maintain Intercompany Accounts panel (AMVG102) appears.
- To see all intercompany account records, press **Enter**. Do not type in a company number. The Maintain Intercompany Accounts panel (AMVG102) appears.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F21=Group copy	Cause the Specify Intercompany Accounts to Copy panel (AMVG106) to appear.
F22=Group Delete	Cause the Specify Intercompany Accounts to Delete panel (AMVG107) to appear.

Maintain Intercompany Accounts

Use this panel to create, change, copy, and delete intercompany account records. The primary company selected on the Specify Intercompany Accounts to Maintain panel (AMVG101) appears with as many secondary companies as were created for the primary company.

This panel appears when you press Enter on the Specify Intercompany Accounts to Maintain (Select) panel (AMVG101) or on the Specify Intercompany Accounts to Delete panel (AMVG107). If you specify a primary company to maintain, this panel shows you a subsetted list of all the records that meet your selection criteria. If you do not specify a primary company, it shows you all the records in the file.

```

AMVG102                                Maintain Intercompany Accounts

Type options; then press Enter.
  1=Create  2=Change  3=Copy to create line  4=Delete  More  +
----- Primary ----- Secondary -----
  Option  Status  Company      Account      Company      Account
  A                A2      aaaaaaaaaaaaA15  A2      aaaaaaaaaaaaA15
  A          **    A2      aaaaaaaaaaaaA15  A2      aaaaaaaaaaaaA15

F1=Help      F3=Exit      F5=Refresh      F7=Backward
F8=Forward   F12=Cancel

```

Choose from the following actions.

- To create records, type a **1** in the **Option** field on the create line. Type in the requested information and press **Enter**.
- To change records, type a **2** in the **Option** field of the account record you want to change and press **Enter**.
- To copy records, type a **3** in the **Option** field of the account record you want to copy and press **Enter**. The copied record appears on the create line of the display, and a 1 appears in the **Option** field. If you want to, change the copied record information. Press **Enter**.
- To select records for deletion, type a **4** in the **Option** field of the account record you want to delete and press **Enter**. The Confirm Delete of Intercompany Accounts panel (AMVG103) appears.
- To return to the previous panel without making any changes, use **F12**.

Confirm Delete of Intercompany Accounts

Use this panel to delete the records shown. You can confirm the deletion of all records listed or return to the previous panel without deleting any records. You cannot make a selection on this display.

This panel appears when you enter a 4 for one or more records on the Maintain Intercompany Accounts panel (AMVG102).

```
AMVG103                Confirm Delete of Intercompany Accounts

Press Enter to confirm your choices for Delete.
Press F12=Cancel to return to change your choices.

                                More:
                                ----- Secondary -----
                                Company      Account
                                **          *****

----- Primary -----
Status  Company      Account
**          *****

F1=Help          F7=Backward      F8=Forward      F12=Cancel
```

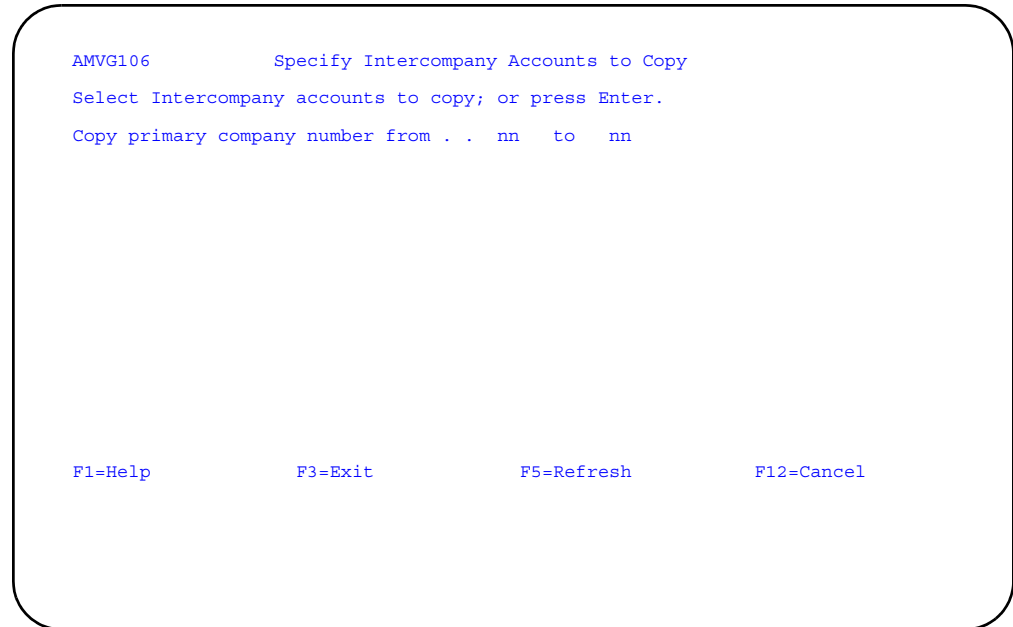
To delete the records on this display, press **Enter**. The records are deleted and the Maintain Intercompany Accounts panel (AMVG102) appears.

To change your choices for deletion, use **F12=Cancel**. You return to the panel where you requested the deletion.

Specify Intercompany Accounts to Copy

Use this panel to copy a group of intercompany account records for maintenance.

This panel appears when you use **F21** on the Specify Intercompany Accounts to Maintain (Select) panel (AMVG101).



AMVG106 Specify Intercompany Accounts to Copy
Select Intercompany accounts to copy; or press Enter.
Copy primary company number from . . nn to nn

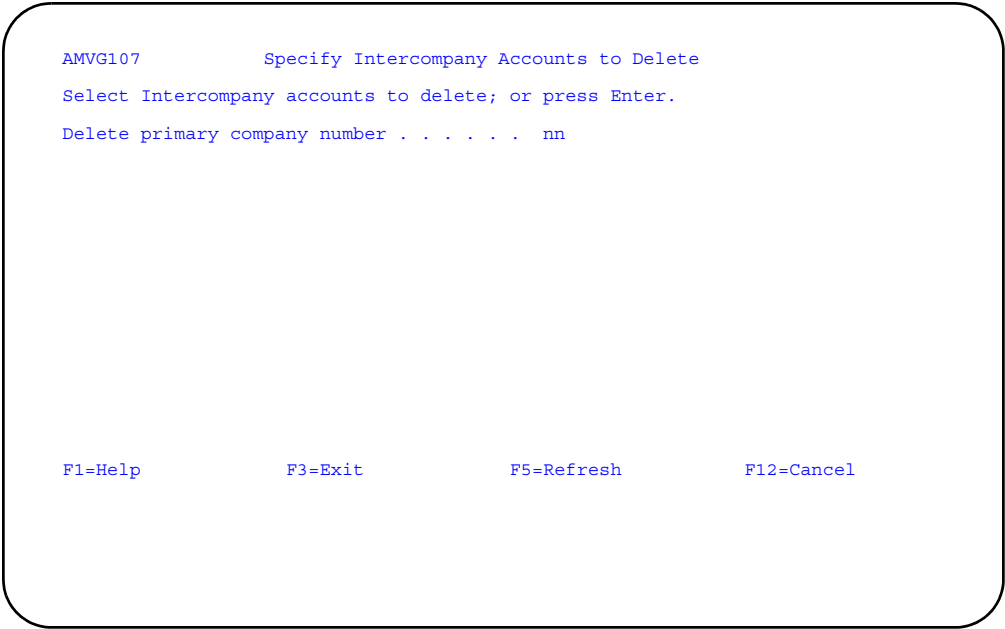
F1=Help F3=Exit F5=Refresh F12=Cancel

To copy a group of intercompany account records, type in the number of the primary company you want to copy records from and the number of the primary company to which you want to copy the records. Press **Enter**. The Maintain Intercompany Accounts panel (AMVG102) appears with the copied records.

Specify Intercompany Accounts to Delete

Use this panel to delete a group of intercompany account records.

This panel appears when you use **F22** on the Specify Intercompany Accounts to Maintain (Select) panel (AMVG101).



To delete a group of intercompany accounts, type in the range values you want to use and press **Enter**. The Maintain Intercompany Accounts panel (AMVG102) appears.

To change your choices for deletion, use **F12=Cancel**. You return to the panel where you requested the deletion.

Exit Maintain Intercompany Accounts

Use this window to exit the Maintain Intercompany Accounts option. The window shows the number of records added, changed, and deleted during the current session.

This window appears when you use F3 on displays AMVG101, AMVG102, AMVG106, or AMVG107.

```
AMVG101          Specify Intercompany Accounts to Maintain

Select Intercompany |
Maintain primary co |
                    |-----*-----*
                    |      Exit Maintain Intercompany Accounts
                    | Press F3=Exit to end; or press F12=Cancel to return.
                    | Records added. . . . . :      *****
                    | Records changed. . . . . :      *****
                    | Records deleted. . . . . :      *****
                    | F1=Help  F3=Exit  F12=Cancel
                    |-----*-----*

F1=Help          F3=Exit          F5=Refresh          F7=Backward
F8=Forward
```

Choose from the following actions.

- To leave the intercompany account maintenance session, use **F3**. The Account Assignment Rule Management menu appears.
- To return to the previous display, use **F12**.

List Rules

Use this option to generate a report showing the rules in the Account Assignment Rules file.

You need to know the transaction type and company for which you want to generate the Rules List report (AMBGS).

The Rules List report (AMBGS) shows the rules you have defined for assigning accounts to transactions. The information in the report heading shows you the selection criteria you chose on the List Rules panel (AMBG801) for listing the file.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 1	Manage account assignment rules
AMBM71	Select option 5	Generate List Rules report
AMBG801	Enter selections	Print report for selected rules

The basic steps to select the rules to appear on Rules List report follow the display.

List Rules

Use this panel to select the rules to appear on the Rules List (AMBGS).

This panel appears when you choose option 5 on the Account Assignment Rule Management menu.

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.

If you use **From** and **To** values, these rules apply:

- The value in the From field must always be lower than the value in the To field.
- An asterisk (*) is considered by the system to be higher than a letter. For example, LH** is higher than LHXZ.
- Categories with more asterisks are considered higher than those with fewer asterisks. For example, L*** is higher than LH**.

```

AMBG801                               List Rules
Type choices; then press Enter.
Include only these ranges (optional):
  From company number . . . . . nn
  To company number . . . . . nn
  From transaction type . . . . . aaA4
  To transaction type . . . . . aaA4

F1=Help           F3=Exit           F5=Refresh       F12=Cancel
  
```

Choose from the following actions.

- To limit the rules shown on the Rules List, type in the range values you want to use and press **Enter**. The Account Assignment Rule Management menu appears.
- To produce a report that shows all rules, press **Enter**. Do not type anything on this display. The Account Assignment Rule Management menu appears.

List Rule Priorities

Use this option to generate a report showing the rule priorities in the Account Assignment Rules Priority file.

You need to know the transaction type and company for which you want to generate the Rules Priorities List report (AMBGR).

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 1	Manage account assignment rules
AMBM71	Select option 6	Generate List Rule Priorities report
AMBG901	Enter selections	Print report for selected rule priorities

The basic steps to select the rule priorities to appear on the Rule Priorities List report follow the display.

List Rule Priorities

Use this panel to select the rule priorities to appear on the Rule Priorities List (AMBGR).

This panel appears when you choose option 6 on the Account Assignment Rule Management menu.

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.

If you use **From** and **To** values, these rules apply:

- The value in the From field must always be lower than the value in the To field.
- An asterisk (*) is considered by the system to be higher than a letter, e.g., LH** is higher than LHXZ.
- Categories with more asterisks are considered higher than those with fewer asterisks, e.g., L*** is higher than LH**.

```
AMBG901                               List Rule Priorities
Type choices; then press Enter.
Include only these ranges (optional):
  From company number . . . . .   nn
  To company number . . . . .     nn
  From transaction type . . . . . aaA4
  To transaction type . . . . .   aaA4

F1=Help           F3=Exit           F5=Refresh       F12=Cancel
```

- Choose from the following actions.
 - To limit the rule priorities shown on the Rule Priorities List, type in the range values you want to use and press **Enter**. The Account Assignment Rule Management menu appears.
 - To produce a report that shows all rule priorities, press **Enter**. Do not type anything on this display. The Account Assignment Rule Management menu appears.

List Intercompany Accounts

Use this option to list the records in the Intercompany Account file.

You need to know the company for which you want to generate the Intercompany Accounts List report (AMVGY).

If IFM is installed, this menu option is disabled. Refer to the IFM User's Guide for information about intercompany processing.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 1	Manage account assignment rules
AMBM71	Select option 7	Generate Intercompany Accounts List report
AMVG201	Enter selections	Print report for selected intercompany accounts

The basic steps to select the intercompany accounts to appear on the Intercompany Accounts List follow the display.

List Intercompany Accounts

Use this panel to select the accounts to appear on the Intercompany Accounts List.

This panel appears when you select option 7 on the Account Assignment Rule Management menu.

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.


```
AMVG201                               List Intercompany Accounts
Type choices; then press Enter.
Include only this range (optional):
  From company number . . . . . nn
  To company number . . . . . nn

F1=Help          F3=Exit          F5=Refresh       F12=Cancel
```

Choose from the following actions.

- To limit the companies on the Intercompany Accounts List, type in the range of values you want to use and press **Enter**. The Account Assignment Rule Management menu appears.
- To produce a report that shows all intercompany account records, press **Enter**. Do not type anything on this display. The Account Assignment Rule Management menu appears.

Transaction Account Assignment

When you select option 2 on the COM General Ledger Interface menu (AMBM70), the Transaction Account Assignment menu (AMBM72) appears. Use this menu option to have XA assign accounts to transactions and edit the accounts that XA assigns.

```

AMBM72                               Customer Order Management          *****
                                     Transaction Account Assignment

Type option or command; press Enter.

    1. Assign Accounts
    2. Edit Assigned Accounts

==> _____

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
  
```

Option	Use to	See page
1	Assign accounts. Use this option to select transaction types that should be assigned account numbers. A panel appears that shows the number of records (by transaction type) that are eligible to have accounts assigned. You select which transaction types go through the account assignment process. If you are using IFM, this option is inactive.	14-60
2	Edit assigned accounts. Use this option to select which transaction types with assigned account numbers are to be edited. You can change accounts previously assigned or split transactions into multiple accounts. If you are using IFM, this option is inactive.	14-63

Assign Accounts

Use this option to select the transaction types to which you will assign account numbers.

You need to know any field values you want to use to limit the selection range.

The Account Assignment Register (AMBGZ) report prints when the account assignments are complete and you enter 1=Yes in the **Account Assignment reporting** field on the Assign Accounts panel (AMBG101).

Records appear on this report in transaction type sequence. Records within each transaction type print in the sequence in which they were added to the Transaction file. Only those records that match the options you enter on the Assign Accounts panel (AMBG101) appear in the report.

Note: If you are using IFM, this option is not active.

How you start

You	On Panel	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 2	Assign accounts for transactions
AMBM72	Select option 1	Assign accounts
AMBG101	Enter selection criteria	Select transaction types to have accounts assigned

The basic steps to assign accounts follow each display.

Assign Accounts

Use this panel to select which transaction types are to have accounts assigned.

A transaction type appears on this panel only if the following two conditions have been met:

- You have used the Maintain Interface Control File option on the General Ledger Management menu (AMBM73) to specify which transactions you want to send to General Ledger.
- You have printed invoices to cause those transactions to be saved. (Transactions are saved only when you print the invoices for the first time.)

This panel appears when you choose option 1 on the Transaction Account Assignment menu.

```

AMBG101                               Assign Accounts

Enter assign processing options.
Assign accounts . . . . . A      1=Unassigned 2=All 3=List
Account assignment reporting . . . . A      0=No 1=Yes
Mode . . . . . A      1=Batch 2=Interactive

Type options; then press Enter.
1=Select                               (Subsetting is active) More:
----- Transaction -----
Opt  Co  Type  Description                               Assigned  Unassigned
A   **  ****  *****                               *****
A   **  ****  *****                               *****

F1=Help      F3=Exit      F5=Refresh   F7=Backward
F8=Forward   F12=Cancel   F13=Select all F17=Subset
    
```

Choose from the following actions.

- To assign account numbers to unassigned transaction types, type **1** in the **Opt** field and press **Enter**.
- To assign all transaction types, previously assigned or not, type **2** in the **Opt** field and press **Enter**.
- To print the Account Assignment Register, type **1** in the **Account assignment reporting** field and **1** in the **Opt** field and press **Enter**.
- To list the contents of the OEITXN file, type **3** in the **Assign accounts** field, type **1** in the **Account assignment reporting** field, and type **1** in the **Opt** field for each transaction type. Press **Enter**.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F13=Select all	Put 1 in the option field next to all entries in the list to mark the entries for selection. You can remove individual entries from selection by deleting the 1.
F17=Subset	Show you a Specify panel where you can create a subset of the list of entries that appear on this display. You can narrow the list down to a smaller group that contains only those entries that meet all the criteria you enter.

Specify Transactions to Assign

Use this panel to limit the transaction records to appear on the Assign Accounts display.

This panel appears when you use F17 on the Assign Accounts panel (AMBG101).

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.

```

AMBG102                Specify Transactions to Assign
Type choices; then press Enter.

Include only these ranges (optional):
Date . . . . . nnnnnn          From          To
Customer number . . . . . aaaaaA8      aaaaaA8
Customer class code . . . . . aaaA5     aaaA5
Sales code . . . . . A                A
Salesrep number . . . . . aaaA5        aaaA5
Territory number . . . . . nn          nn
Special charge reference . . . . . aA3   aA3
Tax code . . . . . aaaA5              aaaA5
Item number . . . . . aaaaaaaaaA15     aaaaaaaaaA15
Item class . . . . . aaA4              aaA4
Item accounting class . . . . . aA3     aA3
Warehouse . . . . . aA3                aA3

F1=Help          F3=Exit          F5=Refresh       F12=Cancel

```

To limit the list of transaction records, type in the range values you want to use and press **Enter**. The Assign Accounts panel (AMBG101) appears.

Edit Assigned Accounts

Use this option to override accounts assigned by the system and to distribute accounts to multiple account numbers.

You need to know values for the following fields if you want to limit the range of accounts selected for editing.

- Account numbers.
- Company number, if you are changing account numbers using the Change Accounts window.
- Account type, company number, account number, and amount information, if you are splitting accounts using the Split Assigned Accounts window.

The Edit Assigned Register (AMBG2) report prints when you finish using this option after changing at least one record in the Transaction file. Only those records for which you changed the account assignment or which you split to more than one General Ledger account appear on the report.

Note: If you are using IFM, this menu option is not active.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 2	Assign accounts for transactions
AMBM72	Select option 2	Edit account assignments
AMBG201	Enter selection criteria	Select transaction types to have accounts assigned

The basic steps to change and split accounts follow each display.

Edit Assigned Accounts (Select)

Use this panel to select transaction types for which you want to edit records on panel AMBG202. The transaction types that appear on this panel are only those that have records with assigned account numbers.

This panel appears when you select option 2 on the Transaction Account Assignment menu.

```

AMBG201                               Edit Assigned Accounts

Select processing options.
Only invalid accounts . . . . . A      0=No 1=Yes
Only multiple company . . . . . A      0=No 1=Yes

Type options; then press Enter.
1=Select                                     More:

----- Transaction -----
Opt  Co  Type  Description  Assigned Invalid Multi-Co
A    *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *
A    *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *  *

F1=Help      F3=Exit      F5=Refresh      F7=Backward
F8=Forward   F13=Select all

```

Choose from the following actions.

- To narrow your search by the type of account, e.g., transactions with invalid accounts or multiple companies, type a **1** or leave the **0** in the appropriate field. You can tailor your search by using 1 and 0 in the fields.
- To select the transaction types, type **1** in the **Opt** field and press **Enter**, or use **F13** to select all the entries.

The Edit Assigned Accounts panel (AMBG202) appears.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F13=Select all	Put 1 in the option field next to all entries in the list to mark the entries for selection. You can remove individual entries from selection by deleting the 1.

Edit Assigned Accounts

Use this panel to override accounts assigned by the application. You may change the assigned accounts or split the transaction amounts to more than one account.

This panel appears when you press **Enter** on the Edit Assigned Accounts (Select) panel (AMBG201). Additional information is shown on the Edit Assigned Accounts display.

```

AMBG202                                Edit Assigned Accounts

Position to company number . . . . . nn
Position to transaction . . . . . aaA4
Position to invoice number . . . . . nnnnnn

Type options; then press Enter.
  2=Change  6=Split  (Subsetted list active)  View 2 of 2  More:  + >
-----
Opt  Sts  Co   Txn  Invoice  Terr Spec Tax  ----- Item -----
S
A   ***  **   ****  *****  **   ****  *****  *****  ***  ***  **
*
  
```

```

AMBG202                                Edit Assigned Accounts

Position to company number . . . . . nn
Position to transaction . . . . . aaA4
Position to invoice number . . . . . nnnnnn

Type options; then press Enter.
  2=Change  6=Split  (Subsetted list active)  View 1 of 2  More:  + >
-----
Opt  Sts  Co   Txn  Invoice  Invoice  Order  -- Customer --  Sale Sales
A   ***  **   ****  *****  *****  *****  *****  *****  *  *****
A   ***  **   ****  *****  *****  *****  *****  *****  *  *****
A   ***  **   ****  *****  *****  *****  *****  *****  *  *****
A   ***  **   ****  *****  *****  *****  *****  *****  *  *****

F1=Help      F3=Exit      F5=Refresh   F7=Backward  F8=Forward
F12=Cancel   F17=Subset   F20=Right
  
```

Choose from the following actions.

- To change a record, type **2** in the **Opt** field and press **Enter**. The Change Accounts window appears.
- To split a record, type **6** in the **Opt** field and press **Enter**. The Split Assigned Accounts window appears.
- To return to panel AMBG201 without updating any information, use **F12**.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F13=Select all	Put 1 in the option field next to all entries in the list to mark the entries for selection. You can remove individual entries from selection by deleting the 1.
F17=Subset	Shows you a Specify panel where you can create a subset of the list of entries that appear on this display. You can narrow the list down to a smaller group that contains only those entries that meet all the criteria you enter.

Change Accounts

Use this window to change the company and account number assigned to transaction records. The account type (charge or offset) variance) does not appear if it has a zero amount.

This window appears when you type in a 2 beside a list entry to change the record on the Edit Assigned Accounts panel (AMBG201).

```

AMBG201                               Edit Assigned Accounts
Select processing op :                   Exit Edit Assigned Accounts :
Only invalid accou :                   :
Only multiple comp :   Press F3=Exit to end; or press F12=Cancel to return. :
Type options; then p :   Records changed . . . . : *
  1=Select :
----- :   F1=Help           F3=Exit           F12=Cancel
Opt Co Type Descr :

```



```

F1=Help           F3=Exit           F5=Refresh           F7=Backward
F8=Forward       F13=Select all

```

Choose from the following actions.

- To change a record, type over the company and account information presented and press **Enter**. The Edit Assigned Accounts panel (AMBG202) appears with the updated record. If you selected more than one transaction for processing, the next transaction appears when you press **Enter**.
- To return a transaction record to unassigned status, enter a blank or a **0** in the fields on this window and press **Enter**. The record counts are updated.
- To return to the previous panel without updating any information, use **F12=Cancel**.

Split Assigned Accounts

Use this window to split a transaction amount into two or more accounts. The company, account, and amount information that appear are for the un-split records.

The Split Assigned Accounts window appears when you enter a 6 in the **Opt** field on the Edit Assigned Accounts panel (AMBG202). The window is also opened if you enter a 2 in the **Opt** field on the Edit Assigned Accounts panel (AMBG202) for a record that has been split.

<p>AMBG202</p> <p>Position to company Position to transact Position to invoice</p> <p>Type options; then p 2=Change 6=Split Txn</p> <table style="font-family: monospace; border-collapse: collapse;"> <tr> <th style="text-align: left;">Opt</th> <th style="text-align: left;">Sts</th> <th style="text-align: left;">Co</th> <th style="text-align: left;">Type</th> </tr> <tr> <td>A</td> <td>***</td> <td>**</td> <td>****</td> </tr> <tr> <td>A</td> <td>***</td> <td>**</td> <td>****</td> </tr> <tr> <td>A</td> <td>***</td> <td>**</td> <td>****</td> </tr> <tr> <td>A</td> <td>***</td> <td>**</td> <td>****</td> </tr> </table>	Opt	Sts	Co	Type	A	***	**	****	A	***	**	****	A	***	**	****	A	***	**	****	<table style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; border-bottom: 1px solid black;">Split Accounts</th> </tr> <tr> <td style="width: 20%;">Account type</td> <td style="width: 10%;">A</td> <td style="width: 40%;">1=Charge 2=Offset</td> <td style="width: 30%; text-align: right;">More:</td> </tr> <tr> <td>Co</td> <td>Account</td> <td>Amount</td> <td>Split Balance</td> </tr> <tr> <td>nn nnnnnnnnnnnnnnn</td> <td>*****</td> <td>.**</td> <td>nnnnnnnnnnn.nn</td> </tr> <tr> <td>nn nnnnnnnnnnnnnnn</td> <td>nnnnnnnnnnn.nn-</td> <td></td> <td></td> </tr> <tr> <td>nn nnnnnnnnnnnnnnn</td> <td>nnnnnnnnnnn.nn-</td> <td></td> <td></td> </tr> </table> <p style="font-size: small; margin-top: 10px;"> F1=Help F5=Refresh F7=Backward F8=Forward F12=Cancel </p>	Split Accounts				Account type	A	1=Charge 2=Offset	More:	Co	Account	Amount	Split Balance	nn nnnnnnnnnnnnnnn	*****	.**	nnnnnnnnnnn.nn	nn nnnnnnnnnnnnnnn	nnnnnnnnnnn.nn-			nn nnnnnnnnnnnnnnn	nnnnnnnnnnn.nn-		
Opt	Sts	Co	Type																																										
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F1=Help	F3=Exit	F7=Backward	F8=Forward
F12=Cancel	F17=Subset	F20=Right	

Choose from the following actions.

- To split an account, type in the account type and press **Enter**. The company, account, and amount fields appear. Type in the company number, account number, and amount and press **Enter**. The split is created only when the Split Balance field shows a remaining balance equal to zero. If you selected more than one transaction for processing on panel AMBG202, the next transaction appears when you press **Enter**; otherwise, panel AMBG202 appears again.
 - To remove a split account assignment, remove each entry for the transaction on this window and press Enter.
- Note:** When you split a transaction amount, the system generates a split record for the corresponding account type (charge, offset, or variance). When you remove the split that you created, the system automatically removes the system-generated split. You cannot directly remove the split account record created by the system.
- The system-generated split record does not change how the transaction is posted to General Ledger or IFM.

Specify Transactions to Edit

Use this panel to limit the transaction records selected for editing on the Edit Assigned Accounts (AMBG202) display.

This panel appears when you use **F17** on the Edit Assigned Accounts panel (AMBG202).

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.

To limit the list of transaction records, type in the range values you want to use and press **Enter**. The Edit Assigned Accounts panel (AMBG202) appears again.

Exit Edit Assigned Accounts

Use this window to review the status of the changes you made during this session.

This window appears when you use F3 on panels AMBG201, AMBG202, and AMBG206.

```

*****
...
*****
*****
*****
*****
*****
*****
*****
*****
*****
*****

Exit Edit Assigned Accounts
Press F3=Exit to end; or press F12=Cancel to return.
Records changed . . . . : *****
F1=Help      F3=Exit      F12=Cancel

F1=Help      F3=Exit      F7=Backward  F8=Forward
F12=Cancel   F17=Subset   F20=Right

```

Choose from the following actions.

- To leave the edit assigned accounts session, use **F3**. The Transaction Account Assignment menu appears.
- To return to the previous display, use **F12**.

General Ledger Management

When you select option 3 on the COM Main Menu (AMBM70), the General Ledger Management menu (AMBM73) appears. Use this menu option to create ledger entries after you review the accounts that XA assigned. This menu also lets you control which transactions are passed to the ledger interfaces. Use the Maintain Interface Control File menu option to control which transactions are passed.

Note: If you are using IFM, all of the options on the menu are inactive except for option 4, Maintain Interface Control File.

```

AMBM73                               Customer Order Management          *****
                                     General Ledger Management

Type option or command; press Enter.

1. Create Ledger Entries
2. Print Temporary General Ledger
3. Print and Clear Temporary General Ledger
4. Maintain Interface Control File
5. Maintain General Ledger Master
6. List Chart of Accounts

==> _____

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages

```

Option	Use to	See page
1	Create ledger entries. Use this option to create General Ledger entries for assigned accounts. You can select the transaction types that will be converted into ledger entries and enter data required for summarization and multiple company accounting.	14-71
2	Print temporary general ledger. Use this option to print the Temporary General Ledger Listing.	14-76
3	Print and clear temporary general ledger. Use this option to print the Temporary General Ledger Listing and clear the Temporary General Ledger file. You can use this option only if General Ledger is not installed and interfacing. You must use the General Ledger application to print and clear if it is installed and interfacing.	14-78
4	Maintain interface control. Use this option to change the indicator that specifies whether or not transactions are sent to General Ledger and to change transaction descriptions that were shipped with the application in the General Ledger Interface Transaction Description file (LITDES).	14-80
5	Maintain general ledger master. Use this option to add, change, and delete general ledger records. You can also view the status of a General Ledger Master File maintenance session and print the General Ledger Master Entry/Change listing (if chosen during application tailoring). You can use this option only if General Ledger is not installed and interfacing. You must use the General Ledger application to perform maintenance if it is installed and interfacing.	14-84
6	List chart of accounts. Use this option to select the accounts and companies to print on your Chart of Accounts listing.	14-88

Create Ledger Entries

Use this option to create general ledger entries.

Before you start, you need to know:

- The values to use in the **From/To** fields, if you want to limit the selection range
- The journal entry date
- The primary company number.

The Create Ledger Entries Register (AMBGX) report prints when you complete ledger entry creation. This report contains the selections you specify on the Create Ledger Entries panel (AMBG301). It provides an audit trail for the general ledger entries you created.

Note: If IFM is installed, this menu option is not active. Refer to the IFM User's Guide for more information.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 3	Manage general ledger
AMBM73	Select option 1	Create ledger entries
AMBG301	Enter selection criteria	Select transaction types for creating ledger entries

The basic steps to create ledger entries follow each display.

Create Ledger Entries

Use this panel to select the transaction types for which ledger entries will be created. You can indicate whether the ledger entries are summarized or whether multiple company transaction records are processed. When you press Enter, the batch job that creates the entries is initiated. If you specify both summarize entries and multiple company entries, the windows are opened consecutively. Your processing options are saved when you exit this function.

The transaction types that appear on this panel are those that have been assigned account numbers for both account types (charge and offset).

This panel appears when you select option 1 on the General Ledger Management menu.

```

AMBG301                      Create Ledger Entries

Select processing options.
Journal entry date . . . . . nn/nn/nn
Summarize entries . . . . . A      0=No  1=Yes
Multiple company entries . . . . . A      0=No  1=Yes

Type options; then press Enter.
1=Select                      (Subsetting is active) More:
----- Transaction -----
Opt Co  Type Description                Assigned Invalid Mult-Co
A  **  **** *****
A  **  **** *****

F1=Help      F3=Exit      F5=Refresh      F7=Backward
F8=Forward   F12=Cancel   F13=Select all  F17=Subset
    
```

Choose from the following actions.

- To summarize records for ledger entries in the Temporary General Ledger file, type the Journal entry date or period, a **1** in the **Summarize entries** field and a **1** in the **Opt** field and press **Enter**. The Select Summarization Options window appears.
- To identify the primary company for intercompany accounting, type a **1** in the **Multiple company entries** field and a **1** in the **Opt** field and press **Enter**. The Specify Primary Company window appears. Select the records you want to process.

Processing options are saved each time you successfully execute the Create Ledgers Entries options. Therefore, the next time you execute this option, your saved options are your defaults.

Select Summarization Options

Use this window to summarize selected transaction records before they are written to the Temporary General Ledger file (TEMGEN).

This window appears when you type in a 1 in the **Summarize entries** field on the Create Ledger Entries panel (AMBG301).

```

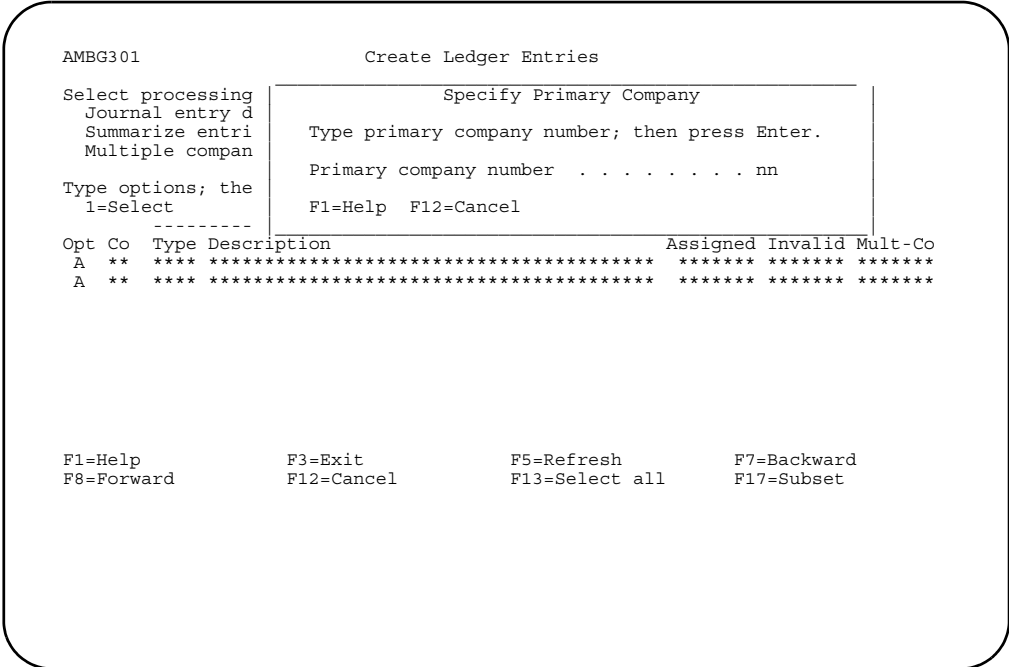
AMBG301                                Create Ledger Entries
Select processing opt :                  Select Summarization Options :
Journal entry date  :                   :
Summarize entries   : Type options; then press Enter. :
Multiple company en : 1=Company, account, transaction type :
Type options; then pr : 2=Company, account :
1=Select           : 3=No summarization :
----- : Revenue charge entries . . . . . n :
Opt Co  Type Descript : Revenue offset entries . . . . . n :
A ** **** * : Cost charge entries. . . . . n :
A ** **** * : Cost offset entries. . . . . n :
: F1=Help F5=Refresh F12=Cancel :
:.....:
F1=Help      F3=Exit      F5=Refresh      F7=Backward
F8=Forward   F12=Cancel   F13=Select all F17=Subset
    
```

To select summarization options, type a 1 or a 2 and press **Enter**. If you also selected option 1 in the **Multiple company entries** field on panel AMBG301, the Specify Primary Company window appears; otherwise panel AMBG301 appears again.

Specify Primary Company

Use this window to identify the company that is to receive balancing amounts when you create ledger entries for transactions that have amounts assigned to different companies.

This window appears when you type a 1 in the **Multiple company entries** field on the Create Ledger Entries panel (AMBG301).



To identify the primary company, type in the company number and press **Enter**. Display AMBG301 appears again.

Specify Ledger Entries to Create

Use this panel to limit the transaction records to appear on the Create Ledger Entries panel (AMBG301).

This panel appears when you use F17 on the Create Ledger Entries display (AMBG301).

For the From and To ranges on this display, the value you type in the To field must be greater than or equal to the value you type in the From field when both fields are used. The range begins with and includes the value you type in the From field; it ends with and includes the value you type in the To field.

If you type a value in the From field only, the system ends the range with the highest value for that field. If you type a value in the To field only, the system begins the range with the lowest value for that field. If you want to select records by a single value instead of a range, use that value in both the From and To fields.

```
AMBG304                      Specify Ledger Entries to Create

Type choices; then press Enter.

Include only these ranges (optional):
Date . . . . . nn/nn/nn
OEI period number . . . . . nn
Customer number . . . . . nnnnnnnn
Customer class code . . . . . aaaA5
Sales code . . . . . A
Salesrep number . . . . . nnnnn
Territory number . . . . . nn
Special charge reference . . . . . aA3
Tax code . . . . . aaaA5
Item number . . . . . aaaaaaaaaaaA15
Item class . . . . . aaA4
Item accounting class . . . . . aA3
Warehouse . . . . . aA3

From
nn/nn/nn
nn
nnnnnnnn
aaaA5
A
nnnnn
nn
aA3
aaaA5
aaaaaaaaaaaaA15
aaA4
aA3
aA3

To
nn/nn/nn
nn
nnnnnnnn
aaaA5
A
nnnnn
nn
aA3
aaaA5
aaaaaaaa aaA15
aaA4
aA3
aA3

F1=Help          F3=Exit          F5=Refresh          F12=Cancel
```

To limit the list of transaction records, type the range values you want to use and press **Enter**. Display AMBG301 appears again.

Print Temporary General Ledger

Use this option to print the Temporary General Ledger listing (AMV61).

Note: If IFM is installed, this menu option is not active. Refer to the IFM User's Guide for more information.

Before you start, you need to know the accounting month and year or the accounting period of the transactions you want to print and the company numbers you want to include on the report.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 3	Manage general ledger
AMBM73	Select option 2	Print listing of temporary general ledger
AMV601	Enter selection criteria	Select companies for reporting

The basic steps to print the Temporary General Ledger listing follow each display.

Temporary General Ledger Print (Options)

Use this panel to print the Temporary General Ledger Listing (AMV61).

This panel appears when you select option 2 on the General Ledger Management menu (AMBM73).

If IFM is installed, this panel does not appear.

```
DATE **/**/**          *****
                        TEMPORARY GENERAL LEDGER
                        PRINT
                        OPTIONS  AMV601  **

INCLUDE ALL COMPANIES <Y/N>   A
OR ENTER COMPANY NUMBER      nn

MONTH TO BE PROCESSED  <01-12> nn
YEAR TO BE PROCESSED   <00-99> nn

F24 CANCEL THE JOB
```

To print the report, type in the information requested and press **Enter**.

To cancel the report, use **F24=CANCEL THE JOB**. You return to the menu. No listing prints.

Print and Clear Temporary General Ledger

Use this option to print the Temporary General Ledger (AMV61) listing and clear the Temporary General Ledger file. You can only use this option if the General Ledger application is not installed and interfacing.

Note: If IFM is installed, this menu option is not available. Refer to the IFM User's Guide for more information.

Before you start, you need to know the accounting month and year or the accounting period of the transactions you want to print.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 3	Manage general ledger
AMBM73	Select option 3	Print listing of and clear temporary general ledger
AMV601	Enter selection criteria	Select companies for reporting

The basic steps to print and clear the Temporary General Ledger listing follow each display.

Temporary General Ledger Print and Clear (Options)

Use this panel to print the Temporary General Ledger Listing (AMV61) and to clear the Temporary General Ledger file.

This panel appears when you select option 3 on the General Ledger Management menu (AMBM73) and respond 0 (Continue) to the message that appears.

If IFM is installed, this option is not available.

```
DATE **/**/**          *****
                        TEMPORARY GENERAL LEDGER
                        PRINT AND CLEAR

                        OPTIONS   AMV601  **

INCLUDE ALL COMPANIES <Y/N>      A
OR ENTER COMPANY NUMBER      nn

MONTH TO BE PROCESSED  <01-12> nn
YEAR TO BE PROCESSED   <00-99> nn

                                F24 CANCEL THE JOB
```

To clear the general ledger entries and print the report, type in the information requested and press **Enter**. The file is cleared.

To cancel the report, use **F24=CANCEL THE JOB**. You return to the menu. No listing prints and the Temporary General Ledger file is not cleared.

Maintain Interface Control File

Use this option to change the indicator that specifies whether transactions are sent to General Ledger and to change the transaction descriptions that were shipped with application in the General Ledger Interface Transaction Description file (LITDES).

The Maintain Interface Control File Register (AMVLI) prints when you complete the maintenance activity.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 3	Manage general ledger
AMBM73	Select option 4	Maintain Interface Control file
AMVLI01	Enter changes	Maintain transactions passed to General Ledger

The basic steps to maintaining transaction descriptions follow each display.

Maintain Interface Control File

Use this panel to select transaction types to:

- Change the transaction type description
- Indicate whether the transaction is passed to the ledger interface.

This panel appears when you select option 4 on the General Ledger Management menu.

```
AMVLI01                Maintain Interface Control File
Position to transaction type . . . . aaA4
Type option; then press Enter.
  2=Change

Option  Type  Description                               Interface  More: - +
      A   ****  *****                               Code      Application
      A   ****  *****                               *         Indicator
      A   ****  *****                               *         *
      A   ****  *****                               *         *
      A   ****  *****                               *         *

F1=Help      F3=Exit      F5=Refresh   F7=Backward
F8=Forward
```

To select transaction types, type **2** in the **Option** field and press **Enter**. The Maintain Interface Control File panel (AMVLI02) appears.

Note: To see additional data on this panel, use **F7=Backward** or **F8=Forward**. To see additional information about messages, position the cursor on the message and use the ROLL keys.

Maintain Interface Control File

Use this panel to change transaction type information and to indicate whether or not transaction records are sent to the General Ledger application.

This panel appears when you select 2 on the Maintain Interface Control File panel (AMVLI01).

```
AMVLI02                Maintain Interface Control File
Type choices; then press Enter.
Transaction type . . . . . : ****
Application indicator . . . . . : *
Transaction description . . . . . : aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
Interface to General Ledger . . . . . A 0=No, 1=Yes

F5=Refresh           F12=Cancel
```

To change the information on this display, type in the new information and press **Enter**. The Maintain Interface File Control panel (AMVLI01) appears again.

Note: If the **Interface Code** value for the transaction you selected on panel AMVLI01 was 2, you can change only the transaction description on this display. The **Interface to General Ledger** field does not appear.

Exit Maintain Interface Control File

Use this window to exit the Maintain Interface Control File option. The window shows the number of records changed during this work session.

This window appears when you use F3 on panel AMVLI01.

```
AMVLI01                      *****
Position to transact          |-----*
Type option; then pr         |   Exit Maintain Interface Control File
 2=Change                     | Press F3=Exit to end; or press F12=Cancel to return.
                               | Records changed . . . . :          *****
                               | F1=Help      F3=Exit      F12=Cancel
Option  Type  Descr*         |-----*
A      ****  *****
A      ****  *****
A      ****  *****
A      ****  *****

F1=Help      F3=Exit      F5=Refresh      F7=Backward
F8=Forward
```

Choose from the following actions.

- To exit this window, use **F3=Exit**. The General Ledger Management menu appears.
- To return to the previous display, use **F12=Cancel**.

Maintain General Ledger Master

Use this option to add, change, and delete general ledger records. You can also view the status of a General Ledger Master File maintenance session and print the General Ledger Master Entry/Change Listing, if chosen during application tailoring. You can only use this option if the General Ledger application is not installed.

The General Ledger Master Entry/Change Listing (AMV04) report prints when you complete maintenance activity.

Note: If IFM is installed, this menu option is not available. Refer to the IFM User's Guide for more information.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 3	Manage general ledger
AMBM73	Select option 5	Maintain General Ledger Master file
AMV041	Enter selections	Maintain General Ledger Master records

The basic steps to maintaining the General Ledger Master follow the display.

General Ledger Maintenance (Select)

Use this panel to choose the record to be maintained (updated) and to indicate the type of maintenance.

This panel appears when select option 5 on the General Ledger Management menu (AMBM73).

```
DATE **/**/**          GENERAL LEDGER MAINTENANCE          SELECT          AMV041  **
COMPANY NUMBER          nn
ACCOUNT NUMBER          aaaaaaaaaaaaA15
ACTION CODE <A/C/D>    A

F24 DISPLAY STATUS
```

Choose from the following actions.

- To add or update or delete a record in the General Ledger Master file (GELMAS), type in the information requested and press **Enter**. The General Ledger Maintenance panel (AMV042) appears.
- To review the status of the changes you have made during this session, use **F24=DISPLAY STATUS**. The General Ledger Maintenance panel (AMV043) appears.

General Ledger Maintenance (Add, Change, or Delete)

Use this panel to add, change, or delete a general ledger record.

This panel appears when you press **Enter** with no errors on the General Ledger Maintenance (Select) panel (AMV041).

```
DATE **/**/**                                ***** AMV042 **
GENERAL LEDGER MAINTENANCE
COMPANY **                                *****
ACCOUNT *****                            DESCRIPTION aaaaaaaaaaaaaaaaaaA25
TYPE CODE * *****                        ACCOUNT TYPE a2

F18 REFRESH SCREEN
F19 RETURN TO SELECT
```

Type in the information requested and press **Enter**. The General Ledger Master file is updated and display (AMV041) appears again.

Function keys

Use these function keys to perform additional actions.

Function key	Use to
F18=REFRESH SCREEN	Cause this panel to appear again in its original form. Any data that you typed is ignored.
F19=RETURN TO SELECT	Cause the General Ledger Maintenance (Select) panel (AMV041) to appear. Any data that you typed is ignored.

General Ledger Maintenance (Status)

Use this panel to view the status of the General Ledger Master File maintenance session and to end the job. You cannot enter or change any fields. The General Ledger Master Entry/Change listing is printed if you chose this option during application tailoring.

This panel appears when you use F24 on the General Ledger Maintenance (Select) panel (AMV041).

```
DATE **/**/**          GENERAL LEDGER MAINTENANCE      STATUS      AMV043  **

SESSION STATUS
RECORDS ADDED      *,***,**          RECORDS DELETED  *,***,**
RECORDS CHANGED   *,***,**
```

ENTER TO CONTINUE
F24 END OF JOB

Choose from the following actions.

- To update more records in the General Ledger Master file, press **Enter**. The General Ledger Maintenance (Select) panel (AMV041) appears.
- To end the session, use **F24=END OF JOB**. The system schedules the General Ledger Master Ledger Entry/Change Listing (AMV04) for printing.

List Chart of Accounts

Use this option to select which accounts and companies to print on the Chart of Accounts listing.

You will need to know the company number for each General Ledger Chart of Accounts you want to print, if this application is installed for more than one company, and the beginning and ending account number of the account you want printed, if you are not printing all account numbers.

The Chart of Accounts (AMV03) report will print with the information you selected.

Note: If IFM is installed, this menu option is not available. Refer to the *IFM User's Guide* for more information.

How you start

On panel	You	To
AMBM00	Select option 7	Use the general ledger interface
AMBM70	Select option 3	Manage general ledger
AMBM73	Select option 6	Select Chart of Accounts report
AMV021	Enter selections	Print Chart of Accounts report

The basic steps to creating the Chart of Accounts listing follow each display.

Chart of Accounts (Options)

Use this panel to select options for the Chart of Accounts listing.

This panel appears when you select option 6 (Chart of Accounts) from the General Ledger Management menu (AMBM73).

```
DATE **/**/
**
                                OPTIONS  AMV021  **
                                CHART OF ACCOUNTS

ENTER Y FOR EACH GL ACCOUNT TYPE NEEDED:

CURRENT ACCOUNTS  A
BUDGET ACCOUNTS  A
LAST YEAR ACCOUNTS  A

COMPANY NUMBER    nn

FROM ACCOUNT      aaaaaaaaaaaaA15
TO ACCOUNT        aaaaaaaaaaaaA15

OR LEAVE BLANK FOR ALL ACCOUNTS

                                F24 CANCEL THE JOB
```

Choose from the following actions.

- To print the General Ledger Chart of Accounts report, type in the information requested and press **Enter**. The system schedules the report for printing. The File Listings menu appears. Select another option or return to the Main Menu.
- To cancel the session, use **F24=CANCEL THE JOB**. You return to the Main Menu.

Chapter 15. Maintaining Order Shipment History

Use this option to archive, delete, or restore order shipment records or to maintain archived order shipment records.

Order shipment history has three purposes:

- To archive order shipment records to tape
- To delete order shipment records from the system
- To restore archived order shipment records to the system.

You select order shipment records to be archived based on company number, customer number, customer class, order creation date, or order completion date. When you archive a set of order shipment records, you create a record for that set of records in the Customer Order Shipments History Control file. At the same time, you can choose to have the archived order shipment records deleted from the system.

After you archive order shipment records, you can restore the records to the system, delete the archived records from the system, or delete the records from the control file.

When you select option 8 on the Main Menu (AMBM00), the Order Shipment History menu (AMBM80) appears.

```

AMBM80                                Customer Order Management          *****
                                      Order Shipment History

Type option or command; press Enter.

  1. Archive/Delete Order Shipments
  2. Maintain Archived Order Shipments

-----

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return   F22=Messages
  
```

Option	Use to	See page
1	Archive or delete order shipment records	15-2
2	Restore archived order shipment records to the system, delete archived records, or delete control records	15-4

Archive/Delete Order Shipments

Use this option to store selected order shipment records to tape, to delete selected order shipment records from the system, or both.

Archiving an order shipment causes the files that make up the order shipment to be copied to magnetic tape. The records in these files may also be deleted from the system, depending on the responses you enter on the Archive/Delete Order Ship panel (AMBD3PVR).

An order must be fully shipped and each shipment of the order must be invoiced before the order can be archived or deleted using this option.

If an order has not been shipped or is partially shipped, no part of the order can be archived or deleted. Also, invoices for the order shipments must be printed. Once an order satisfies both of these requirements it can be used with this option. These requirements enable all information for an order to be archived on a single volume.

If you have consolidated multiple orders onto one invoice, then all orders must be invoiced complete before being eligible for archive/delete. All of the orders in a consolidated invoice must be archived in the same archive; if one order is archived, all must be archived.

Before you start

You need to know the company number, customer number, customer class, order creation, or completion dates of the shipments you want to archive or delete. Only the company number is required.

How you start

On panel	You	To
AMBM00	Select option 8	Archive, delete, or restore order shipment records
AMBM80	Select option 1	Archive and/or delete order shipment records from the system
AMBD3PVR	Enter requested information	Archive and/or delete order shipment records

When you select option 1 on the Order Shipment History menu (AMBM80), the Archive/Delete Order Ship panel (AMBD3PVR) appears. Use this panel to copy invoiced order shipments to tape, delete order shipments from the system, or both.

```

AMBD3PVR                Archive/Delete Order Shipments                *****

Type ranges of values; press Enter.

Company numbers . . . . .      From      To
Customer numbers . . . . .    nnnnnnnn nnnnnnnn
Customer classes . . . . .    aaaA5   aaaA5
Order creation dates . . . . . nnnnnn  nnnnnn
Order completion dates . . . . nnnnnn  nnnnnn

Type information; press Enter.

Archive selected records . . . . . A
Delete selected records . . . . . A

F3=Exit   F4=Prompt   F11=Job status   F12=Return

```

To archive order shipment records, type in the information you want to use to select records and type **Y** in the **Archive selected records** field and press **Enter**.

You cannot archive or delete an order that is on a consolidated invoice, unless all of the orders on the invoice are ready for archive and delete.

Hint: You can use **F4=Prompt** on the **Company numbers**, **Customer numbers**, and **Customer classes** fields.

To delete order shipment records, type in the information you want to use to select records for deleting, type **Y** in the Delete selected records field, and press **Enter**.

Note: You can archive and delete at the same time by typing **Y** in the **Archive selected records** and **Delete selected records** fields.

Company numbers From/To are required fields.

Maintain Archived Order Shipments

Use this option to restore archived order shipment records to the system, delete archived records from the system, delete control records or to review archive contents.

	Delete?	Restore?	Print?	Delete CH Rcds?
*ARCHIVE STARTED			X	X
Archived and deleted		X	X	X
Archived and restored	X	X	X	
Archived but not deleted	X	X	X	
*Archived, DELETE STARTED	X		X	
*DELETE STARTED	X		X	
Deleted but not archived			X	X
*RESTORED STARTED	X		X	
*NEW RESTORE REQUESTED	X	X	X	

* These options do not usually appear. When they do, it means that processing has been terminated abnormally.

Before you start

It is helpful, but not necessary, if you know the archive ID for the group of archived order shipment records.

How you start

On panel	You	To
AMBM00	Select option 8	Archive, delete, or restore order shipment records
AMBM80	Select option 2	Work with archived records and control records
AMBHKDFR	Enter an option number	Work with a group of order shipment records

When you select option 2 on the Order Shipment History menu (AMBM80), the Maintain Archived Orders panel (AMBHKDFR) appears.

This panel shows you a list of archives that contain customer order shipment records. This panel also shows you the ranges of companies, customer numbers, customer classes, and ranges of order dates of the shipments contained in each archive.

```

AMBHKDFR                               Maintain Archived Orders                               *****
Position to archive ID . . .   aaaA5

Type options; press Enter.
  4=Delete archived records      5=Display      6=Print
 10=Restore      17=Delete control record

Opt  Archive ID/ Date      Companies      Customer nbr/Class      Creation/Completion
     Status                From To      From To                From      To
A2   ***** **/**/**      ** **      ***** *****      **/**/** **/**/**
     ***** **/**/**      ***** *****      **/**/** **/**/**
A2   ***** **/**/**      ** **      ***** *****      **/**/** **/**/**
     ***** **/**/**      ***** *****      **/**/** **/**/**
A2   ***** **/**/**      ** **      ***** *****      **/**/** **/**/**
     ***** **/**/**      ***** *****      **/**/** **/**/**
A2   ***** **/**/**      ** **      ***** *****      **/**/** **/**/**
     ***** **/**/**      ***** *****      **/**/** **/**/**
A2   ***** **/**/**      ** **      ***** *****      **/**/** **/**/**
     ***** **/**/**      ***** *****      **/**/** **/**/**

F3=Exit  F12=Return
  
```

Enter an option or use the appropriate function key.

Options. Use these options to perform activities for groups of order shipment records listed on this panel.

Option	Use to
4=Delete archived records	Delete archived order shipment records. (They need not have been restored -- the group of records may have previously been archived not deleted.) When you select this option, the system deletes order shipment records that have previously been archived.
5=Display	Review the order shipment records in one archive/delete group. When you select this option, the Archived Orders panel (AMBHRDFR) appears with information identifying what orders are included in the archive. This information includes the company number, customer number, customer class, order numbers, order creation, and completion dates.
6=Print	Print the Order Shipment Archive Contents report (AMBGRPFR). This report shows information identifying what orders are included in the archive.
10=Restore	Restore archived order shipment records to the system. When you select this option, the system restores previously archived order shipment records.

Option	Use to
17=Delete control record	<p>Delete the order shipment control record from the Customer Order Shipments History Control file. When you select this option, the system deletes the control record associated with a group of order shipment records that have been archived. You can delete the control record only if the group of archived records does not exist on the system.</p> <p>If the group of archived order shipment records have not been deleted, you must first use option 4=Delete archived records to delete the restored records before you can use this option to delete the control record.Note: This option is a final delete. You cannot restore order shipment records after you delete the control record. Be sure this is what you want.</p>

Appendix A. Offline file load and data entry

As an alternative to entering master file or transaction data interactively using XA, you can prepare the information offline in files on a separate system. The files that you create offline can then be loaded into the XA system and processed by XA. Offline files can be created using external descriptions or program descriptions. You use the format of the physical XA offline file for the external description. For program description, you use the record.

To use data from offline files in XA, you must:

1. Gather the information to be entered.
2. Create a file or files with the information. Files must follow the corresponding file layouts given in this appendix.
3. Process the offline files by selecting an XA menu option.

This appendix describes these activities.

Note: If Electronic Commerce (EC) is installed and interfacing, EC loads EDI transactions received from trading partners into XA offline files. EC manages file layout definitions and loads the data for you. Using the appropriate COM panels, you can then process and maintain EDI transaction information.

Creating offline files

Offline data entry—referred to in this chapter as order entry—uses 14 physical files (MBG8CPP, MBHKCPP, MBHHCPP, MBHDCPP, MBHICPP, MBG9CPP, MBHACPP, MBHECPP, MBHJCPP, MBHLCPP, MBHCCPP, MBHGCPP, MBHBCPP, and MBHFCPP) and 5 initial file load files (MBIDCPP, MBIECPP, MBIBCPP, MBICCPP, and MPIOCPP). The offline order entry files and initial file load files are externally described and are located in library AMXLIB. You can copy these files to a user library, using the System i CRTDUPOBJ command. After copying the files, you need to add a member to each physical file. There are several logicals over each physical file that you may need to copy and add a member to. The name of the members should be the same as the file name.

File format

Use the file format shown later in this appendix to set up records for the file you want to load. The format gives you the following information for each enterable field:

- A brief description of the field
- The field name
- The position of the field in the record (**From** and **To**)
- Whether the field is alphabetic or numeric
- For numeric fields only, the number of decimal positions in the field (**Dec. Pos.**).

File name

Assign a special name to each file, or use the default name listed here. You must enter the name when you load the file. For the order entry files, you must use the default names listed here.

Table 15-1. Initial file load files

Master file to be loaded or updated	Offline physical file name	Restrictions
Contract Header	MBIDCPP	
Contract Detail	MBIECPP	
Customer Master	MBIBCPP	Not available with IFM
Item Master	IMDSKT	
Ship-to Master	MBICCPP	Not available with IFM

Table 15-2. Order entry files

Master file to be loaded or updated	File name	Record type	Required
Offline Quote/Order Header	MBG8CPP	BB	Yes
Offline Quote/Order Euro Cross-reference	MBLIREP	none	Yes, with IFM integrated
Offline Quote/Order Commission	MBHKCPP	BD	Optional
Offline Quote/Order Ship to Override	MBHHCPP	BF	Optional
Offline Quote/Order Sold to Override	MBHICPP	BH	Optional
Offline Quote/Order Comment	MBHDCPP	BJ	Optional
Offline Line Item	MBG9CPP	BL	Yes
Offline Non-Inventory Item	MBHACPP	BN	Yes
Offline Line Item Comment	MBHECPP	BP	Optional
Offline Line Item Ship-to Override	MBHJCPP	BR	Optional
Offline Line Item Commission	MBHLCPP	BT	Optional
Offline Release	MBHCCPP	BV	Optional
Offline Release Comment	MBHGCPP	BG	Optional
Offline Order Special Charge	MBHBCPP	BZ	Optional
Offline Special Charge Comment	MBHFCPP	B2	Optional
Order Entry file (Program described) *	MBIOCPP	Multiple	(One item or special charge is required)

* The Order Entry (Program described) file contains all of the orders that you want to enter into COM at one time. Program described offline order entry requires that all order records have a two-position record type.

Note: When International Financial Management (IFM) is installed, you cannot load the Customer Master file from offline files. You use the Entity Offline file load.

Record length

Record length is defined in the file formats section of this appendix.

Special data requirements

If you enter dates, use the CYYMMDD format, where

C = 0 for the 20th century

or

C = 1 for the 21st century

Type the information carefully. The system checks for errors when you process the files. If it finds errors, you must correct the records with errors before you can finish processing them.

Creating offline order entry files

In offline order entry, one file contains all of the orders that you want to enter into COM at one time. The file name for the offline order entry file is MBIOCPP.Offline order entry requires that order records have an order token and a record type.

The order token identifies to which order a record belongs. All the records that make up an order must have the same order token. For example, if the order token for the order header record is 123456, the order token for the line item record, ship-to override record, and all the other records associated with the order must also be 123456.

The line item sequence number must be a unique number. The line item sequence, with the order token, identifies the records in the following five files that are related:

- Offline Line Item Comment
- Offline Line Ship-to Override
- Offline Item Commission
- Offline Non-Inventory Item
- Offline Release
- Offline Release Comment

It is extremely important that the **Line item sequence** field is a unique number and is assigned in ascending order.

The **record type** is unique for each order entry file and cannot be changed. For example, the record type for the order header file is always BB.

The Offline Record Status field of all offline order entry files must be left blank. The system updates the record status depending on the successful editing of the record. The possible status codes are:

Blank	Passed error checks
1	Did not pass error checks
2	Delete

Entering data into offline files

Regardless of what offline method you use for entering data, the data in the files must be organized in the layout shown in the file layout tables later in this chapter. The tables show the fields contained in each file record in the correct sequence for offline entry.

The alphabetic/numeric column (A/N) in the layout tables contains important information for setting up the offline files. The letter A indicates alphabetic fields. Numeric fields are indicated by the letters N, S, and P. The letter N indicates a regular numeric field; the letter S represents a signed numeric field. The letter P indicates a numeric field in packed format.

All numeric fields must contain zeros or numeric data in each position. Otherwise, data decimal errors will occur and the entry will fail.

Entering offline contracts/promotions into COM

Contracts and promotions can be entered through the offline file load. A contract is indicated by a '1' in the contract/promo indicator field and a promotion is indicated by a '0'.

If multi-currency support is active, enter the currency ID in the Contract/Promotion Header file that is the same as the currency ID in the Customer Master file record. When multi-currency support is active and you enter values in the Contract Unit Price and Amount Sold This Contract fields but you do not enter amounts in the Currency Unit Price and Local Amount Sold This Contract fields, COM calculates these amounts in local currency. COM also calculates these amounts in trading currency if you do not enter them. If you enter either the local or trading amounts, COM calculates the other. If you enter both the local and trading amounts, COM accepts the amounts as entered.

Entering changes and deletions to Item Master offline files

The Item Master Diskette file (IMDSKT) can be maintained using offline files. You can add, change, or delete Item Master records from offline files.

Required fields for changes and deletions are sometimes different than the fields required for additions. The tables starting on page describe which fields are required for entering changes and deletions as well as additions.

Use the following guidelines to make changes and deletions:

- To change a record, type in valid data for the required fields and any optional fields you want to change. Only fields containing valid data are edited and updated to the master file. Optional fields for which you do not want to make changes should be entered as either all blanks (alphanumeric fields) or all zeros (numeric fields).
- To change an alphanumeric field to all blanks, type in all asterisks (*) for that field.
- To change a numeric field to zero, type in all nines negative (999999-).
- To delete a record, type in valid data for the required fields only.

Note: To delete an item from the Item Master file, use the delete transaction code for the A record (E0IA0301) and the item number. This deletes the A, B, and C records for the item.

Changing the Item Class, Inventory Flag, Standard Batch Quantity, Unit Cost Default, and Unit Weight fields in the Item Master A record would look like this:

Field Entered	Field Name	Value Entered	Action/Reason
Change Transaction Code	TRID	E0IA0201	A required field
DAE generated sequence number	DAESQ	000000000	A numeric field with no change
MPOI generated sequence number	MPOSQ	000000000	A numeric field with no change
Level of response flag	RSPFL		An alphanumeric field with no change
Item number	ITNBR	123456789	A required field
Item description	ITDSC		An alphanumeric field with no change
Item type code	ITTYP	F	An alphanumeric field being changed
Item class	ITCLS	****	An alphanumeric field being changed to all blanks
Inventory flag	INVFG	02	A numeric field being changed
Standard batch quantity	SBQTY	00000000000	A numeric field with no change
Unit cost default	UCDEF	99999999999999999999- 99999-	A numeric field being changed to zero
Unit weight	WEGHT	0025730	Value of the field being changed
The rest of the Item Master A record fields			

The rest of the record would be entered using the same criteria.

Item Master (ITMDKT) file

The ITMDKT file is a logical file across multiple physical files (IMDSKTA, IMDSKTB, and IMDSKTC). The A record is required. If product costing was selected during application tailoring, if MRP is installed and interfacing, or if MPSP is installed and interfacing, a B record is required. If you do not specify a B record, it is created automatically. For item type 3 and 4, the C record is created automatically unless it is entered during initial offline file load.

Note: If EPDM is interfacing with PDM, file maintenance to this file is handled through the EPDM application.

As a convenience, the three offline load physical files, IMDSKTA, IMDSKTB, and IMDSKTC, and one logical file, ITMDKT, are provided in a Save File called SFITMDKT in the AMXLIBy library. If you plan to use these files to load your offline data, you can follow these steps:

1. Restore IMDSKTA, IMDSKTB, IMDSKTC, and ITMDKT to your user library, using the following command:

```
RSTOBJ OBJ(IMDSKTA IMDSKTB IMDSKTC ITMDKT)
SAVLIB(ITMDKT) DEV(*SAVF)
SAVF(AMXLIBy/SFITMDKT)
RSTLIB(your library)
```

where y is your file library environment designator.

2. if you are entering the data on the System i, use Data File Utility (DFU) to establish a data entry session for each of the Item Master formats (A, B, C). Enter all data for each format (A, B, C).

If you are entering data from some other source, make sure that each position of the record has valid data according to the offline file layouts (for example, numeric fields have numeric data). If you have transferred the data to the System i by way of a record-length (flat) file, you can use the copy file function (CPYF) to copy the data from the record-length file to the appropriate physical file (IMDSKTA, IMDSKTB, or IMDSKTC). Specify the "no check" option for the Record Format Field Mapping option (FMTOPT=*NOCHK).

3. Once you have put the data into the offline physical files (IMDSKTA, IMDSKTB, IMDSKTC), select Item Master offline file maintenance and select the default file (ITMDKT) in your user library as the file to load. The offline load process copies the data from the offline physical files and properly sequences the records by transaction ID and item number.
4. Once the copy file has been completed, select Item Master offline file maintenance and specify the record-length file as the file to load.

The following table gives you an overview of the Item Master records and the sequence in which they should be entered.

Sequence	Record	Description
1	A	General item information
2	B	Costing information
3	C	Purchasing information

Record type A: Item information (IMDSKTA)

The following fields are required to process an item master record.

Required field	Field name	Value required	Required for
Transaction Code	TRID	Must be E0IA0101, E0IA0201, or E0IA0301	All records
Item Number	ITNBR	Valid item number	All transaction codes
Item Description	ITDSC	Description of the item	E0IA0101 only
Item Type Code	ITTYP	Must be 0, 1, 2, 3, 4, 9, F, or K	E0IA0101 only
Unit of Measure	UNMSR	Valid unit of measure	E0IA0101 only

Record type B: Costing information (IMDSKTB)

The following fields are required for costing information. The item number must match the item number you enter for the A record.

Required field	Field name	Value required	Required for
Transaction Code	TRID	Must be E0IB0100, E0IB0200, or E0IB0300	All records
Item Number	ITNBR	Valid item number	All transaction codes

Record type C: Purchasing information (IMDSKTC)

The following fields are required for purchasing information. The item number must match the item number you enter for the A record.

Required field	Field name	Value required	Required for
Transaction Code	TRID	Must be E0IC0100, E0IC0200, or E0IC0300	All records
Item Number	ITNBR	Valid item number	All transaction codes

Processing the files

When you have finished creating the offline files, you are ready to load the information onto the system.

The Contract Price, Customer Master, Item Master, and Ship-to Master files are loaded into COM through Cross Application System Support. For more information on loading these files, see the “Load data from Offline Files” in the *Cross Application Support User’s Guide*. The order entry files are loaded using the Entering Orders from Offline Files option on the Order Processing menu (AMBM10) (see page -16).

Initial file load file formats

The following pages list the record formats for the offline files you can load for this application. Use these file formats for initial file load.

Customer Master

System file name: MBIBCPP
System lib name: AMFLIB
Record format length: 636
Record format name: FIBCPZA
Function: Customer information

Field description	Field name	From	To	Type	Dec. pos.
Company number	IBAENB	1	2	S	
Customer number	IBCANB	3	10	S	
Addressee name	IBCLTX	11	45	A	
Address line 1	IBCMTX	46	80	A	
Address line 2	IBCNTX	81	115	A	
Address line 3	IBCOTX	116	150	A	
Address line 4	IBZ9HH	151	185	A	
Address line 5	IBZ9HG	186	220	A	
Postal code	IBCYCD	221	230	A	
City	IBCPTX	231	265	A	
Contact name	IBCQTX	266	290	A	
Telephone number	IBCRTX	291	310	A	
Fax number	IBCSTX	311	330	A	
Shipping instructions	IBCDTX	331	360	A	
Tax county code	IBZ9PA	361	370	A	
Tax city code	IBZ9PB	371	380	A	
Country code	IBCOCD	381	383	A	
Sate code	IBBYCD	384	385	A	
Ship to location	IBG5CD	386	394	A	
Zone	IBBKCD	395	396	A	
Backorders	IBCCNB	397	397	A	
Partial ship	IBCDNB	398	398	A	
Credit limit	IBCGNB	399	405	P	
Shipment lead time	IBCPNB	406	407	P	
Invoice language format	IBBDST	408	408	A	
Print backorder quantity	IBBEST	409	409	A	
Print item tax amount	IBBFST	410	410	A	
Accept substitute	IBHUST	411	411	A	
Credit check required	IBFJST	412	412	A	
Date customer established	IBA9DT	413	416	P	
Date first invoiced	IBAPDT	417	420	P	
Highest credit limit	IBKRNB	421	427	P	
Date last CR limit change	IBBADT	428	431	P	
Consolidated Invoices	IBHWST	432	432	A	
Number of invoice copies	IBKSNB	433	434	P	
Requires adv ship notice	IBHXST	435	435	A	
Address format	IBHYST	436	436	A	
Commissionable percent	IBAPPC	437	440	P	3
Purchase order required	IBHZST	441	441	A	
Automatic ctedit hold	IBHOST	442	442	A	

Field description	Field name	From	To	Type	Dec. pos.
A/R consolidation code	IBAABA	443	443	A	
User ID last CR limit chg	IBG2CD	444	453	A	
Credit limit currency	IBFPST	454	454	A	
Customer status	IBAABB	455	455	A	
LC credit limit	IBAAJY	456	462	P	
Invoice total discount	IBAAYA	463	463	A	
Territory ID	IBC0CD	464	464	S	
Sale code (Sales transport terms)	IBBHST	466	466	A	
Customer class code	IBC7CD	467	471	A	
Trade discount code (Fixed Trade discount code)	IBF7CD	472	473	A	
Customer price code	IBF5CD	474	475	A	
Warehouse	IBA3CD	476	478	A	
Credit limit code (Credit rating)	IBA7ST	479	479	A	
Price book ID	IBGPCD	480	484	A	
Salesrep number	IBCHNB	485	487	P	
Bill to company number	IBAB50	488	489	S	
Bill to customer number	IBAB6A	490	497	S	
Item industry class ID	IBGMCD	498	505	A	
Tax suffix	IBBXCD	506	510	A	
Priority ID	IBGQCD	511	512	A	
Currency ID	IBBRCD	513	515	A	
Parent customer number (Headquarters number)	IBAB6B	516	523	S	
Language code	IBAKCD	524	526	A	
Secondary language code	IBAB6C	527	529	A	
Surcharge code	IBGZCD	530	532	A	
Enterprise code	IBBICD	533	537	A	
Terms code	IBBLCD	538	539	A	
Transport mode code	IBAABZ	540	541	A	
Delivery terms code	IBAAB6	542	544	A	
EEC transaction code	IBAAB4	545	546	A	
Statement code	IBCKNB	547	547	S	
Interest/service charge %	IBCUVA	548	550	P	4
Service charge age code	IBCLNB	551	551	S	
Invoice procedure code	IBCNNB	552	552	S	
Balance forward/open item	IBA8ST	553	553	A	
Service charge	IBA9ST	554	554	A	
Date last payment	IBCINB	555	558	P	
Tax ID number 1	IBAVTX	559	573	A	
Tax ID number 2	IBAWTX	574	588	A	
Bank debit flag	IBBAST	589	589	A	
Bank account number	IBAXTX	590	609	A	
Offline record status	IBAA37	610	610	A	
Market analysis code	IBADR6	611	615	A	
Duns number	IBDUNS	616	624	S	
Pacing hierarchy code	IBADOV	625	625	A	
Maintenance logging indicator	IBHJST	626	626	A	

Field description	Field name	From	To	Type	Dec. pos.
Packing list format option	IBAF CW	627	627	A	
Stage area	IBZ93M	628	634	A	
Consolidated shipping option	IBZOHQ	635	636	A	
Consolidated packing option	IBZOHR	636	636	A	

Required fields

The following fields are required to create a customer record offline.

Required field	Field name	Description
Company number	IBAENB	Valid number: 01 to 89. 01 required for single company.
Customer number	IBCANB	Cannot be zero or all 9s
Customer name	IBCLTX	Cannot be blank
Address line 1	IBCMTX	Cannot be blank
Backorders code	IBCCNB	0 = No, 1 = Yes
Partial ship	IBCDNB	0 = No, 1 = Yes
Credit limit	IBCGNB	See note 1. on page -14
Invoice language format	IBBOST	0 = Foreign and local language text 1 = Foreign language text only
Print backorder qty	IBBEST	0 = No, 1 = Yes
Print item tax amount	IBBFST	0 = No, 1 = Yes
Accept substitute	IBHUST	0 = No, 1 = Yes
Credit check required	IBFJST	0 = No, 1 = Yes
Date customer established	IBA9DT	Must be a valid date
Consolidate invoices	IBHWST	0 = No, 1 = Yes
Requires advance ship notice	IBHXST	0 = No, 1 = Yes
Address format	IBHYST	1 = City/state/zip/country 2 = Country/zip/city/state
Purchase order required	IBHZST	0 = No, 1 = Yes
Manual order hold flag (automatic credit hold)	IBHOST	0 = No, 1 = Yes
A/R consolidation code	IBAABA	0 = Single customer 1 = Consolidate headquarters 2 = Non-consolidated headquarters 3 = Consolidated branch 4 = Non-consolidated branch For 3 or 4, the Headquarters number field (UBAB6B) must be a customer record with 1 or 2 in the A/R consolidation code field.
Credit limit currency	IBFPST	1 = Foreign 2 = Local. If multi-currency support is not active, this field should be 1.
Customer status	IBAABB	A = Active H = Hold S = Suspended
LC credit limit	IBAAJY	See note 1. on page -14
Invoice total discount	IBAA YA	0 = No, 1 = Yes

Required field	Field name	Description
Bill to company	IBAB50	If the Invoice procedure code field (IBCNNB) is 2, this field cannot be zero. If the Invoice procedure code field is not 2, this field is written to the Customer file as entered.
Bill to customer	IBAB6A	If the Invoice Procedure code field (IBCNNB) is 2, this field cannot be zero. If the Invoice Procedure code field (IBCNNB) is not 2, this field is written to the Customer file as entered.
Parent customer number (headquarters number)	IBAB6B	Required if the A/R consolidation code field (IBAABA) is 3 or 4.
Language code	IBAKCD	Value is 001 (local language) or valid value in Language code file.
Statement code	IBCKNB	0 = No, 1 = Yes
Interest service charge percent	IBCUVA	Must be 0 if the Service charge field (IBA9ST) is 0. Must be 1 if the Service charge field is 1.
Service charge age code	IBCLNB	0 = No, 1 = Yes
Invoice procedure code	IBCNNB	0 = Print invoice 1 = Single customer deferred invoice 2 = Multiple customer deferred invoice
Balance Forward/Open Item	IBA8ST	See note 2. on page -14
Service charge	IBA9ST	0 = No, 1 = Yes. Must be 1 if the Service charge age code field (IBCLNB) is 0.
Date last payment	IBCINB	Cannot be a future date
Bank debit flag	IBBAST	0 = No, 1 = Yes
Bank account number	IBAXTX	Required if the Bank Debit Flag field (IBBAST) is 1.

Notes:

1. If the **Credit check required** field (IBFJST) is 0, these fields may be 0. If **Credit check required** is 1, use the following table to determine value of the **Credit limit** field (IBCGNB) and the **LC Credit Limit** field (IBAAJY).

Credit Limit Currency	Credit Limit	LC Credit Limit
1 (foreign)	Required	*
2 (local)	Required	Required

* If multi-currency support is active and a valid currency ID with a valid exchange rate is found, this value will be calculated by the system. You should enter a zero.

If currency ID is blank, the values you supply will be used to update the file.

2. **Balance forward/open item** field (IBA8ST) must be:

B	Balance forward
O	Open item, delete paid items only at month-end closing
P	Open item, delete paid items when Paid Item Purge is run and at month-end closing
1	Type B, convert to type O at month-end closing
2	Type B, convert to type P at month-end closing
8	Type O, convert to type B at month-end closing
9	Type P, convert to type B at month-end closing

Contract Header

System file name: MBIDCPP
System lib name: AMFLIB
Record format length: 55
Record format name: FIDCPY2
Function: Store contract header information

Field description	Field name	From	To	Type	Dec. pos.
Contract number	DD1NB	1	5	S	
Contract/promo indicator	IDHQST	6	6	A	
Contract description	IDCETX	7	31	A	
Contract start date	IDELNB	32	35	P	
Contract expire date	IDEKNB	36	39	P	
Company number	IDAENB	40	41	S	
Customer number	IDCANB	42	49	S	
Promotion company number	IDAB58	50	51	S	
Currency ID	IDBRCD	52	54	A	
Offline record status	IDAA37	55	55	A	

Required fields

The following fields are required to create a contract header offline.

Required field	Field name	Description
Contract number	DD1NB	Must be unique
Contract/promo indicator	IDHQST	0 = Promotion, 1 = Contract
Contract start date	IDELNB	Must be a valid date and less than contract expire date.
Contract expire date	IDEKNB	Must be a valid date and greater than contract start date.
Company number	IDAENB	Valid company number required if the Contract/promo indicator field is 1.
Customer number	IDCANB	Must be a valid number in the Customer file.
Promotion company number	IDAB58	Valid company number required if the Contract/promo indicator field is 0.
Currency ID	IDBRCD	Not required if multi-currency support is not active. If multi-currency support is active and the Contract/promo indicator field is 1, this field must match the currency ID found on the customer record. This field is not used if this is a promotion. Note: If AM AR is not installed, the currency does not have to match the customer currency.

Contract Detail

System file name: MBIECPP
System lib name: AMFLIB
Record format length: 70
Record format name: FIECPY4
Function: Store contract item information

Field description	Field name	From	To	Type	Dec. pos.
Contract number	IED1NB	1	5	S	
Contract/promo indicator	IEHQST	6	6	A	
Item number	IEAITX	7	21	A	
Contract unit price	IEDLVA	22	29	P	3
Qty sold this contract	IEEEVA	30	35	P	3
Amount sold this contract	IEEFVA	36	43	P	2
Contract percentage	IEEGVA	44	46	P	3
Quantity limit	IEEHVA	47	52	P	3
LC-contract unit price	IEAAA9	53	60	P	3
LC-amount sold	IEAAA0	61	68	P	2
Offline record status	IEAA37	69	69	A	
Orphan indicator	IEAC SX	70	70	A	

Required fields

The following fields are required to create a contract detail offline.

Required field	Field name	Description
Contract number	IED1NB	Required
Contract/promo indicator	IEHQST	0 = Promotion, 1 = Contract
Item number	IEAITX	Valid number in the Item Master file
Contract unit price	IEDLVA	If multi-currency support is active and a valid currency ID is on the contract header, this value is the foreign value. This field is used for both contracts and promotions.
Qty limit	IEEHVA	Required if this is a contract item; not required if this is a promotion item.
LC contract unit price	IEAAP	If multi-currency support is active and a valid currency ID is on the contract header, this field will be calculated from the contract unit price. You may leave it at zeros.
LC amount sold	IEAAA0	If multi-currency support is active and a valid currency ID is on the contract header, this field will be calculated from the Amount sold this contract field. You may leave it at zero.
Offline record status	IEAA37	Leave blank
Orphan indicator	IEAC SX	Leave blank

Ship-to Master

System file name: MBICCPP
System lib name: OEIM5GEN
Record format length: 463
Record format name: FICCPZG
Function: Holds additional Ship-to information

Field description	Field name	From	To	Type	Dec. pos.
Company number	ICAENB	1	2	S	
Customer number	ICCANB	3	10	S	
Ship-to number	ICB9CD	11	18	A	
Shipment lead time	ICCPNB	19	20	P	
Alpha sort name	ICHITX	21	55	A	
Commissionable percent	ICAPPC	56	59	P	3
Default ship to address2	ICAA9L	60	60	A	
Address line 1	ICCMTX	61	95	A	
Address line 2	ICCNTX	96	130	A	
Address line 3	ICCOTX	131	165	A	
Address line 4	ICZ9HH	166	200	A	
Address line 5	ICG9HG	201	235	A	
Postal code	ICCVCD	236	245	A	
City	ICCPTX	246	280	A	
Contact name	ICCQTX	281	305	A	
Telephone number	ICCRTX	306	325	A	
Fax number	ICCSTX	326	345	A	
Shipping instructions	ICCDTX	346	375	A	
Tax county code	ICZ9PA	376	385	A	
Tax city code	ICZ9PB	386	395	A	
Country code	ICCOCD	396	398	A	
State code	ICBYCD	399	400	A	
Ship to location	ICG5CD	401	409	A	
Zone	ICBKCD	410	411	A	
Sale code	ICBHST	412	412	A	
Tax suffix	ICBXCD	413	417	A	
Customer class code	ICC7CD	418	422	A	
EEC transaction code	ICAAB4	423	424	A	
Transport mode code	ICAABZ	425	426	A	
Delivery terms code	ICAAB6	427	429	A	
Offline record status	ICAA37	430	430	A	
Market analysis code	ICADR6	431	435	A	
Carrier ID	ICF1CD	436	445	A	
Salesrep number	ICCHNB	446	448	P	
Warehouse	ICA3CD	449	451	A	
Packing hierarchy code	ICAD0V	452	452	A	
Packing list format option	ICAFCW	453	453	A	
Stage area	ICZ93M	454	460	A	
Packing language code	ICZ0J8	461	463	A	

Required fields

The following fields are required to create a ship-to record offline:

Required field	Field name	Description
Company number	IBAENB	Valid numbers: 01 to 89. 01 required for single company
Customer number	IBCANB	Must exist in the Customer file
Ship to number	ICB9CD	Cannot be 1
Default ship to address	ICAA9L	Must be N
Country code	ICCOCD	Valid value in the Country code file
State code	IBBYCD	Valid value in the State code file
Shipping location	IBG5CD	Valid value in the Shipping Location code file
Zone	IBBKCD	Valid value in the Zone code file
Sale code (Sales transport terms)	IBBHST	Valid value in the Sales Terms for Transport code file
Customer class code	IBCTCD	Valid value in the Customer Class Code file
Tax suffix	IBBXCD	Valid value in the Tax Suffix code file
EEC Transport mode	IBAABZ	Blank is valid or must exist in EEC Transport Mode file
EEC Delivery terms	IBAAB6	Blank is valid or must exist in EEC Delivery Terms file
EEC Transaction type	IBAAB4	Blank is valid or must exist in EEC Transaction Type file
Offline record status	IBAA37	

Item Master offline file format—A record

Master file name: Item Master (ITEMASA)
Offline file name (default): Item Master-A Master Template (IMDSKTA)
Externally described file: TMP107
Record length: 530
Function: Add, change, or delete information in the Item Master file
A records

Field description	Field name	From	To	A/N	Dec. pos.
Transaction ID	TRID07 *	1	8	A	
DAE generated seq number **	DAES07	9	17	N	0
MPOI generated seq number **	MPOS07	18	26	N	0
Level of response flag **	RSPF07	27	27	A	
Item number	ITN007	28	42	A	
Item description	ITDS07	43	72	A	
Item type code	ITYP07	73	73	A	
Item class	ITCL07	74	77	A	
Inventory flag	INVF07	78	79	N	0
Standard batch quantity	SBQT07	80	90	N	3
Unit cost default	UCDF07	91	109	N	8
Unit of measure	UMST07	110	111	A	
Unit weight	WGHT07	112	118	N	3
Warehouse stock location	WHLC07	119	125	A	
Engineering drawing number	EGNO07	126	140	A	
Vendor number	VNDR07	141	146	A	
Department number	DPTN07	147	150	A	
Standard setup cost per lot	SSUL07	151	169	N	8
Sales analysis flag	SNOF07	170	170	N	0
Carrying rate	CRAT07	171	173	N	3
Value class	VLCL07	174	174	A	
Packing code	PKCD07	175	176	A	
QC control flag	QCFG07	177	177	N	0
Shelf life in days	QCDY07	178	181	N	0
Batch/lot control flag	BLCF07	182	182	N	0
Inspect on receipt flag	IORF07	183	183	N	0
Discrete allocations flag	DALF07	184	184	N	0

* Use the transaction code for the type of maintenance to be performed:

E0IA0101 Add
E0IA0201 Change
E0IA0301 Delete

** Do not use this field. It is reserved for the XA Plant Operations Interface.

Field description	Field name	From	To	A/N	Dec. pos.
Purchase tax indicator	PTTX07	185	187	A	
Sale tax indicator	SLTX07	188	190	A	
Item accounting class	ITAC07	191	193	A	
Whole number conversion	IYST07	194	194	A	
Specific gravity	KMVA07	195	203	N	4
Commissionable percent	APPC07	204	210	N	3
Warranty period	LBNB07	211	215	N	0
Serial number required	IPST07	216	216	A	
Kit external document print option	IQST07	217	217	A	
Tax weight per unit	AAS207	218	226	N	4
Supplementary weight	AAS307	227	235	N	4
Unit of measure class	C8CD07	236	237	A	
NAFTA prefer criteria	Z9W307	238	239	A	
NAFTA certification basis	Z9W407	240	240	A	
NAFTA RVC basis	Z9W507	241	242	A	
NAFTA RVC from date	Z9W607	243	249	S	
NAFTA RVC to date	Z9W707	250	256	S	
Commodity code	FOCD07	257	264	A	
U/M (weight unit of measure)	CQCD07	265	266	A	
Warranty time U/M (unit of measure)	HJCD07	267	268	A	
Volume unit of measure	AAPT07	269	270	A	
EEC commodity code	AAB207	271	278	A	
Country code	COCD07	279	281	A	
MRO item	MROI07	282	282	A	
Add to spare part list	ATSP07	283	283	A	
OEM number	OEMN07	284	305	A	
Item sales group code	ADSB07	306	310	A	3
User field - switch A	UUSA07	311	311	A	0
User field - switch B	UUSB07	312	312	A	
User field - switch C	UUSC07	313	313	A	
User field - code A	UUCA07	314	318	A	
User field - code B	UUCB07	319	323	A	
User field - code C	UUC07	324	328	A	
User field - quantity 1	UUQ107	329	339	P	3
User field - amount 1	UUA107	340	354	P	2
User field - date 1	UUD107	355	361	N	0
User field - text 25	UU2507	362	386	A	
User field - text 40	UU4007	387	426	A	
Harmonizing code -SP Reserved	UVHC07	427	451	A	
MSDS code-SP Reserved	UVMC07	452	461	A	

Field description	Field name	From	To	A/N	Dec. pos.
Obsolete item code-SP Reserved	UVOC07	462	464	A	
Price effective date	XBBL07	465	471	P	0
Base price (usr)	XBAA07	472	486	P	3
Admin division ID	ADMI07	487	496	A	
Item tax class ID	TXCL07	497	511	A	
Volume unit of measure	Z93R07	512	513	A	
Unit volume	Z93S07	514	520	S	
Pieces per	Z05T07	521	530	S	

Item Master offline file format—B record

Master file name: Item Master (ITEMASB)
Offline file name (default): Item Master-B Master Template (IMDSKTB)
Externally described file: TMP108
Record length: 1241
Function: Add, change, or delete information in the Item Master file B records

Field description	Field name	From	To	A/N	Dec. pos.
Transaction ID	TRID08 *	1	8	A	
DAE generated seq number **	DAES08	9	17	N	0
MPOI generated seq number **	MPOS078	18	26	N	0
Level of response flag **	RSPF08	27	27	A	
Item number	ITNO08	28	42	A	
Lot size	LTSZ08	43	52	N	3
Labor/overhead TL cost technique code	CTCH08	53	53	A	
Labor hours	LBHR08	54	62	N	4
Current purchase overhead table code	CPCT08	63	63	N	
Standard purchase overhead table code	SPCT08	64	64	N	
User field - switch A	UUSA08	65	65	A	
User field - switch B	UUSB08	66	66	A	
User field - switch C	UUSC08	67	67	A	
User field - code A	UUCA08	68	72	A	
User field - code B	UUCB08	73	77	A	
User field - code C	UUCC08	78	82	A	
User field - quantity 1	UUQ108	83	93	N	3
User field - amount 1	UUA108	94	108	N	2
User field - date 1	UUD108	109	115	N	
User field - text 40	UU4008	116	155	A	
Current material lower-levels	CMAL08	156	174	N	8
Current material this-level date last	CMAM08	175	181	N	
Current material this-level	CMAT08	182	200	N	8
Current other 1 lower-levels	CO1L08	201	219	N	8
Current other 1 this level date last	CO1M08	220	226	N	
Current other 1 this level	CO1T08	227	245	N	8
Current other 2 lower-levels	CO2L08	246	264	N	8
Current other 2 this level date last	CO2M08	265	271	N	
Current other 2 this level	CO2T08	272	290	N	8
Current other 3 lower-levels	CO3L08	291	309	N	8
Current other 3 this level date last	CO3M08	310	316	N	
Current other 3 this level	CO3T08	317	335	N	8
Current other 4 lower-levels	CO4L08	336	354	N	8
Current other 4 this level date last	CO4M08	355	361	N	

Field description	Field name	From	To	A/N	Dec. pos.
Current other 4 this level	CO4T08	362	380	N	8
Current manufacturing overhead table code	COHC08	381	381	A	
Current manufacturing overhead lower-levels	COHL08	382	400	N	8
Current mfg overhead this level date last	COHM08	401	407	N	
Current manufacturing overhead this level	COHT08	408	426	N	8
Current outside operations lower-levels	COOL08	427	445	N	8
Current outside oper this-level date last	COOM08	446	452	N	
Current outside operations this-level	COOT08	453	471	N	8
Current purchase overhead lower-levels	CPOL08	472	490	N	8
Current purchase overhead this-level	CPOT08	491	509	N	8
Current run labor table code	CRLC08	510	510	A	
Current run labor lower-levels	CRLL08	511	529	N	8
Current run labor this level date last	CRLM08	530	536	N	
Current run labor this level	CRLT08	537	555	N	8
Current run machine lower-levels	CRML08	556	574	N	8
Current run machine this level date last	CRMM08	575	581	N	
Current run machine this level	CRMT08	582	600	N	8
Current setup labor lower-levels	CSLL08	601	619	N	8
Current setup labor this level date last	CSLM08	620	626	N	
Current setup labor this level	CSLT08	627	645	N	8
Current setup machine lower-levels	CSML08	646	664	N	8
Current setup machine this level date last	CSMM08	665	671	N	
Current setup machine this level	CSMT08	672	690	N	8
Date current costs last generated	DLCC08	691	697	N	
Date last costed	DLCS08	698	704	N	
Method current costs last generated	MLCC08	705	705	N	
Method standard costs last generated	MLSC08	706	706	N	
Standard material lower-levels	SMAL08	707	725	N	8
Standard material this-level date last	SMAM08	726	732	N	
Standard material this-level	SMAT08	733	751	N	8
Standard other 1 lower-levels	SO1L08	752	770	N	8
Standard other 1 this level date last	SO1M08	771	777	N	
Standard other 1 this level	SO1T08	778	796	N	8
Standard other 2 lower-levels	SO2L08	797	815	N	8
Standard other 2 this level date last	SO2M08	816	822	N	
Standard other 2 this level	SO2T08	823	841	N	8
Standard other 3 lower-levels	SO3L08	842	860	N	8
Standard other 3 this level date last	SO3M08	861	867	N	

Field description	Field name	From	To	A/N	Dec. pos.
Standard other 3 this level	SO3T08	868	886	N	8
Standard other 4 lower-levels	SO4L08	887	905	N	8
Standard other 4 this level date last	SO4M08	906	912	N	
Standard other 4 this level	SO4T08	913	931	N	8
Standard manufacturing overhead table code	SOHC08	932	932	A	
Standard manufacturing overhead lower-levels	SOHL08	933	951	N	8
Standard mfg overhead this level date last	SOHM08	952	958	N	
Standard manufacturing overhead this level	SOHT08	959	977	N	8
Standard outside operations lower-levels	SOOL08	978	996	N	8
Standard outside oper this-level date last	SOOM08	997	1003	N	
Standard outside operations this-level	SOOT08	1004	1022	N	8
Standard purchase overhead lower-levels	SPOL08	1023	1041	N	8
Standard purchase overhead this-level	SPOT08	1042	1060	N	8
Standard run labor table code	SRLS08	1061	1061	A	
Standard run labor lower-levels	SRL08	1062	1080	N	8
Standard run labor this level date last	SRLM08	1081	1087	N	
Standard run labor this level	SRLT08	1088	1106	N	8
Standard run machine lower-levels	SRML08	1107	1125	N	8
Standard run machine this level date last	SRMM08	1126	1132	N	
Standard run machine this level	SRMT08	1133	1151	N	8
Standard setup labor lower-levels	SLL08	1152	1170	N	8
Standard setup labor this level date last	SLLM08	1171	1177	N	
Standard setup labor this level	SLLT08	1178	1196	N	8
Standard setup machine lower-levels	SSML08	1197	1215	N	8
Standard setup machine this level date last	SSMM08	1216	1222	N	
Standard setup machine this level	SSMT08	1223	1241	N	8

* Use the transaction code for the type of maintenance to be performed:

E0IB0100 Add
E0IB0200 Change
E0IB0300 Delete

** Do not use this field. It is reserved for the XA Plant Operations Interface.

Item Master offline file format—C record

Master file name: Item Master (ITEMASC)
Offline file name (default): Item Master-C Master Template (IMDSKTC)
Externally described file: TMP109
Record length: 213
Function: Add, change, or delete information in the Item Master file C records

Field description	Field name	From	To	A/N	Dec. pos.
Transaction ID*	TRID09	1	8	A	0
DAE generated seq number **	DAES09	9	17	N	0
MPOI generated seq number **	MPOS09	18	26	N	0
Level of response flag **	RSPF09	27	27	A	
Item number	ITNO09	28	42	A	
Buyer number	BUYR09	43	47	A	
Account number	ACCT09	48	62	A	0
Receipt required flag	RCRQ09	63	63	N	0
Allowable days early	ALDE09	64	66	N	0
Tolerance % receiving position	TPRP09	67	69	N	0
Weighted lead time %	WLTP09	70	72	N	0
Ship via code	VIAC09	73	75	A	
Tolerance % receiving neg	TPRN09	76	78	N	0
Weighted delivery %	WDLP09	79	81	N	0
Alpha factor	ALPH09	82	84	N	3
Weighted quality %	WQUP09	85	87	N	0
Weighted price %	WPRP09	88	90	N	0
Weighted early delivery %	WEDP09	91	93	N	0
Weighted late delivery %	WLDP09	94	96	N	0
Weighted ownership %	WVSP09	97	99	N	0
Weighted undership %	WUSP09	100	102	N	0
Commodity class for purchased items	CMCL09	103	107	A	
Purchase price	PUPR09	108	122	N	4
Extended purchase item desc. first 40 positions	PID109	123	162	A	
Purchase item desc. last 40 positions	PID209	163	202	A	
Charge nature	CHGN09	203	212	A	
Pre-approved item code	PRAP09	213	213	A	

* Use the transaction code for the type of maintenance to be performed:

E0IC0100 Add
E0IC0200 Change
E0IC0300 Delete

** Do not use this field. It is reserved for the XA Plant Operations Interface.

Order entry file formats

Use these file formats for offline order entry.

Note: The Offline Record Status field of all offline order entry files must be left blank. The system updates the record status depending on the successful editing of the record. The possible status codes are:

Blank Passed error checks
1 Did not pass error checks
2 Delete

Offline Quote/Order Header

System file name: MBG8CPP
System lib name: AMFLIB
Record format length: 372
Record format name: FCGCPFN
Function: MBG8CPP file contains general information about an order is and comparable to the MBC6REP file.

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	G8AA74	1	6	P	
Offline record type	G8ACGX	7	8	A	
Company number	G8AENB	9	10	S	
Internal header type	G8DCCD	11	11	A	
Quote/order number	G8CVNB	12	18	A	
Quote/order date	G8ACDT	19	22	P	
Manufacturing sched date	G8D2NB	23	26	P	
Request date	G8D0NB	27	30	P	
Discount percent	G8DMVA	31	33	P	3
Shipping instructions	G8CDTX	34	63	A	
Invoice procedure code	G8CNNB	64	64	S	
Unit price discount	G8CENB	65	65	S	
Override exchange rate	G8F8VA	66	71	P	6
Tax override date	G8EHNB	72	75	P	
Override exch rate date	G8ARDT	76	79	P	
Export designator *	G8BNST	80	80	A	
Sales code	G8BTCD	81	81	A	
Print item tax amount	G8BFST	82	82	A	
Print tax summary	G8BGST	83	83	A	
Order number reference	G8AAYC	84	95	A	
Language code	G8AKCD	96	98	A	
Currency ID	G8BRCD	99	101	A	
Contract number	G8D1NB	102	106	S	
Contract/promo indicator	G8HQST	107	107	A	
Salesrep number	G8CHNB	108	110	P	
Priority ID	G8GQCD	111	112	A	
Trade discount code	G8F7CD	113	114	A	
Terms code	G8BLCD	115	116	A	
Surcharge code	G8GZCD	117	119	A	

Field description	Field name	From	To	Type	Dec. pos.
Customer number	G8CANB	120	127	S	
Ship to number	G8B9CD	128	135	A	
Commission header ID	G8F2CD	136	139	P	
Price book ID	G8GPCD	140	144	A	
Age date	G8AEDT	145	148	P	
Future age month	G8D6NB	149	150	S	
Original promise date	G8AIDT	151	154	P	
Original request date	G8AJDT	155	158	P	
Purchase order number	G8CBTX	159	180	A	
Credit memo code	G8ESST	181	181	A	
Purchase order revision	G8CHTX	182	188	A	
Credit/debit reason code	G8F4CD	189	191	A	
Purchase order date	G8DXNB	192	195	P	
Offline record status	G8AA37	196	196	A	
Source order number	G8AAYG	197	203	A	
Ship lead time	GAEENB	204	205	P	
Warehouse	G8A3CD	206	208	A	
Customer price code	G8F5CD	209	210	A	
Manual invoice number	G8ABAH	211	216	S	
Invoice reference number	G8VNRX	217	220	P	
Bill to company number	G8ABAJ	221	222	P	
Bill to customer number	G8KNNB	223	227	A	
Carrier ID	G8F1CD	228	237	A	
Sale code**	G8BHST	238	238	A	
Tax suffix	G8SUFY	239	243	A	
Offline transaction type	G8ADOQ	244	244	A	
Maintenance reason code	G8GOCD	245	254	A	
Order origin	G8ADOW	255	255	A	
Cancel after date	G8ADOX	256	259	P	
Do not ship before	G8AFAY	260	263	P	
Transaction group number	G8AFCY	264	269	P	
Date quote needed	G8BHDT	270	273	P	
Contact name	G8CQTX	274	298	A	
Interbranch trade partner	G8Z9H9	299	308	A	
Interbranch trans refer	G8z9HO	309	312	P	
Tax transaction type	G8Z9H5	313	322	A	
Invoice series ID	G8Z9JF	323	326	A	
User field - switch A	G8UUSA	327	327	A	
User field - code A	G8UUCA	328	332	A	
User field - code B	G8UUCB	333	337	A	
User field - code C	G8UUCC	338	342	A	
User field - date 1	G8UUD1	343	349	S	
User field - date 2	G8AFFG	350	356	S	
User field - amount 1	G8UUA1	357	364	P	2
User field - amount 2	G8AD0L	365	372	P	2

* For the export designator field, the valid values are:

blank Defaults to No
0 No
1 Yes

** For the sales code field, the valid values are:

blank
C Cash
D COD

The system-assigned order numbers are controlled in Company Master maintenance, in the Review order numbers? field, by setting the next number for an order type to zero (blank). These values are stored in MBF2CPP. Only customer orders and credit memos can be processed using offline load. The order types are:

CM Credit memo, code 4
CO Customer order, code 1
QT Quote, code 2
SO Standing order, code 3

Required fields

The following fields are required to enter the order header record for an order.

Required field	Field name	Description
Offline order token	G8AA74	Must be the same for all records associated with an order
Offline record type	G8ACGX	Must be BB
Order number	G8CVNB	Required from user if not assigned by system
Company number	G8AENB	Company number from MBA5REP file
Internal header type	G8DCCD	1 = Customer order, 4 = Credit memo
Customer number	G8CANB	Customer number from MBBFREP file
Offline record status	G8AA37	Must be left blank

Offline Quote/Order Comment

System file name: MBHDCPP
System lib name: AMFLIB
Record format length: 37
Record format name: FHDCPGY
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HDAA74	1	6	P	
Comment line sequence number	HDKBNB	7	10	P	
Offline record type	HDACGX	10	11	A	
Comment line text	HDHDTX	12	36	A	
Offline record status	HDAA37	37	37	A	

The MBHDCPP file contains comments associated with an order and is comparable to the Comment Line (MBAXREP), Comment Header (MBAWREP) and Comment XREF Quote/Order (MBAYCPP).

Required fields

The following fields are required to enter a comment for an order header.

Required field	Field name	Description
Offline order token	HDAA74	Must be the same for all records associated with an order
Offline record type	HDACGX	Must be BJ
Comment line text	HDHDTX	One line of text (minimum)
Offline record status	HDAA37	Must be left blank

Offline Quote/Order Euro Cross-Reference

System file name: MBLIREP
System lib name: AMFLIB
Record format length: 16
Record format name: FLIRETZ
Function: Required when IFM is integrated.

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	LIAA74	1	6	P	
Personal ledger ID	LIADZY	7	16	A	

Required fields

The following fields are required for this offline file:

Required field	Field name	Description
Offline order token	LIAA74	Must be the same for all records associated with an order

Offline Quote/Order Ship-to Override

System file name: MBHHCPP
System lib name: AMFLIB
Record format length: 345
Record format name: FHHCPGQ
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HHAA74	1	6	P	
Offline record type	HHACGX	7	8	A	
Addressee name	HHCLTX	9	43	A	
Address line 1	HHCMTX	44	78	A	
Address line 2	HHCNTX	79	113	A	
Address line 3	HHCOTX	114	148	A	
Address line 4	HHZ9HH	149	183	A	
Address line 5	HHZ9HG	184	218	A	
Postal code	HHCVCD	219	228	A	
City	HHCPTX	229	283	A	
Contact name	HHCQTX	264	268	A	
Telephone number	HHCRTX	289	308	A	
Fax number	HHCSTX	309	328	A	
Offline record status	HHAA37	329	329	A	
Country code	HHCOCD	330	332	A	
State code	HHBYCD	333	334	A	
Ship to location	HHG5CD	335	343	A	
Zone	HHBKCD	344	345	A	

The MBHHCPP file contains address information used to create an Ship To (MBDEREP) records and Address (MBALREP) records.

Required fields

The following fields are required to enter a ship-to override for an order:

Required field	Field name	Description
Offline order token	HHAA74	Must be the same for all records associated with an order
Offline record type	HHACGX	Must be BF
Address line 1	HHCMTX	
Offline record status	HHAA37	Must be left blank

Offline Quote/Order Sold-to Override

System file name: MBHICPP
System lib name: AMFLIB
Record format length: 345
Record format name: FHICPGQ
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HIAA74	1	6	P	
Offline record type	HIACGX	7	8	A	
Addressee name	HICLTXT	9	43	A	
Address line 1	HICMTXT	44	78	A	
Address line 2	HICNTXT	79	113	A	
Address line 3	HICOTXT	114	148	A	
Address line 4	HIZ9HH	149	183	A	
Address line 5	HIZ9HG	184	218	A	
Postal code	HICVCD	219	228	A	
City	HICPTXT	229	283	A	
Contact name	HICQTX	264	268	A	
Telephone number	HICRTXT	289	308	A	
Fax number	HICSTXT	309	328	A	
Offline record status	HIAA37	329	329	A	
Country code	HICOCD	330	332	A	
State code	HIBYCD	333	334	A	
Ship to location	HIG5CD	335	343	A	
Zone	HIBKCD	344	345	A	

The MBHICPP file contains address information used to create an Address record (MBALREP) for sold to overrides.

Required fields

The following fields are required to enter a sold-to override for an order:

Required field	Field name	Description
Offline order token	HIAA74	Must be the same for all records associated with an order
Offline record type	HIACGX	Must be BH
Address line 1	HICMTXT	
Offline record status	HIAA37	Must be left blank

Offline Quote/Order Commission

System file name: MBHKCPP
System lib name: AMFLIB0
Record format length: 18
Record format name: FHKCPGH
Function: Store contract header information

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HKAA74	1	6	P	
Salesrep number	HKCHNB	7	9	P	
Offline record type	HKACGX	10	11	A	
Participation in sale %	HKAFPC	12	14	P	2
Commission percent	HKAGPC	15	17	P	2
Offline record status	HKAA37	18	18	A	

The MBHKCPP file contains general information about the orders commission structure. The fields are used to create a Commission Line record (MBA4CPP) with commission entry sequence equal to zero.

Required fields

The following fields are required to enter a commission record for an order.

Required field	Field name	Description
Offline order token	HKAA74	Must be the same for all records associated with an order
Salesrep number	HKCHNB	Salesrep number from SLSMAS file
Offline record type	HKACGX	Must be BD
Participation in sale %	HKAFPC	
Offline record status	HKAA37	Must be left blank

Offline Order Special Charge

System file name: MBHBCPP
System lib name: AMFLIB
Record format length: 149
Record format name: FHBCPGB
Function: Store contract header information

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HBAA74	1	6	P	
Special charge sequence	HBKDNB	7	8	P	
Offline record type	HBACGX	9	10	A	
Special charge description	HBG5TX	11	40	A	
Special charge cost	HBDEVA	41	47	P	2
Special charge code	HBBLST	48	48	A	
Cash discount application	HBDWNB	49	49	A	
Special charge amount	HBDDVA	50	56	P	2
Offline record status	HBAA37	57	57	A	
Special charge language description	HBBWTX	58	87	A	
Item reference	HBADOR	88	117	A	
Offline transaction type	HBADOQ	118	118	A	
Tax indicator	HBAJCD	119	121	A	
Surcharge code	HBGZCD	122	124	A	
Tax transaction type	ABZ9H5	125	134	A	
Tax class	ABZ9JD	135	149	A	

The MBHBCPP file contains special charge information and corresponds to the Quote/Order Special Charge (MBC7REP) file.

Required fields

The following fields are required to enter a special charge record for an order.

Required field	Field name	Description
Offline order token	HBAA74	Must be the same for all records associated with an order
Special charge sequence	HBKDNB	
Offline record type	HBACGX	Must be BZ
Special charge description	HBG5TX	
Special charge cost	HBDEVA	Required if the Special charge code field is 3
Special charge code	HBBLST	Charge code 0, 1, 2, 3
Special charge amount	HBDDVA	Required if the Special charge code field is 1, 2, or 3
Tax indicator	HBAJCD	
Offline record status	HBAA37	Must be left blank

Offline Special Charge Comment

System file name: MBHFCPP
System lib name: AMFLIB
Record format length: 39
Record format name: FHFCPHA
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HFAA74	1	6	P	
Special charge sequence	HFKDNB	7	8	P	
Comment line sequence number	HFKBNB	9	11	P	
Offline record type	HFACGX	12	13	A	
Comment line text	HFHDTX	14	38	A	
Offline record status	HFAA37	39	39	A	

The MBHFCPP file contains special charge comment information and corresponds to Comment header (MBAWREP), Comment line (MBAXREP) and Comment XREF to special charge (MBEICPP).

Required fields

The following fields are required to enter comments for a special charge.

Required field	Field name	Description
Offline order token	HFAA74	Must be the same for all records associated with an order
Special charge sequence	HFKDNB	
Offline record type	HFACGX	Must be B2
Comment line text	HFHDTX	One line of text (minimum)
Offline record status	HFAA37	Must be left blank

Offline Line Item

System file name: MBG9CPP
System lib name: AMFLIB
Record format length: 256
Record format name: FC9CPFK
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	G9AA74	1	6	P	
Line item sequence	G9FCNB	7	10	P	
Offline record type	G9ACGX	11	12	A	
User entered sequence no.	G9KTNB	13	19	A	
Order qty in order U/M	G9ACQT	20	25	P	3
Selling price in price U/M	G9KHVA	26	33	P	3
Net sales amount	G9DPVA	34	41	P	3
Unit cost per stock U/M	G9FYVA	42	51	P	8
Base price	G9ANVA	52	59	P	3
Credit memo code	G9ESST	60	60	A	
Discount percent	G9DMVA	61	63	P	3
Item source	G9AAYB	64	70	A	
Offline record status	G9AA37	71	71	A	
No charge item indicator	G9ACHK	72	72	A	
Offline transaction type	G9ADOQ	73	73	A	
Specified transaction	G9AFCZ	74	74	A	
Online item sequence	G9AFJ4	75	78	P	
Source line item sequence	G9AAYJ	79	82	P	
Salesrep number	G9CHNB	83	85	P	
Surcharge code	G9GZCD	86	88	A	
Contract number	G9D1NB	89	93	S	
Contract/promo indicator	G9HQST	94	94	A	
Tax indicator	G9AJCD	95	97	A	
Commission header ID	G9F2CD	98	101	P	
Credit/debit reason code	G9F4CD	102	104	A	
Company number	G9AENB	105	106	S	
Customer number	G9CANB	107	114	S	
Customer item number	G9HJTX	115	144	A	
Dimension U/M	G9CQCD	145	146	A	
Pricing unit of measure code	G9AA3S	147	148	A	
Item number	G9AITX	149	163	A	
Warehouse	G9A3CD	164	166	A	
Ship to number	G9B9CD	167	174	A	
Maintenance reason code	G9GOCD	175	184	A	
Tax transaction type	G9Z9H5	185	194	A	
Tax class	G9Z9JD	195	209	A	
User field - currency ID A	G9Z0ZB	210	212	A	
User field - switch A	G9UUSA	213	213	A	
User field - code A	G9UUCA	214	218	A	
User field - code B	G9UUCB	219	223	A	

Field description	Field name	From	To	Type	Dec. pos.
User field - code C	G9UUCC	224	228	A	
User field - quantity 1	G9UUQ1	229	234	P	3
User field - amount 1	G9UUA1	235	242	P	2
User field - date 1	G9UUD1	243	249	S	
User field - date 2	G9AFFG	250	256	S	

The MBG9CPP file is the line item detail and corresponds to file MBCDREP.

Required fields

The following fields are required to enter a line item record for an order.

Required field	Field name	Description
Offline order token	G9AA74	Must be the same for all records associated with an order
Line item sequence	G9FCNB	
Offline record type	G9ACGX	Must be BL
Order quantity in order U/ M	G9ACQT	
Credit memo code	G9ESST	A = Allowance, valid on customer orders and credit memos R = Return, valid only on credit memos blank = Regular item, valid on customer orders and credit memos
Contract number	G9D1NB	Required if one or more promotions already exist.
Contract/promo indicator	G9HQST	0 = Promotion 1 = Contract
Credit/debit reason code	G9F4CD	Required if the Credit memo code field is A or R.
Tax indicator	G9AJCD	Required if the Credit memo code field is A or R.
Offline record status	G9AA37	Must be left blank
Item number	G9AITX	Valid number from the Item Master file unless the record is for a noninventory item. For a noninventory item, the field must be blank.

Notes:

1. The **Pricing unit of measure code** (G9AA3S) field is not an enterable field in COM. When entering a line item for a customer order, the **Pricing unit of measure code** field is extracted from the Item Base Price (MBBZREP) file. If a value is entered into the **Pricing unit of measure code** field in the Offline Line Item (MBG9CCP) file, the value is overlaid with the value from the Item Base Price file when the order is copied into the online orders file.
2. The **Line item sequence** field is an extremely important field that links the Offline Line Item file to five supporting files. These files are the Offline Item Comment file, the Offline Line Item Ship-to Override file, the Offline Line Item Commission file, the Offline Non-Inventory Item file, and the Offline Release file. If this field is zero in any of the supporting files, the order is rejected. The Offline Order Entry Rejected Orders (AMBGCPFR) report does not issue an error message for unattached records. To diagnose the problem, write a query over the Offline Order Errors (MBILCPP) file to print all the records. The message ID AMB1089 has been used to identify unattached records. The report specifically identifies any records that are causing a problem.

Offline Line Item Comment

System file name: MBHECPP
System lib name: AMFLIB
Record format length: 41
Record format name: FHECPFP
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HEAA74	1	6	P	
Line item sequence	HEFCNB	7	10	P	
Comment line sequence number	HEKBNB	11	13	P	
Offline record type	HEACGX	14	15	A	
Comment line text	HEHDTX	16	40	A	
Offline record status	HEAA37	41	41	A	

The MBHECPP file is the Line Item Comment and corresponds to the Comment Head (MBAWREP), Comment Line (MBAXREP), and Comment XREF to Line Item (MBEECPP).

Required fields

The following fields are required to enter a comment for a line item.

Required field	Field name	Description
Offline order token	HEAA74	Must be the same for all records associated with an order
Line item sequence	HEFCNB	
Offline record type	HEACGX	Must be BP
Comment line text	HEHDTX	One line of text (minimum)
Offline record status	HEAA37	Must be left blank

Offline Line Item Ship-to Override

System file name: MBHJCPP
System lib name: AMFLIB
Record format length: 349
Record format name: FHJCPFV
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HJAA74	1	6	P	
Line item sequence	HJFCNB	7	10	P	
Offline record type	HJACGX	11	12	A	
Addressee name	HJCLTX	13	47	A	
Address line 1	HJCMTX	48	82	A	
Address line 2	HJCNTX	83	117	A	
Address line 3	HJCOTX	118	152	A	
Address line 4	HJZ9HH	153	187	A	
Address line 5	HJZ9HG	188	222	A	
Postal code	HJCVCD	223	232	A	
City	HJCPTX	233	267	A	
Contact name	HJCQTX	268	292	A	
Telephone number	HJCRTX	293	312	A	
Fax number	HJCSTX	313	332	A	
Offline record status	HJAA37	333	333	A	
Country code	HJCOCD	334	336	A	
State code	HJBYCD	337	338	A	
Ship to location	HJG5CD	339	347	A	
Zone	HJBKCD	348	349	A	

The MBHJCPP file contains address information used to create line item level Ship To (MBDEREP) records and Address (MBALREP) records.

Required fields

The following fields are required to enter a ship to override record for a line item.

Required field	Field name	Description
Offline order token	HJAA74	Must be the same for all records associated with an order
Line item sequence	HJFCNB	
Offline record type	HJACGX	Must be BR
Address line 1	HJCMTX	
Offline record status	HJAA37	Must be left blank

Offline Line Item Commission

System file name: MBHLCPP
System lib name: AMFLIB
Record format length: 22
Record format name: FHLCPFH
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HLAA74	1	6	P	
Line item sequence	HLFCNB	7	10	P	
Salesrep number	HLCHNB	11	13	P	
Offline record type	HLACGX	14	15	A	
Participation in sale %	HLAFPC	16	18	P	2
Commission percent	HLAGPC	19	21	P	2
Offline record status	HLAA37	22	22	A	

The MBHLCPP file contains line item commission details and corresponds to Commission Line record (MBA4CPP).

Required fields

The following fields are required to enter a commission record for a line item on a customer order.

Required field	Field name	Description
Offline order token	HLAA74	Must be the same for all records associated with an order
Line item sequence	HLFCNB	
Salesrep number	HLCHNB	Salesrep number from SLSMAS file
Offline record type	HLACGX	Must be BT
Participation in sale %	HLAFPC	
Offline record status	HLAA37	Must be left blank

Offline Non-Inventory Item

System file name: MBHACPP
System lib name: AMFLIB
Record format length: 159
Record format name: FHACPF5
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HAAA74	1	6	P	
Line item sequence	HAFCNB	7	10	P	
Offline record type	HAACGX	11	12	A	
Non-inventoried item no.	HAG6CD	13	27	A	
Non-inventoried item desc	HAHPTX	28	57	A	
Non-inventoried item cost	HAKIVA	58	67	P	8
Non-inventoried item weight	HAALQT	68	73	P	3
Offline record status	HAAA37	74	74	A	
Item type code	HAAIST	75	75	A	
Foreign description	HAAA73	76	105	A	
Tax transaction type	HAZ9H5	106	115	A	
Tax class	HAZ9JD	116	130	A	
Non-inventoried item volume	HAZ97M	131	135	P	3
Tax indicator	HAAJCD	136	139	A	
Commodity code	HAF0CD	140	147	A	
Item class code	HAGLCD	148	151	A	
U/M	HACQCD	152	153	A	
Item price class	HAGNCD	154	157	A	
Volume unit of measure	HAZ93R	158	159	A	

The MBHACPP file is for noninventory items and corresponds to MBCHREP. An Offline Line Item Detail record is required for each noninventory item. Cost and Pricing information is taken from the line item detail.

Required fields

The following fields are required to enter a record for a noninventory item.

Required field	Field name	Description
Offline order token	HAAA74	Must be the same for all records associated with an order
Line item sequence	HAFCNB	
Offline record type	HAACGX	Must be BN
Non-inventory item no.	HAG6CD	
Non-inventory item desc	HAHPTX	
Item class code	HAGLCD	
Offline record status	HAAA37	Must be left blank

Offline Order - Program Described

System file name: MBIOCPP
System lib name: AMFLIB
Record format length: 256
Record format name: FIOCPAW
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline data	IOACHQ	1	256	A	

Offline Release

System file name: MBHCCPP
System lib name: AMFLIB
Record format length: 40
Record format name: FHCCPG1
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HAAA74	1	6	P	
Line item sequence	HAFCNB	7	10	P	
Release number	HCDRNB	11	13	P	
Offline record type	HAACGX	14	15	A	
Allocation status	HCIJST	16	16	A	
Original promise date	HCAIDT	17	20	P	
Release time	HCK3NB	21	23	P	
Original request date	HCAJDT	24	27	P	
Original release quantity	HCAAN6	28	33	P	
Original manufacturing due date	HCAAN7	34	37	P	
Offline record status	HCAA37	38	38	A	
Offline transaction type	HCADOQ	39	39	A	
Specified transaction	HCAFCZ	40	40	A	

The MBHCCPP file corresponds to Release file (MBADREP).

Records for this file are required under two conditions:

- To create multiple releases for an item on an order
- To create one or more releases for a debit item on a credit memo.

Required fields

The following fields are required to enter a release record for an item.

Required field	Field name	Description
Offline order token	HAAA74	Must be the same for all records associated with an order
Line item sequence	HAFCNB	
Offline record type	HAACGX	Must be BV
Original request date	HCAJDT	
Original release quantity	HCAAN6	Number of units in this release
Offline record status	HCAA37	Must be left blank

Offline Release Comment

System file name: MBHGCPP
System lib name: AMFLIB
Record format length: 44
Record format name: FHGCPG4
Function:

Field description	Field name	From	To	Type	Dec. pos.
Offline order token	HGAA74	1	6	P	
Line item sequence	HGFCNB	7	10	P	
Release number	HGDRNB	11	13	P	
Comment line sequence number	HGKBNB	14	16	P	
Offline record type	HGACGX	17	18	A	
Comment line text	HGHDTX	19	43	A	
Offline record status	HGAA37	44	44	A	

Required fields

The following fields are required to enter a release record for an item.

Required field	Field name	Description
Offline order token	HGAA74	Must be the same for all records associated with an order
Line item sequence	HGFCNB	
Offline record type	HGACGX	Must be BG
Comment line text	HGHDTX	One line of text (minimum)
Offline record status	HGAA37	Must be left blank

Appendix B. COM user exits

User exits provide you with a method of extending XA function without changing XA-supplied programs. A user exit is a call from an XA program to a user program. A set of parameters is defined for each user exit. The term "user exit" is used to describe standard user exits as well as a special type of user exits—application program interfaces or APIs.

This appendix contains a general description of the user exits in COM. To see the layouts of each user exit, refer to *User Exits*.

User programs

User programs are called by XA programs at the user exit processing points. A user program for each user exit has an assigned name that cannot be changed.

Skeleton user program source and object code is included with XA. The object modules are included with the other product objects and are installed into AMALIB. The source code is contained in a source file (UMBSRC for COM and UMZSRC for CAS). The source file is also included with the product object code and is installed into AMXLIB.

This skeleton source provides a starting point for your user programs. Most of the skeleton programs are Synon-generated in RPG; the reports are written in RPG. The source code provides additional information about each user exit. The parameters and their characteristics are defined and commented in the input specifications. Additional information is included at the beginning of the file specifications. This information includes:

1. A list of programs that call the user program.

Note: Due to maintenance activities, this list may not always be accurate. This information can be verified by using the System i command DSPPGMREF.

2. Any special considerations for the user program.
3. For APIs, a pointer to the XA code that is replaced by the API.

The skeleton programs display the user exit parameters when called interactively and print the parameters when called from batch. Skeleton programs for report user exits or APIs always print the parameters.

Note: It is recommended that you keep your user program objects in a separate user library that is placed ahead of AMALIB in the XA library list. This will prevent them from being overlaid when a skeleton user program is replaced during Program Corrective Maintenance.

Parameters

The usage of user exits parameters is described in the context of the user program:

- **Input** parameters pass information from the XA program to the user program; the user program cannot return to the XA program.
- **Output** parameters return information from the user program to the XA program; the XA program cannot pass information to the user program.
- **Both** parameters pass and return information between the programs.

The first parameter for each user exit is a 7-character "return code." This code is needed by Synon-generated user programs. It is defined as an output parameter, but values should not be returned to user programs since corresponding code is required in the calling program to recognize the returned information.

Activating user programs

Activation control is provided to make it easy to integrate, test, and debut user programs. XA programs will call only active user exits.

All user exits are inactive when COM is installed. You activate them using the Activate User Exits menu option.

There are three levels of activation:

- Application
- Process Group
- User Exit

A user exit is active when all three levels are active.

Note: Before you activate an API-type user exit in a production environment, ensure that a program written by your company is present in the environment library list. The API skeleton programs that XA provides show parameters, but do not process data or perform updates.

Process groups

User exits are divided into process groups. A process group contains all user exits that are either related to a particular XA file or that perform similar functions. For example:

- The Customer Order Header process group contains user exits that relate to the Customer Order Header file.
- The Calculations process group contains user exits and APIs that relate to calculations.

Printing the User Exit and API List (AMVBCPFR)

The User Exit and API list is printed by using **F12=Print** on the Activate Application Exits panel (AMVBQDFR). The list shows details and status of all user exits and APIs.

User exits

A standard user exit provides the ability to perform your functions related to a XA process at specific points in the XA process. Most user exits contain I (input) parameters only.

Examples of some functions you can perform with standard user exits include:

- Display a panel for additional information.
- Extract information from XA files.
- Keep statistics or additional information in your files.
- Send messages to alert the appropriate person of a particular event (for example, an order hold situation).
- Maintain additional master file information in your extension files. This feature is supported for:
 - Customer, Address, and Ship To files
 - Item substitution cross-reference file
 - Customer Item cross-reference file

Generally, standard user exits are placed at the end of an XA process. This position ensures that all edits have been passed, all files have been updated, and the operator has confirmed the action (if applicable). Event driven standard user exits, such as Order Hold Processing exits, are placed at the point where the event occurs.

Application Programming Interfaces (APIs)

An API provides the ability to replace XA supplied functions with user programs. XA uses specific information returned by the user program.

Most APIs use a combination of input, output, and both parameters. (See "Parameters" for additional information.)

The XA functions you can replace are:

- Supported calculations
- Reports that print on special forms

Appendix C. Status codes

The COM order status code chart shows how various orders-related files are updated to show the progression of activity for an order. Order fulfillment events are listed in the left hand column. Across the page are listed all the files related to an order that have status codes that get updated by the listed events. The files are:

- Quote/Order Header-MBC6REP
- Line Item-MBCDREP
- Release-MBADREP
- Pick List Print Trigger-MBCMREP
- Pick Header-MBCLREP
- Pick Release-MBCNREP
- Pick/Ship Transaction-MBCOREP
- Historical Customer Order-MBBWCPP
- History Order Line Item-MBGGCPP
- Shipment Header-MBBHREP
- Shipment Release-MBDDREP
- Invoice Header-MBF9REP
- Historical Pick/Ship Transaction-MBGECPP

The before and after lines show the possible values before the activity can be performed and the possible values to which the status can be set after the activity is complete.

This information may be useful in understanding the required sequence of processing steps for an order and also the restrictions placed on order maintenance for orders in the process of being picked, shipped, and invoiced.

COM ORDER STATUS CODES																
Event	Q/O HD R	Line item	Release				PK LST TRGR	Pick HDR	Pick Rise	PK SHP TX	HST ORD	HST Line	SHP HDR	SHP REL	INV HDR	HST PK- REL
			REL	ALLO C	PICK CMP	PK SE L										
Order Entry Before	-	-	-	0	00	-	-	-	-	-	-	-	-	-	-	
Order Entry After	10,C	10,C	10,C	0,1,2,3	00	-	-	-	-	-	-	30,C (1)	-	-	-	
Pick List Sel Before	10	10	10	0,1,2,3	00	-	-	-	-	-	-	-	-	-	-	
Pick List Sel After	10	10	20	0,1,2,3	00	*,**	C	-	-	-	-	-	-	-	-	
Pick List Print Before	10	10	10	0,1,2,3	00	*,**	0	-	-	-	-	-	-	-	-	
Pick List Print After	10	20	20	0,1,2,3	10	-	1	0,C	-	-	-	-	-	-	-	
Pick Confirm Before	10	20	20	1,2,3	10	-	1	0	0	-	-	-	-	-	-	
Pick Confirm After	10	20	20	0,1,2,3	50	-	1,D	1	1	C	-	-	-	-	-	
Ship Confirm Before	10	20	20	0,1,2,3	10,50	-	-	0,1	1	-	-	-	-	-	-	
Ship Confirm After	10	20	20/ 50	0,1,2,3	50	-	-	2	3	C	C	C	00,20,C	C	C	
Invoicing Before	10/ 50	20/ 50	-	-	50	-	-	-	3	-	-	-	20,30	-	C	
Invoicing After	10/ 50	20/ 50	-	-	00	-	-	-	3	-	-	-	50	-	-	
Legend C=Create D=Delete			Release record Rel 10=Future 20=Open 50=Complete, if picking complete or MBO qty=0				PK Select *=Selected interactive **=Selected Job Queue				Pick Release record 0=Pick outstanding 1=Pick staged, not shipped 3=Shipped ready for invoice					
Quote/Order Header record 00=Incomplete 10=Entered 15=Pick list printed 50=Complete (if all line items complete)			Alloc 0=No alloc 1=Item balance only 2=Manual discrete 3=Auto discrete				Pick List Trigger record 0=Selected 1=Printed				Shipment Header record 00=Not ready to invoice 20=Shipped, ready to invoice 30=Special charges only 50=Invoice printed 99=Proforma invoice only (2)					
Line Item record 10=Open 20=Active 50=Complete (if all releases complete)			Pick (picking complete) 00=Incomplete 10=Activity 50=Complete				Pick Header record 0=Unpicked 1=Pick Open 2=Pick Closed				Notes: (1) Shipment header created if order contains special charges only. (2) Proforma invoice printed creates temporary shipment headers and shipment releases.					

Appendix D. Working with COM offline pricing files

You can work with the COM pricing files offline, using the PC tools Access 97 or Excel 97. This appendix describes briefly the steps to follow in order to set up your system for working with these offline files.

Note: For specific and complete instructions about working with the System i, Access 97, or Excel 97, refer to the user documentation for those products. This appendix contains only hints and guidelines for setting up the tools properly in order to use the offline pricing files.

Minimum hardware and software

Before you can download and maintain the offline pricing files on your PC, you must have the following hardware and installed software.

- PC hardware
 - 486/66 MHz PC. Pentium recommended.
 - 16 MB RAM. 32 MB RAM recommended.
 - 16 MB hard drive. Additional 32 MB required for virtual memory.
 - Color SVGA (800 x 600). SVGA (1024 x 768) recommended.
- PC software
 - Microsoft Windows 95 or NT
 - ODBC driver: IBM Client Access/400
 - Router: IBM Client Access/400 or any router supported by the Client Access/400 ODBC driver
 - Microsoft Access 97 or Excel 97, or another database tool
- System i software
OS/400 V3R2 or V3R7

Offline files

Table 15-3. Offline pricing files in XA

File name	System i physical file name	System i logical file name	System i key fields	PC key field
Item Base Price	MBLKCPP	MBLKCPS0	LKAITX - Item Number LKBLDT - Price Effective Date	LKZ05J - Sequence
Price Book Header	MBLLCPP	MBLLCPS0	LLGPCD - Price Book ID	LLZ05J - Sequence
Price Book Version	MBL4CPP	MBL4CPS0	L4GPCD - Price Book ID L4FVNB - Effective Date	L4Z05J - Sequence
Price Book page 1	MBLMCPP	MBLMCPS0	LMGPCD - Price Book ID LMFVNB - Effective Date LMAENB - Company LMBRCD - Currency LMAITX - Item Number LMF5CD - Customer Price Code LMAZDT - Price Effective Date	LMZ05J - Sequence
Price Book Page 2A	MBLNCPP	MBLNCPS0	LNGPCD - Price Book ID LNFVNB - Effective Date LNAENB - Company LNBRCN - Currency LNAITX - Item Number LNF5CD - Customer Price Code LNA1DT - Page Effective Date	LNZ05J - Sequence
Price Book Page 2P	MBLOCPP	MBLOCPS0	LOGPCD - Price Book ID LOFVNB - Effective Date LOAITX - Item Number LOF5CD - Customer Price Code LOA0DT - Page Effective Date	LOZ05J - Sequence
Price Book Page 3A	MBLPCPP	MBLPCPS0	LPGPCD - Price Book ID LPFVNB - Effective Date LPAENB - Company LPBRCD - Currency LPAITX - Item Number LPAJQT - Quantity Price Break LPA4DT - Page Effective Date	LPZ05J - Sequence
Price Book Page 3P	MBLQCPP	MBLQCPS0	LQGPCD - Price Book ID LQFVNB - Effective Date LQAITX - Item Number LQBMDT - Page Effective Date LQAIQT - Quantity Price Break	LQZ05J - Sequence
Price Book Page 4	MBLRCPP	MBLRCPS0	LRGPCD - Price Book ID LRFVNB - Effective Date LRGNCD - Item Price Class LRF5CD - Customer Price Code LRA5DT - Page Effective Date	LRZ05J - Sequence
Price Book Page 5	MBLSCPP	MBLSCPS0	LSGPCD - Price Book ID LSFVNB - Effective Date LSGNCD - Item Price Class LSA6DT - Page Effective Date LSAKQT - Quantity Price Break	LSZ05J - Sequence

Table 15-3. Offline pricing files in XA

File name	System i physical file name	System i logical file name	System i key fields	PC key field
Item Foreign Price	MBLTCPP	MBLTCPS0	LTAITX - Item Number LTAENB - Company Number LTBRCD - Currency ID LTBLDT - Page Effective Date	LTZ05J - Sequence
Contract/Promotion Header	MBIDCPP	MBIDCPS0	IDD1NB - Contract Number IDHQST - Contract/Promotion	IDD1NB - Contract IDHQST - Type
Contract/Promotion Item	MBIECPP	MBIECPS0	IED1NB - Contract Number IEHQST - Contract/Promotion IEAITX - Item Number	IDD1NB - Contract IDHQST - Type IEAITX - Item

Setting up the IBM Client Access/400 ODBC driver

Before downloading the files, you must set up the ODBC driver correctly. To get to the setup area for this driver, locate the IBM Client Access/400 program group icon on your system and click on it. Then click on the ODBC administration icon.

If you have ODBC support, select Add to create a data source or click Setup to change a data source. To add a data source, select the Client Access/400 ODBC driver.

If you do not have an ODBC administration icon, contact the person in your company responsible for installing ODBC support on your PC.

The Client Access ODBC Setup window contains 7 tabs. Using the information in the following table, you can set up ODBC.

Table 15-4. Fields in the Client Access ODBC Setup window

Tab	Field	What to do
General	Data source name	Enter a name unique for a XA connection on the particular system for a specific environment (for example, XA-system name-environment).
	Description	Enter a description to distinguish the ODBC definition for XA Client/Service from other ODBC definitions.
	System	Select the appropriate system from the pulldown list. If the system you expect is not in the list, that system has not been configured in your connection software (for example, Client Access/400).
	Userid	Leave this field blank.
Server	Default libraries	Enter AMFLIBn , where n is the environment designator for the XA master file library on the System i system. Use uppercase for all entries.
	Commit mode	Keep the default value, which should be Commit immediate (*NONE).
Format	Naming convention	Select SQL naming convention (*SQL) .
	Decimal separator	Keep the default value . (period).
	Time format	Keep the default value hh:mm:ss (*HMS).

Table 15-4. Fields in the Client Access ODBC Setup window

Tab	Field	What to do
	Time separator	Keep the default value : (colon) .
	Date format	Keep the default value yyyy-mm-dd (*ISO) .
	Date separator	Keep the default value - (dash) .
Performance	Enable extended dynamic support	Keep the default value checked.
	Enable lazy close support	Keep the default value checked.
	Enable pre-fetch during EXECUTE	Keep the default value unchecked.
	Record blocking type	Keep the default value Block except if FOR UPDATE OF specified .
	Record blocking size	Select 32.
	OS/400 library view	Leave the default value Default library list .
Language	Sort type	Keep the default value Sort based on HEX values .
	Sort weight	Select Shared Weight .
Other	Translation	Select Translate CCSID 65535 .
	Object description type	Keep the default value OS/400 object description .
	Scrollable cursor	Keep the default value Scrollable unless rowset size is 1 .
Other (2)	Connection type	Keep the default value Read/Write (all SQL statements allowed) .

Working with the offline pricing files using Access 97 and Excel 97

Access 97 allows you to use two different ways to update your XA offline price files. With the first method, you create a linked table, using this table to maintain your System i offline files immediately. The second method allows you to import the offline price files to your PC, maintain them, and finally apply the changes to your System i files. For either method, you must create a linked table.

Note: When you import data instead of using Link Tables, you make a copy of the file on your PC. To update the file on your System i system, you must export the file from your PC.

Before you start

Before you can maintain the pricing files on your PC, you must have completed the following:

- Installed System i Client Support on your PC.
- Set up an ODBC data source.

Linking directly to XA using Access 97

This method of updating your offline pricing files does not move the files from the System i to the PC. Instead, Access 97 links directly to the System i and updates the file with each change you make at your PC.

Note: It is important that all data source parameters are set as described in the ODBC setup topic.

Follow these steps:

1. Create a folder on your PC for the pricing files you are going to download. If you do not create a folder, Access 97 will select one for you.
2. Start Access 97.
3. Create a new, or blank, database file, "Price Tables," on your PC for the pricing file you are going to download. Refer to the table of offline files in XA, in this section, for the specific name of the file.
4. To add price book pages to the price book database, select the Tables tab and click New on the Database dialogue, or click File and then Get External Data on the Microsoft Access dialogue. On the New Table dialogue, select Link Table and click OK to create a pricing file to your PC.
5. On the Link dialogue, select the database file (price book) and click on the File Type List Box and select ODBC Databases.
6. On the Select Data Source dialogue, click on the Machine Data Source tab and then click on the data source that connects to the System i XA environment from which you are going to download the price books. Click OK.
7. On the Link Tables dialogue, select the XA logical file you want to download and click OK. Because Access 97 requires unique keys, be sure to select a logical file.

Note: If you are not able to establish a connection to the System i, check your ODBC definition and your user profile to make sure that it is enabled. Also, check that your user ID and password are correct.

8. On the Select Unique Record Identifier dialogue, select the Key fields that uniquely identify the record to Access 97 (refer to the Offline files table for a list of PC key fields).

Note: If you do not specify a unique key for each file, you may not get the expected results.

9. Open the offline pricing database on the Access 97 Link To dialogue by selecting the database file and clicking OK. You can rename this table to be more meaningful, for example, Base Price or Price Book Page 2A, instead of MBLKCPP.
10. You can change the definition of the Access 97 table to suit your own requirements. For example, you can move columns or change some field properties. Use the Access 97 Design View dialogue to change column headings by providing a caption property. For numeric fields that contain more than nine digits, you should change the format and decimal places of the Quantity and Price fields to make them more readable. Use Fixed and 3 to display these large numbers in a familiar form (nnnnnnn.nnn). You can choose not to display those fields you are not going to change.
11. Repeat steps 4 through 10 to add the other pricing files to the Access 97 database.
12. You are now ready to make changes to your offline pricing database files. Open a file, if you have not already done so.

Note: The offline pricing files are updated immediately.

Importing files from the System i to your PC

For the second method of updating your offline price files, you copy the files from the System i to the PC using Access 97. You can then maintain the files on your PC at your convenience using Access or Excel. Access does not allow you to do the same actions to the files that a spreadsheet program does. For example, with Excel, you can apply formulas, percentages, and mass changes to the file contents within a spreadsheet format.

When you are done making the changes, you must export the files back into XA. The System i offline pricing files are updated when you apply the changes.

Note: It is important that all data source parameters are set as described in the ODBC setup topic.

Appendix E. Pre-numbered forms

This appendix contains instructions for using the pre-numbered forms function, which offers a more in-depth level of accountability for invoice and packing list numbers, since you must account for each form number, even if nothing is printed. To use this function, you must have international Financial Management installed.

Using the pre-numbered function, you can generate invoices, credit memos, and packing lists with numbers assigned by the government, i.e. numbers that are pre-printed on authorized forms. This ability is useful in countries where the government issues and tracks numbers to be used for invoices, credit memos, and packing lists. If you do not require this level of tracking, you can choose to use the invoice, credit memo, and packing list numbers originally provided with XA.

In some countries, packing lists are legal documents, which means that a packing list must be printed for each shipment. Just like invoices, the packing lists may be printed on forms that contain a pre-printed packing list form number. If you change the shipment, the packing list is reprinted automatically.

The options available for this function appear on the Pre-numbered Forms menu (AMBM81), which you go to using option 16 on the COM File Maintenance menu.

```

AMBM81                               Customer Order Management
                                       Pre-numbered Forms

Type option or command; press Enter.

  1. File Maintenance >>
  2. Maintain Invoice Form Number Cross-Reference
  3. Maintain Packing List Form Numbers

==>

F3=Exit      F4=Prompt   F9=Retrieve   F10=Actions
F11=Job status F12=Return  F22=Messages

```

Option	Use to	See page
1	Enter and maintain the pre-numbered forms files	E-8
2	Maintain the invoice form number cross-references	E-20
3	Maintain the packing list form numbers	E-22

Understanding this function

COM allows you to specify the pre-numbering option by company, defining whether the company uses system-numbered forms or government numbered forms. You can also specify that the company uses neither option, which allows you to use the standard XA invoice numbering function.

Pre-numbered invoice processing is based on the assumption that invoice documents are physically loaded on the printer in sequence, usually as continuous forms. Some invoices may print over multiple pre-numbered invoice documents. When this happens the invoice is controlled by the number on the first page.

In a pre-numbered invoice system, you must account for all invoice documents. When there is a break in the sequence due to a printer malfunction, you can reset the next invoice number, record the reason for the break, and continue with the next starting number. You can also reprint invoices that are unusable for whatever reason. The number of the reprinted invoice becomes the new number for the invoice.

The reports provided by COM document all invoice numbers and packing list numbers that are used.

The function provided for pre-numbered invoicing is similar to the function provided for pre-numbered packing lists. The same assumptions and rules for pre-numbered invoice processing apply to pre-numbered packing list processing.

System-numbered forms

With system-numbered forms, each invoice number is associated with a report type (invoice or credit memo), tax category, and invoicing location. The invoice numbers are sequential for each combination of report type, tax category, and invoicing location. COM tracks the “next form number available” and automatically defaults the next invoice to that forms number.

Pre-numbered forms

The pre-numbered option is for companies that use invoices where the invoice numbers are already printed on the forms, rather than generated by the system. COM also provides the same method to generate invoices to generate packing list numbers.

For pre-numbered forms, you must maintain the parity between the pre-printed invoice form number and the invoice number generated by the system. Parity means that these numbers must be the same. COM displays the next invoice number for you. You can accept this number or enter the number shown on the form, if the number is different than the one expected by COM. In order to validate the relationship between the system-generated invoice number and the invoice number stamped on the form, COM generates and prints an invoice control number. You can use this number to match what the system assumes is the invoice number and the actual government-issued number. In the system, you must account for any unused invoice numbers.

In some situations, you must assign a new invoice number to an invoice. For example, when a paper jam or other error occurs, you may need to reconcile the form numbers in the system. Using the panels in the pre-numbered invoice option, you “void” the old numbers and assign new form numbers. Another example is when the

government-issued invoice number is offset by one or two forms because of a forms alignment problem. In this case, you use the invoice control number and COM inquiries to match the invoice number in the system with the pre-printed, government-supplied number of the invoice form. In all cases, you can use this function to correct mistakes to keep the government invoice numbers in sync with the numbers in the COM database.

Invoice number format

The format of the invoice number is **(Report type) A 00NN 00999999**, which is defined as follows:

Invoice number part	Definition
(Report type)	The literal INVOICE or CREDIT MEMO appears at the beginning of the number, denoting the type of report.
A	Tax category
00NN	The invoicing location, including two leading zeros. These leading zeros are necessary to comply with the government-specified numbering format.
00999999	The invoice number (forms number), including two leading zeros. These leading zeros are necessary to comply with the government-specified numbering format. The invoice number is based on the forms type, tax category, and invoice location. If the invoice number is a duplicate, you use the invoice sequence number to uniquely identify the invoice.

Invoice series number format

The combination of the series number and the invoice number is used in the transaction number used in International Financial Management (IFM). If government-numbered forms are used, you cannot assign an invoice series to your invoices.

The format of the invoice series numbers is **XANN**, which is defined as follows:

Invoice series number part	Definition
X	Invoice/credit status, which is either I = Invoice or C = Credit memo.
A	Tax category
NN	Invoice location. This number identifies the physical location where the invoices are prepared.

Packing list number format

Packing list numbers follow a format similar to the invoice numbers. The format of the packing list number is **A NNNN 09999999**, which is defined as follows:

Packing list number part	Definition
A	Tax category, which defaults to X.
NNNN	The shipping location, which is associated with a warehouse.
09999999	The packing list form number, with a leading zero. This leading zero is necessary to comply with the government-specified numbering format. The packing list form number is based on the next sequential available packing list number for the specified shipping location.

Invoicing locations

The invoicing location identifies the physical location where the invoices are prepared. The invoicing locations are contained within a company.

At order entry, you can predict the invoicing location based on the sales branch of the user and the warehouse from which the order will be shipped. This information then becomes the default invoicing location at shipping time. You can override the default shipping location.

It is your responsibility to make sure that the invoicing location on the form is correct. The default location is derived from the warehouse and user who entered the order.

The combination of the report type, tax category, and invoice location is used to reference a report override. Using this override you can direct invoices to different printers, as necessary. You can also enter information in the form data field to identify a particular type of report, as well as identify the number of copies for each report.

Shipping locations

The shipping location is where the shipment is created. You can assign one or more warehouses to a shipping location. You can select orders or shipments for invoicing by entering a specific shipping location.

The shipping location contains the next packing list number in the sequence. Each packing list shows the shipping location.

Tax categories

The tax category identifies the relationship between a company and its customer for tax purposes. Each customer has one tax category to be defined and used on all invoices and credit memos. Along with the invoicing location, the tax category is used to create the invoice number. Some examples of tax categories include:

- Taxable companies selling to taxable customers

- Taxable companies selling to consumers, non-enrolled customers, customers exempt from taxes, or non-taxable customers.
- Non-taxable companies selling to any customer.
- Exports

Maintaining COM and IFM invoice numbers

To use this function, IFM must be installed and interfacing with COM. Therefore, the invoice numbers generated in COM must match the invoice numbers in IFM, which are stored as transaction numbers. Since you can change invoice numbers to match pre-printed form numbers, any changes to invoice numbers in COM are also made automatically to the corresponding transaction numbers in IFM. IFM stores the invoice number in the transaction number field and stores the invoice sequence number in the order/ship reference field.

Changes to the base COM application

When the pre-printed forms function is installed and active, a number of COM panels include a few extra fields. These fields allow you to enter information specific to the pre-numbered forms function. Following is a brief description of some of the panels which now show additional fields.

Shipment for Invoicing (AMBHPPVR)

You use this panel to change the invoice defaults for shipping, when you are invoicing an immediate shipment order or a shipment (pro forma or invoice). When you are using pre-printed forms, two additional fields may appear. The **Invoice location** field allows you to override the default invoice location. If you are using government-numbered forms, the **Next invoice location** field allows you to set the invoice number of the system to match the invoice number stamped on the invoice form.

End Immediate Shipment Order (AMBFVPVR)

This panel appears after you select **F2=End order** when entering immediate shipment orders. When you are using pre-printed forms, the **Packing list** field is always set to **Y** (Yes) and is output only. After you press **Enter**, the Shipment for Invoicing window appears.

Specify Shipment Actions (AMBIMPVR)

You use this panel to maintain a shipment. When you are using pre-printed forms, the **Packing list** field is output only and always set to **Y** (Yes) when you are adding or changing a shipment.

Work With Complementary Invoices (AMBPLDFR)

When you are using pre-numbered invoices and you print a complementary invoice, the Invoice Print Defaults window appears so that you can review the defaults for the invoice.

Edit Company Details (AMVAAE1R)

When you are using pre-numbered invoices, the invoice series ID field on this panel is set to **N** (No). You cannot change this field.

Select Order Shipments for Invoicing (AMBD9PVR)

You use this panel to select shipments for printing pro forma invoices or invoices. When you are using pre-printed forms, four new fields are included on this panel: **Tax category**, **Invoicing location**, **Shipping location range**, and **Packing list range**. When you print invoices, the **Tax category** field is required, as well as the **Invoice location** or a combination of the **Shipping location range** and **Packing list number range**.

Subset Invoices (AMBEBPVR)

This panel allows you to subset shipments or orders to be invoiced. When you are using pre-printed forms, four new fields are included on this panel: **Tax category**, **Invoicing location**, **Shipping location range**, and **Packing list range**.

Select Orders for Invoicing (AMBHFDFR)

You use this panel to select one or more orders to be invoiced. When you are using pre-printed forms, the **Tax category**, **Invoicing location**, **Shipping location**, and **Packing list number** appear on this panel. You can use these fields when subsetting the orders to review.

Select Shipments for Invoicing (AMBN9DFR)

You use this panel to select one or more shipments to be invoiced. When you are using pre-printed forms, the **Tax category**, **Invoicing location**, **Shipping location**, and **Packing list number** appear on this panel. you can use these fields when subsetting the orders to review.

Select Orders to Invoice (AMBFSPVR and AMBFUPVR)

These panels are used to select groups of invoices for printing. When you are using pre-printed forms, you can use the **Tax category**, **Invoicing location**, **Shipping location**, or **Packing list number** as the criteria for selecting invoices. When you press **Enter**, the Invoice Print Defaults window appears.

Specify Invoices for Display or Reprint (AMBCTPVR)

When you first select the option to display or reprint invoices, this panel appears so that you can specify the company for which you want to display or reprint invoices. When you are using pre-printed forms, this panel also requires that you enter the tax category for the company you want to work with. When you reprint an invoice you can also specify in another currency.

Select Invoice for Display or Reprint (AMBJODFR)

This panel allows you to review a list of printed invoices and also select invoices to be reprinted. Because each invoice has a unique number with this function, when you reprint an invoice, another invoice number must be assigned to it. The Invoice Print Defaults popup window appears when you select a preprinted form to be reprinted.

Invoice Print Defaults

This window allows you to review the defaults to be used to print the invoices. When you are using pre-printed forms, the **Next invoice number** field appears. You can accept the defaults shown for **Invoice location** and **Next invoice number**, or you can change these fields. When you change the next invoice number to a later number, COM “voids” all unused invoice form numbers between the two numbers. You can change the invoice number to skip over unusable forms.

If necessary, you can use the Maintain Invoice Form Number Cross-Reference option to reconcile invoice numbers and form numbers at a later time.

Maintain Shipments by Shipment (AMBN0DFR) and Shipment Packing List Print (AMBJLDFR)

Both of these panels allow you to print packing lists for a shipment. When you are using pre-printed forms, choosing to print a packing list from either of these panels causes the Packing List Print Defaults window to pop up, allowing you to review the defaults to be used to print the packing lists.

Packing List Print Defaults

This window allows you to review the defaults to be used to print the packing lists. When you are using pre-printed forms, the **Next packing list number** field appears. You can accept the defaults shown for **Shipping location** and **Next packing list number**, or you can change these fields. When you change the next packing list number to a later number, COM “voids” all unused invoice form numbers between the two numbers. You can change the packing list number to skip over unusable forms.

If necessary, you can use the Maintain Packing List Form Numbers menu option to reconcile packing list numbers and form numbers at a later time.

Pre-numbered Forms File Maintenance

Use this option to maintain the various files and file extensions needed for this function. When you select option 1 on the Pre-numbered Forms menu (AMBM81), the Pre-numbered Forms File Maintenance menu (AMBM82) appears:

```

AMBM82                               Customer Order Management
                                      Pre-numbered Forms File Maintenance

Type option or command; press Enter.

1. Maintain Company Extension
2. Maintain Warehouse Extension
3. Maintain Customer Extension
4. Maintain User Defaults Extension
5. Maintain Tax Categories
6. Maintain Sales Branches
7. Maintain Invoice Locations
8. Maintain Invoice Location Assignment
9. Maintain Invoice Form Numbers
10. Maintain Shipping Locations

==>

F3=Exit      F4=Prompt    F9=Retrieve   F10=Actions
F11=Job status  F12=Return  F22=Messages
  
```

Option	Use to
1	Display or maintain company information. You also use this option to determine how invoice numbers are to be generated.
2	Add or maintain additional warehouse information. You also use this option to identify shipping locations.
3	Maintain additional customer information. You also use this option to select the tax category.
4	Set up user default information. This option also allows you to identify the default invoice location for the shipment.
5	Add or maintain tax categories for a company in a code file.
6	Add or maintain sales branches for a company in a code file. The sales branch represents an individual area of the company that issues invoices.
7	Add or maintain invoice locations in a code file. Invoice locations are the physical locations where the invoices are generated.
8	Add or maintain the relationship between warehouses and sales branches. When shipments are generated, the invoicing location for the shipment will be assigned based on the order's warehouse and the user's sales branch.

Option	Use to
9	Add or maintain the next invoice form number and report ID to be used when printing the invoice or credit memo.
10	Add or maintain a list of shipping locations in a code file. The shipping location is the location from which the invoices are shipped.

Before you start

You use two types of panels when you maintain pre-numbered forms files: the **Display** panel and the **Change** panel.

Display panel

This panel is your starting point for file maintenance. It is the first panel that appears when you choose an option on the Pre-numbered Forms File Maintenance menu (AMBM82).

The Display panel is like an inquiry panel. You can see information, but you cannot change it.

Change panel

This panel appears when you use **F6=Edit** on the Display panel. It contains the same information as the Display panel, but you can change it here.

The Change panel has two modes, **Change** and **Add**. In Change mode, you can type over a name or description with a new name or description. You can add information to the fields on the panel. Most of these file maintenance panels are designed to work exactly the same.

To accomplish your file maintenance tasks more efficiently, make sure you have all your information at hand.

The rest of this topic shows the file maintenance panels you use. These panels are described briefly to acquaint you with the information available for you to maintain.

Note: Remember that you use the same types of displays and take the same actions to maintain information for any of these files.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 16	Work with pre-numbered forms.
AMBM81	Select 1	Maintain pre-numbered forms files.

To maintain company extension

When you select option 1 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Company Extension panel (AMBKCEFR) appears, showing you the list of companies that have already been defined. The information on this panel is an extension of the Company Master file.

```

AMBKCEFR                               Maintain Company Extension          *****
**
Position to company . . . . . nn
Type information; press Enter.

Company      Name                      Pre-numbered
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****
A2           ***** n *****

F3=Exit   F12=Return   F21=Print

```

Use the **Pre-numbered option** field to indicate how invoices are to be generated:

- 0** None. Use existing function.
- 1** Government-numbered invoices.
- 2** System-numbered invoices.

Use **F21=Print** to print the code listing. The code file listing contains all the code values and their descriptions.

To maintain the warehouse extension

When you select option 2 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Warehouse Extension panel (AMBKBEFR) appears, showing you the extra field available now for your defined warehouses.

```

AMBKBEFR                Maintain Warehouse Extension                *****
Position to warehouse . . . . aA3
Type information; press Enter.

Opt Warehouse          Shipping location
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4
A2 aA3                 aaA4

F3=Exit  F6=Change  F7=Backward  F8=Forward  F12=Return

```

The shipping location you enter on this panel must already be defined in the Shipping Location file. This shipping location becomes the default.

Use **F6=Change** to change the information defined for a warehouse.

To maintain the customer extension

When you select option 3 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Customer Extension panel (AMBKDEFR) appears, showing you the extra fields available for each customer.

```

AMBKDEFR                                Maintain Customer Extension                                *****

Subset by company . . . . . nn
Position to customer . . . . . nnnnnnnn

Type information; press Enter.

Co  Customer  Name                                     Tax  Tax category
**  **        **                                     category  description
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****
**  **        **                                     A          *****

F3=Exit  F7=Backward  F8=Forward  F12=Return  F21=Print

```

You use this panel to define a tax category for each customer. This field defines the tax relationship between the company and the customer. The tax category you enter must already be defined in the Tax Categories file.

To maintain the user defaults extension

When you select option 4 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain User Defaults Extension panel (AMBKAEFR) appears, showing you the additional information you can set up for each user.

```

AMBKAEFR                               Maintain User Defaults Extension          *****
Position to userid . . . . . aaaaaaaA10

Type information; press Enter.

ID          Name          Sales   Invoice   Company   Tax
*****     *****     branch location number category
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n
*****     *****     aaaaA6 nn      A2        n

F3=Exit   F7=Backward F8=Forward F12=Return F21=Print

```

The information on this panel becomes the default information about the user. The sales branch you define for a user becomes part of the default invoice location for the shipment when the shipment is created. You can override this invoice location before you print the invoice.

The sales branch you enter on this panel must already be defined in the Sales Branch file. The invoice location must also already be defined in the Invoice Location file. You can also set a default tax category (previously defined in the Tax Category file) for each user.

To maintain tax categories

When you select option 5 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Tax Categories panel (AMBKOEFR) appears.

```

AMBKOEFR                               Maintain Tax Categories                *****

Position to company . . . . . nn
Type information; press Enter.

Opt  Company      Tax category  Description
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    nn           A             aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

F3=Exit  F6=Change  F7=Backward  F8=Forward  F12=Return

```

You must define the tax categories in this file before using them on other panels. The tax category identifies the tax relationship between the company and its customers. In Change mode, you can also delete tax categories.

To maintain sales branches

When you select option 6 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Sales Branches panel (AMBKLEFR) appears.

```

AMBKLEFR                               Maintain Sales Branches                               *****

Position to sales branch .   aaaaA6
Type information; press Enter.

Opt  Sales branch  Description
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40
n    aaaaA6        aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40

F3=Exit  F6=Change  F7=Backward  F8=Forward  F12=Return

```

You must define the sales branches in this file before using them on other panels. The sales branch represents an individual area within the company that issues invoices. In Change mode, you can also delete sales branches.

To maintain invoice locations

When you select option 7 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Invoice Locations panel (AMBKFEFR) appears.

```

AMBKFEFR                                Maintain Invoice Locations                *****

Position to invoice location .   A2
Type information; press Enter.

Opt  Invoice location  Description
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25
n   A2                aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit  F6=Change  F7=Backward  F8=Forward  F12=Return
    
```

You must define the invoice locations in this file before using them on other panels. Invoice locations are defined as the location within a company where invoices are generated. Each invoice location has a description. In Change mode, you can also delete invoice locations.

To maintain invoice location assignments

When you select option 8 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Invoice Location Assignments panel (AMBKHEFR) appears.

```
AMBKHEFR                Maintain Invoice Location Assignment                *****

Position to warehouse . . . aA3
Type information; press Enter.

Opt Warehouse      Sales branch      Invoice location
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2
n   aA3            aaaaA6           A2

F3=Exit  F6=Change  F7=Backward  F8=Forward  F12=Return
```

Use this panel to add and maintain relationships between specific warehouses and sales branches. You can associate an invoice location with the warehouse/sales branch combination. When shipments are generated, the invoicing location for the shipment will be assigned based on the warehouse of the order and the sales branch of the user who generated the order.

In Change mode, you can also delete invoice location assignments by deleting a warehouse/sales branch combination and adding a new one.

To maintain invoice form numbers

When you select option 9 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Invoice Form Numbers panel (AMBKEEFR) appears.

```

AMBKEEFR                Maintain Invoice Form Numbers                *****
Subset by company . . . . . A2
Subset by report type . . . . . n
Type information; press Enter.

  Opt  Company  Report  Tax  Invoice  Next form  Report ID
   type category location number
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10
n     A2       n       n     A2       nnnnnnnn  aaaaaaaA10

F3=Exit  F6=Change  F7=Backward  F8=Forward  F12=Return
  
```

Use this panel to maintain the next invoice number to be used when printing the invoice or credit memo.

The **Report type** field shows which type of report is being printed.

- 0** Invoice
- 1** Credit memo

The **Next form number** field is required. Enter a number greater than the existing next form number. The **Report ID** field is optional and is used for report overrides.

In Change mode, you can also delete invoice location assignments by deleting a warehouse/sales branch combination and adding a new one.

To maintain shipping locations

When you select option 10 on the Pre-numbered Forms File Maintenance menu (AMBM82), the Maintain Shipping Locations panel (AMBKNEFR) appears.

```
AMBKNEFR                                Maintain Shipping Locations                                *****

Position to shipping location .   aaA4
Type information; press Enter.

      Shipping
Opt  location      Description
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25
n    aaA4          aaaaaaaaaaaaaaaaaaaaaA25

F3=Exit   F6=Change   F7=Backward   F8=Forward   F12=Return
```

Use this panel to add and change the list of shipping locations. Shipping locations are the place from which the invoices are shipped.

In Change mode, you can also delete shipping locations.

Maintain Invoice Form Number Cross-Reference

Use this option to reconcile invoice numbers with pre-printed form numbers. The invoice control number is available to match the numbers of the actual printed hard copy form with the form number stored in the system.

Note: This option is available only for pre-numbered forms, not system-numbered forms.

You can attach a comment to each form number, as needed.

You are responsible for archiving and restoring this file.

Before you start

You should know the pre-printed form numbers on your invoices, so you can verify these numbers in the system.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 16	Work with pre-numbered forms.
AMBM81	Select option 2	Maintain Invoice Form Number Cross-Reference

When you select option 2 on the Pre-numbered Forms menu (AMBM81), the Maintain Invoice Form Cross-Reference panel (AMBTDFDR) appears.

```

AMBTDFDR                               Maintain Invoice Form Cross-Reference          *****
Subset by company number . . .         A2
Subset by report type . . . .         A
Subset by tax category . . . .        A
Subset by invoice location . . .      A2
Position to form number . . .         nnnnnnn

Type options; press Enter.
12=Renumbr forms

Opt  Rpt  Tax  Inv  Form  Invoice  Invoice
  typ  cat  loc  number  number  Comment  control no.
A2   *   *   **   *       *       *       aaaaaaaaaaaaaaaaaaaaaA25  *****
A2   *   *   **   *       *       *       aaaaaaaaaaaaaaaaaaaaaA25  *****
A2   *   *   **   *       *       *       aaaaaaaaaaaaaaaaaaaaaA25  *****
A2   *   *   **   *       *       *       aaaaaaaaaaaaaaaaaaaaaA25  *****
A2   *   *   **   *       *       *       aaaaaaaaaaaaaaaaaaaaaA25  *****
A2   *   *   **   *       *       *       aaaaaaaaaaaaaaaaaaaaaA25  *****
A2   *   *   **   *       *       *       aaaaaaaaaaaaaaaaaaaaaA25  *****

F3=Exit  F4=Prompt  F7=Backward  F8=Forward  F12=Return  F21=Print
  
```

This panel shows you the report type, tax category, invoice location, government form number, invoice number, and invoice control number for each invoice. This is all of the identifying information available for invoices.

After verifying the numbers, you can accept the list as shown, or you can use **12=Renumber forms** to go to the Renumber Invoice Form Numbers panel (AMBJRPVR).

You can also use **F21=Print** to submit the Invoice Form Cross-Reference report for printing.

To renumber invoices

When you use option **12=Renumber forms** on the Maintain Invoice Form Cross-Reference panel (AMBTDFDR), the Renumber Invoice Form Numbers panel (AMBJRPVR) appears.

```

AMBJRPVR                               Renumber Invoice Form Numbers          *****
Type information; press Enter.

Report type . . . . . : n                *****
Tax category . . . . . : A                *****
Invoice location . . . . : A2
Form number . . . . . : *****
Invoice number . . . . . : *****

Comment . . . . . : aaaaaaaaaaaaaaaaaaaaaA25
Invoice control number : *****
New form number . . . . : nnnnnnn

```

Use this panel to assign a new form number to an invoice.

If you enter a new form number that is greater than the current form number, you must also enter a comment to indicate the reason for the new form number. COM automatically “voids” all existing form numbers between the old number and the new number. The current form number is also voided.

In some situations, you may need to enter a new form number which is less than the current form number. For example, on the Invoice Print Default panel, you may have changed the new form number to 201, when you were intending to enter 102. In this case, you can change the new form number to a lower number in order to make use of the preprinted forms. You can change the new form number to a number less than the current form number only if there are no active forms between the current form number and the new form number.

Maintain Packing List Form Numbers

Use this option to reconcile packing lists and their form numbers. In some countries, the packing list is an important legal document in the shipping process, so keeping the pre-printed numbers of the packing lists in sync within COM is essential. The packing list control number is available to match the numbers of the actual printed hard copy form with the form number stored in the system.

Note: This option is available only for pre-numbered forms, not system-numbered forms.

Before you start

You should know the pre-printed form numbers on your packing lists, so you can verify these numbers in the system.

How you start

On panel	You	To
AMBM00	Select option 6	Maintain master files.
AMBM60	Select option 16	Work with pre-numbered forms.
AMBM81	Select option 3	Maintain Packing List Form Numbers

When you select option 3 on the Pre-numbered Forms menu (AMBM81), the Maintain Packing List Form Cross-Reference panel (AMBTHDFR) appears.

```

AMBTHDFR          Maintain Packing List Form Cross-
Reference          *****

Subset by shipping location . . . nnnn
Position by form number . . . . nnnnnnn

Type options; press Enter.
12=Renumbr forms

Opt  Ship  Form  Packing  Comment  Packing list
  loc   number list      control no.

A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****
A2  ***  *****  *****  aaaaaaaaaaaaaaaaaaaaaA25  *****

F3=Exit  F7=Backward  F8=Forward  F12=Return  F21=Print

```

This panel shows you the shipping location, form number, packing list number, comments, and packing list control numbers for the packing lists in your system. This is all of the identifying information available for packing lists.

After verifying the numbers, you can accept the list as shown, or you can use **12=Renumbr forms** to go to the Renumber Packing List Form Numbers (AMBJSPVR).

You can also use **F21=Print** to submit the Packing List Form Cross-Reference report for printing.

To renumber packing lists

When you use option **12=Renumber forms** on the Maintain Packing List Form Cross-Reference panel (AMBTHDFR), the Renumber Packing List Form Numbers panel (AMBJSPVR) appears.

```

AMBJSPVR                               Renumber Packing List Form Numbers          ****
***

Type information; press Enter.

Shipping location . . . . : ****
Form number . . . . . : *****

Packing list number . . . : *****

Comment text field . . . . aaaaaaaaaaaaaaaaaaaaaA25
Packing list control no. : *****

New form number . . . . . nnnnnnn

F3=Exit  F12=Return

```

Use this panel to assign a new form number to a packing list.

If you enter a new form number that is greater than the current form number, you must also enter a comment to indicate the reason for the new form number. COM automatically “voids” all existing form numbers between the old number and the new number. The current form number is also voided.

In some situations, you may need to enter a new form number which is less than the current form number. For example, on the Packing List Print Default panel, you may have changed the new form number to 201, when you were intending to enter 102. In this case, you can change the new form number to a lower number in order to make use of the preprinted forms. You can change the new form number to a number less than the current form number only if there are no active forms between the current form number and the new form number.

Reports

The pre-numbered invoices and packing lists have the same format as regular invoices and packing lists, with the pre-printed numbers shown as additional fields.

Invoice

On the pre-numbered invoice, the new invoice number appears at the top of the form along with the system-supplied control number. This is true for both the regular and fax version of the invoice. The format of the invoice number is described earlier in this chapter.

Packing list

On the pre-numbered packing list, the new packing list number appears at the top of the form along with the system-supplied control number for the packing list. This is true for both the regular and fax version of the invoice. The format of the packing list number is described earlier in this chapter.

Cross-reference lists

You can print cross-reference lists which provide the old and new forms numbers and control numbers, similar to the information shown on the Maintain Invoice Form Cross-Reference panel (AMBTDFDR) and the Maintain Packing List Form Cross-Reference panel (AMBTHDFR). You can print the lists from these panels using **F21=Print**.

Glossary

This glossary defines terms that are important for this application. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book, to glossaries in other XA publications, or to the IBM Dictionary of Computing, SC20-1699.

This glossary includes definitions from:

- The *American National Dictionary for Information Processing Systems*, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
- The *ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines*, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.

ABC analysis. See distribution by value.

acknowledgment. A notice to the customer that his order has been received by the vendor activity. P (1) A quantity used by MRP to calculate available inventory. Activity is the difference between current shipments and current receipts since the last planning run. (2) In MRP any factor that invalidates the previous plan for an item (for example, product structure change and order quantity change).

actual costing. The material cost (the actual quantity used at standard cost), direct labor cost (actual hours), and the overhead cost directly applied to an item or shop order.

adjustment. (1) A transaction that changes a specific balance in a master file, such as the quantity on hand of an inventory item. (2) In MPSP, the shipment production quantities among periods in an item trial plan to achieve level production or build held inventory against later demand. (3) In payroll applications, an amount added to gross or net pay.

allocation. (1) The process of offsetting transaction allocation balances (typically cash and credit notes) against transaction settlement balances (typically invoices). (2) The reserving of available inventory for a requirement, such as an explicit open production order.

alphanumeric. Pertaining to a character set that contains letters, numbers, and usually other characters, such as punctuation marks and mathematical symbols. Synonymous with alphameric.

alternate routing. An alternate physical method or sequence for producing an item. The alternate is generally used because of a machine breakdown or an overload on the machines or work centers specified in the primary (normal) routing.

alternate work center. A work center that can be used in case of breakdowns or overloads in the primary (normal) work center.

ANSI X.12. The American National Standards Institute's set of standards for electronic data interchange (EDI).

anticipated demand. See forecast.

application. (1) The use to which an information processing system is put, for example, a payroll application, an airline reservation application, a network application; keeping track of a company's inventory. (2) A program that performs a particular data processing task; for example, one that provides an inventory report or payroll checks.

application program. A program that performs a particular data processing task; for example, one that produces an inventory report or payroll checks.

application tailoring. The process of selecting, using a questionnaire, the application options to satisfy the specific needs of a company.

approval process. (1) In MRP, the process of reviewing planned orders, for master level items or all items, and approving them for release. (2) In Purchasing, the optional process of approving requisitions or purchase orders, using the Marcam MMS Approval application, before processing is allowed. See the Purchasing User's Guide for details.

approved order. An order that the planner has marked for release.

assembly. The combination of two or more items to make a new item.

audit trail. (1) Data, in the form of a logical path linking a sequence of events, used for tracing the transactions that have affected the contents of a record. (2) Information that allows you to trace the history of an account, item record, order, and so forth. The more recent information may be stored online so you can retrieve it.

auto release. An MRP feature that allows orders generated by the planning run, meeting certain criteria, to be automatically released as purchase orders or requisitions.

automated job submission. An XA feature allowing particular tasks to be initiated from a batch subsystem, rather than the XA menu system, using application programming interfaces (APIs).

automatic rescheduling. An MRP feature allowing the generation run to automatically reschedule released manufacturing orders, released production schedules, released purchase orders, and firm planned orders.

availability checking. The process of checking component part inventory balances (on hand less allocation) for a sufficient quantity prior to the release of an order that requires that component.

available. The net quantity not yet committed to a production schedule. (Onhand plus on order minus allocated.)

average cost. The cost of each piece of an item in inventory, arrived at by dividing the total value of the item by the number of pieces in inventory.

backorder. An order prepared to cover items which cannot be included in the original shipment, but which will be sent when available.

backlog. Customer orders or customer backlog of orders not yet filled.

bill of material. A list of raw materials or components and the quantities needed to make an item, assembly, or end product.

blanket order. An order allowing multiple shipments, or releases, of an item over time.

blanket release. The release of an order that contains multiple shipments or an item on different due dates.

calendar. MRP uses a five-year calendar to calculate lead times. You enter the workdays, non-workdays, and holidays into this calendar.

call. To bring a system procedure into effect by specifying its name and any runtime options.

cancel. To end the current job before it is completed.

capacity. A measure of the ability to absorb orders released to the shop floor.

capacity planning. The procedure of adjusting manpower assignments and planning work center machine capacities to meet the master production schedule.

carrying cost. The expense related to holding inventory. Some determining factors are cost of money (interest), warehouse space, insurance, taxes, obsolescence, and spoilage.

cash flow. Movement of money in and out of a business.

character. A digit, letter, or other symbol that is used as part of the organization, control, or representation of data.

character set. A group of characters used for a specific purpose; for example, the set of characters a printer can print.

close. To make a file unavailable for processing.

combine interval. An interval of time (corresponds to code in Item Master) used to combine requirements during planning.

command. A request for the performance of an operation or the execution of a particular program.

common part. A component that is used on multiple master level items.

component. An item used to make a higher level item.

component inventory. All inventory, not on the shop floor, maintained to support the production of finished products.

component lead time adjustment. The number of shop days before the due date of the parent item that this component must be available for the assembly of the parent.

component required date. The date the component is required in order to meet the scheduled completion date.

concurrent processing. A method of processing in which two or more jobs appear to be processing at the same time. The instructions of each job are processed one at a time, but alternate in such a fashion as to make the most efficient use of the system.

consigned components. Components or materials supplied to a subcontractor for incorporation in an assembly or item the subcontractor supplies.

contract. A written agreement between two or more parties, such as a buyer and a seller, stating the terms of their agreement.

control sheet. A document, generally posted daily with summary totals from other reports, that is used to prove that all entries affecting a master file or ledger have been properly posted and that the master file or ledger itself is correct.

conversion plan. The logistics plan covering the last few weeks and days of the old system and the early portion of the new system.

copy. To read data from a source, leaving the source data unchanged, and to write the same data elsewhere in a physical form that may differ from that of the source; for example, to copy main storage to disk.

current date. The date that MRP recognizes as today. This date may be different from the calendar date. It is one of the inputs to the planning process.

current month percent. The portion of master level requirements from which income is anticipated 30 days after it is scheduled. Used in cash flow calculations.

current setup cost per lot. The total current cost of setting up a production run for this item per lot.

current standard cost. Estimated current cost derived from engineering standards (material and labor) in association with current labor and overhead rates.

current unit cost. The sum of current purchase, labor and overhead content for this and lower levels of this item.

customer order manual requirements. A special type of manual requirement created in the demand extract function of MRP. It functions the same way a normal manual requirement would, except it is created automatically in response to customer demand.

cycle counting. A continuous physical inventory count at or near specified intervals of time.

cycle stock. The inventory that results from buying or producing larger quantities than are immediately required in order to reduce acquisition costs (setup or transportation).

default. An attribute, option, or value that is assumed when none is specified by the user.

daily capacity. A quantity of work, measured in hours, that a work center can perform in a 24-hour day, including adjustments for unproductive work breaks such as personal time and for work center efficiency.

dedicated. Pertaining to a mode of operation in which a procedure requires all the resources of the system.

definition relation. Accomplish the transfer of demand from the warehouse in which it is received, to the correct planning warehouse.

demand. The required shipment of an item in a specific time period. Orders for shipment in some future time period are not considered part of the current period's demand (may consist of forecast and/or customer orders).

demand warehouse. A demand warehouse represents a point where customer orders and/or forecasts are put into a manufacturing system. In XA, these orders are passed to a planning warehouse where the supply function occurs. In XA, a demand warehouse can also be included in the MRP equation to show a common pool of parts available to the planning process.

dependent demand. A generated requirement for an item which can be derived from a planned order for a higher level item.

dependent transaction. An entry that depends on the creation of a preceding transaction; for example, a receipt is dependent upon a purchase order entry transaction.

discrete order quantity. A rule for determining order size using the period's requirements as a lot size.

distribution by value. An analysis of value characteristics for items, ranking them from high to low. Normal value distributions used in manufacturing include sales volume, gross profit contribution, and inventory value.

due date. (1) The date by which a planned or firm planned order or an open order is to be completed or a purchase order is to be received. (2) The date inventory will be consumed to satisfy a requirement.

economical order quantity (EOQ). A fixed order or production quantity that minimizes the cost of acquiring and carrying an item of inventory.

EDI. See Electronic Data Interchange.

EDIFACT. Electronic Data Interchange for Administration, Commerce, and Transport, a set of standards for international electronic data interchange (EDI).

effective date. The date an engineering change is designated to become effective.

Electronic Data Interchange. The process of transmitting electronic documents or transactions containing pre-defined types of data, using telecommunications networks.

end date. The end of the master level item (MLI) schedule, always the last day of the last year.

end-item. The product shipped to the customer.

engineering bill. The output from a product's design phase.

entry date. The date on which a transaction is entered into a master file.

EOQ. Economical order quantity.

euro. The single European currency as defined in the *Regulation on the introduction of the euro*.

euro-participating country. EMU countries that will initially participate in the euro currency transition.

exception. See planning exception.

expected customer order. A schedule of planned customer orders transmitted electronically from a buyer to a seller using EDI transaction 830 (ANSI X.12) or DELFOR (EDIFACT). In XA, the name for the transaction received from customers.

explosion. The calculation of how many of each of the items listed in a bill of material are required to produce a given quantity of the item or product represented by the bill. For example, if 500 of product A are required and A is composed of two Bs, three Cs, one D, and four Es, the explosion determines that 1000 Bs, 1500 Cs, 500 Ds, and 2000 Es are needed.

external demand. See independent demand.

external priority. A user-specified number applied to shop orders which modifies the system's normal priority calculation. It is used in sequencing shop orders at a work center.

extract. To obtain information from an outside source. In MRP, independent demand (customer orders) are extracted from the Customer Order Management (COM) application.

feature. The options of an end-item are grouped by feature. A feature can only have end-items as parents and options as components. An end-item can have multiple features and a feature usually has multiple options.

fence. See time fence and time-based allocation fence.

final assembly schedule. A schedule of assembly of products to be shipped to the customer or stocked in anticipation of future sales.

finished goods. Items ready for shipment to a customer, including parts reserved for service.

firm planned order. An order, originally created by MRP, whose date and quantity have been fixed by a planner, but for which no paperwork authorizing production has been released and no components have been allocated (MRP treats this like a released order).

fixed blanket. See blanket order.

fixed order quantity. A rule for determining order size that assigns a fixed quantity to all planned orders.

floor stock. Inventory issued to the plant in excess of immediate requirements; for example, a complete reel of wire when the immediate requirement is only for 50 feet.

forced release. Release of a shop order for which one or more required components are not available.

forecast. An estimate of customer (independent) demand for an item for a specific period in the future.

forecast quantity. The quantity of the item used in the forecast.

free zone. The calendar period, that is beyond the date when the manufacturing schedule is set in place. It varies from one manufacturing system to another depending on plant floor flexibility. It extends to the end of the planning horizon. Orders may be replanned during this period without disrupting the plant floor.

frozen zone. The frozen is that part of the planning horizon where change is not tolerated without authorization by plant management. During this period, orders are in progress and inventory has been committed. Change to the schedule within this period, normally will impact the due dates on open orders, cause tear-down of jobs already running and generally cause turmoil and inefficiency on the plant floor.

generate, generation. In MRP the process of exploding every requirement down through the bills of material and creating planned orders and recommendations for needed components parts as necessary.

generated requirement. A requirement for a component generated because of a requirement existing for this component's parent (dependent demand).

global override. Takes demand for a specific item, regardless where it is received, and places it on a particular planning warehouse.

gross requirement. The required quantity of an item from both higher-level subassemblies and the master level item schedule, prior to netting of available inventory.

held requirement. A requirement that has been designated by the planner to be retained by MRP even though it may be past due. It will be held until the start date.

historical standard cost. A base standard cost that usually remains constant for twelve months and is used as a basis for measuring cost changes.

hot list. A list of shortages that is often developed in manual systems by the advanced staging of components required to produce the assembly.

horizon. A span of time from the current date to some future point. See also planning horizon, overdue horizon, release horizon, and review horizon.

immediate update. The process of updating master files immediately upon receiving a transaction from a work station.

include/exclude inventory flag. The mechanism used by MRP to signal to the system that the balance for a particular item/warehouse should not be considered in the planning process.

independent demand. A requirement originating from an outside source, usually a customer order or forecast.

input data. Data to be processed.

input job queue. A list of jobs waiting to be processed by the system.

inquiry. A request to display information from storage.

inquiry mode. The mode of operation when the system is responding to an inquiry.

inspection. The examining of completed production or purchased items to see that parts meet tolerances and that work has been properly completed. It may or may not be a separate operation.

interactive data entry. A method of entering data in which the system carries on a dialog with a work station operator, alternatively accepting entries and responding to them.

interface. (1) The hardware and programs that permit exchange of information between computer systems or computer applications. (2) The facility to allow information to pass from one application to another.

internal demand. See dependent demand.

interwarehouse transfers of inventory. Any movement of items from one XA warehouse to another. This activity is accomplished within the Inventory Management application. MRP makes recommendations only for individual warehouses.

invalid plan. An invalid material plan will result if any of the planning parameters are incorrect. This could be a misstating of requirements, lead times, available inventory balances or bills of material. This could result in inventory balances that are too high, too low, or simply out of synchronization with true demand patterns.

inventory classification. The division of inventory into groups for analysis and control.

inventory level. The dollar value of inventory currently on the books. It is convenient to think of levels of each type of inventory, because they are controlled by different systems.

inventory management. Controlling a company's goods in a way that ensures economical buying and prompt customer service.

inventory movement. This is locational movement of inventory. It may be within, or between warehouses, or even out to a customer or vendor.

inventory turnover. A value normally calculated by dividing annual cost of sales by current inventory levels. For finished goods only, this would be annual sales divided by finished goods inventory valued at selling price or cost. It is a common measurement value used to give an indication of how well inventory is moving.

inventory write-off. A modification (usually down) of the dollar value of inventory usually resulting from discrepancies of physical inventory and book inventory.

issues. The amount of inventory released for production or sale. See miscellaneous issues, planned issues, unplanned issues.

item. Any raw material, manufactured or purchased part, or assembly.

item data. Data describing products, the component parts and raw materials from which they are made, the bill of material, and the routing indicating the manufacturing process.

item override. A specific item/warehouse combination. It transfers demand for that combination from one warehouse to another.

item in override. Adds demand for an item to a planning warehouse that would normally be excluded due to definition relations that have been previously defined. It is a selective override that refines the condition accomplished by a previous definition relation.

item out override. Causes demand for an item to be transferred to a different planning warehouse. It is a selective override that refines the condition accomplished by a previous definition relation.

item reschedule code. Determines whether orders for the item in that warehouse can be rescheduled automatically.

lead time. (1) The number of days, weeks, or months needed to place an order, process it, and receive the material into inventory. (2) An estimate of the time required in the shop from order release to availability.

level. A relative point in the assembly process where components are added. Levels help describe assembly dependencies. A level 0 assembly is shipped to the customer. Raw material is the lowest level (highest level number) in a company's bill structure. See low-level code.

load. (1) To enter data or programs into storage; for example, to load a master file. (2) The amount of capacity requirements for manufacturing facilities (usually by time period) based on the master production schedule, the material requirements plan, and standard operating times.

loading. The procedure for determining capacity requirements for manufacturing facilities based on the master production schedule.

local currency. The currency you use for internal record-keeping purposes. In U.S. FAS52 accounting, referred to as functional currency. This is the currency used in non-IFM XA applications.

lost sale. Customer demand that cannot be met. It should be included in the current sum of demand in order to properly calculate safety stock.

lot sizing. The procedure for determining the planned order quantities from a schedule of net requirements is overridden by minimum, maximum, and multiples.

low-level code. A number that indicates the lowest level in all of a company's bills of material at which a specific item is found.

manufacturing bill. The parts listed used by the shop floor. It may differ from the engineering bill.

manufacturing engineering. Determining the stages and methods of production.

manufacturing lead time. The elapsed time from point of order to receipt in the stockroom of a manufactured item. It is calculated by summing the average wait time (queue) in each work center and adding run and setup time.

manufacturing order. (1) An order issued to the factory to produce a component or assembly. (2) A number that identifies a manufacturing or shop order.

margin. The difference between average selling price and projected estimates of current costs.

master file. A file that is permanent, even though its contents may change.

master level item (MLI). Items for which you want to control planning. Master level items are usually end-items, expensive components, and service parts.

master level item scheduling. (1) Your statement of how many of what master level items are needed and when they will be needed. It is the major control point for MRP's planning runs which create planned orders for the component parts of these master level items. (2) In XA, a planning run that only affects the top levels of the bills of material, as defined to the system.

master scheduling plan. See master level item scheduling.

material requirements planning (MRP). An application tool that generates orders and recommendations against existing orders for the acquisition of items based on your commitments to supply master level items to meet external demand.

materials requisition. An authorization to issue from the stockroom the material required to produce an order.

menu. A list of items shown to you from which you make a selection.

minimum balance. The stock required to cover expected customer demand during the time it takes to order and receive new stock, plus safety stock. See also safety stock.

minimum days to reschedule. Minimum number of days that an order can move in order for it to be rescheduled automatically.

min-max-multiple. Three factors used in conjunction with other order sizing rules (such as part-period balancing or discrete) to establish upper and lower limits and rounding factors on preliminary order quantities.

miscellaneous issues. Issues that are required, but cannot be identified with any particular shop order; for example, issues consumed in quality control.

MLI. See master level item.

number of forecast periods. The number of periods to be used in the forecast for an item.

number of sales months. Used to spread the anticipated cash flow report percentage beyond the first ninety days. Used for cash flow calculation.

on-hand. (1) Pertaining to stock that is immediately available for shipment. See also available. (2) Pertaining to items available in the stockroom. Stock now in the receiving dock or issued to the shop floor is not considered on-hand stock.

on-order. Pertaining to stock that has been requested but has not been received.

open order. See released order.

operation. A manufacturing or assembly procedure performed on an item. A routing defines the sequence of several operations.

operation sequence number. A number assigned to an operation which defines the sequence within a routing.

option. An item that is one of many items directly related to a feature. An end-item can have many options, and similar options are categorized in groups called features. For example, the option red could be included under the feature color.

order. (1) A request from a customer for goods to be delivered or services to be performed. (2) An authorization to purchase or manufacture.

order due date. The date the order is scheduled to be completed.

order-handling lead time. A standard amount of lead time that is added to the quoted lead time (from the vendor) to determine planning lead time. It compensates for time consumed in vendor selection, purchase order writing, mailing, receipt, inspection, and movement to the stockroom.

ordering costs. The costs associated with the handling of an order, exclusive of setup costs. For purchase items they can include placing the order, receiving, inspection, and materials handling. For manufactured items, the major elements are shop packet preparation, progress reporting, inspection, and materials handling.

order point. (1) A quantity which is the sum of forecast demand through replenishment lead time plus safety stock. (2) A replenishment system used instead of MRP, where an order is placed when inventory falls to a particular value regardless of future demand.

order policy code. A code that selects from a menu of lot sizing techniques, such as discrete, fixed order quantity, order up to quantity, and part-period balancing.

order priority. A numeric value, normally calculated by the system, that is used to sequence events. The due date of the order, or some variation of it, is the most common priority for shop orders.

order quantity. A quantity to be ordered when issuing a replenishment order. See also lot sizing.

order release. (1) In order processing, authorization to fill a customer's order. (2) In manufacturing, authorization to assemble or fabricate a product identified by a shop order. (3) In MRP, authorization to purchase or manufacture an item.

order start date. The date the order is scheduled to be started.

overdue horizon. The horizon determined by the difference between the start date and the current (today's) date you enter.

overhead costs. All costs that cannot be applied directly to an item (shop order).

overhead rate/percent. A factor to be applied to direct labor or purchase content; it is used to recover (or distribute) overhead costs.

overlapping operations. The sending ahead of part of a shop order to the next operation before the entire order has been processed at the current operation.

parent. The record to which a chain file list (for example, bill of material) is anchored. The parent for an assembly bill of material list is the assembly record.

part-period balancing (PPB). A lot-sizing technique very similar to EOQ in that it attempts to minimize the sum of the cost of carrying inventory and the cost of acquiring inventory. PPB differs from EOQ in that it uses the current net requirements schedule, rather than a historical usage figure, in performing the calculation to minimize costs.

parts list. See bill of material.

peg, pegging. Keeping track of the relationship between a requirement and its source, whether it is the planned order one level up in the product structure or the manual requirement entered for the end-item. See single-level pegging, pegging inquiry.

pegging inquiry. A trace of the next highest level which generated a requirement and the possible master level items based on a trace of the planned order.

pending releases. A quantity, posted to component items, that reflects the approval of an order for release to production. The pending release quantity is reversed when the item is allocated. Pending release quantity is used in the calculation of the available balance for all items shown by MRP.

period interval array. A 20-element array used to determine the number of workdays within each of the 20 reporting periods.

perpetual inventory. An up-to-date record of all inventory balances.

phantom bills/items. Subassemblies that are automatically fed to a higher level assembly without intermediate stocking. Their use is not considered a level of production.

physical count. An actual count of all pieces of stock in inventory.

physical inventory. The counting of inventory items to determine the quantity actually on hand. It is usually performed annually in manual systems, but may be done, whenever there is a question as to the actual balance.

picking list. A list of items to be taken from stock.

plan. In MRP, a projection, for items belonging to planning warehouses, of when to produce or purchase materials and how many items are needed.

planned availability. Delivery dates promised to customers by committing available and planned inventory.

planned issues. Issues that are anticipated and can be identified with a particular shop order.

planned order. An order that is generated by MRP when the available balance for an item is insufficient to meet its gross requirements at the time the requirements are due. A planned order is not committed to the vendor or shop floor until it is released.

planner. An individual with the authority and the responsibility for control of the production planning and purchase planning for a set of inventory items.

planning bill. See manufacturing bill, super bill.

planning exception. MRP's recommended corrective action; for example, cancel, defer, or reschedule.

planning horizon. A span of time from the current date to some future point, for which plans are generated. See overdue horizon, start date, current date, release date, and review date.

planning lead time. The sum of order-handling lead time, plus quoted (vendor) lead time or manufacturing lead time, plus safety lead time. It is used by material requirements planning to offset component requirements from the due date of the higher-level assembly in which they are used. It represents an estimate of the average elapsed time from the point of recognizing the need to order until receipt in the stockroom. See order-handling lead time, quoted lead time, manufacturing lead time, safety lead time.

planning run. The computer activity of aligning orders and resources to meet external demand. See generation.

planning schedule. See expected customer order and purchase planning schedule.

planning warehouse. MRP plans for one warehouse at a time. A planning warehouse is typically a manufacturing location, although customer order demand is received at the planning warehouse. It is the entity against which MRP is executed.

PPB. See part-period balancing.

propagate. See generate.

processing unit. The part of a computer system that operates on data.

product cost. The sum of estimated direct material and labor costs plus an appropriate share of overhead costs.

production control. The functional area of the business responsible for the day-to-day scheduling of plant floor resources. Shop order release, expediting, and order tracking are the primary responsibilities of this area.

product structure. A technique for organizing bills of material on a computing system.

prompt. To issue a message to a work station operator requesting information or describing an action that is needed to continue processing.

propagated forecast. A straight-line forecast for a given number of periods, automatically created by MRP's planning run using information in the Item Master file.

propagated requirement. Straight-line external requirements automatically created by MRP's planning run using information in the Item Master file.

pseudo bills. See phantom bills.

purchase lead time. The elapsed time from the point a purchase order is released until the received material is available for issue to your system.

purchase order. A document sent to a vendor requesting goods or services.

purchase order costs. See ordering costs.

purchase planning profile. A template you define containing the frequency, format, and content of purchase planning schedules. After you define the profiles and assign them to vendors or items, MRP uses them to create purchase planning schedules.

purchase planning schedule. A schedule of planned customer orders transmitted electronically from a buyer to a seller using EDI transaction 830 (ANSI X.12) or DELFOR (EDIFACT). In XA, the name for the transaction sent to vendors.

purchase requisition. A request to the purchasing department authorizing purchase of materials or services.

query. To retrieve records in a specified sequence, according to data contained in one or more specific fields within the records.

queue. (1) A waiting line or list formed by items in a computer system waiting for service; for example, jobs to be performed. (2) To arrange in or form a queue. (3) In manufacturing planning systems, the backlog of work waiting to be processed at a work center.

quoted lead time. The elapsed time (from point of order to receipt at the receiving dock) the vendor quotes for delivery.

raw materials inventory. Items used in the production of component parts.

receipts. (1) Merchandise or stock that is received in inventory. (2) Cash received.

record. (1) A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/output medium, such as a disk, diskette, or punched cards.

release. (1) To authorize an order commitment by changing a planned order into a purchase order or shop order. (2) To specify a date and quantity to be shipped under a blanket order. (3) To enter an unplanned order as a purchase or shop order.

release date. The date that determines which planned orders is suggested for release by MRP.

release horizon. The period of time from the current date to the release date.

released order. An order that is in the process of being issued or has already been issued to the shop floor or a vendor. Once issued, it is a commitment that can be canceled or rescheduled only through negotiation. It is identified by the order number.

remaining sales percent. The portion of a master level requirement from which income is anticipated 90 days or more after it is scheduled. Used for cash flow calculations.

reorder point. Synonym for minimum balance.

replenishment cycle. The average time it takes from recognizing the need, to releasing an order, to placing the receipt into the stockroom.

replenishment lead time. See planning lead time.

requirement. Your statement saying that you need a master level item for a certain quantity by a particular date on your master level item schedule.

requisition. An authorization to purchase materials or release quantities of items from stock.

rescheduling. See automatic rescheduling.

returns. Items that are sent back to the vendor and for which a credit is given.

review date. The date that determines which additional orders are shown as information to the planner as orders are reviewed for release. See release date.

review horizon. The period of time from the current date to the review date.

rework. Defective fabricated parts that are sent through extra operations to correct the defect.

routing. A list describing the sequence of operations required to make an item.

runtime. The elapsed time an item is actually being worked on in a machine center. It is calculated, at standard, by multiplying order size by time per piece.

runtime option. A specification, made when a system job is run, that tells how the job is to be run.

safety lead time. An amount of time sometimes added to the planned lead time of a purchased item to compensate for a vendor's unreliable delivery performance.

safety stock. The quantity of an item carried in excess of expected demand to meet unexpected increases in demand.

safety stock requirement. A requirement generated by the planning process, one planning lead time in the future, to ensure safety stock coverage without expediting.

sales analysis. The statistical accumulation of data regarding the sale of goods made by a company in various classifications and categories.

schedule. To sequence events over time.

scheduled receipt. See released order.

scrap. (1) The unusable by-product from an operation or a ruined part or assembly that cannot be used in later production. (2) To separate ruined or unusable parts from the current production lot and report the quantity set aside.

scrap factor. See shrinkage factor.

sequential access. A method of obtaining data from storage by pending one record after the other as they are physically found on the storage. See direct access.

service level. (1) The number of items shipped compared to the number of items ordered. (2) A constant (that can vary for each independent demand item) which helps determine the planned level of safety stock and the number of planned stock outs.

service part. A part, assembly, or kit shipped to a customer for maintenance purposes.

session. The elapsed time between operator sign-on and work station sign-off.

setup. The procedure (costs) associated with getting a production facility (machine) ready to produce a new item. The procedure is not dependent on the number of items to be produced. The costs of removing the setup are usually included.

shop order. See manufacturing order.

shop order handling costs. The portion of shop order acquisition costs that includes order approval, preparing shop paperwork, materials handling, and reporting shop activity against the order.

shop packet. The necessary documents for processing a shop order.

short shipment. A shipment that, when checked by the receiving department against the vendor's invoice, proves to contain less than the quantity billed.

shrinkage factor. A percentage used to increase the quantity on a planned or released shop order to allow for scrap. An alternate method is to use it to increase gross requirements.

significance (in the part number). The use of a portion of the part number to describe its source, end use, or physical characteristics. It should be avoided.

single-level pegging. Identifying only the next higher level assembly which generated the requirement.

sixty day percent. The portion of a master level requirement from which income is anticipated 60-90 days after it is scheduled. Used for cash flow calculations.

source document. The original record of a transaction.

source of demand. This is a generic term that can refer to customer orders or forecasts. It typically backs up the creation of a requirement in MRP.

source member. A collection of records that are used as input for a program. Source members are stored in a library.

S-number. The S-number has a field length of 20 and is seen only if features and options were installed in PDM. One option number for each feature for a specific end-item can be entered in the S-number. The option numbers in the S-number correspond by location to the field size template established when the PDM questionnaire is answered.

specification bill. A bill derived for a specific customer from a common bill plus options represented by variant bills. It is normally discarded after the order is complete. See also super bill.

specific override. An override for a specific item/warehouse combination.

splitting orders. The practice of dividing the original order into multiple orders and expediting a smaller quantity than was originally started. It is costly because of additional setup and material handling. It is of limited value unless run times are long.

staging. The practice of pre-pulling components from inventory and placing them in special areas well in advance of actual need. The use of planned orders in MRP eliminates the need to perform staging.

standard cost. See current standard cost, historical standard cost.

standard batch quantity. The amount of an item used to calculate required quantities for components.

standard order quantity. A pre-established number of pieces ordered when the minimum balance or reorder point for an item is reached.

start date. (1) The date work is to begin on an order. This is when materials are picked and delivered to the first work center. (2) The beginning of the MRP planning horizon.

stock on hand. The quantity of any item or commodity actually located in a stockroom and available for use or issue.

stockout. A condition resulting from the inability to meet product requirements on demand.

stockroom. The physical location where components and products are stored and movement is accounted for. There may be multiple stockroom locations, and some items may be physically stored outside the restricted area.

stock status report. A report that shows pertinent data for each item in inventory; for example, the quantity on hand, on order, or reserved.

storeroom. See stockroom.

structuring (the bill of material). The method used to describe the assembly of end products with single level bills.

super bill. A bill constructed to simplify planning the production schedule for assemble-to-order products.

supplier. See vendor.

system date. The date assigned by the system operator during initial program load. Generally, the system date is the same as the actual date.

thirty-day percent. The portion of a master level requirement from which income is anticipated 30-60 days after it is scheduled. Used in cash flow calculations.

time fence. A set of beginning and ending boundaries for a given time period. Also, a policy or guideline established to note where various restrictions or changes in operating procedures take place.

time periods of supply. A lot-sizing technique to plan an order to cover requirements for a fixed number of days.

time phasing. The technique of expressing future demand, supply, and inventories by time period.

time-phased allocation fence. A range of dates allowing allocations to be assigned on the date needed, rather than the current date. Either the current (horizon) date plus the item's lead time or the allocation date, whichever is earlier.

time-phased allocations. The spreading of allocations through the materials planning horizon by their date of need.

time-phased requirements. The spreading of requirements by time period through the materials planning horizon. Time phasing depends upon the manufacturing lead time offsets between levels of production.

TPAF. See time-phased allocation fence.

trading currency. The currency you use in your dealings with your trading partners. It can be your own national currency or any foreign currency. In COM, the trading currency is also called foreign currency.

trading partner. A vendor or customer with whom you do business. In EDI systems, someone with whom you exchange electronic transactions over a telecommunications network.

transaction. An item of business, such as receipt of an order or paying a bill.

transit time. The average time required to move material from one operation to another.

translator. In EDI systems, a product that mediates between business systems and communication networks.

transparent assembly. See phantom bills.

triangulation. The process of conversion from one euro-participating national currency to the euro, then to another euro-participating national currency.

unauthorized withdrawal. An inventory removal not designated by, or reported to, the manufacturing system.

unit of measure. A code indicating the measurement basis for inventory, such as each, pound, tons, gallons, feet.

unit price. The price per standard unit of a product or service.

unplanned issues. Issues that are not anticipated but can still be identified with a particular shop order; for example, scrap.

validation. Verifying engineering and production data through actual use on the shop floor.

variance. The difference between historical or budgeted data and current year data. It is usually expressed as a percent.

variant. A option of an end product, normally specified by the customer, that must be present for the product to function; for example, 110V versus 220V.

vendor. A seller of goods or services.

warehouse stock location. The identification of the physical location of an item within inventory storage.

where-used. A report showing, for example, what higher-level assemblies use an item (the next level or all levels) or what operations are performed in what work centers. It is a tool for maintaining the engineering and production data base.

where-used pegging. See pegging.

work center. A facility, normally a group of machines having similar characteristics, used to perform a manufacturing process; for example, an assembly area or milling machine center.

work-in-process inventory. Items released to the shop floor and not reported finished; for example, raw materials, subassemblies, and component parts (separate from stock room inventory).

work order. A document that defines maintenance operations. It is similar to a manufacturing order in control and use.

work station. A device that lets a person transmit information to or receive information from a computer, or both, as needed to perform their job; for example, a display work station operation or a printer.

work station printer. A printer that is designated during installation to print work station output data.

yield factor. See shrinkage factor.

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