PeopleSoft

EnterpriseOne 8.10 Transportation Management PeopleBook

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EnterpriseOne 8.10
Transportation Management PeopleBook
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About These EnterpriseOne PeopleBooks Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, *http://www.peoplesoft.com/corp/en/login.jsp*

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
Italics	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, “as if” currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading “See Also” or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to *doc@peoplesoft.com*.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Overviews

The transportation industry is the element of the supply chain process responsible for moving goods and materials. The movement of raw materials, components, and finished products—from supplier to manufacturer to distribution center to the customer—represents a significant portion of the final cost of the product. The ability to track goods while they are in transit is a part of providing quality service to the customer.

This section provides overview information about the transportation industry as well as information about how the Transportation Management system operates.

Industry Overview

The transportation industry must handle a wide variety of shipping needs, from delivering a letter overnight to a different city to transporting a load of lumber from the mill to the lumberyard. The following overview consists of industry examples for various package, shipment, and load weights and includes examples of how the Transportation Management system addresses problems that arise within the industry.

Industry Environment and Concepts for Transportation Management

The transportation industry deals with a wide variety of shipping needs. To meet those needs, your company might need to set up a range of transportation scenarios. The different shipment types vary in scope. The weight of a shipment, the distance that it travels, and the best delivery time are a few factors that determine which shipment type you use.

Parcel Shipments

Parcel shipments range in weight from under 1 pound to 150 pounds per piece, and consist of items from the size of a letter to as many boxed or crated items that can be picked up and moved by a single person. Parcel carriers provide a wide variety of services, such as air delivery by next day or collecting required signatures. Each carrier offers different transit times, deliveries, and service coverage.

For parcel carriers, freight charges are generally based on fixed geographic zones, and use the weight of the package as a multiplier. Carriers might offer different price levels for the service offered. Next day delivery is normally more expensive than second day delivery, which is more expensive than standard service. Parcel shipments utilize various modes of transportation en route to the final destination. Each shipment may be moved by air, over the road, or require a type of service (like required signatures), or any combination of these modes.

The following are examples of typical parcel shipments:

- XYZ Company, based in Denver, Colorado, has an urgent letter to Washington, D.C. that must be delivered on the next day.

- XYZ Company, based in Denver Colorado, has a shipment to Boston, Massachusetts that consists of three pieces. One piece weighs fifty pounds, the 2nd piece weighs 125 pounds, and the 3rd piece weighs 145 pounds. Each piece can be delivered in two days. Because each individual piece does not exceed 150 pounds, each piece can be sent using a parcel carrier.

Less Than Truckload (LTL) Shipments

Although LTL shipments are specific and unique to the United States, other countries do have carriers that provide the transport of goods that weigh between 150 pounds and 30,000 pounds. The LTL industry in the United States has been regulated by the government and also run privately.

Industry Overview

Prior to 1980, the trucking industry was regulated as follows: The government set up standard rates and routes for all trucking companies. Each trucking company had to apply to the government for approval to run their routes based on the available business. If any company believed that additional market share existed outside of its designated traffic routes, it had to petition to expand its service coverage. Regulation limited competition and ensured that each carrier was subsidized a certain amount of business or market share. Because the government held rates constant, customers chose carriers based solely on transit times and overall performance.

In 1980, the government deregulated the industry. This removed the barriers that discouraged entry into the industry and negated the common base rate used by all carriers. Anyone could start a trucking company and all carriers could run any route that they desired.

Without pricing regulation, carriers are free to create their own base rate. This situation dramatically changes the way that the industry prices routes. Each carrier can have a different rate for transporting the same item in the same traffic lane at the same discount level. Because each carrier can have different freight volumes moving between zip codes, they can adjust their prices to cover increased costs or to attract new business. This cost discrepancy forces a traffic manager to analyze more than just discount levels to find the actual transportation cost for individual shipments.

In the absence of government regulation, the industry needed a common base rate. The Southern Motor Carrier board developed a base rate that is commonly used in the industry. This base rate, called CzarLite, is an industry rate average of all carriers. Many traffic managers require their carrier to provide this base rate with discounts. Companies with large volumes of freight can make these demands on any carrier. The following is an example of a carrier with different demands for a similar route:

> A carrier has more freight moving from Location A than from Location B. Because it wants to retain its market share, it chooses to hold its rates equal to competitors from Location A. To adjust its equipment and volume balance from Location B, it could decide to do one of the following:
>
> - Lower its rates below its competitors' rates by 10% to attract more business
> - Raise its rates above its competitors' rates from Location B to increase their profit margin on the lower paying freight moving from Location A

The Less Than Truckload (LTL) industry has never before experienced the competition that it is experiencing today. New carriers are continually entering the market. Small package carriers increase the size of shipments that they handle, and truckload carriers lower their rates to be more competitive in the LTL industry. Whatever your LTL needs are, the Transportation Management system can accommodate your rating scenarios.

Carrier Overview

In the United States, shipments using Less Than Truckload (LTL) carriers generally weigh between the maximum weight limit of the parcel carriers, typically 150 pounds, and the maximum weight limit of a truckload carrier, typically 30,000 pounds. The LTL mode of transport is typically either over-the-road or rail. LTL shipments are items normally packaged in single boxes, crates, pallets, or drums. A broader description for an LTL shipment is anything that will fit in a 28 foot by 8 foot by 8.5-foot trailer.

The mode of transport for LTL carriers generally consists of a standard fleet of 28-foot trailers. These trailers are easy to maneuver around city streets for collections and deliveries. LTL carriers generally pick up shipments destined for various cities and states. These shipments are brought to the consolidation center of the carrier. The carrier then loads the trailer based on locations of warehouses or distribution centers to avoid additional handling while en route. After trailers are loaded, they are joined together and transported across the country in groupings of two or three. The load might stop at intermediate hubs, or it might have one destination. The following are two typical LTL examples:

- In example one, the ABC Company in Seattle, Washington has three different sales orders, each of the shipments weigh 2500 pounds. The LTL carrier loads the three shipments into three different trailers bound for Denver, Colorado, Memphis, Tennessee, and Atlanta, Georgia. Other freight destined for these cities is also loaded onto the trailers. These trailers are then connected and transported to Denver. In Denver one trailer is dropped off for unloading and city delivery. The other two trailers continue on to Memphis. The Memphis terminal unhooks its trailer and supplies a trailer also destined for Atlanta. The stops in Denver and Memphis are short and ensure the fastest delivery time.
- In example two, using the locations mentioned above, the trailer bound for Memphis cannot be totally filled. The carrier's branch in Seattle loads one half of the trailer with a shipment destined for Memphis and the other half with shipments destined for New Orleans ports. The truck leaves Seattle, pulling all three trailers to its first stop in Denver. In Denver, the Memphis trailer is opened and the New Orleans shipments are unloaded. The terminal now uses other freight destined for Memphis to fill out the trailer. This Memphis trailer is then connected to the Atlanta trailer and continues on for delivery. The New Orleans shipments left in Denver are then consolidated with another New Orleans trailer. Because some shipments were handled in Denver, the shipments have an increased risk of damage as well as an increase in transit time.

Rates

Less Than Truckload (LTL) rates are generally based on factors such as distance traveled, weight of a shipment, and item classification code. These factors determine a base rate or tariff.

Distances are determined by origin and destination postal codes.

Weights are factored into a per hundred pound weight basis (CWT).

The United States publishes codes in the National Motor Freight Classification (NMFC) book. A classification code from class 50 to class 600 is assigned to each item. The classification code of an item is determined by its density, size, value, and packaging. For example, the classification codes for bicycles are different depending on whether you ship them fully assembled or in parts.

Truckload Shipments

Truckload (TL) shipments are shipments that move over the road by means of a tractor-trailer and include vehicles for both dry and wet products. For dry products, the contents either require a lot of cubic capacity or are too heavy for an Less Than Truckload (LTL) carrier to transport effectively. For wet products, the contents require a compartmentalized truck.

Companies either purchase their own fleet, lease equipment, or subcontract this transportation mode. Owning a fleet is expensive, but equipment and drivers are readily available. Leasing equipment is convenient, but only if the company has a pool of drivers available to haul the products. Subcontracting is the least expensive, but equipment might not be available when you need it.

TL transportation is the cheapest mode of transporting large amounts of product across the country. Rates for TL carriers are generally calculated per mile or kilometer and zoned by state, or other geographic boundary. You multiply the rate by the total number of miles or kilometers traveled. Calculation programs use mileage or kilometers for routes that are considered standard in the industry to calculate distance for the most practical route. These calculation programs take into account the shortest distance on major highways and interstates from the origin city to the destination city. Mileage calculation programs normally take into account hazardous material restrictions when planning routes.

The following types of equipment are considered TL:

Dry van	A trailer that has three walls, a ceiling, and one door and is used to ship dry products, such as grocery items, chemicals in drums, and computers.
Flatbed	A trailer that has a floor deck, but no walls or ceiling. Large, awkward, or uncrated materials, such as bundles of steel rod, construction machinery, and lumber are usually transported on flatbeds.
Bulk carrier	A trailer that is used to transport liquids, such as milk, gas, and fertilizer.
Specialty carrier	A trailer that is designed to transport specific products or items such as cars and boats.

The TL industry uses the following two types of shipments:

Single drop	A single drop shipment contains one shipping point or origin, one destination, and one customer with single or multiple sales orders.
Multiple drop	A multiple drop shipment contains one or more origins and multiple destinations with one or more customers. A multiple drop shipment is also known as an unscheduled delivery.

The following are typical examples of truckload shipments:

- A company has three sales orders for the same customer. The shipments for the sales orders will fill one truckload. All three shipments are consolidated into one load for delivery rather than being shipped individually.
- A company has sales orders to three different customers in three states. The shipments for all of the sales orders will fill one truckload. Rather than shipping the orders individually, the company consolidates the shipments to increase cost effectiveness. The traffic manager loads the truck to deliver the shipments in the most direct route. The carrier includes accessorial charges for having to make stops en route to the final destination.

- A company has one sales order to the same customer that fills one truckload. This customer has three different gas stations in the same region. Rather than creating three separate shipments, the company creates one truckload shipment that stops at each of the three gas stations to deliver the product.

Rail Shipments

With only a few exceptions, rail shipments are similar to truckload (TL) shipments. Rail shipments are generally priced cheaper per mile than TL, but might make it significantly longer to deliver. Companies that ship by rail typically contract directly with the railroad or a rail service provider to move full trailers from an origin to a destination. The rail industry also provides a greater selection of equipment sizes from which to choose than that of TL equipment. Rail movements can have multiple stops, but the stops are limited within a finite distance from the origin or destination rail yard. If your deliveries are within a finite radius of the shipping yard, you can use rail to transport unscheduled deliveries.

Idea to Action: The Competitive Advantage

The following table provides examples of typical problems within the transportation industry, the business activator that will resolve each problem, and the return on investment.

How can my traffic manager avoid spending a lot of time rate shopping various carriers to find the best rate?	**Solution:** The system stores all of your carrier rates and routes and can show every rate for a particular route. The system automatically calculates a freight cost for every valid carrier, so there is no need to search for various rates. Not only does the system list rates, but it also lists transit times and carrier performance ratings. **Return on investment:** You can reduce freight costs. The system allows you to view all carriers, regardless of mode of transport, for the same shipment and make a decision based on least cost, best transit time, and best carrier performance.
How can I avoid the time consuming process of manually comparing rates for various carriers?	**Solution:** You can store all of your carrier rates within the system or have the system locate rates from an external link. Regardless of the different base rates and discount levels, the system automatically rate shops all of your carriers and sequences the options based on the customer route selection preference. The ability to review all available carrier rates for a particular route reduces your comparison time. **Return on investment:** Because all carriers regardless of mode of transit display on the same form, sequenced from least to highest cost, you can reduce time spent in rate comparison.
How can I view the status of my shipments without creating problems for shipping with hold orders?	**Solution:** All personnel can view the status of shipments within the system. Hold orders are noted in the system and are not allowed to advance in the transportation process until the order is released. This process ensures that held orders are not shipped by mistake. **Return on investment:** The ability to view shipment status helps to ensure better efficiency and customer service.
How can I avoid placing incompatible products on the same load to ensure the safely of my	**Solution:** You can group incompatible items into three levels: item level, dispatch group, or commodity class. The system does not allow different groups to be placed on the same shipment, loading sequence

loads?	or in the same compartment. **Return on investment:** You can ship with confidence knowing that your products are shipped in accordance with the law and general safety practices.
How can I keep track of accessorial charges (or additional charges) for my company?	**Solution:** Accessorial charges are stored similarly to carrier base rates. These charges are associated with the carrier that performs the services, so you do not have to remember to include them. These subsequent charges can apply on a case-by-case basis, or be applied on every shipment, based on customer, carrier, or mode of transport. The system automatically applies an accessorial charge to a shipment if necessary. You do not have to separately bill customers for accessorial charges **Return on investment:** You reduce your costs of auditing freight invoices. You save personnel time in re-invoicing customers for charges billed in error or not billed.
How can I maintain shipment routing restrictions based on customer, carrier, or mode of transport and keep in mind the specific needs of my customers for shipment routing for their facilities?	**Solution:** In the Transportation Management system, you can set up either preferred carriers or excluded carriers by customer or item, or a combination of both. You also can set restrictions based on carriers or on a mode of transport. You then select only carriers with routes that meet your customer's needs. **Return on investment:** You increase your shipping efficiency by selecting routes. When you meet your customer's needs, you enhance customer relations and business.
How can I use shipment and vehicle information in the system to build an efficient load?	**Solution:** By setting up item weight and volume information, as well as properly identifying vehicle capacities, you allow your traffic department to load equipment more efficiently and reduce overall freight costs. The system sorts load information and helps you decide if there is enough freight to warrant building a load or sending a shipment individually, reducing freight thus costs. **Return on investment:** You save money by building loads whenever possible and maximizing the vehicle capacity of each load.
How can I keep track of my shipments to reduce the time it takes to track shipments manually?	**Solution:** The Transportation Management system can track shipments by internet, telephone, or fax. In the system, you can use any carrier that has internet tracking capabilities for real time tracking through the system. **Return on investment:** Anyone in the company can track a shipment while talking to a customer on the telephone, which is an efficient use of employee time while providing quality customer service.
How can I keep the system up-to-date with current rate changes for my carriers?	**Solution:** You can use a batch program to update carrier rates based on a percentage, amount, or an override amount. You can update rates that are stored in tables or within routes. **Return on investment:** You reduce maintenance costs and time by updating all rates with one program.

How can I keep current with constantly changing routes or lanes and transit times for carriers or private fleets?	**Solution:** You can track all routes stored in the system, including the transit times for each route. You also can specify carrier performance ratings for tracking and reporting purposes. **Return on investment:** The Transportation Management system allows you to choose the best carrier using available transit times and carrier ratings to ensure customer satisfaction for a route.
How can I keep track of my customers' and carriers' workday calendars?	**Solution:** The system allows you to set up for each customer and carrier a calendar for work days, weekends, holidays, or maintenance periods that require shut down. **Return on investment:** Better understanding of customer and carrier workdays provides you with a more efficient shipping system. Better knowledge of required pick and ship days allows you to better serve your customers. You can minimize transit times.

Transportation Management System Overview

The Transportation Management system is the element of the supply chain process that is responsible for moving goods and materials. The movement of raw materials, components, and finished products, from supplier to manufacturer to distribution center to the customer, represents a significant percentage of the final cost of the product. The ability to track these goods while in transit is a part of providing quality service to the customer. The Transportation Management system provides features that enable companies to significantly reduce costs.

Transportation management is a vital aspect of any product manufacturing and distribution business. Businesses that have transportation needs, must consider the following:

- Select appropriate freight services
- Calculate freight charges
- Create loads to decrease costs and meet shipping commitments
- Plan warehouse operations based on shipping schedules
- Determine the location and status of shipments
- The Transportation Management system provides the following features:
- A single solution for the distribution of products
- Efficient automated dispatch and tracking of shipments
- Heightened customer service through integration with sales order and purchase order entry

Transportation management allows the dispatcher to create shipments and loads based upon available resources at the depot. To manage resources effectively, you must keep accurate and complete records. The Transportation Management system maintains a variety of resource information, such as:

- Vehicle information, such as licenses, maintenance records, and vehicle type information
- Routes, which are specific transportation paths for your shipments
- Rates, which are specific charges for the transportation of your shipments

- Items, such as gasoline, bicycles, milk, or other types of perishable food
- Invoices, which provide detailed shipping information such as a bill of lading
- Loading documents, which provide specific information about preparing a load and include documents such as loading notes

System Integration

The Transportation Management system integrates with other PeopleSoft systems to provide a total solution to your transportation requirements. The following table describes how Transportation Management works with other closely integrated systems:

General Accounting	The General Accounting system is the central point of integration, and tracks shipment charges using automatic accounting instructions (AAIs).
Address Book	The Address Book system stores customer, carrier, hub or depot billing, and warehouse address information.
Sales Order Management	The Sales Order Management system integrates with the Transportation Management system through sales orders. After you create sales orders the system creates shipments, adjusts inventory, and manages orders. Shipments are created from sales orders. Sales Order Management also stores shipment information if sales orders are placed on hold or are backordered.
Inventory Management	The Inventory Management system stores item information for all manufacturing and distribution systems. Item information includes sales and purchasing costs and quantities available by location.
Procurement	The Procurement system integrates with the Transportation Management system through purchase orders. After you create purchase orders the system then creates shipments, adjusts inventory, and manages the incoming orders. Shipments are created directly from purchase orders. Procurement also stores shipment information if purchase orders are placed on hold or are back-ordered.
Quality Management	The Quality Management system works with the Transportation Management system to ensure quality throughout the system by performing checks on various processes, such as: • Preferences for sales or purchase orders • Confirmation of loads and delivery of loads • The type of load that shipments are assigned to
Warehouse Management	The Warehouse Management system works with the Transportation Management system to provide reporting, shipment picking, multiple shipping and receiving locations, and warehouse setup features.

Features of Transportation Management

The Transportation Management system contains planning features for shipments that allow you to arrange, track, customize, and update your transportation system. Transportation Management includes the following features:

Transportation planning with shipments

After you place an order through the Sales Order Management system, the system creates a shipment. You can place multiple orders on a single shipment or only place one order per shipment. Shipments, the foundation of the Transportation Management system, are then shipped along a particular route after you assign freight charges. The shipment must be confirmed to verify the product on board, the actual shipment date and time, and the actual weight. Shipments can be combined and placed on loads to save freight charges and delivery times.

Shipment routing

Shipment routing is the process of selecting a carrier and a mode of transport to service the shipment. Routing entries define origins and destinations that are served by common carriers or a private fleet. After a shipment is routed, the system then calculates possible rates to charge for that shipment.

Shipment rating

Shipment rating provides information about the cost incurred to move goods from an origin to a final destination. Shipment rating calculates the charges based on routing and the amounts billed to customers for transportation costs. Rating offers great flexibility through lookup type, unit, and prorated rates.

Load building

Use load building to consolidate shipments into loads for easier transporting. Loads reduce both billable and payable freight costs. You can build loads from shipments that consist of either packaged or bulk products.

Shipment and delivery confirmation

Shipment confirmation (or load confirmation) verifies the quantities of items placed on the shipments or loads against the quantities as recorded on the original order before they reach their final destination. Delivery confirmation verifies the quantities of items actually delivered to the customers against the quantities recorded on the original order. The system allows you to record inventory depletions and track in-transit inventory through delivery confirmation. For inbound shipments, the system includes receipt processing for purchase orders at shipment and delivery confirmation.

Shipping documents

Shipping documents are standard delivery documents, such as bills of lading, shipment manifests, and shipment labels.

Shipment tracking

The Transportation Management system provides a method of tracking shipments through your carriers. PeopleSoft offers a standard business function to track shipments over the internet if your carrier provides internet tracking.

Freight update

During freight update, the system creates shipment charge records to various accounts. The Transportation Management system completes the following:

- Creates records in the general ledger for shipment charges
- Creates vouchers in the Accounts Payable system
- Creates records in sales order tables for billable charges associated with freight invoices

Freight audit history

You can review and revise the Freight Audit History table (F4981). This table contains freight charges that you incur and charge to your customer.

Preferences

Preferences allow you to customize shipment processing for your specific business requirements. Typically, you create preferences when you have consistent business requirements that differ from the default values of the Transportation Management system. For example, you can create preferences to accommodate:

- Your customers' specific requirements
- Your suppliers' specific requirements (for inbound shipments)
- Your company's policies
- Regulatory agencies' rules
- Item-specific requirements

Inbound shipments

Inbound shipments, such as purchase orders or credit returns have many of the same characteristics as standard outbound shipments. For example, an inbound shipment represents a movement of products from a single origin (in the case of a purchase order, the supplier) to a single destination (the purchaser).

Terms and Concepts

Before you use Transportation Management, you should be familiar with the following terms:

Accessorial charges

Charges for a service other than the actual transportation of goods. Examples include notification prior to delivery, inside delivery, or liftgate service.

Ambient temperature

The temperature of a liquid product at the time that you load the product onto a vehicle. This temperature affects the volume of the product that is loaded on the vehicle. Contrast with standard temperature.

Billable freight charges

The amount of freight that is charged by the shipper to the customer when the freight terms are prepaid.

Bulk products

Product, such as gasoline, which is shipped in bulk containers or compartments.

Carrier zone

A code used by a carrier to identify a geographic region, usually for the purpose of rating a shipment.

Connected vehicle

Two or more vehicles that are physically connected, such as two interconnected trailers or a group of rail cars.

Delivery	A single delivery of one or more shipments to the same customer. For the purpose of rating a shipment, the system assigns a single delivery number to multiple shipments that are represented by a single manifest, load, or master bill of lading, and that are directed to the same customer.
Delivery confirmation	A confirmation that an order or orders have been delivered to a customer. This includes information about the specific product and exact quantity delivered.
FAK	Freight of all kinds. This is an attribute of a carrier, route, or rate table in which all freight is accepted and rated the same way, regardless of the freight classification code.
Freight category	A user defined code that is assigned at the item level and that you can use to determine a freight charge.
Freight classification code	A code that classifies freight according to product density, packaging, and other characteristics that affect transportation costs. For example, a fully assembled bicycle has one code while an unassembled bicycle has a different code. The common standard for the United States is the National Motor Freight Classification (NMFC) code.
Gain/loss	Temperature differences between standard temperature and ambient temperature can result in a gain or loss to inventory on a load. The system accounts for this gain or loss as additional journal entries to inventory.
Lead time	The time specified in days that is required to secure a transportation resource. The system calculates the promised shipment date based on the order date plus the lead time.
Load	Shipments, not necessarily to the same customer, that have been combined for delivery.
Load confirmation	A confirmation that products have been placed onto a vehicle for shipment. This includes information about the specific product and quantity, and, in some cases, the specific location or compartment on the vehicle.
Load lines	For bulk trailers, load lines account for differences in the density or temperature of a product, which helps you avoid exceeding restrictions while loading.
LTL (Less Than Truckload)	A shipment or load that does not require an entire truckload. LTL shipments are generally less than 20,000 pounds, but exceed the maximum weight for a parcel carrier.
Mode of transport	The method used to transport a shipment. Examples include air, rail, or parcel.
Multiple drop load	A load that contains shipments that are to be delivered to multiple destinations.

NMFC (National Motor Freight Classification)	An organization in the United States that establishes codes for all items. Carriers use these codes to rate shipments.
Options	Additional services or requirements for a shipment, such as inside delivery. Options are often associated with accessorial charges.
Payable freight charges	The amount of money charged by the carrier to the shipper when the freight terms are prepaid, or charged to the customer when the freight terms are collect.
Pooled shipments	Multiple orders that have been combined onto a load as one shipment for delivery to multiple customers.
Prepaid	Freight terms in which the shipper is responsible for paying the carrier. The shipper might, in turn, assess a billable freight charge to the customer.
Routing entry	A record in the Routing Entries table (F4950) which specifies an origin and destination, both of which are served by a specific carrier and mode of transport. The routing entry also identifies the rate schedule used to calculate the freight charges, as well as the required lead time and transit time.
Shipment	A movement of goods from a single origin to a single destination.
Shipment confirmation	A confirmation that an order or orders have been shipped to a customer. A confirmation includes information about the specific product and exact quantity shipped.
Shipment container	A container used to ship one or more shipment pieces.
Shipment piece	A single part of a shipment, usually a parcel or carton.
Shipment routing step	An intermediate step, or leg, of a shipment from a single origin to a single destination. An intermodal shipment contains multiple shipment routing steps.
Standard temperature	For liquid products, you set a standard temperature for your depot to account for changes in inventory due to temperature variances. Contrast with ambient temperature.
Transit time	The time, specified in business days, required to send a shipment to its final destination. The system calculates the promised shipment dates by subtracting the transit time from the promised delivery date.
Trip	The planned or scheduled transportation of shipments that use a specific vehicle.
Zone	A code assigned to a customer and generally associated with a geographic location.

Tables

Transportation Management contains the following tables:

F4215 - Shipment Header	Contains basic information for each shipment that you create, such as order number, branch/plant, and customer address book information.
F49002 - Transportation Constants	Contains default information for shipment status and package requirements for business units.
F49003 - Load Type Constants	Contains load-specific default information, such as in-transit information and default tracking information.
F49004 - Mode of Transport Constants	Contains default information for carrying items for a particular mode, such as vehicle information and load type.
F49020 - Vehicle/Staff License Information	Contains license information for specific vehicles or staff members.
F49041 - Depot/Vehicle Staff	Contains a list of employees available to schedule for work shifts for driving vehicles.
F4906 - Carrier Master	Contains basic information for each carrier, including: • Carrier number • SCAC (Standard Carrier Alpha Code) • Dimensional weight factor • Performance rating • Shipment tracking type • Reference numbers • Shipment tracking business function to track shipments over the internet
F49075 - Product Mix	Contains information that the system uses to determine whether items cannot be placed together on a load or are in a prohibited load sequence.
F4908 - Item Shipping Information	Contains additional item requirements used in shipping, such as commodity codes and freight classification.
F4930 - Vehicle Master	Contains basic vehicle information, including: • Vehicle ID • Vehicle type • Business unit • Vehicle serial number • Weight unit of measure • Cube unit of measure

F49301 - Vehicle Compartments	Contains compartment capacity information defined for each vehicle, such as weight capacity and volume capacity.
F49302 - Vehicle Equipment	Contains defined equipment such as hoses associated with specific vehicles.
F4931 - Vehicle Type	Contains information for each kind of vehicle that you set up in the system, such as whether the vehicle is a trailer, a flat bed, or a bulk vehicle.
F4941 - Shipment Routing Steps	Contains a record for each shipment leg or step.
F4942 - Shipment Detail	Contains specific information for each shipment that you create in the system, such as promised ship dates, carrier number, and mode of transport.
F4943 - Shipment Pieces	Contains information about shipment pieces, such as weight and dimension.
F4944 - Shipment/Load Options and Equipment	Contains options and equipment information that you can assign to either the order, the delivery, or the load level.
F4945 - Shipment Charges	Contains all freight charge information for shipments until you update freight.
F4947 - Shipment Status Codes	Contains a record of status codes for shipments as they move through the transportation process.
F4950 - Routing Entries	Contains information for routing entries that you create for each carrier or vehicle, such as origin postal code, origin branch/plant, and mode of transport. You can set the routing hierarchy, which determines how the system searches for destination information in this table.
F49501 - Intermodal Detail Routing Entries	Defines each leg, or routing step, that makes up a parent routing entry that is defined in the Routing Entries table (F4950). This table contains origin, destination, mode of transport, carrier, and rating information for each leg.
F4951 - Carrier Zone Definitions	Contains destination information for each carrier zone that you create in the system.
F4952 - Routing Restrictions	Contains specific information for each routing entry, such as the maximum weight allowed.
F4953 - Routing Hierarchy	Contains a list of search criteria, usually from the specific to the general, that the system uses to find possible routes in the Routing Entries table (F4950) for each shipment or load.
F4956 - Option and Equipment Inclusions/Exclusions	Contains a list of options and equipment that are or are not supported by a routing entry, a mode of transport, or a carrier.
F4960 - Load Header	Contains basic load information, including: • Planning depot • Vehicle ID • Mode of transportation • Destination • Origin
F4961 - Load Legs	Contains a record for each loading point on a load. A loading point could be a

	depot, a branch/plant, a vendor, or a customer.
F49611 - Load Stop Sequence	Contains the sequence that a carrier must stop at for each shipment on a load. You can customize the stop sequence to suit your needs.
F49612 - Load Vehicles	Contains the specific vehicle information that you a set up for a load, such as ID, type, and branch/plant.
F4962 - Load Compartments	Contains compartment information for loads for which you assign specific product to certain compartments in the vehicles.
F49621 - Load Compartment Detail	Contains the assigned quantity of products on each order line to the compartments of the load.
F4963 - Load In-transit	Contains load information for loads that are specified as containing in-transit inventory. These loads can then be tracked throughout the delivery process.
F49631 - Load In-transit Ledger	Contains a history of all loads that are specified as in-transit inventory.
F49632 - Load In-transit Left on Board	Contains information about product that is left on board a vehicle and that can be used in the next load.
F4970 - Freight Rate Schedule	Contains a list of rate names that the system uses to calculate the freight charge.
F4971 - Freight Rate Definition	Contains the rate definition that the system uses to calculate the correct freight charge.
F4972 - Rate Detail	Contains basic rate information, including: • Rate name • Rate basis • Detail level • Lookup values • Rate structure • Options and equipment
F49721 - Spot Quote Detail	Contains one-time quote information from carriers that the system uses when carriers offer to take a load.
F4977 - Rate Parameters	Contains information that allows you to further define how charges are assessed by the carrier or the rate, such as minimum or maximum charges and weights.
F4978 - Charge Code Definitions	Contains definitions for each charge code that you set up. You can create charge codes for both billable and payable charges.
F4981 - Freight Audit History	Contains a record of each billable and payable charge that is assessed to a shipment or load.

System Setup

Before you can use the Transportation Management system, you need to define certain information that the system uses during processing. This information allows you to customize the system for your business needs.

Activating Transportation Management

Before you can use the Transportation Management system you must activate it within EnterpriseOne. When you activate Transportation Management, the system creates the links between the Sales Order Management system, the Procurement system, and the Transportation Management system. Specifically, when you create sales or purchase orders, the system generates shipments.

▶ To activate Transportation Management

From the Transportation Setup menu (G4941), choose Activate Transportation System.

1. On Work With J.D. Edwards ERP System Control, choose the row containing data item SY49 and click Select.
2. On J.D. Edwards ERP System Control - Revisions, choose the following option and click OK:
   - Yes

Setting Up Hubs

Hubs are central locations that are used by carriers to distribute shipments to a regional area. The system uses hubs (or distribution centers) for pooled shipments. You set up hubs as address book records. The system then uses the associated address book number as the origin for a routing entry.

You can add a search type value for hubs. The system can use the parent address of a hub to identify the hub owner although this information is for informational purposes only. You can also use category codes for special hub values, but this information is not used directly in the Transportation Management system.

See Also

- *Customizing User Defined Codes* in the *Foundation Guide* for information about setting up a search type value for hubs
- *Creating and Updating Address Book Records* in the *Address Book Guide* for instructions on entering address book records

Setting Up Automatic Accounting Instructions

Automatic accounting instructions (AAIs) are the links between your day-to-day functions, the chart of accounts, and financial reports. The system uses AAIs to determine how to distribute G/L entries that the system generates. For example, in the Transportation Management system, AAIs indicate how the system records a freight charge after a shipment is confirmed.

For distribution systems, you must create AAIs for each unique combination of company, transaction, document type, and G/L class that you anticipate using. Each AAI is associated with a specific G/L account that consists of a business unit, an object account, and, optionally, a subsidiary account.

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct G/L accounts. When you set up AAIs for a specific type of tax, such as value added tax (VAT) or a usage tax, you designate the accounts that you want to debit and credit for an invoice tax amount.

The system stores distribution AAIs in the Distribution/Manufacturing - AAI Values table (F4095).

The Transportation Management system uses the following distribution AAIs for processing:

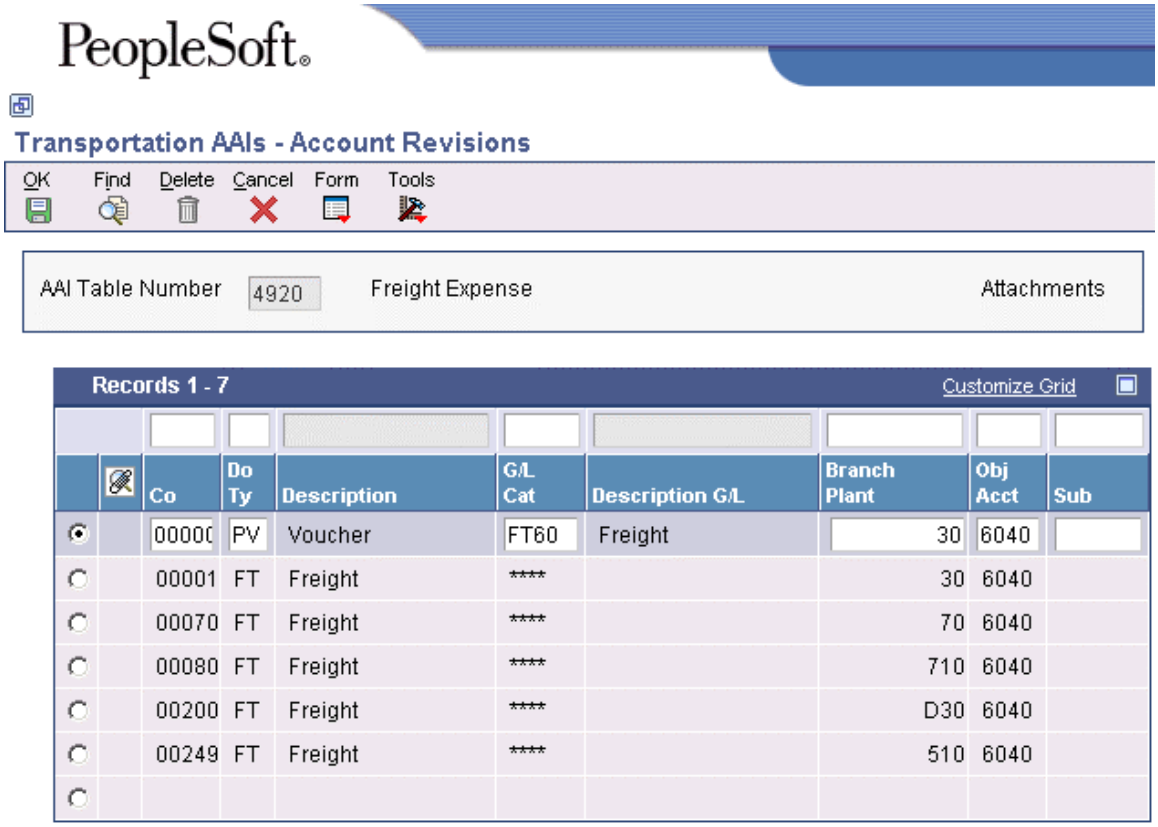
Freight Payable (4921)	Provides the G/L account information for freight costs.
Accrued Freight (4920)	Provides the G/L account information for accrued freight.
Freight Variance (4922)	Provides the G/L account information for manual, tax or currency variances.

The Account Revisions form of the Distribution AAIs program (P40950) shows each predefined AAI item and information about the document type, G/L class, and accounts that are affected by transactions.

▶ To set up automatic accounting instructions

From the Transportation Setup menu (G4941), choose Transportation AAIs.

1. On Work With AAIs, choose the row that contains the AAI table that you want to set up.
2. Choose Details from the Row menu.



3. On Account Revisions, complete the following fields in the first empty row and click OK:

   - Co
   - Do Ty
   - G/L Cat
   - Branch Plant
   - Obj Acct
   - Sub

Processing Options for Distribution AAIs (P40950)

Defaults

AAI Table Number

Enter a '1' if the cost type field should be available to Distribution AAI tables listed below: 4122, 4124, 4134, 4136, 4220, 4240 and 4310.

Setting Up the Workday Calendar

You set up and maintain workday calendars by calendar type. You can set up calendars for your depot, branch/plant, route code, carrier, or customers. The system uses these calendars when calculating promised shipment and delivery dates.

To calculate the promised shipment date, the system compares the workday calendars of the route, carrier, and branch/plant to find a common workday. To calculate the promised delivery date, the system compares the workday calendars of the customer, carrier, and branch/plant to find a common workday.

For example, you might set up a calendar specifically for a depot, in which you record the days that the depot is closed, such as weekends, holidays, or planned shutdowns. When the dispatcher builds shipments and loads, the system uses the information that you set up in the work day calendar to track valid workdays. If a delivery is scheduled to arrive on a weekend, the system updates the date to the next workday.

► To add a work day calendar

Use one of the following navigations:

For the Accounts Payable and Accounts Receivable systems, choose Work Day Calendar from the Payment Terms Revisions menu (G00141).

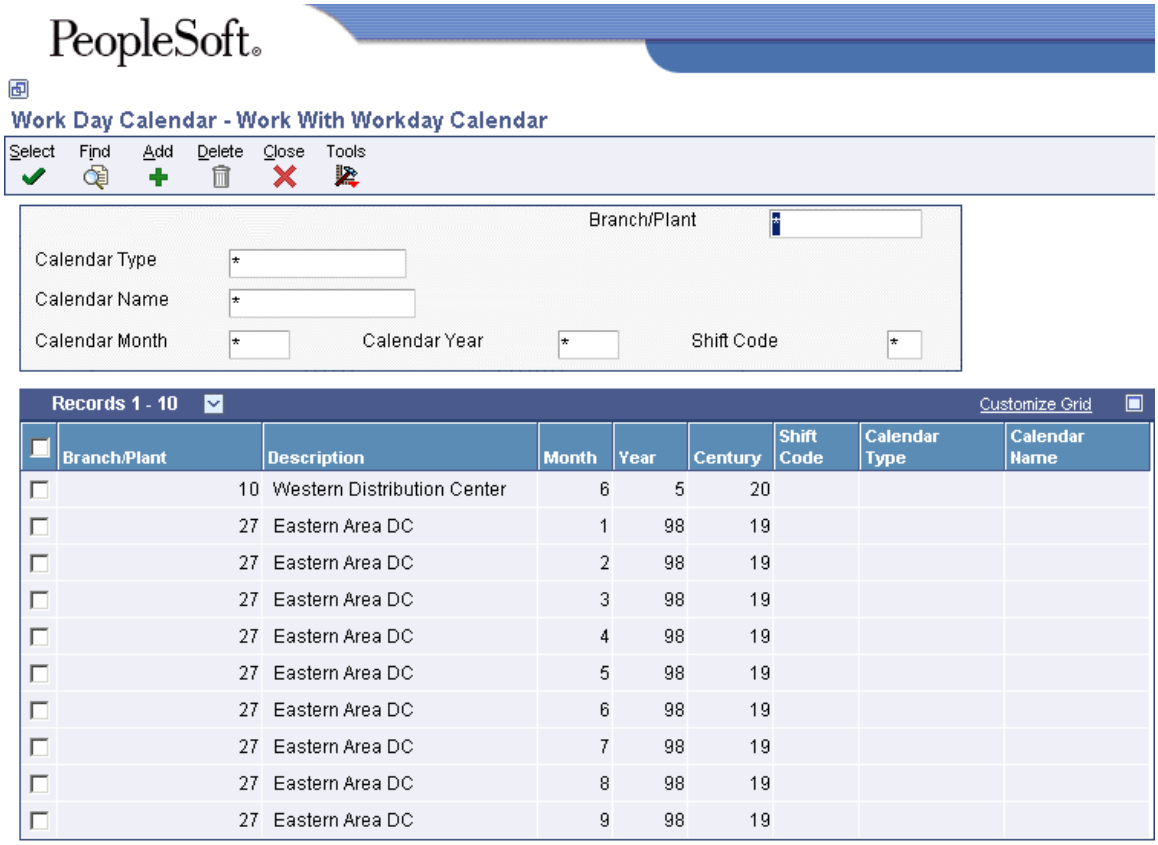
For the Capital Asset Management system, choose Work Day Calendar from the Planning Setup menu (G1346).

For the Transportation Management system, choose Work Day Calendar from the Transportation Setup menu (G4941).

For the Shop Floor Management system, choose Shop Floor Calendar from the Shop Floor Management Setup menu (G3141).

For the Product Data Management system, choose Shop Floor Calendar from the Product Data Management Setup menu (G3041).

The Work With Workday Calendar form appears, displaying all of the calendars that have been set up.



1. To add a new calendar, on Work With Workday Calendar, complete the following required fields:

   - Branch/Plant

     With the exception of ALL, which is a hard-coded value for this program, the branch/plant that you assign must exist in the Business Unit Master table (F0006).

   - Calendar Year
   - Calendar Month

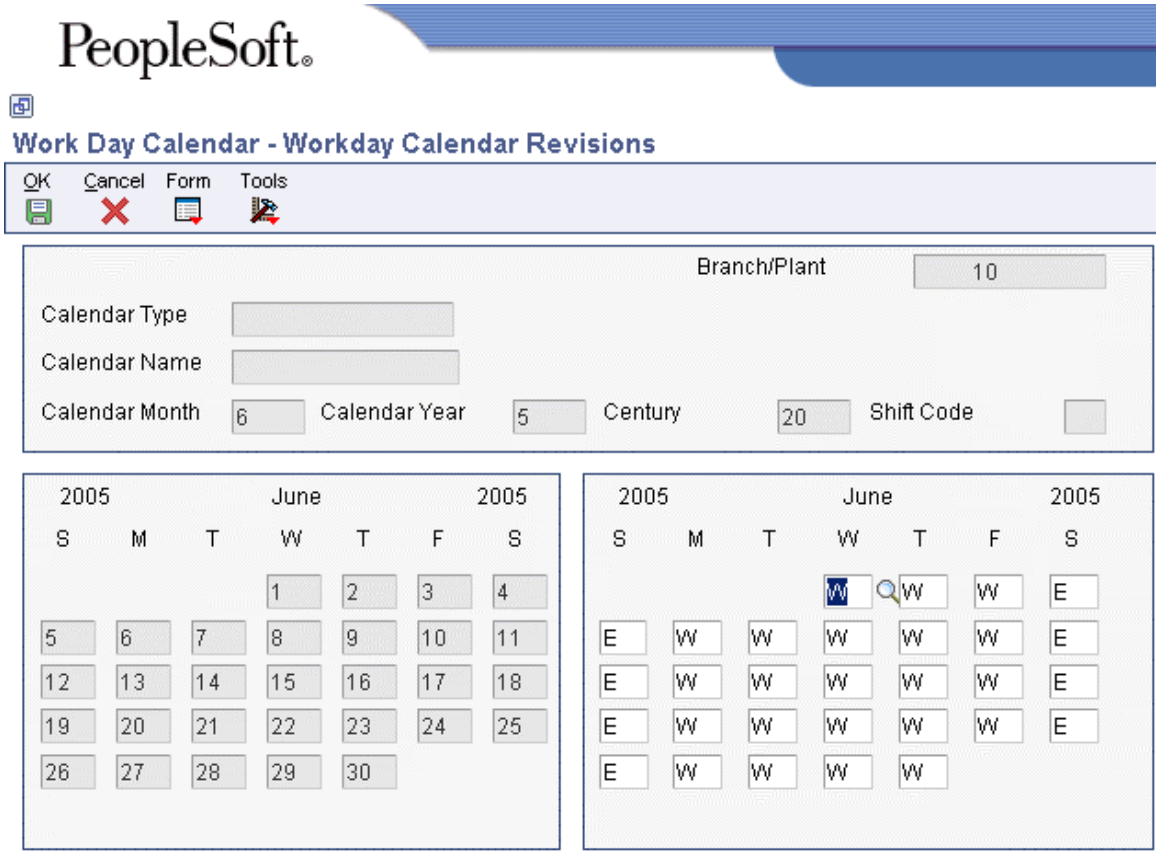
2. Complete the following optional fields to specify unique calendars for the same branch/plant:

   - Calendar Type
   - Calendar Name
   - Shift Code

     If you enter a value in the Calendar Name field, you must enter a shift code.

3. Click Add.

   The Workday Calendar Revisions form appears, displaying two calendars for the month and year. The calendar on the left shows the numerical days, and the one on the right shows the work days and nonworking days.



4. On Workday Calendar Revisions, change the default values as necessary for each day of the week and click OK.

   The types of days that you can specify are in UDC 00/TD. With the exception of W, which is hard-coded as a work day, all other values specified are nonworking days. Examples of the type of day that you can specify on the calendar are:

   - W (workday)
   - E (weekend)
   - H (holiday)
   - S (shut-down)

► To copy a workday calendar

Use one of the following navigations:

For the Accounts Payable and Accounts Receivable systems, choose Work Day Calendar from the Payment Terms Revisions menu (G00141).

For the Enterprise Asset Management system, choose Work Day Calendar from the Planning Setup menu (G1346).

For the Transportation Management system, choose Work Day Calendar from the Transportation Setup menu (G4941).

For the Shop Floor Management system, choose Shop Floor Calendar from the Shop Floor Management Setup menu (G3141).

For the Product Data Management system, choose Shop Floor Calendar from the Product Data Management Setup menu (G3041).

The Work With Workday Calendar form appears, displaying all calendars that have been set up.

1. On Work With Workday Calendar, choose the calendar that you want to copy and click Select.
2. On Workday Calendar Revisions, click Copy from the toolbar.
3. Complete the following required field to create a new calendar:

   - Branch/Plant

     With the exception of ALL, which is a hard-coded value for this program, the branch/plant that you assign must exist in the Business Unit Master table (F0006).

4. Complete the following optional fields to specify unique calendars for the same branch/plant:

   - Calendar Name
   - Calendar Type
   - Shift Code

     If you enter a value in the Calendar Name field, you must enter a shift code.

5. Change the default values as necessary for each day of the week and click OK.

   The types of days that you can specify are in UDC 00/TD. With the exception of W, which is hard coded as a workday, all other values specified are nonworking days. Examples of the type of day that you can specify on the calendar are:

   - W (workday)
   - E (weekend)
   - H (holiday)
   - S (shut-down)

Processing Options for Workday Calendar (P00071)

Interop

1. Enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.

Type - Transaction

2. Enter a '1' to write before images for outbound change transactions. If left blank, only after images will be written.

Before Image Processing

Understanding User Defined Codes

Many fields throughout the Transportation Management system require user defined codes. You can customize fields in your system by setting up user defined codes to meet the needs of your organization.

User defined codes allow you to establish and maintain a table that defines valid codes for various types of information. Codes are categorized by system and code type.

The Transportation Management system uses the following user defined codes:

Shipment Status (41/SS)	Defines the different statuses that a shipment goes through as it is processed by the Transportation Management system.
Shipping Document/Line Types (49/SD)	Defines the document types from other systems, such as Sales Order Management, that result in the creation of shipments.
Freight Classification (49/BE)	Classifies the various types of freight as established by the National Motor Freight Classification (NMFC) book.
Freight Commodity Code (49/BF)	Classifies the attributes of an item or commodity as specified in the NMFC commodity codes.
Option/Equipment (49/BG)	Defines all of the options and equipment used for shipments and loads, such as Saturday delivery or hoses required on a truck.
Shipment Status Codes (49/BH)	Defines the tracking requirements of a shipment. Specifically, this code records the status of a shipment as it is in transit.
Shipment Status Reason (49/BJ)	Defines the reason for the status code of a shipment.
Freight Rate Schedule (49/BK)	Defines the freight rate schedules used in routing and linking to specific rates.
Freight Charge Code (49/BL)	Lists the charge codes used for determining freight costs for carriers or private fleets.
Shipment Tracking Type (49/BS)	Defines the type of tracking that a shipment uses for a specific carrier or private fleet. This code does not affect any fields in the system. It is informational only.
Preference Criteria (49/BU)	Defines international shipping information specific to imports and exports. This code is informational only.
Producer of Goods (49/BV)	Defines international shipping information for non-hazardous goods specific to imports and exports. This code is informational only.
Domestic/Foreign Commodity (49/BW)	Defines a commodity as either domestic or foreign.

Hazard Class or Division (49/BX)	Defines the various hazardous classes used in transporting items.
Packaging Group (49/BY)	Defines whether the items being packaged are dangerous.
Subsidiary Risk (49/BZ)	Defines the risks associated with hazardous materials such as gasoline or corrosives for a shipment or load.
Packaging Instructions (49/CB)	Defines the packaging instructions for hazardous liquids or corrosives.
Hazard Label (49/CC)	Lists the color labels used for transporting hazardous materials.
Routing Rule (49/CL)	Defines the routing rules to use for the routing hierarchy.

In addition, you need to define the user defined codes (00/DT) for the various document types and the user defined codes (00/TD) for the work days that are used by the system.

See Also

- *Customizing User Defined Codes* in the *Foundation Guide*

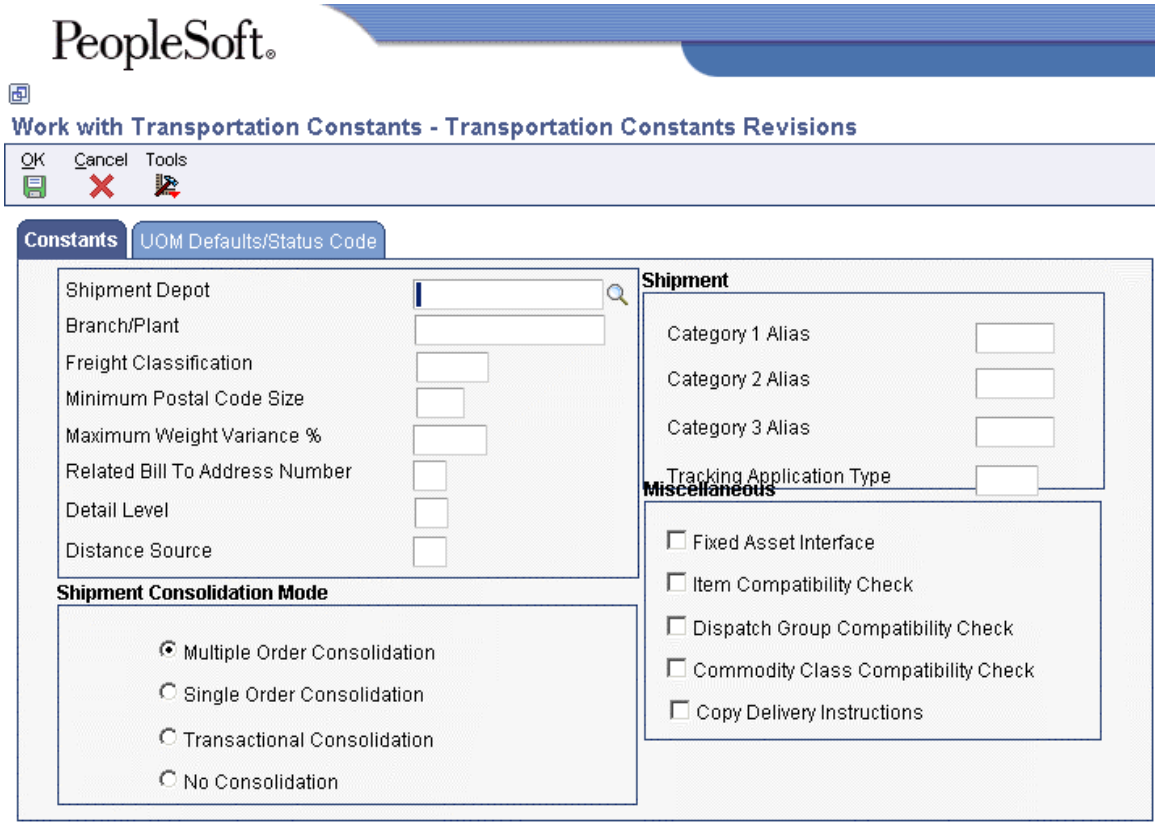
Setting Up Transportation Constants

You use transportation constants to identify branch/plants as depots in your organization and to set up default information throughout the system. You also set up default information for your depots in categories ranging from freight classification and shipment status codes to shipment consolidation options and units of measure. These constants provide the information necessary to create and process shipments and loads.

► To set up transportation constants

From the Transportation Setup menu (G4941), choose Work With Transportation Constants.

1. On Work With Transportation Constants, click Add.



2. On Transportation Constants Revisions, click the Constants tab and complete the following fields:

   - Shipment Depot

     If a specific depot is not defined as a default, the system retrieves default information for depot ALL.

   - Branch/Plant
   - Freight Classification
   - Minimum Postal Code Size
   - Maximum Weight Variance %
   - Related Bill To Address Number
   - Detail Level
   - Distance Source

3. In the Shipment section, complete the following fields:

   - Category 1 Alias
   - Category 2 Alias
   - Category 3 Alias
   - Tracking Application Type

4. In the Shipment Consolidation Mode section, choose one of the following options:
    - Multiple Order Consolidation
    - Single Order Consolidation
    - Transactional Consolidation
    - No Consolidation
5. In the Miscellaneous section, choose any of the following options:
    - Fixed Asset Interface
    - Item Compatibility Check
    - Dispatch Group Compatibility Check
    - Commodity Class Compatibility Check
    - Copy Delivery Instructions
6. Click the UOM Defaults/Status Code tab, complete the following optional fields, and click OK:
    - Weight
    - Cubes
    - Linear
    - Volume
    - Maximum Piece Weight
    - Maximum Piece Volume
    - Pending Shipment Status
    - Approved Shipment Status
    - Confirmed Shipment Status
    - Hold Shipment Status
    - Approved Load Status
    - Confirmed Load Status

Setting Up Load Constants

Load constants define the default information used for load types and load next numbers. These constants include various control codes that the system uses to process loads.

Setting Up Load Types

You set up load types to define the specific characteristics of each type of load that you use in your day-to-day processes. For example, you can define whether a specific load type requires the following:

- In-transit inventory tracking
- Compartments (for bulk loads)
- Multiple loading points

► To set up load types

From the Transportation Setup menu (G4941), choose Work With Load Types.

1. On Work with Load Types, click Add.
2. On Load Type Revisions, complete the following fields:
   - Load Type
   - Dispatch Type
3. Choose any of the following options and click OK:
   - Compartment Level Assignment
   - Load Confirm Actuals
   - Adjust Sales Lines
   - Track In-Transit Inventory
   - Disposition In-transit Inventory
   - Left-on-Board Disposition Allowed
   - Pre-load Quantities Allowed
   - Multiple Pickup Allowed

Setting Up Load Next Numbers

The system stores next numbers for loads at the planning depot level. A planning depot can be a centralized planning and scheduling organization or the originating depot of a load.

► To set up load next numbers

From the Transportation Setup menu (G4941), choose Work with Load Next Numbers.

1. On Work with Load Next Numbers, click Add.
2. On Load Next Numbers Revision, complete the following fields, and then click OK:
   - Planning Depot
   - Next Number

Setting Up Mode of Transport Constants

Use the Mode of Transport Constants program (P49004) to define all of the default information for the modes of transportation that you use. The mode of transport constants can vary by depot. You can set up information for your depot that includes default vehicle type and default load type.

Use the Mode of Transport Constants to define information used to maintain the various modes such as truck or rail. Row menu options allow you to review routing entries and routing restrictions. The mode of transport constants also control system processing that is unique to a particular mode.

See Also

- *Setting Up Routing Entries* in the *Transportation Management Guide* for the routing entry instructions
- *Setting Up Vehicle Information* in the *Transportation Management Guide* for more information about the specific vehicles that you set up with the mode of transport default information
- *Setting Up Load Constants* in the *Transportation Management Guide* for more information about default load information

► To set up mode of transport constants

From the Transportation Setup menu (G4941), choose Work with Modes.

1. On Work with Mode of Transport Constants, click Add.
2. On Mode of Transport Constants Revisions, complete the following required fields:
   - Branch/Plant
   - Default Load Type
   - Compartment Flag
   - Job Type
3. Complete any of the following optional fields:
   - Mode of Transport
   - Default Vehicle Type
   - Lead Days
   - G/L Offset
   - Operator Registration/License Type
   - Vehicle Registration/License Type
4. Choose any of the following options:
   - Gantry/Load Rack Flag
   - Automated Gantry Loading Note
5. If you use an automated gantry, complete the following optional field and click OK:
   - Process Control System ID

Item Setup

To increase the efficiency of your transportation system, you can set up your items with specific shipping information. By setting up this information, you can avoid any potential problems with incompatible items or items that might be shipped incorrectly. For example, if you have a product that cannot be loaded onto a shipment with another product, you can set up each item to identify the product mixes that are not compatible.

Setting Up Incompatible Items

You set up incompatible items at the item level in the system. If two or more items are hazardous when mixed, then the system does not allow those items on a shipment or load. The mixing type determines whether the items are incompatible on a load or shipment or whether the items are in a prohibited load sequence.

Prerequisite

- Set up items in the Item Master table (F4101).

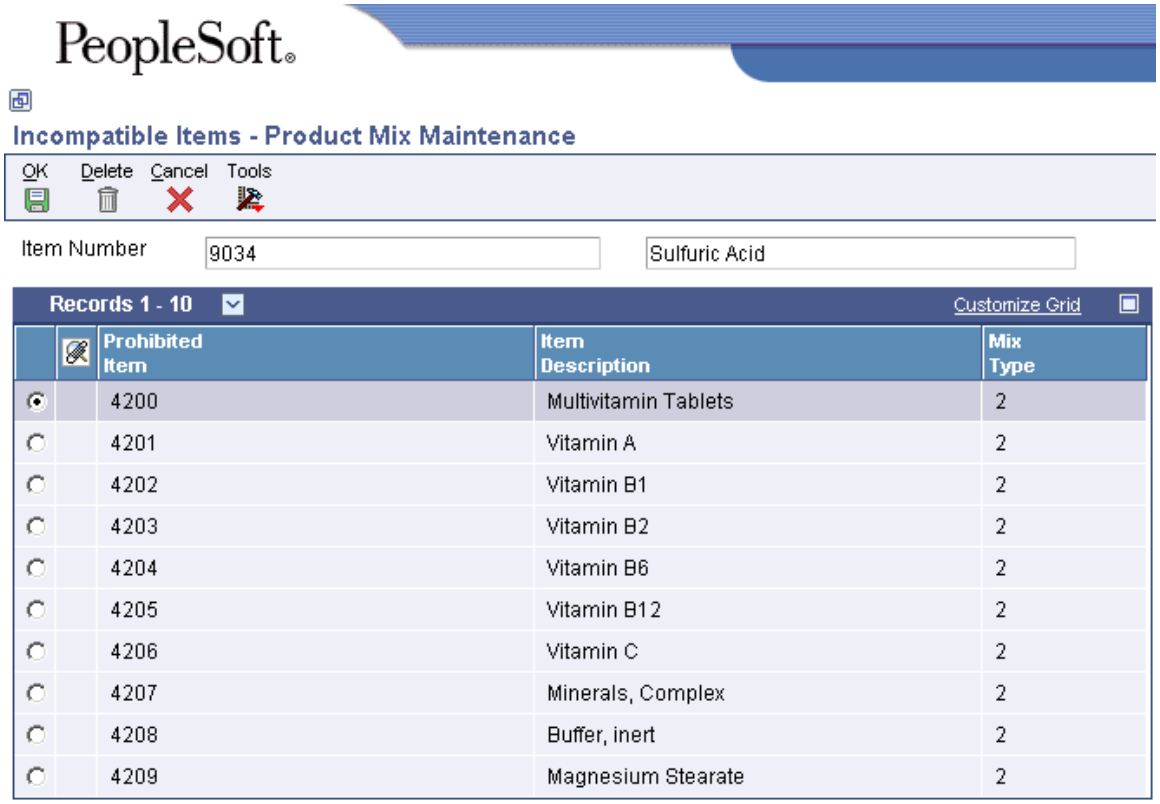
See Also

- *Entering Item Master Information* in the *Inventory Management Guide*.

▶ To set up incompatible items

From the Transportation Setup menu (G4941), choose Incompatible Items.

1. On Work With Item Master Browse, click Find.
2. Choose the item for which you want to set up incompatibility.
3. Choose Product Mix from the Row menu.



4. On Product Mix Maintenance, complete the following fields and click OK:
   - Prohibited Item
   - Mix Type

Setting Up Item Shipping Information

Item shipping information extends the item master information found in the Inventory Management system. You use Item Master (P4101) to set up specific item requirements that might need to be evaluated during shipping, such as freight classification, commodity codes, hazardous materials information, and export information.

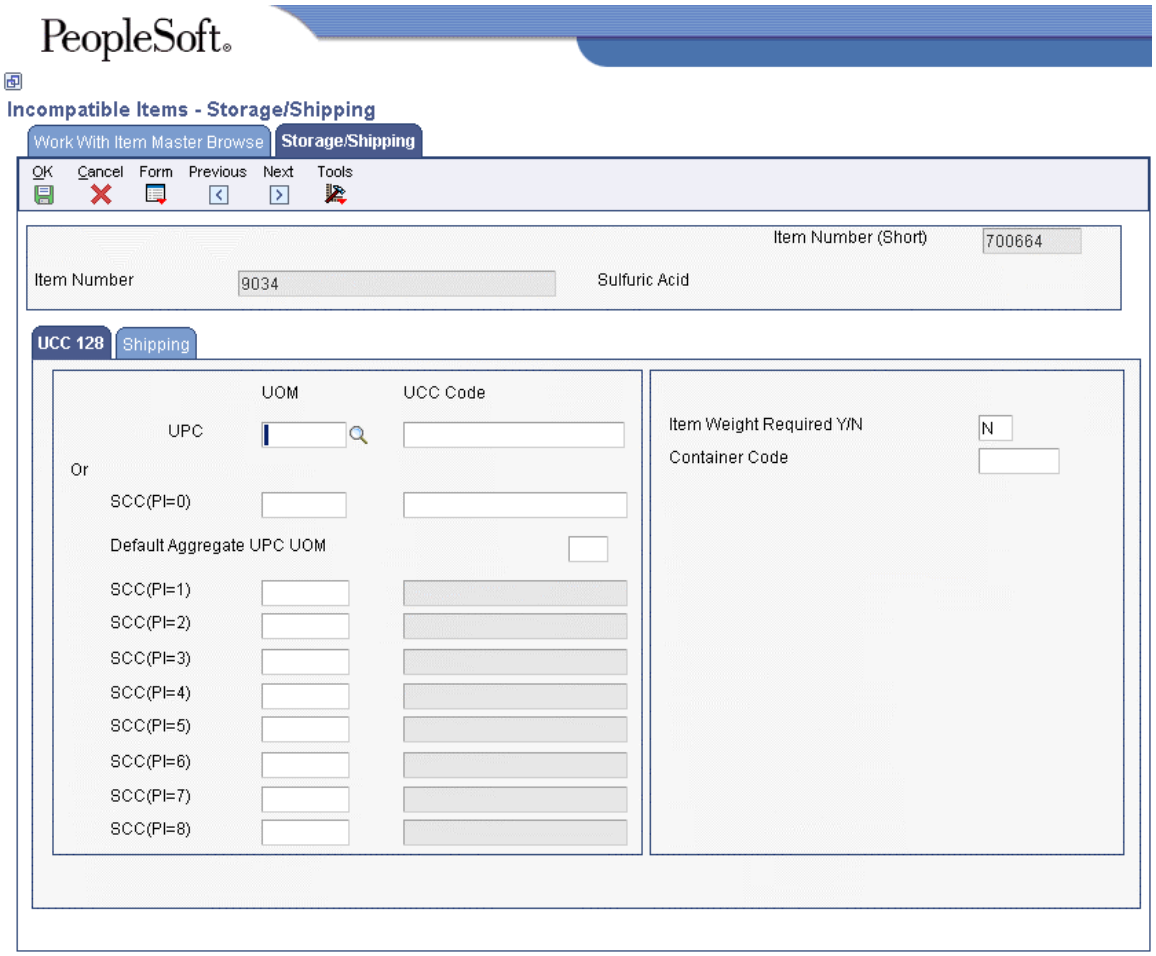
Prerequisite

- ❑ Set up items in the Item Master table. See *Entering Item Master Information* in the *Inventory Management Guide*.

▶ To set up item shipping information

From the Transportation Setup menu (G4941), choose Item Shipping Information.

1. On Work With Item Master Browse, click Find.
2. Choose the item for which you want to set up item shipping information.
3. Choose Storage/Shipping from the Row menu.



4. On Storage/Shipping, click the Shipping tab and complete the following fields:
   - Freight Classification (NMFC)
   - NMFC Item Number
   - Std Transportation Comm Code
   - Freight Category Code 1
   - Freight Category Code 2
5. To enter export information, complete the following fields:
   - Harmonized Shipping Code
   - Producer of Goods
   - Preference Criteria
   - Export Control Commodity Number
   - Domestic/Foreign Commodity
6. To enter information about hazardous materials, complete the following fields and click OK:
   - UN or NA Number
   - Hazard Class
   - Hazard Label
   - Flash Point

- Temperature Type
- Packaging Group
- Packaging Instructions
- Subsidiary Risk

Processing Options for Item Master (P4101)

Defaults Tab

These processing options define the default information that the system uses, such as unit of measure.

---

1. Primary Unit of Measure

Blank = EA

Use this processing option to identify the primary unit of measure that the system uses. If you leave this processing option blank, the system uses EA (each).

2. Weight Unit of Measure

Blank = LB

Use this processing option to identify the unit of measure for weight that the system uses. If you leave this processing option blank, the system uses LB (pounds).

3. Volume Unit of Measure

Blank = GA

4. Template

Blank = None

Process Tab

These processing options allow you to specify the effective from and thru dates that the system uses in the Item Notes table and whether the system displays certain forms when you add or change information on the Item Master Revisions form.

---

1. Notes From Date

Blank = System Date

Use this processing option to specify the "effective from" date that the system uses in the Print Messages table (F4016). If you leave this processing option blank, the system uses the system date.

2. Notes Thru Date

Blank = Last day of default century

Use this processing option to specify the "effective through" date that the system uses in the Print Messages table (F4016). If you leave this processing option blank, the system uses the last day of the default century.

3. Category Codes

Blank = Do not display screen

1 = Display screen

Use this processing option to specify whether the system displays the Category Codes form when you add or change information on the Item Master Revisions form. Valid values are:

Blank

Do not display the form.

1

Display the form.

4. Additional System Information

Blank = Do not display screen

1 = Display screen

Use this processing option to indicate whether the system displays the Additional System Information form when you add or change information on the Item Master Revisions form. Valid values are:

Blank

Do not display the form.

1

Display the form.

5. Storage/Shipping

Blank = Do not display screen

1 = Display screen

Use this processing option to specify whether the system displays the Storage/Shipping form when you add or change information on the Item Master Revisions form. Valid values are:

Blank

Do not display the form.

1
Display the form.

6. Cost Revisions (Conditional)

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the system displays the Cost Revisions form when you add or change information on the Item Master Revisions form. Valid values are:

Blank
Do not display the form.

1
Display the form.

Note that in order for the system to display the Cost Revisions form, you must also set the value for the Inventory Cost Level field to 1 on the Item Master Revisions form.

7. Price Revisions (Conditional)

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the system displays the Price Revisions form when you add or change information on the Item Master Revisions form. Valid values are:

Blank
Do not display the form.

1
Display the form.

Note that in order for the system to display the Price Revisions form, you must also set the value for the Sales Price Level field to one on the Item Master Revisions form.

8. Unit Of Measure Conversions (Conditional)

Blank = Do not display screen
1 = Display screen

Use this processing option to specify whether the system displays the Unit of Measure form when you add or change information, and when the system performs the unit of

measure conversations at the item level. Valid values are:

Blank
The system does not display the Unit of Measure form.

1
The system displays the Unit of Measure form.

9. Item Branch

Blank = Do not display Item Branch screens
1 = Display Item Branch and return to Item Master
2 = Display and remain on Item Branch

Use this processing option to specify whether the system displays the Item Branch form when you add or change information on the Item Master Revisions form. Valid values are:

Blank
Do not display the Item Branch form.

1
Display the Item Branch form, but return to the Item Master form.

2
Display and remain on the Item Branch form.

10. Attachments

Blank = Display the Internal Attachments
1 = Display Item Notes

Use this processing option to specify whether the system displays the Item Notes form when you select a media object on the Work With Item Master Browse form. Valid values are:

Blank
Display only the internal attachments.

1
Display the Item Notes form.

11. Use Templates

Blank = Do not use Templates
1 = Use Templates

Use this processing option to specify whether you want to use templates for segmented items. Valid values are:

Blank
Do not use templates.

1
Use templates.

Workflow Tab

This processing option allows you to specify whether to activate workflow and whether users are allowed to add or change information.

1. Workflow (OBSOLETE)

Blank = Do not activate Workflow
1 = Adds
2 = Changes
3 = Adds and Changes

For future use.
Please refer to Electronic Signatures in the Auditing Administration Guide, including 21 CFR Part 11 Administration, for more information.

2. Allow Changes (Restart Workflow) (OBSOLETE)

Blank = Do not allow additional changes
1 = Allow a record change and restart Workflow

For future use.

Please refer to Electronic Signatures in the Auditing Administration Guide, including 21 CFR Part 11 Administration, for more information.

3. Log as History Record (OBSOLETE)

Blank = Do not log item as a history record
1 = Log all additions and changes as history records

For future use.

Please refer to Electronic Signatures in the Auditing Administration Guide, including 21 CFR Part 11 Administration, for more information.

Global Update Tab

This processing option allows you to update changes made to the second or third item numbers to records in selected tables.

---

1. Transfer Changes

1 = Transfer changes to 2nd and 3rd item numbers

2 = Transfer changes to 2nd and 3rd item numbers in selected files

Use this processing option to specify which tables that the system updates when you have made changes to item numbers in the item branch records. You use the UDC 40/IC to compile the list of tables. Valid values are:

Blank

The system does not update any tables.

1

The system updates only those tables that contain item branch information with changes to the second and third item numbers.

2

The system updates only selected tables that contain item branch information with changes to the second and third item numbers.

Versions Tab

These processing options allow you to specify the versions for various programs that you access from the Item Master program. Versions control how the system processes and displays information. Therefore, you might need to set the processing options to meet your specific needs.

---

1. Item Availability (P41202)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Item Availability program (P41202). If you leave this processing option blank, the system uses version ZJDE0001.

2. Item Branch (P41026)

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Item Branch program (P41026). If you leave this option blank, the system uses version ZJDE0001.

3. Cost Revisions (P4105)

Blank = ZJDE0001

Use this processing option to specify which version that the system uses when you access the Cost Revisions program (P4105). If you leave this processing option blank, the system uses version ZJDE0001.

4. Segmented Item Availability (P41206)

Blank = ZJDE0001

Use this processing option to specify which version that the system uses when you access the Segmented Item Availability program (P41206). If you leave this processing option blank, the system uses version ZJDE0001.

Interop Tab

These processing options allow you to specify whether the system performs outbound interoperability processing and whether the system creates a record of a transaction prior to changes to the transaction.

1. Transaction Type

Blank = No outbound interoperability processing

Use this processing option to define the type of document for which you want the system to search.

The transaction type is a user defined code (00/TT) that identifies the type of transaction, such as an invoice or a sales order. You can either enter the transaction type or choose it from the Select User Define Code form. The system uses the transaction type as the default.

Note that if you leave this processing option blank, the system does not perform export processing.

2. Before/After Image Processing

Blank = Write only the after image

1 = Write the before and after image

Use this processing option to specify whether the system creates a record of a transaction after the transaction is changed, or whether the system creates records of a transaction before and after a transaction is changed. Valid values are:

Blank

Create a record of a transaction after changes.

1
Create two records: one record before changes and one record after changes.

Shipment Tracking Number Setup

You can customize the tracking numbers that the Transportation Management system automatically assigns to pieces that you create in the Warehouse Management system after you have reorganizing the contents of a shipment, which you do after the carton has been picked but before shipping. A shipment piece can be a pallet, box, crate, some other shipping container, or an item. The tracking number that the system assigns to each piece enables you to know exactly where each shipped piece is located (both physically and in the system).

Setting Up Shipment Tracking Numbers

The Tracking Number Generation Setup program (P49005) automatically generates shipment tracking numbers for pieces that have been automatically generated by the Carton Reorganization program (P4620) in the Warehouse Management system. For example, you use the Carton Reorganization program to create a new pallet in a shipment and move cartons in the shipment onto the new pallet. If you have set the appropriate processing option in the Carton Reorganization program, the system automatically designates the new pallet as a piece in the Transportation Management system and records the information in the Shipment Pieces table (F4943).

Using the Tracking Number Generation Setup program, you can define or modify the tracking number structure that the system uses when assigning tracking numbers to pieces. Before you define the tracking number structure, you must use the Tracking Segment Next Number Setup program (P490052) to set up tracking segment next numbers, which enable you to customize the tracking number structure by carrier. The system uses next numbers to assign numbers to each segment of the shipment tracking number.

Next, you define the tracking number's structure by using the Tracking Number Generation Setup program. The structure consists of two components:

- Segments
- Separators

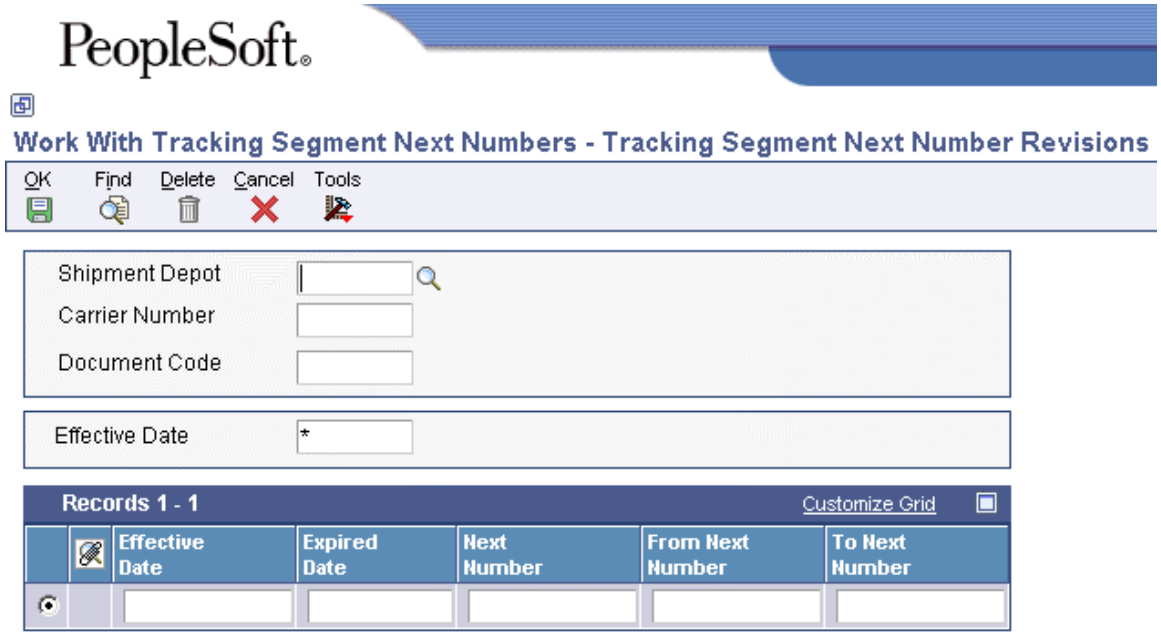
Segments are individual parts of a tracking number. The tracking number can contain a maximum of 30 characters. Each segment might represent a set of information that is specific to the piece that you are tracking. For example, one segment might contain carrier information while another segment contains mode of transport information.

Separators are user-defined characters, such as a dash (-) or a blank space, that signify the end of one segment and the beginning of the next segment. The system does not count the separators as part of the 30-character limit for the tracking number. When you define a separator, you can only use one character. You also specify the location in the tracking number where the system inserts the separator. For example, assume that you have a tracking number that contains a total of eight numbers with two separators. You might specify that the system insert the first separator after the third number and the second separator after the fifth number (123-45-678).

► To define next numbers for tracking number segments

From the Carrier Setup menu (G49414), choose Work With Tracking Segment Next Numbers.

1. On Work With Tracking Segment Next Number, click Add.



2. On Tracking Segment Next Number Revisions, complete any or all of the following fields in the header portion:

   - Shipment Depot
   - Carrier Number
   - Document Code

3. In the detail area, complete the following fields:

   - Effective Date
   - Effective Date
   - Next Number
   - From Next Number
   - To Next Number

4. Repeat the procedure for all next numbers that you want to define and click OK when you are finished.

► To define tracking number segments

From the Carrier Setup menu (G49414), choose Work With Generating Tracking Numbers.

1. On Work With Generating Tracking Numbers, click Add.
2. On Tracking Number Segment Revisions, enter the carrier in the following field:

   - Carrier Number

3. Define the first segment of the tracking number by completing the following fields:

   - Mode Of Transport
   - Document Code
   - Sequence Number
   - Tracking Segment Length

4. Choose any of the following options, complete the associated fields, and click OK:

   - Hard Coded
   - Lookup Type
   - UDC Table
   - Next Number
   - Check Digit
   - External Function

5. Repeat this procedure for each segment of the tracking number.

   After you have defined each segment of the tracking number, you can define separators.

► To define separators

From the Carrier Setup menu (G49414), choose Work With Generating Tracking Numbers.

1. On Work With Generating Tracking Numbers, narrow the information for which the system searches by completing any or all of the following fields, and then click Find:

   - Carrier Number
   - Mode of Transport
   - Document Code

2. From the Row menu, choose Separators.
3. On Tracking Segment Revisions, complete the following fields:

   - Sequence No.
   - Separator Location
   - Separator Value

4. Repeat this procedure for all separators that you want to define and click OK when you are finished.

Carrier Setup

Carrier setup is the process of creating a carrier profile. You must enter information about each carrier with which you do business. The system uses the information in the carrier profile to route and rate shipments and loads.

To create carrier profiles, you must first create an entry in the Address Book system for each carrier that you use. You enter basic business information for each carrier, such as address, telephone number, and fax number. The Transportation Management system uses this information as the basis for the carrier profile and then allows you to add more specific information to the basic profile. To complete the profile, you enter additional information in the carrier master, and then apply the routes and rates, based on the services offered.

Setting Up Carriers

You must enter profile information about each carrier that your organization uses. After you enter basic carrier information, such as address or phone number, into the Address Book system, you set up additional information in the carrier profile, such as licenses or registrations, about each carrier that you use.

Prerequisite

- Set up carriers in the Address Book system. See *Creating and Updating Address Book Records* in the *Address Book Guide*.

Setting Up Carrier Master Information

When you set up carrier master information using the Carrier Master program (P4906), you define specific information about the carriers that provide your transportation services, such as performance rating and tracking information.

You can track shipment or load information for each of your deliveries. You set up the default tracking in Transportation Management for carriers that track shipments via the internet. To set up automatic tracking functions, you need to create a business function for each type of tracking system that you intend to use. After you set up tracking information, you can access it from the carrier via the telephone, the Internet, or any other method that your carrier provides for tracking.

Note

You can track a shipment or load over the internet only if your carrier provides this service.

See Also

- *Tracking Shipments* in the *Transportation Management Guide* for information about how to set up your carriers when you want to track shipments

► **To set up carrier master information**

From the Carrier Setup menu (G49414), choose Work with Carriers.

1. On Work with Carrier Master, click Add.
2. On Carrier Master Revisions, complete the following fields:
    - Carrier Number
    - SCAC
    - Dimensional Weight Factor
    - Performance Rating
    - Shipment Tracking Type
    - Reference Number Qualifier 1
    - Reference Number Qualifier 2
    - Shipment Tracking Business Function
3. Choose any of the following options and click OK:
    - Auto Pay
    - Route Selection Allowed
    - Payable Freight Detail

Setting Up License and Registration Information

You receive license and registration information after you pay a fee to a state or federal government for the ability to operate a vehicle legally within a certain area. You should record license information to keep current with the licenses you have paid for. After you set up carrier master information, you can set up license information for each carrier.

► **To set up license and registration information**

From the Carrier Setup menu (G49414), choose Work with Carriers.

1. On Work with Carrier Master, click Find.
2. Choose a carrier and then choose License Maintenance from the Row menu.
3. On License Revisions, complete the following fields and click OK:
    - Registration/ License Nbr
    - RL Ty
    - Issuing Agency
    - Ctry
    - Effective Date
    - Expired Date
    - M T
    - Print Message

Rate Setup

A rate determines the cost of shipping product to various locations and the amount that you charge your customers for freight. A rate definition specifies the following:

- The basis for the rate such as a weight, cubes, or distance value
- The structure for the rate such as a single flat rate, a one-dimensional look-up rate, or a two-dimensional look up rate
- Whether the rate results in a billable or payable charge
- Other information necessary to calculate a specific rate charge such as whether discounts apply

The cost to ship your products is called payable freight. The amount that you bill your customers for freight is called billable freight.

The Transportation Management system allows you to set up rate types, including simple rates and look-up rates. A simple rate is a flat amount or unit amount that is multiplied by weight, volume, or some other factor to calculate the charge. A look-up rate is similar to a simple rate, but the system looks up the flat amount or unit amount in a table, and bases the rate on weight, volume, or some other factor.

The Transportation Management system also allows you to use standard industry rating methods, such as:

Clipped rates	These rates are determined based on the value or weight of items. Clipped rates are used primarily for insurance purposes.
Look-ahead rates	Also called Deficit Weight Rates. These rates find the next weight break above the actual weight. The system calculates look-ahead rates based on the minimum weight or volume in the break. The system then uses the lesser of the two rates. You must have the rate basis set up for weight or volume to use look-ahead rates.
Accessorial charges	These rates are additional charges, such as charges for an inside delivery or a Saturday delivery, added onto an already existing rate charge.

You can apply a charge at the shipment, piece, or detail level. For example, if a charge is based on the weight of the whole shipment, the system calculates the charge and applies it at the shipment level. If a charge is applied at the piece level, the system calculates the charge once for each shipment piece, using the weight of the piece. Then, the system adds all of the charges for the pieces to determine a total charge.

A rate schedule contains a list of all rate calculations which must be performed to calculate the correct freight charge. For example, you can set up a rate schedule that includes the basic transportation charge, which is based on weight and accessorial charges. The system calculates rate charges in the sequence specified in the rate schedule.

When you enter a purchase order or credit sales order (customer return), you can route and rate the resulting shipment. Based on your business process, you can set up rates and rate schedules that the system uses for inbound shipments; however, you do not have to set up specific routes for inbound shipments. You can use outbound routes that are defined in the routing table for inbound shipments. The system only rates an inbound shipment when the freight terms are payable.

Prerequisite

- Set up carriers in the Carrier Master table. See *Setting Up Carrier Master Information* in the *Transportation Management Guide*.

Setting Up Rates and Definitions

You set up rate definitions according to how your carriers charge you for freight, how you incur costs for a private fleet, and how you bill your customers for freight. The system allows you to set up a variety of different rates to suit your transportation needs. After your rates have been defined, you assign them to a rate schedule. The rate schedule applies your rates to a specific route.

To set up your rates, you first determine whether the rate is billable, payable, or both. For example, you determine if your rate is billable to the customer, payable to a carrier as part of your freight costs, or a combination of both.

You can define each rate with a rate type of a fixed amount, unit amount, stored within a specific route, prorated amount, or an external business function.

You can apply rates based on the shipment, the load, or the weight of each piece that makes up the shipment or load.

You must often calculate the rate based on an attribute of a shipment, such as weight. For example, the per pound rate might vary according to the total weight of the shipment. The system retrieves a rate amount based on a user-defined variable, such as weight. You define parameters, such as weight breaks, in look-up types. Then you must set rate amounts for each break in the rate tables.

The system rates inbound shipments the same way that it rates outbound shipments. However, for inbound shipments, the system only calculates collect freight charges. Rating setup allows you to specify whether a rate is inbound, outbound, or both. When a shipment is routed, the system uses outbound or both rate details to calculate freight charges. For inbound shipments with a defined inbound rate schedule, the routing process then exchanges the origin and destination information, and chooses any routing entries that meet the exchanged origin and destination information. When the route is rated, the system only uses the rate details in the rate schedule defined as inbound or both.

Understanding Rate Types

A rate type is a unit amount that is multiplied by the weight, volume, or other factor to calculate the total charge. The multiplier is referred to as the rate basis. Each rate has a rate type that defines the rate. Each rate type must also specify the level at which a rate is applied. A rate can be applied at the shipment or load level, detail level, or piece level. The system provides the following rate types:

Unit amount	The amount charged specified by the rate basis. Depending on the rate basis, a unit of measure might also be required. For example, if the rate basis is weight, then the unit of measure must be specified.
Fixed amount	The amount charged regardless of weight or volume. For example, a parcel carrier charges a flat rate for a package. In this case, no rate basis is required.
Prorated amount	An amount that calculates one or more billable charges by prorating a payable charge based on volume or weight.

Understanding Rate Levels

After you define the rate type, the system further defines the rate levels. The system provides the following three levels of rates:

Shipment level	The system calculates the rate for the entire shipment regardless of whether separate items exist within that shipment. If the rate is based on weight, the weight of the shipment or load is used to calculate the charge.
Piece level	At the piece level, the system calculates the rates for each piece within a shipment and then adds those rates for a total freight charge. This rate level is typical for parcel rating in which one freight charge is calculated for each box or container in the shipment.
Detail level	The detail level rates the shipment details according to a common attribute, such as a freight classification code. When the system calculates a rate at the detail level, the charge is calculated once for each freight classification, dispatch group, category 1 code, or category 2 code that occurs on the shipment or load. The detail level specifies which of these attributes the system uses. If the rate is based on weight, the weights of all shipment detail records having the same attribute are used to calculate the charge. For example, a detail rate for freight classification results in all items of class 55 being rated at one price, then all items for class 60 being rated at another price, and so forth. One freight charge is calculated and recorded for each freight classification on the shipment.

Setting Up Charge Codes

Use a charge code to group similar freight charges together for accounting and tax purposes. In the case of billable charges, the charge code description appears on the customer invoice. A rate can have a charge code for billable charges and a different charge code for payable charges. A rate can also have charge code that is both billable and payable.

Prerequisite

- Ensure that charge codes are defined in the Freight Charge Code table (49/BL). See *Customizing User Defined Codes* in the *Foundation Guide*.

▶ To set up charge codes

From the Rate Setup menu (G49412), choose Work with Charge Codes.

On Charge Code Definition Revisions, complete the following fields in the detail area and click OK:

- G/L Class
- Charge Code
- Tax Y/N

Setting Up Rate Definitions

Rate definitions establish the basic information of a rate. Rate definitions include the following information:

- Charge codes
- Rate calculations
- Look-up definitions

When you set up your rates, you first determine the charge codes for each rate. A rate can have billable charges, payable charges, or both. This allows you to determine if your rate is billable to the customer, payable to a carrier as part of your freight costs, or a combination of both.

Each rate has a defined calculation method. Depending on the rate type that you choose (fixed amount, unit amount, stored in route, pro-rated amount, or an external business function), you then enter information about the basis of the rate, the unit of measure of the rate, and the level (piece, shipment, or detail) at which you want the rate applied. You can also choose to apply discounts to your rates.

If your rate calculates the charges using two variables, you then must enter information about the look-up definitions. Look-up information consists of the definitions of the variables that will eventually calculate the rate using the table that you set up.

You can set up additional detail information for your rates such as using variables to interact with other rates, applying conditions to your rate, or prorating a rate for a shipment with multiple stops to different address book numbers.

► To set up rate definitions

From the Rate Setup menu (G49412), choose Work with Rate Definitions.

1. On Work With Rate Definition, click Add.
2. On Rate Definition Revisions - Basic, complete the following fields:

   - Rate Name
   - Rate Type
   - Rate Basis
   - Rate UOM
   - Rate level
   - Detail Level
   - Lookup Type 1

     The system only allows 25 columns for look-up type 1.

   - UOM
   - # of Entries
   - Lookup Type 2

     The system only allows 99 rows for look-up type 2.

   - UOM
   - # of Entries
   - Rate Structure
   - Options/Equipment
   - Branch/Plant

3. Choose any of the following options:

   - Payable
   - Billable
   - Discount Minimum
   - Apply Discount
   - Clipped Rate

   To set up more specific rates, you can define additional rate information on the Rate Definition Revisions - Advance form.

4. Choose Advanced from the Form menu.
5. On Rate Definition Revisions - Advanced, complete the following fields:

   - Pro-rate Charge Code
   - Pro-rate Basis
   - Function Name
   - Variable
   - Conditional Rate Name

- Rate Basis Divisor
- Rounding Rule

6. Choose the following option and click OK:
   - Shipment Level Payable
7. On Rate Definition Revisions – Basic, click OK.

   After you define the rate, set up the look-up type variables for each look-up type. After you set up the look-up type variables, set up the actual values in the rate table.

See Also

- *Setting Up Look-Up Types* in the *Transportation Management Guide*
- *Setting Up Rate Tables* in the *Transportation Management Guide*

Setting Up Look-Up Types

If the system must calculate a rate using two variables, then you must set up the definitions for the two variables. You specify the look-up types or variables before you enter the values. The first look-up type can be based on any number of factors, such as weight, specific distances, zones, prices, or number of pieces as defined in Lookup Type table (49/BM). You then must specify the number of entries for look-up type one. For the second look-up type, you specify the type as defined in Lookup Type table (49/BM) and specify the number of entries. After you define the look-up types, and the system creates a table, you must specify the numeric values at each point in the table.

For example, assume that you have to set up a rate based on carrier zones and weights. The first look-up type defines each of the zones. The second look-up type defines different weights at which the system determines the rates. After you define the two look-up types, you enter the numeric values in your table. Then, if you have a three-pound shipment with a destination of zone 2, the system uses the table to find the exact freight charge for a package of that criterion.

Note

For LTL (Less Than Truckload) rating in the United States, the system allows you to set up deficit weight rates and look-ahead rates. For deficit weight rates, the rate level must be detail, the rate basis must be weight, the detail level must be NMFC, and the first look-up type must be weight.

See Also

- *Setting Up Rate Tables* in the *Transportation Management Guide* for information about how to enter the numeric values of a rate

► To set up look-up types

From the Rate Setup menu (G49412), choose Work with Rate Definitions.

1. On Work With Rate Definition, click Find, choose a rate for which you want to set up look-up types and click Select.
2. On Rate Definition Revisions - Basic, choose Lookup Type One from the Row menu.

3. On Lookup Type Revisions, complete the following fields:
    - Label
    - Lookup Value From DD
    - Lookup Value Thru DD
4. Click OK.
5. On Rate Definition Revisions - Basic, choose Lookup Type Two from the Form menu.
6. On Lookup Type Revisions, repeat steps 3 and 4.
7. On Rate Definition Revisions – Basic, click OK.

    After you set up look-up types, set up the actual values in the rate table.

Setting Up Rate Tables

After you define the rate and the look-up type variables, you must set up the actual values in the rate table. Based on the values that you defined in the look-up table, you set up the actual rate amount. The system uses the rate table to determine the correct rate for each of the values.

The Transportation Management system can retrieve rates from external rating programs. The system calls the program of the menu option you specify to retrieve rate tables and then inputs the tables into the rate table that you have defined.

To determine what rate to apply for payable charges, the system uses a hierarchy within the rate table. The rate table also selects a route, based on the origin of the shipment. The following list identifies the hierarchy for payable charges:

1. The system uses the rate detail that matches the carrier, carrier currency code, and the specific origin.
2. If no information is found, the system then uses the rate detail that matches the carrier, the domestic currency code, and the specific origin.
3. If no information is found, the system then uses the rate detail that matches any carrier, the domestic currency code, and the specific origin.
4. If no information is found, the system then uses the rate detail that matches the carrier, carrier currency code, and any origin.
5. If no information is found, the system then uses the rate detail that matches the carrier, the domestic currency code, and any origin.
6. If no information is found, the system then uses the rate detail that matches any carrier, the currency code, and any origin.

To determine what rate to apply for billable charges, the system uses a hierarchy within the rate table. The rate table also selects a route, based on the origin of the shipment. The following list identifies the hierarchy for billable charges:

1. The system uses the rate detail that matches the ship to address, the customer currency code, and the specific origin.
2. If no information is found, the system then uses the rate detail that matches the ship to address, the domestic currency code, and the specific origin.

3. If no information is found, the system then uses the rate detail that matches any ship to address, the domestic currency code, and the specific origin.
4. If no information is found, the system then uses the rate detail that matches the ship to address, the customer currency code, and any origin.
5. If no information is found, the system then uses the rate detail that matches the ship to address, the domestic currency code, and any origin.
6. If no information is found, the system then uses the rate detail that matches any ship to address, the currency code, and any origin.

► To set up rate tables

From the Rate Setup menu (G49412), choose Work With Rate Definitions.

1. On Work With Rate Definition, locate and choose the rate for which you want to set up a rate table.
2. Choose Rates from the Row menu.
3. On Work With Rates, click Add.
4. On Rate Detail Revisions, enter values for your defined fields and click OK.

Setting Up Accessorial Charges

Accessorial charges are additional rates to an existing rate. They can be rates (or charges) for additional equipment needed in the transportation of an item, options required for the shipment, or charges that are added to a rate for special handling of an item. You can set up accessorial charges like any other rate. For example, they can be flat rates or lookup rates. When the system evaluates rates, it calculates a charge only if the corresponding options or equipment apply to the shipment or load.

You set up accessorial charges by specifying the name of the options and equipment in the rate definition.

► To set up accessorial charges

From the Rate Setup menu (G49412), choose Work with Rate Definitions.

1. On Work With Rate Definition, click Add.
2. On Rate Definition Revisions - Basic, complete the following fields:
   - Rate Name
   - Rate Type
   - Rate Basis
   - Rate UOM
   - Rate level
   - Detail Level
   - Lookup Type 1
   - UOM
   - # of Entries

- Lookup Type 2
- UOM
- # of Entries
- Rate Structure
- Options/Equipment
- Branch/Plant

3. Choose any of the following options and click OK:

   - Payable
   - Billable
   - Discount Minimum
   - Apply Discount
   - Clipped Rate

Setting Up Rate Parameters

Rate parameters allow you to further define how the carrier or the system accesses charges during rating. For example, you can use rate parameters to specify minimum charges, base charges, oversize specifications, and charges for specific carriers and rate names.

► **To set up rate parameters**

From the Rate Setup menu (G49412), choose Work with Rate Parameters.

1. On Work With Rate Parameters, click Add.
2. On Rate Parameter Revisions, complete the following fields and click OK:

   - Carrier Number
   - Rate Name
   - Base Charge
   - Discount Percent
   - Currency Code
   - Effective Date
   - Expired Date
   - Minimum Charge
   - Maximum Charge
   - Minimum Per Package Charge
   - Minimum Package Charge Weight
   - Minimum Oversize Charge
   - Minimum Oversize Charge Weight
   - Weight Unit of Measure
   - Length
   - Width
   - Height

- Girth
- Length plus Girth
- Unit of Measure

Setting Up Rate Schedules

After you set up rates, you must assign rates to a schedule. A rate schedule contains a list of the rate names or definitions that calculate the freight charge. This normally includes the basic transportation charge and all of the accessorial charges. When the system calculates freight charges, it evaluates the individual rate in the sequence specified in the rate schedule.

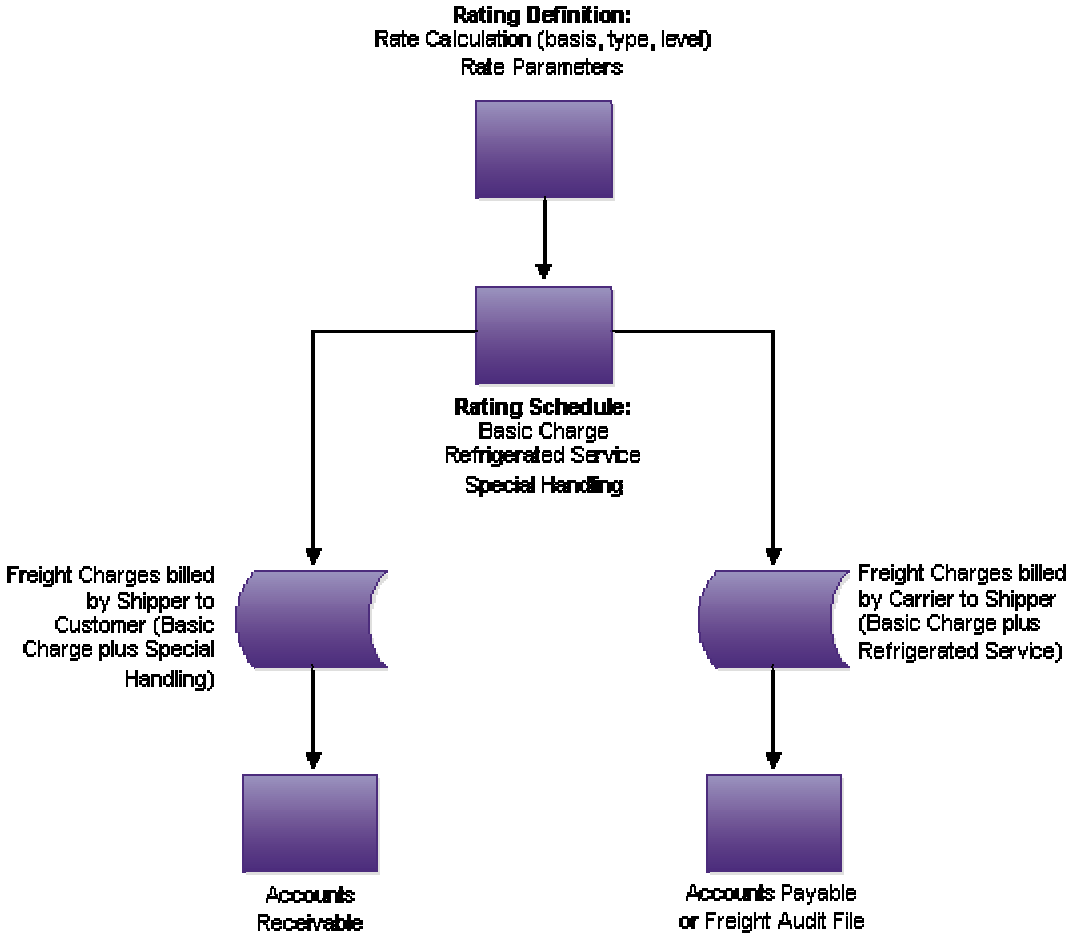
A rate name or definition must be unique within a rate schedule. That is, the same rate name cannot be used more than once in a rate schedule. A rate schedule can contain another rate schedule instead of a rate name. When this occurs, the system uses all of the names from the referred-to rate schedule as though these rate names were in the schedule being defined. Only one level of reference to another rate schedule is allowed.

When more than one rate definition is specified on a rate schedule, the total freight charge is the sum of the charges that are calculated for each rate definition. An exception to this a supersede rate.

After you complete the steps to set up a rate schedule, you assign a rate schedule to a routing entry. Each routing entry contains the name of a rate schedule used to calculate the payable charges for a shipment or load. The system calculates billable charges using this same schedule unless an alternate rate schedule is specified in the customer freight preference.

The following graphic illustrates how the system processes a rate definition into a rate schedule. From the rate schedule, the system calculates the billable charges, payable charges, or both. After the system assigns the charges, the corresponding accounts are updated.

Rate Definition Processing to Rate Schedule



When you set up a rate schedule, you can also set up a supercede rate for that schedule. A supersede rate establishes a second or alternate rate for the rate schedule. This supercede rate is then used in the place of the first original rate if the supercede rate is less than or greater than the original. You determine which value (less than or greater than) is used for that rate schedule.

For example, if you transport a truckload of foam packing material, the original rate based on weight would not account for the entire truck being filled because the foam packing material weighs so little. However, you can apply a supersede rate that takes into account the volume of the shipment if the calculated volume charges are greater than the calculated weight charges. Thus, the freight charge accurately reflects the total cost of shipping a truckload of foam packing material.

Prerequisite

- Set up rates. See *Setting Up Rates and Definitions* in the *Transportation Management Guide*.

▶ To set up rate schedules

From the Rate Setup menu (G49412), choose Work with Rate Schedules.

1. On Work With Rate Schedule, click Add.
2. On Rate Schedule Revisions, complete the following fields:
   - Rate Schedule
   - Seq No.
   - Rate Name
   - Rate Schedule
3. To set up a supersede rate, complete the following field and click OK:
   - S T

Updating Rates

Carriers will periodically increase or decrease their rates for transporting goods. Likewise, if you own a private fleet, your transportation costs might vary from month to month. To account for these changes, you need to update your rate tables in the system. The system provides you with two different programs to update your rate tables.

You can change rates for specific rate definitions or you can change many rates at the same time by using the Batch Rate Update program (R4972). To change rates that are stored in specific routes, you use the Batch Routing Rate Update program (R4950).

Updating Multiple Rates

From the Rate Setup menu (G49412), choose Batch Rate Update.

You can update multiple rates at the same time. You can also account for increased costs by adjusting your rate tables accordingly. You can adjust rates by entering an amount, an override amount, or a percentage.

You can use processing options to specify when the updated rates are in effect. Additionally, the system updates the expiration date for the current rates as the day before the new rates take effect. For example, assume that you have a current flat rate for Saturday delivery for carrier A that charges one fee. Carrier A has informed you that the Saturday delivery rate is increasing as of January 1, 2005. When you update the rate, the system changes the expiration date of the current rate to December 31, 2004 and sets the new rate to become effective on January 1, 2005.

The Batch Rate Update program (R4972) updates rates only in the Rate Detail table (F4972). To update rates in routes, use the Batch Routing Rate Update program (R4950).

Processing Options for Batch Rate Update (R4972)

Process

1. Enter '1' to perform updates to the Rate Detail table (F4972). If this field is left blank, new records for the selected criteria will be added.

2. Enter the Rate Adjustment Type: '$' - adjust rate by amount '%' - adjust rate by percentage '*' - adjust rate to an override rate

3. Enter the amount used to adjust the rate. For '$' (amount) adjustment: Enter 10 to increase the rate by 10 Enter -10 to decrease the rate by 10 For '%' (percentage) adjustment: Enter 10 to increase the rate by 10% Enter -10 to decrease the rate by 10% For '*' (rate override) adjustment: Enter 10 to change rate to 10

4. Enter the Effective Date for the new Rate Detail records. This date minus one day, will replace the 'Expiration Date' for the existing records.

5. Enter the Expiration Date for the new Rate Detail records.

Updating Rates in Routes

From the Rate Setup menu (G49412), choose Batch Rate Update in Routes.

Using the Batch Routing Rate Update program (R4950), you can update multiple rates that are assigned to a specific routing entry at the same time. You can also account for increased costs by adjusting your rate tables to show the difference. You can adjust rates by entering an amount, an override amount, or a percentage.

You can specify effective and expired dates in the processing options to specify when the updated rates are in effect. Additionally, the system updates the expiration date for the current rates as the day before the new rates take effect. For example, assume that you have a current flat rate for Saturday delivery for carrier A that charges one fee. Carrier A has informed you that the Saturday delivery rate is increasing as of January 1, 2005. When you update the rate, the system sets the expiration date of the current rate to be December 31, 2004 and changes the new rate to become effective on January 1, 2005.

Processing Options for Batch Routing Rate Update (R4950)

Process Tab

Use these processing options to specify how the system updates routings.

1. Enter '1' to perform updates to the Routing Entries table. If this field is left blank, new records for the selected criteria will be added.

Use this processing option to specify the default sorting order code (UDC 49/SB) that the system applies to the list of shipments.

2. Enter the outbound rate adjustment type: '$' - adjust rate by amount '%' - adjust rate by percentage '*' - adjust rate to an override rate

Use this processing option to specify the default sorting order code (UDC 49/SB) that the system applies to the list of shipments.

3. Enter the inbound rate adjustment type: '$' - adjust rate by amount '%' - adjust rate by percentage '*' - adjust rate to an override rate.

4. Enter the outbound amount used to adjust the rate. For '$' (amount) adjusment: Enter 10 to increase the rate by 10 Enter -10 to decrease the rate by 10 For '%' (percentage) adjustment: Enter 10 to increase the rate by 10% Enter -10 to decrease the rate by 10% For '*' (rate override) adjustment. Enter 10 to change the rate to 10

Use this processing option to specify the default sorting order code (UDC 49/SB) that the system applies to the list of shipments.

5. Enter the inbound amount used to adjust the rate. For '$' (amount) adjusment: Enter 10 to increase the rate by 10 Enter -10 to decrease the rate by 10 For '%' (percentage) adjustment: Enter 10 to increase the rate by 10% Enter -10 to decrease the rate by 10% For '*' (rate override) adjustment. Enter 10 to change the rate to 10

6. Enter the Effective Date for the creation of new Routing Entries records. This date minus one day, will replace the 'Expiration Date' for the existing records.

Use this processing option to specify the default sorting order code (UDC 49/SB) that the system applies to the list of shipments.

7. Enter the Expiration Date for the creation of new Routing Entries records.

Use this processing option to specify the default sorting order code (UDC 49/SB) that the system applies to the list of shipments.

Routes Setup

Routing is essential to the Transportation Management system. A routing entry represents the path that your shipment takes. You can define the cost of shipping your shipment based on a particular route. To do this, you assign a rate schedule to your routing entry. You assign a routing entry and a rate to every shipment and load. You must set up both routing entries and rates during system setup, but you can change them whenever necessary. Routing entries and rates are set up for common carriers or private fleets. You can select a routing entry, or you can let the system automatically select a routing entry.

Routing is the process by which the system selects a carrier and a mode of transport and then rates a shipment or load. You create a specific routing entry that defines an origin and destination served by a carrier or private fleet. The system uses the following search criteria to select a routing entry that meets the needs of the shipment or load:

Routing hierarchy	The routing hierarchy determines how the system searches for destination information in the Routing Entries table (F4950). You can specify a sequence for the routing hierarchy, but the system generally searches from the most specific destination to the most general destination.
Routing restrictions	Routing restrictions are limitations such as weight, volume, and number of pieces that are placed on a routing entry.
Options & equipment Rules	Options and equipment rules list the options, equipment, or both that are supported by a routing entry, mode of transport, or carrier.
Preferences	If a mode of transport or carrier preference is set up, the route must match the mode, carriers, or both that are specified in the preference.
Delivery date requirements	A route is then selected based on delivery date. The system calculates the delivery date by adding the number of transit days to the ship date and factors in the work day calendar to account for non-work days such as holidays and weekends.

Each of these search levels eliminates routing entries that might not fit your shipment or load. The system sorts the available routes by the route selection type, set up in the customer preference. Customer preferences include least cost, best delivery time, best performance, or a combination of the three.

After the system selects and assigns a routing entry to a shipment, the payable and billable freight charges are calculated based on the rate information from the routing entry.

When you enter a purchase order or credit sales order (customer return), you can route and rate the resulting shipment. Based on your business process, you can set up rates and rate schedules that the system uses specifically for inbound shipments; however, you do not have to set up specific rates with inbound shipments.

As with outbound shipments, when you enter an inbound shipment, the system assigns the carrier or mode of transport that is entered on the order. If you do not enter a route manually, the system uses the customer preferences for preferred carrier and route information. If customer preferences are not defined, the system uses the routing tables to route and rate the inbound shipment. The system only rates an inbound shipment when the freight terms are collect.

Setting Up Routes

A route is the path that your shipment takes to the customer. When you set up a route, you define origins and destinations, available modes of transport, and available carriers. You must also assign a rate schedule.

For inbound shipments, such as a purchase order or credit sales order, a route can be the path that your shipment takes from the supplier. An inbound shipment is defined as a movement of products from a single origin (in the case of a purchase order, the supplier) to a single destination (the purchaser). Because the only difference between an inbound and outbound transaction for a shipment is a different origin and destination, you can use the same method to define routes for inbound as well as outbound shipments.

A routing entry defines the origin and destination that is served by a common carrier or private fleet. In addition, a routing entry specifies the carrier number and mode of transport used for a given combination of origin and destination for a shipment or load. It also specifies the information used by the rating system to calculate the freight charges whenever that routing entry is used.

Prerequisite

- Set up carriers in the Carrier Master table (F4906) and in the Address Book (P01012). See *Setting Up Carrier Master Information* in the *Transportation Management Guide*.

Setting Up the Routing Hierarchy

The routing hierarchy determines how the system searches for destination information in the Routing Entries table (F4950). The system finds routing entries for each shipment or load according to the information found on this table.

Prerequisite

- Set up the Route Rule user defined codes (49/CL). See *Understanding User Defined Codes* in the *Transportation Management Guide*.

► To set up the routing hierarchy

From the Route Setup menu (G49411), choose Work with Routing Entries.

1. On Work with Routing Entries, choose Routing Hierarchy from the Form menu.
2. On Routing Hierarchy Revisions, review the information in the detail area.
3. To add a value, complete the following fields in the first empty row and click OK:
   - Route Rule
   - Seq No.

Setting Up Routing Entries

You set up the routing entries for each of your carriers and modes of transport, or your private fleet. The system then uses these routing entries to route and rate shipments or loads. Routing entries are stored in the Routing Entries table (F4950) and must contain the following information:

- Origin
- Destination
- Carrier
- Mode of Transport
- Rate Schedule

Note

When you define the origin for your routing entries, you can choose origin, origin branch/plant, or origin postal code and country code. If you define more than one of these in a single routing entry, the system displays an error message. The Business Unit Master table (F0006) must contain the address book number for the origin depot. Otherwise, shipments and any routing entries that are set up by origin or origin postal code do not work. If you use a country code in the routing entry, Ship To addresses of the shipment or load need to have country codes in the address book record.

After you define the origin, you can choose to define the destination postal code.

The system does not select more than one routing entry for the same combination of carrier and mode. For example, if you have two entries for the same mode, both of which service the origin and destination, the system uses the most specific entry, based on your routing hierarchy. The routing hierarchy determines how the system searches for routing entries, based on their destination information. You use several criteria to define destinations, including address book number, route, carrier zone, city, state, and country.

When the system selects a routing entry, the rate schedule links to the rating tables and retrieves a rate. The system then calculates the billable and/or payable charges.

You can use a business function to create a user defined program to calculate a promised delivery date, additional restrictions, perform user defined tasks, or to determine whether a specific carrier is eligible for a shipment.

You can copy routing entries to create new entries.

► To set up routing entries

From the Route Setup menu (G49411), choose Work with Routing Entries.

1. On Work with Routing Entries, click Add.

2. On Routing Entries Revisions, to enter a destination, complete the following fields based on how you set up your routing hierarchy:

   - Destination Postal Code
   - Route Code
   - Carrier Zone
   - Zone

3. The system searches the routing entry for all destinations if you type an asterisk this field.

   - Ctry
   - City
   - County
   - ST
   - Destination Address Number
   - Origin
   - Origin Country

4. If you enter a value for origin country, you must also enter an origin postal code.

   - Origin Postal Code
   - Route Number

5. To enter rate schedule information for either an outbound or inbound route, complete the following fields:

   - Outbound Rate Schedule
   - Inbound Rate Schedule

6. To enter new routes with specific beginning and ending dates, complete the following fields:

   - Effective Date
   - Expired Date

   These date fields are useful for creating new routing entries for an existing carrier.

7. To prevent the system from automatically choosing a route when you create a shipment, complete the following field:

   - Rt Sl

8. To enter rate definition information for rates that are stored within a route, complete the following fields:

   - R T

   A rate type can only be unit or fixed.

   - Rt Bs
   - Rt UM

9. To enter rate information for freight charges for outbound routes and inbound routes, complete the following fields:

    - Outbound Freight Charge Rate
    - Inbound Freight Charge Rate

10. To determine how the system searches for possible carriers for a route, complete any of the following fields:

    - Lead Days
    - Transit Days
    - Pfm Rtg

11. To enter tax information or override the tax information that the carrier has specified, complete the following fields:

    - Tax Y/N
    - Tax Rate/Area
    - Tax Explanation

12. To enter additional information for the route, complete the following optional fields:

    - Carrier Number
    - SCAC
    - Mod Trn
    - Cur Cod
    - Distance
    - UM
    - Branch Plant
    - Function Name
    - Shipment Depot
    - Contract Number

13. Complete the following field to set up a parent route for an intermodal route:

    - Parent Route

    Enter a 1 in the parent route field to specify this route as a valid parent route.

14. Click OK.

Setting Up Routing Restrictions

You can define routing restrictions such as maximum size, weight, volume, maximum number of stops, and maximum number of piece restrictions for a route. You must use the following criteria to define restrictions for a route:

- Mode of transport
- Carrier
- Mode of transport and carrier

The system selects a route for a shipment or load only if it meets the restrictions that you specify. For example, if the road to a destination has a bridge with a maximum weight limit, you must define a maximum weight for the vehicle going to that destination, so that the system selects a route that does not violate the restriction.

► **To set up route restrictions**

From the Route Setup menu (G49411), choose Work with Routing Restrictions.

1. On Work With Routing Restrictions, click Add.
2. On Routing Restrictions Revisions, complete the following fields and click OK:
    - Carrier Number
    - Mode of Trn
    - UoM
    - Minimum
    - Maximum
    - Minimum Piece
    - Maximum Piece
    - UoM
    - Minimum
    - Maximum
    - Maximum Number of Stops
    - Maximum Number of Pieces
    - UoM
    - Maximum Length
    - Maximum Width
    - Maximum Height
    - Maximum Length Plus Girth
    - Maximum Girth

Setting Up Carrier Zones

A carrier zone is a defined regional area. This area usually contains multiple postal codes and is grouped together for convenience and cost savings. You set up carrier zones using the Carrier Zone Definitions program (P4951) to maintain destination information for your routing entries. You set up the zones by origin. When it routes a shipment or load, the system uses the destination information to select a carrier zone. You set up carrier zones to enable the system to do the following:

- Integrate with rate tables to calculate a rate
- Select routing entries that are based on destination
- Reduce the number of routing entries

When you set up carrier zones, you can significantly reduce the number of routing entries that are required when more than one location is served by the same routing entry. You can use carrier zones as a look-up value when you rate a shipment.

► **To set up carrier zones**

From the Route Setup menu (G49411), choose Work with Carrier Zones.

1. On Work With Carrier Zones, click Add.
2. On Carrier Zone Revisions, complete the following fields in the detail area and click OK:
    - Postal Code From
    - Postal Code Thru
    - City
    - ST
    - Ctry
    - County
    - Origin
    - Carrier Zone

Setting Up Options and Equipment Rules

Options and equipment rules are special requirements for a specific route, carrier, or mode of transport. When the system selects a routing entry for possible use during shipment or load routing, the system searches for inclusion or exclusion rules for each option or piece of equipment that is required for that shipment. The system first attempts to find an inclusion or exclusion rule at the route level. If no rules exist at that level, the system searches for a rule at the carrier level. Again, if no rules exist at that level, the system searches for a rule at the mode of transport level. If the system encounters a rule that excludes the route, the system cannot select the route.

► **To set up options and equipment rules**

From the Route Setup menu (G49411), choose Work with Options and Equipment Rules.

1. On Work With Option and Equipment Inclusion/Exclusion Rules, click Add.
2. On Option and Equipment Inclusion/Exclusion Revisions, complete the following fields and click OK:
    - Option/ Equipment
    - I E
    - Effective Date
    - Expired Date
    - Shipment Depot

Setting Up Intermodal Routes

An intermodal route uses multiple modes of transportation or multiple carriers to transport finished goods and raw materials from a single origin to a single destination. You can use Intermodal Detail Routing Entries Definition (P49501) for rail shipments. You can also create an intermodal routing entry for any shipment that uses multiple modes of transportation.

To set up an intermodal route, you must first set up a parent route, which joins together all of the intermediate stops or legs. Each intermediate stop is linked to the parent route by origin and destination information. Each leg within the parent route is linked together as well.

For example, assume that you have a parent route between city A and city E. Between those cities are three additional cities to which you provide shipping services - city B, city C, and city D. You would set up an intermodal route and specify four legs, as follows:

- Leg one has an origin of city A and a destination of city B.
- Leg two has an origin of city B and a destination of city C.
- Leg three has an origin of city C and a destination of city D.
- Leg four has an origin of city D and a destination of city E.

Each of the intermediate legs can have its own mode of transport, carriers, and so on.

Prerequisite

- ❑ Set up parent routes. See *Setting Up Routing Entries* in the *Transportation Management Guide*.

► To set up intermodal routes

From the Route Setup menu (G49411), choose Work with Routing Entries.

1. On Work with Routing Entries, click Find.
2. Choose the parent route to which you want to add intermediate stops, and then choose Intermodal Detail from the Row menu.
3. On Work With Intermodal Detail Routing Entries, click Add.
4. On Intermodal Detail Routing Entry Revisions, complete the following fields to enter an origin and a destination:

   - Leg Number

     The system assigns numbers in sequence, starting with 1, unless you enter a specific number.

   - Origin Address
   - Destination Address

     The system uses the origin and destination address to split the shipment routing steps into multiple steps, one step for each leg. The destination of a leg becomes the origin of the next leg and so on, for each leg. The first origin and last destination are defined in the parent route.

5. To specify whether the system calculates a rate for a particular leg, complete the following field:

   - Rate Schedule

   This field is optional. Any legs to which rate schedules have been assigned are rated during the routing and rating process.

6. Complete the following fields and click OK:

   - Carrier Number
   - Mod Trn
   - Contract Number
   - Freight Chg Rate
   - Cur Cod
   - R T
   - Rt Bs
   - Rt UM
   - Transit Days
   - UM
   - Effective Date
   - Expired Date
   - Route Number
   - Tax Y/N
   - Tax Rate/Area
   - Tax Explanation

Transportation Preferences

A preference is a piece of information that you define for a customer, an item, or any combination of customer (Sold To, Ship To, or parent addresses), customer group, item, and item group. The system uses preferences to override normal customer and item setup information when you enter orders and shipments.

You can use preferences to customize the way that shipments are processed. PeopleSoft provides standard preferences. You can use the standard preferences or you can create variations of each preference to meet your specific business requirements.

Typically, you create preferences when you have consistent business requirements that differ from the default values in the Transportation Management system. For example, you can create preferences to suit the needs of the following:

- Your customers' specific requirements
- Your company's policies
- Regulatory agencies' rules
- Item-specific requirements

Setup and use of each preference requires careful planning. You must carefully consider your business purpose for using preferences in conjunction with what is the most efficient use of the system's processing time. You should use preferences to save time and reduce errors for values that are consistent. Do not use preferences for occasional variances. In those instances, manually enter the exception information in the applicable fields.

How Does the System Use Preferences?

Each preference contains standard header lines. You can use the fields on these lines to define a preference for:

- A customer
- A customer group
- An item
- An item group
- Any combination of customers (or customer groups) and items (or item groups)

For shipment entry, the system uses this information to complete the shipment. The system uses a hierarchy that you define to find the appropriate customer and item preference.

When you enter an order, the system uses preferences to create a shipment. The system uses the hierarchy that you set up to search preference profiles for information that affects the customer and item combination for each order line. The system uses the preference information to complete parts of the shipment.

The Transportation Management system resolves preferences at two levels. The system first resolves a preference at the customer and customer group and the item and item group level. After all lines have been placed on the shipment, the system then resolves the preference at the all items or summary level. In the Transportation Management system, item and item group preferences are always chosen before "all" preferences, regardless of the hierarchy. For shipments not created from sales orders, only the Options and Equipment preference is resolved at the item and item group preference level. All other preferences are resolved at the all items level.

The Transportation Management system also allows you to define multiple preferences for the same customer or item. These additional preferences are the options and equipment preference, the document set preference, and the document distribution preference.

Example: Applying a Preference

One of the preferences used for a shipment is carrier preference. For example, a customer always uses carrier A for shipments that weigh less than 1000 pounds. For shipments that weigh more than 1000 pounds, the customer always use carrier B. You can set up one carrier preference for that customer that specifies carrier A when shipments weigh less than 1000 pounds and another carrier preference that specifies carrier B when shipments weigh more than 1000 pounds. These preferences override the normal carriers set up for a particular route.

What Are the Preference Fields?

Preferences fields are generally categorized as:

- Key fields
- Driver fields
- Definition fields

Key fields contain standard preference information. They are shared by all preferences. Key fields are optional. You can use key fields as search criteria to have the system match preferences to shipments. These fields are found in the header area of the Work With Preference Master form.

The key fields Customer and Customer Group are mutually exclusive. Likewise, the key fields Item and Item Group are mutually exclusive. You cannot simultaneously use a preference with a customer and a customer group, or with an item and an item group. The system always uses the Customer (or Customer Group) or the Item (or Item Group) or both fields to match preferences to shipments.

Similar to key fields, driver fields further define the search criteria used in all of the transportation preferences. They are shared by all preferences and are optional. These fields are found in the detail area of the Work With Preference Master form.

Definition fields are the fields that the system uses to resolve the preferences. Each preference has one or more definition fields unique to its requirements. These fields are located in the detail area of each revisions form. Definition fields are required, although in some cases blank is a valid value.

The following table provides a brief overview of each preference, including:

- The purpose of the preference
- How and when the system applies the preference during the shipping process and where you can view related information

None of the transportation preferences included in the following table override default information.

Mode of Transport	Chooses a specific mode based on destination. Applied to shipments during shipment creation. You can view the Mode of Transport preference on the Work with Shipments form.
Document Set	Defines the group of delivery documents to print. You can also assign document sets by depot. Applied during either Transportation Load Confirmation (P49640) or Batch Delivery Documents for Loads (PR49548). You can view the selected document set on the Document Selection form.
Carrier	Chooses a specific carrier, or excludes one or more carriers from a list of three preferred carriers. Applied to shipments during shipment creation. You can view the carrier preference on the Miscellaneous Shipment Information form, accessible from the Work with Shipments form.
Options and Equipment	Specifies the options and equipment that are required for a shipment. Applied to shipments during shipment creation. You can view the options and equipment preference on the Miscellaneous Shipment Information form, accessible from the Work with Shipments form.
Customer Freight	Contains values that do the following: • Calculates for billable freight • Adds billable charges to an order • Selects a route • Specifies the freight terms for the shipment Applied to shipments during shipment creation. You can view the customer freight preference on the Work with Shipments form.

Working with the Preference Master and Hierarchy

If you have continuous business requirements that differ from the system default values for the transportation process, you can set up preferences to accommodate those requirements.

The system displays all preferences in logical groups on the Work With Preference Profiles form. You use the Preference Master Revisions form to specify where a preference classification appears and whether effective dates and quantities are part of the preference.

For each preference, you must define a hierarchy to indicate the order in which you want the system to apply preferences to shipments.

Setting Up Preference Master Information

You use the Preference Master Revision form to specify the sequence in which the system processes a preference, the preference classification, and whether effective dates and quantities are part of the preference. The Preference Master (P40070) contains the default information that the system uses for every preference.

► To set up preference master information

From the Transportation Setup menu (G4941), choose Preference Master.

1. On Work With Preference Master, click Add.
2. On Preference Master Revision, complete the following fields:
   - Preference Type
   - Description
   - Preference Classification
   - Sequence Number
3. Choose the following options and click OK:
   - Enable Effective Dates
   - Enable Effective Quantity

Arranging the Preference Hierarchy

For each preference type, you must define a hierarchy to indicate the order in which you want the system to apply preferences to shipments.

The Preference Hierarchy Revision form contains rows that identify customers and customer groups, and columns that identify items and item groups. You enter your hierarchy sequence at the intersections of the rows and columns.

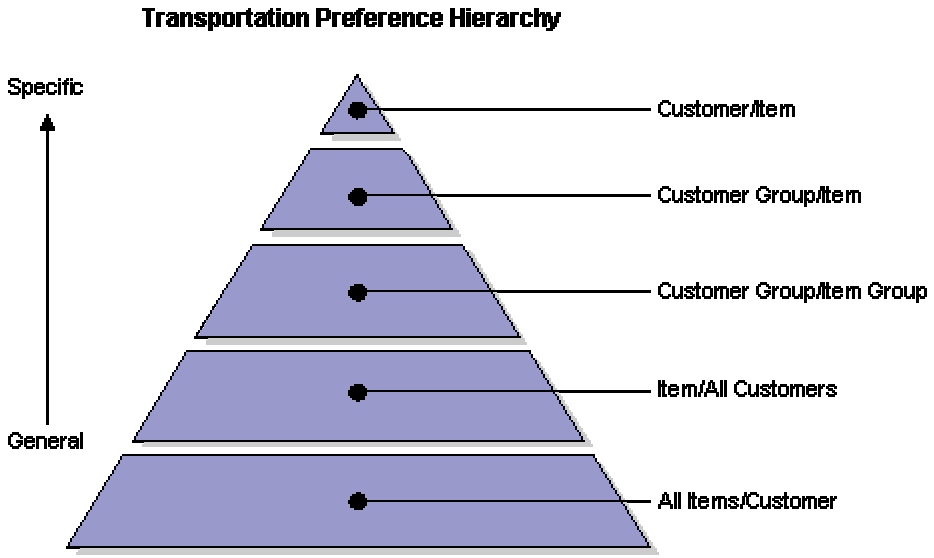
The system uses the hierarchy to determine the order in which to search for preference information. The system uses the intersection in which you entered 1 first and then searches for records that are defined for that customer and item combination. If no preference for that intersection is found, the system uses the intersection in which you entered 2, and so forth.

The Transportation Management system searches first at the item/item group level, and then at the all items level. The remaining search sequences include all of the same levels as the Sales Order Management system, but the Transportation Management system also includes an additional level of All Items/Customer.

Note

You should set up the most specific groups first, beginning with item only and customer only, and then define the more general groups.

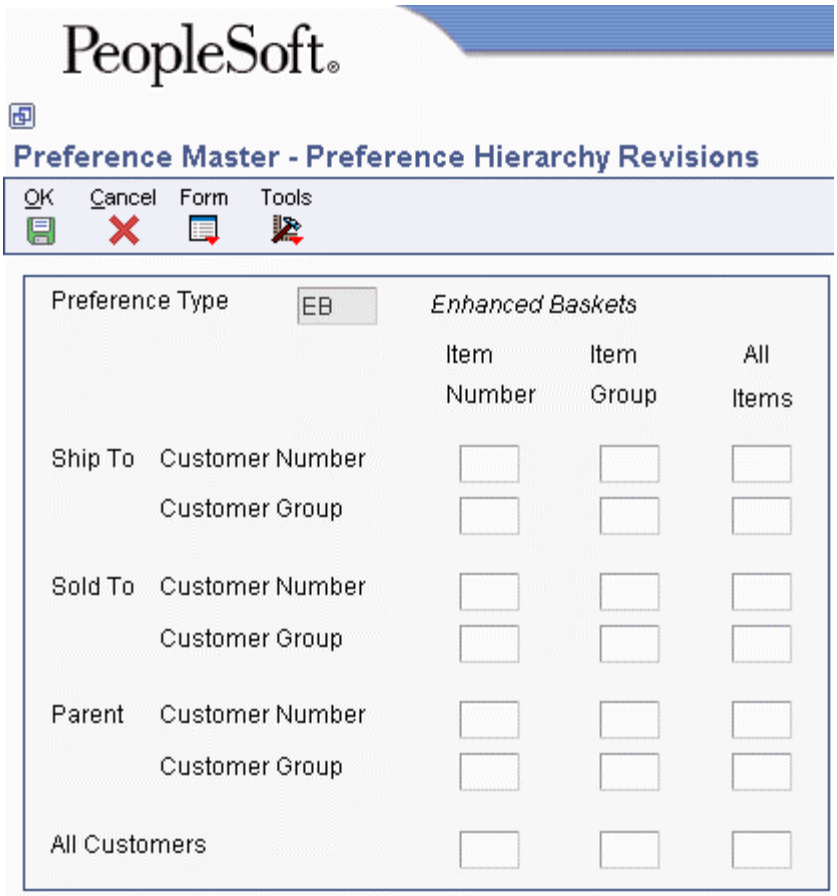
The following graphic illustrates the transportation preference hierarchy:



► To arrange the preference hierarchy

From the Transportation Setup menu (G4941), choose Preference Master.

1. On Work With Preference Master, choose the preference to which you want to add a preference hierarchy.
2. Choose Hierarchy from the Row menu.



3. On Preference Hierarchy Revisions, type consecutive numbers at the intersections of rows and columns to define the hierarchy for the preference and click OK.

Assigning Customers and Items to Groups

PeopleSoft provides predefined preferences. Before you use preferences, you must customize them for your specific business requirements.

To save time while defining preferences, you can assign a customer or an item to a group. You can then define preferences once for a group rather than many times for several customers or items. For example, you can group all customers that use the same payment terms. Then, when you create a payment terms preference, you can define one preference for the group.

Prerequisite

- Verify that user defined codes for customer groups and item groups are set up. See *Customizing User Defined Codes* in the *Foundation Guide* for information about how to set up user defined code tables for 40/30, 40/31, 40/32, 40/33, and 40/34.

Assigning a Customer to a Group

You can assign a customer to a customer group for any preference. For example, you can identify some customers as seasonal customers and create specific payment terms for them. The setup is as follows:

- Set up a SEASON customer group for user defined code 40/01
- Assign all seasonal customers to this group
- Create one Payment Terms preference for the seasonal customer group

You can assign any new seasonal customers to the seasonal customer group. The system automatically applies the Payment Terms preference to all of the new customers' sales orders.

► To assign a customer to a group

From the Transportation Setup menu (G4941), choose Preference Master.

1. On Work With Preference Master, choose Customer Groups from the Form menu.
2. On Work With Customer Group Preferences, click Find to locate a customer.
3. Choose the row with the customer you want to assign and click Select.
4. On Customer Group Revisions, click the Customer Group 2 tab and complete any of the following fields for the Transportation Management preferences:
   - Document Set
   - Options and Equipment
   - Customer Freight
   - Carrier
   - Mode of Transport
5. To assign the customer to a group for other system preferences, complete any of the following fields:
   - Document Distribution
   - Price Adjustment Schedule
   - Invoice Cycle
   - Order Preparation Days
   - Next Order Status
   - Sales Commission
   - Customer Currency
   - Quality Management

6. Click the Customer Group 1 tab, and complete any of the following fields to assign the customer to a group for other system preferences:
    - Payment Terms
    - Pricing Unit of Measure
    - Revenue Cost Center
    - End Use
    - Print Messages
    - Inventory Commitment
    - Product Allocations
    - Grade and Potency
    - Delivery Date
    - Line of Business
    - Price Code 1
    - Price Code 2
    - Price Code 3
7. Click the Customer Group 3 tab, and complete any of the following fields to assign the customer to a group for other system preferences:
    - Payment Terms (Branch)
    - Product Allocations (Branch)
    - Pricing U/M (Branch)
    - Revenue Business Unit (Branch)
8. When you have assigned the customer to all applicable groups, click OK.

Assigning an Item to a Group

You can assign items to preference groups and define a preference for the entire group with user defined codes.

► **To assign an item to a group**

From the Transportation Setup menu (G4941), choose Preference Master.

1. On Work With Preference Master, choose Item Groups from the Form menu.
2. On Work With Item Group Preferences, click Find to locate an item.
3. Choose the row with the item you want to assign and click Select.
4. On Item Group Preference Revisions, click the Item Group 2 tab and complete any of the following fields for Transportation Management preferences:
    - Document Set
    - Options and Equipment

- Customer Freight
- Carrier
- Mode of Transport

5. Complete any of the following fields for other system preferences:

   - Document Distribution
   - Price Adjustment Schedule
   - Invoice Cycle
   - Order Preparation Days
   - Next Order Status
   - Sales Commission
   - Quality Management

6. Click the Item Group 1 tab, and complete any of the following fields to assign the item to a group for other system preferences:

   - Payment Terms
   - Pricing Unit of Measure
   - Revenue Cost Center
   - End Use
   - Print Messages
   - Inventory Commitment
   - Product Allocations
   - Grade and Potency
   - Delivery Date
   - Line of Business
   - Price Code 1
   - Price Code 2
   - Price Code 3

7. Click the Item Group 3 tab, and complete any of the following fields to assign the item to a group for other system preferences:

   - Payment Terms (Branch)
   - Product Allocations (Branch)
   - Pricing U/M (Branch)
   - Revenue Business Unit (Branch)

8. When you have assigned the item to all applicable groups, click OK.

Setting Up Basic Preferences

All preferences share standard preference information that applies to all of the preference types in a category. When setting up basic preferences, you enter this information for each preference in the header portion of the Work With Preference Master form. You enter information unique to each preference in the detail area.

If you set up multiple preferences for a customer and item combination, you can specify a sequence number that the system uses to search the preferences to process a sales order.

You enter custom preference information in the detail portion of the applicable preference profile form. Each preference has one or more definition fields unique to its requirements. For example, the definition fields for Carrier preferences are different from those for Mode of Transport preferences.

All preferences share common fields, called key fields, where you enter basic preference information. You must enter this information for each preference in the header portion of the Preference Profiles Revisions form.

When entering basic preference information, you can also specify a sequence number that the system uses to search for preference records. For example, to set up a preference for a customer and item combination and vary the preference by an additional key field, you need to sequence your preference records. If you set the sequence for a preference with Branch/Plant A at 1, the sequence for Branch/Plant B at 2, and all other branch/plants at 999, you can ensure that the system searches for the preferences for Branch/Plants A and B before using the preference that applies to all other branch/plants.

Consequently, you need to use care when sequencing preference records. If the preference that applies to all branch/plants has a sequence number of 1, the system will not find the more specific preferences for Branch/Plants A and B, because the system first finds the preference that applies to all branch/plants. If you set up sequence numbers in increments, you can insert new preferences at a later date.

Entering Standard Preference Information

All preferences share common fields, called key fields, in which you enter standard preference information. You must enter this information for each preference in the header area of the Preference Master Revision form in the Preference Master program (P40070).

When you enter standard preference information, you can also specify a sequence number that the system uses to search for preference records in a hierarchy. For example, to set up a preference for a customer and item combination and vary the preference by an additional field, you need to sequence your preference records. If you set the sequence for a preference for Branch/Plant A at 1, the sequence for Branch/Plant B at 2, and all other branch/plants at 999, you can ensure that the system searches for the preferences for Branch/Plant A and B before using the preference that applies to all other branch/plants.

Consequently, you need to use care when sequencing preference records. If the preference that applies to all branch/plants has a hierarchy number of 1, the system will not find the more specific preferences for Branch/Plants A and B, because the system first finds the preference that applies to all branch/plants. If you set up sequences in increments, you can insert new preferences at a later date. Hierarchy values should always be sequential.

► **To enter preference information**

From the Transportation Setup menu (G4941), choose Preference Master.

After you set up the preference master and hierarchy information, you can enter the standard preference information.

1. On Work With Preference Master, choose a transportation preference and click Select.

   The form that appears corresponds to the preference type that you choose. The examples that follow correspond to the Options and Equipment profile preference (31).

2. On Work With Options and Equipment Profiles, click Add.
3. On Preference Hierarchy Selection, choose the appropriate combination and click Select.
4. On Options and Equipment Profile Revisions, enter any custom preference information required.
5. Click OK.
6. From Preference Hierarchy Selection, choose a hierarchy to add a preference for another combination or click Close.

Advanced Preferences

Preferences are user defined specifications for how the system will process an order. The PeopleSoft EnterpriseOne system utilizes both basic and advanced preferences. Advanced preferences are set up using the same functionality as the Advanced Pricing system uses. For example, in basic preferences, the groups an item or customer belong to must be explicitly defined in the preference. In advanced preferences, item and customer groups are processed based on category code definitions, as in Advanced Pricing.

Advanced Pricing uses complex customer and item groups to manage pricing schedules. When you use advanced preferences, you also use complex customer groups and complex item groups to specify how the system processes your order. Advanced preferences are set up with schedules that specify how the system will process the preferences. The schedules allow multiple preferences, different units of measure, and sequencing. This means that you have more flexibility and are able to set up more complex preferences to match the complexities of your distribution system.

Advanced preferences consist of one or more preference names, or types, a preference schedule, and the preference detail information.

When you set up an advanced preference, you identify specific, key fields that you want the preference to override when processing a specific order. You specify the key fields as well as the return value fields.

Advanced Preference Types

A preference type, or name, is the profile created for the purpose of a specific override to default order processing. The preference type usually agrees with the purpose of the preference.

When you set up a preference type, you also assign a preference hierarchy. The preference hierarchy allows a preference to be set up for a specific item, item group, customer, customer group, or a combination of these.

In advanced preferences, multiple basic preferences have been rolled up into a single advanced preference. An example of a rolled-up advanced preference is the Order Detail Defaults preference. The Order Detail Defaults preference contains a number of basic preferences, including Payment Terms, Pricing Unit of Measure, Revenue Business Unit and End Use. Combining basic preferences into an advanced preference simplifies set up time, and improves system processing time.

See Also

- *Arranging the Preference Hierarchy* in the *Sales Order Management Guide* for more information about defining hierarchies

► To set up advanced preference types

From the Advanced Preferences menu (G40311), choose Advanced Preferences Name Revisions.

1. On Work with Preference Types, click Add to create a new preference type.
2. On Preference Definition Revisions, complete the following required fields:
   - Adjustment Name
   - Preference Hierarchy
   - Advanced Preference Type
3. To further define the preference type, complete the following optional fields:
   - Item Price Group
   - Customer Price Group
4. Choose the following options, if applicable:
   - Quantity Level Break
   - Preference History
5. Click OK.

Advanced Preference Schedules

A preference schedule contains one or more preference types and manages the way that the system processes preferences. In the schedule, you specify the sequence in which the system will process preferences. You can also specify effective dates for a schedule.

You must define the preference types and complete the preference details for each schedule.

► To set up advanced preference schedules

From the Advanced Preferences menu (G40311), choose Advanced Preferences Schedule Revisions.

1. On Work with Preference Schedules, click Add to create a preference schedule.

   To modify an existing schedule, locate and choose the schedule and then click Select.

2. On Preference Schedule Revisions, complete the following fields and click OK:

   - Preference Name

   Data specifying the preference description, hierarchy and type default to this form based on how you set up the preference using the Advanced Preferences Name Revisions menu option of the Price Adjustment Type program (P4071).

   - Seq No.
   - Effective Date
   - Expired Date
   - Item Group
   - Customer Group

Advanced Preference Details

You define advanced preference details when you add preference types to preference schedules. More specifically, details are key fields and return value fields. Key fields are dependent on the preference hierarchy as defined in the preference types. Return value fields are user defined specifications for processing.

Advanced preference details may include groups, item and customer numbers, quantity level breaks and units of measure. The system will use the details you define to resolve the processing specific instructions you need for your business requirements.

► To set up advanced preference details

From the Advanced Preferences menu (G40311), choose Advanced Preferences Detail Revisions.

1. On Work with Preference Detail, complete the following field and click Add to create new detail information for an advanced preference:

   - Adjustment Name

     (Preference Name)

2. On Preference Hierarchy Selection, indicate the hierarchical grouping appropriate for the preference and click Select.
3. On Preference Detail Revisions, specify the fields that are specific to this preference.

   The system customizes this form according to the preference hierarchy you identified when setting up the advanced preference name, or type.

4. To specify return values for the preference, on Preference Detail Revisions, choose Pref Details from the Row menu.
5. On Preference Values Revisions, specify the key and return value fields that are specific to this preference and click OK.

   The system customizes this form according to the definition of the preference type in the Preference Values Definition table (F40711).

   The system will display the data in return value fields in blue.

Advanced Preference Processing

Advanced preference processing is based on a preference schedule. The preference schedule consists of one or more preference names, or types. Each schedule can also contain additional details and values specific to the way you want the system to process orders.

How the System Processes Advanced Preferences

The system will first look at the schedule identified in the system constants. This schedule determines which preferences the system resolves during order processing. If you have set the Sales Order Entry program (P4210) Preference tab processing option, Override Schedule for Advanced Preferences, to override the schedule specified in the system constants, the system will use the schedule specified for that version of Sales Order Entry. The system uses the schedule to find the appropriate preference names, or types, to process.

The system will then look into how you have identified the preference using the Advanced Preferences Name Revisions menu option of the Price Adjustment Type program (P4071). It takes into account the preference hierarchy you have set up, as well as the preference type. The system will also note whether to update preference history records or whether t process level breaks by quantity.

Next, the system uses the details you have set up for the preference. These details include groups, item and customer numbers, quantity level breaks, and units of measure. The details the system uses at this point also include the specific key and return value fields that you define when you define the preference type.

The following table illustrates the sequence in which the system processes advanced preferences:

Sequence	Preference Information	Program or Fields
1	Preference types specified in the advanced preference schedule	P4070 – Advanced Preferences Schedule Revisions
2	Preference type specifications such as: • Hierarchy • Quantity level breaks • Complex groups	P4071 – Advanced Preferences Name Revisions
3	Preference Details based on: • Preference Hierarchy • Customer or item group or both as defined in Preference Type	P4072 – Advanced Preferences Detail Revisions
4	Key fields	Key fields and return value fields as specified in P4072

Custom Preference Types

Preference definition fields are the fields that the system uses to resolve the preferences. Each preference has one or more definition fields unique to its requirements. These fields are found in the detail portion of each preference's revision form. Definition fields are required, although in some cases a valid value can be a blank. Typically, the system uses the values you input in these fields to override or add information on a sales order.

Carrier Preference

You can use the Carrier preference to select or exclude a specific carrier for a customer or item. You can also use it to select a carrier from a list of preferred carriers. You can use Carrier preference to exclude one or more carriers in a list. For example, if a customer always prefers to use a specific carrier for shipments of fragile items, set it up as a Carrier preference.

The system uses the Carrier preference to evaluate routes. A route with an excluded carrier is not selected during automatic route selection. The system shows a warning message in routing options if you select an excluded route for a shipment.

When you enter transportation information for an inbound shipment, such as a purchase order or customer return, you can set up the Carrier preference based on the customer, item, and receiving warehouse. For purchase orders, the system uses the supplier and item and warehouse combination as default information on the purchase order.

The Carrier preference is available as an advanced preference.

Customer Freight Preference

The Customer Freight preference works within the system by:

- Adding billable charges to an order
- Choosing a routing entry
- Specifying the freight terms for a shipment

For example, if multiple freight charges exist on an order, you can use this preference to determine if all freight charges should be added together on one summarized line or if the individual charges should be appear on separate lines.

The Customer Freight preference also determines the factors that influence automatic route selection. The system evaluates cost, performance, and delivery time, based on the customer freight preference.

Document Set Preference

Use the Document Set preference to identify the set of delivery documents for a particular customer and item combination. The Document Set name is linked to the Document Set Profile Revisions form where the individual document sets are assigned.

If you are using delivery documents, you must define at least one Document Set preference. How you define the preference depends on types of products, such as bulk products or lubricants, or whether your customer is foreign or domestic. You can also vary the preference by branch/plant.

The system applies Document Set preferences when documents print during the following stages:

- Shipment Confirmation
- Bulk/Packaged Load Confirm
- Preprint Delivery Documents

At the end of each stage, you can view or change the document set information on the Document Selection form.

Example: Document Set Preference

Generally, companies create separate Document Set preferences for bulk and packaged products. This example summarizes an efficient method to set up two Document Set preferences so that the appropriate document sets are shipped with each product.

1. Create an item group.
2. Assign a Document Set preference to the item group.
3. Set up another Document Set preference for all items and all customers by leaving the Customer, Customer Group, Item, and Item Group fields blank.
4. Set up the preference hierarchy for the Document Set preference so that:
    - Item Group/All Addresses is first in the hierarchy
    - All Items/All Addresses is second in the hierarchy

When the system processes the Document Set preference during Load Confirmation, the preference hierarchy causes the system to first search for an Item Group preference. If the item in the sales order line is a bulk item and you have assigned it to the item group, the system uses the document set for bulk products. Otherwise, the system uses the standard preference default values and issues the document set for all items and all customers. In this case, the system uses the document set for packaged products because you have not assigned packaged products to the bulk product item group.

Note

When you set up a Document Set preference, verify that it does not conflict with an Invoice Cycle preference for the customer and item combination. Cycle billing (deferred invoicing) and delivery document invoicing are mutually exclusive.

- To generate the invoice with the delivery documents, choose a document set that includes a primary invoice.
- To generate the invoice on a cyclical basis (such as weekly or monthly), run Cycle Billing Program (R49700).

See Also

- *Setting Up Document Sets* in the *Transportation Management Guide* for information about creating document set codes

Mode of Transport Preference

The system uses the Mode of Transport preference to select a specific transportation method based on destination, in addition to preferences at the customer or item level. For example, if a customer prefers that a parcel carrier using second day air always ships all shipments to a specific destination, you would set that up as a mode of transport preference.

When you enter transportation information for an inbound transaction, such as a purchase order or customer return, you can set up the Mode of Transport preference based on the customer, item, and receiving warehouse. For purchase orders, the system uses the supplier and item and warehouse combination as default information on the purchase order.

Options and Equipment Preference

The Options and Equipment preference specifies the options and equipment required for a shipment. This preference is resolved at all possible grid points on the preference hierarchy so that multiple options and equipment requirements are added to a shipment.

In addition, each specific preference can contain a list of possible options or equipment. For example, a shipment of perishable items requires a refrigerated trailer. You set up an option preference for these items on a refrigerated trailer. This option applies to any shipment that contains perishable items. When the system routes the shipment, the system selects only from those carriers, modes of transport, or routing entries that provide refrigerated trailers.

See Also

- *Setting Up Basic Preferences* in the *Sales Order Management Guide* for more detailed information about preferences

Document Control Setup

Delivery documents provide delivery instructions for a shipment or load. They also record the transfer of ownership of the products to the customer. Some delivery documents might also specify the product price and additional charges.

In the Transportation Management system, you can define the documents that are printed throughout the shipping process. You also specify the print application used to print the document, how the document number is determined, the printer to which the document is sent to, and whether prenumbered forms are used.

Setting Up Documents

You must set up delivery documents before you can print them. This setup includes the following items:

Document next numbers	Document next numbers provide a numbering system for your shipping documents. Next numbers can be used for prenumbered forms or plain forms that are not prenumbered.
Document printing programs	These programs allow you to associate a program and version to each type of delivery document that you need to print.
Document sets	Document sets allow you to group your documents by customer or item for quicker processing.
Document depot information	Document depot information allows you to set up documents specific to each depot you have. You also can define multiple depots for your documents.

Setting Up Document Next Numbers

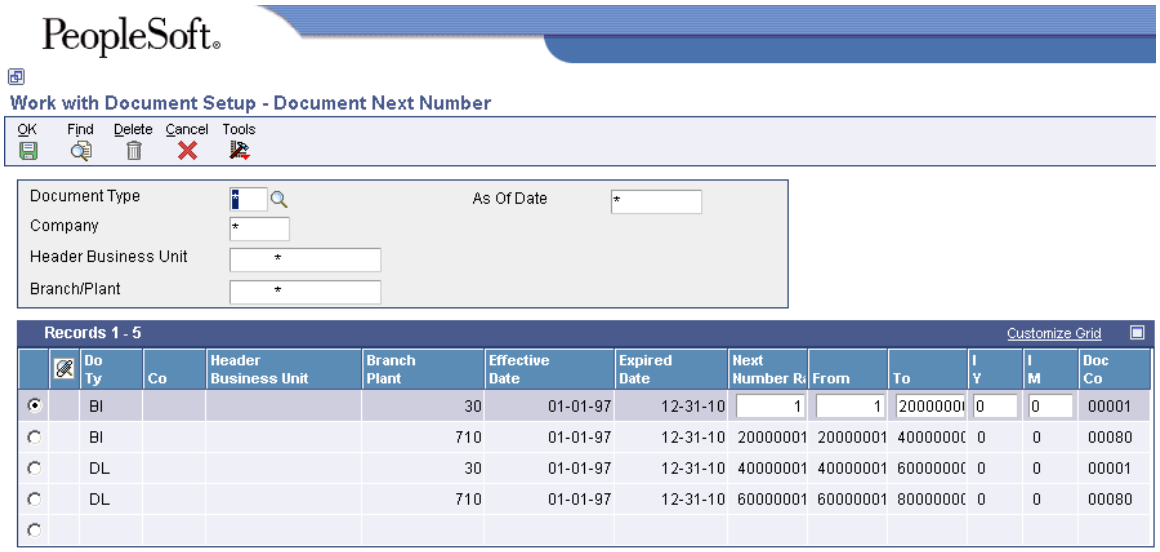
You must define a range of document next numbers that the system uses when automatically assigning numbers to the various delivery documents. You must specify the range and format for each document next number. You can specify document next numbers at the company, sales region, or depot level.

If you use forms that are not prenumbered, you must specify the number that the system uses to identify the next form. If you use prenumbered forms for printing documents, you must synchronize document next numbers with your current form numbers.

► To set up document next numbers

From the Transportation Setup menu (G4941), choose Work with Document Setup.

1. On Work with Document Setup, select the document with which you want to work, and then choose Next Number from the Form menu.



2. On Document Next Number, complete the following fields and click OK:

   - Do Ty
   - Co
   - Header Business Unit
   - Effective Date
   - Expired Date
   - Next Number Range 1
   - From
   - To
   - I Y
   - I M
   - Doc Co

Setting Up Document Printing Programs

You set up document printing programs to associate a program and version to each type of delivery document that you need to print. For example, you can specify that the system use the Transportation Bill of Lading Build program (R49110) to print bills of lading. If you have created a particular version of a program to meet specific business requirements, you can indicate the version number that corresponds to your custom version.

You also define the document codes that correspond to the delivery documents that your organization uses. For example, you might define the code for bills of lading as BOL.

The following list identifies common document codes and the documents to which they refer:

BOL1 Transportation Bill of Lading Build (R49110). You typically use this program to print bills of lading. The default version is ZJDE0001.

BOL2 Demand Scheduling Bill of Lading (R49116). You typically use this program to print bills of lading. The default version is ZJDE0002.

MBL Master Bill of Lading Print (R49137). You typically use this program to print master bills of lading. The default version is ZJDE002.

INV1 Print Invoices (R42565). You typically use this program to print invoices. The default version is ZJDE001.

MAN1 Shipment Manifest Print (R49135). You typically use this program to print manifests. The default version is ZJDE001.

PKL Packing List Print (R49141P). You typically use this program to print packing lists. The default version is ZJDE001.

You can also specify whether the document that is associated with a code is a primary delivery document, a primary invoice document, or both. In addition, you can specify the level of the document, such as whether the document is a load-, line-, or shipment-level document.

You can indicate whether you want the system to perform a freight update whenever it prints a particular type of delivery document. Consolidating batch programming can reduce time and effort.

► To set up document printing programs

From the Transportation Setup menu (G4941), choose Work With Document Setup.

1. On Work with Document Setup, click Add.
2. On Document Setup Revisions, complete the following fields:
   - Document Code
   - Document Type
   - Sequence Number
   - Program Name
   - Version
   - Reference Number Qualifier
   - Program ID External Doc #
3. Choose the appropriate options and click OK:
   - Line Level
   - Shipment Level
   - Load Level
   - Primary Delivery Document
   - Primary Invoice Document

- Document Recreate
- Document Freight Update
- Include Miscellaneous Lines

Processing Options for Transportation Bill of Lading Build (R49110)

Run Options
Enter the Override Shipment Status
Enter the name of the print UBE to be executed.
Enter the version of the print UBE to be executed
Customer Item

Processing Options for Shipment Document Workfile Build (R49130)

Run Options
1. Enter the name of the Print UBE to be executed.
2. Enter the version of the Print UBE to be executed.

Processing Options for Shipment Manifest Print (R49135)

Run Options
Enter '1' to Consolidate by Ship To Address.
Enter the Global Message to print on each document.
Print Additional Header Text

1 = Print ORIGINAL
2 = Print REPRINT
Blank = No Additional Header Text

Processing Options for Master Bill of Lading Print (R49137)

Run Options
Enter '1' to Consolidate by Ship To Address.
Enter the Global Print Message to print on each document.
Print Additional Header Text

1 = Print ORIGINAL
2 = Print REPRINT
Blank = No Additional Header Text

Setting Up Document Sets

A document set allows you to logically group delivery documents by customer or item. The document sets that you set up work directly with the Document Set preferences to match the documents with a customer and item number.

► To set up document sets

From the Transportation Setup menu (G4941), choose Work with Document Setup.

1. On Work with Document Setup, choose a document type for which you want to create a document set.
2. Choose Document Set from the Row menu.
3. On Document Sets, complete the following fields and click OK:
   - Doc Set
   - P D
   - P I

Setting Up Document Depot Information

You set up document depot information to specify the types of documents that you use at a particular depot. For each depot you also set up the following information:

- Optional printers
- Type of the forms used
- Use of Prenumbered forms

You can optionally define up to five printer names for each depot. If you do not complete this task, your documents print at your default printer.

You can specify that the printer must be loaded with standard paper or special forms. If you use prenumbered forms, you define controls to produce prenumbered documents. This is the only place in the setup process where you indicate that you use prenumbered forms. You must define the source of the document next number for a specific document type in a specific depot. You can also define how many pages you want to use during the paper alignment process.

► To set up document depot information

From the Transportation Setup menu (G4941), choose Work with Document Setup.

1. On Work with Document Setup, choose the document type for which you want to set up document printing information.
2. Choose Depot Setup from the Row menu.
3. On Depot Document Setup, complete the following fields to identify the printers:
   - Print Depot
   - Printer1
   - Printer2

- Printer3
- Printer4
- Printer5

4. Complete the following fields to identify the type of forms used:
    - Form ID
    - Form ID #2
5. Complete the following fields to identify how you number the forms:
    - P R
    - Al Pg
    - N S
6. Complete the following fields and click OK.
    - Co
    - Header Business Unit
    - Branch Plant

Vehicle Setup

To create a load, you must define the vehicles that you use in shipping. Vehicle setup allows you to define specific vehicles or vehicle types. You set up vehicles to specify the type and quantity of products that can be loaded onto them.

Common types of vehicles include tractors, trailers, and vans . These general descriptions of vehicles are the basis for which you later define each physical vehicle that you use. For example, if you use tanker trucks to ship items, you might set up a vehicle type named TANKER.

After you define a vehicle type, you define specific information about that vehicle type, such as:

- Dimension information
- Compartments
- Equipment information

Use vehicle dimensions to define the physical dimensions of a vehicle. For example, after the TANKER vehicle type is defined, you set up the exterior and interior measurements of the tankers. You can define how many compartments a type of vehicle has within it. For example, a tanker might have six compartments. You can also define the equipment that is on board the vehicle. For example, a tanker might have hoses that are used for pumping out the product. If these hoses always accompany the tanker, you define them as equipment on the TANKER vehicle type.

After you set your vehicle types, you then define specific vehicle information in Vehicle Master Maintenance (P4930). For example, you can set up:

License information	For each vehicle that you use, you can enter specific license information that might be required by various transportation agencies.
Out-of-service dates	Out-of-service dates help you to plan maintenance schedules. They can help you to route shipments by allowing the system to assign only those vehicles that are available for use.
Connected vehicle information	Connected vehicle information allows you to define two or more vehicles that are attached and given one connected vehicle ID.

Setting Up Vehicle Information

You must define a vehicle type so that the Transportation Management system can use the type to create loads. After you enter vehicles types, you then define further information for each type of vehicle, such as dimensions, compartments, and equipment.

Setting Up Vehicle Types

Use the Vehicle Type Maintenance program (P4931) to set up vehicle types to record each type of vehicle that is operated by your company. You can then define further information about your vehicles.

The system allows you to set up extra features for vehicles in a private fleet such as a vehicle ID. You can also set up license and out-of-service dates for specific physical vehicles. You can set up physically connected vehicles as a single logical entity called a connected vehicle. A connected vehicle can be rail cars joined temporarily to form a train, or trucks and trailers attached to one another. You can use connected vehicles to streamline the trip building and load confirmation processes.

► To set up vehicle types

From the Vehicle Setup menu (G49413), choose Work with Vehicle Types.

1. On Work With Vehicle Types, click Add.
2. On Vehicle Type Revisions, complete the following required fields:
   - Vehicle Type
   - Description
   - UoM
   - Empty
3. To allow a vehicle to carry product, choose the following option:
   - Carries Product
4. Complete the following optional fields:
   - Dispatch Group
   - Secondary Dispatch Group
   - Number of Compartments
   - Load Line Count
   - UoM
   - Mode of Trn
   - Bulk/Packed Flag
   - Number of Axles
   - Weight Capacity per Axle
   - Number of Seals Required
5. To allow multiple lines in a compartment, choose the following option, and then click OK:
   - Multiple Lines

Setting Up Vehicle Dimensions

Vehicle dimensions specify the length, width, and height of the vehicles in the system. This information allows you to better fill your vehicles to capacity.

► **To set up vehicle dimensions**

From the Vehicle Setup menu (G49413), choose Work with Vehicle Types.

1. On Work With Vehicle Types, click Find.
2. Choose a vehicle type for which you want to set up vehicle dimensions.
3. From the Row menu, choose Dimensions.
4. On Dimension Revisions, complete any of the following fields and click OK:
    - Vehicle Exterior Height
    - Vehicle Exterior Length
    - Vehicle Exterior Width
    - Vehicle Side Door Height
    - Vehicle Side Door Width
    - Vehicle Rear Door Height
    - Vehicle Rear Door Width
    - Vehicle Interior Front Height
    - Vehicle Interior Center Height
    - Vehicle Interior Rear Height
    - Vehicle Interior Length
    - Vehicle Interior Width
    - Vehicle Floor Height
    - Linear Unit of Measure

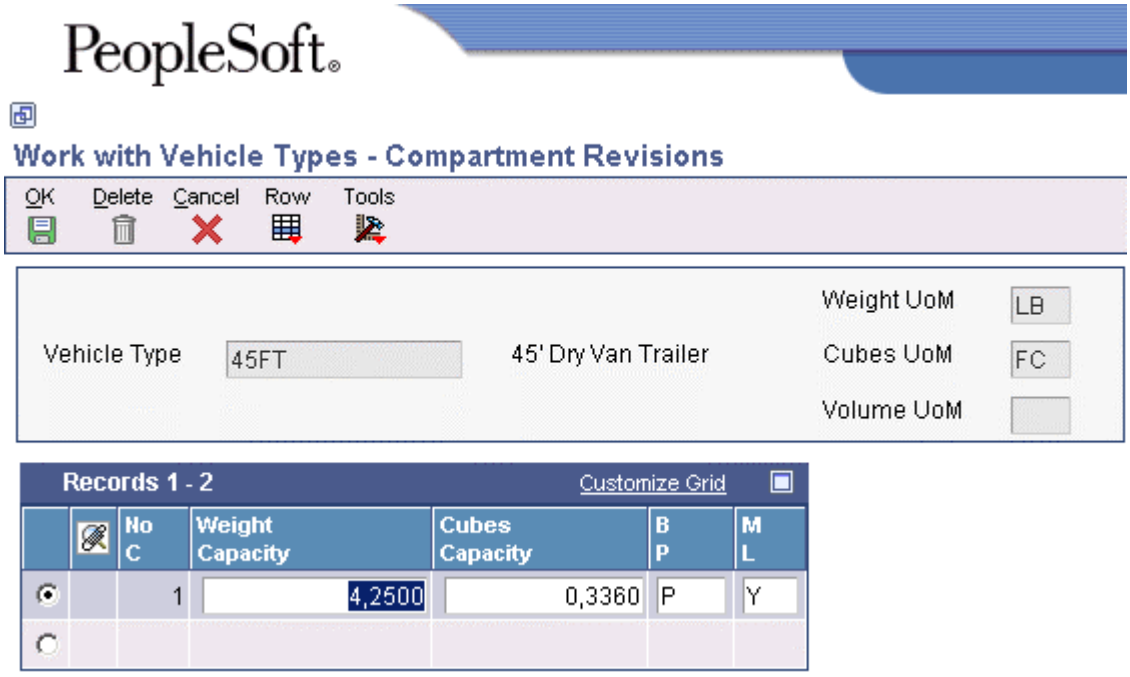
Setting Up Vehicle Compartments

You must specify the capacity of each compartment on each vehicle that you use. This ensures that you do not build a load with a capacity greater than that of the vehicle.

► **To set up vehicle compartments**

From the Vehicle Setup menu (G49413), choose Work with Vehicle Types.

1. On Work With Vehicle Types, click Find.
2. Choose a vehicle type for which you want to set up compartments.
3. From the Row menu, choose Compartments.



4. On Compartment Revisions, complete the following fields and click OK:
   - Weight Capacity
   - Cubes Capacity
   - Volume Capacity
   - Volume Capacity 2
   - B P
   - M L

Setting Up Vehicle Equipment

Use the Vehicle Type Maintenance program (P4931) to specify the equipment that is associated with individual vehicles. When you build a load, you can view the vehicle master to determine if a vehicle has the appropriate equipment for a specific delivery requirement. For example, the dispatcher might be building a load destined for a delivery site that is known to not have a delivery dock. In this case, the dispatcher needs to assign a vehicle equipped with a hydraulic liftgate so that the driver can easily deliver the product.

Prerequisite

- ❑ Set up user defined codes for equipment in the Option/Equipment table (49/BG). See *Understanding User Defined Codes* in the *Transportation Management Guide*.

▶ To set up vehicle equipment

From the Vehicle Setup menu (G49413), choose Work with Vehicle Types.

1. On Work With Vehicle Types, click Find.
2. Choose a vehicle type for which you want to set up equipment.
3. From the Row Menu, choose Equipment.

4. On Equipment Revisions, complete the following fields and click OK:
    - Option/ Equipment
    - Effective Date
    - Expired Date
    - Units Needed

Setting Up Vehicle Maintenance Information

After you set up vehicle types, compartments, and equipment, you can set up license, staff, and vehicle availability information.

Setting Up Vehicle Master Information

After you set up types of vehicles, you can specify information specific to each vehicle, such as its associated branch/plant, its serial number, and its owner.

The system retrieves default values for each physical vehicle based on the assigned vehicle type. You can override the default vehicle type information. For example, if you have a typical truck that comprises most of your fleet, you can use these features as the default setup. If some of the trucks are outfitted with special equipment, you can override the default information for those vehicles.

► To set up vehicle master information

From the Vehicle Setup menu (G49413), choose Work with Vehicles.

1. On Work With Vehicles, click Add.
2. On Vehicle Master Revisions, complete the following fields:
    - Vehicle Id
    - Vehicle Type
    - Branch/Plant
    - Vehicle Serial No
    - UoM
    - UoM
3. Complete the following optional fields:
    - Description
    - Owner Number
    - Empty
    - Load Line Count
    - UoM
    - Maximum Odometer
    - Print Message
    - Message Type

4. If applicable, click the following option and then click OK:
    - Dummy Vehicle

Processing Options for Vehicle Master Maintenance (P4930)

Process

1. Enter 1 to display Vehicle Compartment, Vehicle License, and Vehicle Equipment revision forms when adding a vehicle.

Revision Forms

Setting Up Vehicle Licenses

You enter vehicle license and registration information, the types of licenses and registrations, and their effective dates in the License Maintenance program (P49020). During the load building process, the system uses this information to verify vehicle license and registration information.

► To set up vehicle licenses

From the Vehicle Setup menu (G49413), choose Work with Licenses.

1. On Work With License, click Find.
2. Choose a vehicle for which you want to set up licenses and click Select.
3. On License Revisions, complete the following fields and click OK:
    - Registration/ License Nbr
    - RL Ty
    - Issuing Agency
    - Ctry
    - Effective Date
    - Expired Date
    - M T
    - Print Message

Setting Up Vehicle Out-of-Service Dates

You can use status codes and dates in the Vehicle Master Maintenance program (P4930) to indicate when your vehicle is scheduled for routine maintenance or is otherwise unavailable. The dispatcher uses this information to avoid assigning orders and trips to an out-of-service vehicle.

► To set up vehicle out-of-service dates

From the Vehicle Setup menu (G49413), choose Work with Vehicles.

1. On Work With Vehicles, click Find.
2. Choose a vehicle for which you want to set up out-of-service dates.

3. From the Row menu, choose Out of Service.
4. On Vehicle Out of Service Dates, complete the following fields in the detail area and click OK:
    - Veh Sts
    - Effective Date
    - Expired Date

See Also

- *Setting Up Vehicle Master Information* in the *Transportation Management Guide* for additional vehicle information and the processing options that control your vehicle information

Setting Up Connected Vehicles

Use the Connected Vehicles program (P4935) to set up connected vehicles to indicate when two or more vehicles are to be considered a single connected vehicle with a unique ID. When you specify that two or more vehicles are connected, you can indicate the following:

- The vehicle ID for each of the vehicles that make up the connected vehicle
- The ID number of the connected vehicle
- The type of vehicle, such as train or attached trailers

► To set up connected vehicles

From the Vehicle Setup menu (G49413), choose Work with Connected Vehicles.

1. On Work With Connected Vehicles, click Add.
2. On Connected Vehicle Revisions, complete the following required fields:
    - Connected Vehicle ID
    - Branch/Plant
    - Mode of Trn
    - Weight UoM
    - Cubes UoM
    - Volume UoM
    - Vehicle Id
3. Complete the following optional fields and click OK:
    - Effective Date
    - Expired Date
    - Dispatch Group
    - Secondary Dispatch Group

Staff Setup

The Transportation Management system allows you to define the kind and number of staff at a depot or for a particular vehicle. When setting up a depot, you assign your staff to a specific depot, job description, shift, job type, effective date, and expiration date. You assign staff to a specific depot based on employee qualifications. By assigning employees to a depot, you can track which members of your transportation staff are at various locations.

You can assign employees to a particular vehicle and shift. In addition, you can set up effective dates and expiration dates. You assign an employee to operate your vehicles according to the job that the individual performs. This is especially useful if you use a private fleet for deliveries.

Setting Up Depot or Vehicle Staff

Use the Work with Depot/Vehicle Staff program (P49041) to assign staff to operate your vehicles according to the job that each staff member performs. You can also assign a person to a particular vehicle or you can assign staff to a depot. This is particularly helpful for tracking a private fleet of vehicles and drivers.

You can assign a vehicle to an employee that has special qualifications or a specific license required to operate the vehicle or transport a particular product such as hazardous materials.

Prerequisite

- Verify that you have entered your depots and staff members in the Address Book system. See *Creating and Updating Address Book Records* in the *Address Book Guide*.
- Verify that you have set up your vehicles in the Vehicle Master table. See *Setting up Vehicle Master Information* in the *Transportation Management Guide*.

▶ To set up depot or vehicle staff

From the Transportation Setup menu (G4941), choose Work with Depot/Vehicle Staff.

1. On Work with Depot/Vehicle Staff, click Add.
2. On Depot/Vehicle Staff Revisions, complete the following fields in the detail area and click OK:
    - Staff Number
    - Staff Name
    - Depot
    - Job Type
    - Job Description
    - Vehicle ID
    - Shift
    - Effective Date
    - Expired Date

Planning Transportation

The Transportation Management system supports all of the shipping needs of your company. Plan Transportation provides functions for the daily processes that you use to transport your items from an origin to one or more destinations. You can view and change shipments. The system performs the necessary planning functions before orders are shipped.

Initially, you enter and accept a sales order. The system automatically creates a shipment. You can revise or add to the shipment or you can consolidate shipments that go to a destination by combining them into a load.

You can do the following with shipment information:

- Change the routing and other shipment information, such as the carrier and mode of transport
- Add a shipment to a load
- Modify or define the options and equipment
- Add, modify, or delete shipment pieces
- View, add, or modify freight charges for a shipment
- Print delivery documents for a shipment
- Approve or confirm a shipment

What is a Shipment?

A shipment is a scheduled delivery of items from a single origin (branch/plant or depot) to a single destination (ship-to address) on a specific date. Shipments are defined by the individual pieces on board, such as pallets, boxes, or containers. Shipments are routed and rated by the system at the time that they are created. You can add options and equipment to your shipment. For example, if a shipment requires the use of a liftgate for delivery, then you can assign a liftgate as equipment.

What is a Load?

A load consists of shipments, not necessarily to the same customer, that have been combined for delivery. Consolidating shipments into loads reduces freight costs. You have four options for consolidating shipments:

- Transactional consolidation, which allows you to consolidate only the order lines that you add or modify in a single transaction into one shipment.
- Multiple order consolidation, which allows you to consolidate order lines from multiple transactions into one shipment.
- Single order consolidation, which allows you to consolidate order lines that pertain to the same order into one shipment.
- Manual consolidation, which allows you to place order lines with different shipment or delivery dates and times onto the same shipment. You can manually select sales and credit order lines for manual shipment consolidation (source orders S or T).
- No consolidation, which allows you to place individual order lines into separate shipments.

Load-building provides the capability of creating pooled shipments, in which an intermediate distribution center receives the load and then sends out each shipment to the final destination. Similar to shipments, loads are routed and rated, and can have options and equipment assigned to them.

Understanding the Transportation Process Flow

The transportation process flow follows a shipment from its creation to its confirmation, and finally to the recording of freight information.

Shipment Planning

The foundation of the Transportation Management system is the shipment, which begins the transportation process. The system creates shipments at the time that sales orders are entered through the Sales Order Management system. Using information from the sales order, the system places an order or orders onto a shipment. The system then creates a record to move the shipment from an original location to a final destination. When shipments are created, the system determines:

- How the shipment should be routed
- What costs to assess to the shipment (rating)
- When the customer can expect the shipment

You can enter shipment information for inbound shipments, such as a purchase order or customer return. The system processes inbound shipments similarly to outbound shipments.

Load-Building

A load is a collection of shipments grouped to reduce costs and optimize delivery routes. After a shipment is created, it can be included in a load. You can build a load using a common carrier or a private fleet. After the load detail information is complete, you can choose various shipments to place on that load. You can choose routing options, consisting of modes and carriers. You can also choose the specific load options and equipment that are necessary to successfully transport your goods. When you build a load, you can arrange the order or stop sequence of each delivery. You can also assign products to compartments on vehicles. Once a load is built, it follows a process flow similar to shipments.

Approval

You approve shipments and loads in the system. The approval process reviews the shipment information of the shipments on a load. Approved shipments and loads can be picked by the warehouse and placed on vehicles. You can approve more than one shipment at a time. You can approve an entire load. When a load is approved, all shipments on that load are automatically approved.

Confirmation

After you approve shipments and loads, you must confirm them. Shipment confirmation is the process of verifying the quantities and items that are to be delivered. Load confirmation is the process of verifying each of the shipments that are assigned to the load. When you confirm shipments and loads, the system relieves the inventory of those items.

To track your shipments and loads, you can enter tracking numbers, which the system uses while the shipment or load is on its way to the final destination. The system allows you to track shipments over the Internet, by telephone, or by fax.

Printing Delivery Documents

You can print delivery documents such as bills of lading, shipment manifests, picking slips, loading notes, and so on at various stages in the process. You can print delivery documents before a shipment is confirmed to be placed on a load or before a load is confirmed. You can also print documents when shipment confirmation has taken place. In addition, you can specify the depots that print certain documents.

Delivery Confirmation

The process of delivery confirmation varies depending on what you are confirming. The following are ways that the system allows you to confirm delivery:

Shipments and pieces	You can confirm the delivery of shipments and pieces by recording proof of delivery (POD) information.
Loads with in-transit inventory	Delivery confirmation is also used to record the quantity of product that is actually delivered. Also, if any product remains on the vehicle, you can record its disposition.
Bulk products	You can record a gain or loss, leave remaining product on board a vehicle, or return product to inventory. You can also record unscheduled deliveries.
Packaged products	You can leave any remaining product on board a vehicle or return product to inventory. You can also record unscheduled deliveries.

Freight Update

Once shipments, pieces, and loads are confirmed, you can update the freight charges. The freight update process moves information from the Shipment Header (F4215), Shipment Routing Steps (F4941), and Shipment Charges (F4945) tables into the Freight Audit History table (F4981). When you run freight update, the system creates vouchers, and writes records to both the general ledger and the accounts payable system for auto-pay carriers. For non auto-pay carriers, the system writes records only to the general ledger system.

Freight Audit

After freight update is run, you can use the Work with Freight Audit History program (P4981) to audit carrier invoices against the charges that were recorded in the system.

Planning Transportation Shipments

After the sales order entry process creates shipments, you can revise them as needed. You can modify any shipment to support unique customer requirements. You can create new shipments manually if you need to move goods between depots or branch/plants. You can also create simulated shipments to quote freight charges.

You can revise basic shipment header information and routing information using Work with Shipments (P4915). On the Shipment Revisions form, you can revise the following:

Header information	You can revise ship dates and ship times, as well as the weight, modes of transport, and carriers for shipments and loads.
Routing information	Routing information that you can revise includes associated costs and delivery dates of the shipment.
Shipment piece information	You can revise information for shipment items or pieces. Examples of shipment pieces are pallets, boxes, and crates. You can revise shipment pieces after the sales order is placed.
Options and equipment information	Options and equipment information pertains to items necessary to transport that particular shipment. For example, an option for a shipment might be "inside delivery" and additional equipment might be a dolly that is needed to unload crates from a shipment.

Creating a Shipment during Order Entry

When you enter a sales order or a purchase order, the system automatically creates an inbound or outbound shipment based on the combination of order type and line type that you define in the user defined code table Shipping Document/Line Types (49/SD). This code is a four-character, alphanumeric code in which the first two characters indicate the order type and the third and fourth characters indicate the line type. The system creates shipments only for line types on an order that match a user defined code.

The system creates a shipment during order entry based also on shipping information for the branch/plant, ship to address, and item.

Note

You can edit shipment information during order entry; however, once you accept the order, you cannot modify shipment detail information from the Shipment Revisions form. To modify shipment information, you must edit the sales order.

► To create a shipment during order entry

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, click Add.
2. On Sales Order Detail Revisions, complete the following fields:
   - Order Type
   - Branch/Plant
   - Ship To
   - Quantity Ordered
   - Item Number

3. To review shipment information before accepting the order, select a row and choose Freight Info from the Form menu.

   The system displays the shipment information on Work With Shipments By Order. By choosing the appropriate options from the Row menu, you can also perform the following tasks:

   - Review the delivery instructions
   - Add or remove detail lines
   - Modify the shipment pieces
   - Review information about options and equipment
   - Modify the routing information

4. On Sales Order Detail Revisions, click OK.

Consolidation Shipments from Sales or Credit Orders

You can manually consolidate shipment details of sales or credit order lines to new or existing shipments. For example, you can manually select sales or credit orders for shipments with differing dates and times and consolidate them into one shipment. You can consolidate sales and credit order lines under the following conditions:

- The origin and destination information match (Origin, Ship To, and Sold To, and the Shipment Depot values)
- The Source of Order value is S (sales) or T (credit)
- The shipment details are not on a previously confirmed shipment
- The sales order is not on hold or future committed
- The Item Type value matches (Bulk/Packed option)
- Item compatibility check succeeds
- Shipment Status value is below the processing-option based selection criteria
- Order lines with a next status are below the processing-option based selection

In the Work with Shipments (P4915) processing options, use the Shipment Status for Order Line Selection and the Sales Order Next Status for Order Line Selection processing options on the Manual Shipment Consolidation tab to set up the eligibility of existing shipment detail sales order lines that are placed on the specified shipment.

Prerequisite

- Specify how the system consolidates manual shipments on the Manual Shipment Consolidation tab in the processing options for Work with Shipments (P4915).

See Also

- *Adding Shipments Manually* in the *Transportation Management Guide* for information about how to create a manual shipment

► To select order lines for shipment consolidation

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, locate and choose the existing shipment.
2. Choose Add/Remove SO Lines from the Row menu.
3. On Shipment Detail – Order Lines, choose Select Order Lines from the Form menu.
4. On Select Order Lines, choose the record or multiple records and then choose Select Order Line from the Row menu.

   The system marks selected lines with a checkmark. To remove a record, choose Remove Selection from the Row menu.

5. Click Close.
6. On Shipment Detail – Order Lines, click OK to update the shipment.

► To remove order lines from a consolidated shipment

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, locate and choose the existing shipment.
2. Choose Add/Remove SO Lines from the Row menu.
3. On Shipment Detail – Order Lines, choose the order line or multiple lines in the detail area, and then choose Remove Detail from the Row menu.
4. Click OK.

Quoting Freight in an Online Invoice

You can quote freight online after an order has been placed. The system displays the total estimated freight charges for the order. The system calculates the freight by totaling the freight charges in the Shipment Charges table (F4945) for the shipments created from the order.

► To quote freight in an online invoice

From the Sales Order Processing menu (G4211), choose Sales Order Detail.

1. On Customer Service Inquiry, click Find.
2. Choose an order for which you want to quote freight, and choose Order then Online Invoice from the Row menu.

   The system displays Work With Online Invoice, where you can review the estimated freight charges for the order.

Revising Shipment Information

You can modify shipments after they have been created using the Work with Shipments program (P4915). Shipment revisions are usually made only when special circumstances necessitate a change, such as:

- The need to change a promised delivery date and time
- The need to split a shipment into multiple legs
- In addition, you can change:
- Weight and volume information
- Mode of transport
- Carrier number
- Handling code
- Measurements

After a shipment has reached a certain status, certain information cannot be modified. For example, when final payable or billable freight charges have been updated, the shipment information is protected and cannot be changed. Typically, you can edit almost all of the information included in that shipment.

The Shipment Revisions form includes information about the specific product and quantity being shipped. Shipment details originate from sales orders. You cannot modify or add shipment detail information for shipments after sales orders have been entered.

If you are using the Demand Scheduling system (40R), the system displays and updates the CUM Shipped field in the detail area on the Shipment Revisions form. The system prints the cumulative shipped quantity on the Bill of Lading and provides a historical record for the cumulative quantity. You can manually update cumulative information from the Shipment Revisions form, as necessary. You can also access the Standard Pack Carton Recommendations application (P4615) to work with cartons recommendations and packaging requirements.

If you have set up the self-service mode, suppliers who provide your delivery services can review their shipments. By using this self-service mode, you can keep your suppliers informed on pending and approved shipments. Greater communication allows you and your suppliers a better working relationship. Outbound Carrier Schedule in Supplier Self-Service mode allows you to review shipments from the web. After you enable Outbound Carrier Schedule through processing options, your suppliers and carriers can inquire about shipments that are assigned to them in the system. Suppliers or carriers cannot revise shipment information.

Prerequisite

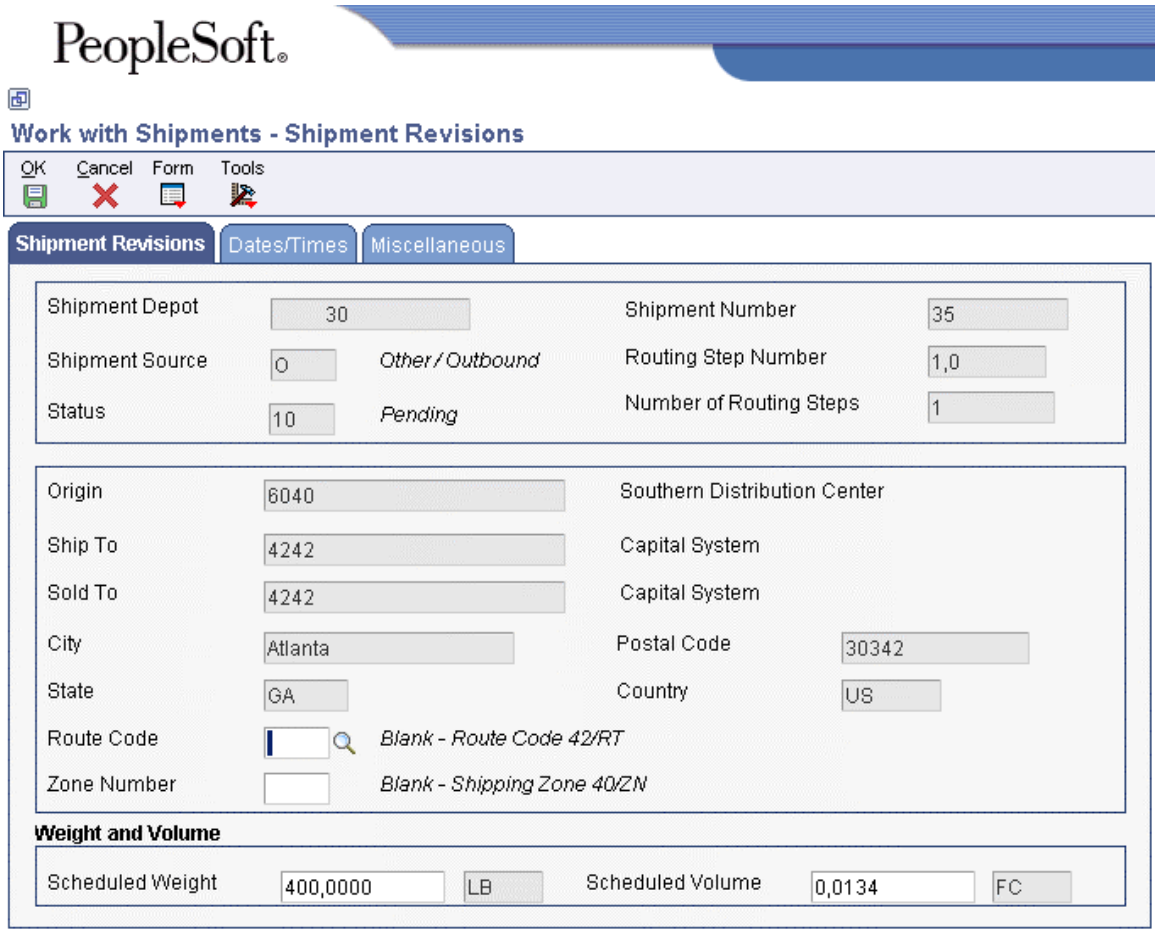
- ❑ Ensure that you have set up the following user defined codes for excess charges:
  - Excess Reason (49/ES)
  - Excess Responsibility (49/EC)

► To revise shipment information

From the Shipments and Loads menu (G4911), choose Work with Shipments.

Alternatively, for Self-Service, from the Supplier Self-Service menu (G43S11), choose Outbound Carrier Schedule to review any of the tabs and determine where the shipment is in the transportation process.

1. On Work with Shipments, click Find.
2. Choose the shipment that you want to revise and click Select.



3. On Shipment Revisions, on the Shipment Revisions tab, revise any of the following fields:
   - Route Code
   - Zone Number
   - Scheduled Weight
   - Scheduled Volume
4. Click the Dates/Times tab and revise any of the following fields:
   - Promised Ship
   - Promised Delivery
   - Earliest Pickup Date

- Latest Pickup Date
- From Pickup Time
- Thru Pickup Time
- Scheduled Loading Time (minutes)
- Earliest Delivery Date
- Latest Delivery Date
- From Delivery Time
- Thru Delivery Time
- Scheduled Unloading Time

5. Click the Miscellaneous tab and revise any of the following fields:

   - Mode of Transport
   - Carrier Number
   - Freight Handling Code
   - Number of Pieces
   - Number of Containers
   - Dock ID
   - Reason Code
   - Responsibility Code
   - Authorization Code

6. From the Form menu, choose Additional Info.
7. On Additional Shipment Revisions, review the fields and make any changes that are necessary.

   If your rating depends on measurements such as length, width, girth, or height, you must enter this information here.

8. Click OK to return to the Shipment Revisions form.
9. On Shipment Revisions, choose Detail from the Form menu to review shipment detail information.
10. On Shipment Detail, review the information and click OK.

See Also

- *Working with Detail Information* in the *Sales Order Management Guide* for more information about how to create a shipment when you enter or revise a sales order
- *Working with Cumulative Information for Demand Scheduling* in the *Demand Scheduling Guide* for more information about processing cumulative information
- *Working with Standard Pack Carton Recommendations* in the *Warehouse Management Guide* for information about how the system processes cartons and packaging recommendations

Defining Shipment Pieces

A shipment piece can be a pallet, box, crate, or some other shipping container. It can also be an item, such as a steel beam, or a piece of equipment. You use the Shipment Revisions form in the Work with Shipments program (P4915) to define one or more pieces for a shipment and specify the weight and dimension information for each piece. You need to specify piece information when the rating of a shipment is affected by the individual pieces or if piece information is required by a carrier or a government agency.

You also enter piece information when you need to track pieces on a shipment, or if piece information is required by the customer to complete the shipment.

The contents of shipping containers or pieces are defined in the Shipment Confirmation program (P4205). The system considers shipment weight as the sum of the total shipment pieces.

Note

For shipments that do not have piece information defined in the Shipment Pieces table (F4943), the system converts the quantity in the transaction unit of measure to the shipping unit of measure to estimate the piece count. The system performs the following calculations:

- Rounds down the transaction unit of measure to obtain the whole piece number
- Adds the weight and volume of the leftover quantities from all detail lines and divides the total by the maximum piece weight, or volume, or both
- Rounds the resulting piece weight or volume up to the next whole number
- Adds the result from the previous calculation to the whole piece number to obtain the piece count

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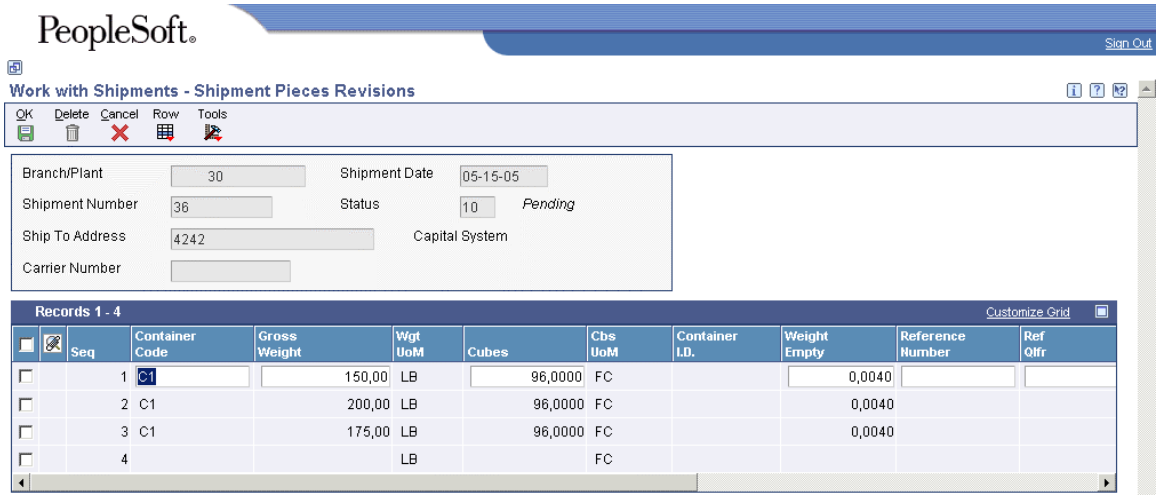
► To define shipment pieces

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, click Find.
2. Choose a shipment for which you want to define pieces.
3. From the Row menu, choose Revisions, and then choose Pieces.



4. On Shipment Pieces Revisions, complete the following fields in the detail area, and then click OK:

   - Seq
   - Container Code
   - Gross Weight
   - Wgt UoM
   - Cubes
   - Cbs UoM
   - Container I.D.
   - Weight Empty
   - Reference Number
   - Ref Qlfr
   - Length
   - Width
   - Height
   - Girth
   - Dim U/M
   - Tare SSCC

Assigning Options and Equipment to a Shipment

You assign options and equipment to a shipment for any extra service required beyond standard operating procedures. You can manually add, change, or delete options and equipment.

The system can store options and equipment at the order line level, delivery level, or the load level.

Order line level The option displays once for each line that requires it Any associated charges are listed for each line that contains the option.

Delivery level The option displays once per delivery, and any associated charge is assessed only once.

Load level The option displays once per load and any associated charge is assessed only once.

The system assesses billable or payable charges, or both, for an option or for a piece of equipment through the rate schedule and rate definition. You can specify that a charge is calculated only if the named option or equipment occurs on the shipment or load.

See Also

- *Setting Up Routing Entries* in the *Transportation Management Guide* for information about how to set up options for a route
- *Setting Up Rates and Definitions* in the *Transportation Management Guide* for information about how to set up rates for options

▶ To assign options and equipment to a shipment

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, click Find.
2. Choose a shipment to which you want to assign options and equipment.
3. From the Row menu, choose Revisions, and then choose Options and Equip.
4. On Shipment/Load Options and Equipment Revisions, complete the following fields in the detail area, and then click OK:
    - Option/ Equipment
    - Del Lin
    - Order Number
    - Or Ty
    - Line Number

Reviewing Routing Options

You review routing options for shipments to determine the carrier and mode that you want to use. Routing options contain information regarding the cost and delivery date of each possible route. The system prioritizes these for each carrier based on cost, delivery time, and best performance, in that order. When you choose a routing option, you update the routing and rating information for a shipment.

You also can review which route is currently assigned to a shipment or load. If no route has been assigned, then the system indicates the best route by displaying a check mark next to that route on the Work with Routing Options form of the Routing Options program (P4980).

See Also

- *Working with Detail Information* in the *Sales Order Management Guide* for information about where delivery routes are assigned on sales orders

► To review routing options

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, click Find.
2. Choose the shipment that you want to review and choose Routing Options from the Row menu.
3. On Work With Routing Options, review the carrier and mode of transport for each possible route for your shipment.

   Note that the system displays a check mark in the row that contains the route that is already assigned to the shipment or load. If there is no route assignment, then the system displays the check mark next to the recommended route.

4. Choose a specific route for a shipment and click Select.

Bypassing Shipment Rating and Routing

In some industries, such as the automotive industry, the customer specifies the carrier and mode of transportation of a shipment from a supplier and pays the freight charges. In this case, you do not need to route or rate the shipment. To bypass rating and routing when creating shipments, the carrier and mode of transportation must be specified.

You can specify the carrier in the following areas:

- Customer billing instructions
- Sales order header or detail
- Manually or from Demand Scheduling
- Transportation carrier preference

You specify the mode of transport in the following areas:

- Sales order detail
- Manually or from Demand Scheduling
- Transportation mode of transport preference

When you bypass rating and routing, the system does not calculate transportation freight charges and does not allow you to manually enter freight charges or perform manual routing.

To activate this feature, set up the Freight Handling Code user defined code (42/FR) with a special handling code of 9. The system uses the special handling code for the following programs:

- Work with Shipments (P4915)
- Work With Loads (P4960)
- Sales Order Entry (P4210)

- Transportation Bill of Lading Build (R49110)
- Transportation Bill of Lading Print (R49115)
- Freight Update and Report (R4981)

Approving Shipments

The Transportation Management system allows you to approve a shipment. After a shipment is approved, it has a protected status; the system does not allow any changes to be made to an approved shipment; and the carrier and orders are also protected. In addition, the system does not automatically add orders to an approved shipment, nor does it automatically reroute an approved shipment. When a shipment is approved, the system advances the status of sales order lines. If you use Warehouse Management, the system can generate a warehouse request when the shipment is approved.

Note

For inbound transactions, you can route the shipment before the shipment for the purchase order or credit sales order is approved. The Transportation Management system allows you to advance an inbound shipment to an approved status the same way that you do outbound shipments.

Prerequisite

- Verify that approved, unapproved, and pending shipment statuses are defined in user defined code table Shipment Status (41/SS).

See Also

- *Revising Shipment Information* in the *Transportation Management Guide* for information about how to revise shipment information before you approve your shipment
- *Setting Up Order Activity Rules* in the *Sales Order Management Guide* to set up order activity rules that identify when approvals occur

► To approve shipments

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, click Find.
2. Choose the shipment or shipments that you want to approve and choose Approve Shipment from the Row menu.
3. On Approve Shipment, click OK to approve the shipment.

Processing Options for Work with Shipments (P4915)

Display Tab

Use these processing options to determine which types of shipment information the system displays.

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1. From Shipment Status

Use this processing option to specify a start value for the range of a shipment status code.

2. Routing Status

Blank = Display all

0 = Display routed shipments

1 = Display unrouted shipments

9 = Display shipments that cannot be routed

Use this processing option to determine the shipment routing information that the system displays. Valid values are:

Blank

Display all shipments.

0

Display routed shipments.

1

Display unrouted shipments.

9

Display shipments that cannot be routed.

3. Shipments on Loads

Blank = Display all

1 = Display shipments that are not on loads

Use this processing option to determine whether the system displays all shipments or only those shipments that are not on load. Valid values are:

Blank

Display all shipments.

1

Display shipments that are not on load.

4. Routing Step

Blank = Display all

1 = Display only first routing step of each shipment

Use this processing option to determine how the system displays routing steps. Valid values are:

Blank

Display all routing steps.

1

Display only the routing steps for the first shipment.

5. Shipments with Held Sales Orders

1 = Indicate holds on the Work with Shipments window

2 = Indicate holds on the Shipment Detail Revisions window

3 = Indicate holds on both windows

Use this processing option to specify on which forms the system includes a notification (indicated by an X in a contrasting color) that the shipments contain held sales orders. Valid values are:

1

Display a notification on the Work with Shipments form.

2

Display a notification on the Shipment Detail form.

3

Display a notification on both forms.

Process Tab

Use these processing options to determine whether the system performs certain activities, such as allowing you to create a shipment manually.

1. Shipment Creation

Blank = Do not allow

1 = Allow manual creation of shipments

Use this processing option to determine whether the system allows you to create shipments manually. Valid values are:

Blank
Do not allow manual creation of shipments.

1
Allow manual creation of shipments.

2. Protected Shipment Status

Blank = Use confirmed shipment status from Transportation Constants

Use this processing option to specify the shipment status at or beyond which the system does not allow you to make changes. If you leave this processing option blank, the system uses the confirmed shipment status from the Transportation Constants program (P49002).

3. Minimum Shipment Status - Print Delivery Documents

Use this processing option to specify the lowest shipment status number that prompts the system to print delivery documents.

4. Minimum Shipment Status - Delivery Confirmation (Required)

Use this processing option to specify the lowest shipment status number that prompts the system to confirm delivery.

5. Maximum Shipment Status - Delivery Confirmation (Required)

Use this processing option to specify the highest shipment status number that prompts the system to confirm delivery.

6. Self-Service Mode

Blank = Bypass

1 = Enable customer self-service in Java/HTML

2 = Enable carrier self-service in Java/HTML

Use this processing option to determine whether the system activates self-service functionality and which type of self-service functionality the system can activate for users of Java/HTML. Valid values are:

Blank
Do not activate customer self-service functionality.

1

Activate customer self-service functionality.

2
Activate carrier self-service functionality.

Approval Tab

Use these processing options to specify approval-processing information, such as whether the system allows you to override the sales order next status and approved shipment status.

1. Bypass Update of Sales Order Next Status

Blank = No
1 = Yes

Use this processing option to determine whether the system updates the sales order's next status when a shipment containing sales orders is approved. Valid values are:

Blank
Update the next status.

1
Do not update the next status.
2. Override Sales Order Next Status

Blank = Use the Order Activity Rules

Use this processing option to specify the override for a sales order next status that the system uses when a shipment that contains sales orders is approved. If you leave this processing option blank, the system uses the next status from the Order Activity Rules program (P40204).
3. Warehouse Request Processing Mode

Blank = No pick request
1 = Generate requests only
2 = Generate requests and process using subsystem

Use this processing option to determine whether the system generates pick requests for shipments that contain outbound sales orders and whether to process the requests using the subsystem. Valid values are:

Blank
Do not generate a pick request.

1

Generate pick requests only.

2

Generate pick requests and process them using the subsystem.

4. Override Approved Shipment Status

Blank = Use the Transportation Constants

Use this processing option to determine which version of the Location Selection Driver program (R46171) the system uses to process pick requests. If you leave this processing option blank, the system uses version XJDE0007.

5. Valid RMA Requirement

Blank = RMA not required

1 = For credit sales orders

2 = For purchase orders

3 = For both credit sales orders and purchase orders

Use this processing option to determine the order type for which an valid RMA (Returned Materials Authorization) is required prior to an inbound shipment approval. Valid values are:

1

A valid RMA is required for credit sales orders.

2

A valid RMA is required for purchase orders.

3

A valid RMA is required for both credit sales orders and purchase orders.

6. Update of Purchase Order Next Status

Blank = Do not bypass

1 = Bypass update

Use this processing option to determine whether the system updates the order next status when a shipment that contains a purchase order is approved. Valid values are:

Blank

Update the order next status.

1

Do not update the order next status.

7. Override Purchase Order Next Status

Blank = Use the Order Activity Rules

Use this processing option to specify the override next status for a purchase order. The system applies the override next status when a shipment that contains purchase orders is approved. If you leave this processing option blank, the system uses the next status from the Order Activity Rules program (P40204).

8. Override Purchase Order Next Status - Unapproved (Future)

For future use.

Use this processing option to specify the override order next status that the system uses when a shipment that contains purchase orders is unapproved.

Versions Tab

Use these processing options to specify which version of various Transportation Management, Sales Order Management, and Warehouse Management programs the system uses.

1. Load Build (P4960)

Blank = 'ZJDE0001'

Use this processing option to determine which version of the Work with Loads program (P4960) the system uses for transfers. If you leave this processing option blank, the system uses version ZJDE0001.

2. Shipment Tracking (P4947)

Blank = 'ZJDE0001'

Use this processing option to determine which version of theTransportation Shipment Confirmation program (P49645) the system uses for transfers. If you leave this processing option blank, the system uses version ZJDE0001.

3. Transportation Shipment Confirmation (P49645)

Blank = 'ZJDE0001'

Use this processing option to determine which version of the Transportation Shipment Confirmation program (P49645) the system uses. If you leave this processing option blank, the system uses version ZJDE0001.

4. Deliver Confirm (P49650)

Blank = 'ZJDE0001'

Use this processing option to determine which version of the Delivery Confirm program (P49650) the system uses. If you leave this processing option blank, the system uses version ZJDE0001.

5. Delivery Documents (P49590)

Blank = 'ZJDE0001'

Use this processing option to determine which version of the Document Print - Interactive program (P49590) the system uses to retrieve the document control processing options. If you leave this processing option blank, the system uses version ZJDE0001.

6. UCC128 Shipment Edit (R42071)

Blank = 'ZJDE0001'

Use this processing option to determine which version of the Batch Shipment Edit program (R42071) the system uses. If you leave this processing option blank, the system uses version ZJDE0001.

7. Pack Confirm Detail (P4216)

Blank = 'ZJDE0001'

Use this processing option to determine which version of the Pack Confirm Detail program (P4216) the system uses. If you leave this processing option blank, the system uses version ZJDE0001.

8. Preference Profile (R40400)

Blank = 'ZJDE0001'

Use this processing option to determine which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001.

9. Sales Order Entry (P4210)

Blank = 'ZJDE0001'

Use this processing option to enter the version of Sales Order Detail (P4210) that the system will use when transferring from Work With Shipments (P4915). If left blank, the system uses version ZJDE0001.

10. Process Pick Request (R46171)

Blank = 'XJDE0007'

Use this processing option to determine which version of the Location Selection Driver program (R46171) the system uses for processing pick requests. If you leave this processing option blank, the system uses version XJDE0007.

11. Carton Recommendations (P4615)

Blank = 'ZJDE0001'

Use this processing option to specify the version of Carton Recommendations (P4615). If left blank, the system uses version ZJDE0001.

Manual Shipment Consolidation Tab

Use these processing options to specify information about order lines to be moved to other shipments.

1. Shipment Status for Order Line Selection

Blank = Confirmed Shipment Status from Transportation Constants

Use this processing option to indicate when order lines cannot be moved from an existing shipment to a new shipment because of the shipment status. Order lines on shipments that have a status at or beyond the processing option value cannot be moved to a new shipment. Valid values are chosen from the Shipment Status (41/SS) user defined codes.

Blank
Confirmed Shipment Status from Transportation Constants (P49002)

2. Sales Order Next Status for Order Line Selection

Blank = Selection availability determined by Shipment Status Order Line Selection processing option

Use this processing option in conjunction with the Shipment Status Order Line Selection processing option to indicate when an order line cannot be moved from an existing shipment to a new shipment because of the sales order next status. Order lines with a next status at or beyond the processing option value cannot be moved to a new shipment. If the processing option status exceeds the next status of sales order lines on confirmed shipments, the order lines will not be available for selection. Valid values are chosen from the Activity/Status Code (40/AT) user defined codes. A blank value indicates that selection availability is determined by the Shipment Status Order Line Selection processing option.

3. Enable Creation of Manual Shipments Eligible for Manual Shipment Consolidation

Blank = No
1 = Yes

Use this processing option to determine if sales order lines may be added to manually created shipments. Valid values are:

Blank
No

1
Yes

Working with Loads

A load consists of one or more shipments moving from one or more origins to one or more destinations. On a common carrier, a load is generally associated with a vehicle type, which provides capacity information for the vehicle expected to pick up the shipments. If you use a private fleet, the load is generally associated with a physical vehicle and the load is defined as a trip. A trip is a scheduled movement of a physical vehicle on a specific date and time.

A load can contain shipments made up of combinations of the following transaction types:

- Normal sales order delivery
- Direct ship order pickup and delivery
- Transfer order delivery
- Customer return pickup

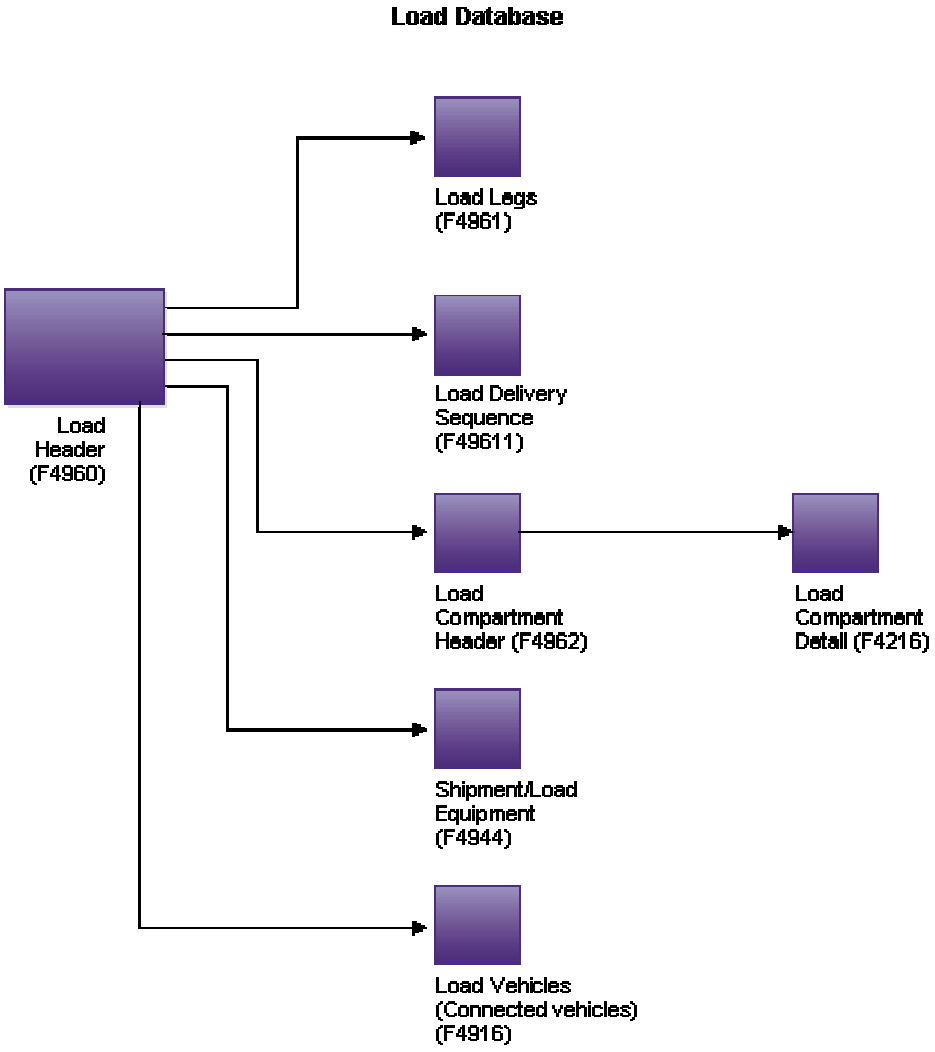
You can use loads to create pooled shipments that go to a deconsolidation or distribution center. To pool shipments, you define the destination for the load as an intermediate destination. The system validates the load to ensure that the pooled shipments on a load are compatible with the vehicle and with the other products on the load.

You can track in-transit inventory by load. Tracking in-transit inventory is generally required only for shipments which are Freight On Board (FOB) destination or for transfer shipments. When you place shipments on a load, you can separate the load confirmation from the delivery confirmation and record the quantity of products on the vehicle (both in the Inventory Management system and the General Accounting system) between these confirmation steps.

In addition to combining shipments into loads, you can:

- Rate loads
- Route loads to different destinations
- Modify the options and equipment that is required for a load
- Assign products to compartments
- Print a loading note or load tender report
- Confirm all shipments on the load
- Print delivery documents for all shipments on the load

The following graphic illustrates the tables that are updated when you enter information on loads:



Building Loads

When you build a load you consolidate shipments onto a vehicle. You can wait until the end of the day to approve all of the loads that you create. This ensures that every load is filled to capacity and is sent out in the most efficient way.

When you build a load, you define the attributes of your loads. This consists of specifying branch/plant, load date, shift, vehicle or vehicle type, mode of transport, and various other information. The system assigns each load a specific number using the next numbers function.

You can include the depot from which the load originates and the final destination. You can specify that the load originates at one depot, but is to be loaded at another. Likewise, you can specify the final destination for the load, but specify another destination point to which the vehicle returns.

You add shipments to a load by selecting them from the Work with Shipments form. Shipments are placed on loads only if they comply with the criteria of the load header and the vehicle or vehicle type. For example, a shipment with packaged products cannot be placed on a load that uses a vehicle with bulk compartments. The system verifies that the products in a load are compatible. As shipments are added to the load, they are assigned a stop sequence in the order that they were added. The last stop of the load is the final destination.

You can maintain options and equipment information for your load. You can assign options and equipment at the load level, but not at the shipment level. For example, if a load requires a signature or the collection of payment from a particular person, you assign that information to the load, but not to the individual shipments.

From the Work with Loads form, you can access other forms that contain additional detailed information. For example, you can enter specific compartment assignments, review load charges, or review rates for your load.

You can create loads that have one final destination, or you can create a load with several destinations that might include unscheduled deliveries. To create a load with unscheduled deliveries, you must set up an unofficial order. This unofficial order is sometimes called a dummy or phantom order, and is used to load the truck. Later, when completing the delivery confirmation steps, you enter the actual customers that were services and the quantities and products that were delivered.

▶ To build loads

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Add.
2. On Load Header Revisions, complete the following fields in the header area:
   - Planning Depot
   - Reference
   - Shift Code
   - Load Type
3. On the Vehicle tab, complete one of the following fields:
   - Primary Vehicle Id
   - Vehicle Type

4. Complete any of the following fields:
    - Sequence Number
    - Mode of Trn
    - Carrier Number
    - Route Code
    - Zone Number
5. Choose any of the following options:
    - MOT Override
    - Carrier Override
6. Click the Origin/Destination tab and complete the following fields:
    - Shipment Depot
    - Origin
    - Destination Depot
    - Destination
    - Intermediate Destination

    If you leave any of these fields blank, the system enters the default values from the routing or preference setup as you add shipments to the load.
7. Click the Additional tab, complete the following fields, and then click OK:
    - Dispatch Group
    - Dispatch Type
    - Disposition
    - Load Line Number
    - Weight UOM
    - Bulk Volume UOM
    - Cubes UOM
    - Connected Vehicle
8. On Load Detail - Shipments, choose Select Shipments from the Form menu.
9. On Work with Shipments, click Find.
10. Choose the shipments for which you want to create a load.
11. Choose Loads and then Select Shipment from the Row menu.
12. Click Close.

Adding Shipments Manually

To ship items that are not sold through a sales order, you can manually add shipments without entering a sales order. On the Shipment Revisions form, you complete all of the information required to set up a shipment, including origin, destination, address book number, and weight or volume. After the information is entered, you can choose Routing Options and view the estimated billable charges as though this shipment had been created from a sales order.

You can also use this function to estimate freight charges for a customer. To determine the freight charges for a shipment, you create a shipment but do not record the shipment information into the system. After generating a quote for a customer, you can then create the order in Sales Order Management if doing so appropriate.

See Also

- *Generating a Proposal during Order Entry* in the *Sales Order Management Guide* for information about how to create sales orders from quotes

► To add shipments manually

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, click Add.
2. On Shipment Revisions, on the Shipments Revisions tab, complete the following fields:
   - Shipment Depot
   - Status
   - Origin
   - Sold To
   - Ship To
   - City
   - State
   - Postal Code
   - Country
   - Scheduled Weight
   - Scheduled Volume
3. Click the Dates/Times tab, and complete the following fields:
   - Promised Ship
   - Promised Delivery
4. Click the Miscellaneous tab, and complete the following fields:
   - Mode of Transport
   - Carrier Number

- Freight Handling Code
- Number of Pieces
- Number of Containers
- Bulk/Packed Flag

5. From the Form Menu, choose Additional Info.
6. On Additional Shipment Revisions, complete the following optional fields, and click OK:

   - Length
   - Width
   - Height
   - Girth
   - Container Cubes
   - Distance
   - Extended Price
   - Extended Cost

   You can add pieces, details about the equipment, and options and equipment information to your shipment.

7. On Shipment Revisions, choose Routing Options from the Form menu to review freight costs.
8. On Work With Routing Options, you can use the value in the Billable Charge field as the quote for freight costs. Click Cancel.
9. On Shipment Revisions, click OK.

Assigning Options and Equipment to a Load

You assign options and equipment to a load to specify any extra service required beyond standard operating procedures. You can assign options and equipment to a shipment or to a load. You can assign options and equipment to a load, even if the shipments on that load have none assigned. For example, if a load requires a signature at the time of delivery, the signature option is assigned to the load instead of each shipment. When you assign options or equipments, you can place the charge at the load, delivery, or line level.

See Also

- *Setting Up Routing Entries* in the *Transportation Management Guide* for information about how to set up routing entries for loads
- *Setting Up Rates and Definitions* in the *Transportation Management Guide* for information about how to set up rates for loads

► To assign options and equipment to a load

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work With Loads, complete any combination of the following fields to narrow your search and click Find:
   - Scheduled From
   - Thru
   - Planning Depot
   - Mode of Trn
   - Carrier Number
   - Load Status
   - Thru
2. Choose a load and click Select.

   To assign options and equipment to a load, your load must be within the range of the allowed load statuses. Otherwise, the system prevents you from making changes.
3. On Load Detail - Shipments, choose Load O/E from the Form menu.
4. On Shipment/Load Options and Equipment Revisions, complete the following field and click OK:
   - Option/ Equipment

Reviewing the Stop Sequence for a Load

Depending on how you assign shipments on a load, the system creates a default stop sequence. The system allows you to specify the total distance for your loads, as well as the distance between stops. You can also use the optimize feature to rearrange the stop sequencing. In addition, you can maintain the schedule load, shipment date, and deliver date and time for each stop. If you have configured a third-party stop optimizer, you can set up the stop sequence for a more efficient load.

Note

PeopleSoft does not supply distance calculation or optimization programs. These must be developed or purchased separately. You can use PeopleSoft software to link to distance calculation programs.

► To review the stop sequence for a load

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Find.
2. Choose the load for which you want to review the load stop sequence and click Select.
3. On Load Detail - Shipments, choose Stop Sequence from the Form menu.

4. On Load Stop Sequence, choose Retrieve Distance from the Form menu.

   The system imports the total distance for your load and retrieves the distance to each stop on your load from your distance calculation program.

5. On Load Stop Sequence, choose Optimize from the Form menu.

   Based on your mileage program, the sequence of your load stops is modified to a more efficient sequence.

6. To manually change the order of the stops, change the number in the following field:

   - Stop Seq

7. When you have sequenced all of the stops on the load, click OK.

Troubleshooting

You might encounter difficulties while optimizing or changing the sequence of the shipments on a load. The following table identifies possible difficulties and the probable cause:

Distance does not import for load stop sequence	On Work With Transportation Constants, your branch/plant or depot must have a value in the Distance Source field that corresponds to the number suggested by the mileage calculation program.
Load stop sequence not available	You must choose an unprotected load to change a stop sequence.

Creating Pooled Shipments

A pooled shipment is a consolidation of shipments onto a load to a regional distribution or deconsolidation center. You create pooled shipments from the same form that you use to build loads.

To increase distribution efficiency, you pool shipments to a distribution center before sending each shipment out to its final location. This works best when the carrier sends out shipments by zones throughout the country. By pooling more than one shipment and having a completely filled load, you reduce freight costs. You must set up an intermediate destination (the distribution center) to receive the load before distributing it to the specific final locations.

For example, assume that your company manufactures sweaters at one branch/plant. Stores across the country sell your sweaters. Instead of sending individual shipments all over the country, you pool shipments of sweaters into a load. The load's destination is a distribution center that serves several area stores. Then, from this distribution center, the shipments are sent to the local stores for sale.

To create a pooled shipment, you create a normal load and specify the intermediate destination on the Origin/Destination tab of the Load Header Revisions form. The intermediate destinations are address book numbers that you enter into each row for each shipment. If you know that a load is used for pooled shipments when it is created, you can specify the intermediate addresses in the load header. When you do so, the system automatically applies the information to each shipment that you would add.

► **To create pooled shipments**

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, follow the steps to complete the fields in the header area and on the Vehicle tab.
2. On Load Header Revisions, click the Origin/Destination tab, and complete the following fields to identify the locations from which the shipment originates:
   - Shipment Depot
   - Origin
3. Complete the following field to identify the distribution or deconsolidation center and click OK:
   - Intermediate Destination

Assigning Shipments on a Load to Compartments

You can add shipments to your load to fill a vehicle to capacity. You can also assign bulk shipments on a load to specific compartments of a vehicle.

► **To assign shipments on a load to compartments**

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Find.
2. Choose an unprotected load for which you want to assign compartments and click Select.
3. On Load Detail - Shipments, choose Compartments from the Form menu.
4. On Load Detail - Compartments, complete the following fields and click OK.
   - Shipment Depot
   - Origin

   From this form, you can access other forms to assign remaining product or to change the load stop sequence. You can also access forms to assign product to or remove product from various compartments on your vehicle.

Reviewing Loads

When you review loads, you can modify the stop sequence and add information for a load, such as vehicle registration and compartments required for a load. You access these details from the Load Detail - Shipments form. By defining specific information, you can tailor loads to best fit your business needs.

When reviewing loads, you can also determine the payable freight charges. This is done on the Work With Routing Options form much like quoting freight for a shipment. A list of available carriers for a load is shown along with the associated costs associated with each carrier.

If you have set up the self-service mode, suppliers who provide your delivery services can review your loads. By using this self-service mode, you can keep your suppliers informed on pending and approved loads. Greater communication allows you and your suppliers a better working relationship. Outbound Carrier Load in Supplier Self-Service mode allows you to view loads from the web. After you enable Outbound Carrier Load through processing options, your suppliers can make inquiries on loads that are assigned to them in the system. Suppliers or carriers cannot revise load information, but are allowed to view where their loads are in the transportation process.

► To review loads

From the Shipments and Loads menu (G4911), choose Load Building.

Alternatively, for Self-Service, from the Supplier Self-Service menu (G43S11), choose Outbound Carrier Load.

1. On Work with Loads, click Find.
2. Choose a load that you want to review and click Select.
3. On Load Detail - Shipments, choose Header Revisions from the Form menu.
4. On Load Header Revisions, review the information.

See Also

- *Revising Shipment Information* in the *Transportation Management Guide* for information about how to review shipments on a load

Approving Loads

You must approve loads before shipping them to your customers. When you approve a load, the system advances the shipments and order lines to the next status. Once a load is approved, it has a protected status. You cannot make changes to an approved, protected load. If necessary, you can change the status of an approved load to a status of pending.

Depending on how you build loads, the following conditions apply:

Valid routings	All assigned routings must be valid and set up.
Compartmentalized loads	If the load is compartmentalized, all of the compartments on the load must be assigned before the load can be approved.
Pooled loads or intermediate destinations	If you specify an intermediate destination for a load, then the system creates an additional routing step for each shipment on the load.
Warehouse management	If you use the Warehouse Management system, you can generate a warehouse request when you approve a load. If you change the status back to pending and then re-approve the load, the system does not regenerate the warehouse request.

Prerequisite

- Verify that approved, unapproved, and pending shipment statuses are defined in user defined code table Shipment Status (41/SS). See *Customizing User Defined Codes* in the *Foundation Guide* for instructions about setting up user defined codes.
- Set up the shipment statuses in the Transportation Constants.

► To approve loads

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Find.
2. Choose the load that you want to approve and click Select.
3. On Load Detail - Shipments, choose Approve from the Form menu.

See Also

- *Approving Shipments* in the *Transportation Management Guide* for information on how to approve shipments on a load
- *Changing the Status to Un-Approve a Load* in the *Transportation Management Guide* if you need to change the approval status of a load

Changing the Status to Un-Approve a Load

You might need to make changes to an approved load. In those situations, you can change follow the steps to "un-approve" a load. When you un-approve a load, the system un-approves all the related shipments.

When you un-approve a load, the system updates the order detail lines and the load status to a status of pending. You can make changes to a load with a pending status. For example, you can add or remove shipments from a load.

Follow the steps to approve the load when you have made the necessary changes.

► To change the status to un-approve a load

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Find.
2. Choose the approved load that you want to change.
3. Click Select.
4. On Load Detail - Shipments, choose Un-Approve from the Form menu.

   The system updates the load status to Pending.

5. Click Cancel.

Processing Options for Work With Loads (P4960)

Defaults Tab

These processing options allow you to specify default values, such as the load type that appear in various forms associated with Work with Loads program (P4960).

You can override default values that appear on the forms. If information is hidden or inaccessible, the system processes loads based on the default information that you set up in these processing options or in the master tables.

---

1. Planning Depot

Use this processing option to specify the depot from which a trip originates.

A branch/plant must be set up as a depot in the Transportation Constants program (P49002) before the branch/plant can be used as a valid value. This is a default value. Valid values are all branch/plants that are set up as depots in the Transportation Constants program.

2. Shipment Date

Use this processing option to specify the date used for the shipment. This is the default value for the scheduled thru date.

3. Mode of Transport

Use this processing option to specify the mode of transport, such as rail or road, for the carrier that is responsible for transporting customer goods.

This is a default value. Valid values are defined in a user defined code 00/TM (Mode of Transport).

4. From Load Status

Use this processing option to specify the default value for the "from" Load Status. Valid values are defined in a user defined code 49/SL (Load Status).

5. To Load Status

Use this processing option to specify the default value for the "to" Load Status. Valid values are defined in user defined code 49/SL (Load Status).

6. Shift Code

Use this processing option to specify the default shift code. The shift code specifies the personnel working a specific block of time that are responsible for shipping a load. Loads with the same ship date can have different shifts.

Valid values are defined in user defined code 06/SH (Shift Codes).

7. Disposition Code for Load Create

Use this processing option to indicate the default action for the quantity of product remaining on an order that is not placed on a shipment or load. Valid values are defined in user defined code 49/DH (Disposition Code) and include:

B Backorder

C Cancel

K Cancel remaining, including backorder

S Leave amount shippable

8. Load Type

Use this processing option to specify the default load type code. The load type code controls how the system builds and confirms a load. Valid values are defined load types in the Load Type Constants table which is set up in the Work With Load Types program (P49003).

9. Distance Unit of Measure for Stop Sequence Form

Use this processing option to specify the unit of measure for the distance that the load travels. Valid values are:

Mi Miles

Km Kilometers

Shipment Apprv Tab

These processing options allow you to specify information that leads a shipment through the approval process after it has been added to a load.

1. Bypass the update of Order Next Status when a shipment containing a sales order is approved.

' ' = Do not bypass Order Next Status

'1' = Bypass Order Next Status

Use this processing option to specify whether the system bypasses the status update of an order. If the update order next status is bypassed, the system does not update the order to the next status code. Valid values are:

Blank Update order next status.

1 Bypass update order next status.

2. Override Order Next Status used for shipments containing approved sales orders. If blank, the Next Status will be determined using the Order Activity Rules

Use this processing option to specify the value for an override next order status that the system uses when a shipment with sales orders is approved.

This status must be a valid next status or other allowed next status. Valid values are order activity rules defined in the Order Activity Rules Program (P40204) for the document type being used. If you leave this option blank, the system determines the next status using order activity rules.

3. Warehouse request processing mode for shipments containing outbound sales orders

' ' = No pick request.

'1' = Generate requests only.

'2' = Generate requests and process using the subsystem.

Use this processing option for shipments with outbound sales orders. This processing option determines if the system needs to generate a pick request from the Warehouse system. Valid values are:

Blank Do not generate.

1 Generate requests only.

2 Generate requests and process using the subsystem.

4. Version of the Process Pick Request program (R46171).

Use this processing option if you generate warehouse management pick requests through the subsystem. You must specify the version, Print Pick Request (P46171), that is set up for subsystem processing.

5. Override Approved Shipment Status for approved shipments. If left blank, the Approval Status from the Transportation Constants will be used.

Use this processing option to specify the override approved shipment status to be used when a shipment is approved. Valid values are status codes in the transportation constants. If you leave this option blank, the system uses the approval status from the transportation constants.

6. Shipment status to be used when a load is unapproved. (Required).

Use this processing option to specify the shipment status for an unapproved load. This is a required entry field. Valid values are in user defined code 49/SL (Load Status).

7. Override Order Next Status for unapproved shipments containing sales orders. (Required).

Use this processing option to enter the override Order Next Status to be used when a shipment containing sales orders is approved. This is a required field.

Valid values are: Order Activity Rules as defined in Order Activity Rules Program

(P40204).

8. Enter a '1' if a valid RMA is required for credit sales orders prior to an inbound shipment being approved.

Enter '2' if a valid RMA is required for purchase orders prior to an inbound shipment being approved.

Enter '3' if a RMA is required for both credit sales orders and purchase orders prior to an inbound shipment being approved.

Enter a '1' to bypass the update of Order Next Status when a shipment containing a purchase order is approved.

Enter the override Order Next Status to be used when a shipment containing purchase orders is approved. If blank, the Next Status will be determined using the Order Activity Rules.

11. Enter the override Order Next Status to be used when a shipment containing purchase orders is un-approved.

Versions Tab

These processing options determine the version that the system uses when you choose the associated Row or Form exit on the Work with Loads form. If you leave a processing option blank, the system uses the ZJDE0001 version.

Versions control how programs display and process information. Therefore, to ensure that the program meets your needs, you might need to set the processing options for specific versions.

1. Work with Shipments (P4915)

Use this processing option to specify the version for the Work with Shipments program (P4915). If you leave this option blank, the system uses version ZJDE0001.

2. Select Shipments (P4915)

Use this processing option to specify the version for the Select Shipments program (P4915). If you leave this option blank, the system uses version ZJDE0001.

3. Document Print (P49590) - The version specified will be used to retrieve the document control processing options.

Use this processing option to specify the version for the Document Print program (P49590). If you leave this option blank, the system uses version ZJDE0001.

4. Load Confirm (P49640)

Use this processing option to specify the version of the Load Confirm program (P49640). If you leave this option blank, the system uses version ZJDE0001.

5. Deliver Confirm (P49650)

Use this processing option to specify the version for the Deliver Confirmation program (P49650). If you leave this option blank, the system uses version ZJDE0001.

6. Disposition (P49660)

Use this processing option to specify the version for the Disposition Loads program (P49660). If you leave this option blank, the system uses version ZJDE0001.

7. Load Tender (P4918)

Use this processing option to specify the version for the Load Tender program (P4918). If you leave this option blank, the system uses version ZJDE0001.

8. Loading Note (R49120)

Use this processing option to specify the version for the Loading Note program (P49120). If you leave this option blank, the system uses version ZJDE0001.

9. Preference Profile (R40400)

Use this processing option to determine which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001.

Process Tab

These processing options control whether the Work with Loads program does the following:

- Allows an initial status for a load
- Allows a pending status for a load
- Allows a protected status for a load
- Allows an override next status on shippable lines created by split shipments
- Allows backorders on split shipments
- Activates the self-service mode for either customer self-service or for carrier self-service

1. Initial Load Status

Use this processing option to specify the initial status of a load. Valid values are defined in the Transportation Constants program (P49002) and then stored in user defined code 49/SL (Load Status).

2. Pending Load Status

Use this processing option to specify the current load status. Valid values are defined in

the Transportation Constants program (P49002) and stored in user defined code 49/SL (Load Status).

3. Protected Load Status

This status is used as the protected status only if this status number is smaller than Approved Load Status in Transportation Constants.

Use this processing option to specify the protected status of the load. Valid values are defined in the Transportation Constants program (P49002) and stored in user defined code 49/SL (Load Status).

4. Override Next Status for shippable lines created by a split. If left blank, the next status of the original line will be used.

Use this processing option to specify the override next status for shippable lines created by a split shipment. Valid values are defined in the Transportation Constants program (P49002). If you leave this option blank, the system uses the original line status from the sales order.

5. Next Status for backordered lines created by a split.

Use this processing option to specify the next status code for backordered lines that are created by a split shipment. The next status code should correspond to the order activity rules for your document type. You specify order activity rules in the Order Activity Rules program (P40204). Valid values are defined in user defined code 40/AT (Activity/Status Codes).

6. Customer Self-Service Mode

Use this processing option to specify whether the system displays forms in customer self-service mode (Web mode) or standard mode. If you use customer self-service mode, the system can select items from multiple applications before using the Sales Order Entry program (P4210) to create an order. Valid values are:

Blank Standard mode

1 Customer self-service mode

2 Carrier self-service mode

Working with Tendered Loads

Use Load Tender History (P4918) to tender a load and offer it to a common carrier. A carrier then responds, stating whether it accepts or rejects the load. You also can review the load tender history to find out information about each carrier that responded to a tendered load.

See Also

- *Working with a One-Time Rate* in the *Transportation Management Guide* for information about how to enter a temporary rate on a tendered load

► To tender a load

From the Shipments and Loads menu (G4911), choose Load Tender History.

1. On Work With Load Tender History, click Add.
2. On Enter Load Tender [Load Tender History], complete the following fields and click OK:
   - Carrier Number
   - Load Number
   - Planning Depot
   - Date Tendered
   - Time Tendered
   - Date Expired
   - Time Expired

► To accept a tendered load

From the Shipments and Loads menu (G4911), choose Load Tender History.

1. On Work With Load Tender History, click Find.
2. Choose the load that you want to accept.
3. From the Row menu, choose Accept.
4. On Enter Load Tender - Accepted [Load Tender History], review the information and click OK.

► To reject a tendered load

From the Shipments and Loads menu (G4911), choose Load Tender History.

1. On Work With Load Tender History, click Find.
2. Choose the load that you want to reject.
3. From the Row menu, choose Reject.
4. On Enter Load Tender - Rejected [Load Tender History], review the information and click OK.

Processing Options for Load Tender History (P4918)

Load Status
1. Enter the load status when a load has been tendered.
2. Enter the load status when a load tender has been rejected.
3. Enter the load status when a load tender has been accepted.
4. Enter the default for From Load Status.
5. Enter the default for Thru Load Status.

Processing
1. Enter a '1' to automatically re-route the load when a load is rejected.
2. Enter a '1' to call the Load Tender Report (R49120) from the Enter Load Tender [Load Tender History] window.
3. Enter the version of Load Tender Report (R49120). If left blank, the default value is ZJDE0002.

Working with a One-Time Rate

You might need to use a one-time rate for a load, for example, when you have a one-time quote from a carrier. This one-time rate is often called a "spot quote." Use a spot quote to eliminate the need to set up permanent rate information for a rate that you will use only once. A spot quote can be used when you tender a load.

► To spot-quote a load

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Find.
2. Choose the load for which you want to create a spot-quote and click Select.
3. On Load Detail - Shipment, choose Shipment Charges from the Row menu.
4. On Shipment/Load Charges Revisions, choose a row, and then choose Spot Quote from the Row menu.
5. On Spot Quote Revisions, complete the following fields and click OK:
   - Freight Charge Rate
   - Currency Code

► To delete a spot quote from a load

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Find.
2. Choose the load that includes the spot quote that you want to delete and click Select.
3. On Load Detail - Shipments, choose Shipment Charges from the Row menu.
4. On Shipment/Load Charges Revisions, choose a record, and then choose Delete Spot Quote from the Row menu.
5. On Delete Confirmation, click OK to delete the spot quote.

Delivery Operations

Delivery operations ensure accurately loaded shipments and loads, ease the transfer of product ownership, and record the transactions that take place throughout the course of a business day.

You can track inventory between the time that a load is confirmed and the time that it is delivered. This is beneficial if you maintain ownership of the product until delivery and must track in-transit inventory in the general ledger. You can use a separate tracking function for shipments with in-transit inventory.

You should be familiar with the following terms and concepts associated with delivery operations:

Shipment confirmation

Confirming shipments is the process of confirming all of the order lines on a shipment. When you confirm a shipment, you verify that everything planned or ordered for a shipment is shipped. If product on the shipment is not included, those lines are not confirmed and are available for a later shipment.

Load confirmation

Confirming loads is similar to confirming shipments, but instead of verifying order lines, you verify each of the different shipments that are assigned to the load. If applicable, you can confirm loads at the compartment level or the order line level.

Delivery confirmation

Confirming deliveries is the process of recording proof of delivery (POD) information for shipments. For loads for which inventory is tracked while in-transit, use delivery confirmation to record the quantity of product that is actually delivered.

Unscheduled deliveries

Unscheduled deliveries is a feature that allows you to record deliveries that were not initiated by sales orders. For example, an unscheduled delivery might be a situation in which product that could not be delivered to a scheduled customer is delivered to a different (unscheduled) customer instead of being returned to the depot or origin. When the vehicle returns, the sales orders are entered into the system.

Load disposition

You record the disposition of a load to indicate what happened to the remaining product left on a vehicle after all deliveries have been made. You typically record disposition for loads for which you track in-transit inventory. You record the disposition for the following:

- Product returned to inventory
- Product left on board to be used in the next load
- Product gain or loss, such as damaged goods or miscounted (additional) inventory

You can print delivery documents to accompany the shipment. Delivery documents record the transfer of ownership of the products to the customer and provide transportation information for various agencies that require documentation. After a shipment or load is approved, you can select and modify the list of documents to be printed. These documents can be preprinted before the shipment or load leaves, or you can specify that the system automatically print documents during confirmation.

Working with Deliveries

To keep track of your product, you must perform certain load and delivery operations. These operations vary depending on your needs, but they allow you to record the status of the shipment and delivery of your products.

When you confirm an outbound shipment, the system indicates that the product leaves your inventory to be placed with a shipment for delivery. You can enter shipment tracking numbers to track your shipment with a carrier or to request delivery information.

For inbound transactions, such as purchase orders or credit sales orders, you can perform load and delivery operations for pickups. You use the same process to confirm returned items that you use to confirm delivered items.

You can print delivery documents for both shipments and loads. The system provides standard delivery documents, including bills of lading, manifests, invoices, and shipping labels.

Confirming a load is similar to confirming a shipment. For each operation, you verify what is actually on the shipment or load. When you confirm the delivery, you verify that your load reached the final destination. If your loads are compartmentalized or if you are tracking in-transit inventory, the process for confirming loads varies. You can record unscheduled deliveries if you track in-transit inventory for loads.

You can record the disposition of goods after the deliveries are made and the vehicle returns with product left on board. You can record disposition for bulk or packaged products.

Confirming Shipments

When you confirm shipments, the system records the actual quantities of the products being shipped. You do not need to confirm shipments that are part of a load. When you confirm a shipment, the system updates the status of the shipment to the next status and confirms that you are shipping individual sales orders assigned to that shipment.

You can specify whether the system verifies that cartons have been through carton reconciliation, which ensures that shipment and carton details contain identical quantities prior to shipment confirmation. Because the system confirms order lines during shipment confirmation, the system compares the quantity on the sales order line with the total quantity for cartons that contain that sales order line. You control this processing by setting the Carton Next Status processing option on the Process tab in the Transportation Shipment Confirmation (P49645) processing options accordingly. The system verifies the carton status for all cartons on the shipment against this status. If all of the cartons do not match this status, the system issues an error before allowing you to advance all the cartons on the shipment.

The system uses the following tables when processing cartons:

- Sales Order Detail File (F4211)
- Carton Detail Information (F4620)

See Also

- *Confirming Shipment* in the *Warehouse Management Guide* for information about how the system processes carton detail during shipment confirmation
- *Reorganizing Cartons and Items in a Shipment* in the *Warehouse Management Guide* for information about carton reorganization

Confirming Shipments Interactively

The system allows you to confirm shipments interactively or by batch.

For inbound shipments, the system enters shipment information for each purchase order that is created. The system allows you to interactively confirm a shipment with the actual mode of transport and carrier. You use a processing option to specify whether the system performs Freight Update and Report (R4981) as part of the shipment confirmation process. During shipment confirmation, you can specify a version of PO Receipts (P4312).

► To confirm shipments interactively

From the Shipments and Loads menu (G4911), choose Confirm Shipments.

1. On Work with Shipments, click Find.
2. Choose the shipments that you want to confirm.
3. From the Row menu, choose Confirm, and then choose Confirm Shipment.
4. On Transportation Shipment Confirmation, complete any of the following fields and click OK:
    - Actual Shipment Date
    - Time
    - Delivery Date
    - Override Actual Weight
    - Vehicle Registration
    - Time

Entering Seal Numbers at Shipment Confirmation

You can enter seal numbers or a range of seal numbers at the shipment level during shipment confirmation. This allows for unique seal numbers based on an original address. The system uses the first seal number for the Advance Ship Notice.

The system uses the Seals Numbers table (F49380) to process information for seals.

► To enter seal numbers at shipment confirmation

From the Shipments and Loads menu (G4911), choose Confirm Shipments.

1. On Work with Shipments, click Find.
2. Choose the shipments for which you want to enter seal numbers.
3. From the Row menu, choose Confirm, and then choose Confirm Shipment.

4. On Transportation Shipment Confirmation, choose Seals from the Form menu.
5. On Seal Revisions, complete the following field:
   - Seal No
6. Or, to add a range of seal numbers, choose Add Range from the Form menu.
7. On Add Seal Range, complete the following fields and click OK:
   - From Seal Number
   - To Seal Number

See Also

- *Working with Seals* in the *Transportation Management Guide* for more information about seals

Processing Options for Transportation Shipment Confirmation (P49645)

Process Tab

These processing options determine which types of information that the system displays, such as delivery documents, sales order status codes, and the override shipment next status code.

---

1. Display Post Confirmation Activity Form

Blank = No
1 = Yes

Use this processing option to specify whether the system displays the Post Confirmation Activity form after an order is confirmed. The Post Confirmation Activity form allows you to enter an override shipment weight and to access routing options, shipment pieces, and reference numbers. Valid values are:

Blank
The system does not display the Post Confirmation Activity form.

1
The system displays the Post Confirmation Activity form.
2. Print Delivery Documents

Blank = No
1 = Yes

Use this processing option to determine whether the system prints delivery documents. Valid values are:

Blank
The system does not print delivery documents.

1
The system prints delivery documents.
3. Display Delivery Document Selection Form

Blank = No
1 = Yes

Use this processing option to display the Delivery Document Selection form. Valid values are:

Blank
Do not display the Delivery Document Selection form.

1
Display the Delivery Document Selection form.

4. Sales Order Status - Confirmed Lines (Required)

Use this processing option to enter the sales order status for lines that have been confirmed. The next status for all sales order lines associated with the shipment must be greater than this status in order for the shipment to be confirmed. Valid values are all status codes for the document type, as defined in the Order Activity Rules.

5. Credit Order Status - Confirmed Lines (Required)

Use this processing option to specify the credit order status for confirmed lines. The next status for all credit order lines associated with the shipment must be greater than this status in order for the shipment to be confirmed. Valid values are all status codes for the document type, as defined in the Order Activity Rules.

6. Purchase Order Status - Received Lines (Required)

Use this processing option to specify a purchase order status for confirmed lines. Valid values are status codes that are defined for the document type in the Order Activity Rules program (P40204).
7. Override Shipment Next Status

Use this processing option to enter the override next status for confirmed shipments. If left blank, the system will supply the default value from the Transportation Constants.

8. Run Freight Update Option

Blank = No
1 = Yes

Use this processing option to run Freight Update (R4981) during shipment confirmation. Valid values are:

Blank
Do not run Freight Update during shipment confirmation.

1

Run Freight Update during shipment confirmation.

9. Launch Advance Shipping Notice (ASN) extraction (R47032)

Blank = NO
1 = YES

Use this processing option to launch the Advance Shipping Notice (ASN) Extraction (R47032) during Transportation Shipment Confirmation. Valid values are:

Blank
No

1
Yes

10. Carton Next Status

Blank = Carton Status will not be updated

Use this processing to specify the next carton status for all cartons after the system confirms the shipment or load. Valid values are chosen from the Carton Status (46/CS) user defined codes. If you leave this processing option blank, the system does not update the carton status.

11. Enable Creation of Sales Order Lines for Carton Charges

Blank = NO
1 = YES

Use this processing option to specify whether to create sales order lines for carton charges. Valid values are:

Blank
Do not create sales order lines for carton charges

1
Create sales order lines for carton charges

Versions Tab

These processing options determine which version of various Logistics programs the system uses.

---

1. Delivery Document Print (P49590)

Blank = 'ZJDE0001'

Use this processing option to specify which version of Delivery Document Print (P49590) to use. If left blank, the system uses version ZJDE001.

2. Ship Confirmation (P4205)

Blank = Will not be called

Use this processing option to specify which version of Ship Confirmation (P4205) is used. If left blank, no version is used.

3. Purchase Order Receipts (P4312)

Blank = Will not be called

Use this processing option to specify which version of Purchase Order Receipts (P4312) is used. If left blank, no version is used.

4. UCC128 Shipment Edits (R42071)

Blank = Will not be called

Use this processing option to specify which version of UCC128 Shipment Edits (R42071) is used. If left blank, no version is used.

5. Freight Update (R4981)

Blank = 'ZJDE0001'

Use this processing option to specify the version of Freight Update (R4981) that the system uses for inbound purchase order shipments. If left blank, the system uses version ZJDE00001.

6. Advance Shipping Notice (ASN) extraction (R47032)

Blank = 'XJDE0001'

Use this processing option to specify which version of the EDI Advanced Ship Notice Extraction report (R47032) the system uses if an advanced preference is not set up for the customer. The advanced preference takes precedence over the processing option value, and the preference is valid only at the customer or customer group level. If you leave this processing option blank, the system uses version XJDE0001.

7. Sales Order Entry (P4210) version for carton charges based on carton quantity.

Blank = 'ZJDE0019'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on carton quantity. When the carton charges are carton based, this version creates a single sales order line to relieve inventory and hold the carton charge. Inventory will be relieved at sales update. If you leave this processing option blank, the system uses ZJDE0019 as the default version.

8. Sales Order Entry (P4210) version for carton inventory relief at Sales Update when carton charges are based on item quantity.

Blank = 'ZJDE0020'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for inventory relief at sales update when carton charges are based on item quantity. If you leave this processing option blank, the system uses ZJDE0020 as the default version.

9. Sales Order Entry (P4210) version for carton charges based on item quantity.

Blank = 'ZJDE0021'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on item quantity. The system will not use this line for inventory relief, but this line will reflect the carton charge. The default value is ZJDE0021.

Confirming Shipments by Batch

From the Shipments and Loads menu (G4911), choose Batch Confirmation for Shipments.

Use Batch Transportation Shipment Confirmation (R49500) to confirm a transportation shipment by batch when the shipment has not been assigned to a load. The system automatically records the actual quantities of products that you are shipping, updates the shipment to the next status, and performs shipment confirmation for the individual sales orders that have been assigned to the shipment.

The system also verifies that the rating and routing statuses are valid and checks for miscellaneous lines that are not assigned to a shipment. If miscellaneous lines are found, the system updates Sales Order Detail File (F4211) and the Sales Order Detail File – Tag File (F49211) tables with the shipment number.

Processing Options for Batch Transportation Shipment Confirmation (R49500)

Process Tab

Use these processing options to specify how the system processes shipment confirmation by batch.

---

1. Sales Next Order Status - Confirmed Lines
(Required)

Use this processing option to enter the sales order status for lines that have been confirmed. The next status for all sales order lines associated with the shipment must be greater than this status in order for the shipment to be confirmed. Valid values are all status codes for the document type, as defined in the Order Activity Rules.

2. Override Shipment Next Status

Blank = '70'

Use this processing option to enter the override next status for confirmed shipments. If left blank, the system will supply the default value from the Transportation Constants.

3. Print Control Depot

Use this processing option to override the shipment header depot for print control. If you leave this processing option blank, the system uses the shipment header depot.

4. Run Mode

Blank = NO
1 = YES

Use this processing option to determine whether the system processes in final mode or proof mode. Valid values are:

Blank
Proof mode

1
Final mode
5. Create Confirmation Report

Blank = NO
1 = YES

Use this processing option to determine whether the system prints a confirmation report for confirmed sales orders. Valid values are:

Blank
Do not print a confirmation report.

1
Print a confirmation report.
6. Print Delivery Documents

Blank = NO
1 = YES

Use this processing option to determine whether the system prints delivery documents. Valid values are:

Blank
The system does not print delivery documents.

1
The system prints delivery documents.
7. Launch Advance Shipping Notice

Blank = NO
1 = YES

Use this processing option to launch the Advance Shipping Notice (ASN) Extraction (R47032) during Transportation Shipment Confirmation. Valid values are:

Blank
No

1
Yes

8. Carton Next Status

Blank = Carton Status will not be updated

Use this processing to specify the next carton status for all cartons after the system confirms the shipment or load. Valid values are chosen from the Carton Status (46/CS) user defined codes. If you leave this processing option blank, the system does not update the carton status.

9. Enable Creation of Sales Order Lines for Carton Charges

Blank = NO
1 = YES

Use this processing option to specify whether to create sales order lines for carton charges. Valid values are:

Blank
Do not create sales order lines for carton charges

1
Create sales order lines for carton charges

Versions Tab

Use these processing options to specify the version that the system uses for the following programs:

- Document Print – Interactive (P49590)
- Batch Shipment Edit (R42071)
- EDI Advanced Ship Notice Extraction (R47032)
- Sales Order Entry (P4210)

If you leave these processing options blank, the system uses the ZJDE0001 version.

1. Delivery Document Print (P49590).

Blank = 'ZJDE0001'

Use this processing option to specify which version of Delivery Document Print (P49590) to use. If left blank, the system uses version ZJDE001.

2. Inbound Transaction Processor (R47500)

Blank = 'ZJDE0003'

Use this processing option to determine which version of the Inbound Transaction Processor report (R47500) the system uses. If you leave this processing option blank, the system uses version ZJDE0003.

3. UCC128 Shipment Edits (R42071).

Blank = Will not be called

Use this processing option to specify which version of UCC128 Shipment Edits (R42071) is used. If left blank, no version is used.

4. Advance Shipping Notice (ASN) extraction (R47032)

Blank = 'XJDE0001'

Use this processing option to specify which version of the EDI Advanced Ship Notice Extraction report (R47032) the system uses if an advanced preference is not set up for the customer. The advanced preference takes precedence over the processing option value, and the preference is valid only at the customer or customer group level. If you leave this processing option blank, the system uses version XJDE0001.

5. Sales Order Entry (P4210) version for carton charges based on carton quantity.

Blank = 'ZJDE0019'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on carton quantity. When the carton charges are carton based, this version creates a single sales order line to relieve inventory and hold the carton charge. Inventory will be relieved at sales update. If you leave this processing option blank, the system uses ZJDE0019 as the default version.

6. Sales Order Entry (P4210) version for carton inventory relief at Sales Update when carton charges are based on item quantity.

Blank = 'ZJDE0020'

Blank

7. Sales Order Entry (P4210) version for carton charges based on item quantity.

Blank = 'ZJDE0021'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on item quantity. The system will not use this line for inventory relief, but this line will reflect the carton charge. The default value is ZJDE0021.

See Also

- *Processing Options for Work with Shipments* in the *Transportation Management Guide* for the processing options for confirming shipments
- *Processing Shipments* in the *Sales Order Management Guide* for information about how to transmit order and shipment detail information to comply with UCC 128 Compliance standards
- *Notifications* in the *Demand Scheduling Guide* for information about demand adjustment during shipment confirmation

Entering Tracking Numbers

You enter tracking or reference numbers to facilitate the tracking of shipments and loads. You can use the tracking number to check with the carrier about the status of a shipment and any routing information for a shipment or load. Tracking numbers can originate from a variety of sources. You can choose to manually enter any number that is relevant for your company. Alternatively, you can have the system assign a tracking number when you print the delivery documents.

► To enter tracking numbers

From the Shipments and Loads menu (G4911), choose Work with Shipment Status.

1. On Shipment Tracking, click Find.
2. Choose the shipment for which you want to enter a tracking number.
3. Choose Reference No. Revs from the Row menu.
4. On Shipping Reference Number Revisions, complete the following fields and click OK:

   - Reference Qualifier
   - Reference Number

   The system retrieves the value for a sequence number in the Seq Number field. The Document Number, Document Type, and Document Key Company fields contain the system-generated document number when the system prints delivery documents and generates the reference number.

Printing Delivery Documents

Delivery documents typically provide the delivery instructions for a shipment or load and specify the products and quantities to be delivered. Delivery documents record the transfer of ownership of the products to the customer and provide transportation information for various agencies that require it.

You can print delivery documents:

- Either by shipment or by load
- For a single shipment or load or for a group of shipments or loads
- Before, during, or after confirming loads or shipments
- By shipment or load number, document type, sold to address, ship to address, or carrier

You can print documents using prenumbered forms. If you have the print control function activated, check that all of your documents printed correctly before clicking Yes on the Document Print Confirmation form. If any documents do not print correctly, you must void the old batch numbers on the Document Restart form.

If printing in a server environment, make sure your documents print correctly before clicking Yes.

If you are not using prenumbered forms, or if the print control function is not activated, then the documents are submitted to the server immediately.

The system provides the following inquiry programs that you can use to review your requested delivery documents:

- Document Batch Inquiry, to review document batches that are not yet complete
- Document Register Inquiry, to review documents that are complete

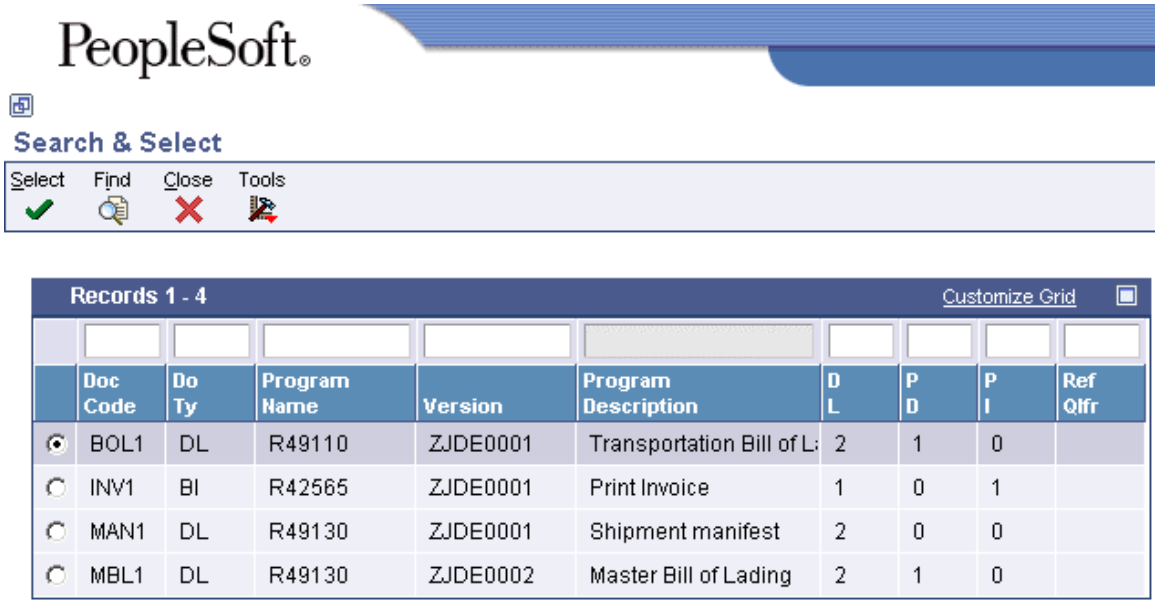
Printing Delivery Documents by Shipment

When you print delivery documents by shipment, you can print your documents individually or in multiples, depending on whether you need to print for a specific shipment or for several shipments at one time.

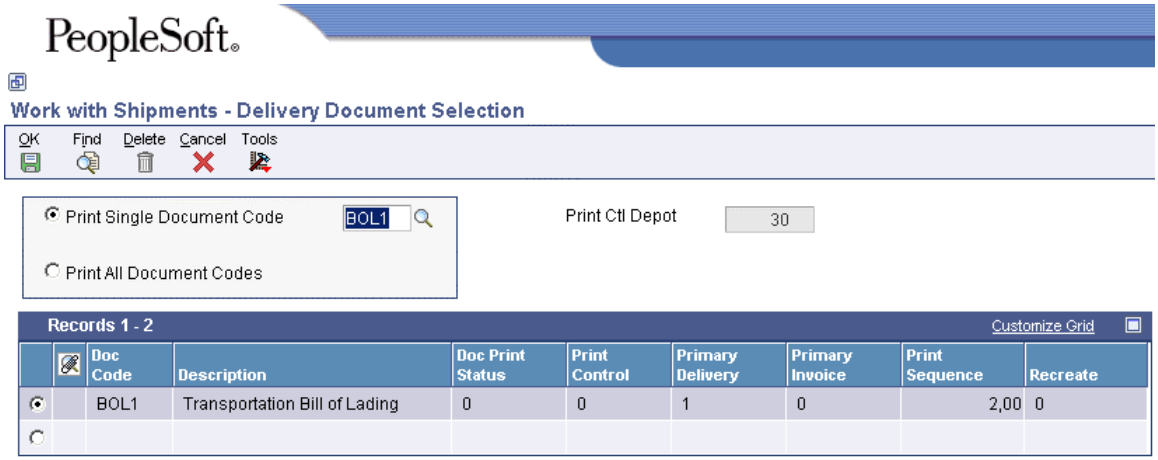
► To print delivery documents for a single shipment

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, click Find.
2. Choose the shipment for which you want to print delivery documents.
3. Choose Delivery Documents from the Row menu.
4. On Delivery Document Selection to print all the delivery documents that are set up to print for this shipment, click the following option and then click OK.
    - Print All Document Codes
5. To print only one document for this shipment, choose the option, and then the visual assist for the following field:
    - Print Single Document Code



6. On Search & Select, choose the document that you want to print and click Select.



7. On Delivery Document Selection, click OK to print the document that you have chosen.
8. To print more than one but not all of the documents set up for this shipment, click the visual assist for the following field in the detail area and make a selection:
   - Doc Code
9. On Delivery Document Selection, click OK to print the documents that you have chosen.

► To print delivery documents for a single load

From the Shipments and Loads menu (G4911), choose Load Building.

1. On Work with Loads, click Find.
2. Select a load for which you want to print delivery documents.
3. Choose Delivery Documents from the Row menu.
4. On Delivery Document Selection, review the documents that you have set up to print for that load.

5. To print all the delivery documents that are set up to print for this shipment, choose the following option and then click OK:
    - Print All Document Codes
6. To print only one document for this shipment, choose the following option and then click the visual assist in the Document Code field:
    - Print Single Document Code
7. On Search & Select, choose the document that you want to print and click OK.
8. On Delivery Document Selection, click OK to print the document that you have chosen.
9. To print more than one but not all of the documents set up for this shipment, click the visual assist for the following field, make a selection and click OK:
    - Doc Code
10. On Delivery Document Selection, click OK to print the documents that you have chosen.

Printing Delivery Documents for Multiple Shipments or Loads

To print delivery documents for shipments, from the Shipping Documents menu (G4912) choose Shipping Document Print - Shipment.

To print delivery documents for loads, from the Shipping Documents menu (G4912) choose Shipping Document Print - Loads.

You can print delivery documents as a batch job from a menu selection. You can choose to print the delivery documents for shipments or for loads. When you print delivery documents as a batch job, the system prints all the documents that meet your selections and that are at the appropriate status. Most companies set up different versions of these print programs. Each version can have different data selections to print documents for specific types of shipments or loads.

Processing Options for Batch Delivery Documents for Shipments (R49549)

Print Control

Document Code

Print Control Depot (required if a document code is entered)

Enter the version of Delivery Document Print to use. (P49590)

Processing Options for Batch Delivery Documents for Loads (R49548)

Print Control

Document Code

Print Control Depot (required if a document code is entered)

Enter the version of Delivery Document Print to use (P49590).

Reviewing the Document Batch

Document Print - Interactive (P49590) allows you to return to the document list to print batches. You can leave a print batch at a status of pending. You can recover a pending batch from the document list form and restart printing the batch. You can use this program to restart printing if a batch failed to print. If your print batch successfully printed, the system deletes the batch.

▶ To review the document batch

From the Shipping Documents menu (G4912), choose Document Batch Inquiry.

1. On Work With Print Batches, click Find.
2. Review the status and other information about the batch.
3. If you want to print from this form, choose a batch and click Print.

Processing Options for Document Print - Interactive (P49590)

Versions
Enter the version of Freight to be executed. If a version is not entered, the freight process will not be called. (Optional)
Print Control
Enter the printer reference number that will determine the location that documents will be printed.
Enter the address book number to receive document messages, if they are to be sent to someone other then the user that submiitted the shipping document print job.

Reviewing the Document Register

Use Document Register (P49695) to view a list of all of the documents that you print. It includes the following information for each document:

- Document number
- Customer
- Document date
- Amount

Document Register Inquiry is a view-only form. Use this form to review the information that is included on the documents that you print.

▶ To review the Document Register

From the Shipping Documents menu (G4912), choose Document Register Inquiry.

1. On Work With Document Register, click Find.
2. Review the information and click Close.

Recording Proof of Delivery

You use Deliver Confirm (P49650) to record proof of delivery information. This information consists of actual delivery date and time, and the person who received the delivery. The system stores proof of delivery information for the shipment and writes a shipment status record.

Prerequisite

- Specify your processing options and statuses to allow delivery confirmation for shipments.
- See *Processing Options for Work with Shipments* in the *Transportation Management Guide* to access the processing option for delivery confirmation.

▶ To record proof of delivery

From the Shipments and Loads menu (G4911), choose Work with Shipments.

1. On Work with Shipments, click Find.
2. Choose the shipment for which you want to record proof of delivery.
3. From the Row menu, choose Confirm, and then choose Confirm Delivery.
4. On Deliver Confirm Shipment, complete the following fields and click OK:
   - Delivery Date
   - Delivery Time
   - Received by

Confirming Loads

Loads are made up of one or more shipments. You confirm loads to record the actual quantities of products that were shipped. The method that you use to confirm loads depends on whether your loads are compartmentalized and whether you track in-transit inventory.

If your load is not compartmentalized, you confirm the load at the shipment and order line level. If your load is compartmentalized, you confirm the load at the product and compartment level.

If your load is defined to track in-transit inventory, the inventory moves from the branch/plant's inventory balance to a load in-transit balance, and the system creates a general ledger entry to move the value of the products for inventory to the in-transit inventory account. The system tracks the movement of product into and out of in-transit inventory through the Load In-transit Ledger table (F49631). The system stores the balance of the in-transit inventory in the Load In-transit table (F4963).

You can confirm compartmentalized loads with in-transit inventory either "as-scheduled" or using the actual quantity loaded. When you confirm a load "as-scheduled," the system relieves inventory based on the quantity scheduled on the load. When you confirm a load using the actual quantity loaded, the system relieves inventory based on the actual quantity loaded. Use the As-Scheduled option to confirm bulk products. When you use the Actual Quantities option to confirm a load, you can also specify whether sales orders are adjusted at load time if the quantity loaded does not match the quantity scheduled. Unless an invoice is printed and accompanies the product, you normally do not adjust the sales order quantities until delivery confirmation.

If your load does not track in-transit inventory, inventory might or might not be relieved at load confirmation based on how the ship confirmation options are set up in the order entry programs. For compartmentalized loads that track in-transit inventory, the system tracks the product left on board. The system considers product left on board as a preloaded quantity and reflects that some product is already on board the vehicle.

The system retrieves the actual ship date and time for the load date and time when you confirm a load. You can update the actual delivery date and time if needed.

At the time of load confirmation, you can use weighbridge information to calculate the weight of product in the compartment. The system then retrieves the calculated data and enters the information in the Confirm Load form. For bulk products affected by temperature differences, the system also calculates the variances in density or temperature, or both.

If necessary, you can apply excess charge codes and specify a reason code and establish authorization. The excess transportation codes are required when there are expedited charges. The codes are given to the supplier by the customer and are needed for both the Advance Ship Notice and payment.

Use the processing options on the Cartons tab in the Transportation Load Confirmations (P49640) processing options to ensure that cartons have passed necessary edits before load confirmation. For example, after you have assigned all labels to the shipment, you can advance the carton status to indicate carton detail has been reconciled to shipment detail. This process is optional.

Prerequisite

- Ensure that you have set up the following user defined codes for excess charges:
  - Excess Reason (49/ES)
  - Excess Responsibility (49/EC)

See Also

- *Setting Up Load Types* in the *Transportation Management Guide* for information about how to track in-transit inventory, to set up loads as scheduled, and to adjust sales order actuals at confirmation
- *Calculating Volume from Weighbridge Information* in the *Bulk Stock Guide* for instructions about how to use the weighbridge

► To confirm loads

From the Shipments and Loads menu (G4911), choose Confirm Load.

1. On Work with Loads, click Find.
2. Choose the load that you want to confirm and choose Confirm Load from the Row menu.
3. On Confirm Load, complete the following fields:
   - Load Confirm
   - Actual Ship
   - Actual Delivery
4. To record seal numbers, choose Seals from the Form menu.

5. On Seals Revision, complete a line for each seal and click OK:
   - Seal No
6. On Confirm Load, choose Confirm Shipment from the Row menu if you want to confirm individual shipments on loads that are not compartmentalized.
7. On Shipment Confirmation, revise the quantities and click OK.

   After you confirm all shipments, the system changes the status of the load.
8. On Confirm Load, when all the information has been recorded and correctly confirmed, click OK.

► **To specify codes for excess transportation charges**

From the Shipments and Loads menu (G4911), choose Confirm Load.

1. Follow the steps for confirming a load.
2. On Confirm Load, locate the shipment and choose Excess Charge Codes from the Row menu.
3. On Excess Transportation Charge Codes, complete the following fields and click OK:
   - Reason Code
   - Responsibility Code
   - Authorization Code

Processing Options for Transportation Load Confirmation (P49640)

Process Tab

These processing options allow you to set various controls for how the system processes information during load confirmation.

1. Print Delivery Documents

Blank = No
1 = Yes

Use this processing option to determine whether the system prints delivery documents.
Valid values are:

Blank
Do not print delivery documents.

1
Print delivery documents.

2. Display Delivery Document Selections Form

Blank = No
1 = Yes

Use this processing option to specify whether the system displays the Delivery Document Selection form. Valid values are:

Blank
Do not display the Delivery Document Selection form.

1
Display the Delivery Document Selection form.

3. Sales Order Status - Confirmed Lines (Required)

Use this processing option to specify the sales order status for confirmed lines. This status must be a valid next status or other allowable next status for the current document type as defined in the Order Activity Rules program (P40204).

4. Override Sales Order Next Status - Intransit (Required)

Use this processing option to specify the override next status for sales orders for which the system tracks in-transit inventory. This status must be a valid next status for the current document type as defined in the Order Activity Rules program (P40204).

5. Override Sales Order Next Status - Non-Intransit (Required)

Use this processing option to specify the override next status for sales orders for which the system does not track in-transit inventory. This status must be a valid next status for the current document type as defined in the Order Activity Rules program (P40204).

6. Credit Order Status - Confirmed Lines

Use this processing option to specify the credit order status for confirmed lines. Valid values are all status codes for the current document type as defined in the Order Activity Rules program (P40204).

7. Override Credit Order Next Status - Intransit

Use this processing option to specify the override next status for credit orders that the system tracks in-transit inventory for. Enter a next status that is defined in the Order Activity Rules program (P40204) for the current document type. This processing option is required.

8. Override Credit Order Next Status - Non-Intransit (Required)

Use this processing option to specify the next status for credit orders for which the system does not track in-transit inventory. Valid values are status codes that are defined in the Order Activity Rules program (P40204) for the current document type.

9. Purchase Order Status - Received Lines (Required)

Use this processing option to specify a purchase order status for lines that have been confirmed. Valid values are status codes for the current document type that are defined in the Order Activity Rules program (P40204).

10. Shipment Next Status - Intransit (Required)

Use this processing option to specify the override next status (UDC 49/SL) for shipments for which the system tracks in-transit inventory.

11. Shipment Next Status - Non-Intransit (Required)

Use this processing option to specify the override next status (UDC 49/SL) for shipments for which the system does not track in-transit inventory.

12. Load Next Status - Intransit (Required)

Use this processing option to specify the next status (UDC 49/SL) for loads for which the system tracks in-transit inventory.

13. Load Next Status - Non-Intransit (Required)

Use this processing option to specify the next status (UDC 49/SL) for loads for which the system does not track in-transit inventory.

14. Load Next Status - Partially Confirmed

Blank = Status not updated

Use this processing option to specify the load status (UDC 49/SL) for partially completed loads. By specifying the load status, you prevent rejection of loads for which there is at least one confirmed shipment. If you leave this processing option blank, the system does not update the status.

15. From Shipment Status

Use this processing option to specify the lowest value in the range of shipment statuses (41/SS).You can use any shipment status that is already defined in the Transportation Constants program (P49002).

Thru Shipment Status

Use this processing option to specify the highest value in the range of shipment statuses (41/SS). You can use any value that is already defined in the Transportation Constants program (P49002).

16. From Load Status

Use this processing option to specify the lowest value in the range of load statuses (49/SL). You can use any value that is already defined in the Transportation Constants program (P49002).

Thru Load Status

Use this processing option to specify the highest value in the range of load statuses (49/SL). You can use any value that is already defined in the Transportation Constants program (P49002).

17. Prior Load Complete Status

Use this processing option to specify the status that indicates that the prior load is complete. Valid values are defined in the Transportation Constants program (P49002) and stored in user defined code 49/SL (Load Status). This is typically defined as 80.

18. Intransit Document Type

Blank = 'CT'.

Use this processing option to specify the document type (00/DT) that the system uses when tracking in-transit inventory. You can use any value that is already defined in the Order Activity Rules program (P40204). If you leave this processing option blank, the system uses document type CT (Transportation Confirmation).

19. Allow Negative Intransit Bulk Items

Blank = No

1 = Yes

Use this processing option to determine whether the system allows a negative quantity for in-transit inventory for bulk items.Valid values are:

Blank

Do not allow a negative quantity.

1

Allow a negative quantity.

20. Allow Negative Intransit Packed Items

Blank = No

1 = Yes

Use this processing option to determine whether the system allows a negative quantity for in-transit inventory for packed items. Valid values are:

Blank

Do not allow a negative quantity.

1

Allow a negative quantity.

21. Bulk - Upper Tolerance

Use this processing option to specify a percentage that represents the upper tolerance limit for the variance in load quantities.

22. Packed - Upper Tolerance

Use this processing option to specify a percentage that represents the upper tolerance limit for the variance in load quantities.

23. Bulk - Lower Tolerance

Use this processing option to specify a percentage that represents the lower tolerance limit for the variance in load quantities.

24. Packed - Lower Tolerance

Use this processing option to specify a percentage that represents the lower tolerance limit for the variance in load quantities.

25. Adjust Order Line Actual

Blank = Manual adjustment by display of Adjust Actuals form

1 = Automatic system adjustment

Use this processing option to specify whether, in the event of a variance between scheduled quantity and loaded quantity, the system automatically adjusts the variance or displays the Adjust Actuals form, where you manually adjust the variance and reallocate the load. Valid values are:

Blank

The system displays the Adjust Actuals form.

1

The system automatically adjusts the variance.

26. Check Seals

Blank = Yes

1 = No

Use this processing option to specify whether the system verifies that seals are required on a vehicle. Valid values are:

Blank

The system verifies that seals are required.

1

The system does not verify that seals are required.

27. Protect Bulk Compartment Fields

Blank = No

1 = Yes

Use this processing option to specify whether the system allows you to change the values in the bulk compartment fields for ambient, standard, and weight quantities. However, when the system protects the bulk compartment fields, you can still change temperature and density information. Valid values are:

Blank
The system does not protect bulk compartment fields.

1
The system protects bulk compartment fields.

Agreements Tab

These processing options allow you to specify default information that the system uses for agreements. The system uses this information to automatically assign default values when agreements are used.

1. Agreement Options

Blank = Assign agreement with the earliest expiration date
1 = Assign agreement if only one found
2 = Requires the user to select an agreement

Use this processing option to determine how the system assigns agreements. If you leave this processing option blank, the system automatically assigns the agreement that has the earliest date.Valid values are:

1
If the system finds only one agreement, assign that agreement.

2
The system requires you to select an agreement to assign.

3
The system automatically assigns the agreement that has the earliest date.
2. Destination Branch/Plant

Use this processing option to specify the branch/plant to be used as the destination by the Agreement Selection Window program (P38200W).
3. OR

1 = Use 'ANY'

2 = Use the user's default branch plant

Use this processing option to specify the branch/plant that the system uses in place of the branch/plant that is designated as the destination by the Agreement Selection Window program (P38200W). Valid values are:

1
*ANY

2
The default branch/plant of the user

Versions Tab

These processing options determine the version that the system uses when you choose the associated row or form exit on the Load Confirmation Header and Detail forms. If you leave a processing option blank, the system uses the ZJDE0001 version.

Versions control how programs display information. Therefore, for the version to meet your needs, you might need to set the processing options for specific versions.

1. Load Confirmation Carton Status

Blank = Carton Status will not be validated

Use this processing option to specify which version of Purchase Order Receipts (P4312) is used for loads that do not track in-transit inventory. If left blank, the system uses version ZJDE0001.

2. Reconcile Carton Detail to Shipment Detail

Blank = No
1 = Yes

Use this processing option to specify which version of Purchase Order Receipts (P4312) is used for loads that track in-transit inventory. If left blank, the system uses the version from the previous processing option, which does not track in-transit inventory.

3. Carton Next Status

Blank = Carton Status will not be updated

Use this processing option to specify which version of Delivery Document Print (P49590) is used. If left blank, the system uses version ZJDE0001.

4. Enable Creation of Sales Order Lines for CartonCharges

Blank = NO
1 = YES

Use this processing option to specify which version of Ship Confirmation (P4205) is used. If left blank, no version is used and the system will not advance the sales order status.

5. UCC128 Shipment Edits (R42071)

Blank = 'ZJDE0001'

Use this processing option to specify which version of UCC 128 Shipment Edits program (R42071) is used. If left blank, the system uses version ZJDE0001.

6. Test Results Revisions - Compartment (P3711)

Blank = 'ZJDE0003'

Use this processing option to enter the version of the Test Results Revisions program (P3711) that the system runs when a load type indicates that quality is specified at the compartment level. If you leave this processing option blank, the system uses the default version, ZJDE0003.

7. Test Results Revision - Customer (P3711)

Blank = 'ZJDE0001'

Use this processing option to specify which version of Test Results Revisions (P3711) is used when a load type indicates that quality check is specified at the customer/item level. If left blank, the system uses version ZJDE0001.

8. Sales Order Entry (P4210) version for carton charges based on carton quantity.

Blank = 'ZJDE0019'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on carton quantity. When the carton charges are carton based, this version creates a single sales order line to relieve inventory and hold the carton charge. Inventory will be relieved at sales update. If you leave this processing option blank, the system uses ZJDE0019 as the default version.

9. Sales Order Entry (P4210) version for carton inventory relief at Sales Update when

carton charges are based on item quantity.

Blank = 'ZJDE0020'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for inventory relief at sales update when carton charges are based on item quantity. If you leave this processing option blank, the system uses ZJDE0020 as the default version.

10. Sales Order Entry (P4210) version for carton charges based on item quantity.

Blank = 'ZJDE0021'

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on item quantity. The system will not use this line for inventory relief, but this line will reflect the carton charge. The default value is ZJDE0021.

Cartons Tab

Use these processing options to specify how the system processes cartons.

1. Load Confirmation Carton Status

Blank = Carton Status will not be validated

Use this processing option to specify the carton status for shipment and load confirmation. All cartons must be at this status to be confirmed. Valid values are chosen from the Carton Status (46/CS) user defined codes. If left blank, carton status will not be validated.

2. Reconcile Carton Detail to Shipment Detail

Blank = No
1 = Yes

Use this processing option to reconcile the carton detail to the shipment detail. Valid values are:

Blank
No

1
Yes

3. Carton Next Status

Blank = Carton Status will not be updated

Use this processing to specify the next carton status for all cartons after the system confirms the shipment or load. Valid values are chosen from the Carton Status (46/CS) user defined codes. If you leave this processing option blank, the system does not update the carton status.

4. Enable Creation of Sales Order Lines for CartonCharges

Blank = NO
1 = YES

Use this processing option to specify whether to create sales order lines for carton charges. Valid values are:

Blank
Do not create sales order lines for carton charges

1
Create sales order lines for carton charges

See Also

- *Processing Options for Work with Loads (P4960)* in the *Transportation Management Guide* to set the processing options for confirming loads

Working with Seals

If you use seals for shipments, it might be necessary to locate loads, product, and shipments by seal number. You can change information on assigned seals or add new seal numbers or a range of seal numbers using the Seals program (P49380).

▶ To work with seals

From the Transportation Inquiries menu (G4914), choose Work With Seals.

1. On Work With Seals, complete any of the following fields and click Find to locate an existing seal:
   - Planning Depot
   - Shipment Depot
   - Load Number
   - Origin

- Shipment Number

2. To record a seal, click Add.
3. On Seals Revision, complete the following fields and click OK:
    - Planning Depot
    - Shipment Depot
    - Load Number
    - Origin
    - Primary Vehicle Id
    - Actual Ship
    - Shipment Number
    - Number of Seals
    - Seal No

See Also

- *Entering Seal Numbers at Shipment Confirmation* in the *Transportation Management Guide* for more information assigning seal numbers at the shipment level

Confirming Delivery

You confirm delivery of products for each shipment on the load to verify the actual quantities delivered against the quantities that were loaded. You complete this task only if your load tracks in-transit inventory. For example, you can confirm the return of empty containers by using an item cross-reference to associate a full container with the corresponding empty container. The system creates a new sales order line to represent the return of the empty containers.

You can confirm the delivery of shipments on a load with in-transit inventory in one of the following ways:

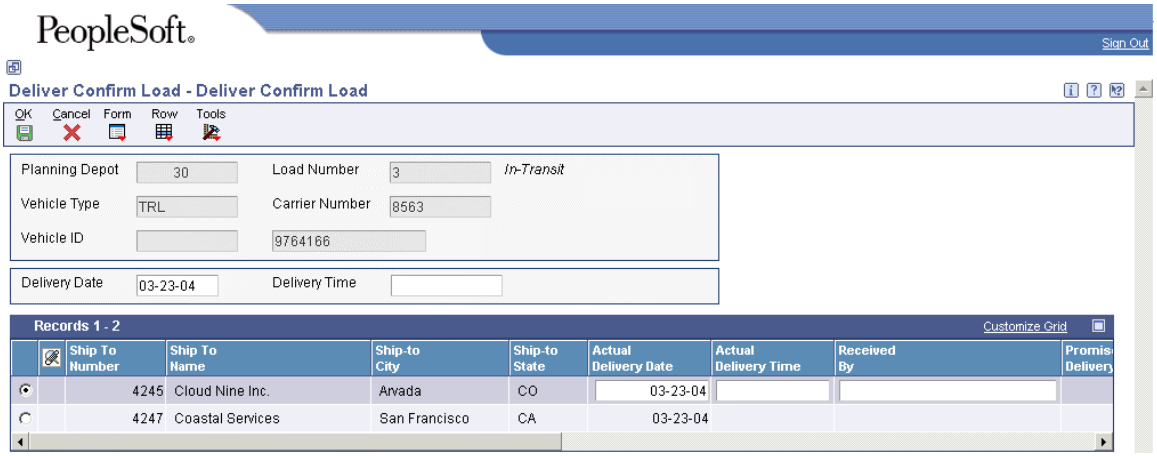
- Confirm quantities on individual order line if the quantity delivered for one or more order lines on the shipment is not equal to the quantity scheduled
- Confirm as scheduled to indicate that the quantity delivered for all lines on the shipment matches what was scheduled
- If you are unable to make a delivery, you can also:
- Cancel, if you are unable to deliver any of the order lines on the shipment and want to cancel the order lines
- Leave shippable, if you are unable to deliver some or all of the order lines on the shipment and want the order lines to be available for another load

You can use delivery confirmation for inbound shipments to confirm the actual quantity delivered of products that were tracked with in-transit inventory. If your load does not track in-transit inventory, the system creates a proof of delivery to update the delivery date and time, but not the quantity. You follow the same steps to confirm the delivery of inbound shipments as you do for outbound shipments.

► To confirm delivery

From the Shipments and Loads menu (G4911), choose Deliver Confirm Load.

1. On Work with Loads, click Find.
2. Choose the shipment for which you want to confirm delivery.
3. Choose Confirm Delivery from the Row menu.



4. On Deliver Confirm Load, choose a shipment, and then choose an option from the Row menu that corresponds to the method that you want to apply to the shipment.
5. On the applicable form, click Yes and then click OK.
6. On Deliver Confirm Shipment, complete any of the following fields and click OK:
   - Delivery Date
   - Delivery Time
   - Disposition Code
   - Received by
7. On Deliver Confirm Load, review and revise the delivered quantities in the detail area and click OK.

Creating Unscheduled Deliveries

You can record delivery of products to customers who do not have sales orders that initiate the shipping process. This type of delivery is called an unscheduled delivery. Unscheduled deliveries can only be used on loads that are tracked as in-transit inventory. For example, you use unscheduled deliveries in the event that not all products can be delivered to a scheduled customer and it was delivered to another customer. This type of delivery is sometimes referred to as a milk run delivery.

You access the Unscheduled Deliveries form from either the Deliver Confirm Load or Disposition Load forms. You set up an unscheduled load by creating an order to load a vehicle and move the product into in-transit inventory. When you build the load, the system adds the shipments for the order. When you confirm the delivery, the system cancels the shipments that were not actually delivered. Then, you can enter information about the shipment that was actually delivered.

The system can either record unscheduled deliveries on an existing order or they can be recorded at the creation of a new order. The information necessary to record an unscheduled delivery includes the address book number for the ship-to customer, the item delivered, and the quantity delivered. You can search for an existing order on which to confirm the unscheduled delivery or you can generate a new order. If you generate a new order, you can either enter the order number or let the system assign one.

Occasionally, customers need to return products to the manufacturer or distributor. The customer usually requests a credit for the return, and you must designate the disposition of the returned product. The system allows you to create inbound unscheduled deliveries for these situations. You can search for an existing order on which to confirm the unscheduled delivery of returned product, or you can generate a new order. You can designate the product as in-transit inventory, and then process the returned product during disposition.

Note

You can use unscheduled deliveries to pick up items for inbound transactions, such as items that are part of a credit sales order. The system creates a new sales order line to represent the returned items. For an inbound transaction, the order detail line contains a negative, or credit, quantity.

► **To create unscheduled deliveries**

From the Shipments and Loads menu (G4911), choose Disposition Load.

1. On Work with Loads, click Find.
2. Choose a load for which you want to create an unscheduled delivery and choose Confirm Delivery from the Row menu.

   The load must be set up as a confirmed in-transit load.

3. On Deliver Confirm Load, choose Unscheduled from the Form menu.
4. On Unscheduled Deliveries, complete the following fields in the detail area and click OK:
   - Ship To Number
   - Item Number
   - Quantity Shipped
   - UoM
   - Order Number
   - Or Ty

Recording Disposition

When you deliver products on loads for which you track in-transit inventory, you might have product left on board after the deliveries are made. This can occur for a bulk product, for example, if the customer's tank is full and cannot accept all of the product. Or, for a packaged product, the customer might not be able to physically accommodate the stock. You need to record what happens to (the disposition of) the remaining product.

When recording product disposition, you can:

- Designate that the remaining product be returned to a tank at the depot or to a certain location in your inventory
- Designate that the remaining product be left on board the vehicle and used on the next load
- Record a gain or loss of the product during the delivery, such as that which is due to spillage or evaporation

Note

Recording a gain or loss is an option only for bulk products. Packaged products cannot directly record a gain or loss in the system. For packaged products that are lost or damaged, return the product to inventory and then use normal inventory functions to scrap or write off the product.

To record a disposition for a load, the load must meet the following conditions:

- The load must be tracked as in-transit inventory.
- The status of the load must be advanced to delivered or greater.
- If product is left on board for the next load, the load must be a compartmentalized load type.
- The Left-On-Board Disposition Allowed option must be activated for the load type in the Load Constants.
- After the disposition of a load is determined, and depending on the disposition, the system updates three tables:
  - If the remaining product is returned to inventory, the system updates the Item Ledger File table (F4111).
  - If product is left on board, the system updates the Load In-Transit Left on Board table (F49632).
  - If a gain or loss is recorded for a load, the system updates the Gain/Loss Transactions File table (F41512).

See Also

- *Setting Up Load Types* in the *Transportation Management Guide* for more information about setting up load types to allow product left on board
- *Processing Options for Work with Loads (P4960)* in the *Transportation Management Guide* for the processing option for setting up disposition (P49660)

► To record disposition

From the Shipments and Loads menu (G4911), choose Disposition Load.

1. On Work with Loads, click Find.
2. Choose a load for which you want to record disposition, and then choose Disposition from the Row menu.
3. On Disposition Load, click OK if the delivery is complete for all the listed items.
4. To return product to inventory, complete the following fields:

- Quantity Return

  Enter the quantity being returned to inventory.

- Return Location

  You can enter a location or let the system assign one based on the primary location.

- Return Lot

  Generally, you return inventory to the same lot from which you shipped it.

5. To indicate that product is left on board, complete the following fields to identify the quantity and the compartment in the truck:
   - Quantity Left On Board
   - Comp No
6. To record the disposition of products to multiple locations or compartments, choose Multiple Disposition from the Row menu.
7. On Disposition to Multiples, complete a line for each location or compartment and click OK.

Reviewing In-Transit Inventory Information

Companies sometimes retain ownership of outbound inventory until it has been delivered to the customer. They might also take ownership of inbound inventory when a shipment leaves the shipper's dock. In those situations, you might need to view in-transit inventory. The system writes transaction records information to the item ledger whenever shipments on a load are confirmed, deliver confirmed, or recorded in disposition.

Use the ledger to review the information by depot instead of by item. The system records this information for both bulk and packaged products.

► To review in-transit inventory information by item

From the Transportation Inquiries menu (G4914), choose Work with In-transit Inventory.

1. On Work with In-transit Inventory, complete any of the fields in the header area, and then click Find.
2. To review the in-transit ledger, choose the item, and then choose Intransit Ledger from the Row menu.
3. To record disposition, choose the item, and then choose Disposition from the Row menu.
4. To record any quantity left on the carrier, choose the item, and then choose Left On Board from the Row menu.

► To review the in-transit ledger

From the Transportation Inquiries menu (G4914), choose Work with In-transit Ledger.

1. On Work with In-transit Ledger, click Find.
2. Review the information and click Close.

Shipment Tracking

You track shipments to know exactly where your shipments are, both physically and within the system. This information allows you to report on your product as it travels to your customers. The system allows you to track your shipments using the following:

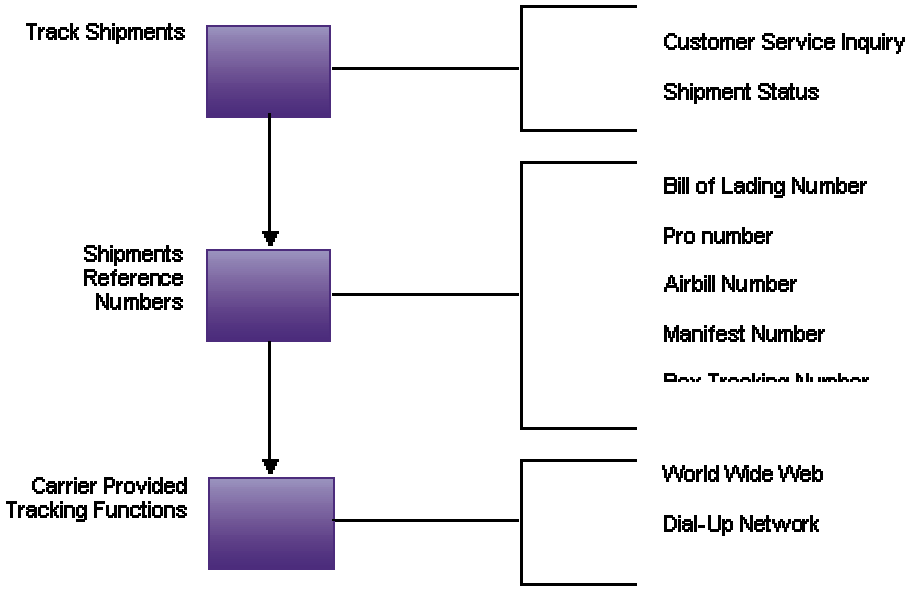
Customer Service Inquiry	You can access shipment status when you review order information in the Customer Service Inquiry form of the Sales Order Entry program (P4210).
Shipment reference numbers	You can use a delivery document number that corresponds to the shipment.
Tracking services provided by carrier	You can track shipments over the Internet, through a telephone number, or other means that a carrier might provide. For example, you might send packages using a parcel carrier that has a Web site. Using a tracking number, you can link to that Web site to track your shipment over the Internet.

Shipment tracking allows you to do the following:

- View the status and routing information of shipments and pieces
- Maintain or edit the shipment reference numbers table
- Maintain or edit the shipment status codes
- Control the various tracking functions

The following graphic illustrates the variety of ways in which you can inquire on the status of your shipments:

Inquiring on the Status of Shipments

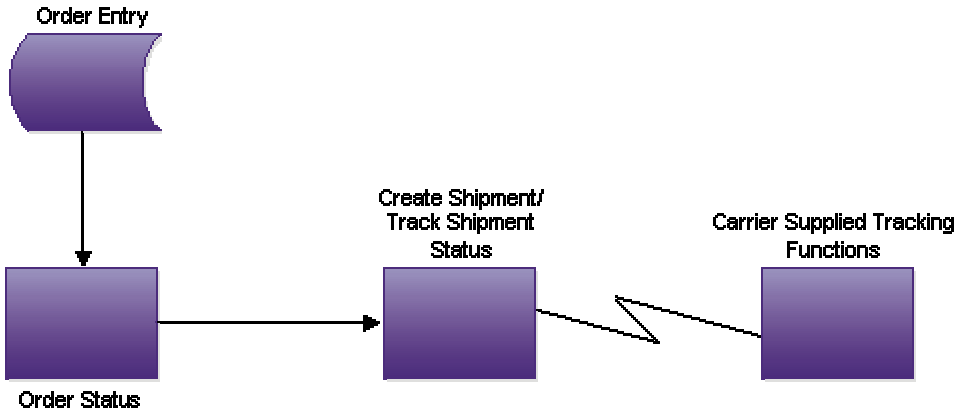


Tracking Shipments

You track shipments to gather detailed information about a specific shipment while it is in transit. You can check on the status of a shipment and its routing information. When you track shipments, you have better control of the entire shipping process. Through the shipment tracking function, you can locate shipments according to the carrier that is transporting your shipment. Additionally, your carriers can provide tracking information through the Internet, telephone, or some other means.

The following graphic illustrates how an order flows through the integrated Sales Order Management and Transportation Management systems. Additionally, it shows that your carriers can supply information so that when you review the shipment status, the system retrieves the in-transit information.

Reviewing Shipment Status



If you added reference numbers to your shipments, you use these numbers to track shipments. You can use reference numbers provided by a carrier or you can generate them. For example, a reference number can be a bill of lading number, or any number provided by the carrier.

See Also

- *Entering Tracking Numbers* in the *Transportation Management Guide*

Reviewing Shipment Status

You can review information associated with the status of a shipment, such as:

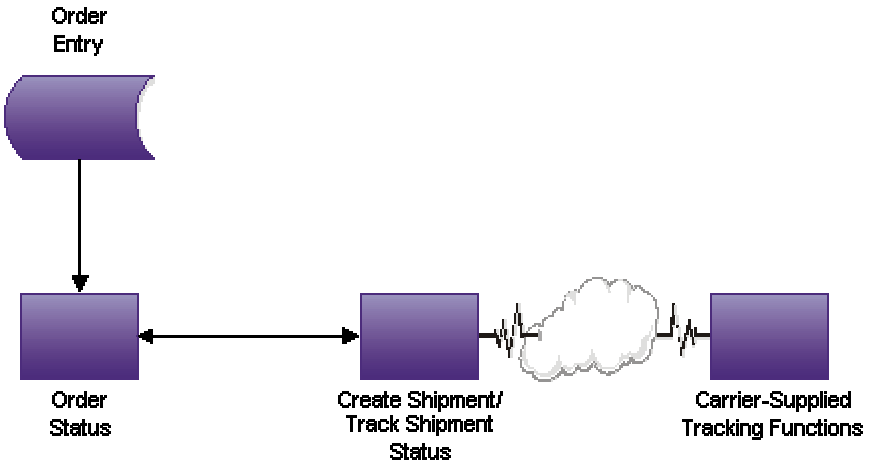
- Scheduled and actual shipment date and time
- Scheduled and actual delivery date and time
- Mode
- Carrier

- Total billable freight charges
- Shipment tracking number

Reviewing shipment status provides information about your shipments after they have been confirmed and while they are in transit.

When you set the Customer Self-Service Mode processing option on the Process tab of the Shipment Tracking program (P4947), your customers can sign on to customer self-service to review the status of any of their shipments that have been created throughout the system. Reviewing shipment status allows your customers to have greater access to shipments and the delivery process through which they travel. By using this program, your customers become aware of shipping delays or other possible transportation problems sooner.

Tracking Shipments

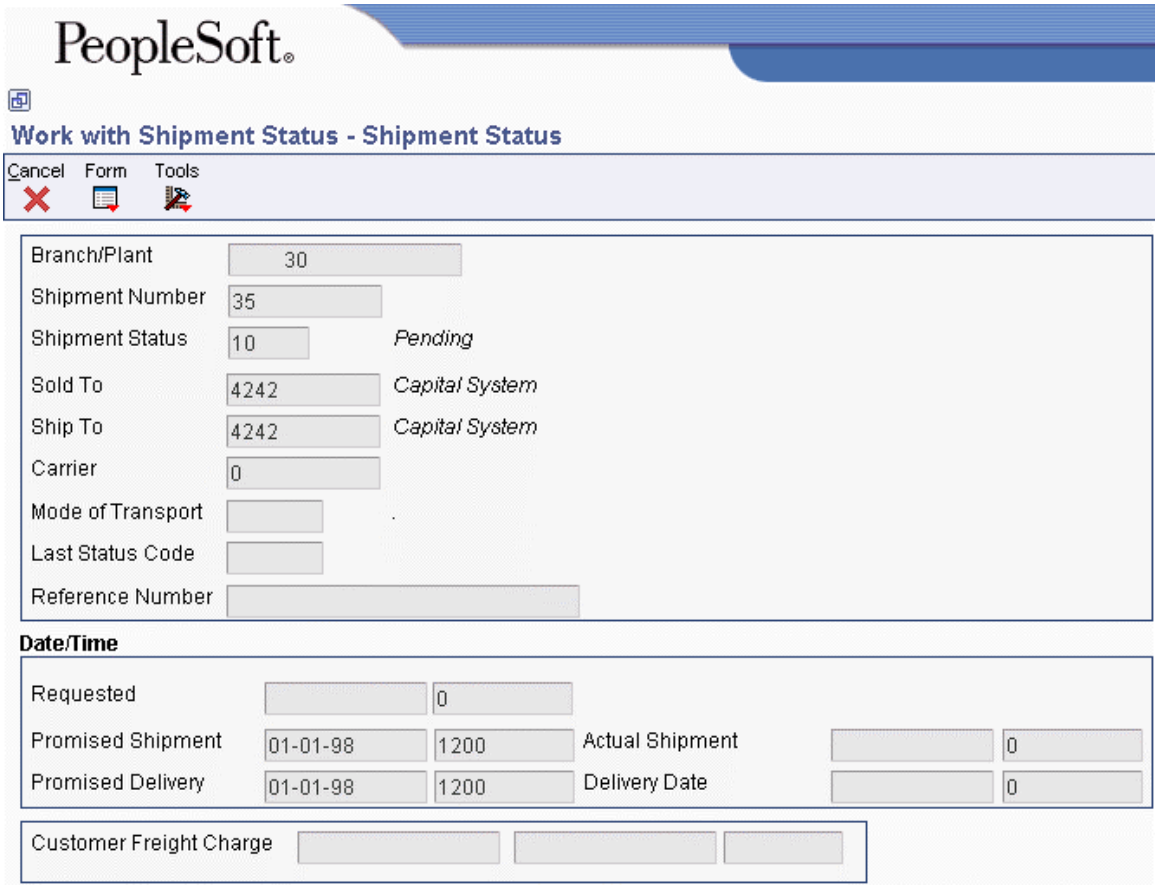


► To review shipment status

From the Shipments and Loads menu (G4911), choose Work With Shipment Status.

Alternatively, from the Customer Self-Service menu (G42314), choose Shipment Tracking.

1. On Shipment Tracking, click Find.
2. Choose the shipment for which you want to review transportation information and click Select.



3. On Shipment Status, review the shipment information and click Cancel.

Tracking Shipments or Pieces

After you create a shipment and assign a carrier or vehicle to it, you can track it throughout the entire transportation process. You can also track individual pieces on a shipment. Tracking shipments allows you to better serve your customers by knowing the status of a shipment in the transportation process.

When you track at the shipment level, you inquire on the status of an entire shipment, which includes all of the pieces within it. When you track at the piece level, you inquire on each piece within a shipment.

Note

Tracking a shipment or piece via a carrier-tracking function requires a business function that works in conjunction with the carrier's tracking function. PeopleSoft supplies a standard business function for carriers who provide a Web-based shipment-tracking function.

Prerequisite

- To track shipment pieces, you must have valid piece information. To enter valid piece information, choose Revisions and then Pieces from the Row menu on the Work with Shipments form. See *Defining Shipment Pieces* in the *Transportation Management Guide*.

► **To track by shipment**

From the Shipments and Loads menu (G4911), choose Work with Shipment Status.

1. On Shipment Tracking, click Find.
2. Choose the shipment that you want to track.
3. Choose Track Shipment from the Row menu.

   The shipment must have a valid reference number entered into the system. You can enter the reference number on Shipping Reference Number Revisions by choosing Reference No Revs from the Row menu.

4. Review the information for your shipment.

► **To track by piece**

From the Shipments and Loads menu (G4911), choose Work with Shipment Status.

1. On Shipment Tracking, click Find.
2. Choose the shipment for which you want to track pieces.
3. Choose Track Ship Piece from the Row menu.
4. On Shipment Pieces, click Find and choose the shipment piece that you want to track.
5. Click Select and view the information on the Shipment Status form.

Recording Shipment Status

You can view status codes that are recorded against a shipment. You can add or delete records from the Shipment Status Codes table (F4947). You can associate a tracking number with a shipment status when a status code applies to only a single piece of a multiple-piece shipment.

► **To record shipment status**

From the Shipments and Loads menu (G4911), choose Work with Shipment Status.

1. On Shipment Tracking, click Find.
2. Choose the shipment for which you want to record a status.
3. Choose Status Code Revs from the Row menu.
4. On Shipment Status Code Revisions, complete the following fields in the detail area and click OK:

   - Status Code
   - Status Date
   - Status Time
   - Status Reason
   - Description
   - Reference Number
   - Reference Qualifier

Processing Options for Shipment Tracking (P4947)

Display

Enter the range of shipment status codes to be selected:

Shipment Status From

Shipment Status To

Enter a '1' to display only the first routing step of each shipment

Yes or No - 1

Process

The following are valid values for the Customer

Self-Service Mode option:

Blank = Bypass Customer Self-Service functionality

1 = Customer Self-Service Mode for Java/HTML

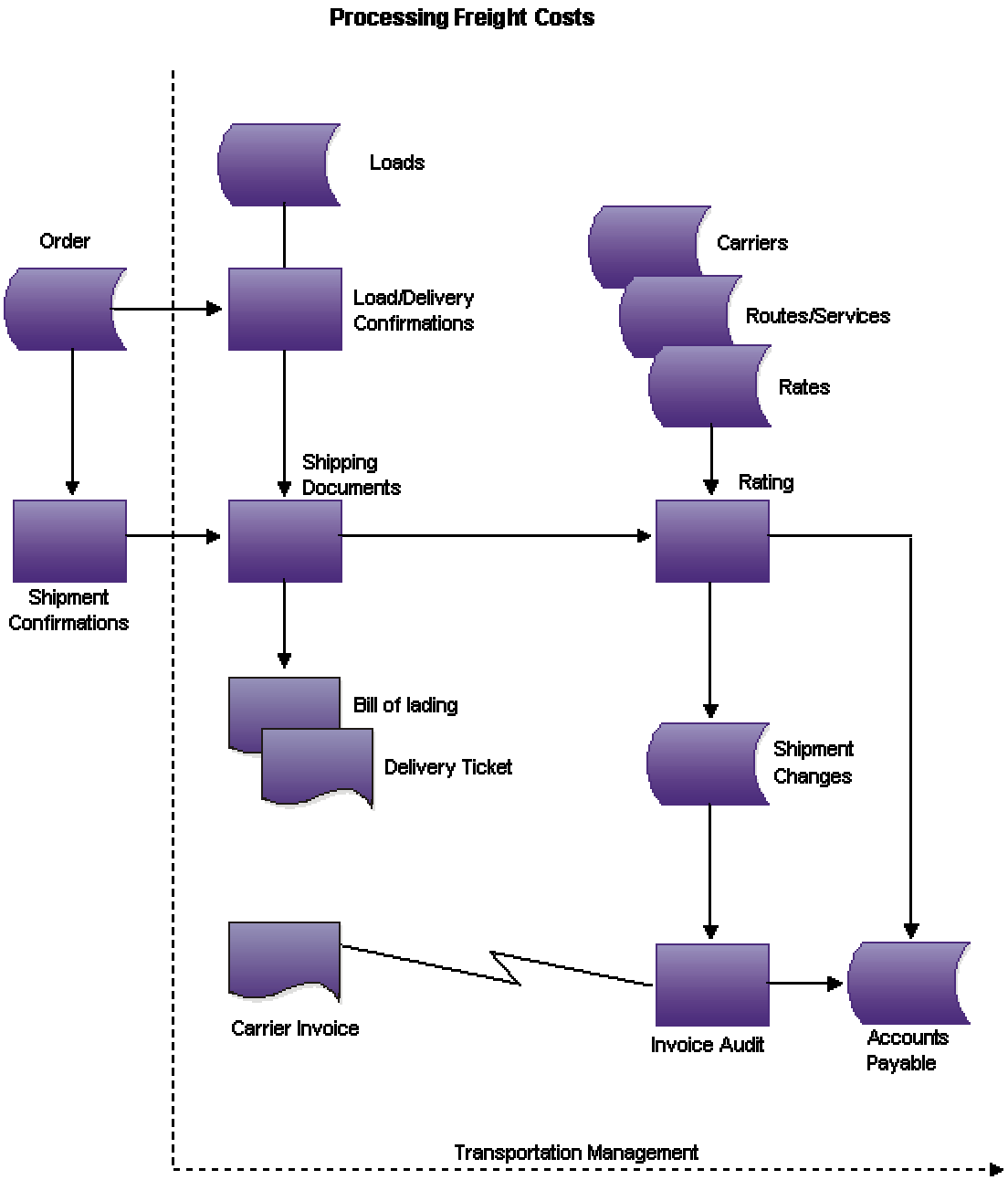
1. Customer Self-Service Mode

Freight Update

Freight update is the process of writing freight charges to the appropriate accounts. You can update freight charges for both shipments and loads. You update freight after a shipment or load has been confirmed and delivered, or a disposition has been recorded for a load.

Use the Freight Update and Report program (R4981) to transfer billable charges, including freight charge tax if applicable, to orders in the Sales Order Management system and to move the payable freight charged to you by your carriers to the Accounts Payable system or general ledger as accrued freight. When you update freight charges, the system writes journal entries to the general ledger and writes pay items to the Accounts Payable system for those carriers with Auto Pay checked on the Carrier Master (P4906).

The following graphic illustrates the integrated update process between Sales Order Management and Transportation Management:



Updating Freight

When you update freight you create records of final payable and billable freight charges, including freight charge tax if applicable, for shipments and loads. The system writes payable charges to the general ledger by means of a journal entry and to the accounts payable system for auto-pay carriers by means of a pay item. The system adds billable charges to one or more orders on the shipment or load depending on the customer freight preference.

You run the Freight Update and Report program (R4981) by either origin depot or by owning branch. Depending on processing options and system setup values, the system creates an invoice either for each carrier or by carrier and invoice date. You can run the freight update by the G/L date, system date, or a date that you select.

You can summarize freight costs. The following list identifies examples of how to summarize freight costs:

- You can set up the carrier to summarize payable freight.
- You can set up customer freight preferences to summarize billable freight.
- You can summarize freight by charge code onto one line in a sales order.
- You can summarize freight charges when you print the appropriate documents.
- The system can summarize freight within an account number or within a document in the general ledger and in the Accounts Payable system.

See Also

- *Setting Up Carrier Master Information* in the *Transportation Management Guide* for information on setting up the carrier to summarize payable freight
- *Setting Up Rates and Definitions* in the *Transportation Management Guide* for information on summarizing freight by charge code onto one line in a sales order
- *Setting Up Document Printing Programs* in the *Transportation Management Guide* for information on summarizing freight charges when you print the appropriate documents

Updating Freight Charges

From the Updates menu (G49112), choose Freight Update.

You must run the Freight Update and Report program (R4981) before you run the Sales Update (R42800). You can update freight charges by the following data selections:

- Actual ship date
- System dates
- Weekly dates
- Carrier

Note

The system must run Freight Update and Report in a specific sequence, which you cannot change. If you create a new version with a different data sequence, the system ignores the sequence.

Many companies set up a proof version and a final version of this program. After you run the proof version, you can check for accuracy, make corrections and then run the final version. The final version updates the general ledger. You must set the appropriate processing option to designate proof and final versions.

Shipment-related information is stored in the Shipment Header (F4215) and the Shipment Routing Steps (F4941) tables. All freight charge information is stored in the Shipment Charges table (F4945). When you update freight, the system writes information in the Freight Audit History table (F4981), which also contains all freight charge tax information. For both billable and payable charges, records in the Shipment Charges table are deleted and the Shipment Routing Steps table is updated with the information.

For payable charges, the system updates the Account Ledger table (F0911) in the general ledger. If the option for automatic payments is activated, the system updates the Accounts Payable Ledger table (F0411) in the Accounts Payable system. On the billable side, the system updates the Sales Order Detail File table (F4211) with the freight charges.

When you run Sales Update, the system creates the revenue entries in the Accounts Receivable system and the general ledger from detail lines on the sales orders, including detail lines for nonstock charges for billable freight.

For inbound shipments, the final update creates records for payable collect charges. You can also allocate freight for inbound shipments.

Allocating Freight Costs by Item for Outbound Transactions

When you run the Freight Update and Report program (R4981), the system writes journal entries to the general ledger based on the following AAIs:

Freight cost (4920)	Payable freight charges
Revenue (4230)	Billable freight charges

During freight update, the system creates the journal entries for payable charges, such as accrued liabilities and freight costs, at the charge code level. The system defines charges in rate setup based on the G/L class code in the Accounts Payable system and the general ledger. Journal entries that are based on the G/L class code can contain multiple types of charges. For example, in the freight cost AAI, you might have journal entries for more than one type of charges, such as line haul or miscellaneous charges.

If the setup on the Carrier Master (P4906) includes the Auto Pay option, the system creates payable G/L entries and A/P entries for the voucher. If the setup does not include the Auto Pay option, the system creates only G/L entries.

Note

To proportionately allocate shipment freight charges to each item that contributes to the total weight and volume of the shipment, you must activate the freight allocations for the appropriate charge codes that you assign to rates.

If you defined your charge codes to allocate freight, the system records payable freight charges directly in the freight cost G/L entries. The system records multiple freight cost entries in the G/L for each sales detail line on the shipment. For billable freight charges, the system summarizes and records the charges to the sales order in the shipment as nonstock lines (F line type).

When you run Sales Update (R42800), the system records the revenue entries in the Accounts Receivable system and in the general ledger from sales detail lines. For the detail lines for allocated freight, the system updates the detail lines on the original order with the allocated freight charges.

The system calculates and updates freight revenue allocations in the Sales Order Detail File - Tag File table (F49211) and the Sales Order Detail File table (F4211) using the Revenue Allocations AAI, 4231.

Example: Allocating Outbound Freight by Item

The following example illustrates three lines on a sales order:

Line #	Item/ Quantity	Line Type	G/L Class	Charge
1.0	Item A/20	S	IN30	200.00
2.0	Item B/30	S	IN30	300.00
3.0	Item C/50	S	IN31	500.00

For simplicity in this example, it is assumed that all items weigh the same.

After you run Freight Update and Report program (R4981), the system writes the charges to the sales orders as Freight (F) line types. The following example shows:

- Freight All that is allocated to each item on the order
- Freight S that is charged to the entire order

Line #	Item/ Quantity	Line Type	G/L Class	Charge	Allocated Freight
1.0	Item A / 20	S	IN30	200.00	2.00
2.0	Item B / 30	S	IN30	300.00	3.00
3.0	Item C / 50	S	IN31	500.00	5.00
4.0	Freight All	F	FT10	10.00	

5.0	Freight S	F	FT20	7.50	
	Total			1017.50	10.00

To allocate the freight to each item, the system completes the following calculations:

- Determines the proportion due each line

  In the example above, line 1 is 20% of the quantity ordered so the allocated freight is 2.00 or 20% of line 4. Line 2 is 30% of the quantity ordered so the allocated freight is 3.00 or 30% of line 4. Line 3 is 50% of the quantity ordered so the allocated freight is 5.00 or 50% of line 4.

- Divides the allocated freight for the line by the number of items ordered

  In the example above, each item has a freight allocation of .10.

During Sales Update (R42800), the system creates revenue entries in the Accounts Receivable system and the general ledger.

Allocating Freight Costs by Item for Inbound Transactions

You can include inbound freight costs as part of the cost of the item. The system allocates freight costs on a percentage of the total weight or volume of a shipment. When you allocate inbound freight costs at the item level, the system updates the Item Cost File (F4105) and the Item Ledger File (F4111) tables with allocated freight costs for inbound shipments. You can only allocate freight costs by item for inbound shipments when the freight terms are collect and only after you have received the purchase order. You must set the appropriate processing option to allocate inbound freight costs by item.

Example: Allocating Inbound Freight by Item

The following example illustrates how the system allocates inbound freight by item:

Item	Quantity / Weight	% of Total Weight	Amount by Item
Item A	100 / 50	25	3.13 (25% of 12.50)
Item B	50 / 60	30	3.75 (30% of 12.50)
Item C	10 / 90	45	5.62 (45% of 12.50)
Total	200		12.50

As shown above, the freight is allocated by the total weight by item. Then, each piece is allocated it's corresponding proportion of the freight cost. Each piece from the table above would be allocated the following freight costs:

- Item A = .0313 (3.13 / 100 pieces)
- Item B = .075 (3.74 / 50 pieces)
- Item C = .562 (5.62 / 10 pieces)

See Also

- *Updating Sales Information* in the *Sales Order Management Guide* for information about how to update the sales after the freight update

Processing Options for Freight Update and Report (R4981)

Updates Tab

Use these processing options to specify which mode the system uses and whether to update the status.

1. Run Mode

Blank = Proof
1 = Final

Use this processing option to specify whether to run in final mode or proof mode. Valid values are:

Blank
Run in proof mode.

1
Run in final mode.

2. Update Mode

Blank = Both payable and billable freight update
1 = Payable freight only
2 = Billable freight only

Use this processing option to specify whether to run payable freight, billable freight, or both. Valid values are:

Blank
Run both payable and billable freight updates.

1
Run a payable freight update only.

2
Run a billable freight update only.

3. Update Shipment Status

Blank = Do not update

Use this processing option to indicate the shipment status to which to update. If the field is left blank, the shipment status will not be updated.

Defaults Tab

Use these processing options to specify the system defaults to use.

1. Invoice Date

1 = Use actual shipment date
2 = Use system date

Use this processing option to specify whether to use the actual shipment date or the system date. Valid values are:

1
Use the actual shipment date.

2
Use the system date.

2. G/L Date

1 = Use actual shipment date
2 = Use system date

Use this processing option to specify whether to use the actual shipment date or the system date as the G/L date. Valid values are:

1
Use the actual shipment date.

2
Use the system date.

3. A/P Cost Center

Blank = Use owning branch/plant from the shipment header table (F4215)
1 = Use origin depot for A/P vouchers

Use this processing option to specify whether to use owning branch/plant or origin depot for A/P vouchers.
Valid values are:

Blank
Use owning branch/plant from the Shipment Header table (F4215). This value is the branch/plant that is printed on the payable update report.

1
Use origin depot.

4. G/L Cost Center

Blank = Use owning branch/plant from the shipment header table (F4215)
1 = Use origin depot for G/L entries

Use this processing option to specify whether to use owning branch/plant or the origin depot for G/L entries. Valid values are:

Blank
Use owning branch/plant from the Shipment Header table (F4215).

1
Use origin depot.

5. Voucher Document Type

Blank = 'FT'

Use this processing option to specify the Document Type of the voucher when carrier autopay is ON. If this field is left blank, the system will use FT, the default value.

6. G/L Entry Document Type

Blank = 'FT'

Use this processing option to specify the document type of the G/L entry when carrier autopay is OFF. If this field is left blank, the syustem will use FT, the default value.

7. Freight Cost Account Subledger

Blank = None
1 = Short item number

Use this processing option to specify whether to write the short item number to the Freight Cost Account subledger. Valid values are:

Blank
Do not write the short item number to the subledger when allocating freight by item.

1
Write the short item number to the subledger when allocating freight by item.

Process Tab

Use these processing options to specify whether the system processes the flex accounting, summarizes the G/L and A/P entries, and updates the item cost.

1. Flex Accounting

Blank = No
1 = Yes

Use this processing option to specify whether to use flex accounting. Valid values are:

Blank
Do not use flex accounting.

1
Use flex accounting.

2. Summarize G/L Entries

Blank = No
1 = Yes

Use this processing option to specify whether to summarize or detail the G/L entries. Valid values are:

Blank
Detail the G/L entries.

1
Summarize the G/L entries.

3. Summarize A/P Entries

Blank = No
1 = Yes

Use this processing option to specify whether to summarize or detail the A/P entries. Valid values are:

Blank
Detail the A/P entries.

1
Summarize the A/P entries.

4. Item Cost Update

Blank = No
1 = Yes

Use this processing option to specify whether to update the item cost for inbound shipments. This will be done only for charges for which item-level allocation is ON. Valid values are:

Blank
Do not update item cost for inbound shipments.

1
Update item cost for inbound shipments.

Outbound SOs Tab

Use these processing options to specify which line type and next status the system uses, whether the system bypasses or overrides the next status.

1. Added Freight Line - Line Type

Blank = Use the Line Type from the Item Branch File

Use this processing option to identify the line type for the sales order freight line that you added. If you leave this processing option blank, the system uses the line type value from

the Item Branch table (F4102).

2. Added Freight Line - Next Status

Blank = Use the Order Activity Rules

Use this processing option to override the sales order next status. If no value is provided, the system uses the Order Activity Rules to determine the value.

3. Bypass Update of Sales Order Next Status

Blank = No
1 = Yes

Use this processing option to bypass the update of sales order next status. Valid values are:

Blank
Update the Sales Order Next Status.

1
Bypass the update of the Sales Order Next Status.

4. Override Sales Order Next Status

Blank = Use the Order Activity Rules

Use this processing option to override the sales order next status. If no value is provided, the system uses the Order Activity Rules to determine the value.

Loads Tab

Use these processing options to specify whether the system processes the payable freight update.

1. Minimum Load Status

Blank = Bypass payable freight update processing

Use this processing option to specify the minimum load status for processing payable freight for shipments on loads. Shipments on loads before this load status are not eligible for payable freight update. If left blank, the payable freight update is not processed.

Versions Tab

Use these processing options to specify which version of the Journal Entry MBF Processing Options (P0900049), Voucher Entry MBF Processing Options (P0400047), and Sales Order Entry (P4210) programs the system uses. If you leave these processing options blank, the system uses the ZJDE0001 version.

---

1. G/L (P0900049) (Required)

Use this processing option to specify which version of the Journal Entry MBF Processing Options program (P0900049) the system uses. If you leave this option blank, the system uses the ZJDE0001 version.

2. A/P (P0400047) (Required)

Use this processing option to specify which version of the Voucher Entry MBF Processing Options program (P0400047) the system uses. If you leave this option blank, the system uses the ZJDE0001 version.

3. Sales Order Processing (P4210)

Blank = 'ZJDE0001'

Use this processing option to specify which version of Sales Order Processing (P4210) to use. If left blank, the system uses version ZJDE0001.

Print Tab

Use these processing options to specify whether the system prints the report.

---

1. Suppress Print Payable Update Report

Blank = No
1 = Yes

Use this processing option to specify whether to suppress printing of the payable update report. Valid values are:

Blank
Print the report.

1
Suppress printing of the payable update report.

Matching Freight Invoices

Your company must pay freight charges that are charged to you by outside carriers. Some companies also charge for freight within their company when they use their own fleet. If you have not set up a carrier for automatic payment, you must match the invoices that you receive for freight charges. When you match a freight invoice, you compare the invoice amount to the calculated charges for the shipment. Then you create an accounts payable voucher that authorizes the invoice for payment. After the freight invoices are matched, you can adjust the information on the Freight Audit History Revisions form of the Work with Freight Audit History program (P4981).

Note

If you chose the Auto Pay option when you set up a carrier, you do not need to complete this task for that carrier.

Prerequisite

- Set the processing options to allow voucher matching and to identify the correct version of the Voucher Match program (P4314).

See Also

- *Creating Vouchers* in the *Procurement Guide* for more information about how to work with vouchers for payment of purchases
- *Setting up Carrier Master Information* in the *Transportation Management Guide* for instructions about how to set the Auto Pay option

► To match freight invoices

From the Updates menu (G49112), choose Match Voucher to Open Freight.

1. On Supplier Ledger Inquiry, click Add.
2. On Voucher Match, complete any of the following fields to enter information for a record:
   - Supplier
   - Branch/Plant
   - Invoice Num.
   - Co.
   - Invoice Date
   - G/L Date
3. Choose Freight To Match from the Form menu.
4. On Work With Freight Audit History, to narrow your search complete any of the fields and then click Find.
5. Choose the freight charges that you want to match and click Select.
6. On Voucher Match, review the information in the detail area and click OK.

Processing Options for A/P Standard Voucher Entry (P0411)

Display Tab

Use these processing options to specify how the system displays the voucher data.

---

1. Recurring Vouchers

Blank = No default criteria
1 = Show only recurring vouchers

Use this processing option to specify recurring vouchers as the default voucher type.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only recurring vouchers.

When you enter 1, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.

2. Summarized Vouchers

Blank = No default criteria
1 = Show only summarized vouchers

Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format.

Valid values are:

Blank The system shows all vouchers (no default criteria).

1 The system shows only summarized vouchers.

When you enter 1, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.

Currency Tab

Use these processing options to specify the As If currency code and the As Of date.

---

1. As If Currency

   Blank = The As If currency grid column does not appear
   Or, enter the currency code for As If currency

Use this processing option to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered. Specify the currency code in which to view the "as if" currency. For example, to view domestic or foreign U.S. dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

NOTE: "As if" currency amounts are stored in a temporary memory, and are not written to a table.

2. As Of Date

   Blank = The system uses the Thru date
   Or, enter the As Of date

Use this processing option to specify an "as of" date for the As If Currency processing option. This system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

NOTE: A valid exchange rate between the domestic or foreign currency and the "as if" currency must exist in the F0015 table, based on the "as of " date.

Manual Payments Tab

Use these processing options to specify how the system processes manual payments.

---

1. Manual Payment Creation

Blank = No payment information appears
1 = Generate manual payments

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes.

Valid values are:

Blank No payment information appears.

1 Generate manual payments (without voucher match).

Note: If you enter 1, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments

Blank = Error
1 = Warning

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously.

Valid values are:

Blank Error

1 Warning

3. Automatic Payment Number Assignment

Blank = Manually assign payment numbers
1 = Assign payment numbers based on the
bank account's next number

Use this processing option to direct the program to automatically assign payment numbers

---

to manual payments based on the bank account's next number.

Valid values are:

Blank You manually assign payment numbers (default).

1 The system assigns payment numbers based on the bank account's next number.

Purchasing Tab

Use this processing option to specify how the system processes the deletion of vouchers.

1. Voucher Delete

Blank = No edit
1 = Warning
2 = Error

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form.

Valid values are:

Blank Do not permit editing (default)

1 Warning

2 Error If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match Tab

Use these processing options to specify which voucher program and the version that the system uses to process vouchers.

1. Match Processing

Blank = Run Standard Voucher Entry (P0411)
1 = Run Voucher Match (P4314)

Use this processing option to change the default voucher type from standard vouchers to

matched vouchers. If you choose to run the voucher match program,you can choose either the three-way voucher match or the two-way voucher match.

Valid values are:

Blank Run Standard Voucher Entry (P0411)

1 Run Voucher Match (P4314) in the Procurement system Alternatively, on the Non-Stock PO Processing menu (G43B11), choose one of the following:

o Receive & Voucher POs

o Match Voucher to Open Receipt The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

NOTE: Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

2. Voucher Match Version

Blank = Use version number ZJDE0001 (default)

Or, enter a specific version number

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option.

Valid values are:

Blank Use version number ZJDE0001.

Or, enter a specific version number.

Multi Company Tab

Use this processing option to specify how the system processes multiple companies.

---

1. Multi-Company Single Supplier

Blank = Enter a standard voucher
1 = Enter a Multi-Company Single Supplier voucher

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts, but to the same supplier.

Valid values are:

Blank Enter a standard voucher.

1 Enter a multi-company single supplier voucher.

Note: The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers Tab

Use this processing option to specify how the system processes multiple vouchers.

---

1. Multiple Vouchers

Blank = Enter a standard voucher
1 = Enter multiple vouchers with a single supplier
2 = Enter multiple vouchers with multiple suppliers

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process.

Valid values are:

Blank Enter a standard voucher.

1 Enter multiple vouchers with a single supplier.

---

2 Enter multiple vouchers with multiple suppliers.

Note: You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging Tab

Use these processing options to specify whether the system uses a standard or logged voucher and the G/L date for the system to use.

1. Voucher Logging

Blank = Enter a standard voucher
1 = Enter a logged voucher

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), choose Company Names and Numbers.

Valid values are:

Blank Enter a standard voucher (default).

1 Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), choose Voucher

Logging Entry.

NOTE: This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Blank = Enter date manually during the date entry process

1 = Use the system date as the default G/L date

Use this processing option to specify whether to use the system date as the default G/L date for a logged voucher.

Valid values are:

Blank Enter date manually during the data entry process.

1 Use the system date as the default G/L date.

NOTE: If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments Tab

Use these processing options to specify how the system processes prepayment data.

1. G/L Offset Account

Use this processing option to set up automatic accounting instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign G/L offsets as follows:

- Blank or 4110 - Trade Accounts Payable
- RETN or 4120 - Retainage Payable
- OTHR or 4230 - Other Accounts Payable (see A/P class code - APC)
- PREP or 4111 - Prepayment A/P Trade Account

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

NOTE: If PeopleSoft World and PeopleSoft EnterpriseOne software coexist, do not use code 9999. In PeopleSoft World this code is reserved for the post program and indicates that offset accounts should not be created.

2. G/L Distribution Account

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of the following formats for account numbers:

o Structured account (business unit.object.subsidiary)

o 25-digit unstructured number

o 8-digit short account ID number

o Speed code The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.
3. Pay Status Code

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher.

Valid codes are:

P The voucher is paid in full.

A The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H The voucher is on hold pending approval.

R Retainage.

% Withholding applies to the voucher.

? Other codes. All other codes indicate reasons that payment is being withheld.

NOTES:

o The Accounts Payable system does not print payments for any codes other than the

codes provided in this valid codes list.

o Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

o If PeopleSoft World and PeopleSoft EnterpriseOne software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

4. Number of Days

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if PeopleSoft World and PeopleSoft EnterpriseOne software coexists.

5. Tax Area

Blank = Do not show the Tax Area field
1 = Show the Tax Area field

Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items.

Valid values are:

Blank Do not show the Prepayment Tax form.

1 Show the Prepayment Tax form.

NOTE: Use this processing option only if you enter a valid value in the G/L Offset Account processing option.
6. Prepayment Tax Area Code

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

7. Prepayment Tax Explanation Code

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

NOTE: Use this processing option only if you enter 1 in the Tax Area processing option.

Versions Tab

Use these processing options to specify the version that the system uses for the Voucher Entry MBF Processing Options (P0400047) and Journal Entry MBF Processing Options (P0900049) programs. If you leave these processing options blank, the system uses the ZJDE0001 version.

1. Voucher Master Business Function Version

   Blank = Use version number ZJDE0001 (default)

   Or, enter a specific version number

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

NOTE: Only persons responsible for system-wide setup should change this version number.

2. Journal Entry Master Business Function Version

   Blank = Use version number ZJDE0001 (default)

   Or, enter a specific version number

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

NOTE: Only persons responsible for system-wide setup should change this version number.

Process Tab

Use these processing options to specify the mode in which the system processes vouchers.

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1. Voucher Entry Mode

   Blank = Allow changes to the selected voucher
   1 = Do not allow changes to the selected voucher

   Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form.

   Valid values are:

   Blank Allow changes to the selected voucher.

   1 Do not allow changes to the selected voucher.

2. Supplier Self Service Mode

   Blank = Do not allow suppliers to view information
   1 = Allow suppliers to view their vouchers and payments

   Use this processing option to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function allows suppliers to view their own vouchers and payments.

   Valid values are:

   Blank Do not activate Supplier Self-Service function.

   1 Activate Supplier Self-Service function.

Edits Tab

Use this processing option to specify whether the fixed asset ID is required during entry.

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1. Fixed Asset ID

Blank = Fixed Asset ID not required in entry
1 = Fixed Asset ID is required in entry

Use this processing option to specify whether to require an Asset ID if an account is in the AAI asset account range.

Valid values are:

Blank
Do not require an Asset ID in the journal entry.

1
Require an Asset ID in the journal entry.

Reviewing Freight Update

After updating freight charges you can review the updated information using two different menu options of the Batches program (P0011).

Use the Freight Journal Review menu option to view all of the freight entries in the general ledger. Freight entries in the general ledger include freight cost entries and accrued freight entries (payable) for carriers that are not set up for automatic payment.

Use the Freight Payables Journal Review menu option to view the journal entries that you created in the general ledger for auto-pay carriers.

See Also

- *Working with Batch Headers* in the *General Accounting Guide* for information about viewing batches

► To review the Freight Journal

From the Updates menu (G49112), choose Freight Journal Review.

1. On Work With Batches, choose one of the following options and click Find:
   - Unposted Batches
   - Posted Batches
   - All Batches
2. Review the information in the detail area and click Close.

► To review the Freight Payables Journal

From the Updates menu (G49112), choose Freight Payables Journal Review.

1. On Work With Batches, choose one of the following options and click Find:
   - All Batches
   - Posted Batches
   - Unposted Batches
2. Review the information in the detail area and click Close.

Adjusting the Freight Audit History

After you complete freight update and match the invoices, you can adjust the information in the Freight Audit History table (F4981). This table contains a record of each billable and payable charge assessed to a shipment or load as well as tax information. Records are added to this table when you update freight charges. You can audit carrier invoices from the Freight Audit History table. You can review and adjust the freight audit history for both outbound and inbound shipments. You also can override the carrier's tax information.

► To adjust the freight audit history

From the Transportation Inquiries menu (G4914), choose Work with Freight Audit History.

1. On Work with Freight Audit History, click Find.
2. Choose the freight record that you want to adjust.
3. Choose Adjust from the Row menu.
4. On Freight Audit History Revisions to make adjustments, complete any of the following fields and click OK:
   - Gross Amount
   - Net Amount
   - Adjustment Reason

EnterpriseOne PeopleBooks Glossary

“as of” processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.

agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.
aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.

balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.
balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.

blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.
blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.

business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.
business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas físicas	Cadastro de pessoas físicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.

check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\ package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.
checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.

component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.
component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all "batch" processes, including reporting, Electronic Data Exchange (EDIt) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.

control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.

currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.
current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'echange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.

de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'echange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.
delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.

dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.
displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.
display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.

dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.
employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.

EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.
environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.
escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.

find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.
flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.

form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e servicos. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulacao de mercadoria e servicos substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e servicos substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.

indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.
inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.

inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre servicos.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.
jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	PeopleSoft proprietary database middleware package that provides two primary benefits: 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.

JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
laytime (or layhours)	The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of "Seventy-Two Hours, Reversible" means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port. For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.
leading zeros	A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.
ledger type	A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.
level break	The position in a report or text where a group of similar types of information ends and another one begins.

libro IVA	Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.
line of business	A description of the nature of a company's work; also a tool to control the relationship with that customer, including product pricing.
linked service type	A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.
livro razao	In Brazil, a general ledger report.
load balancing	The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.
location workbench	During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
log files	Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.
logic data source	Any code that provides data during runtime.
logical compartment	One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially. For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).

mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.
master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.

menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.
modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.

negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.
nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.

object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.
offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.

order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage. When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.
package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.

parent/child form	A type of form that presents parent/child relationships in an application on one form: The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship. The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree. The parent/child form supports drag and drop functionality.
parent/child relationship	See parent/component relationship.
parent/component relationship	1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components. 2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows. Sometimes referred to as parent/child relationship.
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.
pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.

portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement (100 / 80 = 1.25).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.
product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.

product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.
rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.

receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repasse	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.
retorno	In Brazil, the receipt process for A/R.
RIB	See rélevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.

ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.
row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.
service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.

share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.
special period/year	The date that determines the source balances for an allocation.

specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.

supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.

termo de abertura	In Brazil, opening terms for the transaction journal.
termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.

transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.
translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.

variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.
VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, worlflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.

WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.
Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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