

# Retek<sup>®</sup> Merchandising System 10.0



## User Guide



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- Respond to our requests for additional information in a timely manner.
- Use Retek Online Customer Support (ROCS) to submit and update your issues.
- Have a test system in place running base Retek code.



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# Chapter 1 - Introduction

This user guide provides you with the information to effectively use Retek Merchandising System. The Retek Merchandising System user guide is part of the four-volume Retek Merchandising Solution Set, consisting of the following user guides:

- Retek Merchandising System
- Retek Sales Audit
- Retek Trade Management
- Retek Invoice Matching

The topics covered in this chapter are:

- What is Retek Merchandising System?
- Purpose of this guide
- Prerequisites
- Retek Merchandising Solution Set overview
- Related documentation

## What is Retek Merchandising System?

Retek Merchandising System is the foundation that records and controls virtually all data in the retail enterprise and ensures data integrity across all integrated systems. RMS includes key functions such as inventory management, purchasing, pricing, promotions management and replenishment. This functionality provides easy access to the information that is crucial to the day-to-day merchandising activities and the ability to focus on key decisions that help achieve sales and profit targets.

RMS streamlines business practices and unifies business systems across retail channels to better serve customers. Since RMS has been developed as a web-based, scalable product, it fully supports the large volumes found in retail, leaving more time for retailers to concentrate on the bottom line.

## Purpose of this guide

This user guide provides you with:

- Overviews of each functional area within the software, including the business processes, reports, and system administration functions pertaining to the module.
- Step-by-step procedures for completing the specific tasks.

## Prerequisites

You do not have to have experience using RMS software to use this guide. You should be familiar with:

- Operating a personal computer (PC), keyboard, and mouse.
- MS Windows 98 operating system or higher and Internet Explorer 5.0 web browser or higher.

Also, verify that all components of RMS software have been successfully installed.

## Retek Merchandising Solution Set overview

The Retek Merchandising Solution Set is divided into the following four volumes. You may refer to one of the following volumes for specific product information:

Volume 1	<b>Retek Merchandising System</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Foundation data Chapter 4: Item maintenance Chapter 5: Purchasing Chapter 6: Price management Chapter 7: Inventory control Chapter 8: Replenishment Chapter 9: Financial management Chapter 10: User and grouping tools Chapter 11: System administration
Volume 2	<b>Retek Sales Audit</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Foundation data Chapter 4: Automated totaling Chapter 5: Automated audit Chapter 6: Import and export data Chapter 7: Interactive audit Chapter 8: Audit trail

Volume 3	<b>Retek Trade Management</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Harmonized tariff schedules Chapter 4: Letter of credit Chapter 5: Transportation Chapter 6: Customs entry Chapter 7: Obligations Chapter 8: Actual landed costs
Volume 4	<b>Retek Invoice Matching</b> Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Invoice matching

## Related documentation

Additional documentation is available for the core merchandising system. Those documents are as follows:

Name of Manual	Description
Installation Guide	<ul style="list-style-type: none"> <li>• Hardware/software/browser requirements</li> <li>• Installation instructions</li> </ul>
Operations Guide	<ul style="list-style-type: none"> <li>• Dataflows within RMS</li> <li>• Dataflows between RMS and other Retek products</li> <li>• Dataflows between Retek products and third-party software.</li> <li>• Functional overviews of batch programs.</li> <li>• Detailed designs of batch modules.</li> </ul>
Data Model	<ul style="list-style-type: none"> <li>• Relational integrity diagrams</li> <li>• Table names and descriptions</li> <li>• Column summaries</li> <li>• Primary and foreign keys</li> <li>• Check constraints</li> </ul>
Online Help	<ul style="list-style-type: none"> <li>• Online help available with the software</li> </ul>





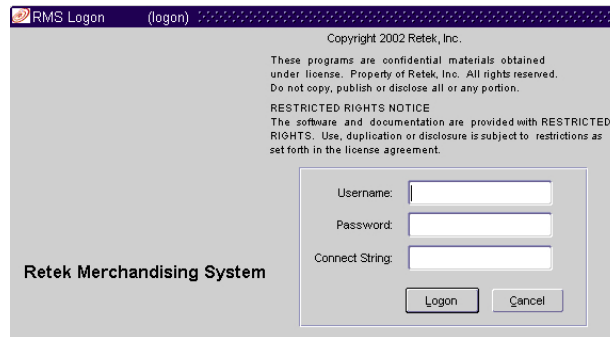
## Chapter 2 - Getting started

This chapter shows you how to log on to and exit the system. An introduction to the navigation and help features is also provided.

### Log on to and exit the system

How you access the system depends on how the system is set up at your location. Contact your system administrator for instructions. After you have started the system, you are prompted to log on.

#### Log on to the system

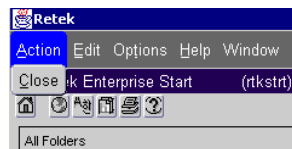


*RMS Logon window*

- 1 On the RMS Logon window, enter your user name in the Username field.
- 2 In the Password field, enter your password.
- 3 In the Connect String field, enter the name of the database that you want to access.
- 4 Click **Logon**. The Retek Enterprise Start window is displayed.

#### Exit RMS

- **Navigate:** From the Action menu, select Close.



*Action menu*

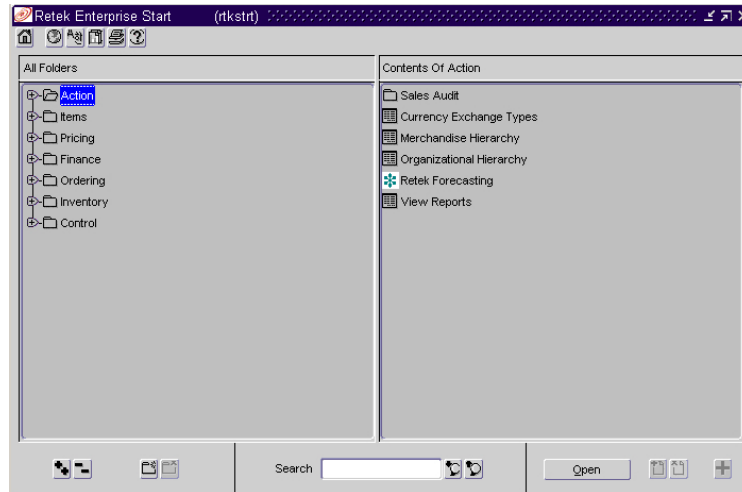
- Repeat this action until all the windows are closed and the program closes.

## Navigation





After you log on to the system, the main menu is displayed within the Retek Enterprise Start window. Until you are familiar with the main menu setup, you may find it easier to use the search feature in order to find an element.

### Search for a folder or element on the main menu

- 1 On the Retek Enterprise Start window, enter a partial description of the folder or element in the Search field.



*Retek Enterprise Start window*

- 2 Click the Search Forward  button or the Search Backward  icon.
- 3 When prompted that the folder or element has been found, click **OK**.
- 4 If the folder or element is not the one you want, click the Search Forward  button or the Search Backward  button to continue the search.
- 5 When the desired folder or element is found, you can:
  - Select the folder to display its contents. The subfolders and elements are displayed on the right side of the window.
  - Select the element and click **Open**. An element is most often a window (also referred to as form). An element can also be a Web page, an internal item, a user application, or an Oracle report.

### Access the options on the menu bar

The menu bar is located near the top of the application window. It provides access to menus that are specific to the window that is currently displayed.

➤ **Navigate:** On the menu bar, select the menu. A list of options is displayed.

- Select the desired option.

The menu options may cause another window to open or some action to occur. Some of the possible actions include:

- Access to another task that is related to the current task is provided (Options menu).
- A predefined set of fields replaces the fields that are currently displayed on a table (View menu).
- The currency in which monetary amounts are displayed is changed (Options menu).

In the Items module, several windows have an Options list displayed on the left side of the window. Each option is a hyperlink that provides access to another window related to the current task. Click on the hyperlink to access the window.

### Navigate a window




Generally, you press the tab key in order to move from field to field within a window. You can also click on a field in order to place the cursor there.

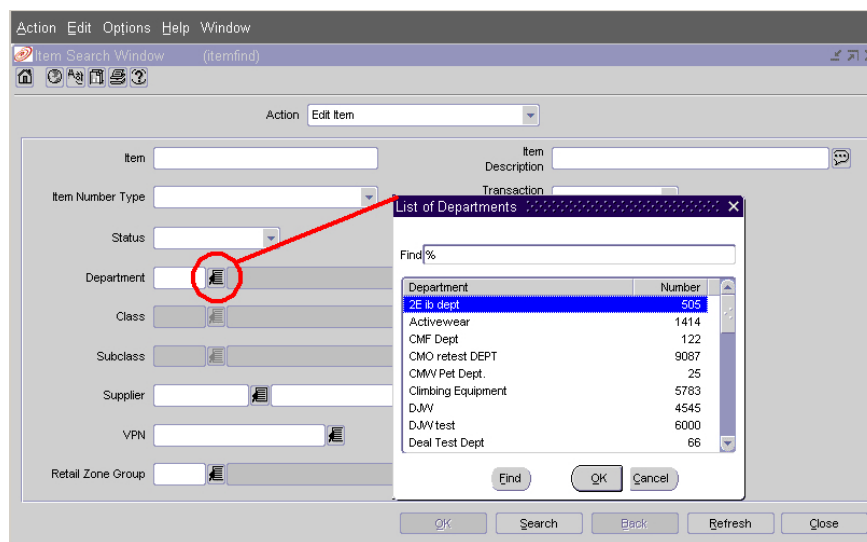
You can use the mouse or the keyboard to activate a button on a window. The label on most buttons contains one underlined letter. You can press the Alt key plus the underlined letter on the keyboard in order to activate the button. If you prefer to use the mouse, you can click the button.

## Window tools


There are several tools within a window that you should become familiar with. These tools simplify the data entry process.

### List of Values button

The List of Values (LOV)  button queries the database for a list of values. Click the LOV button to display the popup window. You choose the appropriate value from the popup window that displays the results of the query. The LOV  button is found to the right of a field. If the field is a two-part field where the first field requires an ID or code and the second field requires a description, the LOV  button is found between the two fields.



*List of Values window*

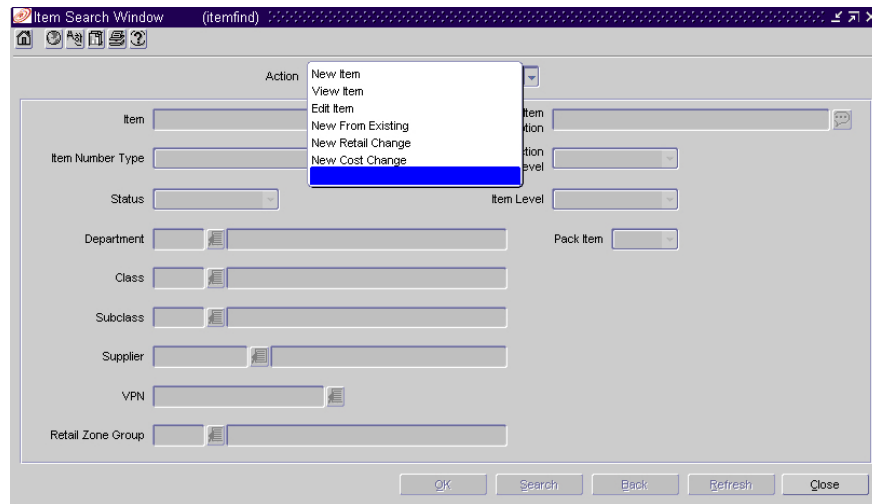
➤ **Navigate:** Click the LOV  button to begin the query. A List of Values window displays the results of the query.

- 1 Select a value from the list.
- 2 Click **OK**. The selected value is entered in the text field or fields.

For some fields, usually item fields, you are prompted to enter a partial description before the query can begin. This reduces the results to a more manageable number.

## Drop-down list

Some fields can only accept values from a predefined list of values. Such fields have a down arrow button to the right of the text field.




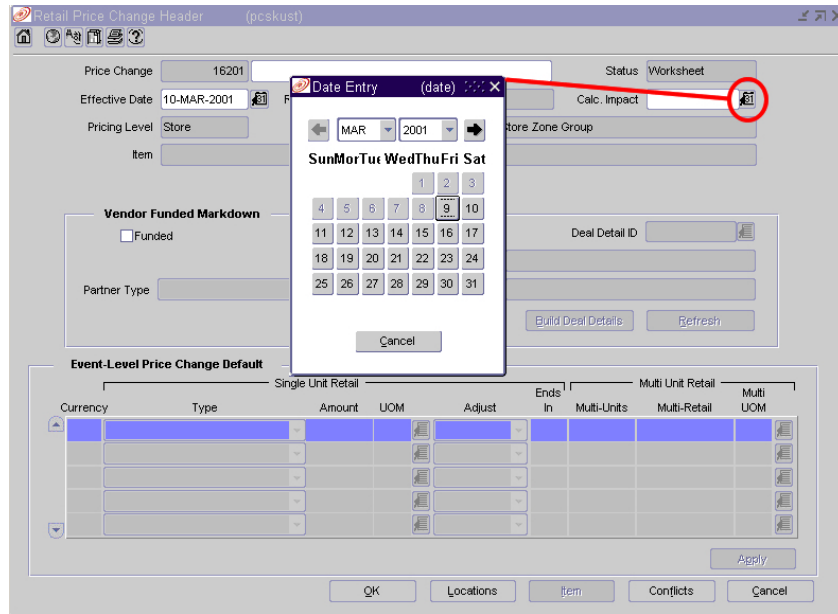
### *Drop-down list*

- 1 Click the down arrow button.
- 2 Select a value from the drop-down list. The value is entered in the data entry field.




### Calendar button

The calendar button allows you to view a monthly calendar and select a date.

Click the calendar  button to display the calendar. The button is found to the right of a date field. When you select a date from the calendar, you need not be concerned about the format of the date. The system enters the date for you in the correct format.

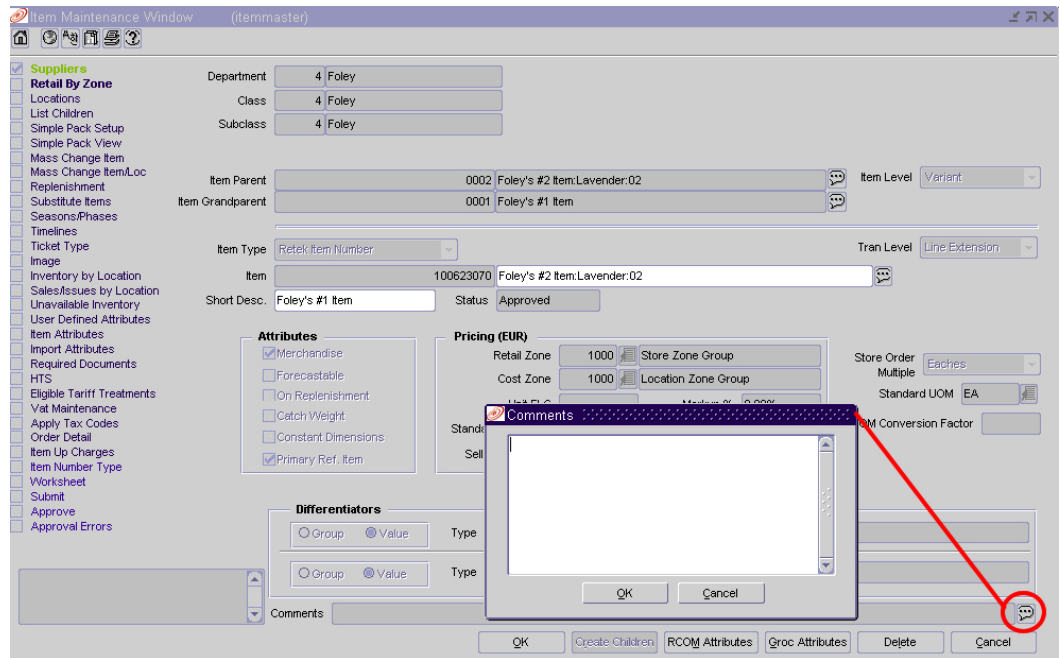


### *Date Entry window*


- 1 Click the calendar  button. The Date Entry window displays the current month and year.
- 2 To display a preceding or succeeding month, click the left arrow  button or right arrow  button. You can also click the down arrow button by the month field and select the month from the drop-down list.
- 3 To display a different year, click the down arrow next to the year field and select the year from the drop-down list.
- 4 Select a date. The value is entered in the date field.

## Comments button

The comments button displays a text editor in which you can enter an extensive note or description. The button is found to the right of a text field.




*Comments window*

- 1 Click the comments  button. The Comments window is displayed.
- 2 Enter the note.
- 3 Click **OK** to exit. The value is entered in the text field. If the note is longer than the length of the text field, only the first part of the note is displayed.

## Access the online help

The online help can be accessed in the following ways:

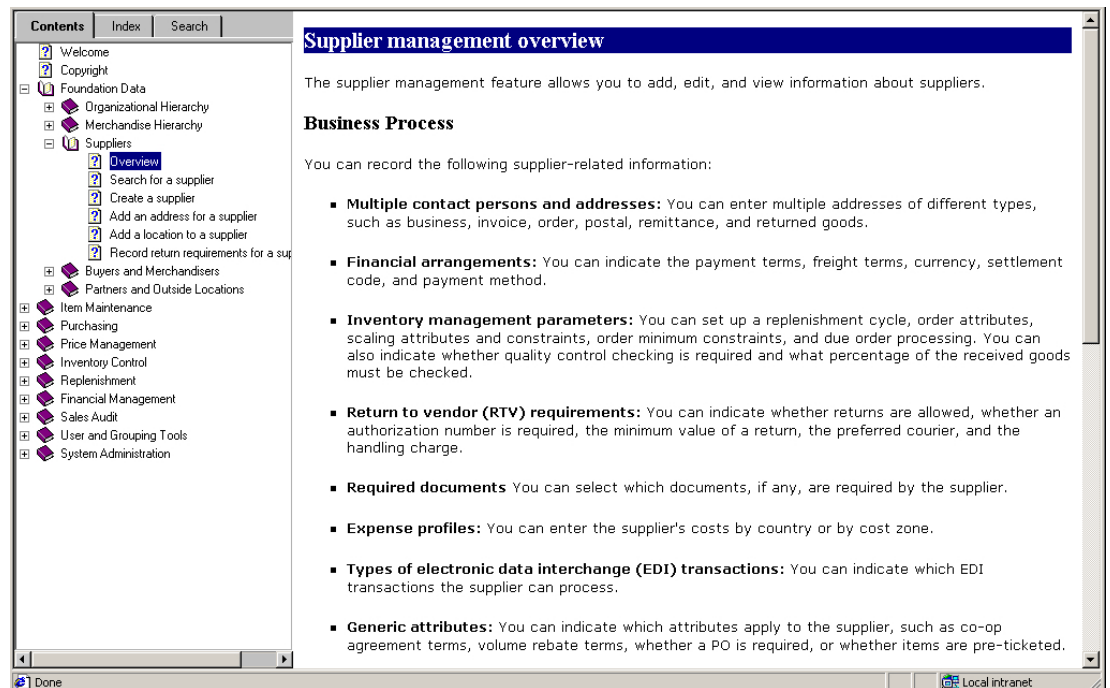
- From the Help menu on the menu bar, select Contents. The Online Help overview is displayed.
- Click the help  button on the toolbar. Context sensitive help is displayed for the window, which describes how the window helps you accomplish your task.

There are three types of help topics: window topics, procedure topics, and overview topics. The window topics provide you with a brief overview of the window, field descriptions, button descriptions, and procedures related to the window. The procedure topics provide you with the step-by-step instructions on how to complete your task. The overview topics provide you with a module overview, business process, report descriptions, and system administration parameters related to the module.

You can look for topics by using one of the three help tools: Contents, Index, or Search.

## Contents

The Contents tab displays the overview and the key procedures for each module. The overview section describes the major functions of the module. The key procedures provide you with the step-by-step instructions on how to complete your task.



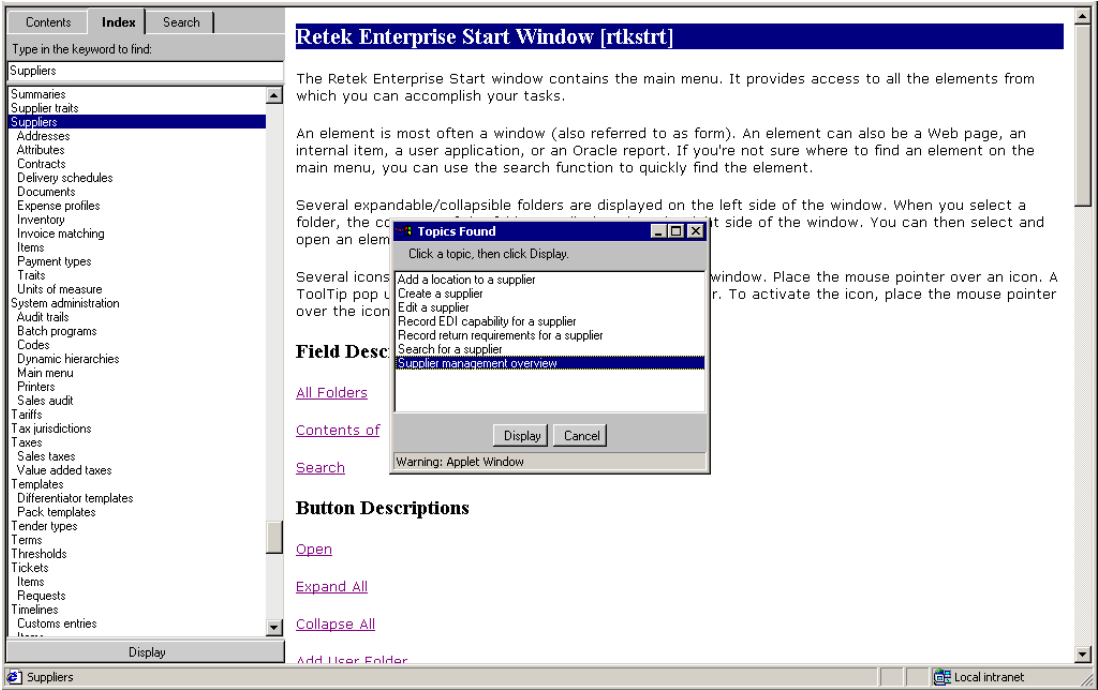
*Online Help – Contents tab*



# Index

The Index tab allows you to search the help by entering a keyword. The Index tab provides a list of keywords in alphabetical order. To access a topic:

- 1 Scroll through the list and select a topic, or enter the keyword you are looking for.
- 2 Click **Display**, found at the bottom on the index panel.
- 3 When you select a keyword associated with multiple topics, the topics are listed in the Topics Found window. Select a topic and click **Display**. The topic is displayed on the right half of the window.

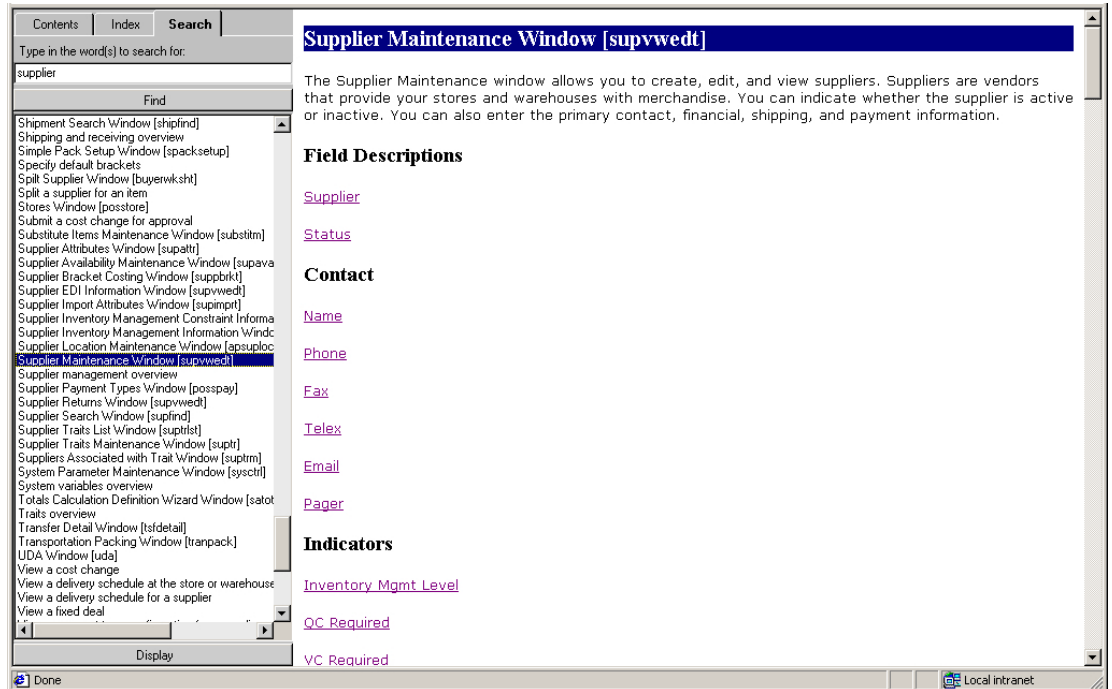


Online Help – Index tab

## Search

The Search tab allows you to search the help by entering a word. The Search tab lists all topics that contain the specified word.

- 1 Enter the word you are looking for.
- 2 Click **Find** found at the top of the search panel.
- 3 Select a topic, and click **Display**, found at the bottom on the search panel.  
The topic is displayed on the right half of the window.



*Online Help – Search tab*

# Chapter 3 - Foundation data

## Organizational hierarchy

### Overview

The organizational hierarchy allows you to create the relationships that are necessary in order to support the operational structure of a company. You can create a preferred organizational structure to support consolidated reporting at various levels of the company. Also, you can assign responsibility for any level of the hierarchy to a person or persons in order to satisfy internal reporting requirements.

The following default levels are used within RMS:

- **Company:** The highest organizational and merchandise unit defined in RMS. Only one company can be defined.
- **Chain:** The first level below the company level in the organizational hierarchy. The definition of a chain is based on the needs of the company, but a chain can be used to group various store formats, concepts, and geographical locations within the organization.
- **Area:** The second level below the company level in the organizational hierarchy. The definition of an area is based on the needs of the company, but an area is used typically to define a geographical group within the organization. An area can belong to only one chain.
- **Region:** The third level below the company level in the organizational hierarchy. The definition of a region is based on the needs of the company, but a region can be used to group geographical locations within the organization. A region can belong to only one area.
- **District:** The fourth level below the company level in the organizational hierarchy. The definition of a district is based on the needs of the company, but a district is used typically to group geographical locations within the organization. A district can belong to only one region.
- **Store:** The store is usually the physical retail outlet. The store is critical because it is the level at which business transactions are processed. These transactions include sales, receipts, adjustments, and cycle counts. A store can belong to only one district. In a multi-channel environment, you must associate a channel with the store.
- **Warehouse:** The warehouse is the physical storage, cross-dock, or distribution facility. A warehouse has all of the transaction capability of a store, except for sales and price changes. You can specify at which organizational level the warehouse is to be reported. In a multi-channel environment, you partition a physical warehouse into one or more virtual warehouses. Each virtual warehouse is associated with a channel. At least one of the virtual warehouses must be a replenishment location.

## Business process

The organizational hierarchy defines the system relationships required to support the operational structure of your company. You must define each organizational level, even if you do not use each level. An unused level must be defined identically to the level that is above or below it in the hierarchy. There must be a one-to-one reporting relationship between the levels.

To create the organizational hierarchy:

- 1 Set up additional information found under the Options menu:
  - For the area, region, and district levels set up location traits.
  - For the store level, set up attributes, store/dept area, location traits, competitor's stores, activity schedules, import/export data, delivery schedules and geocodes.
  - For the warehouse level, set up attributes, activity schedules, and delivery schedules.
- 2 In a multi-channel environment, set up physical and virtual warehouses.
- 3 You may optionally use the Banner window to create IDs that can be used to distinguish one area of your business or corporation from another. Banner categories do not impact any level of the RMS organizational hierarchy structure.

### Multi-channel environments

In a multi-channel environment, you can set up the channels by which inventory and profitability is to be tracked. When adding a store, you associate the store with a channel. A store may be either a stockholding location, such as a brick-and-mortar location, or a non-stockholding location, such as a web site or catalog.

A physical warehouse must be divided into one or more virtual warehouses. Each virtual warehouse is associated with a channel. To better track the movement of goods by channel, warehouses are restricted to providing goods for stores that are members of the same channel. The physical warehouse is considered a non-stockholding location. The virtual warehouses within the physical warehouse are considered stockholding locations.

## Reports

There are no reports pertaining to merchandise hierarchy

## System administration

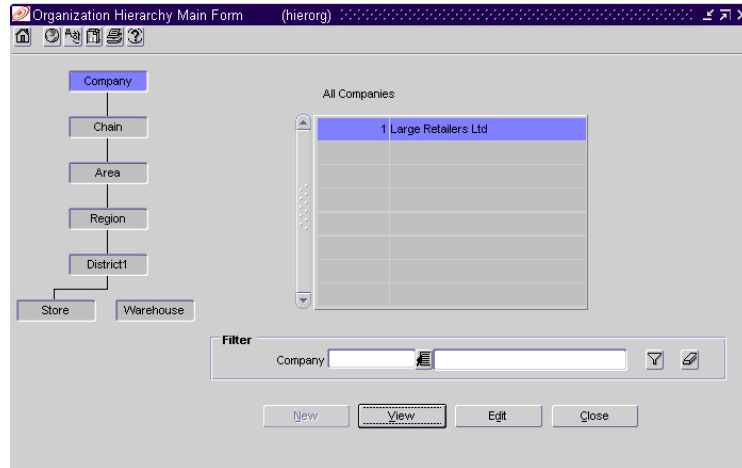
Dynamic hierarchies can be set up for each level. The terms for company, chain, area, region, and district can be customized to suit your organization.

There are two system settings pertaining to multi-channel environments: multi channel indicator and distribution rules.

## Procedures

### View the organizational hierarchy

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.



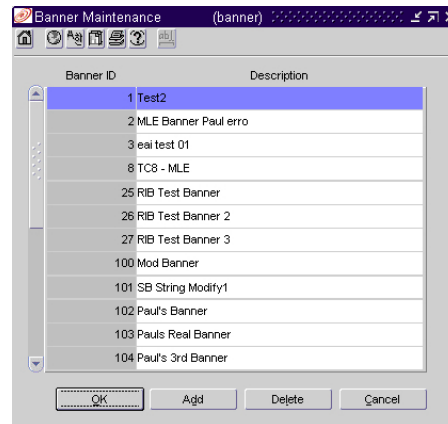
*Organization Hierarchy Main Form window*

- 1 On the tree structure, select the hierarchy level that you want to view. The members of the hierarchy level are displayed in the table.
- 2 Click **Close** to exit.

**Note:** You can easily view the members of the next lower level in the hierarchy. For example, if you double-click a chain in the table, the areas are displayed in the table. If you double-click a district, the stores are displayed.

### Add a banner

- **Navigate:** From the main menu, select Control > Setup > Banner> Edit. The current banners are displayed in the Banner Maintenance window.

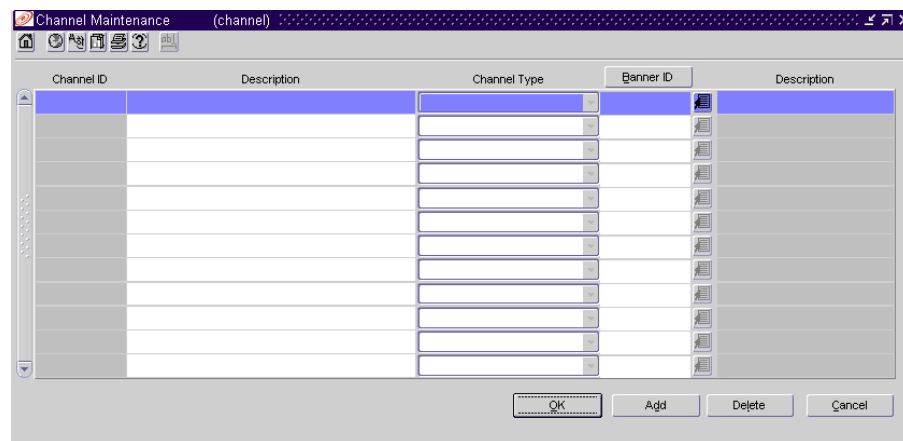


*Banner Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 Enter a unique ID for the new banner.
- 3 Enter a description for the Banner ID.
- 4 Click **Add** to add another banner, or click **OK** to close the Banner Maintenance window and save your changes.


### Add a channel

- **Navigate:** From the main menu, select Control > Setup > Channels > Edit. The current channels are displayed in the Channel Maintenance window.



*Channel Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Channel ID field, enter a unique ID for the channel.
- 3 In the Description field, enter the description of the channel.
- 4 In the Channel Type field, select the type of channel.

- 5 In the Banner ID field, enter a valid banner ID number, or click the LOV  button and select a banner.
- 6 Click **OK** to exit.

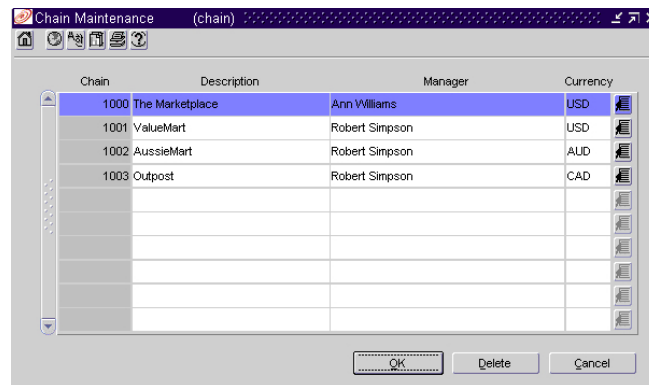
### Create a chain

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.


Select Chain on the tree structure.

Click **New**.

The Chain Maintenance window is displayed.



*Chain Maintenance window*

- 1 Click **Add**.
- 2 On the next available line, enter a unique number in the Chain field.
- 3 In the Description field, enter the name for the chain.
- 4 In the Manager field, enter the name of the manager who is responsible for the chain.
- 5 In the Currency field, enter the currency code, or click the LOV  button and select the currency.
- 6 Click **OK** to exit.



**Create an area**

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

Select Area on the tree structure and click **New**.  
The Area Maintenance window is displayed.

Area	Description	Manager	Currency	Chain	Description
1000 USA - Marketplace		Kelly Grubb	USD	1000	The Marketplace
1001 USA - ValueMart		Raymond Pike	USD	1000	The Marketplace
1002 AUS - AussieMart		Raymond Pike	AUD	1002	AussieMart
1003 CA - Outpost		Kelly Grubb	CAD	1003	Outpost

*Area Maintenance window*

- 1 Click **Add**.
- 2 On the next available line, enter a unique number in the Area field.
- 3 In the Description field, enter the name for the area.
- 4 In the Manager field, enter the name of the manager who is responsible for the area.
- 5 In the Currency field, enter the currency code, or click the LOV  button and select the currency.
- 6 In the Chain field, enter the ID of the chain that is associated with the area, or click the LOV  button and select the chain.
- 7 Click **OK** to exit.



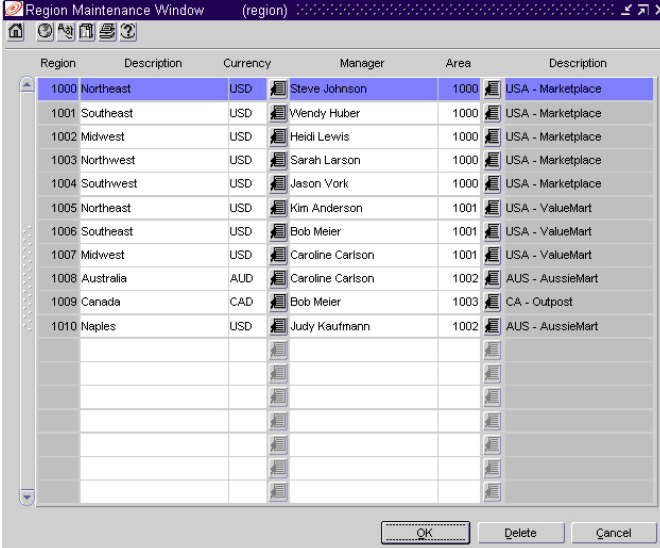
### Create a region

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

Select Region on the tree structure.



Click **New**.

The Region Maintenance window is displayed.



Region	Description	Currency	Manager	Area	Description
1000	Northeast	USD	Steve Johnson	1000	USA - Marketplace
1001	Southeast	USD	Wendy Huber	1000	USA - Marketplace
1002	Midwest	USD	Heidi Lewis	1000	USA - Marketplace
1003	Northwest	USD	Sarah Larson	1000	USA - Marketplace
1004	Southwest	USD	Jason Vork	1000	USA - Marketplace
1005	Northeast	USD	Kim Anderson	1001	USA - ValueMart
1006	Southeast	USD	Bob Meier	1001	USA - ValueMart
1007	Midwest	USD	Caroline Carlson	1001	USA - ValueMart
1008	Australia	AUD	Caroline Carlson	1002	AUS - AussieMart
1009	Canada	CAD	Bob Meier	1003	CA - Outpost
1010	Naples	USD	Judy Kaufmann	1002	AUS - AussieMart

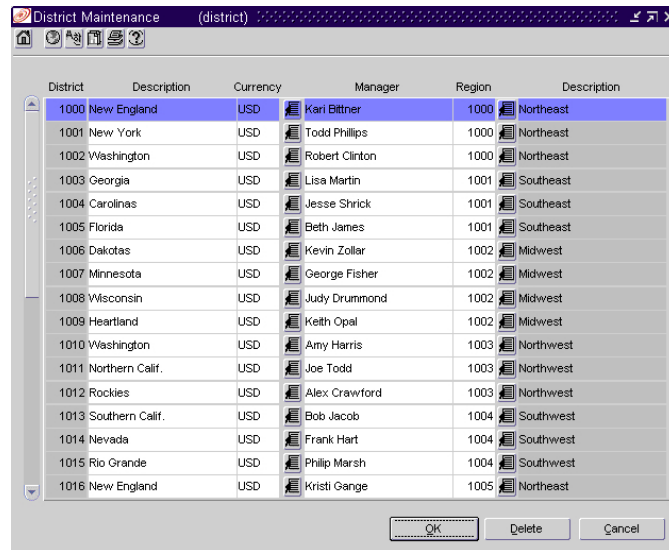
*Region Maintenance window*

- 1 Click **Add**.
- 2 On the next available line, enter a unique number in the Region field.
- 3 In the Description field, enter the name for the region.
- 4 In the Currency field, enter the currency code, or click the LOV  button and select the currency.
- 5 In the Manager field, enter the name of the manager who is responsible for the region.
- 6 In the Area field, enter the ID of the area that is associated with the region, or click the LOV  button and select the area.
- 7 Click **OK** to exit.



### Create a district

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

Select District on the tree structure and click **New**. The District Maintenance window is displayed.



*District Maintenance window*

- 1 Click **Add**.
- 2 On the next available line, enter a unique number in the District field.
- 3 In the Description field, enter the name for the district.
- 4 In the Currency field, enter the currency code, or click the LOV  button and select the currency.
- 5 In the Manager field, enter the name of the manager who is responsible for the district.
- 6 In the Region field, enter the ID of the region associated with the district, or click the LOV  button and select the region.
- 7 Click **OK** to exit.

### Create a store





- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

Select Store on the tree structure.


Click **New**.


The Store Maintenance window is displayed.

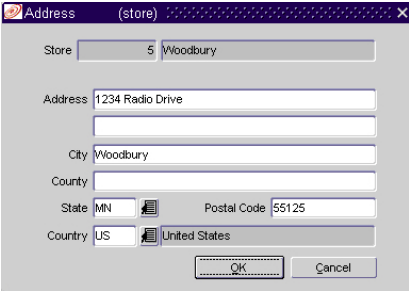
*Store Maintenance window*

- 1 In the Store fields, enter a unique ID and description for the store.
- 2 In the (10 chars) and (3 chars) fields, enter 10-character and 3-character abbreviations for the store.
- 3 In the Manager field, enter the name of the manager who is responsible for the store.
- 4 In the VAT Region field, enter the ID of the VAT region, or click the LOV  button and select the VAT region.
- 5 In the District field, enter the ID of the district, or click the LOV  button and select the district.
- 6 In the Store Open Date field, enter the date when the store opens, or click the calendar  button and select the date.
- 7 In the Start Order Days field, enter the number of days before the store opens that merchandise should be ordered.
- 8 In the Channel field, enter the ID of the channel to which the store belongs, or click the LOV  button and select the channel.

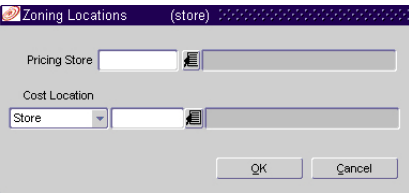
**Note:** The Channel field is enabled in a multi-channel environment.



- 9 In the Currency field, enter the currency code, or click the LOV  button and select the currency.

- 10 In the Language field, enter the language code, or click the LOV  button and select the language.
- 11 Enter optional information in the remaining fields as necessary.
- 12 To enter the address of the store:
  - a Click **Address**. The Address window is displayed.


*Address window*

- b Enter the address information.
  - c Click **OK** to exit the Address window.
- 13 To associate retail price and cost locations with the store:
  - a Click **Zoning Locs**. The Zoning Locations window is displayed.



*Zoning Locations window*

- b In the Pricing Store field, enter the ID of the store with the base retail prices that you want to apply to the current store, or click the LOV  button and select the store.
  - c In the Cost Location, select Store or Warehouse. Then enter the ID of the location with the base costs that you want to apply to the current store, or click the LOV  button and select the location.
  - d Click **OK** to exit the Zoning Locations window.
- 14 Click **OK + Repeat** to create another store, or click **OK** to exit.





- 6 To add store grades:
- a Click **Store Grade**. The Store Grade window is displayed.

*Store Grade window*

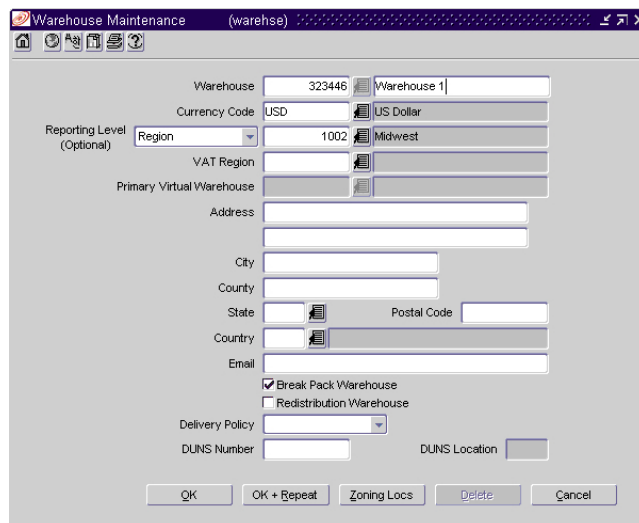
- b Click **Add**.
- c On the next available line, enter a unique code in the Store Grade field.
- d If necessary, enter a comment in the Comments field, or click the comments  button and enter the comment.
- e Click **OK** to close the Store Grade window.
- 7 To add store/store grade combinations:
- a Click **Store**. The Store Grade Store Detail window is displayed.

*Store Grade Store Detail window*



- b Click **Add**.
  - c In the Group Type field, select a group type.
  - d In the Group field, enter the ID of a group, or click the LOV  button and select the group.
  - e In the Store Grade field, enter the code for the store grade to associate with the group of stores, or click the LOV  button and select the store grade.
  - f Click **Apply**. The stores in the group are added to the store grade group.
  - g Click **OK** to close the Store Grade Store Detail window.
- 8 Click **OK + Repeat** to add or edit a store grade group for another buyer, or click **OK** to exit.


### Create a warehouse

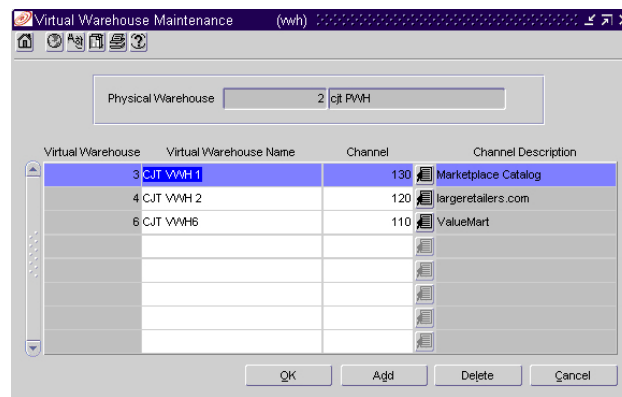
- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.
- 1 Select Warehouse on the tree structure and click **New**. The Warehouse Maintenance window is displayed.




### *Warehouse Maintenance window*

- 2 In the Warehouse fields, enter a unique ID and description for the warehouse.
- 3 In the Currency Code field, enter the currency code, or click the LOV  button and select the currency.
- 4 In the VAT Region field, enter the ID of a VAT region, or click the LOV  button and select the VAT region.
- 5 In the Address, City, State, Postal Code, and Country fields, enter the primary address for the warehouse.
- 6 Enter optional information in the remaining fields as necessary.

- 7 To associate a cost location with the warehouse:
  - a Click **Zoning Locs**. The Zoning Locations window is displayed.
  - b In the Cost Location field, select the type of location whose base costs you want to copy to the current warehouse.
  - c In the fields next to the Cost Location field, enter the ID of the location, or click the LOV  button and select the location.
  - d Click **OK** to exit the Zoning Locations window.
- 8 If you are working in a multi-channel environment, add at least one virtual warehouse:
  - a From the Options menu, select Virtual Warehouses. The Virtual Warehouse Maintenance window is displayed.



***Virtual Warehouse Maintenance window***

- b In the Virtual Warehouse field, enter the a unique ID for the virtual warehouse.
- c In the Virtual Warehouse Name field, enter a description for the virtual warehouse.
- d In the Channel field, enter the ID of the channel that is associated with the virtual warehouse, or click the LOV  button and select the channel.
- e Click **Add** to add another virtual warehouse, or click **OK** to exit the Virtual Warehouse Maintenance window.

**Note:** At least one virtual warehouse must receive replenishments. Select the desired virtual warehouse. Then select Warehouse/Inventory Attributes from the Options menu. On the Warehouse Inventory Attributes window, select the Replenishment Warehouse check box. Click **OK** to exit.

- 9 Click **OK + Repeat** to create another warehouse, or click **OK** to exit.



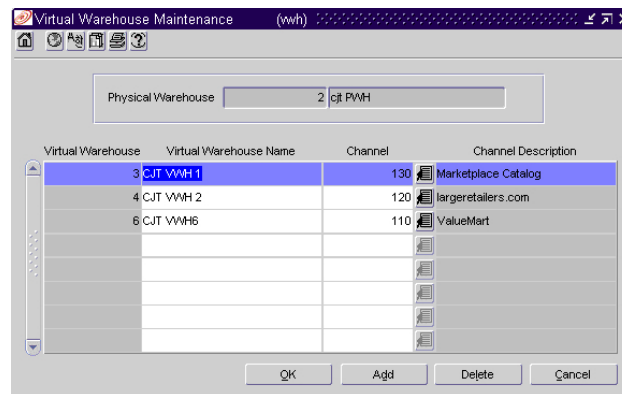
### Add a virtual warehouse to a physical warehouse

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.


Select Warehouse on the tree structure.  
The warehouses are displayed in the table.

Select a warehouse and click **Edit**.  
The Warehouse Maintenance window is displayed.

From the Options menu, select Virtual Warehouses.  
The virtual warehouses are displayed in the Virtual Warehouse Maintenance window.



*Virtual Warehouse Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Virtual Warehouse field, enter a unique ID for the virtual warehouse.
- 3 In the Virtual Warehouse Name field, enter a description for the virtual warehouse.
- 4 In the Channel field, enter the ID of the channel to which the virtual warehouse belongs, or click the LOV  button and select the channel.
- 5 Click **OK** to exit.

### Search for stores assigned to a warehouse

- **Navigate:** From the main menu, select Control > Setup > Warehouse Store Assignment > View Assignments.

The Warehouse Store Assignment View window is displayed.

The screenshot shows the 'Warehouse Store Assignment' window with the following data:



Warehouse	Store	Store Name	City	State	Assign Date
1231	122	KID salins1	Dallas	TX	09-MAR-2001
1231	222	KID salins2	Walker	MN	09-MAR-2001
1231	987	St. Peter	St. Peter	MN	09-MAR-2001
4443	100000014	Baltimore	Baltimore	MD	09-MAR-2001
1111111115	100000000	Fargo	Fargo	ND	09-MAR-2001
1111111115	100000010	Houston	Houston	TX	09-MAR-2001
5555555556	100000017	Charlotte	Charlotte	NC	09-MAR-2001
6666666667	100000009	Atlanta Catalog	Atlanta	GA	09-MAR-2001

Below the table, the 'Apply Criteria' section shows:




- Warehouse: 1231 (Charms wh)
- Assign Date: 09-MAR-2001
- Group Type: Store
- Store: 122 (KID salins1)

Buttons at the bottom include OK, New, and Cancel.

*Warehouse Store Assignment window*

- 1 In the Warehouse field, enter the ID of a warehouse, or click the LOV  button and select the warehouse.
- 2 In the Assignment Date field, enter the date that you want to search by, or click the calendar  button and select the date.
- 3 Click **Search**. The stores that match the criteria are displayed.
- 4 Click **Refresh** to clear the fields for another search, or click **Close** to exit.

### Edit warehouse assignments

- **Navigate:** From the main menu, select Control > Setup > Warehouse/Store Assignment > Create Assignments > Edit.  
The current assignments are displayed in the Warehouse Store Assignment window.
- 1 To add an assignment:
  - a Click **New**. The fields in the Apply area are cleared.
  - b In the Warehouse field, enter the ID of the warehouse, or click the LOV  button and select the warehouse.
  - c In the Assign Date field, enter the date on which the assignment becomes effective, or click the calendar  button and select the date.
  - d In the Group Type field, select a grouping mechanism for the locations to be assigned to the warehouse.
  - e In the Group field, enter the ID of the specific group or location, or click the LOV  button and select the group or location.
  - f Click **Apply**. The assignments are added to the table.
  - g A prompt is displayed if you attempt to create any assignments with conflicting assignment dates. To view the conflicting assignments, click **Yes**. The conflicting assignments are displayed in the Conflicting Stores window. Click **OK** to exit the Conflicting Stores window.
- 2 To delete an assignment:
  - a Select an assignment and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 3 Click **OK** to exit.

## Merchandise hierarchy

### Overview

The merchandise hierarchy allows you to create the relationships that are necessary in order to support the product management structure of a company. You can assign a buyer and merchandiser at the division, group, and department levels of the merchandise hierarchy. You can also link a lower level to the next higher level. For example, you can indicate which group a department belongs to or which division a group belongs to.

The following default levels are used within RMS:

- **Company:** The highest organizational and merchandise unit defined in RMS. Only one company can be defined.
- **Division:** The highest category of merchandise within an organization. Typically, the division is used to signify the overall type of merchandise that a retailer offers, such as hardlines or apparel.
- **Group:** The next level below division in the merchandise hierarchy of a company. A division can have multiple groups.
- **Department:** The next level below group in the merchandise hierarchy of a company. A group can have multiple departments. Key information about how inventory is tracked and reported is stored at the department level.
- **Class:** The next level below department in the merchandise hierarchy of a company. A department can have multiple classes. A class provides the means to group products within a department.
- **Subclass:** The next level below class in the merchandise hierarchy of a company. A class can have multiple subclasses. A subclass provides the means to classify products within a department/class combination.

### Business process

The merchandise hierarchy defines system relationships to assign responsibility for product management and reporting. Virtually every application uses the product structure in some way.

To set up the merchandise hierarchy:

- 1 Set up all levels of your company's organization hierarchy from company to subclass.
- 2 Set up additional information found under the Options menu:
  - For the department level, set up user defined attributes (UDAs), store/dept area, up charges, value added tax (VAT) maintenance, tax codes, and merchandise hierarchy defaults.
  - For the class level, set up UDAs and merchandise hierarchy defaults
  - For the subclass level, set up UDAs and merchandise hierarchy defaults

### **Merchandise hierarchy defaults**

A wide variety of options can be made available regarding items. You can indicate which options are made available and, of those that are available, which are required. Some examples include: differentiators, expenses, locations, seasons, and tax codes.

You can set which the default options by department, class, or subclass. If you set a default at the department level, it also becomes the default for all classes and subclasses within the department. Likewise, if you set a default at the class level, it becomes the default for all subclasses with the class.

The required defaults are enforced when you attempt to approve an item in RMS. If have not provided the required details, the system displays a message. At that time, you can either enter the required details or override the requirement.

## **Reports**

There are no reports pertaining to the merchandise hierarchy.

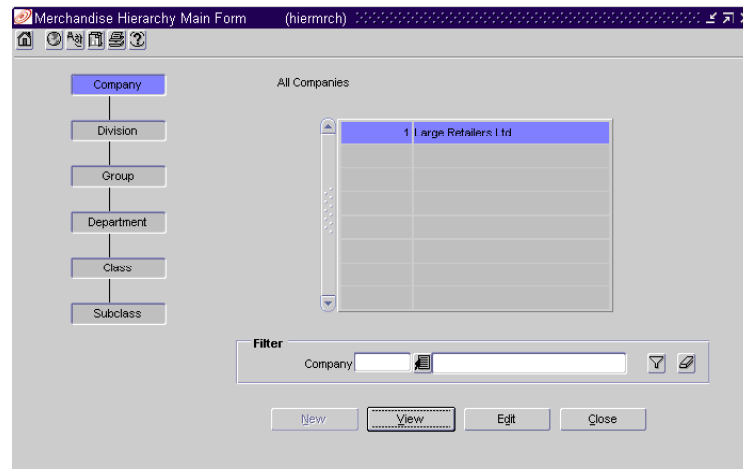
## **System administration**

Dynamic hierarchies can be set up for each level. The terms for company, division, group, department, class and subclass can be customized to suit your organization.

## Procedures


### View the merchandise hierarchy


- **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.



*Merchandise Hierarchy Main Form window*

- 1 On the tree structure, select the hierarchy level that you want to view.

If you select Class, enter an ID in the Department field, or click the LOV  button and select the department.

If you select Subclass, enter an ID, or click the LOV  button in both the Department and Class fields.

The members of the hierarchy level are displayed in the table.

- 2 Click **Close** to exit.

**Note:** You can easily view the members of the next lower level in the hierarchy. For example, if you double-click a department in the table, the classes in the department are displayed. If you double-click a class, the subclasses in the class are displayed.








### Create a department

- **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.

Select Department on the tree structure and click **New**. The Department Maintenance window is displayed.



#### *Department Maintenance window*

- 1 In the Department fields, enter a unique ID and description for the department.
- 2 In the Group field, enter the ID of the group associated with the department, or click the LOV  button and select the group.
- 3 Select the appropriate markup, profit, and open to buy (OTB) calculations. In the Purchase Type area, select the appropriate option.
- 4 Enter the appropriate percentage in either the Markup % of Cost or Markup % of Retail fields.
- 5 Enter optional information in the remaining fields as necessary.

- 6 To associate a VAT region with the department (if applicable):
  - a From the Options menu, select VAT Maintenance. The VAT Department Maintenance window is displayed.

VAT Region	Description	VAT Type	VAT Code	Rate (%)	Description
1000	Vat Region 1000	Both	S	10.00	Standard
2000	Vat Region 2000	Both	S	10.00	Standard
3000	VAT Region 3000	Both	C	33.00	Composite

*VAT Department Maintenance window*

- b Click **Add**.
  - c In the VAT Region field, enter the ID of the VAT region, or click the LOV  button and select the VAT region.
  - d In the VAT Type field, select the type of value added tax.
  - e In the VAT Code field, enter the code for the VAT, or click the LOV  button and select the VAT.
  - f Click **OK** to exit the VAT Department Maintenance window.
- 7 Click **OK + Repeat** to create another department, or click **OK** to exit.








**Add an item default at the class level**



- **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.

Select Class on the tree structure.  
The Department field is displayed.

In the Department field, enter the ID of a department, or click the LOV  button and select the department.  
The classes are displayed in the table.

Click **Edit**.  
The Class Maintenance window is displayed.


Select a class. Select Options > Merchandise Hierarchy Defaults.  
The Merchandise Hierarchy Default Maintenance window is displayed.


- 1 Click **Add**. The fields in the Apply area are enabled.
- 2 In the Info field, enter the code for the default, or click the LOV  button and select the default.
- 3 In the Subclass field, enter the ID of the subclass as necessary, or click the LOV  button and select the subclass.
- 4 To make the default available to items in the selected merchandise levels, select the Available check box.
- 5 To make the default required for items in the selected merchandise levels, select the Required check box.
- 6 Click **Apply**. The default is added to the table.
- 7 Click **OK** to exit.

**Add an item default at the subclass level**

- **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.


Select Subclass on the tree structure.  
The Department and Class fields are displayed.

In the Department field, enter the ID of a department, or click the LOV  button and select the department.

In the Class field, enter the ID of a class, or click the LOV  button and select the class.  
The subclasses are displayed in the table.

Click **Edit**.  
The Subclass Maintenance window is displayed.

Select a subclass. From the Options menu, select Merchandise Hierarchy Defaults.  
The Merchandise Hierarchy Default Maintenance window is displayed.

- 1 Click **Add**. The fields in the Apply area are enabled.
- 2 In the Info field, enter the code for the default, or click the LOV  button and select the default.
- 3 To make the default available to items in the selected merchandise levels, select the Available check box.
- 4 To make the default required for items in the selected merchandise levels, select the Required check box.
- 5 Click **Apply**. The default is added to the table.
- 6 Click **OK** to exit.

# Suppliers

## Overview

The supplier management feature allows you to add, edit, and view information about suppliers.

## Business process

You can record the following supplier-related information:

- **Multiple contact persons and addresses:** You can enter multiple addresses of different types, such as business, invoice, order, postal, remittance, and returned goods.
- **Financial arrangements:** You can indicate the payment terms, freight terms, currency, settlement code, and payment method.
- **Inventory management parameters:** You can set up a replenishment cycle, order attributes, scaling attributes and constraints, order minimum constraints, and due order processing. You can also indicate whether quality control checking is required and what percentage of the received goods must be checked.
- **Return to vendor (RTV) requirements:** You can indicate whether returns are allowed, whether an authorization number is required, the minimum value of a return, the preferred courier, and the handling charge.
- **Required documents:** You can select which documents, if any, are required by the supplier.
- **Expense profiles:** You can enter the supplier's costs by country or by cost zone.
- **Types of electronic data interchange (EDI) transactions:** You can indicate which EDI transactions the supplier can process.
- **Generic attributes:** You can indicate which attributes apply to the supplier, such as co-op agreement terms, volume rebate terms, whether a PO is required, or whether items are pre-ticketed.
- **Import attributes:** You can enter import-related information such as agent, advising and issuing banks, lading and discharge ports, manufacturer ID, and beneficiary.
- **Invoice matching attributes:** You can indicate when debit memos are sent, whether invoices and debit memos are approved automatically, whether supplier is allowed to charge freight, and whether invoices are pre-paid. (Retek Invoice Matching must be installed.)
- **Supplier traits:** You can select the traits by which you want to group the supplier with other suppliers.
- **Payment types by store:** You can select the methods by which the supplier can be paid, such as cash, money order, and invoice. You can also indicate the payment type by store.



- **Delivery schedules at stores and warehouses:** After you create a delivery schedule, you can specify which items are not to be delivered to the location on a specific delivery day.
- **Vendor managed inventory (VMI):** Use VMI to allow a supplier to manage the inventory levels of designated product at the warehouse. Inventory data is shared with the supplier, who uses the information to create inbound purchase orders, which will achieve and/or maintain budgeted inventory and service levels in the warehouse.

## Reports

There are no reports pertaining to suppliers.

## System administration

Select the type of financials module installed. If a financials module is installed, new suppliers are created via a file transmission. You cannot create a supplier manually.

Select the invoice matching options appropriate to your company. Enter the debit memo send days, max debit memo percent and close open shipment days.

## Procedures

### Search for a supplier

- **Navigate:** From the main menu, select Control > Supplier.

If the Financials module is installed, select Control > Supplier > Maintenance from the main menu.

The Supplier Search window is displayed.

The screenshot shows a window titled "Supplier Search Window (supfind)". At the top, there is an "Action" dropdown menu with "Edit" selected. Below this, there are several input fields: "Supplier" (a wide text box), "DUNS Number" (a text box), "DUNS Location" (a text box), "Status" (a dropdown menu), "Order" (a text box with a small icon), and "Item" (a wide text box with a small icon). At the bottom of the window, there are five buttons: "OK", "Search", "Back", "Refresh", and "Close".

### *Supplier Search window*

- 1 In the Action field, select either Edit or View.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**.

- 4 Select a task:
- To perform another search, click **Refresh**.
  - To display the supplier information, select a record and click **OK**. The Supplier Maintenance window is displayed.

The screenshot shows the 'Supplier Maintenance' window for supplier '606' (2E ib supplier). The window is divided into several sections:

- Supplier:** 606, 2E ib supplier, Status: Active
- Contact:** Name, Phone, Fax, Telex, Email, and Pager, all with a value of '1'.
- Indicators:** Inventory Mgmt Level: Supplier; QC Required, VC Required, QC Pct., VC Pct., QC Freq., VC Freq., Auto Contract Approval, Bracket Costing, Pre-Mark Indicator, Back Orders, and Delivery Policy: Next Day.
- Details:** Payment Terms: ORACLE APPS, 2.5% 30 Days; Freight Terms: 02, \$50 Flat Fee; Currency: USD, US Dollar; Language: 1, English; VAT Region: 1000, Vat Region 1000; Ship Method: 32, Auto; Settlement Code: N/A; Payment Method; Lead Time; DUNS Supplier No.; DUNS Location No.; VMI Order Status; VMI Channel.

Buttons at the bottom include OK, OK + Repeat, Comments, and Cancel.

*Supplier Maintenance window*

- 5 Click **Close** to exit.


### Create a supplier

**Note:** If the Financials module is installed, new suppliers are created via a file transmission. You cannot create a supplier manually.

- **Navigate:** From the main menu, select Control > Supplier.  
The Supplier Search window is displayed.
- 1 In the Action field, select New.
- 2 Click **OK**. The Supplier Maintenance window is displayed.
- 3 In the Supplier fields, enter an ID and description for the supplier.
- 4 In the Status field, indicate whether the supplier is active or inactive.
- 5 In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the supplier's location.
- 6 In the Details fields, select the payment terms, freight terms, currency, language, VAT region, and shipping method.
- 7 In the Settlement Code and Payment Method fields, select the appropriate options.
- 8 In the Lead Time field, enter the amount of time a supplier needs between receiving an order and having the order ready to ship. This value will be defaulted to item/supplier relationships.
- 9 In the DUNS Supplier Number and DUNS Location Number fields, enter the appropriate Dun and Bradstreet codes to identify the supplier and its location.
- 10 If You will be allowing vendor managed inventory with this supplier, select Worksheet or Approved in the VMI Order Status field.
- 11 In the Inventory Mgmt Info Level, select Supplier, Supplier/Loc, Supplier/Dept, or Supplier/Dept/Loc.
- 12 To indicate that goods must be inspected for quality, select the Quality Control Required check box. In the Quality Control Sampling field, enter what percentage of the goods must be inspected.
- 13 To indicate that contract orders are created in Approved status, select the Auto Contract Approval check box.
- 14 To indicate that the supplier has agreed to break orders into separate, marked boxes that can be shipped directly to stores, select the Pre-Mark Indicator check box.

- 15 If Retek Invoice Matching is installed, add an invoice address for the supplier:
- a From the Options menu, select Address. The Address window is displayed.

*Address window*

- b In the Address Type field, enter 05 for invoice address type, or click the LOV  button and select the Invoice.
  - c To indicate that the address is the primary address for invoices, select the Primary check box.
  - d In the Address, City, State, Postal Code, and Country fields, enter the address of the supplier.
  - e In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail of the primary contact person.
- 16 Click **OK + Repeat** to create another supplier, or click **OK** to exit.

### Add an address for a supplier


- **Navigate:** From the main menu, select Control > Supplier.  
The Supplier Search window is displayed.

If the Financials module is installed, select Control > Supplier > Maintenance from the main menu.

Search for and retrieve a supplier in Edit mode.

From the Options menu, select Address.  
The Address window is displayed.

*Address window*

- 1 In the Address Type field, enter the ID of the address type, or click the LOV  button and select the address type.
- 2 To indicate that the address is the primary address for the type of address that you are entering, select the Primary check box.
- 3 In the Address, City, State, Postal Code, and Country fields, enter the address of the supplier.
- 4 In the Contact fields, enter the name, telephone number, fax number, pager, and e-mail of the primary contact person at the supplier's location.
- 5 Click **OK** to exit.

**Record return requirements for a supplier**

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.

If the Financials module is installed, select Control > Supplier > Maintenance from the main menu.

Search for and retrieve a supplier in Edit mode.

From the Options menu, select Returns.  
The Supplier Returns window is displayed.

*Supplier Returns window*

- 1 If the supplier allows goods to be returned, select the Returns Allowed check box.
- 2 If the supplier requires returned goods to have an authorization number, select the Authorization Required check box.
- 3 In the Minimum Return Amount field, enter the minimum value of the returned goods that the supplier will accept.
- 4 In the Courier field, enter the supplier's preferred shipper for returned goods.
- 5 In the Handling % field, enter the percentage added to the value of the returned goods as a handling charge.
- 6 To enter the address to which returned goods should be shipped:
  - a Click **Address**. The Address window is displayed.
  - b Enter the address in the Address, City, State, Postal Code, and Country fields.
  - c In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the supplier's location.
  - d Click **OK** to exit the Address window.
- 7 Click **OK** to exit.

## Buyers and merchandisers

### Overview

The buyer and merchandiser functions allow you to create, edit, view, and delete buyers and merchandisers. You can record the name, phone number, and fax number for each buyer and merchandiser.

Buyers are responsible for maintaining store stock levels with merchandise that matches consumer demand.

Merchandisers are responsible for the selection of brands, products, sizes, and prices for consumer appeal and the point - of - sale.

Because there can be many buyers and merchandisers at the division or group level, you may prefer to record the GMM (general merchandise manager) or DMM (division merchandise manager) at these levels.

### Business process

The buyers and merchandisers function defines responsibility for inventory, sales areas, and purchasing.

To set up the buyers or merchandiser:

- 1 Enter the buyer or merchandiser information into RMS.
- 2 After buyers are entered, you can apply them to a department, division, and group. Store grade groups, and purchase orders and buyer worksheets also utilize the buyer association.
- 3 After merchandisers are entered, you can apply them to a department, division, and group.

### Reports

There are no reports pertaining to buyers and merchandisers

### System administration

There are no system administration functions relating to buyers and merchandisers functionality in RMS.



## Procedures

### Create a buyer

- **Navigate:** From the main menu, select Control > Buyer > New. The Buyer Maintenance window is displayed.

*Buyer Maintenance window*

- 1 In the Buyer field, the ID is filled in automatically. Enter the buyer's name in the field to the right of the ID.
- 2 In the Buyer Phone field, enter the buyer's telephone number.
- 3 In the Buyer Fax field, enter the buyer's fax number.
- 4 Click **OK + Repeat** to create another buyer, or click **OK** to exit.

### Create a merchandiser

- **Navigate:** From the main menu, select Control > Merchandiser > New. The Merchandiser Maintenance window is displayed.

*Merchandiser Maintenance window*

- 1 In the Merchandiser field, the ID is filled in automatically. Enter the merchandiser's name in the field to the right of the ID.
- 2 In the Merchandiser Phone field, enter the merchandiser's telephone number.
- 3 In the Merchandiser Fax field, enter the merchandiser's fax number.
- 4 Click **OK + Repeat** to create another merchandiser, or click **OK** to exit.

## Partners and outside locations

### Overview

The partner and outside location features allow you to create, edit, and view business partners and outside locations.

#### Partners

A partner is a person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. For bank partners, you can track the status of your line of credit.

Manufacturer, distributor, and wholesaler partners are considered part of the supplier hierarchy. These are default names and can be edited in the Dynamic Hierarchy window.

#### Outside locations

Outside locations are those locations that are not part of the organizational hierarchy. Some examples of outside locations are entry ports, discharge ports, lading ports, return centers, bill-to locations, and destination locations.

### Business process

Partners and outside location defines responsibility for inventory, sales areas.

To set up a partner or outside location:

- 1 Enter the partner or outside location information in RMS.
- 2 Enter additional address information.

You can enter multiple addresses and contact persons for each partner. You can also track required documents and expense profiles for all partners except manufacturers, distributors, wholesalers, and expense partners.

If the Retek Sales Audit program is installed, you can edit and view store relationships with a bank partner. The attributes for the bank can be exported to Account Clearing House (ACH) and Universal Account Reconciliation (UAR) systems.

If the Retek Invoice Matching program is installed, you can edit and view invoicing attributes for the partners.

### Reports

There are no reports pertaining to partners and outside locations.

### System administration

Dynamic hierarchies can be set up for partners. The terms for manufacturer, distributor, and wholesaler can be customized to suit your organization.

## Procedures

### Search for a partner

- **Navigate:** From the main menu, select Control > Partner. The Partner Find window is displayed.

*Partner Find window*

- 1 In the Action field, select either Edit or View.
- 2 In the Partner Type field, select the type of partner.
- 3 Enter additional criteria as desired to make the search more restrictive.
- 4 Click **Search**. The Partner Find window displays the partners that match the search criteria.
- 5 Select a task:
  - To perform another search, click **Refresh**.
  - To display the partner information, select a record and click **OK**. The Partner Maintenance window is displayed.
- 6 Click **Close** to exit.

**Create a partner**



- **Navigate:** From the main menu, select Control > Partner. The Partner Find window is displayed.
- 1 In the Action field, select New.
- 2 In the Partner Type field, select the type of partner.
- 3 Click **OK**. The Partner Maintenance window is displayed.

The screenshot shows the 'Partner Maintenance' window with the following fields and values:

- Wholesaler: WVVVWHOLE (LOV button) / Whole Wheat Wholesaling LLP
- Principal Country: US (LOV button) / United States
- Currency: USD (LOV button) / US Dollar
- Language: 1 (LOV button) / English
- Status: Active (dropdown)
- Terms: 02 (LOV button) / 1.5% 30 Days
- Contact:
  - Name: Max Demian
  - Phone: 456-567-8900
  - Fax: (empty)
  - Telex: (empty)
  - Email: (empty)
- Details:
  - Manufacturer ID: (empty)
  - Tax ID: (empty)

Buttons at the bottom: OK, Comments, Delete, Cancel.

**Partner Maintenance window**

- 4 In the first field, enter a code and description for the partner.
- Note:** The label for this field depends on the type of partner.
- 5 In the Currency field, enter the code for the partner's currency, or click the LOV  button and select the currency.
  - 6 In the Language field, enter the ID of the partner's language, or click the LOV  button and select the language.
  - 7 In the Status field, indicate whether the partner is active or inactive.
  - 8 In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the partner's location.
  - 9 If you are creating a Bank partner, enter an amount in the Line of Credit field in the currency of the partner.
  - 10 For all partners but banks, enter the applicable details in the Details area.
  - 11 Click **OK** to exit.

### Create an outside location

- **Navigate:** From the main menu, select Control > Setup > Outside Locations > New.


The Outside Locations window is displayed.

The screenshot shows the 'Outside Locations' window with the following data entered:

- Location Type: Loading Port
- Location: 311 Sao Paulo, BR
- Currency: USD US Dollar
- VAT Region: 1000 Vat Region 1000
- Address: 42 Rua do Agua
- City: Sao Paulo
- State: (empty) Postal Code: (empty)
- Country: BR Brazil
- Contact Name: Ricardo Bartholo
- Contact Phone: 011.88.69.583 2233
- Contact Fax: (empty)
- Contact Telex: (empty)
- Contact E-mail: (empty)

Buttons at the bottom: OK, OK + Repeat, Delete, Cancel.

#### *Outside Locations window*

- 1 In the Location Type field, select the type of location that you want to create.
- 2 In the Location field, enter a unique ID and description for the outside location.
- 3 In the Currency field, enter the currency code for the location, or click the LOV  button and select the currency.
- 4 In the Country field, enter the ID of the country in which the outside location is located.
- 5 Enter optional information in the remaining fields as necessary.
- 6 Click **OK + Repeat** to create another outside location, or click **OK** to exit.



# Chapter 4 - Item maintenance

## Items

### Overview

Items can be grouped into a one, two, or three level hierarchy. The naming conventions for the three item levels may vary by organization, but they are referred to here as item levels 1, 2, and 3. All item hierarchies begin at item level 1. After creating a level 1 item, you can create level 2 items for the item. If a third level is desired, you can select a level 2 item and create level 3 items.

The Season and Phase Maintenance Window allows you to create and maintain seasons and phases. A season is a specific selling period during the year, and a phase is a smaller time period within a season.

#### Units of measure

Several units of measure are applied to items throughout RMS:

- **Standard unit of measure:** Used to track an item's performance internally in RMS. The standard unit of measure (UOM) is used with purchase orders, stock, inventory, sales history, and forecasting. It is not editable after the item is created.
- **Selling unit of measure:** Used to set up retail, promotional, and clearance pricing at the price zone/location level. The selling UOM is downloaded to the point of sale (POS). Selling units of measure are converted to standard units of measure for reporting purposes.
- **Package unit of measure:** Printed on an item's packaging.
- **Pricing per unit of measure:** Printed on shelf edge labels. The price per UOM allows the consumer to compare the prices of similar items, sold in different size packages, by a common unit of measure.

#### Color-coded options

On several windows in the Items module, you may notice a list of color-coded options. The colors indicate the following situations:

- **Red:** The option is required, but not edited.
- **Green:** The option has been edited.
- **Bolded green:** The option is required and has been edited.
- **Blue:** The option is available, but not required, for use.
- **Black:** The option is not available for use.

There is also a check box next to each option. A selected check box indicates that the option has been edited. Click on the required or available options in order to perform a task related to the current item. The appropriate message or window is displayed.

## Business process

You must indicate at which item level you want to track transactions. Items above the transaction level serve as grouping mechanisms and allow you to view:

- Stock at the group level
- Sales at the group level

Items at the transaction level allow you to view:

- Stock at the transaction level
- Sales at the transaction level
- Cost at the transaction level
- Average cost at the transaction level
- Pricing at the transaction level

Items below the transaction level serve as reference numbers and allow you to:

- Order at the unit level
- Receive at the unit level
- Transfer at the unit level
- Track POS transactions at the unit level

### Item approval

When an item is created it is designated a status of Worksheet. After all the required details are set up for an item and its subordinate item levels, it can be submitted for approval. After an item is approved, it becomes available for use in RMS. A level 1 or level 2 item must be submitted or approved before the lower level items can be submitted or approved.

The system requires that the transaction level items must be created for the item hierarchy and a supplier and zone pricing must be set up before the items can be submitted and approved. Other details may be required prior to approval depending on the merchandise hierarchy defaults for the current department, class, and subclass. A message is displayed if other details are required when you submit or approve an item. You can view a list of the missing details. You can then choose to either override or provide the requested details.

### Seasons and phases

A season requires at least one phase. If you do not add at least one phase to a season, a phase with the same name and dates as the season is automatically created for the season.

The Item/Season Matrix window allows you to add and delete seasons and phases from items. When you add a season to an item, you select a season and then select a phase within the season.

In replenishment, seasons and phases are used for forecasted items with a replenishment method of Time Supply - Seasonal and Dynamic - Seasonal. The items are on replenishment during the dates of the selected season and phase.



You can add or overwrite season/phase records for items in a group if the passed item is above the item's group transaction level. Additionally, you can group items by different ID's if a different group is passed in along with the item.

## Reports

The Mass Item Change Rejection Report displays all items/locations that were not successfully mass updated.

You can add seasons and phases to items and pack items. You can then create custom reports to track the movement of items with specific seasons and phases.

## System administration

The system administrator can set the following options related to item maintenance:

- Auto approve level 2 or level 3 items when a level 1 item is approved.
- Auto create an item/location during transactions.
- Set the number of interface purge days.
- Create names for all three item levels.

## Procedures


### Search for an item

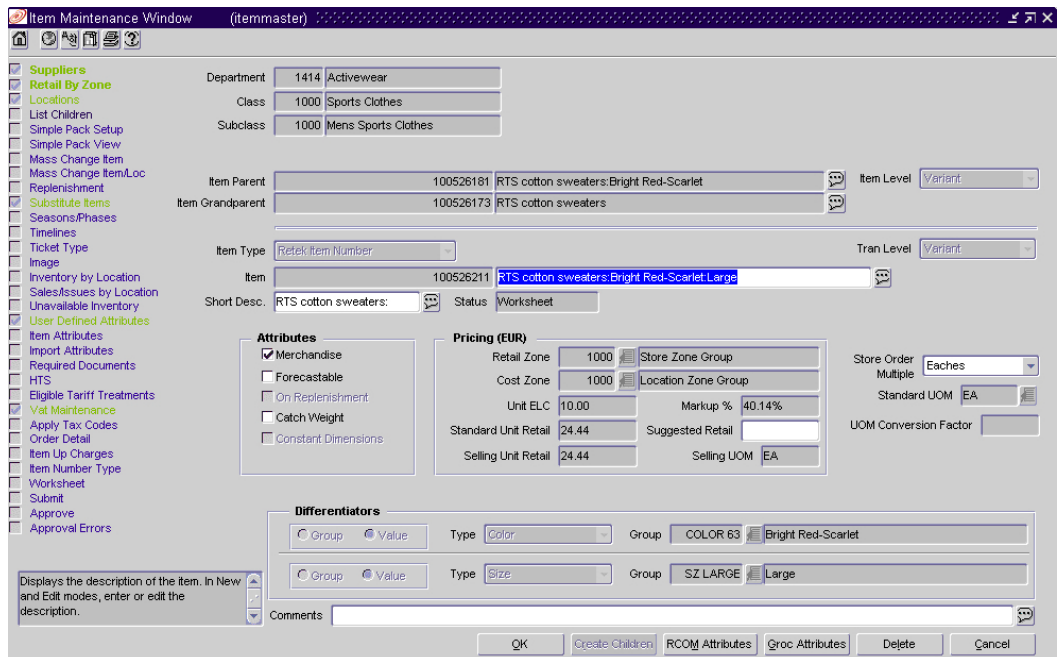
- **Navigate:** From the main menu, select Items > Items.  
The Item Search window is displayed.

*Item Search window*

- 1 In the Action field, select either Edit Item, View Item, New From Existing, or New Retail Change.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Item Search window displays the items that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the item information, select a record and click **OK**. Based on what is displayed in the Action field, the Item Maintenance window, Create Like Item window, or Retail Price Change Header window is displayed.
- 5 Click **Close** to exit.

### Create an item

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.
- 1 In the Action field, select New Item.
- 2 In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV  buttons and select the merchandise hierarchy.
- 3 Click **OK**. The Item Maintenance window is displayed.



The screenshot shows the 'Item Maintenance Window (itemmaster)' with the following fields and values:

- Department:** 1414 Activewear
- Class:** 1000 Sports Clothes
- Subclass:** 1000 Mens Sports Clothes
- Item Parent:** 100526181 RTS cotton sweaters:Bright Red-Scarlet
- Item Grandparent:** 100526173 RTS cotton sweaters
- Item Type:** Retek Item Number
- Tran Level:** Variant
- Item:** 100526211 RTS cotton sweaters:Bright Red-Scarlet Large
- Short Desc:** RTS cotton sweaters: Status: Worksheet
- Attributes:**
  - Merchandise
  - Forecastable
  - On Replenishment
  - Catch Weight
  - Constant Dimensions
- Pricing (EUR):**
  - Retail Zone: 1000 Store Zone Group
  - Cost Zone: 1000 Location Zone Group
  - Unit ELC: 10.00 Markup %: 40.14%
  - Standard Unit Retail: 24.44 Suggested Retail:
  - Selling Unit Retail: 24.44 Selling UOM: EA
- Differentiators:**
  - Group: Value Type: Color Group: COLOR 63 Bright Red-Scarlet
  - Group: Value Type: Size Group: SZ LARGE Large
- Comments:** (empty field)

Buttons at the bottom: OK, Create Children, RCOM Attributes, Groc Attributes, Delete, Cancel.

#### Item Maintenance window

#### To define the basic attributes of the item:

- 4 In the Item Type field, select the type of item number that you want to associate with the item.
  - 5 In the Tran Level field, select the item level at which transactions will be tracked: Line, Line Extension, or Variant.
  - 6 In the Item field, enter the item number and description of the item.
- Note:** If you select Retek Item Number or UPC-A in the Item Type field, the item number is automatically added.
- 7 In the Short Desc field, enter or edit the abbreviated description.
  - 8 In the Attributes area, select or clear the check boxes as needed.
  - 9 In the Pricing area, enter the price and cost information.

**Note:** Retail Zone and Cost Zone are required fields.


- 10 In the Store Order Multiple, Standard UOM, and UOM Conversion Factor fields, select how stores will order the item and how that compares with the standard unit of measure.

**To add a supplier/origin country relationship:**

- 11 Click on the Suppliers option. The Item Supplier window is displayed.


Supplier	Supplier Name	Primary	Supplier Label	VPN	Inner Name	Case Name	Pallet Name	Unit Cost	Currency
2345670000	David Fashion Creations P/L	Yes			Inner	Case	Pallet	9.00	USD
222220000	Levi Strauss Pty Ltd	No			Inner	Case	Pallet	15.00	USD

***Item Supplier window***

- 12 In the Supplier field, at the bottom of the window, enter the ID of the supplier, or click the LOV  button and select the supplier.
- 13 Enter or edit any additional information.
- 14 Click **Apply**. The supplier is added to the table.

- 15 Click on the Item Supplier Origin Country option on the Options list. The Item Supplier Origin Country window is displayed.

***Item Supplier Origin Country window***

- a In the Origin Country field, enter the code for the country, or click the LOV  button and select the country.
  - b Click **Create**.
  - c In the case and unit costs of the item in the indicated currency.
  - d Enter the location default, ordering, case, and dimension details as necessary.
- 16 Click **OK** to exit the Item Supplier Origin Country window. You may be prompted to default the expense profiles. Click **Yes** or **No**.
- 17 Click **OK** to exit the Item Supplier window.

**To review and edit the pricing strategy:**

- 18 Click on the Retail by Zone option on the Options list of the Item Maintenance window. The Item Retail Price by Zone window is displayed.

The screenshot shows the 'Item Retail Price by Zone Window' for item 100576390 (Crew Tee:Large). The window includes fields for Price Zone Group (1000), Store Zone Group, Pricing Level (Store), and a table of retail prices by store.

Store	Description	Base Default	Standard Unit Retail	Standard UOM	Selling Unit Retail	Selling UOM	Markup %	Multi Units	Selling Multi-Retail	Multi Selling UOM	Markup %	Currency	Market Basket Code	Link Code
5	Woodbury	<input type="checkbox"/>	9.78	EA	9.78	EA	55.01					USD		
18	Claire's store	<input type="checkbox"/>	9.78	EA	9.78	EA	55.01					USD		
19	Amy's store	<input type="checkbox"/>	9.78	EA	9.78	EA	55.01					USD		
20	Jeff's Store	<input type="checkbox"/>	9.78	EA	9.78	EA	55.01					USD		
44	ris	<input type="checkbox"/>	9.78	EA	9.78	EA	55.01					USD		
69	vj store 1	<input type="checkbox"/>	9.78	EA	9.78	EA	55.01					USD		
311	Virtual Store Bil	<input type="checkbox"/>	9.78	EA	9.78	EA	55.01					USD		
312	Bill's virtual store	<input type="checkbox"/>	7.01	EA	7.01	EA	55.01					AUD		
313	Bill's next virtual	<input type="checkbox"/>	426.09	EA	426.09	EA	55.01					BDT		
314	Jack's store	<input type="checkbox"/>	390.10	EA	390.10	EA	55.01					BEF		
315	Store 315	<input type="checkbox"/>	121.67	EA	121.67	EA	55.01					ATS		

*Item Retail Price by Zone window*

- 19 Review and edit the pricing and markup information.
- 20 In the table, mark the appropriate zone or store as the base default (third column).
- 21 Click **OK** to exit the Item Retail Price by Zone window.
- 22 To edit any other details for the item, click on the appropriate options on the Options list.
- 23 Click **OK** to exit.

### Add locations for an item


- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

- 1 Click on the Locations option on the Options list. The Item Location window is displayed.

Location	Loc Desc	Unit Cost	Average Cost	Unit Retail	Standard UOM	Loc Currency	Status	Primary Supplier	Supplier Desc
1	CJT Store	15.00	15.00	22.00	EA	USD	Active	1	CJT Supplier
3	CJT WWh	15.00	15.00	22.00	EA	USD	Active	1	CJT Supplier
1111111112	Cent. Mktplace WWh	15.00	15.00	22.00	EA	USD	Active	1	CJT Supplier
1111111113	Cent. Web WWh	15.00	15.00	22.00	EA	USD	Active	1	CJT Supplier
1111111115	Cent. ValueMart WWh	15.00	15.00	22.00	EA	USD	Active	1	CJT Supplier


### Item Location window

- 2 Click **Add**. The fields are cleared in the Apply area.
- 3 In the Group Type field of the Apply area, select a grouping mechanism.
- 4 In the Group Value field, enter the ID of the specific group, or click the LOV  button and select the group.
- 5 Enter or edit the enabled fields.
- 6 Click **Apply**. The locations are added to the table.
- 7 To add the locations to the subordinate items of the current item, down to the transaction level, select the Apply Additions and Modifications check box.
- 8 Click **OK** to exit.

### Create item children with differentiators

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. Restrict the search to items in Worksheet status. The Item Maintenance window is displayed.




- 1 In the Differentiators area, select either the Group or Value option for the first differentiator.
- 2 In the Type field, select the type of differentiator: size, color, flavor, scent, or pattern.
- 3 In the Group or Value field, enter the ID of the differentiator group or differentiator, or click the LOV  button and select the differentiator or differentiator group.
- 4 If there is a second differentiator, describe it in the next set of differentiator fields.
- 5 Click **Create Children**. The Item Differentiator Apply window is displayed.

#### *Item Differentiator Apply window*

- 6 In the Item Number Type field, select the type of item numbers that you want to associate with the item children.

**Note:** If you select Retek Item Number or UPC-A in the Item Type field, item numbers are automatically added.



- 7 In the Differentiator 1 area, move the desired differentiators from the Available table to the Applied table.
  - To move one differentiator, select the differentiator and click the Move Right  button.
  - To move all the differentiators, click the Move All Right  button.
  - To move a range of the available differentiators, enter the ID of the differentiator range in the Diff Range field, or click the LOV  button and select the differentiator range. Click **Apply Range**.
  - **Note:** If there are no ranges to apply, this option is unavailable.
  - If there is a second differentiator, repeat steps in the Differentiator 2 area.
- 8 Click **OK** to create the possible combinations of item children. The Differentiator Combinations window is displayed.
- 9 Edit the item number and description of an item child.
  - a Select an item child.
  - b Enter or edit the item number and description of the item in the Item field.
  - c Click **Apply**. Edits are added to the table.
- 10 Click **OK** to create the item children. Click **Yes** when prompted to approve the creation of item children. The Item Children window is displayed.

*Item Children window*

- 11 Edit the details for an item child:
  - a Select an item.
  - b In the Description field, edit the description of the item as necessary.
  - c To edit any other details, click on the appropriate option on the Options list.
  - d On the Item Children window, click **Apply**. The edits are added to the table.
- 12 Click **OK** to exit.

#### **Create item children without differentiators**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed. Restrict the search to items in Worksheet status.

Search for and retrieve an item in Edit mode.  
The Item Maintenance window is displayed.

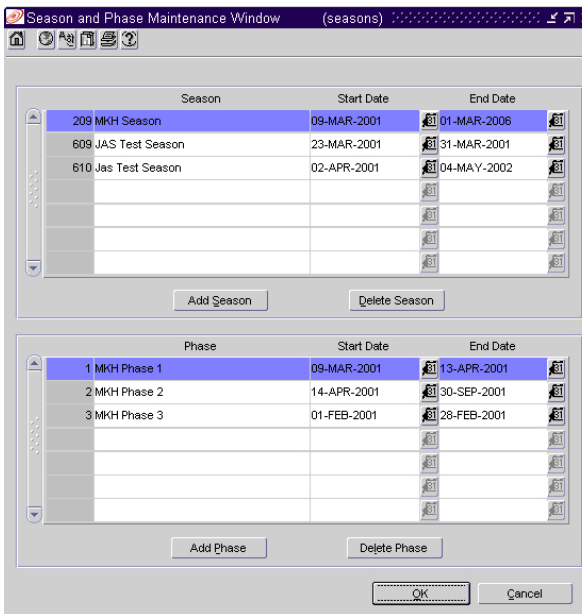
- 1 Click **Create Children**. The Item Children window is displayed.
- 2 Click **Add**. The fields in the Child area are cleared.
- 3 In the Item Number Type field, select the type of item number for the child item.

**Note:** The Item Number Type field is enabled only when there are no other item children. If you select Retek Item Number or UPC-A in the Item Number Type field, the item number is automatically added.





- 4 In the Item and Description fields, edit the item number and description as needed.
- 5 To edit any other details, click on the appropriate option on the Options list.
- 6 On the Item Children window, click **Apply**. The item is added to the table.
- 7 Click **OK** to exit.

**Create a season/phase**

- **Navigate:** From the main menu, select Items > Seasons/Phases > Edit. The Season and Phase Maintenance window is displayed.



*Season and Phase Maintenance window*

- 1 Click **Add Season**.
- 2 In the Season field, enter a description of the season. A season ID is filled in automatically.
- 3 In the Start Date field, enter the date on which the season begins, or click the calendar  button and select the date.
- 4 In the End Date field, enter the date on which the season ends, or click the calendar  button and select the date.
- 5 To add a phase:
  - a Click **Add Phase**.
  - b In the Phase field, enter a description of the phase. A phase ID is filled in automatically.
  - c In the Start Date field, enter the date on which the phase begins, or click the calendar  button and select the date.
  - d In the End Date field, enter the date on which the phase ends, or click the calendar  button and select the date.
- 6 Click **OK** to exit.



**Add a season and phase to an item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

From the Options list, select Seasons/Phases. The Item/Season Matrix window is displayed.

*Item/Season Matrix window*

- 1 Click **Add**.
- 2 On the next available line, enter the ID of a season in the Season field, or click the LOV  button and select a season.
- 3 In the Phase field, enter the ID of a seasonal phase, or click the LOV  button and select a phase.
- 4 Click **OK** to exit.



**Return a submitted item to worksheet status**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. Restrict the search to items in Submitted status. The Item Maintenance window is displayed.

- 1 Click on the Worksheet option on the Options list.
- 2 A prompt lets you know whether the change in status was successful.
- 3 Click **OK** to dismiss the message. The subordinate level items are also returned to Worksheet status.
- 4 Click **OK** to exit.

**Approve an item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. Restrict the search to items in Submitted status. The Item Maintenance window is displayed.

- 1 Click on the Approve option on the Options list.
- 2 If you are prompted approve item children, click **Yes** or **No** to indicate approval of subordinate items.
- 3 If any errors are detected by the system, a prompt is displayed. Click **Yes** to acknowledge the message.
- 4 Click on the Approval Errors option on the Options list of the Item Maintenance window. The errors are displayed in the Item Approval Error window.
  - If an option is not required by the system and you want to override the error message, select the Override check box.
  - If an option is required by the system, make a note of the error and click **OK** to exit.
- 5 Resolve any errors and reapprove the item.

**Submit list children for approval**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. Restrict the search to items in Worksheet status. The Item Maintenance window is displayed.

- 1 Click on the List Children option on the Options list.
- 2 Select a subordinate level item (child item) in the items table.
- 3 From the Options list, click Submit. The Update Record Status window is displayed.
- 4 Select one of the following options:

**Note:** Not all options may be available.

- Submit the child item at the line item level only.
  - Submit the line item and all children of that item.
  - Submit all items.
  - Submit all items and all their children.
- 5 Click **OK**.  
If the item or items could not be submitted:
    - a Click **OK** to view the approval errors screen.
    - b Click on the Approval Errors option on the Options list. The Item Approval Error window is displayed. The reason for the error is displayed in the error field
    - c If allowed, you may select the Override option for each error. Or, click **OK** and correct the error before attempting to resubmit the child item.

**Approve list children**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. Restrict the search to items in Worksheet status. The Item Maintenance window is displayed.

- 1 Click on the List Children option on the Options list.
- 2 Select a level 2 or level 3 item in the items table.
- 3 Click on the Approve option on the Options list. The Update Record Status window is displayed.
- 4 Select one of the following options:

**Note:** Not all options may be available.

- Approve the child item at the line item level only.
  - Approve the line item and all children of that item.
  - Approve all items.
  - Approve all items and all their children.
- 5 Click **OK**.
- If the item or items could not be approved:
- a Click **OK** to view the approval errors screen.
  - b Click on the Approval Errors option on the Options list. The Item Approval Error window is displayed. The reason for each error will be displayed in the error field
  - c If allowed, you may select the Override option for each error. Or, click **OK** and correct each error before attempting to approve the subordinate item.



## Pack items

### Overview

A pack item uses one item number to buy and sell:

- Multiple units of a multiple component item, or
- Multiple units of one component.

The types of pack items are:

- Simple pack: An orderable vendor pack with multiples of one component item. You may indicate whether the pack item is sellable as a pack.
- Sellable pack: A grouping mechanism used to sell multiple component items as a pack item.
- Orderable buyer pack: A grouping mechanism used by the retailer in order to order multiple items as a single line item on a purchase order. Buyer packs can be ordered and received as component items or as a pack.
- Orderable vendor pack: A grouping mechanism used by the vendor in order to sell multiple component items as packs to the retailer. Vendor packs can only be ordered and received as a pack.

### Business process

A pack item may include a combination of items and inner packs. When creating a pack item, you must provide the following information. The requirements may vary depending on the type of pack item.

- Type of item number, item number, long description, and short description
- Merchandise hierarchy (department, class, and subclass)
- Pack type
- Cost and retail price zone groups
- Supplier and supplier/origin country relationships

You are also required to review the default pricing strategy for sellable pack items. If necessary, you can edit the pricing strategy. Additional information can be recorded for a pack item depending on your company's requirements.

#### **Adding a supplier to a simple pack**

- 1 One of the following conditions will apply:
  - If the item/supplier relationship does not exist for the component item, the relationship will be created.
  - If a item/supplier relationships does exist, regardless of its status with the pack, it will not be primary.

- 2 Pack components will be affected as follows:
  - The consignment rate and inner, case and pallet names will be the same as the pack.
  - The VPN, supplier label, supplier discontinue date, and supplier diffs one and two will be blank for the component item.
  - If the item/supplier relationship already exists for the component item, no changes will be made.
- 3 No changes will be made when the pack's item/supplier record is updated or deleted.

#### **Adding an origin country to a simple pack**

- 1 If the item/supplier/origin country does not exist for the component item, it will be created.
- 2 If an item/supplier/country relationships does exist, the pack will not be primary.
- 3 The pack items will be impacted as follows:
  - The component item's unit cost will be set to the pack's unit cost divided by the quantity of the component item in the pack.
  - The inner size will be set to one.
  - The supplier pack size will be set to the quantity of the component item in the pack.
  - The ti, hi, lead time, pickup lead time, rounding level, round to inner percentage, round to case percentage, round to layer percentage, round to pallet percentage, minimum order quantity, maximum order quantity, packing method, default UOP and all of the supplier hierarchy will be copied from the pack item to the component item.
- 4 If the item/supplier/country relationship already exists for the component item:
  - No changes will be made to component items.
  - No changes will be made to the component item's record when the pack's record is updated or deleted.

## Reports

There are no standard reports pertaining to pack items.

## System administration

The system administrator can designate the number of weeks of pack item sales history that sets the recommended order quantity for the pack's component item.

## Procedures

### Create a simple pack

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for the item that will be the component of the simple pack. Retrieve the item in Edit mode.

The Item Maintenance window is displayed.

- 1 Click on the Simple Pack Setup option. The Simple Pack Setup window is displayed.

### *Simple Pack Setup*


- 2 Click Add Pack. The Apply Pack Information and Dimension Information fields are cleared.
  - 3 In the Apply Pack Information area, select an item number type.
  - 4 Enter the Pack number and description.
- Note:** To easily identify a pack item during searches, include the term 'pack' in the description.
- 5 Enter an item quantity, VPN, supplier label, cost, and retail information.
  - 6 In the Dimension Information area, enter the dimension, weight, and volume information that pertains to the simple pack.
  - 7 In the Copy Info from Component Item area, select which details you want to copy from the component item to the simple pack.

- 8 Click Apply. The simple pack is added to the table.
- 9 Click Create Packs.
- 10 If the item number is unique, the simple pack is created. The Exists check box is automatically selected and the selected component details are copied to the simple pack.

**Note:** When you click Create Packs, component details are copied to the newly created simple packs. If additional simple packs already exist, their details are not updated.



- 11 Click OK to close the window.

#### Create an orderable buyer pack

- **Navigate:** From the main menu, select Items > Items.  
The Item Search window is displayed.
- 1 In the Action field, select New Item.
- 2 In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV  buttons and select the merchandise hierarchy.
- 3 Select the Pack Item check box.
- 4 Click **OK**. The Item Maintenance window is displayed.
- 5 In the Packs area:
  - a Select either Primary or Complex for the pack type.
  - b Select or clear the Contains Inners and Sellable check boxes.
  - c Select the Orderable check box.
  - d In the Pack Type field, select Buyer.
  - e In the Order As field, select how the item should be ordered (pack or eaches).
- 6 In the Item Type field, select the type of item number that you want to associate with the pack item.
- 7 In the Item field, enter the item number and description of the pack item.

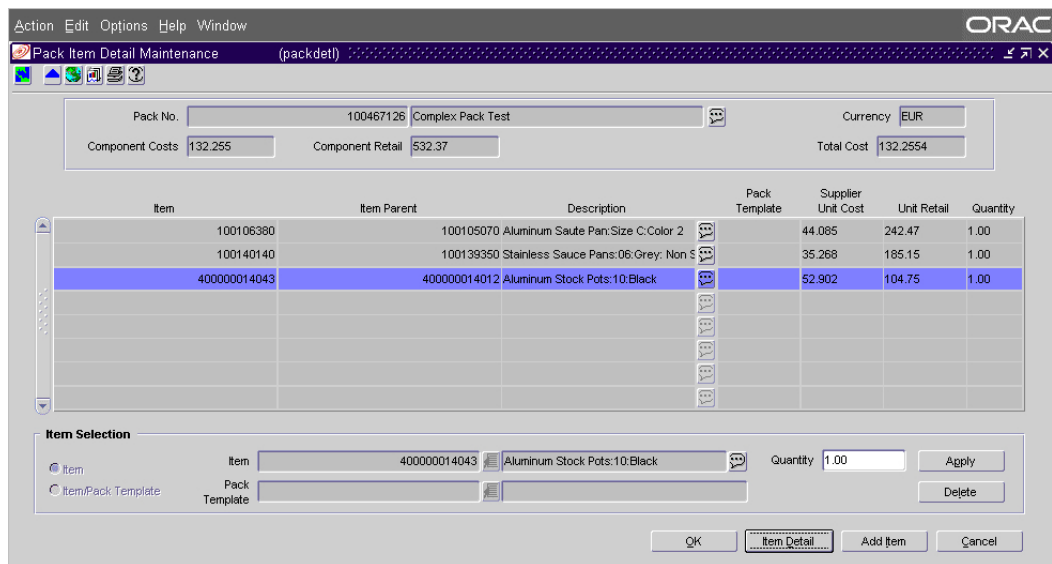
**Note:** The item number is automatically filled in if you select Retek Item Number or UPC-A in the Item Type field.
- 8 In the Short Desc field, enter or edit the abbreviated description.
- 9 In the Attributes area, mark or clear the check boxes as necessary.
- 10 In the Pricing area, enter the price and cost information.
- 11 In the Store Order Multiple field, select how stores will order the pack item.

**Add a supplier/origin country relationship:**

- 12 Click on the Suppliers option. The Item Supplier window is displayed.
- 13 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier.
- 14 Enter or edit any additional information as necessary.
- 15 Click **Apply**. The supplier is added to the table.
- 16 Click on the Item Supplier Origin Country option. The Item Supplier Origin Country window is displayed.
  - a In the Origin Country field, enter the ID of the country, or click the LOV  button and select the country.
  - b Click **Create**.
  - c Enter any location default, ordering, case, and dimension information.
- 17 Click **OK** to close the Item Supplier Origin Country window.
- 18 If you are prompted to default the expense profiles, click **Yes** or **No**.
- 19 Click **OK** to exit the Item Supplier window.


**Add component items:**


- 20 On the Item Maintenance window, click **Pack Details**. The Pack Item Detail Maintenance window is displayed.




Item	Item Parent	Description	Pack Template	Supplier Unit Cost	Unit Retail	Quantity
100106360	100105070	Aluminum Saute Pan:Size C:Color 2		44.085	242.47	1.00
100140140	100139350	Stainless Sauce Pans:06:Grey: Non S		35.268	185.15	1.00
40000014043	40000014012	Aluminum Stock Pots:10:Black		52.902	104.75	1.00

***Pack Item Detail Maintenance window***

- 21 In Item field, enter the item number of the component item, or click the LOV  button and select the item.
- 22 In the Quantity field, enter how many units of the component item belong in the pack.
- 23 Click **Apply**. The component item is added to the table.


- 24 To add another component item:
  - a Click **Add Item**. The fields in the Apply area are cleared.
  - b In the Item field, enter the item number of the component item, or click the LOV  button and select the item.
  - c In the Quantity field, enter how many units of the component item belong in the pack.
  - d Click **Apply**. The component item is added to the table.
  - e Click **OK** to close the Pack Item Detail Maintenance window.
- 25 If the pack item is also sellable, to review and edit the pricing strategy:
  - a On the Item Maintenance window, click on the Retail by Zone option. The Item Retail Price by Zone window is displayed.
  - b Review and edit the pricing and markup information as necessary.
  - c Select the zone or store that you want as the base default.
  - d Click **OK** to close the Item Retail Price by Zone window.
- 26 To edit any other details for the pack item, click on the appropriate option on the Options list of the Item Maintenance window.
- 27 Click **OK** to close the window.


**Create an orderable vendor pack**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.
- 1 In the Action field, select New Item.
- 2 In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV  buttons and select the merchandise hierarchy.
- 3 Select the Pack Item check box.
- 4 Click **OK**. The Item Maintenance window is displayed.
- 5 In the Packs area:
  - a Select or clear the Primary Repl Pack, Contains Inners, and Sellable check boxes as necessary.
  - b Select the Orderable check box.
  - c In the Pack Type field, select Vendor.
- 6 In the Item Type field, select the type of item number that you want to associate with the pack item.
- 7 In the Item field, enter the item number and description of the pack item.
 



**Note:** The item number is automatically filled in if you select Retek Item Number or UPC-A in the Item Type field.
- 8 In the Short Desc field, enter or edit the abbreviated description.
- 9 In the Attributes area, select or clear the check boxes as necessary.
- 10 In the Pricing area, enter the price and cost information.
- 11 In the Store Order Multiple field, select how stores will order the pack item.

**Add a supplier/origin country relationship:**

- 12 Click on the Suppliers option. The Item Supplier window is displayed.
  - a In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier.
  - b Enter or edit any additional information as necessary.
  - c Click **Apply**. The supplier is added to the table.


- 13 Click on the Item Supplier Origin Country option. The Item Supplier Origin Country window is displayed.
  - a In the Origin Country field, enter the ID of the country, or click the LOV  button and select the country.
  - b Click **Create**.
  - c In the Unit Cost field, enter the cost of the pack item in the indicated currency.
  - d Enter the location default, ordering, case, and dimension information as necessary.
  - e Click **OK** to close the Item Supplier Origin Country window.
  - f If you are prompted to default the expense profiles, click **Yes** or **No**.
- 14 Click **OK** to close the Item Supplier window.

**Add component items:**



- 15 Click **Pack Details**. The Pack Item Detail Maintenance window is displayed.
- 16 In the Item field, enter the item number of the component item, or click the LOV  button and select the item.
- 17 In the Quantity field, enter how many units of the component item belong in the pack.
- 18 Click **Apply**. The component item is added to the table.
- 19 To add another component item:
  - a Click **Add Item**. The fields in the Apply area are cleared.
  - b In the Item field, enter the item number of the component item, or click the LOV  button and select the item.
  - c In the Quantity field, enter how many units of the component item belong in the pack.
  - d Click **Apply**. The component item is added to the table.
- 20 Click **OK** to exit the Pack Item Detail Maintenance window.
- 21 To edit any other details for the pack item, click on the appropriate option on the Options list of the Item Maintenance window.
- 22 Click **OK** to close the window.





**Create a sellable pack**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.
- 1 In the Action field, select New Item.
- 2 In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV  buttons and select the merchandise hierarchy.
- 3 Select the Pack Item check box.
- 4 Click **OK**. The Item Maintenance window is displayed.
- 5 In the Packs area:
  - a Mark the pack as either simple or complex.
  - b For a complex pack, choose to mark or clear the Contains Innners, and Orderable check boxes.
  - c Select the Sellable check box.
  - d If the pack item is orderable, select either buyer pack or vendor pack in the Pack Type field. This option identifies the party that is responsible for creating the pack.
  - e If the pack item is orderable and built by the buyer, select how the item should be ordered in the Order As field (eaches or packs).
- 6 In the Item Type field, select the type of item number that you want to associate with the pack item.
- 7 In the Item field, enter the item number and description of the pack item.
 

**Note:** The item number is automatically filled in if you select Retek Item Number or UPC-A in the Item Type field.
- 8 Optional: In the Short Desc field, edit the abbreviated description.
- 9 In the Attributes area, you may mark or clear check boxes to indicate additional properties for this item.
- 10 In the Pricing area, enter the price and cost information.
- 11 In the Store Order Multiple field, select how stores will order the pack item (eaches, case pack, or inner pack).

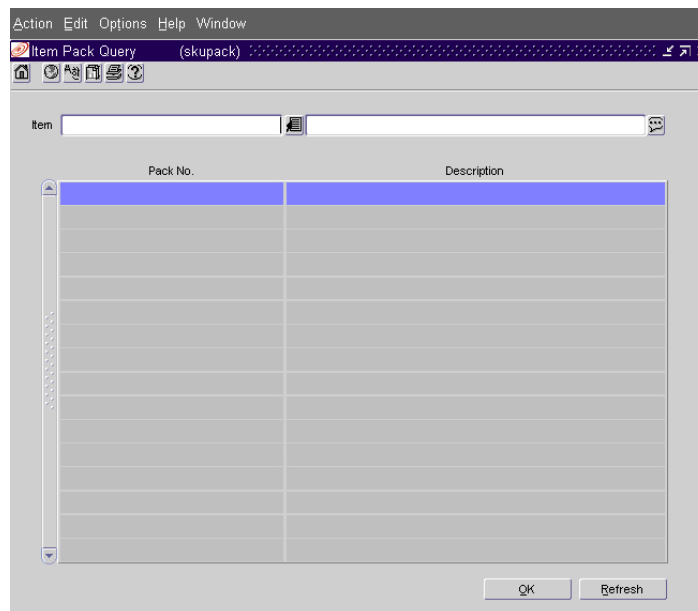
- 12 Add the component items:
  - a Click **Pack Details** in the upper-right section of the window. A message is displayed to confirm the new pack has been added to RMS. The Pack Item Detail Maintenance window is displayed.
  - b In the Item field, enter the item number of the component item, or click the LOV  button and select the item.
  - c In the Quantity field, enter how many units of the component item belong in the pack.
  - d Click **Apply**. The component item is added to the table.
- 13 To add another component item:
  - a Click **Add Item**. The fields in the Apply area are cleared.
  - b In the Item field, enter the item number of the component item, or click the LOV  button and select the item.
  - c In the Quantity field, enter how many units of the component item belong in the pack.
  - d Click **Apply**. The component item is added to the table.
- 14 Click **OK** to exit the Pack Item Detail Maintenance window.
- 15 To review and edit the pricing strategy:
  - a On the Item Maintenance window, click the Retail by Zone option. The Item Retail Price by Zone window is displayed.
  - b Review and edit the pricing and markup information as necessary.
  - c Select the zone or store that you want as the base default.
  - d Click **OK** to exit the Item Retail Price by Zone window.
  - e Click **OK** to accept each of the status message that is displayed.
- 16 To edit any other details for the pack item, click on the appropriate option on the Options list of the Item Maintenance window.
- 17 Click **OK** to exit.

### Break packs into component items


- **Navigate:** From the main menu, select Inventory > Pack Items > Break Pack. The Break Pack Build window is displayed.
- 1 In the Pack No field, enter the number of the pack item, or click the LOV  button and select the pack.
  - 2 In the Warehouse field, enter the ID of the warehouse, or click the LOV  button and select the warehouse.
  - 3 In the Qty to Break field, enter the number of packs that you want to break down to the component level. This number must be less than the number displayed in the Stock on Hand: Before field.
  - 4 Click **Apply**. The number of packs is decremented. The number of component items is incremented.
  - 5 Click **OK + Repeat** to break down another pack item, or click **OK** to close the window.

### Search for pack items by component item

- **Navigate:** From the main menu, select Items > Item Pack Query. The Item Pack Query window is displayed



*Item Pack Query window*

- 1 In the Item field, enter the item number of a component item, or click the LOV  button and select the item. The pack items that contain the component item are displayed.
- 2 View results.
- 3 Click **Refresh** to clear the fields for another search.
- 4 Click **OK** to close the window.

## Differentiators

### Overview

RMS item creation allows you to create items as simple or as detailed as needed. If an item never varies by color, size, flavor or other assortment you may create a single level item in the system. For items that do vary, you may use RMS to create three levels of the item using differentiators (or diffs).

Up to 10 different differentiator types will be supported in RMS. For example; color, size, flavor and pattern. By tracking information based on differentiators you are able to identify which variety of an item has the best rate of sale, which size sells best in particular stores, which color produces the best sell through and the least markdown dollars, and so on.

### Business process

Differentiators can be assigned in any order. If you use RDW, RMS and RDW must be set up with identical differentiator types.

The order for adding and grouping differentiators is as follows:

- 1 Identify and describe each differentiator. Each differentiator component must be associated with a 'diff type'.
- 2 Identify and describe each differentiator group. When you create a differentiator group, you select one or more differentiators as members of the group.
- 3 Identify and describe each differentiator range. A differentiator range is a subset of a differentiator group. From the differentiators available in a selected group, you choose which differentiators should be members of the range.

You can use differentiators to create child (level 2 or level 3 items) for a parent (level 1 or level 2) item. The differentiator groups and ranges can be used to create multiple child items at one time.

### Reports

There are no standard reports pertaining to differentiators.

### System administration

There are no settings in system administration that directly impact differentiators.

## Procedures

### Add a differentiator

- **Navigate:** From the main menu, select Items > Diffs > Diff IDs > Edit. The Differentiator ID Maintenance window is displayed.

Diff Type	Description	Diff ID	Diff Description	Industry Code	Industry Subgroup
Color		COLOR 00	Assorted colour pack		
Color		COLOR 01	Black		
Color		COLOR 02	Oxford		
Color		COLOR 03	Charcol		
Color		COLOR 04	Grey		
Color		COLOR 05	Dark Grey		
Color		COLOR 06	Light Grey		
Color		COLOR 07	Silver		
Color		COLOR 08	Grey Patterned		
Color		COLOR 09	Black Patterned		
Color		COLOR 10	White		
Color		COLOR 11	Ivory-Bone		

*Differentiator ID Maintenance window*

- 1 Click **Add**. The fields in the apply block are cleared.
- 2 In the Diff Type field, select the type of differentiator.
- 3 In the Diff ID field, enter an ID for the differentiator.
- 4 In the Diff Description field, enter a differentiator description.
- 5 In the Industry Code and Industry Subgroup fields, enter the National Retail Federation (NRF) codes for the differentiator, if applicable.
- 6 Click **Apply**. The differentiator is added to the table.
- 7 Click **OK** to close the window.

### Add a differentiator component

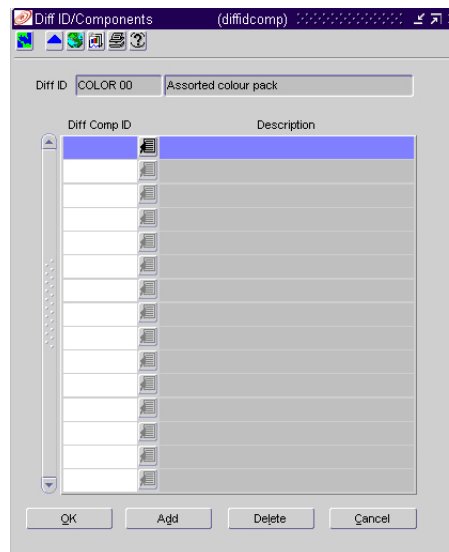
- **Navigate:** From the Main menu, select Items > Diffs > Diff Components > Edit. The Diff Components window is displayed.
- 1 Click **Add**. A blank row is highlighted in the table.
  - 2 Enter a differentiator component ID number.
  - 3 Enter a description for the differentiator component that will be identified by the differentiator component ID number.
  - 4 To add another differentiator component, repeat steps 1 - 3 above.
  - 5 Click **OK** to save the new differentiator component information and close the Diff Components window.

### Assign multiple differentiator components to a single differentiator ID


- **Navigate:** From the Main menu, select Items > Diffs > Diff IDs > Edit. The Differentiator ID Maintenance window is displayed.

Select the row of the Diff ID that you would like to have assigned multiple differentiators components.

Click **Components**. The Diff ID/Components window is displayed.



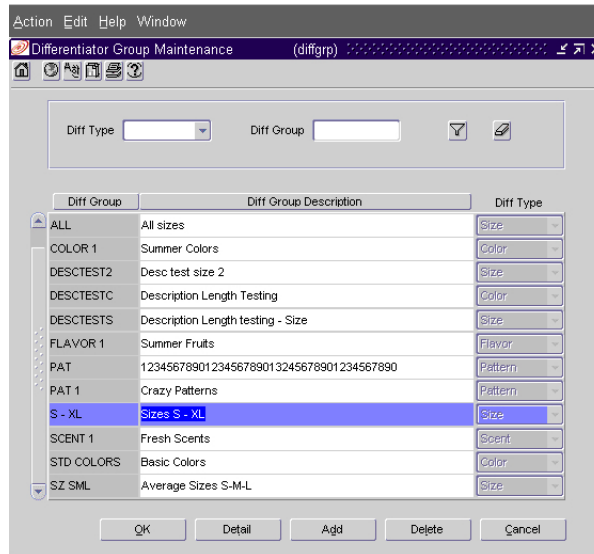
*Diff ID/Components window*

- 1 Click **Add** to highlight a blank row and add a new component to the selected differentiator.
- 2 Enter a differentiator component ID, or click the LOV  button and select a differentiator component.
- 3 Click **Add** again to enter another differentiator component for the selected differentiator ID.


- 4 Click **OK** to close the Diff ID/Components window and save your changes, or click **Cancel** to close the Diff ID/Components window without saving your changes.

#### Add a differentiator group

- **Navigate:** From the main menu, select Items > Diffs > Diff Group > Edit. The Differentiator Group Maintenance window is displayed.






*Differentiator Group Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Diff Group field, enter the ID of the differentiator group.
- 3 In the Diff Group Description field, enter the description of the differentiator group.
- 4 In the Diff Type field, select the type of differentiator that you want to group.
- 5 Add differentiators to the differentiator group:
  - a Select a differentiator group.
  - b Click **Detail**. The Differentiator Group Maintenance - Detail window is displayed.
  - c Click **Insert**. The line below the selected differentiator is enabled.
  - d In the Seq field, enter the number of the order in which you want the differentiator to be sorted if there is more than one.
  - e In the Diff ID field, enter the ID of the differentiator, or click the LOV  button and select the differentiator.
- 6 Click **OK** to exit.

### Create a differentiator range

- **Navigate:** From the main menu, select Items > Diffs > Diff Range > New. The Differentiator Range Maintenance window is displayed.

#### *Differentiator Range Maintenance window*

- 1 In the Diff Range field, enter the ID and description of the differentiator range.
- 2 In the Diff Type field, select the type of differentiators that you want to include in the range.
- 3 In the Diff Group field, enter the ID of the group of differentiators that you want to include in the range, or click the LOV  button and select the differentiator group.
- 4 Click **Apply**. The differentiators in the selected differentiator group are displayed in the Available table.
- 5 To add an available differentiator to the differentiator range, select a differentiator and click the Move Right  button. The selected differentiator is moved to the In Range table.
- 6 To add all the available differentiators to the differentiator range, click the Move All Right  button. All the available differentiators are moved to the In Range table.
- 7 Click **OK + Repeat** to create another differentiator range, or click **OK** to close the window.





**Create a differentiator ratio**


➤ **Navigate:** From the main menu, select Control > Diff Ratios. The Diff Ratio Find window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Diff Ratio Head window is displayed.

*Diff Ratio Head window*

**Note:** The differentiator ratio ID is filled in automatically.

- 3 In the Diff Ratio ID field, enter the description of the differentiator ratio.
- 4 Select either the System or Manual option.
- 5 If you select System:
  - a Enter the ID of the department, class, and subclass in the appropriate fields, or click the LOV  buttons and select them.
  - b In the Sales Type area, select the types of sales that you want to include in the size ratio.
  - c In the Build Time Period, select the type of time period. Then enter the dates or the number of weeks in the appropriate fields.
  - d In the Review Every Weeks field, enter how often the size ratio should be recalculated.
- 6 If you select Manual:
  - a Click **Like Diff Ratio**. The Like Diff Ratio window is displayed.
  - b In the Diff Ratio ID field, enter the ID of the differentiator ratio that you want to copy, or click the LOV  button and select the differentiator ratio.
  - c Click **OK** to exit the Like Diff Ratio window. The merchandise levels, sales types, and time period information are copied to the current sales ratio.
- 7 Click **Detail**. The Diff Ratio Detail Maintenance window is displayed.

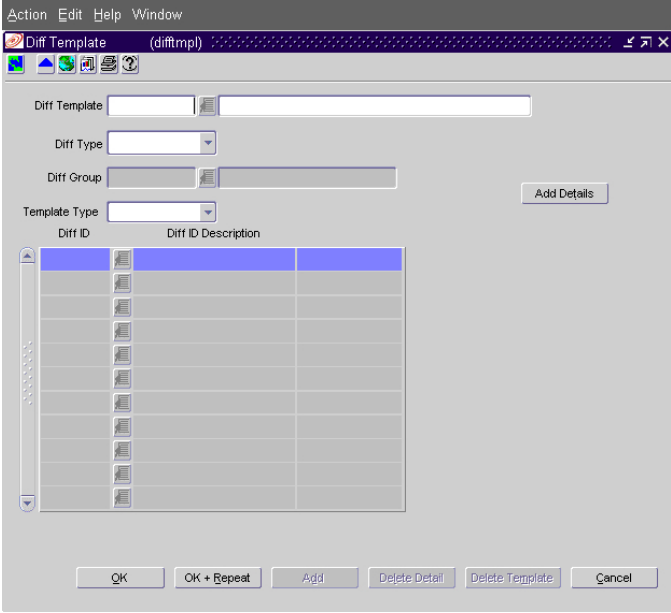
- 8 In the Subclass/Store field, select either Store or Subclass. If you select Store, enter the ID of the store, or click the LOV  button and select the store. The quantity and ratio for each differentiator at the store (or all stores if you selected Subclass) are displayed.

**Note:** If you select a store that is not yet associated with the differentiator ratio, you are prompted to add the store and copy the settings from another store.


- 9 Edit the quantities as necessary.
- 10 Click **Recalculate**.
- 11 Click **OK + Repeat** to edit the quantities for another store, or click **OK** to close the Diff Ratio Detail Maintenance window.
- 12 Click **OK + Repeat** to create another differentiator ratio, or click **OK** to close the window.


### Create a differentiator template

- **Navigate:** From the main menu, select Items > Diffs > Diff Template > New. The Diff Template window is displayed.



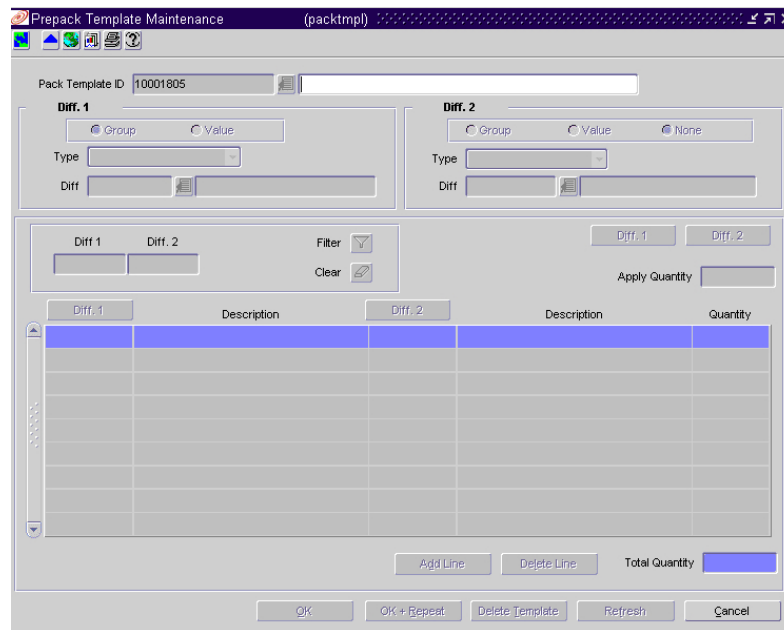
*Diff Template window*

- 1 In the Diff Template field, enter a unique ID and description for the differentiator template.
- 2 In the Diff Group field, enter the ID of the primary differentiator group, or click the LOV  button and select the differentiator group.
- 3 In the Template Type field, select the method by which you want to allocate the differentiators: percentage or ratio.
- 4 Click **Add Details**.

- 5 To add the differentiator details:
  - a In the Diff ID field, enter a differentiator ID, or click the LOV  button and select a differentiator.
  - b In the Pct or Ratio field, enter the percentage or ratio by which the differentiator detail should be allocated.
  - c Click **Add** to add another differentiator combination.
- 6 Click **OK + Repeat** to create another differentiator template, or click **OK** to close the window.


### Create a pack template

- ➔ **Navigate:** From the main menu, select Items > Diffs > Pack Templates > New. The Prepack Template Maintenance window is displayed.







*Prepack Template Maintenance window*

**Note:** A Prepack Template ID is filled in automatically.

- 1 In the Pack Template ID field, enter the description of the pack template.
- 2 Press Enter.
- 3 Select Group or Value for Diff 1.
- 4 In the Type field, select a type for the differentiator 1 value.
- 5 Select Group, Value, or None for Diff 2.
- 6 For 'Group' or 'Value', select a type for the differentiator 2 value.
- 7 Enter the Diff IDs of the differentiator 1 and differentiator 2 groups, or click the LOV  buttons and select the differentiator groups.

- 8 Optional: In the Apply Quantity field, enter the total quantity that you want to distribute among the assortment of differentiators.

**Note:** If you enter a quantity in the Apply Quantity field, the assortment of differentiators can be distributed by percent or ratio. If this field is left blank, you must indicate the quantity for each differentiator.

- 9 To add differentiator 1 values to the template:
  - a Click **Diff 1**. The Distribution Diff Apply window is displayed.
  - b To add a range of differentiators, enter the ID for the differentiator range in the Diff Range field, or click the LOV  button and select the differentiator range.
  - c To add one differentiator, click the  button. On the next available line, enter the Diff ID in the Diff field, or click the LOV  button and select the differentiator.
  - d In the Distribute By area, select the method by which quantities should be determined. Then enter the quantity, percentage, or ratio in the Quantity, Distribution %, or Ratio field for each differentiator.
  - e Click **OK** to close the Diff Distribution window. The differentiators are displayed on the Prepack Template Maintenance window.
- 10 To add a differentiator ratio:
  - a Enter the ID of the differentiator ratio in the Diff Ratio field, or click the LOV  button and select the differentiator ratio.
  - b Click **Apply Ratio**.
- 11 Edit the quantities if necessary.
- 12 Click **OK + Repeat** to create another template, or click **OK** to close the window.

# Reclassification

## Overview

Item reclassification allows you to move an item or item list from one department/class/subclass to another. You can reclassify an item or a list of items.

You determine which item or item list is to be reclassified, under which department, class, subclass, and the effective date. A batch process reclassifies those items whose effective date is the next day.

### Reclassification edit checks

RMS performs a series of edit checks, both online as you create the reclassification event, and later as the event is processed.

### The effects of reclassifying items

When items are moved from one department, class, and subclass combination to another, several other modules can be affected.

- Sales history

A reclassification event does not rebuild sales history automatically. A reclassification does not affect previously recorded sales history. RMS maintains three levels of rolled up sales history: department, class, and subclass. Optional batch programs are available that can be used to rebuild the rolled up sales history.
- Stock ledger

Stock ledger transactions are written to move the inventory amount associated with an item from the old department, class, and subclass to the new. Existing stock ledger transactions are not updated to reflect the hierarchy change.
- Open to buy

Open to buy (OTB) records are updated for all orders that are approved, but have not yet been received.
- Forecasts

If the reclassified item may be forecasted and the new hierarchy values move the item to a new forecast domain, then an indicator is reset for the item at the item/store level. This change indicates to the program responsible for extracting sales history that the next time sales history is extracted from RMS for that item and store combination, all sales history should be extracted. Normally, only the sales history that occurred since the last data export is extracted.

## Business process

### Online edit checks

The following edit checks are performed as you set up a reclassification event. The event cannot be created if:

- The item exists in another reclassification event.
- The item is in a consignment department, but the new department is not a consignment department. Likewise, if the item is in a department that is not a consignment department, but the new department is a consignment department.
- One or more items on the reclassification event exist on approved orders.

Other edit checks that can cause a reclassification event to fail also occur during the batch processing of the event. A reclassification cannot occur if:

- The item is on a Unit and Dollar stock count. The items to be counted have already been determined based on the department, class, and subclass specified when the stock count was created. The stock count is scheduled after the effective date of the reclassification event.
- The item can be forecasted, but the new hierarchy values with which the item is associated do not have an associated forecast domain.
- The new department, class, and subclass contain a required user defined attribute that must be entered at the item level.
- The new department, class, and subclass contain a user defined attribute that defaults at the item level, but the item does not have this UDA defined.

## Reports

There are no standard reports pertaining to reclassification.

## System administration




There are no settings in system administration that directly impact reclassification.

## Procedures

### Create a reclassification event for an item

- **Navigate:** From the main menu, select Items > Reclassification > Reclassify One Item. The Reclassify Item window is displayed.

*Reclassify Item window*

- 1 In the Item field, enter the ID of the item to be reclassified, or click the LOV  button and select the item.
- 2 In the Reclassification Description field, enter a description of the reclassification event.
- 3 In the Effective Date field, enter the date on which the reclassification must occur, or click the calendar  button and select the date.
- 4 In the Department, Class, and Subclass fields, enter the IDs of the Department, Class, and Subclass under which you want the item to be classified, or click the LOV  buttons and select them.
- 5 Click **OK** to exit.



**Note:** A batch process reclassifies the items on the night before the effective date that you selected. Therefore, the earliest that you can schedule an effective date is for the next day.

### Create a reclassification event for an item list

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode.

#### *Item List Search window*

- 1 From the Options menu, select Create Mass Item Change > Reclassification. The Reclassify Item window is displayed.
- 2 In the Reclassification Description field, enter a description of the reclassification event.
- 3 In the Effective Date field, enter the date on which the reclassification must occur, or click the calendar  button and select the date.
- 4 In the Department, Class, and Subclass fields, enter the IDs of the Department, Class, and Subclass under which you want the items to be classified, or click the LOV  buttons and select them.
- 5 Click **OK** to exit.

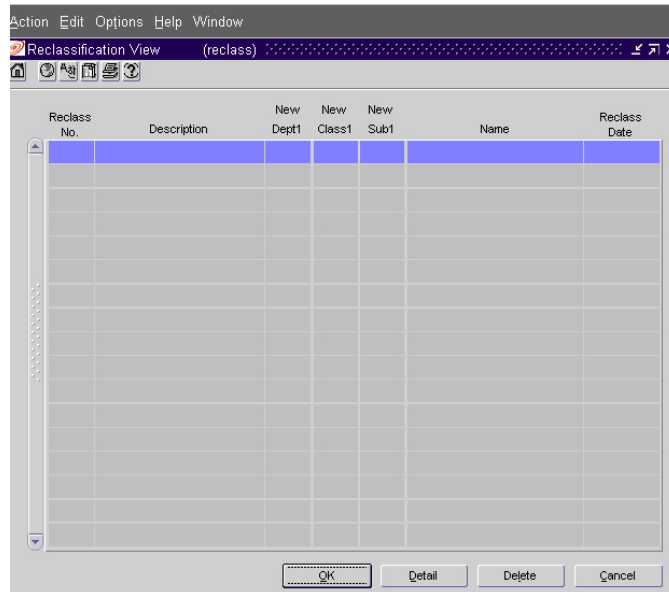
**Note:** A batch process reclassifies the items on the night before the effective date that you selected. Therefore, the earliest that you can schedule an effective date is for the next day.



**View items affected by a reclassification event**

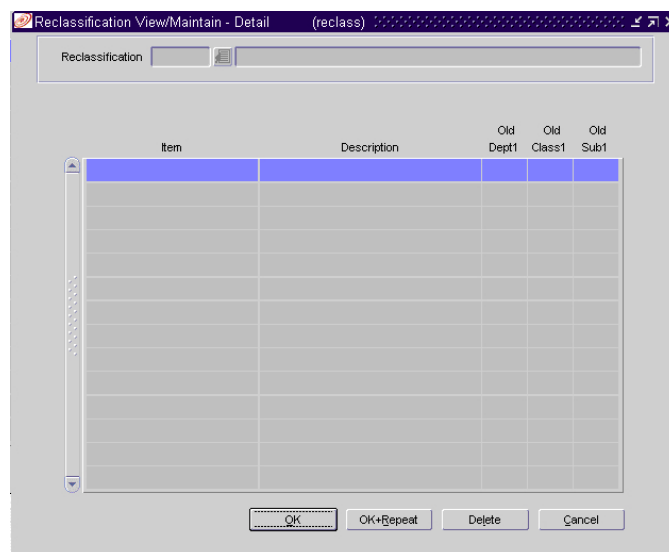
- **Navigate:** From the main menu, select Items > Reclassification > View/Maintain.

The Reclassification View window is displayed. The reclassification events that have not yet been processed are displayed.



*Reclassification View window*

- 1 Select a reclassification event.
- 2 Click **Detail**. The Reclassification View/Maintain - Detail window is displayed. The affected items are displayed.



*Reclassification View/Maintain - Detail window*

- 3 Click **OK** to exit.



# Chapter 5 - Purchasing

## Purchase orders

### Overview

#### The methods for creating a purchase order

Purchase orders can be created manually by a buyer for non-basic items and replenishment of basic items. Purchase orders can also be created and approved automatically based on the replenishment parameters that have been set for items at the store locations. Other options for creating purchase orders include:

- Create a purchase order by contract
- Use an existing purchase order to create a new purchase order
- Purchase and receive delivery of an item without the benefit of a purchase order and use Retek Invoice Matching to enter information regarding this purchase.

### Business process

#### Purchase order status

Purchase orders, with some exceptions, are created in Worksheet status. After the purchase order is completed and location and supplier requirements have been met, the purchase order is submitted for approval and stored in RMS in Submitted status. After a purchase order is approved, shipments and receipts can be made. RMS changes the status to Approved.

#### Open to buy

The costs from approved purchase orders are included in open to buy (OTB) calculations at the department, class, subclass, and end of week level. Should the approved purchase order subsequently be cancelled, the OTB calculations are adjusted accordingly. Cancelled amounts are saved by the system and made available for you to review. If a cancelled purchase order is reinstated, the amounts are again included in the OTB calculations.

#### Adding items to a purchase order

Items can be added to a purchase order (PO) one-by-one or by item list. You can choose to expand a buyer pack to its component items. You can choose to expand a level 1 or level 2 item to its component level 2 or level 3 items. You may also choose to apply an existing item pack template to a PO or create a temporary item pack template. Level 1 or level 2 items can be distributed on a PO by differentiators (diffs). Quantities can be entered on a PO based on the unit of purchase or the standard unit of measure.

### Distribution of items on a purchase order

You have several options for distributing items when a purchase order is created. Before distributing items, you can filter the items in order to display a subset of the items. Any distribution instructions that you enter are then applied only to the subset of items. The options for distribution may be:

- Distribution by store grade: Select the final destinations by store grade group and store grade. Enter the distribution amounts by percentage or ratio.
- Distribution by location: Select the final destinations one-by-one or apply a mask from a list of values. Enter the distribution amounts by percentage or ratio. If applying a mask, edit the default percentages as necessary.
- Distribution by mask: Select the final destinations by applying and editing a mask. Enter the distribution amount by quantity. The quantities are adjusted based on the algorithm that is associated with the mask.
- Allocations: Only allocations that are a part of the replenishment functionality in RMS will be editable. Also, you will be unable to delete items that have associated allocations.

## Reports

The Purchase Orders Report displays the following information for a specified order number:

- Buyer contact information
- Vendor address information
- Billing details
- Terms
- Ship to information
- Order content
- Buyer agreement statement and signature line

## System administration

### **User role**

The amount for which a buyer can approve an order is limited to the buyer's User Role. User roles can be added, deleted, and edited as necessary.

### **Channel**

Distribution rules can be set to determine how inventory is allocated to stores. A multi-channel indicator can be checked to indicate that you use virtual warehouses.

### **Open to buy**

Both product level and time frame should be set for open to buy calculations.

### **Orders**

The following values can also be set in RMS System Variables:


- Department level
- Expiration date for pre-issued order numbers (days)
- Retention of completed orders (months)
- Redistribution factor (percent)
- Order approval based on: cost or retail
- Bill-to location
- Order rounding level
- Maximum scaling iterations
- Bracket costing indicator

## Procedures

### Search for a purchase order

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.
- 1 In the Action field, select either Edit Order or View Order.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Order Selection window displays the purchase orders that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of the purchase order, select a record and click **OK**. The PO Header Maintenance window is displayed.
- 5 Click **Close** to exit.

### Search for due orders

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.
- 1 In the Action field, select either Edit Order or View Order.
- 2 In the Buyer field, enter the ID of the buyer, or click the LOV  button and select the buyer.
- 3 Enter additional criteria as desired to make the search more restrictive.
- 4 Click **Search**. The Order Selection window displays the purchase orders that match the search criteria.
- 5 From the View menu, select Due Order. The fields that pertain to due orders are displayed.
- 6 Select a task:
  - To perform another search, click **Refresh**.
  - To review the replenishment details, select a record. From the Options menu, select Replenishment Results. The Replenishment Results List window is displayed.
  - To review the details of the purchase order, select a record and click **OK**. The PO Header Maintenance window is displayed.
- 7 Click **Close** to exit.

### Create a purchase order





- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.
- 1 In the Action field, select New Order and click **OK**. The PO Header Maintenance window is displayed.

The screenshot shows the 'PO Header Maintenance' window with the following data:

Field	Value
Order No.	16109
Order Type	N/B
Status	Worksheet
Import Country	US
Supplier	1 CJT Supplier
Terms	01 2.5% 30 Days
Country of Origin	US
Order Currency	USD
Pay Method	Open Account
Order Exchange Rate	1.134169
PO Type	
Department	3522 CJT
Pickup Date	
Not Before Date	14-MAR-2001
Not After Date	14-MAR-2001
Location	
OTB End of Week Date	13-APR-2001
Promotion	
Calculate Dates	[Button]
Vendor Ord No.	
Currency	USD
Duty	0.00
Total Order Cost	10,500.00
Landed Cost	10,499.9665
Expenses	0.00
Outstanding Cost	10,500.00
Discount % Off	0.00
Cancelled Cost	0.00
Markup % Retail (Excl. VAT)	25.00
Backhaul Type	
Total Order Retail (Incl. VAT)	15,400.03
Backhaul Allowance	
Total VAT	1,400.00

Buttons at the bottom: OK, Comments, Items, Summary, Print, Cancel.



**PO Header Maintenance window**

- 2 In the Order Type field, select the order type.
  - 3 In the Import Country field, enter the code for the import country, or click the LOV  button and select the import country.
  - 4 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier. The supplier defaults for other fields are filled in automatically.
  - 5 In the Department field, enter the ID of the Department, or click the LOV  button and select the department.
- Note:** The department may be required depending on how the system was set up.
- 6 In the Not Before Date and Not After Date fields, enter the dates, or click the calendar  button and select the dates.
  - 7 Enter or edit the enabled fields as necessary.

- 8 To add items to the purchase order:
  - a Click **Items**. The Ordering Distribution Matrix window is displayed.

**Ordering Distribution Matrix window**

**Note:** Depending on the options you select on the PO Header Maintenance window, you may be prompted to provide additional information in other windows first.

- b Click **Add Item**.
- c In the Enter As area, select the Item, Ref Item, or Item List option.
- d In the next field, enter the item number of the item or the ID of the item list, or click the LOV  button and select the item or item list.
- e In the Origin Country field, enter the code for the country, or click the LOV  button and select the country.
- f In the Quantity field, enter the number of units of the item or each item of an item list.
- g Enter or edit the Unit of Purchase and Supplier Pack Size fields as necessary.
- h To add an item or the items on an item list to the purchase order, click **Apply Item**, **Apply Ref Item**, or **Apply List**.
- i To add the component items of a fashion style or buyer pack, click **Expand Item**.
- j To add a fashion pack, click **Apply Template**. The Fashion Prepack window or the New Fashion Template window is displayed so that you may identify or create the template.





- 9 To distribute the item or items by location:
  - a Filter the items if you do not want to apply the same method of distribution to all the items.
  - b Select a distribution method and enter the appropriate information in the window that is displayed:
    - To distribute the items by location, click **Location**. The Location Distribution window is displayed.
    - To distribute the items by store grade, click **Store Grade**. The Store Grade Distribution window is displayed.
    - To apply a mask, click **Apply Mask**. The Mask Search window is displayed.
  - c When you have finished distributing the items, click **OK** to exit the Ordering Distribution Matrix window. The PO Item Maintenance window is displayed.
  - d Click **OK** to exit the PO Item Maintenance window.
- 10 Click **Recalc Totals** to calculate the costs and retail value.
- 11 Click **Apply Process** to include any deals that pertain to the items.
- 12 When prompted to include the deals, click **OK**.
- 13 Click **OK** to exit.

**Note:** You can also choose to distribute a fashion style by color and size.






**Add an item to a purchase order**

- **Navigate:** Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status.

Click **Items**. The PO Item Maintenance window is displayed.


- 1 Click **Add to Order**. The Ordering Distribution Matrix window is displayed.
- 2 Click **Add Item**.
- 3 In the Enter As area, select the Item, Ref Item, or Item List option.
- 4 In the Item field, enter the item number of the item or the ID of the item list, or click the LOV  button and select the item or item list.
- 5 If required, enter the Origin Country code for the country, or click the LOV  button and select the country.
- 6 In the Quantity field, enter the number of units to be distributed of the item or among the components of an item list or item parent.
- 7 Enter or edit the Unit of Purchase and Supplier Pack Size fields as necessary.
- 8 Click the appropriate button to add the item or items to the table:
  - To add an item or the items on an item list, click **Apply Item**, **Apply Ref Item**, or **Apply Item List**.
  - To add the component items of an item parent or pack, click **Expand Item**.
  - To add a pack, click **Apply Template**. The Prepack window or the New Prepack Template window is displayed so that you may identify or create the template.
- 9 Filter and distribute the items as necessary.
- 10 Click **OK** to exit.

**Create a purchase order for a customer**

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.
- 1 In the Action field, select New Order and click **OK**. The PO Header Maintenance window is displayed.
  - 2 In the Order Type field, select the order type.
  - 3 In the Import Country field, enter the code for the import country, or click the LOV  button and select the import country.
  - 4 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier. The supplier defaults for other fields are filled in automatically.
  - 5 In the Department field, enter the ID of the Department, or click the LOV  button and select the department.  
**Note:** The department may be required depending on how the system was set up.
  - 6 In the Pickup Date field, enter a date, or click the calendar  button and select a date.
  - 7 In the Not Before Date and Not After Date fields, enter the dates, or click the calendar  button and select the dates.
  - 8 Select the Customer Order check box.
  - 9 Enter or edit the enabled fields as necessary.


- 10 To add the customer information:
- From the Options menu, select Customer. The PO Customer Maintenance window is displayed.

*PO Customer Maintenance window*

- In the Customer field, enter the ID of the customer, or click the LOV  button and select the customer. For a new customer, enter the name of the customer in the second field.
  - Enter the address, the delivery address and any additional information as necessary.
  - Click **OK** to exit the PO Customer Maintenance window.
- 11 To add items to the purchase order:




- Click **Items**. The Ordering Distribution Matrix window is displayed.

**Note:** Depending on the options you select on the PO Header Maintenance window, you may be prompted to provide additional information in other windows first.


- Click **Add Item**.
  - Enter the information for the item in the Apply area.
  - Click **Apply Item**. The item is added to the table.
- 12 To distribute the item:
- Click **Location** in the Distribute By section of the Ordering-Distribution Matrix window. The Location Distribution window is displayed.
  - In the Location field, enter the ID of the location, or click the LOV  button and select the location.
  - In the Distribution % field, enter 100.
  - Click **OK** to exit the Location Distribution window.

- 13 Click **OK** to exit the Ordering Distribution Matrix window. The PO Item Maintenance window is displayed.
- 14 Click **OK** to exit the PO Item Maintenance window.
- 15 Click **Recalc Totals** to calculate the costs and retail value.
- 16 Click **Apply Process** to include any deals that pertain to the items.
- 17 When prompted to include the deals, click **OK**.
- 18 Click **OK** to exit.

**Create a purchase order for a pack item**



- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.
- 1 In the Action field, select New Order and click **OK**. The PO Header Maintenance window is displayed.
- 2 In the Order Type field, select the order type.
- 3 In the Import Country field, enter the code for the import country, or click the LOV  button and select the import country.
- 4 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier. The supplier defaults for other fields are filled in automatically.
- 5 In the Department field, enter the ID of the Department, or click the LOV  button and select the department.

**Note:** The department may be required depending on how the system was set up.

- 6 In the Not Before Date and Not After Date fields, enter the dates, or click the calendar  button and select the dates.
- 7 Select the Prepack check box.
- 8 Enter or edit the enabled fields as necessary.
- 9 To add the prepack to the purchase order:
  - a Click **Items**. The Ordering - Distribution Matrix window is displayed.

**Note:** Depending on the options you select on the PO Header Maintenance window, you may be prompted to provide additional information in other windows.

- b Click **Add Item**.
  - c Enter the information for the item, ref item, or item list in the apply block.
  - d Click **Apply Template**. The Prepack window is displayed.
- 10 To create the prepack template:
  - a In the Pack Type field, select Buyer or Vendor.
  - b If you select Buyer in the Pack Type field, select an option in the Order As and Receive As fields.
  - c If you select Vendor in the Pack Type field, enter the cost per component unit in the Unit Cost field.
  - d Click **Add Diff**.
  - e In the Diff area, select either the diff or diff Range option.



- f In the Next field, enter the diff 1 ID or diff 1 range, or click the LOV  button and select a value.
  - g Click **Apply**.
  - h In the Diff 2 area, select either the Diff 2, Diff 2 Range, or Diff 2 Template option.
  - i In the Next field, enter the diff 2 ID , diff 2 range, or diff template, or click the LOV  button and select a value.
  - j If you selected Buyer in the Pack Type field, enter a sequence number in the Seq No field.
  - k In the Quantity field, enter the quantity that you want to distribute among the diff combinations.
  - l Click **Apply** to add the diffs to the selected record, or click **Apply to All** to add the diffs to all records in the current range.
  - m Click **Build Cost** to calculate the unit cost of the prepack.
  - n Click **OK** to exit the Prepack window. The Ordering Distribution Matrix window is displayed.
- 11 To distribute the prepack(s):
- a Filter the items if you do not want to apply the same method of distribution to all the items.
  - b Select a distribution method and enter the appropriate information in the window that is displayed:
    - To distribute the items by location, click **Location**. The Location Distribution window is displayed.
    - To distribute the items by store grade, click **Store Grade**. The Store Grade Distribution window is displayed.
    - To apply a mask, click **Apply Mask**. The Mask Search window is displayed.
  - c When you have finished distributing the items, click **OK** to exit the Ordering Distribution Matrix window. The PO Item Maintenance window is displayed.
- 12 Click **Recalculate** to calculate the costs and retail value.
- 13 Click **Apply Deals** to include any deals that pertain to the items.
- 14 When prompted to include the deals, click **OK**.
- 15 Click **OK** to exit.






- 3 To select the contracts and distribute the items:
  - a Click **Location**. The Contracted Items Order Locations window is displayed.

*Contracted Items Order Locations window*

- b In the Contract field, enter the ID of the contract, or click the LOV  button and select the contract.
- c In the Selection Type field, select the grouping mechanism for the destination locations.
- d In the Value field, enter the ID of the group, or click the LOV  button and select the group.
- e In the Quantity field, enter the number of units to distribute to each location.
- f Click **Apply**. The locations and quantities are added to the table.
- g Click **Next Item** to select a contract for and distribute the next item on the item list.
- h After all the items are distributed, click **OK** to exit the Contracted Items Order Locations window.

- 4 To build the purchase orders:
  - a Click **Build Orders**. The Build Orders from Contracts window is displayed.
  - b In the Order Type field, select the type of order.
  - c In the Not Before Date and Not After Date fields, enter the dates, or click the calendar  buttons and select the dates.
  - d In the Create Status field, select Generated for each record.
  - e Click **Create Orders**.
  - f When prompted to create the orders, click **Yes**.
  - g Click **OK** to exit the Build Orders from Contracts window.
- 5 Click **Close** to exit.

#### **Submit a purchase order for approval**

- **Navigate:** Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status.
- 1 Select Options > Submit. You are prompted to submit the purchase order.
  - 2 Click **Yes**.
  - 3 Click **OK** to exit.

#### **Approve a purchase order**

- **Navigate:** Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Submitted status.
- 1 Select Options > Approve. You are prompted to approve the purchase order.
  - 2 Click **Yes**.
  - 3 Click **OK** to exit.

#### **Reinstate a cancelled purchase order**

- **Navigate:** Search for and retrieve a purchase order in Edit mode. Restrict the search to closed purchase orders that you know have been cancelled.
- 1 Select Options > Reinstate All Items. You are prompted to reinstate all the items on the purchase order
  - 2 Click **Yes**. The status of the purchase order is changed to Worksheet.
  - 3 Click **OK** to exit. You are prompted to approve the purchase order.
  - 4 Click either **Yes** or **No**. If you select **No**, the purchase order remains in Worksheet status.

**Print a purchase order**

- **Navigate:** Search for and retrieve a purchase order in Edit mode.

Click **Print**. The Report Parameters Web page is displayed.

- 1 In the Destination field, select where you want the finished report to be sent.

**Note:** Select Cache to view the report online.

- 2 Click **Submit Query**. The report is generated and sent to the selected destination.

**Recalculate a purchase order**



- **Navigate:** Search for and retrieve a purchase order in Edit mode.

Click **Apply Process**. The Recalculation Options window is displayed.

- 1 Select the check boxes for the options that you want to recalculate.
- 2 Click **OK** to recalculate the selected options and close the window.

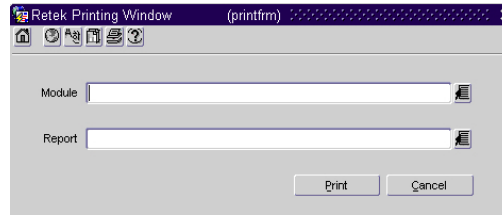
**Generate pre-issued order numbers (manual)**

- **Navigate:** From the main menu, select Ordering > Pre-Issue Order Numbers. The Pre-Issue of Order Numbers window is displayed.



- 1 Click **Add**.
- 2 In the Quantity of Order Numbers field, enter the quantity of purchase order numbers you want to issue.
- 3 In the Days until Expiration field, enter the number of days that should elapse between the date each set of purchase orders is created and when the purchase order numbers expire.
- 4 Enter the ID of the supplier that will receive the PO numbers, or click the LOV  button and select a supplier.
- 5 In the Next Gen Date field, enter the next date that this group of POs should be created, or click the calendar  button and select a date.
- 6 Click **Apply**. The new pre-issue order of numbers record is added to the table.
- 7 Repeat steps 1 - 6 to add more pre-issue order records.
- 8 Click **OK** to generate POs.
- 9 The Report Parameters Web page is displayed.
- 10 In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
- 11 Click **Submit Query**. The report is generated and sent to the destination that you selected.

### Generate an order revision report

- **Navigate:** From the main menu, select Action > View Reports. The Retek Printing window is displayed.



*Retek Printing window*

- 1 In the Module field, click the LOV  button and select Orders.
- 2 In the Report field, click the LOV  button and select the Purchase Order Revisions Summary.
- 3 Click **Print**. The Report Parameters Web page is displayed.
- 4 In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
- 5 To restrict the report to a range of revision dates, enter the first and last date of the range in the Minimum Date and Maximum Date fields.
- 6 Click **Submit Report**. The report is generated and sent to the destination that you selected.

### View user roles

- **Navigate:** From the main menu, select Control > Setup > User Role Privileges.  
The User Role Privileges window is displayed.
- Click **OK** to exit.

## Contracts

### Overview

A contract is a legally binding agreement with a supplier to supply items at a negotiated price. In RMS, the contracting functions fit closely with the replenishment and ordering functions. The main function of the Contracts windows is to source stock from the best contract, track supplier availability and commitments, and match them with business requirements. The main business benefit of contracting is to achieve supplier involvement during the planning phase of your business.

The following types of contracts can be created and maintained:

- **Type A (Plan/Availability):** The contract contains a plan of manufacturing quantity by ready date. Supplier availability is matched to the ready date. Orders are raised against the plan as suggested by replenishment requirements, provided there is sufficient supplier availability. The user can also raise manual orders.
- **Type B (Plan/No Availability):** The contract contains a plan of manufacturing quantity by ready date and dispatch-to location or locations. There are one or more ready dates, which is the date that the items are due at the dispatch-to location. Supplier availability is not required. Orders are raised automatically from the contract based on ready dates.
- **Type C (No Plan/No Availability):** The contract is an open contract with no production schedule and no supplier availability declared. The contract lists the items that will be used to satisfy a total commitment cost. Orders are raised against the contract based on replenishment requirements. The user can also raise manual orders.
- **Type D (No Plan/Availability):** The contract is an open contract with no production schedule. The supplier declares availability as stock is ready. The contract lists the items that will be used to satisfy a total commitment cost. Orders are raised against the contract, based on replenishment requirements and supplier availability. The user can raise manual orders.

### Business process

To set up and utilize contracts:

- 1 Create a type A, B, C, or D contract.
- 2 Associate contracts with purchase orders

### Reports

There are no reports pertaining to contracts.

## System administration

Company specific information should be entered at the system administration level regarding contracts. Select contract indicator, soft contract indicator, and replenish only with contracts as appropriate. Enter inactive contract information and next order delay days.

## Procedures

### Search for a contract

- **Navigate:** From the main menu, select Ordering > Contracts. The Contract Search window is displayed.

*Contract Search window*





- 1 In the Action field, select either Create from Existing, Edit, or View.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Contract Search window displays the contracts that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of a contract, select a record and click **OK**. The Contract Header window is displayed.
- 5 Click **Close** to exit.

**Create a Type A contract**

➤ **Navigate:** From the main menu, select Ordering > Contracts.  
The Contract Search window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Contract Header window is displayed.

***Contract Header window***

- 3 In the Type field, select Plan/Availability.
- 4 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier. The supplier defaults for other fields are filled in automatically.
- 5 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 6 In the Start Date and End Date fields, enter the dates, or click the calendar  button and select the dates.
- 7 In the Country of Origin field, enter the code for the country, or click the LOV  button and select the country.
- 8 Enter or edit the enabled fields as necessary.



- 9 To add items to the contract:
  - a Click **Detail**. The Contract Details Maintenance window is displayed.
  - b Click **Add Item** to add an item or **Add Item Parent** to add a item parent. The Contract Distribution window is displayed.

The screenshot shows the 'Contract Distribution' window. At the top, there are fields for Contract (112785), Supplier (123450000 James Hardie Industries Ltd), and Department1 (1414 Activewear). Below these are 'Filter Criteria' and 'Distribute By' sections. The 'Distribute By' section has buttons for 'Diff. 1', 'Diff. 2', 'Ready Date', and 'Location'. The main area is a table with the following columns: Contract Item, Contract Item Description, Item Level, Transaction Level, Diff. 1 Desc., Diff. 2 Desc., Dist. Qty., Ready Date, and Loc. Desc. The first row is highlighted in blue and contains: 101719401, CMO item 1, Line, Line, (blank), (blank), 100.00, (blank), and 2fer1. Below the table is an 'Enter As:' section with radio buttons for 'Contract Item', 'Reference Item', and 'Item List'. There are also fields for Reference Item, Contract Item (101719401), Item Level (Line), Transaction Level (Line), and Distribution Quantity (100.00). At the bottom are buttons for 'Apply', 'Delete Item', 'OK', 'Add', 'Delete All', 'Explode to Tran. Level', and 'Cancel'.

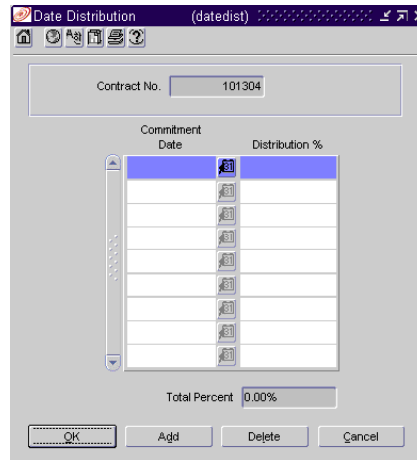
Contract Item	Contract Item Description	Item Level	Transaction Level	Diff. 1 Desc.	Diff. 2 Desc.	Dist. Qty.	Ready Date	Loc. Desc
101719401	CMO item 1	Line	Line			100.00		2fer1

*Contract Distribution window*

- c To add an item, click **Add Item**. Enter the information on the next available line.
  - If you select fashion style and want to list all the component items, click **Explode Items**.
  - To add an item list, click **Add Item List**. Select the item list from the list of values that pops up.
- d In the Dist Qty field, enter the number of units to be distributed.

10 To distribute the items by commitment date:

- a Click **Date**. The Date Distribution window is displayed.

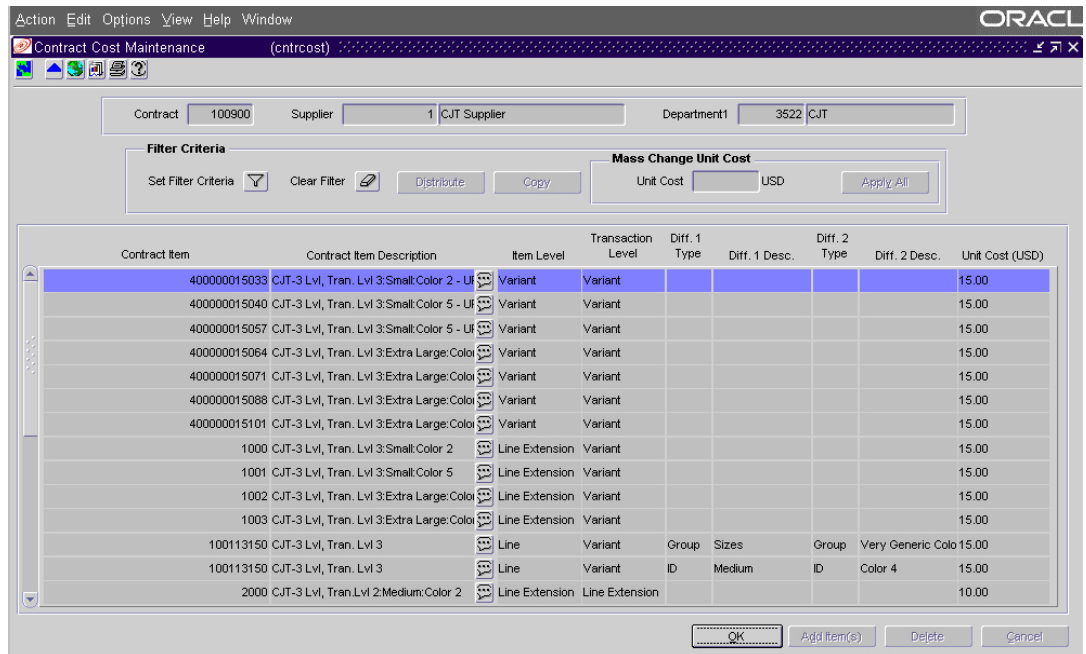


*Date Distribution window*

- b Click **Add**.
- c In the Commitment Date field, enter the date.
- d In the Distribution field, enter the percentage of the goods that are due by the commitment date.
- e Click **OK** to exit until you are returned to the Contract Header window.

11 To verify or edit the cost of the items:

- a Click **Cost**. The Contract Cost Maintenance window is displayed.









*Contract Cost Maintenance window*

- b Edit the default unit cost as necessary.





- c Click **OK** to exit the Contract Cost Maintenance window.
- 12 Click **Recalculate** to update the costs and retail value.
- 13 Click **OK** to exit.

### Create a Type B contract





- **Navigate:** From the main menu, select Ordering > Contracts. The Contract Search window is displayed.
- 1 In the Action field, select New.
- 2 Click **OK**. The Contract Header window is displayed.
- 3 In the Type field, select Plan/No Availability.
- 4 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier. The supplier defaults for other fields are filled in automatically.
- 5 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 6 In the Start Date and End Date fields, enter the dates, or click the calendar  button and select the dates.
- 7 In the Country of Origin field, enter the code for the country, or click the LOV  button and select the country.
- 8 Enter or edit the enabled fields as necessary.
- 9 To add items to the contract:
  - a Click **Detail**. The Contract Details Maintenance window is displayed.
  - b Click **Add Item** to add an item or **Add Item Parent** to add a item parent. The Contract Distribution window is displayed.
  - c To add an item, click **Add Item**. Enter the information on the next available line.
    - If you select item parent and want to list all the component items, click **Explode Items**.
    - To add an item list, click **Add Item List**. Select the item list from the list of values that pop up.
  - d In the Dist Qty field, enter the number of units to be distributed.

- 10 To distribute the items by location:
  - a Click **Location**. The Location Distribution window is displayed.
  - b To distribute the items using a mask:
    - i. In the Mask field, enter the ID of the mask, or click the LOV  button and select a mask.
    - ii. Click **Apply Mask**. The locations and percentages are filled in automatically based on the mask.
  - c To distribute the items by location:
    - i. Select the method of distribution.
    - ii. Click **Add**.
    - iii. In the Location Type field, select the type of location.
    - iv. In the Location field, enter the ID of the location, or click the LOV  button and select the location.
    - v. In the next field, enter the quantity, percentage, or ratio of items to be distributed to the location.
  - d Click **OK** to return to the Contract Distribution window.
- 11 To distribute the items by commitment date:
  - a Click **Date**. The Date Distribution window is displayed.
  - b Click **Add**.
  - c In the Commitment Date field, enter the date on which the supplier must provide the goods.
  - d In the Distribution field, enter the percentage of the goods that are due by the commitment date.
  - e Click **OK** to exit until you are returned to the Contract Header window.
- 12 To verify or edit the cost of the items:
  - a Click **Cost**. The Contract Cost Maintenance window is displayed.
  - b Edit the default unit cost as necessary.
  - c Click **OK** to exit the Contract Cost Maintenance window.
- 13 Click **Recalculate** to update the costs and retail value.
- 14 Click **OK** to exit.

### Create a Type C contract

- **Navigate:** From the main menu, select Ordering > Contracts.  
The Contract Search window is displayed.
- 1 In the Action field, select New.
- 2 Click **OK**. The Contract Header window is displayed.
- 3 In the Type field, select No Plan/No Availability.
- 4 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier. The supplier defaults for other fields are filled in automatically.
- 5 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 6 In the Start Date and End Date fields, enter the dates, or click the calendar  button and select the dates.
- 7 In the Country of Origin field, enter the code for the country, or click the LOV  button and select the country.
- 8 In the Cost field, enter the monetary commitment.
- 9 Enter or edit the enabled fields as necessary.
- 10 To add items to the contract:
  - a Click **Cost**. The Contract Cost Maintenance window is displayed.
  - b Click **Add Item** to add an item or **Add Item Parent** to add a ref item. The Contract Distribution window is displayed.
  - c To add an item, click **Add Item**. Enter the information on the next available line.
    - If you added a item parent and want to list all the component items, click **Explode Items**.
    - To add an item list, click **Add Item List**. Select the item list from the list of values that pop up.
- 11 To verify or edit the cost of the items:
  - a Click **OK** to return to the Contract Cost Maintenance window.
  - b Edit the default unit cost as necessary.
  - c Click **OK** to exit the Contract Cost Maintenance window.
- 12 Click **OK** to exit.

**Create a Type D contract**

- **Navigate:** From the main menu, select Ordering > Contracts.  
The Contract Search window is displayed.
- 1 In the Action field, select New.
- 2 Click **OK**. The Contract Header window is displayed.
- 3 In the Type field, select No Plan/Availability.
- 4 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier. The supplier defaults for other fields are filled in automatically.
- 5 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 6 In the Start Date and End Date fields, enter the dates, or click the calendar  button and select the dates.
- 7 In the Country of Origin field, enter the code for the country, or click the LOV  button and select the country.
- 8 In the Cost field, enter the monetary commitment.
- 9 Enter or edit the enabled fields as necessary.
- 10 To add items to the contract:
  - a Click **Cost**. The Contract Cost Maintenance window is displayed.
  - b Click **Add Item** to add an item or **Add Item Parent** to add a item parent. The Contract Distribution window is displayed.
  - c To add an item or item parent, click **Add Item**. Enter the information on the next available line.
    - If you added a item parent and want to list all the component Items, click **Explode Items**.
    - To add an item list, click **Add Item List**. Select the item list from the list of values that pop up.
- 11 To verify or edit the cost of the items:
  - a Click **OK** to return to the Contract Cost Maintenance window.
  - b Edit the default unit cost as necessary.
  - c Click **OK** to exit the Contract Cost Maintenance window.
- 12 Click **OK** to exit.

**Submit a contract for approval**

- **Navigate:** Search for and retrieve a contract in Edit mode. Restrict the search to contracts in Worksheet status.

  - 1 From the Options menu, select Submit.
  - 2 When prompted to submit the contract, click **Yes**. The status of the contract is changed to Submitted.
  - 3 Click **OK** to exit.

**Approve a contract**

- **Navigate:** Search for and retrieve a contract in Edit mode. Restrict the search to contracts in Submitted status.

  - 1 From the Options menu, select Approve.
  - 2 When prompted to approve the contract, click **Yes**. The status of the contract is changed to Approved.
  - 3 Click **OK** to exit.

**Print a contract**

- **Navigate:** Search for and retrieve a contract in Edit mode.

Click **Print**.

The Report Parameters Web page is displayed.


- 1 In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
- 2 Verify that the contract number is correct in the Contract field.
- 3 Click **Submit Query**. The contract is generated and sent to the destination that you selected.

### Edit supplier availability for items

- **Navigate:** From the main menu, select Control > Supplier Availability > Edit.

The Supplier Availability Maintenance window is displayed.

*Supplier Availability Maintenance window*

- 1 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier.
- 2 In the Merchandise field, select the type of merchandise.
- 3 Enter additional criteria as desired to make the search more restrictive.
- 4 Click **Search**. The items that match the search criteria are displayed.
- 5 Edit the New Availability field as necessary.
- 6 To add an item:
  - a Click **Add**.
  - b Enter the information on the next available line.
- 7 To delete an item:
  - a Select an item and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 8 Click **OK + Repeat** to edit the items that are available from another supplier, or click **OK** to exit.



### View the cost history of items by contract

- **Navigate:** From the main menu, select Ordering > Contract Cost History. The Contract Cost History window is displayed.

The screenshot shows the 'Contract Cost History' window. At the top, there is a menu bar with 'Action', 'Edit', 'View', 'Options', 'Help', and 'Window'. Below the menu bar is a title bar that reads 'Contract Cost History (costhist)'. The main area contains a search form with the following fields: 'Item' (with a dropdown arrow), 'Item Level', 'Transaction Level', 'Differentiator 1', 'Differentiator 2', 'From Date', and 'To Date'. A 'Search' button is located to the right of the 'To Date' field. Below the search form is a table with the following columns: 'Item', 'Description', 'Contract No.', 'Active Date', 'Unit Cost (Primary)', and 'Currency Code (Primary)'. The table is currently empty. At the bottom of the window, there are three buttons: 'OK', 'Refresh', and 'Contract'.

*Contract Cost History window*

- 1 Enter search criteria in one or more of the enabled fields in order to restrict the search.
- 2 Click **Search**. The cost records that match the search criteria are displayed.
- 3 To view the details of a contract that is associated with a cost record:
  - a Select a record and click **Contract**. The Contract Header window is displayed.
  - b Click **OK** to exit the Contract Header window.
- 4 Click **Refresh** to clear all results and perform another search.
- 5 Click **OK** to exit.

**View the purchase orders raised against a contract**

- **Navigate:** Search for and retrieve a contract in View mode.

Click **Orders**.

The List of POs by Contract window is displayed.

Order No.	Status	Written Date	Close Date	Cntrct Total Cost	Cntrct Outs. Cost	Cntrct Total Retail	Approval Date	Approved By
14202	Worksheet	09-MAR-2001		6,900.00	6,900.00	219.90		

*List of POs by Contract window*

- 1 To view the items on a purchase order:
  - a Select a purchase order and click **Items**. The PO Item Maintenance window is displayed.
  - b Click **OK** to exit the PO Item Maintenance window.
- 2 To view the distribution of items on a purchase order:
  - a Select a purchase order and click **Locations**. The PO Item/Location window is displayed.
  - b Click **OK** to exit the PO Item/Location window.
- 3 Click **OK** to exit.

## Deals management

### Overview

Deals management allows you to create and maintain deals with deal partners and fixed deals with suppliers.

### Business process

You can create deals with deal partners for items as well as items at specific locations. Deal partners can be suppliers, wholesalers, distributors, and manufactures. Within a deal, you create deal components, specify the items for each deal component, and define thresholds.

#### **Create deal components**

Deal components are discounts or rebates included in the deal. When you enter deal component information, you determine the billing type, the collection dates, how the deal component is calculated, and the value of the discount or rebate from the deal partner. You can create multiple deal components in a single deal. You can view all of the deal components that apply to an individual item on a purchase order.

#### **Assign items to deal components**

After you create the deal components, you select the items to which the deal components are applied. You can also specify specific locations for the items. Items and items at specific locations can also be excluded from deal components.

#### **Define thresholds**

You define thresholds to define the quantity that must be purchased or sold to receive a discount or rebate. You can view transaction level discounts that apply to any purchase order.

#### **Fixed deals with suppliers**

Fixed deals are created when your organization receives payments from suppliers in return for mentioning their products in promotions, or for displaying their products on prime shelf space. You can create fixed deals and set up a collection schedule, from which you can make claims against the supplier and receive payments. Fixed deal payments can be claimed from the supplier either incrementally or all at once.

**Bracket costing deals with suppliers**

Bracket costing deals are created when your organization receives a certain deal price on an order depending on the size of the order. Different types of brackets can be established, based on mass, volume, pallet, case, each, or stat case.

The supplier establishes brackets and corresponding prices; for example, 0-99 sweatshirts cost \$19 each, 100-199 sweatshirts cost \$17 each, 200-299 sweatshirts cost \$15 each, and 300-399 sweatshirts cost \$13 each. You can indicate whether or not a particular supplier uses bracket costing, and you can choose whether or not to apply bracket costing to a particular order.

## Reports

There are no reports directly related to Deals functionality in RMS

## System administration

If you are using bracket costing, select the Bracket Costing check box in System Variables.

## Procedures

### Search for a deal

- **Navigate:** From the main menu, select Ordering > Deals Management. The Deal Find window is displayed.
- 1 In the Action field, select either Edit or View.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Deal Find window displays the deals that match the search criteria.
- 4 Select a task:
  - a To perform another search, click **Refresh** or **Back**.
  - b To display the deal information, select a record and click **OK**. The Deal Maintenance window is displayed.
- 5 Click **Close** to exit.

### Create a deal

**Note:** Use this procedure to create annual, vendor-funded markdown, and promotional deals.




➤ **Navigate:** From the main menu, select Ordering > Deals Management. The Deal Find window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Deal Maintenance window is displayed.

The screenshot shows the 'Deal Maintenance' window with the following details:

- Deal Head:** Deal ID: 3601, Status: Worksheet, Order No.: [empty], Ref. No.: [empty], Vendor: [empty], Type: [empty], Active Date: [empty], Close Date: [empty], Currency: [empty], Recalc. Approved Orders:
- Deal Components:** A table with columns: Comp. ID, Appl. Order, Comp. Type, Comp. Type Description, Appl. Timing, Cost Appl., Deal Class, Comments. It includes 'Move Up', 'Move Down', 'Insert', 'Edit Comp.', and 'Delete Comp.' buttons.
- Item/Location:** A table with columns: Co., Merch. Level, Division, Group, Dept1, Class1, Sub1, Item, Item Description, Origin Country, Exclude. It includes 'Item Details', 'Add', and 'Delete Item/Loc' buttons.
- Bottom Buttons:** Save, Delete Deal, Close.

#### *Deal Maintenance window*

- 3 In the Vendor field, select the type of deal partner.
- 4 Enter the ID of the deal partner, or click the LOV  button and select the deal partner.
- 5 In the Type field, select the type of deal.
- 6 In the Active Date field, enter the date on which the deal becomes active, or click the calendar  button and select the date.
- 7 In the Close Date field, enter the date on which the deal ends, or click the calendar  button and select the date.

**Note:** This field is not required for annual deals.

- 8 Enter optional information as necessary.
- 9 Click **Apply**.
- 10 Click **Insert**. The Retek Deal Wizard is displayed.
- 11 Use the wizard to enter the deal component information.


- 12 To apply merchandise and organizational levels for a deal component:
  - a Click **Add**. The Add Deal Item/Location window is displayed.
  - b Select or enter the merchandise and organizational level parameters. The organizational level is optional.
  - c Click **OK** to exit the Add Deal Item/Location window.

**Note:** When the Threshold Value Type is Qty, use the wizard to specify the items to which the deal component applies. For transaction level discounts, you do not specify any merchandise or organizational level.
- 13 To enter a threshold for deal components with a threshold value type of Amt, Pct, or Fxd Amt:
  - a Click on the Thresholds tab.
  - b Click **Add Thresh**.
  - c Enter the limits and value of the threshold.
  - d Select the Target Lvl Ind of the threshold that your organization plans to meet.
- 14 Click **Close** to exit.
- 15 When prompted to save the changes, click **Yes**.

### Create a fixed deal

- **Navigate:** From the main menu, select Ordering > Fixed Deals > Edit.  
The Fixed Deals window is displayed.

#### *Fixed Deals window*

- 1 In the Supplier field, enter the ID of the supplier for which you want to create a deal, or click the LOV  button and select the supplier.
  - 2 Click **Search**.
  - 3 Click **Add Line**. The Deal No field is filled in automatically with a unique ID for the fixed deal.
  - 4 In the Deal Description field, enter a description of the deal.
  - 5 In the Collect By field, select how often payment for the fixed deal is collected from the supplier.
  - 6 In the First Collect field, enter the date, or click the calendar button and select the date.
  - 7 In the Collect Period field, enter the number of collection periods.
- Note:** If you select Date in the Collect By field, the number of collection periods is always one.
- 8 In the Amount field, enter the payment amount from the supplier.
  - 9 In the Status field, select the status of the deal.
  - 10 Click **OK + Repeat** to create a fixed deal for another supplier, or click **OK** to exit.



**Create a PO-specific deal**

- **Navigate:** Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window is displayed.

Click **Items**. The PO Item Maintenance window is displayed.

- 1 Select Options > PO-Specific Deal > Create/Edit. The Deal Maintenance window is displayed.
- 2 Click **Insert**. The Retek Deal Wizard is displayed.
- 3 Use the wizard to enter the deal component information.
- 4 Click **Add**. The Add Deal Item/Location window is displayed.
- 5 Select or enter the merchandise and organizational level parameters.  
**Note:** The organizational level is optional.
- 6 Click **OK** to exit the Add Deal Item/Location window.
- 7 To enter a threshold for deal components with a threshold value type of Amt, Pct, or Fxd Amt:
  - a Click on the Thresholds tab.
  - b Click **Add Thresh**.
  - c Enter the limits and value of the threshold.
  - d Select the Target Lvl Ind of the threshold that your organization plans to meet.
- 8 Click **Close** to exit.
- 9 When prompted to save the changes, click **Yes**.

### Submit a deal

**Note:** Only deals in Worksheet status can be submitted.

- **Navigate:** Search for and retrieve a deal in Edit mode.  
The Deal Maintenance window is displayed.
- 1 Select Option > Submit. The Status field changes to Submitted.
- 2 Click **Close** to exit. You are prompted to save the changes.
- 3 Click **Yes**.

### Approve a deal

- **Navigate:** Search for and retrieve a deal in Edit mode. Restrict the search to deals in Submitted status.

The Deal Maintenance window is displayed.

- 1 From the Option menu, select Approve. The Status field changes to Approved.
- 2 Click **Close** to exit.
- 3 When prompted to save the changes, click **Yes**.

## Allocations

### Overview

An allocation is a distribution of merchandise from a warehouse that stocks the merchandise to other locations, usually stores. An allocation is comprised of the item being distributed, the warehouse from which it is being distributed, and the locations to which the item is sent.

### Business process

RMS allows you to view cross-dock allocations that are tied to a purchase order. For example, a buyer may need to purchase 1000 items and then divide them up among stores:

- A purchase order (PO) number is created for the 1000 items.
- The items are distributed to a warehouse.
- An allocation that is created outside of RMS is tied to the existing (PO) number, warehouse, and item on the purchase order.
- The supplier delivers the item to the warehouse.
- The retailer moves the item from the warehouse to the final destination.

### Reports

You may generate an order redistribution report in RMS.

### System administration

There are no settings in system administration that directly impact allocations.

## Procedures

### Distribute items on a contract by commitment date

- **Navigate:** From the main menu, select Ordering > Contracts. The Contract Search window is displayed.

Search for and retrieve a contract in Edit mode. Restrict the search to Type A and Type B contracts in Worksheet status.

Click **Detail**.

The Contract Details Maintenance window is displayed.

- 1 Click **Distribute**. The Contract Distribution window is displayed.
- 2 Filter the items as necessary.
- 3 Click **Date**. The Date Distribution window is displayed.
- 4 Click **Add**. The next available line becomes enabled.
- 5 In the Commitment Date field, enter the date.
- 6 In the Distribution % field, enter the appropriate percentage for each date.
- 7 Click **OK** to exit.


### Distribute items on a contract by location

- **Navigate:** From the main menu, select Ordering > Contracts. The Contract Search window is displayed.

Search for and retrieve a contract in Edit mode. Restrict the search to Type B contracts in Worksheet status. The Contract Header window is displayed.

Click **Detail**.


The contracted items are displayed in the Contract Details Maintenance window.

- 1 Click **Distribute**. The Contract Distribution window is displayed.
- 2 Filter the items as necessary.
- 3 Click **Location**. The Location Distribution window is displayed.
- 4 In the Distribute By area, select the method of distribution.
- 5 In the Location Type field, select the type of location.
- 6 In the Location field, enter the ID of the location, or click the LOV  button and select the location.
- 7 In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for the location.
- 8 Click **Add** to add another location, or click **OK** to exit.

### Distribute items on a purchase order by location

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.



Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window is displayed.

- 1 Click **Items**. The ordered items are displayed in the Ordering Distribution Matrix window.
- 2 Filter the items as necessary.
- 3 Click **Location**. The Location Distribution window is displayed.
- 4 In the Distribute By area, select the method of distribution.
- 5 In the Location Type field, select the type of location.
- 6 In the Location field, enter the ID of the location, or click the LOV  button and select the location.
- 7 In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for the location.
- 8 Click **Add** to add another location, or click **OK** to exit.

### Distribute items on a purchase order by store grade

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status.

- 1 Click **Items**. The Ordering Distribution Matrix window is displayed.
- 2 Filter the items as necessary.
- 3 Click **Store Grade**. The Store Grade Distribution window is displayed.
- 4 In the Distribute By area, select the method of distribution.
- 5 In the Buyer field, enter the ID of the buyer, or click the LOV  button and select the buyer.
- 6 In the Store Grade Group field, enter the ID of the store grade group, or click the LOV  button and select the store grade group. The store grades and number of stores in each store grade are displayed.
- 7 In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for each store grade.
- 8 Click **OK** to exit.

**Create distributions by differentiator**

- **Navigate:** From the main menu, select Ordering > Contracts.  
The Contract Search window is displayed.

Search for and retrieve a contract in Edit mode. Restrict the search to contracts in Worksheet status.

Click **Cost** or **Detail**.



The Contract Cost Maintenance window or the Contract Details Maintenance window is displayed.

Click **Distribute**.

The Contract Distribution window is displayed.



In the Dist Qty field, edit the quantity as necessary.

Select Diff 1 to distribute the items on the contract.

- 1 To distribute diffs by Diff Ratio, enter a diff ratio or click the LOV  button and select a ratio.
- 2 To distribute diffs by Diff Range, enter a diff range, or click the LOV  button and select a range.
- 3 Select distribution by Ratio or Percentage.
- 4 To indicate that specific diffs should be distributed, select the diff or diffs in the Available Diffs table and click [>] or [>>] to move one or all diffs.
- 5 Click **OK** to close the window and save your changes.



**Generate an order redistribution report**

- **Navigate:** From the main menu, select Action > View Reports. The Retek Printing window is displayed.
- 1 In the Module field, click the LOV  button and select Orders.
  - 2 In the Report field, click the LOV  button and select Order Redistribution.
  - 3 Click **Print**. The Report Parameters Web page is displayed.
  - 4 In the Destination field, select the destination for the finished report.
  - 5 Select Cache to view the report online.
  - 6 To restrict the report to purchase orders for one buyer, enter the ID of the buyer in the Buyer field.
  - 7 Click **Submit Query**. The report is generated and sent to the destination that you selected.



# Chapter 6 - Price management

## Costs and retail prices

### Overview

RMS uses cost and retail pricing zone groups to implement the most effective pricing strategy for each item.

The initial cost of an item is established at item set-up. The cost of the item can be adjusted in the item record until the status of the item is Approved. After the item is approved, any cost changes will need to be handled through the cost change windows.

A retail price change is a permanent change in item price, either up or down. Retail prices can differ by price zone for strategic pricing.

Zoning strategies apply to both cost and retail prices. There are three types of zoning strategies:

- **Corporate level:** Contains all locations in the organization. The retail price is the same at all locations in the company. The landed cost for an item and supplier relationship is the same at all locations in the company. Corporate level zoning strategy can be applied only in single currency environments.
- **Zone level:** The retail price for the item is the same across all locations in a price zone. The landed cost for an item and supplier relationship is the same across a zone.
- **Store level:** At this level, the store within each zone carry the same retail price for an item. The landed cost for an item and supplier relationship can be different at each location.

**Note:** The cost zone is enable only if RMS is set up to track estimated landed cost.

### Business process

#### Cost changes

Cost zones are set up to facilitate a cost change at the location or zone level. First, associate the item with a zone. A list of user defined cost change reasons are created and then applied to each cost change

Cost changes from suppliers can be entered into the system via EDI or manually. When submitted via EDI, you review the cost change, and then submit the cost change for approval.

When entered manually, the cost change, an event description, an effective date, and a reason code are entered, and then submit the cost change for approval.

Once approved, the system updates the Item/Supplier cost record and recalculates any outstanding purchase orders that have not been received.

### Retail price changes

Retail Price zones are set up to facilitate a retail price change at the corporate, store, or zone level. First, associate the item with a zone. Retail prices can differ by price zone for strategic pricing. A list of user defined markdown reasons are created and then applied to each retail price change

Price points or rounding rules, as determined at a system administration level, are created to allow RMS to determine how to price items consistently. Price points are price ranges established by the marketing strategy for the retail prices. Rounding rules are client defined and applied to items at set up.

The retail price of an item is established at set up. The retail pricing application allows individual items or item lists to be selected and attached to price zones, with price changes applied based on the associated zone.

After the price of an item has been established and approved, retail price changes can be created. Once the items are selected, the a new pricing strategy can be created for the item/supplier/location.

Prior to approving the price change, the impact of the price change can be viewed on-line through what-if analysis. In addition, RMS automatically checks for conflicts upon price change submittal.

After the price change has been approved, it is made available for downloading to the stores and to the POS terminal when the effective date has been reached.

Additional features to retail pricing, include link codes and market basket codes. Link codes gives the ability to perform mass associations of items. Market basket codes help define the lead item in a category. Both codes are utilized by creating an item/zone association. The link codes and market basket codes will be used in Retek Price Management (RPM) to price all items with the same link code exactly the same.

Pending price changes can be view for retail price and cost changes. When viewing the cost change, you can view the cost change by country or location.

## Reports

The Cost Overlap/Conflicts report displays supplier, active date, and unit cost information for items with conflicting cost changes. Retail Pricing Overlaps report is used to view promotions that overlap with other price changes or clearances.

## System administration

The system administrator may indicate whether RMS will display data in multiple currencies, as needed by the company.

The system administrator the Estimated Landed Cost Available checkbox, if the company uses cost zoning strategies.

In the pricing area, the system administrator is able to indicate the number of days prior to the start a price change is downloaded to the stores. Pricing rules, either rounding rules or price point rules, are determined in this area as well.

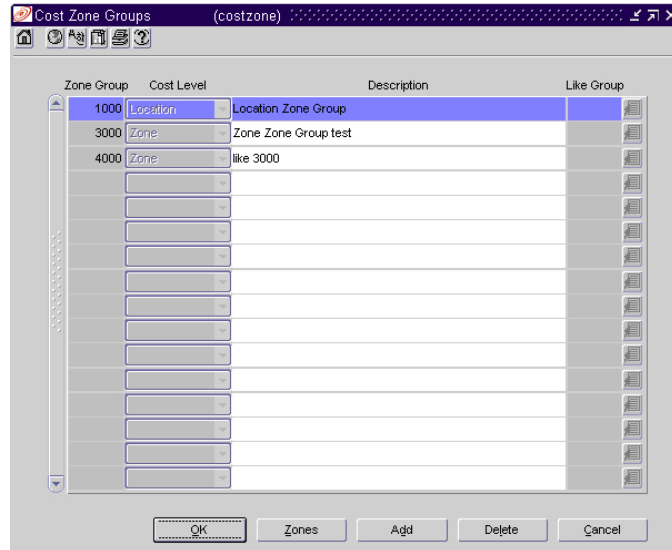
The following price change features are adjusted in this area:

- The number of days for retention of rejected price changes
- The minimum number of days between create and effective price changes
- Default impact for new price changes
- The number of weeks used to average sell-thru percentages

## Procedures


### Add a cost zone group

- **Navigate:** From the main menu, select Control > Setup > Cost Zone Group > Edit. The Cost Zone Groups window is displayed.

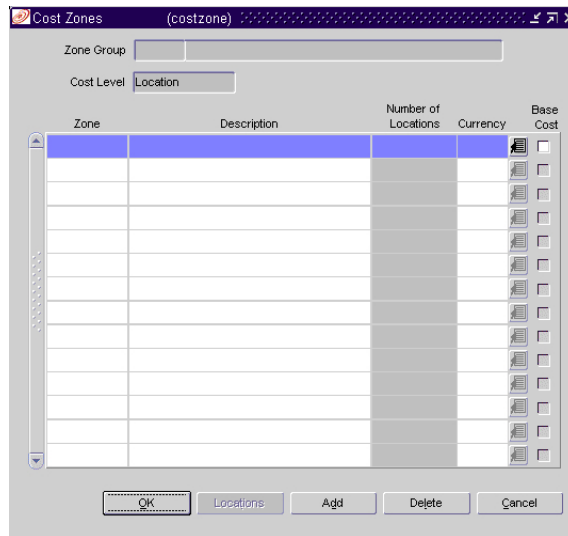


*Cost Zone Groups window*


- 1 Click **Add**. The next line on the table is enabled.
- 2 In the Zone Group field, enter a unique ID number.
- 3 In the Cost Level field select the type of zone group.
 

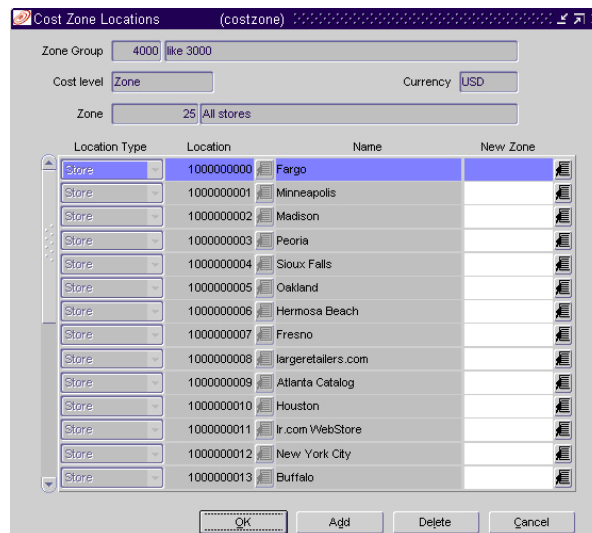
**Note:** Only one location zone can be set up for a company.
- 4 In the Description field, enter the description of the new price zone group.
- 5 In the Like Group field, enter the ID of the like cost zone group or click the LOV  button and select the like cost zone group.

- 6 To add zones to the new cost zone group, click **Zones**. The Cost Zones window is displayed.




*Cost Zones window*

- 7 To add zones, click **Add**.
- In the Zone field, enter a unique zone ID.
  - In the Description field, enter a zone description.
  - In the Currency field, enter the ID of the currency to be used in the zone or click the LOV  button and select the currency.
- 8 To add locations to a zone:
- Select a zone that contains a location you wish to add to the new zone.
  - Click **Locations**. The Cost Zone Locations window is displayed.

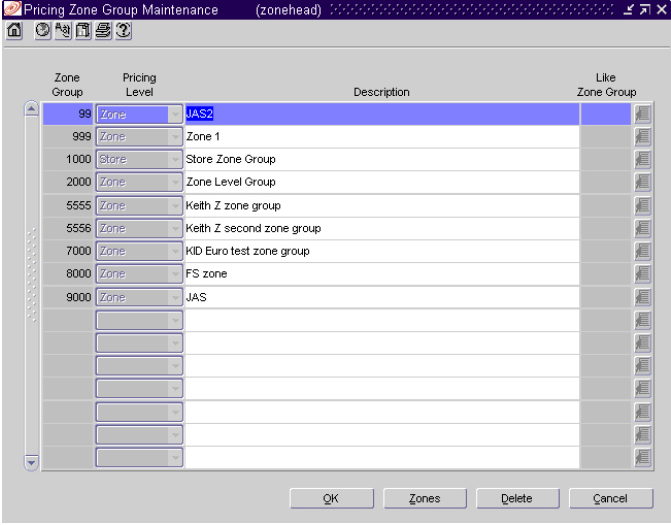


*Cost Zone Locations window*

- c To switch the location from its current cost zone to a different cost zone, enter the New Zone ID, or click the LOV  button and select the new zone.
- 9 Click **OK** to close the window and save changes.



### Add a retail price zone group


- ➔ **Navigate:** From the main menu, select Control > Setup > Price Zone Group > New. The Pricing Zone Group Maintenance window is displayed.



Zone Group	Pricing Level	Description	Like Zone Group
99	Zone	JAS2	
999	Zone	Zone 1	
1000	Store	Store Zone Group	
2000	Zone	Zone Level Group	
5555	Zone	Keith Z zone group	
5556	Zone	Keith Z second zone group	
7000	Zone	KID Euro test zone group	
8000	Zone	FS zone	
9000	Zone	JAS	

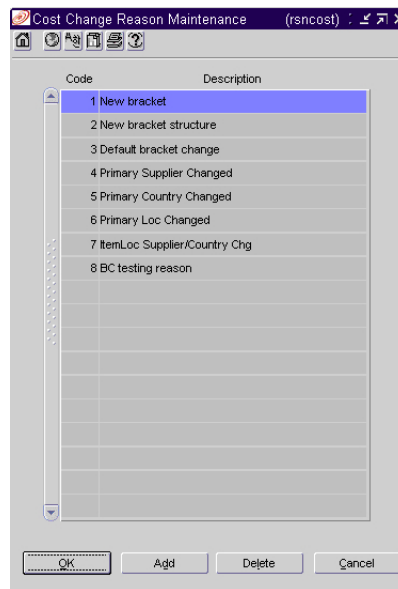
*Pricing Zone Group Maintenance window*

- 1 Click **Add**. The next line on the table is enabled.
  - 2 In the Zone Group field, enter a unique ID number.
  - 3 In the Pricing Level field select the type of zone group.
- Note:** Only one store zone can be set up for a company.
- 4 In the Description field, enter the description of the new price zone group.
  - 5 In the Like Group field, enter the ID of the like cost zone group or click the LOV  button and select the like price zone group.
  - 6 To add zones to the new cost zone group, click **Zones**. The Cost Zones window is displayed.
  - 7 To add zones, click **Add**.
    - a In the Zone field, enter a unique zone ID.
    - b In the Description field, enter a zone description.
    - c In the Currency field, enter the ID of the currency to be used in the zone or click the LOV  button and select the currency.

- 8 To add locations to a zone:
  - a Select a zone that contains a location you wish to add to the new zone.
  - b Click **Locations**. The Cost Zone Locations window is displayed.
  - c To switch the location from its current cost zone to a different cost zone, enter the New Zone, or click the LOV  button and select the new zone.
- 9 Click **OK** to close the window and save changes.

#### Add a cost change reason

- **Navigate:** From the main menu, select Control > Setup > Cost Change Reason > Edit. The Cost Change Reason Maintenance window is displayed.

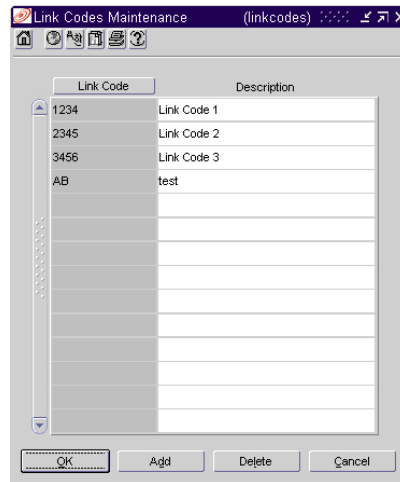


*Cost Change Reason Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Code field, enter an ID for the reason.
- 3 In the Description field, enter a description for the reason.
- 4 Click **OK** to exit.

### Add link codes

- **Navigate:** From the main menu, select Control > Setup > Link Codes > Edit. The Link Codes Maintenance window is displayed.

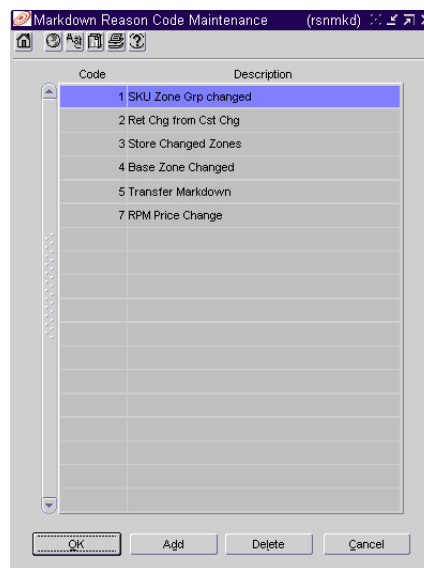


*Link Codes Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Link Code field, enter an ID for the reason.
- 3 In the Description field, enter a description for the reason.
- 4 Click **OK** to exit.

### Add a markdown reason

- **Navigate:** From the main menu, select Control > Setup > Markdown Reason > Edit. The Markdown Reason Code Maintenance window is displayed.



*Markdown Reason Code Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 In the Code field, enter an ID for the reason.




- 3 In the Description field, enter a description for the reason.
- 4 Click **OK** to exit.

### Create price points

- **Navigate:** From the main menu, select Control > Price Point > Edit. The Price Point Maintenance window is displayed.

Lowest Value (Inclusive)	Highest Value (Inclusive)	Retail Price Point
0.00		

*Price Point Maintenance window*

- 1 Click the LOV  button next to the currency field and select the type of currency you will be using for the price points.
- 2 Enter the Lowest Value, Highest Value, and Retail Price Point for this currency.
- 3 To add another price point for this currency, click **Add** and enter new values.






**Note:** The lowest value must be 1 cent greater than the highest value in the previous row.

- 4 To create price points for another currency type, click **OK + Repeat**.
- 5 Click **OK** to save your changes and exit the window, or click **Cancel** to close the window without saving any changes.

### Create a retail price change

- **Navigate:** From the main menu, select Pricing > Clearance. The Clearance Search window is displayed.


*Clearance Search window*

- 1 In the Action field, select New.
- 2 In the Price Zone Group field, enter the ID of the price zone, or click LOV  button and select the price zone.
- 3 In the Item Type field, select the item type you want to create clearances for.
- 4 To enter a single item, in the Item field, enter the ID of the item, or click the LOV  button and select the item. Alternatively, click **OK** to select an item using the Item Search window.  
To enter an item list, in the Item List field, enter the ID of the item list, or click the LOV  button and select the item list. Alternatively, click **OK** to select an item list using the Item List Header window.  
To enter an Item Parent/Differentiator, enter the ID of the Item Parent, or click the LOV  button and select the item parent. In the Diff ID field, enter the ID if the item differentiator, or click the LOV  button and select the differentiator.
- 5 Click **OK**. The Retail Price Change Header window is displayed.
- 6 Enter values in the required fields: Price Change Description, Effective Date, and Reason Code.

- 7 To add locations to a retail price change:
- Click **Locations**. The Price Change Locations Maintenance window is displayed.

The screenshot shows the 'Price Change Locations Maintenance' window. The title bar indicates '(pcstore)'. The window contains a header section with 'Price Change' set to '33603 simple pc' and 'Zone Group' set to '1000 Store Zone Group'. Below this is a table with three columns: 'Store', 'Name', and 'Comments'. The table has two rows of data: the first row is '100000001 Minneapolis' and the second row is '100000002 Madison'. At the bottom of the window, there is a form with four fields: 'Selection Type' (set to 'Store'), 'Value' (set to '100000001'), 'Description' (set to 'Minneapolis'), and 'Comments'. There are also buttons for 'Apply', 'Delete', 'OK', 'Add Stores', and 'Cancel'.

*Price Change Locations Maintenance window*

- In the Selection Type field, select the appropriate type of location.
  - In the Value field, enter a location (store or zone) to add to the price change, or click the LOV  button and select the location.
  - Enter any comments in the Comments field.
  - Click **Apply**.
  - Click **OK** to return to the Retail Price Change Header window.
- 8 To add the price change method to the retail price change:
- In the type fields, select the type of change that will be occurring.
  - Based on your selection, enter the enabled fields.
  - If you select 'Ends In' in the Adjust field, enter a value for the adjusted price to end in.
  - If the price change includes a multi-unit pricing, enter appropriate values in the Multi-Units and Multi-Retail fields.
  - Click **Apply** to apply the price change information.

- 9 To check your new retail price change for conflicts:
  - a Click **Conflicts**. If there are conflicting retail price changes, the Price Change Overlap window is displayed.

### *Price Change Overlap*

- b To toggle between the Vendor Product Number and the Item number of the conflicting item, click the **Ref. Item/VPN** button.
  - c Click **Pending** to view the conflicting items. The Pending Price Changes window is displayed.

### *Pending Price Changes*

- d Select the pending price change record to be deleted.
    - e Click **Delete**. You are prompted to delete the record.
    - f Click **Yes**.
    - g Click **OK** to close the window.
- 10 Click **OK** to exit.

### Calculate price change impact online

- **Navigate:** From the main menu, select Pricing > Retail/Cost Change. The Price Change Search window is displayed.

Search for and retrieve a price change in Edit mode in submitted or approved status. The Retail Price Change Header window is displayed.

Select Options > Calculate Impact Online. The Price Change Worksheet window is displayed.

The screenshot shows the 'Price Change Worksheet' window with the following data:

Price Change: 43203 test  
Reason: 2 Ret Chg from Cst Chg  
Oldest Run Date: 09-MAR-2001  
PC Effective Date: 16-MAR-2001

**Department Impact**

Month	19-FEB-2001	25-MAR-2001	Quarter	22-JAN-2001	22-APR-2001	Year	22-JAN-2001	27-JAN-2002	Last Run Date
3522 cjt Dept	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	09-MAR-2001

**Item Level Impact**

ITEM	Description	Cost	Current Selling Retail	Curr Selling UOM	Current MU %	Zone	Current On Hand	Projected On Hand	New Selling Retail	New Selling UOM	LW Sell Thru %	Extended MD Amt
400000121109	cjt - 1 Lvl, Tran	0.00	36.67	EA	100.00	1000000014	0.00	0.00	41.67	EA	100.00	0.00
400000121109	cjt - 1 Lvl, Tran	0.00	36.67	EA	100.00	1000000018	0.00	0.00	41.67	EA	100.00	0.00

### Price Change Worksheet

- Click **OK** to close the window.

**Submit a retail price change for approval**

- **Navigate:** From the main menu, select Pricing > Retail/Cost Change. The Price Change Search window is displayed.

Search for and retrieve a retail price change in Edit mode. Restrict the search to retail changes in Worksheet status. The Retail Price Change Header window is displayed.

- 1 From the Options menu, select Submit. The status of the retail price change changes to Submitted.
- 2 Click **OK** to exit.

**Approve a retail price change**

- **Navigate:** From the main menu, select Pricing > Retail/Cost Change. The Price Change Search window is displayed.

Search for and retrieve a retail price change in Edit mode. Restrict the search to retail changes in submitted status. The Retail Price Change Header window is displayed.

- 1 From the Options menu, select Approve. The status of the retail price change changes to Approved.
- 2 Click **OK** to close the window.

### Create a cost change

- **Navigate:** From the main menu, select Pricing > Retail/Cost Change. The Price Change Search window is displayed.



**Note:** There are two additional ways in which to access the Cost Change by Supplier window:

- From the main menu, select Items > Items. In the Item Search window, select New Cost Change in the Action field and search for the item to be edited;
- From the main menu, select Items > Item List. In the Item List Search window, select Use in the Action field and search for an item list to be edited. Select Create Cost Change from the Options menu.

- 1 In the Action field, select New. In the Origin field, select Cost. Click **OK**. The Cost Change by Supplier window is displayed.

Primary Suppl/Cty	Supplier	Supplier Name	Country	Bracket Value	Bracket UOM	Default Brkt.	Single Unit Markup % of Retail		Unit Cost		Recalc. Orders	Loc. Level Cost
							Old	New	Old	New		
<input type="checkbox"/>	1234500000	James Hardie Industries Ltd	US			<input type="checkbox"/>	79.24	80.46	8.50	8.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	1234500000	James Hardie Industries Ltd	CA			<input type="checkbox"/>	78.63	82.90	8.75	7.00	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>						<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

### Cost Change by Supplier window

- 2 In the Cost Change field, enter a description for the cost change.
- 3 In the Item, Supplier, and Country field, enter the item number or ID of each as necessary, or click the LOV  button and select the item, supplier, or country.
- 4 In the Reason field, enter the ID of the reason for the cost change, or click the LOV  button and select the reason.
- 5 In the Effective Date field, enter the date on which the cost changes become effective.
- 6 Click **Search**. The records that match the search criteria are displayed.

**To edit costs at the item/supplier/origin country level**



- 7 Select the type of adjustment in the Apply block. Enter the monetary amount or percentage in the box next to the selected option.
- 8 Click **Apply**. The new retail values and costs per unit are calculated.
- 9 Edit the monetary amounts in the New Unit Cost field next to each item as necessary.
- 10 Select the Recalc Orders check box next to each item or supplier if you want to update the costs on unapproved purchase orders.

**To edit costs at the item/supplier/origin country/location level:**

- 11 Select a supplier or item record and click **Locations**. The locations associated with the item/supplier/origin country are displayed in the Cost Change by Location window.

Prim. Loc.	Loc. Type	Location	Description	Bracket Value	Bracket UOM	Default Brkt.	Old	New	Unit Cost (Old)	Unit Cost (New)	Loc Status	Currency
<input checked="" type="checkbox"/>	Store	1000000000	Fargo			<input type="checkbox"/>	78.63	8.75	8.75		Active	CAD
<input type="checkbox"/>	Store	1000000001	Minneapolis			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000002	Madison			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000003	Peoria			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000004	Sioux Falls			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000005	Oakland			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000006	Hermosa Beach			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000007	Fresno			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000008	largeretailers.com			<input type="checkbox"/>	78.63	8.75			Active	CAD
<input type="checkbox"/>	Store	1000000009	Atlanta Catalog			<input type="checkbox"/>	78.63	8.75			Active	CAD

**Cost Change by Location window**

- 12 Select the type of adjustment in the Apply block. Then enter the monetary amount or percentage in the box next to the selected option.
- 13 In the Loc Type field, select a grouping mechanism.
- 14 In the Location field, enter the ID of the specific location or group, or click the LOV  button and select the location or group.
- 15 In the Bracket field, enter the bracket, or click the LOV  button and select the bracket.

**Note:** The Bracket field is enabled when you select warehouse group type in the Loc. Type field.

- 16 Click **Apply**. The new retail values and costs per unit are calculated.
- 17 Edit the monetary amounts in the New Unit Cost field next to each item as necessary.



- 18 Select the Recalc Orders check box if you want to update the costs on unapproved purchase orders.
- 19 Click **OK** to exit.

#### **Submit a cost change for approval**

- **Navigate:** From the main menu, select Pricing > Retail/Cost Change. The Price Change Search window is displayed.

Search for and retrieve a cost change in Edit mode. Restrict the search to cost changes in Worksheet status. The Cost Change by Supplier window is displayed.

- 1 From the Options menu, select Submit.
- 2 When prompted to submit the cost change, click **Yes**. The status of the cost change changes to Submitted.
- 3 Click **OK** to exit.

#### **Approve a cost change**

- **Navigate:** From the main menu, select Pricing > Retail/Cost Change. The Price Change Search window is displayed.

Search for and retrieve a cost change in Edit mode. Restrict the search to cost changes in submitted status. The details of the cost change event are displayed in the Cost Change by Supplier window.



- 1 From the Options menu, select Approve.
- 2 When prompted to approve the cost change, click **Yes**. The status of the cost change changes to Approved.
- 3 Click **OK** to close the window.

### View pending retail price and cost changes

- **Navigate:** From the main menu, select Pricing > Retail/Cost Change. The Price Change Search window is displayed.

In the Action field, select View Pending Price Changes. Click **OK**. The Pending Price Change Details window is displayed.

#### *Pending Price Change Details window*

- 1 In the Item field, enter an item number or enter a partial item description, click the LOV  button, and select the item.
- 2 If applicable, in the Diff ID field, enter the ID of a differentiator, or click the LOV  button and select the differentiator.
- 3 Click **Search**. The pending price changes for the selected item and differentiator are displayed in the table. The Retail Pending and Cost Pending check boxes indicate the type of pending changes applicable to this item.
- 4 Select either the Retail or Cost radio button to toggle between the types of price change.
- 5 To view cost changes by country or location, select the appropriate radio button.
- 6 Click **OK + Repeat** to view pending retail price and cost changes for another item.
- 7 Click **OK** to exit.

## Estimated landed costs

### Overview

The landed costs functions allow you to define expenses, assessments, and combinations of both in order to track the costs involved in purchasing and moving goods from the manufacturer to the distribution center or store.

Within RMS, landed cost is defined using computation value bases (CVB), expenses, and assessments. Expenses and assessments are more generically referred to as cost components. Computation value bases describe how expenses and assessments are combined in order to provide a base for the calculation of other expenses and assessments. Assessments differ from expenses in that they are defined by a government agency.

### Up charges

Item up charges are incurred when transferring from an RMS store or warehouse to a different RMS store or warehouse.

Each up charge has a(n):

- Calculation basis of Value or Specific.
- Cost basis of either Weighted Average Cost (when using Average Cost Method) or 'Unit Cost' (when using Standard Cost Method).
- Component rate of:
  - Monetary if calculation basis = Specific.
  - Percentage if calculation basis = Value.
- Component Currency.
- Up Charge Group, which is used to group Up Charge Components together to show a total sum on the Transfer Up Charge window.

### Up charge types

Department up charges: Incurred when transferring items within the department or within the from and the to locations.

Location up charges: Tracked when both average costing (as opposed to standard costing) and estimated landed cost (ELC) is used.

Transfer up charges: Associated with a specific Transfer/Item/From Location/To Location combination.

Up charge groups: A combination of up charge components.

Up charge components: Charges that are incurred when transferring from a RMS store or warehouse to another RMS store or warehouse.

## Business process

There is a logical progression to follow regarding landed costs:

- 1 Add assessments and expenses.
- 2 Combine assessments or expenses into computation value bases (CVB).
- 3 Use assessments, expenses, and CVBs to set up expense profiles for countries, suppliers at the cost zone level, and suppliers at the country level.
- 4 Edit country-level expenses by item/supplier/origin country.
- 5 Edit assessments by item/HTS classification.

## Reports

There are no standard reports pertaining to estimated landed costs.

## System administration

The system administrator has the option to mark the Estimated Landed Cost Available check box, which indicates that estimated landed cost (ELC) functionality is enabled in RMS.

## Procedures

### Define a computation value base

- **Navigate:** From the main menu, select Control > Landed Cost > CVB Maintenance > New. The CVB Maintenance window is displayed.

The screenshot shows the 'CVB Maintenance' window with the following data:


Computation Value Base	Computation Value Base Description	Component Nomination				
		Nom Flag 1	In Duty	Nom Flag 3	In Exp	In ALC
DMG1	all the money	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DTY4TJW	Total Duty CA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DUTYUS	DUTYUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SELLCOMM	Seller Commission CVB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TDTYUS	Total Duty US	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEXP	Total Expense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEXPC	Total Expense Country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TEXPZ	Total Expense Zone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VFD2SUS	25% of the Value For Duty US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VFD50US	50% of the Value For Duty US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VFD75US	75% of the Value For Duty US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VFDUS	VFD US	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Buttons at the bottom: OK, Add, Details, Delete, Cancel.

*CVB Maintenance window*

- 1 Click **Add**. The next available line is enabled.
- 2 Enter an ID and description for the Computation Value Base (CVB).
- 3 Select the types of calculations that will use the CVB.
- 4 Click **OK** to exit, or continue to select CVB components.

#### To select CVB components:

- 5 Click **Details**. The CVB Details window is displayed.
- 6 Click **Add**.
- 7 In the Component field, enter the ID of the component, or click the LOV  button and select the component.
- 8 In the Combination Operator field, select:
  - + (plus sign) to add the component.
  - - (minus sign) to subtract the component in the CVB.
- 9 Select additional components or click **OK** to close the CVB Details window.



### Define an assessment

- **Navigate:** From the main menu, select Control > Landed Cost > Cost Component Maintenance > New. The Cost Component Maintenance window is displayed.


The screenshot shows the 'Cost Component Maintenance' window with the following fields and values:

- Component: 017CAUS
- Component Type: Assessment
- Assessment Type: 017
- Import Country: US
- Calculation Basis: Specific
- Component Rate: 100.0000
- Computation Value Base: (empty)
- Computation Level: 4
- Display Order: 3
- Always Default:
- Specific Component Attribute:
  - Component Per Count: 1.0000
  - Component Per Count UOM: EA
  - Component Currency: USD
- Component Nomination:
  - Nom Flag 1: N/A
  - In Exp: N/A
  - In Duty: +
  - In ALC: N/A
  - Nom Flag 3: N/A



*Cost Component Maintenance window*

- 1 In the Component fields, enter an ID and description of the component.
- 2 In the Component Type field, select Assessment.
- 3 In the Assessment Type field, enter the ID of the tax or fee, or click the LOV  button and select the tax or fee as necessary.
- 4 In the Import Country field, enter the code for the country importing the goods, or click the LOV  button and select the import country.




#### To define assessments based on the quantity or dimensions of the goods:

- 5 In the Calculation Basis field, select Specific.
- 6 In the Component Rate field, enter the monetary amount per unit.
- 7 In the Component Per Count field, enter the number of units to which the rate applies.
- 8 In the Component Per Count UOM, enter the abbreviation for the unit of measure to which the rate applies, or click the LOV  button and select the unit of measure.
- 9 Click **OK + Repeat** to define another cost component.
- 10 Click **OK** to exit.

**To define assessments based on a percentage of the goods' value:**

- 11 In the Calculation Basis field, select Value.
- 12 In the Component Rate field, enter the percentage per unit.
- 13 In the Computation Value Base, enter the ID of the CVB to which you want to attach the assessment, or click the LOV  button and select the CVB. This field is optional.
- 14 In the Computation Level field, enter a number to indicate the sequence in which this component should be computed in regards to other components. For example, if it should be computed first, enter 1.
- 15 In the Component Currency field, enter the code for the currency in which the assessment is denominated, or click the LOV  button and select the currency.
- 16 In the Component Nomination fields, select the status of the assessment in relation to the other components in a CVB.
  - Select N/A if the assessment is not included in the calculation.
  - Select + (plus sign) to add the assessment.
  - Select - (minus sign) to subtract the assessment.
- 17 Click **OK + Repeat** to define another cost component.
- 18 Click **OK** to exit.

**Define an expense**



- **Navigate:** From the main menu, select Control > Landed Cost > Cost Component Maintenance > New. The Cost Component Maintenance window is displayed.
- 1 In the Component fields, enter an ID and description of the component.
  - 2 In the Component Type field, select Expense.
  - 3 In the Expense Type field, select either Zone or Country.
  - 4 Optional: In the Expense Category field, select an expense category.
  - 5 For expenses based on the quantity or dimensions of the goods:
    - a In the Calculation Basis field, select Specific.
    - b In the Component Rate field, enter the monetary amount per unit.
    - c In the Component Per Count field, enter the number of units to which the rate applies.
    - d In the Component Per Count UOM, enter the code for the unit of measure to which the rate applies, or click the LOV  button and select the unit of measure.
  - 6 For expenses based on a percentage of the value of the goods:
    - e In the Calculation Basis field, select Value.
      - a In the Order Cost Basis field, select the base for calculating the Expense.
      - b In the Component Rate field, enter the percentage per unit.
      - c In the Computation Value Base, enter the ID of the CVB to which you want to attach the expense, or click the LOV  button and select the CVB.
  - 7 In the Component Currency field, enter the ID of the currency in which the expense is denominated, or click the LOV  button and select the currency.
  - 8 In the Component Nomination fields, select the status of the expense in relation to the other components in a CVB:
    - Select N/A if the expense is not included in a calculation.
    - Select + (plus sign) to add the expense.
    - Select - (minus sign) to subtract the expense.
  - 9 Click **OK + Repeat** to define another cost component.
  - 10 Click **OK** to exit.






### Add an expense profile for a country

- **Navigate:** From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window is displayed.
- 1 Select a country.
- 2 From the Options menu, select Expenses. The Expense Profile Maintenance window is displayed.



***Expense Profile Maintenance window***

- 3 Click **Add**. The next line in the Expense Profile Header table is enabled.
- 4 In the Lading Port and Dis Port fields, enter the codes for the locations, or click the LOV  buttons and select the locations.
- 5 Click **Add Details**. The next available line in the Expense Profile Detail table is enabled.
- 6 In the Component field, enter the code for the expense component, or click the LOV  button and select the expense component.
- 7 In the enabled fields, enter or edit the default details as necessary.
- 8 In the Component Nomination fields, select the status of the expense in relation to the other components:
  - Select N/A, if the expense is not included in the calculation.
  - Select + (plus sign), to add the expense.
  - Select - (minus sign), to subtract the expense.
- 9 Click **OK + Repeat** add another expense profile.
- 10 Click **OK** to exit.

**Add an expense profile for a supplier/cost zone**

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.
- Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.
- 1 From the Options menu, select Expenses. The Expense Profile Maintenance window is displayed.
  - 2 In the Profile Type field, select Zone.
  - 3 Click **Add**. The next line in the Expense Profile Header table is enabled.
  - 4 In the Dis Port field, enter the code for the discharge port, or click the LOV  button and select the discharge port.
  - 5 In the Cost Zone Group and Cost Zone fields, enter the ID of the cost zone group and cost zone, or click the LOV  buttons and select them.
  - 6 Click **Add Details**. The next line in the Expense Profile Detail table is enabled.
  - 7 In the Component field, enter the code for the expense component, or click the LOV  button and select the expense component.
  - 8 Enter or edit any default details in the enabled fields.
  - 9 In the Component Nomination fields, select the status of the expense in relation to the other components:
    - Select N/A if the expense is not included in the calculation.
    - Select + (plus sign) to add the expense.
    - Select - (minus sign) to subtract the expense.
  - 10 In the Expense Profile Header table, select the Base Profile check box next to the expense profile that you want to use as the default.
  - 11 Click **OK** to exit.



**Add an expense profile for a supplier/country**

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.
- Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.
- 1 From the Options menu, select Expenses. The Expense Profile Maintenance window is displayed.
  - 2 In the Profile Type field, select Country.
  - 3 Click **Add**. The next line in the Expense Profile Header table is enabled.
  - 4 In the Orig Ctry, Lading Port, and Dis Port fields, enter the codes for the locations, or click the LOV  buttons and select the locations.
  - 5 Click **Add Details**. The next line in the Expense Profile Detail table is enabled.
  - 6 In the Component field, enter the code for the expense component, or click the LOV  button and select the expense component.
  - 7 Enter or edit any default details in the enabled fields.
  - 8 In the Component Nomination fields, select the status of the expense in relation to the other components:
    - Select N/A, if the expense is not included in the calculation.
    - Select + (plus sign), to add the expense.
    - Select - (minus sign), to subtract the expense.
  - 9 In the Expense Profile Header table, select the Base Profile check box next to the profile that you want to use as the default.
  - 10 Click **OK** to exit.

**Adjust the average cost of an item at a specified location**

➤ **Navigate:** From the Main menu, select Finance > Average Cost Adjustment.


*Average Cost Adjustment window*

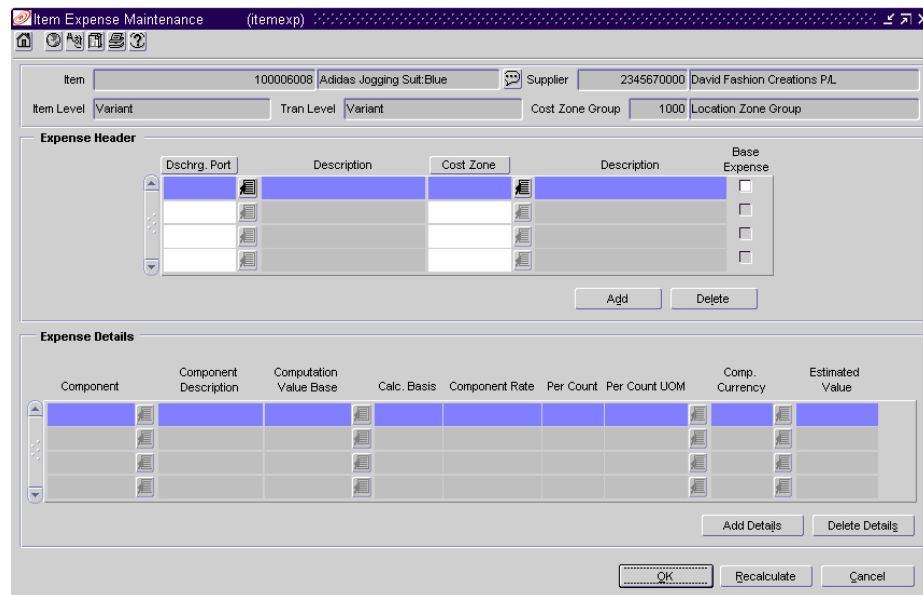
- 1 Enter an item number, or enter a partial item description and click the LOV  button to select an item.
- 2 For Location Type, select Store or Warehouse.
- 3 In the Store/Warehouse field, click the LOV  button to select a store or warehouse.
- 4 In the New Average Cost field, enter the new value.
- 5 Click one of the following buttons:
  - **OK:** Save the new average cost value and close the window.
  - **OK + Repeat:** Save the new average cost value and clear the fields so that you can select another item that you would like to modify.
  - **New Location:** Save the new average cost value and adjust an average cost at another store or warehouse for the same item.
  - **Tran Data:** Open the Transaction Data window.
  - **Refresh:** Discard all changes and clear all fields to select a different item.
  - **Cancel:** Discard all changes and close the window.

### View item expense details at the country level

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

- 1 From the Options menu, select Suppliers. The Item-Supplier window is displayed.
- 2 From the Options menu, select Item-Supplier-Origin Country. The Item-Supplier-Origin-Country window is displayed.
- 3 Enter the code for the Origin Country, or click the LOV  button and select the country.
- 4 Click **View**.
- 5 In the options list, click on ELC Expenses. The Item Expense Maintenance window is displayed.



#### *Item Expense Maintenance window*

- 6 To view the nomination flags, from the View menu, select Nomination flag.
- 7 To add additional lading ports, click **Add**.
- 8 To add charges associated with a port, select the port and click **Add Details**.
- 9 Click **OK** to exit.

**View item expense details at the zone level**

➤ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode.

- 1 From the Options menu, select Suppliers. The Item-Supplier window is displayed.
- 2 From the Options menu, select ELC Expenses. The Item Expense Maintenance window is displayed.
- 3 To view nomination flags, select View > Nomination flag.
- 4 To add additional discharge ports, click **Add**.
- 5 To add charges associated with a port:
  - a Select the port.
  - b Click **Add Details**.
- 6 Click **OK** to exit.

## Competitive pricing

### Overview

The Competitive Pricing module allows you to track pricing at competitors' stores. These windows allow you to define competitors and competitor stores, and to store competitor pricing information at the item/competitor/competitor store/day level. Maintaining this information allows you to make more informed decisions when pricing your own products.

The Competitive Pricing windows also allow you to create competitive shopping lists and historic records of competitors' prices. Each competitor's store must be associated with a specific competitor organization and can also be associated with a competitor of one or more of your company's merchandising stores. You can create competitive shopping lists (guides for obtaining competitor pricing information) from a standard RMS item list. Information about the individuals who perform your competitive shopping can also be stored.

### Business process

The typical process for using Competitive Pricing in RMS is described below.

- 1 Set up competitors.
- 2 Set up competitor stores.
- 3 Associate competitor stores with your merchandising stores.
- 4 Set up competitive shoppers.
- 5 Create item lists to use as shopping lists.
- 6 Create shopping lists from item lists.
- 7 Enter competitor prices obtained from competitive shopping.
- 8 Review competitor price histories to assist in determining your pricing policies.
- 9 Edit any pricing information that was incorrectly entered.

### Reports

There are no standard reports pertaining to competitive pricing.

### System administration

There are no system administration options directly related to competitive pricing.

## Procedures

### Create a competitive shopper

- **Navigate:** From the main menu, select Control > Competitive Shopper > New. The Competitive Shopper Maintenance window is displayed.

*Competitive Shopper Maintenance window*

- 1 In the Name field, enter the name of the shopper.
- 2 In the Shopper Phone field, enter the shopper's phone number.
- 3 In the Shopper Fax field, enter the shopper's fax number, if applicable.
- 4 Click **OK + Repeat** to create another competitive shopper.
- 5 Click **OK** to exit.

### Create a competitor

- **Navigate:** From the main menu, select Control > Competitor > New. The Competitor window is displayed.

*Competitor window*

- 1 Enter the following information about the competitor:

#### Required

- Name

#### Optional


- Address
- City
- State

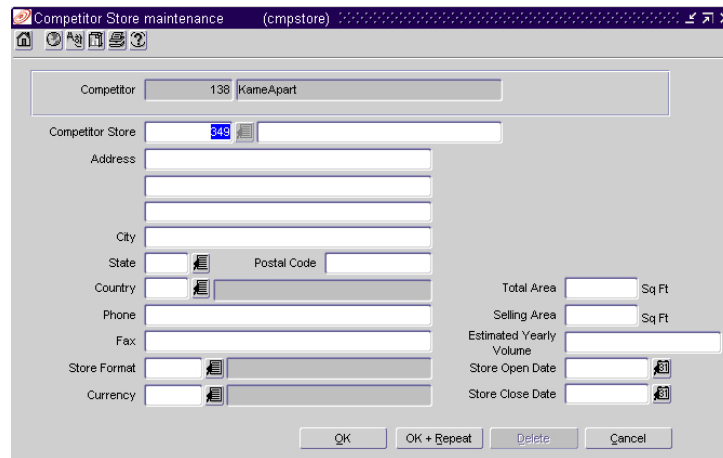


- Postal Code
  - Country
  - Phone number
  - Fax number
  - Web site
- 2 Click **OK** to exit.

### Create a competitor's store

➔ **Navigate:** From the main menu, select Control > Competitor > Edit. The Competitor window is displayed.

- 1 In the Competitor field, enter the ID of the competitor, or click the LOV  button and select the competitor.
- 2 From the Options menu, select Competitor Stores > New. The Competitor Store Maintenance window is displayed.



*Competitor Store Maintenance window*

**Note:** The Competitor Store ID is filled in automatically.

- 3 Enter the description of the competitor's store.
- 4 In the following fields, enter the competitor's store information:
  - Address
  - City
  - Postal code
  - State
  - Country
  - Phone
  - Fax
  - Store format
  - Currency

- Total area (in square feet)
  - Selling area (in square feet)
  - Estimated yearly sales volume
  - Date the store opened for business
  - Date the store closed (if applicable)
- 5 Click **OK + Repeat** to create another store.
  - 6 Click **OK** to exit.





### Create a shopping list

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.
- 1 From the Action menu, select Use.
  - 2 Click **Search**.
  - 3 Select an item list to use in building the shopping list.
  - 4 Click **OK**. The Item List Header window is displayed.

*Item List Header window*

- 5 From the Options menu, select Create Competitive Shop List. The Competitive Shop Request window is displayed.

**Note:** RMS automatically creates a competitive shopping list made up of all items on the item list.

- 6 In the Competitor field, enter the competitor, or click the LOV  button and select the appropriate competitor.
- 7 Click **OK**.
- 8 In the Competitor Store field, enter the competitor store, or click the LOV  button and select the appropriate competitor store.
- 9 Click **OK**.
- 10 In the Shopper ID field, enter the shopper who will be performing the competitive shopping, or click the LOV  button and select the shopper.
- 11 Click **OK**.
- 12 In the Shop Date field, enter the date when the competitive shopping will be performed, or click the calendar  button and select the date.



### Record a competitor's prices

**Note:** This procedure explains how to enter competitive prices manually. If your company downloads shopping lists to personal digital devices (PDAs), this window may be unavailable.

- **Navigate:** From the main menu, select Pricing > Competitive Pricing > Competitive Price Entry. The Competitor Price Entry window is displayed.

#### *Competitor Price Entry window*

- 1 Enter criteria as desired to make the search more restrictive.
- 2 Click **Search**. The Competitor Price Entry window displays the competitive shopping records that match the search criteria.
- 3 From the displayed records, select a shopping record for which you want to enter pricing information.
- 4 To change the type of shopping information that is displayed, select View > Default, Ref Item, Promo, Custom, or Saved.
- 5 For each applicable item, enter the following information:
  - The date that competitive prices were checked
  - The competitor's retail price for the item
  - If incentive pricing applies, the type of incentive
  - The price type: regular, promotion, or clearance
  - The offer type (if the price type is promotion)
- 6 Click **OK** to exit.

## Promotions

### Overview

The Promotions feature allows you to temporarily reduce prices. In addition, you can track sales at one or more locations for a given time period as well as track the sales of merchandise with no price reductions, at given locations for a set time period.

Within the promotion module, you can track promotional sales separate from regular price sales. As each item is sold, the system will revalue inventory.

RMS changes and tracks promotional price changes through a three-level hierarchy.

- **Event level:** Groups individual promotions within an event, with a start date and an end date.
- **Promotion level:** All individual promotions. Each promotion's start and end times must fall within its event's dates.
- **Detail level:** Item groupings, price change types, and locations for individual promotions.

### Business process

When selecting the locations for your promotion, you can utilize promotion zones. Promotion zones are a flexible way to group stores that share the same promotions. They allow you to add multiple locations to a promotion efficiently. You assign store to promotion zones during store set up.

Once the initial promotion information has been set up, and locations designated, you need to select the items you are including in your promotion.

You may use RMS to add items to a promotion by any of the following methods:

- Item list
- Merchandise level
- Mix and match
- Multi-unit
- Threshold
- Individually

After items have been added to the promotion, you may also choose to add stores to a promotion, analyze the impact of a promotion, approve a promotion, or create promotion events and promotion zones.

RMS also allows you to request an impact calculation or impact worksheet for a promotion.

## Reports

The Pricing Overlaps Report displays promotions that overlap with other price changes or clearances.

## System administration

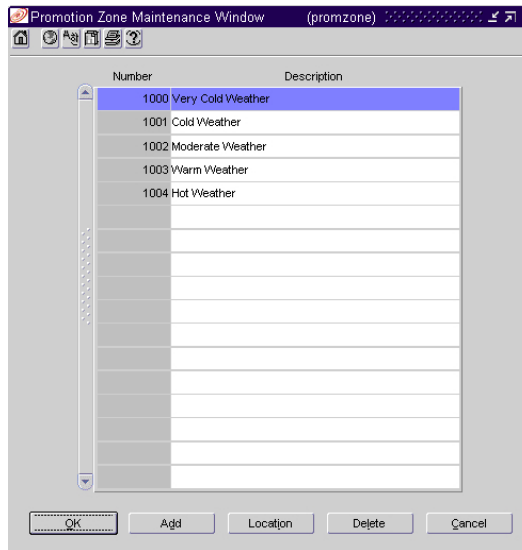
In the pricing area, the system administrator is able to indicate the number of days prior to the start a promotion is downloaded to the stores and enable multi promotion indicator.

In the promotions area, the system administrator is able to indicate the number of days RMS should retain rejected promotions and the number of months that promotion history should be retained.

## Procedures

### Create a promotion zone

- **Navigate:** From the main menu, select Control > Setup > Promotion Zone > Edit. The Promotion Zone Maintenance window is displayed.

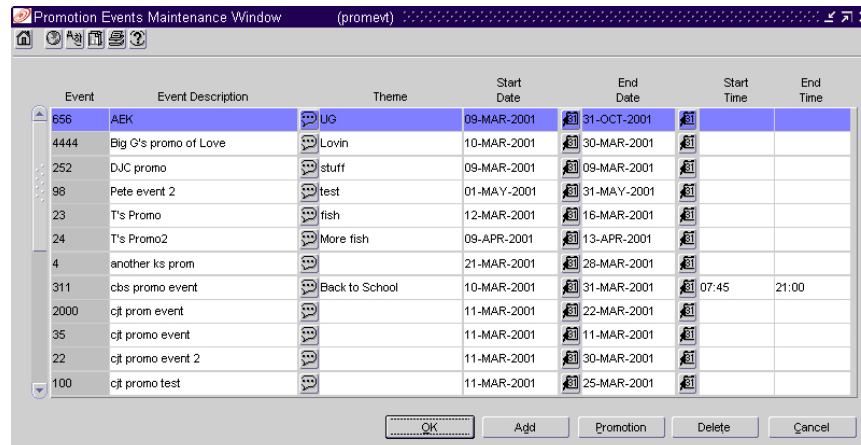


*Promotion Zone Maintenance window*



- 1 Click **Add**.
- 2 In the Number field, enter an identification number for the promotion zone.
- 3 In the Description field, enter a description for the promotion zone.
- 4 Click **OK** to exit.

### Create a promotion event

- **Navigate:** From the main menu, select Pricing > Promotion Events > Edit. The Promotion Events Maintenance window is displayed.



*Promotion Events Maintenance window*

- 1 Click **Add**.
- 2 In the Event field, enter an event identification number of ten or fewer digits.
- 3 In the Event Description field, enter a name or description of the event.
- 4 In the Theme field, enter a theme for the event.
- 5 In the Start Date field, enter a date, or click the calendar  button and select a date for starting the event.
- 6 In the End Date field, enter a date, or click the calendar  button and select a date for ending the event.

**Note:** If necessary, you can specify a start time and end time for the event in the Start Time and End Time fields. Use HHMM (24 hour) format.

- 7 Click **OK** to exit.

### Create a promotion

- **Navigate:** From the main menu, select Pricing > Promotions. The Promotion Search window is displayed.

- 1 In the Action field, select New.
- 2 Click **OK**. The Promotion Header Maintenance window is displayed.



*Promotion Header Maintenance window*

- 3 Enter the details as appropriate to the promotion.
- 4 To add stores to a promotion:
  - a Click **Store**. The Promotion Store Maintenance window is displayed.

*Promotion Store Maintenance window*

- b In the Apply area, enter the appropriate store information.
  - c Click **Apply**. The stores are added to the table.
  - d Click **OK**.
- 5 To add items to a promotion, from the Options menu, select Add Items and the type of item to add to the promotion. Enter the information as appropriate. You may select:
  - **Single item:** Allows you to enter item and price information for a promotion by selecting individual items.
  - **Item list:** Allows you to add item lists to a promotion. After you add an item list to a promotion, RMS immediately explodes the list elements down to item level.

- **Department:** Allows you to include all items from any department/class/subclass combination to a promotion. You can also set the change type, and adjustment type for this department/class/subclass combination in a promotion.
  - **Multi-unit:** Allows multiple items to be purchased and receiving a percent off the purchase price.
  - **Threshold:** Allows the user to set a purchase amount and add a percent off once the purchase amount is reached.
  - **Mix and match:** Allows the user to create a discount from a combination of prices.
- 6 Click **OK** to save the promotion and exit the window.

### Search for a promotion

- **Navigate:** From the main menu, select Pricing > Promotions. The Promotion Search window is displayed.

The screenshot shows the 'Promotion Search Window' with the following fields and controls:

- Action:** A dropdown menu currently set to 'Edit'.
- Promotion:** A text input field.
- Status:** A dropdown menu.
- Event:** A text input field with a search icon.
- Theme:** A text input field with a search icon.
- Item:** A text input field with a search icon and a smiley face icon.
- Diff ID:** A text input field with a search icon.
- Store:** A text input field with a search icon.
- Start Date:** Labeled 'After', with a date input field and a search icon.
- Before:** A date input field with a search icon.
- End Date:** Labeled 'After', with a date input field and a search icon.
- Before:** A date input field with a search icon.
- Created by:** A text input field with a search icon.
- Approved by:** A text input field with a search icon.

At the bottom of the window are five buttons: **OK**, **Search**, **Back**, **Refresh**, and **Close**.

### *Promotion Search window*

- 1 In the Action field, selection either Edit or View.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Promotion Search window displays the promotions that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the promotion information, select a record and click **OK**. The Promotion Header Maintenance window is displayed.
- 5 Click **Close** to exit.




### Request an impact calculation for a promotion

- **Navigate:** From the main menu, select Pricing > Promotions. The Promotion Search window is displayed.

Search for and retrieve a promotion in Edit mode. The Promotion Header Maintenance window is displayed.

- 1 From the Options menu, select Impact Request. The Promotions Impact Request window is displayed.

#### *Promotions Impact Request window*

- 2 In the Run Impact Calculation on this date field, enter a date, or click the calendar  button and select a date.
- 3 Select or clear the Calculate in Batch field as needed..
- 4 In the Projected Sales Method field, select a sales method.
- 5 In the Lead Time Method field, select a lead time method.
- 6 In the Period for Projecting Promotional Sales field, enter a start and end date, or click the calendar  buttons and select the dates.
- 7 In the Period for Projected Lead Time Sales field, enter a start and end date, or click the calendar  buttons and select the dates.
- 8 If necessary, enter a lead time percentage in the Lead time % of SOH field.
- 9 If necessary, enter a percentage in the Promo % of SOH field.
- 10 Click **OK** to save your changes and close the window.

**Request an impact worksheet for a promotion**

- **Navigate:** From the main menu, select Pricing > Promotions. The Promotion Search window is displayed.

Search for and retrieve a promotion in Edit mode. The Promotion Header Maintenance window is displayed.

- 1 From the Options menu, select Impact Worksheet. The Promotions Impact Worksheet window is displayed.
- 2 Click **OK** to close the window.

**Submit a promotion**

- **Navigate:** From the main menu, select Pricing > Promotions. The Promotion Search window is displayed.

Search for and retrieve a promotion in Edit mode. The Promotion Header Maintenance window is displayed.

- 1 From the Options menu, select Submit.
- 2 Click **OK** to close the window.

**Approve a promotion**

- **Navigate:** From the main menu, select Pricing > Promotions. The Promotion Search window is displayed.

Search for and retrieve a promotion in Edit mode. The Promotion Header Maintenance window is displayed.

- 1 From the Options menu, select Approve.

**Note:** You can approve promotions with a status of Submitted only.

- 2 Click **OK** to exit.

**Analyze the impact of a promotion**

- **Navigate:** From the main menu, select Pricing > Promotions. The Promotion Search window is displayed.

Search for and retrieve a promotion in Edit mode. The Promotion Header Maintenance window is displayed.

- 1 From the Options menu, select Impact Worksheet. The Promotions Impact Worksheet window is displayed.
- 2 Enter an amount in the Monthly Planned, Quarterly Planned, and Yearly Planned fields.
- 3 Select either Location View or Zone View.
- 4 Enter an amount in the Promo Retail field.
- 5 Enter an amount in the Projected Unit Sales field.
- 6 Click **OK** to exit.

## Clearances

### Overview

Clearances move out-of-date and other undesirable merchandise out of the store. As a result, you can reinvest inventory dollars and space on more profitable items.

The clearance module enables you to:

- Create clearance events
- Set up default clearance strategies
- You set up individual clearance events with multiple markdowns designed to reduce the on hand quantity to zero at the end of the selling season. When you set up a clearance event, you then have the option to apply a previously created clearance strategy.
- Unlike RMS Pricing, the clearance feature allows you to make multiple markdowns of the same item/zone combination. Also, a clearance markdown price for an item is not permanent. After the reset date for a clearance event has passed, the item's retail price changes back to its regular retail price.

#### System impacts of clearance events

Once a clearance event is created, other modules within the system are effected as follows:

- **Replenishment:** Auto replenishment turns off when an item is placed on clearance.
- **Ordering:** A warning is displayed if you attempt to order an item on clearance. However, you have the option to proceed.
- **Price management:** Regular retail price changes can be made during clearances. The system holds the changes until the retail price for the item is reset at the completion of the clearance event. This allows you to set next season's prices while you are clearing out the current season's merchandise.

Multi-unit retail prices for items on clearance are turned off during the clearance event. Once the clearance event is over, the multi-unit pricing reactivates.

- **Promotions:** A promotion can exist concurrently with a clearance, but only if the promotional start and end dates do not overlap with the date of a clearance markdown.
- **Contracts:** Orders can be drawn off a contract even if the contract items are on clearance. This allows you to fulfill contract agreements.

## Business process

### Clearance events

Clearance events, like price management, require a pricing zone group association. However, the pricing zone group can be different than the zone group(s) associated with the item or items in the event to allow for different clearance price strategies.

After associating the zone group with the item, you can add additional items to the clearance. The clearance can be set at a zone level, or at an item/location level.

In addition to pricing zone groups, RMS requires you to provide a markdown reason code and a clearance number with description. Markdown reason codes are user-specific and are used primarily for reporting purposes.

Clearance has additional features, including:

- Margin visibility to support pricing decisions.
- Ability to track price history by item/store and type (regular, promotion, or clearance).
- Calculation of required and actual sell through percent.

### Clearance defaults

You set up default clearance strategies at the class level. These re-usable defaults are used to automatically create the markdown dates and percentages for a clearance event.

You can specify class level defaults in advance for maximum clearance efficiency. Class level defaults allow you to setup a template for progressive markdowns you then apply this template to a clearance event. A class level default applies to all item in that class. Only one default can exist for a class.

When you apply a default strategy to a clearance event, RMS automatically generates all effective markdown dates and markdown prices, based on the date and percentage of the initial markdown.

## Reports

There are no reports pertaining to clearances.

## System administration

In the pricing area, enter the days prior to start date, which displays the number of days before the effective date of a price change event, clearance event, or promotional sales event that price changes are transmitted to the store POS system.

In the price change/clearance area, set the number of months clearance events are retained in the Clearance Retention field.



## Procedures

### Create a clearance default



- **Navigate:** From the main menu, select Pricing > Clearance Default > New. The Department/Class Clearance Defaults window is displayed.


Days After First Markdown	Markdown %	Target Sell Through %
9	50.0000%	50.0000%



#### *Department/Class Clearance Defaults window*

- 1 In the Department field, enter the identification number of the department for the clearance event, or click the LOV  button and select a department.
- 2 In the Class field, enter the identification number of the class, or click the LOV  button and select a class.
- 3 In the First Markdown % field, enter the percent for the first clearance markdown.
- 4 In the First Markdown Sell Through % field, enter the target percent of the stock on clearance to sell during the first markdown.
- 5 In the Reset Price field, enter the number of days after the out of stock date to reset the price to its retail price.
- 6 In the Days After First Markdown field, enter the number of days after the previous markdown to implement the next markdown.
- 7 In the Markdown % field, enter the percent for the associated markdown.
- 8 In the Target Sell Through % field, enter the target percent of the stock on clearance to sell during the associated markdown.
- 9 To add another markdown, click **Add Mkdwn**.
- 10 To delete a markdown entered in error, select the markdown and click **Delete Mkdwn**.
- 11 To save the markdowns, click **OK**.

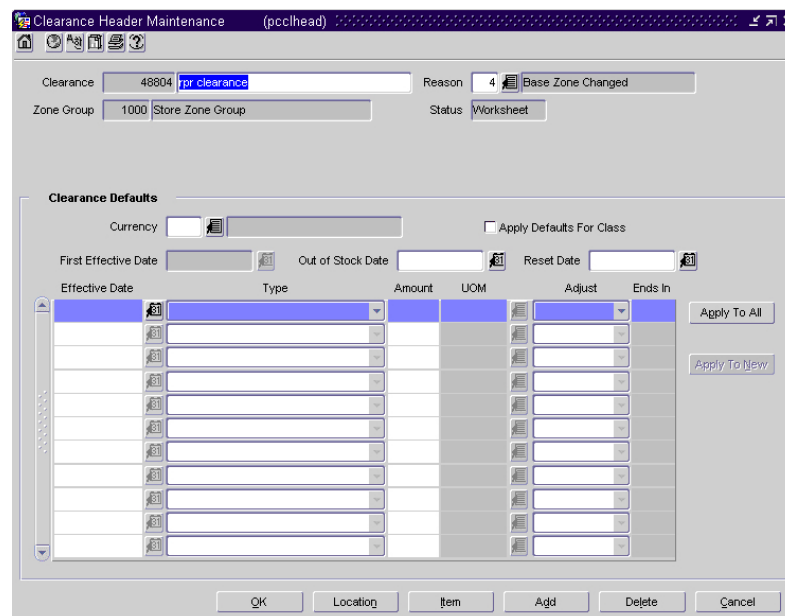
**Create a clearance event**

- **Navigate:** From the main menu, select Pricing > Clearance. The Clearance Search window is displayed.
- 1 In the Action field, select New.
- 2 In the Price Zone Group field, enter the ID of the price zone, or click LOV  button and select the price zone.
- 3 In the Item Type field, select the item type you want to create clearances for.
- 4 To enter a single item, in the Item field, enter the ID of the item, or click the LOV  button and select the item. Alternatively, click **OK** to select an item using the Item Search window.


To enter an item list, in the Item List field, enter the ID of the item list, or click the LOV  button and select the item list. Alternatively, click **OK** to select an item list using the Item List Header window.

To enter an item parent/differentiator, in the Item Parent field, enter the id of the item parent, or click the LOV  button and select the item parent. In the Diff ID field, enter the ID of the differentiator, or click the LOV  button and select the differentiator.






- 5 Click **OK**. The Clearance Header Maintenance window is displayed.



*Clearance Header Maintenance window*

- 6 In the Clearance field, enter a name for the clearance.
- 7 In the Reason field enter the ID of the reason for the clearance, or click the LOV  button and select a reason for the clearance.



- 8 Click **Location**. The Price Change Locations Maintenance window is displayed
- 9 To add locations to the clearance:
  - a In the Selection Type field, select the type of location or zone that will receive the clearance
  - b In the Value field, enter the ID of the location or zone, or click the LOV  button and select the location or zone.
  - c Enter additional comments as necessary in the comments field, or click the comments  button to expand the comments area.
  - d Click **Apply**. The locations or zones are added to the table
  - e Click **OK** to save changes and return to the Clearance Header Maintenance window
- 10 In the currency field, enter the ID of the currency used in the locations or zones, or click the LOV  button and select the currency.
- 11 Select the Apply Defaults For Class check box to apply class defaults to this clearance.
- 12 In the First Effective Date, Out of Stock Date and the Reset Date field, enter the dates as appropriate, or click the calendar  button and select a date.
- 13 Click the Effective Date calendar  button and select a year, month, and date for the clearance effective date.
- 14 In the type column, select a clearance reduction type.
- 15 In the Amount column, enter the amount or percent of the price reduction .
- 16 In the Adjust column, select a price adjustment method.
- 17 In the Ends In column, enter the digits to end the price in.

**Note:** To enable this column, in the adjustment column, select end in.
- 18 Click **Apply to All** to apply the information to the clearance markdown.
- 19 Click **OK** to exit.

**Submit a clearance**

- **Navigate:** From the main menu, select Pricing > Clearance. The Clearance Search window is displayed.

Search for and retrieve a clearance in Edit mode in Worksheet status. The Clearance Header Maintenance window is displayed.

- 1 From the Options menu, select Submit.
- 2 Click **OK** to exit.

**Approve a clearance event**

- **Navigate:** From the main menu, select Pricing > Clearance. The Clearance Search window is displayed.

Search for and retrieve a clearance event in Edit mode in Submitted status. The Clearance Header Maintenance window is displayed

- 1 From the Options menu, select Approve.
- 2 When prompted to check for conflict, click **Yes**.
- 3 Click **OK** to exit.

# Chapter 7 - Inventory control

## Shipping and receiving

### Overview

Several tasks can be accomplished in the shipping and receiving module. The tasks include:

- Create and maintain activity and shipping schedules
- Create and maintain shipment records for purchase orders and transfers
- Record the results of quality control inspections before items may be received into inventory
- Receive items into inventory
- Resolve discrepancies between items received and items expected

In a multi-channel environment, the physical warehouse serves as a grouping mechanism for one or more virtual warehouses. Contacts outside of RMS, such as suppliers or a warehouse management system (WMS), are only aware of the physical warehouses. Ownership of the inventory that is held in a physical warehouse, however, may be split across channels through the use of virtual warehouses.

### Business process

#### Schedules

Activity and shipping schedules affect the delivery dates of shipments. Activity schedules indicate when locations are closed and for what activities, such as sales, shipping, and receiving. Shipping schedules indicate which warehouses ship to which stores and the dates and times.

You can edit activity schedules by company, multiple locations, store, or warehouse. By default, if you enter a close date for the company, all locations are closed. However, you can choose which locations remain open on the date that the company is closed.

You can edit shipping schedules for a warehouse by ship date, store, or multiple stores and ship dates.

Non-stockholding stores may be open or closed for sales only. By their nature, they cannot ship or receive goods. In a multi-channel environment, changes made at the physical warehouse level are applied at the virtual warehouse level.

#### Shipping

Shipments must be created before any items can be received. Upon receipt, the quantities received can be entered against the line items on the shipment. You can view and maintain shipments by shipment number. You can also view outstanding shipments for a purchase order.

Shipments originate from a variety of sources:

- **ASN shipments:** Shipments are created automatically from advance shipping notices (ASN) that are received from suppliers via electronic data interface (EDI).
- **Manual shipment:** Shipments are entered manually for purchase orders, or the status of transfers is changed to shipped. Items may be received online against shipments that are created manually.
- **Autoship:** Shipments are created automatically for approved purchase orders if the supplier does not send ASNs via EDI. This feature must be activated by the system administrator. Items may be received online against shipments that are created by the autoship feature.
- **System:** Shipments are transmitted by an external system, such as Retek Distribution Management.
- **System ASN:** Shipments are created automatically when a shipment is received before the ASN is received via EDI or from an external system. Items may be received online against shipments that are created by system ASN.
- **ASN UCC-128:** Shipments are created automatically from carton-level ASNs that are received from suppliers via EDI.

In a multi-channel environment, suppliers and external systems are aware of warehouses at the physical warehouse level. Within RMS, shipments to warehouses are maintained at the virtual warehouse level. When quantities are unspecified at the virtual warehouse level, the quantities are distributed among the virtual warehouses based on the default distribution rule.

### **Quality control**

Items on purchase orders may require a quality control inspection when they are received. Such items cannot be received into stock on hand until the results of the inspection are entered into the system. Items that fail the inspection may be added to return to vendor orders.

### **Receiving**

Items may be received online by purchase order/shipment, carton, shipment, or transfer.

In a multi-channel environment, items are received at the physical warehouse level. By default, the quantities are distributed among the virtual warehouses based on a predefined distribution rule. You can edit the results at both the physical and virtual warehouse levels.

You can adjust the number of units already received at a location by order/shipment. The stock ledger, supplier history, open-to-buy amounts, and average costs are automatically adjusted.

### Shipment discrepancies

Discrepancies may occur between the number of units that are expected and the number that are actually received. Such discrepancies may be resolved online by item or by purchase order/item.

For received shipments that are not automatically matched against ASN shipments, the matching process may be completed manually.

## Reports

There are no standard reports pertaining to shipping and receiving.






## System administration

The system administrator can control the following variables regarding the shipping and receiving functions:

- Shipping schedules may be affected by whether the system makes use of activity schedules.
- The retention period for expired shipping schedules and activity schedules may be set in months. When the expired schedules have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.
- Shipments may be created automatically for purchase orders that match the following conditions: 1) the purchase order is in approved status, 2) the supplier does not provide ASNs via EDI, and 3) the Not Before Date on the purchase order is within the specified number of days before the current date.
- If the automatic shipment feature is turned on, the system administrator must specify the number of days before the current date that a shipment record may be created.
- Items may be received at stores 1) automatically upon shipment, 2) by bill of lading, or 3) by carton.

## Procedures

### Edit a shipping schedule for a warehouse




- **Navigate:** From the main menu, select Control > Setup > Store Ship Schedule > Store Ship Schedule. The Store Ship Schedule Maintenance window is displayed.
- 1 In the Warehouse field, enter the ID of a physical warehouse, or click the LOV  button and select the warehouse.
- 2 In the Action area, select a task:
  - To add stores to the schedule, select the Add option.
  - To delete stores from the schedule, select the Delete option.
- 3 Select the ship dates:
  - To schedule shipments for a specific date, select Specific Date in the Type field. Then enter the date in the Value field, or click the calendar  button and select the date.
  - To schedule shipments for a specific day at regular intervals, select Every, Every Second, Every Third, or Every Fourth in the Type field. In the Value field, select the day. Then enter the start and end dates in the From and To fields, or click the calendar  buttons and select the dates.
  - To schedule daily shipments for a range of dates, select All Dates in Range in the Type field. Then enter the start and end dates in the From and To fields, or click the calendar  buttons and select the dates.
- 4 Select the stores:
  - a Click **Add**. The Apply area becomes enabled.
  - b In the Group Type field, select the grouping mechanism.
  - c In the Value field, enter the ID of the store or group, or click the LOV  button and select the location or group.
  - d Click **Apply**. The stores are added to the table.
- 5 Click **OK + Repeat** to edit the shipping schedule for another physical warehouse, or click **OK** to exit.

**Edit a shipping schedule for a warehouse by ship date**

- **Navigate:** From the main menu, select Control > Setup > Store Ship Schedule > Ship Schedule by Ship Date > Edit. The Store Shipment Schedule Dates window is displayed.

Store	Store Name
100000013	Buffalo
100000014	Baltimore

*Store Shipment Schedule Dates window*

- 1 In the Warehouse field, enter the ID of the physical warehouse, or click the LOV  button and select the warehouse.
- 2 In the Ship Date field, enter the date, or click the calendar  button and select the date. The stores on the schedule are displayed.
- 3 To add a stockholding store to the schedule:
  - a Click **Add**. The next available line is enabled.
  - b In the Store field, enter the ID of the store, or click the LOV  button and select the store.
- 4 To delete a store from the schedule:
  - a Select a store and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 5 Click **OK + Repeat** to edit the shipping schedule for another physical warehouse, or click **OK** to exit.





**Edit an activity schedule for a store**

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

Select Store on the tree structure. The stores are displayed on the table.


Select a store and click **Edit**. The Store Maintenance window is displayed.

From the Options menu, select Activity Schedule. The activity schedule for the current location is displayed in the Location Close window.

The screenshot shows the 'Location Close' window with the following components:

- Top Section:** Location Type (dropdown), Location (text field), Close Date (text field with calendar icon), and 'Closed For' section with checkboxes for Receiving, Shipping, and Sales, separated by 'or'.
- Table:** A table with columns: Close Date, Location Type, Location, Location Name, Reason, Receiving, Shipping, and Sales. The first row is highlighted in blue.
- Bottom Section:** Location Type (dropdown), Location (text field), Close Date (text field with calendar icon), Reason (text field), and 'Closed For' section with checkboxes for Receiving, Shipping, and Sales, separated by 'and'. Buttons for 'Apply' and 'Delete' are present.
- Footer:** Buttons for 'OK', 'Add', 'Refresh', and 'Cancel'.

*Location Close window*

- 1 To edit the activity schedule:
  - a Select a record. The details are displayed in the Apply area.
  - b Edit the activities and reason as necessary.
  - c Click the **Apply**. The details are updated in the table.
- 2 To add closing dates:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b In the Close Date field, enter the date, or click the calendar  button and select the date.
  - c In the Closed For area, select the check box next to each activity for which the locations are closed.
  - d In the Reason field, enter the reason why the location is closed.
  - e Click **Apply**. The closing date is added to the table.

- 3 To delete a closing date:
  - a Select a closing date and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.


### **Edit an activity schedule for a warehouse**

- ➔ **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

Select Warehouse on the tree structure. The warehouses are displayed on the table.


Select a warehouse and click **Edit**. The Warehouse Maintenance window is displayed.

From the Options menu, select Activity Schedule. The activity schedule for the current location is displayed in the Location Close window.


- 1 To edit the activity schedule:
  - a Select a record. The details are displayed in the Apply area.
  - b Edit the activities and reason as necessary.
  - c Click **Apply**. The details are updated in the table.
- 2 To add closing dates:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b In the Close Date field, enter the date, or click the calendar  button and select the date.
  - c In the Closed For area, select the check box next to each activity for which the locations are closed.
  - d In the Reason field, enter the reason why the location is closed.
  - e Click **Apply**. The closing date is added to the table.
- 3 To delete a closing date:
  - a Select a closing date and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

### Edit an activity schedule for multiple locations

➤ **Navigate:** From the main menu, select Control > Setup > Location Activity Schedule > Location Closings > Edit. The Location Close window is displayed.

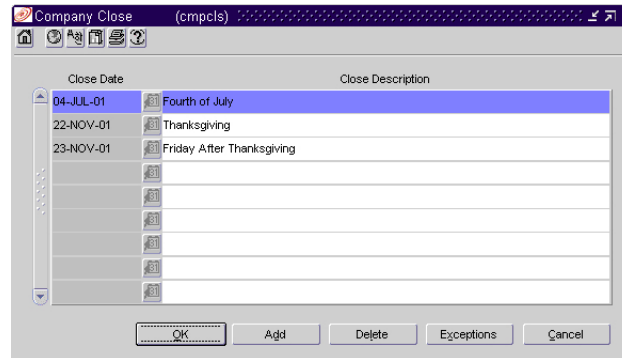
- 1 To edit an activity schedule:
  - c In the Search area, enter location, date, or activity criteria to restrict the search.
  - d Click **Search**. The locations that match the criteria are displayed.
  - e Select a record. The details are displayed in the Apply area.
  - f Edit the activities and reason as necessary.
  - g Click **Apply**. The details are updated on the table.
- 2 To add closing dates:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b In the Location Type field, select a grouping mechanism.
  - c In the Location field, enter the ID of the specific group or location, or click the LOV  button and select the group or location.


**Note:** The Location field is disabled if you select All Warehouses or All Stores in the Location Type field.

  - d In the Close Date field, enter the date, or click the calendar  button and select the date.
  - e In the Closed For area, select the check box next to each activity for which the locations are closed.
  - f In the Reason field, enter the reason why the locations are closed.
  - g Click **Apply**. The selected locations are added to the table.
- 3 To delete a closing date:
  - a Select a closing date and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

**Edit an activity schedule for the company**

- **Navigate:** From the main menu, select Control > Setup > Location Activity Schedule > Company Closings > Edit. The dates on which the company is closed are displayed in the Company Close window.


***Company Close window***

- 1 To add a date on which the company is closed:
  - c Click **Add**. The next available line is enabled.
  - d In the Close Date field, enter the date, or click the calendar  button and select the date.
  - e In the Close Description field, enter the reason why the company is closed.
- 2 To delete a date on which the company is closed:
  - a Select a date and click **Delete**.
  - b When prompted to delete the record, click **Yes**.

- 3 To indicate which locations remain open when the company is closed, select a date and click **Exceptions**. The current exceptions are displayed in the Location Exceptions window.

Location Type	Location	Location Name	Receiving	Shipping	Sales
Warehouse	88881 As_Virtual		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warehouse	1111111112 Cent. Mktplace VWH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	1111111113 Cent. Web VWH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	1111111114 Cent. Catalog VWH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	1111111115 Cent. ValueMart VWH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	1111111118 Cent. Repl. VWH		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	2222222223 W. ValueMart VWH		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	2222222224 W. Web VWH		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warehouse	2222222225 W. Catalog VWH		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Location Exceptions window*

- 4 To add locations to the exception list:
- Click **Add**. The fields in the Apply area are enabled.
  - In the Group Type field, select a grouping mechanism.
  - In the Group field, enter the ID of the specific location or group, or click the LOV  button and select the location or group.
  - In the Open For area, select the check box next to each activity for which the locations are open.
  - Click **Apply**. The locations are added to the table.
- 5 To delete a location from the exception list:
- Select a location and click **Delete**.
  - When prompted to delete the location, click **Yes**.
- 6 To edit the details for a location:
- Select the location. The details are displayed in the Apply area.
  - Edit the enabled fields as necessary.
  - Click **Apply**.
- 7 Click **OK** to exit both the Location Exceptions window and the Company Close window.

## Search for a shipment

- **Navigate:** From the main menu, select Inventory > Shipments. The Shipment Search window is displayed.

### *Shipment Search window*

- 1 Enter search criteria as desired and click **Search**, or click **All Shipments** to view all shipments. The Shipment Search window displays the shipments that match the search criteria.
- 2 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of a shipment, select a record and click **OK**. The details are displayed in the Shipment window.
- 3 Click **OK** to exit.

### Adjust units received by shipment/order


- **Navigate:** From the main menu, select Inventory > Receiving > Receiving Unit Adjustment. The Receiver Unit Adjustment window is displayed.

Item	Description	Ordered	Received	Corrected	Adjustment

*Receiver Unit Adjustment window*

- 1 To search for a shipment, enter a number in any or all of the Physical Shipment, Shipment Number, or Order fields. The items associated with the shipment/order are displayed.

**Note:** The Physical Shipment field is enabled in a multi-channel environment. If you first enter a purchase order number in the Order field, you can restrict the number of shipments from which to choose.

- 2 To search for a specific item on the shipment/order:
  - a In the Item Type area, select the type of item number you want to search by.
  - b In the Find field, enter the item number, or click the LOV  button and select the item. The appropriate item is highlighted.
- 3 In the Corrected field next to each item, enter the revised number of units received.
- 4 Click **OK + Repeat** to adjust units received for another shipment/order, or click **OK** to exit.

**View outstanding shipments for a purchase order**

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in View mode. The PO Header Maintenance window is displayed.

- 1 From the Options menu, select Shipments. The outstanding shipments are displayed in the Shipments for PO window.

The screenshot shows a window titled "Shipments for PO (ordship)". At the top, there is a field for "Order Number" with the value "69690". Below this is a table with the following columns: Physical Shipment, Shipment No., Date, No of Boxes, Destination Type, Loc., Origin, Status, and Comments. The table contains four rows of data, with the first row highlighted in blue.

Physical Shipment	Shipment No.	Date	No of Boxes	Destination Type	Loc.	Origin	Status	Comments
16091	16091	09-MAR-2001	10	Warehouse	222222225	Manual Shipment	Input	
16091	16092	09-MAR-2001	10	Warehouse	222222224	Manual Shipment	Input	
16091	16093	09-MAR-2001	10	Warehouse	222222223	Manual Shipment	Input	
17592	17592	09-MAR-2001		Warehouse	222222225	Manual Shipment	Input	

At the bottom right of the window, there are two buttons: "OK" and "Detail".

*Shipments for PO window*

- 2 To view the details of a shipment:
  - a Select a shipment and click **Detail**. The Shipment Header Maintenance window is displayed.
  - b Click **OK** to exit the Shipment Header Maintenance window.
- 3 Click **OK** to exit.



# Transfers

## Overview

A transfer is a movement of stock on hand from one stockholding location within the company to another. You can choose from the following types of transfers:

- **Administrative:** Stock is transferred for administrative purposes rather than merchandising.
- **Book Transfer:** Stock is transferred between two virtual warehouses within the same physical warehouse. The transfer is created, approved, and closed in one step. No shipment records are created. This option is available in a multi-channel environment.
- **Combined transfer:** The system automatically combines store requisition and cross-dock PO transfers that have the same origin and destination locations into one transfer. The store requisition and cross-dock PO transfers are deleted after they are merged into the combined transfer.
- **Confirmation:** The details of the transfer are entered after the transfer has already occurred.
- **Cross-dock PO:** A transfer is created automatically when stock is received with the following characteristics: the items are part of a purchase order that is already allocated, cross-docked, and not pre-marked.
- **Customer order:** Stock is reserved for a customer. The stock may be shipped to the customer's address or held for pickup by the customer.
- **Manual requisition:** A manual requisition is used as a general purpose transfer when no other type of transfer is applicable. An example might be a store to store transfer.
- **Non-salable book transfer:** Stock that is marked as non-salable is moved from one virtual warehouse's unavailable inventory area to another virtual warehouse's unavailable inventory area within the same physical warehouse. The transfer is created, approved, and closed in one step. No shipment records are created. This option is available in a multi-channel environment.
- **Non-salable merchandise:** Stock that is marked as non-salable is moved from one unavailable inventory area to another, such as to a repair center.
- **PO-linked transfer:** When not enough stock is available at a warehouse in order to fill a store order, the transfer is linked to a purchase order that was created in order to satisfy the remaining need. The transfer is created automatically by the system.
- **Return to vendor:** Stock that is marked as a return to vendor is transferred to a consolidation location.
- **Store requisition:** Stock is transferred based on replenishment needs. The transfer is created automatically by the system.

## Business process

Transfer zones are set up to restrict the transfer of items to locations within the transfer zone. You can assign a store to a transfer zone when you create or edit the store.

Store requisition, cross-dock PO, PO-linked, and combined transfers are created automatically. All other types of transfers are created manually for a variety of purposes.

Transfers must pass through an approval process. Depending on your role, you can input, approve, ship, close, or delete a transfer. Only transfers in Input or Approved status may be edited.

If you have access to a warehouse management system (WMS) such as Retek Distribution Management, transfer, shipment, and receipt details can be transmitted between the two systems.

## Reports

The Stock Transfer Manifest is the print version of a transfer. It indicates how many units of each item are to be transferred from an origin location to a destination location.

## System administration

The system administrator can control the following characteristics of transfers:

- A transfer may be restricted to items within a single department.
- Transfers may be closed automatically either 1) regardless of the quantity received or 2) only if the shipped quantity equals the received quantity.
- The retention period for closed transfers may be set in months. When the closed requests have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.
- When the retail value of a transferred item differs between the origin location and destination location, the markdown can be taken by either the 1) origin location or 2) destination location. This option is used in conjunction with the retail method of accounting.

## Procedures

### Create a transfer

- **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.
- 1 In the Action field, select New.
- 2 In the Type field select the type of transfer that you want to create.
- 3 Click **OK**. The Transfer Maintenance window is displayed.

The screenshot shows the 'Transfer Maintenance' window with the following fields and values:

- Transfer: 3000005800
- Create Date: 09-MAR-2001
- Transfer Type: Book Transfer
- Status: Closed
- Freight Type: Normal
- Carrier: Federal Express
- Department: (empty)
- Comments: (empty)
- In Progress:
- Ext. Reference Code: 1024981
- From:**
  - Location Type: Warehouse
  - Location: 111 Catalog Warehouse
- To:**
  - Location Type: Warehouse
  - Location: 113 Store Warehouse

Buttons at the bottom: OK, Items, Parent/Diff. Sum., Customer, Cancel.

### *Transfer Maintenance window*

- 4 Enter the details as necessary in the Freight Type, Routing Type/Carrier, Department, Comments, and Ext Reference Code fields as necessary.
- 5 In the Location Type and Location fields, specify the type and identity of the origin and destination locations.



### Search for a transfer

- **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.

The screenshot shows the 'Transfer Search Window' (tsfind) with the following fields and controls:

- Action:** A dropdown menu.
- Type:** A dropdown menu.
- Transfer:** A text input field.
- Shipment:** A text input field.
- Tsf/PO Link No.:** A text input field with a search icon.
- Department:** A text input field with a search icon.
- Status:** A dropdown menu.
- Item:** A text input field with a search icon.
- Freight Type:** A dropdown menu.
- Carrier:** A dropdown menu.
- Create Dates:** Two date pickers labeled 'After' and 'Before'.
- From:** A section containing 'Location Type' (dropdown) and 'Location' (text input with search icon).
- To:** A section containing 'Location Type' (dropdown) and 'Location' (text input with search icon).
- Buttons:** OK, Search, Back, Refresh, and Close.


#### *Transfer Search window*

- 1 In the Action field, select either Edit or View.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Transfer Search window displays the transfers that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of a transfer, select a record and click **OK**. The details are displayed in the Transfer Maintenance window.
- 5 Click **Close** to exit.

**Copy a transfer**

- **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.

Search for and retrieve a transfer in New from Existing mode. The Transfer Maintenance window is displayed.

- 1 Edit the enabled fields as necessary.
- 2 To add items to the transfer:
  - a Click **Items**. The Transfer Detail window is displayed.
  - b In the Apply area, select a grouping mechanism in the Item Type field.
  - c In the Item field, enter the ID of the item or item list, or click the LOV  button and select the item or item list.
  - d Enter any additional details in the enabled fields.
  - e Click **Apply**. The details are added to the table.
  - f Click **OK** to exit the Transfer Detail window.
- 3 If you are copying a customer order transfer:
  - a On the Transfer Maintenance window, click **Customer**. The PO Customer Maintenance window is displayed.
  - b Enter or edit any additional details in the enabled fields.
  - c Click **OK** to exit the PO Customer Maintenance window.
- 4 Click **OK** to exit.

**Print a transfer**

- **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. The Transfer Maintenance window is displayed.

- 1 From the Options menu, select Print. The Report Parameters page is displayed.
- 2 In the Destination field, select the destination for the report.
- 3 In the Destination Printer field, the default printer name is filled in automatically.

**Note:** Default printers are assigned by user name. If the field is empty, enter the ID of a printer.

- 4 In the Transfer Number field, the current transfer number is filled in automatically. To print a different transfer, edit the transfer number.
- 5 Click **Submit Query**. The report is sent to the destination selected in the Destination field.

**Approve a transfer**

- **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input status. The Transfer Maintenance window is displayed.

- 1 From the Options menu, select Approve. The status of the transfer changes to Approved.
- 2 Click **OK** to exit.

**Close a transfer**

- **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Shipped status. The Transfer Maintenance window is displayed.

- 1 From the Options menu, select Close. The status of the transfer is changed to Closed.

**Note:** If there are any open appointments assigned to this transfer, that message displays stating that the transfer cannot be closed.

- 2 Click **OK** to exit.





### Create a work order

- **Navigate:** Search for and retrieve a purchase order in Edit mode. The PO Header Maintenance window is displayed.

From the Options menu, select Work Orders > New. The current items and locations are displayed in the Ordering - Distribution Matrix window.

Click **Work Order**. The item and location combinations are displayed on the Work Order window.


The screenshot shows the 'Work Order' window with the following data:

Item	Description	Location	Location Name	Quantity
101234640	CMO Line/Line Extension	222222223	W. ValueMart VWH	4.00
101234640	CMO Line/Line Extension	222222224	W. Web VWH	4.00
101234640	CMO Line/Line Extension	222222225	W. Catalog VWH	4.00
101234720	CMO Line/Line Extension	222222223	W. ValueMart VWH	4.00
101234720	CMO Line/Line Extension	222222224	W. Web VWH	4.00
101234720	CMO Line/Line Extension	222222225	W. Catalog VWH	4.00

WIP Code	WIP Description	WIP Seq. No.

#### *Work Order window*

- 1 To assign a task for a selected item and location combination:
  - a Click **Add WIP**. The next available line in the WIP table is enabled.
  - b In the WIP code field, enter the WIP code for the task to be performed, or click the LOV  button and select the WIP code.
  - c In the WIP Seq No field, enter the sequence in which the task must be performed.
- 2 To delete an unnecessary item and location combination from the work order:
  - a Select an item and location combination and click **Delete Item/Loc**.
  - b When prompted to delete the record, click **Yes**.
- 3 In the Quantity field next to each item and location combination, edit the number of units affected by the work order as necessary.
- 4 Click **OK** to exit.

## Inventory adjustments

### Overview

Inventory adjustments can be made online or they can be received from an external system, such as Retek Distribution Management. There are two types of adjustments that can be made to inventory:

- **Stock on hand:** The quantity of stock on hand, or salable stock, is increased or decreased. Both the quantity and value of the stock on hand are adjusted in the stock ledger.
- **Unavailable inventory:** The quantity of stock on hand does not change, but the quantity of unavailable stock, or non-salable stock, is increased or decreased. In the stock ledger, the adjustment is recorded as a transfer between stock on hand and unavailable inventory. No adjustment is made to the stock value.

### Business process

#### Inventory adjustments

Prior to using the inventory adjustment functionality, status types and reasons for adjustments must be set up in the system. The Total Stock on Hand status type is reserved for adjustments made to salable goods. Any additional status types are user-defined and are reserved for adjustments made to non-salable goods. The user-defined status types indicate why the goods are non-salable. When adjusting total stock on hand, you must select a reason for the adjustment. The reason indicates why the total stock on hand must be adjusted.

You can choose to adjust the inventory of one item at multiple locations, multiple items at one location, or a transformed item at one location. An example of a transformed item might be a watermelon that is sliced into smaller chunks for sale. You reduce the stock on hand for whole watermelons and increase the stock on hand for sliced pieces of watermelon.

#### Unavailable inventory

When you edit or view an item, you can choose to view the quantity of unavailable, or non-salable, stock on hand. You can restrict the view to one or all inventory status types at one or all locations.

### Reports

There are no standard reports pertaining to inventory adjustments.

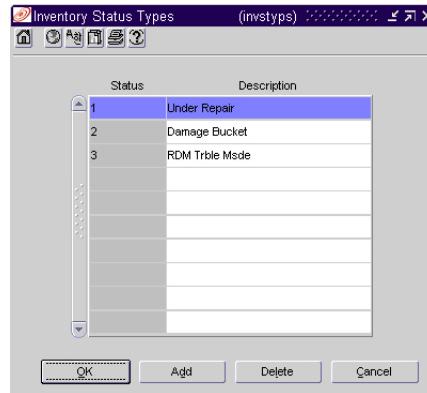
### System administration

The system administrator can set the retention period, in months, for inventory adjustment records. When the records have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.

## Procedures

### Add an inventory status type

- **Navigate:** From the main menu, select Control > Setup > Inventory Status Types > Edit. The current status types are displayed on the Inventory Status Types window.



*Inventory Status Types window*



- 1 Click **Add**. The next available line is enabled.
- 2 In the Status field, enter a unique ID for the status type.
- 3 In the Description field, enter the description of the status type.
- 4 Click **OK** to exit.



### Adjust inventory by item

- **Navigate:** From the main menu, select Inventory > Inventory Adjustments > By Item. The Inventory Adjustment by Item window is displayed.


*Inventory Adjustment by Item window*

- 1 In the Item field, enter the item number of the item, or click the LOV  button and select the item.
- 2 In the Inventory Status field, select the status that you want to apply to the item.
- 3 In the Reason field, enter the ID of the reason for the adjustment, or click the LOV  button and select the reason.

**Note:** A reason is required if you select Total Stock on Hand in the Inventory Status field.

- 4 In the Location Type field, select the type of location where the adjustment is needed.

**Note:** Pack items can be adjusted only at warehouses.



- 5 In the Location field enter the ID of the location, or click the LOV  button and select the location.
- 6 In the Adjustment Qty field enter the number of units that you want to add or subtract. Use a negative number to subtract from the total.
- 7 Click **OK + Repeat** to make adjustments for another item, or click **OK** to exit.

### Adjust inventory by location


- **Navigate:** From the main menu, select Inventory > Inventory Adjustments > By Store/Warehouse. The Inventory Adjustment by Location window is displayed.

Item	Description	Adjustment Qty	Reason	Reason Description	Total Stock
100602332	ced - calendar				0

#### *Inventory Adjustment by Location window*

- 1 In the Location Type field, select the type of location where the adjustment must be made.
- 2 In the Location field, enter the ID of the location, or click the LOV  button and select the location.
- 3 In the Inventory Status field, select the status that you want to apply to the items at the selected location.
- 4 In the Reason field, enter the ID of the reason for the adjustment, or click the LOV  button and select the reason.

**Note:** A reason is required if you select Total Stock on Hand in the Inventory Status field.

- 5 In the Item field, enter the item number of the item, or click the LOV  button and select the item.
- 6 In the Adjustment Qty field enter the number of units that you want to add or subtract. Use a negative number to subtract from the total.
- 7 Click **OK + Repeat** to make adjustments at another location, or click **OK** to exit.

### Adjust inventory of transformed items

- **Navigate:** From the main menu, select Inventory > Inventory Adjustments > Product Transformation. The Product Transformation window is displayed.

The screenshot shows the 'Product Transformation' window with the following fields and values:





- Location Type: Warehouse
- Location ID: 88881
- Location Name: As\_Virtual
- Item: 101323520
- Item Name: Big Blue Bowl
- UOM: EA
- Reason: 1
- Reason Name: Shrinkage
- Current Stock: 0.00
- Quantity Removed: 0.00
- Total Cost Removed: 0.00
- Total Cost Added: (empty)

The table below the fields is currently empty:

Item	Description	Current Cost	UOM	Quantity Added	New Cost	Total Cost

Buttons at the bottom: OK, OK + Repeat, Add Item, Delete Item, Refresh, Cancel.

*Product Transformation window*

- 1 In the Location Type field, select the type of location where the adjustment must be made.
- 2 In the Location field, enter the ID of the location, or click the LOV  button and select the location.
- 3 In the Item field, enter the item number of the item to be transformed, or click the LOV  button and select the item.
- 4 In the Reason field, enter the ID of the reason for the adjustment, or click the LOV  button and select the reason.
- 5 In the Quantity Removed field, enter the number of units subtracted from stock on hand.
- 6 In the Item field, enter the item number of the item derived from the transformed item, or click the LOV  button and select the item.
- 7 In the Quantity Added field, enter the number of units added to the stock on hand.
- 8 In the New Cost field, edit the default cost per unit as necessary.
- 9 Add any additional items that are derived from the transformed item.
- 10 Click **OK + Repeat** to make adjustments for another transformed item, or click **OK** to exit.

### View unavailable inventory


- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit or View mode. The Item Maintenance window is displayed.

- 1 From the Options list, select the Unavailable Inventory option. The Unavailable Inventory window is displayed.

Location	Status	Quantity

*Unavailable Inventory window*

- 2 In the Location Type field, select the type of location that you want to view.
- 3 In the Location field, enter the ID of the location, or click the LOV  button and select the location.

**Note:** The Location field is enabled when you select either Store or Warehouse in the Location Type field.

- 4 Select the status of the item as necessary.
- 5 Click **Search**. The locations that match the search criteria are displayed.
- 6 Click **Refresh** to perform another search, or click **OK** to exit.



## Returns to vendor

### Overview

A return to vendor (RTV) order is used to send merchandise back to the supplier. One or more items may be included on the RTV order, but only one supplier and location are entered. To add multiple items to the RTV order, you can use an item list.

### Business process

RTV orders may be received from an external system, such as Retek Distribution Management (RDM). The items on these RTV orders are already shipped, so their status in RMS is Shipped.

You can manually create and maintain an RTV order. An RTV order must pass through an approval process. Depending on your role, you can input, approve, or cancel an RTV order. Only RTV orders in Input status may be edited.

### Reports

There are no standard reports pertaining to RTV orders.

### System administration

When a new average cost is calculated for a returned item, the percentage of change must be less than or equal to the tolerance set by the system administrator. Otherwise, the original average cost is retained. Average cost is never recalculated if the tolerance is set to 0 (zero) percent. It is always recalculated if the tolerance is set to 100 percent.

The system administrator can set the retention period, in months, for RTV orders that have been shipped or cancelled. When the records have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.



## Procedures

### Create an RTV order

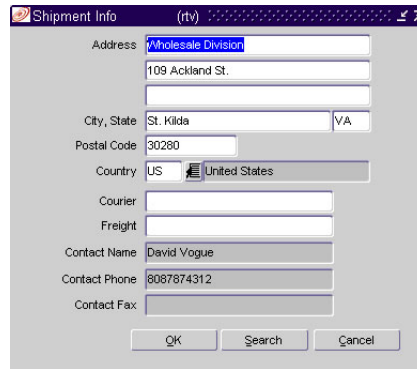
- **Navigate:** From the main menu, select Inventory > Return to Vendor. The RTV Search window is displayed.

In the Action field, select New. Click **OK**. The RTV Maintenance window is displayed.

*RTV Maintenance window*

- 1 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier.
- 2 In the Location fields, first select the type of location. Next, enter the ID of the location that is returning the item, or click the LOV  button and select the location.
- 3 In the Ret Auth No field, enter the supplier's return authorization number as necessary.
- 4 In the Comments field, enter any comments as necessary.
- 5 In the Handling Pct field, enter what percentage, if any, the supplier charges for returns.

- 6 To edit the supplier's return address and courier information:
  - a Click **Ship Info**. The Shipment Info window is displayed.



The screenshot shows a window titled "Shipment Info (rtv)". It contains several input fields for address and contact information. The "Address" field is highlighted in blue and contains "Wholesale Division". Below it is "109 Ackland St.". The "City, State" field contains "St. Kilda" and "VA". The "Postal Code" field contains "30280". The "Country" field contains "US" and "United States". The "Courier" field is empty. The "Freight" field is empty. The "Contact Name" field contains "David Vogue". The "Contact Phone" field contains "8087874312". The "Contact Fax" field is empty. At the bottom are "OK", "Search", and "Cancel" buttons.

*Shipment Info window*

- b Click **Search** and select an alternative return address as necessary. Otherwise, enter or edit the default information.
    - c Click **OK** to exit the Shipment Info window.
- 7 To add items to the RTV order:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b Enter additional details as necessary.
  - c Click **Apply**. The item or items are added to the RTV order.
- 8 Click **OK + Repeat** to create another RTV order, or click **OK** to exit.

### Search for an RTV order

- **Navigate:** From the main menu, select Inventory > Return to Vendor. The RTV Search window is displayed.

*RTV Search window*

- 1 In the Action field, select either Edit or View.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The RTV Search window displays the RTV orders that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of an RTV order, select a record and click **OK**. The details are displayed in the RTV Maintenance window.
- 5 Click **Close** to exit.

### Approve an RTV order

- **Navigate:** From the main menu, select Inventory > Return to Vendor. The RTV Search window is displayed.

Search for and retrieve an RTV order in Edit mode. The RTV Maintenance window is displayed. Restrict the search to RTV orders in Input status.

- 1 From the Options menu, select Approve.
- 2 When prompted to approve the RTV order, click **Yes**. The status of the RTV order is changed to Approved.
- 3 Click **OK** to exit.

## Stock counts

### Overview

Stock counts can be requested and processed in one of two ways:

- By unit and dollar: Requests are made at product level. The results of a physical stock count are used to adjust the quantity of the stock on hand and the monetary value of the stock in the stock ledger.
- By unit: Requests are made for multiple items using an item list. The results of the physical stock count are used to adjust the quantity of the stock on hand. The stock ledger is not adjusted.

### Business process

You can request a stock count as needed or create a schedule of stock counts. If you have access to Retek Data Warehouse, you can create item lists based on ABC classifications. The item lists can be used in requests for stock counts by unit.

Immediately prior to the scheduled date of the physical stock count, a snapshot is taken of the stock on hand, stock in transit, retail value, and weighted average cost. If the stock on hand has not yet been adjusted as a result of the physical count, the snapshot continues to be adjusted automatically as late transactions are received from the point of sale and the warehouse management system.

The results of a physical stock count may be received from an external system or entered manually. You can print a variance report, which allows you to review any variances between the book count and physical count. After reviewing the report, you can edit the quantities for stock counts by unit or by unit and dollar as necessary. For stock counts by unit and dollar, you can also edit the monetary value of the stock as necessary. After editing quantities and monetary values, you can force the system to adjust the stock on hand and post the updated monetary values to the stock ledger.

In a multi-channel environment, you may request a stock count at a physical warehouse. The system automatically distributes the results among the virtual, or stockholding, warehouses based on the default distribution method. You can edit the results at the virtual warehouse level.

### Reports

The following standard reports are available for stock counts:

- Cycle Count Variance: Indicates where physical counts differ from book counts. Only those variances that exceed predefined tolerances are reported.
- Missing Stock Count Results: Indicates where stock counts scheduled for the current month have not yet been processed.
- Stock Count Worksheet: Displays the items to be counted in a stock count. You can enter the results of the physical count next to each item.

## System administration

The system administrator can set the following system defaults for stock counts:



- The tolerance for variances by unit, cost value, and retail value
- The minimum number of days allowed between the date of a request and the date of the stock count
- The lockout period; that is, the number of days before a scheduled stock count that the request can still be edited
- The retention period, in days, for completed stock count requests. When the completed requests have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.

## Procedures

### Create ABC classifications

- **Navigate:** From the main menu, select Control > ABC Classification > Edit. The Location ABC Classification window is displayed.

*Location ABC Classification window*

- 1 Select either the Location or Location List option.
- 2 Depending on which option you select, enter one of the following details:
  - Location option: In the Location Type field, select the type of location. In the Location field, enter the ID of the specific location, or click the LOV  button and select the location.
  - Location List option: In the Location List field, enter the ID of the location list, or click the LOV  button and select the location list.
- 3 In the Classification field, select the criteria for the ABC classifications.
- 4 In the Type field, select how the ABC classifications are measured.




**Note:** When the classification is retail price, the measurement is always amount.

- 5 Click **Add**. The next available line is enabled.
- 6 In the Class field, select a rank.
- 7 In the Percent field, enter the percentage of the items to include in the rank.
- 8 Click **OK + Repeat** to create ABC classifications for another location, or click **OK** to exit.

### Schedule stock counts

- **Navigate:** From the main menu, select Inventory > Stock Count Schedule > Edit. The Stock Count Schedule is displayed.

#### *Stock Count Schedule window*

- 1 In the Location Type field, select the type of location.
- 2 In the Location field, enter the ID of the location or the location list, or click the LOV  button and select the location or location list.
- 3 In the Stocktake Type field, select type of count. If a stock count schedule already exists for the selected location, it is displayed in the table.
- 4 Click **Add**. The fields in the Apply area are cleared.
- 5 Depending on the type of stock count, enter either of the following details:
  - Units: In the Item List field, enter the ID of the item list, or click the LOV  button and select the item list.
  - Units & Dollars: In the Department field, enter the ID of the department, or click the LOV  button and select the department. Enter the class and subclass in their respective fields as necessary.
- 6 In the Start Date and End Date fields, enter the dates on which the schedule becomes effective and expires.
- 7 In the Count Time field, enter the time of day at which the stock count begins. Use international standard time (24-hour clock).
- 8 In the Cycle field, select the frequency of the stock counts.



- 9 In the Days of Count field, select the day of the week for the stock count.

**Note:** If the cycle is every day, all of the days are automatically selected. If the frequency is every week, you can select more than one day.

- 10 Click **Apply**. The schedule is added to the table.
- 11 Click **OK + Repeat** to add schedules for another location, or click **OK** to exit.

### Request a stock count

- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.


Search for and retrieve a stock count in New mode and with an Action Type of Request. The Stock Count Request Maintenance window is displayed.


The screenshot shows the 'Stock Count Request Maintenance Window' with the following details:

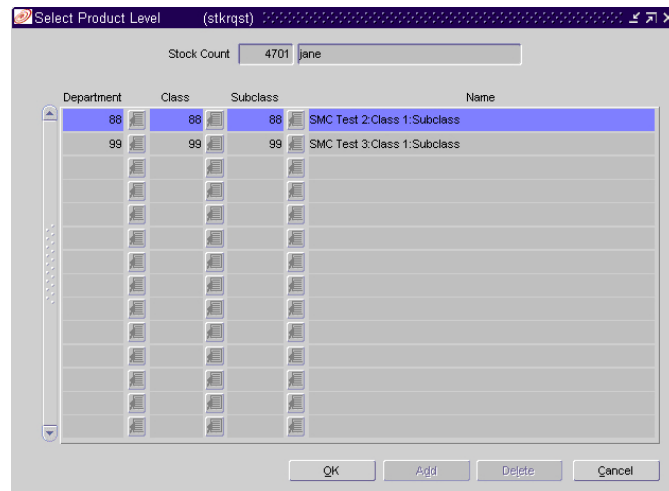
- Stock Count:** 4701, Jane
- Stock Count Type:** Unit & Dollar
- Stock Count Date:** 09-MAR-2001
- Product:** Subclass
- Group Type:** Store
- Group:** 100000001 Minneapolis
- Location Table:**

Location	Location Name
100000001	Minneapolis
100000007	Fresno
100000018	Charleston


*Stock Count Request Maintenance window*

- 1 In the Stock Count field, enter a description for the stock count.
- 2 In the Stock Count Type field, select the type of count.
- 3 In the Stock Count Date field, enter the scheduled date for the stock count, or click the calendar  button and select the date.

- 4 Depending on which option you selected in the Stock Count Type field, enter one of the following details:
  - **Unit:** In the Item List field, enter the ID of the item list, or click the LOV  button and select the item list.
  - **Unit & Dollar:** In the Product field, select the merchandise level. Next, click **Product**. On the Select Product Level window, select the departments, classes, and subclasses that you want to include in the request.



*Select Product Level window*

- Click **OK** to exit the Select Product Level window.
- 5 In the Group Type field, select a grouping mechanism.
  - 6 In the Group field, enter the ID of the specific location or group, or click the LOV  button and select the location or group.
  - 7 Click **Apply**. The locations are added to the table.
  - 8 To delete a location from the table:
    - a Select a location and click **Delete**.
    - b When prompted to delete the record, click **Yes**.
  - 9 Click **OK + Repeat** to request another stock count, or click **OK** to exit.

**Search for a stock count**

- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.
- 1 In the Action field, select any action except New.
- 2 If you select Edit or View in the Action field, select either Request or Count Quantity in the Action Type field.
- 3 Enter additional criteria as desired to make the search more restrictive.
- 4 Click **Search**. The Stock Count Search window displays the stock counts or requests that match the search criteria.
- 5 Select a task:
  - To perform another search, click **Refresh**.
  - To display the details of a stock count, select a record and click **OK**. The details are displayed in the appropriate maintenance window.
- 6 Click **Close** to exit.

**Create a trial variance report**


- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.

Search for and retrieve a stock count by selecting Unit Variance and Adjustment in the Action field. The Stock Count Variance window is displayed.

The screenshot shows the 'Stock Count Variance Window' with the following fields and controls:

- Stock Count: 3641
- Stock Count Date: 09-MAR-2001
- Stock Count Type: Unit and Dollar
- Group Type: Store
- Value: (empty)
- Buttons: Apply, Delete
- Table with columns: Location, Description
- Buttons: OK, Refresh, Cancel

***Stock Count Variance window***

- 1 In the Group Type field, select the type of location or locations.
- 2 In the Value field, enter the ID of the location, or click the LOV  button and select the location.

**Note:** The Value field is enabled if you select Store or Warehouse in the Group Type field.




- 3 Click **Apply**. The location or locations are added to the table.
- 4 From the Options menu, select Create Trial Variance Report.
- 5 When prompted to wait for the report, click **Yes**.
- 6 Print the report.
- 7 Click **OK** to exit.

### Enter the results of a stock count

- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.

Search for and retrieve a stock count in New mode and with an Action Type of Count Quantity. The Stock Count Results Maintenance window is displayed.




*Stock Count Results Maintenance window*

- 1 In the Stock Count field, enter the ID of the unprocessed stock count, or click the LOV  button and select the stock count.
- 2 In the Location Type field, select the type of location.
- 3 In the Location field, enter the ID of the specific location, or click the LOV  button and select the location.
- 4 In the Item field, enter the item number of the item, or click the LOV  button and select the item. The Count Location and Count fields are enabled.
- 5 In the Count Location field, enter the name of the storage area.
- 6 In the Count field, enter the number of units found in the storage area.
- 7 To add another storage area and quantity, click **Add**. Enter the details on the next available line is enabled.
- 8 Click **OK + Repeat** to enter the results for another item at the same location, or click **OK** to exit.

**Edit the results of a stock count**

- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.


Search for and retrieve a stock count in Edit mode and with an Action Type of Count Quantity. The Stock Count Results Maintenance window is displayed.

- 1 In the Stock Count field, enter the ID of the unprocessed stock count, or click the LOV  button and select the stock count.
- 2 In the Location Type field, select the type of location.
- 3 In the Location field, enter the ID of the specific location, or click the LOV  button and select the location.
- 4 In the Item field, enter the item number of the item, or click the LOV  button and select the item. The details of the stock count are displayed.
- 5 Edit the quantities in the Count field as necessary.
- 6 To delete a result from the stock count, select a record, and click **Delete**.
- 7 Click **OK + Repeat** to edit the results for another item at the same location, or click **OK** to exit.

**Adjust the stock on hand after a stock count**

- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.

Search for and retrieve a stock count by selecting Unit Variance and Adjustment in the Action field. The Stock Count Variance window is displayed.

- 1 In the Group Type field, select the type of location or locations.
- 2 In the Value field, enter the ID of the location, or click the LOV  button and select the location.

**Note:** The Value field is enabled if you select Store or Warehouse in the Group Type field.

- 3 Click **Apply**. The location or locations are added to the table.
- 4 From the Options menu, select Create Stock Adjustments.
- 5 When prompted to continue, click **Yes**.





**Note:** The adjustments are made by a regularly scheduled batch program.

- 6 Click **OK** to exit.

**Adjust the stock ledger after a stock count**

- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.

Search for and retrieve a stock count by selecting Dollars Change/Ledger Adjust in the Action field. The Stock Count Results Dollar Changes window is displayed.

- 1 In the Location Type field, select the type of location.
- 2 In the Location field, enter the ID of the location, or click the LOV  button and select the location.
- 3 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 4 To adjust the monetary values for the current department, enter the following details:
  - a In the Class field, enter the ID of the class, or click the LOV  button and select the class.
  - b In the Subclass field, enter the ID of the subclass, or click the LOV  button and select the subclass.
  - c In the Adjust Amount field, enter a positive number to increase the value, or a negative amount to decrease the value.

**Note:** Depending on system options, the monetary value may be either retail or cost.

- 5 To enter the details for another department at the same location:
  - a Click the **Next Depart.**
  - b Enter the details in the enabled fields.
- 6 To enter the details for another location:
  - a Click **Next Location.**
  - b Enter the details in the enabled fields.
- 7 To force the system to update the stock ledger, select Create Adjustments from the Options menu.

**Note:** The stock ledger is updated by a regularly scheduled batch program.



- 8 Click **OK** to exit.

**Redistribute stock within a physical warehouse**

- **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.

Search for and retrieve a stock count by selecting Virtual Warehouse Distribution in the Action field. The Stock Count Virtual Warehouse Distribution window is displayed.

You can also access the Stock Count Virtual Warehouse Distribution window from the Stock Count Results Maintenance window. Select Stock Count VWH Distribution from the Options menu.

- 1 In the Physical Warehouse field, enter the ID of the physical warehouse, or click the LOV  button and select the physical warehouse.
- 2 In the Item field, enter the ID of the item, or click the LOV  button and select the item.
- 3 Click **Apply**. The virtual warehouses associated with the current physical warehouse are displayed.
- 4 Edit the quantities for the virtual warehouses as necessary.
- 5 Click **OK + Repeat** to redistribute an item at another physical warehouse, or click **OK** to exit.



## Tickets and labels

### Overview

Items generally have tickets or labels affixed to them in the store. While shoppers may note the price and size, sales clerks may glean quite a bit of additional information from the tickets and labels. An item may have multiple tickets and labels.

You can choose what information is printed on tickets and labels and under what circumstances they should be automatically printed. When necessary, you can choose to print tickets on demand. Ticket requests are transmitted to an external ticketing system for printing.

### Business process

Before you can use tickets and labels, you must add the types of tickets to the system. After entering a unique ID and description for a ticket type, you choose which attributes of an item are to be printed on the ticket type. You also indicate whether the ticket type is a shelf edge label. If the ticket type is a shelf edge label, only one label per request is printed.

After the ticket types are defined, you can associate one or more ticket types with an item. You can associate ticket types with multiple items by using an item list.

At this point, you indicate the circumstances under which tickets are automatically printed. The circumstances are:

- When a purchase order is approved
- When an order is received
- When a permanent price change takes effect.

If you use an item list, the ticket types that you add to the item list supersede existing ticket types associated with the items on the item list. A message is displayed requesting if the same ticket types to any subordinate level items.

Should the need arise, you can request tickets on demand. The request may be for a single item, items on an item list, or items on a purchase order. Requests may be edited until the tickets are printed.

### Reports

There are no standard reports pertaining to tickets and labels.

### System administration


The system administrator may set the default percentage of extra tickets to be printed.



- 2 To add an attribute to a ticket type:
  - a Select the ticket type and click **Detail**. The Ticket Items window is displayed.

Attribute Type	Attribute ID	Description

*Ticket Items window*

- b Click **Add**. The next available line is enabled.
  - c In the Attribute field, select the type of attribute.
  - d In the Attribute ID field, enter the ID of the attribute, or click the LOV  button and select the attribute.
  - e Click **OK** to exit the Ticket Items window.
- 3 To delete an attribute from a ticket type:
  - a Select the ticket type and click **Detail**. The attributes are displayed in the Ticket Items window.
  - b Select an attribute and click **Delete**.
  - c When prompted to delete the record, click **Yes**.
  - d Click **OK** to exit the Ticket Items window.
- 4 To delete a ticket type:
  - a Select a ticket type and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 5 Click **OK** to exit the Ticket Types window.




- 5 Click **OK** to exit.
- 6 If prompted to overwrite the ticket types for children (subordinate level items) of the current item, click either **Yes** or **No** as necessary.

#### **Edit ticket types for multiple items**

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode. The Item List Header window is displayed.

- 1 From the Options menu, select Create Mass Item Change > Ticket Type. The Item Ticket Detail window is displayed.
- 2 In the Ticket Type field, enter the ID of the ticket type, or click the LOV  button and select the ticket type.
- 3 In the PO Print Type field, select when the tickets are printed.
- 4 If you want tickets printed automatically when a permanent price change becomes effective, select the Print on Price Change check box.
- 5 In the Percent Over Quantity field, enter or edit the percentage of extra tickets to be printed.
- 6 To add another ticket type, click **Add**.
- 7 Enter the details on the next available line.
- 8 Click **OK** to exit.
- 9 When warned about overwriting existing ticket types, click **OK**.
- 10 When prompted to overwrite the ticket types for children (subordinate level items) of the items on the item list, click either **Yes** or **No** as necessary.

### Request tickets or labels

- **Navigate:** From the main menu, select Items > Request Tickets. The Request Manual Ticketing window is displayed.

Item	Item Description	Ticket Description	Quantity	Location Type	Location	Location Name
400000283081	most ticket fun	pheer the foo ticket type	12	Warehouse	1231 Charms wh	

**Request Default**





Items:  Single Item:

Location Type:  Location:  Quantity:

Ticket Type:  pheer the foo ticket type Origin Country:  United States

Buttons: Apply, Delete, OK, New, Cancel

#### *Request Manual Ticketing window*

- 1 Click **New**. The Apply area is enabled.
- 2 In the Items field, select the grouping mechanism for the items to be ticketed.
- 3 In the next field, enter the ID of the specific item, item list, or purchase order, or click the LOV  button and select the group.
- 4 In the Location Type field, select the type of location. This field is not required for purchase orders.
- 5 In the Location field, enter the ID of the specific location, or click the LOV  button and select the location. This field is not required for purchase orders.
- 6 In the Quantity field, enter the number of tickets to be printed. This field is not required for purchase orders.
- 7 In the Ticket Type field, enter the ID of the ticket type, or click the LOV  button and select the ticket type.
- 8 In the Origin Country field, enter the code for the origin country, or click the LOV  button and select the origin country. The origin country is optional.
- 9 Click **Apply**. The ticket requests are added to the table.
- 10 Click **OK** to exit.

**Edit requests for tickets or labels**

- **Navigate:** From the main menu, select Items > Request Tickets. The current requests are displayed in the Request Manual Ticketing window.

Select a record and edit the quantity or origin country as necessary. You can edit the quantity in the table or in the Apply area. You can edit the origin country in the Apply area only.

- 1 To add a request:
  - a Click **New**. The Apply area is enabled.
  - b Enter the details in the Apply area.
  - c Click **Apply**. The ticket requests are added to the table.
- 2 To delete a request:
  - a Select a request and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 3 Click **OK** to exit.





# Chapter 8 - Replenishment

## Overview

The replenishment feature allows you to automate the ordering process for items by constantly monitoring inventory conditions and creating orders to fulfill consumer demand according to predefined replenishment parameters

The investment buy process allows you to get the best price for an item by looking forward and taking in to account upcoming deals and cost changes.

These two processes work together to optimize your recommended order quantities.

You can select one of the following replenishment methods for an item:

- **Constant:** A stock-oriented replenishment method used without a forecasting application. Enter a maximum stock level at which you want the stock level maintained. As soon as the stock level drops below the maximum stock, a request is generated for the difference.
- **Min/Max:** A stock-oriented replenishment method used without a forecasting application. Enter a maximum stock and minimum stock level. Once the stock level drops below the minimum stock, a request is generated to raise the stock level to the maximum stock.
- **Floating Point:** A stock-oriented replenishment method used without a forecasting application. The system compares the sales trend of the upcoming 12 weeks to the same period one (1) year ago, and then calculates a maximum stock amount. Once stock levels fall below the calculated maximum stock amount, a request is generated to raise the stock level to the maximum stock. It also incorporates the idea of service level, which is used to calculate safety stock. Safety stock is additional inventory carried in a location to prevent stock outs.
- **Time Supply:** A stock-oriented replenishment method used with a forecasting application. You control stock levels through days of supply in the store rather than specifying an exact amount. Based on forecasted sales data from the Retek Demand Forecasting System, the minimum time supply number of days is used to determine the minimum stock level, while the maximum time supply number of days determines the maximum stock level. These min/max levels change based on the current forecasted sales data. The time supply horizon number of days is an optional field used to calculate an average daily sales rate that is multiplied against the minimum time supply days and maximum time supply days to determine a min/max. This field is useful if the time supply days extends past the number of days with forecasted data. A replenishment order is made when the net available inventory reaches the minimum days of supply and the order quantity placed is based on the rate of sale from forecasted sales over the specified period (time supply horizon) and the maximum days of supply value.

- **Time Supply - Seasonal:** A stock-oriented replenishment method used with a forecasting application. Time Supply - Seasonal combines the basic Time supply algorithm with the end of season terminal stock goal. The additional fields for this algorithm include Season ID, Phase ID, and terminal stock value. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season Terminal Stock goal.
- **Time Supply - Issues:** A stock-oriented replenishment method used with a forecasting application used exclusively for warehouses. Replenishment calculations function just as they do for stores except that the warehouse issues forecasts are used. All other calculations are consistent with store Time Supply replenishment.
- **Dynamic:** A service-oriented replenishment method used with a forecasting application. The goal is to have only enough stock on hand in a given location to capture all sales between replenishment cycles. The time frame used to determine stock levels depend on the review time and lead time before stock levels in the location can be affected by an incoming shipment. The service level percentage is used to calculate the necessary amount of safety stock.
- **Dynamic - Seasonal:** A service-oriented replenishment method used with a forecasting application. In the same manner as Time Supply - Seasonal, Dynamic - Seasonal combines the basic Dynamic algorithm with the end of season terminal stock goal. The additional fields for this algorithm include a Season ID, Phase ID, and Terminal stock value. This replenishment method compares the current replenishment requests and the forecasted demand until the end of the season. Replenishment requests are created according to the end of season terminal stock goal
- **Dynamic - Issues:** A service-oriented replenishment method used with a forecasting application used exclusively for warehouses. Replenishment calculations function just they do for stores, except that the warehouses issues forecasts are used. All other calculations are consistent with store dynamic replenishment.
- **Store Orders** - A store driven replenishment method, which allows stores to place orders based on need. Orders are incorporated into RMS via an overnight batch. Recommended order quantities are based on the store request and the ability to deliver the product with in lead time.

The Dynamic replenishment methods are the most complex and powerful replenishment methods. Each location that stocks the item can use a different replenishment method.

## Business process

### Replenishment

To utilize the replenishment process:

- 1 Set up suppliers, indicating the level of inventory management.
- 2 Identify items that are on replenishment. Identify the replenishment characteristics and supporting replenishment attributes.
- 3 Create delivery schedules for stores and warehouses as needed for items that utilize Dynamic, Dynamic - Seasonal, Dynamic - Issue, or Floating Point replenishment.
- 4 View items on replenishment through the Replenishment Attribute Maintenance View window, the Replenishment List window, or the Replenishment List Details window.
- 5 Utilize the buyer worksheet to verify replenishment recommended order quantities, determine the actual order quantities, add items, or split suppliers.
- 6 Select items on the buyer worksheet and create a purchase order.

### Investment buy

To utilize the investment buy process:

- 1 Set up supplier as investment buy eligible.
- 2 Identify investment buy warehouses, indicate limiting parameters for the warehouse.
- 3 Utilize the buyer worksheet to verify investment buy recommended order quantities, determine the actual order quantities, add items, split suppliers, view deals associated with the investment buy.
- 4 Select items on the buyer worksheet and create a purchase order.

## Reports

There are no reports pertaining to replenishment or investment buy.

## System administration

### Replenishment

Replenishment parameters are set up in the system control area. These parameters are required for the system to utilize the replenishment process effectively. You can indicate purge days, warehouse store assignment type, order history date, pack history weeks, store order purge days, reject store orders, schedule use are parameters that need to be set to company specific information.

### Investment buy

Investment buy parameters are set up in the system control area. These parameters are required for the system to utilize the investment buy process effectively. You can indicate look ahead days, warehouse storage cost measure, warehouse storage cost UOM, weekly cost of warehouse storage, outside storage cost measure, outside storage cost UOM, weekly cost of outside storage, cost level, storage type, max weeks of supply, target ROI, annual cost of money, results purge days.

## Procedures

### Add replenishment attributes to an item or item list

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Select the Replenishment option. The Replenishment Attribute Maintenance window is displayed.


OR


From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode. The Item List Header window is displayed.

From the Options menu, select Create Mass Item Change > Replenishment. The Replenishment Attribute Maintenance window is displayed.

### *Replenishment Attribute Maintenance window*



- 1 In the Group Type field, select the group type.
- 2 In the Group Type Value field, enter the ID of the group or location, or click the LOV  button and select a group or location.
- 3 In the Replenishment Attribute Maintenance Action field, select Activate.

- 4 In the Stock Category field, select the method by which the item is sourced and delivered to the stores.
- 5 In the Order Control field, select how purchase orders are created for the item.
- 6 In the Source WH field, enter the ID of the warehouse from which the item is sent, or click the LOV  button and select a warehouse.


**To select a replenishment method:**

- 7 In the Replenishment Method field, select the replenishment method for the item.
- 8 Enter the replenishment parameters in the associated replenishment fields.

**To specify the replenishment dates:**



- 9 In the Activate Date field, enter the date on which the replenishment attributes are effective for the item, or click the calendar  button and select the date.
- 10 In the Deactivate Date field, enter the date on which the replenishment attributes are no longer effective for the item, or click the calendar  button and select the date.

**To define the primary replenishment pack:**

- 11 Enter the pack ID number that identifies the pack, or click the LOV  button and select the replenishment pack.
- 12 Select the Default Primary Costing Pack to indicate the pack is the costing pack for replenishment.

Select Remove Primary Replenishment Pack to indicate the primary replenishment pack is removed.

**To specify the supplier for the replenishment of the item:**

- 13 In the Supplier field, enter the ID of the supplier for the item, or click the LOV  button and select a supplier.
- 14 In the Origin Country field, enter the code of the country of origin, or click the LOV  button and select a country.

**To define the replenishment cycle:**

- 15 In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
- 16 To select the day on which the item is reviewed:
  - a If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
  - b If the review cycle is every week, select the days of the week. You may select more than one day.
  - c If the frequency is every two or more weeks, select the day of the week.

- 17 To view the Delivery Schedule for the item, click **Delivery**. The Delivery Schedule window is displayed.

**To define allowable order change tolerances:**

**Note:** Order change tolerances do not apply to replenishment transfers.

- 18 In the Use? field, select whether replenishment order quantities can be changed.
- 19 To define the amount of change allowed:
  - a In the Percent field, enter the percentage by which you can change the order quantity.
  - b In the Units field, enter the amount by which you can change the order quantity.

**To define stock values:**

- 20 In the Presentation Stock field, enter the quantity of presentation stock for the item.
- 21 In the Demo Stock field, enter the quantity of the demonstration stock for the item.

**Note:** This field is not required when you are adding replenishment attributes for an item at a warehouse.

**To specify the lead times for the item:**

- 22 In the Supplier Lead Time field, enter the number of lead days the supplier needs.
- 23 In the Pickup to Location field, enter the number of days it takes for the item to reach the store or warehouse.

**Note:** This field is required for direct to store and cross-docked items.

- 24 In the Warehouse to Locn field, enter the number of days it takes for the item to reach the store.

**Note:** This field is required for cross-docked and warehouse stocked items.

- 25 Click **OK** to save your changes and exit, click **OK +Repeat** to save your changes and set replenishment attributes for another item and group type, or click **Cancel** to exit without saving changes. Click **Refresh** to clear all fields in the parameters area.


### Add inventory management information for a supplier

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.

Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

From the Options menu, select Inventory Management. The Supplier Inventory Management Information window is displayed.

#### *Supplier Inventory Management Information window*

- 1 In the Supplier, Department, and Location fields, enter the ID of the supplier, department, and location as appropriate, or click the LOV  button and select supplier, department, and location as appropriate.

#### **To define replenishment review attributes:**

- 2 In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
- 3 To select the day on which the item is reviewed:
  - a If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
  - b If the review cycle is every week, select the days of the week. You may select more than one day.
  - c If the frequency is every two or more weeks, select the day of the week.
- 4 In the Order Control field, select how POs are processed for the supplier.
- 5 Select the Single Loc on Order check box if only one location can be on an order.



**To define due order processing parameters:**

- 6 Select the Due Order Processing check box to have due order processing performed for replenishment items from the supplier.
- 7 Select the Create Non-Due orders check box to have purchase orders created in Worksheet status for items that are not due to be ordered.
- 8 In the Due Order Level field, select the level at which the due order processing is based.
- 9 In the Service Basis field, select the parameter that is used in calculating the stock out levels.


**To define supplier minimum attributes:**

- 10 In the Minimum Level field, select the minimum order quantity at which the supplier accepts orders.
- 11 Select the Purge Orders Failing Minimums check box to create POs that meet the supplier minimum.

**To specify scaling attributes:**

- 12 Select the Scale Order to Constraints check box to have items on purchase orders for the supplier scaled to meet the scaling constraints.
- 13 In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
- 14 In the Scaling Level field, indicate if the PO should be scaled to the location need or to the entire order.
- 15 Select the Multiple Vehicles check box to indicate that multiple vehicles may be used when delivering the order.

**To define other attributes:**

- 16 In the Pooled Supplier field enter the ID of the supplier, or click the LOV  button and select a supplier.
- 17 In the Purchase Type field, select the purchase type method.
- 18 In the Pick Up field, enter the location of the pick up. This field is enabled if Free on Board or Backhaul has been selected in the Purchase Type field.

**To define truck splitting attributes:**

- 19 Select the Split Orders into Truckloads checkbox to indicate that orders that exceed a truckload should be split.
- 20 To allow Less than Truckload (LTL) orders, select the Auto Approve LTL Orders check box.
- 21 In the Truck Split Method field, select the method of truck splitting used with this supplier.

**To define investment buy attributes:**

- 22 Select the Investment Buy Eligibility check box to enable investment buy attributes.
- 23 In the Order Control field, select how POs are processed for the investment buy orders.

**To define rounding attributes:**

- 24 In the Rounding Level field, select the level to which quantities should be rounded.
- 25 In the Round to Inner Threshold field, enter the percent of the inner needed to round to an additional inner.
- 26 In the Round to Case Threshold field, enter the percent of the case needed to round to an additional case.
- 27 In the Round to Layer Threshold field, enter the percent of the layer needed to round to an additional level.
- 28 In the Round to Pallet Threshold field, enter the percent of the pallet needed to round to an additional pallet.

### Add inventory management constraints to a supplier

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.

Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.



From the Options menu, select Inventory Management. The Supplier Inventory Management Information window is displayed.



On the Supplier Inventory Management Information window, click **Constraints**. The Supplier Inventory Management Constraint Information window is displayed.

*Supplier Inventory Management Constraint Information window*

### To define scaling constraints:

**Note:** To define scaling constraints, you must have selected the Scale Orders to Constraints check box on the Supplier Inventory Management Information window.

- In the Scaling Constraints Primary column, complete the following fields:
  - Type: Select the primary type of constraint to use when scaling orders.
  - UOM/Currency: If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV  button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV  button and select the currency code.
  - Max Value: Enter the maximum value of the constraint.
  - Max Value Tolerance: Enter the percentage tolerance for the maximum value of the constraint.
  - Min Value: Enter the minimum value of the constraint.

- f Min Value Tolerance: Enter the percentage tolerance for the minimum value of the constraint.
- 2 In the Scaling Constraints Secondary column, complete the following fields:
- a Type: Select the secondary type of constraint to use when scaling orders.  
**Note:** The Secondary Type cannot be the same as the Primary Type.
  - b UOM/Currency: if you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV  button and select the UOM. If you selected Amount as the secondary type, enter the currency code, or click the LOV  button and select the currency code.
  - c Max Value: Enter the maximum value of the constraint.
  - d Max Value: Enter the maximum value of the constraint.
  - e Max Value Tolerance: Enter the percentage tolerance for the maximum value of the constraint.
  - f Min Value: Enter the minimum value of the constraint.
  - g Min Value Tolerance: Enter the percentage tolerance for the minimum value of the constraint.
- 3 To default the scaling constraints to other areas:
- a Click **Truck Constraints** to apply the scaling constraints to the Truck Splitting Constraints area.
  - b Click **Minimum Constraints** to apply the scaling constraints to the Minimum Constraints area.
  - c Click **Bracket Constraints** to apply the scaling constraints to the Bracket Costing Constraints area.

**To define truck splitting constraints:**

**Note:** To define truck splitting constraints, you must have selected the Split Orders Into Truckloads check box and the Truck Split method on the Supplier Inventory Management Information window.

- 4 In the Constraint 1 column, complete the following fields:
- a Type: Select the primary type of constraint to use when splitting orders into truckloads.
  - b UOM/Currency: If you selected Mass or Volume as the primary type, enter the UOM code, or select it from the LOV. If you selected Amount as the primary type, enter the currency code, or select it from the LOV.
  - c Max Value: Enter the maximum value of the constraint.
  - d Value: Enter the value of the constraint.
  - e Tolerance: Enter the percentage tolerance for the maximum value of the constraint.



- 5 In the Constraint 2 column, complete the following fields:
- Type: select the primary type of constraint to use when splitting orders into truckloads.

**Note:** The Constraint 2 Type cannot be the same as the Constraint 1 Type.

- UOM/Currency: If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
- Max Value: Enter the maximum value of the constraint.
- Value: Enter the value of the constraint.
- Tolerance: Enter the percentage tolerance for the maximum value of the constraint.

**To define minimum constraints:**


**Note:** To define minimum constraints, you must have selected an option in the Minimum Level field on the Supplier Inventory Management Information window.

- 6 In the Minimum 1 column, complete the following fields:
- Type: Select how the first minimum order requirement is expressed.
  - UOM/Currency: If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV  button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV  button and select the currency code.
  - Max Value: Enter the maximum value of the constraint.
  - Value: Enter the value of the first minimum order requirement of the supplier.
- 7 When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
- 8 In the Minimum 2 column, complete the following fields:
- Type: Select how the second minimum order requirement is expressed.


**Note:** The Minimum 2 Type cannot be the same as the Minimum 1 Type.

- UOM/Currency: If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
- Max Value: Enter the maximum value of the constraint.
- Value: Enter the value of the first minimum order requirement of the supplier.

**To define bracket costing constraints:**

- 9 In the Threshold % field, enter the percentage of the bracket value that the order must meet in order to be rounded up to that bracket.
- 10 In the Primary column, complete the following fields:
  - a Type: Select how the first bracket costing constraint is expressed.
  - b UOM: If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV  button and select the UOM.
- 11 In the Secondary column, complete the following fields:
  - a Type: select how the second bracket costing constraint is expressed.

**Note:** The Secondary Type cannot be the same as the Primary Type.

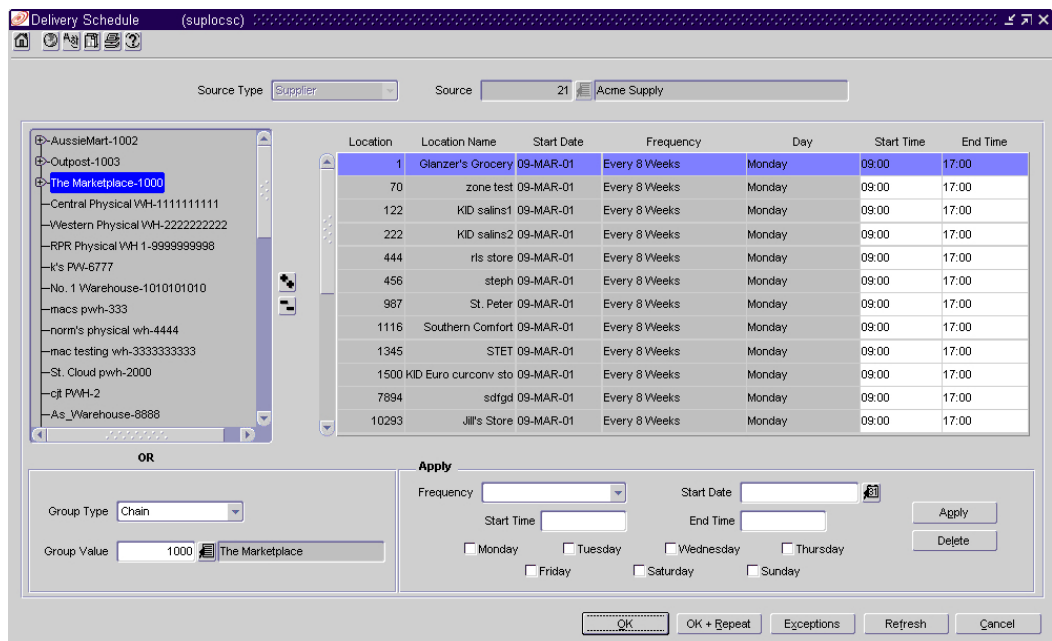
  - b UOM: If you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV  button and select the UOM
- 12 Click **OK** to save your changes and exit.

**Add a delivery schedule for a supplier**

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.

Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.


From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.




The screenshot shows the 'Delivery Schedule' window for 'Acme Supply'. The window displays a list of locations and their delivery schedules. The 'Apply' section is active, showing a frequency of 'Every 8 Weeks', a start date of '09-MAR-01', and a start time of '09:00'. The 'Apply' section also includes checkboxes for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.

Location	Location Name	Start Date	Frequency	Day	Start Time	End Time
1	Glanzer's Grocery	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
70	zone test	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
122	KID salins1	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
222	KID salins2	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
444	rls store	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
456	steph	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
987	St. Peter	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
1116	Southern Comfort	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
1345	STET	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
1500	KID Euro curconv sto	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
7894	sdfgd	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00
10293	Jill's Store	09-MAR-01	Every 8 Weeks	Monday	09:00	17:00

*Delivery Schedule window*

- 1 In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
- 2 In the Group Value field, enter the ID of the grouping mechanism or location for the delivery schedule, or click the LOV  button and select a grouping mechanism or location.

**Note:** You can also use the Organizational Hierarchy Tree to navigate to the grouping mechanism or location to which you are adding a delivery schedule. The Group Type and Group Value fields are filled in automatically.

- 3 In the Frequency field, select how often you want the supplier to deliver to the locations.
- 4 In the Start Date field, enter the date on which the delivery schedule is effective.
- 5 In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
- 6 In the End Time field, enter the time that the delivery is scheduled to end at the location.
- 7 To select the delivery day for a delivery schedule:
  - a If the frequency is every day, all the days of the week are selected automatically for the delivery schedule.
  - b If the frequency is every week, select the day of the week. You can select more than one delivery day.
  - c If the frequency is every two or more weeks, select the day of the week.
- 8 Click **Apply**.
- 9 To add an exception to a delivery:
  - a Click **Exceptions**. The Exceptions window is displayed.
  - b Click **Add Exceptions** to enable the next available line.
  - c In the Item Type field, select Item or Item List.
  - d In the Day field, select the day on which you do not want the item or item list delivered.
  - e In the Item field, enter the item number or the ID of the item list, or enter a partial description and click the LOV  button to select the item or item list.
  - f Click **Apply**.
  - g Click **OK** to exit the Exceptions window.
- 10 Click **OK** to exit.


### Add a substitute item for an item on replenishment

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.


Search for and retrieve an item on replenishment in Edit mode. The Item Maintenance window is displayed.

From the Options list, select Substitute Items. The Substitute Item Maintenance window is displayed.


#### *Substitute Item Maintenance window*

- 1 Click **Add Locations**. The fields in the apply block are enabled.
- 2 In the Group Type field, select the type of grouping mechanism or location for the item substitution.
- 3 In the Group Value field, enter the ID of the grouping mechanism or location for the item substitution, or click the LOV  button and select a grouping mechanism or location.
- 4 In the Fill Priority area, select the appropriate indicator to determine the basis of the item substitution.
- 5 Select the check box next to the replenishment calculation indicator.
  - Use Stock Ind: When selected, indicates that the substitute item is included in to determine the net inventory of the main item.
  - Use Sales Ind: When selected, indicates that the sales history for the substitute item is included in determining the maximum stock level.
  - Use Forecast Sales Ind: When selected, indicates that sales forecasts for the substitute items is used in calculation location demand for the main item.



- 6 In the Substitute Item field, enter the ID of the substitution item, or click the LOV  button and select the substitution item.

**Note:** To view items the main item is a substitute item for, from the options menu, select Main Item View. The Main Item View window is displayed.

- 7 In the Substitute Primary Replenishment Pack field, enter the ID of the substitute primary replenishment pack, or click the LOV  button and select the substitute primary replenishment pack.
- 8 In the Pick Priority field, enter the priority level of the substitute Item
- 9 Click **Apply**.
- 10 To add a substitute item/location to a main item, click **Add Location**. Applicable fields in the Apply Block area are cleared.
- 11 To add a multiple substitute items to a main item, click **Add Sub Item**. Applicable fields in the Apply Block area are cleared.
- 12 Click **OK** to save and exit, or click **Cancel** to exit without saving.

### Add investment buy attributes to a warehouse

- **Navigate:** From the main menu, select Actions > Organizational Hierarchy. The Organization Hierarchy Main Form window is display.


Select Warehouse on the tree structure. The warehouses are displayed in the table.

Select a warehouse and click Edit. The Warehouse Maintenance window is displayed.

In a multi-channel environment, from the Options menu, select Virtual Warehouse. The Virtual Warehouse Maintenance window is displayed. From the Options menu, select Warehouse Department Parameters > Edit. The Warehouse Department Parameters window is displayed.

In a single channel environment, from the Options menu, select Warehouse Department Parameters>Edit. The Warehouse Department Parameters window is displayed.

#### *Warehouse Department Parameters window*

- 1 In the Apply area, enter the department ID, or click the LOV  button and select a department.
- 2 In the Wh. Storage Cost Measure, select the warehouse storage cost measure.

**Note:** To enter the system control information for investment buy, click **Default**. The Wh. Storage Cost UOM, the Weekly Cost of Warehouse Storage, the Outside Storage Cost UOM, the Weekly Cost of Outside Storage, the Storage Type, the Maximum Weeks of Supply, the Target ROI, and the Cost of Money are filled in.

- 3 In the Wh. Storage Cost UOM, select the unit of measure if appropriate.


- 4 In the Weekly Cost of Warehouse Storage field, enter the weekly cost of warehouse storage.
- 5 In the Outside Storage Cost Measure, select the outside storage cost measure.
- 6 In the Outside Storage Cost UOM, select the unit of measure if appropriate.
- 7 In the Weekly Cost of Outside Storage field, enter the weekly cost of outside storage.
- 8 Enter the Maximum Weeks of Supply, Target ROI, and Cost of Money.
- 9 Click **Apply** to enter the information into the table. This information will be used in investment buy calculations.

### Review items on replenishment

- **Navigate:** From the main menu, select Items > Replenishment. The Replenishment Attribute View window is displayed.

*Replenishment Attribute View window*


- 1 Enter as much information as necessary to limit the search.
- 2 Click **Search**. Results are displayed on the table.
- 3 To perform a new search, click **Refresh**.
- 4 To display information alternate information pertinent to replenishment, from the view menu, select an applicable view.

- 5 To add a delivery schedule, click **Delivery**.
  - a In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
  - b In the Group Value field, enter the ID of the grouping mechanism or location for the delivery schedule, or click the LOV  button and select a grouping mechanism or location.

**Note:** You can also use the Organizational Hierarchy Tree to navigate to the grouping mechanism or location to which you are adding a delivery schedule. The Group Type and Group Value fields are filled in automatically.

- c In the Frequency field, select how often you want the supplier to deliver to the locations.
- d In the Start Date field, enter the date on which the delivery schedule is effective.
- e In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
- f In the End Time field, enter the time that the delivery is scheduled to end at the location.
- g To select the delivery day for a delivery schedule:
  - If the frequency is every day, all the days of the week are selected automatically for the delivery schedule.
  - If the frequency is every week, select the day of the week.

**Note:** You can select more than one delivery day if the frequency is every week.

- If the frequency is every two or more weeks, select the day of the week.
- h Click **Apply**.
  - i To add an exception to a delivery:
    - Click **Exceptions**. The Exceptions window is displayed.
    - Click **Add Exceptions** to enable the next available line.
    - In the Item Type field, select Item or Item List.
    - In the Day field, select the day on which you do not want the item or item list delivered.
    - In the Item field, enter the item number or the ID of the item list, or enter a partial description and click the LOV  button to select the item or item list.
    - Click **Apply**.
    - Click **OK** to exit.
- 6 Click **OK** to exit.

## Filter the buyer worksheet

- **Navigate:** From the main menu, select Ordering > Buyer Worksheet > Edit.  
The Buyer Worksheet is displayed.



The screenshot shows the 'Buyer Worksheet' window with the following sections:

- Filter Criteria:** Includes fields for Item (101323520), Department (1234 Glassware), Class (1000 Dining), Subclass (1000 Bowls), Supplier, Location, Source Type, Create Date, and Origin Country. There are also checkboxes for 'Include Zero ROQ's', 'Include Non-Due Items', and 'Include PO-Processed Items'.
- Scaling Constraints:** Includes fields for 1st and 2nd Maximum/Minimum/Actual, UOM, and Total, with buttons for 'Round to Pack' and 'Calc Totals'.
- Table:** A table with columns: Src Sel, Type, Item, Supplier, Origin Country, Loc Type, Location, Terms Description, Lead Time, ROQ, AOQ, SJOM, Unit Cost, Curr, PO?. The first row is highlighted in blue and contains: M, 101323520, 1212120000 US, S, 1000000001, 1.5% 30 Days, 5 0.00, 15.00, EA, 11.25, USD.
- Buttons:** Select All, Deselect All, Item Detail, Repl Results, Deal Info, OK, OK + Repeat, Split Supplier, Worksheet PO, Approved PO, Add to PO, Add Item, Delete, Refresh, Cancel.

### *Buyer Worksheet window*

- In the Filter Criteria area, enter the search criteria as necessary, or click the LOV button and select the appropriate information.
  - In the Source Type field select the origin of the requirement (replenishment, investment buy, or manual) to filter by a specific method. To select all requirements, select the blank field.
- Click the filter button. The items that match the criteria are displayed in the details frame.
- To clear search criteria, click the clear filter button. Data in all fields will be cleared.
  - To select all items in the detail area, click **Select All**.
  - To deselect all item in the detail area, click **Deselect All**.
  - To view item details, highlight an item and click **Item Detail**.
  - To view replenishment results for an item, click **Repl Results**.
  - To view deal information for an item, click **Deal Info**.

- 4 To display the Investment Buy view:
  - From the View menu, select the Investment Buy view. Investment buy attributes are displayed in the details frame.

**Note:** The default view to the buyer worksheet is a replenishment view.
- 5 To create a custom view:
  - a From the View menu, select Custom. The Customize Buyer Worksheet window is displayed.
  - b Click the plus  button to display a list of available fields.
  - c Select or deselect the fields as appropriate.
  - d Click the save  button. This view maybe accessed in the future by selecting Saved from the view menu.
- 6 To perform another search, click **Refresh**.
- 7 Click **OK** to save changes and exit, or click **Cancel** exit without saving changes.

#### Review scaling constraints for an item

- **Navigate:** From the main menu, select Ordering > Buyer Worksheet > Edit. The Buyer Worksheet is displayed.

Search for and retrieve items on the Buyer Worksheet.

- 1 In the Sel field, select the check box to the left of the items you wish to review.
 

To review the supplier constraints for multiple items, the items should have the same inventory management level.
- 2 Click **Calc Totals**. The supplier constraints for the line item or item are displayed.
 

**Note:** If the checked line items do not fulfill the criteria at a lower inventory management level the next highest inventory management level information will be displayed.
- 3 To round items to the required order quantity, click **Round to Pack**. The quantities are rounded based on the item's ordering restrictions from the supplier.
- 4 Once selected items meet the constraints, you may create a purchase order for the items.

### Split a supplier for an item

- **Navigate:** From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet is displayed.



Search for and retrieve items in the Buyer Worksheet.

Select the item you want to split in the details frame. The line item must be a replenishment or manual line item. It cannot be generated from investment buy.

- 1 Click **Split Supplier**. The Split Supplier window is displayed. The primary supplier for the item is displayed in the detail area.

Supplier	Supplier Name	Origin Country	Terms	Lead Time	Unit Cost	Currency Code	AOQ
1212120000	Glassware Products Ltd.	US	1.5% 30 Days	\$ 11.25	USD	15.00	

#### *Split Supplier window*

- 2 To add an additional supplier, click **Add**. The next row on the table is enabled. To remove the supplier, click **Delete** to remove the primary supplier from the table.
- 3 In the Supplier field, enter the supplier ID or click the LOV  button and select the supplier you wish to add to the item. The AOQ field is enabled.
- 4 In the Origin Country field, enter the origin country ID or click the LOV  button and select an origin country.
- 5 Enter the AOQ amount for this line item. The AOQ field in the header area is updated as each additional item/supplier quantity is entered.
- 6 Click **OK**. If the ROQ does not equal the AOQ, a warning message appears. Click **Yes** to continue or **No** to return to the Split Supplier window and correct the order quantity.

**Create a PO from a buyer worksheet**

- **Navigate:** From the main menu, select Ordering > Buyer Worksheet > Edit. The Buyer Worksheet is displayed.

Search for and retrieve items in the Buyer Worksheet.

- 1 Select the items to be included on the PO by selecting the check box for each item.

**Note:** If you wish to scale or split a PO, create the PO in Worksheet status. Submitted/Approved purchase orders cannot be scaled or split.

- 2 To create the PO in approved status click **Submitted/Approved PO**.

**Note:** This button will say either Submitted or Approved, depending on your user privileges

- a When prompted to continue, click **Yes**. The system will group the line items together by the inventory management level and create a Submitted or Approved PO. The Order Selection window is displayed.
  - b Search and retrieve the orders in Edit mode, by searching the Written Date Field, using the creation date as today to search for your PO. The PO Header Maintenance window is displayed.
  - c Edit the PO as necessary.
- 3 To create the PO in worksheet status, click **Worksheet PO**.
    - a When prompted to continue, click **Yes**. The system will group the line items together by the inventory management level and create a Submitted or Approved PO. The Order Selection window is displayed.
    - b Search and retrieve the order in Edit mode, by searching the Written Date Field, using the creation date as today to search for your PO. The PO Header Maintenance window is displayed.
    - c Edit the PO as necessary.
  - 4 Click **OK** to exit the PO Header Maintenance window.
  - 5 Click **OK** to exit or **OK + Repeat** to perform another task.



**Create a truck split at the order level**

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed. Search for an order in worksheet status you would like to split. The Order Selection window is displayed.

**Note:** To split an order, the order must:

- originate from a supplier who uses truck splitting and truck splitting constraints.
- exceed the constraints.

- 1 Select the order you want to split from the table. Click **Split Order**.
- 2 To view the newly created orders, click Yes. To continue, click No. The new orders will be displayed in the table area.
- 3 Open each new order and submit it for approval.

**Note:** Orders created by this method are linked by a split reference order number. This link number can be used to search for all orders associated with the link.

### Add inventory management constraints to a PO at the order, item, or location level

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window is displayed.

- a) From the Options menu, select Inventory Mgmt./Totals.  
~ OR ~
- b) Click **Items**. The PO Item Maintenance window is displayed. Select an item on the table.
  - From the Options menu, select Inventory Mgmt Info/Totals.  
~ OR ~
  - Click **Locations**. The PO Item/Location window is displayed. Select a location on the Order Detail table. From the Options menu, select Inventory Mgmt Info/Totals.



The Order Inventory Maintenance window is displayed.

The screenshot shows the 'Order Inventory Maintenance' window for order number 69893. The 'Scaling Constraints' section is active, with the 'Scale Order to Constraints' checkbox checked. The 'Objective' is set to 'Minimum' and the 'Level' is set to '1'. The 'Maximum Iterations' field is empty. The 'Primary' and 'Secondary' constraint sections are also visible, with fields for Type, UOM, Max Value, Min Value, and Tolerance. The 'Minimum Constraints' section shows 'Minimum 1' and 'Minimum 2' settings. The 'Truck Splitting Constraints' section has 'Split Orders into Truckloads' checked. The 'Order Due Status' section has 'Order Due' and 'Due Order Processing' checkboxes.



*Order Inventory Maintenance window*

#### To define scaling constraints:



- 1 In the Scaling Constraints area, select the Scale to Order check box. The Scaling Constraints area is enabled.
- 2 In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
- 3 In the Scaling Level field, select the level at which the scaling is performed.

- 4 In the Maximum Iterations field, enter the maximum number of times that the scaling process is performed for the purchase order.
- 5 In the Scaling Constraints Primary column, complete the following fields:
  - a Type: Select the primary type of constraint to use when scaling orders.
  - b UOM/Currency: If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV  button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV  button and select the currency code.
  - c Max Value: Enter the maximum value of the constraint.
  - d Max Value Tolerance: Enter the percentage tolerance for the maximum value of the constraint.
  - e Min Value: Enter the minimum value of the constraint.
  - f Min Value Tolerance: Enter the percentage tolerance for the minimum value of the constraint.
- 6 In the Scaling Constraints Secondary column, complete the following fields:
  - a Type: Select the secondary type of constraint to use when scaling orders.

**Note:** The Secondary Type cannot be the same as the Primary Type.

  - b UOM/Currency: if you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV  button and select the UOM. If you selected Amount as the secondary type, enter the currency code, or click the LOV  button and select the currency code.
  - c Max Value: Enter the maximum value of the constraint.
  - d Max Value: Enter the maximum value of the constraint.
  - e Max Value Tolerance: Enter the percentage tolerance for the maximum value of the constraint.
  - f Min Value: Enter the minimum value of the constraint.
  - g Min Value Tolerance: Enter the percentage tolerance for the minimum value of the constraint.

**To define minimum constraints:**

- 7 In the Level field, select the level at which the minimum order requirements of the supplier must be met
- 8 In the Minimum 1 column, complete the following fields:
  - a Type: Select how the first minimum order requirement is expressed.
  - b UOM/Currency: If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV  button and select the UOM. If you selected Amount as the primary type, enter the currency code, or click the LOV  button and select the currency code.
  - c Value: Enter the value of the first minimum order requirement of the supplier.
- 9 When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
- 10 In the Minimum 2 column, complete the following fields:
  - a Type: Select how the second minimum order requirement is expressed.  
**Note:** The Minimum 2 Type cannot be the same as the Minimum 1 Type.
  - b UOM/Currency: If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
  - c Value: Enter the value of the first minimum order requirement of the supplier.

**To define truck splitting constraints:**



- 11 In the Truck Splitting Constraints area, select the Split Order into Truckloads check box. The Truck Splitting Constraints area is enabled.
- 12 In the Constraint 1 column, complete the following fields:
  - a Type: Select the primary type of constraint to use when splitting orders into truckloads.
  - b UOM/Currency: If you selected Mass or Volume as the primary type, enter the UOM code, or select it from the LOV. If you selected Amount as the primary type, enter the currency code, or select it from the LOV.
  - c Value: Enter the value of the constraint.
  - d Tolerance: Enter the percentage tolerance for the maximum value of the constraint.

- 13 In the Constraint 2 column, complete the following fields:
- a Type: select the primary type of constraint to use when splitting orders into truckloads.

**Note:** The Constraint 2 Type cannot be the same as the Constraint 1 Type.

- b UOM/Currency: If you selected Mass or Volume as the secondary type, enter the UOM code, or select it from the LOV. If you selected Amount as the secondary type, enter the currency code, or select it from the LOV.
- c Value: Enter the value of the constraint.
- d Tolerance: Enter the percentage tolerance for the maximum value of the constraint.

### Supplier pooling

- 14 In the Supplier field, enter the supplier ID or click the LOV  button and select the supplier.
- 15 In the File ID field, enter the file ID or click the LOV  button and select the file ID.

### Order quantities

- 16 In the UOM field select the code to display the scaled and pre-scaled quantities.

### Recalculate

- 17 Click **Recalc Qtys**. The Pre Scaled and Scaled information is displayed in the appropriate fields.
- 18 Click **OK** to accept changes and exit, or click **Cancel** to exit without making changes.



# Chapter 9 - Financial management

## Calendar and budgets

### Overview

Two types of calendars are supported by the system:

- Normal (Julian) calendar: Results in uneven yearly, quarterly, and monthly comparisons since calendar dates generally fall on different days from one year to the next. The number of weekdays differs from one year to the next. For example: There may be four Saturdays in a month one year, but five Saturdays the next year. A month may have between 28 and 31 days. Once every four years, an extra day is added to compensate for leap year.
- Retail (4-5-4) calendar: Each quarter contains 13 full weeks divided into a 4-5-4 format. That is, the first month of the quarter has four weeks, the second month has five weeks, and the third month has four weeks. The number of days in the retail year, except leap year, equals only 364 days. To compensate for the missing day in non-leap years, an extra week is added to the calendar once every seven years. The retail calendar provides consistent inclusion of weekends for yearly comparisons by month and a consistent day for month-end processing.

Sales history is always based on the retail calendar. The calendar begins at least 18 months prior to the earliest stock ledger and sales history data. The calendar also contains dates at least three years into the future.

Budgets are maintained at the half level and month level. By entering various percentages at the half level and monetary amounts at the month level, you set the goals against which performance can be tracked.

### Business process

#### Calendar

The calendar is set up by the system administrator. You can identify the half-year periods used in the system. Half-year periods are entered in the format YYYYn, where YYYY is the four-digit year and n is the period. The period may be 1 or 2. For example: The first half of 2002 is entered as 20021.

#### Budget

At the half level, you can maintain planned percentages for markup (cumulative markon), markdown (as a percentage of sales), shrinkage (as a percentage of sales), and gross profit (as a percentage of sales) by department/half/location. A system option may be set that disallows use of the budgeted shrinkage percentage in budget and stock ledger calculations.

At the month level, you can maintain monetary amounts for many of the same budget types that are found in the stock ledger. These include opening inventory, closing inventory, net sales, purchases, and so on. They are also maintained by department/half/location/month.

In addition to viewing and maintaining budgets at the half level and month level, you can view budgets at the budget type level by month.

## Reports

There are no standard reports pertaining to calendars or budgets.

## System administration

For calendar functionality, the system administrator maintains the 1) type of calendar, 2) date and time formats, and 3) system, end-of-week, and end-of-month dates.

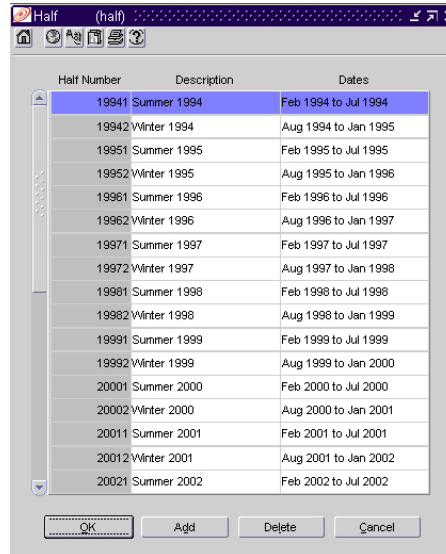
For budgets, the system administrator, must indicate whether the amount budgeted for shrinkage should be used in budget and stock ledger calculations.



## Procedures

### Edit halves

- **Navigate:** From the main menu, select Control > Setup > Half > Edit. The current halves are displayed in the Half window.





*Half window*

- 1 Edit the descriptions or dates as necessary.
- 2 To add a half:
  - a Click **Add**. The next available line is enabled.
  - b In the Half Number field, enter an ID for the half. Use the format YYYYn, where YYYY is the 4-digit year and n is the half-year period (either 1 or 2).
  - c In the Description field, enter a description for the half.
  - d In the Dates field, enter the date range for the half.
- 3 To delete a half:
  - a Select a half and click **Delete**.
  - b When prompted to delete the record, click **OK**.
- 4 Click **OK** to exit.

### Edit a budget by the half

- **Navigate:** From the main menu, select Finance > Half Budget Information > Edit. The Half Budget Information window is displayed.

*Half Budget Information window*

- 1 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 2 In the Half field, enter the ID of the half, or click the LOV  button and select the half. The budget details are displayed by location.
- 3 In the Location Type area, select the Store or Warehouse option to view budget details by store or warehouse.
- 4 Edit the markup, markdown, and shrinkage percentages as necessary. The gross profit percentage is adjusted based on the changes that you make.
- 5 Click **OK + Repeat** to edit the budget for another department and half, or click **OK** to exit.

### Edit a budget by the month

- **Navigate:** From the main menu, select Finance > Monthly Budget Information > Edit. The Monthly Budget window is displayed.

The screenshot shows the 'Monthly Budget' window with the following fields and options:




- Category:** A text field with a list-of-values (LOV) button.
- Half:** A text field with a LOV button.
- Location:** Radio buttons for 'Store' (selected) and 'Warehouse'.
- Store:** A text field with a LOV button.
- Currency:** A text field.

The main area is a table with columns for 'Month 1' through 'Month 6' and rows for various budget items:

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Opening Stock (Retail)						
Opening stock (Cost)						
Purchases (Retail)						
Purchases (Cost)						
Return to Vendor (Retail)						
Return to Vendor (Cost)						
Net Sales (Retail)						
Net Sales (Cost)						
Clearance Markdowns						
Permanent Markdowns						
Promotional Markdowns						
Shrinkage (Retail)						
Shrinkage (Cost)						
Employee Discount						
Closing Stock (Retail)						
Closing Stock (Cost)						
Gross Margin						

At the bottom of the window are buttons: OK, OK + Repeat, Refresh, New Location, and Cancel.

*Monthly Budget window*



- 1 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 2 In the Half field, enter the ID of the fiscal half, or click the LOV  button and select the fiscal half.
- 3 In the Location area, select the type of location.
- 4 In the next field, enter the ID of the location, or click the LOV  button and select the location. The budget details are displayed by the month.
- 5 Edit the monetary amounts under each month as necessary.
- 6 Click **OK** to exit.

**Note:** To edit the budget for another department, fiscal half, and location, click **OK + Repeat**. To edit the budget for the same department and fiscal half at another location, click **New Location**.

### View a budget by budget type



- **Navigate:** From the main menu, select Finance > Monthly Budget by Budget Type. The View Monthly Budget window is displayed.

*View Monthly Budget window*




- 1 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 2 In the Half field, enter the ID of the half, or click the LOV  button and select the half.
- 3 In the Budget Type field, select the type of budget that you want to view. The budget details are displayed by location.
- 4 In the Location Type area, select the Store or Warehouse option to view budget details by store or warehouse.
- 5 Click **OK + Repeat** to view budget details for another department, half, and budget type, or click **OK** to exit.

### View a budget by the half

- **Navigate:** From the main menu, select Finance > Half Budget Information > View. The Half Budget Information window is displayed.

- 1 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 2 In the Half field, enter the ID of the half, or click the LOV  button and select the half. The budget details are displayed by location.
- 3 In the Location Type area, select the appropriate type of location.
- 4 Click **OK + Repeat** to view the budget for another department and half, or click **OK** to exit.

**View a budget by the month**

- **Navigate:** From the main menu, select Finance > Monthly Budget Information > View. The Monthly Budget window is displayed.
- 1 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 2 In the Half field, enter the ID of the half, or click the LOV  button and select the fiscal half.
- 3 In the Location area, select the type of location.
- 4 In the next field, enter the ID of the location, or click the LOV  button and select the location. The budget details are displayed by the month.
- 5 To view the monetary amounts in the primary currency of the company or the local currency of the location, select the appropriate option from the Options > Currency menu.
- 6 Click **OK** to exit.

**Note:** To view the budget for another department, half, and location, click **OK + Repeat**. To view the budget for the same department and half but another location, click **New Location**.

**View halves**

- **Navigate:** From the main menu, select Control > Setup > Half > View. The current halves are displayed in the Half window.
- Click **OK** to exit.

## Stock ledger

### Overview

The stock ledger supports both the retail and cost methods of accounting. The cost method may use standard cost or average cost depending on how the system is set up. The stock ledger supports both the retail (4-5-4) and the normal (Julian) calendar. If the retail calendar is used, data can be maintained by the month and the week. If the normal calendar is used, data can be maintained only by the month.

### Business process

The stock ledger provides access to financial records based on a variety of transaction types. Some of the details are captured within RMS; other details are received from external systems. The remaining fields are calculated.

### Reports

There are no standard reports pertaining to stock ledger.

### System administration

The system administrator must enter the following parameters in order to set up stock ledger functionality:



- Indicate whether the amount that is budgeted for shrinkage should be used when calculating the value of the closing stock on hand.
- Indicate whether retail values should include value added taxes (VAT). This is applicable if 1) the system is set up to use VAT and 2) the department is set up to use the retail method of accounting.
- Select the product, time, and location levels at which the stock ledger is run.
- Enter the retention period, in days, for transaction data. When the transaction data have exceeded the retention period, they are automatically purged by a regularly schedule batch program.

## Procedures

### Edit the stock ledger

- **Navigate:** From the main menu, select Finance > Stock Ledger Maintenance > Edit. The Stock Ledger Maintenance Search window is displayed.

*Stock Ledger Maintenance Search window*





- 1 In the Location Type field, select the type of location.
  - 2 In the Location field, enter the ID of a specific location, or click the LOV  button and select the location.
  - 3 In the Month and Year fields, enter the month and year for which you want to edit the stock ledger records.
  - 4 In the Department, Class, and Subclass fields, enter the ID of a specific member at each product level, or click the LOV  buttons and select the members.
  - 5 Click either **Retail** or **Cost**. The details are displayed in the Stock Ledger Maintenance window.
  - 6 Edit the details as necessary.
- Note:** If you are editing the retail information, click the **Next** button to view and edit additional fields.
- 7 Click **OK** to exit.

### Search for inventory by item and location


- **Navigate:** From the main menu, select Inventory > Item Inventory by Location. The Item Location Inventory window is displayed.

#### *Item Location Inventory window*

**Note:** You can also access this window from the Item Master window, Item Children window, Item Location window, and Store Sales/Warehouse Issues window. Some search criteria are automatically filled in depending on how you access the Item Location Inventory window.

- 1 In the Item field, enter the item number of the item, or click the LOV  button and select the item.
- 2 In the Group Type field, select a grouping mechanism.
- 3 In the Group Value field, enter the ID of the specific location or group, or click the LOV  button and select the location or group.
- 4 Click **Search**. The inventory details are displayed in the table. Corporate totals are displayed in the All Locations area.
- 5 To filter the results by location:
  - a In the Location field of the Filter area, enter the ID of the location, or click the LOV  button and select the location.
  - b Click the filter  button. The inventory details for the selected location are displayed.

**Note:** The corporate totals in the All Locations area do not change.

- c Click the clear filter  button to redisplay the previous inventory details.





- 6 To view the monetary amounts in the primary currency of the company or the local currency of the location, select the appropriate option from the Options > Currency menu.
- 7 To view additional inventory details, select the appropriate option from the View menu.
- 8 Click **Refresh** to view inventory details for another item, or click **OK** to exit.

### View sales history or warehouse issues by item and location





- **Navigate:** From the main menu, select Inventory > Item Sales/Issues by Location. The Store Sales/Warehouse Issues window is displayed.

*Store Sales/Warehouse Issues window*

**Note:** You can also access this window from the Item Master window, Item Children window, Item Location window, and Item Location Inventory window. Some search criteria are automatically filled in depending on how you access the Store Sales/Warehouse Issues window.

- 1 In the Item field, enter the item number of the item, or click the LOV  button and select the item.
- 2 In the Group Type field, select a grouping mechanism.
- 3 In the Group Value field, enter the ID of the specific location or group, or click the LOV  button and select the group.
- 4 In the Sales Type area, select the type of sales to be included in the results.


**Note:** The Sales Type area is enabled if you select a group type that pertains to stores.



- 5 In the Date Range area, enter the range of dates to be included in the results, or click the calendar buttons  and select the dates.
- 6 Click **Search**. The sales history or warehouse issues are displayed depending on what you selected in the Group Type field.
- 7 To filter the results by location:
  - a In the Location field of the Filter area, enter the ID of the location, or click the LOV  button and select the location.
  - b Click the filter  button. The sales history or warehouse issues for the selected location are displayed.
  - c Click the clear filter  button to redisplay the previous sales history or warehouse issues.
- 8 To view details for additional weeks, drag the horizontal scroll bar to the right.
- 9 Click **Refresh** to view sales history or warehouse issues for another item, or click **OK** to exit.

### View the stock ledger

- **Navigate:** From the main menu, select Finance > Stock Ledger View. The Stock Ledger Search window is displayed.

*Stock Ledger Search window*

- 1 In the Location Type area, select the type of location.
- 2 In the Currency field, select the type of currency.
- 3 To round amounts to the nearest thousand, select the In Thousands check box as necessary.
- 4 In the Location field, enter the ID of the location, or click the LOV  button and select the location.
 



**Note:** The Location field is disabled if you select All Locations in the Location Type area.
- 5 In the View field, select the type of time period.
- 6 In the next field, enter the ID or date of the specific time period, or click the LOV  button and select the time period.
- 7 In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- 8 Enter any additional criteria as desired to make the search more restrictive.
- 9 Click **Search**. The stock ledger records are displayed in the Stock Ledger View window.
- 10 Click **OK** to exit the Stock Ledger View window.
- 11 Click **Cancel** to exit the Stock Ledger Search window.

## View transactions

- **Navigate:** From the main menu, select Finance > Transaction Data View. The Transaction Data window is displayed.

*Transaction Data window*

**Note:** You can also access this window from the Average Cost Adjustment window and Receiver Cost Adjustment window. Some search criteria are automatically filled in depending on how you access the Transaction Data window.

- 1 In the From Date and To Date fields, enter the range of dates for which you want to view transactions, or click the calendar buttons  and select the dates.
- 2 In the Department field, enter the ID of a department, or click the LOV  button and select the department.
- 3 Enter additional search criteria as desired to further restrict the range of transactions that you want to view.
- 4 Click **Search**. The results are displayed in the table.
- 5 To view additional details for a specific transaction:
  - a Select the transaction and click **Detail**. The details are displayed in the Transaction Data Detail window.
  - b Click **Prev** or **Next** to view the details of the previous or next transaction on the list, or click **Close** to exit the Transaction Data Detail window.
- 6 Click **Close** to exit.

## Open to buy

### Overview

Open to buy (OTB) budgets are usually maintained by an external planning system. OTB, purchase order, and stock ledger data are extracted from RMS. In return, the planning system provides up-to-date budget and forward limit data. OTB functionality operates on the retail (4-5-4) calendar.

OTB is allotted to three purchasing categories by subclass/week:

- Order of non-basic goods (N/B)
- Buyer replenishment of basic goods (BRB)
- Automatic replenishment of basic goods (ARB)

Within each category, monetary amounts are segregated by status. The statuses are Approved, Received, and Budgeted. Cancelled amounts are maintained outside of any category. Whether the amounts reflect cost value or retail value depends on the type of OTB calculation selected for each department.

### Business process

By default, OTB records are maintained at the subclass/week level. To use any other level requires customization. As you create and edit departments in RMS, you must indicate whether direct cost or retail inventory amounts are used to calculate OTB.

When you create a purchase order, the OTB module monitors the available OTB. You, as the buyer, are warned if an order that you want to approve exceeds the amount budgeted for the OTB end-of-week date entered on the order. If you have sufficient authority, you may force the system to approve the order despite the warning.

Although purchasing budgets may be received from an external planning system, you can maintain the purchasing budgets online by subclass and purchasing category.

Forward limits may also be maintained online. A manager may limit how much of the OTB budget for a particular subclass and week may be used by the buyer. The manager may prevent buyers from committing too much of the available funds too early in the season, leaving no flexibility should conditions change or profitable opportunities arise unexpectedly.

### Reports

There are no standard reports available for the open to buy module.

### System administration


The system administrator selects the product and time levels for processing the OTB budgets and forward limits. By default, OTB is tracked at the subclass/week level. RMS must be customized in order to use any other product level or time level.

## Procedures

### Edit forward limits for OTB budgets

- **Navigate:** From the main menu, select Finance > OTB > Forward Limits. The OTB Forward Limits Maintenance window is displayed.

***OTB Forward Limits Maintenance window***

- 1 In the Department, Class, and Subclass fields, enter the ID of each, or click the LOV  button and select the department, class, and subclass. Any existing forward limits are displayed.
- 2 Edit the percentages as necessary.
- 3 To add a forward limit:
  - a Click **Add Period**. The next available line is enabled.
  - b In the Period field, enter the number of weeks ahead of the current week for which you want to set a limit.
  - c In the Forward Limit Percent field, enter the percentage of the OTB that the buyer may use from the period.
- 4 To delete a forward limit, select a forward limit and click **Delete**. The selected record is deleted.
- 5 Click **OK + Repeat** to edit the forward limits for another subclass, or click **OK** to exit.



## Sales taxes

### Overview

The sales tax feature allows you to specify the tax codes that apply to an item at a specific store. To ensure that stores have accurate sales tax information, the tax codes are sent through the nightly batch process two days in advance of when they are effective at the stores.

### Business process

A tax code consists of a tax jurisdiction and a tax type with associated tax rates. The tax code determines the tax rate that is applied to an item at the store. You can create tax codes and associate tax codes and stores with a geocode. Then, associate tax codes with items.

The association of the tax codes and stores with a geocode determines which tax codes are effective at a specific store. You associate stores with a geocode. You then associate the tax codes with a geocode. As a result, all of the tax codes associated with a geocode are effective at all of the stores associated with a geocode. When an item is sold at a specific store, the tax rates of the applicable tax codes are applied to the item.

You apply a tax code to items, departments, and item lists. You can create tax product group item lists that include items that share the same tax codes. The tax codes that are ultimately applied to an item at a store are determined by the tax codes that the item shares with the store. The tax codes of a store are determined by the tax codes that are associated with the geocode to which the store belongs.

You can view the tax rates that apply to the item at a specific store, or you can view all of the tax codes associated with an item, department, or item list. You can only view item lists that are tax product groups.

### Reports

You can generate four types of sales tax reports:

- **Tax Rate Report:** This report displays the tax jurisdictions, tax levels, tax types, and tax rates that apply to the item, department, or item list.
- **Items With No Tax Codes:** This report displays all of the items without a tax code applied to them at a store or geocode level. You can generate the report by store or by geocode.
- **Tax Rates by Location:** This report displays the geocode level, stores, and the tax codes effective at the stores. You can generate the report by store or by geocode.
- **Tax Rates by Item/Department:** This report displays the geocode level, stores, departments or items, and the tax codes associated with the item or department.



## System administration

To define sales tax information, you must first add geocodes to RMS. A geocode is a geographical region, such as a state or county, with its own tax codes. You can add geocodes for the following:

- Countries
- States
- Counties
- Cities
- Districts


## Procedures










### Add a geocode

- **Navigate:** From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit. The Geocode Hierarchy Maintenance window is displayed.

Geocode	Country	Country Description
US00000000	US	us

*Geocode Hierarchy Maintenance window*

- 1 Click **Search**. The geocode tables and buttons are enabled.
- 2 To add a geocode at the country level:
  - a Click **Add**.
  - b In the Country field, enter the geocode for the country.
  - c In the Country Description field, enter the description of the country.
- 3 To add a geocode at the state level:
  - a Click on the State tab.
  - b Click **Add**.
  - c In the Country field, enter the geocode of the country, or click the LOV  button and select a country.
  - d In the State field, enter the geocode for the state.
  - e In the State Description field, enter the description of the state.

- 4 To add a geocode at the county level:
  - a Click on the County tab.
  - b Click **Add**.
  - c In the Country field, enter the geocode of the country, or click the LOV  button and select a country.
  - d In the State field, enter the geocode of the state, or click the LOV  button and select a state.
  - e In the County field, enter the geocode for the county.
  - f In the County Description field, enter the description of the county.
- 5 To add a geocode at the city level:
  - a Click on the City tab.
  - b Click **Add**.
  - c In the Country field, enter the geocode of the country, or click the LOV  button and select a country.
  - d In the State field, enter the geocode of the state, or click the LOV  button and select a state.
  - e In the County field, enter the geocode of the county, or click the LOV  button and select the county.
  - f In the City field, enter the geocode for the city.
  - g In the City Description field, enter the description for the city.
- 6 To add a geocode at the district level:
  - a Click on the District tab.
  - b Click **Add**.
  - c In the Country field, enter the geocode of the country, or click the LOV  button and select a country.
  - d In the State field, enter the geocode of the state, or click the LOV  button and select a state.
  - e In the County field, enter the geocode of the county, or click the LOV  button and select the county.
  - f In the City field, enter the geocode of the city, or click the LOV  button and select the city.
  - g In the District field, enter the geocode for the district.
  - h In the District Description field, enter a description for the district.
- 7 Click **Close** to exit. When prompted to save the changes, click the **Yes**.

### Search for a geocode

- **Navigate:** From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit or View. The Geocode Hierarchy Maintenance window is displayed.
- 1 Enter search criteria as desired to make the search more restrictive.
  - 2 Click **Search**. The geocodes that match the search criteria are displayed on the results table.
  - 3 Click on the appropriate tab in order to display a geocode level
  - 4 Select the geocode with which you want to work.
  - 5 Click **Close** to exit. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

### Edit a geocode

- **Navigate:** From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit. The Geocode Hierarchy Maintenance window is displayed.

Search and retrieve a geocode to edit.




- 1 To delete a geocode:
  - a Click **Delete**.
  - b When prompted to delete the record, click Yes.

**Note:** You cannot delete a geocode with an active tax code.

- 2 To delete a store from a geocode:
  - a Click **Store/Tax Code**. The Geocode Tax Code window is displayed.

*Geocode Tax Code window*

- b On the Stores tab, select the store.

- c Click **Delete**.
  - d When prompted to delete the store, click **Yes**.
- 3 To associate a store with a geocode:
  - a Click **Store/Tax Code**. The Geocode Tax Code window is displayed.
  - b Click **Add**.
  - c In the Store field, enter the ID of the store, or click the LOV  button and select a store.
- 4 To delete a tax code from a geocode:
  - a Click the Store/Tax Code button. The Geocode Tax Code window is displayed.
  - b Click on the Tax Codes tab.
  - c Select the tax code.
  - d Click **Delete**.
  - e When prompted to delete the store, click **Yes**.
- 5 Associate a tax code with a geocode:
  - a Click **Store/Tax Code**. The Geocode Tax Code window is displayed.
  - b Click the Tax Codes tab.
  - c Click **Add**.
  - d In the Tax Jurisdiction field, click the LOV  button and select a tax code.
  - e In the Start Date field, enter the date on which the tax code is valid for the geocode, or click the calendar  button and select a date.
  - f Click **Close** to exit. When prompted to save the changes, click **Yes**.
- 6 Click **Close** to exit. When prompted to save the changes, click **Yes**.



**Create a tax code**

- **Navigate:** From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window is displayed.

The screenshot shows the 'Tax Hierarchy' window with the following components:

- Top bar: Tax Jurisdiction (dropdown), Tax Level (dropdown), and a search icon.
- Tabbed interface: 'Tax Jurisdictions' (selected) and 'Tax Codes Rates'.
- Table with columns: Jurisdiction ID, Description, Tax Level, Create ID, Create Date, Modify ID, Modify Date.
- Bottom bar: Tax Jurisdiction (dropdown), Tax Level (dropdown), and buttons for Apply, Add, Delete, Item/Geocode, Save, and Close.

***Tax Hierarchy window***

- 1 On the Tax Jurisdictions tab, select a tax jurisdiction.
- 2 Click on the Tax Codes & Rates tab.
- 3 Click **Add Code**.
- 4 In the Tax Type field, select the type of tax.
- 5 Click **Add Rate**.
- 6 In the Tax Rate field, enter the tax rate.
- 7 In the Start Date field, enter the date on which the tax rate is effective, or click the calendar  button and select the date.
- 8 When applicable, enter the date on which the tax rate ends in the End Date field, or click the calendar  button and select the date.




**Note:** Tax rates for the same tax type cannot have overlapping start and end dates.

- 9 Click **Close** to exit. When prompted to save the changes, click **Yes**.


- 10 To associate a department with a tax code:
- a Click **Item/Geocode**. The Tax Codes Form window is displayed.









Item	Item Description	Start Date	End Date
01242480	K's item for CC's	09-MAR-2001	01-JUN-2001

*Tax Codes Form window*

- b Click on the Department tab.
- c Click the **Add**.
- d In the Department field, enter the ID of the department, or click the LOV  button and select a department.
- e In the Start Date field, enter the date on which the tax code is effective for the department, or click the calendar  button and select a date.
- f When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar  button and select the date.
- g Click **Close** to exit. When prompted to save the changes, click **Yes**.

**Note:** Tax codes for a department are applied when an item is sold at the department level

- 11 To associate a geocode with a tax code:
- a Click **Item/Geocode**. The Tax Codes Form window is displayed.
  - b Click on the Geocodes tab.
  - c Click **Add**.
  - d To associate a country geocode with a tax code:
    - In the Country ID field, enter the geocode of the country, or click the LOV  button and select a country.
  - e To associate a state geocode with a tax code:
    - Associate geocode as described in step e.

- In the State ID field, enter the geocode of the state, or click the LOV  button and select a state.
  - f To associate a county geocode with a tax code:
    - Associate geocodes as described in steps e - f.
    - In the County ID field, enter the geocode of the county, or click the LOV  button and select a county.
  - g To associate a city geocode with a tax code:
    - Associate geocodes as described in steps e - g.
    - In the City field, enter the geocode of the city, or click the LOV  button and select a city.
  - h To associate a district geocode with a tax code:
    - Associate geocodes as described in steps e - h.
    - In the District field, enter the geocode of the district, or click the LOV  button and select a district.
  - i In the Start Date field, enter the date on which the tax code is effective for the department, or click the calendar  button and select a date.
  - j When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar  button and select the date.
  - k Click **Close** to exit. When prompted to save the changes, click **Yes**.
- 12 To associate an item with a tax code:
- a Click **Item/Geocode**. The Tax Codes Form window is displayed.
  - b Click **Add**.
  - c In the Item field, enter the item number, or enter a partial description of the item and click the LOV  button to select an item.
  - d In the Start Date field, enter the date on which the tax code is effective for the item, or click the calendar  button and select a date.
  - e When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar button and select the date.
  - f Click **Close** to exit. When prompted to save the changes, click **Yes**.






**Search for a tax code**

- **Navigate:** From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window is displayed.
- 1 Enter search criteria as desired to make the search more restrictive.
- 2 Click **Search**. The tax jurisdictions that match the search criteria are displayed on the results table.
- 3 Select a tax jurisdiction. Click the Tax Code Rates tab in order to display the tax code level with which you want to work.
- 4 Click **Close** to exit. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

**Edit a tax code**

- **Navigate:** From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window is displayed.
  - 1 On the Tax Jurisdictions tab, select a tax jurisdiction.
  - 2 To add a tax type:
    - a Click **Add Code**.
    - b In the Tax Type field, select the type of tax.
  - 3 To delete a tax type:
    - a Select a tax type.
    - b Click **Delete Code**.
    - c When prompted to delete the code, click **Yes**.
- Note:** You cannot delete a tax type that is part of a tax code with active tax rates.
- 4 To add a tax rate:
    - a Click **Add Rate**.
    - b In the Tax Rate field, enter the tax rate.
    - c In the Start Date field, enter the date on which the tax rate is effective, or click the calendar button and select the date.
    - d When applicable, enter the date on which the tax rate ends in the End Date field, or click the calendar button and select the date.
  - 5 To delete a tax rate:
    - a Select a tax rate.
    - b Click **Delete Rate**.
    - c When prompted to delete the rate, click **Yes**.
  - 6 Click **Close** to exit. When prompted to save the changes, click **Yes**.



- 2 To add a tax code to a department:
  - a Click **Add**.
  - b In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV  button and select the tax jurisdiction.
  - c In the Tax Type field, select the type of tax.
  - d In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar  button and select the date.
  - e When applicable, enter the date on which the tax code end in the End Date field, or click the calendar  button and select the date.
  - f Click **OK** to exit.

### Edit a tax code/item relationship



- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Select the Apply Tax Codes option. The Item Tax Codes window is displayed.

- 1 To delete a tax code from an item:
 

**Note:** You cannot delete a tax code that is active.

  - a Select a tax code.
  - b Click **Delete**.
  - c When prompted to delete the tax code, click **Yes**.
  - d Click **OK** to exit.
- 2 Add a tax code to an item:
  - a Click **Add**.
  - b In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV  button and select the tax jurisdiction.
  - c In the Tax Type field, select the type of tax.
  - d In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
  - e When applicable, enter the date on which the tax code end in the End Date field, or click the calendar  button and select the date.
  - f Click **OK** to exit.

**Edit a tax code/ tax product group item list**




- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode. The Item List Header window is displayed.

From the Options menu, select Create Tax Code Change. The Item Tax Codes window is displayed.

- 1 To delete a tax code from a tax product group item list:

**Note:** You cannot delete an active tax code.

- a Select a tax code.
  - b Click **Delete**.
  - c When prompted to delete the tax code, click **Yes**.
  - d Click **OK** to exit.
- 2 To add a tax code to a tax product group item list:
    - a Click **Add**.
    - b In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV  button and select the tax jurisdiction.
    - c In the Tax Type field, select the type of tax.
    - d In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar  button and select the date.
    - e When applicable, enter the date on which the tax code end in the End Date field, or click the calendar  button and select the date.
    - f Click **OK** to exit.

**Create a tax jurisdiction**

- **Navigate:** From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window is displayed.
- 1 Click **Add**. The fields in the Apply area are cleared.
  - 2 In the Tax Jurisdiction field, enter a unique ID for the tax jurisdiction in the first field and a description in the second field.
  - 3 In the Tax Level field, select the tax level of the tax jurisdiction.
  - 4 Click **Apply**. The tax jurisdiction is added to the table.
  - 5 Click **Close** to exit. When prompted to save the changes, click **Yes**.

**Associate a geocode with a store**






- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

Select Store on the tree structure. The stores are displayed in the table.

Select a store and click **Edit**. The Store Maintenance window is displayed.

From the Options menu, select Geocodes. The Geocodes window is displayed.

*Geocodes window*

- 1 To associate a country geocode with a store:
  - a In the Country ID field, enter the geocode of the country, or click the LOV  button and select a country.
- 2 To associate a state geocode with a store:
  - a Associate geocodes as described in step 1.
  - b In the State ID field, enter the geocode of the state, or click the LOV  button and select a state.
- 3 To associate a county geocode with a store:
  - a Associate geocodes as described in step 1 - 2.
  - b In the County ID field, enter the geocode of the county, or click the LOV  button and select a county.
- 4 To associate a city geocode with a store:
  - a Associate geocodes as described in step 1 - 3.
  - b In the City field, enter the geocode of the city, or click the LOV  button and select a city.
- 5 To associate a district geocode with a store:
  - a Associate geocodes as described in step 1 - 4.
  - b In the District field, enter the geocode of the district, or click the LOV  button and select a district.
- 6 Click **OK** to exit.

## VAT maintenance

### Overview

VAT functionality is optional in RMS. In several countries, value added taxes (VAT) must be considered when determining the monetary value of items. VAT amounts appear in several modules of the system, such as purchase orders, contracts, stock ledger, and invoice matching.

The following types of VAT regions may be set up:

- Base EU Region: The VAT region encompasses the entire European Union. Only one VAT region can be designated as the Base EU Region.
- EU Member: The VAT region is located within the European Union.
- Non-Member: The VAT region is not located within the European Union.

Value added tax rates are identified by VAT code. When VAT codes are associated with a VAT region, they are assigned a VAT type. The VAT type indicates that the tax rate is used in one of the following types of calculations:

- Cost: The tax rate is applied to purchase transactions.
- Retail: The tax rate is applied to sales transactions.
- Both: The tax rate is applied to purchase and sales transactions.

Value added taxes are reflected in the stock ledger when 1) the retail method of accounting is used and 2) the system is set up to include VAT in retail calculations.

### Business process

Prior to using the VAT functionality, you must set up a list of VAT regions and VAT codes. For each VAT code, you enter the tax rate to be used in monetary calculations.

As you add stores and warehouses to the system, you must associate a VAT region with each location. At the store level, you also indicate whether VAT should be included in transactions at the point of sale. You can choose to associate a VAT region with outside locations and suppliers.

As you add departments to the system, you must associate one or more VAT regions with the department. Each VAT region must have one or more VAT codes. VAT codes entered at the department level become the default VAT codes for items within the department. You can edit the default VAT codes at the item level.

You can use an item list to edit the VAT code for multiple items. By using a location list, you can edit the VAT region for multiple stores.

### Reports

There are no standard reports that pertain to VAT.

## System administration

The following settings are required in order to use VAT functionality:

- Turn on the VAT functionality.
- Indicate whether VAT should be included in retail calculations for the stock ledger.









**Edit VAT codes for a department**

- **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.

Select Department on the tree structure. The departments are displayed on the table.

Select a department and click **Edit**. The Department Maintenance window is displayed.

From the Options menu, select VAT Maintenance. Any existing VAT regions and VAT codes are displayed in the VAT Department Maintenance window.

- 1 Edit the VAT codes as necessary.
- 2 To add a VAT region for a department:
  - a Click **Add**. The next available line is enabled.
  - b In the VAT Region field, enter the ID of a VAT region, or click the LOV  button and select the VAT region.
  - c In the VAT Type field, select the type of calculations in which VAT amounts should be included.
  - d In the VAT Code field, enter the code for the VAT, or click the LOV  button and select the VAT code.
- 3 To delete a VAT region for a department:
  - a Select a VAT region and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

### Edit VAT codes for an item




- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the VAT Maintenance option. The VAT Item Maintenance window is displayed.

VAT Code	Description	Rate (%)	VAT Type	Active Date	Create Id	Create Date
Standard		10.00	Both	01-JAN-1995	RMSDEV100USEI09-MAR-2001	

*VAT Item Maintenance window*

- 1 In the VAT Region field, enter the ID of the VAT region, or click the LOV  button and select the VAT region. Any existing VAT codes are displayed.
- 2 To add a VAT code for an item:
  - a Click **Add VAT Code**. The next available line is enabled.
  - b In the VAT Code field, enter the code for the VAT, or click the LOV  button and select the VAT code.
  - c In the VAT Type field, select the type of calculations in which VAT amounts should be included.
  - d In the Active Date field, enter the date on which the VAT code becomes effective, or click the calendar  button and select the date.
- 3 To delete a VAT code for an item:
  - a Select a VAT code and click **Delete**.
  - b When prompted to delete the record, click **Yes**.

- 4 Click **OK + Repeat** to edit another VAT region, or click **OK** to exit.

**Note:** When editing VAT codes for an item above the transaction level, you are prompted to update the VAT codes for the subordinate items down to the transaction level. Click **Yes** or **No** as applicable.




### Edit VAT codes for multiple items

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode.

From the Options menu, select Create Mass Item Change > VAT Rates. The Item VAT Rate - Mass Change window is displayed.

*Item VAT Rate - Mass Change window*

- 1 In the VAT Region field, enter the ID of the VAT region, or click the LOV  button and select the VAT region.
- 2 In the VAT Type field, select the type of calculations in which VAT amounts should be included.
- 3 In the VAT Code field, enter the code for the VAT, or click the LOV  button and select the VAT code.
- 4 In the Active Date field, enter the date on which the VAT code becomes effective, or click the calendar  button and select the date.
- 5 Click **OK + Repeat** to edit another VAT region, or click **OK** to exit.





# Chapter 10 - User and grouping tools

## Item lists

### Overview

The item list feature allows you to create, copy, edit, view, and use a group of items that are identified by one ID.

You can use an item list to enter, track, or create:

- Cycle counts
- Price changes
- Competitive shopping lists
- Cost changes
- Purchase orders
- Purchase orders with contracts
- Tax code changes

### Business process

You can add items to a list one by one, or you can enter criteria in order to group the items. It becomes much simpler to apply changes to multiple items when the items are grouped on an item list.

The set up involves selecting items either individually or by a group characteristic. At any time you may add items to or delete items from an item list. Item lists may also be linked with Location Lists using the Scheduled Item Maintenance window.

An item list is set up in order to be utilized from other modules in RMS. You can use an item list to make mass changes to:

- Reclassifications
- Item attributes
- Replenishment
- VAT rates
- Store locations
- Warehouse locations
- User defined attributes
- Seasons and phases
- Ticket types
- Scheduled Item Maintenance

## Reports

There are no reports pertaining to item lists.

## System administration

There are no system administration functions pertaining to item lists.



## Procedures

### Search for an item list

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.


#### *Item List Search window*

- 1 In the Action field, select View, Edit, Create from Existing, or Use.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Item List Search window displays the item lists that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display an item list, select a record and click **OK**. The Item List Header window is displayed.
- 5 Click **Close** to exit.

**Create an item list**

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.
- 1 In the Action field, select New.
- 2 Click **OK**. The Item List Header window is displayed. The ID of the item list is filled in automatically.


*Item List Header window*

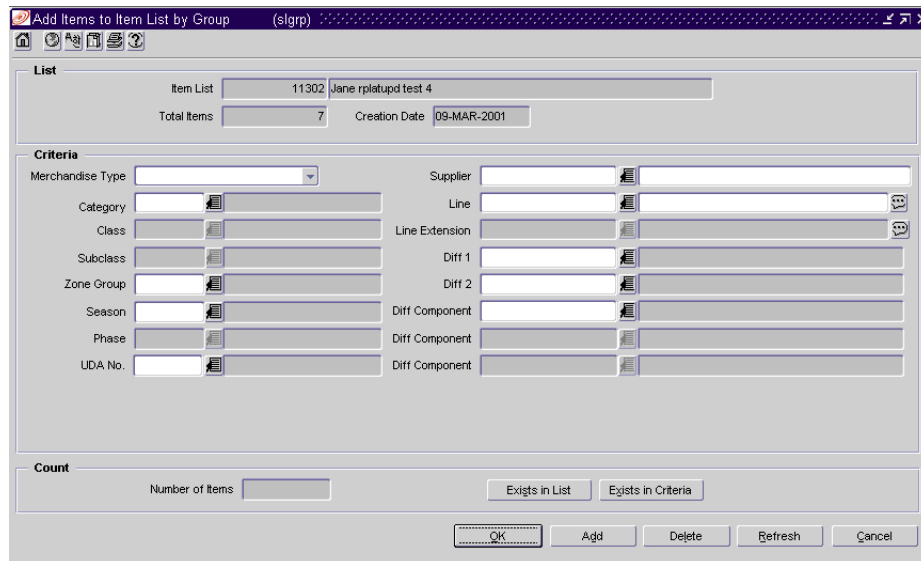
- 3 Enter the description of the item list.
- 4 Select the Static Ind, Tax Product Group Ind, and User Security Ind check boxes as necessary.
- 5 Enter any additional comments in the comments field, or click the comments  button and enter additional comments.
- 6 To add items individually:
  - a Select Options > Select Items. The Add Items to Item List Individually window is displayed.

Item	Item Description	Insert ID	Insert Date
00000403	JMA 6	ACCOLAJ_R	09-MAR-2001
10000603	jma 7	ACCOLAJ_R	09-MAR-2001
10000903	jma 9	ACCOLAJ_R	09-MAR-2001
101677551	jma7b	ACCOLAJ_R	09-MAR-2001
101677572	jma 7c	ACCOLAJ_R	09-MAR-2001
101677623	jma 7d	ACCOLAJ_R	09-MAR-2001
40000154060	simple pack	CARLSOM_F	09-MAR-2001

*Add Items to Item List Individually window*

- b Click **Add**.

- c On the next available line, enter the item number in the Item field, or enter a partial item number and click the LOV  button to select the item from a list.
  - d Click **OK** to exit the Add Items to Item List Individually window.
- 7 To add items by group:
- a Select Options > By Group. The Add Items to Item List by Group window is displayed.




***Add Items to Item List by Group window***

- b Select or enter the criteria in the Criteria fields.
  - c Click **Add**. The items that match the criteria are added to the item list.
  - d Click **OK** to exit the Add Items to Item List by Group window.
- 8 Click **OK + Repeat** to create another item list, or click **OK** to exit.

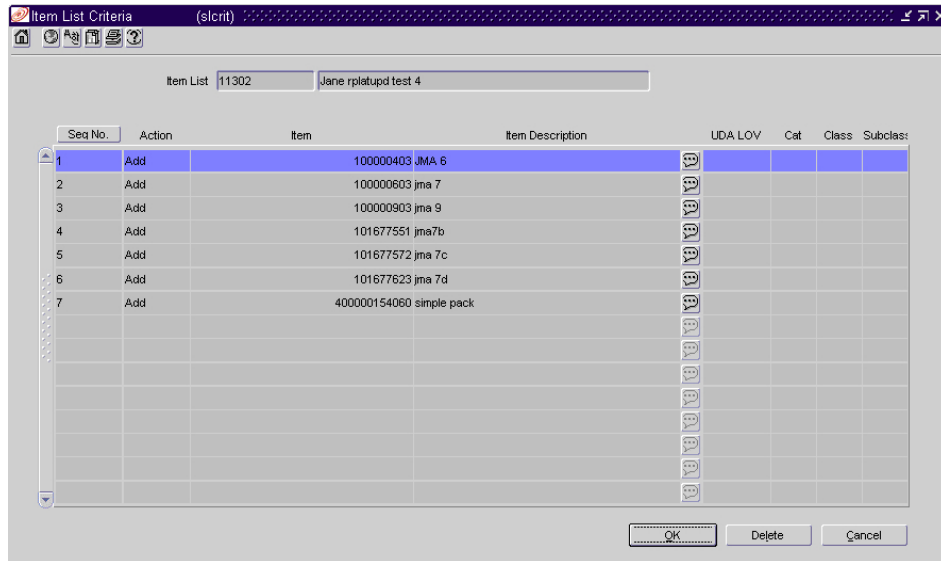
**Copy an item list**

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Create from Existing mode.

- 1 Edit the description, comments, and static indicator as necessary.
- 2 To add items individually:
  - a Select Options> Select Items. The Add Items to Item List Individually window is displayed.
  - b Click **Add**.
  - c On the next available line, enter the item number in the Item field, or enter a partial description and click the LOV  button to select the item.
  - d Click **OK** to exit the Add Items to Item List Individually window.
- 3 To delete items individually:
  - a Select Options> Select Items. The Add Items to Item List Individually window is displayed.
  - b Select an item and click **Delete**.
  - c When prompted to delete the record, click **Yes**.
  - d Click **OK** to exit the Add Items to Item List Individually window.
- 4 To add items by group:
  - a Select Options > Select By Group. The Add Items to Item List by Group window is displayed.
  - e Select or enter the criteria in the Criteria fields.
  - f Click **Add**. The items that match the criteria are added to the item list.
  - g Click **OK** to exit the Add Items to Item List by Group window.

- 5 To delete items by group:
  - a Select Options > View Criteria. The Item List Criteria window is displayed.



*Item List Criteria window*

- b Select or enter the criteria in the Criteria fields.
  - c Click **Delete**. When prompted to delete the record, click **Yes**. The items that match the criteria are deleted from the item list.
  - d Click **OK** to exit the Item List Criteria window.
- 6 Click **OK** to exit.

### Use an item list

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode.

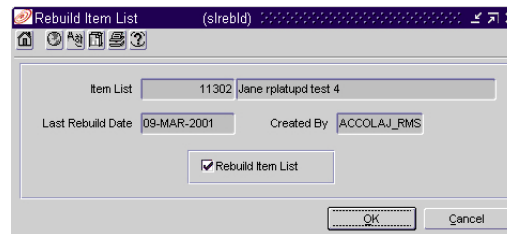
- 1 To use the item list to make changes to items, select Options > Create Mass Item Change and select the appropriate change task.
- 2 To use the item list to perform a task, select the task from the Options menu.
- 3 Click **OK + Repeat** to use another item list, or click **OK** to exit.

**Rebuild an item list**

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Edit mode.

- 1 From the Options menu, select Rebuild Item List. The Rebuild Item List window is displayed.



*Rebuild Item List window*

- 2 Select the Rebuild Item List check box.
- 3 Click **OK** to exit the Rebuild Item List window.
- 4 Click **OK + Repeat** to edit another item list, or click **OK** to exit.

**Note:** Whenever you select an item list in any window, you can rebuild the list. From the Options menu, select Rebuild Item List. This ensures that all items in a department are included on the list. You cannot rebuild a static item list.

**Note:** If an item list was set up with user security, only the creator is able to rebuild the list.

## Location lists

### Overview

The location list feature allows you to create, copy, edit, view, and use a group of locations that are identified by one ID.

Location lists can be used when you:

- Edit warehouse and store attributes by item or by item list.
- Add stores to a promotion.
- Add stores to a price change event.
- Edit replenishment parameters by item or by item list.
- View replenishment parameters by item.
- Request a stock count for warehouses and stores.
- Edit the shipping schedule from a warehouse to multiple stores.
- Edit the retail price of a store-priced item.
- Add stores to a store grade in a store grade group.
- Create a link between the location list and an item list, using the Scheduled Item Maintenance window.

### Business process

You can add locations to a list one by one, or you can enter criteria in order to group the locations. It becomes much simpler to apply changes to multiple locations when the locations are grouped on a location list.

You can use a location list to make mass changes to:

- Price and cost zone groups
- Store attributes
- Location traits

### Reports

There are no reports pertaining to location lists.

### System administration

There are no system administration functions related to location lists.

## Procedures

### Search for a location list

- **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.

*Location List Search window*

- 1 In the Action field, select either View, Edit, Create from Existing, or Use.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The Location List Search window displays the location lists that match the search criteria.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display a location list, select a record and click **OK**. The Location List Head window is displayed.
- 5 Click **Close** to exit.



**Create a location list**


- **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.
- 1 In the Action field, select New.
- 2 Click **OK**. The Location List Head window is displayed. The ID of the location list is filled in automatically.

*Location List Head window*

- 3 In the List Number field, enter the description of the location list.
- 4 Enter optional information in the remaining fields as necessary.
- 5 To add locations individually:
  - a From the Options menu, select Locations. The Location List Detail Maintenance window is displayed.

Location Type	Location	Description	Add/Delete
Store	1	Glanzer's Grocery	
Store	4567	sdsag	
Store	100000000	Fargo	
Store	100000001	Minneapolis	
Store	100000002	Madison	
Store	1234567890	BigAI's JunkImporium	

*Location List Detail Maintenance window*

- b Click **Add**.
- c In the Location Type field, select either Store or Warehouse.
- d In the Location field, enter the ID of the location, or click the LOV  button and select the location.
- e Click **OK** to close the Location List Detail Maintenance window.

- 6 To add locations by group:
  - a From the Options menu, select Criteria. The Location List Criteria window is displayed.

(	Element	Comparison	Value	)	Logic Operation	Related Value
	Store Number	=	1000000000		OR	
	Store Number	=	1000000001		OR	
	Store Number	=	1000000002		OR	
	Store Number	=	1234567890		OR	
	Store Number	=	4567		OR	
	Store Number	=	1			

*Location List Criteria window*

- b In the Location Type field, select either Store or Warehouse.
    - c Click **Insert**.
    - d Enter the criteria in the enabled fields as necessary.
- Note:** Each record in the table is the equivalent of a condition in the Where clause of a SQL statement.
- e Click **Test SQL** to test the validity of the criteria. You are prompted if any errors occur.
    - f Click **OK** to close the Location List criteria window.
  - 7 Click **OK + Repeat** to create another location list, or click **OK** to exit.

**Copy a location list**

- **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.

Search for and retrieve a location list in Create from Existing mode.

- 1 Edit the description, comments, and indicators as necessary.
- 2 Rebuild the location list.
- 3 To edit the locations individually:
  - a From the Options menu, select Locations. The Location List Detail Maintenance window is displayed.
  - b To add a location, click **Add**. Enter the location information on the next available line.
  - c To mark a location for deletion, select the location and click **Delete**.
  - d Click **OK** to close the Location List Detail Maintenance window.
- 4 To edit locations by group:
  - a From the Options menu, select Criteria. The Location List Criteria window is displayed.
  - b To add criteria, select a record and click **Insert**.
  - c Enter the criteria on the next available line.
  - d To delete criteria, select the record and click **Delete**. When prompted to delete the record, click **Yes**.
  - e Click **Test SQL** to test the validity of the criteria. You are prompted if any errors occur.
  - f Click **OK** to close the Location List Criteria window.
- 5 Rebuild the location list.
- 6 Click **OK** to exit.

### Use a location list

- **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.

Search for and retrieve a location list in Use mode.

- 1 To change the price and cost zones, select Create Price/Cost Zone Change from the Options menu. The Price/Cost Zone - Mass Change window is displayed.

*Price/Cost Zone - Mass Change window*

- To change the locations traits, select Create Location Trait Change from the Options menu. The Location Traits - Mass Change window is displayed.
  - To change the store attributes, select Create Store Attribute Change from the Options menu. The Store Attribute - Mass Change window is displayed.
- 2 Click **OK + Repeat** to use another location list, or click **OK** to exit.

**Rebuild a location list**

- **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.

Search for and retrieve a location list in Edit or Use mode.

- 1 From the Options menu, select Rebuild Location List. The Rebuild Location List window is displayed.



*Rebuild Location List window*

- 2 Select the Rebuild Location List check box.
- 3 Click **OK** to exit the Rebuild Location List window.
- 4 Click **OK + Repeat** to edit another location list, or click **OK** to exit.

**Note:** If an item list was set up with user security, only the creator is able to rebuild the list.

# Attributes

## Overview

The Attributes feature provides a way to record specific information about locations, items, and suppliers. You can record attributes for the following elements:

- Locations (stores and warehouses)
- Suppliers
- Items

An attribute may be associated with multiple items or multiple locations. There are quick ways to make mass changes to attributes for items and locations:

- Use a location list to change attributes for all stores on the location list.
- Use an item list to change attributes at multiple locations for all items on the item list.
- Use an item list to change attributes for all items on the item list.
- Change attributes for all subordinate items that are associated with a level 1 or level 2 item.
- Change attributes for all locations that are associated with an item.

## Business process

Attributes are used to record specific information relating to various elements in RMS. In some cases, attributes affect how the element is handled throughout RMS. In other cases, the attributes feature is an easy way of tracking additional information. Using the reporting feature of RMS, you can create custom reports based on the attributes you record.

## Reports

There are no reports pertaining to attributes.

## System administration

There are no system administration functions pertaining to attributes.

## Procedures

### Edit attributes at a warehouse for inventory segregation

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.


Select Warehouse on the tree structure. The warehouses are displayed in the table. Select a warehouse and click Edit. The Warehouse Maintenance window is displayed.

In a single channel environment: From the Options menu, select Attributes.

In a multi-channel environment: Select Virtual Warehouses from the Options menu. The Virtual Warehouse Maintenance window is displayed.

Select Virtual Warehouses from the Options menu. The Virtual Warehouse Maintenance window is displayed. From the Options menu, select Warehouse/Inventory Attributes. The current attributes are displayed in the Warehouse/Inventory Attributes window.

#### *Warehouse/Inventory Attributes window*

- 1 Select or clear the check boxes next to the appropriate attributes.
- 2 In a multi-channel environment, enter the ID of the rounding sequence and warehouse links, or click the LOV  buttons and select the rounding sequence and warehouse links as necessary.
- 3 In a multi-channel environment, enter the order in which inventory is sourced in the Source Order field as necessary.
- 4 Click **OK** to exit.

**Edit attributes at multiple stores by location list**

- **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.

Search for and retrieve a location list in Use mode. The Location List Head window is displayed.

- 1 From the Options menu, select Create Store Attribute Change. The Store Attribute Mass Change window is displayed.

*Store Attribute Mass Change window*

- 2 Select the check boxes in the Update column next to the fields that you want to change.
- 3 Select or enter the new values in the Change Value To column.

**Note:** If you update the VAT Region, District, Language, Store Class, or Store Open Date fields, you must enter a new value. For the other fields, the new value can be left blank.

- 4 Click **OK** to exit.



**Edit attributes for an item by item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

- 1 Click on the Mass Change Item option. The Change Item Indicator Attributes window is displayed.

***Change Item Indicator Attributes window***

**Note:** Items need to be at the transaction level to change the attributes.

- 2 Select the check boxes in the Update column next to the fields that you want to change.
- 3 Select or enter the new values in the Change Value To column.
- 4 To edit attributes for subordinate level items:
  - a Click on the List Children option. The Item Children window is displayed
  - b Click on the Mass Change Item option. The Change Item Indicator Attributes window is displayed.
  - c Select the check boxes in the Update column next to the fields that you want to change.
  - d Select or enter the new values in the Change Value To column.
  - e Click **OK** to exit the Change Item Indicator Attributes window and the Item Children window.
- 5 Click **OK** to exit.

**Edit attributes for items by item list**

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode. The Item List Header window is displayed.

- 1 From the Options menu, select Create Mass Item Change > Item Indicator. The Change Item Indicator Attributes window is displayed.
- 2 Select the check boxes in the Update column next to the fields that you want to change.
- 3 Select or enter the new values in the Change Value To column.
- 4 Click **OK** to exit.

**Edit attributes for multiple locations by item**



- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

- 1 Click on the Mass Change Item/Loc option. The Item Location Attributes window is displayed.

*Item Location Attributes window*



**Note:** You can also access the Item Location Attributes window from the Item Location window. On the Item Maintenance window, click on the Locations option. On the Item Location window, click on the Mass Change Item/Loc window.

- 2 To select the locations for which you want to change the attributes:
  - a In the Type field, select a grouping mechanism.
  - b In the Value field, enter the ID of the group, or click the LOV  button and select the group.
  - c Click **Apply**. The locations in the selected group are added to the Location List table.
- 3 To delete locations from the list:
  - a In the Type field, select a grouping mechanism.
  - b In the Value field, enter the ID of the group, or click the LOV  button and select the group.
  - c Click **Delete**.
- 4 Select the check boxes in the Update column next to the attributes that you want to change.
- 5 Select or enter the new values in the Change Value To column.
- 6 Click **OK** to exit.

#### Edit attributes for multiple locations by item list

- **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Use mode. The Item List Header window is displayed.

- 1 From the Options menu, select Create Mass Item Change > Location. The Item Location Attributes window is displayed.
- 2 To select the locations for which you want to change the attributes:
  - a In the Type field, select a grouping mechanism.
  - b In the Value field, enter the ID of the group, or click the LOV  button and select the group.
  - c Click **Apply**. The locations in the selected group are added to the Location List table.
- 3 To delete locations from the list:
  - a In the Type field, select a grouping mechanism.
  - b In the Value field, enter the ID of the group, or click the LOV  button and select the group.
  - c Click **Delete**.
- 4 Select the check boxes in the Update column next to the attributes that you want to change.

- 5 Select or enter the new values in the Change Value To column.
- 6 Click **OK** to exit.

### Record attributes for a purchase order

- **Navigate:** From the main menu, select Ordering > Orders. The Order Selection window is displayed.

Search for and retrieve a purchase order in Edit mode. Retrieve purchase orders in Worksheet status only. The PO Header Maintenance window is displayed.

Select Options > Attributes. The Order - Attributes window is displayed.

- 1 Enter or select the import attributes that apply to the current purchase order.

**Note:** In RMS, you can record the bill-to location and the freight contract number for the purchase order. If Retek Trade Management (RTM) is installed with RMS, you can also record the lading port, discharge port, factory, and agent for the purchase order. When you are using RTM with RMS, the Bill-To Location field is required.

- 2 Click **OK** to exit.

### Record attributes for a store

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

- 1 Select Store on the tree structure.
- 2 Select a store on the table and click **Edit**. The Store Maintenance window is displayed.
- 3 From the Options menu, select Attributes. The Store Attributes window is displayed.

*Store Attributes window*

- 4 Enter or select the attributes that apply to the current store.
- 5 Click **OK** to exit.

**Record attributes for a supplier**

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.

Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

- 1 From the Options menu, select Attributes. The Supplier Attributes window is displayed.

*Supplier Attributes window*

- 2 Enter or select the attributes that apply to the current supplier.
- 3 Click **OK** to exit.

**Record attributes for a warehouse**

- **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

- 1 Select Warehouse on the tree structure.
- 2 Select a warehouse on the table and click **Edit**. The Warehouse Maintenance window is displayed.
- 3 From the Options menu, select Attributes. The Warehouse Attributes window is displayed.

*Warehouse Attributes window*

- 4 Enter or select the attributes that apply to the current warehouse.
- 5 Click **OK** to exit.

### Record attributes for an item

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

- 1 From the Option list, click the Item Attributes. The Item Attributes window is displayed.

The screenshot shows the 'Item Attributes' window with the following details:

- Item: 101716371 qwsa:Large:Lilac
- Item Level: Variant
- Tran Level: Variant
- Test Market: [Empty]
- Introduced Date: [Empty]
- Tested Date: [Empty]
- Adjusted Cost: [Empty]
- Checkboxes:
  - Saleable Returns
  - Defective Returns
  - Plan-o-gram Required
- Buttons: OK, Cancel

*Item Attributes window*

- 2 Enter or select the attributes that apply to the current item.
- 3 Click **OK** to exit.

**Record grocery attributes for an item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

- 1 Click **Groc Attributes**. The Item Grocery Attributes window is displayed.

*Item Grocery Attributes window*

- 2 In the Package Size and Package UOM field, enter the size and unit of measure for a retail package of the current item.
- 3 In the Retail Label Type and Retail Label Value fields select the type of label applied to the package and its value.
- 4 In the Handling Sensitivity and Handling Temp fields, select any special handling instructions.
- 5 In the Wastage Type field, select the type of wastage.
- 6 In the Default Daily Wastage % field, enter the average percentage of spoilage an item is subject to on a daily basis.
- 7 In the Wastage Percentage field, enter the average percentage of waste an item is subject to over its shelf life.
- 8 Click **OK** to exit.

### Record import attributes for a supplier

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.

Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

- 1 From the Options menu, select Import Attributes. The Supplier Import Attributes window is displayed.

*Supplier Import Attributes window*

- 2 Enter or select the import attributes that apply to the current supplier.
- 3 Click **OK** to exit.



**Record import attributes for an item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

- 1 From the Options list, select Import Attributes. The Item Import Attributes window is displayed.

*Item Import Attributes window*

- 2 Enter or edit the attributes that apply to the current item.
- 3 Click **OK** to exit.

## User defined attributes

### Overview

The User Defined Attributes (UDA) feature provides a method for defining attributes and associating the attributes with specific items, items on an item list, or items in a specific department, class, or subclass. UDAs are useful for informational and reporting purposes. Unlike traits or indicators, UDAs are not interfaced with external systems.

### Business process

UDAs can be displayed in three different types: free form text; date; or list of values. These types can be displayed in alphanumeric, number, or date format.

To use UDAs effectively, you must first add the UDAs to the system. You can then add UDAs to a department, class, subclass, item, or item list. Alternatively, you can add departments, classes, subclasses, or items to a UDA.

### Reports

There are no reports pertaining to UDAs.

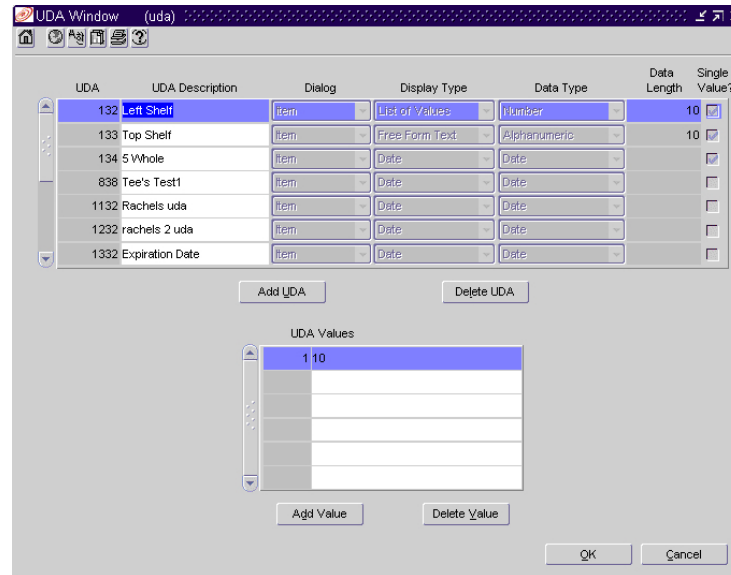
### System administration

There are no system administration functions pertaining to UDAs.

## Procedures

### Edit a user defined attribute

- **Navigate:** From the main menu, select Items > User Defined Attributes > Edit. The UDA window is displayed.



*UDA window*



- 1 Edit the UDA Description and UDA Values fields as necessary.
- 2 To add a user defined attribute:
  - a Click **Add UDA**. The UDA ID is filled in automatically.
  - b In the UDA Description field, enter the description of the user defined attribute.
  - c In the Dialog field, select the type of dialog in which you want the attribute to appear.
  - d In the Display Type field, select the type of UDA.
  - e In the Data Type field, select the type of data that is permitted. This field is enabled when you select List of Values in the Display Type field.
  - f In the Data Length field, enter the maximum number of characters that is permitted. This field is disabled when you select Date in the Data Type field.
  - g If you want to limit the field to a single value, select the Single Value? check box.
  - h To add a value to a list of values type of UDA:
    - Click **Add Value**. The ID is filled in automatically.
    - Enter the description of the UDA value.
  - i Click **OK** to exit.








- 3 To delete a UDA value:
  - a Select the value and click **Delete Value**.
  - b When prompted to delete the record, click **Yes**.
- 4 To delete a UDA:
  - a Select the UDA and click **Delete UDA**.
  - b When prompted to delete the record, click **Yes**.
- 5 Click **OK** to exit.

#### Add a user defined attribute to a merchandise level

- **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.
- 1 To add a user defined attribute to a department:
    - a Select Department on the tree structure. The departments are displayed on the table.
    - b Select a department and click **Edit**. The Department Maintenance window is displayed.
    - c From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window is displayed.

*User Defined Attribute/Item Default List window*

- d Click **Add UDA**. The fields in the Apply area are cleared.
- e In the UDA field, enter the ID of the UDA, or click the LOV  button and select the UDA.
- f If the UDA is a list of values, enter the ID of the default value, or click the LOV  button and select the default value. This step is optional.

- g To indicate that the UDA is required for all items in the department, select the UDA Required? check box.
  - h Click **Apply**. The UDA is added to the table.
  - i Click **OK** to exit the User Defined Attribute/Item Default List window.
- 2 To add a user defined attribute to a class:
- a Select Class on the tree structure.
  - b In the Department field, enter the ID of the department, or click the LOV  button and select the department.
  - c Click **Edit**. The Class Maintenance window is displayed.
  - d Select a class.
  - e From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window is displayed.
  - f Click **Add UDA**. The fields in the Apply area are cleared.
  - g In the UDA field, enter the ID of the UDA, or click the LOV  button and select the UDA.
  - h If the UDA is a list of values, enter the ID of the default value, or click the LOV  button and select the default value. This step is optional.
  - i To indicate that the UDA is required for all items in the class, select the UDA Required? check box.
  - j Click **Apply**. The UDA is added to the table.
  - k Click **OK** to exit the User Defined Attribute/Item Default List window.
- 3 Add a user defined attribute to a subclass:
- a Select Subclass on the tree structure.
  - b In the Department field, enter the ID of the department, or click the LOV  button and select the department.
  - c In the Class field, enter the ID of the class, or click the LOV  button and select the class.
  - d Click **Edit**. The Subclass Maintenance window is displayed.
  - e Select a subclass.
  - f From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window is displayed.
  - g Click **Add UDA**. The fields in the Apply area are cleared.
  - h In the UDA field, enter the ID of the UDA, or click the LOV  button and select the UDA.
  - i If the UDA is a list of values, enter the ID of the default value, or click the LOV  button and select the default value. This step is optional.







- j To indicate that the UDA is required for all items in the subclass, select the UDA Required? check box.
  - k Click **Apply**. The UDA is added to the table.
  - l Click **OK** to exit the User Defined Attribute/Item Default List window.
- 4 Click **OK** to exit.

#### Add a user defined attribute to an item

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the User Defined Attributes option. The Item UDA List window is displayed.

- 1 To add a list of values type of UDA:
  - a Click **Add Values**.
  - b In the User Defined Attributes field, enter the ID of the UDA, or click the LOV  button and select the UDA.
  - c In the UDA Value field, enter the ID of the value, or click the LOV  button and select the value.
- 2 To add a date type of UDA:
  - a Click **Add Dates**.
  - b In the User Defined Attributes field, enter the ID of the UDA, or click the LOV  button and select the UDA.
  - c In the UDA Date field, enter the date, or click the calendar  button and select the date.
- 3 To add a free form text type of UDA:
  - a Click **Add Text**.
  - b In the User Defined Attributes field, enter the ID of the UDA, or click the LOV  button and select the UDA.
  - c In the UDA Text field, enter the text, or click the comments  button and enter the text.
- 4 Click **OK** to exit.



**Add a merchandise level to a user defined attribute**








➤ **Navigate:** From the main menu, select Items > User Defined Attributes > Edit. The UDA window is displayed.

- 1 To add a department to a user defined attribute:
  - a Select a user defined attribute.
  - b From the Options menu, select Department. The UDA Default Matrix window is displayed.

Category	Class	Subclass	Default Value	Req'd
333 IB dept			1 10	<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

*UDA Default Matrix window*

- c Click **Add Default**. The fields in the Apply area are cleared.
- d In the Department field, enter the ID of the department, or click the LOV  button and select the department.
- e If the UDA is a list of values, enter the ID of the default value in the Default Value field, or click the LOV  button and select the value. This step is optional.
- f If the UDA is a required field, select the UDA Required? check box.
- g Click **Apply**. The department and value information are added to the table.
- h Click **OK** to exit the UDA Default Matrix window.

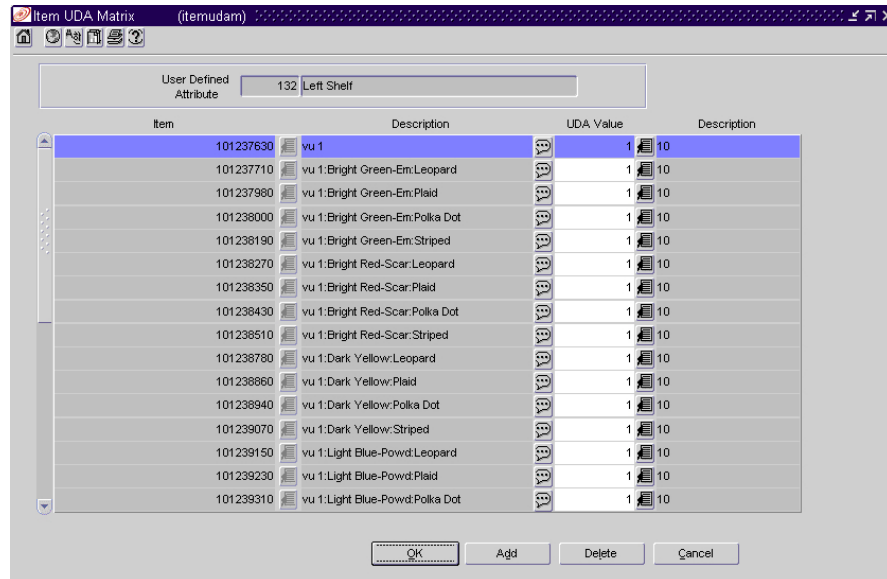
- 2 To add a class to a user defined attribute:
  - a Select a user defined attribute.
  - b From the Options menu, select Class. The UDA Default Matrix window is displayed.
  - c Click **Add Default**. The fields in the Apply area are cleared.
  - d In the Department field, enter the ID of the department, or click the LOV  button and select the department.
  - e In the Class field, enter the ID of the class, or click the LOV  button and select the class.
  - f If the UDA is a list of values, enter the ID of the default value in the Default Value field, or click the LOV  button and select the value. This step is optional.
  - g If the UDA is a required field, select the UDA Required? check box.
  - h Click **Apply**. The class and value information are added to the table.
  - i Click **OK** to exit the UDA Default Matrix window.
- 3 To add a subclass to a user defined attribute:
  - a Select a user defined attribute.
  - b From the Options menu, select Subclass. The UDA Default Matrix window is displayed.
  - c Click **Add Default**. The fields in the Apply area are cleared.
  - d In the Department field, enter the ID of the department, or click the LOV  button and select the department.
  - e In the Class field, enter the ID of the class, or click the LOV  button and select the class.
  - f In the Subclass field, enter the ID of the subclass, or click the LOV  button and select the subclass.
  - g If the UDA is a list of values, enter the ID of the default value in the Default Value field, or click the LOV  button and select the value. This step is optional.
  - h If the UDA is a required field, select the UDA Required? check box.
  - i Click **Apply**. The subclass and value information are added to the table.
  - j Click **OK** to exit the UDA Default Matrix window.
- 4 Click **OK** to exit.







**Add an item to a user defined attribute**

➤ **Navigate:** From the main menu, select Items > User Defined Attributes > Edit. The UDA window is displayed.

- 1 Select a user defined attribute.
- 2 From the Options menu, select Item. The Item UDA Matrix window is displayed.



*Item UDA Matrix window*

- 3 Click **Add**. The next available line becomes enabled.
- 4 In the Item field, enter the ID of the item, or click the LOV  button and select the item.
- 5 Enter the applicable information:
  - a In the UDA Value field, enter the ID of the default value, or click the LOV  button and select the value.
  - b In the Date field, enter the default date, or click the calendar  button and select the date.
  - c In the Comments field, enter the default text, or click the comments  button and enter the text.

**Note:** The field that is displayed depends on the type of user defined attribute.

- 6 Click **OK** to exit.

**Edit user defined attributes by item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Click on the User Defined Attributes option. The Item UDA List window is displayed.

- 1 Edit the UDA Value, UDA Date, and UDA Text fields as necessary.
- 2 Click **OK** to exit.





**Edit user defined attributes by item list**

- **Navigate:** From the main menu, select Items > Item Lists. The Item List Search window is displayed.


Search for and retrieve an item list in Use mode.

From the Options menu, select Create Mass Item Change > User Defined Attributes. The Item UDA - Mass Change window is displayed.

*Item UDA - Mass Change window*

- 1 Click **Add**.
- 2 In the Maintenance Type field, select the type of action.
- 3 In the User Defined Attribute field, enter the ID of the UDA, or click the LOV  button and select the UDA.
- 4 If the Maintenance Type is Add, Change, or Create, enter the ID of the new value in the New UDA Value field, or click the LOV  button, the calendar  button, or the comments  button and select the value.

**Note:** The type of button that is displayed depends on whether the UDA is a list of values, date, or free form text.

- 5 If the Maintenance Type is Change or Delete, enter the ID of the current value in the Existing UDA Value field, or click the LOV  button and select the value.
- 6 To delete a maintenance record:
  - a Select the record and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 7 Click **OK** to exit.

# Traits

## Overview

The Traits feature provides you with a way to group locations and suppliers by common characteristics. There are three types of traits: location traits, supplier traits, and item location traits. Location traits are associated with areas, regions, districts, and stores. Supplier traits are associated with suppliers. Location and supplier traits are defined by the user. Item location traits are pre-defined.

## Business process

### Location traits

With location traits, you can group areas, regions, districts, or stores by traits. When a trait is associated with an area, region, or district, the trait is applied automatically to the stores within those entities. A trait can be deleted only at the level of the organizational hierarchy with which it was originally associated. You can create reports based on location traits.

At the store level, location traits can also be used when you:

- Edit store attributes for an item or item list.
- Identify store locations for an item.
- Add stores to a promotion.
- Add stores to a price change event.
- Add stores to a mask.
- Edit replenishment parameters by item or by item list.
- View replenishment parameters by item.
- Edit the shipping schedule from a warehouse to multiple stores.
- Edit a retail price of a store-priced item.
- Add stores to a store grade in a store grade group.

### Supplier traits

With supplier traits, you can group suppliers based on a trait. You can also group suppliers by associating them with a trait that indicates that they share a master supplier. A master supplier is an outside source that provides merchandise to your suppliers, such as a manufacturer, distributor, or wholesaler. You can also enter an external ID for the master supplier. Based on the traits you associate with your suppliers, you can create reports.

### Item location traits

Item location traits are set at the item/location level. Many of the traits are downloaded to the POS. Other traits may be downloaded to a ticketing system. The remaining traits are entered for information only and drive no processing.

## Reports

There are no reports pertaining to traits.

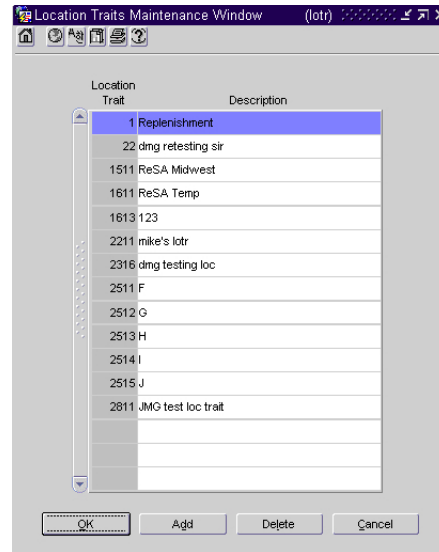
## System administration

There are no system administration functions pertaining to traits.

## Procedures

### Add a location trait

- **Navigate:** From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window is displayed.



*Location Traits Maintenance window*

- 1 Click **Add Trait**. On the next available line, the Location Trait field is filled in automatically with a unique ID number.
- 2 In the Description field, enter a description for the trait.
- 3 Click **OK** to exit.


**Associate a location trait with an organization level**

➤ **Navigate:** From the main menu, select Action > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

1 To associate a location trait with a/n:

Area	<ul style="list-style-type: none"> <li>a Select Area on the tree structure, and click <b>Edit</b>. The Area Maintenance window is displayed.</li> <li>b Select an area.</li> <li>c From the Options menu, select Location Traits. The Traits Associated with Areas window is displayed.</li> </ul>
Region	<ul style="list-style-type: none"> <li>a Select Region on the tree structure, and click <b>Edit</b>. The Region Maintenance window is displayed.</li> <li>b Select a region.</li> <li>c From the Options menu, select Location Traits. The Traits Associated with Regions window is displayed.</li> </ul>
District	<ul style="list-style-type: none"> <li>a Select District on the tree structure, and click <b>Edit</b>. The District Maintenance window is displayed.</li> <li>b Select a district.</li> <li>c From the Options menu, select Location Traits. The Traits Associated with Districts is displayed.</li> </ul>
Store	<ul style="list-style-type: none"> <li>a Select Store on the tree structure, and click <b>Edit</b>. The Store Maintenance window is displayed.</li> <li>b Select a store.</li> <li>c From the Options menu, select Location Traits. The Traits Associated with Store window is displayed.</li> </ul>


2 Click Add Trait.

3 In the next available line, enter the ID of the location trait, or click the LOV  button and select the location trait.

4 Click **OK** to exit the Traits Associated window.

5 Click **OK** to exit Maintenance window.

**Associate an organization level with a location trait**



- **Navigate:** From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window is displayed.
- 1 Select a location trait.
- 2 From the Options menu, select the organization level. The appropriate trait window is displayed.
- 3 Click **Add**.
- 4 In the next available line, enter the ID of the organization level, or click the LOV  button and select the area.
- 5 Click **OK** to exit.
- 6 Click **OK** to exit.

**Change location traits by location list**

- **Navigate:** From the main menu, select Control > Location Lists. The Location List Search window is displayed.

Search for and retrieve a location list in Use mode. The Location List Head window is displayed.

From the Options menu, select Create Location Traits Change. The Location Traits - Mass Change window is displayed.

- 1 In the Action field on the first line of the table, select whether you want to add or delete the trait.
- 2 In the Location Trait field, enter the ID of the trait, or click the LOV  button and select a trait.
- 3 To add another mass change request for the location list:
  - a Click **Add**.
  - b In the Action field, select whether you want to add or delete the trait.
  - c In the Location Trait field, enter the ID of the trait, or click the LOV  button and select a trait.
- 4 To delete a mass change request from the location list:
  - a Select the mass change request.
  - b Click **Delete**.
- 5 Click **OK** to exit.



### Change item traits for a location

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item. The Item Maintenance window is displayed.

Click on the Locations option. The Item Location window is displayed.

- 1 Select a location and click on the **Item/Single Loc Attrib** option. The Item Location Traits window is displayed.

*Item Location Traits window*

- 2 Select or enter the new values for the desired traits.
- 3 Click **OK** to exit.

### Change item traits for multiple locations

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item. The Item Maintenance window is displayed.

Click on the **Locations** option. The Item Location window is displayed.

Click on the Item/Multi Loc Attrib option. The Item Location Traits window is displayed.

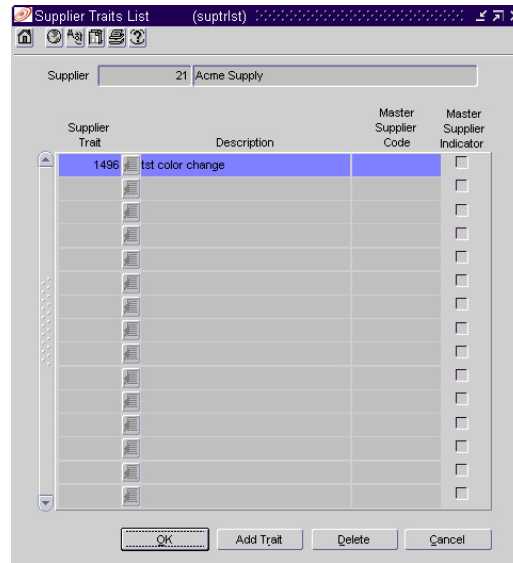
- 1 Select the check boxes in the Update column next to the fields that you want to change.
- 2 Select or enter the new values in the Change Value To column.
- 3 Click **OK** to exit.




**Associate a supplier trait with a supplier**

- **Navigate:** From the main menu, select Control > Supplier > Edit. The Supplier Maintenance window is displayed.

From the Options menu, select Supplier Traits. The Supplier Traits List window is displayed.



*Supplier Traits List window*

- 1 Click **Add Trait**.
- 2 In the Supplier Trait field on the next available line, enter the ID of the trait, or click the LOV  button and select the trait.
- 3 Click **OK** to exit.



## Timelines

### Overview

A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity.

Within RMS, timelines can be attached to an item, a purchase order, and a line item within a purchase order.

You can associate timelines with a variety of activities in Retek Trade Management (RTM). One or multiple timelines can be attached to activities in the following modules:

- Customs entry records
- Transportation records
- Items on a purchase order
- Containers
- Bills of lading or air waybills
- Commercial invoices

### Business process

To create a timeline:

- 1 Build timelines that pertain to the timeline type needed.
- 2 Attach the time line to an item, purchase order, or a line item on a purchase order, or associate the timeline within the appropriate RTM area.

### Reports

There are no reports pertaining to timelines.

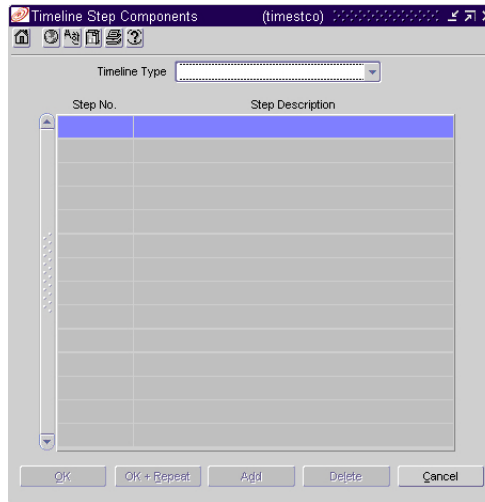
### System administration

There are no system administration functions pertaining to timelines.

## Procedures

### Define a timeline step

- **Navigate:** From the main menu, select Control > Setup > Timeline Step Components > Edit. The Timeline Step Components window is displayed.



*Timeline Step Components window*


- 1 In the Timeline Type field, select the activity for which you want to define a timeline step.
- 2 Click **Add**. The step number is filled in automatically in the Step No. field.
- 3 In the Step Description field, enter a description of the step.
- 4 Click **OK + Repeat** to define a step for another type of timeline, or click **OK** to exit.

### Define a timeline


- **Navigate:** From the main menu, select Control > Setup > Timeline > New. The Timeline Steps window is displayed.

Step Number	Description	Days to Complete	Display Sequence
1	step 1	5	1
2	step 2	3	2
3	step 3	2	3
4	the final step	1	4

*Timeline Steps window*

- Enter a description of the timeline in the box to the right of the Timeline Number field.
- In the Timeline Type field, select the activity for which you want to define a timeline.
- If the Timeline Type is Purchase Order or Order/Item, select a base in the Timeline Base field. This field is optional.
- Select the steps that you want to include in the timeline:
  - Enter the step number in the Step Number field, or click the LOV  button and select the step.
  - In the Days to Complete field, enter the number of days that you want to allot for completion of the step.
  - In the Display Sequence field, enter the order in which you want to display the step. You may need to edit the sequence number for other steps in the timeline.
  - Repeat steps a through c for each additional step.
- Click **OK + Repeat** to define another timeline, or click **OK** to exit.

**Copy a timeline**

- **Navigate:** From the main menu, select Control > Setup > Timeline > New. The Timeline Steps window is displayed.
- 1 Enter a description of the timeline in the box to the right of the Timeline Number field.
- 2 In the Timeline Type field, select the activity for which you want to copy a timeline.
- 3 If the Timeline Type is Purchase Order or Order/Item, select a base in the Timeline Base field. This field is optional.
- 4 Click **Like Timeline**. The Copy Like Timeline Step window is displayed.
  - a Enter the ID of the timeline that you want to copy, or click the LOV  button and select the timeline.
  - b Click **OK** to exit the Copy Like Timeline Step window. The description and steps of the selected timeline are copied to the Timeline Steps window.
- 5 Edit the Days to Complete and Display Sequence fields as needed.
- 6 Add, delete, or sort the steps as needed.
- 7 Click **OK + Repeat** to define or copy another timeline, or click **OK** to exit.




### Associate a timeline with a transportation element



- **Navigate:** From the main menu, select Inventory > Transportation > Maintenance. The Transportation Selection window is displayed.

Search for and retrieve a transportation record in Edit mode. The Transportation window is displayed.

- 1 To associate a timeline with a:
  - Bill of lading: From the Options menu, select Timelines > BL/AWB > New. The Timeline window is displayed.

### *Timeline window*

- Commercial invoice: From the Options menu, select Timelines > Commercial Invoice > New. The Timeline window is displayed.
  - Container: From the Options menu, select Timelines > container > New. The Timeline window is displayed.
  - PO/Item: From the Options menu, select Timelines > PO/Item > New. The Timeline window is displayed.
  - Transportation record: From the Options menu, select Timelines > Transportation Record > New. The Timeline window is displayed.
- 2 In the Timeline Number field, enter the ID of the timeline, or click the LOV  button and select the timeline.




- 3 Choose one of the following methods to enter the original dates.
  - In the Base Date field, enter the date on which to begin the timeline, or click the calendar  button and select the date. The original dates for each step are filled in automatically.
  - In any one of the Original Date fields, enter a date; then click **Calculate Dates**. The Base Date field and remaining Original Date fields are filled in automatically.
- 4 To add a comment to a step, select the Comments option. Enter the comment in the Comments field, or click the comments  button and enter the comment.
- 5 Click **OK** to exit.

#### **Associate a timeline with a customs entry**

- **Navigate:** From the main menu, select Inventory > Customs Entry. The Customs Entry Search window is displayed.

Search for and retrieve a customs entry in Edit mode. The Customs Entry Header window is displayed.

From the Options menu, select Timelines > New. The Timeline window is displayed.




- 1 In the Timeline Number field, enter the ID of the timeline, or click the LOV  button and select the timeline.
- 2 Choose one of the following methods to enter the original dates:
  - In the Base Date field, enter the date on which to begin the timeline, or click the calendar  button and select the date. The original dates for each step are filled in automatically.
  - In any one of the Original Date fields, enter a date; then click **Calculate Dates**. The Base Date field and remaining Original Date fields are filled in automatically.
- 3 To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments  button and enter the comment.
- 4 Click **OK** to exit.

**Associate a timeline with an item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve an item in Edit mode. The Item Maintenance window is displayed.

Select the Timelines option. The Timeline window is displayed.

- 1 In the Timeline Number field, enter the ID of the timeline, or click the LOV  button and select the timeline.
- 2 Choose one of the following methods to enter the original dates:
  - In the Base Date field, enter the date on which to begin the timeline, or click the calendar  button and select the date. The original dates for each step are filled in automatically.
  - In any one of the Original Date fields, enter a date; then click **Calculate Dates**. The Base Date field and remaining Original Date fields are filled in automatically.
- 3 To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments  button and enter the comment.
- 4 Click **OK** to exit.

## Document Maintenance

### Overview

The Document Maintenance feature allows you to create, edit, and view documents required for letter of credit processing. Documents can also be designated as not required for the Letter of Credit and can be used for other purposes within the organization.

### Business process

Any documents associated with the following elements default to a purchase order when the purchase order is created. When you associate a purchase order with a letter of credit, the required documents are then applied to the letter of credit. Required documents applied to the letter of credit are transmitted to the bank through an electronic exchange. You can add or delete required documents associated with:

- Suppliers
- Partners
- Countries
- Items
- Purchase orders

Using Retek Trade Management (RTM), you can add required documents to the letters of credit or HTS chapters. The remaining entities are accessible in the Retek Merchandising System program.

### Reports

There are no reports pertaining to document maintenance.

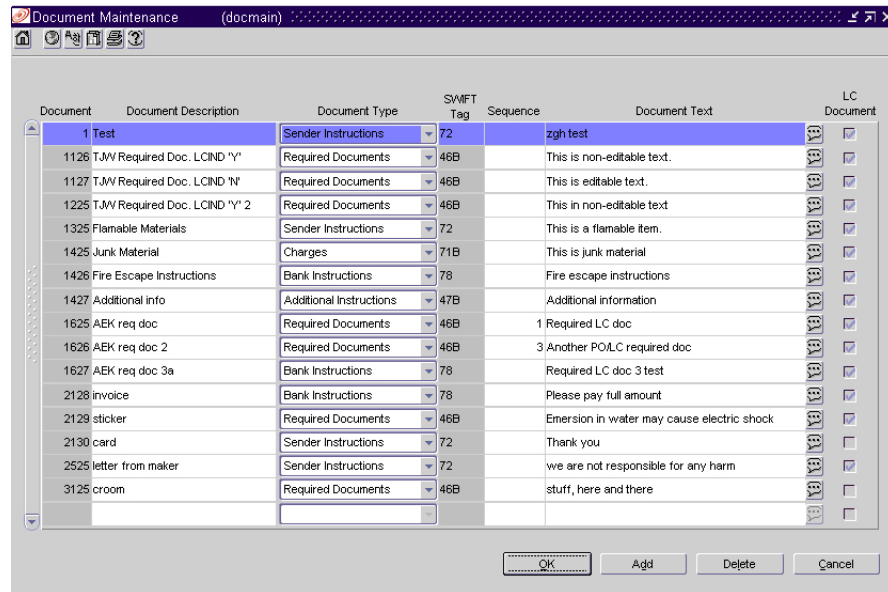
### System administration

There are no system administration functions pertaining to document maintenance.

## Procedures

### Add a document

- **Navigate:** From the main menu, select Control > Document Maintenance > Edit. The Document Maintenance window is displayed.

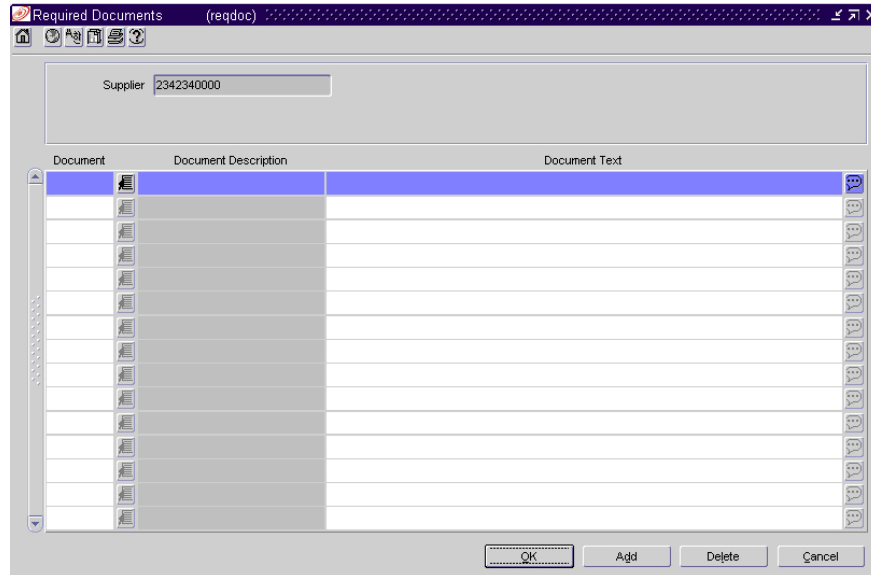


*Document Maintenance window*


- 1 Click **Add**. The Document field is filled in automatically with a unique ID number for the document.
- 2 In the Document Description field, enter a description for the document.
- 3 In the Document Type field, select the document type. The Swift Tag field is filled in automatically.
- 4 In the Sequence field, enter the sequence number, if required.
- 5 In the Document Text field, enter document text.
- 6 If this document has a letter of credit, select the LC Document check box.
- 7 Click **Add** to add another document.
- 8 Click **OK** to exit.

### Add a required document to a country

- **Navigate:** From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window is displayed.
  - 1 Select the country.
  - 2 From the Options menu, select Documents. The Required Documents window is displayed.



*Required Documents window*


- 3 Click **Add**.
- 4 In the Document field, enter a document number, or click the LOV  button to select a document.
- 5 Click **OK** to exit.

### Add a required document to an HTS heading

- **Navigate:** From the main menu, select Control > Landed Cost > HTS Maintenance > HTS Heading Maintenance > Edit. The current HTS headings are displayed in the HTS Heading Maintenance window.

Select an HTS heading.

From the Options menu, select HTS Heading Documents. The Required Documents window is displayed.

- 1 Click **Add**.
- 2 In the Document field, enter the document number, or click the LOV  button to select the document.
- 3 Click **OK** to exit.


**Add a required document to a letter of credit**

- **Navigate:** From the main menu, select Finance > Payments > Letter of Credit. The Letter of Credit Find window is displayed.

Search for and retrieve a letter of credit in the Edit mode. Restrict the search to letters of credit in either Worksheet status or Confirmed status. The Letter of Credit Application Header window is displayed.

If the status is Confirmed, select Amendments from the Options menu. The Letter of Credit Amendments window is displayed.

From the Options menu, select Required Documents. The Required Documents window is displayed.


- 1 Click **Add**.
- 2 In the Document field, enter a document number, or click the LOV  button to select a document.
- 3 Click **OK** to exit.

**Add a required document to a partner**

- **Navigate:** From the main menu, select Control > Partner. The Partner Find window is displayed.

Search for and retrieve a partner in the Edit mode. You can add required documents only to importers, brokers, factories, consolidators, applicants, and consignees. The Partner Maintenance window is displayed.

From the Options menu, select Documents. The Required Documents window is displayed.


- 1 Click **Add**.
- 2 In the Document field, enter the Document ID, or click the LOV  button to select the document.
- 3 Click **OK** to exit.

**Add a required document to a supplier**

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.

Search for and retrieve a supplier in the Edit mode. The Supplier Maintenance window is displayed.

From the Options menu, select Documents. The Required Documents window is displayed.


- 1 Click **Add**.
- 2 In the Document field, enter the Document ID, or click the LOV  button to select the document.
- 3 Click **OK** to exit.

**Add a required document to an item**

- **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

Search for and retrieve a item in the Edit Item mode. The Item Maintenance window is displayed.

Select the Required Documents option. The Required Documents window is displayed.

- 1 Click **Add**.
- 2 In the Document field, enter a document number, or click the LOV  button to select a document.
- 3 Click **OK** to exit.



# Chapter 11 - System administration

## System variables

### Overview

Users gain the most value from software when the system is optimized to meet their needs. The system variables module provides a means of maintaining the relatively static information about a retailer's business.

### Business process

#### **System variables**

Many of the system variables must be set during installation and cannot be changed without major implications. Most system variables are specific to functional areas such as ordering, pricing, transfers, stock ledger and history. While some indicators dictate the level at which these functions perform, others indicate the length of time that the data is maintained for these areas.

In addition to the functional variables, other variables span all functional areas and determine how the system must perform as a whole. Some of these variables include the multiple currency indicator, primary language, and system dates.

#### **Audit trails**

Audit trails can be set up to track who makes changes to a selected table and when such changes are made. Whenever a record is added, changed, or deleted on the selected table, a record is added to the audit table. The record includes the primary key, date/time stamp, and user ID. If fields are audited, the before and after values, as well as the standard audit information, are tracked. It is recommended that you do not audit the primary key field.

#### **Batch maintenance**

The batch module allows you to monitor the batch programs used by the system. You can view the history of a batch program in order to verify when it was run or how long it ran. You can maintain the number of threads used by a batch program or the number of saves performed during the run.

#### **Code maintenance**

Code types provide the values that are displayed in drop-down lists throughout the system. The values entered on the code windows become useful when 1) windows in the system are coded to display fields containing the values and 2) the values are coded to cause some action to occur when a user selects the value.

**Dynamic hierarchies**

Default names are used for the elements in the merchandise, organizational, supplier, and item hierarchies. You replace the default names with customized names. For example, you may chose to replace the term Department with Category. The user-supplied term is substituted for the Retek term throughout the system.

The default names for the merchandise, organizational, and supplier hierarchies are maintained in the Dynamic Hierarchy window. The default names for the item hierarchy are maintained in the System Parameter Maintenance window.

**Error message and multi-view maintenance**

Implementation personnel have access to an error message tool and a multi-view tool. The error message tool is used to maintain the RTK\_ERRORS table. By placing error messages in a table, the messages are more easily maintained and internationalized. The RTK\_ERRORS table is usually populated during system installation.

The multi-view tool is used to maintain the MULTIVIEW\_DEFAULT\_45 and MULTIVIEW\_SAVED\_45 tables. Multi-views allow the user to view predefined subsets of columns on a form when the number of available columns exceeds the available space. The MULTIVIEW tables are usually populated during system installation. However, a user may also choose to customize and save the content of a multi-view from within a form that contains a multi-view.

**Printers**

One or more printers may be set up for or by end users. Whichever printer is marked as Active becomes the default printer when the user chooses to print a report.

**Tree administration**

The main menu is very flexible. You can add and delete folders and elements on the tree structure. Some examples of elements are forms, internal items, Oracle reports, user applications, and web pages. You can secure any type of element so that only selected user roles have access to the element. Users inherit the permissions that are associated with their user role.

Users also can customize the main menu for their own use. As a user, you can add folders and elements in order to personalize your workspace.

## Reports





There are no reports that pertain to system variables.

## System administration

The topics discussed in this overview all pertain to system administration.

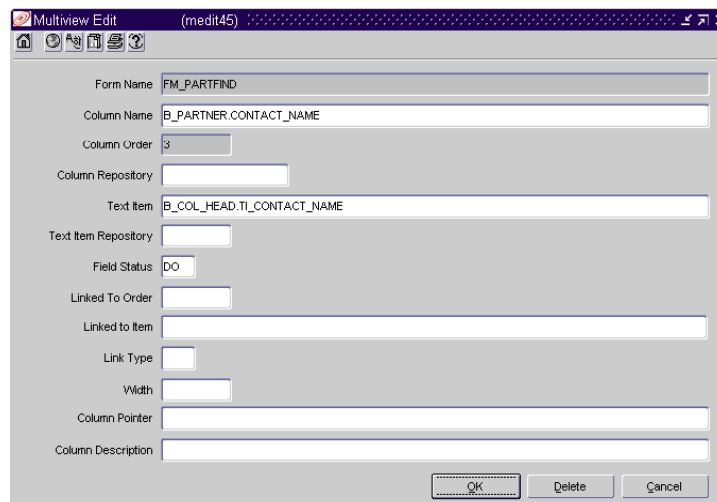
## Procedures

### Search for a folder or element on the main menu

- 1 On the Retek Enterprise Start window, enter a partial description of the folder or element in the Search field.
- 2 Click the search forward  button or the search backward  button.
- 3 When prompted that the folder or element has been found, click **OK**.
- 4 If the folder or element is not the one you want, click the search forward  button or the search backward  button to continue the search.
- 5 When the desired folder or element is found, you can:
  - Select the folder to display its contents.
  - Select the element and click **Open**.

### Search for a column on a multi-view

- **Navigate:** From the main menu, select Control > System > Multiview Search Tool. The Multisearch Edit window is displayed.
- 1 Enter search criteria in either or both of the Form and Column fields.
  - 2 Click **Search**. The results are displayed in the table.
  - 3 Select a task:
    - To perform another search, enter new search criteria and click **Search**.
    - To edit a column on a multi-view, select the form and column and click **Edit**. The Multiview Edit window is displayed.



*Multiview Edit window*

- To add a column to a multi-view, click **Add**. The Multiview Edit window is displayed.
- 4 Click **Close** to exit.

## Edit system variables

- **Navigate:** From the main menu, select Control > System > System Variables. The System Parameter Maintenance window is displayed.

The screenshot shows the 'System Parameter Maintenance Window' with the following fields and values:

- Corporate HQ Country:** US (United States)
- Primary Language:** 1 English
- Inventory:** History Level: All Items
- Check Digit:**

Modulus #	Weight 8	Weight 7	Weight 6	Weight 5	Weight 4	Weight 3	Weight 2	Weight 1
11	256	128	64	32	16	8	4	2
- Channel:** Distribution Rule: Minimum to maximum; Multi-Channel Indicator: checked
- Currency:** Table's Owner: RMSDEV100; Consolidation Exchange Rate: checked; Multiple Currencies: checked; Primary: USD (US Dollar); Import Indicator: checked; Estimated Landed Cost Available: checked; Check Digit Indicator: unchecked

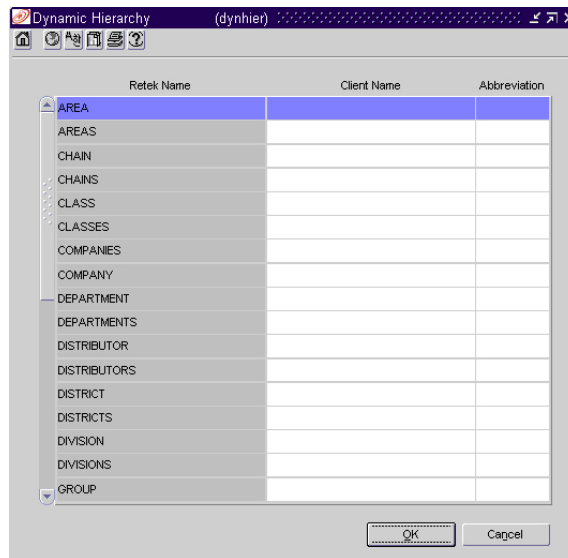
Buttons at the bottom: OK, Previous, Next, Cancel.

*System Parameter Maintenance window*

- 1 Edit options and enter values as needed.
- 2 There are several screens associated with this window.
  - To view and edit the next screen, click **Next**.
  - To view and edit the previous screen, click **Previous**.
- 3 Click **OK** to exit.

### Edit dynamic hierarchies

- **Navigate:** From the main menu, select Control > System > Dynamic Hierarchies > Edit. The Dynamic Hierarchy window is displayed.



*Dynamic Hierarchy window*

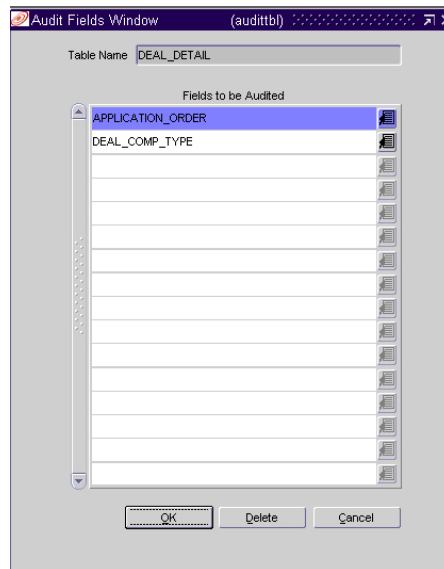
- 1 In the Client Name field, enter or edit the customized name for an element named in the Retek Name field.
- 2 In the Abbreviation field, enter or edit the abbreviation for a customized name in the Client Name field.

**Note:** It is recommended that you do not exceed 15 characters as anything over 15 characters may not be displayed on most forms.


- 3 Click **OK** to exit.




- 5 If you selected Yes in the Field Level field, select the table and click **Fields**. The Audit Fields window is displayed.



*Audit Fields window*

- 6 In the Fields to be Audited field, enter the name of the field, or click the LOV  button and select the field.
- 7 Click **OK** to exit.




#### **Edit audit trails**

- **Navigate:** From the main menu, select Control > System > Audit Trail > Edit. The list of audited tables are displayed in the Audit Trail Field Selection window.
  - 1 Select a table.
  - 2 Edit the Purge Frequency and the Field Level fields as necessary.
  - 3 To edit the fields to be audited:
    - a Select a table and click **Fields**. The Audit Fields window is displayed.
    - b In the Fields to be Audited field, enter the name of the field, or click the LOV  button and select the field.
    - c To delete a field, select the field and click **Delete**.
    - d Click **OK** to exit the Audit Fields window.
  - 4 To delete a table from the list of audited tables:
    - a Select a table and click **Delete**.
    - b When prompted to delete the record, click **Yes**.
  - 5 Click **OK** to exit.

### Edit system printers

- **Navigate:** From the main menu, select Control > Setup > Printer Maintenance > Edit. The Printer Maintenance window is displayed.
- 1 In the Description field, edit the brief description of the printer.
- 2 To designate that the printer is active, select the Active Ind check box. To designate that the printer is not active, clear the Active Ind check box.
- 3 To add a printer:
  - a Click **Add**. The next available row is enabled.
  - b In the Printer field, enter the system-defined printer name.
  - c In the Description field, enter a brief description of the printer.
  - d If the printer is not active, clear the Active Ind. check box.
- 4 To delete a printer:
  - a Click **Delete** to delete the printer.
  - b When prompted to delete the printer, click **Yes**.
- 5 Click **OK** to save your changes and exit the window.

### Generate a report

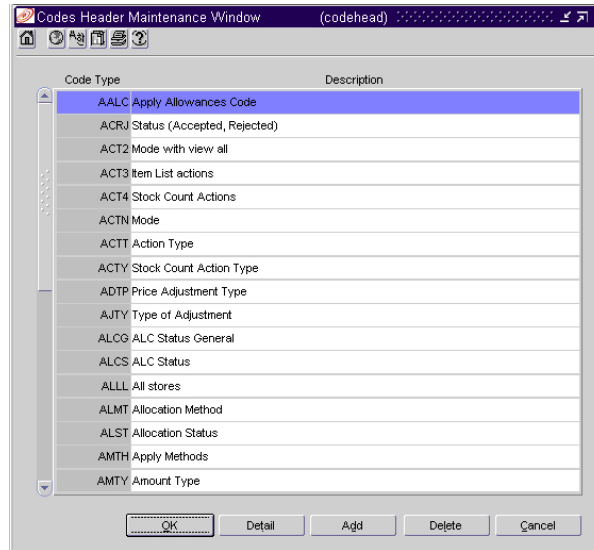
- **Navigate:** From the main menu, select Action > View Reports. The Retek Printing window is displayed.
  - 1 In the Module field, click the LOV  button and select the module from which you want to generate a report.
  - 2 In the Report field, click the LOV  button and select the report.
- Note:** If you selected a module, only reports associated with the module are listed in the List of Reports. Otherwise, all reports are listed when you click the Report LOV  button.
- 3 Click **Print**. The Report Parameters web page is displayed.
  - 4 In the Destination Type field, select where you want the finished report to be sent. Select **Cache** to view the report online.
  - 5 If you are prompted for parameters to further define the report, enter the data in the appropriate fields.
  - 6 Click **Submit Query**. The report is generated and sent to the destination that you selected.





### Edit system code types

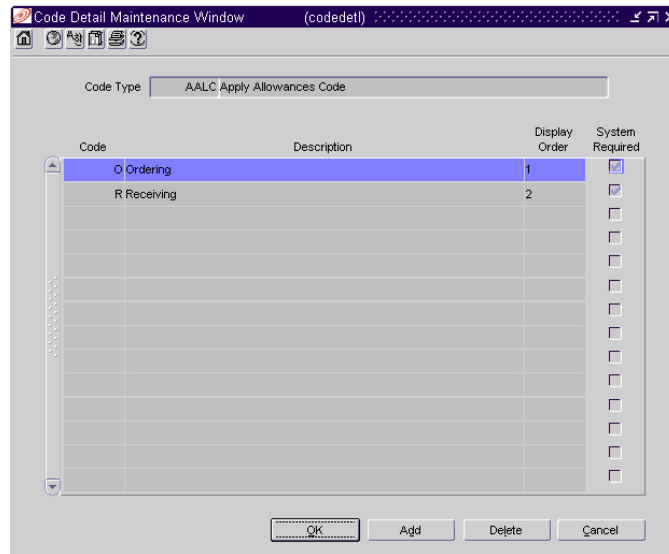
- **Navigate:** From the main menu, select Control > System > Codes Maintenance > Edit. The code types are displayed in the Codes Header Maintenance window.



*Codes Header Maintenance window*

- 1 Edit the descriptions as necessary.
- 2 To add a code type:
  - a Click **Add**. The next available line is enabled.
  - b In the Code Type field, enter a code for the code type.
  - c In the Description field, enter a description of the code type.

- 3 To add values to a code type:
  - a Select the code type and click **Detail**. The Code Detail Maintenance window is displayed.



*Code Detail Maintenance window*

- b Click **Add**. The next available line is enabled.
  - c In the Code field, enter an code for the value.
  - d In the Description field, enter the value as you want it to appear to users.
  - e In the Display Order field, enter the sequence number to indicate the order in which the value should appear in drop-down lists.
  - f Select the System Required check box as necessary.
  - g Click **OK** to exit the Code Detail Maintenance window.
- 4 To delete values from a code type:
  - a Select the code type and click **Detail**. The values are displayed in the Code Detail Maintenance window.
  - b Select a value and click **Delete**.
  - c When prompted to delete the record, click **Yes**.
  - d Click **OK** to exit the Code Detail Maintenance window.
- 5 To delete a code type:
  - a Select a code type and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 6 Click **OK** to exit.

# Security

## Overview

The Security feature provides a method for protecting product, location, and price zone records. You can give users either full or limited access. Users with limited access can be linked to one or more groups. The users within the groups share the same permissions to view, add, edit, and delete records in specified functional areas, merchandise levels, organizational levels, and price zones. The users must be valid system users.

## Business process

To secure records:

- Add the users.
- Add the security groups.
- Add users to the security groups.
- Add product level security by group.
- Add location level security by group.
- Add price zone security by group.

The security restrictions that you set up at the group level are applied to all users that are linked to the group. Any changes that you make to the security settings become effective after a scheduled or ad hoc batch program rebuilds the security records.

## Reports

There are no reports pertaining to security.

## System administration


There are no system administration functions pertaining to security.

## Procedures


### Edit a user


- **Navigate:** From the main menu, select Control > Setup > User Attributes > New. The User Attributes window is displayed.

*User Attributes window*

- 1 In the User field, enter the ID of the user, or click the LOV  button and select the user.
- 2 Edit the language, default store, and contact information as necessary.
- 3 To edit the user's security level:
  - a From the Security menu, select Privileges. The User Privileges window is displayed.

*User Privileges window*

- b Select either Full or Limited.
  - c Click **OK** to exit the User Privileges window.
- 4 Click **OK + Repeat** to edit another user.
- 5 To add a user:
  - a In the User fields, enter the ID and name of the user. The user must be a valid system user.
  - b In the Lang field, enter the ID of the user's language, or click the LOV  button and select the language.




- c Enter information in the optional fields as necessary.
  - d To select the user's security level:
    - From the Security menu, select Privileges. The User Privileges window is displayed.
    - Select either Full or Limited.
    - Click **OK** to exit the User Privileges window.
  - e Click **OK + Repeat** to add another user, or click **OK** to exit.
- 6 To delete a user:
- a In the User field, enter the ID of the user, or click the LOV  button and select the user.
  - b Click **Delete**.
  - c When prompted to delete the record, click **Yes**.
  - d Click **OK + Repeat** to edit another user.
- 7 Click **OK** to exit.




### Edit location security by group

- **Navigate:** From the main menu, select Control > System > Location/Product Security > Location Security Matrix > Edit. The Location Security Matrix window is displayed.

*Location Security Matrix window*

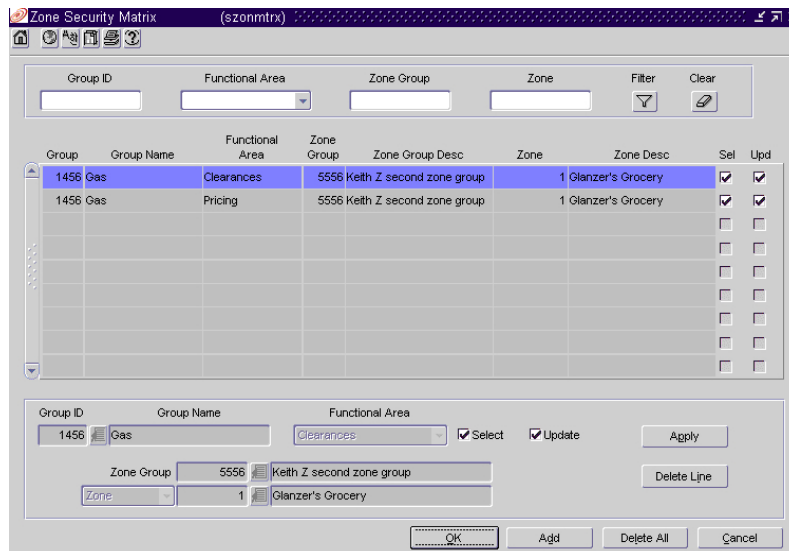
- 1 Enter criteria in the filter criteria fields as necessary.
- 2 Click the filter  button. The groups and secured entities that match the criteria are displayed.
- 3 Select or clear the Sel (Select) and Upd (Update) check boxes as necessary.
- 4 To add location security by group:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b In the Group field, enter the ID of the security group, or click the LOV  button and select the group.
  - c In the Functional Area field, select the area to be secured.
  - d Select the Select check box in order to allow the group of users to view the selected entities.
  - e Select the Update check box in order to allow the group of users to add, edit, and delete the selected entities.
  - f In the Hierarchy Level field, select the organizational level to be secured.
  - g In the value field, enter the ID of the region, district, store, or warehouse, or click the LOV  button and select the value.
  - h Click **Apply**. The selected group and entities are added to the table.



- 5 To delete an individual record:
  - a Select a record and click **Delete Line**.
  - b When prompted to delete the record, click **Yes**.
- 6 To delete multiple records:
  - a Enter criteria in the filter criteria fields.
  - b Click the filter  button. The groups and secured entities that match the criteria are displayed.
  - c Click **Delete All**.
  - d When prompted to delete the records, click **Yes**.
- 7 Click **OK** to exit.

### Edit price zone security by group

- **Navigate:** From the main menu, select Control > System > Location/Product Security > Zone Security Matrix > Edit. The Zone Security Matrix window is displayed.




The screenshot shows the 'Zone Security Matrix' window with the following data in the table:





Group	Group Name	Functional Area	Zone Group	Zone Group Desc	Zone	Zone Desc	Sel	Upd
1456	Gas	Clearances	5556	Keith Z second zone group	1	Glanzer's Grocery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1456	Gas	Pricing	5556	Keith Z second zone group	1	Glanzer's Grocery	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

Filter criteria fields at the top: Group ID, Functional Area, Zone Group, Zone, Filter, Clear.

Summary fields at the bottom: Group ID (1456), Group Name (Gas), Functional Area (Clearances), Zone Group (5556), Zone (1). Checkboxes for Select and Update are checked. Buttons for Apply, Delete Line, OK, Add, Delete All, and Cancel are visible.

### *Zone Security Matrix window*




- 1 To edit price zone security by group:
- 2 Enter criteria in the filter criteria fields as necessary.
- 3 Click the filter  button. The groups and secured entities that match the criteria are displayed.
- 4 Select or clear the Sel (Select) and Upd (Update) check boxes as necessary.


- 5 To add price zone security by group:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b In the Group ID field, enter the ID of the security group, or click the LOV  button and select the group.
  - c In the Functional Area field, select the area to be secured.
  - d Select the Select check box in order to allow the group of users to view the selected entities.
  - e Select the Update check box in order to allow the group of users to add, edit, and delete the selected entities.
  - f In the Zone Group field, enter the ID of the price zone group, or click the LOV  button and select the price zone group.
  - g In the Zone field, select Zone or All Zones.
  - h If you selected Zone, enter the ID of the price zone in the value field, or click the LOV  button and select the price zone.
  - i Click **Apply**. The selected group and entities are added to the table.
- 6 To delete an individual record:
  - a Select a record and click **Delete Line**.
  - b When prompted to delete the record, click **Yes**.
- 7 To delete multiple records:
  - a Enter criteria in the filter criteria fields.
  - b Click the filter  button. The groups and secured entities that match the criteria are displayed.
  - c Click **Delete All**.
  - d When prompted to delete the records, click **Yes**.
- 8 Click **OK** to exit.

## Edit product security by group

- **Navigate:** From the main menu, select Control > System > Location/Product Security > Product Security Matrix > Edit. The Product Security by Group window is displayed.

*Product Security by Group window*

- 1 To edit product security by group:
  - a Enter criteria in the filter criteria fields as necessary.
  - b Click the filter  button. The groups and secured entities that match the criteria are displayed.
  - c Select or clear the Sel (Select) and Upd (Update) check boxes as necessary.
- 2 To add product security by group:
  - a Click **Add**. The fields in the Apply area are cleared.
  - b In the Group field, enter the ID of the security group, or click the LOV  button and select the group.
  - c In the Functional Area field, select the area to be secured.
  - d In the Department field, enter the ID of the department, or click the LOV  button and select the department.
  - e Select the Class or Subclass as necessary.
  - f Select the Select check box in order to allow the group of users to view the selected entities.
  - g Select the Update check box in order to allow the group of users to add, edit, and delete the selected entities.

- h Click **Apply**. The selected group and entities are added to the table.
- i Click **OK** to exit.
- 3 To delete product security by group:
  - a Select a record and click **Delete Line**.
  - b When prompted to delete the record, click **Yes**.
- 4 To delete multiple records:
  - a Enter criteria in the filter criteria fields.
  - b Click the filter  button. The groups and secured entities that match the criteria are displayed.
  - c Click **Delete All**.
  - d When prompted to delete the records, click **Yes**.
- 5 Click **OK** to exit.

### Edit a regionality relationship

- **Navigate:** From the Main Menu, select Control > System > Regionality > Regionality Matrix > Edit. The Regionality Maintenance window is displayed.

### *Regionality Maintenance window*

- 1 Enter the appropriate search criteria. Click **Query** to view the group/location records that match your criteria.

**Note:** You can query by either Group ID or Business Role. Selecting one disables the other.

- 2 Edit the enabled fields as necessary.

- 3 Delete a group/location combination:
  - a Select a group/location record.
  - b Click **Delete Group/Loc**. You are prompted to confirm the deletion.
  - c Click **Yes**.
- 4 Delete elements from a group/location combination:
  - a Select a group/location record.
  - b Select an element from the Supplier, Supplier/Department, or Department table.
  - c Click **Delete Elements**. You are prompted to confirm the deletion.
  - d Click **Yes**.
- 5 To clear the Regionality Maintenance window and conduct a new query, click **OK + Repeat**.
- 6 Click **OK** to close the window and save your changes, or click **Cancel** to close the window without saving changes.

# Internationalization

## Overview

The Internationalization module provides support in the areas of country, currency, language, and unit of measure.

## Business process

### Country

You can maintain a list of country codes and descriptions. Country codes are used when entering:

- Origin, import, export, and consolidating countries
- Supplier, partner, outside location, and customer addresses
- Company, store, and warehouse addresses
- Company and store addresses of competitors
- Country level geocodes and sales taxes

### Currency

If the system is set up to support multiple currencies, monetary amounts may be displayed in any of the currencies that are defined in the system. In addition to identifying the currencies, the number of decimal places to display and the format for both cost and retail amounts must be entered for each currency.

One or more types of exchange rates may be entered for each currency. The types of exchange rates are: operational, consolidated, letter of credit/bank, purchase order, customs entry, and transportation. Exchange rates are used to convert a monetary amount from any currency to the primary currency of the company.

If the exchange rates are shared with an external system, you can map the types of exchange rates found in the external system to the types of exchange rates in RMS. The types of exchange rates are: operational, consolidated, letter of credit/bank, purchase order, customs entry, and transportation.

In many areas of the system, monetary values can be viewed in the primary currency of the company, the currency of the European Union, or the local currency of the location.

### Language

By default, all values are displayed in the primary language of the company. However, you can choose to:

- Translate a value when you encounter it in a window. You have the option of translating the value into one or multiple target languages, or you can copy existing translations from a similar value.
- Translate one or multiple values of the same type, such as item or department descriptions, into one target language.

Users who are set up to view values in the target language will see the translated version, rather than the primary language version, of the values.

### Units of measure

You can view, but not edit, a list of the units of measure that are available in the system for defining area, dimension, volume, and weight. Units of measure are used in a variety of ways:

- **Standard unit of measure (SUOM):** The unit of measure by which stock is tracked at the corporate level. The SUOM may be measured by weight, volume, area, or dimension. The size of the standard unit of measure is set up at the item level. If a measurement, rather than the term "each", is selected as the SUOM, a conversion factor must be entered. The conversion factor indicates many units of the selected SUOM make up an each. For example: If the size of an each is 5 kilograms, then the SUOM is kilogram and the conversion factor is 5.
- **Store order multiple:** The unit of measure by which items are shipped to stores. The store order multiple may be each, inner, or case. The default store order multiple is set up at the item level. Store order multiples for specific locations are set up at the item/location level.
- **Unit of purchase (UOP):** The unit of measure by which an item is purchased. The UOP may be each, case, or pallet. The default UOP is set up at the item/supplier/origin country level. The default UOP may be superseded when adding items to a purchase order.
- **Unit of Transfer:** The unit of measure by which an item is transferred. The unit of transfer may be each, case, or pallet. The unit of transfer is entered when adding items to a transfer.
- **Unit of Receipt (UOR):** The unit of measure by which an item is received on a shipment. The UOR may be each, case, or pallet. The UOR is entered when receiving items.

The standard unit of measure is the equivalent of an each. A case (or its equivalent, such as a box, bushel, barrel, or roll) may correlate with a supplier's pack size. The unit of purchase, unit of transfer, and unit of receipt may default to either the standard unit of measure or case. If a quantity is entered by the pallet for the unit of purchase, unit of transfer, or unit of receipt, the quantity is converted to the default measurement.

The terms inner, case, and pallet are used as generic terms in RMS. You can select different terms for the same concepts at the item/supplier level.

## Reports

There are no reports that pertain to country, currency, language, or units of measure.

## System administration

The system administrator can set the following parameters and defaults:

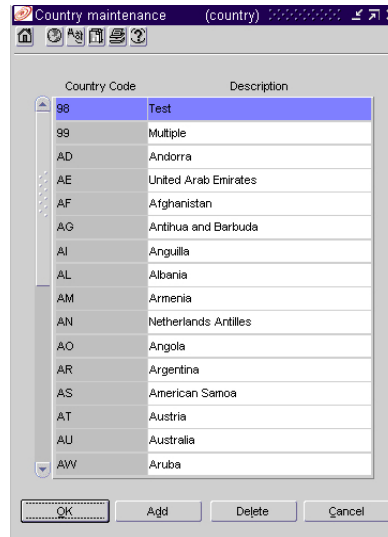
- Select the country in which the corporate headquarters are located.
- Indicate whether multiple currencies are supported. If multiple currencies are supported, indicate which currency is the primary currency of the company.
- Indicate whether the consolidation rate of exchange should be used in order to convert currencies to the primary currency.
- Indicate which language is the primary language of the company.
- Set up the default standard unit of measure and the default units of measure for dimensions and weight. Indicate whether the default unit of purchase is by the case or by the standard unit of measure.



## Procedures

### Edit countries

- **Navigate:** From the main menu, select Control > Setup > Country > Edit. The list of countries is displayed in the Country Maintenance window.



*Country Maintenance window*

- 1 Edit the codes or descriptions as necessary.
- 2 To add a country:
  - a Click **Add**.
  - b Enter the code and description in the enabled fields.
- 3 To delete a country:
  - a Select a country and click **Delete**.
  - b When prompted to delete the record, click **OK**.
- 4 Click **OK** to exit.

### Edit currencies

- **Navigate:** From the main menu, select Control > Setup > Currency > Edit. The list of currencies is displayed in the Currency Maintenance window.

Currency Code	Currency	Decimal Places		Currency Formats	
		Cost	Retail	Cost	Retail
AED	U.A.E. Dirham	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
AFA	Afghanistan Afghani	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
ARS	Argentina Peso	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
ATS	Austria Shilling	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
AUD	Australia Dollar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BDT	Bangladesh Taka	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BEF	Belgium Franc	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BHD	Bahraini Dinar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BIF	Burundi Franc	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BMD	Bermuda Dollar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BND	Brunei Dollar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR

*Currency Maintenance window*

- 1 Edit the enabled fields as necessary.
- 2 To add a currency:
  - a Click **Add**.
  - b Enter the details on the next available line.
- 3 To delete a currency that was just added to the table:
  - a Select the currency and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 4 Click **OK** to exit.

### Edit currency exchange rates

- **Navigate:** From the main menu, select Control > Setup > Currency > Edit. The list of currencies is displayed in the Currency Maintenance window.
- 1 Select a currency and click **Exchange Rates**. The rates of exchange are displayed in the Currency Exchange Rates window.

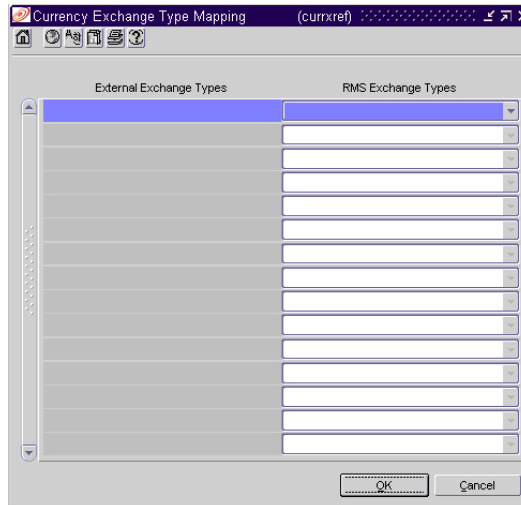
Exchange Type	Exchange Rate	Effective Date
Consolidation	3.36662	15-JAN-1995
Operational	3.6728	15-JAN-1995

*Currency Exchange Rates window*

- 2 Edit the exchange rates as necessary.
- 3 To add an exchange rate:
  - a Click **Add**. The next available line is enabled.
  - b In the Exchange Type field, select the type of exchange rate.
  - c In the Exchange Rate field, enter the value of the exchange rate to be used for currency conversions.
  - d In the Effective Date field, enter the date on which the exchange rate becomes effective.
- 4 To delete an exchange rate:
  - a Select an exchange rate and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 5 Click **OK** to exit.

### Map currency exchange types

- **Navigate:** From the main menu, select Action > Currency Exchange Types. The external exchange types are displayed in the Currency Exchange Type Mapping window.

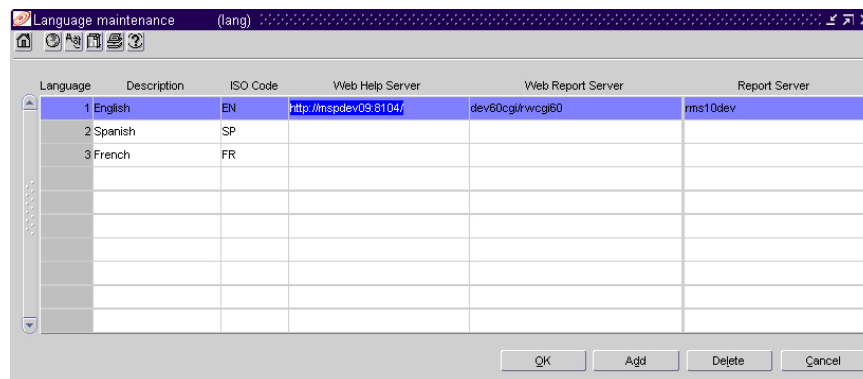


*Currency Exchange Type Mapping window*

- 1 Next to each external exchange type, select the appropriate RMS exchange type.
- 2 Click **OK** to exit.

### Edit languages

- **Navigate:** From the main menu, select Control > Setup > Language Maintenance > Edit. The list of languages is displayed in the Language Maintenance window.



*Language Maintenance window*



- 1 Edit the enabled fields as necessary.
- 2 To add a language:
  - a Click **Add**. The next available line is enabled.
  - b In the Language field, enter the ID of the language.
  - c In the Description field, enter the description of the language.

- d In the ISO code field, enter the code for the language.
  - e In the Server fields, enter the server addresses as necessary.
- 3 To delete a language:
    - a Select a language and click **Delete**.
    - b When prompted to delete the record, click **Yes**.
  - 4 Click **OK** to exit.




### Edit translations in a target language

- **Navigate:** From the main menu, select Control > System > Language Translation. The Language Translation window is displayed.

*Language Translation window*

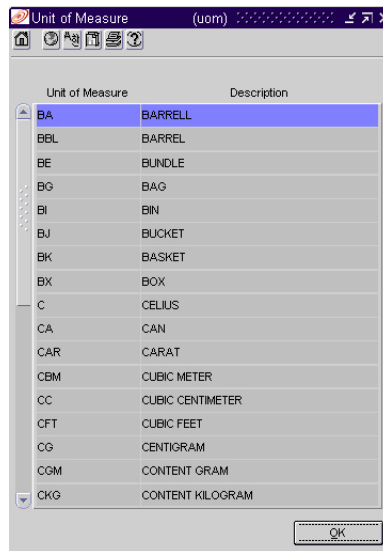
- 1 In the Action field, select a task:
  - To translate values of the same type that were not yet translated, select New.
  - To edit existing translations only, select Edit.
  - To enter new and edit existing translations, select Edit All.
- 2 In the Language to Translate Into field, enter the ID of the target language, or click the LOV  button and select the target language.
- 3 In the Description Type to Translate field, enter the ID of the type of the type of values to be translated, or click the LOV  button and select a type.
- 4 To restrict the search to a subset of values, enter partial descriptions in the From and To fields as necessary. These entries are made in the primary language.
- 5 Click **Search**. The values that match the search criteria are displayed.
- 6 In the Target Language field, enter or edit the translation for each value.
- 7 Click **OK + Repeat** to edit values of another type, or click **OK** to exit.

**Edit a value in multiple languages**

- 1 Place the cursor in the Description field of a window.
- 2 Click the Translator  button located on the toolbar. The current translations of the value are displayed in the Translation Maintenance window.
- 3 Edit the translations as necessary.
- 4 To add translations:
  - a Click **Add**. The next available line is enabled.
  - b In the Language field, enter the ID of the target language, or click the LOV  button and select the target language.
  - c In the Translated Description field, enter the translation of the value.
- 5 To copy translations from a similar value:
  - a Click **Copy Like**. The Like Description window is displayed.
  - b Enter the ID of the value whose translations are to be copied, or click the LOV  button and select the value.
  - c Click **OK** to exit the Like Description window. All translations of the selected value are copied to the Translation Maintenance window.
- 6 To delete a translation:
  - a Select a translation and click **Delete**.
  - b When prompted to delete the record, click **Yes**.
- 7 Click **OK** to exit.

**View units of measure**

- **Navigate:** From the main menu, select Control > Setup > Unit of Measure. The current units of measure are displayed in the Unit of Measure window.



*Unit of Measure window*

- Click **OK** to exit.

## Electronic data interchange

### Overview

Electronic data interchange (EDI) provides a standardized method for retailers and suppliers to transmit business documents electronically. EDI translation programs convert outgoing and incoming files to the appropriate flat file or EDI format.

The following EDI transaction sets can be processed by RMS:

- 832 - Price/sales catalogue: New and updated item/cost information received from the supplier.
- 838 - Trading partner profile: Store and warehouse addresses are sent to the supplier. Addresses are received from the supplier.
- 846 - Inventory Inquiry/Advice: Supplier availability details are received from the supplier.
- 850 - Purchase order: Purchase orders and contracts are sent to the supplier.
- 852 - Product activity data: Store sales and inventory information is sent to the supplier.
- 855 - Purchase order acknowledgement: Purchase order acknowledgements and changes are received from the supplier.
- 856 - Ship notice/manifest: Advance shipping notices (ASN) are received from the supplier.
- 860 - Purchase order change request - buyer initiated: Modified purchase orders are sent to the supplier.
- 879 - Price information: Cost changes pertaining to items are received from the supplier.
- 888 - Item maintenance: New and updated item details are received from the supplier.



## Business process

To begin using EDI functionality, some preliminary setup is required. You must indicate which EDI transactions are supported by a supplier. If the supplier requests product activity data, you can indicate whether the data should be transmitted on a daily or a weekly basis. You should also indicate the variance allowed for cost changes by monetary amount and by percentage. Cost changes received from the supplier that are within the tolerated range are automatically approved by the system after you accept the changes. In vendor managed inventory (VMI) situations, you can indicate whether orders received from the supplier are automatically approved or remain in Worksheet status.

As you create and revise purchase orders and contracts, you can indicate whether to transmit approved transactions. If you have access to Retek Invoice Matching, you can also indicate whether to transmit approved debit memos, credit memos, and credit note requests.

When item details and cost changes are received from suppliers, you must review and accept them before the item catalog can be updated and a cost change event can be created. Rejected items and cost changes are held in the system for a predefined number of days.

## Reports

There are no standard reports pertaining to EDI.

## System administration

The system administrator may set the following system variables for EDI transactions:

- Request an EDI-compliant catalog of store and warehouse addresses be transmitted to suppliers.
- Indicate whether supplier-provided costs may be overridden by the application of deals, brackets, and allowances to unit costs on purchase orders.
- Set the retention period, in days, for 1) revisions/versions of completed and cancelled purchase orders, 2) rejected items, and 3) rejected cost changes. When the records exceed the retention periods, they are automatically purged by regularly scheduled batch programs.
- Set the number of days that product activity data must be held on a temporary table before the report is transmitted to suppliers.

## Procedures

### Record EDI capability for a supplier

- **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed. If the Financials module is installed, select Control > Supplier > Maintenance from the main menu.

Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

- 1 From the Options menu, select EDI. The Supplier EDI Information window is displayed.

The screenshot shows a dialog box titled "Supplier EDI Information (supwvedt)". It is divided into two main sections. The top section, "EDI Transactions Supported by the Supplier", contains several checkboxes: PO, PO Change, Confirming PO, Contract, ASN, Availability, and Invoice. There is also a "Sales" dropdown menu. The bottom section, "EDI Cost Change Approval Variance", contains two input fields: "Amount" with the value "0.00" and "Percent" with the value "0.00%". At the bottom of the dialog are "OK" and "Cancel" buttons.


*Supplier EDI Information window*

- 2 In the EDI Transactions fields, select the activities that the supplier can process via EDI.
- 3 In the Sales field, select how often product activity data must be generated for the supplier.
- 4 In the Amount and Percent fields, enter a currency amount and a percentage to indicate by how much a cost change can vary from the current cost and still be automatically approved.
- 5 Click **OK** to exit.

### Accept item information received via EDI

- **Navigate:** From the main menu, select Items > EDI New Items. The EDI New Items window is displayed.


*EDI New Items window*

- 1 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier.
- 2 To further refine the search, enter an origin country and the date on which the EDI transaction was received in the Origin Country and Create Date fields as necessary.
- 3 Click **Search**. The items that match the specified criteria are displayed.
- 4 To view the unit of measure and other details for an item:
  - a Select an item.
  - b Click **Item Detail**. The details for an each are displayed in the Item Detail window.

*Item Detail window*

- c To view the details for a case or pallet, select the appropriate option in the Dimension Type field.
  - d Click **OK** to exit the Item Detail window.
- 5 To process a new item:
- a Select an item.
  - b Click **New Item**. The New Item window is displayed.

*New Item window*

- c Enter the details in the enabled fields.
- 6 To copy details from an existing item:
- a Click **Like Item**. The Like Item window is displayed.
  - b In the From Existing field, enter the item number of the item to be copied, or click the LOV  button and select the item.
  - c To copy details from the selected item to the new item, select the enabled check boxes as necessary.
  - d Click **OK** to exit the Like Item window.

- 7 To review the details of any cost changes that are associated with an item:
  - a Select an item.
  - b From the Options menu, select EDI Costing. The details are displayed in the EDI Cost by Location window.

The screenshot shows the 'EDI Cost by Location' window. At the top, there are input fields for 'Item', 'Supplier' (1212120000 Glassware Products Ltd.), 'Country' (US United States), 'Processed Date' (10-APR-2001), and 'Active Date'. Below these fields is a table with the following columns: Location, Location Type, Bracket Type Primary, Bracket UOM Primary, Bracket Value, Old Unit Cost, New Unit Cost, Default Bracket Indicator, Primary Location Indicator, and Case. The table contains four rows of data for 'Warehouse' locations, all with 'Mass' bracket type and 'LBS' UOM. The first row has a bracket value of 30000, old unit cost of 95.00, and new unit cost of 100.00. The second row has a bracket value of 30000, old unit cost of 100.00, and new unit cost of 110.00. The third row has a bracket value of 30000, old unit cost of 600.00, and new unit cost of 610.00. The fourth row has a bracket value of 30000, old unit cost of 590.00, and new unit cost of 600.00. Each row has checkboxes for 'Default Bracket Indicator', 'Primary Location Indicator', and 'Case'. An 'OK' button is located at the bottom right of the window.

Location	Location Type	Bracket Type Primary	Bracket UOM Primary	Bracket Value	Old Unit Cost	New Unit Cost	Default Bracket Indicator	Primary Location Indicator	Case
1111111111 Warehouse	Warehouse	Mass	LBS	30000	95.00	100.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1111111111 Warehouse	Warehouse	Mass	LBS	30000	100.00	110.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1111111111 Warehouse	Warehouse	Mass	LBS	30000	600.00	610.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
1111111111 Warehouse	Warehouse	Mass	LBS	30000	590.00	600.00	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*EDI Cost by Location window*

- c Click **OK** to exit the EDI Cost by Location window.
- 8 In the Status field next to each item, select either Accepted or Rejected.
 




**Note:** To accept all the item updates, click **Accept All**.
- 9 To edit the seasons/phases or user defined attributes for an accepted item:
  - a Select an item.
  - b From the Options menu, select either Seasons/Phases or User Defined Attributes.
  - c Edit the details in the Item/Season Matrix window or Item UDA List window as necessary.
  - d Click **OK** to exit either window.
- 10 Click **OK** to exit.

### Accept cost changes received via EDI

- **Navigate:** From the main menu, select Items > EDI Cost Changes. The New EDI Cost Changes window is displayed.

Item	Description	Country of Origin	Old Unit Cost	New Unit Cost	Active Date	Status	Recalc Orders	Update Children
101671360	rachels pack item sir 4012	US	0.00	12.00	10-MAR-01	Not Reviewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>

*New EDI Cost Changes window*

- 1 In the Supplier field, enter the ID of the supplier, or click the LOV  button and select the supplier.
- 2 In the Create Date field, enter the date on which the cost changes were received, or click the LOV  button and select the date. The items that match the criteria are displayed.
- 3 In the Description field, enter a description for the cost change event.
- 4 In the Reason field, enter the ID of the reason for the cost change, or click the LOV  button and select the reason.
- 5 In the Cost Change Approval Method area, select an approval method.
- 6 To review the details of the cost change or bracket cost change at the location level:
  - a Select an item.
  - b Click **Locations**. The details are displayed in the EDI Cost by Location window.
  - c Click **OK** to exit the EDI Cost by Location window.
- 7 To view additional details about the item:
  - a Select an item.
  - b Click **Item Detail**. The details are displayed in the Item Maintenance window.
  - c Click **OK** to exit the Item Maintenance window.

- 8 In the Status fields, select either Accepted or Rejected for each cost change.

**Note:** To accept all the cost changes, click **Accept All**.

- 9 Select the Recalc Orders check box next to each cost change if you want to update the cost on unapproved purchase orders.
- 10 Select the Update Children check box next to each cost change if you want to apply the change to subordinate items.
- 11 Click **OK** to exit.

## POS configuration

### Overview

The point of sale (POS) configurations feature allows you to create and maintain configurations that are downloaded to the POS registers at stores. You can create the following types of configurations:

- Touch button - You can use this configuration to determine the appearance of touch buttons on the point of sale register. You can associate items with each button.
- Coupon - You can create a configuration for each expense coupon that can be used at stores. You can also indicate the items for which the coupon can be used.
- Money order - You can use this configuration to enable stores to sell money orders on the point of sale register.
- Product restriction - You can restrict the sale of items for various reasons with this configuration.
- Pay in/pay out - You can use this configuration to enable stores to remove or add money to the register for miscellaneous services and items received or sold.
- Supplier payment type - You can use this configuration to specify the method of payment that may be used at each store to pay suppliers.
- Tender type - You can create configurations that provide information about how each type of tender is handled at the POS register.

### Business process

You can associate stores with all of the configurations. The configurations then are downloaded to the POS registers of the associated stores in a nightly batch process. How the coupon configuration is interpreted depends on the type of POS system your organization uses and how your organization chooses to set up the configurations.

### Reports

There are no reports pertaining to POS configurations.

### System administration

There are no system administration function relating to POS configurations



## Procedures


### Create a coupon configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Coupon. The POS Coupon window is displayed.

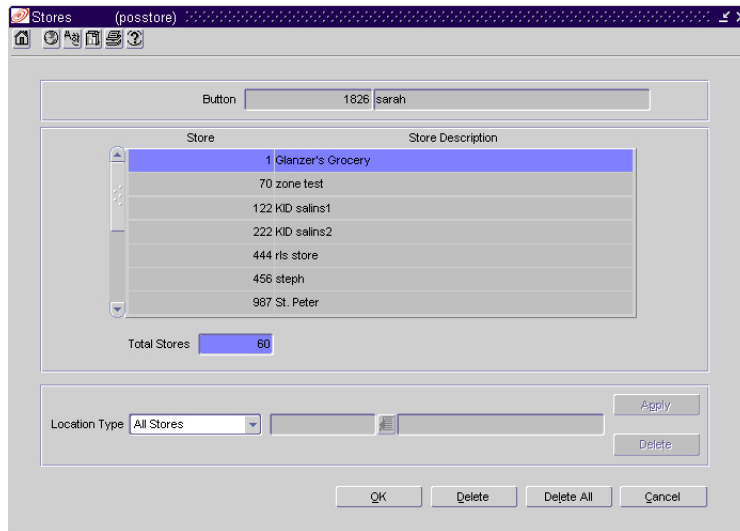
The screenshot shows the 'POS Coupon' window with the following fields and sections:

- Action:** A dropdown menu with 'Exit' selected.
- Search Criteria:**
  - Coupon ID:
  - Group:
  - Department:
  - Class:
  - Subclass:
  - Item:
  - Effective Date: From  To
  - Expiration Date: From  To
  - Modify ID:  Store:
- Search Results:** A table with the following columns: Coupon ID, Coupon Desc, Seq No, Coup Curr, Coup Desc, Coupon Amt., Max Disc Amt, Total Stores. The table is currently empty.
- Buttons:** Search, Save, Refresh, Move Up, Move Down, Close.


#### *POS Coupon window*

- 1 In the Action field, select New. The Enter/Maintain tab is displayed, and a unique coupon configuration ID is filled in automatically.
- 2 In the Coupon ID field, enter a description for the coupon.
- 3 In the Currency Code field, enter the code for the currency, or click the LOV  button and select a currency.
- 4 In the Coupon Type/Amt field, select the type of coupon. Then enter the value of the coupon.
- 5 In the Tax Class field, select the tax code for the coupon.
- 6 In the Effective Date field, enter the date on which the coupon configuration is active, or click the calendar button and select a date.
- 7 In the Expiration Date field, enter the date on which the coupon configuration expires, or click the calendar button and select a date.
- 8 Enter optional information as necessary.

- 9 To associate stores with the configuration:
  - a Click **Stores**. The Stores window is displayed.



*Stores window*

- b In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
    - c Click **Apply**.
    - d Click **OK** to exit.
- 10 Associate items with a POS configuration.
- 11 Exclude items from a POS configuration.
- 12 Click **Save** to return to search window. Click **Refresh** to perform another task or click **Close** exit.




### Create a money order configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Money Order. The Money Order window is displayed.

The screenshot shows the 'Money Order' window with the 'Enter/Maintain' tab selected. The 'Search Criteria' section includes fields for Money Order ID, Modified By, Pack Size, Charged Refund Fee, Effective Date (From/To), Expiration Date (From/To), and Store (100000007 Fresno). The 'Search Results' table is displayed below, showing one result:

Money Order ID	Money Order Description	Tax Class	Pack Size	Effective Date	Total Stores	Expiration Date
253	DMG retest posmord	Non	20	10-MAR-01	1	31-MAR-01

*Money Order window*

- 1 In the Action field, select New. The Enter/Maintain tab is displayed.
- 2 In the Money Order ID field, enter a description for the configuration.
- 3 In the Effective Date field, enter the date on which the configuration is effective, or click the calendar  button and select the date.
- 4 In the Expiration Date field, enter the date on which the configuration expires, or click the calendar  button and select the date.
- 5 In the Fee Amount field, enter the amount of the fee.
- 6 In the Max Sale Amt field, enter the maximum amount allowable per transaction.
- 7 In the Max Face Amt field, enter the maximum amount for which a money order can be sold.
- 8 In the Tax Class, select the tax class for the money order.
- 9 In the Pack Size field, enter the number of money orders in a pack of money orders.
- 10 To associate stores with the configuration:
  - a Click **Stores**. The Stores window is displayed.
  - b In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
  - c Click **Apply**.
  - d Click **OK** to exit.
- 11 Click **Save** to exit.

### Create a pay in/pay out configuration


- **Navigate:** From the main menu, select Control > POS Configuration > Pay In/Pay Out. The Pay In/Out window is displayed.

The screenshot shows the 'Pay In/Out' window with the following details:

- Action:** Create From Existing
- Search Criteria:**
  - Pay In/Out ID: [Empty]
  - Pay In/Out Type: [Empty]
  - Effective Date: From [Empty] To [Empty]
  - Modified By: [Empty]
  - Store: [Empty]
- Search Results:**

Pay In/Out ID	Pay In/Out Description	Pay In/Out Type	Total Stores	Effective Date	Invoice Link
1517	DMG in/out retest	Paid In	1	18-MAR-2001	No
1617	Keith Z payout	Paid In	1	09-MAR-2001	No

#### *Pay In/Out window*

- 1 In the Action field, select New. The Enter/Maintain tab is displayed, and a unique pay in/pay out configuration ID is filled in automatically.
- 2 In the Pay In/Out ID field, enter a description for the configuration.
- 3 In the Pay In/Out Type field, select the type of configuration.
- 4 In the Effective Date field, enter the date on which the pay in/pay out configuration is active, or click the calendar button and select a date.
- 5 Enter optional information as necessary.
- 6 To associate stores with the configuration:
  - a Click **Stores**. The Stores window is displayed.
  - b In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
  - c Click **Apply**.
  - d Click **OK** to exit.
- 7 Click **Save** to exit.

### Search for a pay in/pay out configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Pay In/Pay Out. The Pay In/Out window is displayed.
- 1 In the Action field, select Edit, View, or Create from Existing.
  - 2 Enter additional criteria as desired to make the search more restrictive.
  - 3 Click **Search**. The configurations that match the criteria are displayed in the search results table.
  - 4 Select a task:
    - To perform another search, click **Refresh**.
    - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
  - 5 Click **Close** to exit.

### Create a product restriction configuration


- **Navigate:** From the main menu, select Control > POS Configuration > Product Restriction. The POS Product Restriction window is displayed.


The screenshot shows the 'POS Product Restriction' window with the 'Enter/Maintain' tab selected. The 'Action' dropdown is set to 'Edit'. The 'Search Criteria' section includes fields for Prod Rest ID, Prod Rest Type, Effective Date (From/To), Day Restriction, Time Restriction, Date Restriction, Tender Type, Minimum Age, and Modify ID. The 'Search Results' table is displayed below, showing two entries:

Prod Rest ID	Prod Rest Description	Prod Rest Type	Effective Date	Total Stores
637	DMG retest pospres	Tender Type	16-MAR-2001	1
837	Limit 1 per family	Quantity Limit	14-MAR-2001	1

Buttons for 'Search', 'Refresh', and 'Close' are visible at the bottom of the window.

*POS Product Restriction window*

- 1 In the Action field, select New. The Enter/Maintain tab is displayed, and a unique product restriction configuration ID is filled in automatically.
- 2 In the Prod Rest ID field, enter a description for the product restriction configuration.
- 3 In the Prod Rest Type field, select the appropriate restriction type.
- 4 In the Currency field, enter the currency code of the configuration, or click the LOV  button and select a currency.

- 5 For the following restriction types, additional information is required:
  - Container Deposit Restriction: Enter the deposit amount.
  - Container Redemption Value Restriction: Enter the amount.
  - Minimum Age Restriction: Enter the age a customer must be to purchase the product.
  - Day/Time/Date Restriction: Enter the Day/Time/Date that goods cannot be sold.
  - Tender Type Restriction: Select the tender type.
  - Quantity Limit Restriction: Enter the maximum a customer can purchase.
- 6 Enter optional information as necessary.
- 7 To associate stores with the configuration:
  - a Click **Stores**. The Stores window is displayed.
  - b In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
  - c Click **Apply**.
  - d Click **OK** to exit.
- 8 Associate items with a POS configuration.
- 9 Exclude items from the configuration.
- 10 Click **Save** to exit.



#### **Search for a product restriction configuration**

- **Navigate:** From the main menu, select Control > POS Configuration > Product Restriction. The POS Product Restriction window is displayed.
- 1 In the Action field, select Edit, View, or Create from Existing.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The configurations that match the criteria are displayed in the search results table.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
- 5 Click **Close** to exit.

### Create a tender type configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Tender Type. The Tender Type window is displayed.

*Tender Type window*

- 1 In the Action field, select New. The Enter/Maintain tab is displayed, and a unique tender type configuration ID is filled in automatically.
- 2 In the Tender Type ID field, enter a description for the tender type.
- 3 In the Tender Type Group, select the type of tender group.
- 4 In the Effective Date field, enter the date on which the tender type configuration is active, or click the calendar button and select a date.
- 5 In the Currency Code field, enter the code for the currency, or click the LOV  button and select a currency.
- 6 In the Processor Type field, select the type of credit card processor.
- 7 Enter or select optional information as necessary.
- 8 To associate stores with the configuration:
  - a Click **Stores**. The Stores window is displayed.
  - b In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
  - c Click **Apply**.
  - d Click **OK** to exit.
- 9 Click **Save** to exit.



### Search for a tender type configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Tender Type. The Tender Type window is displayed.
- 1 In the Action field, select Edit, View, or Create from Existing.
- 2 Enter additional criteria as desired to make the search more restrictive.
- 3 Click **Search**. The configurations that match the criteria are displayed in the search results table.
- 4 Select a task:
  - To perform another search, click **Refresh**.
  - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
- 5 Click **Close** to exit.

### Edit a tender type configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Tender Type.

Search for and retrieve a tender type configuration in Edit mode. The Tender Type window is displayed.

- 1 Edit the enabled fields as necessary.
- 2 Click **Stores**. The Stores window is displayed.
- 3 To associate stores with the configuration:
  - a In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
  - b Click **Apply**.
  - c Click **OK** to exit.
- 4 To delete a single store from the configuration:
  - a Select the store in the table.
  - b Click **Delete**.
  - c Click **OK** to exit.
- 5 To delete multiple stores by location type from the configuration:
  - a In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
  - b Click **Delete**.
  - c Click **OK** to exit.



- 6 To delete all of the stores from the configuration:
  - a Click **Delete All**.
  - b When prompted to delete the records, click **Yes**.
  - c Click **OK** to exit.
- 7 To delete a tender type configuration:
  - a Click **Delete**.
  - b When prompted to delete the configuration, click **Yes**.
  - c Click **Close** to exit.
- 8 Click **Save** to return to search window. Click **Refresh** to perform another task or click **Close** exit.

### Create a touch button configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Touch Button. The Touch Button window is displayed.

The screenshot shows the 'Touch Button' window with the following details:

- Action:** Edit
- Search Criteria:**
  - Button Configuration ID: [Empty]
  - Store: [Empty]
  - Effective Date: From [Empty] To [Empty]
  - Modified By: [Empty]
- Search Results:**


Btn Config ID	Description	Effective Date	Create ID	Create Date	Modify ID	Modify Date	Total Stores
926	DMG big mac button	16-MAR-2001	ZZGEDDD_RMS10	09-MAR-2001	ROBERTT_RMS10	09-MAR-2001	36
1026	Fabulous Button	09-MAR-2001	ROBERTT_RMS10	09-MAR-2001			1
1226	Keith Z btn	09-MAR-2001	ZIMMERK_RMS10	09-MAR-2001	ZIMMERK_RMS10	09-MAR-2001	2
1326	BUTTON	09-MAR-2001	ZIMMERK_RMS10	09-MAR-2001	TMMCHA_RMS10	11-MAR-2001	2

### *Touch Button window*

- 1 In the Action field, select New. The Enter/Maintain tab is displayed.
- 2 In the Button Configuration ID field, enter a description for the touch button configuration.
- 3 In the Effective Date field, enter the date on which the configuration is active at the stores, or click the calendar button and select a date.




- 4 To add a primary touch button to the First Layer palette:
  - a Select a block and click **Detail**. The POS Button Detail window is displayed.

*POS Button Detail window*

- b In the Button ID field, enter the description of the touch button.
  - c In the Type field, select the type of touch button.
  - d In the Text Color field, select the color of the text on the touch button.
  - e In the Background Color field, select the color of the touch button.
  - f In the Text field, enter the text that is displayed on the touch button.
  - g Click **OK** to exit.
- 5 To add a secondary touch button to the Second Layer palette:
  - a Select a touch button on the First Layer palette.
  - b Click the move down  button.
  - c Select a block and click the Detail button. The POS Button Detail window is displayed.
  - d In the Button ID field, enter the description of the touch button.
  - e In the Type field, select the type of touch button.
  - f In the Text Color field, select the color of the text on the touch button.
  - g In the Background Color field, select the color of the touch button.
  - h In the Text field, enter the text that is displayed on the touch button.
  - i Click **OK** to exit.

- 6 To associate items with a touch button:

**Note:** You can associate items with a primary button when it has no secondary buttons.

- a Select a touch button on the First or Second Layer palette.
  - b Click the appropriate move right  button.
  - c Click **Add Item**.
  - d In the Item field, enter the item number. You can also enter a partial description of the item in the Description field, and click the LOV  button to select an item.
- 7 To associate stores with the configuration:
- a Click **Stores**. The Stores window is displayed.
  - b In the Location Type field, enter the ID of the location or group, or click the LOV  button and select a location or group.
  - c Click **Apply**.
  - d Click **OK** to exit.
- 8 Click **Save** to exit.

#### Search for a touch button configuration

- **Navigate:** From the main menu, select Control > POS Configuration > Touch Button. The Touch Button window is displayed.
- 1 In the Action field, select Edit, View, or Create from Existing.
  - 2 Enter additional criteria as desired to make the search more restrictive.
  - 3 Click **Search**. The configurations that match the criteria are displayed in the search results table.
  - 4 Select a task:
    - To perform another search, click **Refresh**.
    - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
  - 5 Click **Close** to exit.