Retail passion. Innovative solutions.

Retek® Merchandising System™ 11.0

User Guide

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Contents

Chapter 1 – Introduction 1

What is Retek Merchandising System? 1

Purpose of this guide 2

Prerequisites 2

Retek Merchandising Solution Set Overview 3

Related documentation 4

Chapter 2 – Navigate RMS 5

Overview 5

Procedures 5

Log on to and exit RMS 5
Navigate within a window 5
Sort information 6

Chapter 3 – Foundation Data 7

Organizational Hierarchy 8

Create the organizational hierarchy 8
Procedures 9
Set up channels 14
Procedures 14
Maintain locations 15
Procedures 16
Define location traits 26
Procedures 27
Set up location lists 32
Procedures 32
Maintain location attributes 43
Procedures 43

Merchandise Hierarchy 48

Create merchandise hierarchy 48
Procedures 49
Set up merchandise hierarchy defaults 57
Procedures 57
Set up merchandisers 60
Procedures 60
Maintain value added taxes (VAT) 61
Procedures 62
Maintain user defined attributes 69
Procedures 69
Maintain item attributes 93
Procedures 93

Suppliers 99

Record EDI capability for a supplier 99
Define supplier traits 99
Procedures 100
Maintain suppliers 103
Procedures 104
Maintain supplier attributes 109
Procedures 110
Maintain partners 112
Procedures 112

Chapter 4 – Item Maintenance 117

Set up diffs 117
Procedures 118
Search for a diff ratio 127
Define item/location traits 129
Procedures 129
Create items 131
Procedures 133
Item approval process 154
Procedures 154
Reclassify items 166
Procedures 167

Chapter 5 – Purchasing 171

Purchase Orders 172

Set up buyers 172
Procedures 172
Maintain open to buy amounts 173
Procedures 174
Auto generate purchase orders 176
Procedures 176
Manually create a purchase order 181
Procedures 181
Add items to a purchase order 195
Procedures 195
Distribute a purchase order 197
Procedures 198
Purchase order approval process 208
Procedures 209

Contracts 214

Create contracts 214
Procedures 215
Contract approval process 240
Procedures 241

Complex Deals 247

Create deals 247
Procedures 248
Deals approval process 256
Procedures 256

Chapter 6 – Cost Management 261

Set up cost changes 261
Procedures 262
Set up expenses 266
Procedures 266
Set up outside locations 271
Procedures 271
Set up up charges 272
Procedures 273
Create a cost change 278
Procedures 279
Cost change approval process 285
Procedures 286

Chapter 7 – Inventory Control 291

Shipping 292

Maintain shipment schedules 292
Procedures 293
Maintain activity schedules 298
Procedures 299
Maintain return to vendor (RTV) shipments 307
Procedures 307

Transfers 317

Set up transfers 317
Procedures 318
Create transfers 322
Procedures 323
Create transfers with finishing 332
Procedures 332
Transfer approval process 339
Procedures 340

Mass Returns Transfer 344

Create mass return transfers 344
Procedures 344
Mass returns approval process 351
Procedures 352

Inventory adjustments 356
Set up inventory adjustments 356
Procedures 357
Adjust inventory 359
Procedures 359

Chapter 8 – Replenishment 363

Investment buy 363
Set up investment buy parameters 363
Procedures 364
Replenishment 372
Set up replenishment parameters 372
Procedures 373
Apply replenishment to an item 388
Procedures 389
Review recommended order quantities 399
Procedures 399
Split an order by truckload 404
Procedures 404

Chapter 9 – Financial Management 409

Maintain budgets 409
Procedures 410
Stock Ledger 412
Maintain stock counts 412
Procedures 413
Maintain the stock ledger 418
Procedures 418
Maintain general ledger cross reference 421
Procedures 421
Sales Taxes 424
Set up sales taxes 424
Procedures 424
Associate geocodes with a store or tax code 433
Procedures 433
Associate tax codes with a merchandise hierarchy 437
Procedures 437

Chapter 10 – User Tools 447

Timelines..... 447

Define a timeline step..... 447
Procedures..... 448
Define a timeline..... 449
Procedures..... 449
Associate a timeline with an activity..... 451
Procedures..... 452

Document Maintenance..... 457

Maintain documents..... 457
Procedures..... 457
Associate a document with a RMS element..... 458
Procedures..... 459

Maintain tickets and labels..... 466

Maintain tickets and labels..... 466
Procedures..... 467
Add ticket types..... 467
Request tickets or labels..... 469
Edit ticket types for an item..... 470
Edit ticket types for multiple items..... 472

Chapter 11 – System Administration..... 475

Maintain system parameters..... 476

Maintain system parameters..... 476
Procedures..... 479

Maintain system security..... 496

Maintain system security..... 496
Procedures..... 497

Internationalize RMS..... 504

Internationalize RMS..... 504
Procedures..... 506

POS Configuration..... 514

Create point of sale configurations..... 514
Procedures..... 515
Maintain items associated with point of sale configurations..... 525
Procedures..... 525

Glossary **529**

Acronyms **581**

Index **591**

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 manuals:

- Retek Merchandising System
- Retek Sales Audit
- Retek Trade Management
- Retek Merchandising Reports

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, 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 and 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.

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 volumes. You may refer to one of the following volumes for specific product information:

Volume 1	**Retek Merchandising System** Chapter 1: Introduction Chapter 2: Navigate RMS Chapter 3: Foundation data Chapter 4: Item maintenance Chapter 5: Purchasing Chapter 6: Cost management Chapter 7: Inventory control Chapter 8: Replenishment Chapter 9: Financial management Chapter 10: User tools Chapter 11: System administration
Volume 2	**Retek Sales Audit** Chapter 1: Introduction Chapter 2: Getting started Chapter 3: System variable Chapter 4: Sales Audit maintenance Chapter 5: ACH maintenance Chapter 6: Transaction maintenance Chapter 7: Store/day close audit Chapter 8: Audit trail Chapter 9: Rules wizards
Volume 3	**Retek Trade Management** Chapter 1: Introduction Chapter 2: Getting started Chapter 3: Harmonized tariff schedules Chapter 4: Letter of credit Chapter 5: Transportation Chapter 6: Maintain customs entry Chapter 7: Maintain obligations Chapter 8: Maintain actual landed costs
Volume 4	**Retek Merchandising Report** Chapter 1: Retek Merchandising System Chapter 2: Retek Sales Audit Chapter 3: Retek Trade Management

Related documentation

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

Name of Manual	Description
Installation Guide	• Hardware/software/browser requirements • Installation instructions
Operations Guide	• Functional overviews • RIB Publication designs • RIB Subscription designs • Batch designs- • Batch program overview
Data Model	• Relational integrity diagrams • Table names and descriptions • Column summaries • Primary and foreign keys • Check constraints
Online Help	• Online help available with the software

Chapter 2 – Navigate RMS

Overview

This section describes how to navigate within RMS. The following topics are included:

- Instructions to log on to and exit RMS
- Instructions to navigate within a window
- Instructions to sort and filter columns

Procedures

Log on to and exit RMS

Note: The way that you access RMS depends on how the system is set up at your location. Contact you system administrator for instructions. After you have started RMS, you are prompted to log on to the system.

Log on to RMS

1. On the Login 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 connect string for the application.
4. Click **Logon**. The Retek Enterprise Start window is displayed.

Exit RMS

1. From the Action menu, select Close.
2. Select Close until the application closes.

Navigate within a window

Use a drop-down list

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

1. Click the down arrow button. A drop-down list of options displays.
2. Select a value from the drop-down list. The selected option is entered in the appropriate field.

Use a List of Values button

The List of Values button is found to the right of a field. The button displays all defined values or options available for the field. The List of Values button is often referred to as a LOV button.

Security in lists of value

Lists of values for items and locations are limited by the security levels assigned to your user group. Other types of lists of values, such as supplier LOVs, are not limited by security levels.

1. Click the LOV button. A list of options is displayed.

Note: The list of values is empty if no values are defined for the list.

2. Select an option from the list.
3. Click **OK**. The selected option is entered in the appropriate field.

Note: You may also double click on an option in the list to populate a field.

Sort information

Many windows use column headings that are also buttons. Column heading button are used to sort table data.

1. To sort the list, click any column heading button. You can only sort by one column at a time.
2. To reverse the current sort order, click the same column heading button again.

Chapter 3 – Foundation Data

Foundation data

Organizational hierarchy

Create the organizational hierarchy

Set up channels

Define location traits

Maintain locations

Maintain location lists

Maintain location attributes

Merchandise hierarchy

Create the merchandise hierarchy

Set up merchandise hierarchy defaults

Set up merchandisers

Maintain value added tax (VAT) codes

Maintain user defined attributes

Maintain item lists

Maintain item attributes

Supplier and partner management

Upload suppliers via electronic data interchange (EDI)

Define supplier traits

Maintain suppliers

Maintain supplier attributes

Maintain partners

Organizational Hierarchy

Create the organizational hierarchy

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.

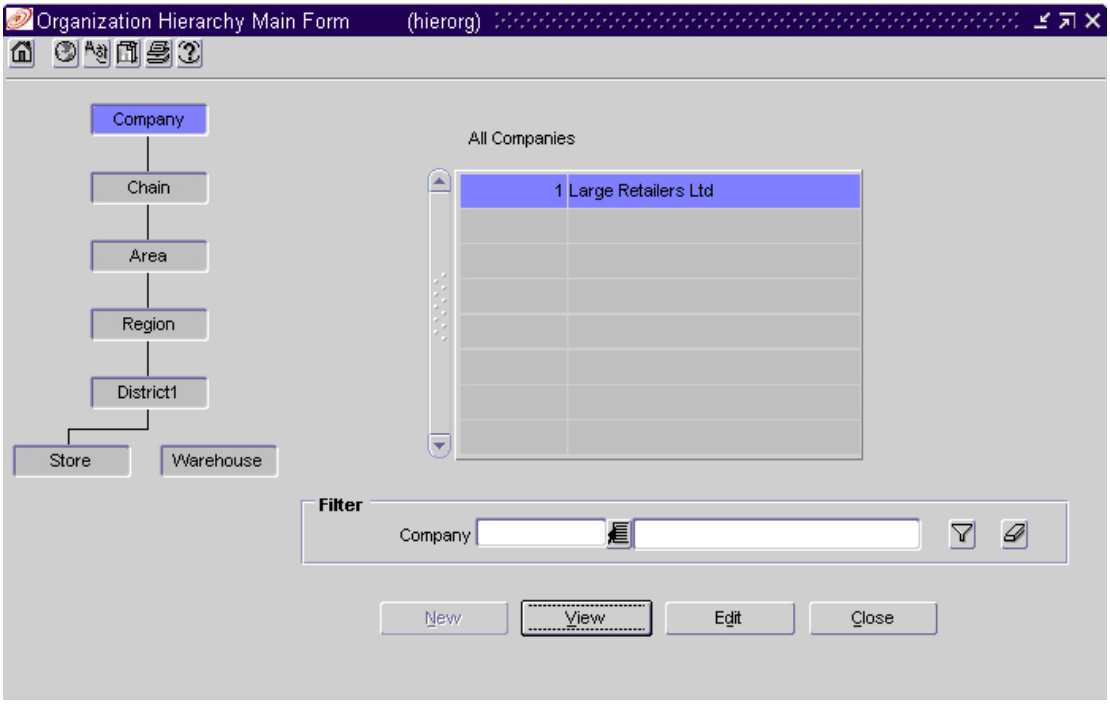
The following default levels are used within RMS:

- **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.
- **Channel:** A channel grouping mechanism for a multi-channel environment. You can associate a channel with a location when you create or edit a store or virtual warehouse.

Procedures

View the organizational hierarchy

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



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. To look up a specific member of the hierarchy level:
   a. Enter the ID of the member in the Filter field, or click the LOV button and select the member.
   b. Click the filter button.

Note: To clear the filter criterion, click the clear button. All the members of the selected hierarchy level are again displayed.

3. Click **Close** to close the window.

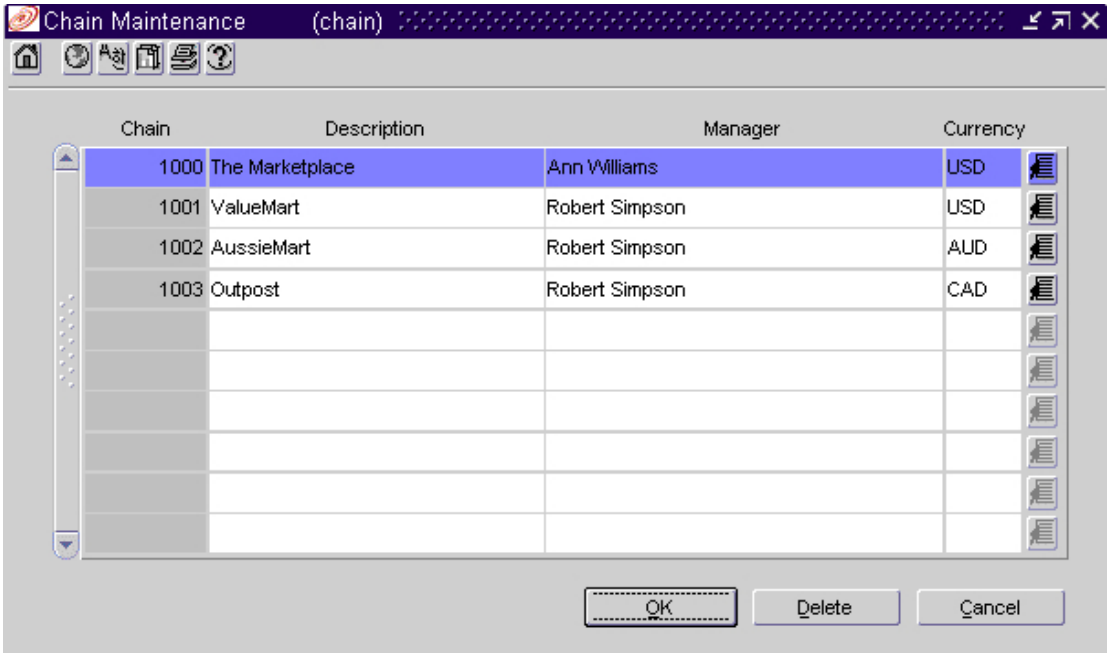
Note: You can easily view the members of the next lower level in the hierarchy. For example, if you double-click a chain in the table, the areas are displayed in the table. If you double-click a district, the stores are displayed.

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.

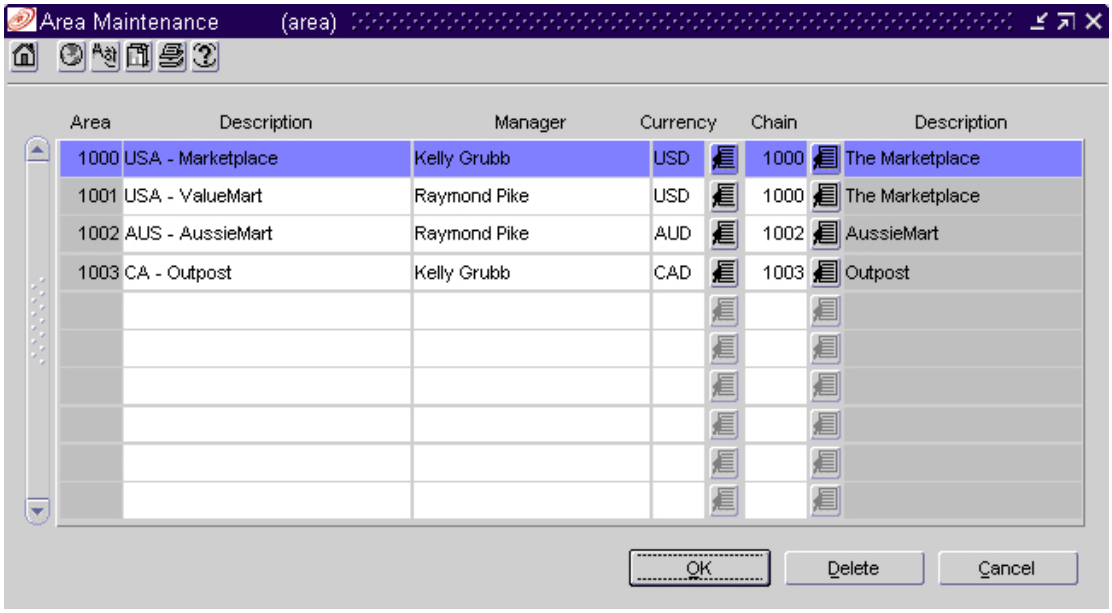


1. Click **Add**.
2. On the next available line, enter a unique number in the Chain field.
3. In the Description field, enter the name for the chain.
4. In the Manager field, enter the name of the manager who is responsible for the chain.
5. In the Currency field, enter the currency code, or click the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

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.



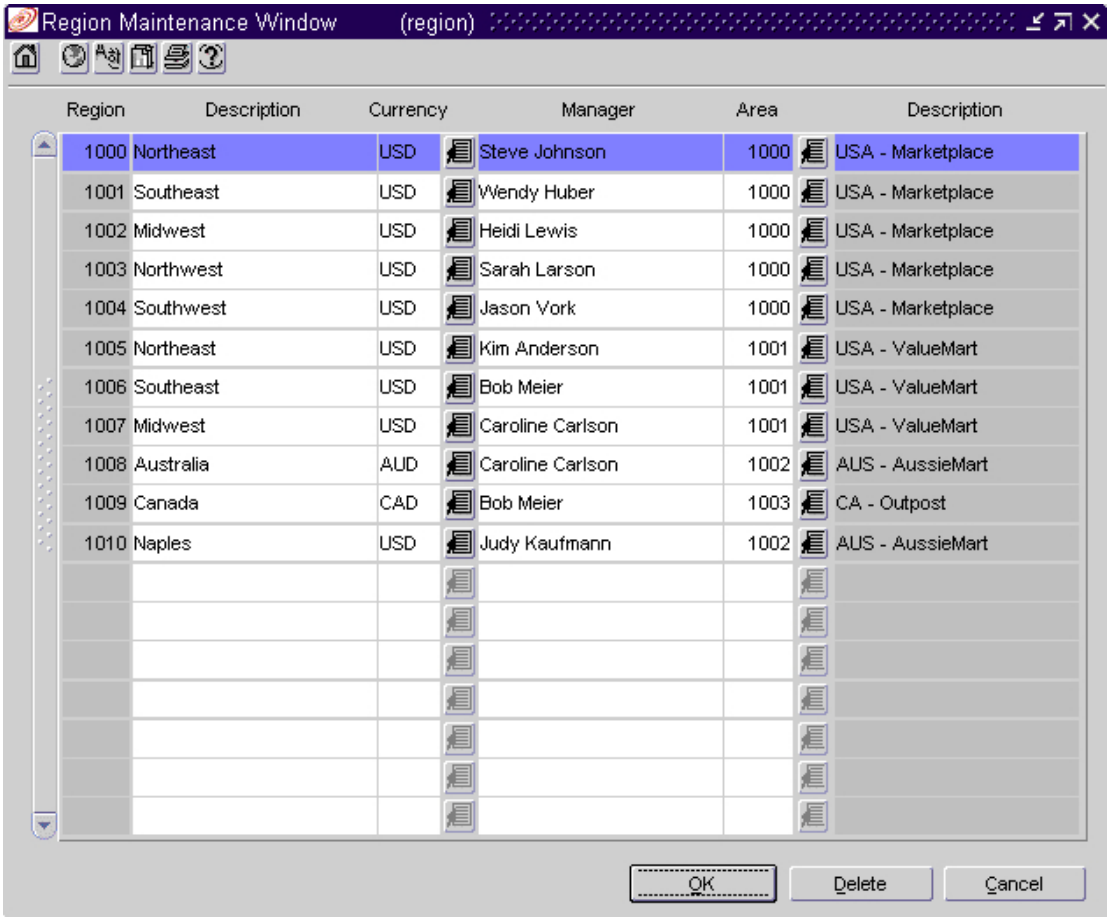
1. Click **Add**.
2. On the next available line, enter a unique number in the Area field.
3. In the Description field, enter the name for the area.
4. In the Manager field, enter the name of the manager who is responsible for the area.
5. In the Currency field, enter the currency code, or click the LOV 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 save your changes and close the window.

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.

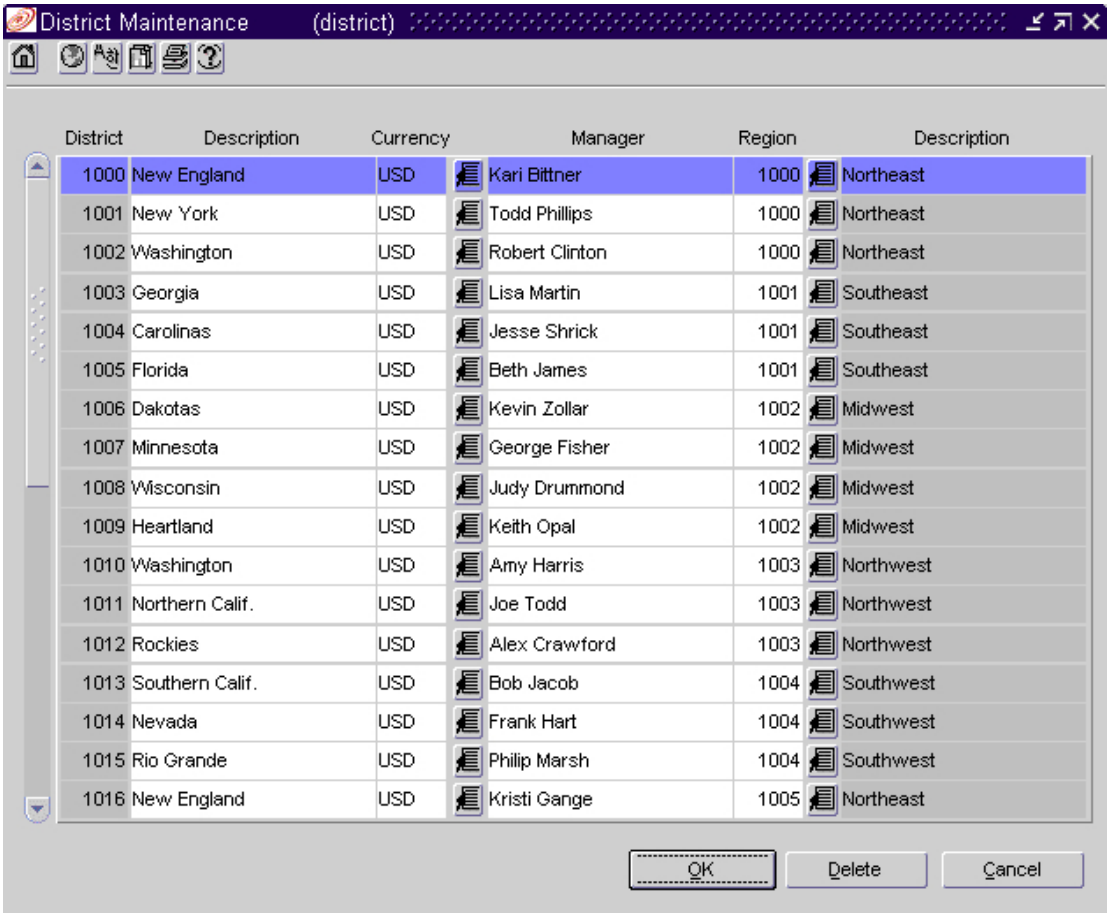


1. Click **Add**.
2. On the next available line, enter a unique number in the Region field.
3. In the Description field, enter the name for the region.
4. In the Currency field, enter the currency code, or click the LOV button and select the currency.
5. In the Manager field, enter the name of the manager 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 save your changes and close the window.

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.



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 save your changes and close the window.

Set up channels

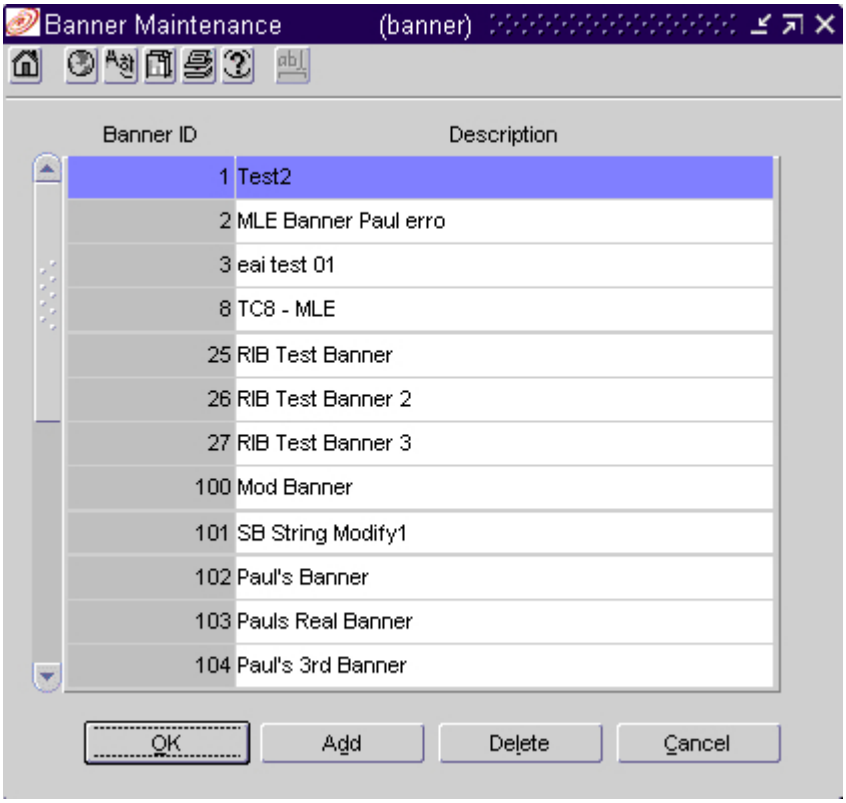
In a multi-channel environment, you can set up the channels by which inventory and profitability is to be tracked. When adding a store, you associate the store with a channel. A store may be either a stockholding location, such as a brick-and-mortar location, or a non-stockholding location, such as a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

Procedures

Add a banner

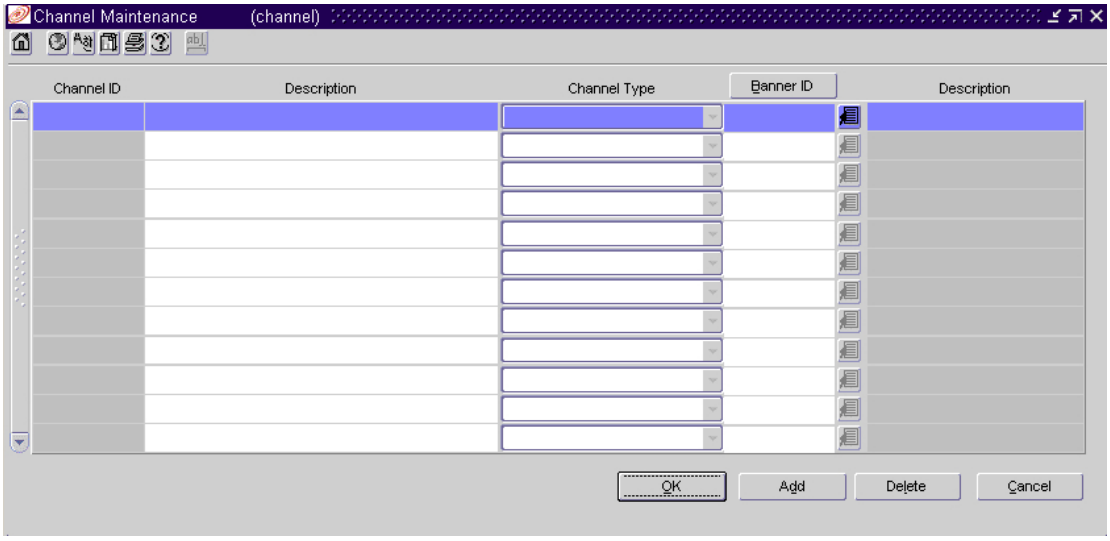
⇒ **Navigate:** From the main menu, select Control > Setup > Banner> Edit. The Banner Maintenance window is displayed.



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 **OK** to save your changes and close the window.

Add a channel

⇒ **Navigate:** From the main menu, select Control > Setup > Channels > Edit. The Channel Maintenance window is displayed.



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 save your changes and close the window.

Maintain locations

A location is either a store or a warehouse. 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. You can create store formats to help store set up, and you can create store grades to group like stores. In a multi-channel environment, you must associate a channel with the store.

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 replenishable location.

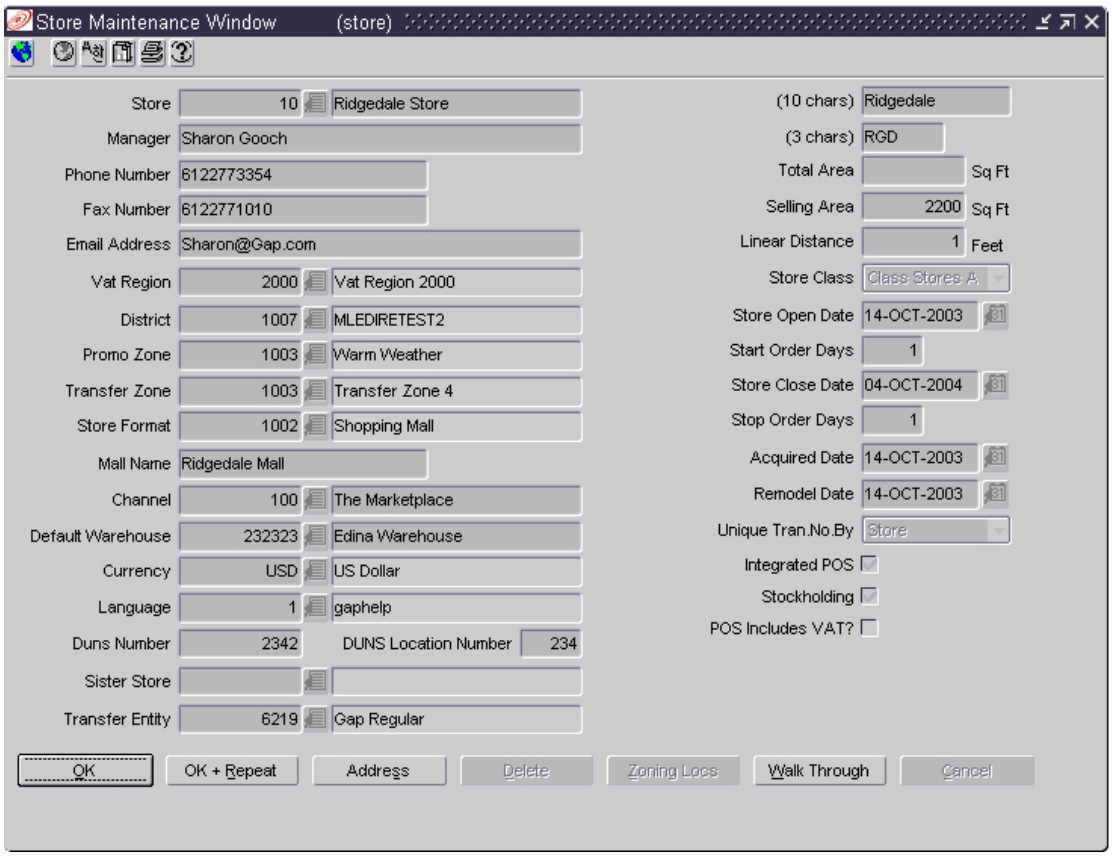
Procedures

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.



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.

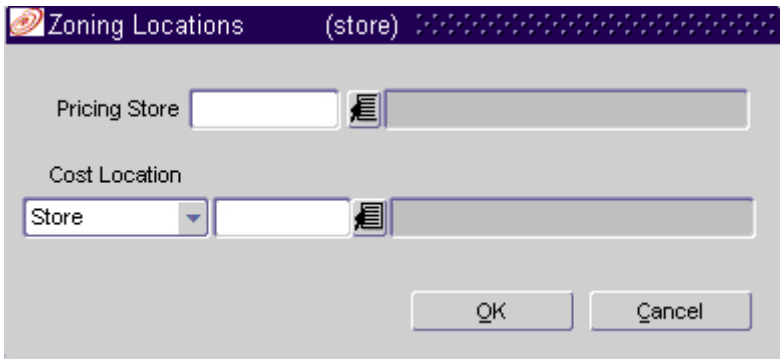
8. In the Channel field, enter the ID of the channel to which the store belongs, or click the LOV button and select the channel.

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. In the Transfer Entity field, enter the transfer entity ID, or click the LOV button and select the transfer entity.

Note: This field is only available if your organization uses transfer entities.

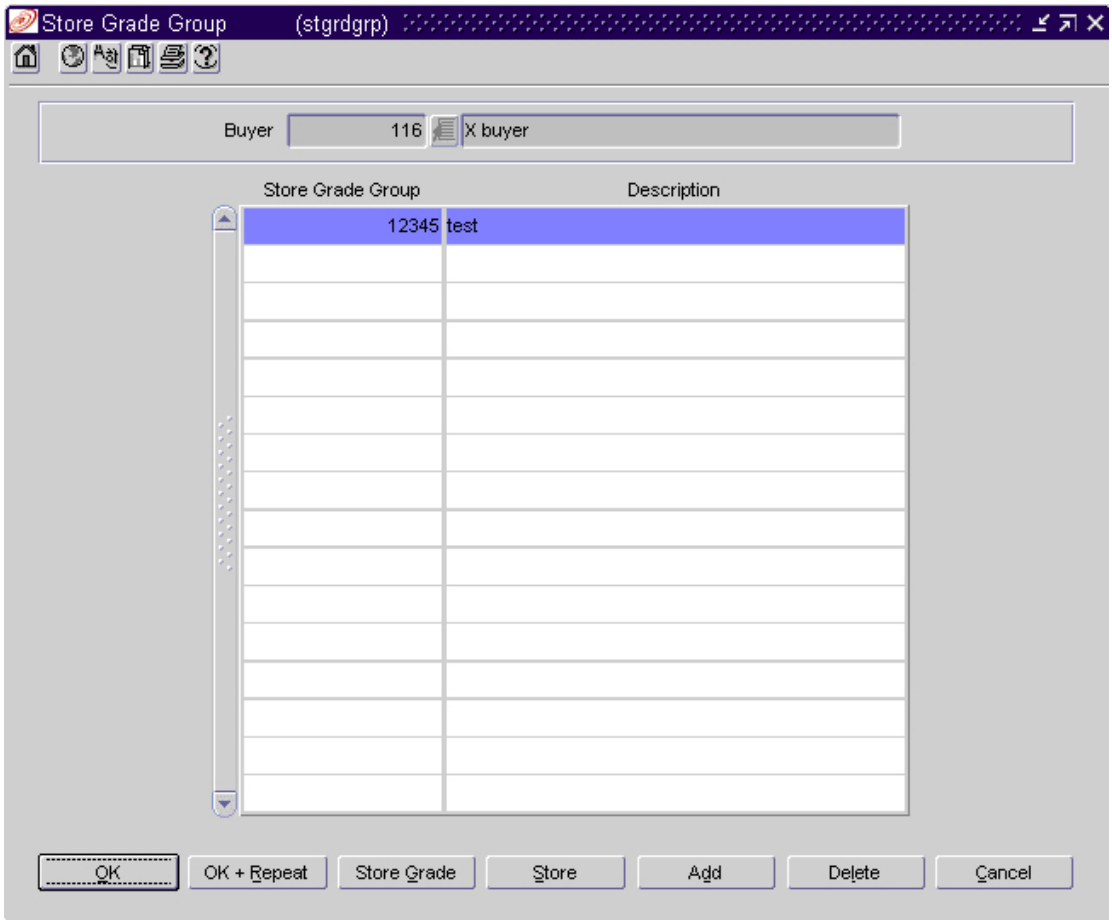
12. Enter optional information in the remaining fields as necessary.
13. Add the address to the store.
14. To associate retail price and cost locations with the store:
    a. Click **Zoning Locs**. The Zoning Locations window is displayed.



    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.
16. Click **OK** to save your changes and close the window.

Add a store grade information

⇒ **Navigate:** From the main menu, select Control > Setup > Store Grade Group > Edit. The Store Grade Group window is displayed.

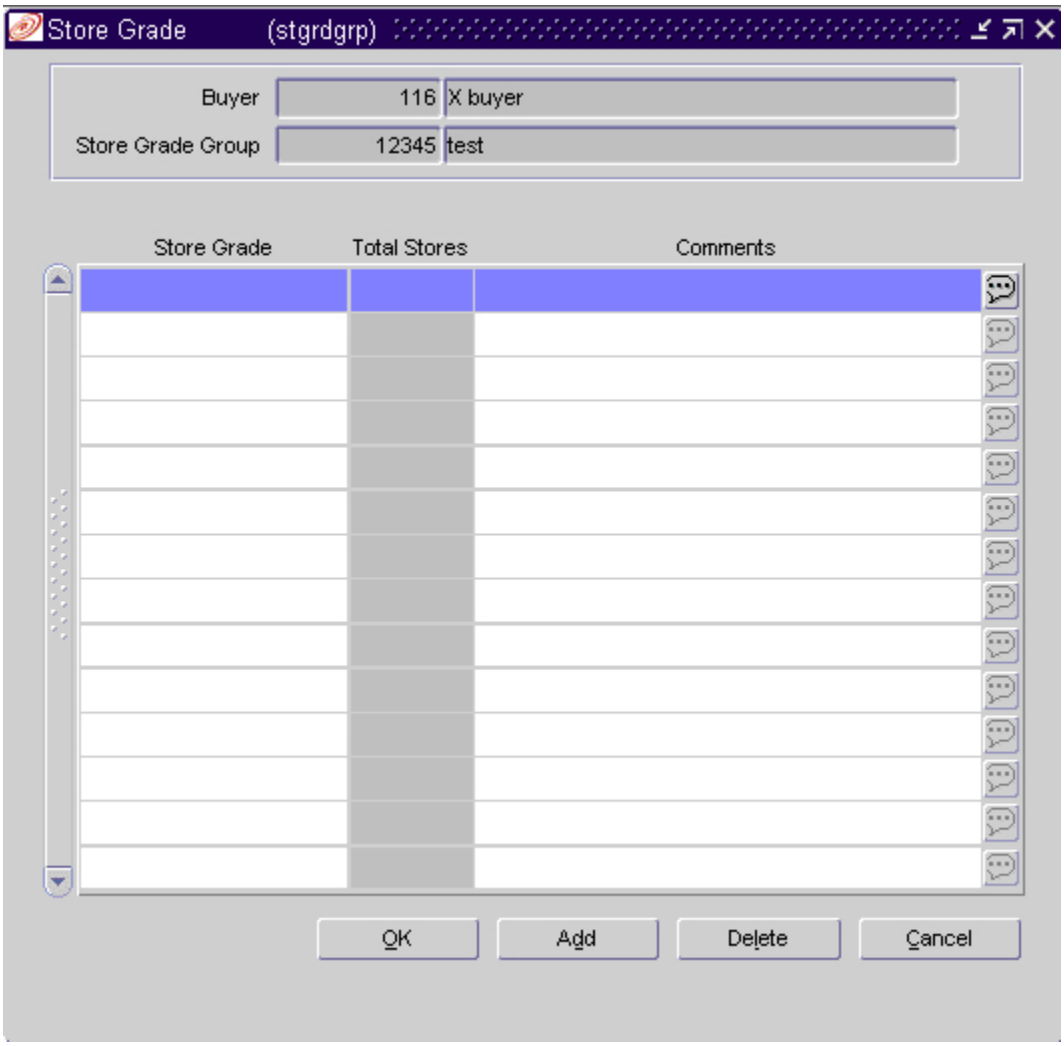


Define the store grade group

1. In the Buyer field, enter the ID of a buyer, or click the LOV button and select the buyer. Any existing store grade groups for the selected buyer are displayed.
2. Click **Add**.
3. On the next available line, enter a unique number in the Store Grade Group field.
4. In the Description field, enter a description for the store grade group.
5. Click **Add**.

Add store grades

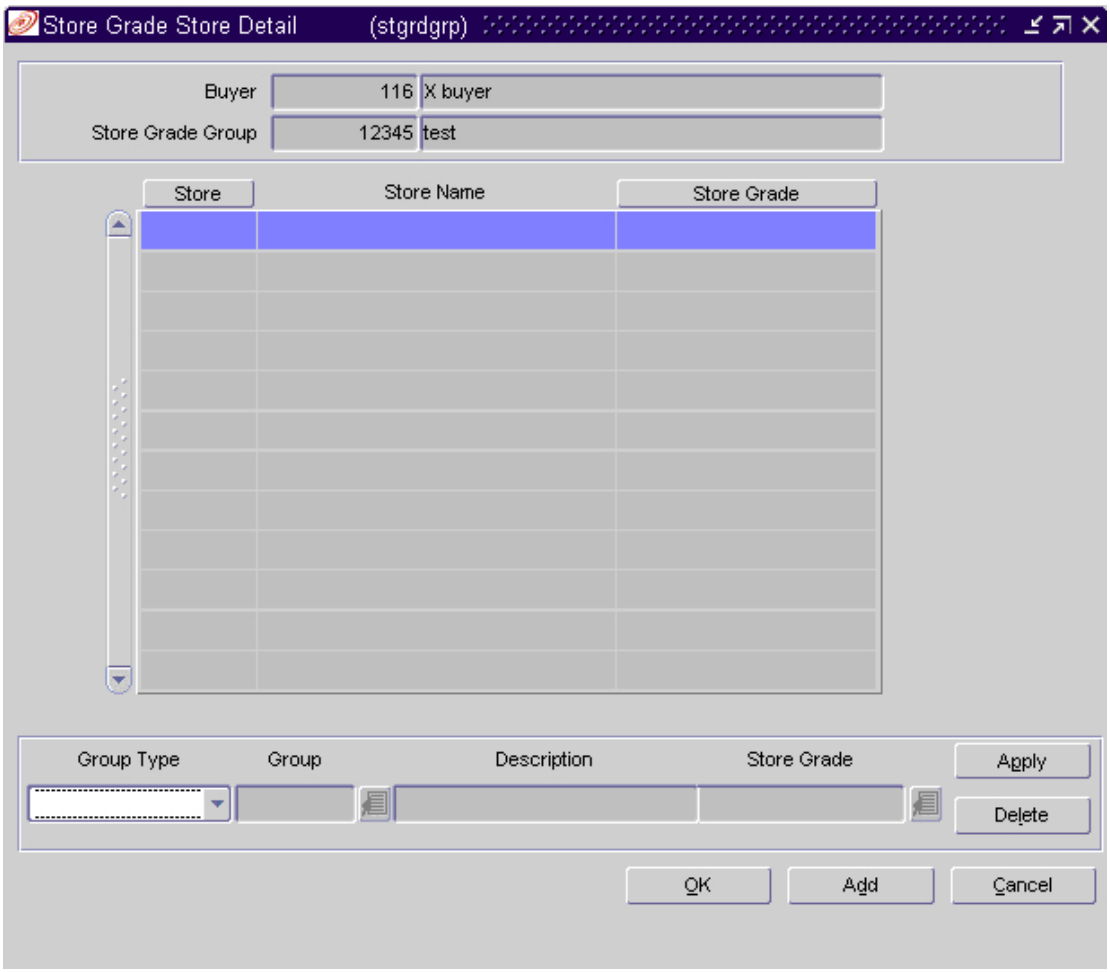
1. Click **Store Grade**. The Store Grade window is displayed.



2. Click **Add**.
3. On the next available line, enter a unique code in the Store Grade field.
4. If necessary, enter a comment in the Comments field, or click the comments button and enter the comment.
5. Click **OK** to close the Store Grade window.

Add stores to a store grade

1. Click **Store**. The Store Grade Store Detail window is displayed.



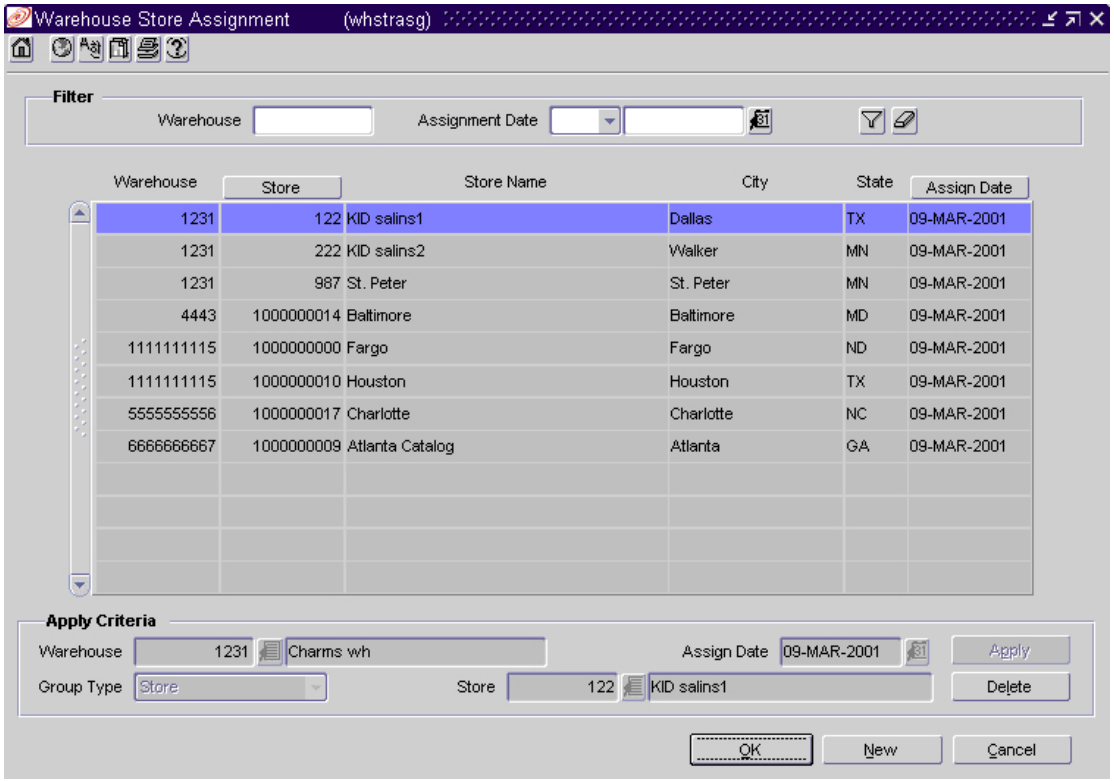
2. Click **Add**.
3. In the Group Type field, select a group type.
4. In the Group field, enter the ID of a group, or click the LOV button and select the group.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

5. 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.
6. Click **Apply**. The stores in the group are added to the store grade group.
7. Click **OK** to save any changes and close the window.

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.

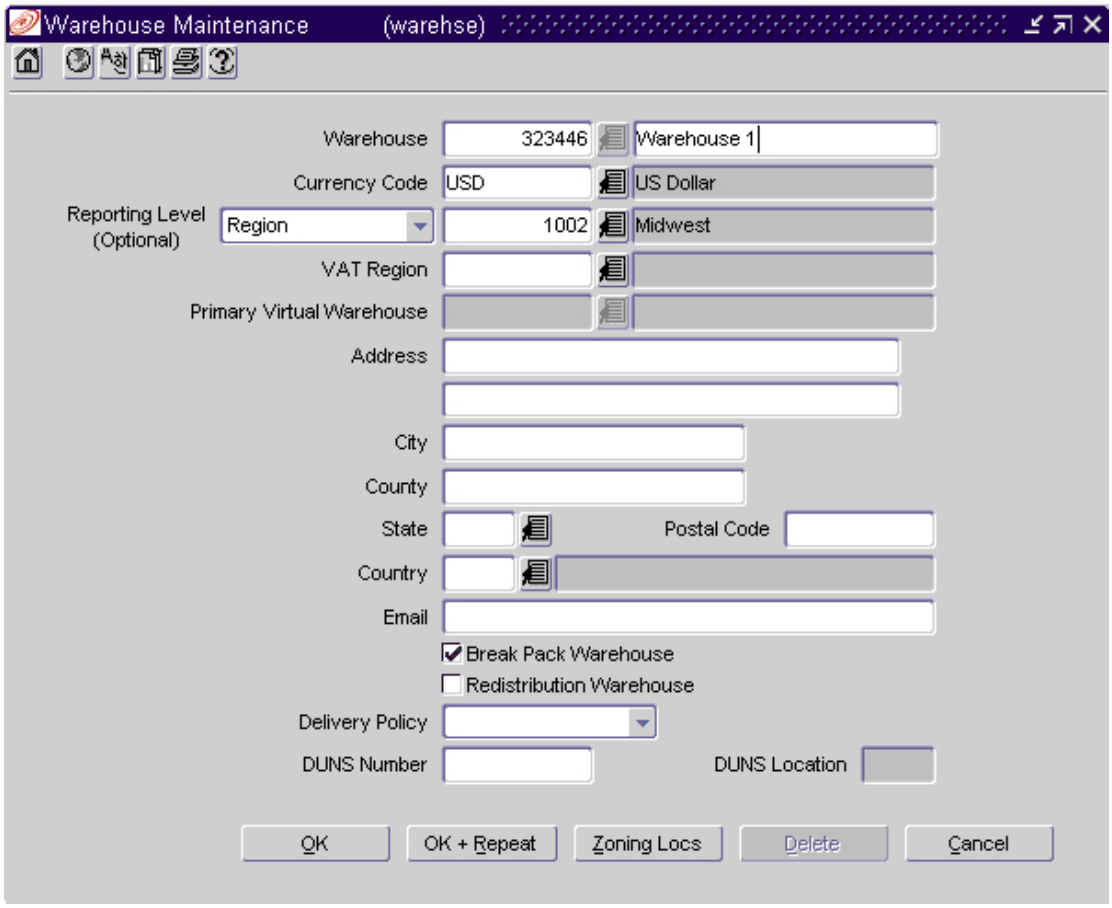


1. In the Warehouse field, enter the ID of a warehouse, or click the LOV button and select the warehouse.
2. In the Assignment Date field, enter the date that you want to search by, or click the calendar button and select the date.
3. Click **Search**. The stores that match the criteria are displayed.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

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.

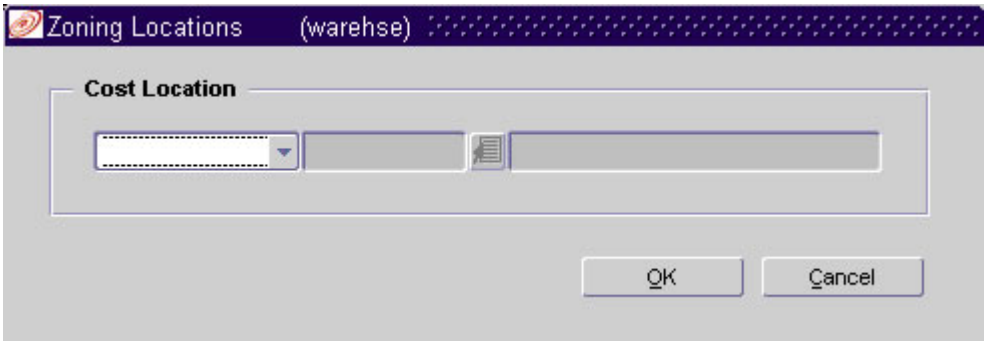


2. In the Warehouse fields, enter a unique ID and description for the warehouse.
3. In the Currency Code field, enter the currency code, or click the LOV button and select the currency.
4. In the VAT Region field, enter the ID of a VAT region, or click the LOV button and select the VAT region.
5. Add the address information to the warehouse.

6. Enter optional information in the remaining fields as necessary.
    - **Primary Virtual Warehouse:** The virtual warehouse that will be used for all transactions in which a virtual warehouse has not been otherwise specified.
    - **Email:** The email of the primary contact at the warehouse.
    - **Break Pack Warehouse:** When selected, indicates that packs are broken apart at the warehouse.
    - **Redistribution Warehouse:** When selected, indicates that the warehouse is used to receive items on a purchase order when the actual distribution is yet to be determined.
    - **Delivery Policy:** The delivery policy of the warehouse when a receiving location is closed. In New and Edit modes, select the appropriate option.
        - **Next day:** Deliver the merchandise on the next day.
        - **Next delivery day:** Deliver on the next regularly scheduled delivery date.
    - **Inbound handling days:** The number of days that the warehouse requires to receive any item and get it to the shelf so that it is ready to pick.
    - **DUNS Number:** The 9-digit ID number of the company as provided by Dun & Bradstreet.
    - **DUNS Location:** The 4-digit ID number of the location as provided by Dun & Bradstreet.

Associate a cost location with the warehouse

1. Click **Zoning Locs**. The Zoning Locations window is displayed.



2. In the Cost Location field, select the type of location whose base costs you want to copy to the current warehouse.
3. In the fields next to the Cost Location field, enter the ID of the location, or click the LOV button and select the location.
4. Click **OK** to close the Zoning Locations window.

Complete the warehouse information

1. Add virtual warehouses as necessary.

Note: Virtual warehouses are required for multi-channel environments only.

2. Add warehouse attributes as necessary.
3. Add delivery schedules as necessary.
4. Add activity schedules as necessary.
5. Click **OK** to save any changes and close the window.

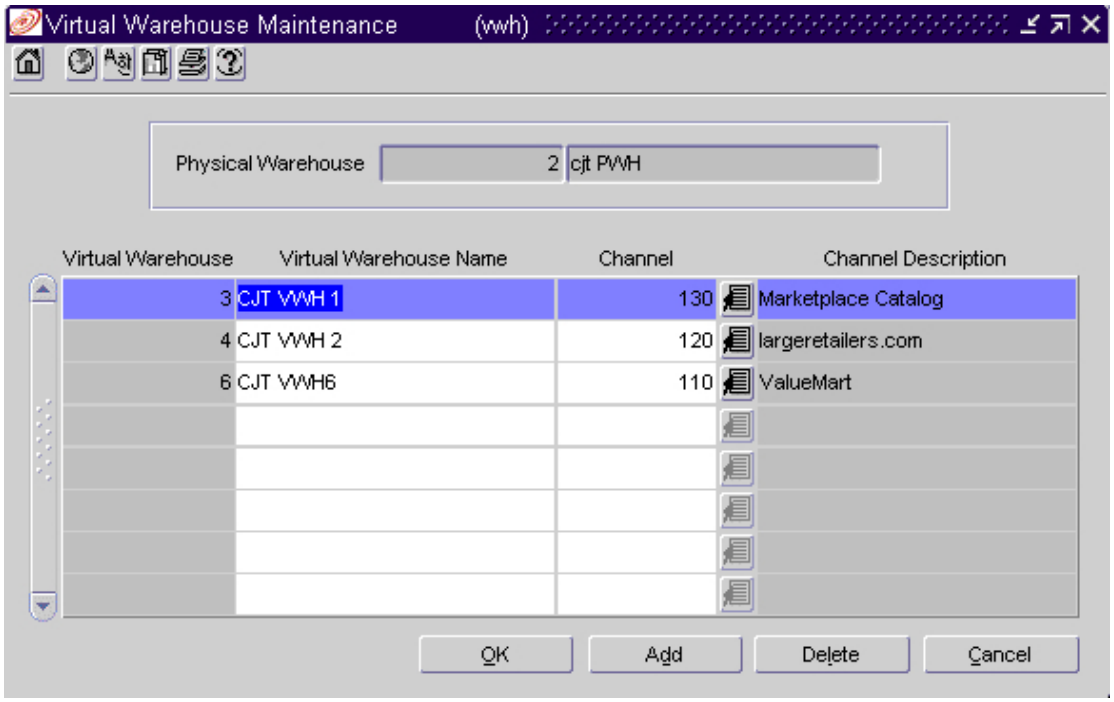
Add a virtual warehouse to a physical warehouse

⇒ **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.



1. From the Options menu, select Virtual Warehouses. The Virtual Warehouse Maintenance window is displayed.
2. In the Virtual Warehouse field, enter the 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 that is associated with the virtual warehouse, or click the LOV button and select the channel.

5. In the Transfer Entity field, enter the ID of the transfer entity that is associated with the virtual warehouse, or click the LOV button and select the transfer entity.

Note: This field is only available if your organization uses transfer entities.

6. In the Finisher field, select the check box to indicate the virtual warehouse is used for finishing.
7. If you want to set up a virtual warehouse to receive replenishments:

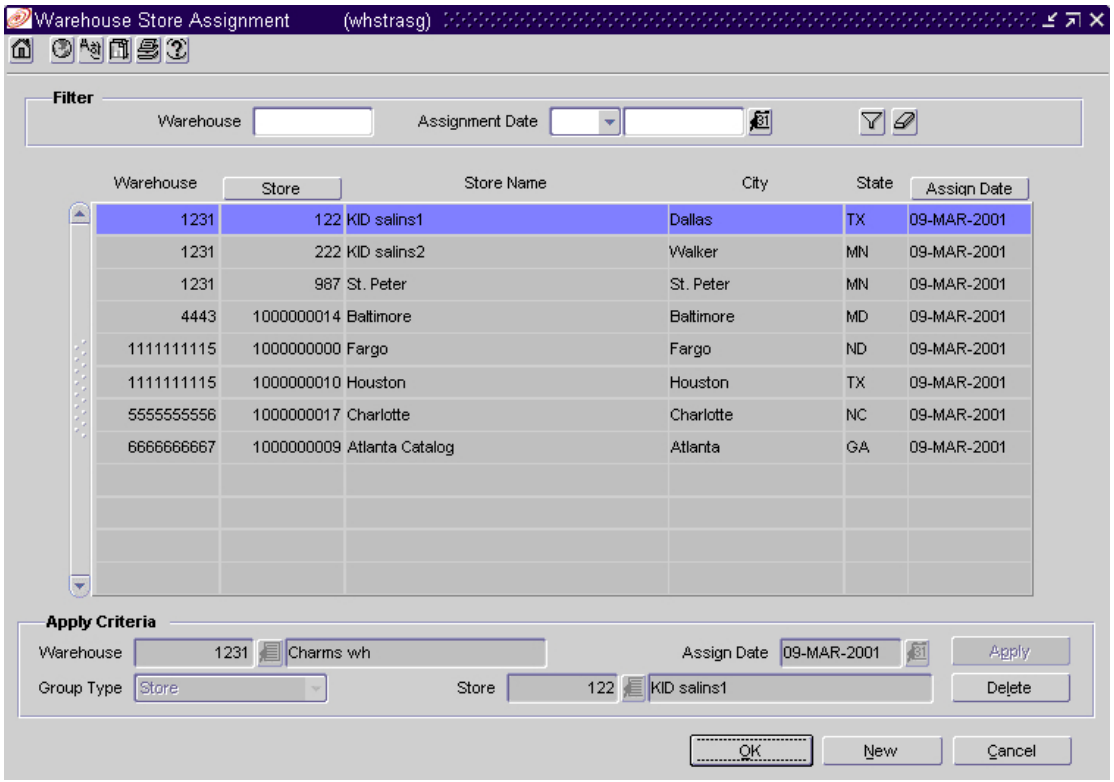
Note: A warehouse can be setup and used in RMS without specifying a replenishable virtual warehouse. You will receive a warning when you close the window. Click **OK** to continue.

   a. Select the desired virtual warehouse.
   b. From the Options menu, select Warehouse/Inventory Attributes. The Warehouse Inventory Attributes window is displayed.
   c. Select the Replenishment Warehouse check box.
   d. Click **OK** to save any changes and close the window.

8. Click **OK** to save any changes and close the window.

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.



Add an assignment

1. Click **New**. The fields in the Apply area are cleared.
2. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
3. In the Assign Date field, enter the date on which the assignment becomes effective, or click the calendar button and select the date.
4. In the Group Type field, select a grouping mechanism for the locations to be assigned to the warehouse.
5. In the Group field, enter the ID of the specific group or location, or click the LOV button and select the group or location.

   Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.
6. Click **Apply**. The assignments are added to the table.
7. 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.
8. Click **OK** to save your changes and close the window.

Delete an assignment

1. Select an assignment and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Define 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.

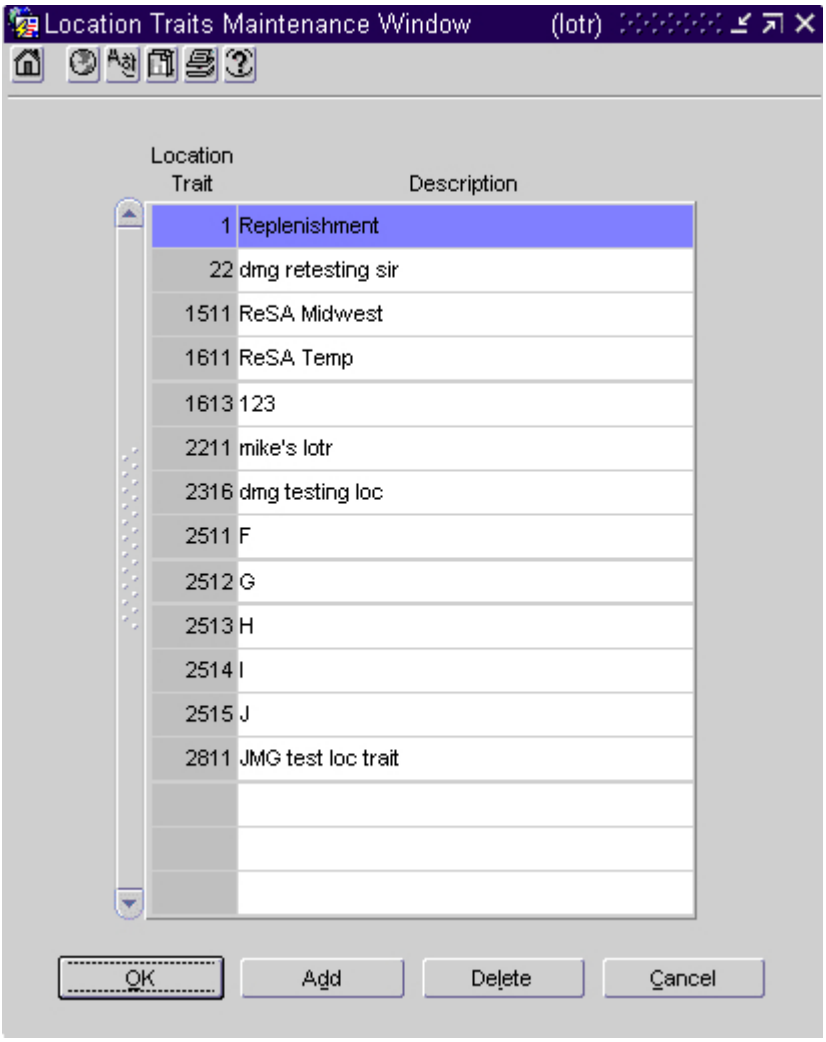
At the store level, location traits can also be used when you:

- 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.
- 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.

Procedures

Add a location trait

⇒ **Navigate**: From the main menu, select Control > Traits > Location Traits > Edit. The Location Traits Maintenance window is displayed.



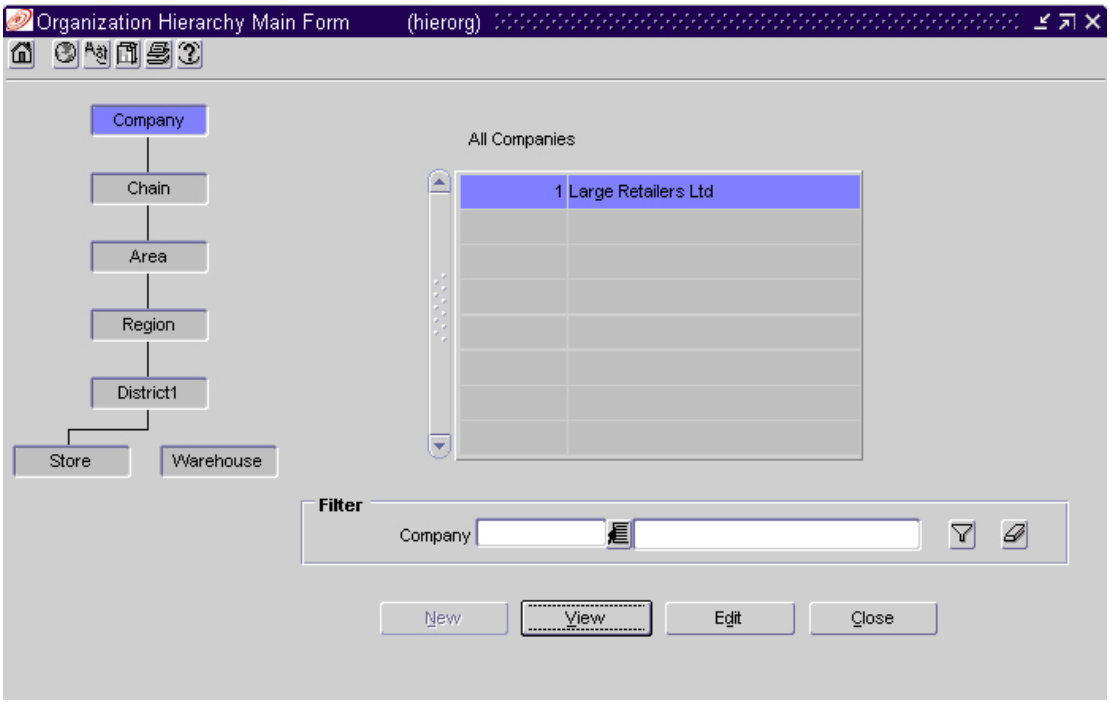
1. Click **Add Trait**. On the next available line, the Location Trait field is filled in automatically with a unique ID number.
2. In the Description field, enter a description for the trait.
3. In the organization hierarchy field, enter the ID of the member of the hierarchy level, or click the LOV button and select a member.

Note: The field name is defined at the system level. The available values reflect the assigned hierarchy level.

4. Click **OK** to save your changes and close the window.

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:

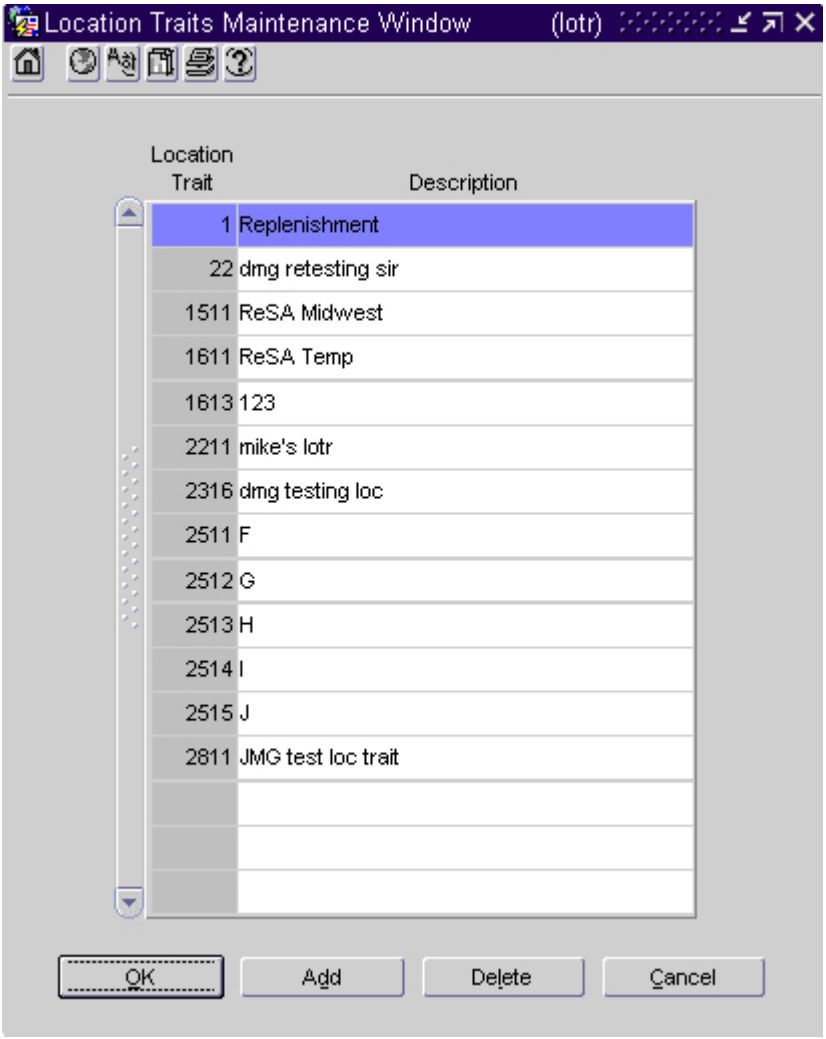
Area	1. Select Area on the tree structure, and click **Edit**. The Area Maintenance window is displayed. 2. Select an area. 3. From the Options menu, select Location Traits. The Traits Associated with Areas window is displayed.
Region	4. Select Region on the tree structure, and click **Edit**. The Region Maintenance window is displayed. 5. Select a region. 6. From the Options menu, select Location Traits. The Traits Associated with Regions window is displayed.

District	7. Select District on the tree structure, and click **Edit**. The District Maintenance window is displayed. 8. Select a district. 9. From the Options menu, select Location Traits. The Traits Associated with Districts is displayed.
Store	10. Select Store on the tree structure, and click **Edit**. The Store Maintenance window is displayed. 11. Select a store. 12. From the Options menu, select Location Traits. The Traits Associated with Store window is displayed.

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 save your changes and close the 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.



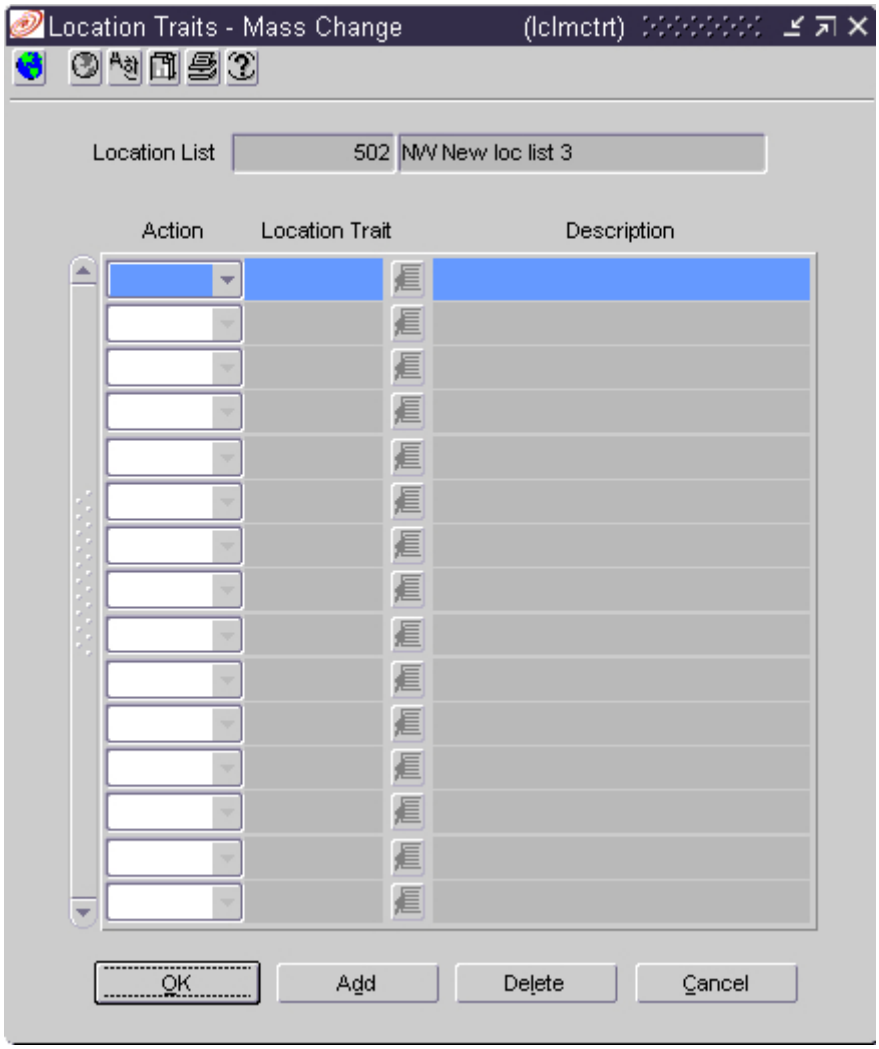
1. Select a location trait.
2. From the Options menu, select the organization level. The appropriate trait window is displayed.
3. Click **Add**.
4. In the next available line, enter the ID of the organization level, or click the LOV button and select the area.
5. Click **OK** to save your changes and close the window.

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 save your changes and close the window.

Set up location lists

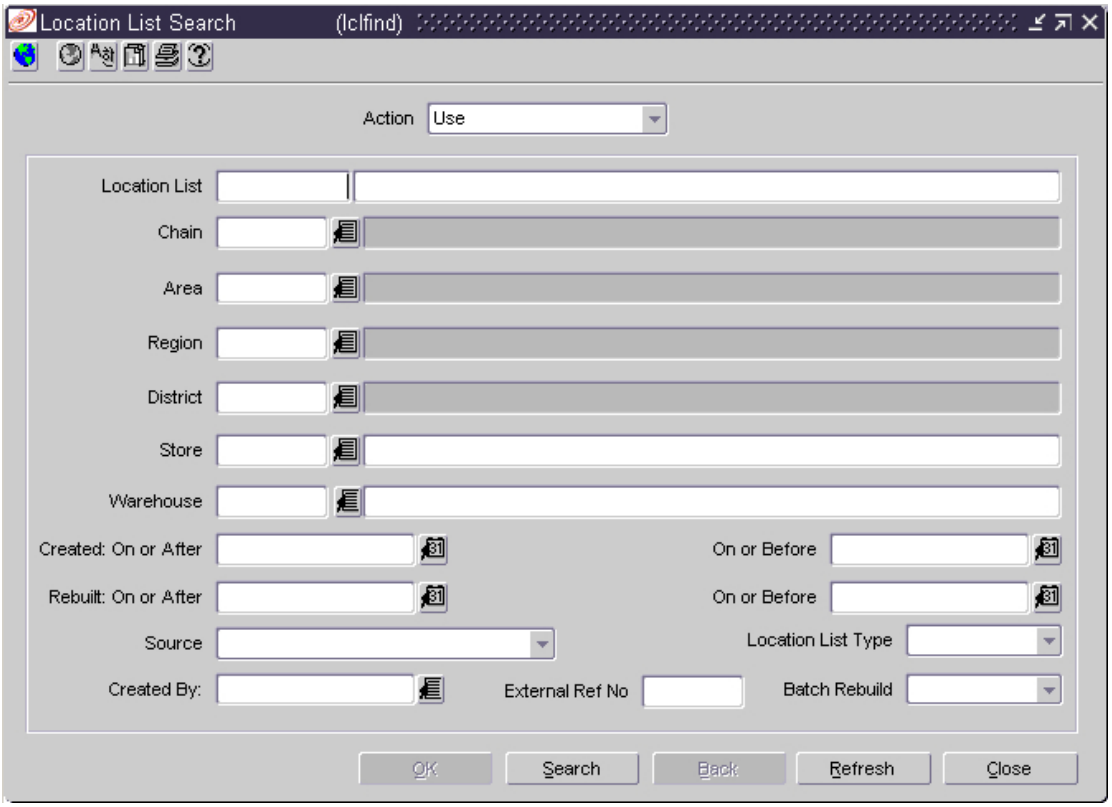
The location list feature allows you to create, copy, edit, view, and use a group of locations that are identified by one ID.

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.

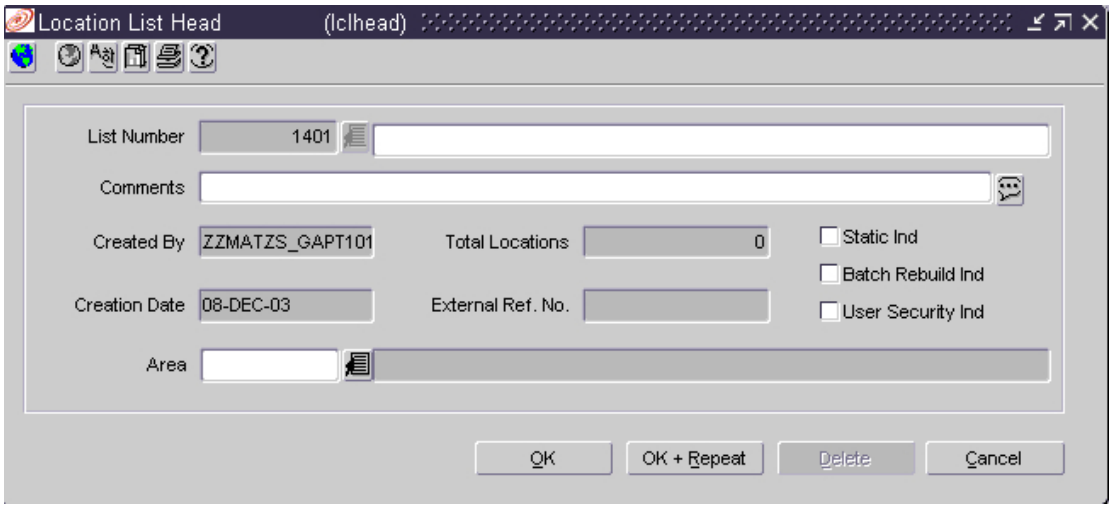
Procedures

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.



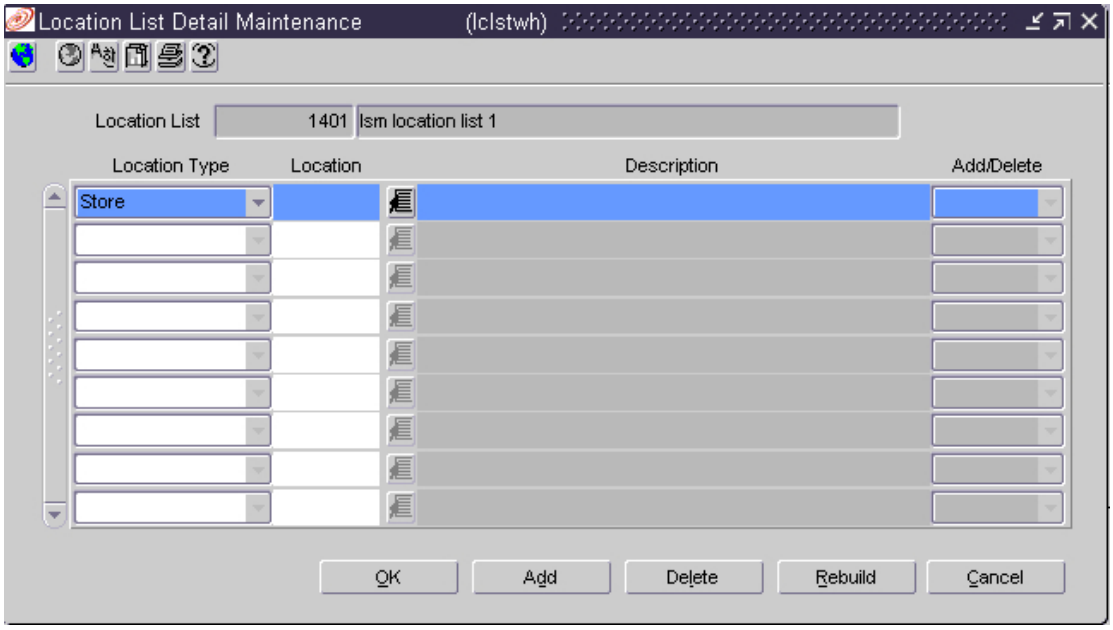
3. In the List Number field, enter the description of the location list.
4. In the organization hierarchy field, enter the ID of the member of the hierarchy level, or click the LOV button and select a member.

Note: The field name is defined at the system level. The available values reflect the assigned hierarchy level.

5. Enter optional information in the remaining fields as necessary.

Add locations individually

1. From the Options menu, select Locations. The Location List Detail Maintenance window is displayed.



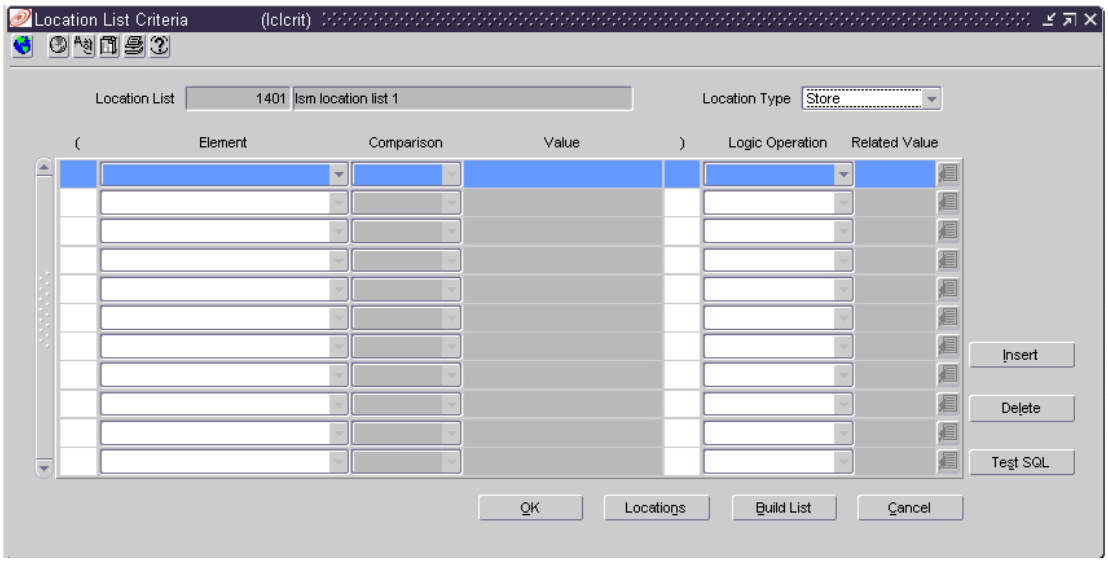
2. Click **Add**.
3. In the Location Type field, select either Store or Warehouse.

Note: Only locations that are in the area associated with the location list can be added to the list.

4. In the Location field, enter the ID of the location, or click the LOV button and select the location.
5. Click **OK** to save your changes and close the window.

Add locations by group

1. From the Options menu, select Criteria. The Location List Criteria window is displayed.



2. In the Location Type field, select either Store or Warehouse.
3. Click **Insert**.
4. 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.

5. Click **Test SQL** to test the validity of the criteria. You are prompted if any errors occur.

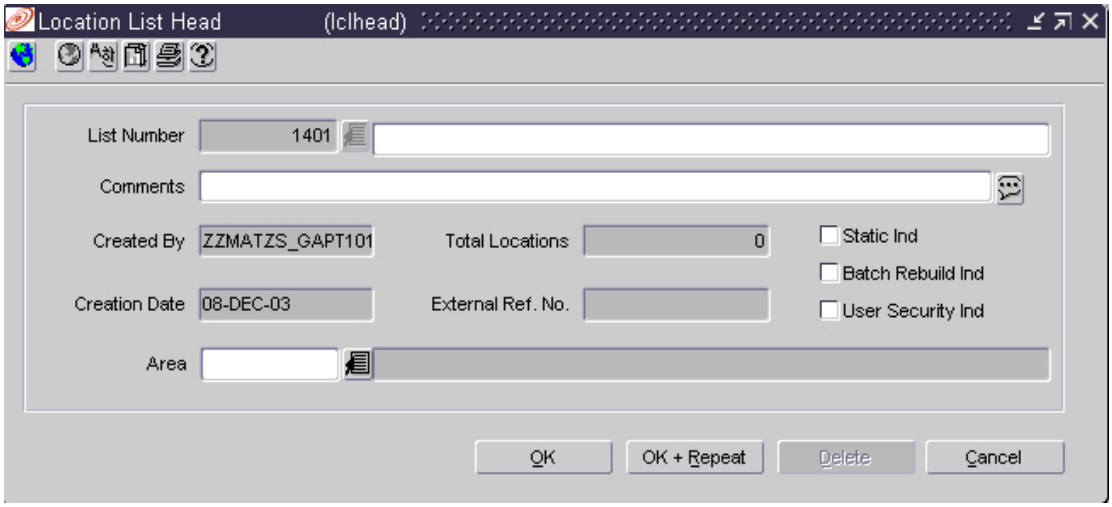
Note: Only locations that are in the area associated with the location list can be added to the list.

6. Click **OK** to save your changes and close the window.

Add locations to a location list

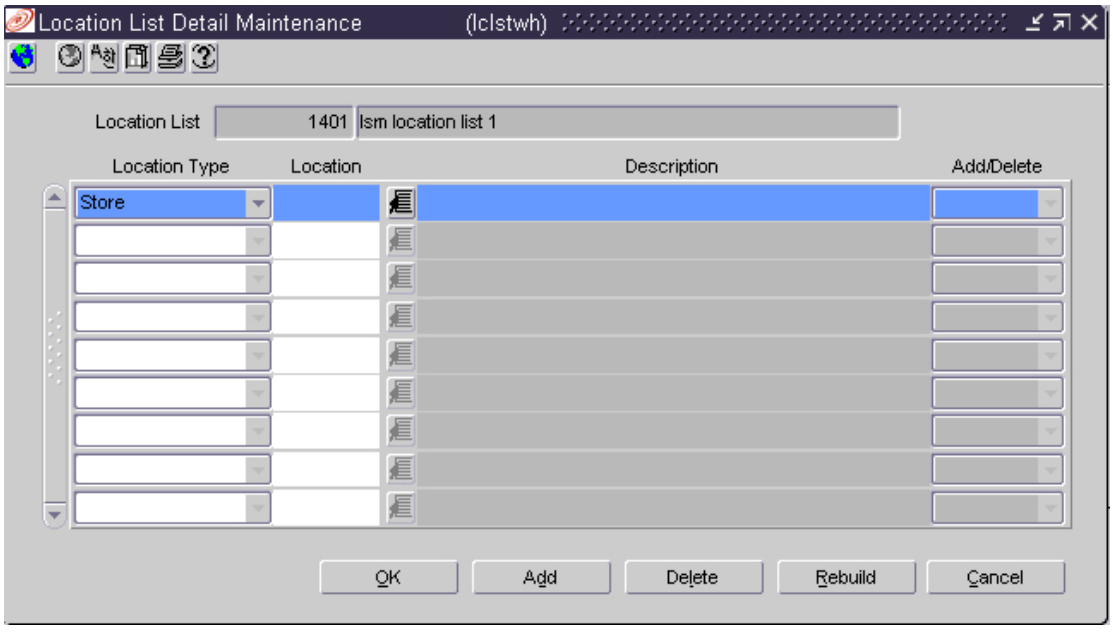
⇒ **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.

Search for and retrieve a location list in Edit mode. The Location List Head window is displayed.



Add locations individually

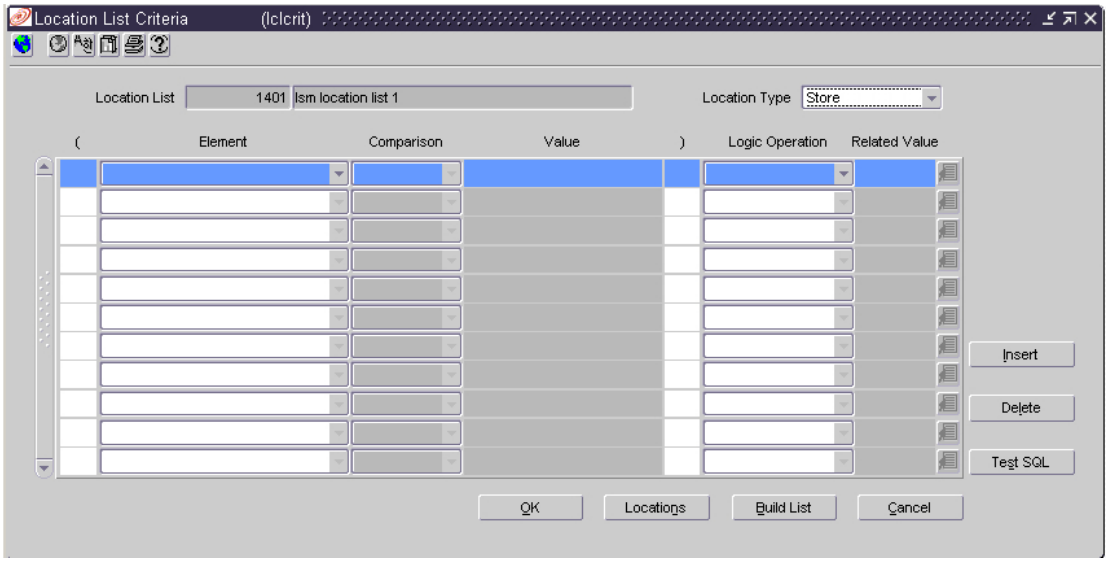
1. From the Options menu, select Locations. The Location List Detail Maintenance window is displayed.



2. Click **Add**.
3. In the Location Type field, select either Store or Warehouse.
4. In the Location field, enter the ID of the location, or click the LOV button and select the location.
5. Click **Rebuild** to rebuild the location list.
6. Click **OK** to save your changes and close the window.

Add locations by group

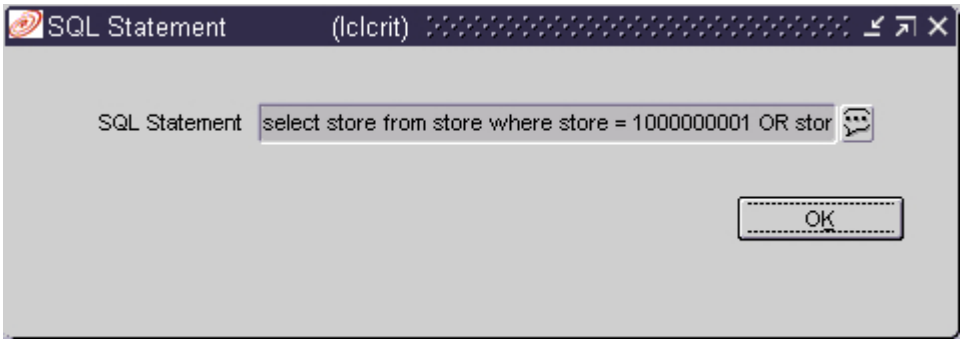
1. From the Options menu, select Criteria. The Location List Criteria window is displayed.



2. In the Location Type field, select either Store or Warehouse.
3. Click **Insert**.
4. Enter the criteria in the enabled fields as necessary.

Note: If the Element is Cost Zone, Price Zone, or Store Grade, you can specify which group (cost zone group, price zone group, or store grade group) the zone or grade is a member of. In the Related Value field, enter the ID of the group, or click the LOV button and select the group.

5. Click **Test SQL** to test the validity of the criteria. You are prompted if any errors occur.
6. To view the SQL statement, select Results of Last SQL Test from the Options menu. The SQL Statement window is displayed. Click the comments button to view the entire statement. Click **OK** to close the SQL Statement window.

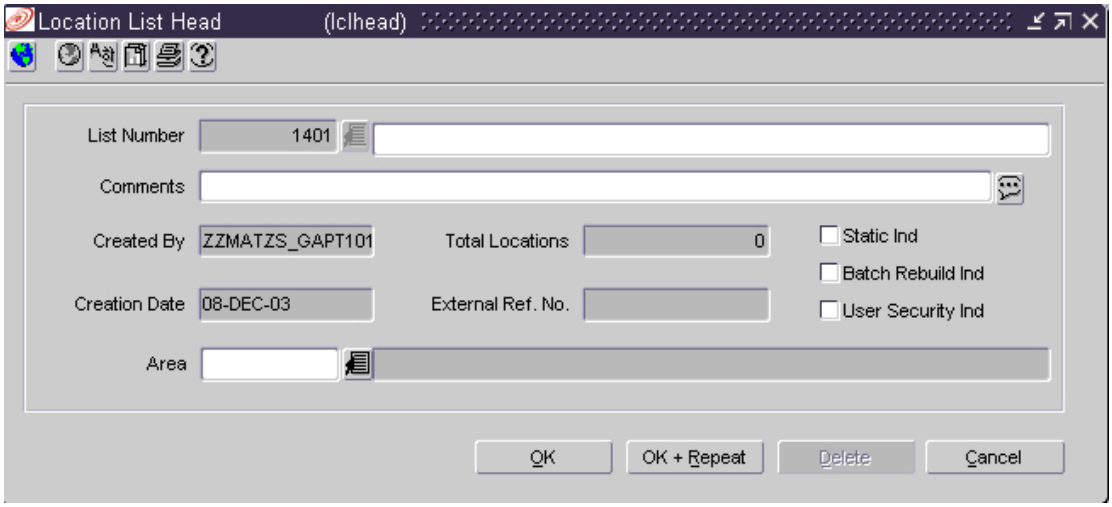


7. Click **Build List** to rebuild the location list.
8. Click **OK** to save your changes and close the window.

Copy a location list

⇒ **Navigate:**From the main menu, select Control > Location List. The Location List Search window is displayed.

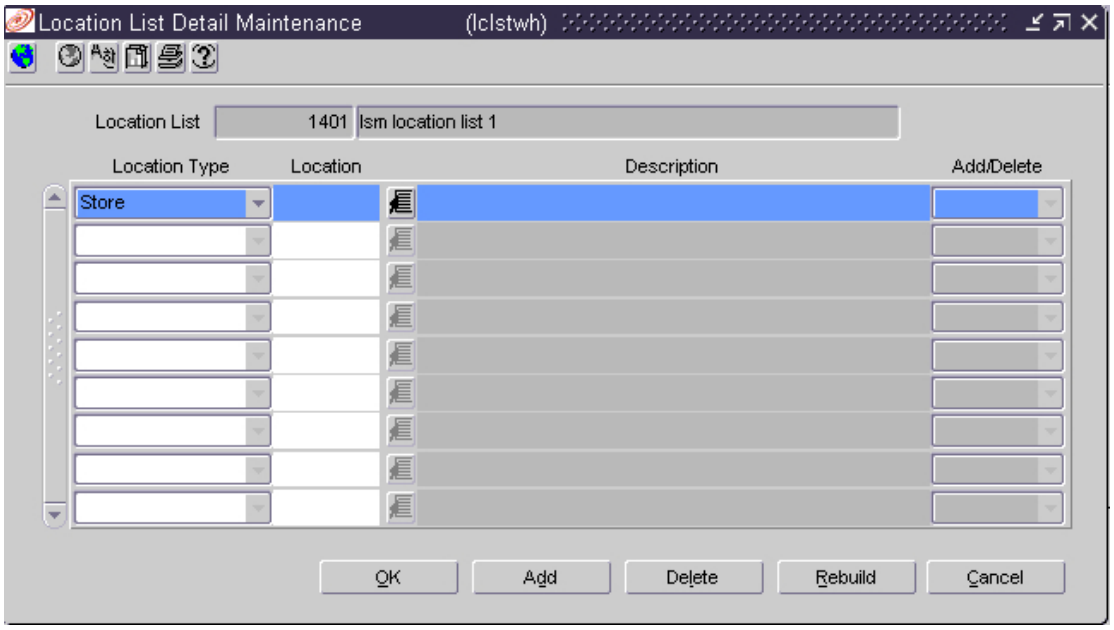
Search for and retrieve a location list in Create from Existing mode. The Location List Head window is displayed.



1. Edit the description, comments, and indicators as necessary.
2. Rebuild the location list.

Edit the locations individually

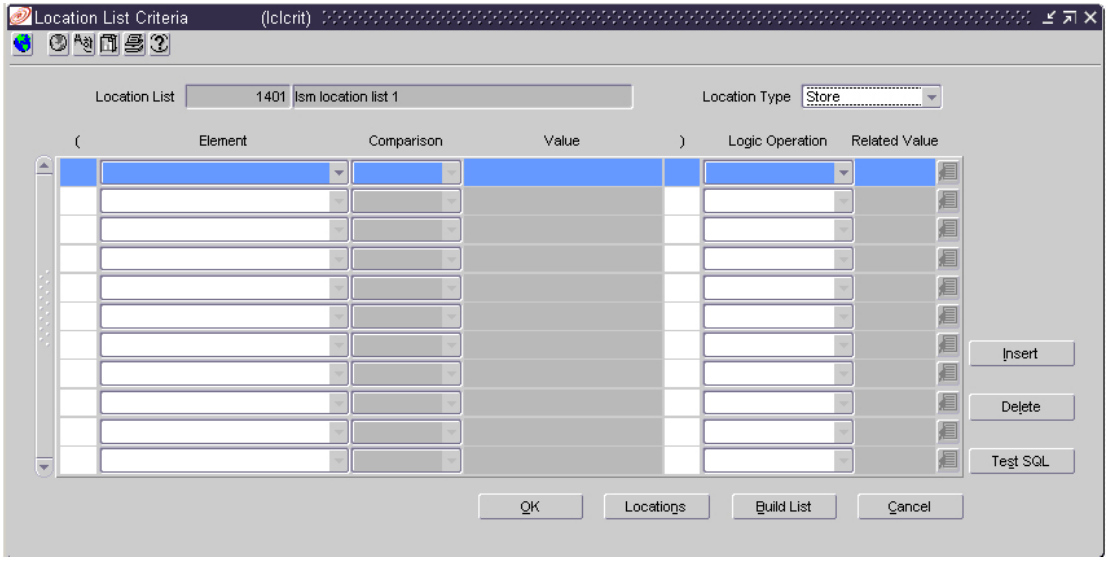
1. From the Options menu, select Locations. The Location List Detail Maintenance window is displayed.



2. To add a location, click **Add**. Enter the location information on the next available line.
3. To mark a location for deletion, select the location and click **Delete**.
4. Click **OK** to save your changes and close the window.

Edit locations by group

1. From the Options menu, select Criteria. The Location List Criteria window is displayed.



2. To add criteria, select a record and click **Insert**.
3. Enter the criteria on the next available line.
4. To delete criteria, select the record and click **Delete**. When prompted to delete the record, click **Yes**.
5. Click **Test SQL** to test the validity of the criteria. You are prompted if any errors occur.
6. Click **OK** to save your changes and close the window.

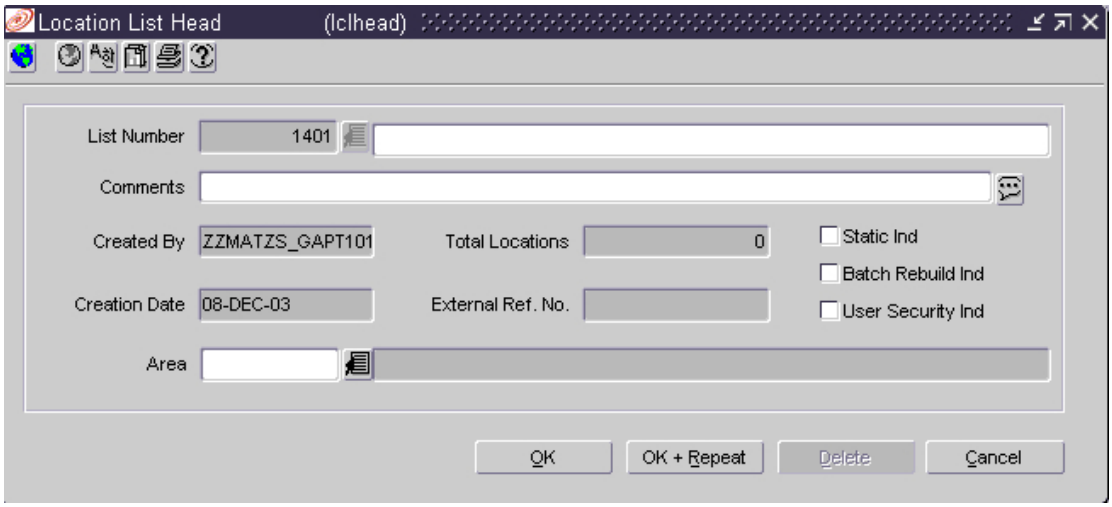
Review and complete the location list

1. Rebuild the location list.
2. Click **OK** to exit.

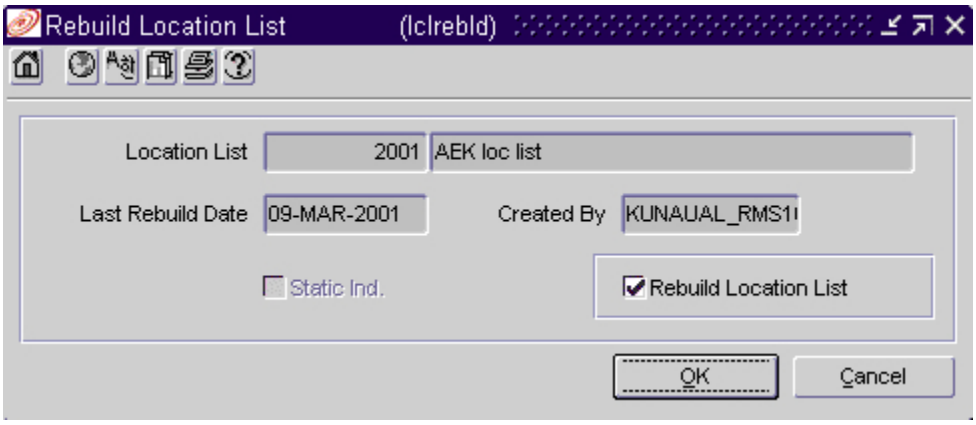
Rebuild a location list

⇒ **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. The Location List Head window is displayed.



1. From the Options menu, select Rebuild Location List. The Rebuild Location List window is displayed.

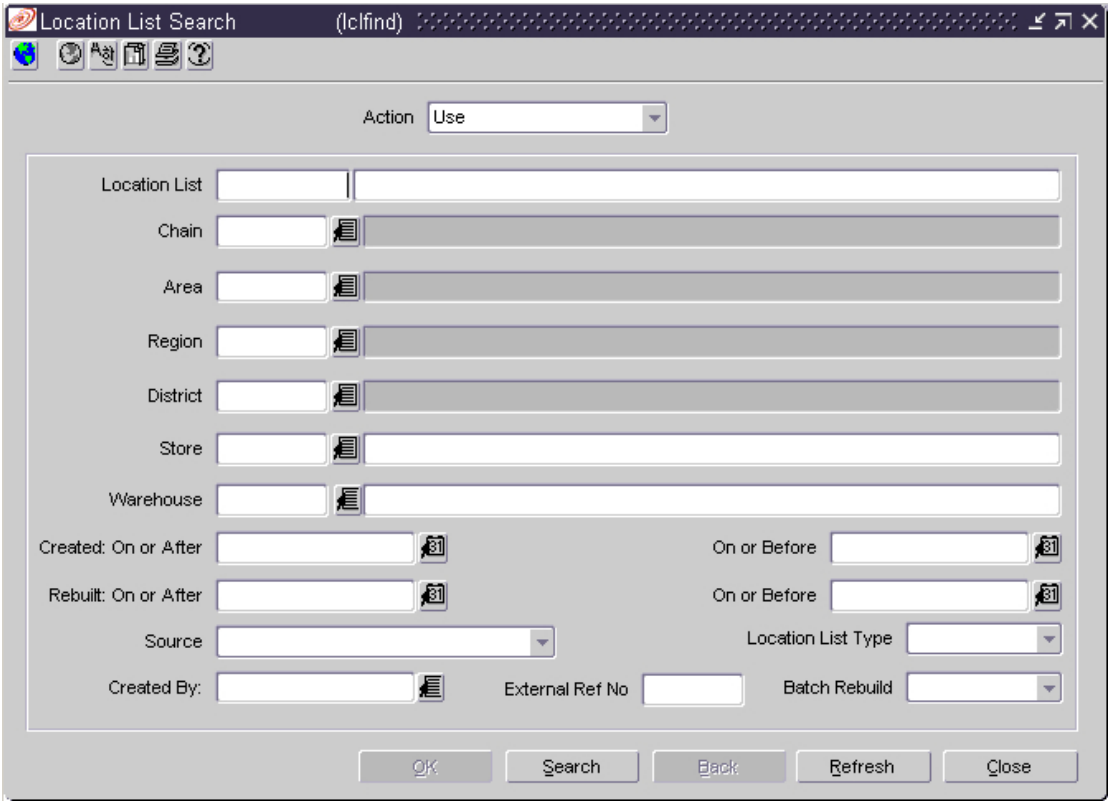


2. Select the Rebuild Location List check box.
3. Click **OK** to save your changes and close the window.

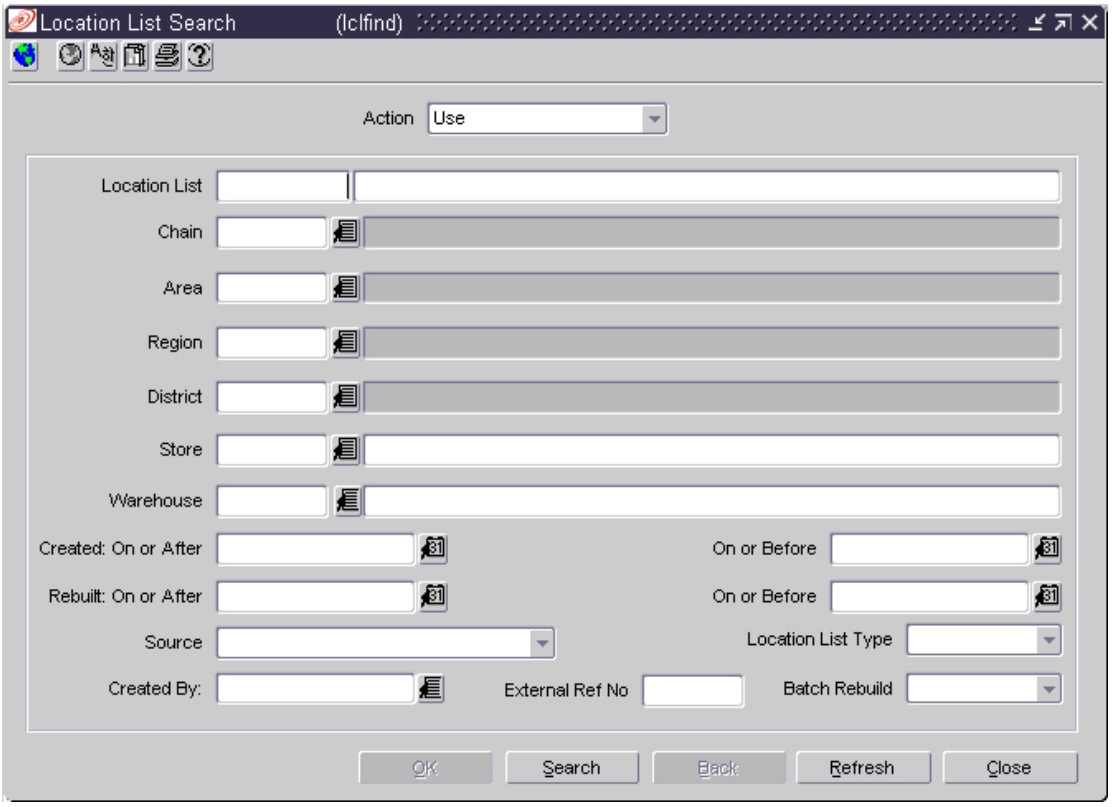
Note: If an item list was set up with user security, only the creator is able to rebuild the list.

Search for a location list

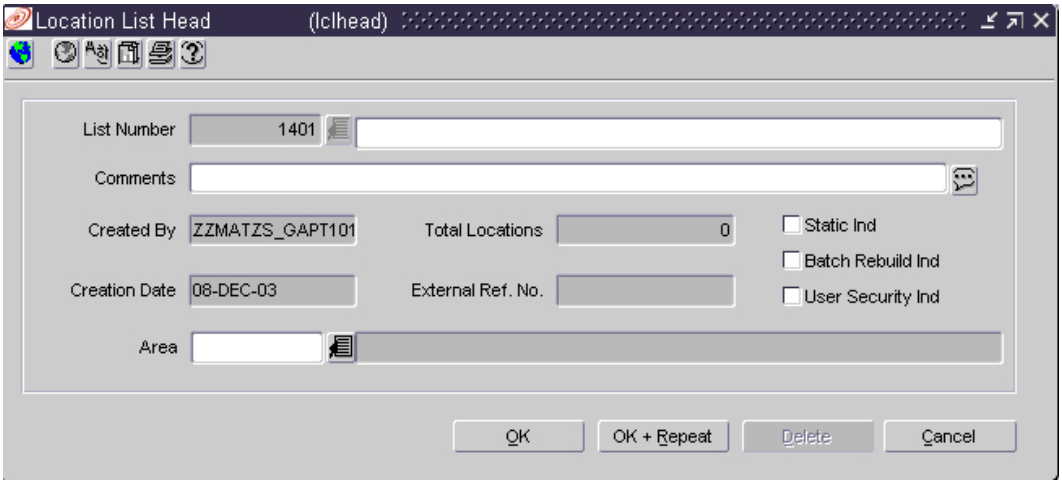
⇒ **Navigate:** From the main menu, select Control > Location List. The Location List Search window is displayed.



1. In the Action field, select 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.

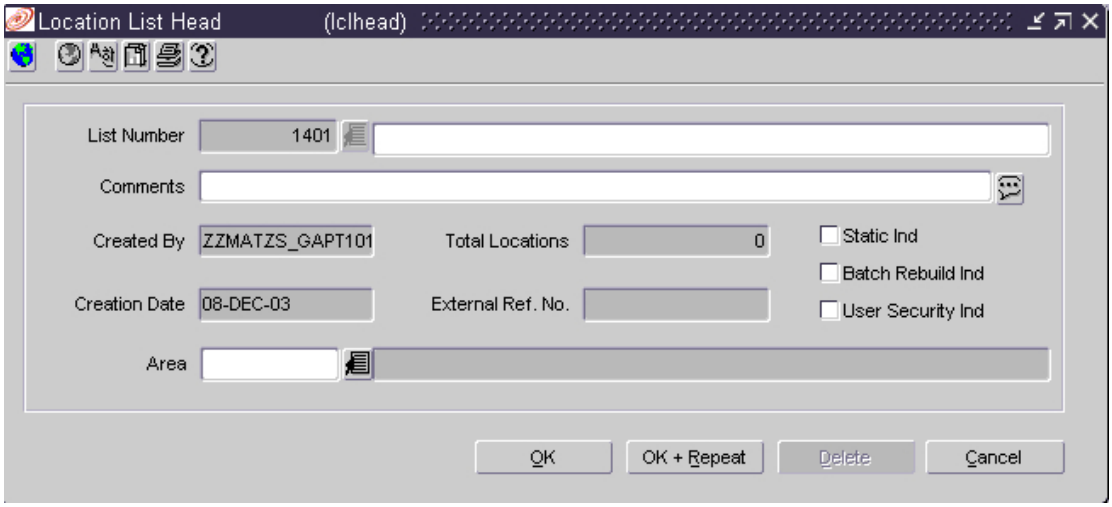


5. Click **Close** to close the window.

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. The Location List Head window is displayed.



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.
   - 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** to save your changes and close the window.

Maintain location attributes

The location attributes feature provides a way to record specific information about locations. An attribute may be associated with multiple locations. There are quick ways to make mass changes to attributes for locations:

- Use a location list to change attributes for all stores on the location list.
- Change attributes for all locations that are associated with an item.

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.

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.

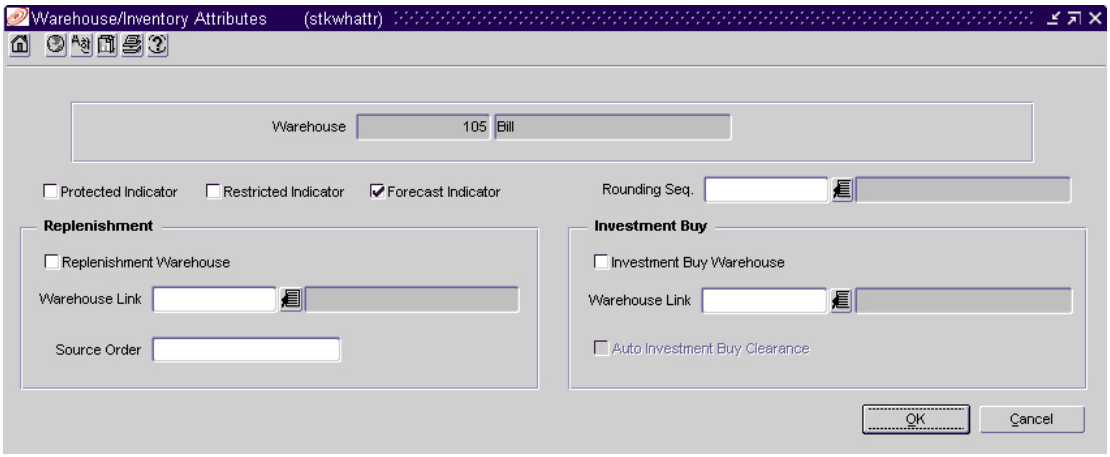
Select Warehouse on the tree structure. The warehouses are displayed in the table.

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. From the Options menu, select Warehouse/Inventory Attributes.

The current attributes are displayed in the Warehouse/Inventory Attributes window.

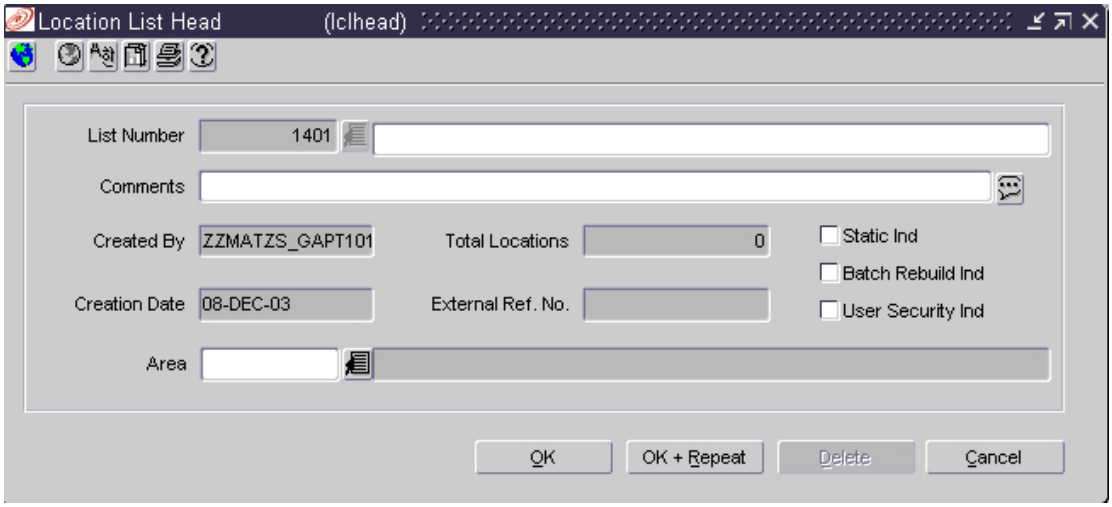


1. Select or clear the check boxes next to the appropriate attributes.
2. In a multi-channel environment, enter the ID of the rounding sequence and warehouse links, or click the LOV buttons and select the rounding sequence and warehouse links as necessary.
3. In a multi-channel environment, enter the order in which inventory is sourced in the Source Order field as necessary.
4. Click **OK** to save your changes and close the window.

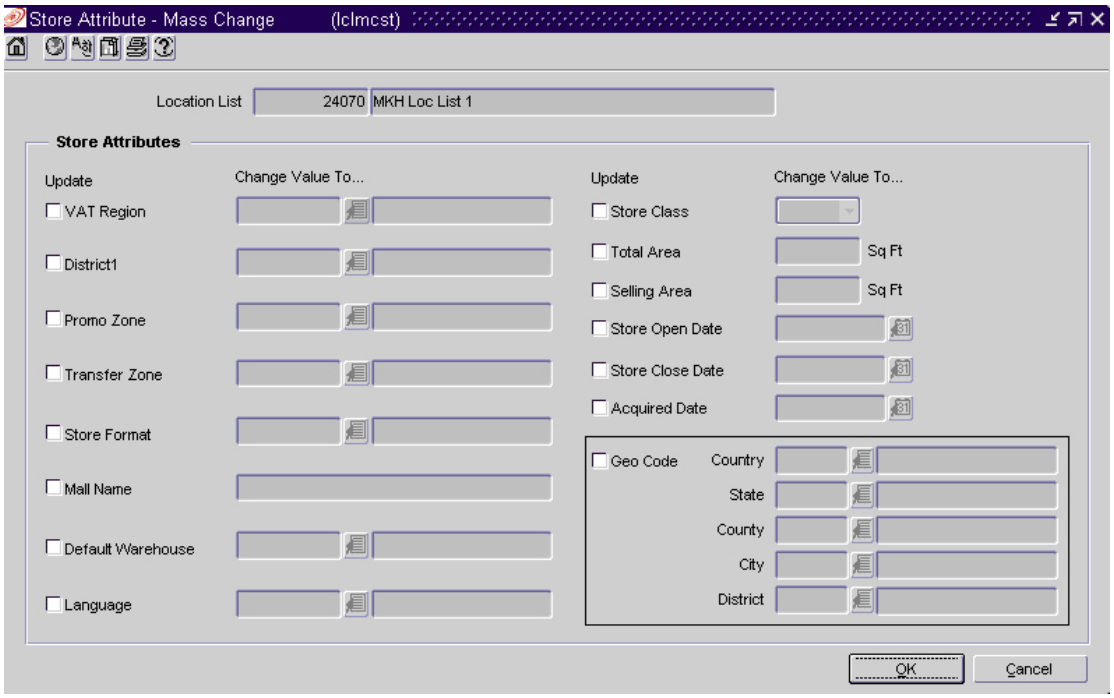
Edit attributes at multiple stores by location list

⇒ **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.



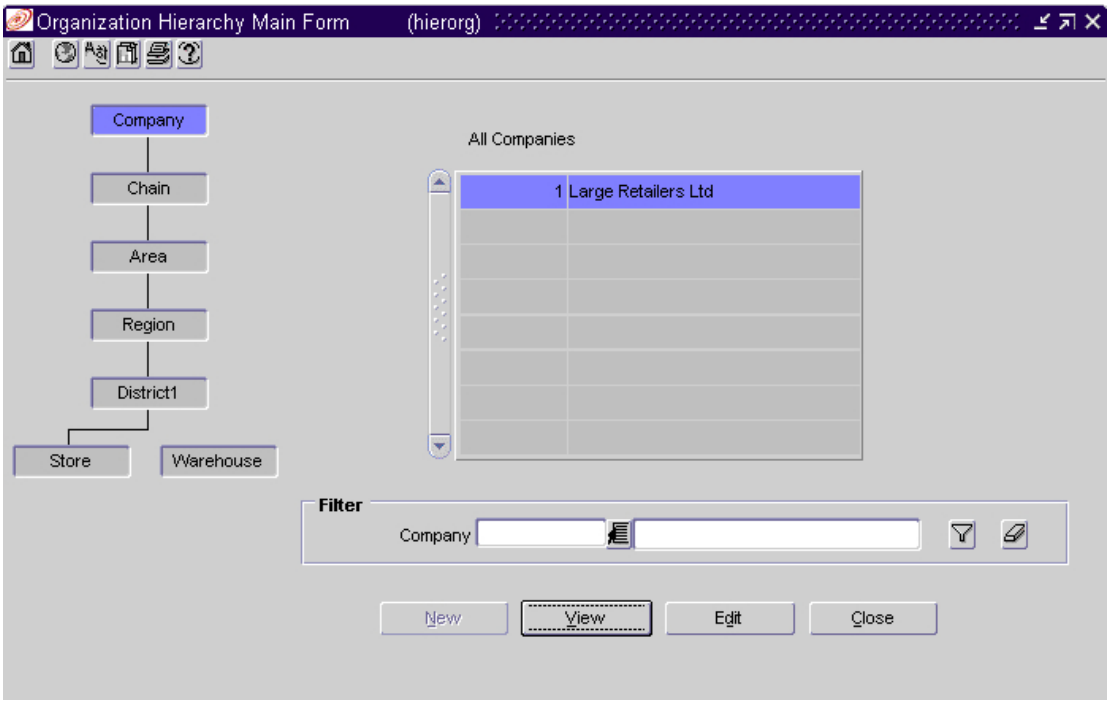
2. Select the check boxes in the Update column next to the fields that you want to change.
3. Select or enter the new values in the Change Value To column.

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.

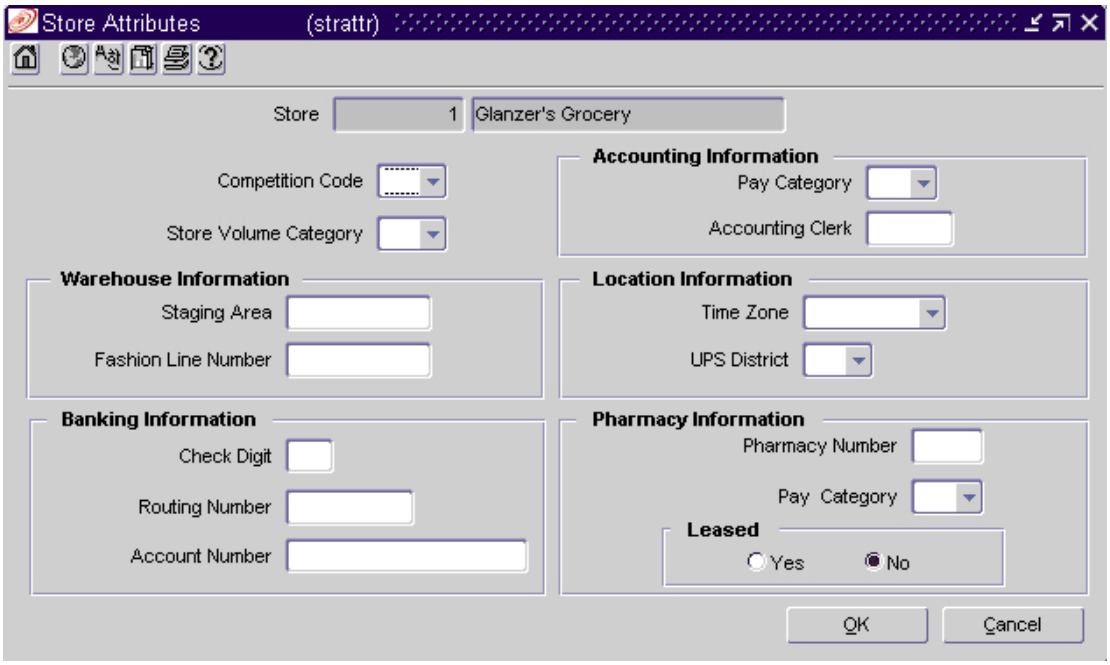
4. Click **OK** to save your changes and close the window.

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.

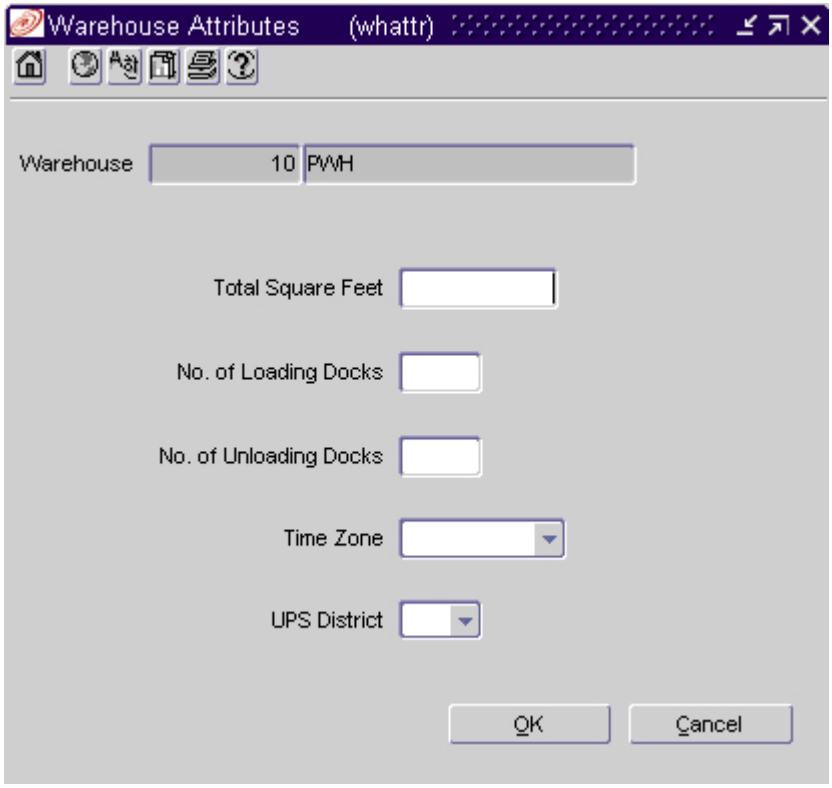


4. Enter or select the attributes that apply to the current store.
5. Click **OK** to save your changes and close the window.

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.



4. Enter or select the attributes that apply to the current warehouse.
5. Click **OK** to save your changes and close the window.

Merchandise Hierarchy

Create merchandise hierarchy

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.

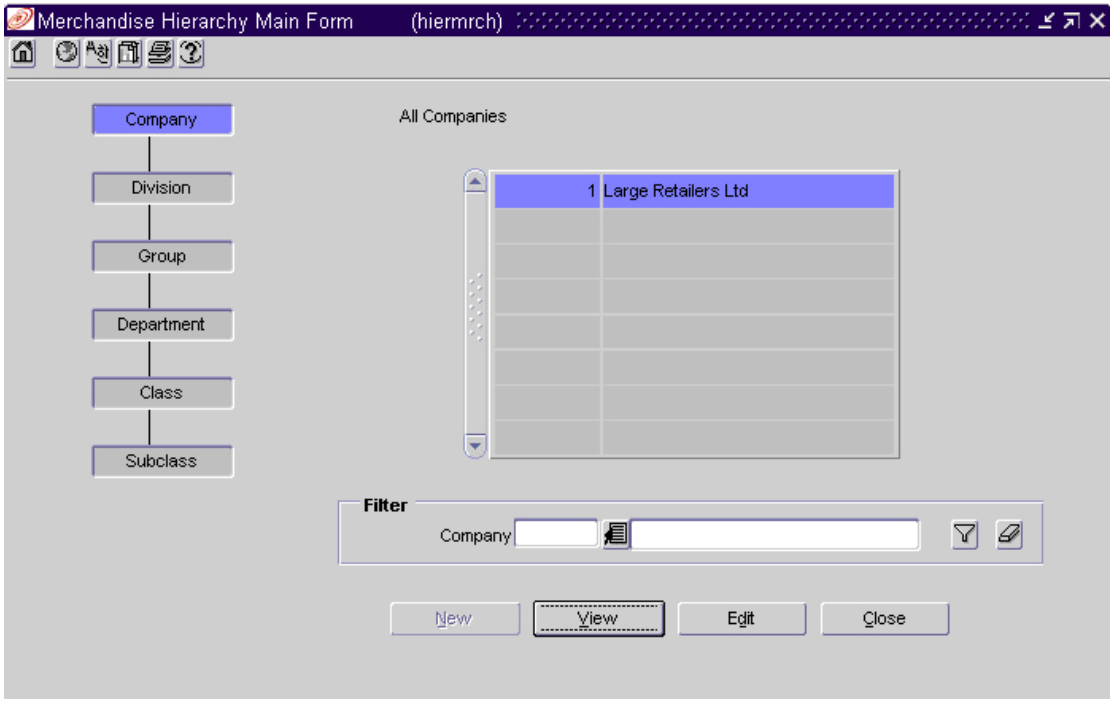
The following default levels are used within RMS:

- **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.

Procedures

View the merchandise hierarchy

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



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. To look up a specific member of the hierarchy level:

   a. Enter the ID of the member in the Filter field, or click the LOV button and select the member.

   b. Click the filter button.

📖 **Note:** To clear the filter criterion, click the clear button. All the members of the selected hierarchy level are again displayed.

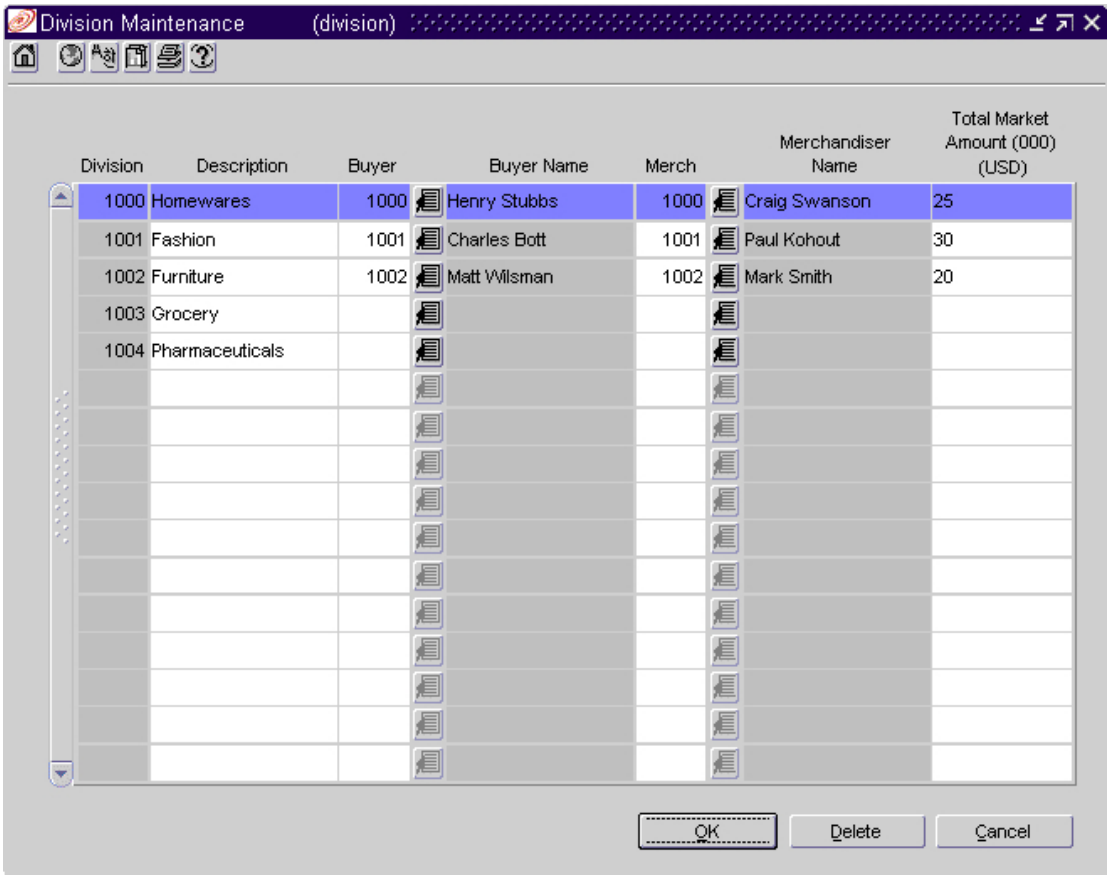
3. Click **Close** to close the window.

📖 **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 division

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

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

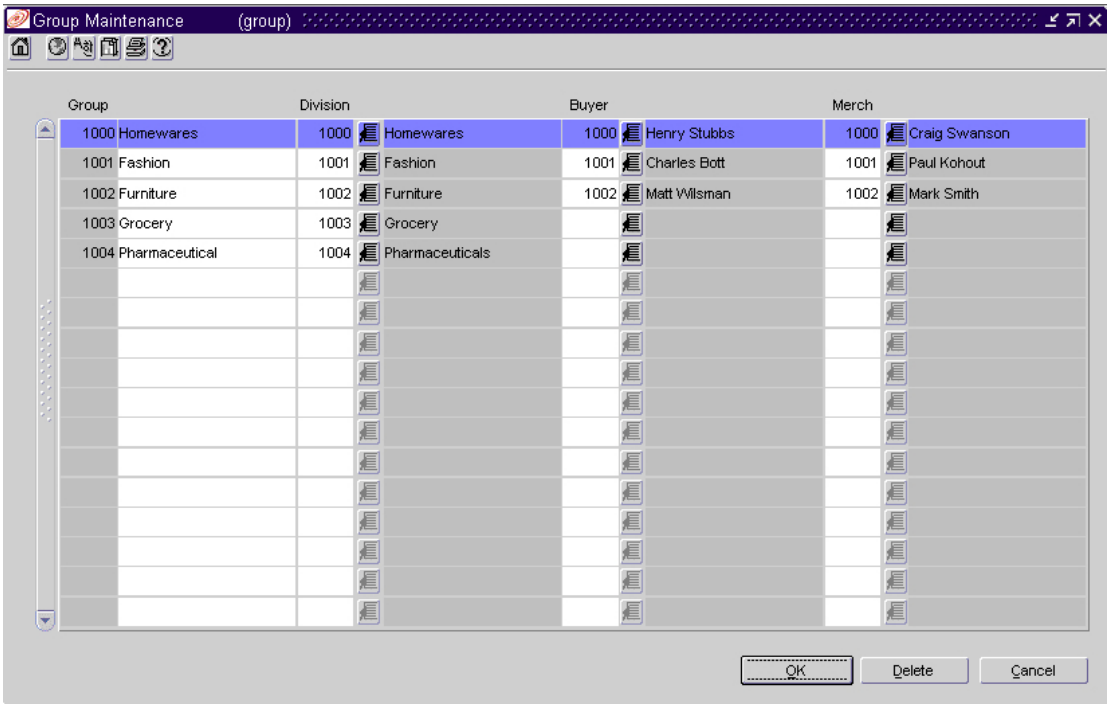


1. Click **Add**.
2. On the next available line, enter a unique number in the Division field.
3. In the Description field, enter the name for the division.
4. In the Buyer field, enter the ID of the buyer who is responsible for the division, or click the LOV button and select the buyer.
5. In the Merch field, enter the ID of the merchandiser who is responsible for the division, or click the LOV button and select the merchandiser.
6. In the Total Market Amount field, enter the amount of annual sales that the division is expected to generate.
7. Click **OK** to save your changes and close the window.

Create a group

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

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

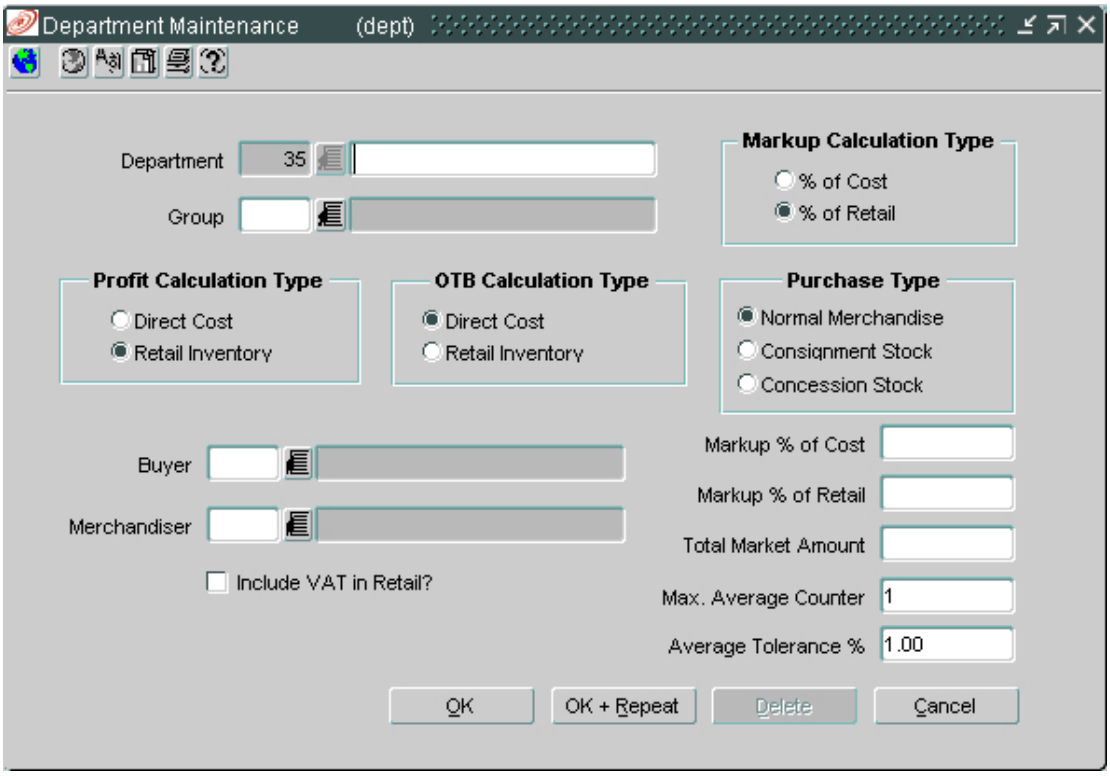


1. Click **Add Group**.
2. On the next available line, enter a unique number in the Group field.
3. In the Description field, enter the name for the group.
4. In the Division field, enter the ID of the division associated with the group, or click the LOV button and select the division.
5. In the Buyer field, enter the ID of the buyer who is responsible for the group, or click the LOV button and select the buyer.
6. In the Merch field, enter the ID of the merchandiser who is responsible for the group, or click the LOV button and select the merchandiser.
7. Click **OK** to save your changes and close the window.

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.



1. In the Department fields, enter a unique ID and description for the department.

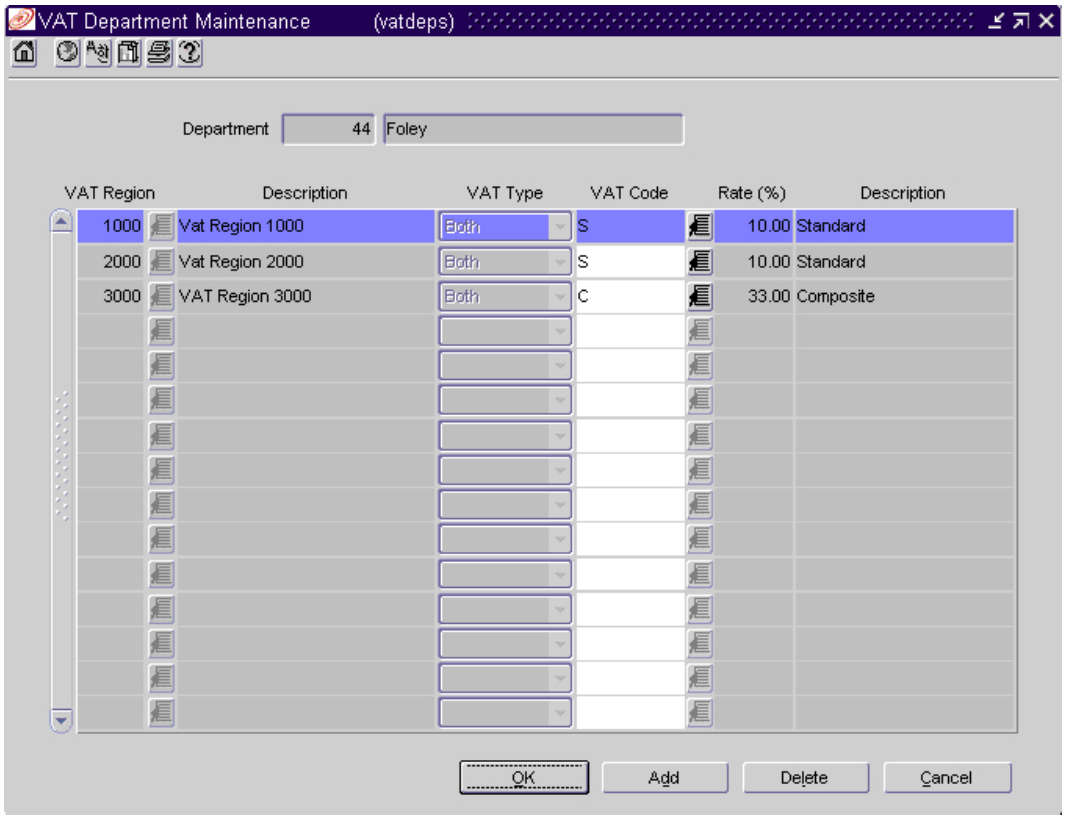
📖 **Note:** You cannot enter an ID if your system is set up to automatically generate IDs.

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.
4. In the Purchase Type area, indicate the type of merchandise sold in the department.
   - **Normal:** The items in the department are ordered, invoiced, and recorded in the stock ledger.
   - **Consignment:** The items in the department are ordered, invoiced and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The consignment rate is recorded at the item/supplier level.
   - **Concession:** The items in the department are ordered, invoiced and recorded in the stock ledger. Accounts receivable and accounts payable are not recorded for this item type. The consignment rate is recorded at the item/supplier level.
5. In the Buyer and Merchandiser fields, enter the ID of the buyer and merchandiser associated with the department, or click the LOV button and select a buyer and merchandiser.

6. In the Include VAT in Retail? field, select the check box to indicate that all prices include VAT in the retail price for all classes in the department. Clear the check box to indicate that VAT is not included in the retail price at the class level, and is applied at the POS.

Note: The Include VAT in Retail? field is only available if VAT is turned on at the system level and enabled at the class level.

7. Enter the appropriate percentage in either the Markup % of Cost or Markup % of Retail fields.
8. Enter optional information in the remaining fields as necessary.
9. 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.



   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.
11. Click **OK** to save your changes and close the windows.

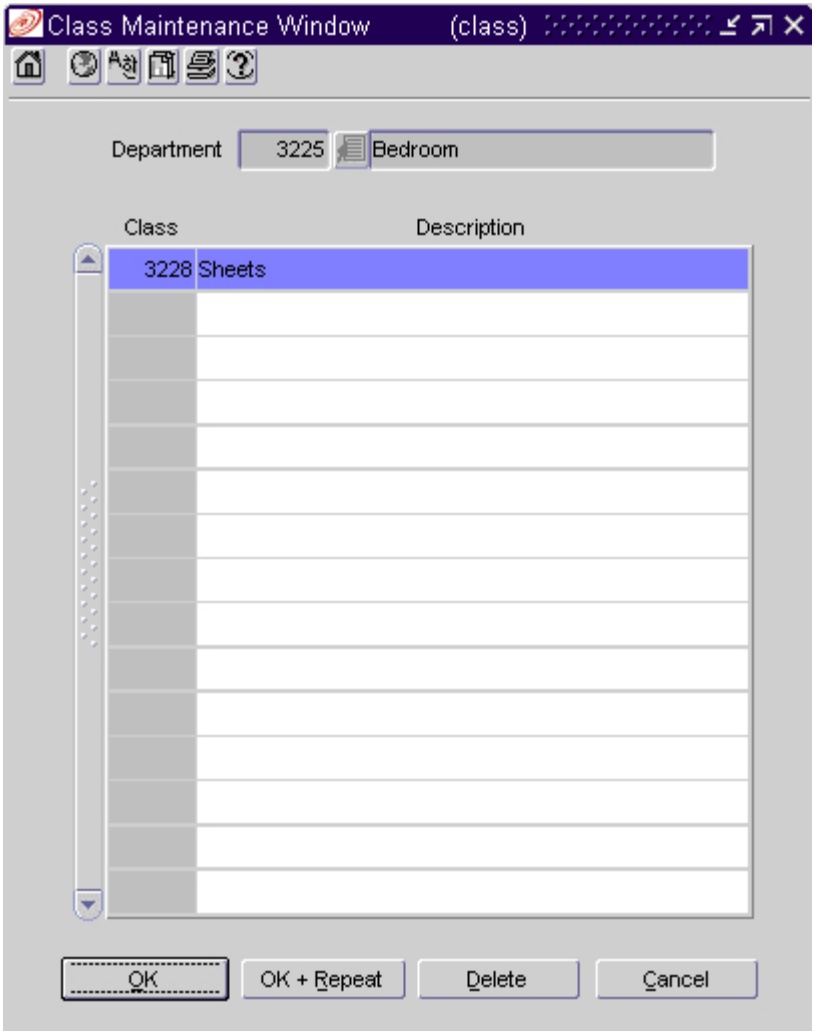
Create a class

⇒ **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.

Enter the ID of a department, or click the LOV button and select the department. The classes are displayed in the table.

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



1. Click **Add**.
2. On the next available line, enter a unique number in the Class field.

Note: You cannot enter an ID if your system is set up to automatically generate IDs.

3. In the Description field, enter the name for the class.
4. If VAT at the class level is indicated in the RMS system settings, the **Include VAT in Retail?** field is displayed. Select the check box to indicate that the retail price includes VAT.

Note: If you choose not to select the check box, you should indicate that VAT should be applied to the retail price at the point of sale when setting up a store.

5. Click **OK** to save your changes and close the window.

Create a subclass

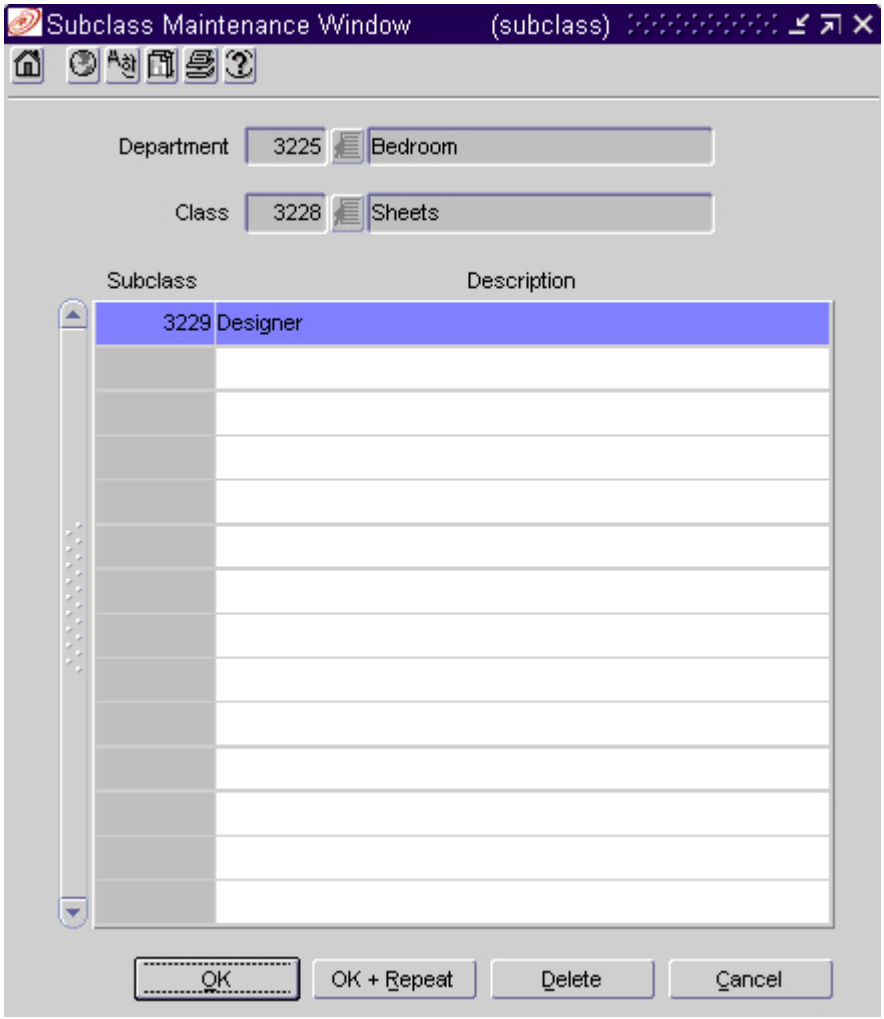
⇒ **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.

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.



1. Click **Add**.
2. On the next available line, enter a unique number in the Subclass field.

Note: You cannot enter an ID if your system is set up to automatically generate IDs.

3. In the Description field, enter the name for the subclass.
4. Click **OK** to save your changes and close the window.

Set up 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: diffs, 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.

Procedures

Add item defaults

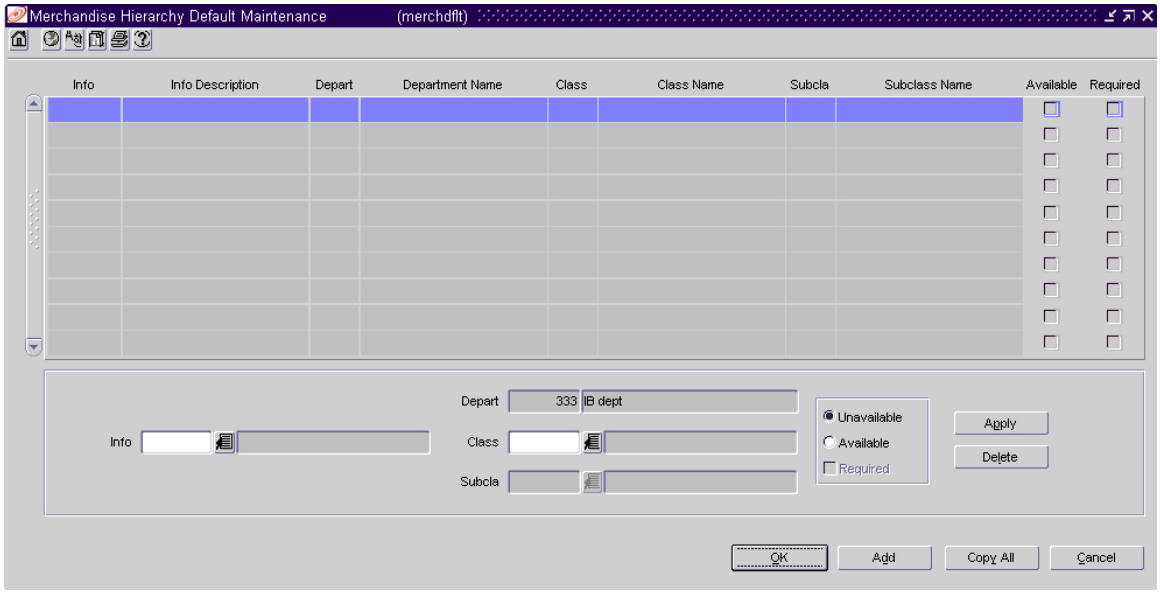
⇒ **Navigate:** From the main menu, select Action > Merchandise Hierarchy. The Merchandise Hierarchy Main Form window is displayed.

Select the hierarchy level you want to add the item default to.

Hierarchy level	
Department	Select Department on the tree structure. The departments are displayed in the table. Select a department and click **Edit**. The Department Maintenance window is displayed.
Class	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.

Subclass	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.

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 save your changes and close the window.

Copy merchandise hierarchy defaults

⇒ **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.

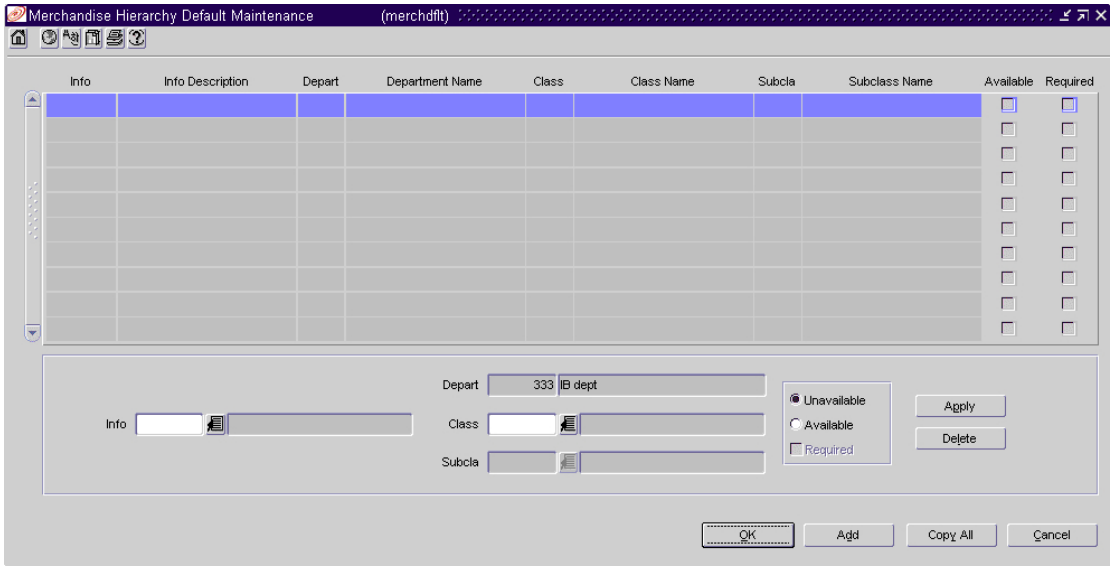
In the Class field, enter the ID of a class, or click the LOV button and select the class. The subclasses are displayed in the table.

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.

Click **Copy All**. The Copy window is displayed.

1. In the merchandise hierarchy fields, enter the IDs of each merchandise level, or click the LOV button and select the merchandise levels.
2. Click **OK** to exit the Copy window.
3. When prompted to override any existing defaults, click **Yes**. The defaults are copied to the Merchandise Hierarchy Default Maintenance window.



4. Edit the defaults as necessary.
5. Click **OK** to save your changes and close the window.

Set up merchandisers

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

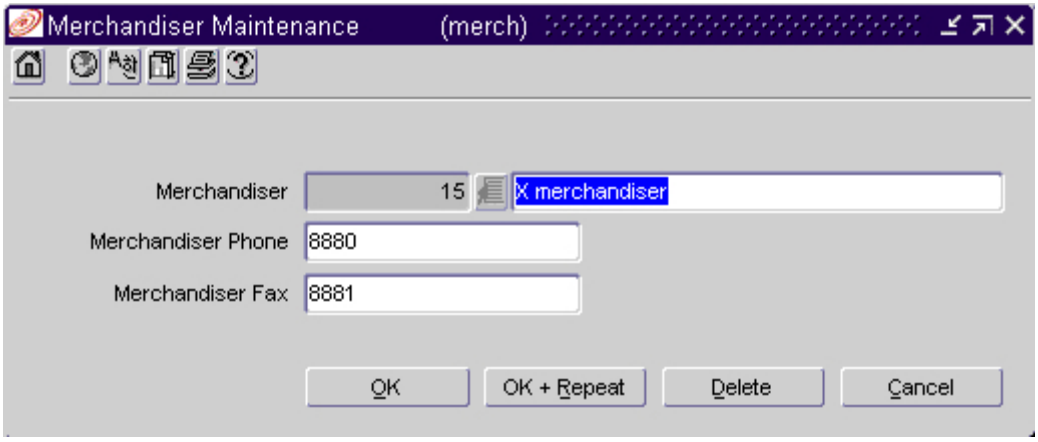
Merchandisers are responsible for the selection of brands, products, sizes, and prices for consumer appeal and the point - of - sale.

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.

Procedures

Create a merchandiser

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



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** to save your changes and close the window.

Maintain value added taxes (VAT)

VAT functionality is optional in RMS. In several countries, value added taxes (VAT) must be considered when determining the retail price of the items. VAT amounts appear in several modules of the system, such as purchase orders, contracts, stock ledger, and invoice matching.

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. 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.

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.

VAT 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 where the tax rate is included when determining the price. The VAT type can be included in the:

- **Cost:** The tax rate is applied to cost of the items.
- **Retail Price:** The tax rate is applied to retail price of the items.
- **Both:** The tax rate is applied to the cost and the retail price of the items.

Value added taxes are reflected in the stock ledger when the retail method of accounting is used and the system is set up to include VAT in retail calculations.

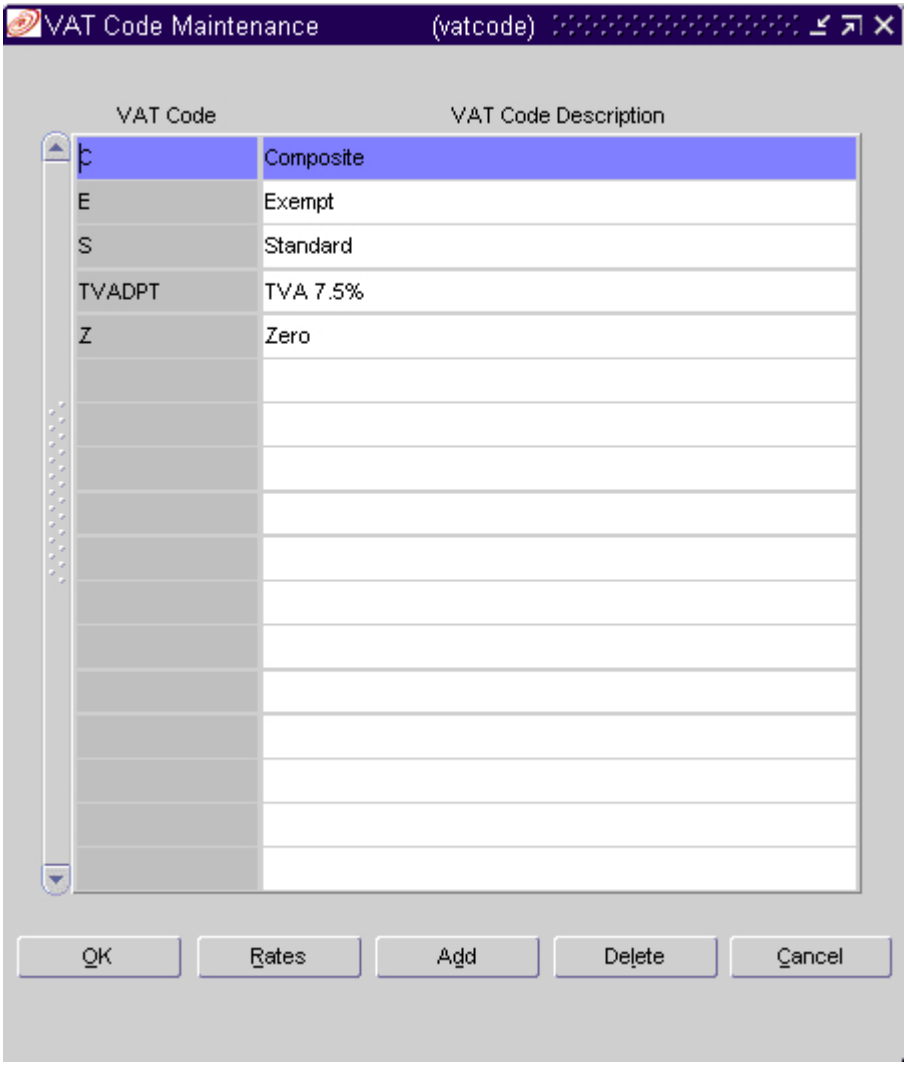
As you add stores and warehouses to the system, you must associate a VAT region with each location.

If you indicate that class level VAT will be used, you can indicate by class whether retail prices should be displayed in RMS including or excluding the retail price. For maintenance purposes, you can set the inclusion or exclusion to default to the class level by department.

Procedures

Edit VAT codes

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



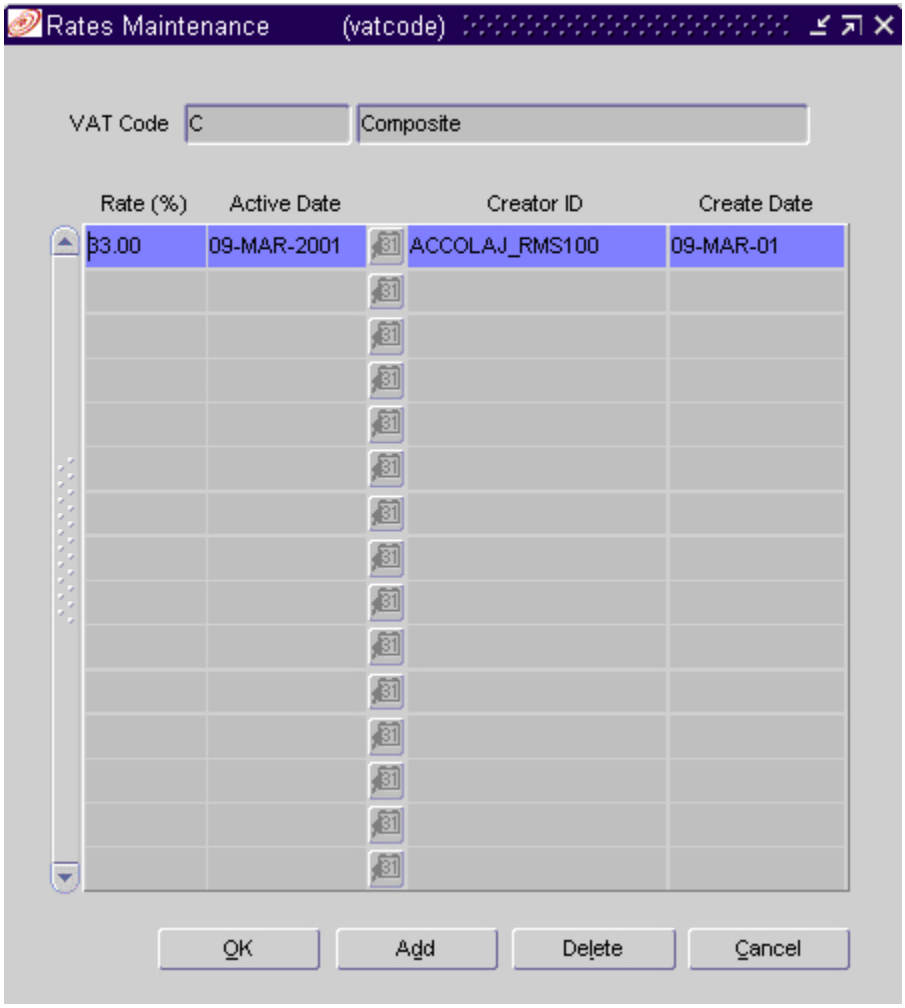
- Edit the descriptions as necessary.

Add a VAT code

1. Click **Add**. The next available line is enabled.
2. In the VAT code field, enter a code for the VAT.
3. In the VAT Code Description field, enter a description for the VAT code.
4. Click **OK** to save your changes and close the window.

Edit tax rates for a VAT code

1. Select a VAT code and click **Rates**. Any existing tax rates are displayed in the Rates Maintenance window.



2. To add a tax rate, click **Add**.
3. In the Rate (%) field, enter the tax rate.
4. In the Active Date field, enter the date on which the tax rate becomes effective, or click the calendar button and select the date.
5. To delete a tax rate, select the tax rate and click **Delete**.
6. When prompted to delete the record, click **Yes**.
7. Click **OK** to save your changes and close the windows.

Delete a VAT code

1. Select a VAT code and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

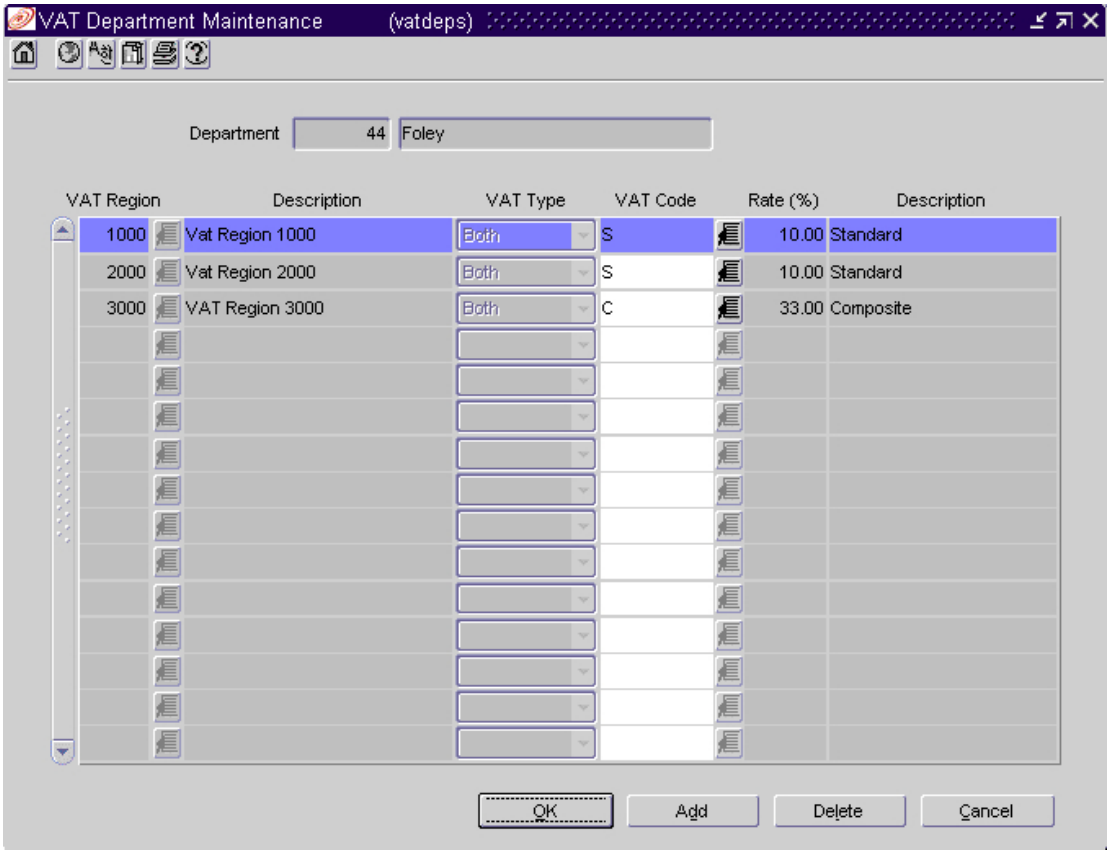
Edit VAT codes for a department

⇒ **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. The VAT Department Maintenance window is displayed.



- Edit the VAT codes as necessary.

Add a VAT region for a department

1. Click **Add**. The next available line is enabled.
2. In the VAT Region field, enter the ID of a VAT region, or click the LOV button and select the VAT region.
3. In the VAT Type field, select the type of calculations in which VAT amounts should be included.
4. In the VAT Code field, enter the code for the VAT, or click the LOV button and select the VAT code.
5. Click **OK** to save your changes and close the window.

Delete a VAT region for a department

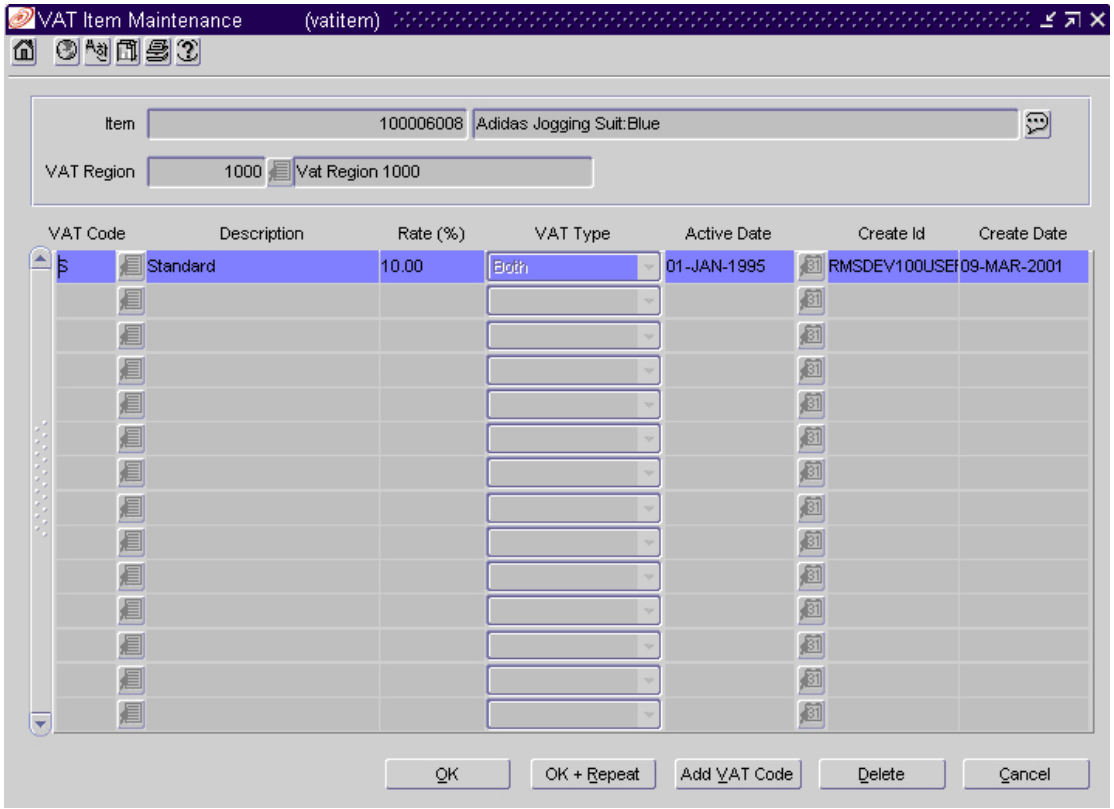
1. Select a VAT region and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

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.



- 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.

Add a VAT code for an item

1. Click **Add VAT Code**. The next available line is enabled.
2. In the VAT Code field, enter the code for the VAT, or click the LOV button and select the VAT code.
3. In the VAT Type field, select the type of calculations in which VAT amounts should be included.
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** to save your changes and close the window.

Delete a VAT code for an item

1. Select a VAT code and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

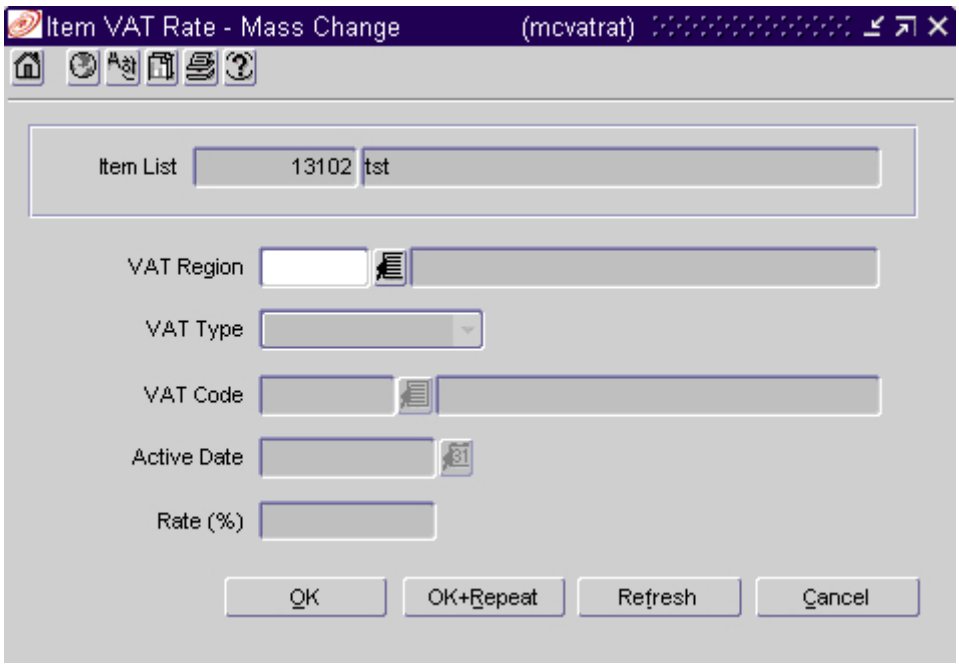
Note: When editing VAT codes for an item above the transaction level, you are prompted to update the VAT codes for the subordinate items down to the transaction level. Click **Yes** or **No** as applicable.

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. The Item List Header window is displayed.

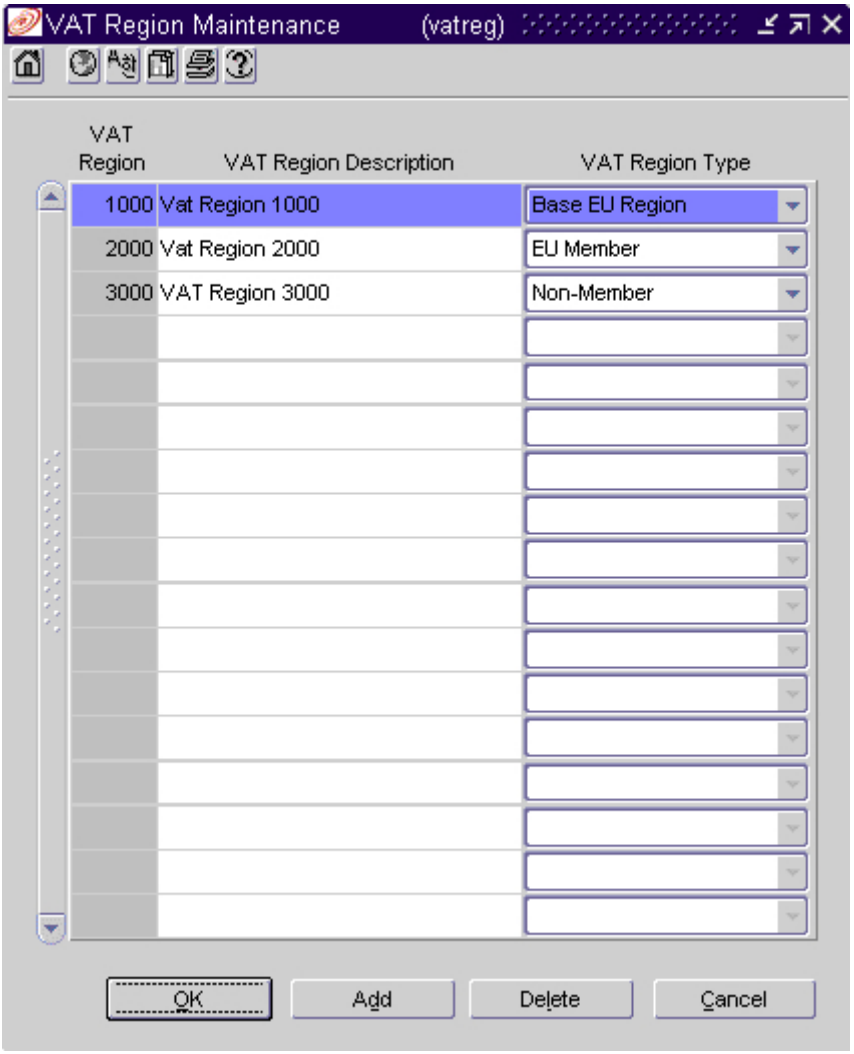
From the Options menu, select Create Mass Item Change > VAT Rates. The Item VAT Rate - Mass Change window is displayed.



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** to save your changes and close the window.

Edit VAT regions

⇒ **Navigate:** From the main menu, select Control > Setup > VAT Region Maintenance > Edit. Any existing VAT regions are displayed in the VAT Region Maintenance window.



- Edit the descriptions and types as necessary.

Add a VAT region

1. Click **Add**. The next available line is enabled.
2. In the VAT Region field, enter a unique ID.
3. In the VAT Region Description field, enter a description for the VAT region.
4. In the VAT Region Type field, select the type of VAT region.
5. Click **OK** to save your changes and close the window.

Delete a VAT region

1. Select a VAT region and click **Delete**.
2. When prompted to delete the VAT region, click **Yes**.
3. Click **OK** to save your changes and close the window.

Maintain user defined attributes

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.

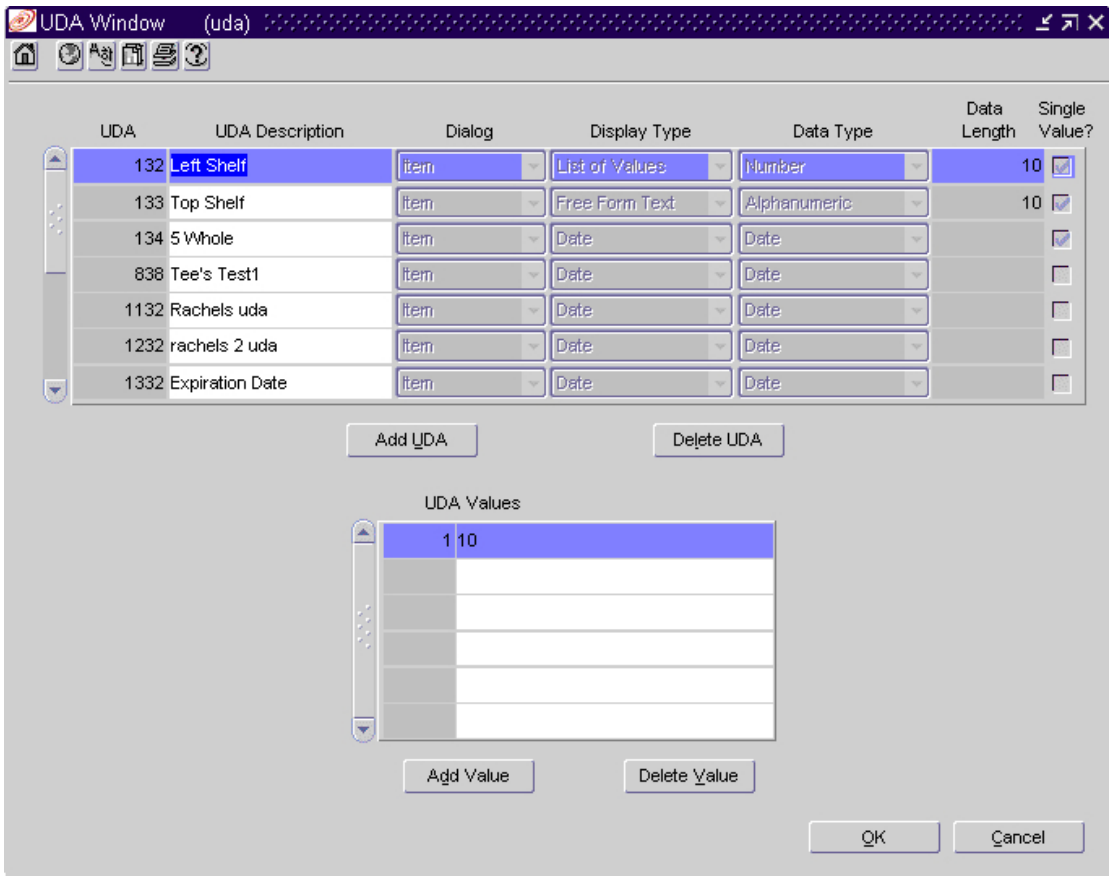
UDAs can be displayed in three different types: free form text; date; or list of values. These types can be displayed in alphanumeric, number, or date format.

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.

Procedures

Add a user defined attribute

⇒ **Navigate:** From the main menu, select Items > User Defined Attributes > Edit. The UDA window is displayed.

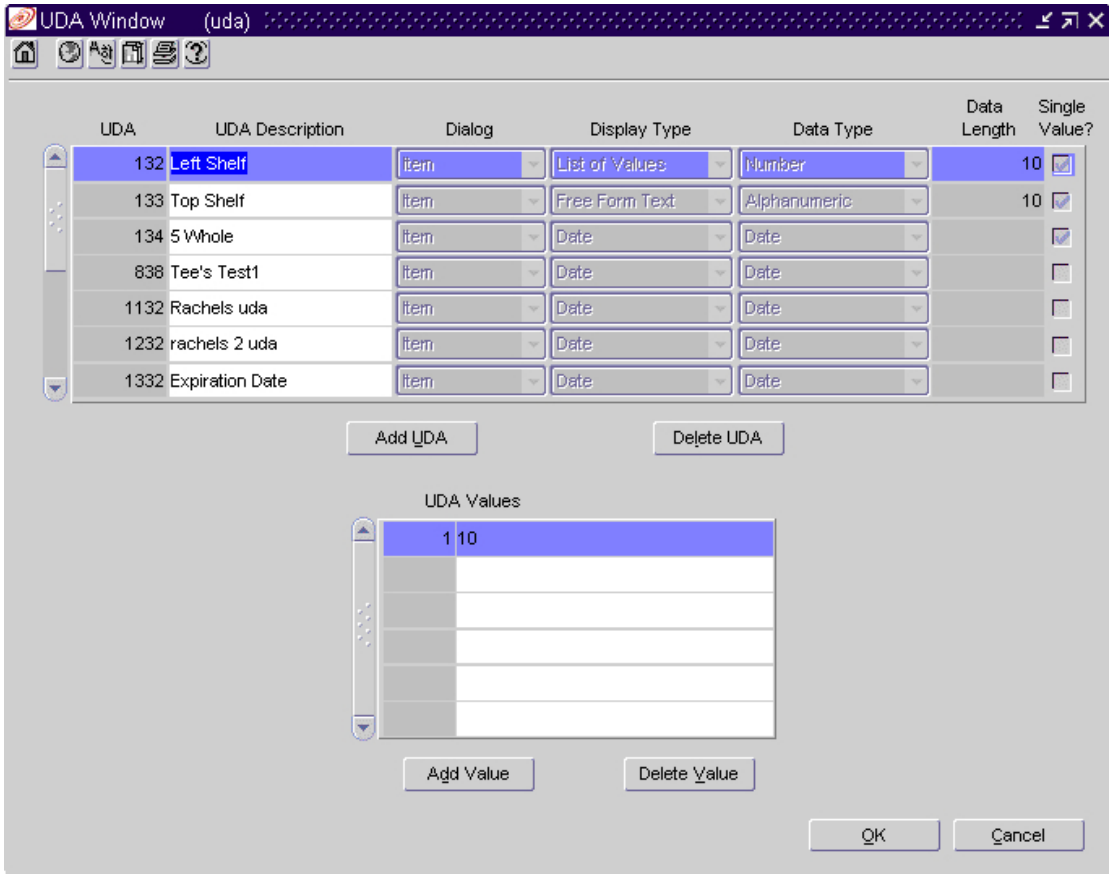


1. Click **Add UDA**. The UDA ID is filled in automatically.
2. In the UDA Description field, enter the description of the user defined attribute.
3. In the Dialog field, select the type of dialog in which you want the attribute to appear.
4. In the Display Type field, select the type of UDA.
5. In the 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.
6. 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.
7. In the merchandise and organization hierarchy fields, enter the ID of the member of each hierarchy level, or click the LOV button and select a member.

   Note: The field names are defined at the system level. The available values reflect the assigned hierarchy level.
8. If you want to limit the field to a single value, select the Single Value? check box.
9. 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.
10. Click **OK** to save any changes and close the window.

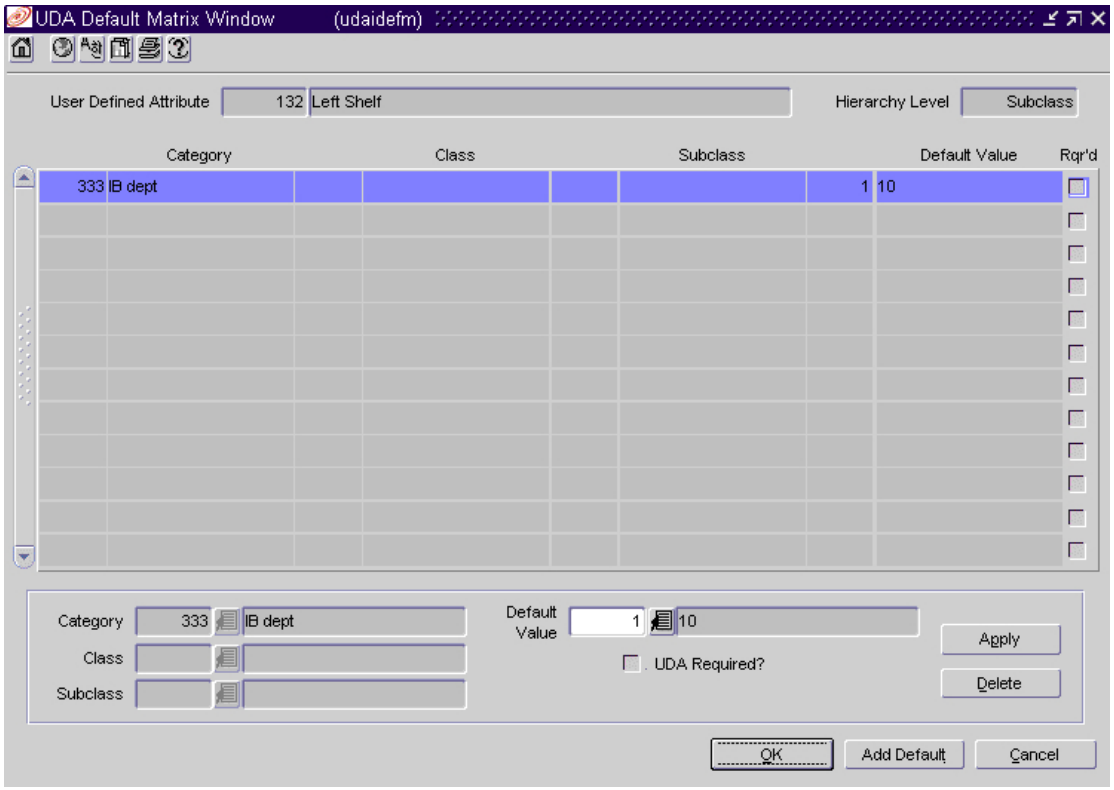
Add a merchandise level to a user defined attribute

⇒ **Navigate:** From the main menu, select Items > User Defined Attributes > Edit. The UDA window is displayed.



Add a department to a user defined attribute

1. Select a user defined attribute.
2. From the Options menu, select Department. The UDA Default Matrix window is displayed.



3. Click **Add Default**. The fields in the Apply area are cleared.
4. In the Department field, enter the ID of the department, or click the LOV button and select the department.
5. 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.
6. If the UDA is a required field, select the UDA Required? check box.
7. Click **Apply**. The department and value information are added to the table.
8. Click **OK** to save your changes and close the window.

Add a class to a user defined attribute

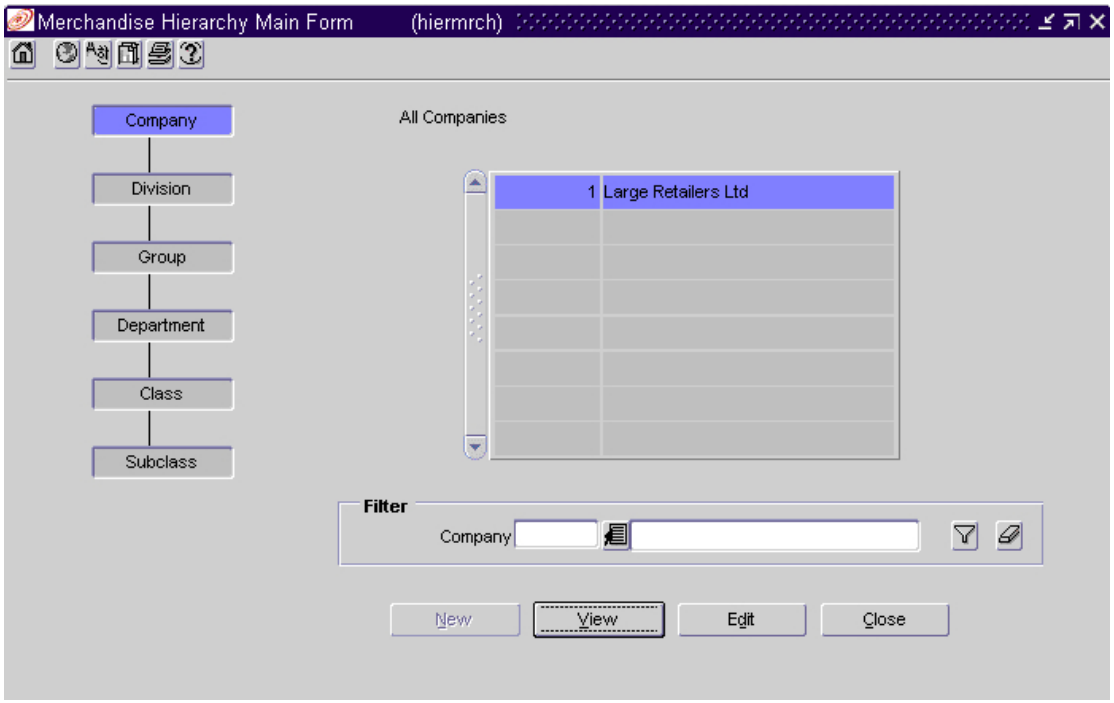
1. Select a user defined attribute.
2. From the Options menu, select Class. The UDA Default Matrix window is displayed.
3. Click **Add Default**. The fields in the Apply area are cleared.
4. In the Department field, enter the ID of the department, or click the LOV button and select the department.
5. In the Class field, enter the ID of the class, or click the LOV button and select the class.
6. 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.
7. If the UDA is a required field, select the UDA Required? check box.
8. Click **Apply**. The class and value information are added to the table.
9. Click **OK** to save your changes and close the window.

Add a subclass to a user defined attribute

1. Select a user defined attribute.
2. From the Options menu, select Subclass. The UDA Default Matrix window is displayed.
3. Click **Add Default**. The fields in the Apply area are cleared.
4. In the Department field, enter the ID of the department, or click the LOV button and select the department.
5. In the Class field, enter the ID of the class, or click the LOV button and select the class.
6. In the Subclass field, enter the ID of the subclass, or click the LOV button and select the subclass.
7. 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.
8. If the UDA is a required field, select the UDA Required? check box.
9. Click **Apply**. The subclass and value information are added to the table.
10. Click **OK** to save your changes and close the window.

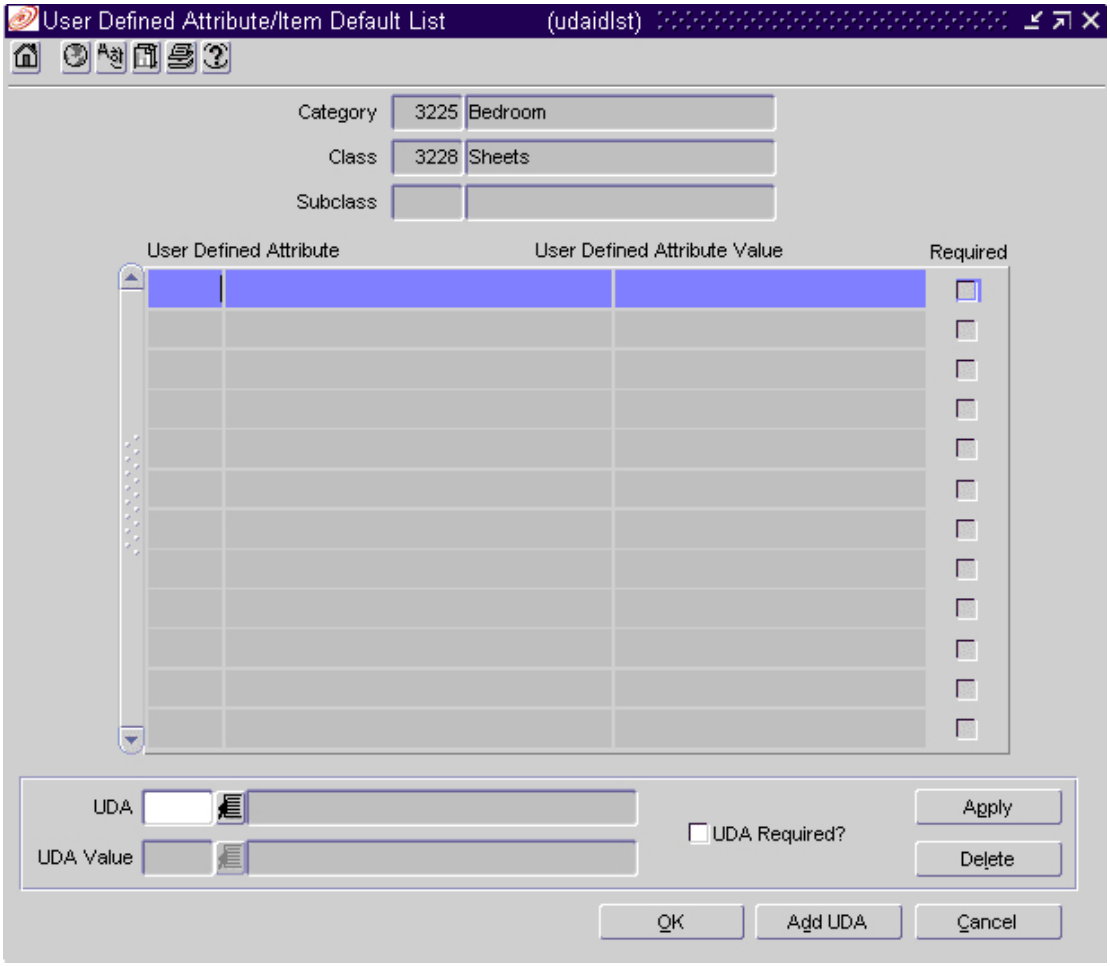
Add a user defined attribute to a merchandise level

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



Add a user defined attribute to a department

1. Select Department on the tree structure. The departments are displayed on the table.
2. Select a department and click **Edit**. The Department Maintenance window is displayed.
3. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window is displayed.



4. Click **Add UDA**. The fields in the Apply area are cleared.
5. In the UDA field, enter the ID of the UDA, or click the LOV button and select the UDA.
6. 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.
7. To indicate that the UDA is required for all items in the department, select the UDA Required? check box.
8. Click **Apply**. The UDA is added to the table.
9. Click **OK** to save your changes and close the window.

Add a user defined attribute to a class

1. Select Class on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. Click **Edit**. The Class Maintenance window is displayed.
4. Select a class.
5. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window is displayed.
6. Click **Add UDA**. The fields in the Apply area are cleared.
7. In the UDA field, enter the ID of the UDA, or click the LOV button and select the UDA.
8. 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.
9. To indicate that the UDA is required for all items in the class, select the UDA Required? check box.
10. Click **Apply**. The UDA is added to the table.
11. Click **OK** to save your changes and close the window.

Add a user defined attribute to a subclass

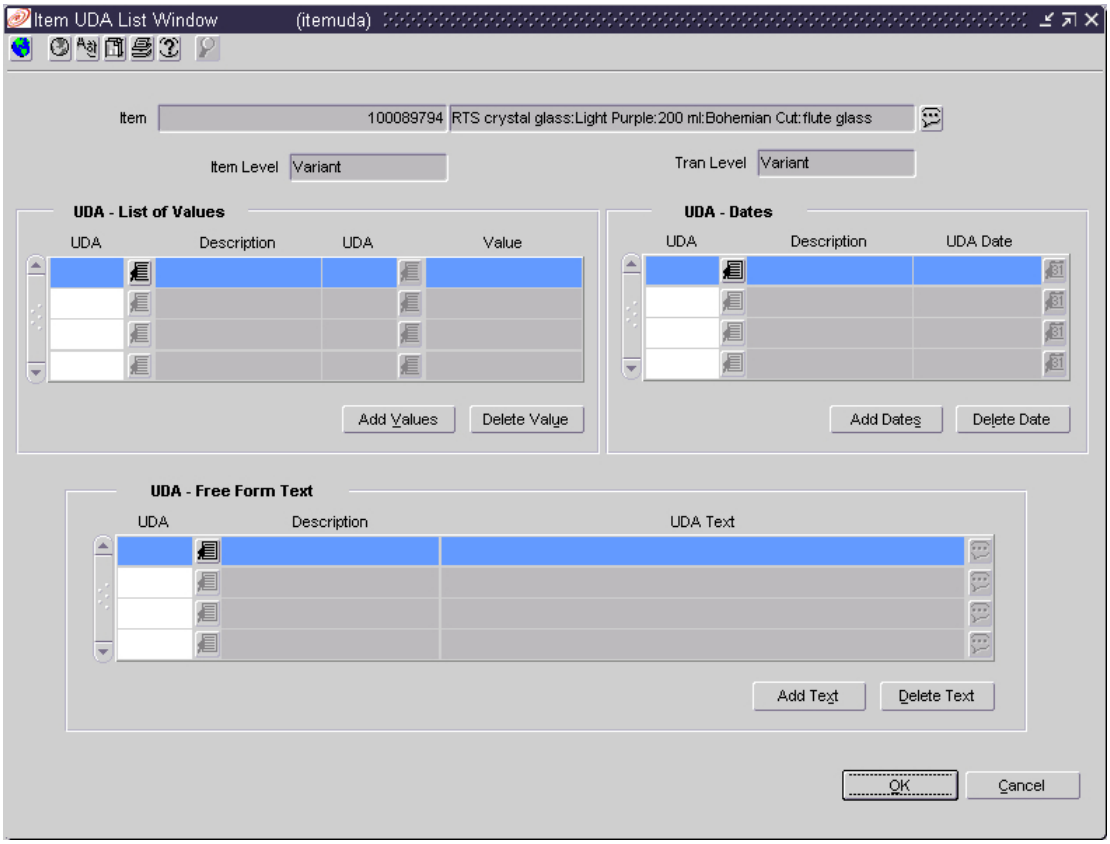
1. Select Subclass on the tree structure.
2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. In the Class field, enter the ID of the class, or click the LOV button and select the class.
4. Click **Edit**. The Subclass Maintenance window is displayed.
5. Select a subclass.
6. From the Options menu, select User Defined Attributes. The User Defined Attribute/Item Default List window is displayed.
7. Click **Add UDA**. The fields in the Apply area are cleared.
8. In the UDA field, enter the ID of the UDA, or click the LOV button and select the UDA.
9. 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.
10. To indicate that the UDA is required for all items in the subclass, select the UDA Required? check box.
11. Click **Apply**. The UDA is added to the table.
12. Click **OK** to save your changes and close the window.

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.



Add a list of values type of UDA

1. Click **Add Values**.
2. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
3. In the UDA Value field, enter the ID of the value, or click the LOV button and select the value.
4. Click **OK** to save your changes and close the window.

Add a date type of UDA

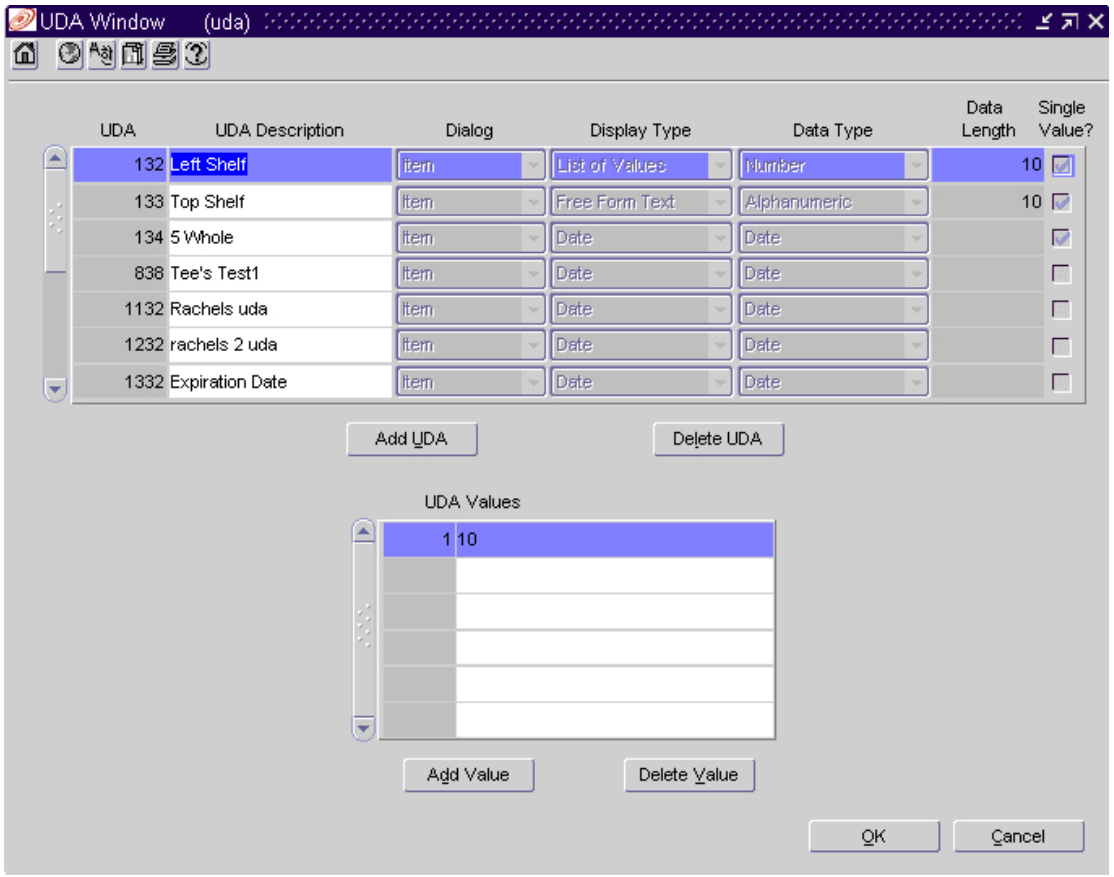
1. Click **Add Dates**.
2. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
3. In the UDA Date field, enter the date, or click the calendar button and select the date.
4. Click **OK** to save your changes and close the window.

Add a free form text type of UDA

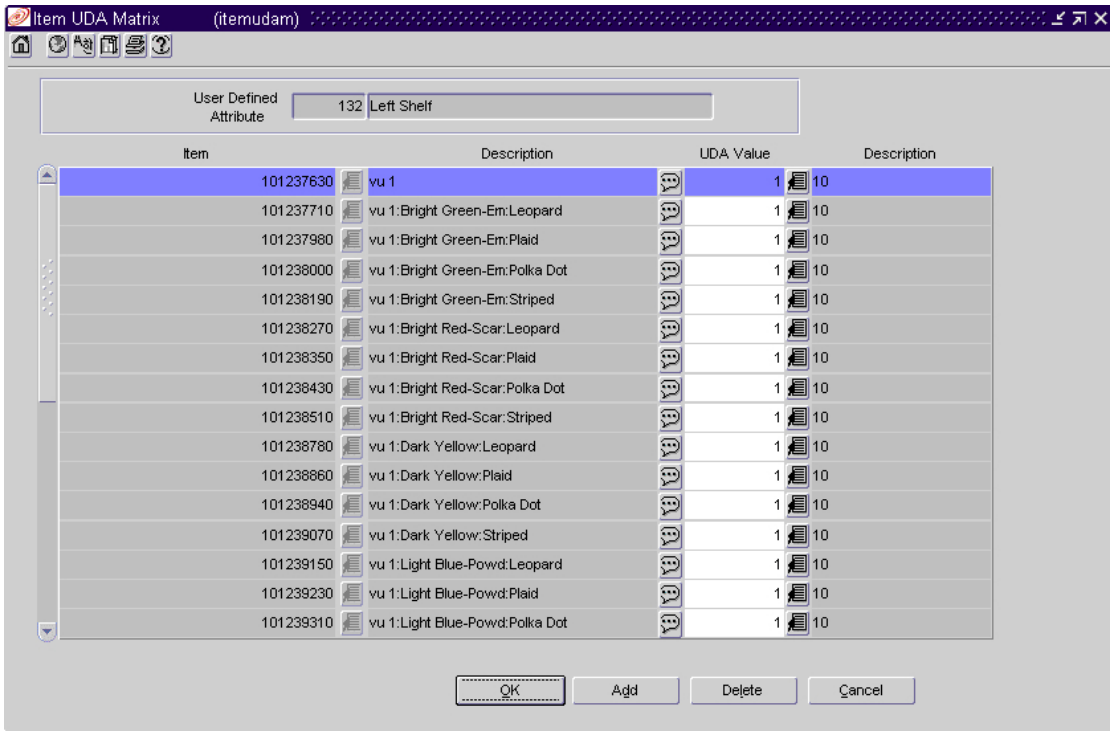
1. Click **Add Text**.
2. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
3. In the UDA Text field, enter the text, or click the comments button and enter the text.
4. Click **OK** to save your changes and close the window.

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.



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.

    d. Click **OK** to save your changes and close the window.

Maintain item lists

Item lists are set up by 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.

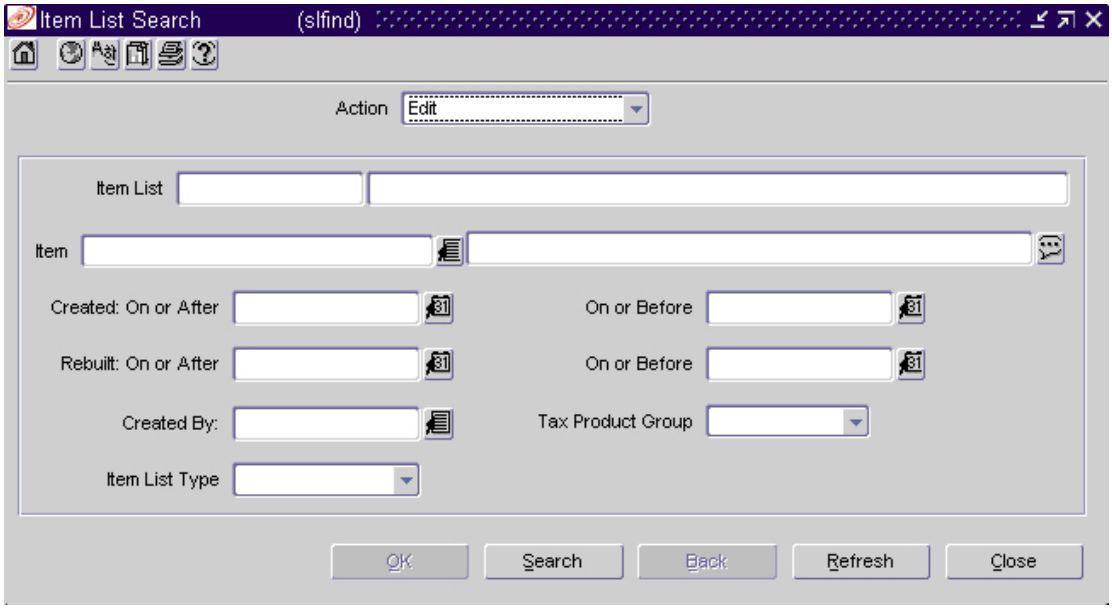
You can add items to a list one by one, or you can enter criteria in order to group the items. It becomes much simpler to apply changes to multiple items when the items are grouped on an item list.

The item list feature allows you to create, copy, edit, view, and use a group of items that are identified by one ID.

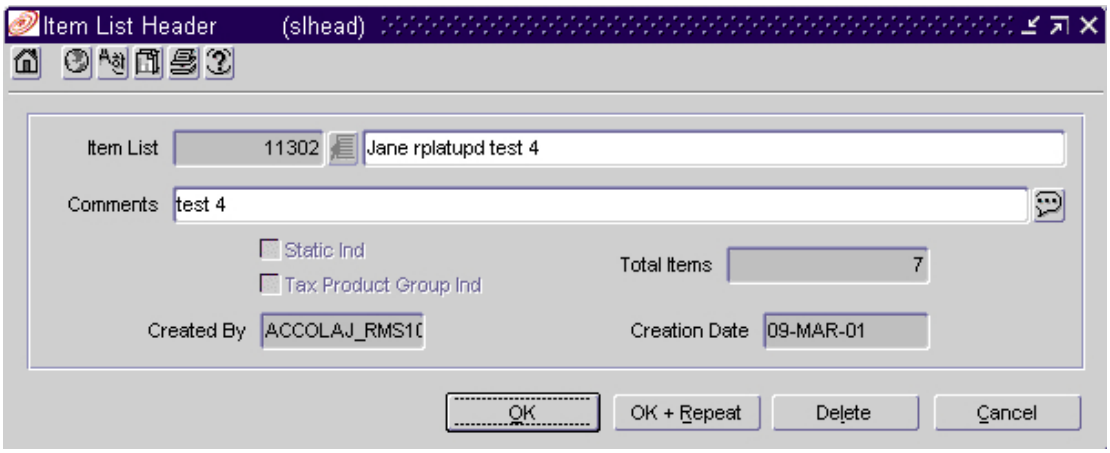
Procedures

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.



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. In the organization hierarchy field, enter the ID of the member of the hierarchy level, or click the LOV button and select a member.

Note: The field name is defined at the system level. The available values reflect the assigned hierarchy level.

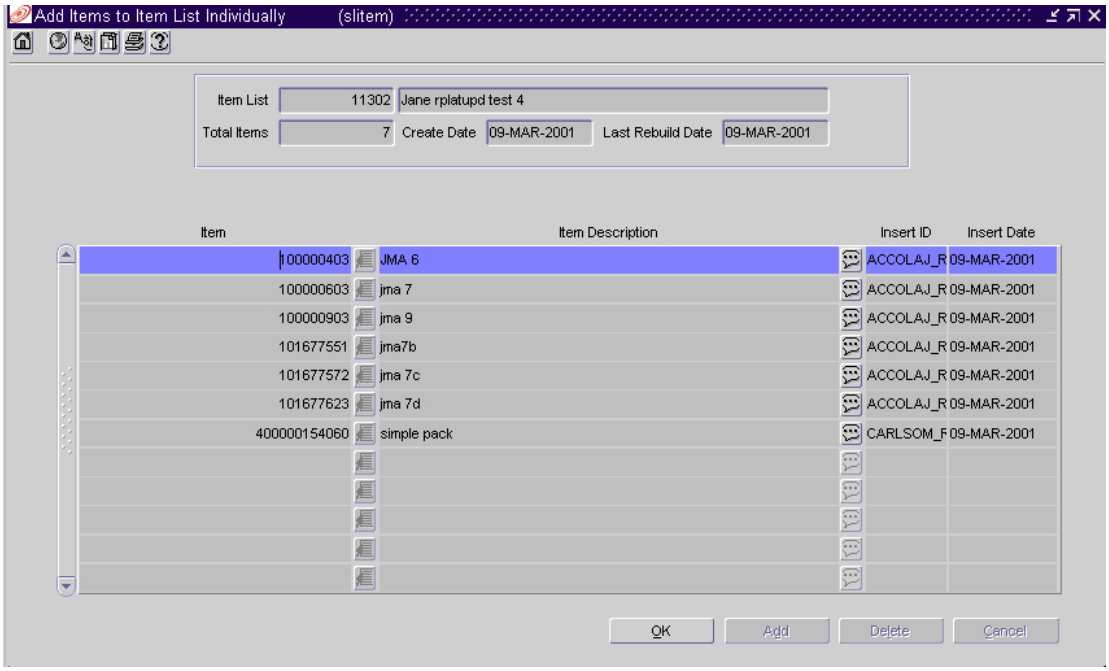
6. To associate an item list with a department:
    a. In the Group Type field, select the merchandise hierarchy level that you want to use to search for departments.
    b. In the Group Value field, enter the ID of merchandise hierarchy level that the item list is associated with, or click the LOV button and select an item list.
    c. Click **Apply**. The departments that are associated with the item list is displayed.

Note: The departments displayed in the list of values are limited by the security levels assigned to your user group.

7. Enter any additional comments in the comments field, or click the comments button and enter additional comments.

Add items individually

1. From the Options menu, select Select Items. The Add Items to Item List Individually window is displayed.



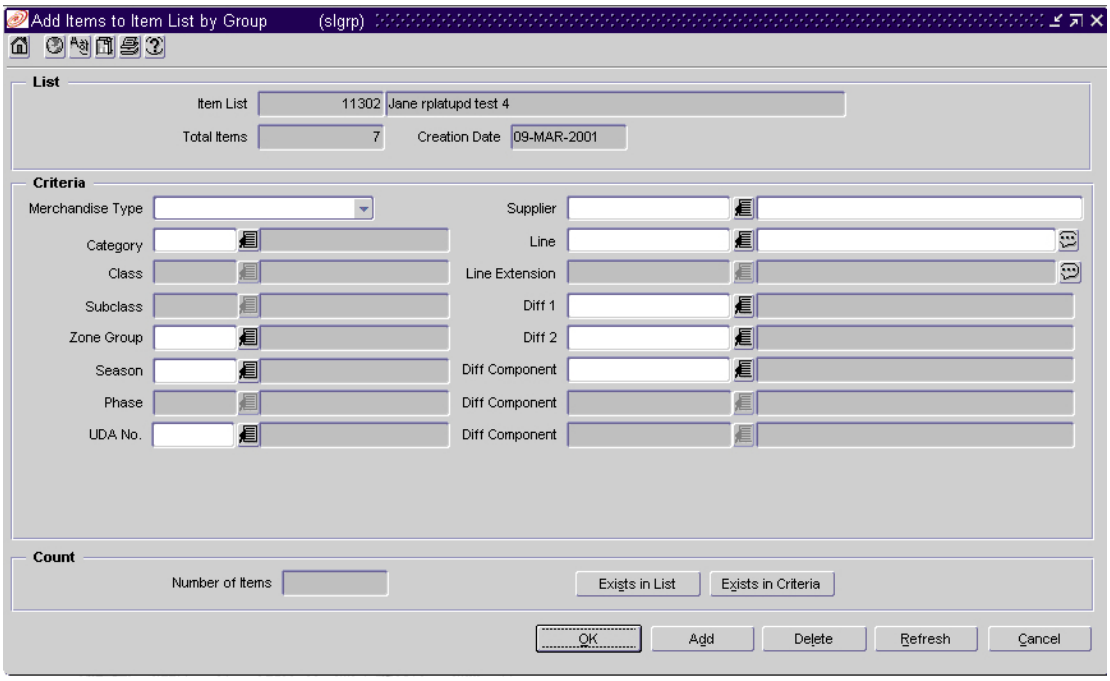
2. Click **Add**.
3. On the next available line, enter the item number in the Item field, or enter a partial item number and click the LOV button to select the item from a list.

Note: Only items that are in the departments associated with the item list will be added to the list.

4. Click **OK** to save your changes and close the window.

Add items by group

1. From the Options menu, select By Group. The Add Items to Item List by Group window is displayed.



2. Select or enter the criteria in the Criteria fields.
3. Click **Add**. The items that match the criteria are added to the item list.

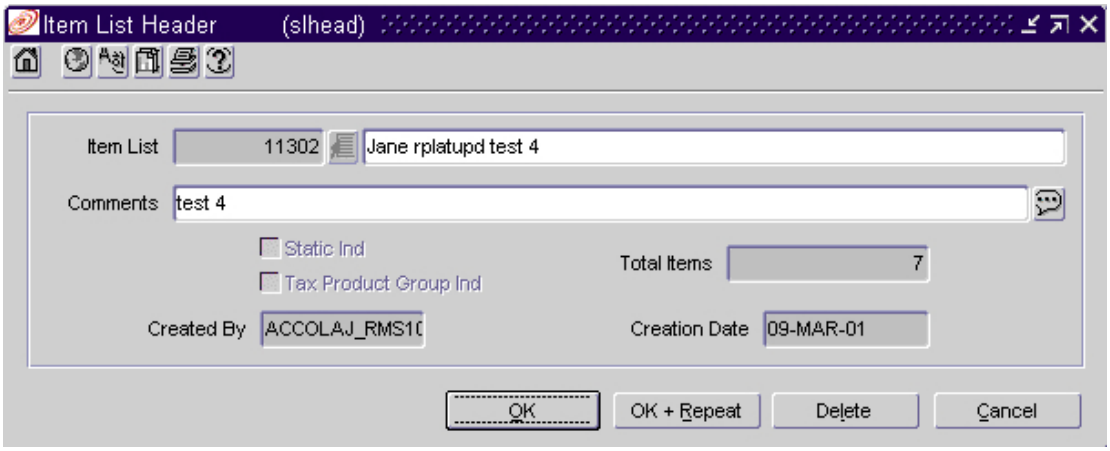
Note: Only items that are in the departments associated with the item list will be added to the list.

4. Click **OK** to save your changes and close the window.

Add items to an item list

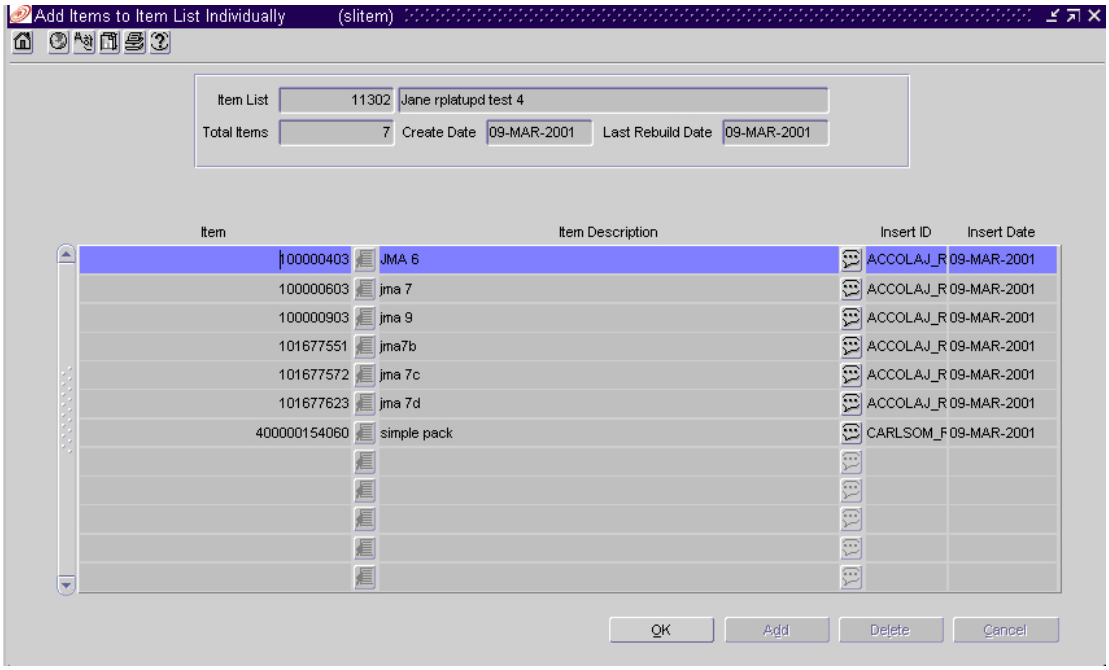
⇒ **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

Search for and retrieve an item list in Edit mode. The Item List Header window is displayed.



Add items individually

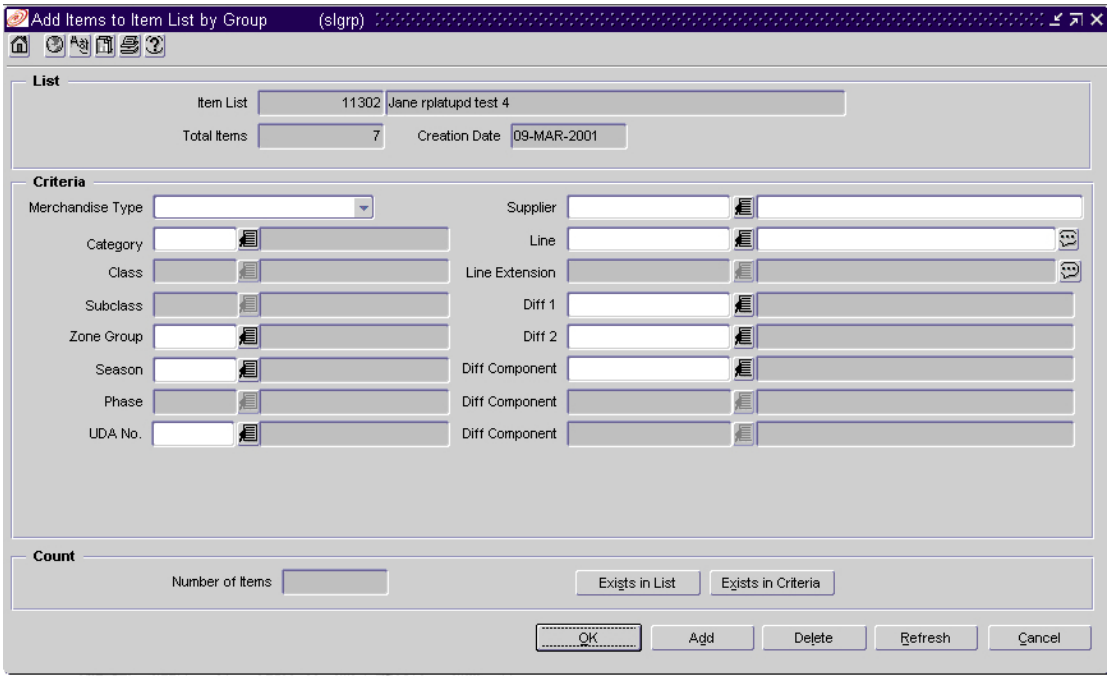
1. From the Options menu, select Select Items. The Add Items to Item List Individually window is displayed.



2. Click **Add**.
3. 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.
4. Click **OK** to save your changes and close the window.

Add items by group

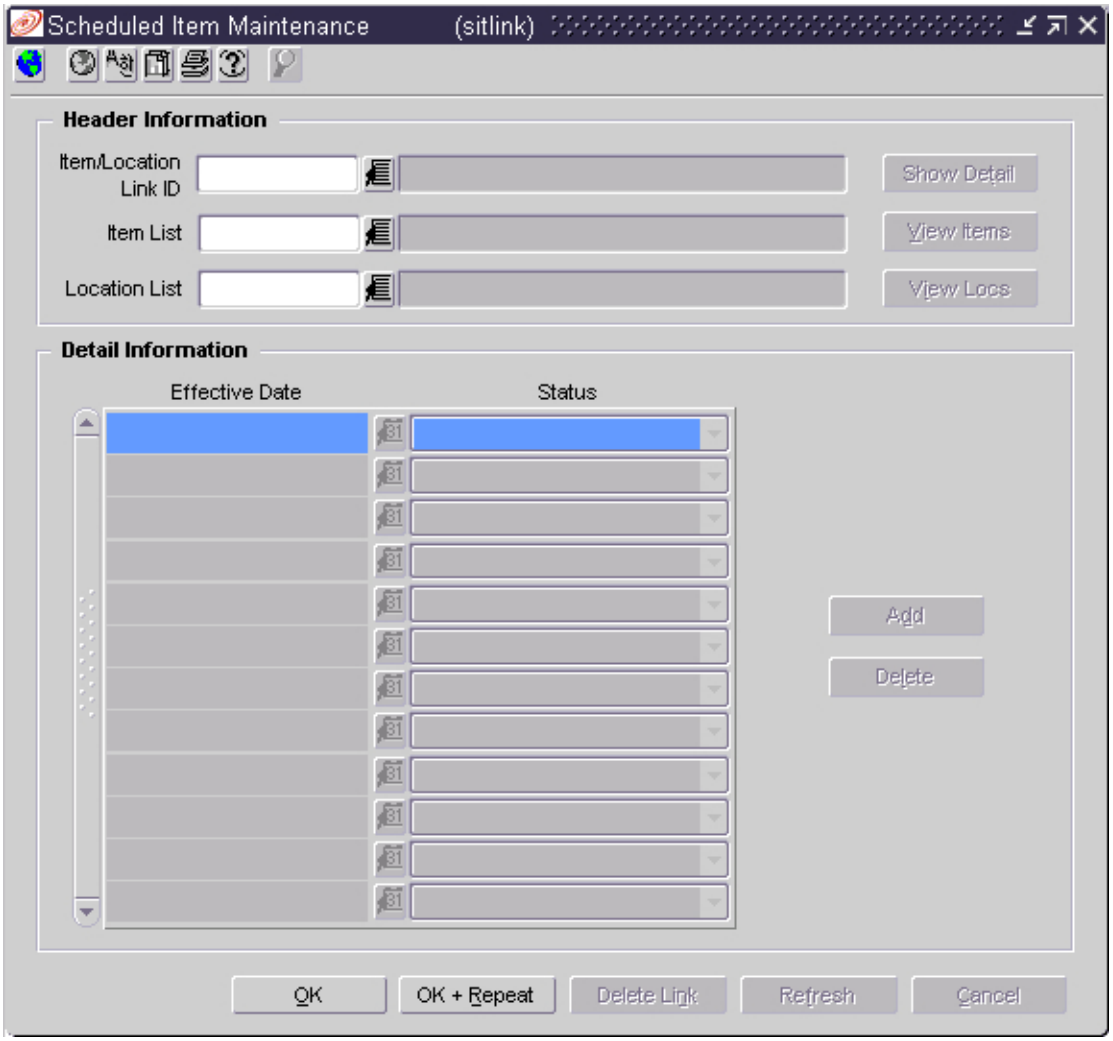
1. From the Options menu, select Select By Group. The Add Items to Item List by Group window is displayed.



2. Select or enter criteria in the Criteria fields.
3. Click **Add**. The items that match the criteria are added to the item list.
4. Click **Exists in Criteria** to calculate the number of items that match the current criteria.
5. Click **Exists in List** to calculate the total number of items that make up the item list.
6. Click **OK** to save your changes and close the windows.

Add an item list/location list link

⇒ **Navigate:** From the main menu, select Items > Scheduled Item Maintenance > New. The Scheduled Item Maintenance window is displayed.



1. In the Item/Location Link ID field, enter a name for the link you are creating. The ID number will be created by RMS.
2. In the Item List field, enter an item list ID, or click the LOV button to select an ID.
3. In the Location List field, enter a location list ID, or click the LOV button to select an ID.

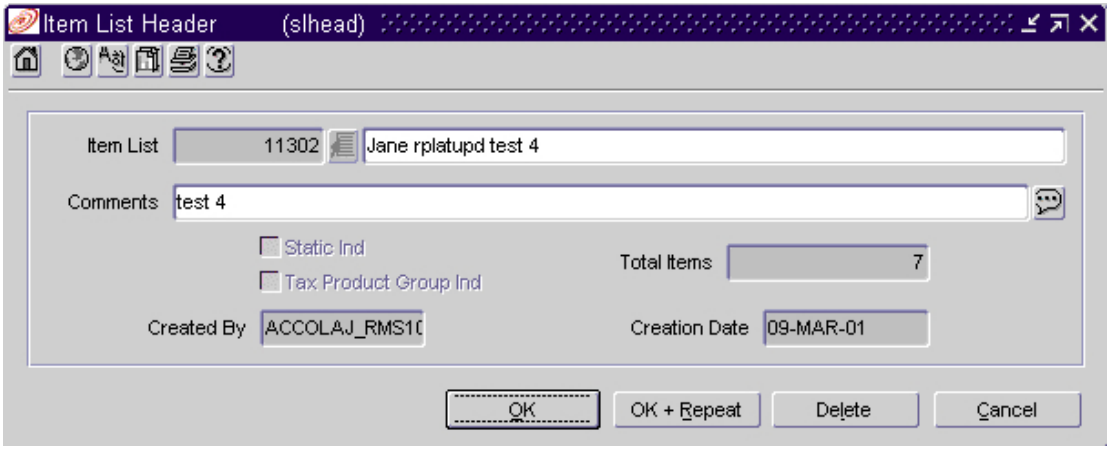
Note: You will only be able to add item and location lists that do not have user security, or were created by you.

4. Click **Add Detail** to highlight the first row in the Detail Information table.
5. In the Effective Date field, click the calendar button and select the date for this link to become effective in RMS.
6. In the Status field, select the status that will be applied to this link on the effective date.
7. To add another effective date and status for this link, click **Add**.
8. Click **OK** to save your changes and close the window.

Copy an item list

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

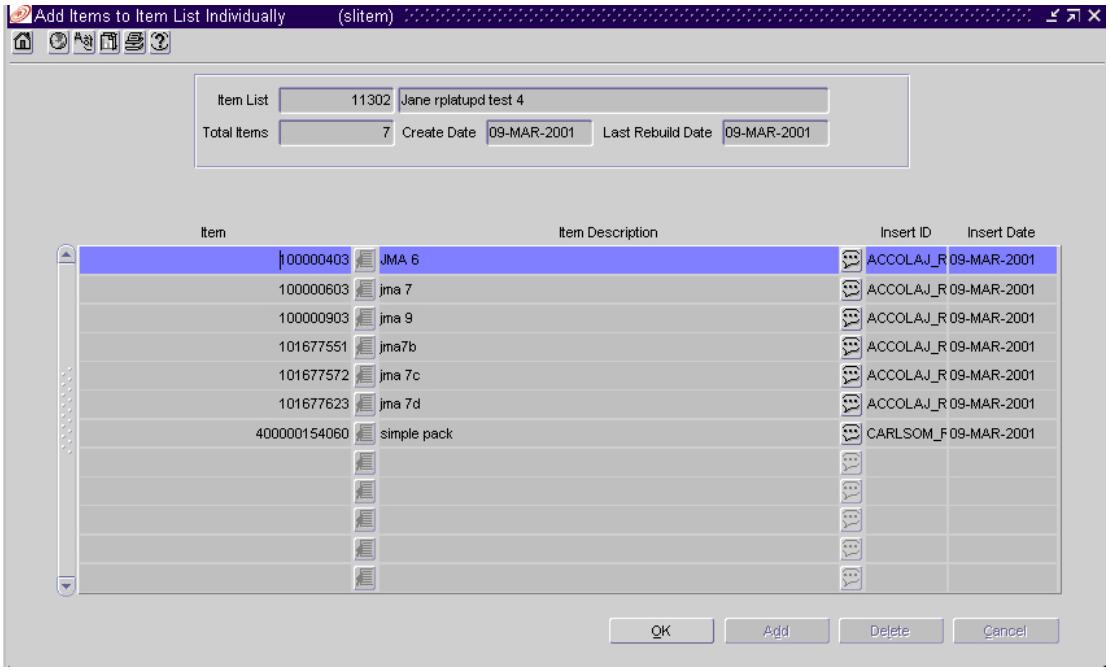
Search for and retrieve an item list in Create from Existing mode. The Item List Header window is displayed.



- Edit the description, comments, and static indicator as necessary.

Add items individually

1. From the Options menu, select Select Items. The Add Items to Item List Individually window is displayed.



2. Click **Add**.
3. 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.

Note: Only items that are in the departments associated with the item list will be added to the list.

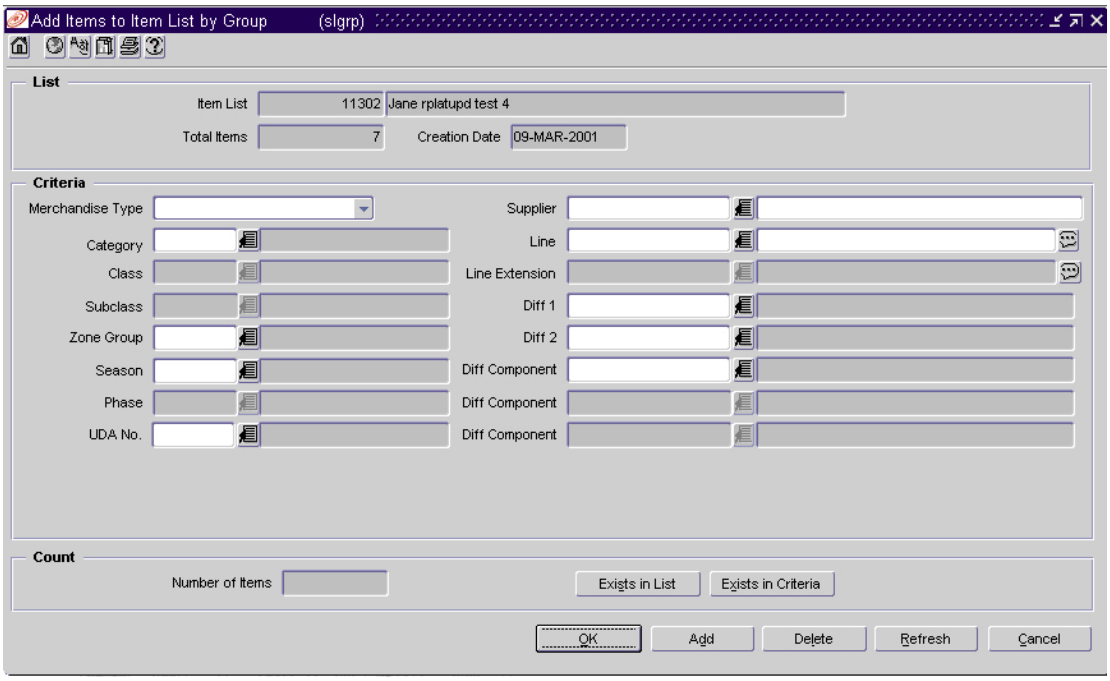
4. Click **OK** to save your changes and close the window.

Delete items individually

1. From the Options menu, select Select Items. The Add Items to Item List Individually window is displayed.
2. Select an item and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Add items by group

1. From the Options menu, select Select By Group. The Add Items to Item List by Group window is displayed.



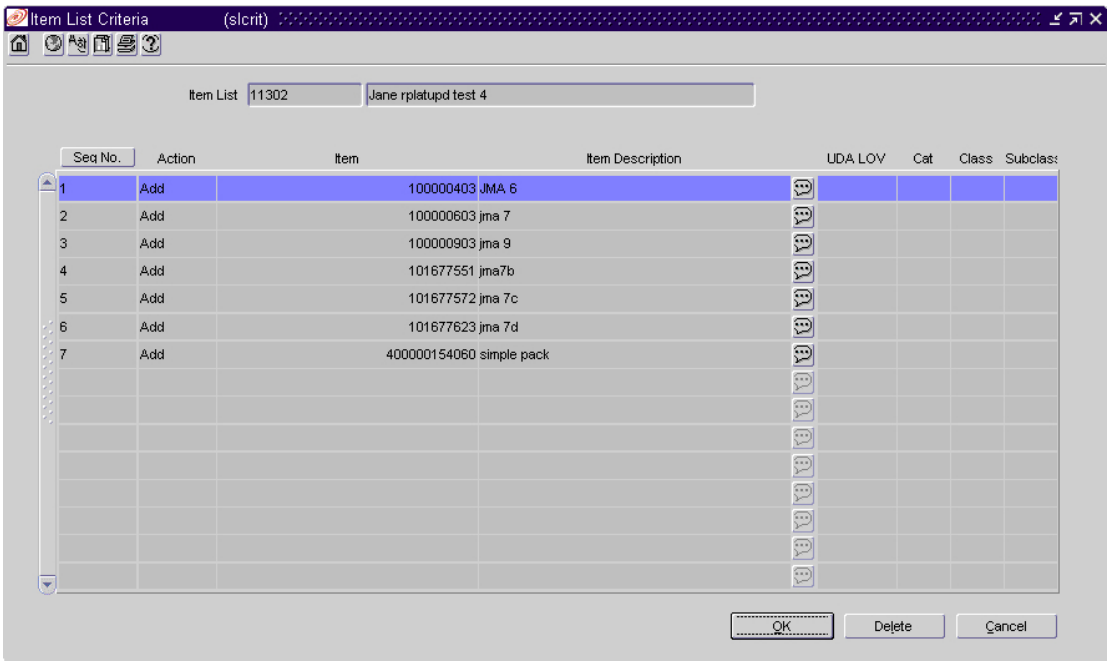
2. Select or enter the criteria in the Criteria fields.
3. Click **Add**. The items that match the criteria are added to the item list.

Note: Only items that are in the departments associated with the item list will be added to the list.

4. Click **OK** to save your changes and close the window.

Delete items by group

1. From the Options menu, select View Criteria. The Item List Criteria window is displayed.

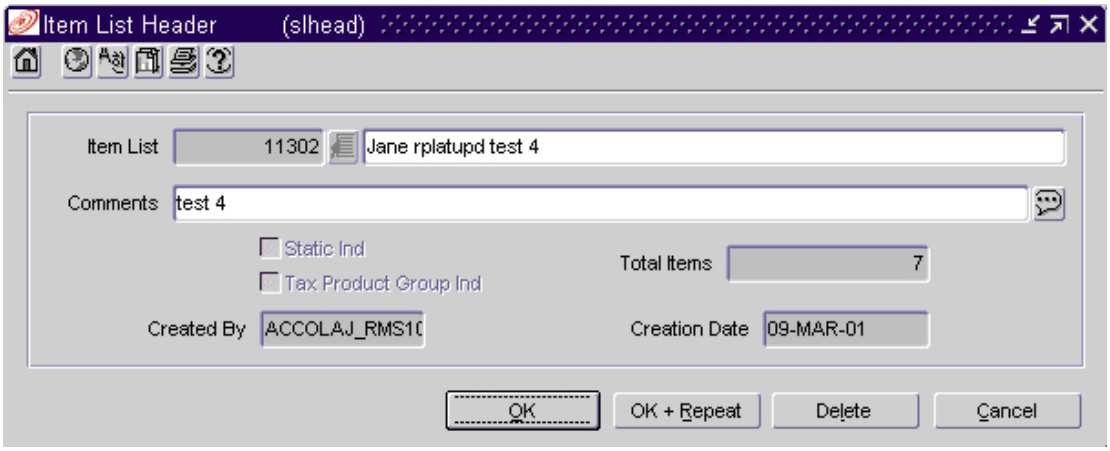


2. Select or enter the criteria in the Criteria fields.
3. Click **Delete**. When prompted to delete the record, click **Yes**. The items that match the criteria are deleted from the item list.
4. Click **OK** to save your changes and close the window.

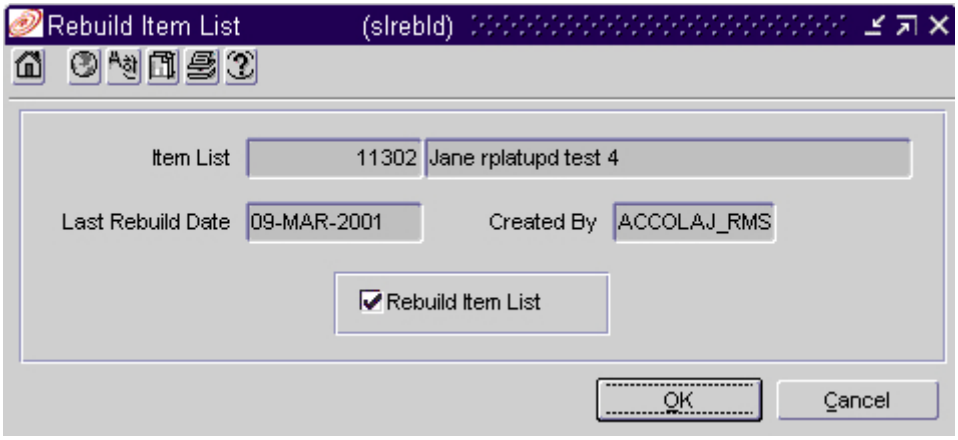
Rebuild an item list

⇒ **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. The Item List Header window is displayed.



1. From the Options menu, select Rebuild Item List. The Rebuild Item List window is displayed.



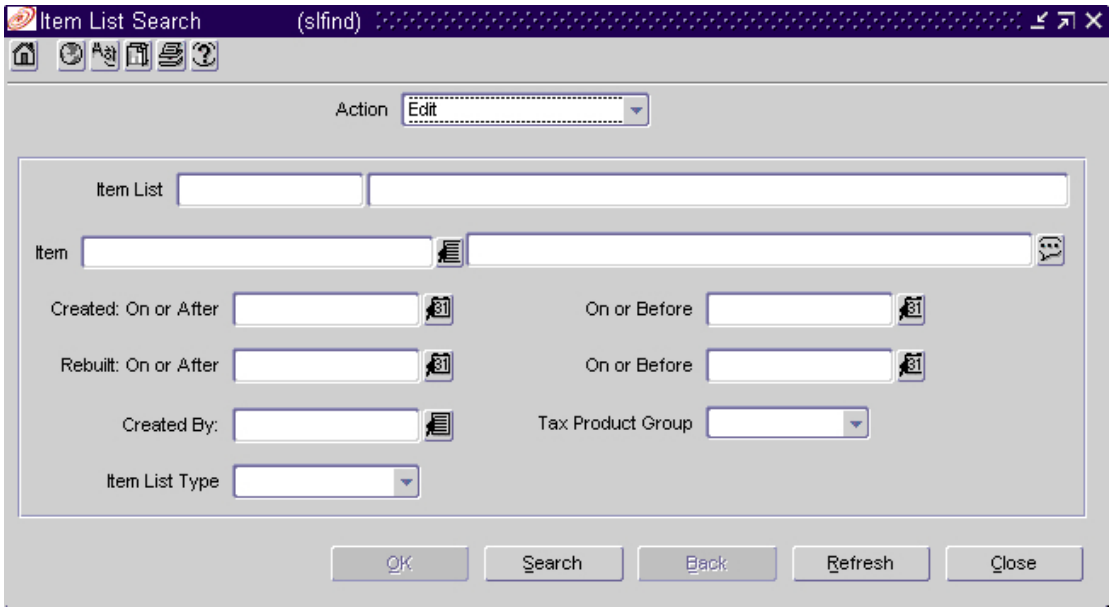
2. Select the Rebuild Item List check box.
3. Click **OK** to save your changes and close the windows.

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.

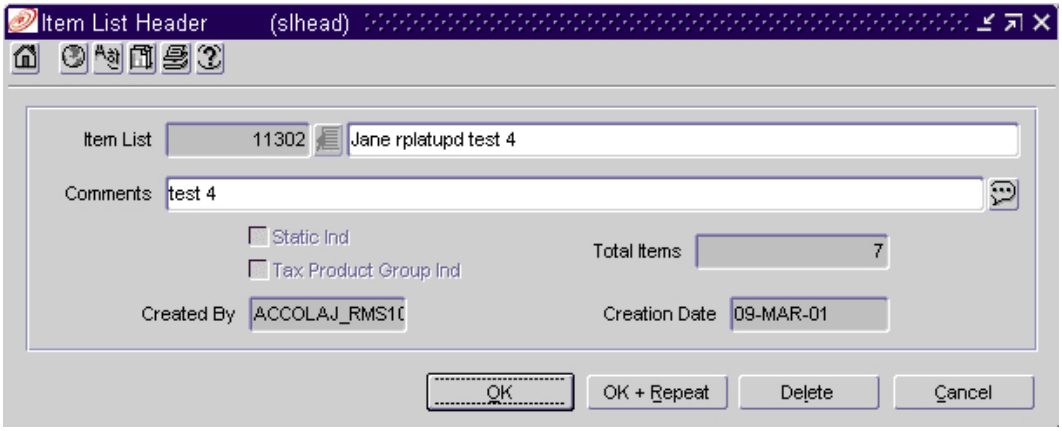
Note: If an item list was set up with user security, only the creator is able to rebuild the list.

Search for 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 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.

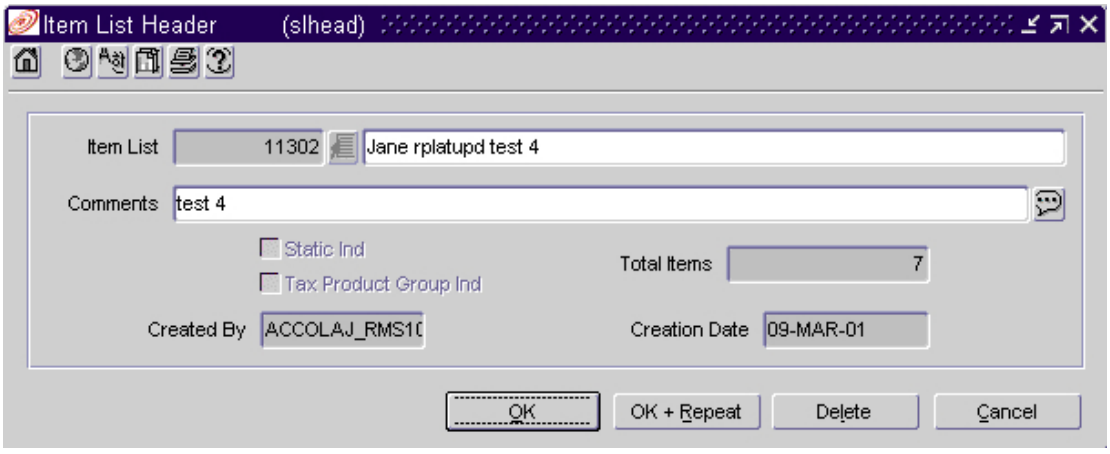


5. Click **Close** to close the window.

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. The Item List Header window is displayed.



1. To use the item list to make changes to items, from the Options menu, select Create Mass Item Change and select the appropriate change task.
2. Click **OK** to save your changes and close the window.

Maintain item attributes

The item attributes feature provides a way to record specific information about items. An attribute may be associated with multiple items. There are quick ways to make mass changes to attributes for items:

- 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.

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.

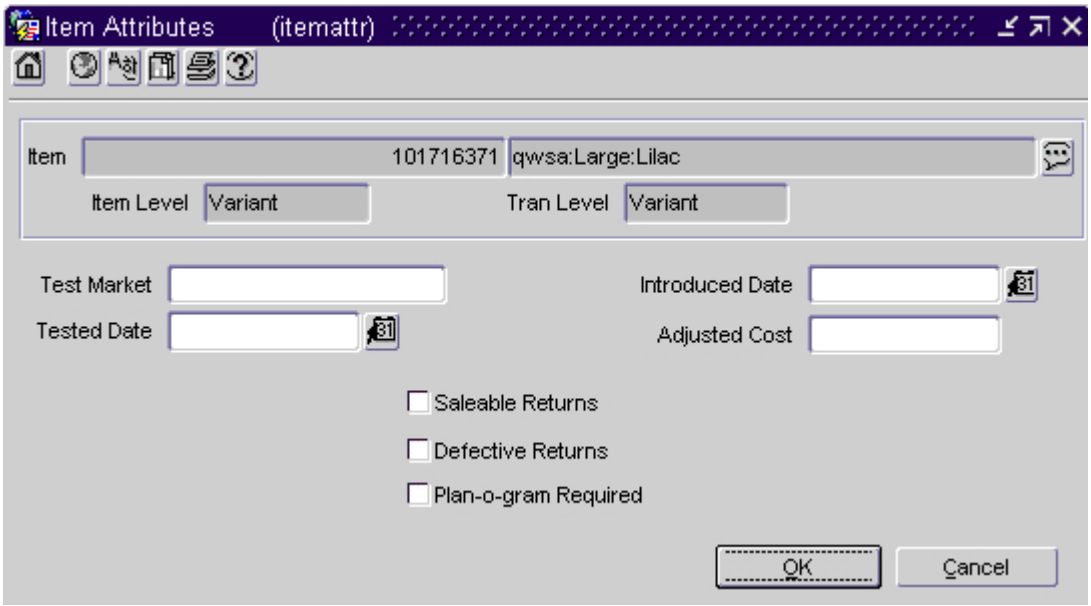
Procedures

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.



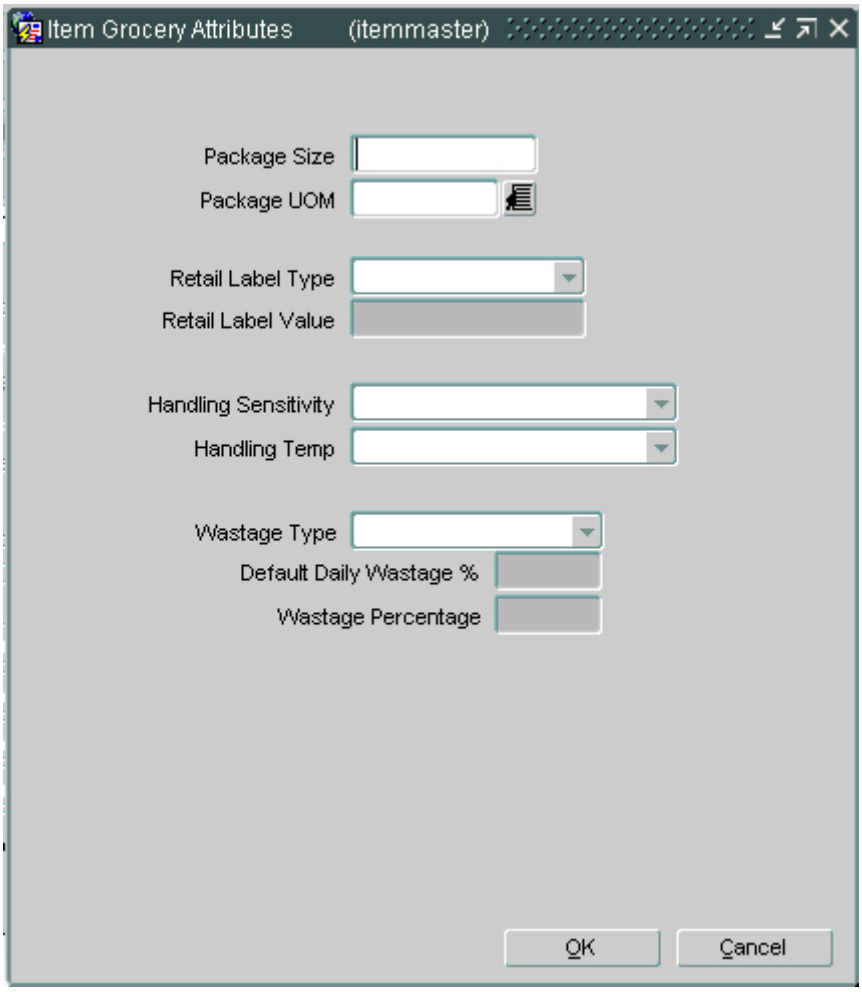
2. Enter or select the attributes that apply to the current item.
3. Click **OK** to exit.

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.

Click **Groc Attributes**. The Item Grocery Attributes window is displayed.



1. In the Package Size and Package UOM field, enter the size and unit of measure for a retail package of the current item.
2. In the Retail Label Type and Retail Label Value fields select the type of label applied to the package and its value.
3. In the Handling Sensitivity and Handling Temp fields, select any special handling instructions.
4. In the Wastage Type field, select the type of wastage.
5. In the Default Daily Wastage % field, enter the average percentage of spoilage an item is subject to on a daily basis.

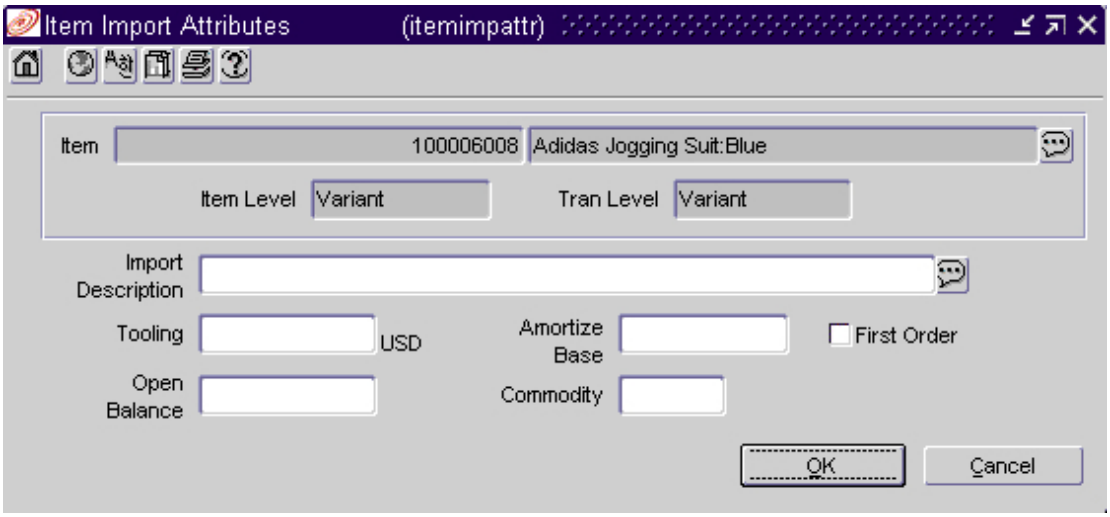
6. In the Wastage Percentage field, enter the average percentage of waste an item is subject to over its shelf life.
7. Click **OK** to save your changes and close the window.

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.

From the Options list, select Import Attributes. The Item Import Attributes window is displayed.

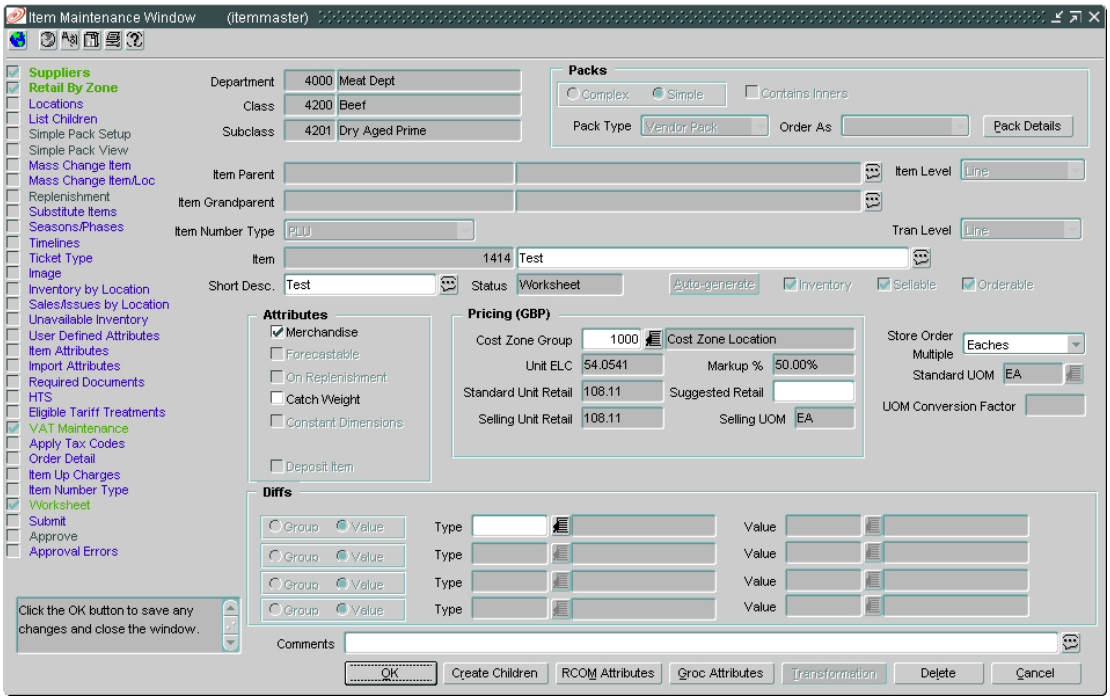


1. Enter or edit the attributes that apply to the current item.
2. Click **OK** to save your changes and close the window.

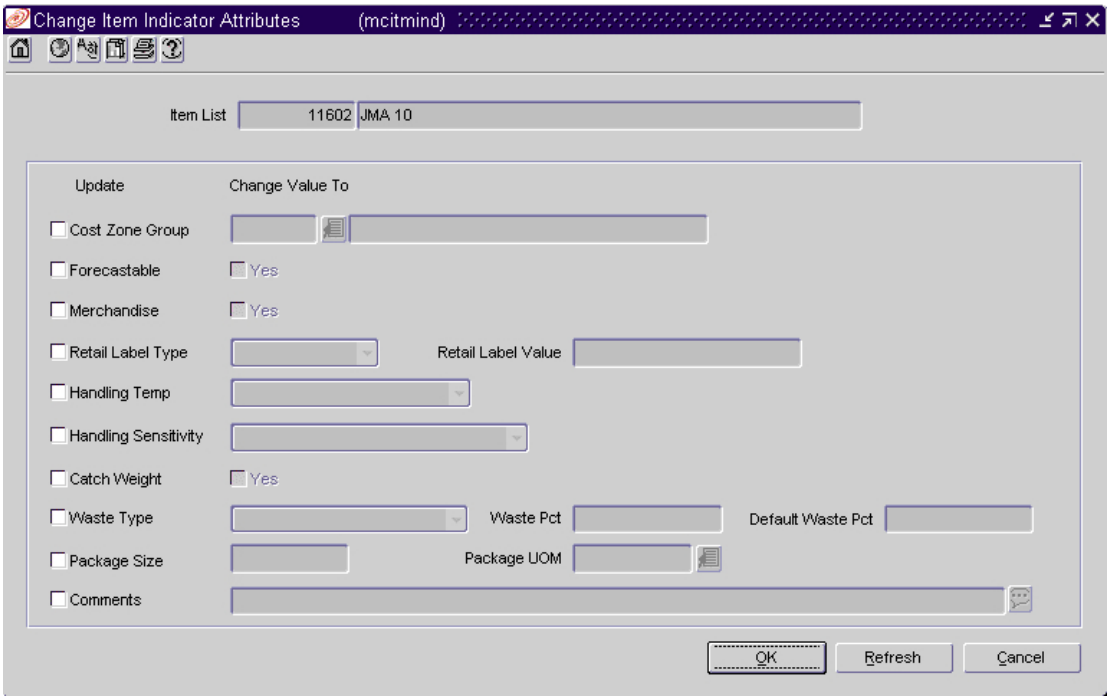
Edit attributes for an item by item

⇒ **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.



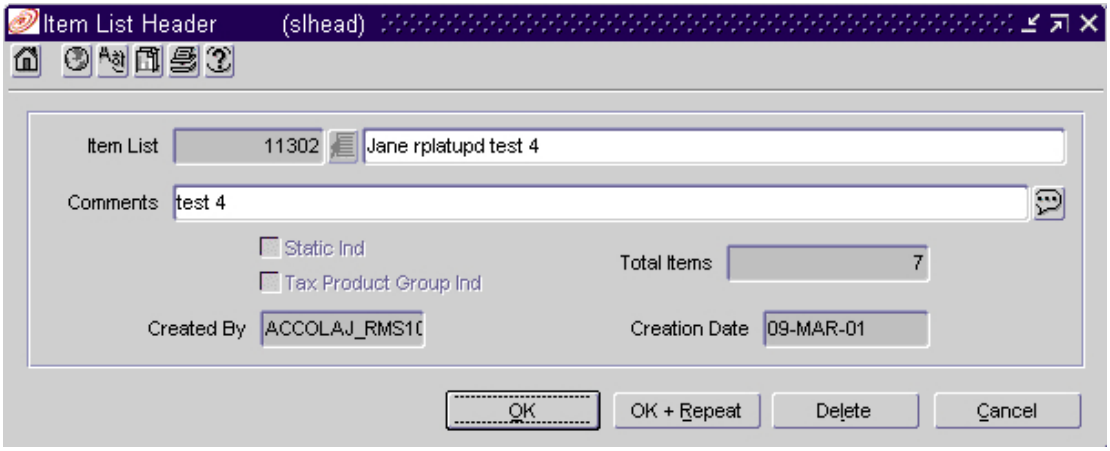
Note: Items need to be at the transaction level to change the attributes.

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.
6. Click **OK** to save your changes and close the window.

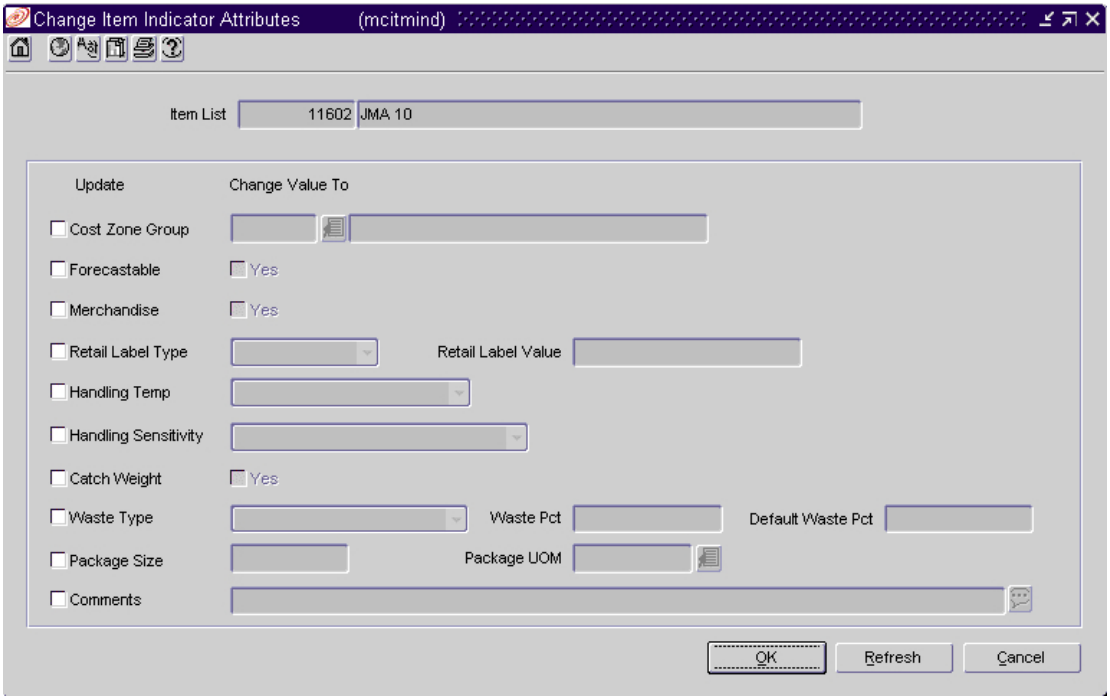
Edit attributes for items by item list

⇒ **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 save your changes and close the window.

Suppliers

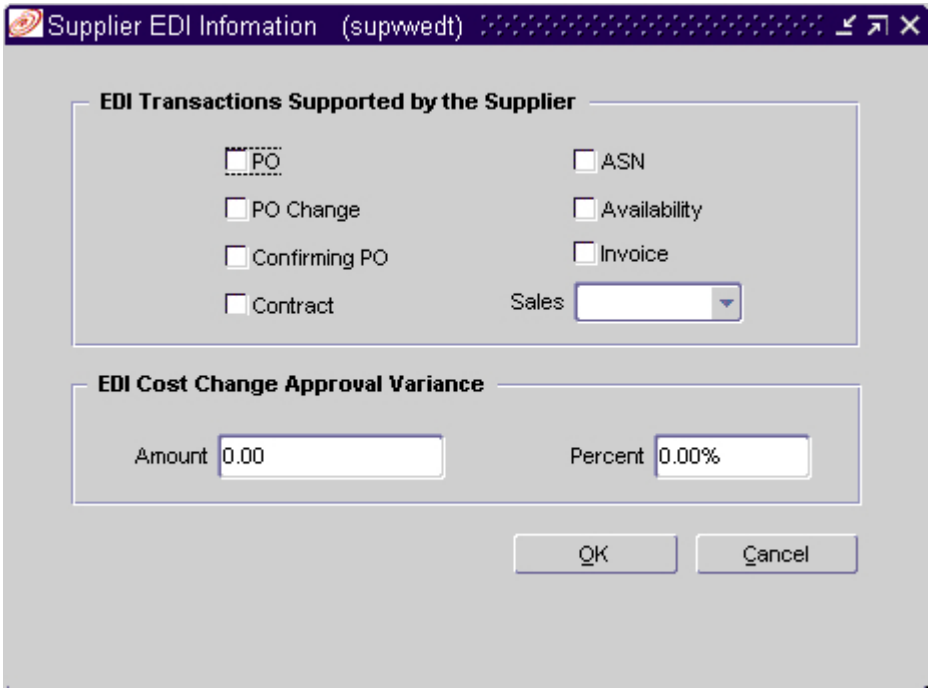
Record EDI capability for a supplier

⇒ **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.

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

1. From the Options menu, select EDI. The Supplier EDI Information window is displayed.



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 save your changes and close the window.

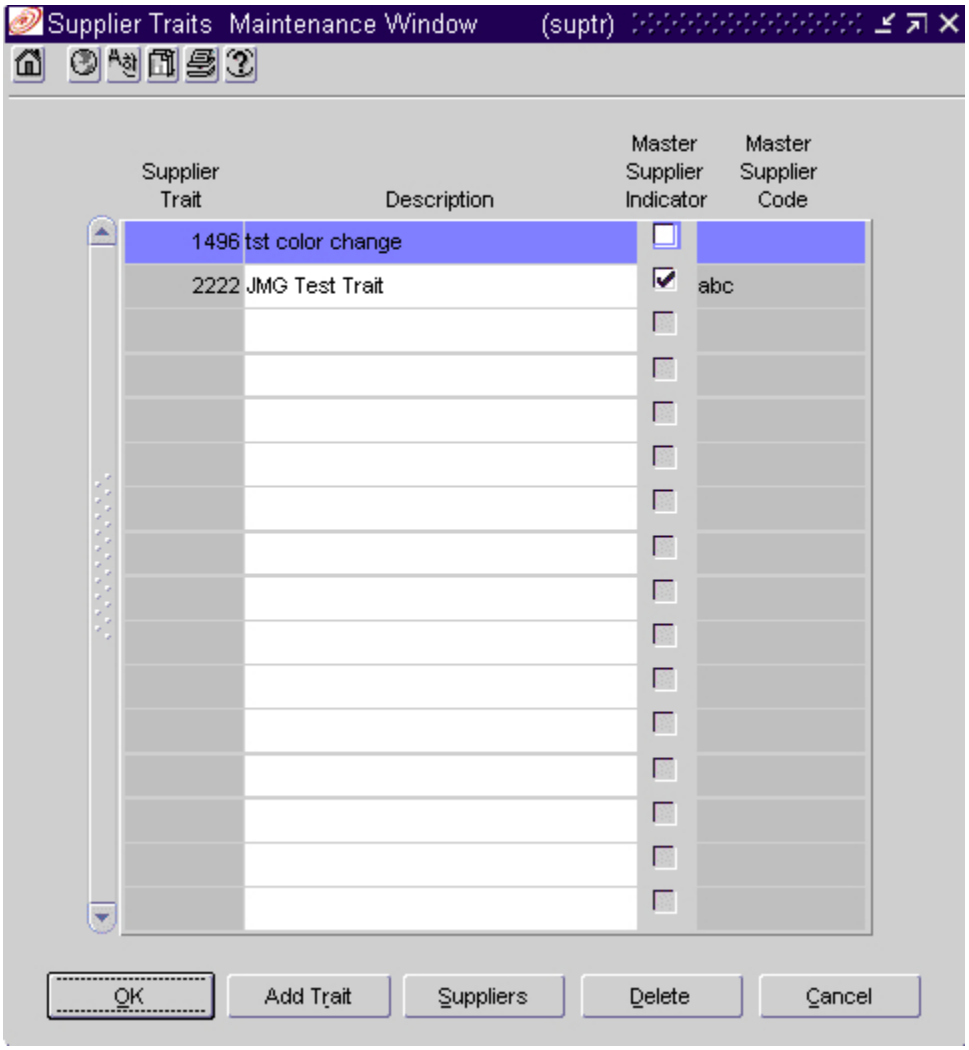
Define supplier traits

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.

Procedures

Add a supplier trait

⇒ **Navigate:** From the main menu, select Control > Traits > Supplier Traits > Edit. The Supplier Traits Maintenance window is displayed.

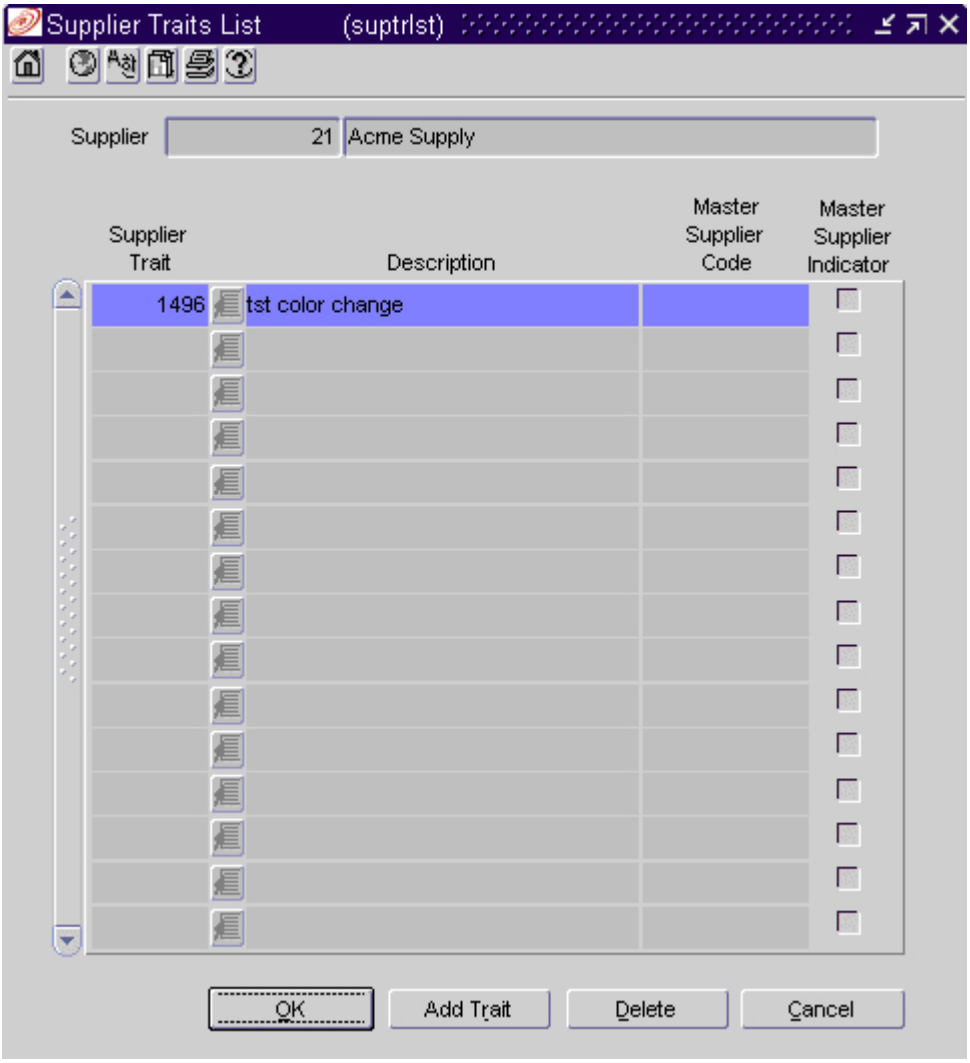


1. Click **Add Trait**.
2. In the Supplier trait field on the next available line, enter a unique ID for the trait.
3. In the Description field, enter the description for the trait.
4. Enter or select the optional information in the remaining fields as necessary.
5. Click **OK** to save your changes and close the window.

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.



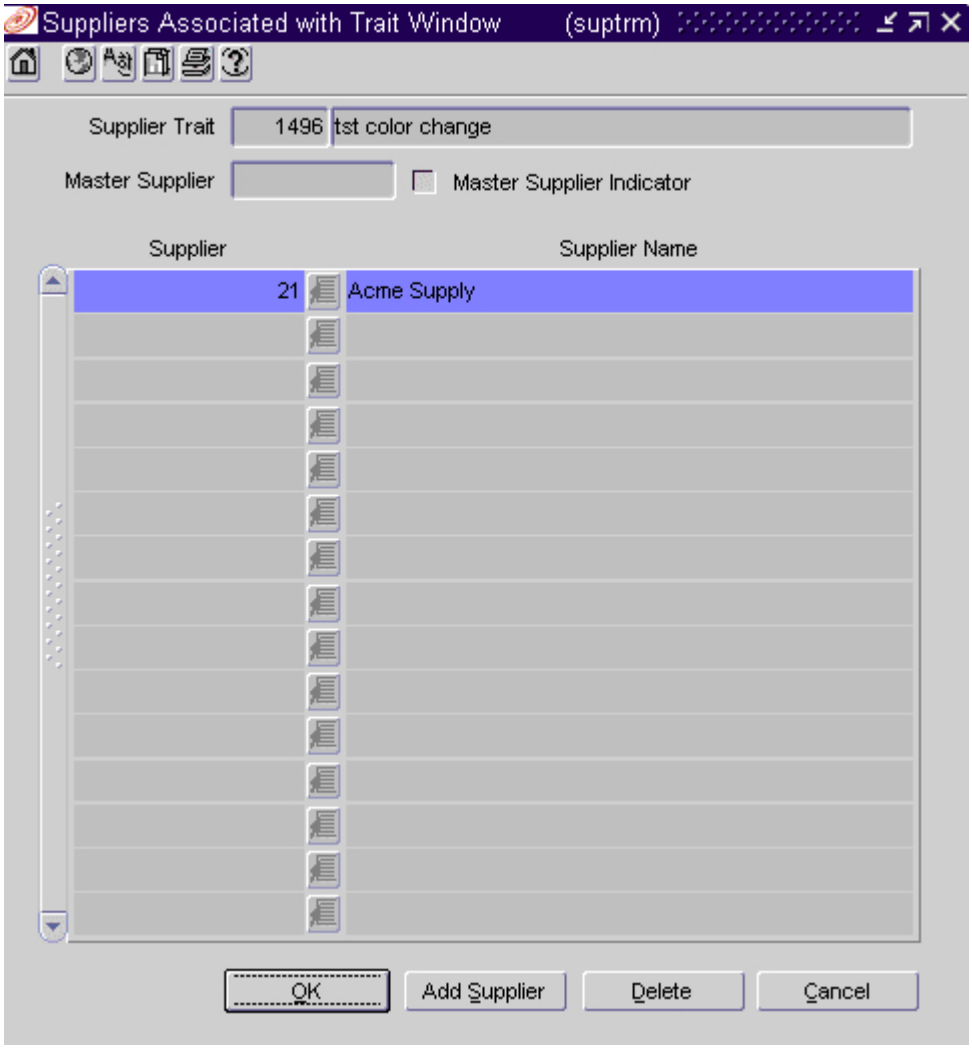
1. Click **Add Trait**.
2. In the Supplier Trait field on the next available line, enter the ID of the trait, or click the LOV button and select the trait.
3. Click **OK** to save your changes and close the window.

Associate a supplier with a supplier trait

⇒ **Navigate:** From the main menu, select Control > Traits > Supplier Traits > Edit. The Supplier Traits Maintenance window is displayed.

Select a supplier trait.

Click **Suppliers**. The Suppliers Associated with Trait window is displayed.



1. Click **Add Supplier**.
2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select a supplier.
3. Click **OK** to save your changes and close the window.

Maintain suppliers

The supplier management feature allows you to add, edit, and view the following information about suppliers:

- **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.

Procedures

Create a supplier

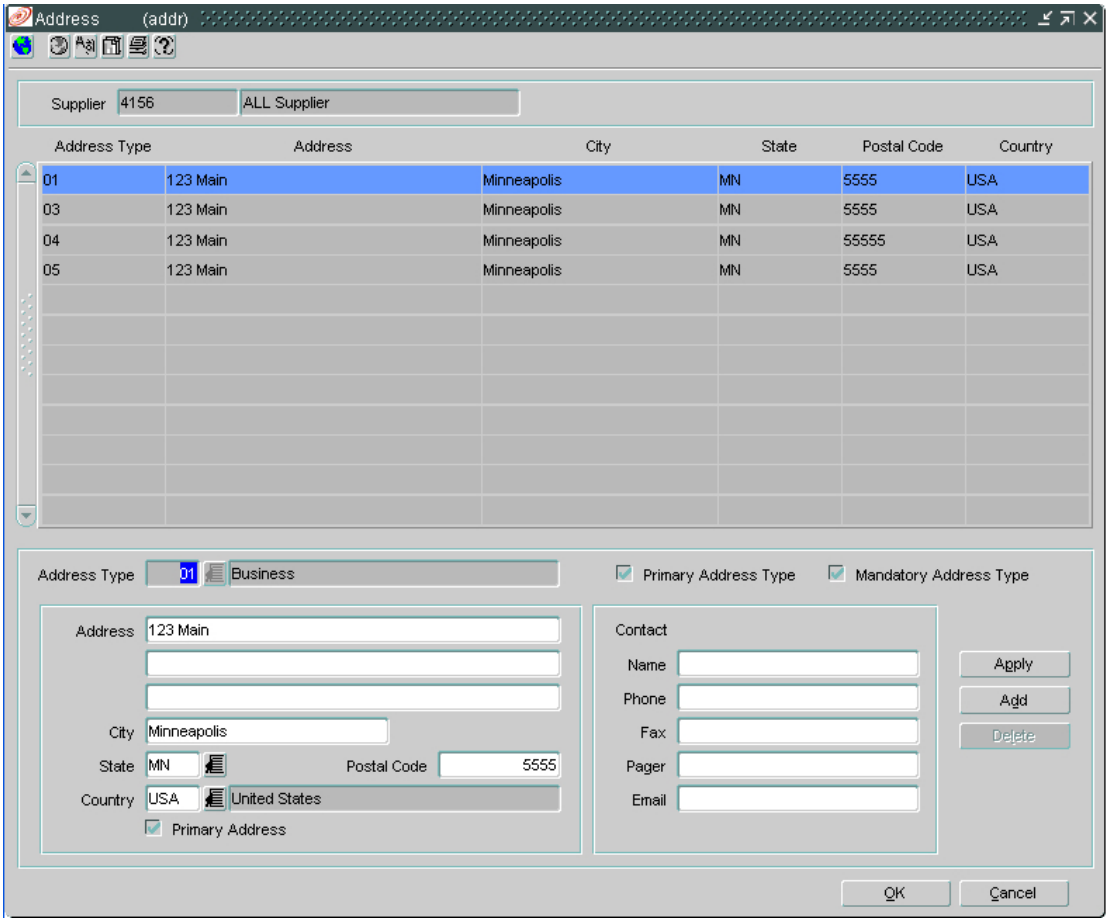
Note: If the Financials module is installed, new suppliers are created via a file transmission. You cannot create a supplier manually.

⇒ **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. Select the DSD check box to indicate that the supplier can provide direct store deliveries.
11. If you will be allowing vendor managed inventory with this supplier, select Worksheet or Approved in the VMI Order Status field.
12. In the Inventory Mgmt Info Level, select Supplier, Supplier/Loc, Supplier/Dept, or Supplier/Dept/Loc.
13. Select the appropriate indicators as necessary for the supplier. In the Indicators area:
    a. Select the QC Required check box, to indicate that goods received from the supplier must be inspected for quality.
    b. In the QC Pct field, enter what percentage of the goods must be inspected.
    c. In the QC Freq field, enter how often the items will be inspected.
    d. Select the Auto Contract Approval check box to indicate that contract orders are created in Approved status.
    e. Select the Pre-Mark Indicator check box to indicate that the supplier will break orders into separate, marked boxes that can be shipped directly to stores.
    f. Select the Bracket Costing check box to indicate the this supplier uses bracket costing in its pricing.
    g. Select the Back Orders check box to indicate the supplier accepts back orders.
14. Add an address for a supplier
15. Click **OK** to save any changes and close the window.

Add an address for a vendor

⇒ **Navigate:** From the Partner Maintenance or Supplier Maintenance window, select Address from the Options menu. The Address window is displayed.



1. In the Address Type field, enter the address type code, or click the LOV button and select an address type.
2. In the address area, enter the necessary address information.
3. If the address is the primary address for an address type, select the Primary Address check box.

Note: The Primary Address check box is only available if you are adding more than one address to an address type.

4. In the contact area, enter the necessary contact information.
5. Click **Apply**. The address is added to the table.
6. Click **OK** to close the window and save any changes.

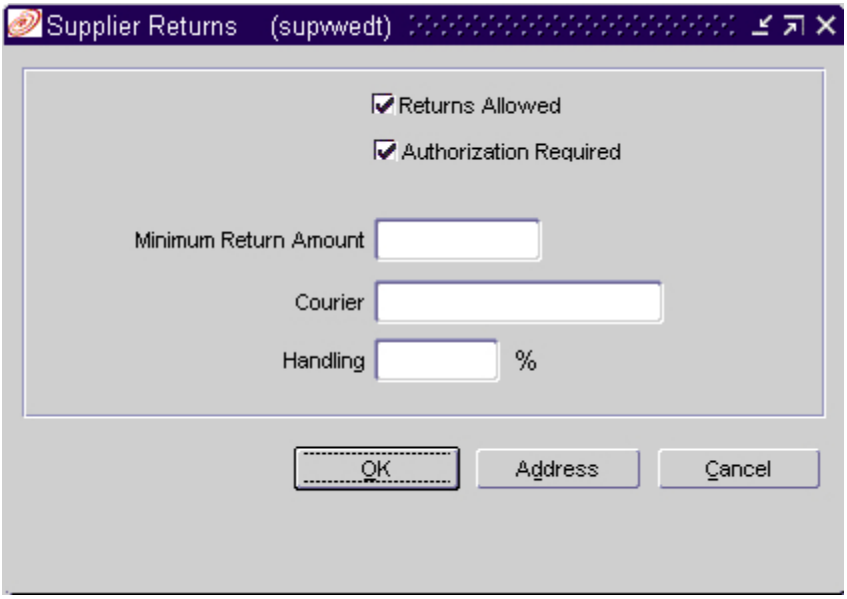
Note: You will not be able to close the window until you have added all the mandatory address types.

Record return requirements 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.

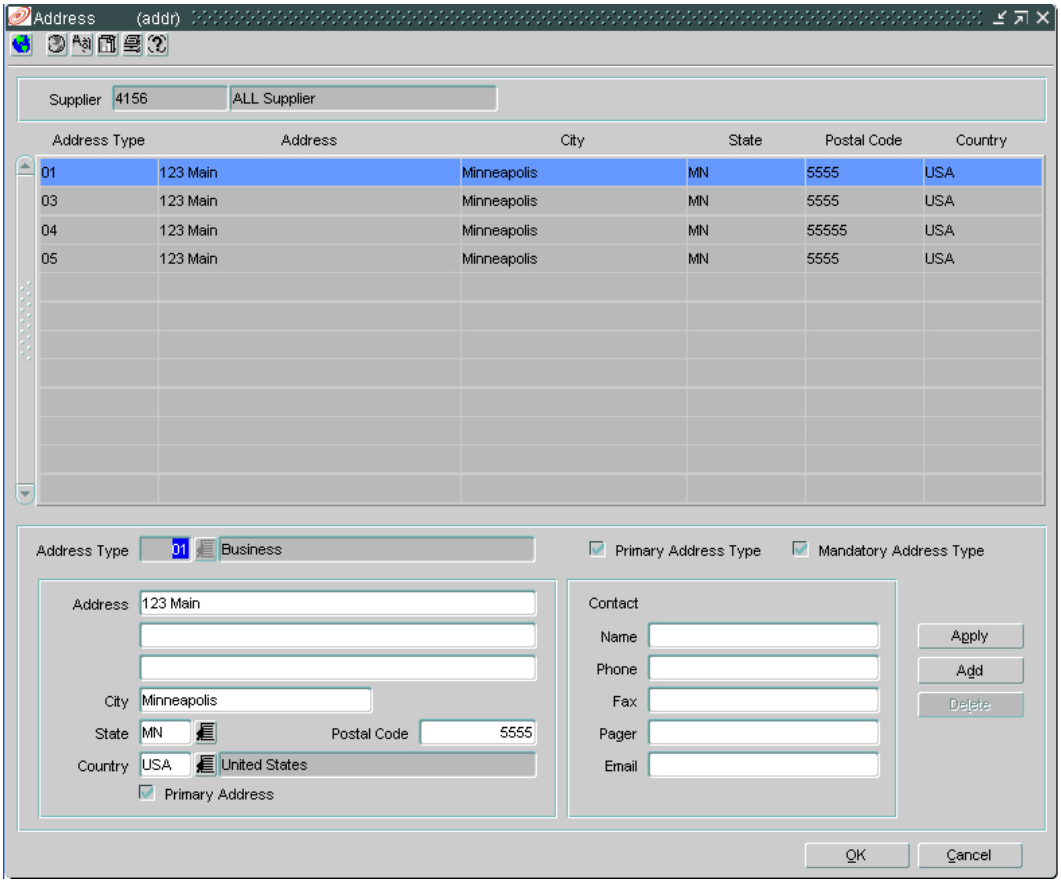
From the Options menu, select Returns. The Supplier Returns window is displayed.



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

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.

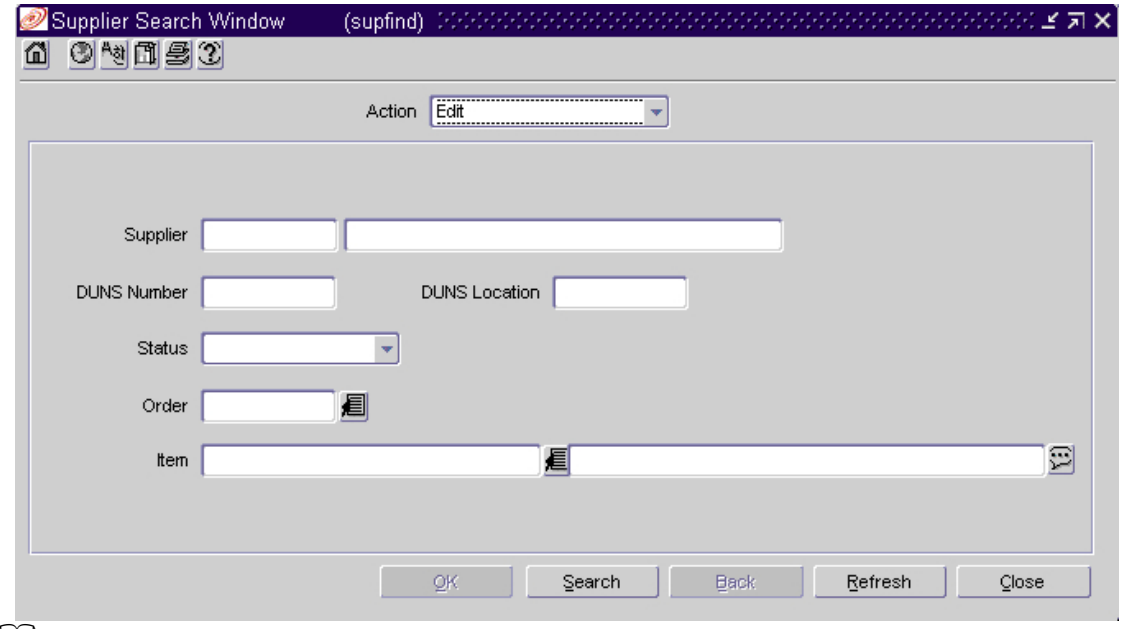
6. To enter the address to which returned goods should be shipped:
   a. Click **Address**. The Address window is displayed.



   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 save your changes and close the window.

Search for a supplier

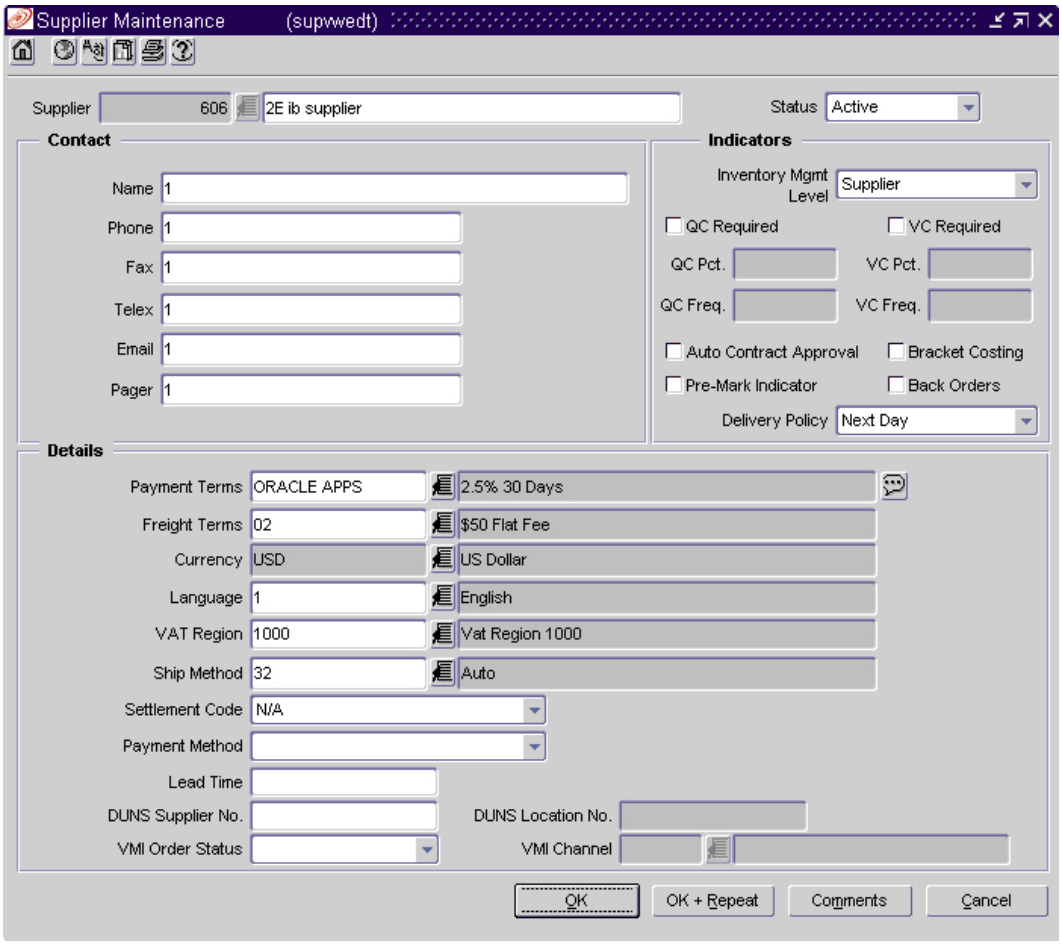
⇒ **Navigate:** From the main menu, select Control > Supplier. The Supplier Search window is displayed.



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

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.



5. Click **Close** to close the window.

Maintain supplier attributes

The supplier attributes feature provides a way to record specific information about suppliers.

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.

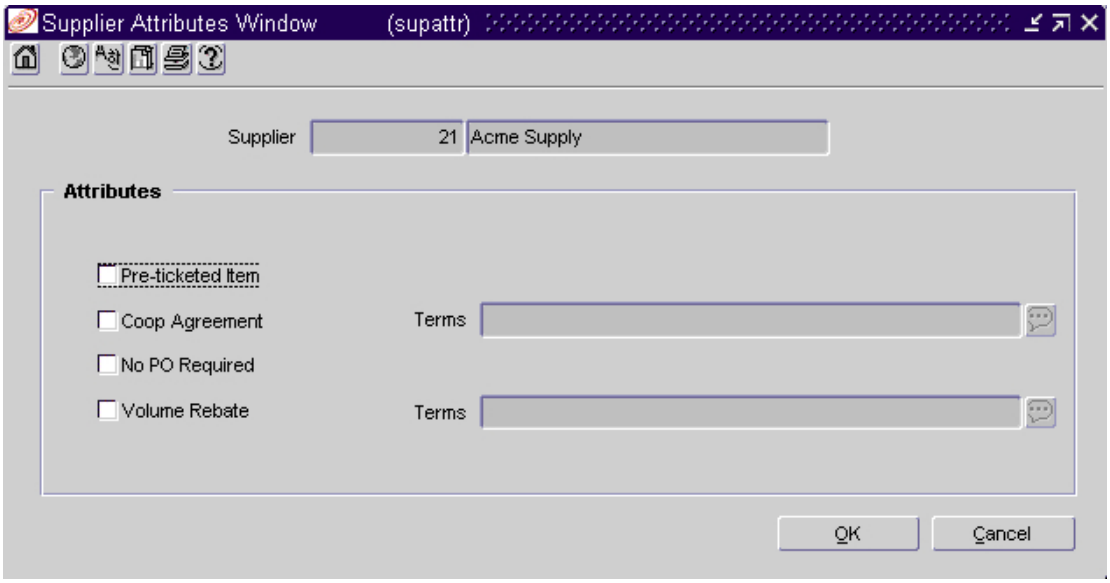
Procedures

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.

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



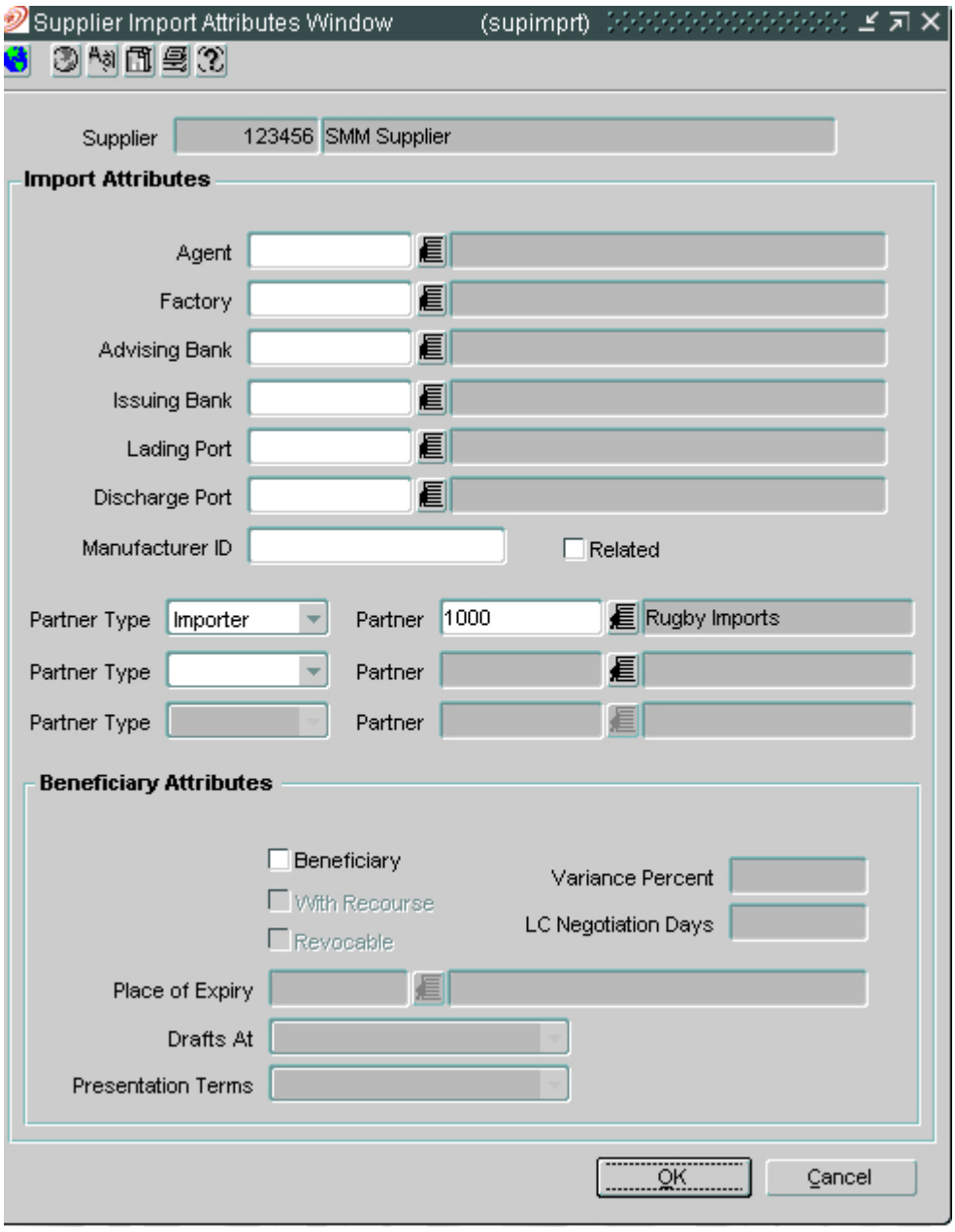
1. Enter or select the attributes that apply to the current supplier.
2. Click **OK** to save your changes and close the window.

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.

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



1. Enter or select the import attributes that apply to the current supplier.
2. Click **OK** to save your changes and close the window.

Maintain partners

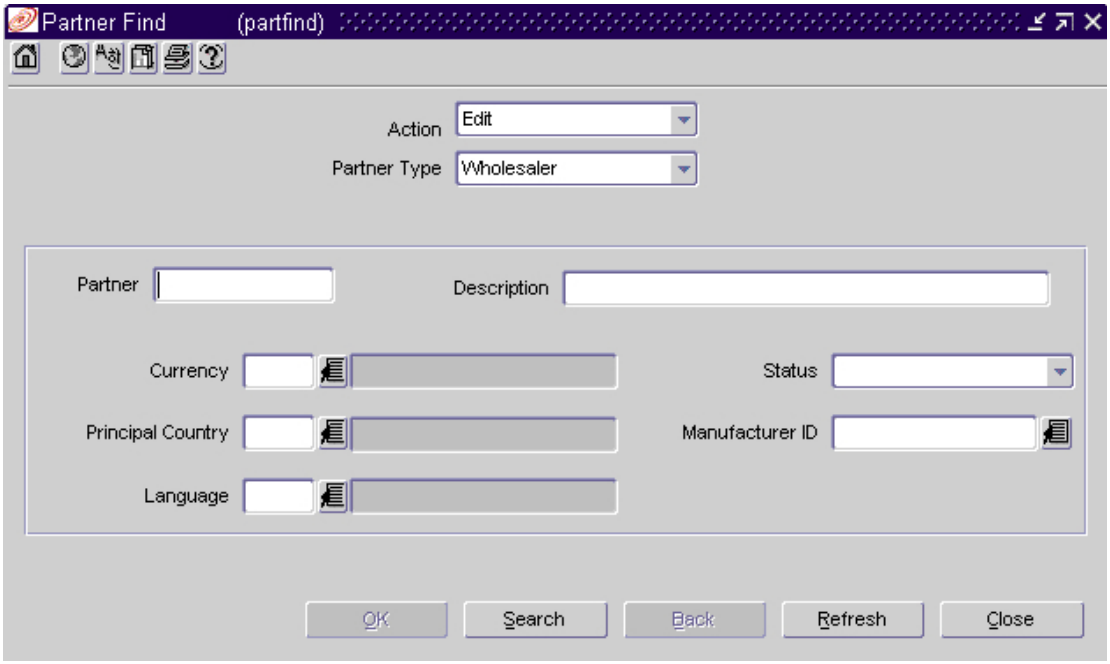
A partner is a person or entity that has an association with your organization in various areas of the procurement process. Partners can include those involved in transporting goods, escheatment, providing credit, and providing services. For bank partners, you can track the status of your line of credit.

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.

Procedures

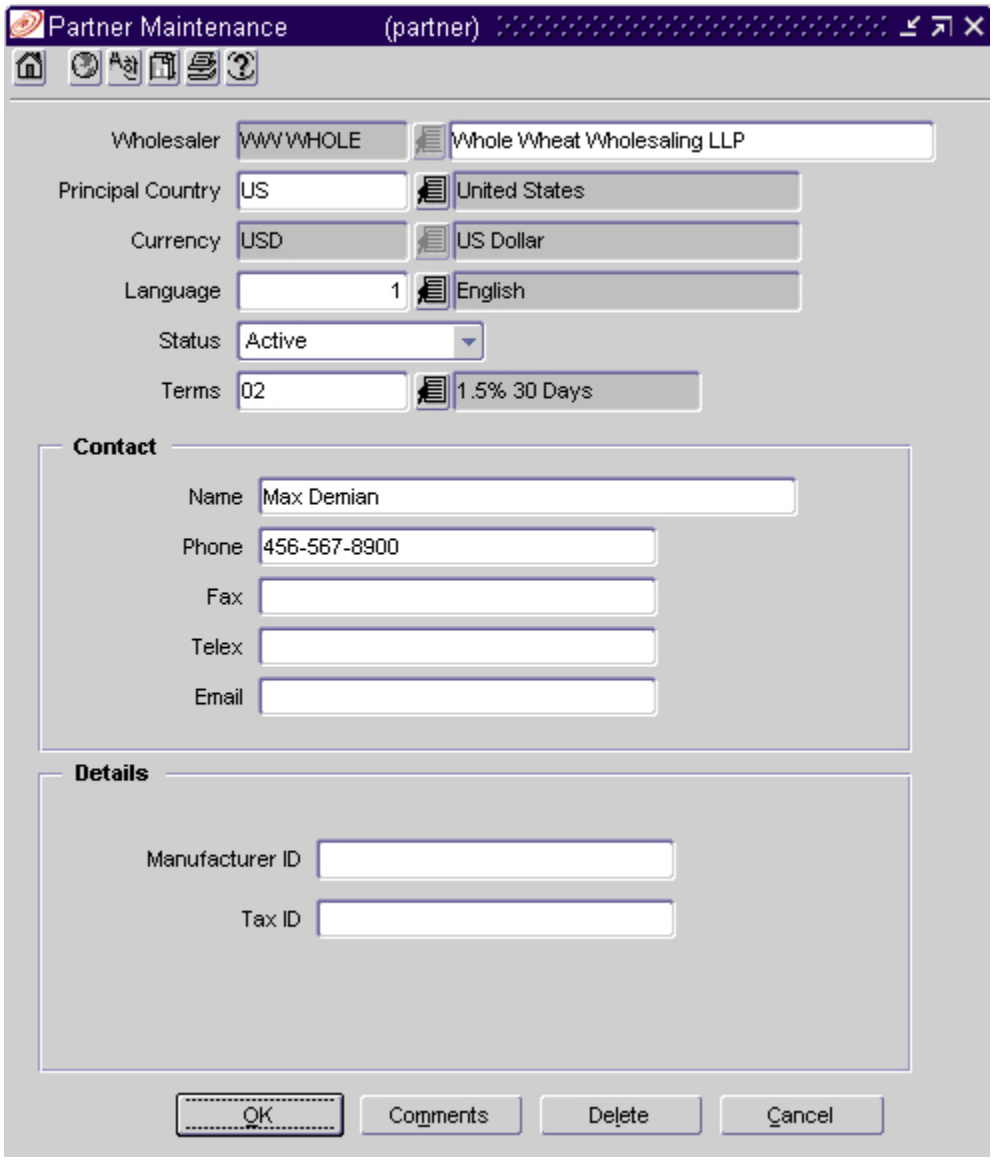
Create a partner

⇒ **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.



4. In the first field, enter an ID and description for the partner.

Note: The label for this field depends on the type of partner.

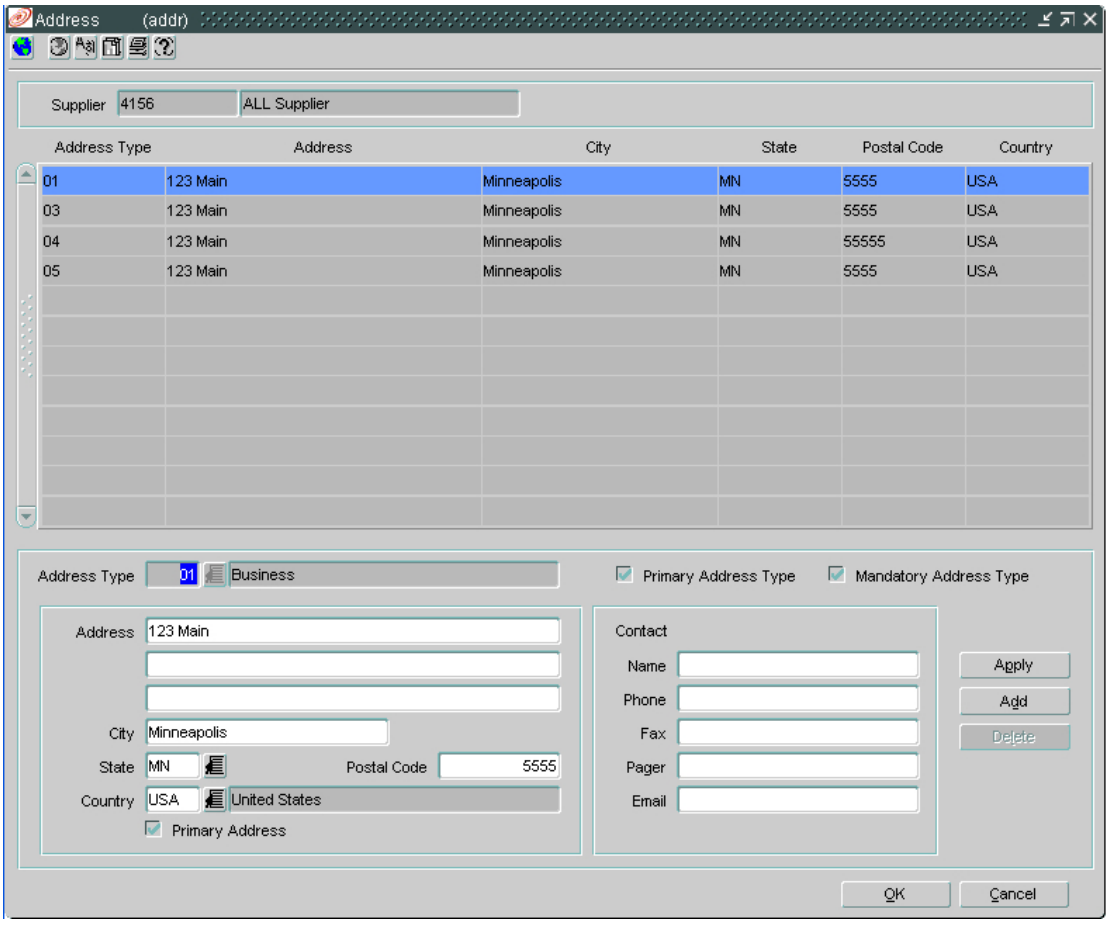
Note: You cannot enter an ID if your system is set up to automatically generate IDs.

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. Add an address for the partner.
12. Click **OK** to save your changes and close the window.

Add an address for a vendor

⇒ **Navigate:** From the Partner Maintenance or Supplier Maintenance window, select Address from the Options menu. The Address window is displayed.



1. In the Address Type field, enter the address type code, or click the LOV button and select an address type.
2. In the address area, enter the necessary address information.
3. If the address is the primary address for an address type, select the Primary Address check box.

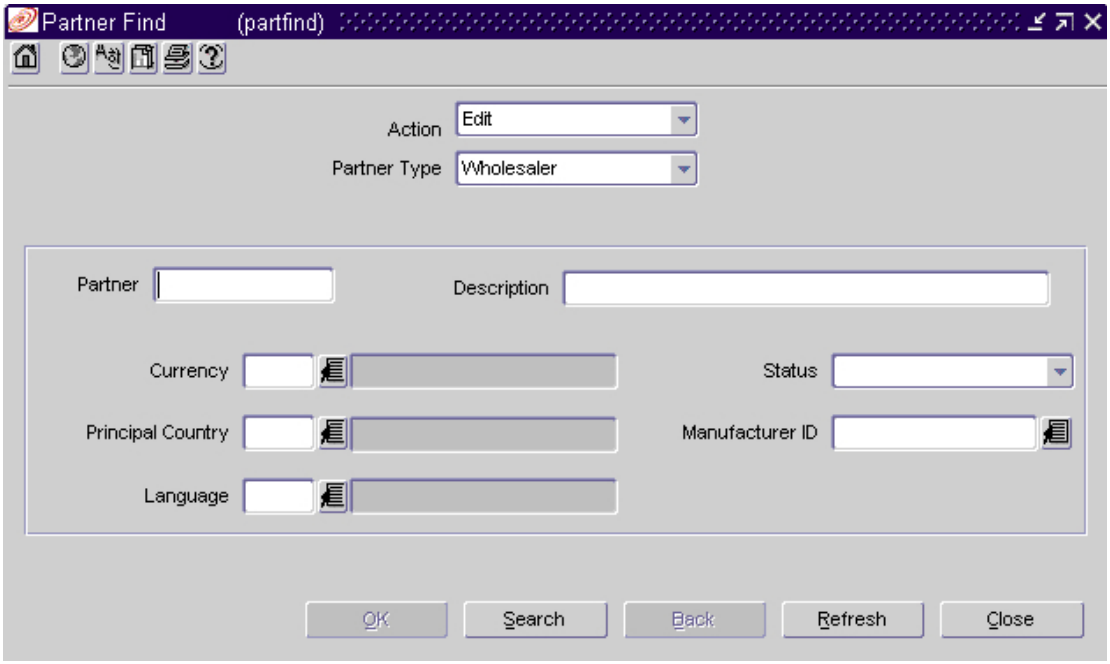
Note: The Primary Address check box is only available if you are adding more than one address to an address type.

4. In the contact area, enter the necessary contact information.
5. Click **Apply**. The address is added to the table.
6. Click **OK** to close the window and save any changes.

Note: You will not be able to close the window until you have added all the mandatory address types.

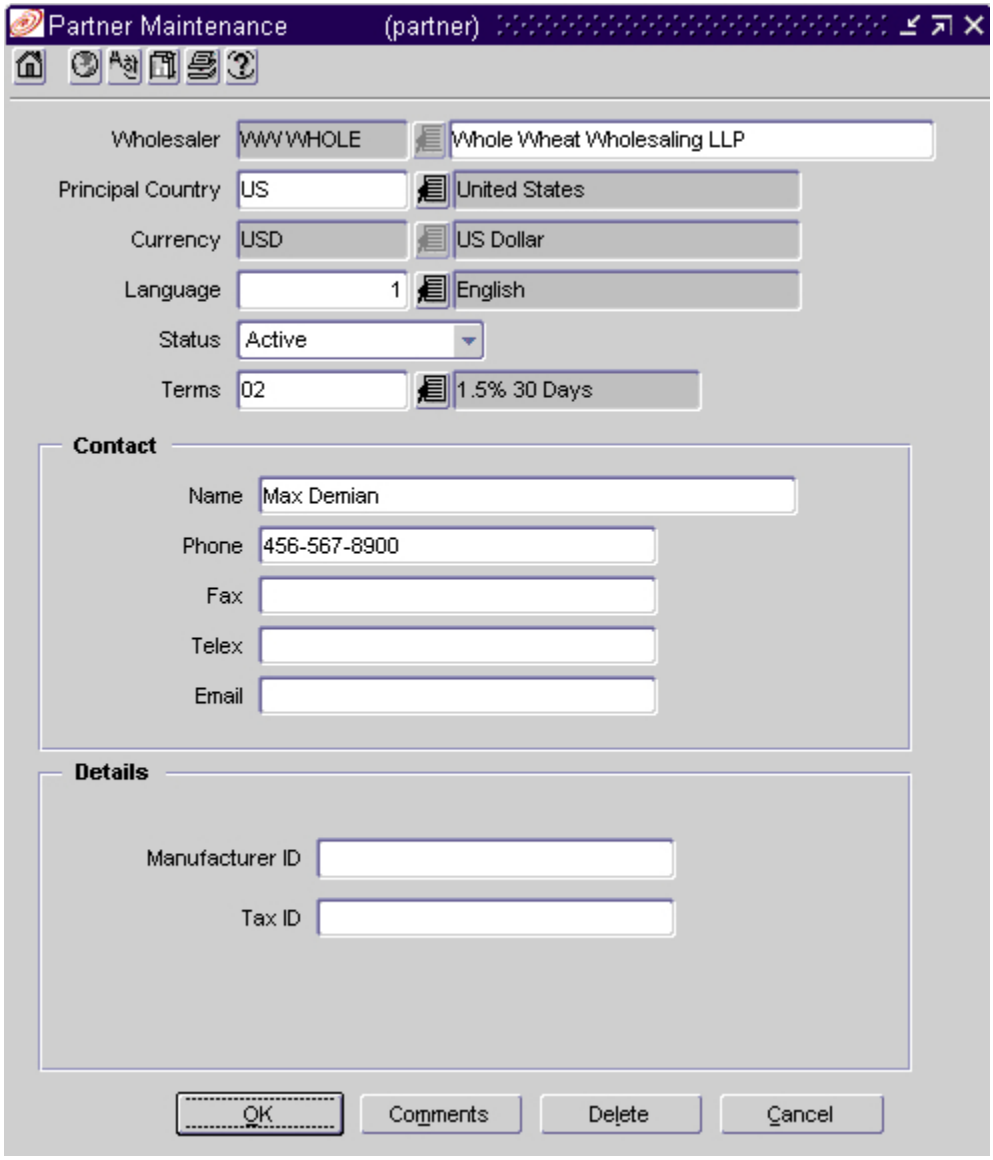
Search for a partner

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



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 close the window.

Chapter 4 – Item Maintenance

Item maintenance

Items

Set up diffs

Create an item

Submit and approve the item

Accept EDI items

Reclassify items

Set up diffs

RMS item creation allows you to create simple or complex items. Complex items are created by defining each variation of the item as an Item Level. A diff allows you to distinguish an item by characteristic. For items that do vary, you can use diffs to create up to three levels of an item.

Diff Types

Up to 30 different diff types can be created in RMS. Examples of diff types are color, size, flavor or pattern. By tracking information based on diffs you are able to identify which variety of an item has the best rate of sale, expedite ordering and transferring goods, and generate detailed reports.

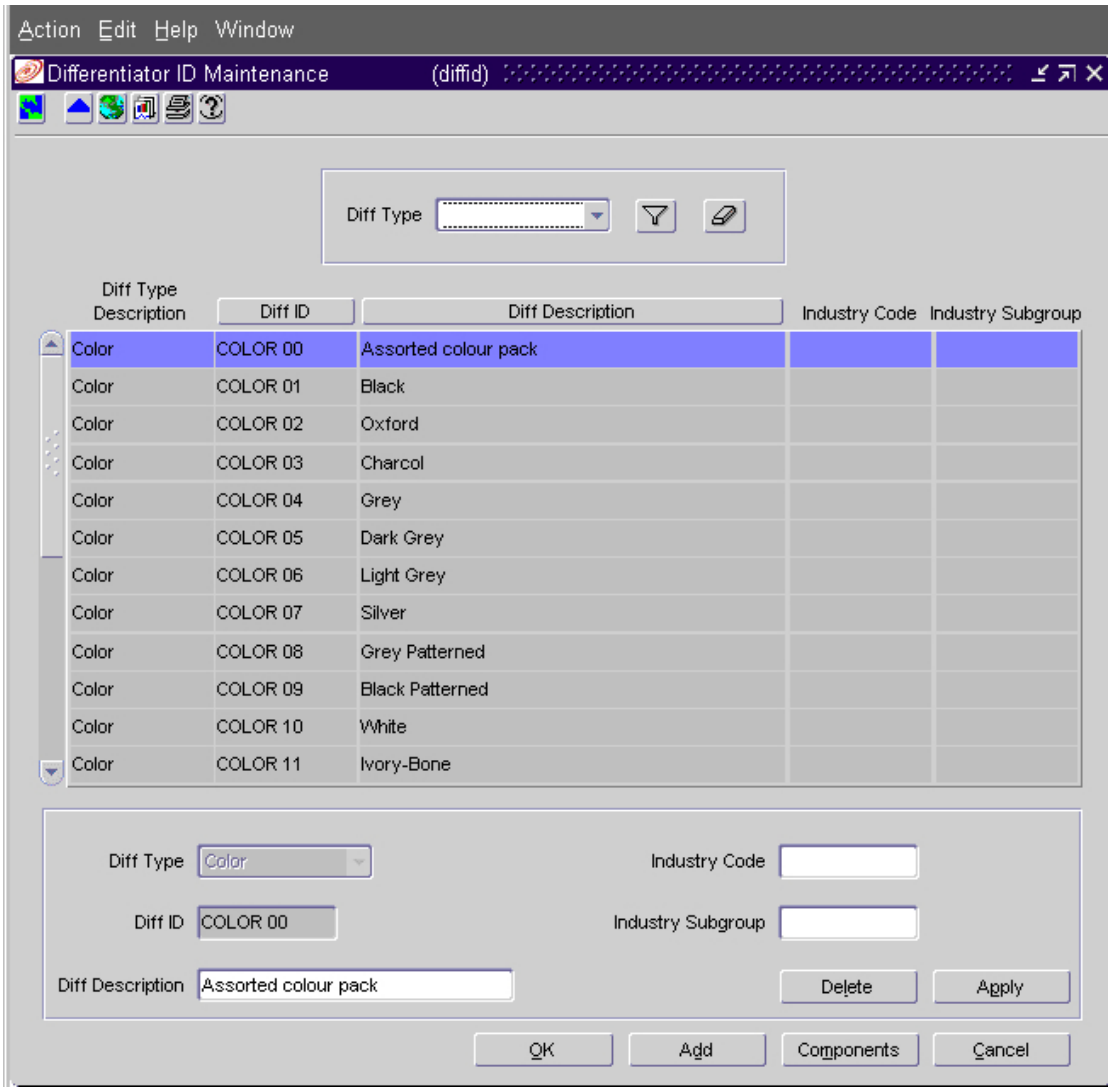
Diff Ratio

Diff ratios are used to designate the quantity of each diff that should be fulfilled as a percentage of the total diff quantity. You are able to view and edit the results of a diff ratio that has been calculated by a batch program, base a store's diff ratios on those for another store, and you edit the quantity for each diff or diff combination.

Procedures

Add a diff

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

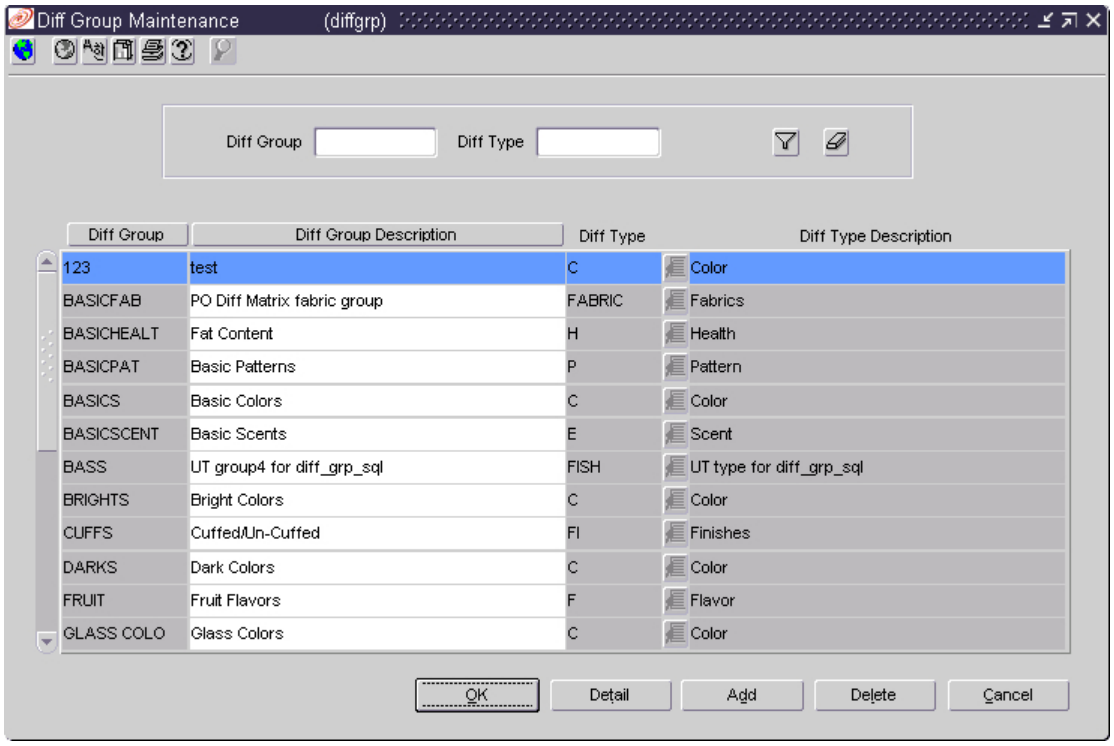


1. Click **Add**. The fields in the apply block are cleared.
2. In the Diff Type field, enter a diff type, or click the LOV button and select a diff type.
3. In the Diff ID field, enter a unique ID for the new diff.
4. In the Diff Description field, enter a diff description.
5. In the Industry Code field, if the diff is a size, you may enter a valid National Retail Federation (NRF) size code.
6. In the Industry Subgroup field, if the diff is a color, you may enter a valid National Retail Federation (NRF) color code.
7. Click **Apply**. The diff is added to the table.

8. Click **OK** to save your changes and close the window.

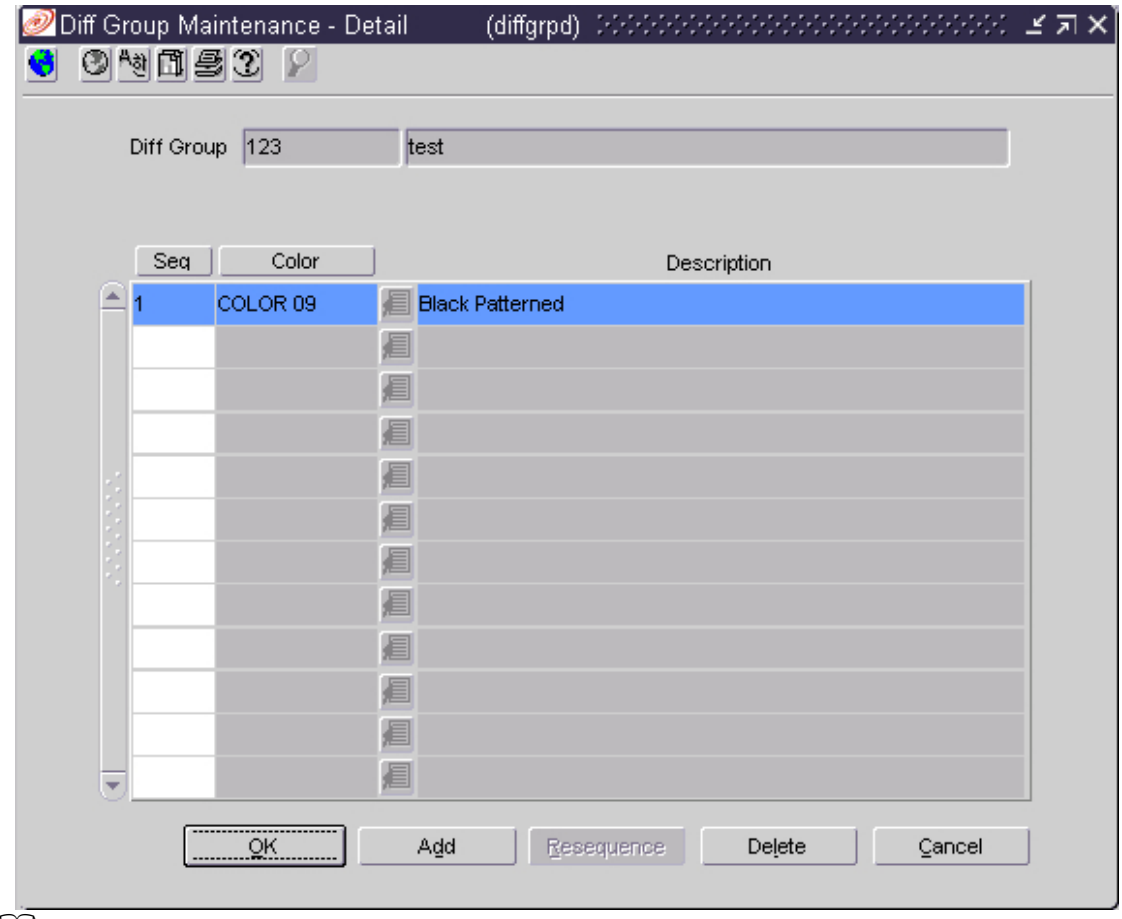
Add a diff group

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



1. Click **Add**. The next available line is enabled.
2. In the Diff Group field, enter a unique ID for the diff group.
3. In the Diff Group Description field, enter a description for the diff group.
4. In the Diff Type field, click the LOV button and select a diff type for the new group.

5. Click **Detail**. The Diff Group Maintenance - Detail window is displayed.

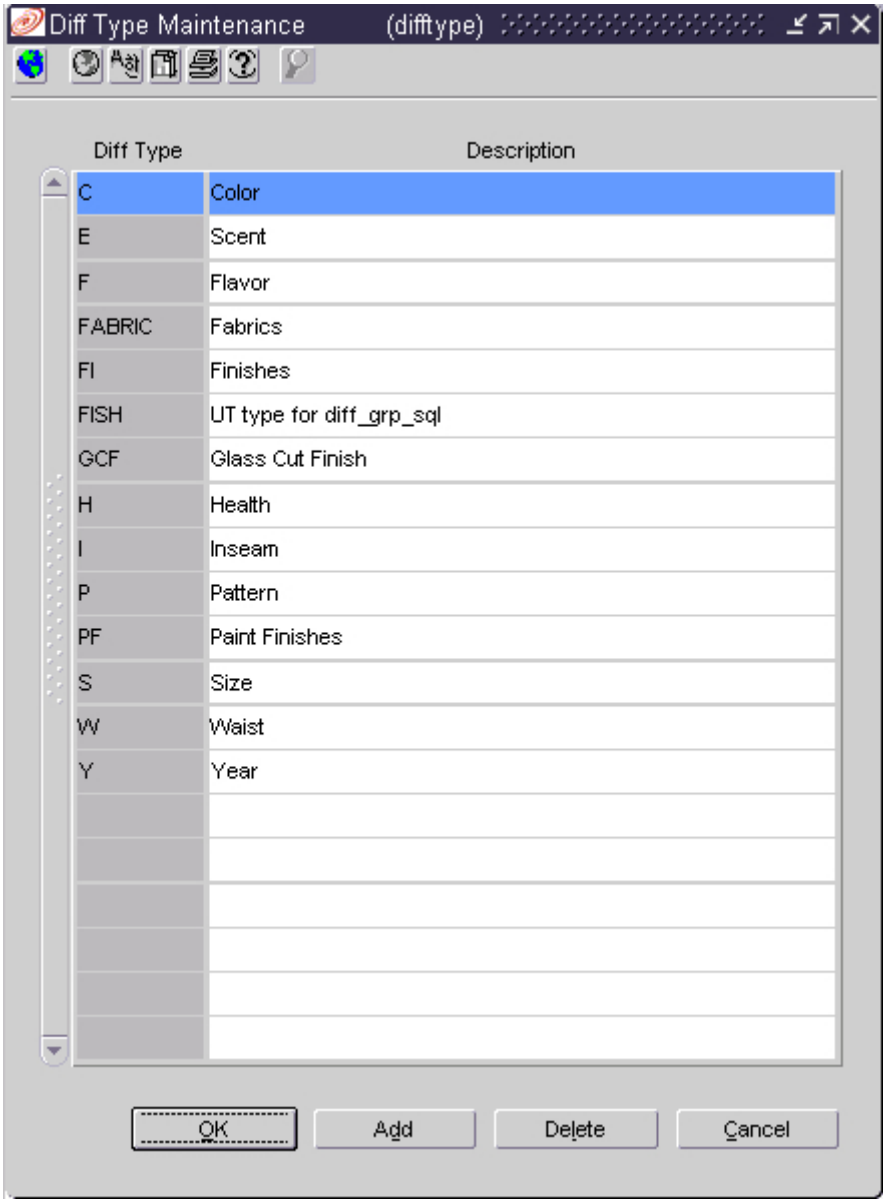


Note: Click **OK** in response to the message confirming the addition of the diff group. Click **OK** when prompted that there are no details for the group.

6. Click **Add**.
7. In the Seq field, enter a numeric value for each diff ID in the diff group. When the diffs are displayed on RMS windows, they will be sequenced in the order indicated in the Seq field.
8. In the Diff ID field, enter the ID of the diff, or click the LOV button and select the diff. The label for the Diff ID field will display the diff type assigned to this group.
9. Click **OK** to save your changes and close the window.

Add a diff type

⇒ **Navigate**: From the Main Menu, select Items > Diffs > Diff Types > Edit. The Diff Type Maintenance window is displayed.



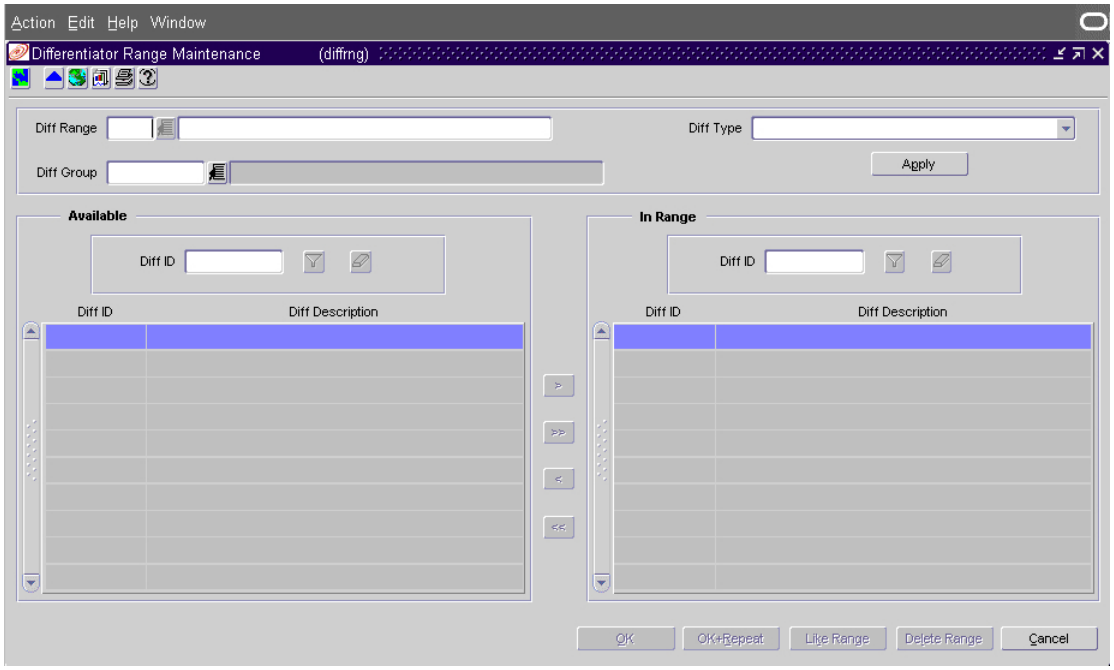
1. Click **Add**. A blank row is highlighted.
2. In the Diff Type field, enter a unique diff type ID.
3. In the Description field, enter a description for the new diff type.
4. Click **Add** to add any additional diff types.

📖 **Note:** You may have up to 30 diff types in RMS.

5. Click **OK** to save your changes and close the window.

Create a diff range

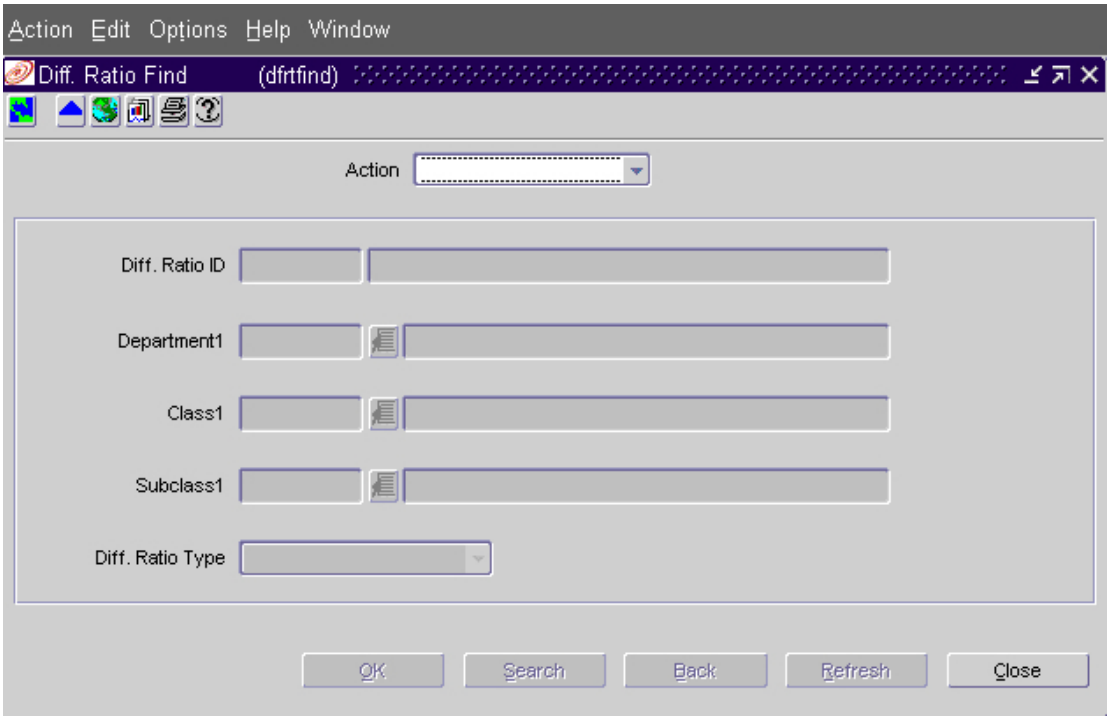
⇒ **Navigate:** From the main menu, select Items > Diffs > Diff Range > New. The Diff Range Maintenance window is displayed.



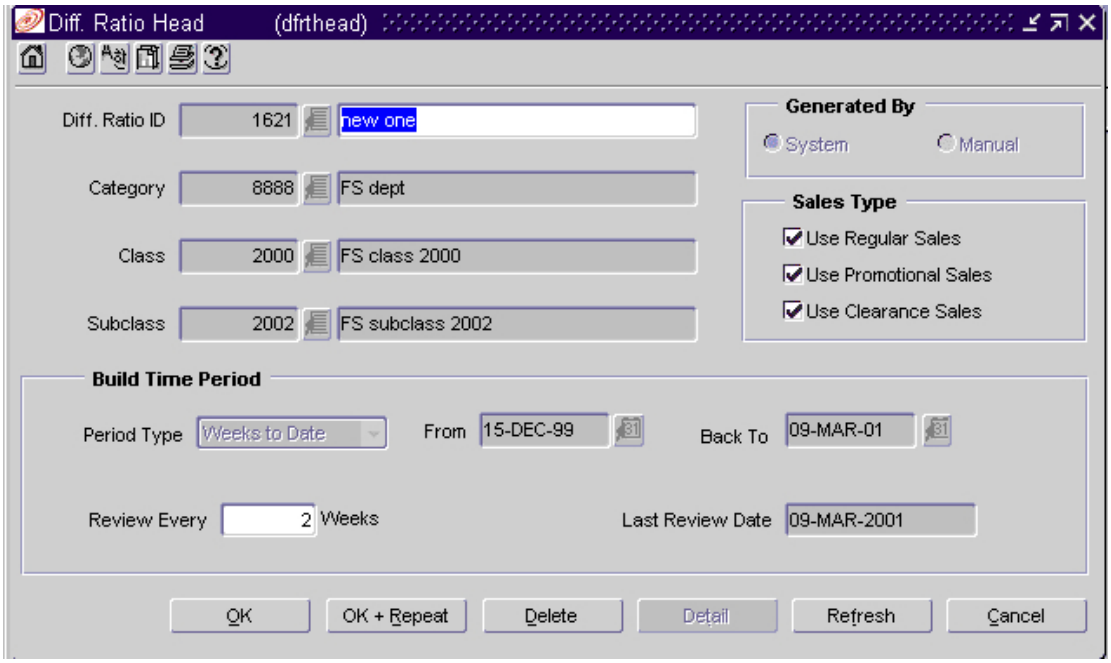
1. In the Diff Range field, enter the ID and description of the diff range.
2. In the Diff Type field, select a type of diff that you want to include in the range.
3. In the Diff Group field, enter the ID of a group of diffs that you want to include in the range, or click the LOV button and select the diff group.
4. Repeat steps 2 and 3 for up to 3 total diff type/group combinations.
5. Click **Add Details** to enable the first row in the table.
6. Enter a valid diff ID to include in the diff range, or click the LOV button and select the diff range. The diff types selected in step 2 above are displayed as the labels for Diff ID fields in table.
7. Select additional diff IDs as needed to complete the diff range record.
8. Click **Add**, and repeat steps 6 and 7 above, to add another diff ID to the range.
9. If Percent or Ratio were selected in the Diff Range Type field, enter a percent or ratio in the last column of the table, for each diff detail.
10. Click **OK** to save your changes and close the window.

Create a diff ratio

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

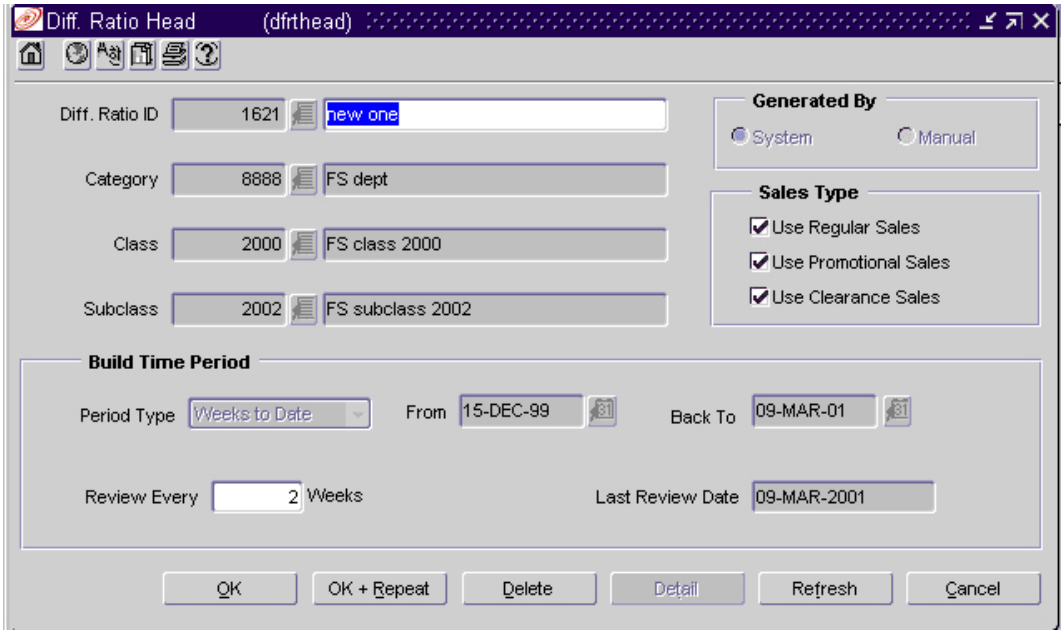


1. In the Action field, select New.
2. Click **OK**. The Diff Ratio Head window is displayed.



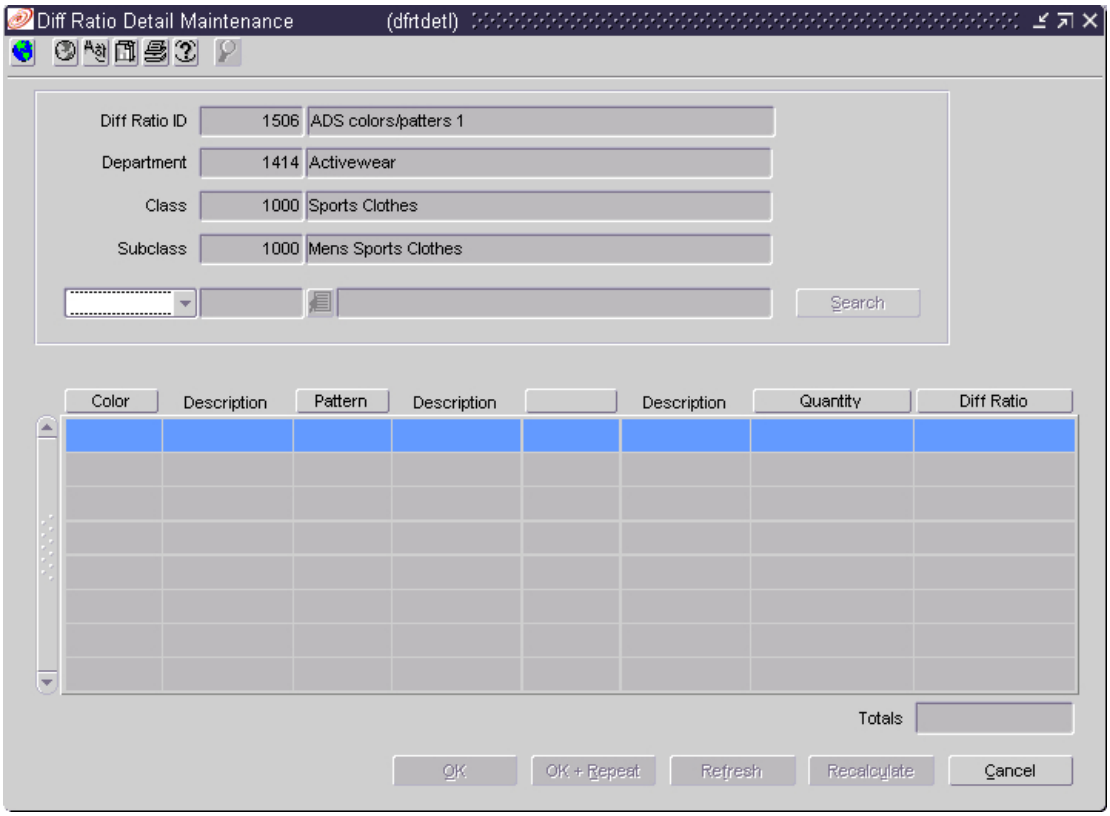
Note: The diff ratio ID is filled in automatically.

3. In the Diff Ratio ID field, enter the description of the diff ratio.
4. Select either the System or Manual option.
5. If you select System:
6. Enter the ID of the department, class, and subclass in the appropriate fields, or click the LOV buttons and select them.
7. Enter up to three diff groups to be associated with this ratio, or click the LOV buttons and select them.
8. In the Sales Type area, select the types of sales that you want to include in the size ratio.
9. In the Build Time Period, select the type of time period. Then enter the dates or the number of weeks in the appropriate fields.
10. In the Review Every Weeks field, enter how often the size ratio should be recalculated.
11. 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 diff ratio that you want to copy, or click the LOV button and select the diff ratio.
    c. Click **OK** to close the window. The merchandise levels, sales types, diff groups, and time period information are copied to the current sales ratio.

12. Click **Detail**. The Diff Ratio Detail Maintenance window is displayed.



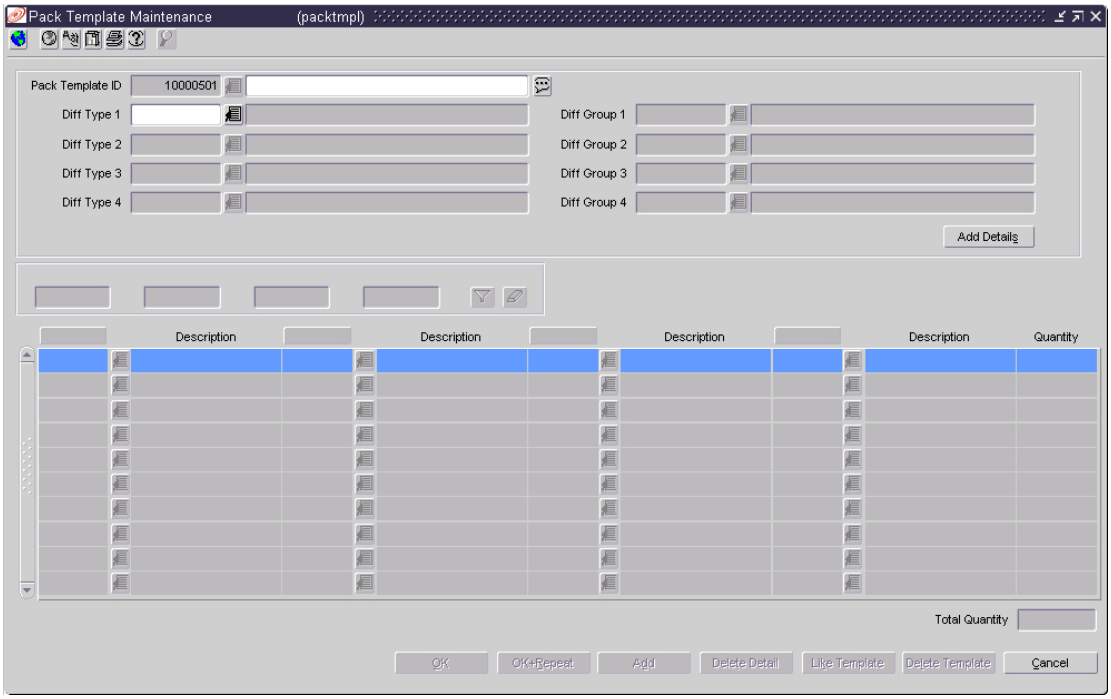
13. In the Subclass/Store field, select either Store or Subclass. If you select Store, enter the ID of the store, or click the LOV button and select the store. The quantity and ratio for each diff at the store (or all stores if you selected Subclass) are displayed.

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

13. Edit the quantities as necessary.
14. Click **Recalculate**.
15. Click **OK** to save your changes and close the windows.

Create a pack template

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

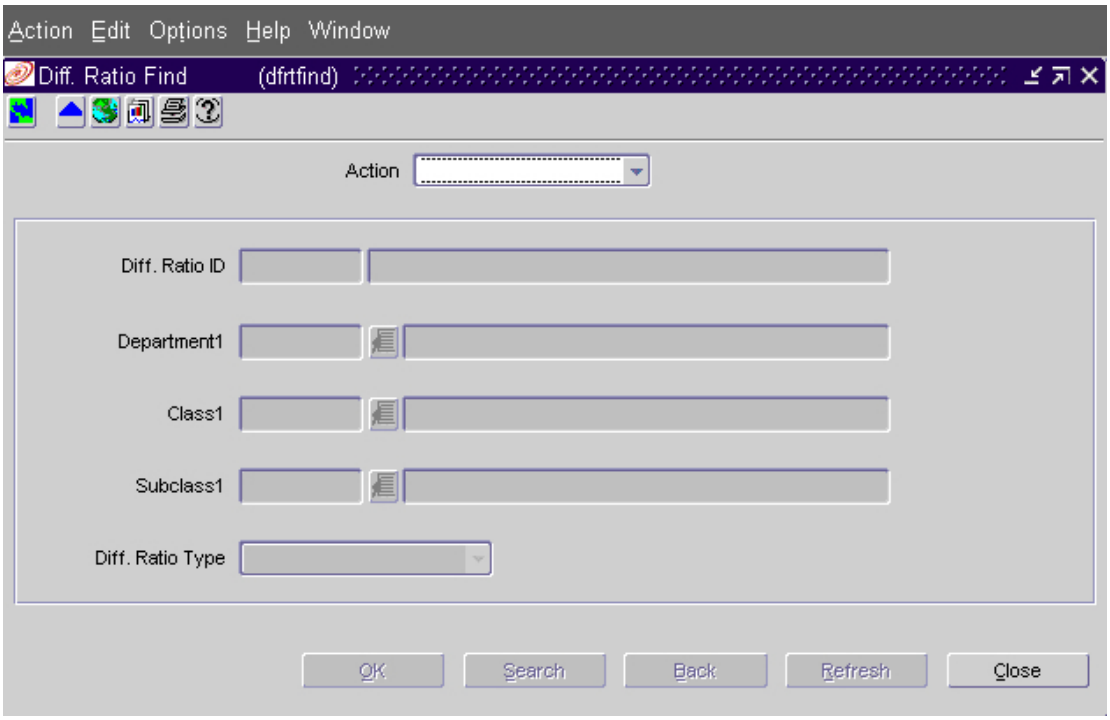


Note: A Pack Template ID is automatically generated and displayed.

1. In the Pack Template ID field, enter a description for the template.
2. In each Diff Type field, enter the ID of a diff type you want to assign to this template for up to four diff types, or click the LOV button and select the diff type.
3. In each Diff Group field, select the diff group you want to assign to this template, for up to four diff groups.
4. Click **Add Details**.
5. For each Diff field, enter a diff ID, or click the LOV button and select a diff for each diff group/type combination. The field label will display the value that you selected in the Diff Type field.
6. In the Quantity field, enter the quantity to include in the pack.
7. Click **OK** to save your changes and close the window.

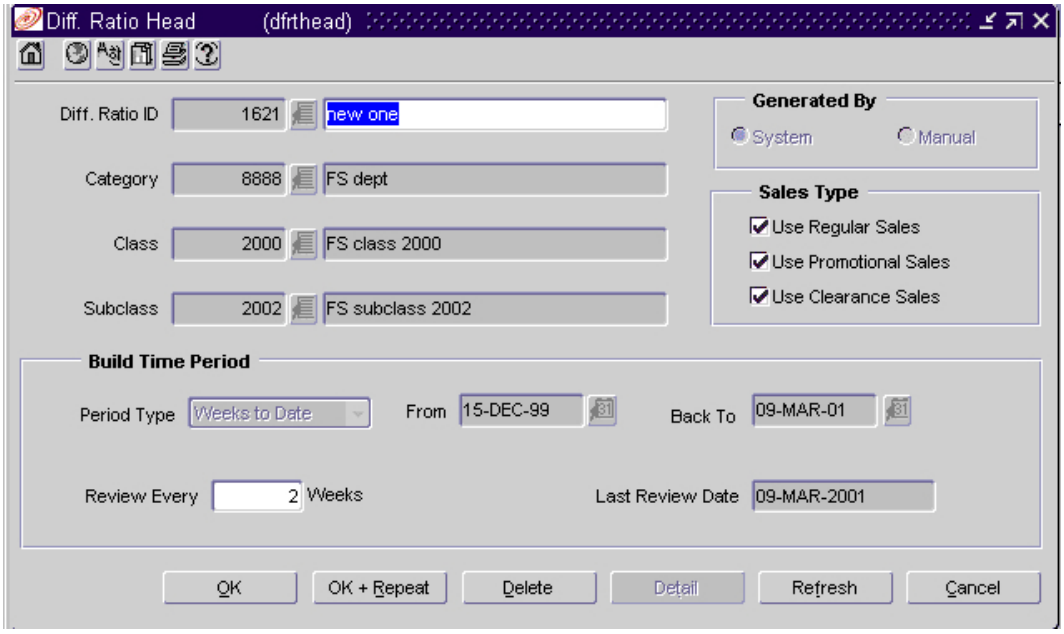
Search for a diff ratio

⇒ **Navigate:** From the main menu, select Control > Diff Ratios. The Diff Ratio 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 Diff Ratio Find window displays the diff ratios that match your search criteria.

4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the diff ratio information, select a record and click **OK**. The Diff Ratio Head window is displayed.



5. Click **Close** to close the window.

Define 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.

Procedures

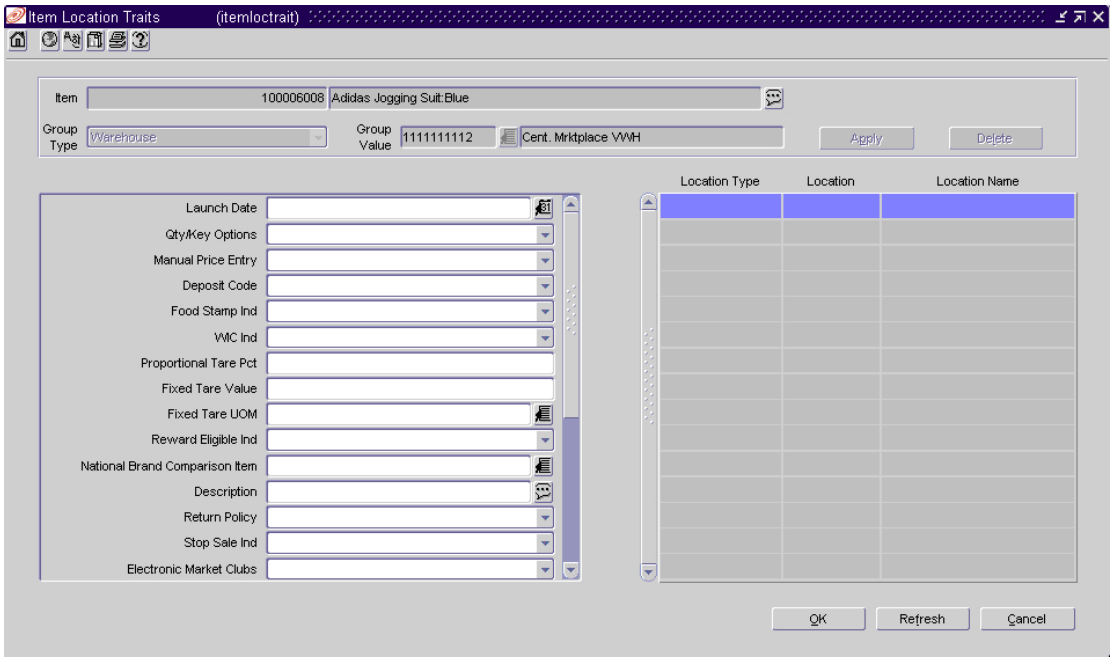
Change item traits for a location

⇒ **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.

Select a location and click on the **Item/Single Loc Attrib** option. The Item Location Traits window is displayed.



1. Select or enter the new values for the desired traits.
2. Click **OK** to save your changes and close the window.

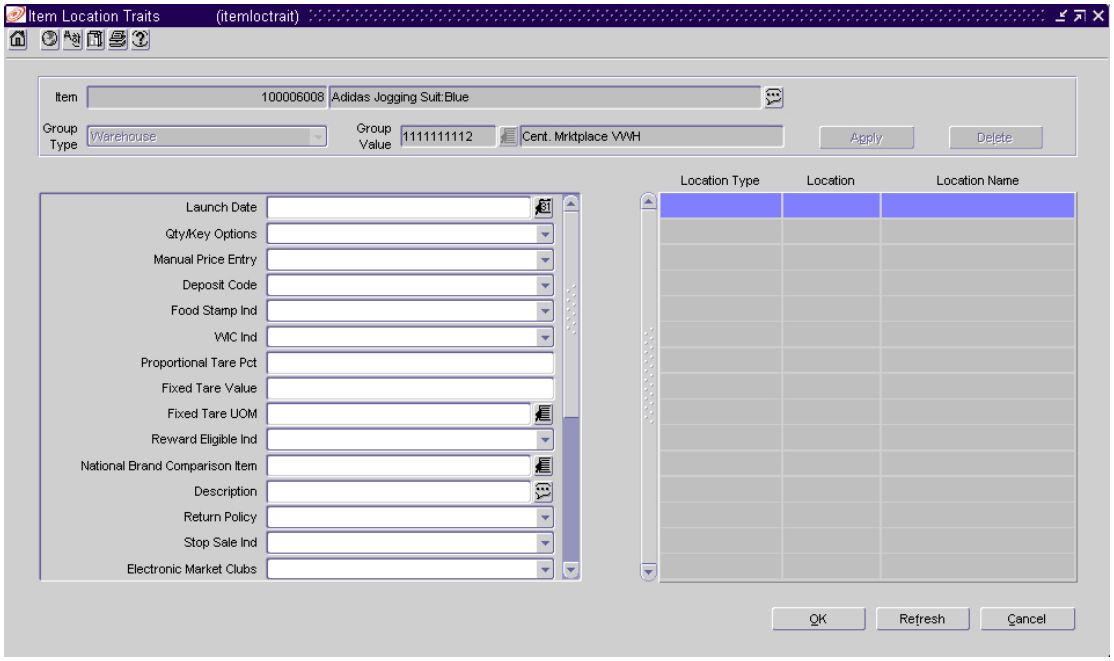
Change item traits for multiple locations

⇒ **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. In the Group Type field, select a grouping mechanism.
2. In the Group Value field, enter the ID of the group or location, or click the LOV button and select the group or location.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

3. Select the check boxes in the Update column next to the fields that you want to change.
4. Select or enter the new values in the Change Value To column.
5. Click **OK** to save your changes and close the window.

Create items

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.

There are several different types of items you can create in RMS:

- Regular items
- Deposit items
- Packs
- Concession items
- Consignment items
- Transformable items

Regular items

Item groups

An item group is an item hierarchy in which an item is broken into levels. The entire set of items (level 1 - 3) is an item group. The item is broken down in to factors which allow it to be distinguished from the more generic item.

After you have defined the item structure, you must add a supplier to the item, determine item cost, and assign the item to a location.

Diffs

A differntiatior (diff) is a characteristic that can be used to make items distinct from one another. You can add levels to an item group if you identify a set of diffs or diff groups. Each unique diff or combination of diffs creates a new level in the item group. If you choose not to use diffs, you can manually create item levels.

Once you have selected the diffs, you can create all of the items for that item level, through RMS.

Deposit items

A deposit item is an item that has a portion which is returnable by the customer after it has been sold to the customer. A deposit is taken from the customer for the returnable portion. A deposit item is broken into the components of the item, and each item is track separately in RMS.

- **Deposit Contents Item:** The item that is sold to the customer.
- **Deposit Container Item:** The item for which the deposit is taken. The deposit container item holds the deposit contents item.
- **Deposit Crate Item:** The item which holds the container and contents items.
- **Deposit Returned Item:** The item that is returned to the retailer by the customer and for which the deposit is returned to the customer.

Deposit items can be maintained as a complex pack or a single item. Maintaining the deposit items as a complex pack ensures the appropriate components are grouped together and facilitates ordering. If you maintain the deposit items individually, you must associate the item with the appropriate container item.

Packs

A pack is way of tracking multiple items under one item number. The Pack Item Overview contains additional information on simple and complex packs.

Simple packs

A simple pack contains multiples of one component item.

Complex packs

A complex pack contains multiple component items.

Concession items/Consignment items

Consignment items

A consignment item is a marketing arrangement where physical control of merchandise, but not the title of ownership is transferred from one business, the consignor (the supplier) to another, the consignee, (the retailer). The title to the goods remains with the consignor until the goods are sold. Upon sale of the goods, the consignor bills the consignee via an invoice.

Concession items

A concession item is similar to a consignment item in that the retailer does not own the inventory being sold. Concession items differ from consignment in that the ownership is not transferred when the items are sold. A retailer rents floor space to a supplier on which the supplier sells their goods. A record of concession sales is recorded and the retailer then bills the supplier using their chosen method.

Transformable items

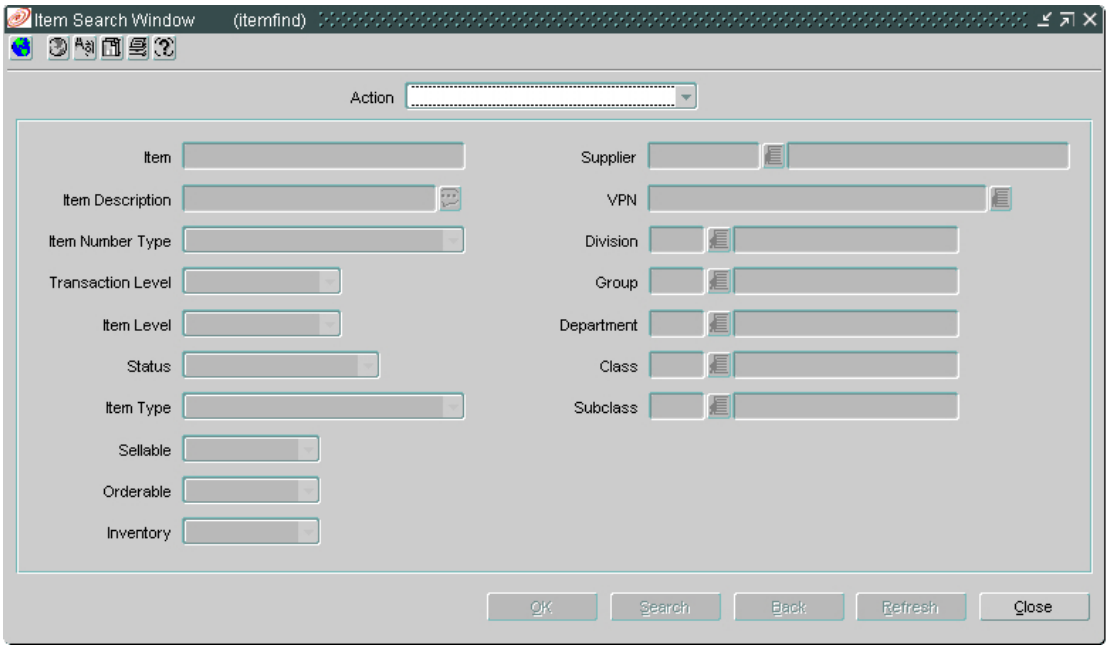
A transformable item is an item that can be ordered as one item and the broken into smaller items. The smaller items can them be resold in the store. There are two types of transformable items:

- **Transformed Orderable:** The item is ordered from the supplier in one form, but changed by the retail and sold to the customer in a different form.
- **Transformed Sellable:** The item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold.

Procedures

Create a one level item

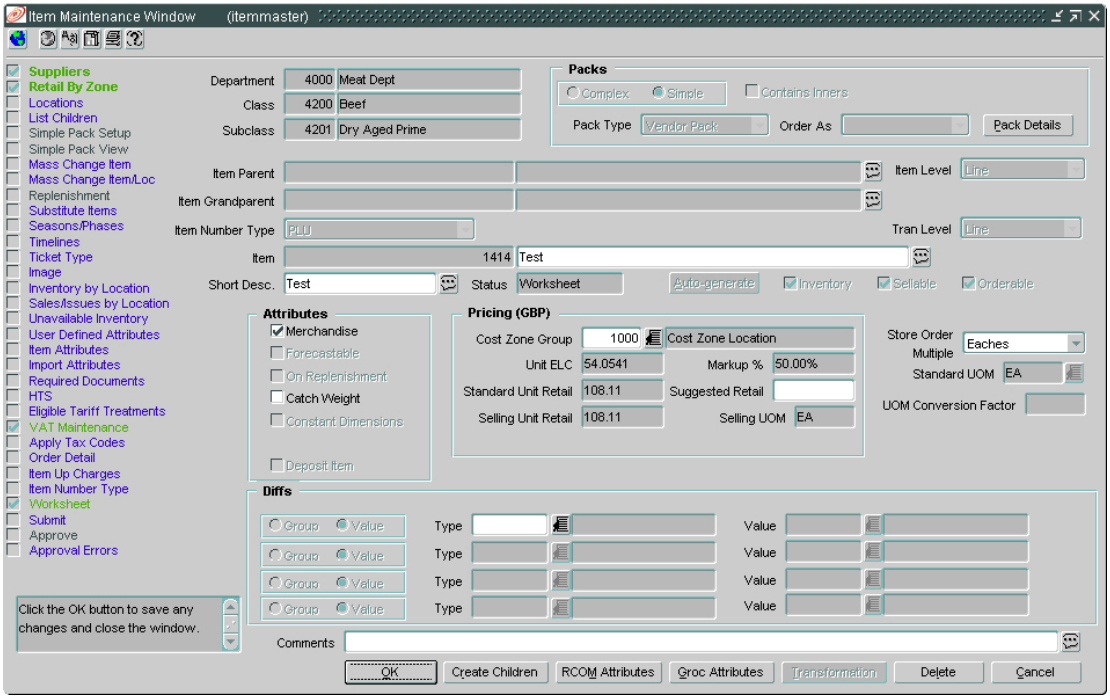
⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.



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. In the Item Type field, select Regular Item.
4. Select the item type indicators:
   - **Inventory:** When Yes is selected, inventory is tracked and held in RMS for an item.
   - **Sellable:** When Yes is selected, an item can be sold and is sent to the POS.
   - **Orderable:** When Yes is selected, an item can be ordered, set up on replenishment, and can have HTS and expenses set up.

Note: The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

5. Click **OK**. The Item Maintenance window is displayed.



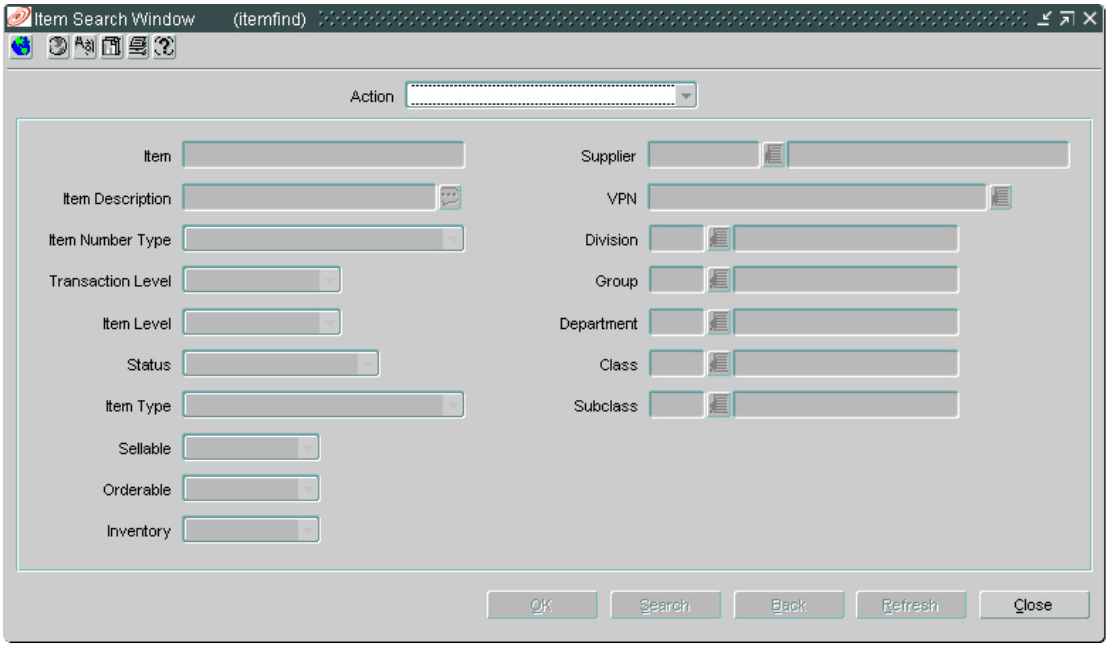
6. In the Item Number Type field, select the type of item number that you want to associate with the item.
7. In the Item field, enter the item number and description of the item.

Note: If you select Retek Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**.

8. In the Tran Level field, select Level 1.
9. In the Attributes area, select or clear the check boxes as needed.
10. In the Pricing area, in the Cost Zone Group field, enter the cost zone group ID or click the LOV buttons and select the cost zone group.
11. Add a supplier for an item.
12. Add an origin country for a supplier of an item.
13. Edit the retail price of an item.
14. Click **OK** to save any changes and close the window

Create a two level item with diffs

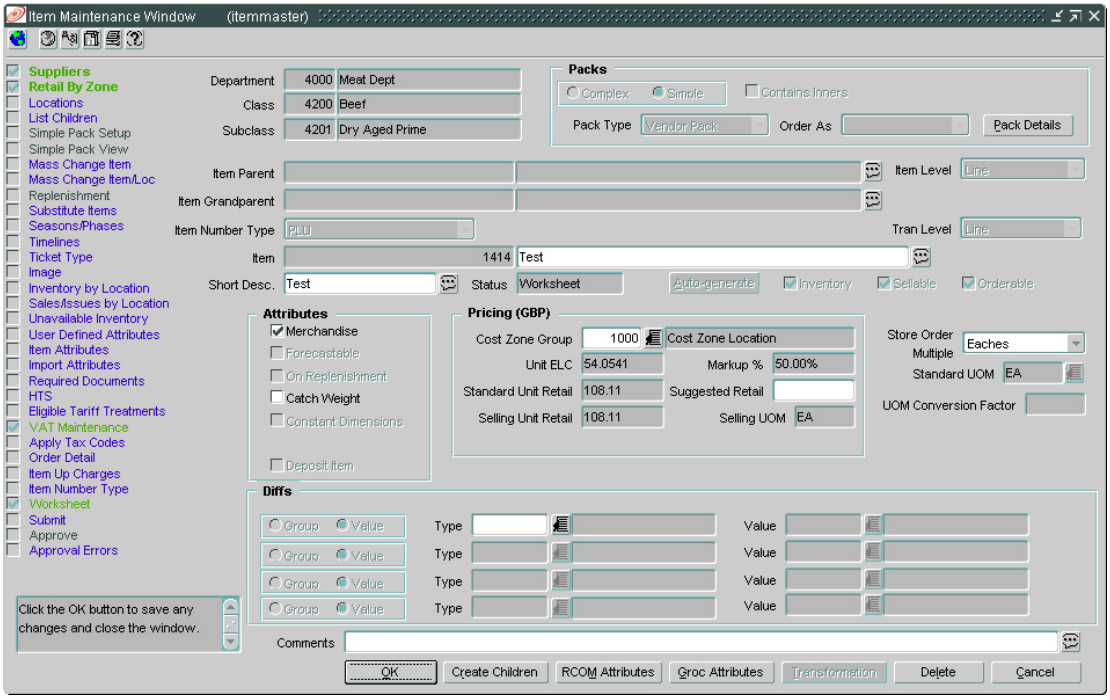
⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.



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. In the Item Type field, select Regular Item.
4. Select the item type indicators:
   - **Inventory:** When Yes is selected, inventory is tracked and held in RMS for an item.
   - **Sellable:** When Yes is selected, an item can be sold and is sent to the POS.
   - **Orderable:** When Yes is selected, an item can be ordered, set up on replenishment, and can have HTS and expenses set up.

Note: The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

5. Click **OK**. The Item Maintenance window is displayed.

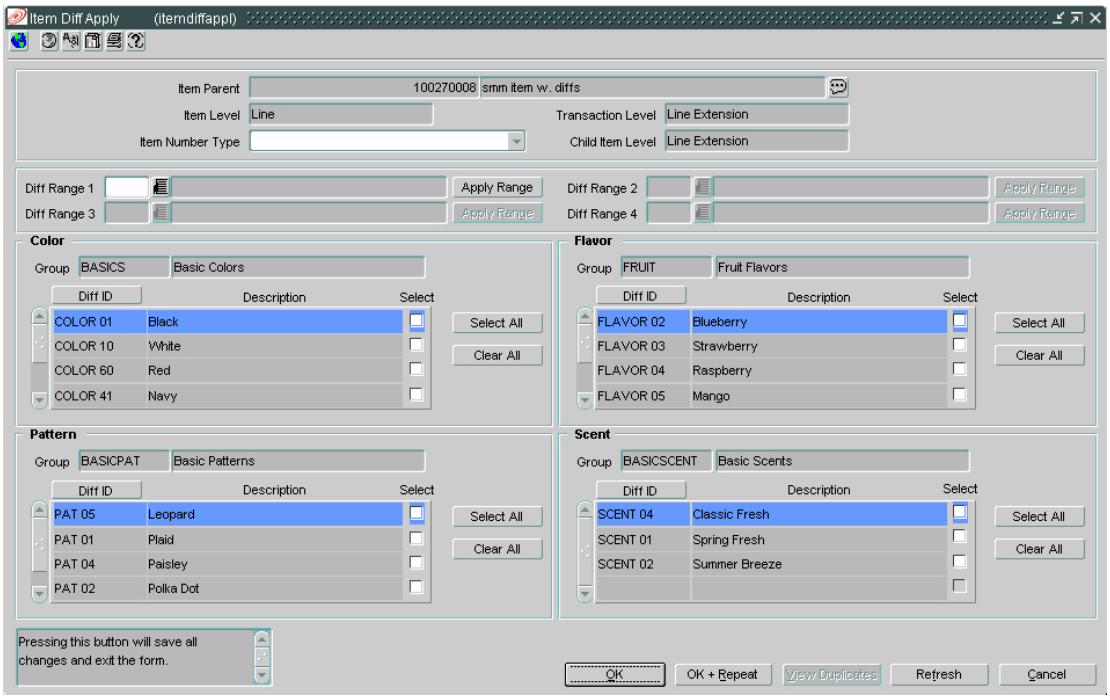


6. In the Item Number Type field, select the type of item number that you want to associate with the item.
7. In the Item field, enter the item number and description of the item.

Note: If you select Retek Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**.

8. In the Tran Level field, select Level 2.
9. In the Attributes area, select or clear the check boxes as needed.
10. In the Pricing area, in the Cost Zone Group field, enter the cost zone group ID or click the LOV buttons and select the cost zone group.
11. Add a supplier for an item.
12. Add an origin country for a supplier of an item.
13. Edit the retail price of an item.
14. In the Diffs area, select either the Group or Value option for up to four diffs.
15. In the Type field, select up to four diff types that you want to assign to this item. The Diff Type values are displayed as the label for all corresponding diff fields on the Item Children window.
16. In the Group or Value fields, enter up to four IDs for the diff group or diff, or click the LOV button and select a diff value or diff group.

17. Click **Create Children**. The Item Diff Apply window is displayed.



18. In the Item Number Type field, select the type of item number that you want to associate with the items that are added to the item group at this level.

Identify the diff combinations

Individually

- Select the check box next to each diff you want to use to create a new item.

By group

- In the Item Diff Apply window, click **Select All** next to any of the enabled diff tables.

By range

1. In any Diff Range field, you can enter an ID of a diff range, or click the LOV button and select the diff range.
2. Click **Apply Range**.

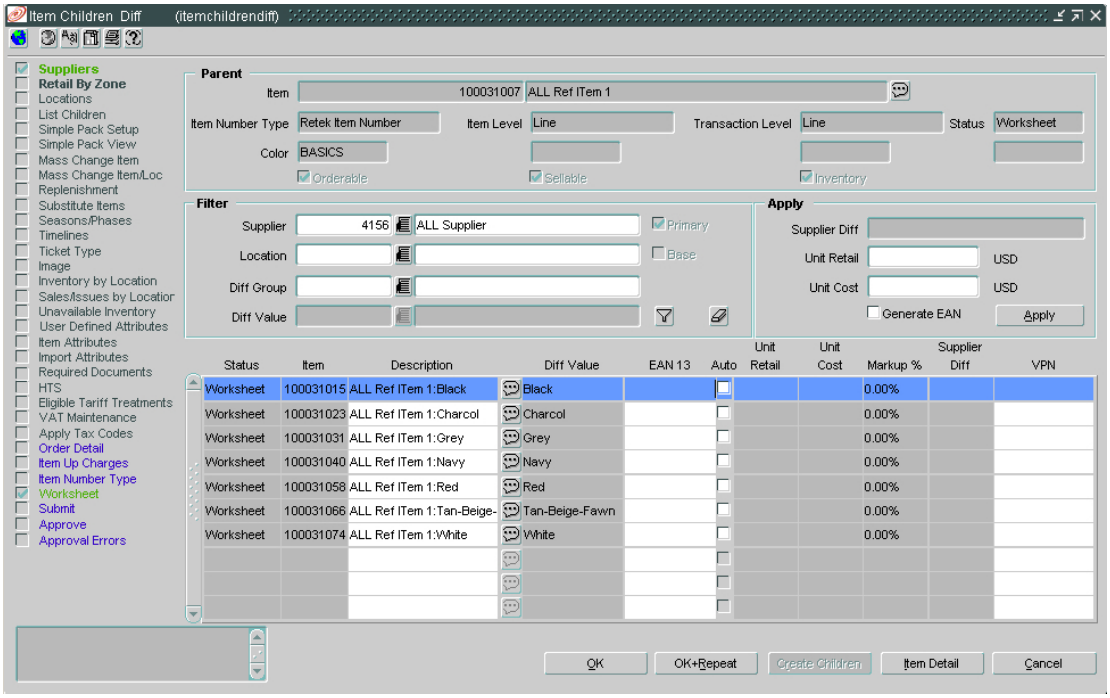
Note: You can enter a diff range for each diff group that is associated with the item. Each diff range can contain diffs from up to three diff groups. The diff type and diff groups are displayed in the List of Values (LOV) window. If a diff range is used, you cannot use the associated diff groups while creating the same set of items.

Complete the diff combinations

1. Click **OK**. The Diff Combinations window is displayed.

Note: You must select at least one diff from each diff group table.

2. Select an item on the table.
3. In the Item field, edit the item number and description of the item .
4. Click **Apply**. Edits are added to the table.
5. Click **OK** to create the item children. Click **Yes** when prompted to approve the creation of item children. The Item Children Diff window is displayed.



Complete the level two items

Filter the level two items

1. In the Filter area, enter the ID of the criteria you want to filter for, or click the LOV button and select a criterion.
2. Click the filter button. The level two items are displayed on the table.

Update the level two items

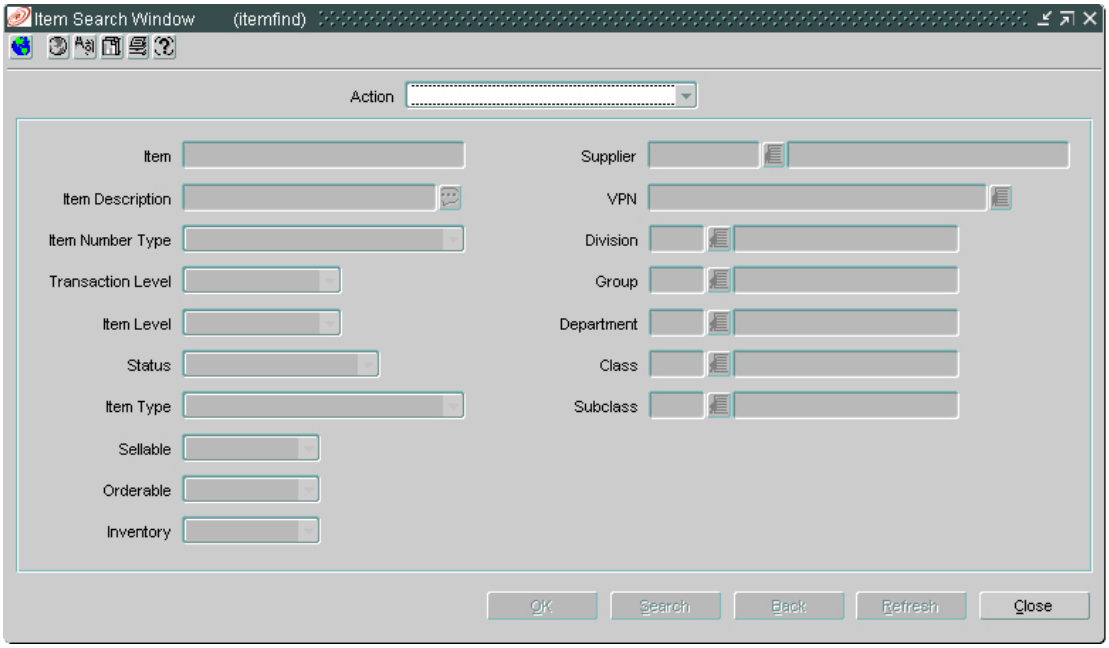
1. In the Apply area, enter the new values for the criteria you want to update.
2. Click **Apply**.
3. On the table, you can update:
   - **EAN 13:** Enter the European Article Number (EAN) for the item.
   - **Auto:** The Auto generated numbers for the level two items.
   - **VPN:** Enter the Vendor Product Number (VPN) for the item.

Note: Before you update the the VPN, the records must be filtered by supplier.

4. Click **OK** to save any changes and close the window.

Create a two level item without diffs

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

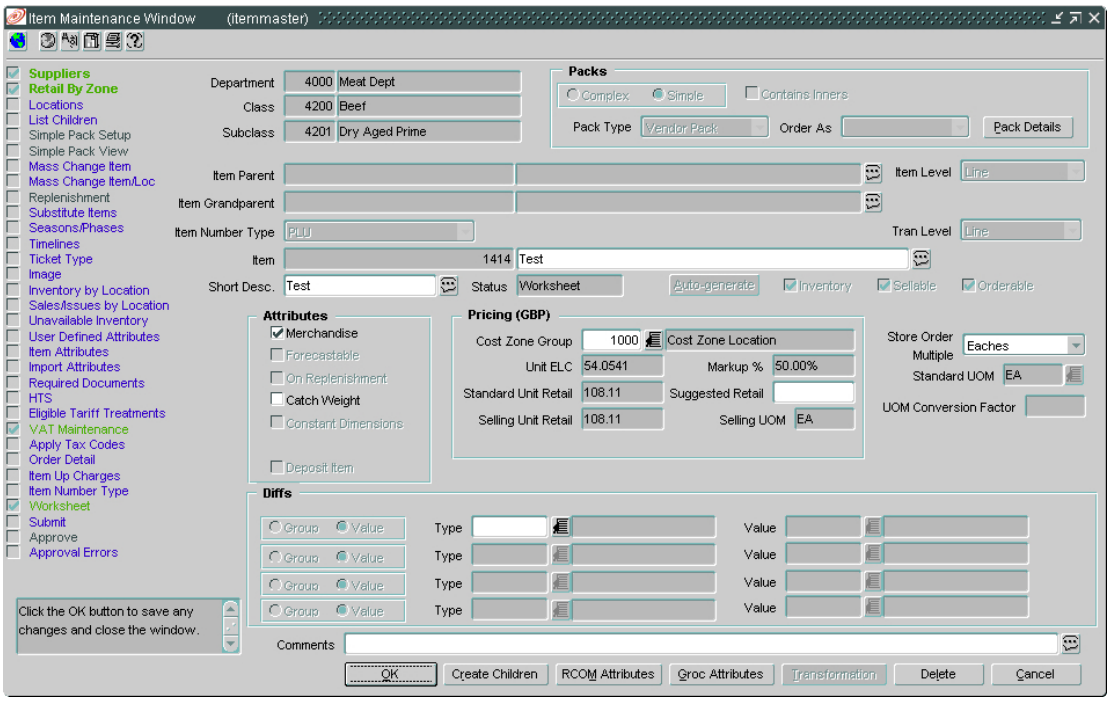


1. In the Action field, select New Item.
2. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
3. In the Item Type field, select Regular Item.

4. Select the item type indicators:
   - **Inventory:** When Yes is selected, inventory is tracked and held in RMS for an item.
   - **Sellable:** When Yes is selected, an item can be sold and is sent to the POS.
   - **Orderable:** When Yes is selected, an item can be ordered, set up on replenishment, and can have HTS and expenses set up.

Note: The indicators that you select for the Level 1 item will be applied to all items in the item group and cannot be changed.

5. Click **OK**. The Item Maintenance window is displayed.

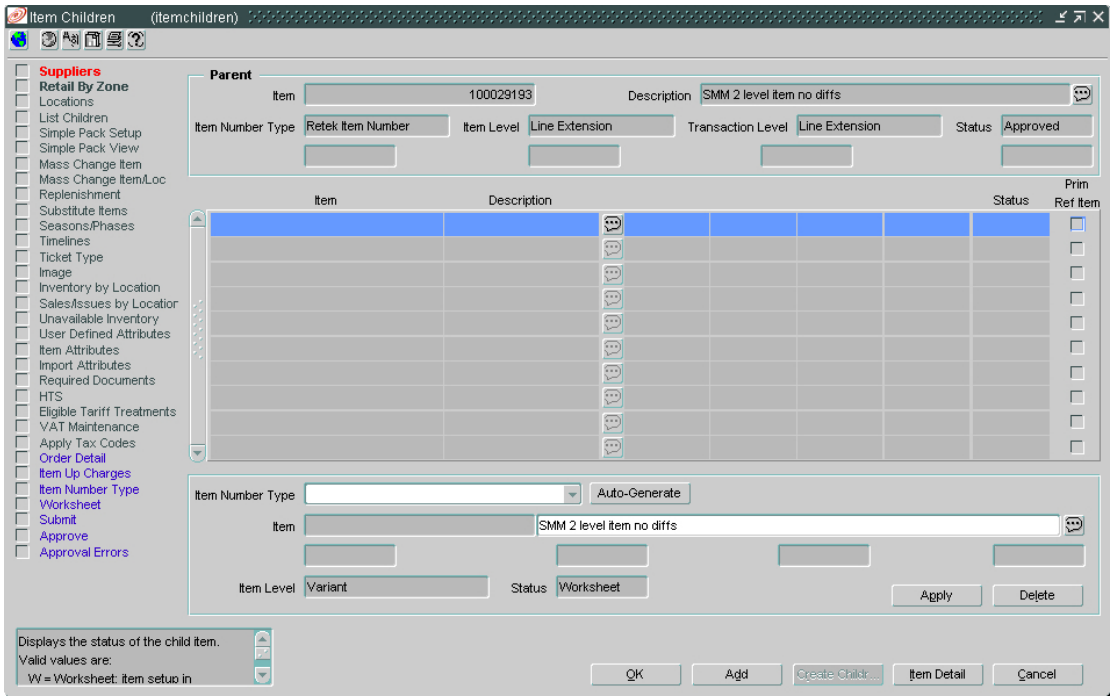


6. In the Item Number Type field, select the type of item number that you want to associate with the item.
7. In the Item field, enter the item number and description of the item.

Note: If you select Retek Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**.

8. In the Tran Level field, select Level 2.
9. In the Attributes area, select or clear the check boxes as needed.
10. In the Pricing area, in the Cost Zone Group field, enter the cost zone group ID or click the LOV buttons and select the cost zone group.
11. Add a supplier for an item.
12. Add an origin country for a supplier of an item.
13. Edit the retail price of an item.

14. Click **Create Children**. The Item Children window is displayed.



15. In the Item Number Type field, select the type of item number for the item.

Note: If you select Retek Item Number or UPC-A in the Item Type field, the item number is automatically added. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**.

16. In the Item fields, edit the item number and description as needed.

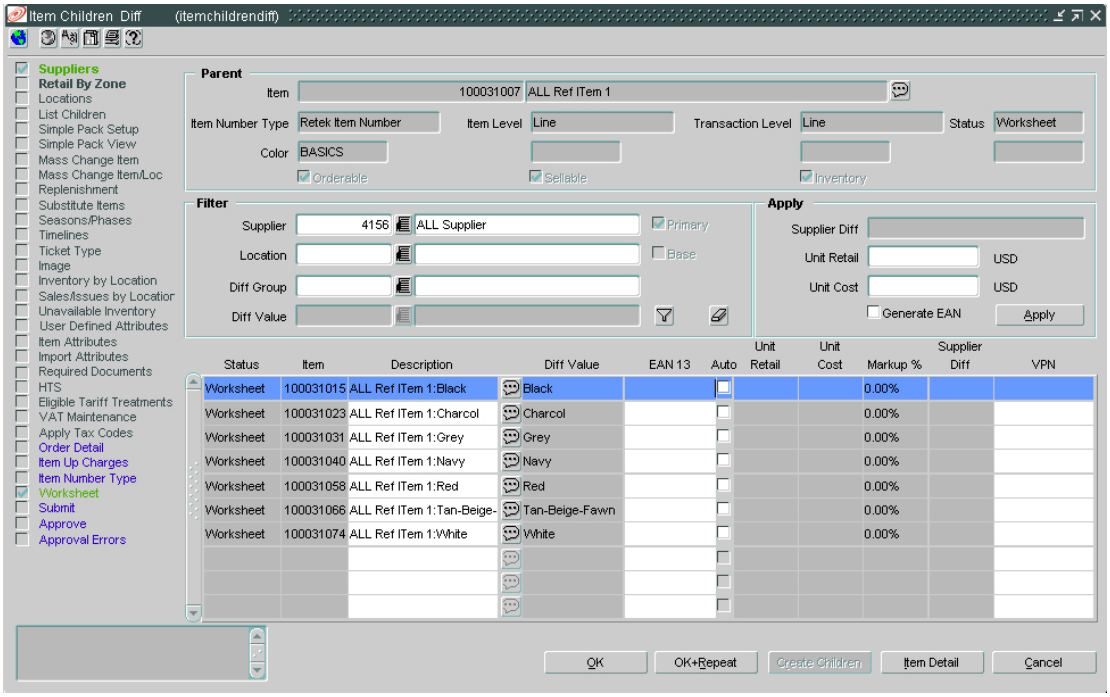
17. On the Item Children window, click **Apply**. The item is added to the table.

Note: When you click Apply, the supplier, origin country, and retail price information is defaulted to the Level 2 item.

18. Click **OK** to save your changes and close the window.

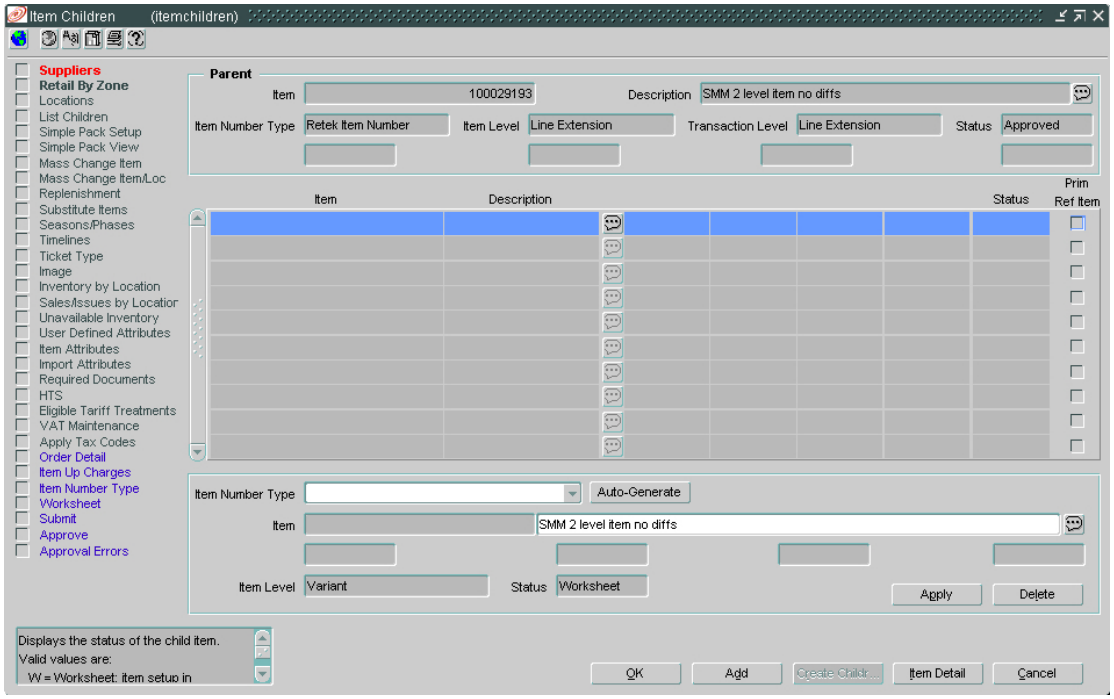
Create a three level item

1. Create a two level item with diffs or create a two level item without diffs. The Item Children Diff window is displayed.



2. Select the level 2 item from which to create the level 3 item.

3. Click **Create Children**. The Item Children window is displayed.



4. In the Item Number Type field, select the type of item number that you want to associate with the item.
5. In the Item field, enter or edit 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. If you select EAN/UCC-13, you can automatically generate the EAN number by clicking **Auto-generate**.

6. Click **Apply**. Your changes are added to the table.
7. Click **Add** to continue adding level three items, or click **OK** to save any changes and close the window.

Create an item using quick item entry

⇒ **Navigate:** From the main menu, select Items > Quick Item Entry. The Quick Item Entry window is displayed.

1. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
2. In the Item Type field, select the type of item number that you want to associate with the item.
3. In the Tran Level field, select the item level at which transactions will be tracked for this item group.
4. In the Item field, enter the item number and description of the item.

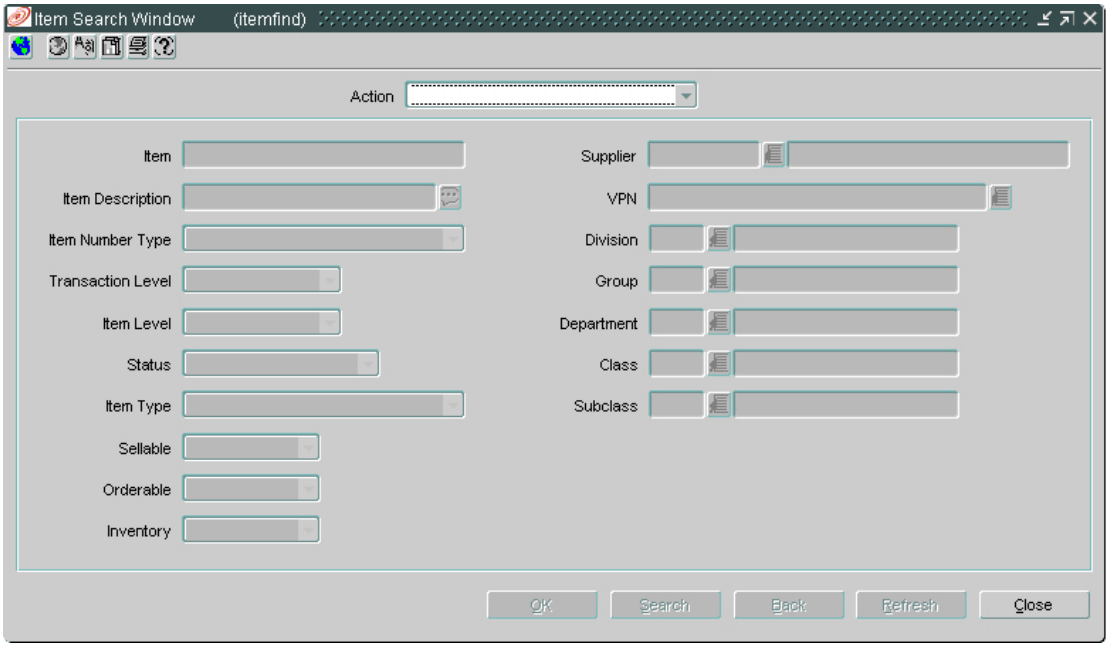
> **Note:** If you select Retek Item Number or UPC-A in the Item Type field, the item number is automatically added.

5. You can edit the abbreviated description in the Short Desc field.
6. In the General Information area:
   a. In the Store Order Mult, Standard UOM, and UOM Conversion Factor fields, select how stores will order the item and how that compares with the standard unit of measure.
   b. Select or clear the check boxes as needed.
7. In the Primary Sourcing area:
   a. 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 for this item.
   b. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.
   c. Enter additional information as necessary.
8. In the Pricing area:
   a. In the Cost Zone field, enter the cost zone ID the item is associated with, or click the LOV button and select the cost zone.
   b. In the Unit Cost field, enter the cost of one item.
   c. Enter additional information as necessary.

9. In the Case Pack area, enter inner size and the case size.
10. In the Differentiators area:
    a. In the Diffs area, select either the Group or Value option for up to four diffs.
    b. In the Type field, select up to four diff types that you want to assign to this item. The Diff Type values are displayed as the label for all corresponding diff fields on the Item Children window.
    c. In the Group or Value fields, enter up to four IDs for the diff group or diff, or click the LOV button and select a diff value or diff group.
11. Click **OK** to save any changes and close the window.

Create a transformable item

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

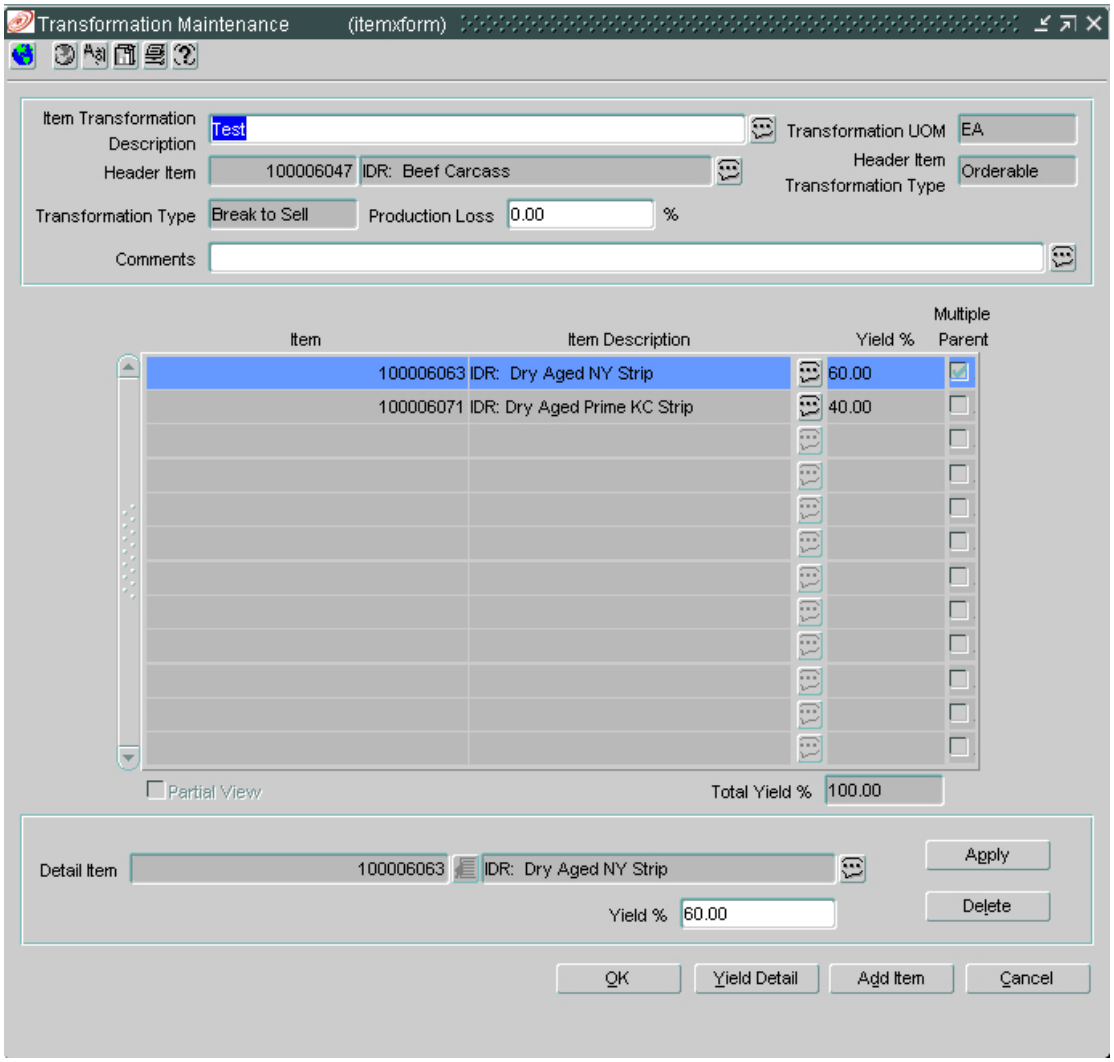


1. In the Action field, select New Item.
2. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
3. In the Item Type field, select the type of transformable item you are creating:
    - **Transformed Orderable:** The item is ordered from the supplier in one form, but changed by the retailer and sold to the customer in a different form.
    - **Transformed Sellable:** The item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold.

4. Create the one level item, two level item or three level item.

Note: If you are creating a transformed orderable item, you will not be able to select the Retail by Zone option from the options list. If you are creating a transformed sellable item, you will not be able to select the Supplier option from the options list.

5. Click **Transformation**. The Transformation Maintenance window is displayed.



Note: This is available only for transformed orderable items.

6. In the Item Transformation Description field, enter the description of the transformation.
7. In the Production Loss field, enter the percentage of the orderable item which is wasted in producing the sellable items.
8. In the Detail Item field, enter the ID of the sellable item that is created from the orderable item, or click the LOV button and select an item.
9. In the Yield % field, enter percentage of the orderable item used to create the sellable item.

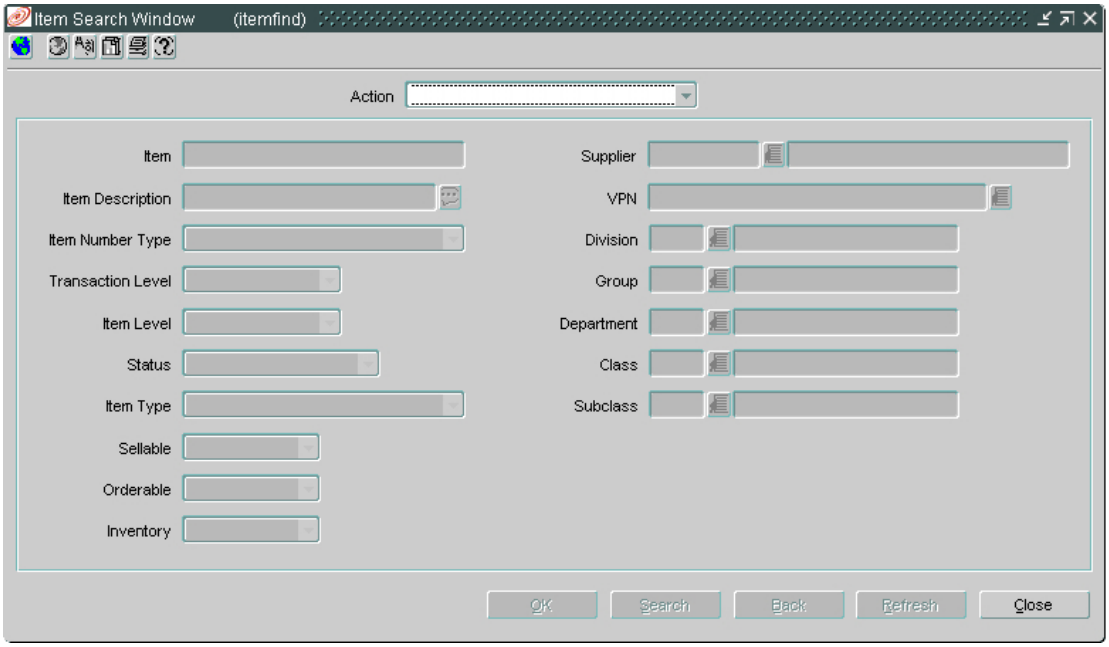
10. Click **Apply**.

Note: The Total Yield % field must equal 100% for the orderable item. The Total Yield % field is calculated by adding the Yield % and the Production Loss % field.

11. Define the yield details for any sellable items that are associated with multiple orderable items.
12. Click **OK** to save any changes and close the window.

Create a deposit 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. In the Item Type field, select the type of deposit item you are creating:
   - **Deposit Contents Item:** The item that is sold to the customer.
   - **Deposit Container Item:** The item for which the deposit is taken. The deposit container item holds the deposit contents item.
   - **Deposit Crate Item:** The item which holds the container and contents items.
   - **Deposit Returned Item:** The item that is returned to the retailer by the customer and for which the deposit is returned to the customer.

4. Create the one level item , two level item, or three level item.

Note: Only Deposit Contents items must be associated to the container items. If the item is another Deposit type, click **OK** to save any changes and close the window.

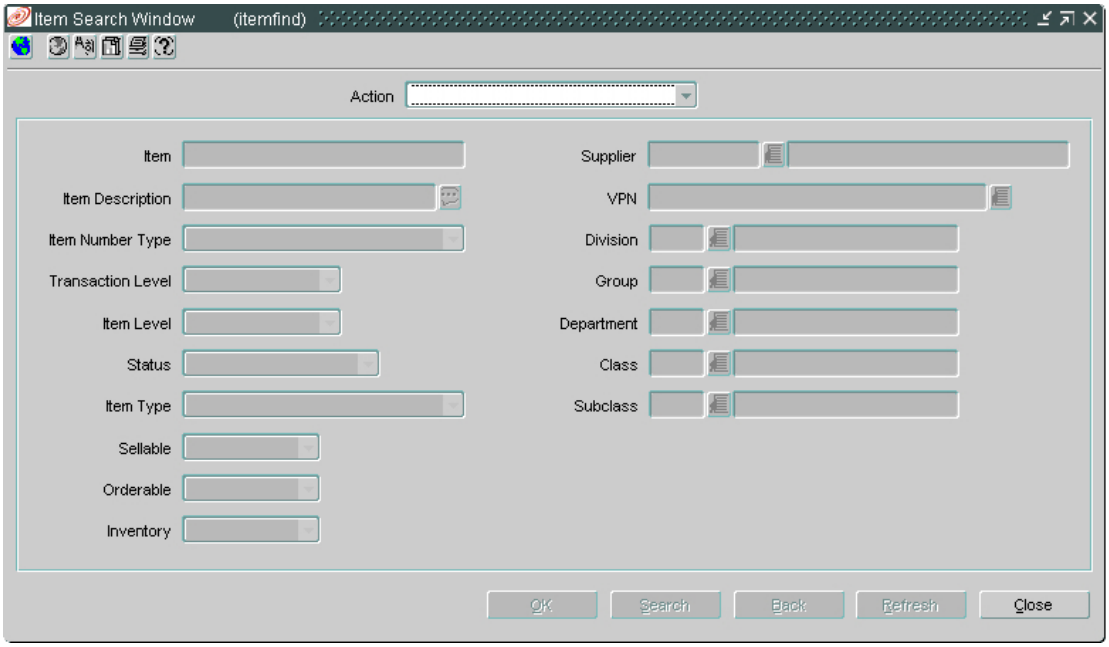
5. Click **Groc Attributes**. The Item Grocery Attributes window is displayed.
6. In the Deposit Item area:
   a. In the Container Item field, enter the ID of the container item, or click the LOV button and select the container item.

Note: Only Deposit Contents items must be associated to the container items. The container item must already exist to associate it to the contents item.

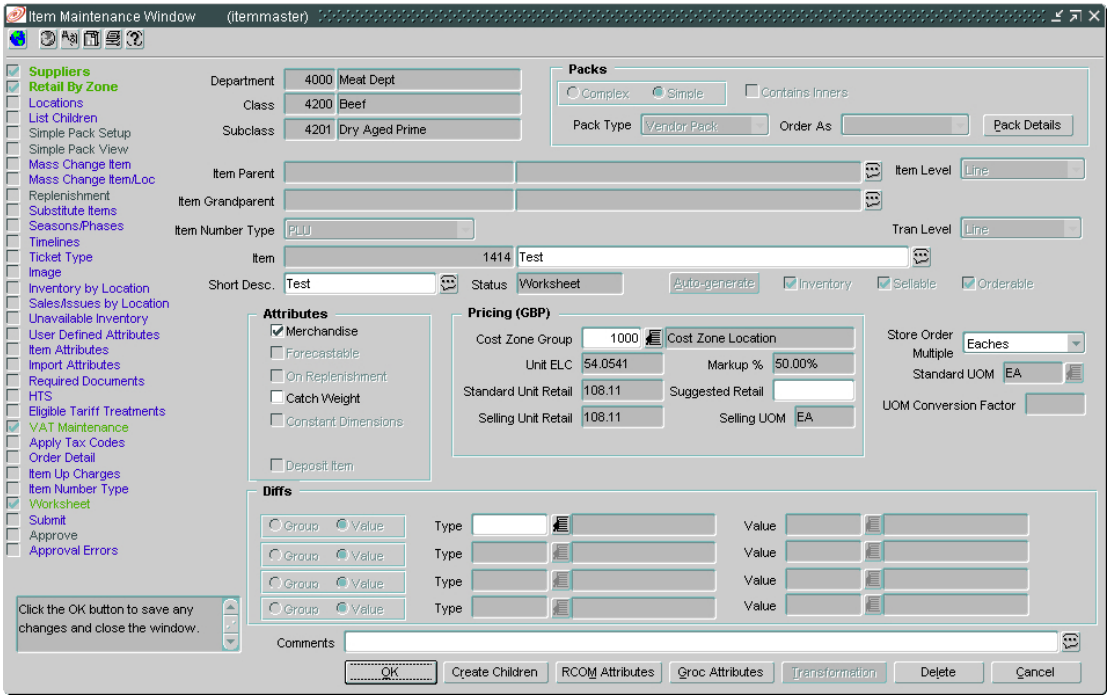
   b. In the Price Per UOM Calculation Type field, select how the price for one unit of the item is calculated.
      - **Inclusive of Deposit Amount:** At the point of sale, the price/UOM is calculated as the price per UOM of the item plus the retail price of the returnable item.
      - **Exclusive of Deposit Amount:** At the point of sale, the price/UOM is calculated as the price per UOM of the item.
   c. Click **OK** to save any changes and close the window.
8. Click **OK** to save any changes and close the window.

Create a concession/consignment 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. In the Item Type field, select Concession/consignment.
4. Click **OK**. The Item Maintenance window is displayed.

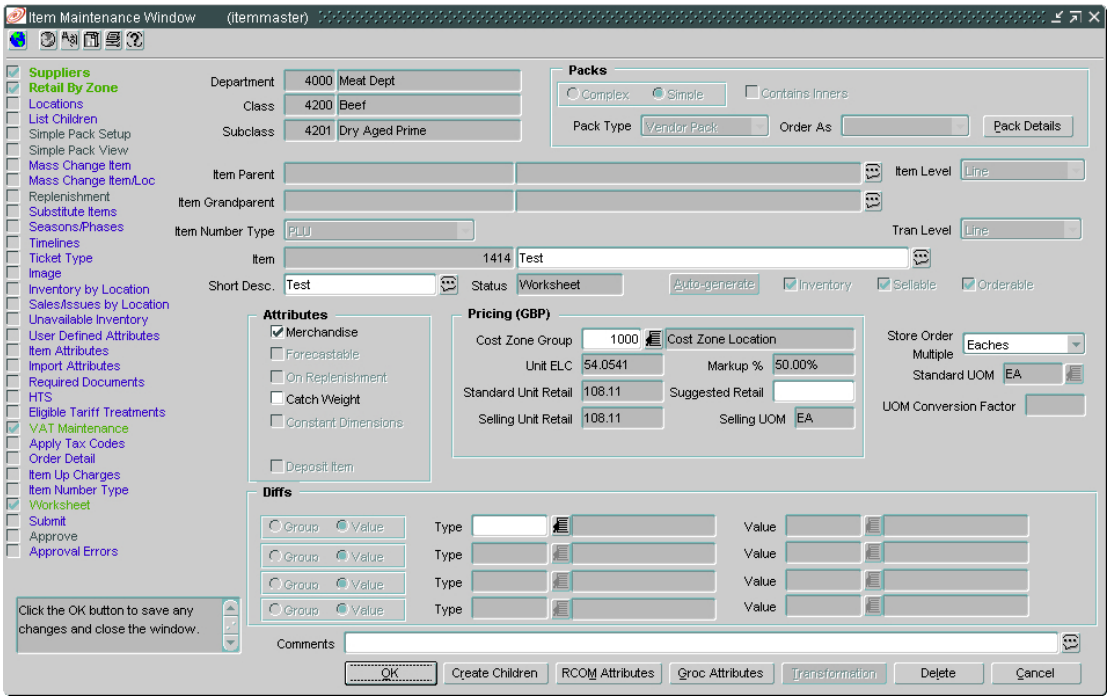


5. Create the one level item or two level item.

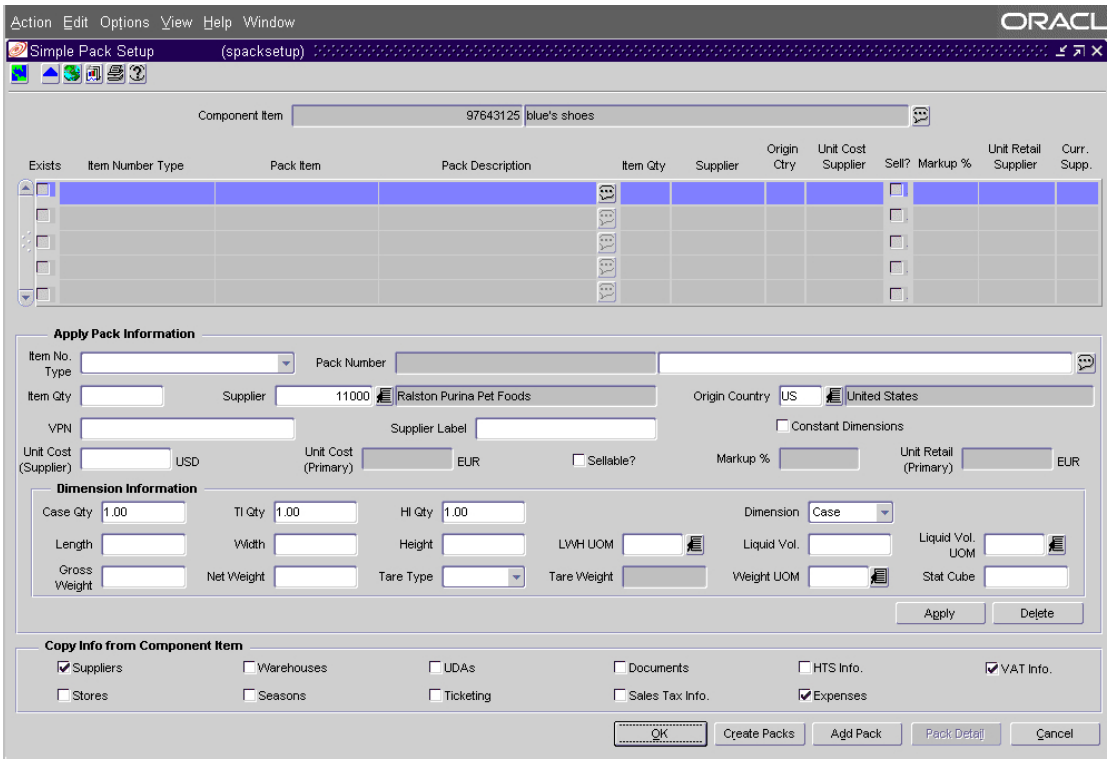
Create a simple pack from an existing item

⇒ **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. On the Options list, Click on the Simple Pack Setup option. The Simple Pack Setup window is displayed.



2. In the Apply Pack Information area:

   a. In the Item No. Type field, select the type of item number that you want to associate with the pack item.

   b. In the Pack Number field, enter the pack number and description of the pack item.

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

   c. Enter additional information as necessary.

Note: The Catch Weight and Tolerance areas are enabled only if you selected Catch Weight in the Attributes area of the Item Maintenance window.

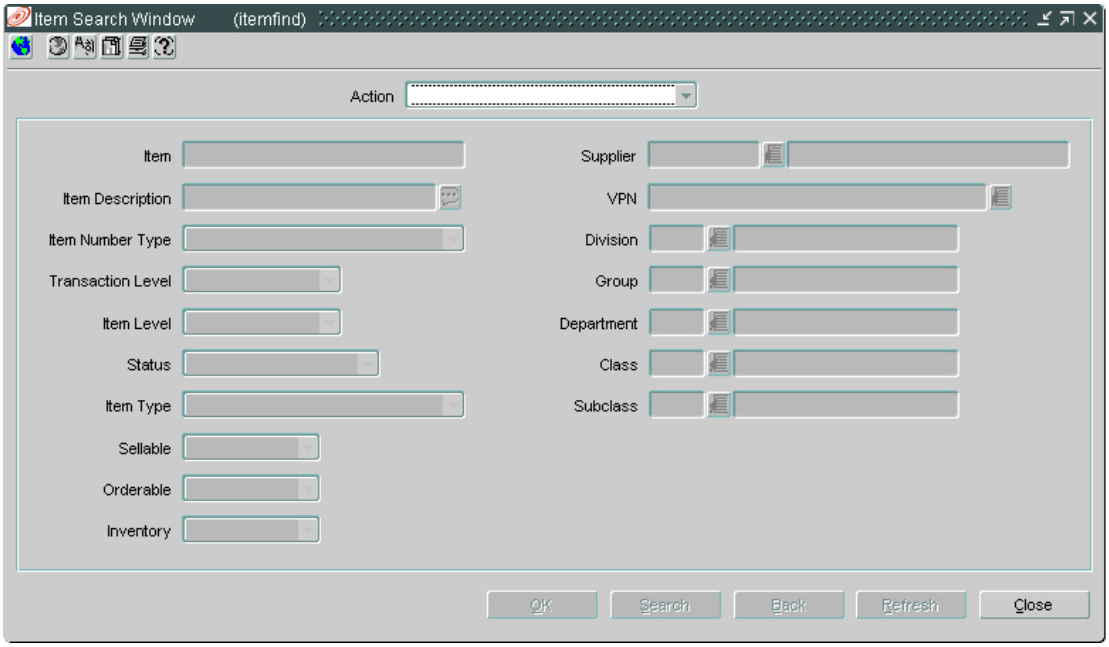
3. In the Dimension Information area, enter the necessary information about the simple pack.
4. In the Copy Info from Component Item area, select which details you want to copy from the component item to the simple pack.
5. Click **Apply**. The simple pack is added to the table.
6. Click **Create Packs**. 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 new simple packs. If simple packs already exist, their details are not updated.

7. Click **OK** to save your changes and close the window.

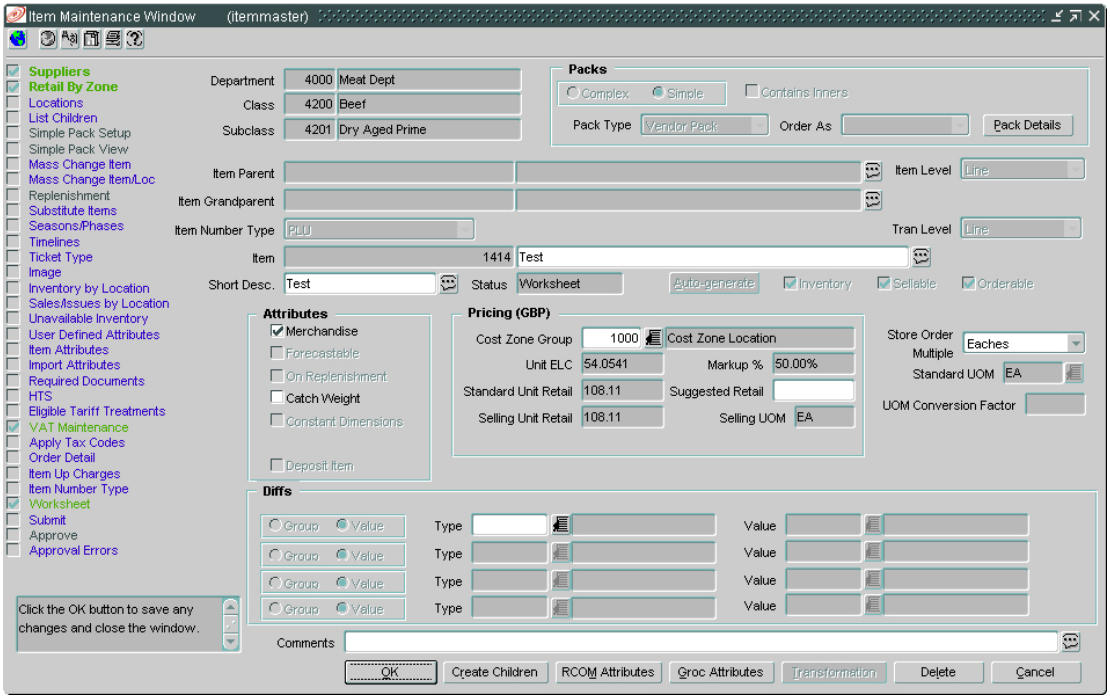
Create a complex pack

⇒ **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 Item Type field, select Complex Pack
3. Select the item type indicators:
   - **Sellable:** When Yes is selected, an item can be sold and is sent to the POS.
   - **Orderable:** When Yes is selected, an item can be ordered, set up on replenishment, and can have HTS and expenses set up.
   - **Inventory:** This field defaults to Yes. Complex packs always have inventory tracked and held in RMS.
4. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.

5. Click **OK**. The Item Maintenance window is displayed.



Add pack item details

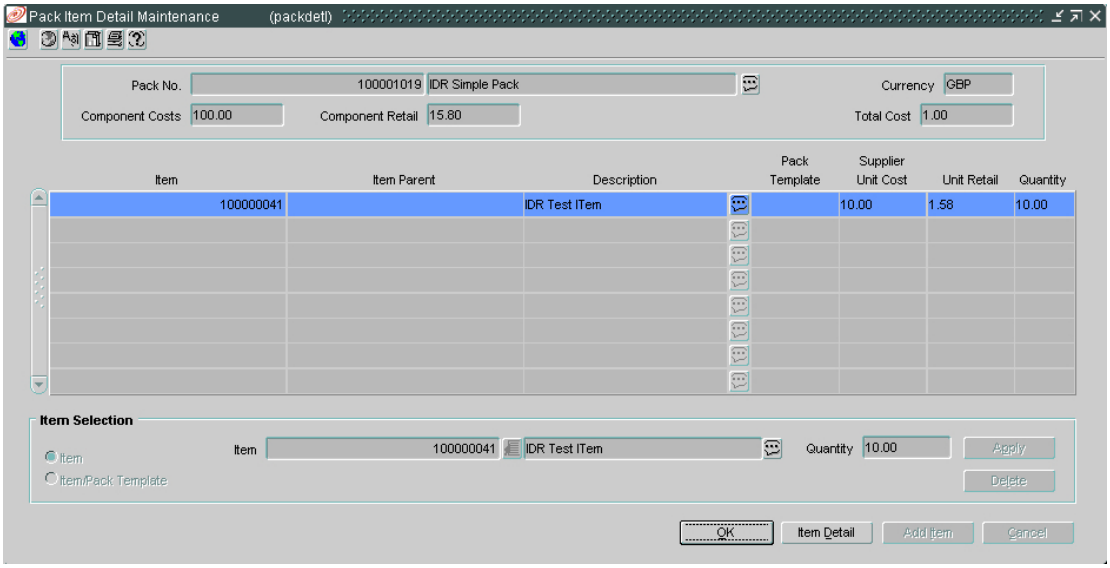
1. In the Item Number Type field, select the type of item number that you want to associate with the item.
2. In the Item field, enter the item number and description of the item.

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

3. You can edit the abbreviated description in the Short Desc field.
4. In the Attributes area, select or clear the check boxes as needed.
5. In the Pricing area, in the Cost Zone Group field, enter the cost zone group ID or click the LOV buttons and select the cost zone group.
6. Add a supplier for an item.
7. Add an origin country for a supplier of an item.

Create the pack

1. On the Item Maintenance window, in the Pack area, if the pack will contain inner containers, select the Contains Inners check box.
2. In the Pack Type field, select:
   - **Buyer Pack:** if you are create an orderable pack that is used by a retailer to order multiple items on a single line item on a purchase order.
   - **Vendor Pack:** if you are create an orderable pack that is used by a vendor to sell multiple items on a single line item on a purchase order.
3. If you created a buyer pack, in the Order As field, select pack or eaches to indicate how the item should be ordered.
4. Click **Pack Details**. The Pack Item Detail Maintenance window is displayed.



5. In Item field, enter the item number of the component item, or click the LOV button and select the item.
6. In the Quantity field, enter how many units of the component item belong in the pack.
7. Click **Apply**. The component item is added to the table.
8. To add additional items, click **Add Item**.
9. When you have finished adding the components of the pack, click **OK** to close the Pack Item Detail Maintenance window and save your changes. The Item Maintenance window is displayed.

Complete the pack item

1. Edit the retail price of an item.
2. Click **OK** to save any changes and close the window

Item approval process

When an item is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the item to the next status. An item may be in any of the following statuses:

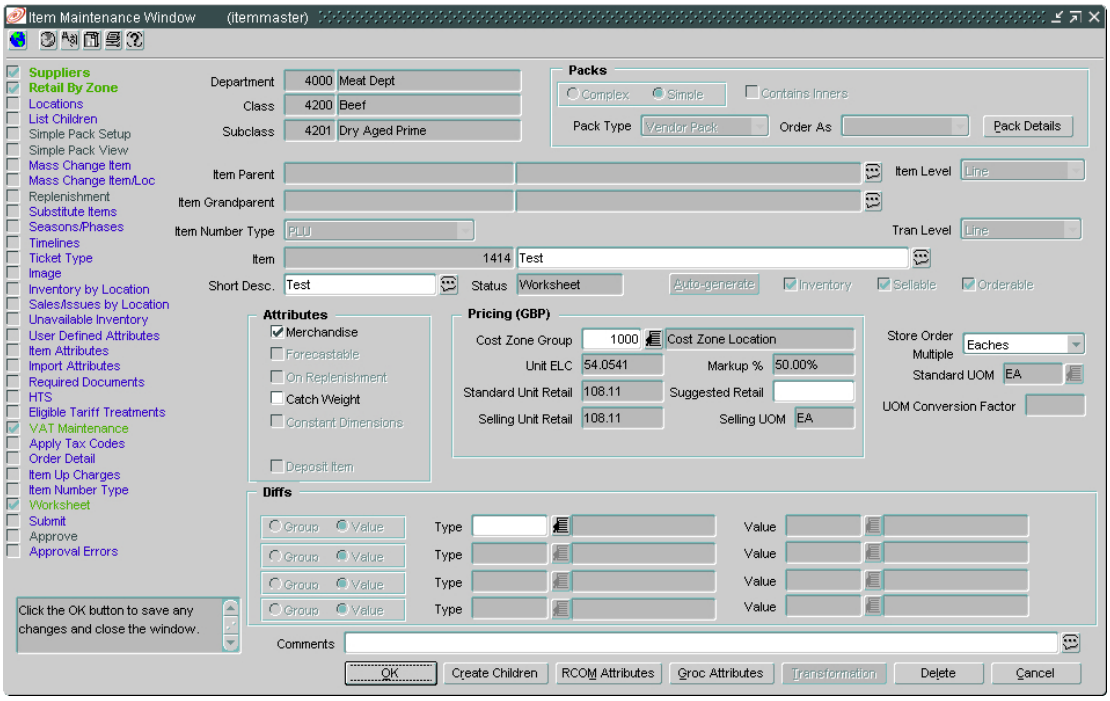
Status	Definition
Worksheet	The item has been started, but not completed.
Submitted	The item has been completed and is pending review.
Approved	The item has been reviewed and has been approved.
Rejected	The item has been submitted, reviewed, and has been rejected.
Deleted	The item has been marked for deletion. It will be deleted by a regularly scheduled batch program.

Procedures

Submit an item for approval

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

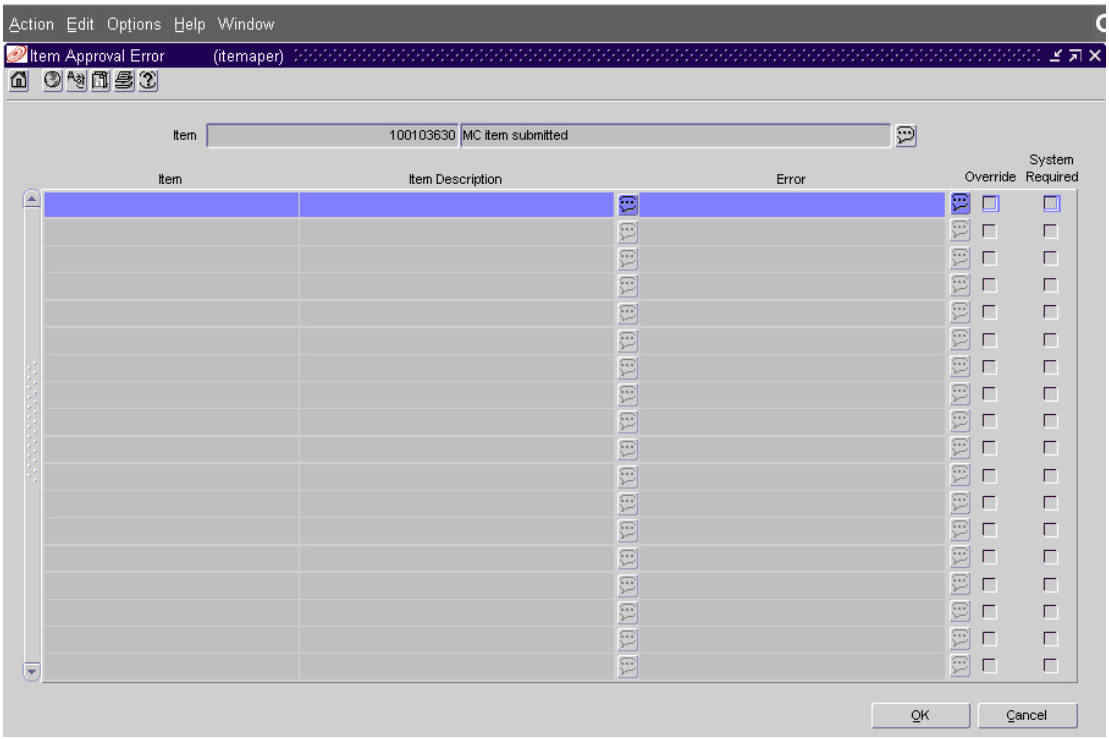
Search for and retrieve an item in Edit mode. Restrict the search to items in Worksheet status. The Item Maintenance window is displayed.



1. Click on the Submit option on the Options list.
2. If necessary, respond to the following messages:
3. If you are prompted approve item children, click **Yes** or **No** to indicate approval of subordinate level items.
4. If any errors are detected by the system, a prompt is displayed. Click **Yes** to acknowledge the message.

Respond to errors

1. 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.



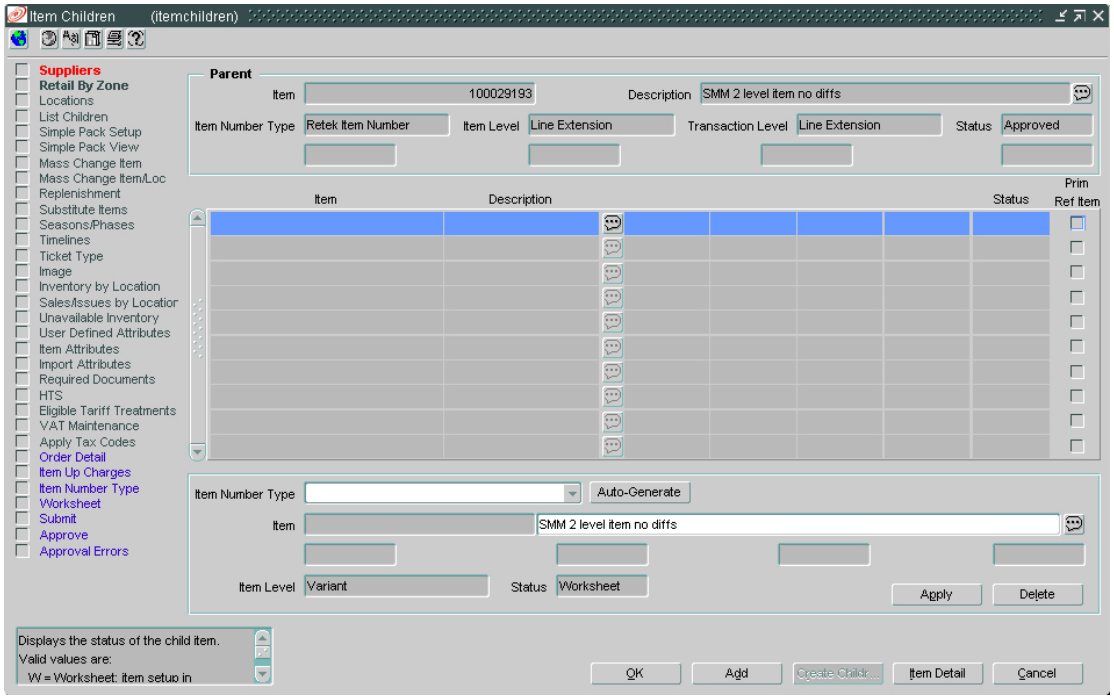
2. If an option is not required by the system and you want to override the error message, select the Override check box.
3. If an option is required by the system, make a note of the error and click **OK** to exit.
4. Resolve the errors and reapprove the item.

Submit a child item for approval

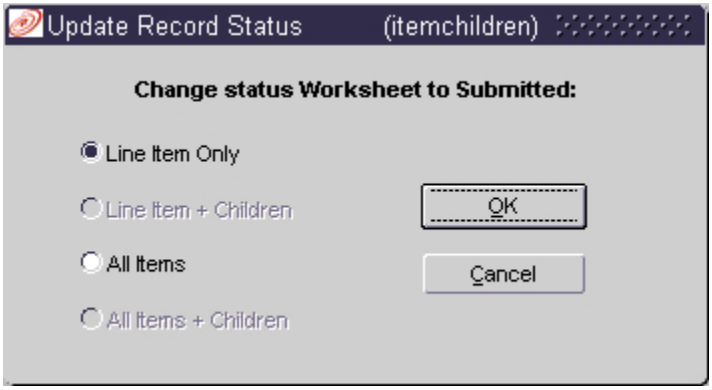
⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

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

Click on the List Children option on the Options list. The Item Children window is displayed.



1. Select a subordinate level item (child item) in the items table.
2. Click on the Submit option on the Options list. The Update Record Status window is displayed.



3. Select one of the following options:

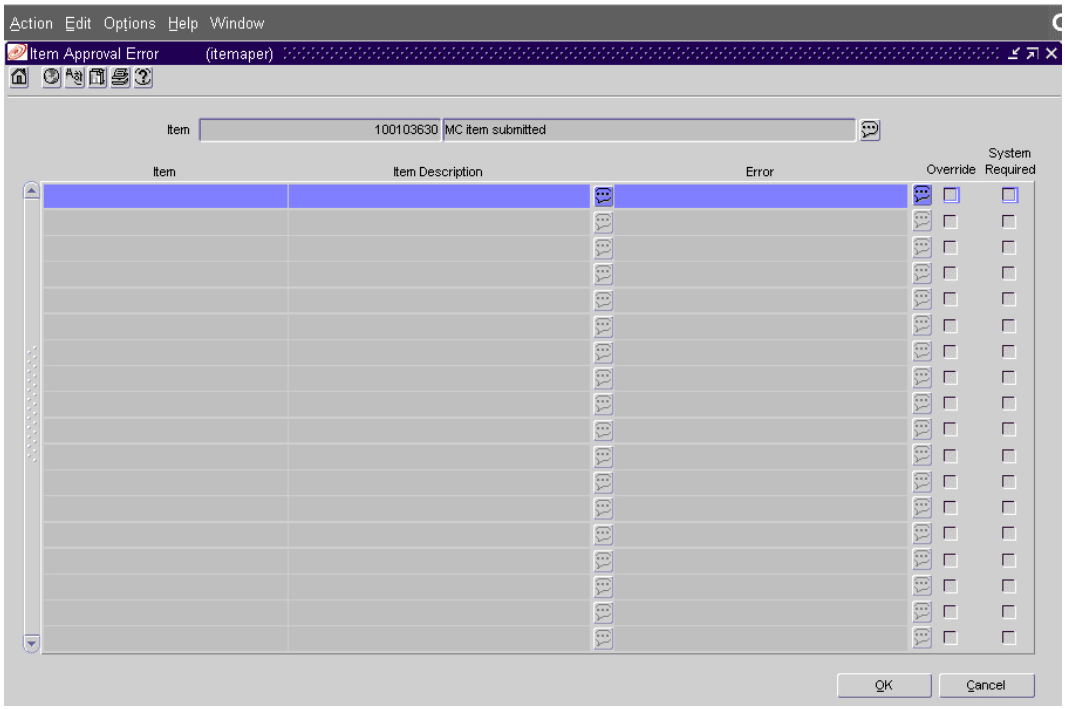
Note: Not all options may be available.

- 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.

4. Click **OK**. If the item or items could not be submitted, a message prompts you to view the approval errors screen.

   a. Click **OK**.

   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.

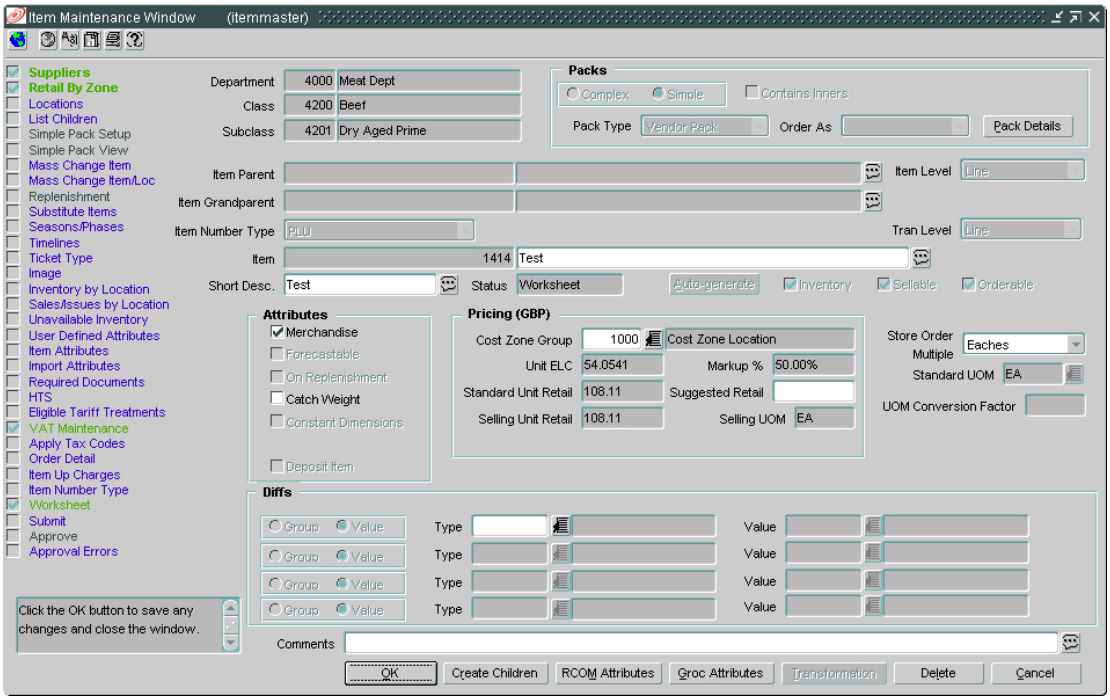


   c. If allowed, you may select the Override option for each error. Or, click **OK** and correct the error before attempting to resubmit the child item.

Approve an item

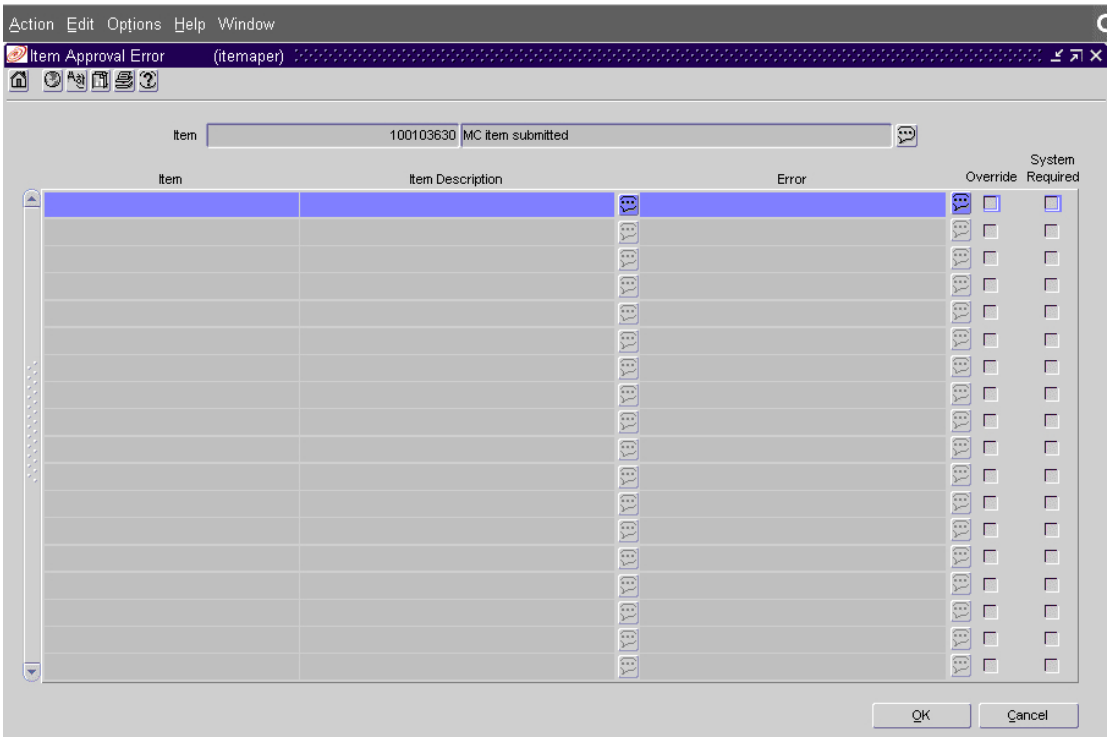
⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

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.
   - If you are prompted approve item children, click **Yes** or **No** to indicate approval of subordinate items.
   - If any errors are detected by the system, a prompt is displayed.
2. Click **Yes** to acknowledge the message.

3. 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.

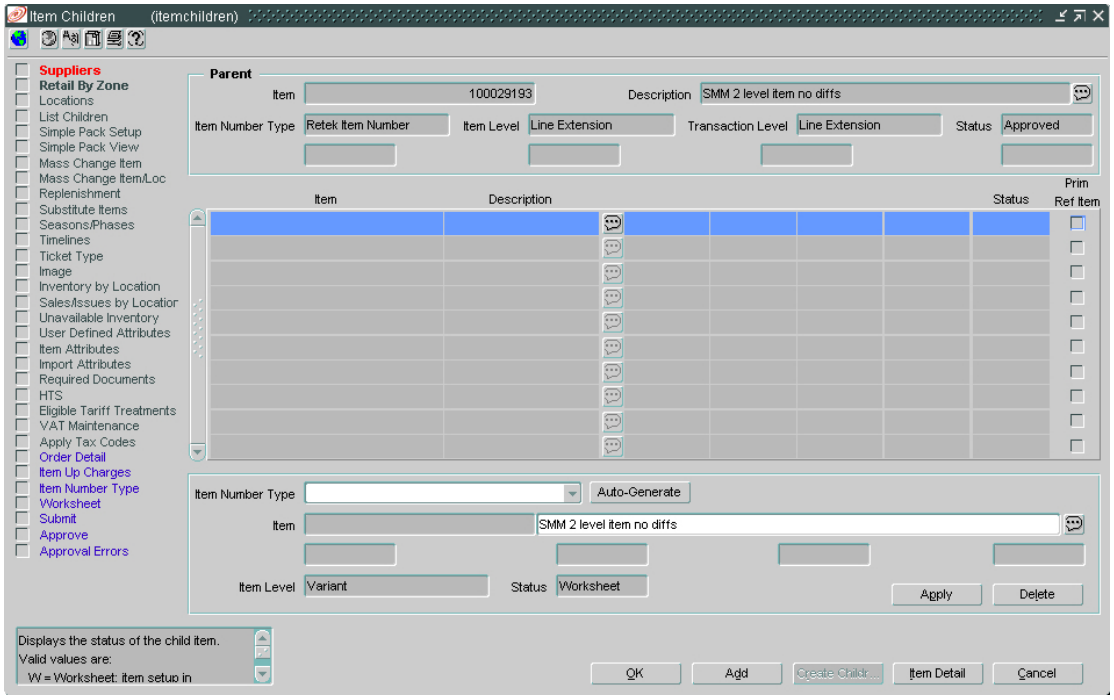
4. Resolve any errors and reapprove the item.

Approve list children

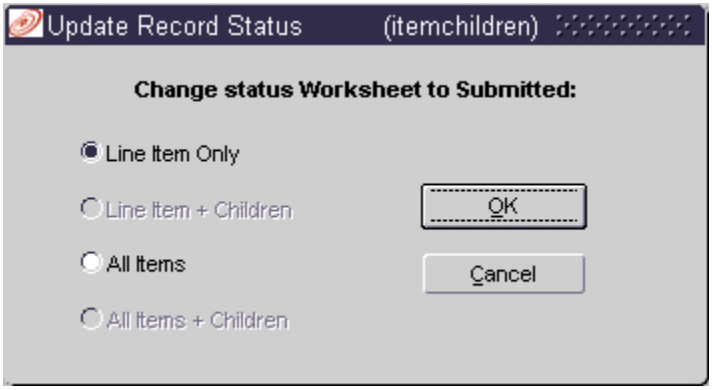
⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

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

Click on the List Children option on the Options list. The Item Children window is displayed.



1. Select a level 2 or level 3 item in the items table.
2. Click on the Approve option on the Options list. The Update Record Status window is displayed.

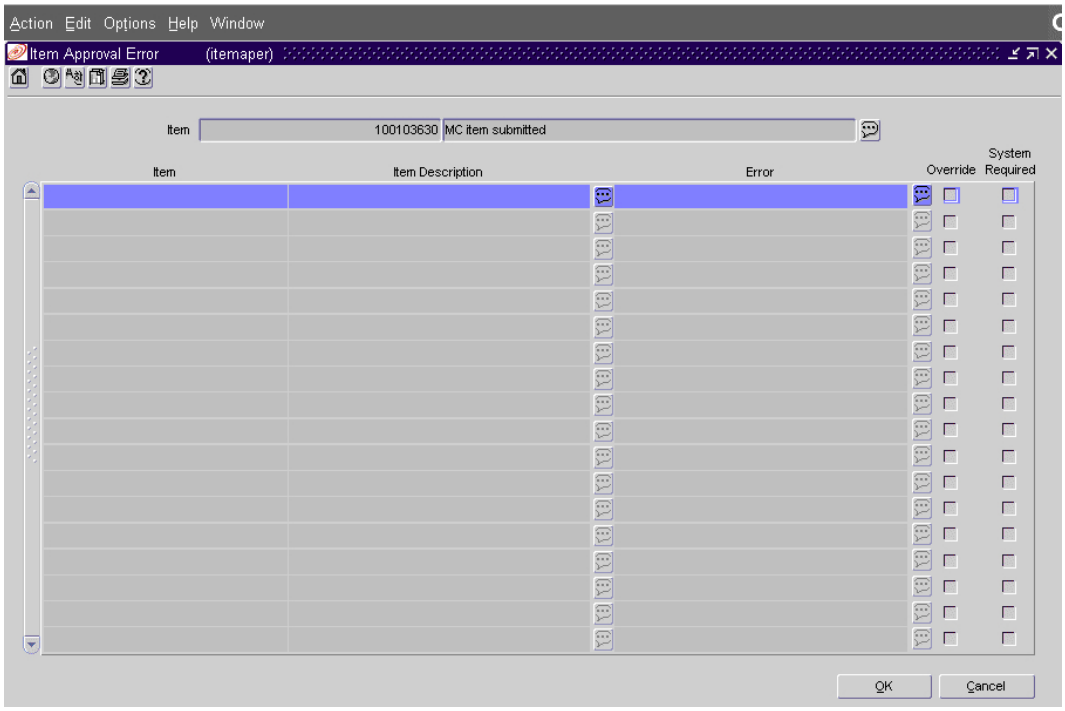


3. Select one of the following options:

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.

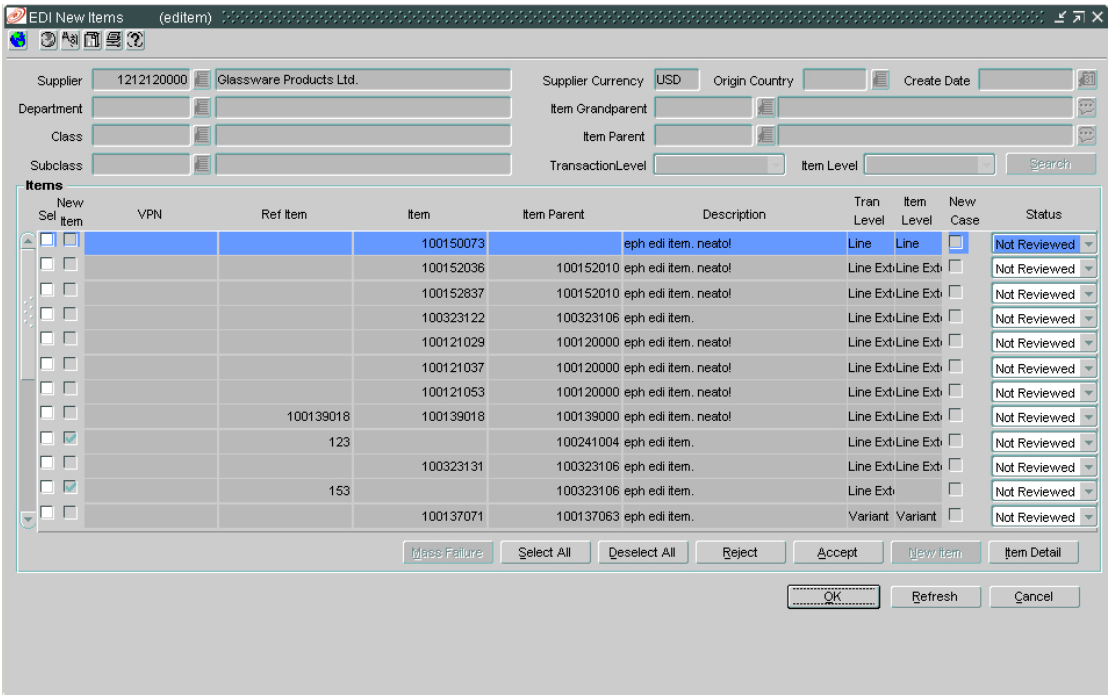
4. Click **OK** to save your changes and close the window.
5. If the item or items could not be approved, a message will prompt you to view the approval errors screen.
   a. Click **OK**.
   b. Click on the Approval Errors option on the Options list. The Item Approval Error window is displayed. The reason 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.

Accept item changes received via EDI

⇒ **Navigate:** From the main menu, select Items > EDI New Items. The EDI New Items window is displayed.



1. Enter or select the criteria you want to search by.

Note: Supplier is a required field.

2. Click **Search**. The items that match the specified criteria are displayed.

Update the status of an EDI item

- In the Status field next to each item, select the appropriate status.
  - **Accepted:** The item change was reviewed and accepted.
  - **Rejected:** The item change was reviewed and rejected. Rejected item changes are purged from the system after a predefined number of days.
  - **Not Reviewed:** The item change has not yet been reviewed. The change cannot take effect and it cannot be purged from the system.
  - **Failed:**

Change the status multiple items

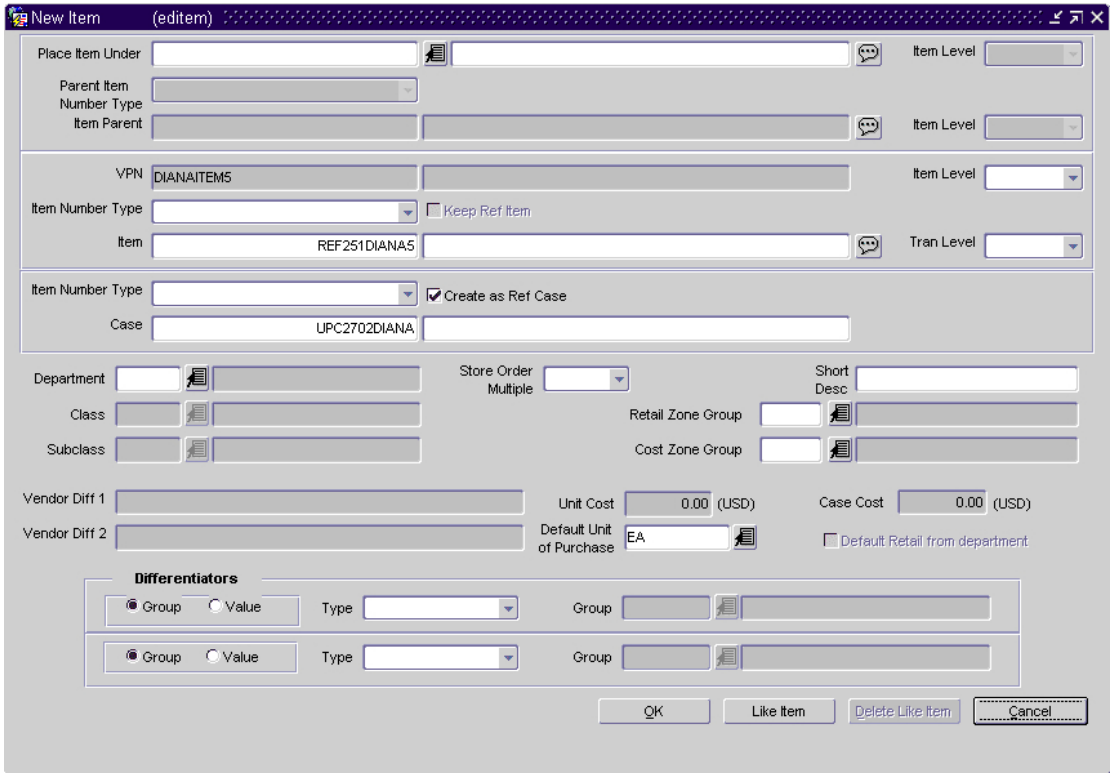
1. Click Select All. All the items in the table are selected.
   - In the Sel column, you can select or deselect the items you want to include.
2. Click **Accept** or **Reject**. The status is changed.

Edit seasons/phases, or user defined attributes for an accepted item

1. Select an item.
2. From the Options menu, select either Seasons/Phases or User Defined Attributes.
3. Edit the details in the Item/Season Matrix window or Item UDA List window as necessary.
4. Click **OK** to save your changes and close the window.

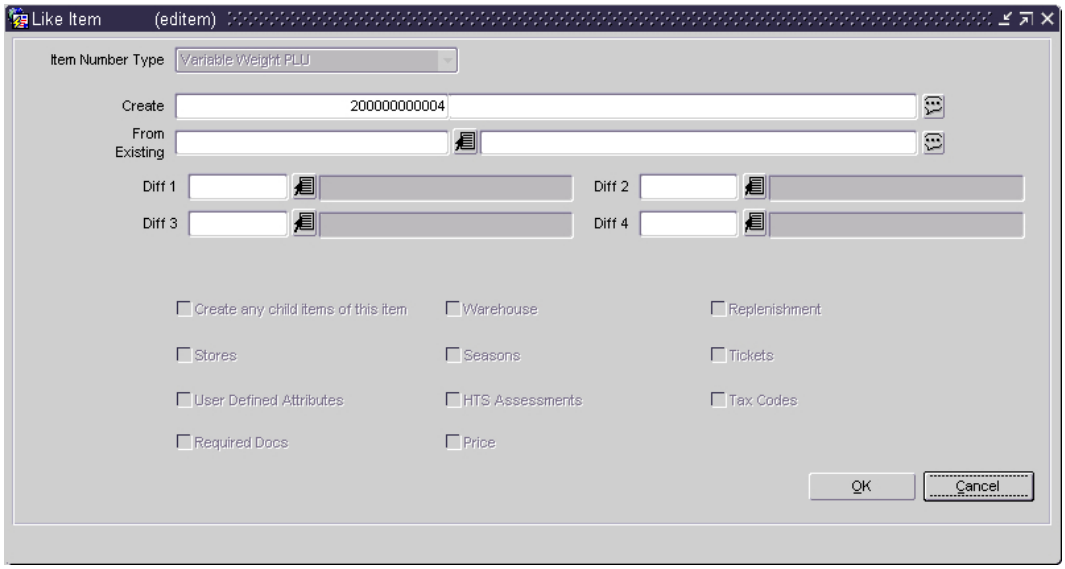
Process a new item

1. Select an item with New Item column selected
2. Click **New Item**. The New Item window is displayed.



3. Enter details in any enabled fields.

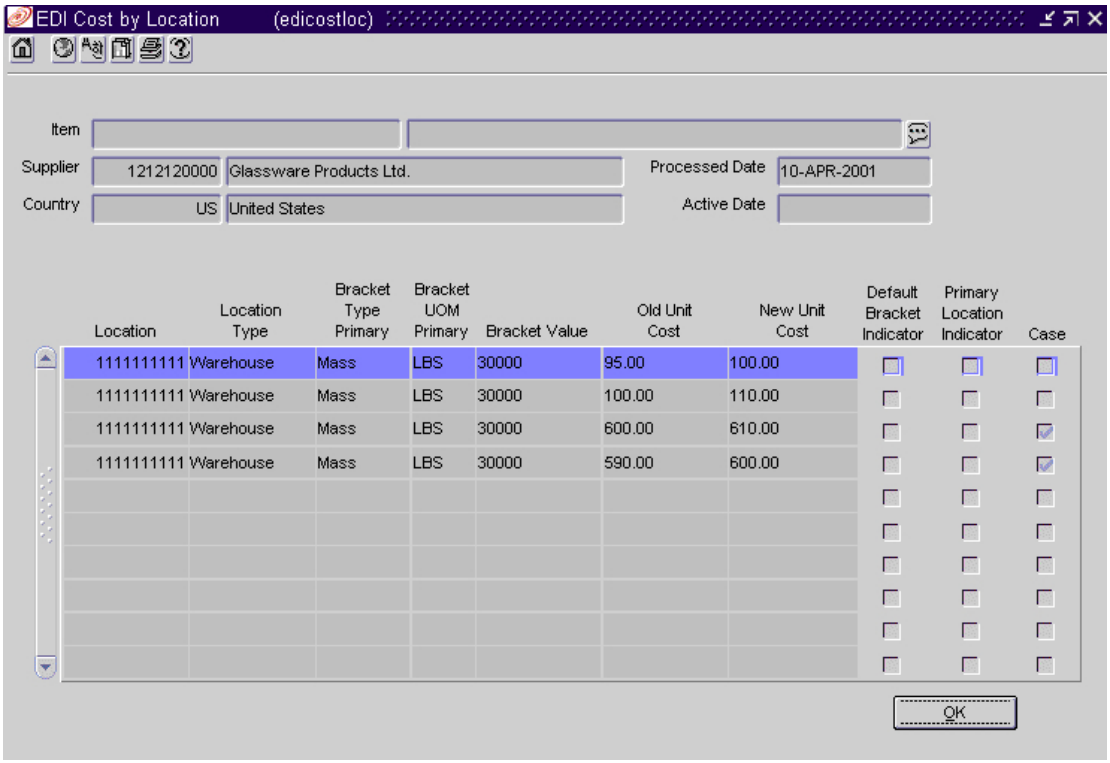
4. To copy details from an existing item:
   a. On the New Item window, click **Like Item**. The Like Item window is displayed.



   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 save your changes and close the window.
5. Click **OK** to save your changes and close the window.

Review the details of any cost changes that are associated with an item

1. Select an item on the EDI New Items window.
2. From the Options menu, select EDI Costing. The details are displayed in the EDI Cost by Location window.



3. Click **OK** to save your changes and close the window.

Reclassify items

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.

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 is forecastable 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.

Reclassification edit checks

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.

Batch processing edit checks

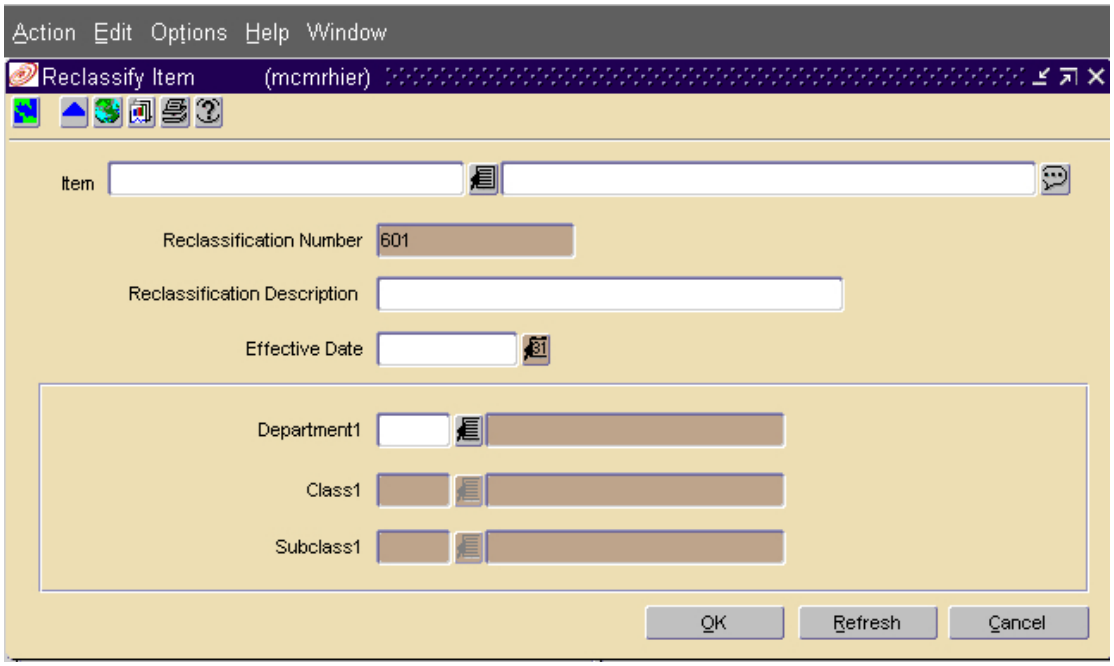
Other edit checks that can cause a reclassification event to fail also occur during the batch processing of the event. A reclassification cannot occur if:

- 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 is forecastable, 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.

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.



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 save your changes and close the window.

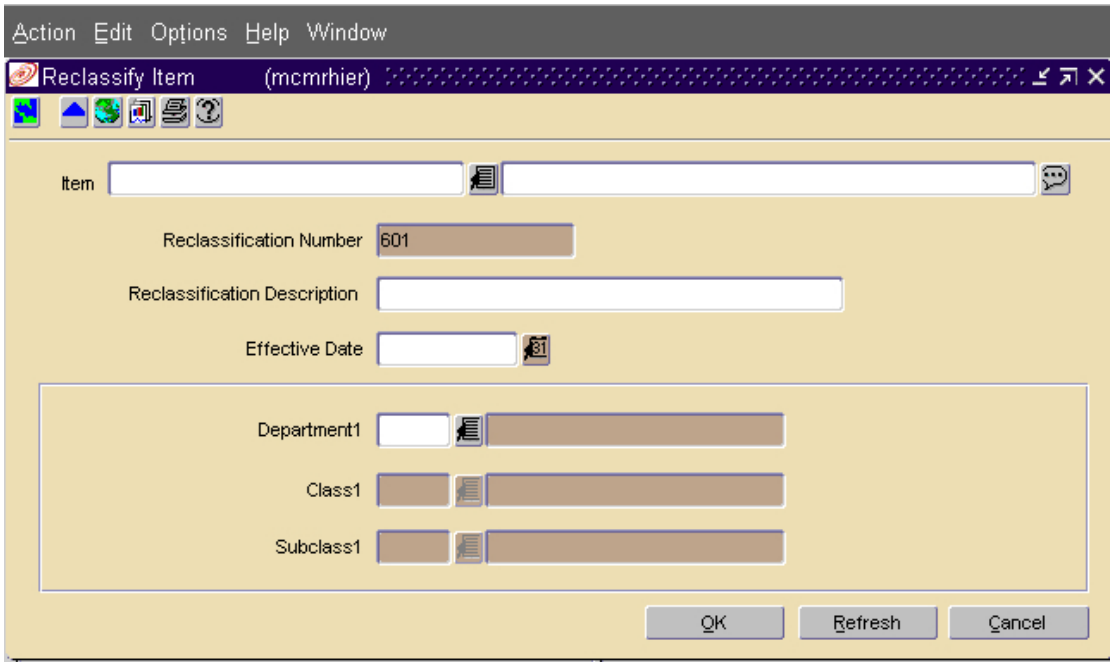
Note: A batch process reclassifies the items on the night before the effective date that you selected. Therefore, the earliest that you can schedule an effective date is for the next day.

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. The Item List Header window is displayed.

From the Options menu, select Create Mass Item Change > Reclassification. The Reclassify Item window is displayed.

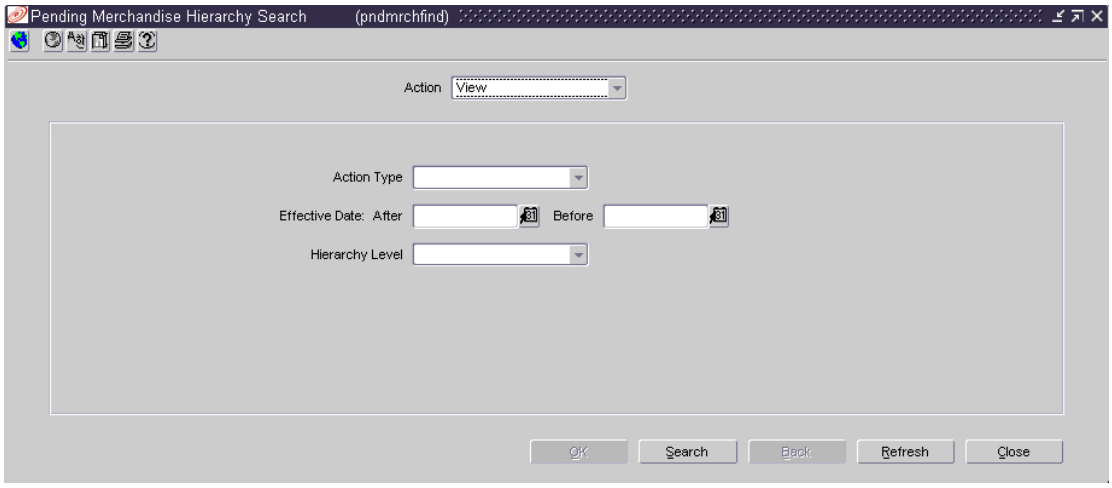


1. In the Reclassification Description field, enter a description of the reclassification event.
2. In the Effective Date field, enter the date on which the reclassification must occur, or click the calendar button and select the date.
3. In the Department, Class, and Subclass fields, enter the IDs of the Department, Class, and Subclass under which you want the items to be classified, or click the LOV buttons and select them.
4. Click **OK** to save your changes and close the window.

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.

Search for a pending merchandise hierarchy change

⇒ **Navigate:** From the main menu select Action > Pending Merchandise Hierarchy. The Pending Merchandise Hierarchy Search window is displayed.

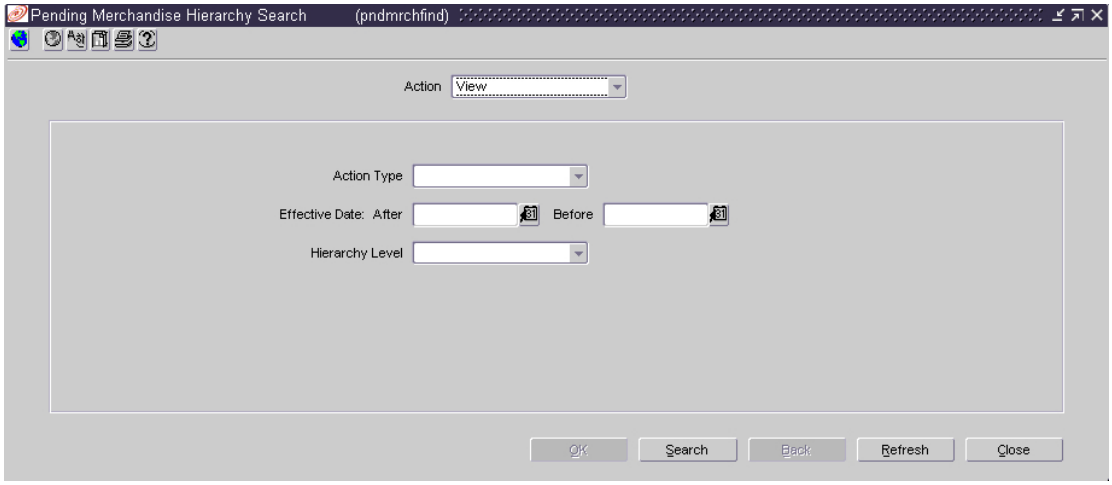


1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click **Search**.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the supplier information, select a record and click **OK**. The Pending Merchandise Hierarchy Search window is displayed.
5. Click **Close** to close the window.

Edit the pending merchandise hierarchy

⇒ **Navigate:** From the main menu select Action > Pending Merchandise Hierarchy. The Pending Merchandise Hierarchy Search window is displayed.

Search for and retrieve a merchandise change in Edit mode.



1. Edit the enabled fields as necessary.

Note: Fields are enabled based on the merchandise level selected.

2. Click **OK** to save any changes and close the window.

Chapter 5 – Purchasing

Purchasing

Purchase orders

Maintain open to buy amounts

Set up buyers

Auto generate a purchase order

Manually create a purchase order

Add items to a purchase order

Distribute the purchase order

Submit and approve the purchase order

Contracts

Create a contract

Submit and approve a contract

Deals management

Create the deal

Submit and approve the deal

Purchase Orders

Set up buyers

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

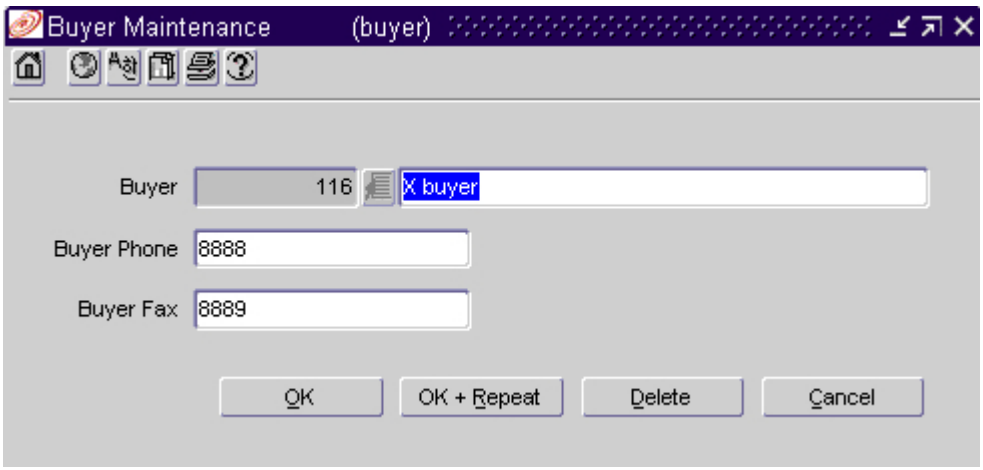
Buyers are responsible for maintaining store stock levels with merchandise that matches consumer demand.

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.

Procedures

Create a buyer

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



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** to save your changes and close the window.

Maintain open to buy amounts

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 records are maintained at the subclass/week level. OTB is allotted to three purchasing categories:

- 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.

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.

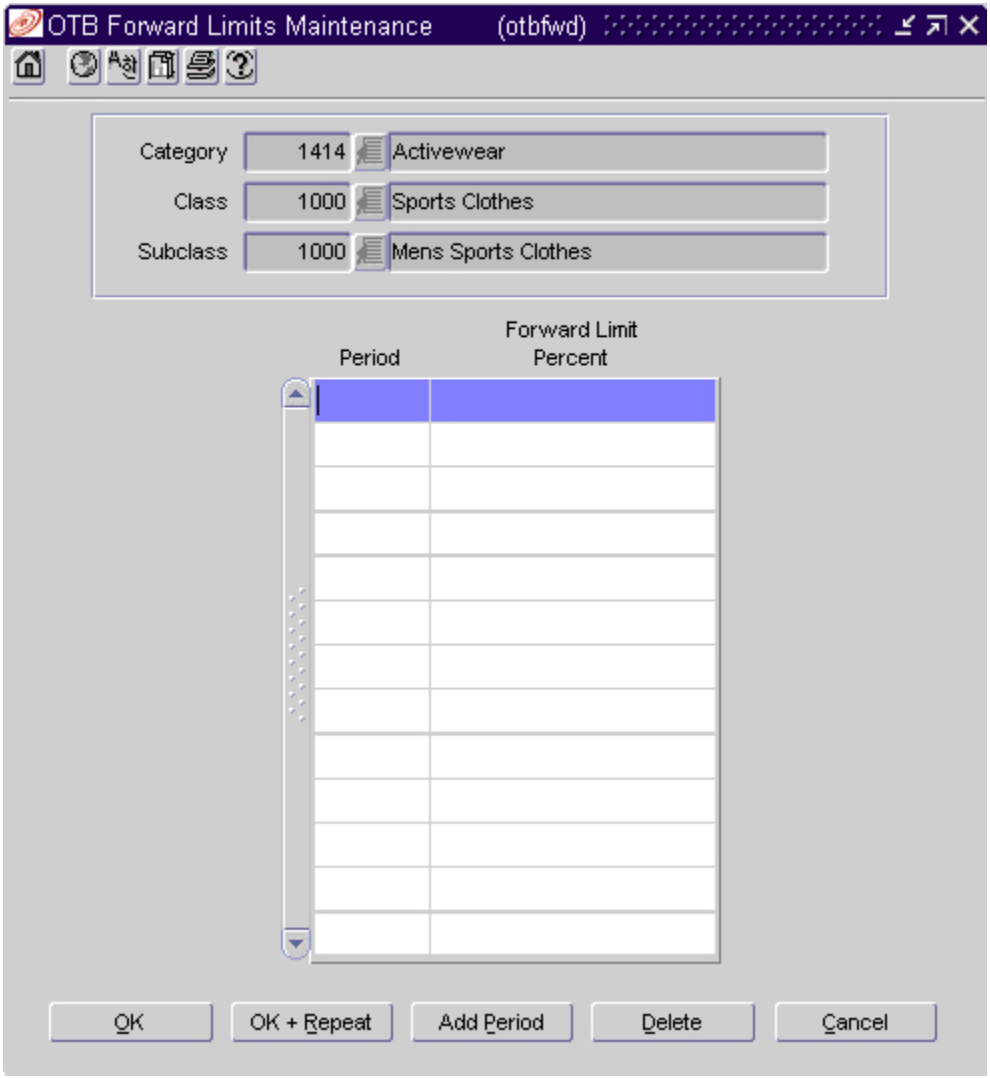
Although purchasing budgets may be received from an external planning system, you can maintain the purchasing budgets online by subclass and purchasing category.

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.

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.

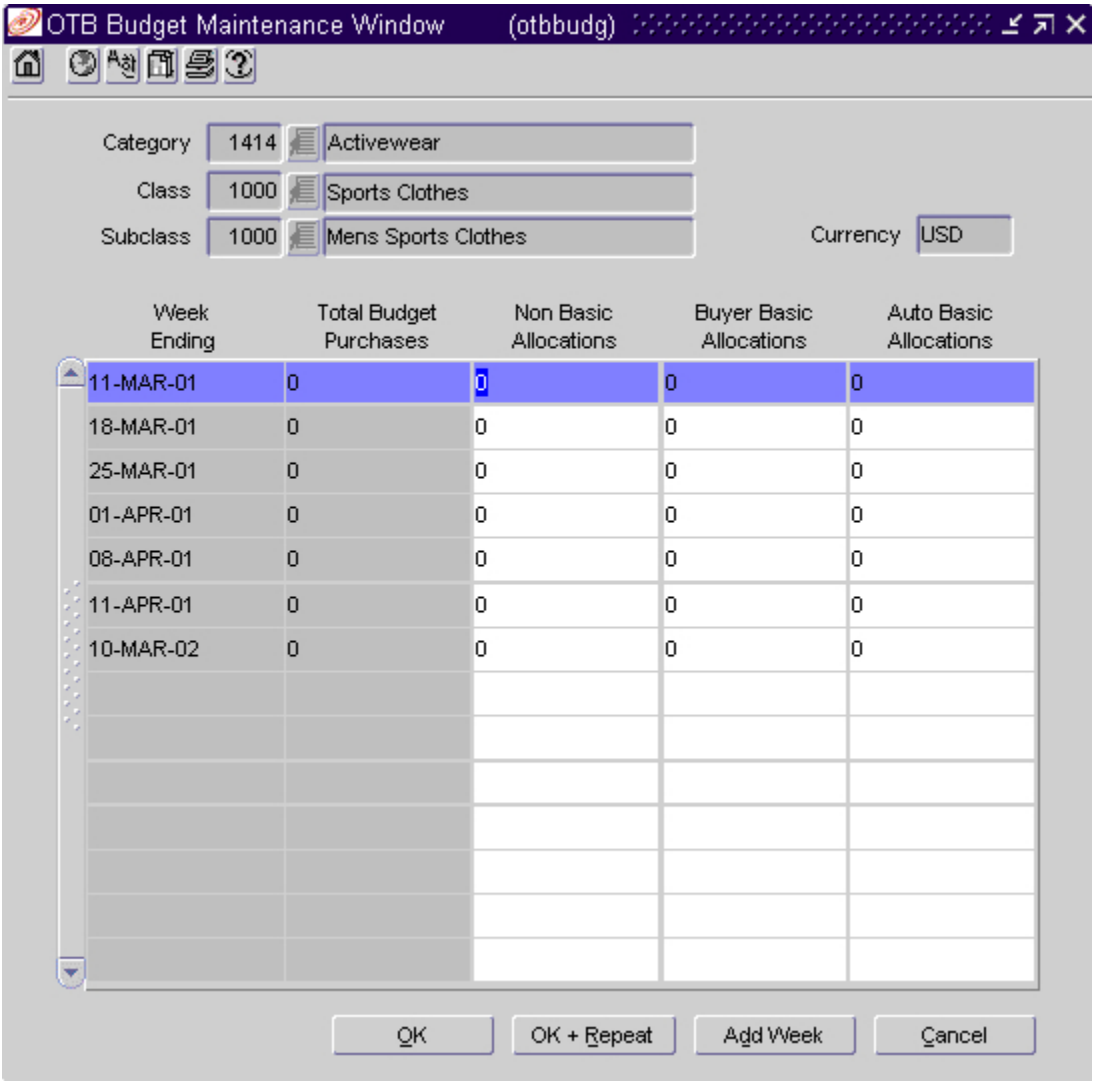


1. In the Department, Class, and Subclass fields, enter the ID of each, or click the LOV button and select the department, class, and subclass. Any existing forward limits are displayed.
2. Edit the percentages as necessary.
3. To add a forward limit:
   a. Click **Add Period**. The next available line 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** to save your changes and close the window.

Edit open to buy budgets

⇒ **Navigate:** From the main menu, select Finance > OTB > Budgets. The OTB Budget Maintenance window is displayed.



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 weekly budget records are displayed.
2. To add the next weekly period, click **Add Week**. Repeat as necessary.
3. In the Non Basic Allocations, Buyer Basic Allocations, and Auto Basic Allocations fields next to each weekly period, enter or edit the monetary amount to be budgeted for each type of purchase.
4. Click **OK** to save your changes and close the window.

Auto generate purchase orders

Purchase orders may be automatically generated through several ways:

- **Replenishment:** When inventory levels reach a point determined by the replenishment method assigned to an item, a purchase order can be created in Worksheet or Approved status.
- **Investment Buying:** When the investment buy calculations indicate a benefit to the company by purchasing additional inventory, a purchase order can be created in Worksheet or Approved status.
- **Vendor managed inventory (VMI):** If your supplier uses a VMI system, the supplier can create purchase orders in Worksheet or Approved status.
- **Truck splitting:** When a purchase order is split into two purchase orders to accommodate truck splitting, a purchase order can be created in Worksheet status.
- **Warehouse Stocked/Cross Dock Docked Stock:** Accumulates store need at the item/location level. If the need cannot be fulfilled by the warehouse, a worksheet PO is created.

Procedures

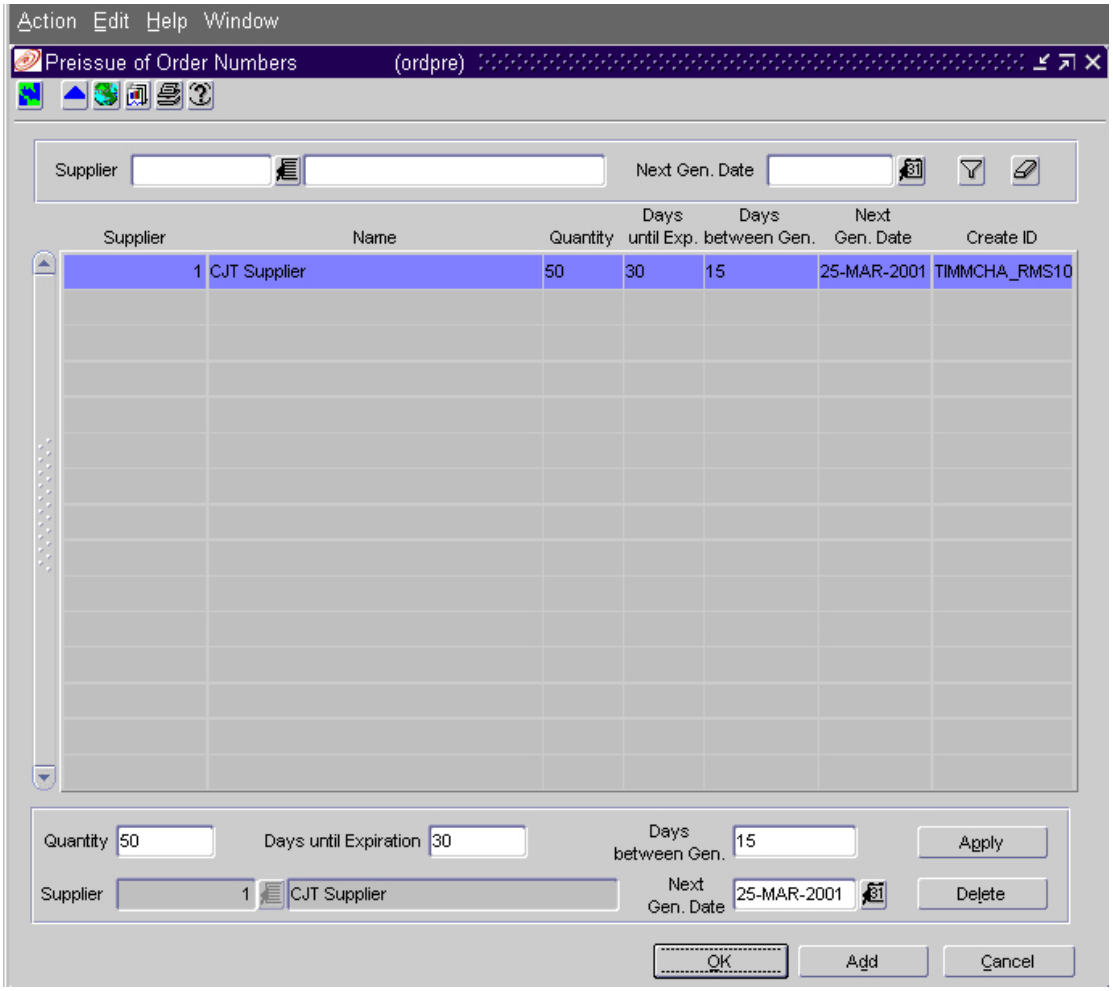
Generate an order revision report

⇒ **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 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.

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.

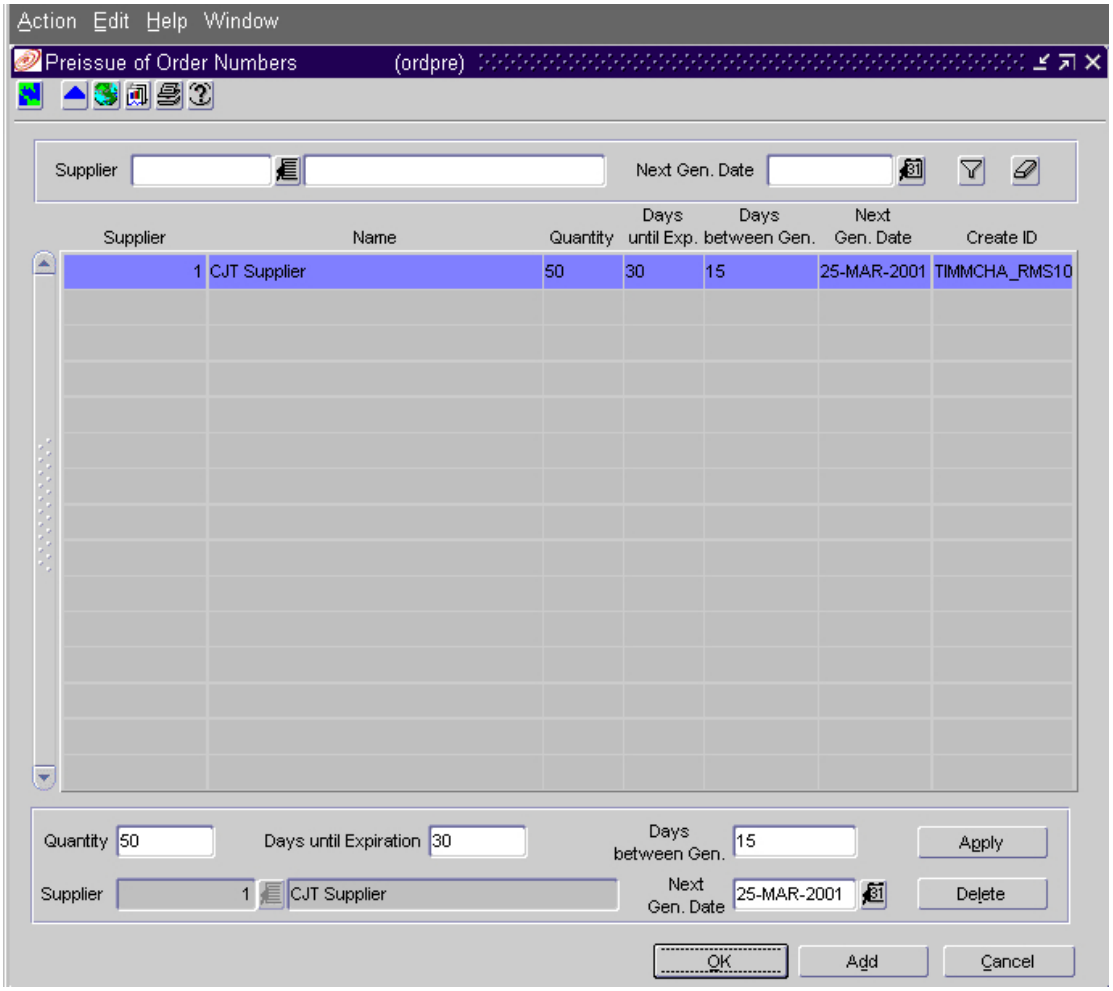


1. Click **Add**.
2. In the Quantity of Order Numbers field, enter the quantity of purchase order numbers you want to issue.
3. In the Days until Expiration field, enter the number of days that should elapse between the date each set of purchase orders is created and when the purchase order numbers expire.
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. Click **OK** to generate POs.
8. The Report Parameters Web page is displayed.

9. In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
10. Click **Submit Query**. The report is generated and sent to the destination that you selected.

Generate pre-issued order numbers (batch)

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



1. In the filter area, enter a supplier ID in the Supplier field, or enter a partial description and click the LOV button to select a supplier.
2. Click the filter button. The results are displayed on the table.
3. If there are order request for this supplier, you may edit information in the apply block.

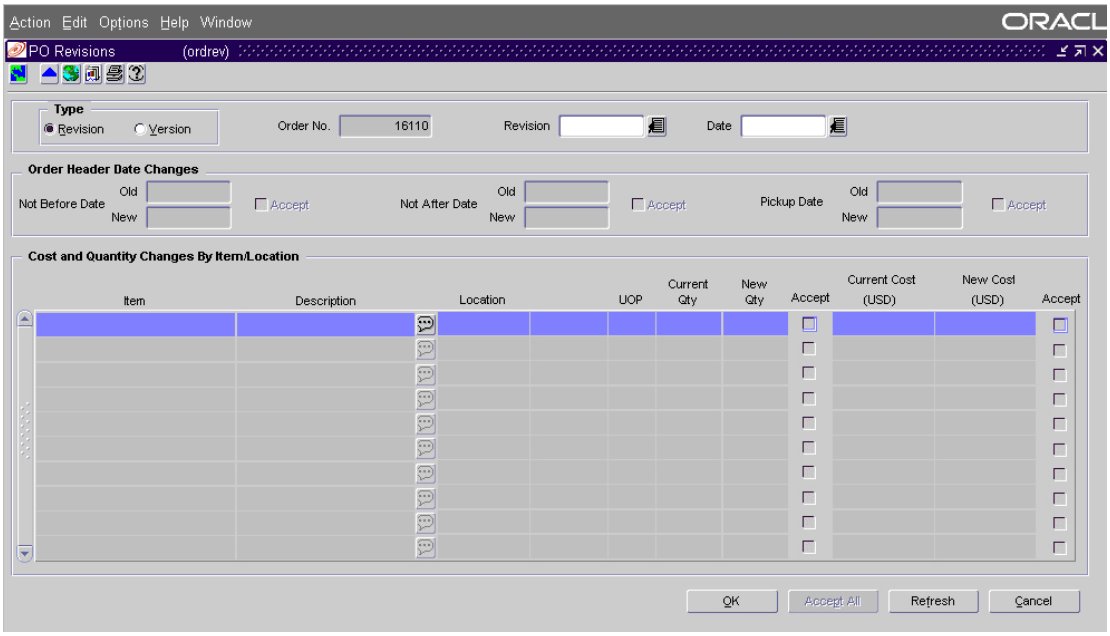
4. If there are no order requests for this supplier, click **Add**.
   a. In the Quantity field, enter the quantity of orders to be created.
   b. In the Days Until Expiration field, enter the number of days between order number creation date the numbers will expire.
   c. In the Days between Gen field, enter the number of days that will pass between each order number generation process.
   d. In the Supplier field, enter the supplier who will use the order numbers.
   e. The Next Gen Date will default to today's date. This field can be modified.
   f. Click **Apply** to add the record to the table.
5. Order numbers will be created for supplier records with a Next Generation Date equal to today.
6. After the first report is created, the supplier records that were processed will have the Next Gen Day incremented by the number displayed in the Days Between Generation field.

Accept a revision or version of a purchase order

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

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

From the Options menu, select Order Revisions. The PO Revisions window is displayed.



1. In the Type area, select Revision or Version.
2. In the Type field, select Revision to review supplier changes, or Version to review buyer changes.
3. In the Revision or Version field, enter the number of the revision or version, or click the LOV button and select the revision or version. The details of the revision or version are displayed in the table.

Note: If you don't know which revision or version number you want, you can select it by date. In the Date field, enter the date, or click the LOV button and select the date.

4. Select the Accept check box next to each detail that you want to accept. If you want to accept all of the details, click **Accept All**.
5. Click **OK** to save your changes and close the window.

Manually create a purchase order

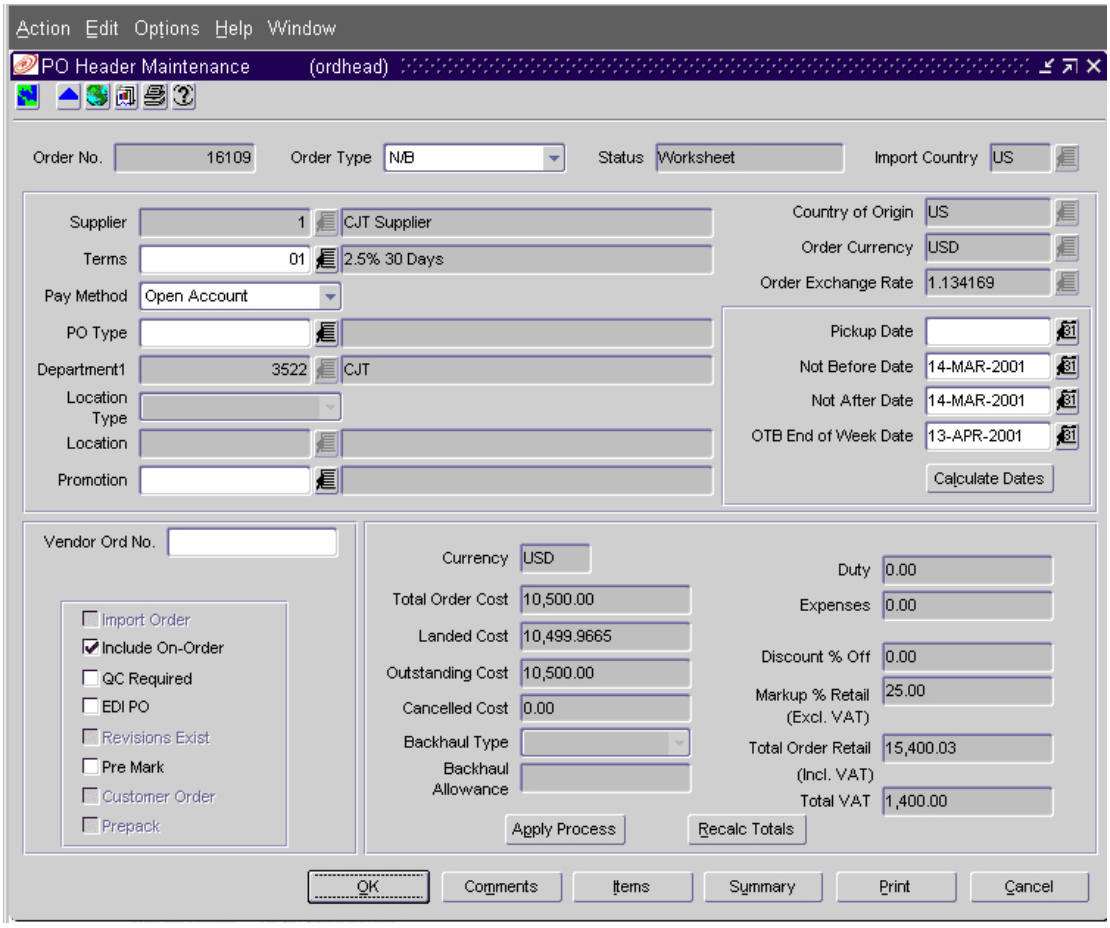
You can create a purchase order manually. Many purchase orders are created through an auto generation process in RMS. Occasionally, you may need to write purchase order. After you create the purchase order header and add the appropriate details, you need to add items to a purchase order and distribute the items on the purchase order.

Procedures

Create a purchase order for a customer

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Search 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.

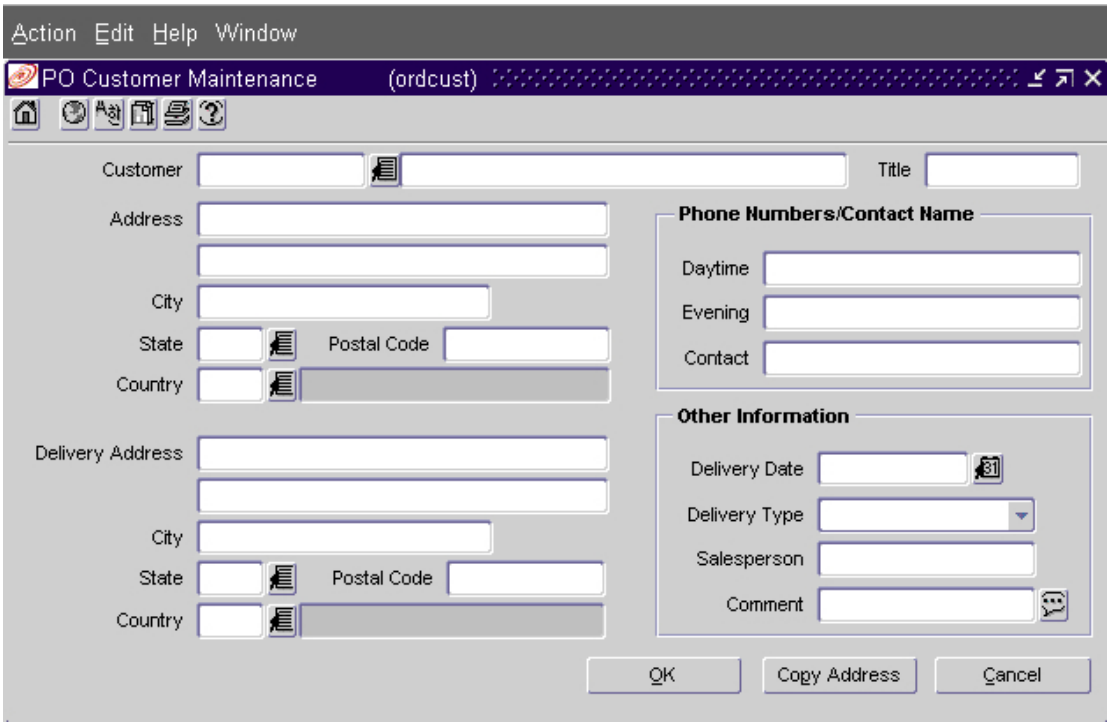
5. In the Department field, enter the ID of the Department, or click the LOV button and select the department.

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.

Add the customer information

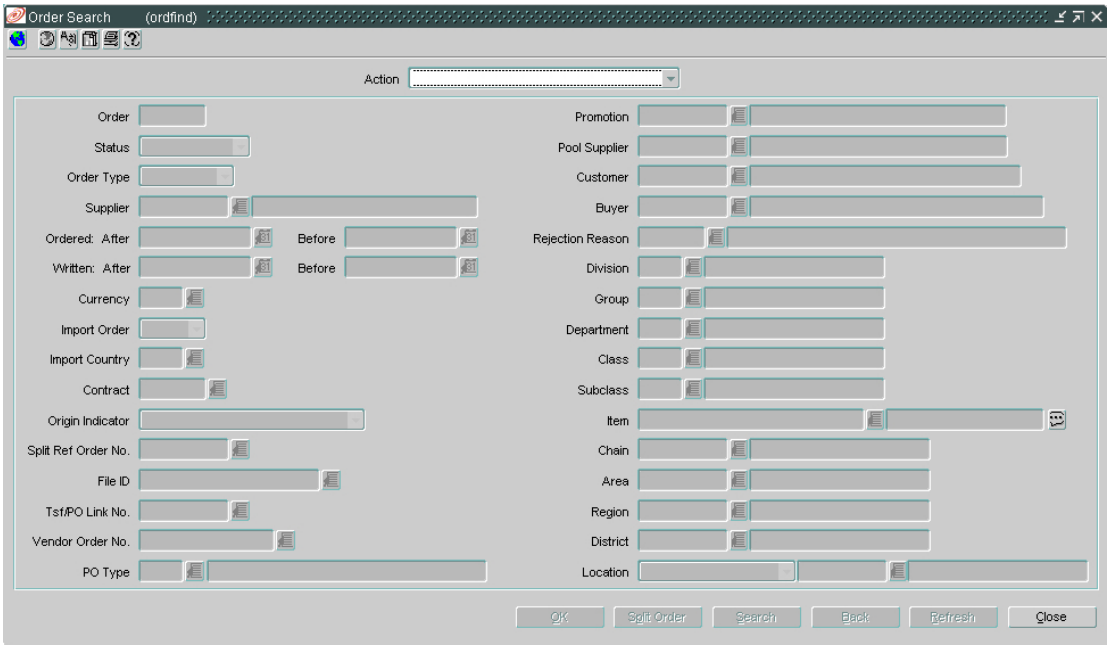
1. From the Options menu, select Customer. The PO Customer Maintenance window is displayed.



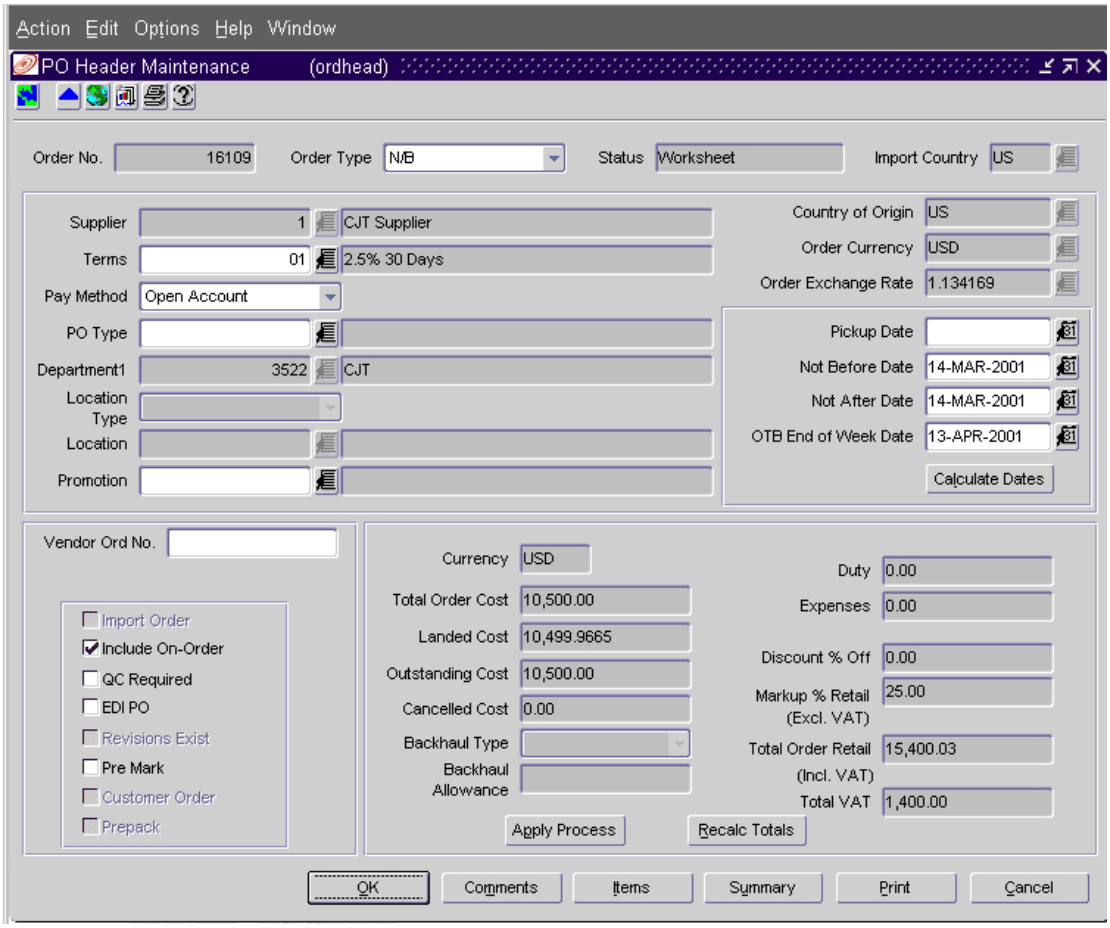
2. In the Customer field, enter the ID of the customer, or click the LOV button and select the customer. For a new customer, enter the name of the customer in the second field.
3. Enter the address, the delivery address and any additional information as necessary.
4. Click **OK** to exit the PO Header Maintenance window.

Create a purchase order for a pack item

⇒ **Navigate:** From the main menu. select Ordering > Orders. The Order Search window is displayed.



1. In the Action field, select New Order and click **OK**. The PO Header Maintenance window is displayed.



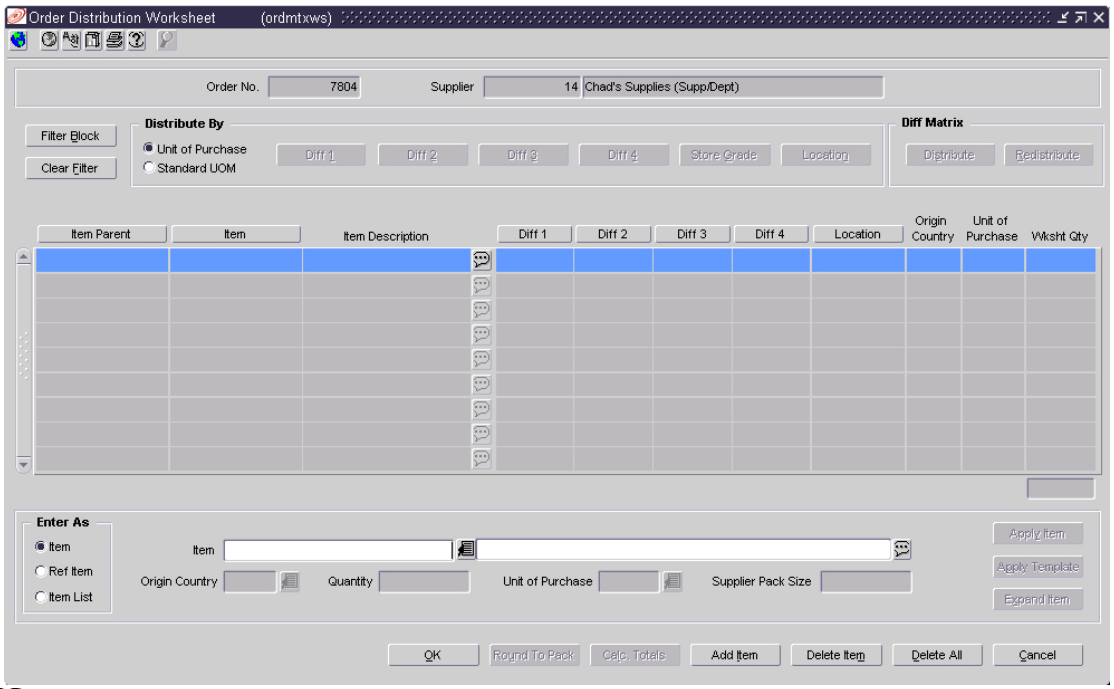
2. In the Order Type field, select the order type.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults 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.

Add the prepack to the purchase order

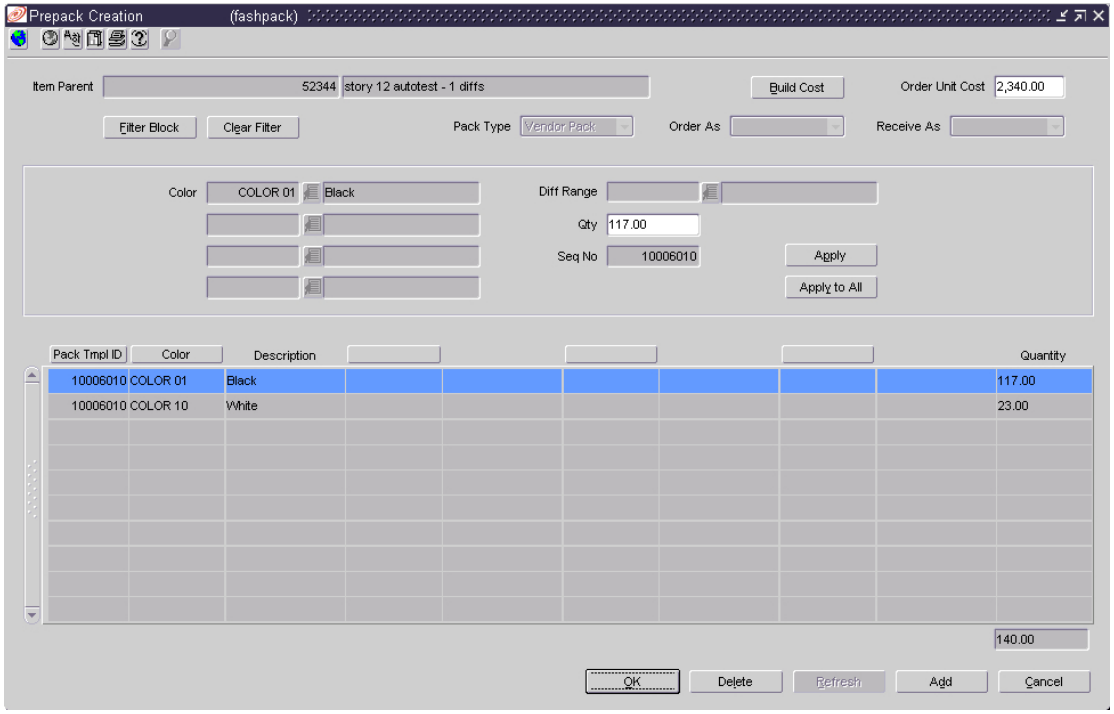
1. Click **Items**. The Order Distribution Worksheet window is displayed.



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

2. Click **Add Item**.
3. In the Enter As field, select Item, Ref Item, or Item List.
4. Enter the information for the item, ref item, or item list in the apply block.

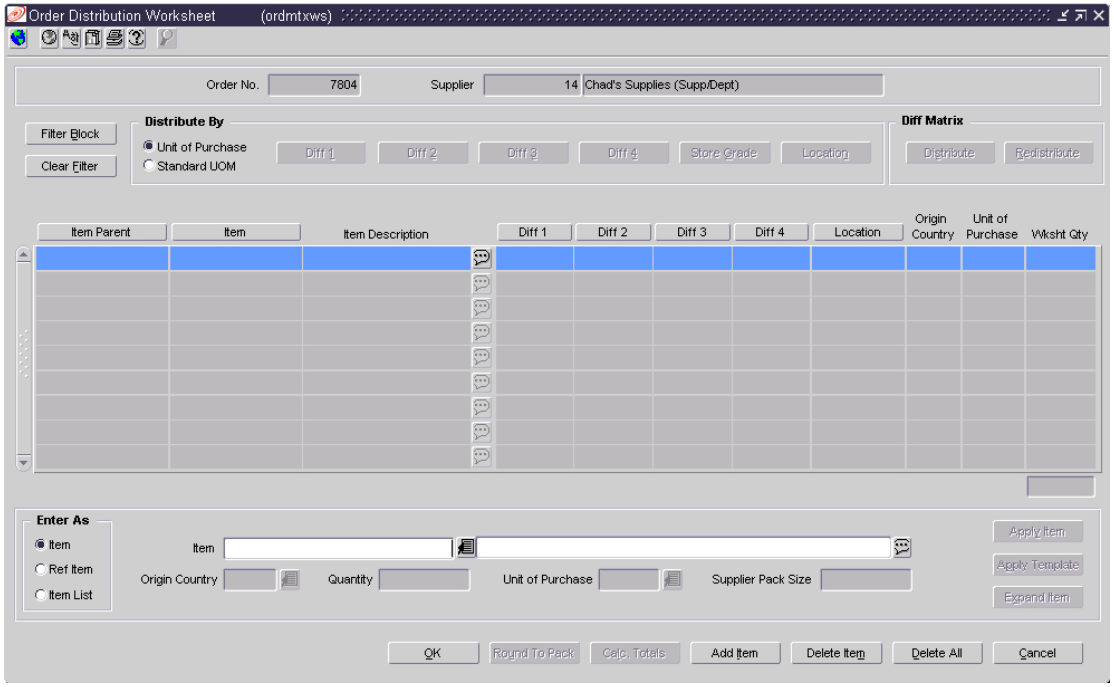
5. Click **Apply Template**. The Prepack Creation window is displayed.



Create the prepack template

1. In the Pack Type field, select Buyer or Vendor.
2. If you select Buyer in the Pack Type field, select an option in the Order As and Receive As fields.
3. If you select Vendor in the Pack Type field, enter the cost per component unit in the Unit Cost field.
4. Click **Add Diff**.
5. In the Diff area, select either diff or diff Range.
6. Enter the diff ID or diff range, or click the LOV button and select a value.
7. Click **Apply**.
8. In the Diff fields, select Diff ID, Diff Range, or Diff Template.
9. Enter a description, or click the LOV button and select a value.
10. In the Quantity field, enter the quantity that you want to distribute among the diff combinations.
11. If you selected Buyer in the Pack Type field, enter a sequence number in the Seq No field.
12. Click **Apply** to add the diffs to the selected record, or click **Apply All** to add the diffs to all records in the current range.
13. Click **Build Cost** to calculate the unit cost of the prepack.

14. Click **OK** to exit the Prepack window. The Order Distribution Worksheet window is displayed.

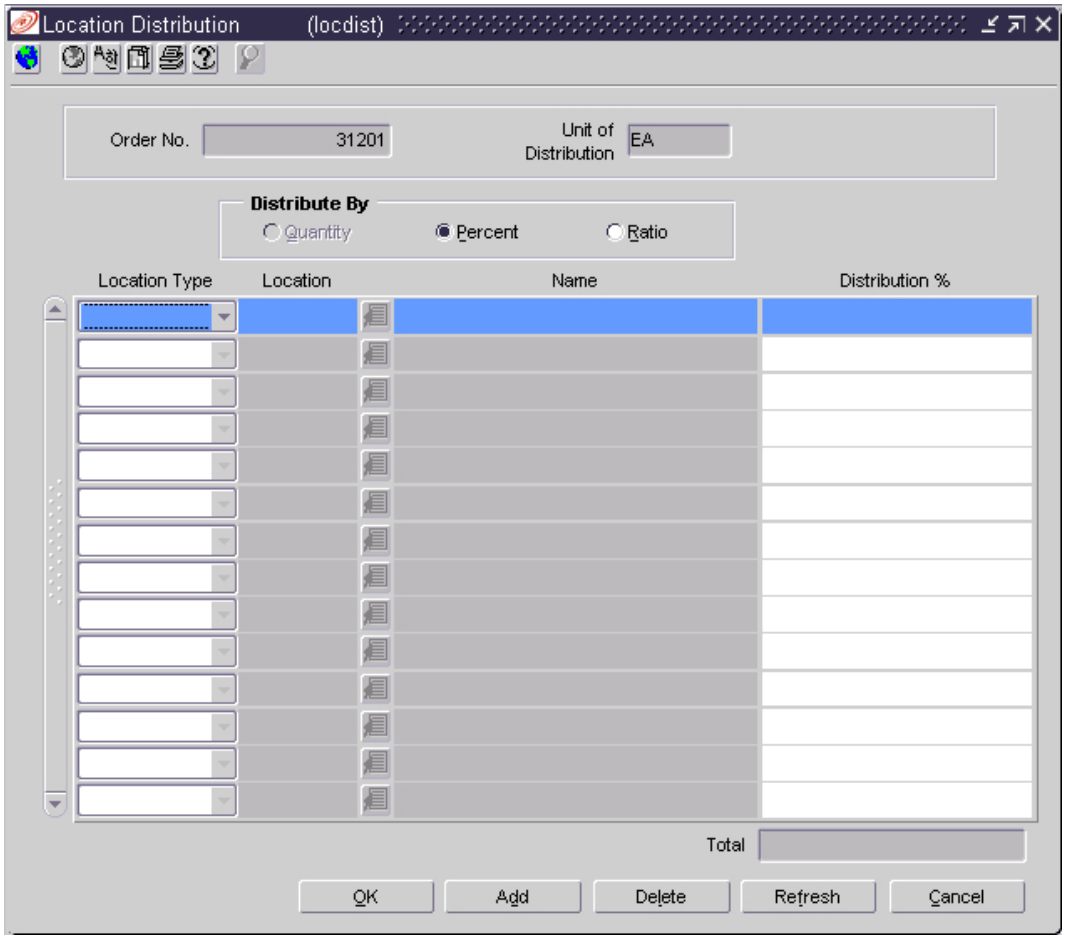


Distribute the prepack(s)

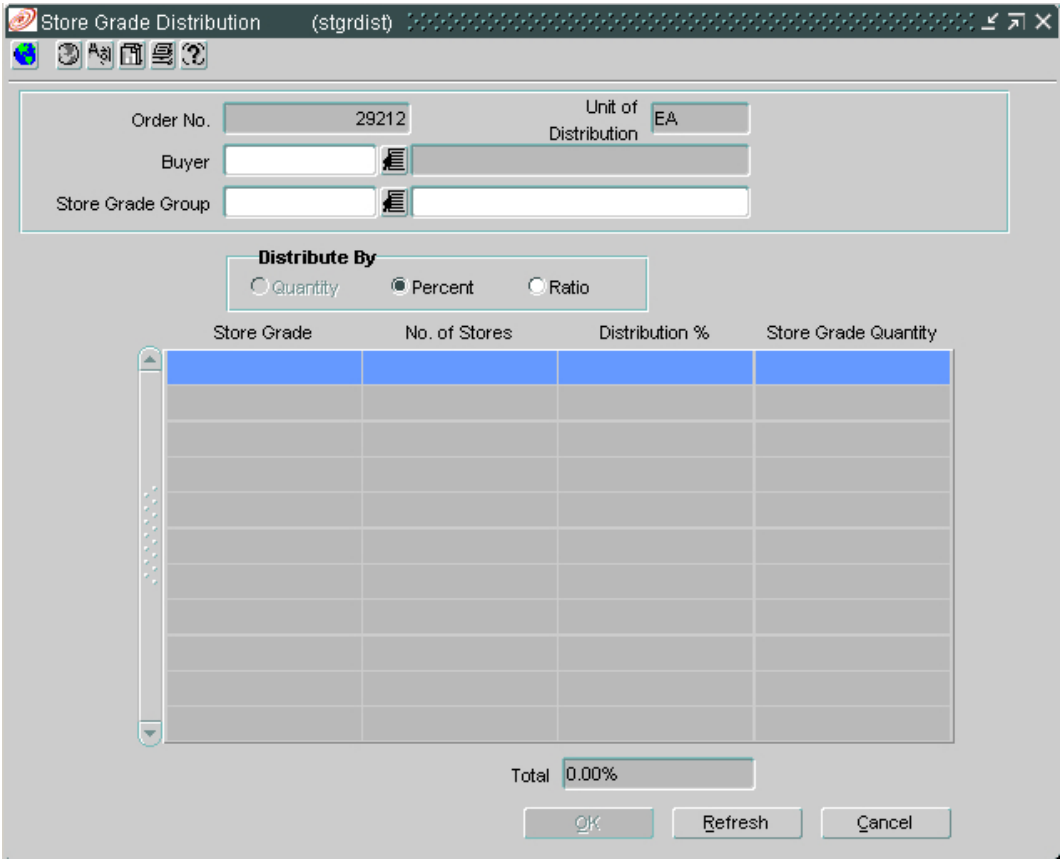
1. You may filter the items to apply a method of distribution to a specific set of items.

2. 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.



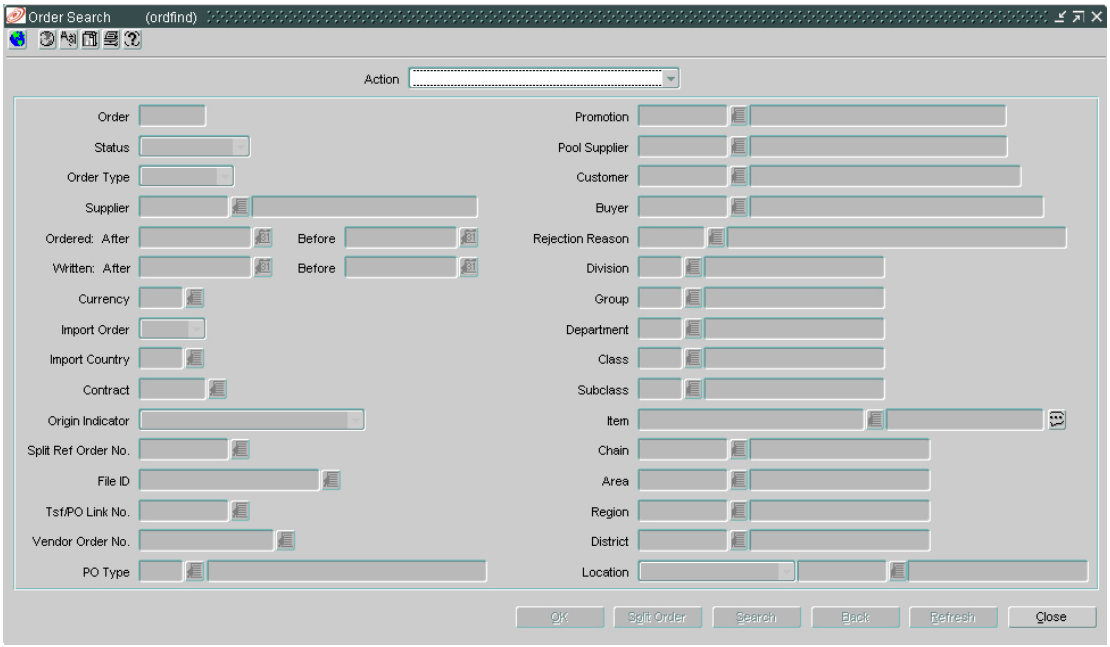
3. When you have finished distributing the items, click **OK** to exit the Order Distribution Worksheet window. The PO Item Maintenance window is displayed.

Review and complete the purchase order

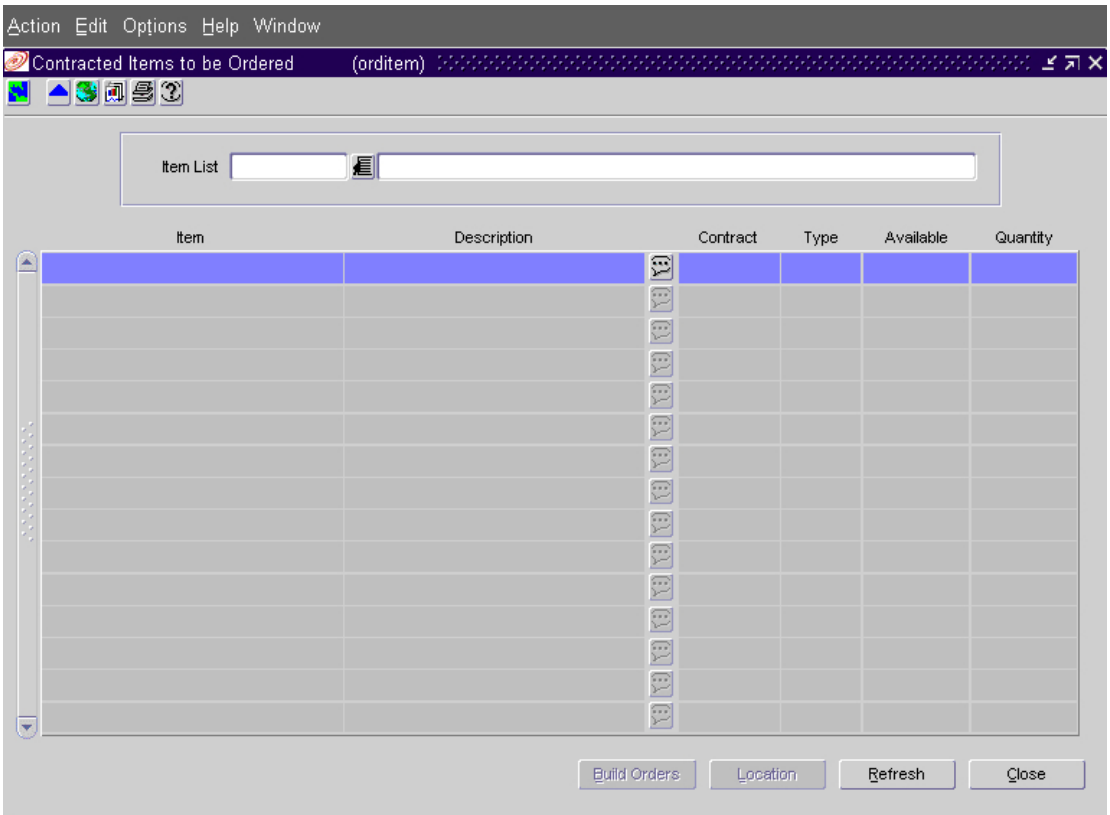
1. Click **Recalculate** to calculate the costs and retail value.
2. Click **Apply Deals** to include any deals that pertain to the items.
3. When prompted to include the deals, click **OK**.
4. Click **OK** to exit.

Create a purchase order from contracted items

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



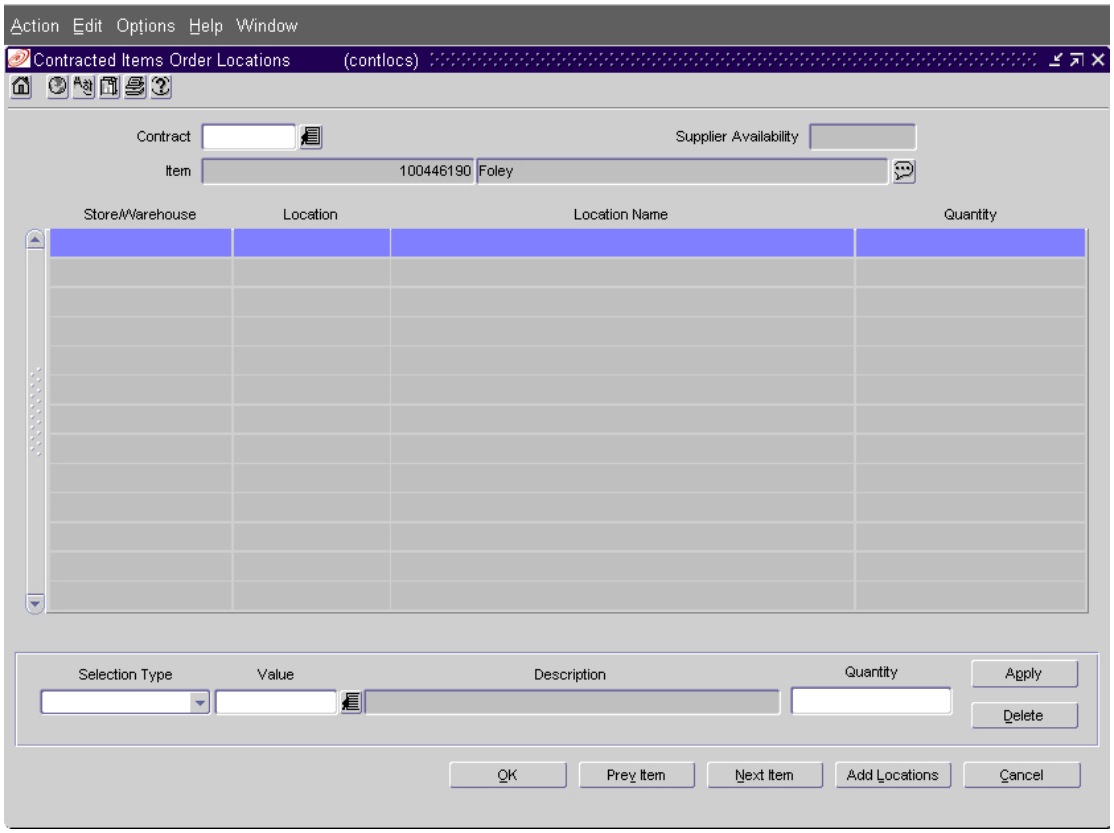
1. In the Action field, select New Order with Contract and click **OK**. The Contracted Items to be Ordered window is displayed.



2. In the Item List field, enter the ID of an item list, or click the LOV button and select the item list. The items on the item list are displayed.

Select the contracts and distribute the items

1. Click **Location**. The Contracted Items Order Locations window is displayed.



2. In the Contract field, enter the ID of the contract, or click the LOV button and select the contract.
3. In the Group Type field, select the grouping mechanism for the destination locations.
4. In the Value field, enter the ID of the group, or click the LOV button and select the group.
5. In the Quantity field, enter the number of units to distribute to each location.
6. Click **Apply**. The locations and quantities are added to the table.
7. Click **Next Item** to select a contract for and distribute the next item on the item list.
8. After all the items are distributed, click **OK** to exit the Contracted Items Order Locations window.

Build the purchase orders

1. Click **Build Orders**. The Build Orders from Contracts window is displayed.
2. In the Order Type field, select the type of order.
3. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar buttons and select the dates.
4. In the Create Status field, select Generated for each record.
5. Click **Create Orders**.
6. When prompted to create the orders, click **Yes**.
7. Click **OK** to save your changes and close the window.

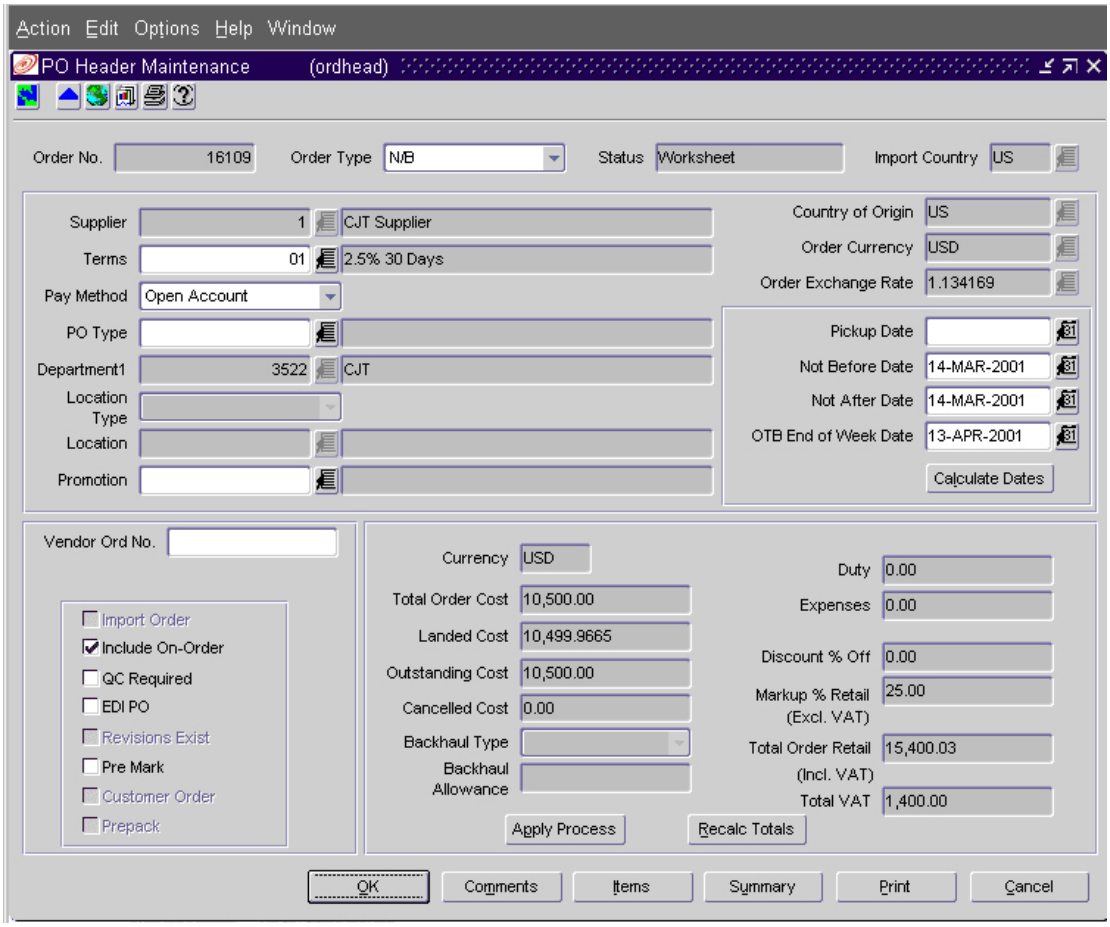
Complete the purchase order

- Click **OK** to save your changes and close the window.

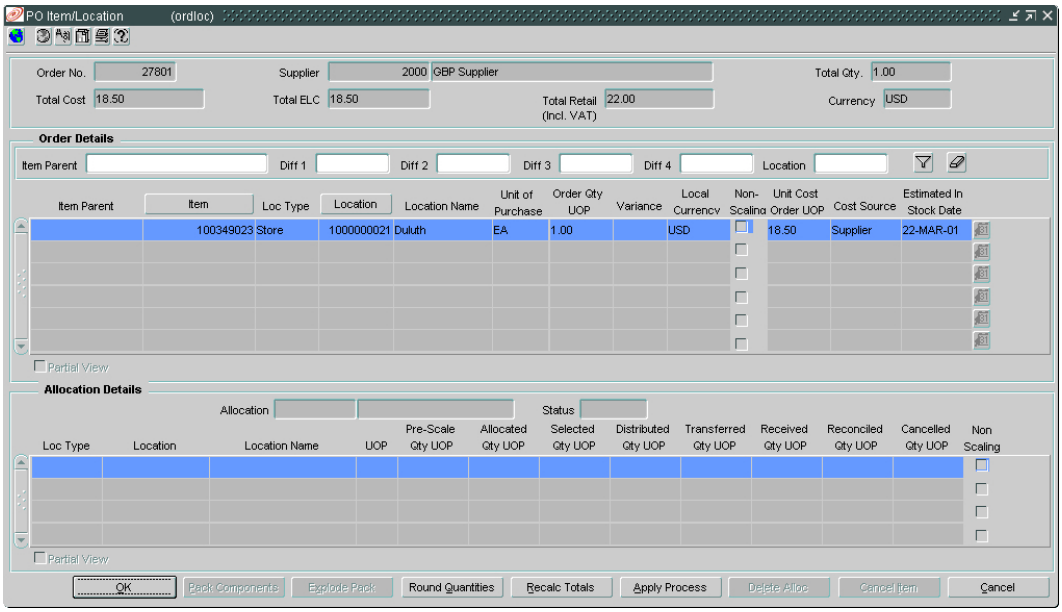
Copy a purchase order

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

Search for and retrieve a purchase order in Create Order from Existing mode. The PO Header Maintenance window is displayed.



1. Edit the enabled fields as necessary.
2. To edit the items and locations:
   a. Click **Items**. The PO Header Maintenance window is displayed.
   b. Edit as necessary.
   c. Click **Locations**. The PO Item/Location window is displayed.



d. Edit as necessary.

e. Click **OK** to exit each window. The PO Header Maintenance window is displayed.

3. Click **Recalc Totals** to update the monetary amounts.
4. Click **Apply Process**.
5. Select the Apply Deals options to include any deals that pertain to the items. You are prompted to include the deals.
6. Click **Yes** to approve the inclusion of deals.
7. Click **OK** to save your changes and close the window.

Add 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 diffs. Quantities can be entered on a PO based on the unit of purchase or the standard unit of measure.

Procedures

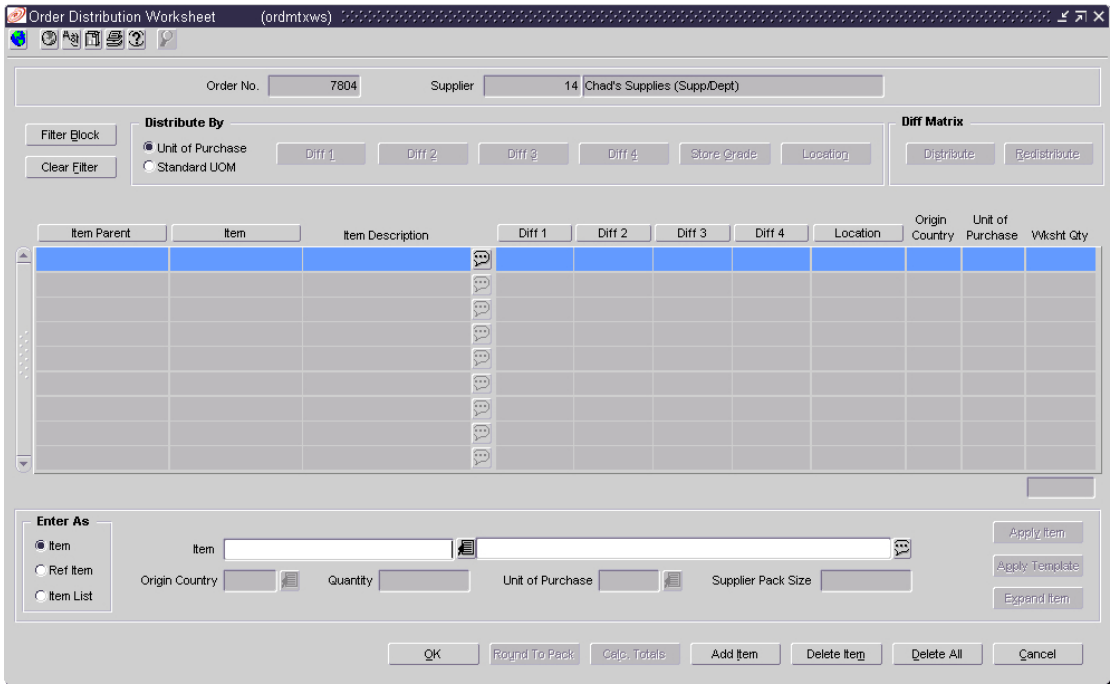
Add an item to a purchase order

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Search 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.

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

Click **Add to Order** the Order Distribution Worksheet window is displayed.



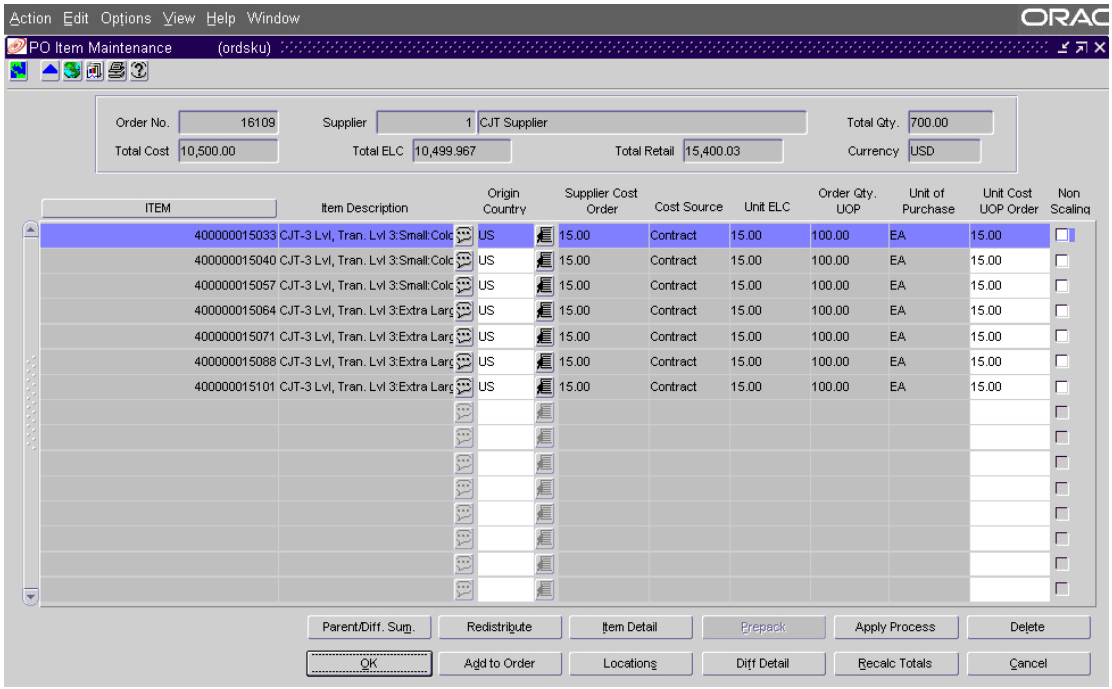
1. Click **Add Item**.
2. In the Enter As area, select the Item, Ref Item, or Item List option.
3. In the Item field, enter the item number of the item or the ID of the item list, or click the LOV button and select the item or item list.
4. If required, enter the Origin Country code for the country, or click the LOV button and select the country.
5. 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.
6. Enter or edit the Unit of Purchase and Supplier Pack Size fields as necessary.
7. 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.
8. Filter and distribute the items as necessary.
9. Click **OK** to save your changes and close the window.

Edit the items on a purchase order

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Search 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.

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



1. Edit the enabled fields as necessary.
2. Click **OK** to save your changes and close the window.

Distribute 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 diff:** Distribute items by any diff value associated with the purchase order.
- **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 by a list of values. Enter the distribution amounts by percentage or ratio.

Procedures

Apply a diff ratio to a diff distribution

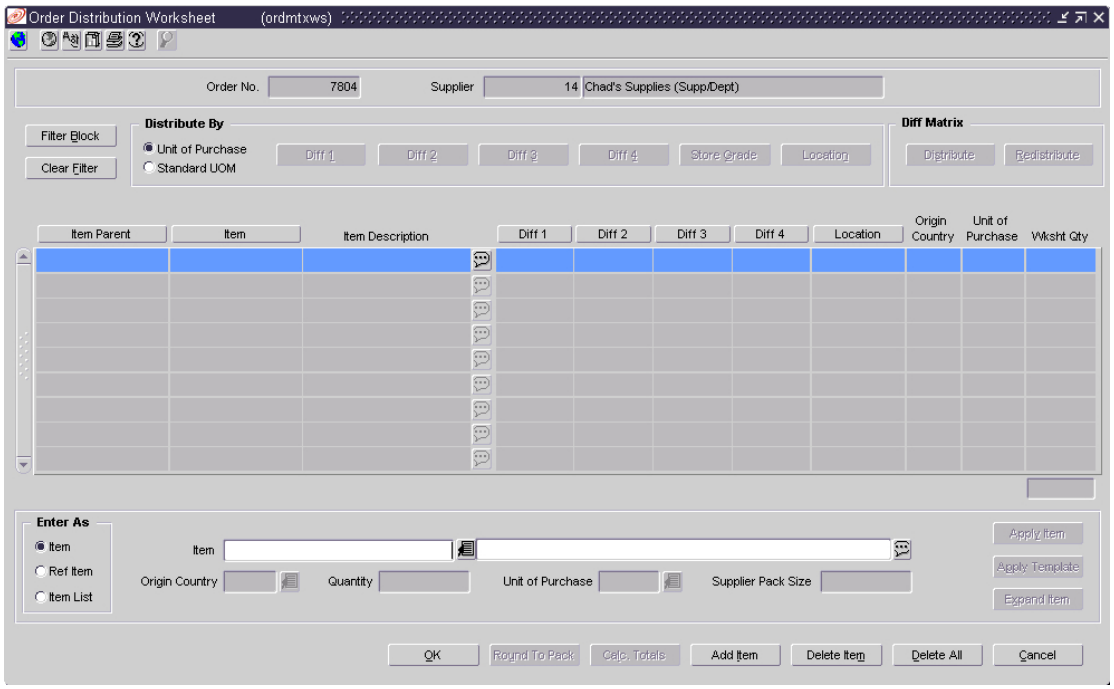
⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Search window is displayed.

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.

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

Click **Add to Order** the Order Distribution Worksheet window is displayed.

Distribute items on the purchase order



Diff ratios can be applied to:

- The X axis
- The Y axis
- The Z axis
- The diff matrix table
- The diff matrix table and the Z axis

The following rules apply:

- If a ratio is applied to the diff matrix table, the matrix must be distributed by ratio.
- If a ratio is applied to only the Z axis, the Z axis must be distributed by ratio.
- If the ratio affects the matrix and the Z, both the matrix and the Z must be distributed by ratio.
- If Ratio is selected in the Distribute Matrix By field, you can use an existing diff ratio to modify data in the diff matrix table.

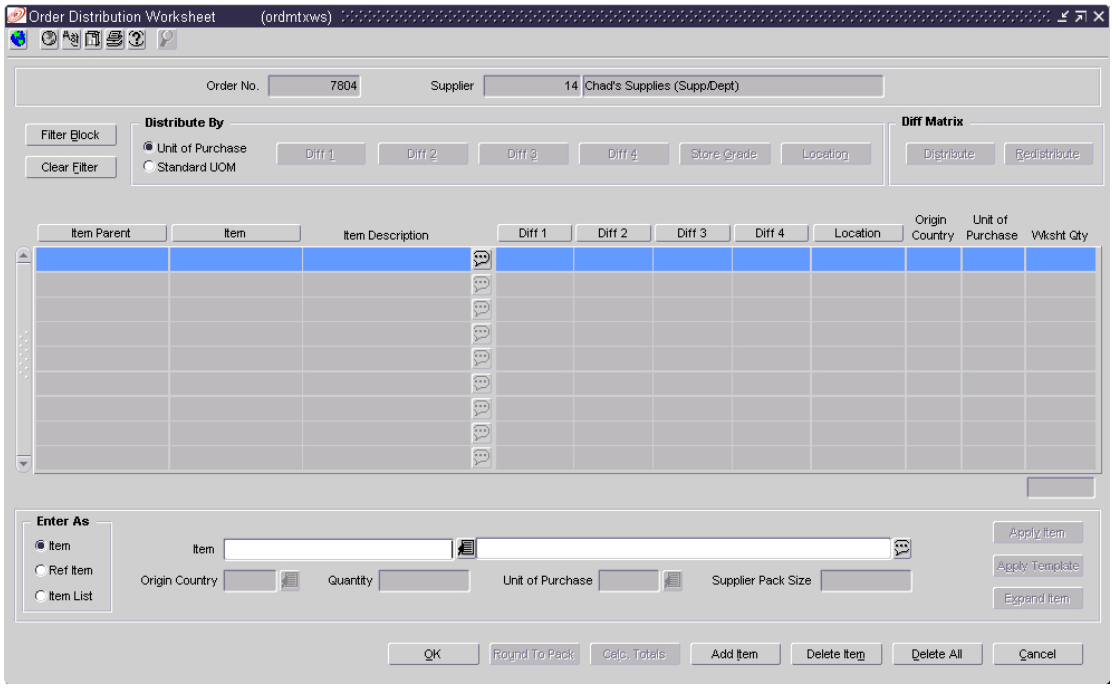
1. To apply diff ratios to the diff matrix table, enter a diff ratio, or click the LOV button and select a ratio.
2. After a ratio is selected, you can view data for this item at a specific store. Enter a store ID, or click the LOV button and select an ID.
3. Click **Apply Ratio**.
4. Click **OK** to save your changes and close the window.

Distribute items by individual diff

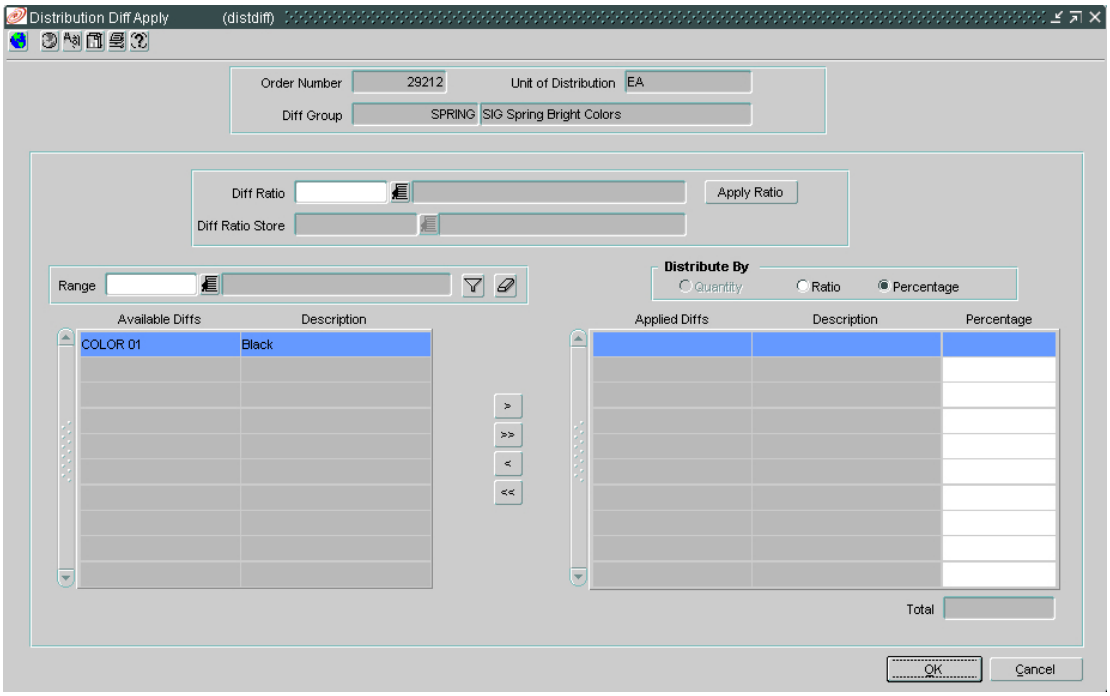
⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Search window is displayed.

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

Click **Items**. The Order Distribution window is displayed.



1. Click any of the **Diff** buttons to distribute by diff value. The Distribution Diff Apply window is displayed.



2. To limit the available diffs, in the range field, enter a diff range ID, or click the LOV button and select a diff range.
3. In the Available Diff area:
   - Select a diff and click the right arrow button. The diff is moved to the applied diff area.
   - Click the move all right arrow button. All diff are moved to the applied diff area.
4. If you selected the following distribution method:
   - **Quantity:** enter the number of items you want of each diff.

Note: You can distribute by quantity only if you did not enter a quantity on the Order Distribution Worksheet window.

   - **Distribution %:** enter the percentage of the items you want of each diff.
   - **Ratio:** enter the proportion of items that you want of each diff.

Note: You can distribute the diffs and enter a quantity, distribution or ratio of zero (0).

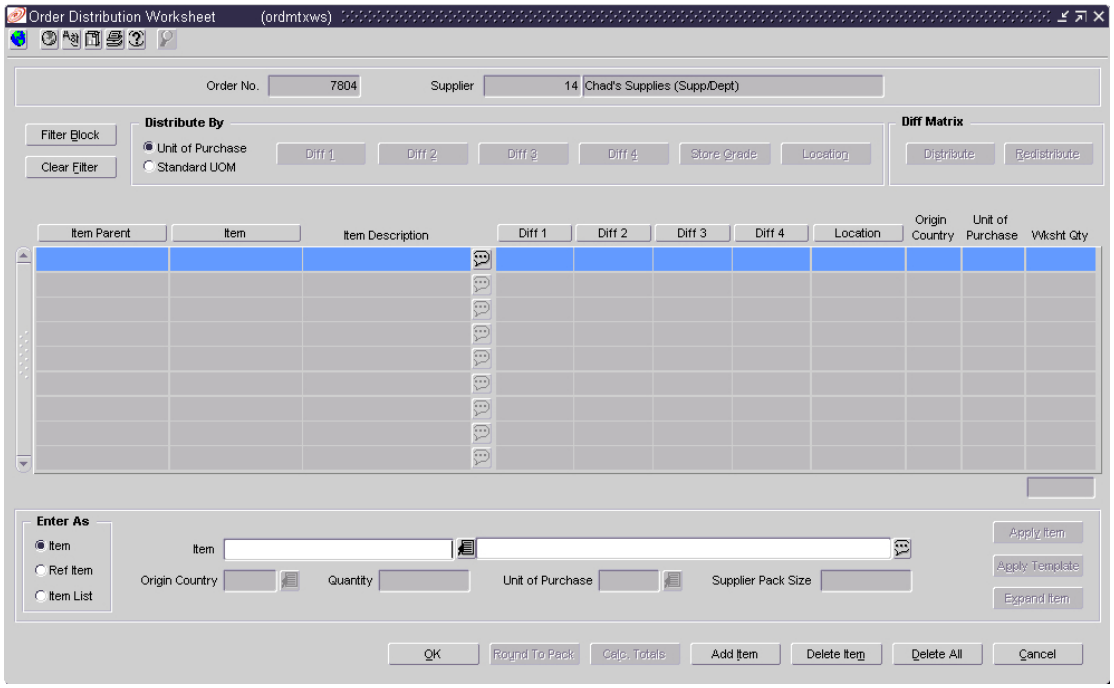
5. Click **OK** to save any changes and close the window.

Distribute items on a purchase order by location

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

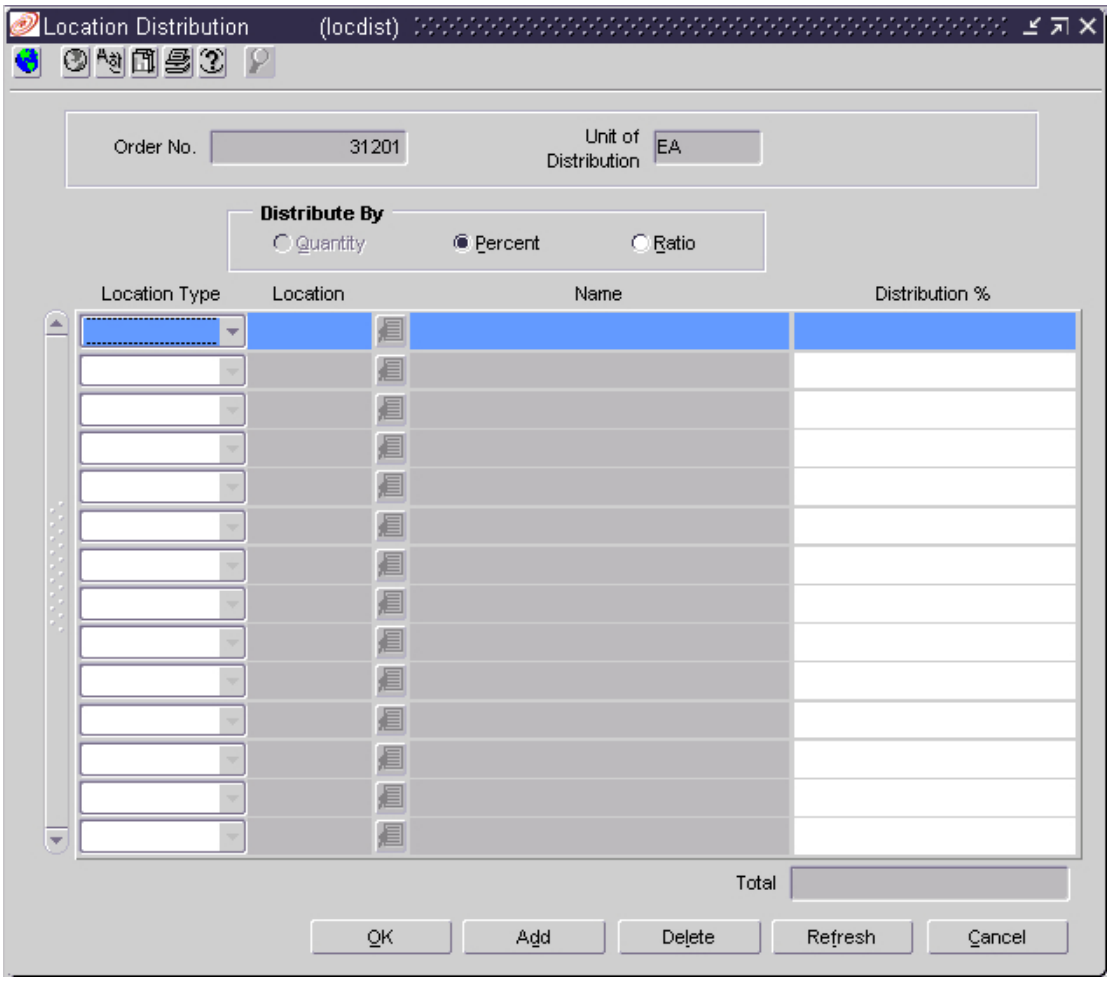
Search for and retrieve a purchase order in Edit mode. Restrict the search to purchase orders in Worksheet status. The PO Header Maintenance window is displayed.

Click **Items**. The ordered items are displayed in the Order Distribution Worksheet window.



1. Filter the items as necessary.

2. Click **Location**. The Location Distribution window is displayed.



3. In the Distribute By area, select the method of distribution.
4. In the Location Type field, select the type of location.
5. In the Location field, enter the ID of the location, or click the LOV button and select the location.
6. If you selected the following distribution method:
   - **Quantity:** enter the number of items you want at each location, or the total items you want at each location.

   Note: You can distribute by quantity only if you did not enter a quantity on the Order Distribution Worksheet window.

   - **Distribution %:** enter the percentage of the items you want at each location.
   - **Ratio:** enter the proportion of items that you want at each location.

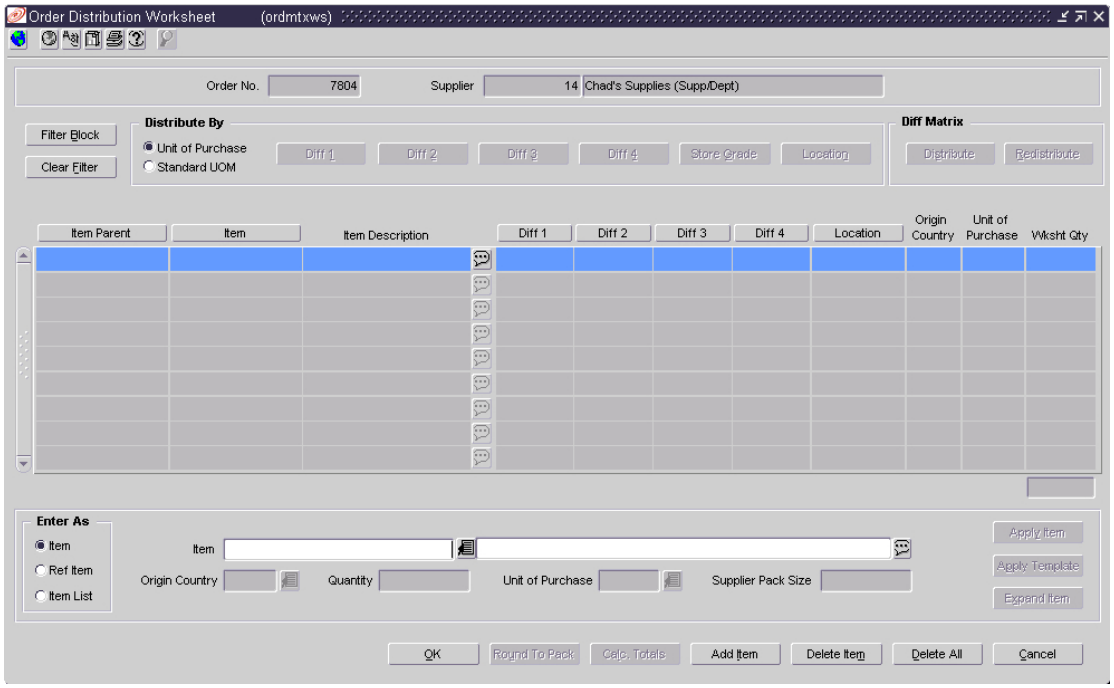
   Note: You can distribute to a location and enter a quantity, distribution or ratio of zero (0).
7. Click **OK** to save your changes and close the window.

Distribute items on a purchase order by store grade

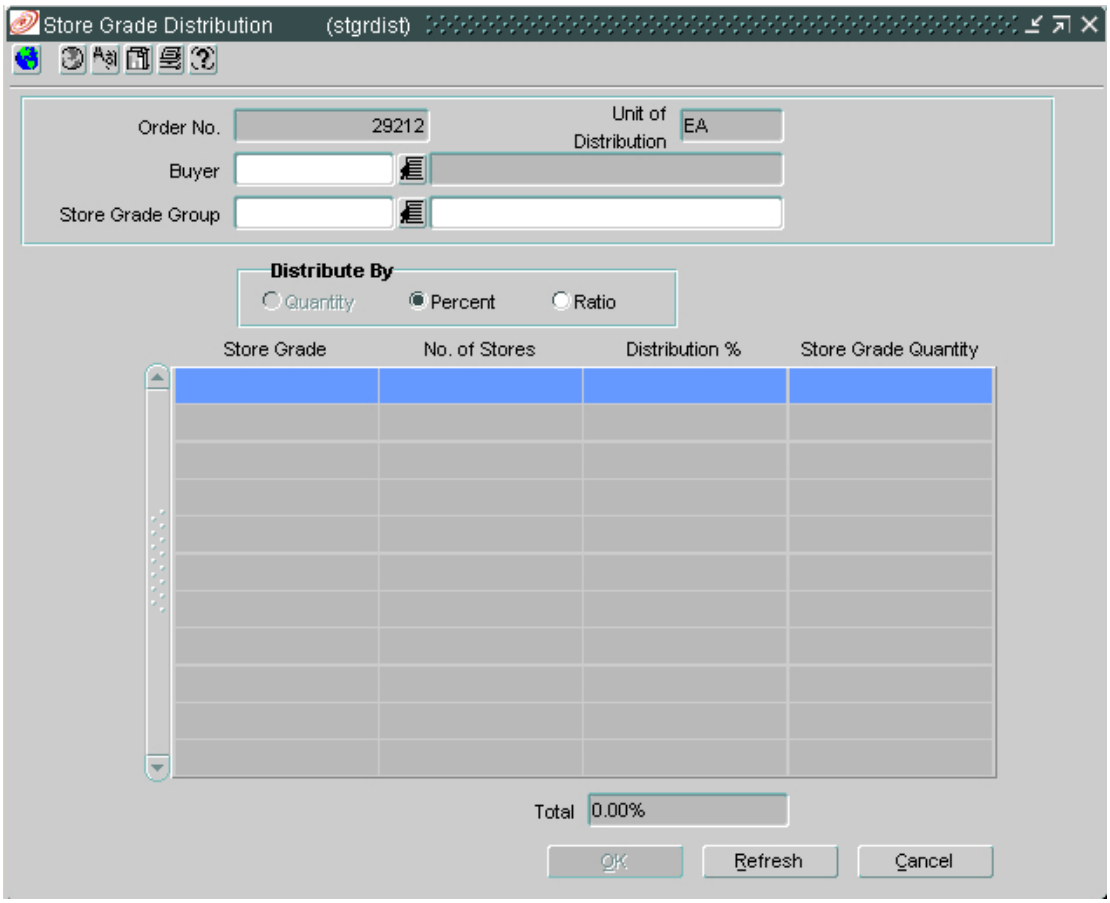
⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Search window is displayed.

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.

Click **Items**. The Order Distribution Worksheet window is displayed.



1. Filter the items as necessary.
2. Click **Store Grade**. The Store Grade Distribution window is displayed.



3. In the Buyer field, enter the ID of the buyer, or click the LOV button and select the buyer.
4. 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.
5. In the Distribute By area, select the method of distribution.
6. If you selected the following distribution method:
   - **Quantity:** enter the number of items you want at each store, or the total items you want for each store grade.

   Note: You can distribute by quantity only if you did not enter a quantity on the Order Distribution Worksheet window.

   - **Distribution %:** enter the percentage of the items you want at each store grade.
   - **Ratio:** enter the proportion of items that you want at each store grade.
7. Click **OK** to save your changes and close the window.

Distribute items with the diff matrix

⇒ **Navigate:** From the main menu, select Ordering > Orders. The Order Search 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.

Click **Items**. The ordered items are displayed in the Order Distribution Worksheet window.

1. In the Axes Diff Groups area, enter the ID of the diff group, or click the LOV button and select a diff group.

Note: The number of diff group fields that are enabled is based on the number of diff groups that were assigned to this item. All enabled diff group fields are required.

2. In the Diff Range Limiting area, enter a diff range ID, or click the LOV button and select a diff range to limit the diff values displayed in the matrix table.
3. In the Distribute Matrix By area, select how quantities in the matrix appear for the X and Y axis.
4. In the Distribute Z Axis area, select how quantities in the matrix appear for the Z axis.

Note: Quantity is automatically select if the Worksheet quantity on the Order Distribution Worksheet window was not entered.

5. Click **Apply**. The matrix table is updated to show the data matching your distribution parameters.

X Y Distribution

1. In the Distribute X By field, indicate that you want to enter values for the X axis in either quantities, ratios, or percentages. The fields above the matrix table are enabled.
2. In the Distribute Y By field, indicate that you want to enter values for the Y axis in either quantities, ratios, or percentages. The fields left of the matrix table are enabled.

Note: If a quantity was not entered on the Order Distribution Worksheet window, one of the values for the X-Y Distribution field must be quantity.

3. In the X Distribution row, enter the values for the corresponding diff.
4. In the Y Distribution column, enter the values for the corresponding diff.
5. Click **Apply Dist**. A message is displayed notifying you that the current data will be overwritten.
6. Click **Yes**.
7. You can repeat these steps until you are satisfied with the data. The values in the table will be saved when you exit this window.

Ratio

If Ratio is selected in the Distribute Matrix By field, you can use an existing diff ratio to modify data in the diff matrix table.

1. In the diff ration area, enter a diff ratio ID in the Diff Ratio field, or click the LOV button and select a ratio.
2. After a ratio is selected, you can view data for this item at a specific store. Enter a store ID, or click the LOV button and select an ID.
3. Click **Apply Ratio**.
4. Click **OK+Repeat** to save your changes and copy values from another diff group, or click **OK** to save your changes and close the window.

Note: After saving the distribution data in this window, you must distribute by diff 4 (if a fourth diff exists for this item) and by Location on the Order Distribution Matrix window. You cannot submit the order for approval until the item is completely distributed.

Z Axis

1. If quantity was not entered on the Order Distribution Worksheet window, enter the value for the first diff in the Z distribution.
2. To use the existing X-Y distribution for all Z axis diffs, click **Copy**. The Z Axis Copy window is displayed.
   a. In the Copy from Diff field, enter the ID of the Z diff that you want to copy from
   b. Click **Get List**. The diffs that are not yet associate to the X-Y distribution are displayed.
   c. In the Copy field, select each diff group that should have the same value as the diff group selected in the Copy from Diff field.
   d. Click **OK** to save any changes and close the window.
3. After entering data in the Z axis table, you can click **Convert to Qty** to change all percent and ration values on the matrix to quantity.
4. Click **OK** to save any changes and close the window.

Purchase order approval process

When a purchase order is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the purchase order to the next status. A purchase order may be in any of the following statuses:

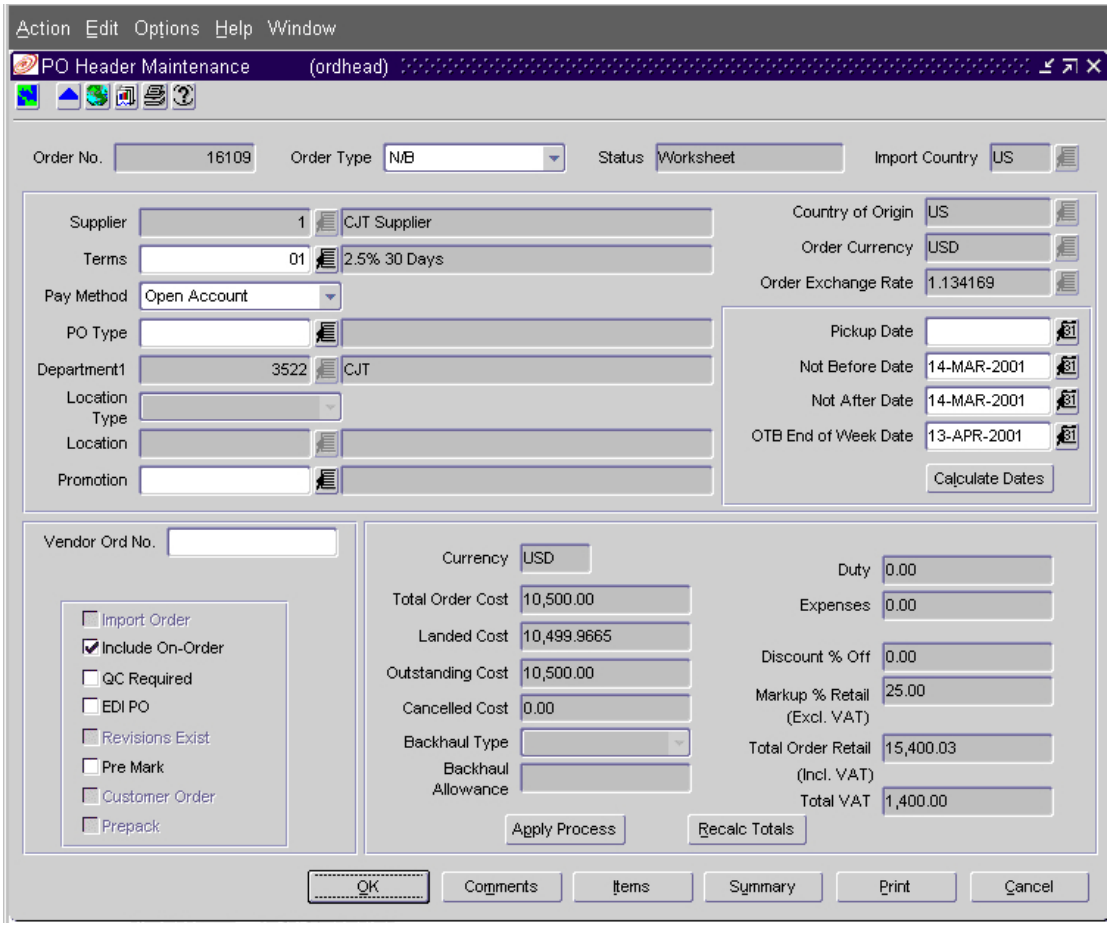
Status	Definition
Worksheet	The purchase order has been started, but not completed.
Submitted	The purchase order has been completed and is pending review.
Approved	The purchase order has been reviewed and has been approved.
Delete	The purchase order is marked for deletion. It will be deleted by a regularly scheduled batch program.
Closed	The purchase order is complete.

Procedures

Submit a purchase order for approval

⇒ **Navigate:**From the main menu, select Ordering > Orders. The Order Search 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.

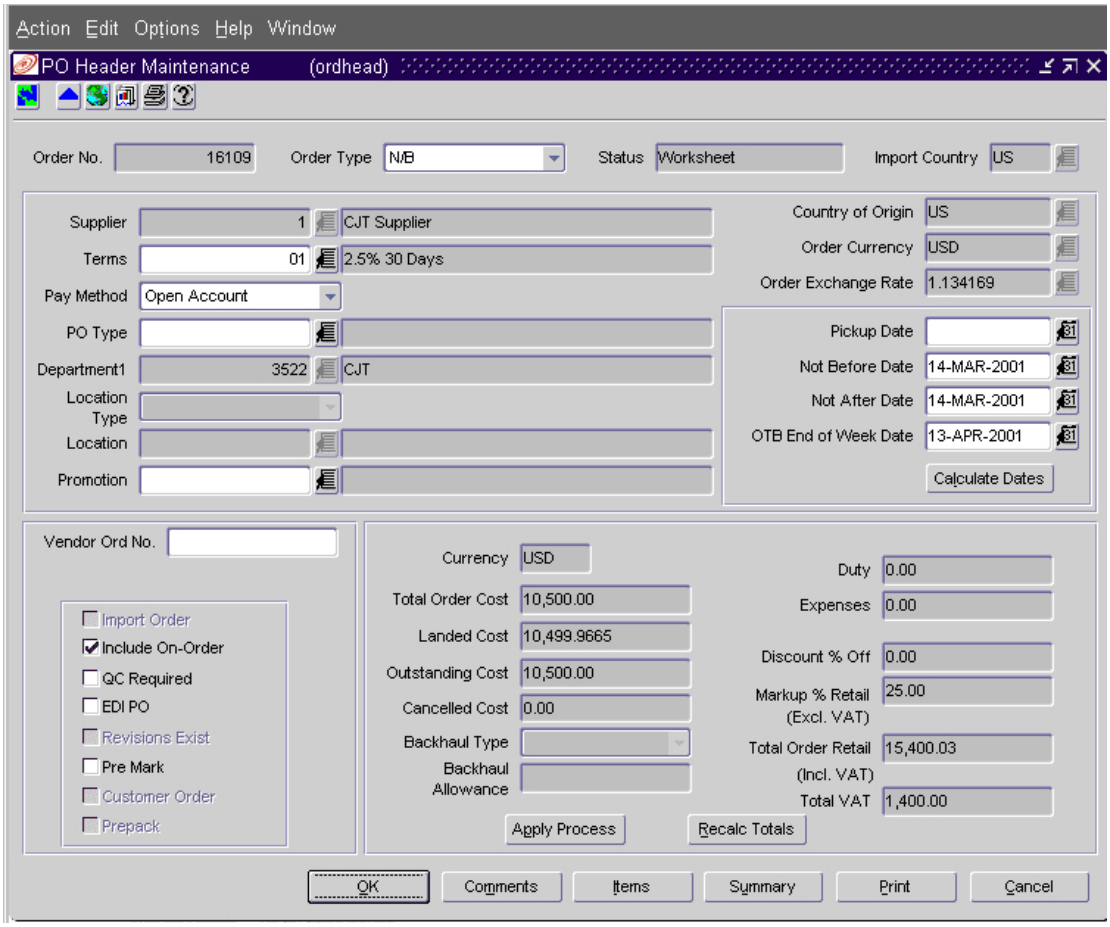


1. From the options menu, select Submit. You are prompted to submit the purchase order.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

Approve a purchase order

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

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

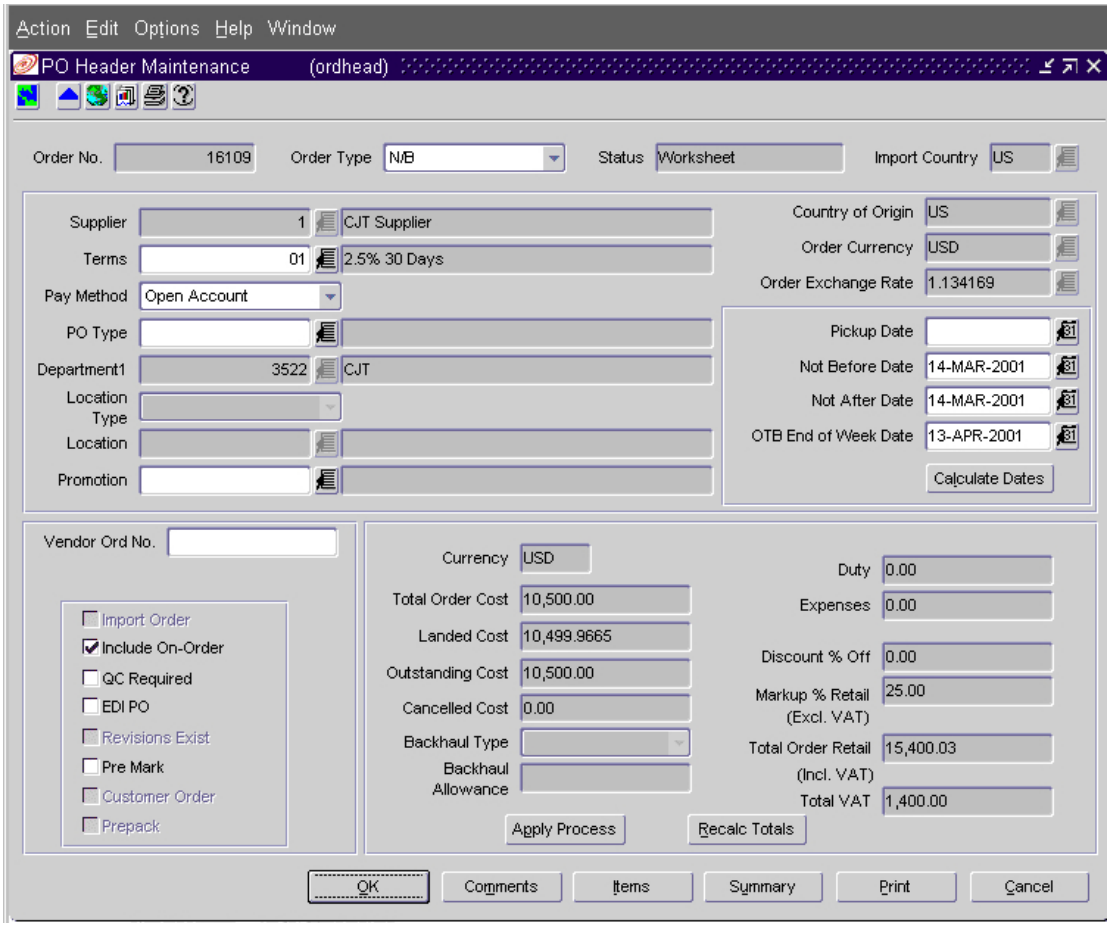


1. From the options menu, select Approve. You are prompted to approve the purchase order.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

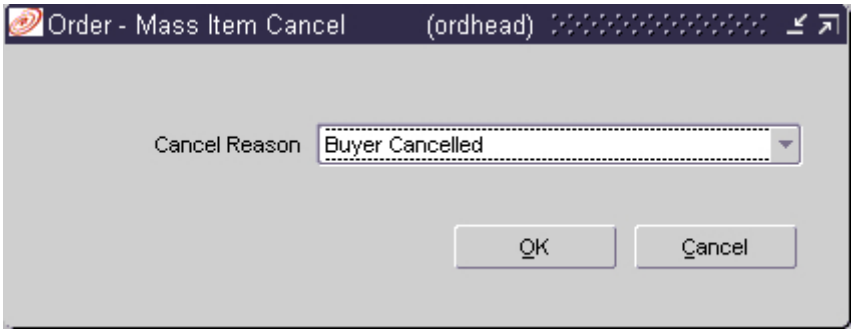
Cancel a purchase order

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

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



1. From the options menu, select Cancel All Items. You are prompted to cancel all the items on the purchase order.
2. Click **Yes**. The Order Mass Item Cancel window is displayed.

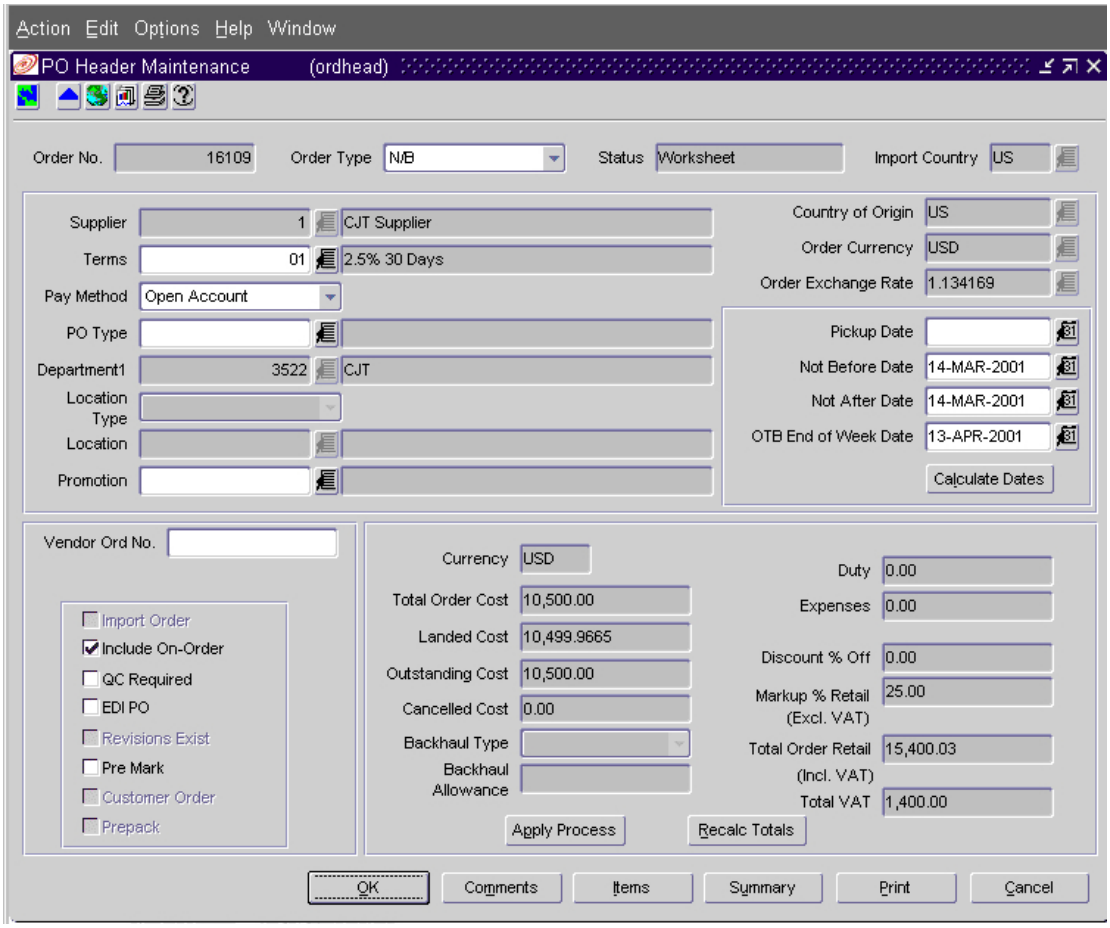


3. In the Cancel Reason field, select the reason for canceling the items on the purchase order.
4. Click **OK**. The status of the purchase order is changed to Closed.
5. Click **OK** to save your changes and close the window.

Reinstate a cancelled purchase order

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

Search for and retrieve a purchase order in Edit mode. Restrict the search to closed purchase orders that you know have been cancelled. The PO Header Maintenance window is displayed.

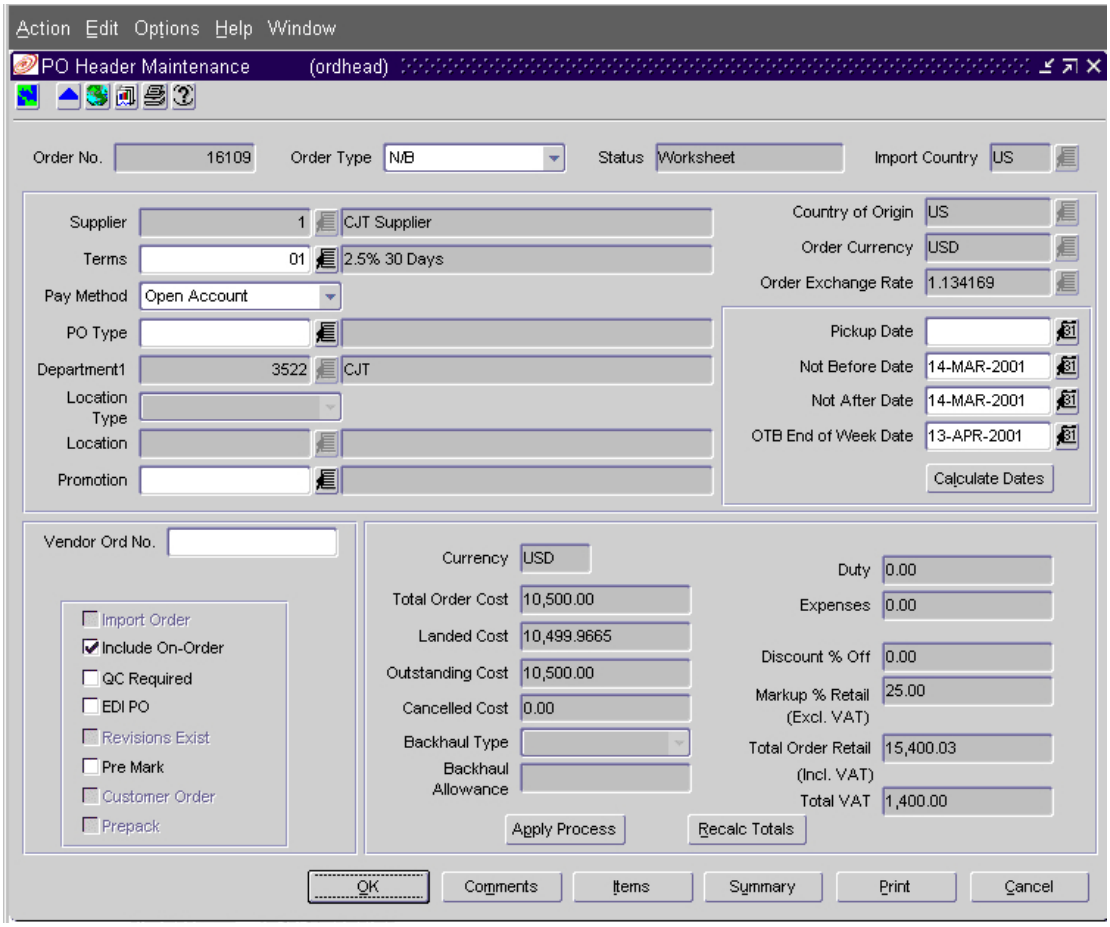


1. From the options menu, select Reinstate All Items. You are prompted to reinstate all the items on the purchase order
2. Click **Yes**. The status of the purchase order is changed to Worksheet.
3. Click **OK** to save your changes and close the window. You are prompted to approve the purchase order.
4. Click either **Yes** or **No**. If you select **No**, the purchase order remains in Worksheet status.

Delete a purchase order

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

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



1. From the options menu, select Delete. You are prompted to delete the purchase order.
2. Click **Yes**.
3. Click **OK** to save your changes and close the window.

Contracts

Create contracts

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.

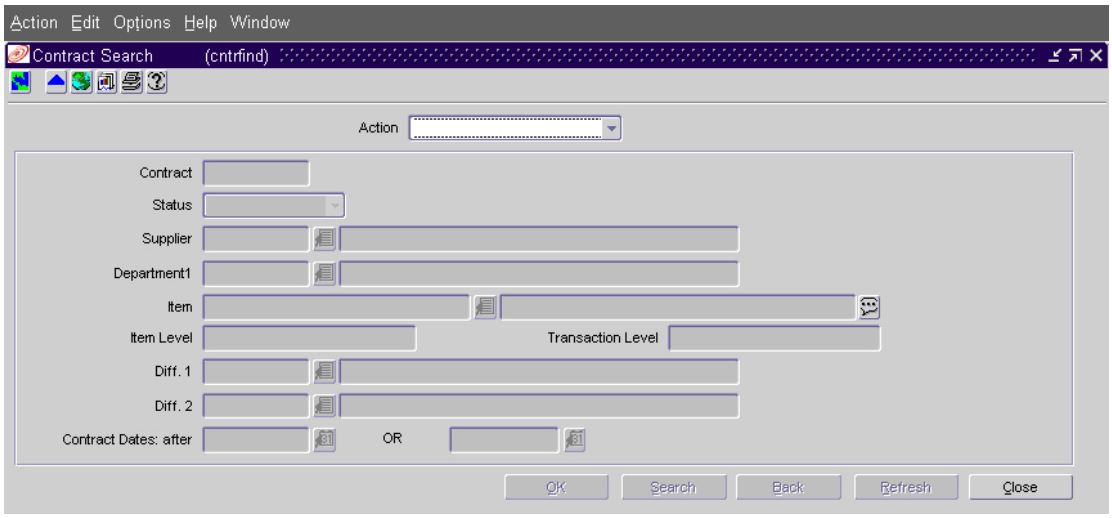
The following types of contracts can be created and maintained:

- **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.

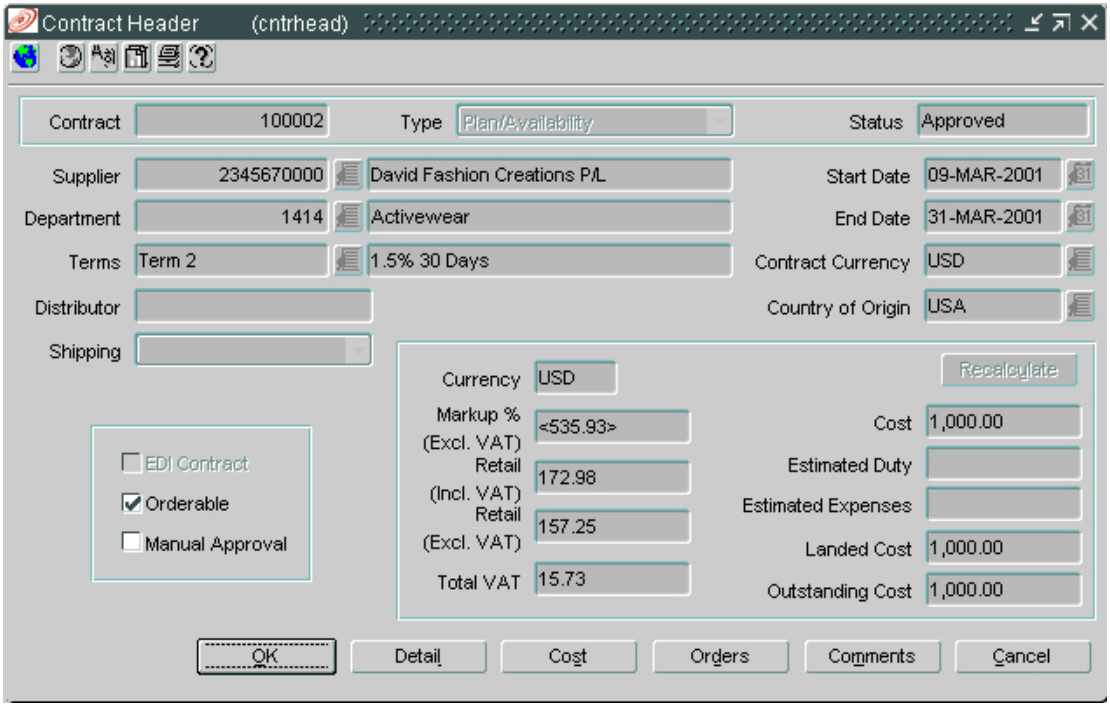
Procedures

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.



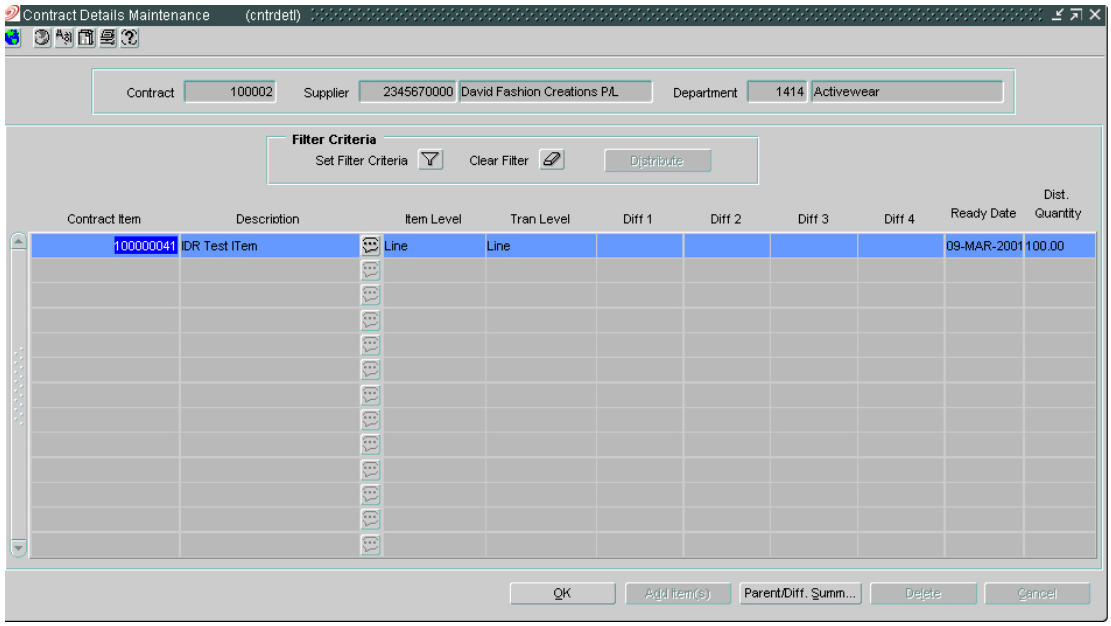
3. In the Type field, select Plan/Availability.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.
5. In the Department field, enter the ID of the department, or click the LOV button and select the department. Only items from this department can be placed on contract.
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.

Note: Select the Orderable Check box to indicate that orders can be placed against this contract.

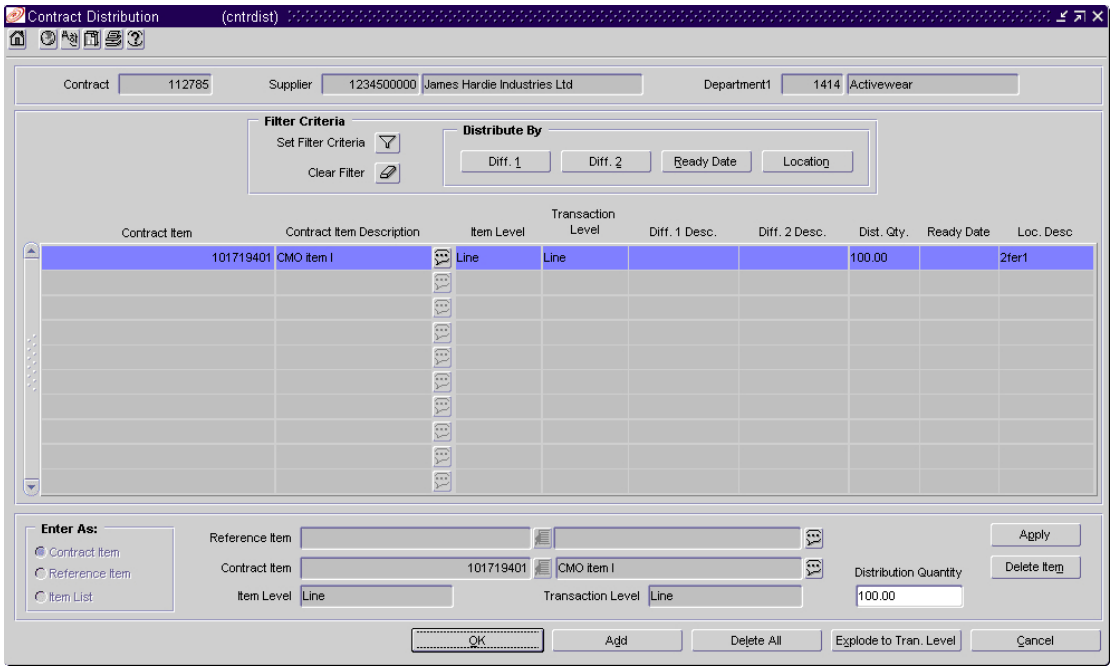
Select Manual Approval to indicate that all purchase orders will be created in Worksheet status and must be manually approved.

Add items to the contract

1. From the Contract Header window, click **Detail**. The Contract Details Maintenance window is displayed.



2. Click **Add Item** to add an item or **Add Item Parent** to add a item parent. The Contract Distribution window is displayed.



3. In the Enter As field, select an item type.

4. Enter a specific item in the available field, or enter a partial description and click the LOV button to select a value.

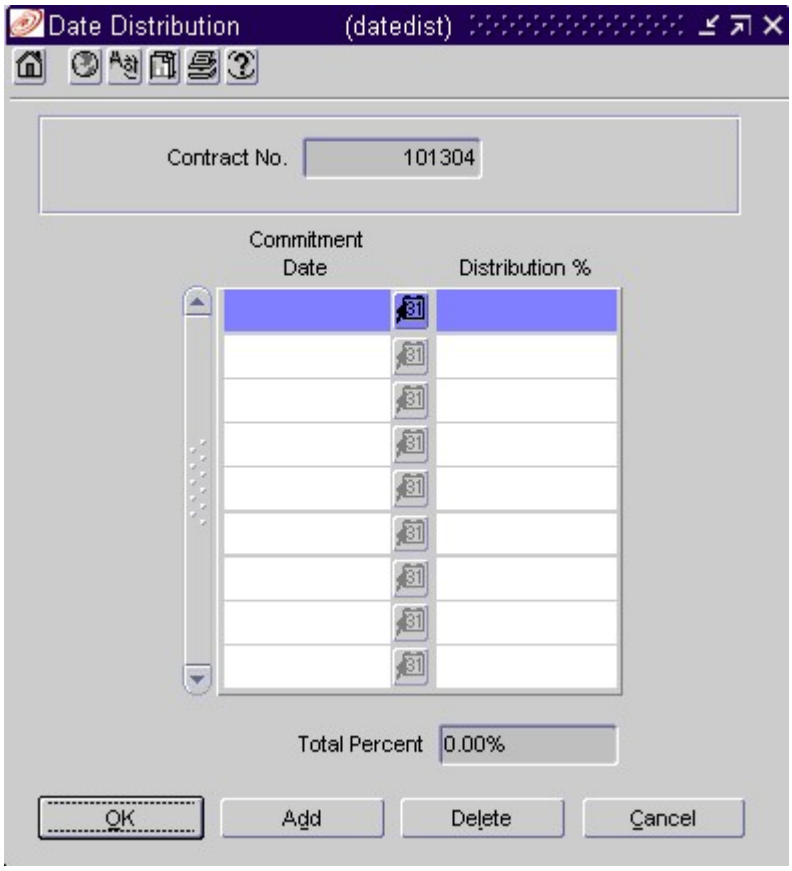
5. In the Dist Qty field, enter the number of units to be distributed.

Note: When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

6. Click **Apply**.

Distribute the items by commitment date

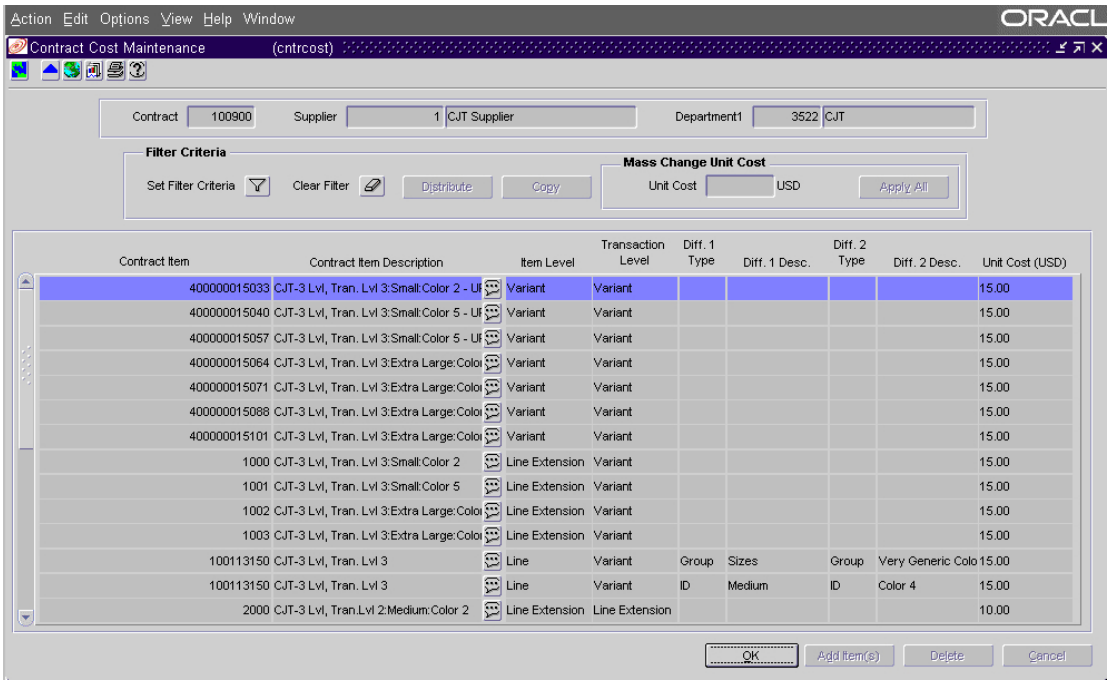
1. Click **Date**. The Date Distribution window is displayed.



2. Click **Add**.
3. In the Commitment Date field, enter the date.
4. In the Distribution field, enter the percentage of the goods that are due by the commitment date.
5. Click **OK** to save your changes and close the windows until you are returned to the Contract Header window .

Verify or edit the cost of the items

1. Click **Cost**. The Contract Cost Maintenance window is displayed.



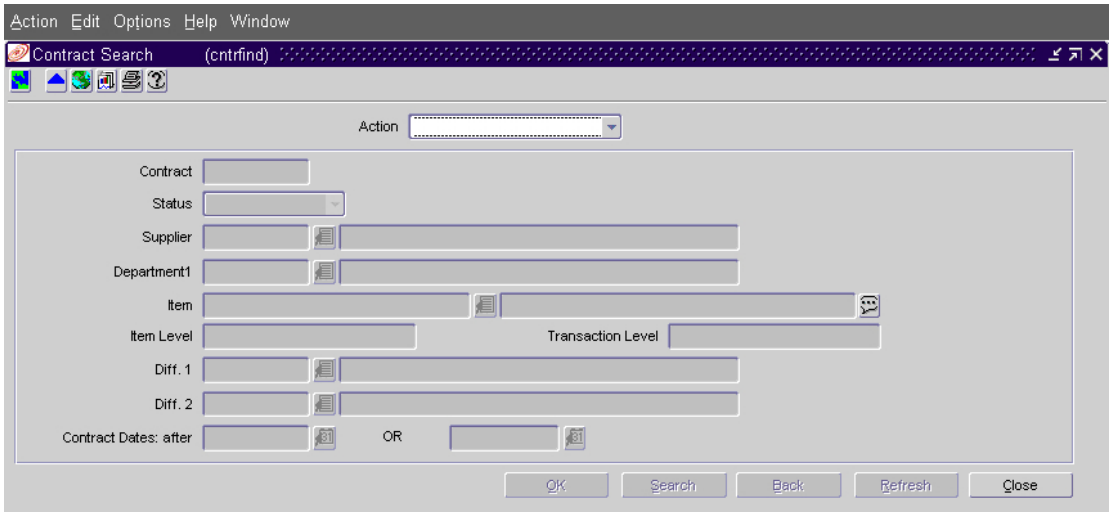
2. Edit the default unit cost as necessary.
3. Click **OK** to save your changes and close the window.

Review and complete the contract

1. Click **Recalculate** to update the costs and retail value.
2. Click **OK** to save your changes and close the window.

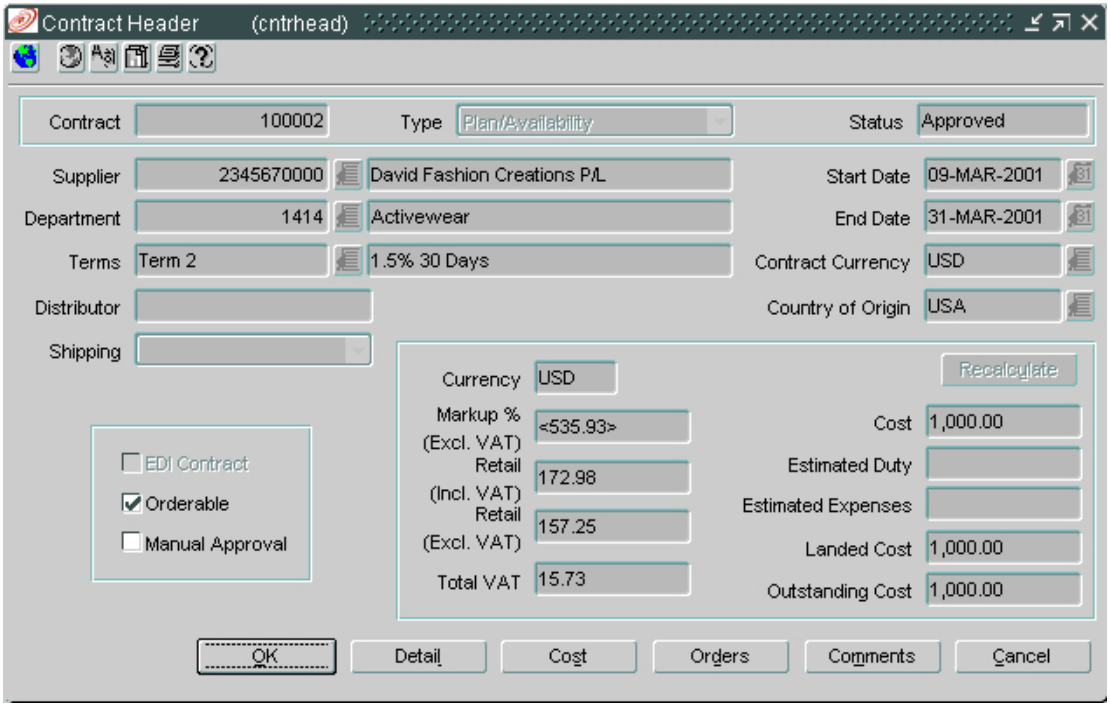
Create a Type B contract

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



Note: When using a Type B contract, purchase orders are generated automatically. Manual and Replenishment orders are never created from a type B contract.

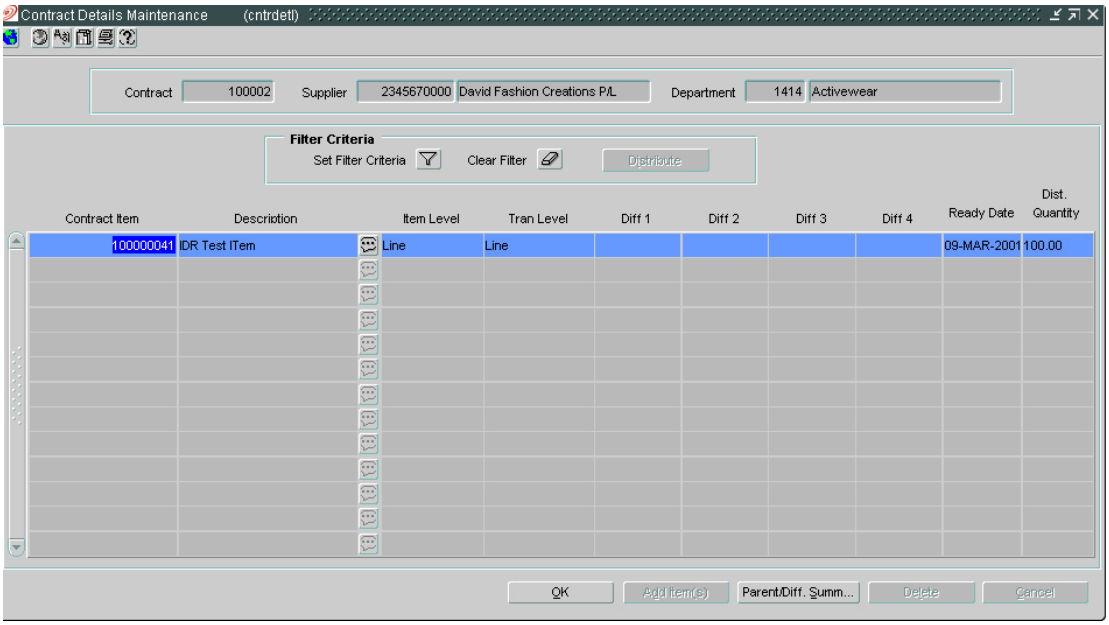
1. In the Action field, select New.
2. Click **OK**. The Contract Header window is displayed.



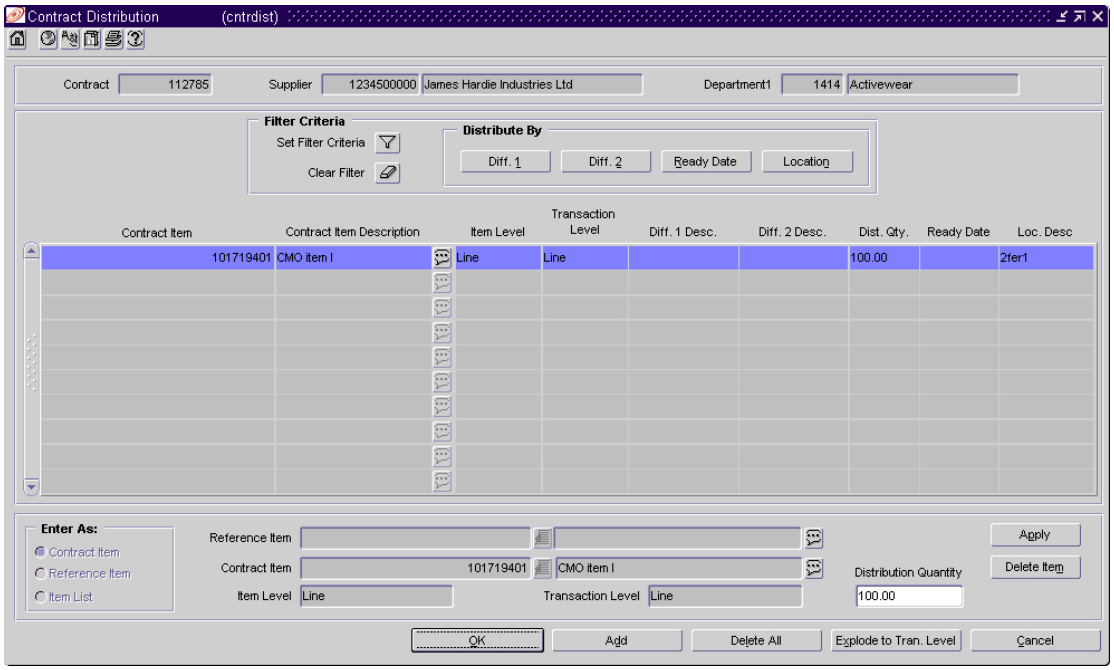
3. In the Type field, select Plan/No Availability.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.
5. In the Department field, enter the ID of the department, or click the LOV button and select the department. Only items from this department can be placed on contract.
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.

Add items to the contract

1. Click **Detail**. The Contract Details Maintenance window is displayed.



2. Click **Add Item** to add an item or **Add Item Parent** to add a item parent. The Contract Distribution window is displayed.



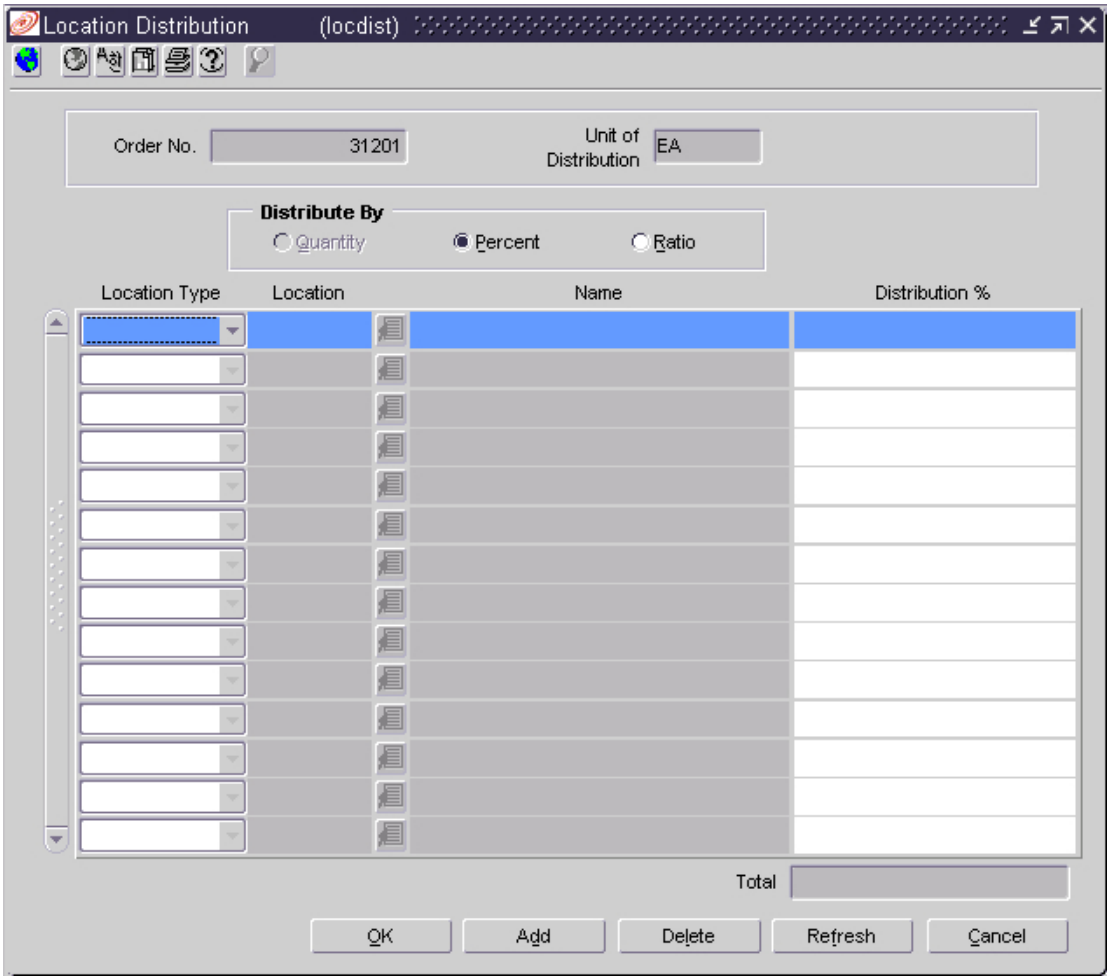
3. To add an item, click **Add Item**. Enter the information on the next available line.
4. If you select item parent and want to list all the component items, click **Explode Items**.
5. To add an item list, click **Add Item List**. Select the item list from the list of values that pop up.
4. In the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

Note: When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

Distribute the items by location

Note: Because the automatic ordering process does not determine locations for the ordered goods from a Recommended Order Quantity, You must designate the locations for distribution with a Type B contract.

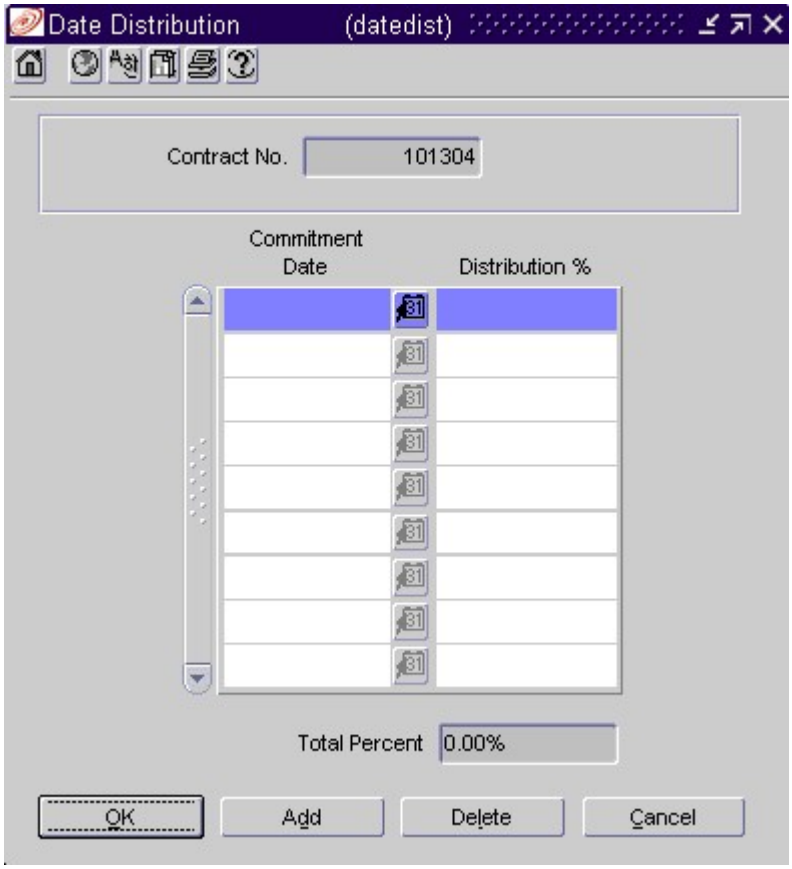
1. Click **Location**. The Location Distribution window is displayed.



2. To distribute the items by location:
    a. Select the method of distribution.
    b. Click **Add**.
3. In the Location Type field, select the type of location.
4. In the Location field, enter the ID of the location, or click the LOV button and select the location.
5. In the next field, enter the quantity, percentage, or ratio of items to be distributed to the location.
6. Click **OK** to save your changes and close the window.

Distribute the items by commitment date

1. On the Contract Distribution window, click **Date**. The Date Distribution window is displayed.

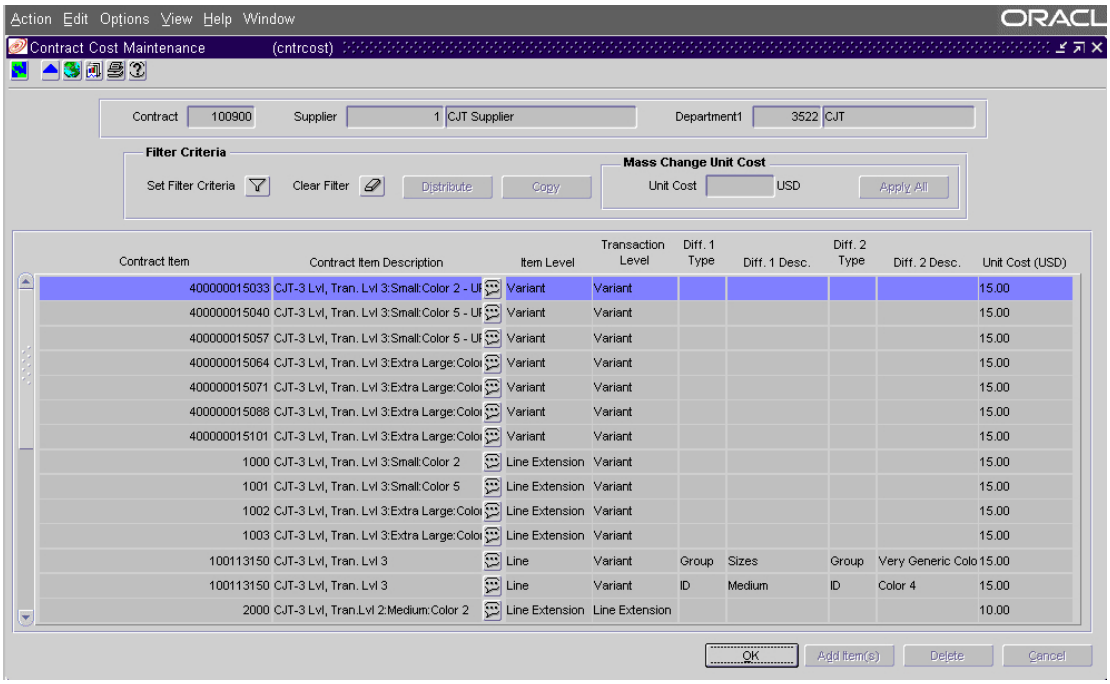


2. Click **Add**.
3. In the Commitment Date field, enter the date on which the supplier must provide the goods.
4. In the Distribution field, enter the percentage of the goods that are due by the commitment date.
5. Click **OK** to exit until you are returned to the Contract Header window.

Note: RMS will generate orders on the plan dates whether or not the specified locations need the items. Therefore, it is possible that orders will be placed which the supplier cannot fulfill.

Verify or edit the cost of the items

1. Click **Cost**. The Contract Cost Maintenance window is displayed.



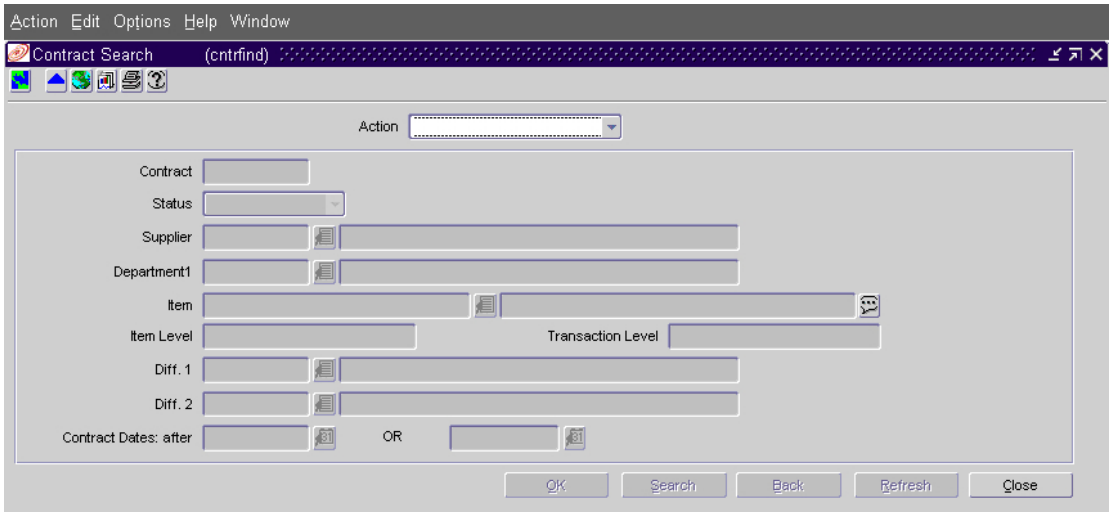
2. Edit the default unit cost as necessary.
3. Click **OK** to exit the Contract Cost Maintenance window.

Review and complete the contract

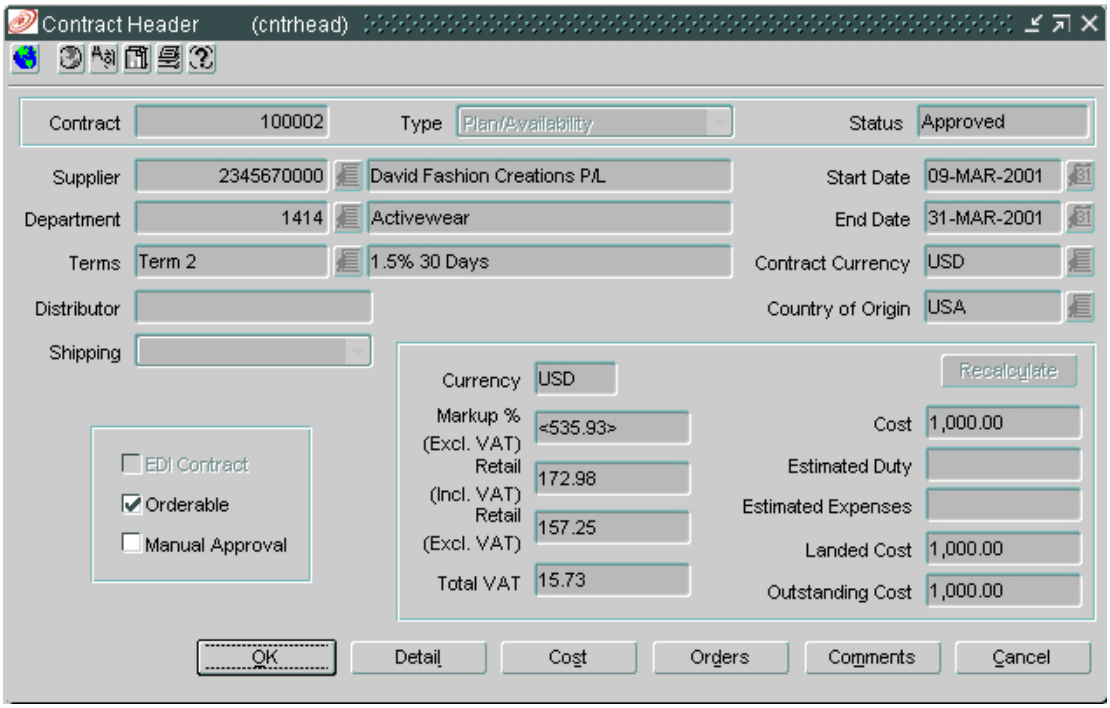
1. Click **Recalculate** to update the costs and retail value.
2. Click **OK** to save your changes and close the window.

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.

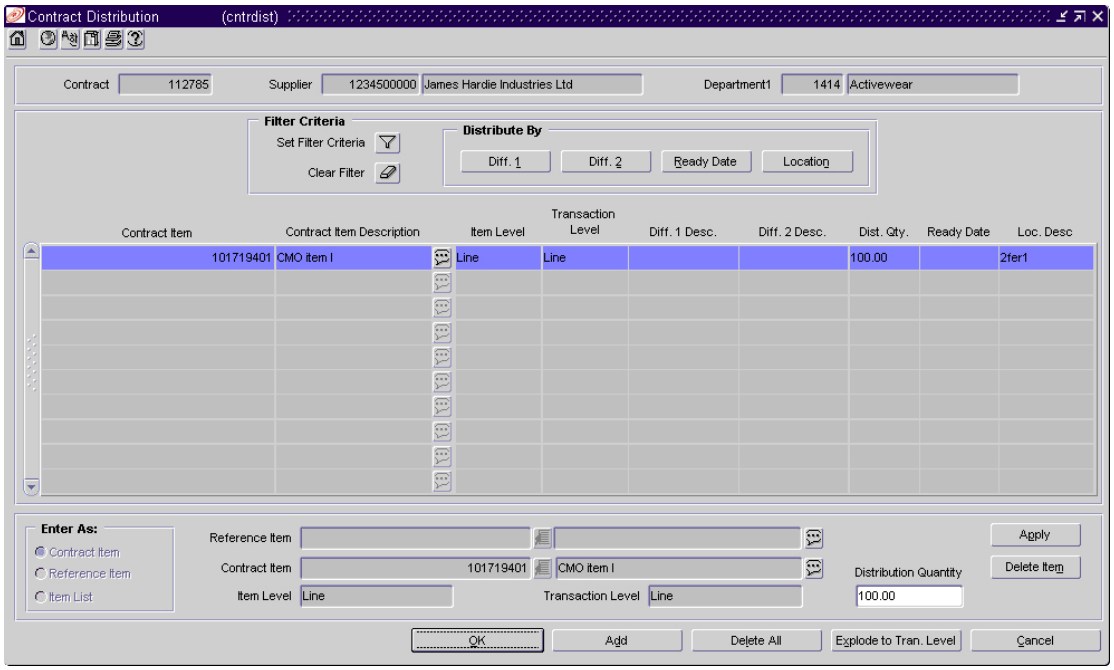
Note: A Type C contract does not require a supplier to provide availability information; therefore, it is possible that an order can be placed that a supplier cannot fulfill.

5. In the Department field, enter the ID of the department, or click the LOV button and select the department. Only items from this department can be placed on contract.
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.

Note: To indicate that orders created via replenishment should be created in Worksheet status and then approved manually, select the Manual Approval option.

Add items to the contract

1. Click **Cost**. The Contract Cost Maintenance window is displayed.
2. Click **Add Item** to add an item or **Add Item Parent** to add a ref item. The Contract Distribution window is displayed.



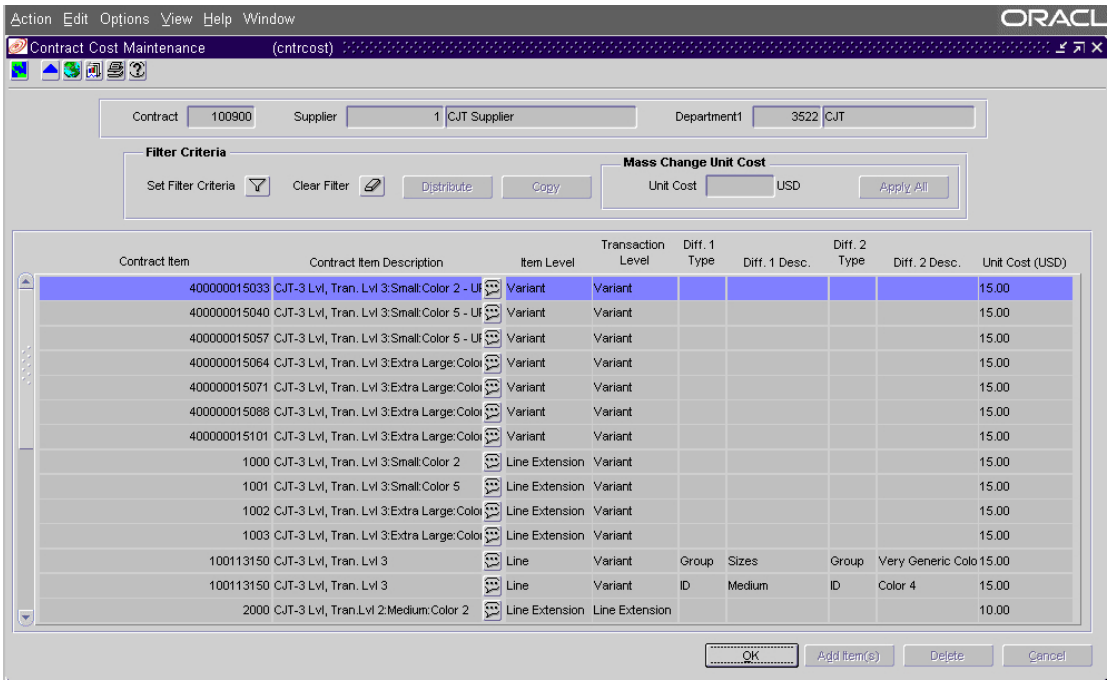
3. To add an item, click **Add Item**. Enter the information on the next available line.
4. If you added a item parent and want to list all the component items, click **Explode Items**.
5. To add an item list, click **Add Item List**. Select the item list from the list of values that pop up.

Note: When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

6. Click **OK** to return to the Contract Cost Maintenance window.

Verify or edit the cost of the items

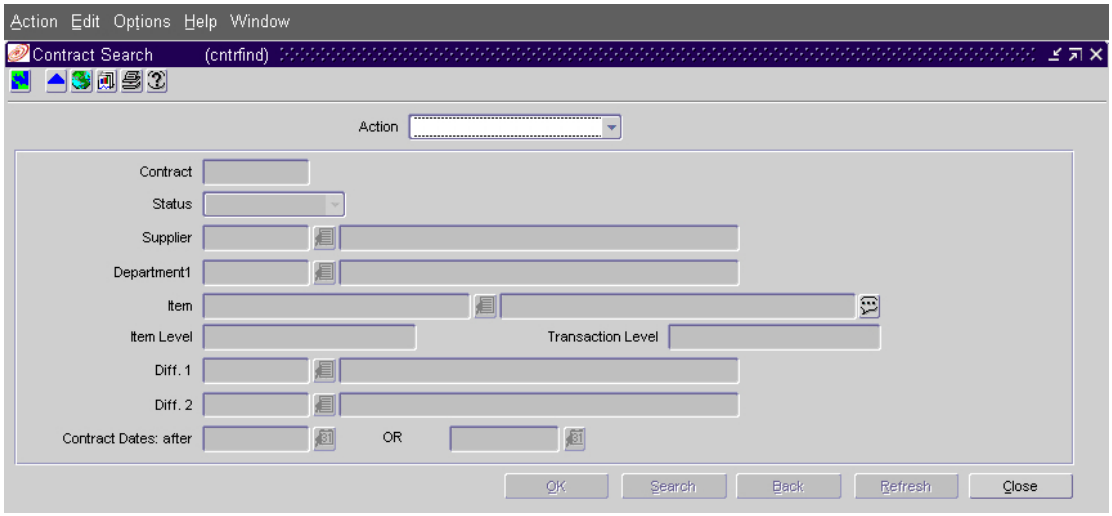
1. On the Contract Cost Maintenance window, edit the default unit cost as necessary.



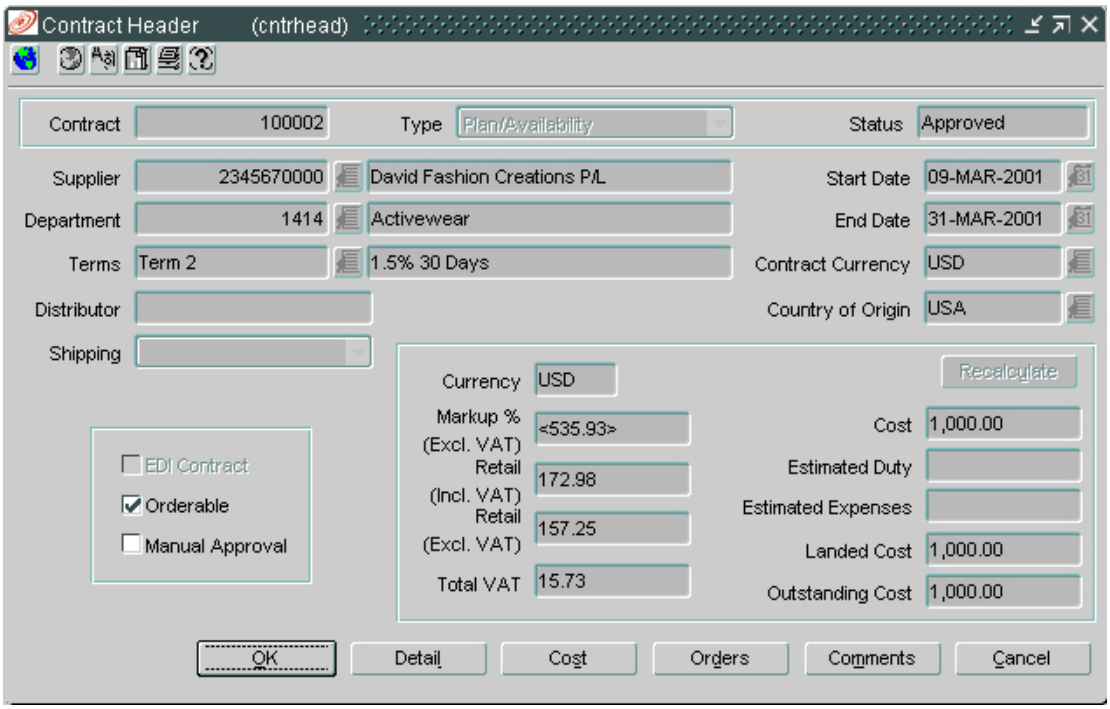
2. Click **OK** to save your changes and close the windows.

Create a Type D contract

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



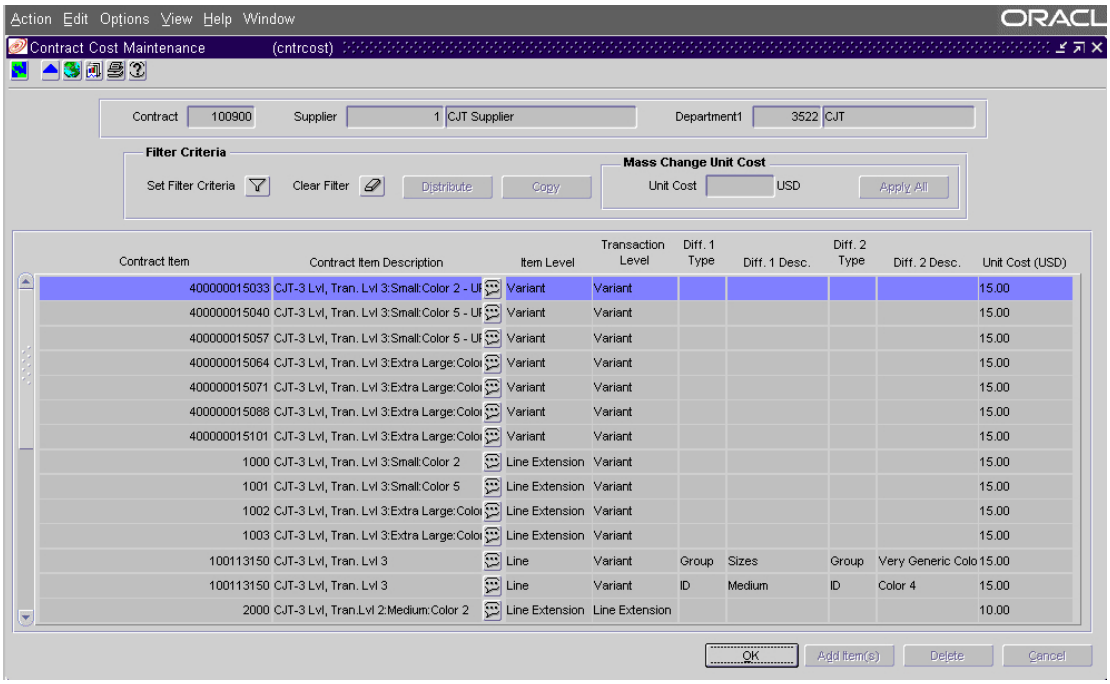
1. In the Action field, select New.
2. Click **OK**. The Contract Header window is displayed.



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. Only items from this department can be placed on contract.
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.

Add items to the contract

1. Click **Cost**. The Contract Cost Maintenance window is displayed.



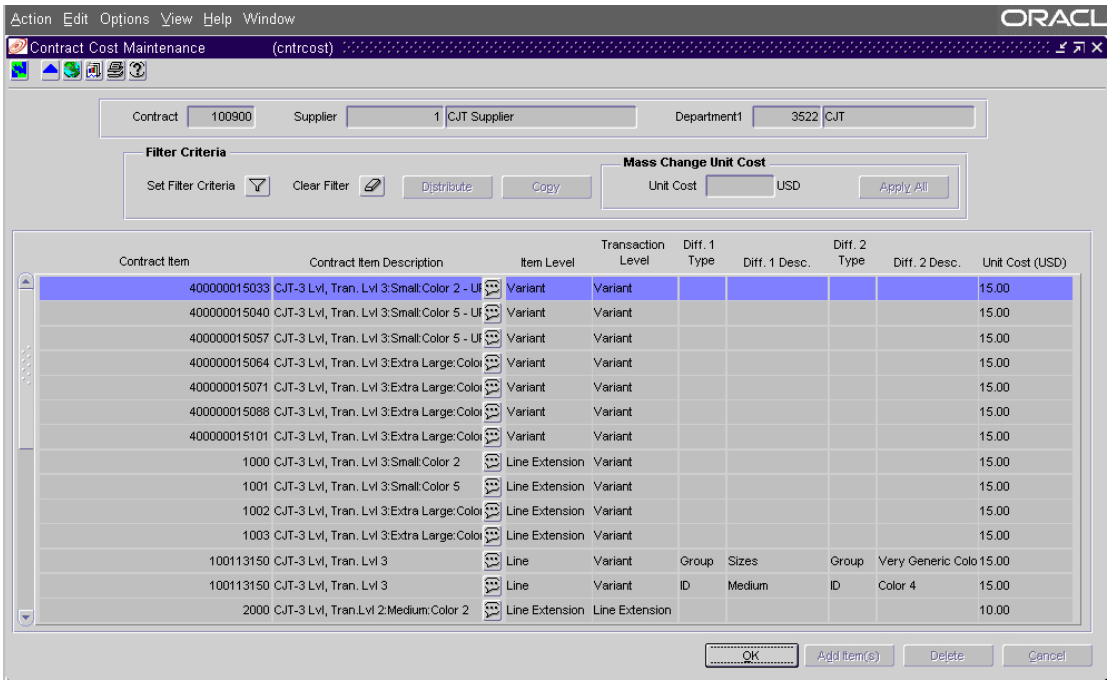
2. Click **Add Item** to add an item or **Add Item Parent** to add a item parent.
   The Contract Distribution window is displayed.
3. To add an item or item parent, click **Add Item**. Enter the information on the next available line.
4. If you added a item parent and want to list all the component Items, click **Explode Items**.
5. To add an item list, click **Add Item List**. Select the item list from the list of values that pop up.

> **Note:** When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

6. Click **OK** to save your changes and close the window.

Verify or edit the cost of the items

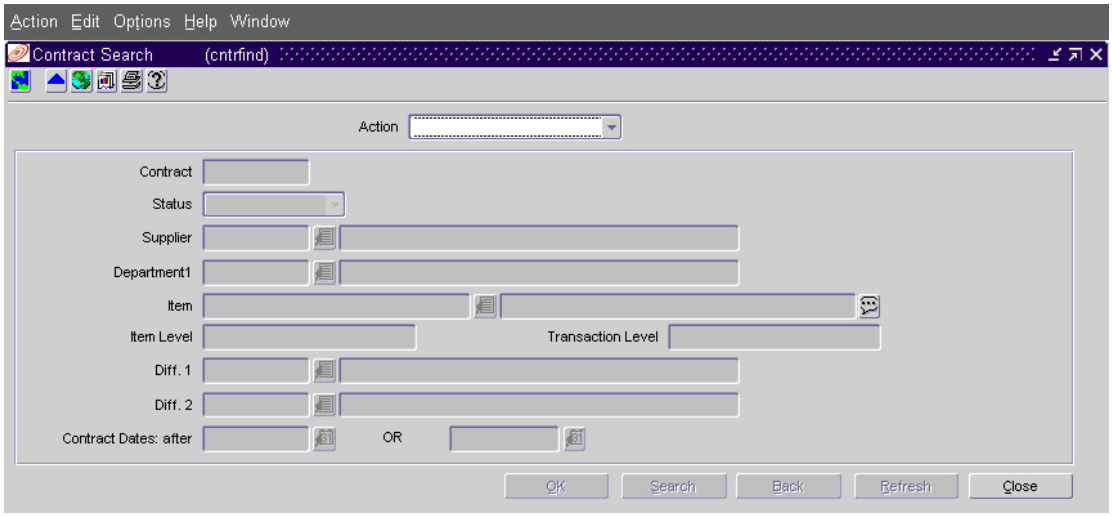
1. On the Contract Cost Maintenance window, Edit the default unit cost as necessary.



2. Click **OK** to save your changes and close the window.

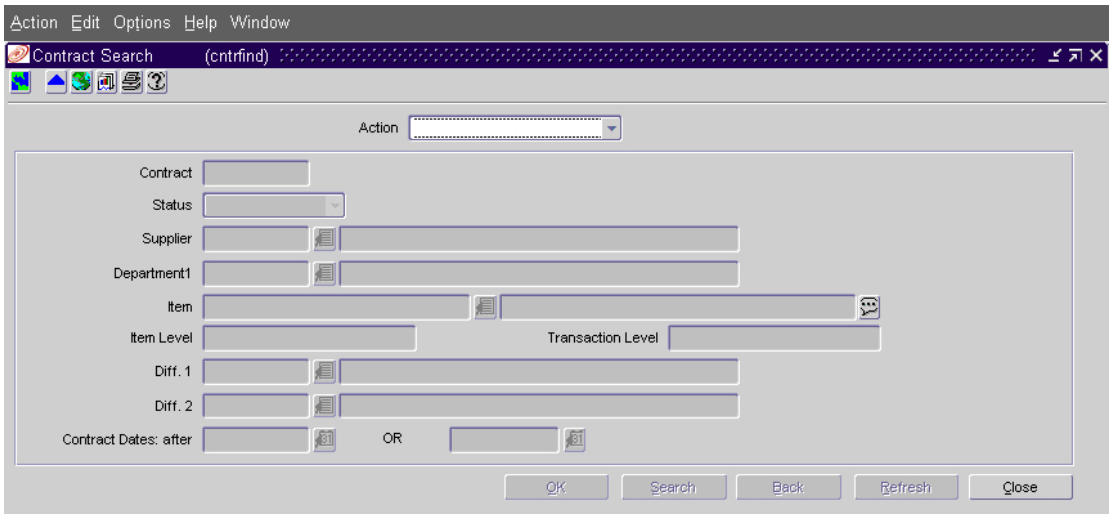
Search for a contract

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

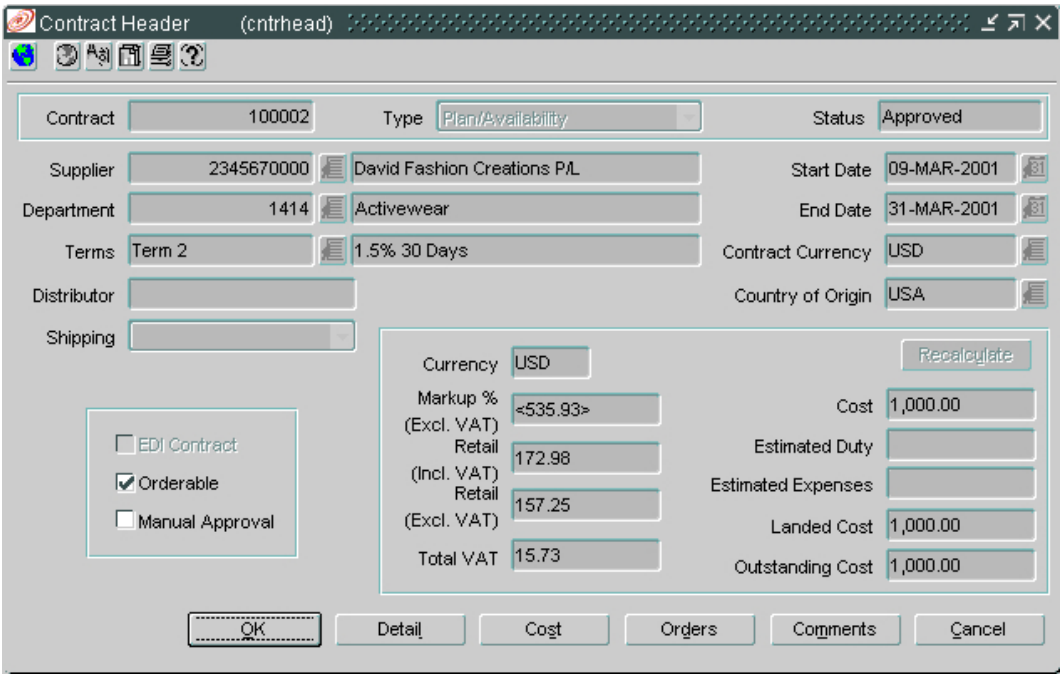


1. In the Action field, select either Create from Existing, Edit, or View.
2. Enter additional criteria as desired to make the search more restrictive.

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.



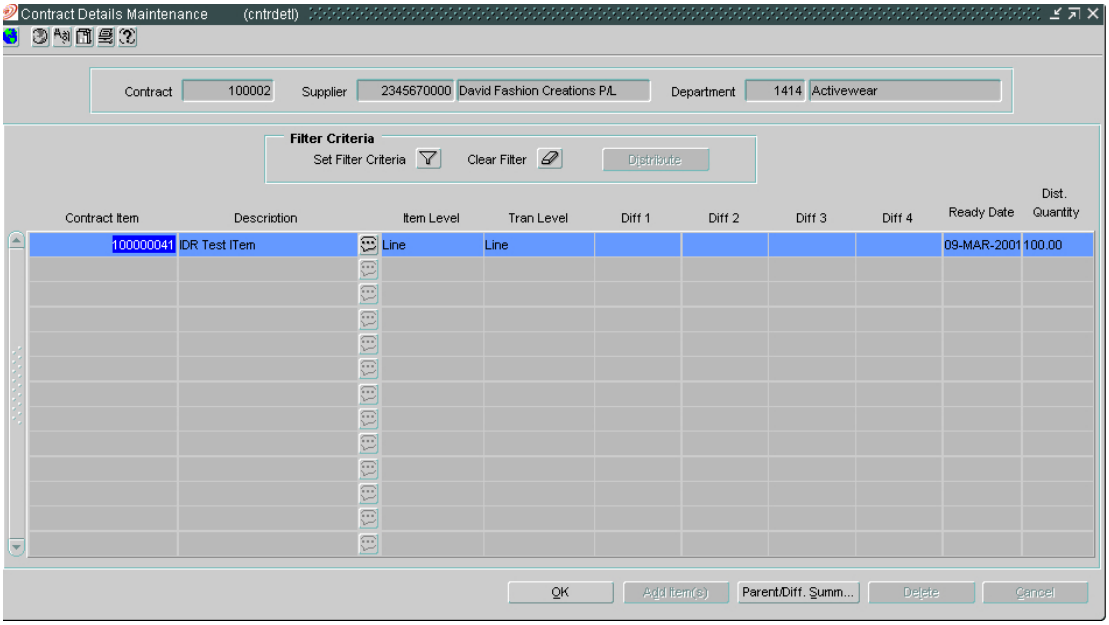
5. Click **Close** to exit.

Add an item to a contract

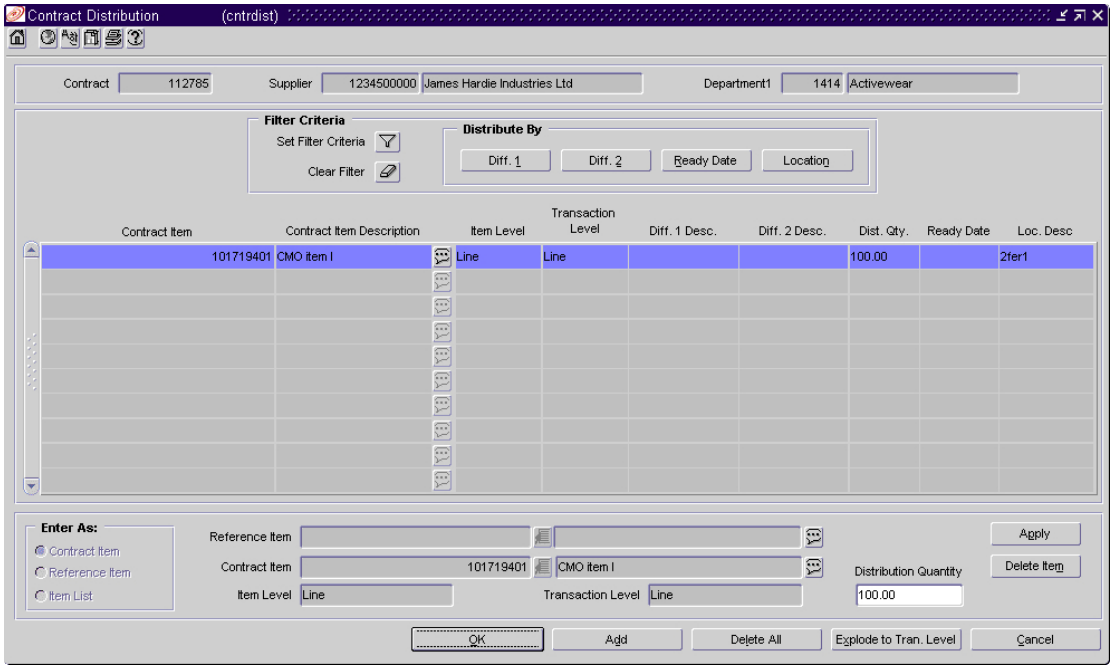
⇒ **Navigate:** From the main menu, select Ordering > Contracts. The Contract Search window is displayed.

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

Click **Cost** or **Detail**. Either the Contract Cost Maintenance window or the Contract Details Maintenance window is displayed.



1. Click **Add Item(s)** to add an item. The Contract Distribution window is displayed.



Note: When selecting items for a contract, the number of levels in the group and the transaction level of the item group must be considered. Items above the transaction level can only be added to a contract if the Soft Contract Indicator is selected in System Variables.

2. In the Enter As selection field, click an option to enter the new item as a contract item, reference item, or item list.
3. Enter a valid item or item list for the department that is displayed, or select an item or item list using the LOV button.
4. Enter a Distribution Quantity.
5. Click **Apply** to add the new item or item list to the contract.
6. Click **OK** to return to the Contract Cost Maintenance window or the Contract Details window.
7. If you are in the Contract Cost Maintenance window, edit the unit cost of the items as necessary.
8. If you are in the Contract Details Maintenance window, enter the number of units to be distributed.
9. Click **OK** to save your changes and close the window.

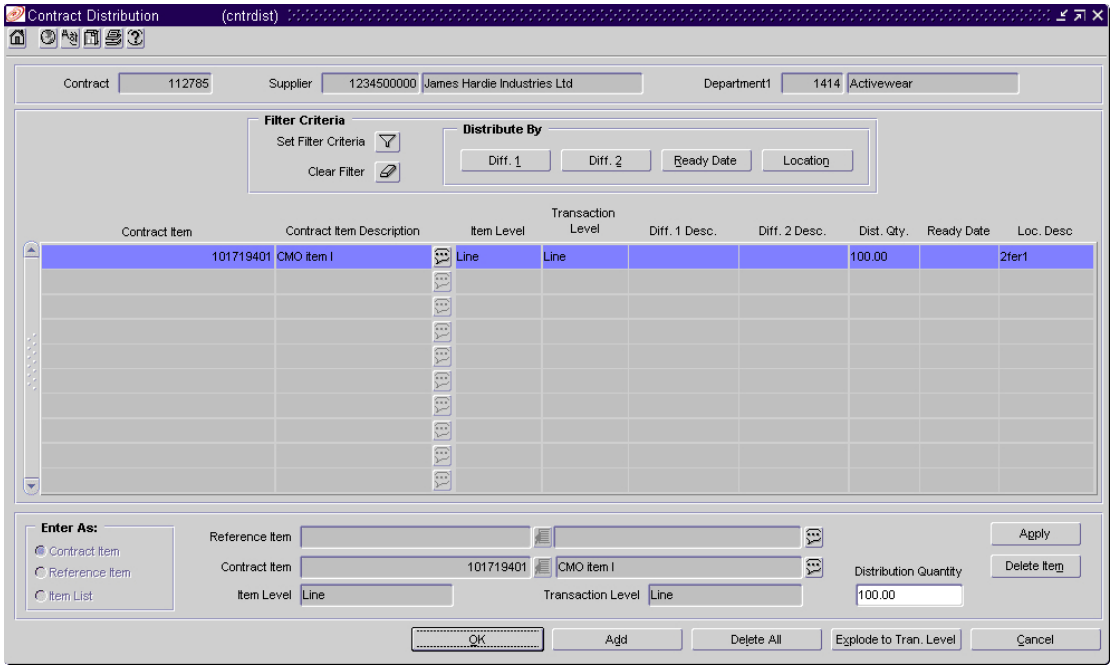
Distribute items on a contract by commitment date

⇒ **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. The Contract Header Maintenance window is displayed.

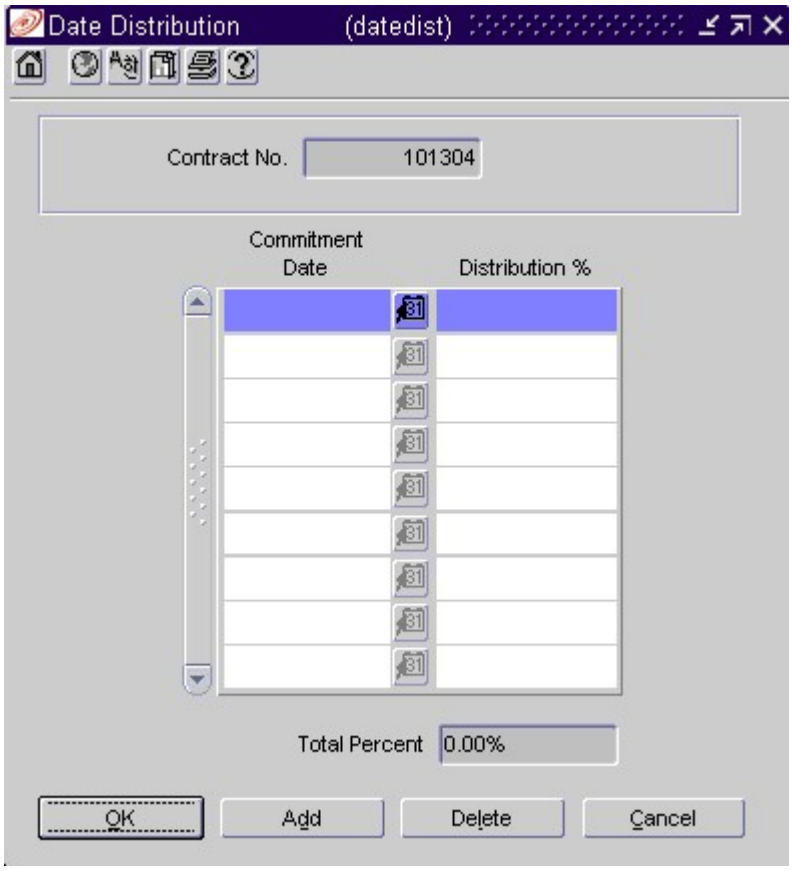
Click **Detail**. The Contract Details Maintenance window is displayed.

Click **Distribute**. The Contract Distribution window is displayed.



1. Filter the items as necessary.

2. Click **Date**. The Date Distribution window is displayed.



3. Click **Add**. The next available line becomes enabled.
4. In the Commitment Date field, enter the date.
5. In the Distribution % field, enter the appropriate percentage for each date.
6. Click **OK** to save your changes and close the window.

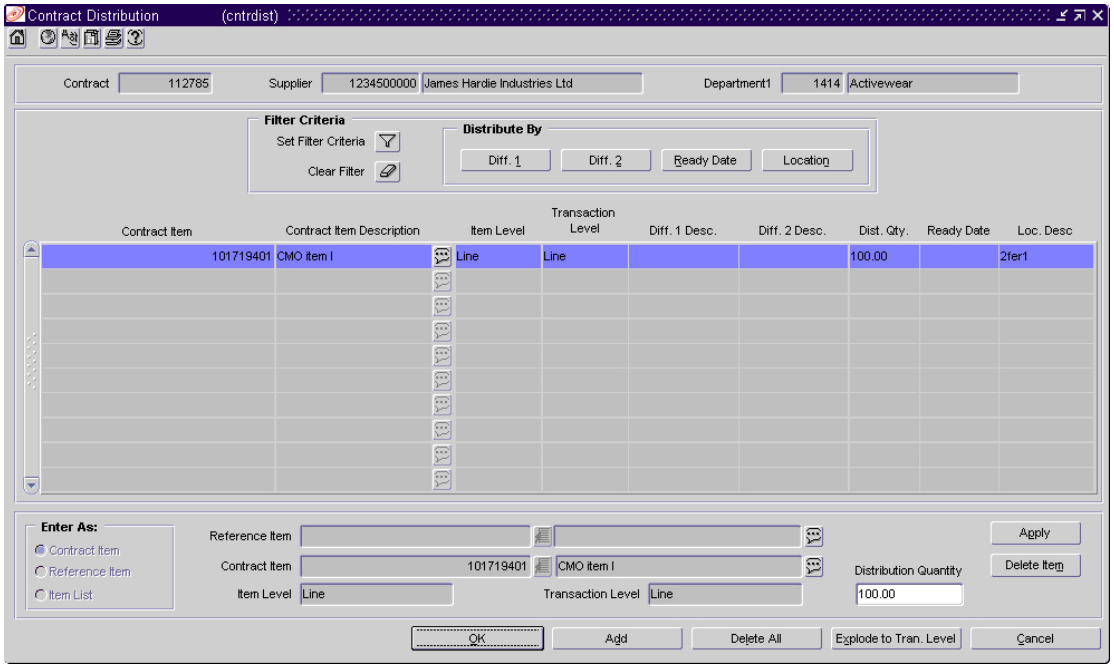
Distribute items on a contract by location

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

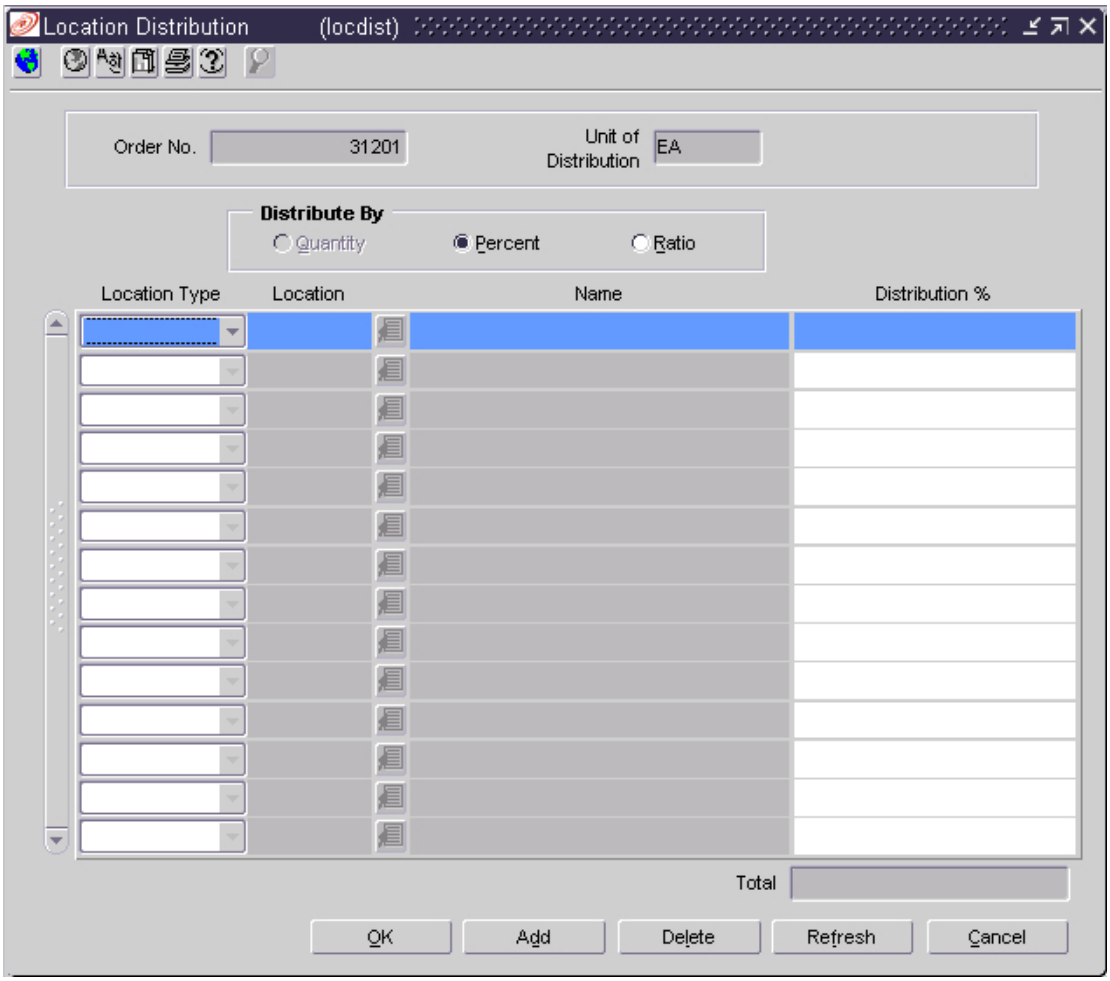
Search for and retrieve a contract in Edit mode. Restrict the search to contracts in Worksheet status. The Contract Header window is displayed.

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

Click **Distribute**. The Contract Distribution window is displayed.



1. Filter the items as necessary.
2. Click **Location**. The Location Distribution window is displayed.



3. In the Distribute By area, select the method of distribution.
4. In the Location Type field, select the type of location.
5. In the Location field, enter the ID of the location, or click the LOV button and select the location.
6. In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for the location.
7. Click **OK** to save your changes and close the window.

Contract approval process

When a contract is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the contract to the next status. A contract may be in any of the following statuses:

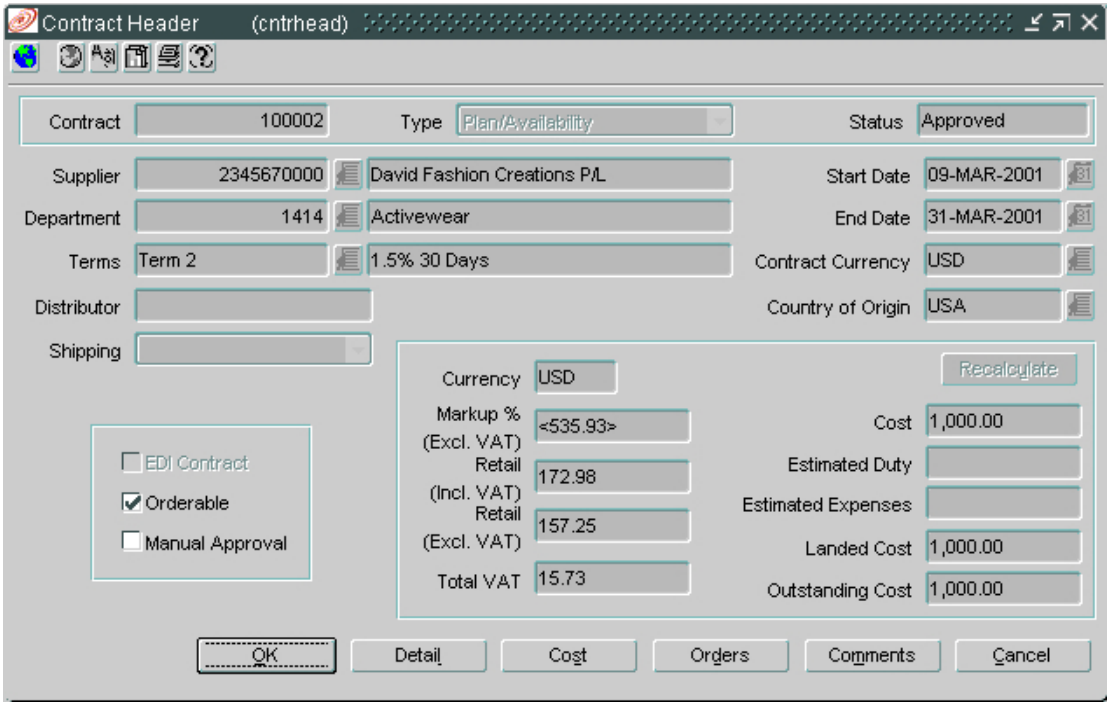
Status	Definition
Worksheet	The contract has been started, but not completed.
Submitted	The contract has been completed and is pending review.
Approved	The contract has been reviewed and has been approved.
Canceled	The contract has been manually closed and is no longer valid.
Completed	The contract is complete.
Reviewed	The contract has been reviewed, but not completed.

Procedures

Submit a contract for approval

⇒ **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. The Contract Header window is displayed.

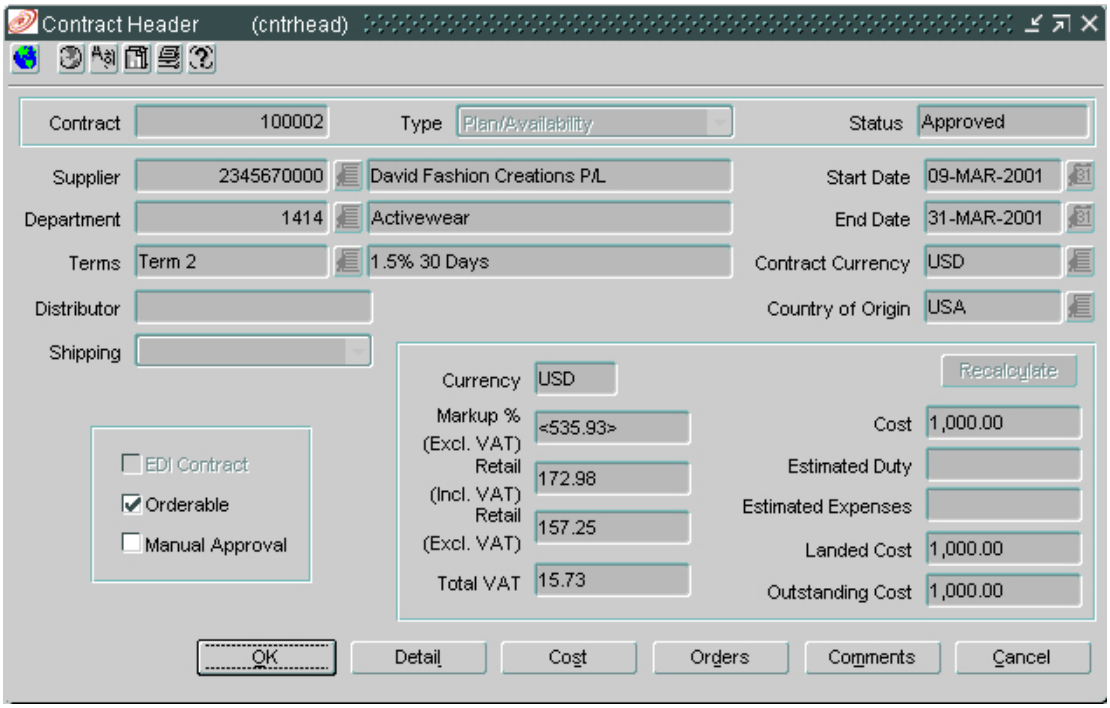


1. From the Options menu, select Submit.
2. When prompted to submit the contract, click **Yes**. The status of the contract is changed to Submitted.
3. Click **OK** to save your changes and close the window.

Approve a contract

⇒ **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 Submitted status. The Contract Header window is displayed.



1. From the Options menu, select Approve.

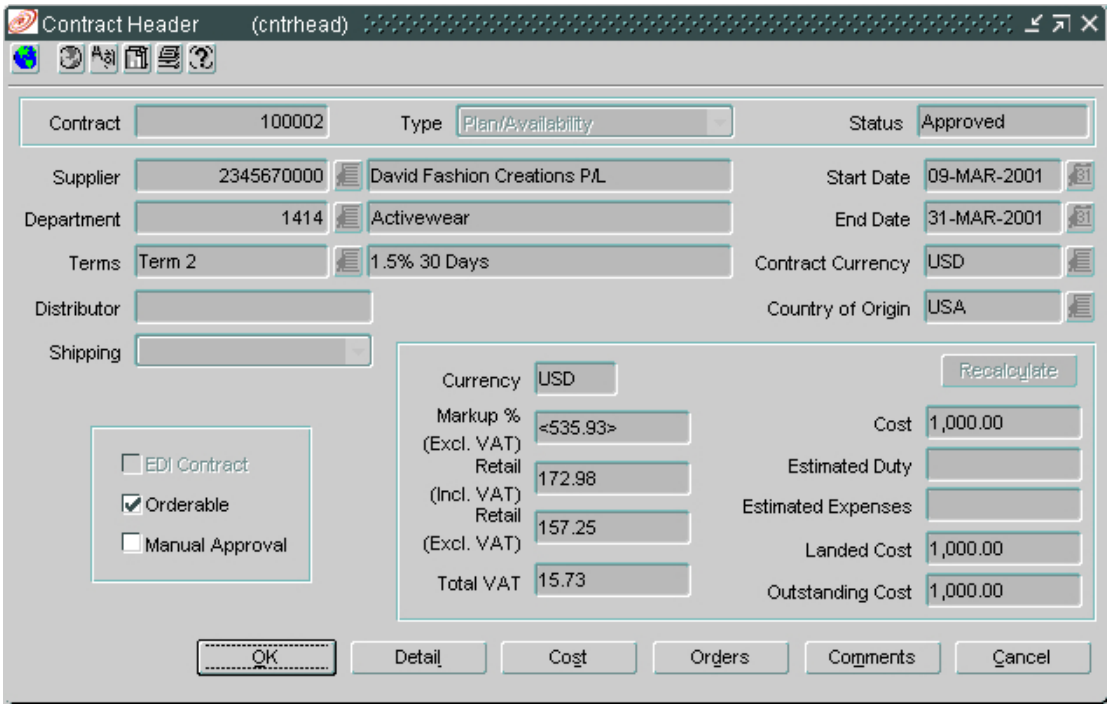
Note: Orders created from replenishment batch programs are created in Approved status.

2. When prompted to approve the contract, click **Yes**. The status of the contract is changed to Approved.
3. Click **OK** to save your changes and close the window.

Complete a contract

⇒ **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 Approved status. The Contract Header window is displayed.

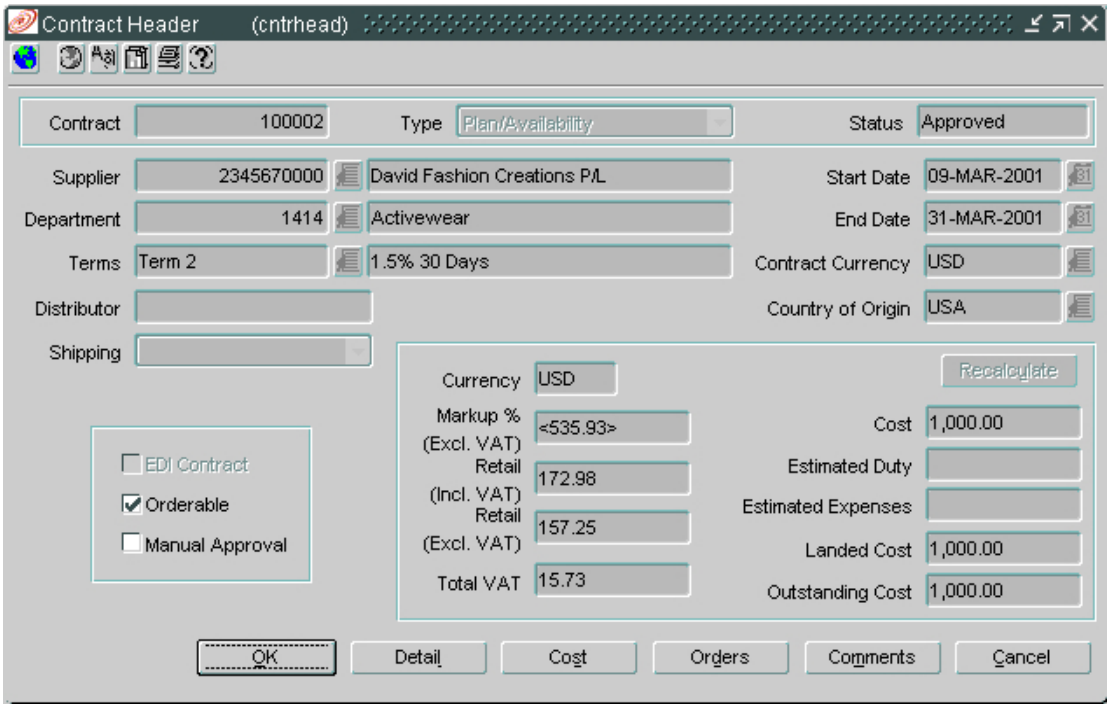


1. From the Options menu, select Complete.
2. When prompted to complete the contract, click **Yes**. The status of the contract is changed to Complete.
3. Click **OK** to save your changes and close the window.

Cancel a contract

⇒ **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 Approved status. The Contract Header window is displayed.

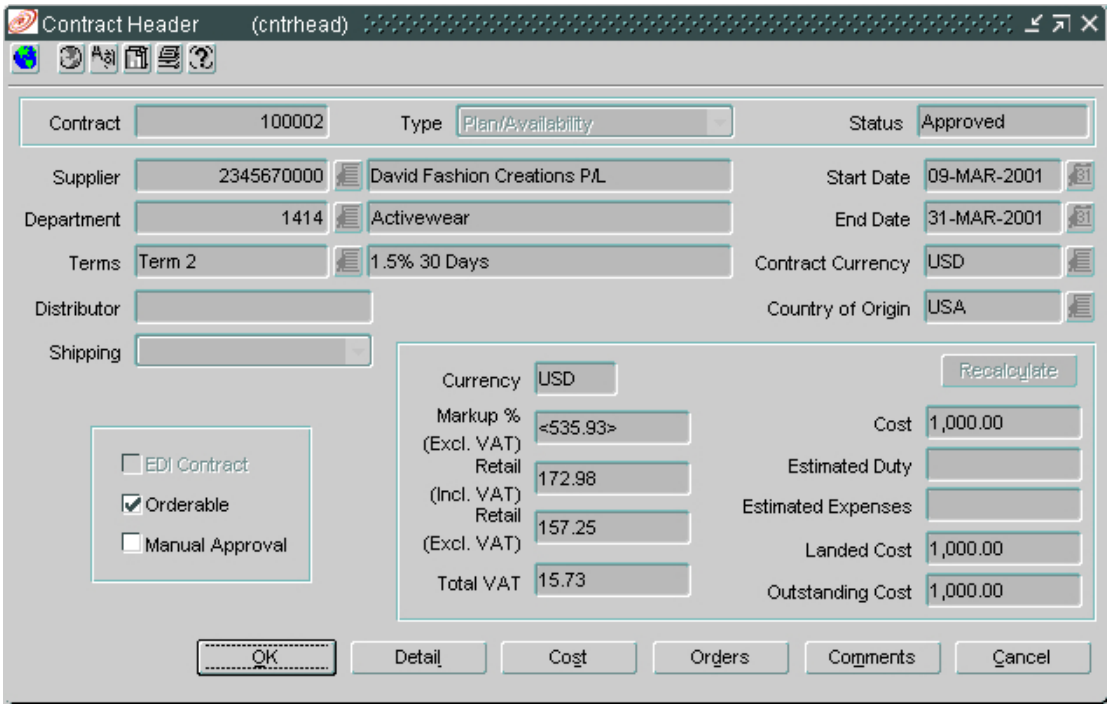


1. From the Options menu, select Cancel.
2. When prompted to cancel the contract, click **Yes**. The status of the contract is changed to Cancelled.
3. Click **OK** to save your changes and close the window.

Reinstate a cancelled contract

⇒ **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 Cancelled status. The Contract Header window is displayed.

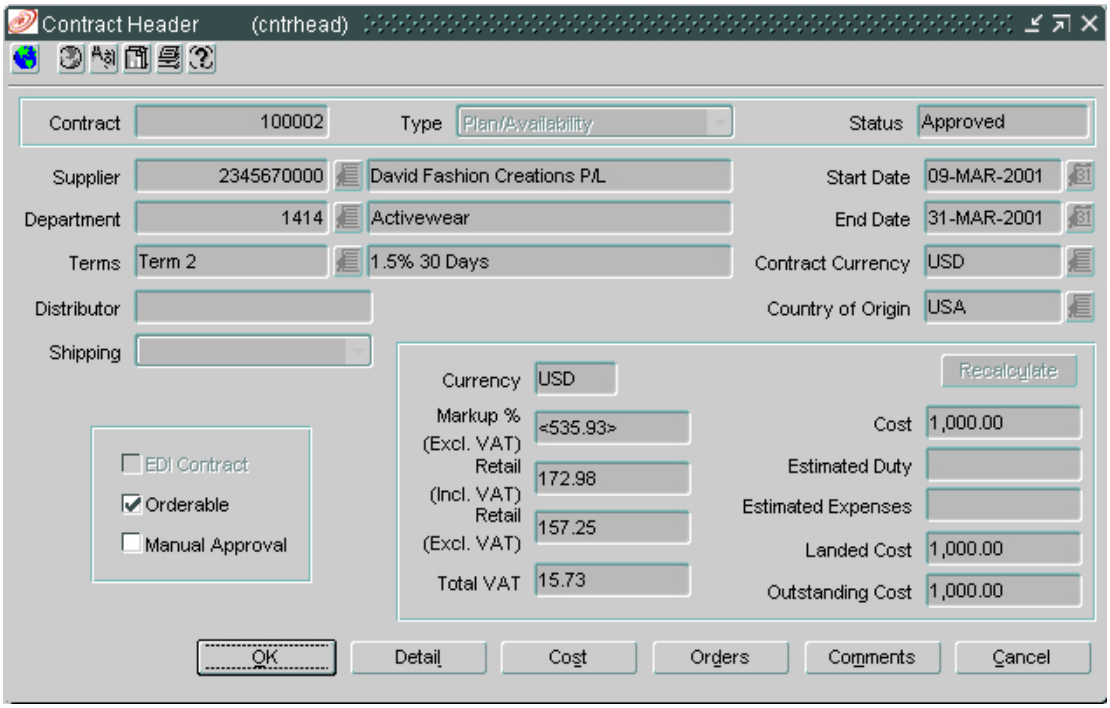


1. From the Options menu, select Reinstate.
2. When prompted to reinstate the contract, click **Yes**. The status of the contract is changed to Worksheet.
3. Click **OK** to save your changes and close the window.

Unapprove a contract

⇒ **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 Approved status. The Contract Header window is displayed.



1. From the Options menu, select Unapprove.
2. When prompted to unapprove the contract, click **Yes**. The status of the contract is changed to Worksheet.
3. Click **OK** to save your changes and close the window.

Complex Deals

Create deals

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

Components are deals or parts of that deal you receive from a supplier. Multiple components can exist in a single deal. After you add the components, you define thresholds to define the quantity or amount that must be purchased or sold to receive the deal.

Finally, you define the items and locations where the deal can be applied. You can choose to include or exclude locations as necessary.

Additionally, you can define the proof of performance (POP) terms for a deal. POP terms are defined by the deal vendor that offers the deal. For deals, POP terms can be defined at the deal, deal/component or deal/component/item-loc combination. For fixed deals, the POP terms are defined at the deal level.

Types of deals

Off-invoice deals

Off-invoice deals are created when your organization receives a decrease in cost. The decrease in cost will be applied against the cost on the invoice.

Bill Back deals

Bill back deals allow your organization to receive money back after a specific event. Bill backs are calculated based on individual purchase orders or receipts. Since an individual PO can be set up at a higher level, you can set up multiple threshold levels for a bill back purchase order . A receipt-based bill back on the other can only contain one threshold.

Types of special bill backs:

- **Rebates:** Deals are created when your organization receives money back from the supplier after you achieve a certain performance. Rebate deals can be based on:
  - Sales
  - Purchase Order (at receipt or PO approval time)
- **Vendor Funded Promotions:** Deals are calculated on promotions through RPM and allow you to invoice your supplier or partner a certain percentage they contributed.
- **Vendor Funded Markdowns:** Deals are calculated on the retail markdown taken multiplied by the SOH.

Fixed deals

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 deals

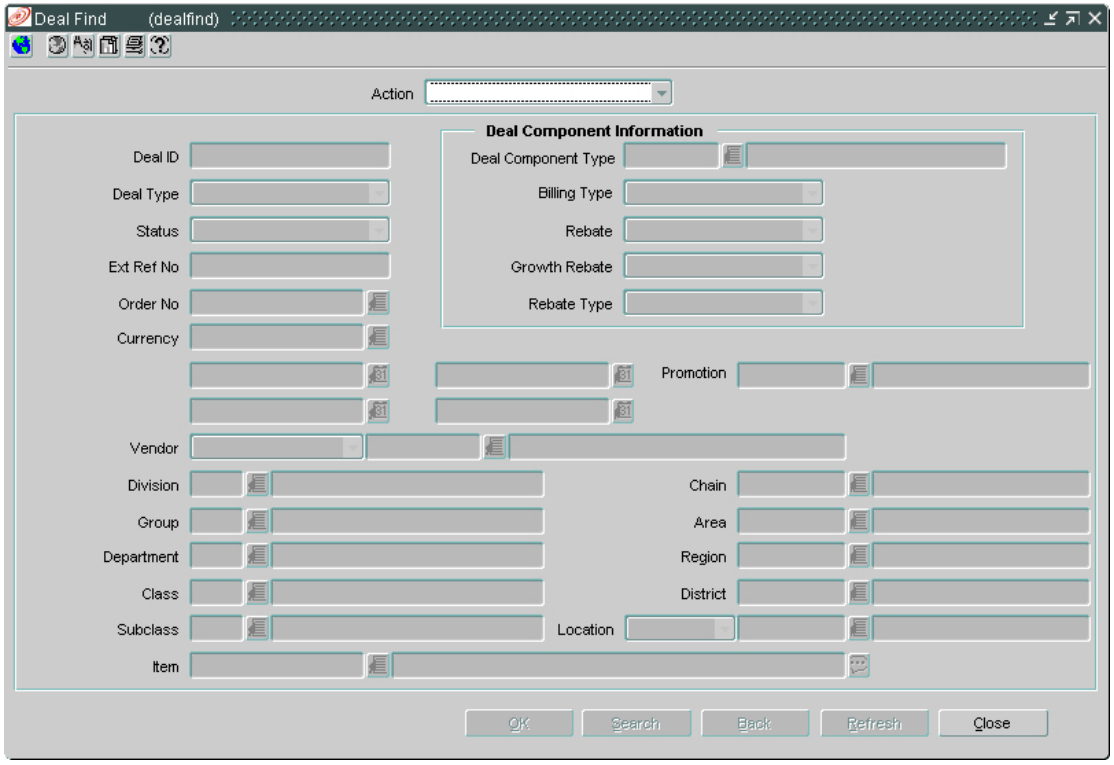
Bracket costing deals are created when your organization receives a certain deal price on an order depending on the size of the order. Different types of brackets can be established, based on mass, volume, pallet, case, each, or stat case.

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.

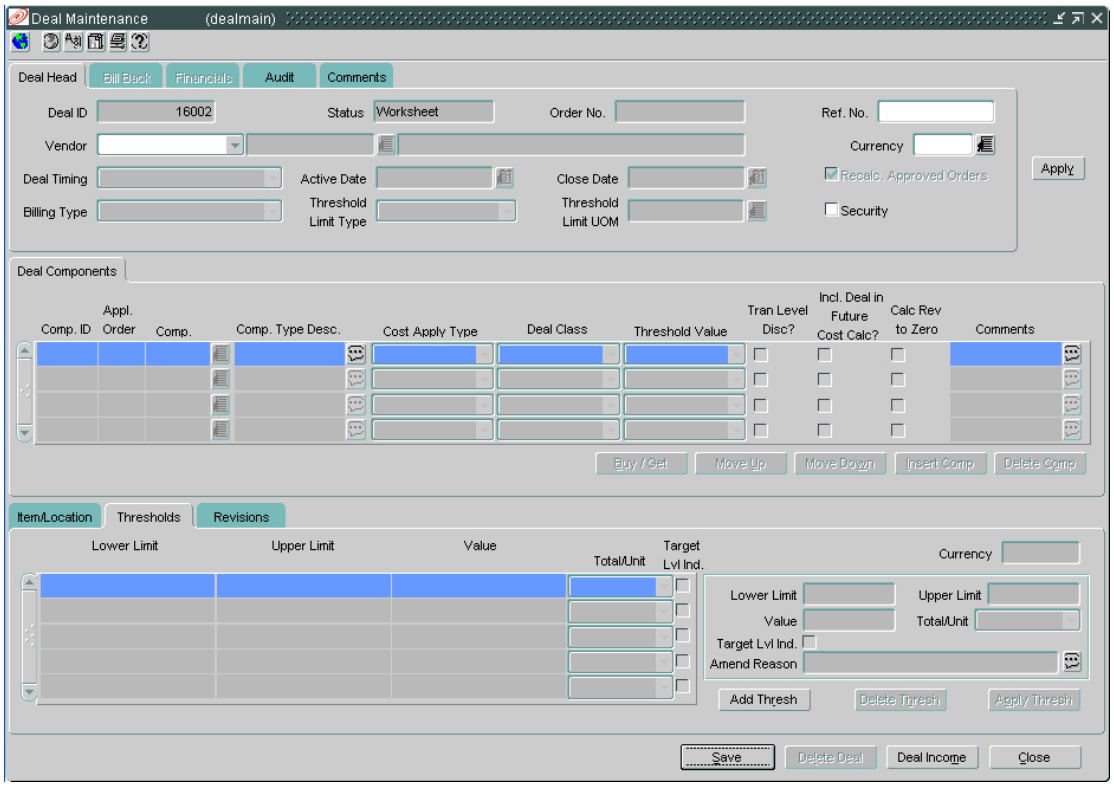
Procedures

Create a deal

⇒ **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.



3. In the Vendor field, select the type of deal vendor.
4. Enter the ID of the deal vendor, or click the LOV button and select the deal vendor.
5. In the Deal Timing field, select the type of deal.
   - **Annual:** A yearlong deal you have with a deal partner. Only one annual deal can be applied to an item at a time. You close the deal manually when it expires, or the deal is closed automatically when you create another annual deal with the deal partner. Only an Off Invoice deal can be annual.
   - **Promotional:** A deal that is generally shorter than an annual deal. Multiple promotional deals can be applied to an item at the same time. The deal closes automatically on the specified end date. Bill Back, Vendor Funded Promotion, Vendor Funded Markdown and off invoice can all be promotional deals.
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. In the Billing Type field, select how monies from the deal are received.

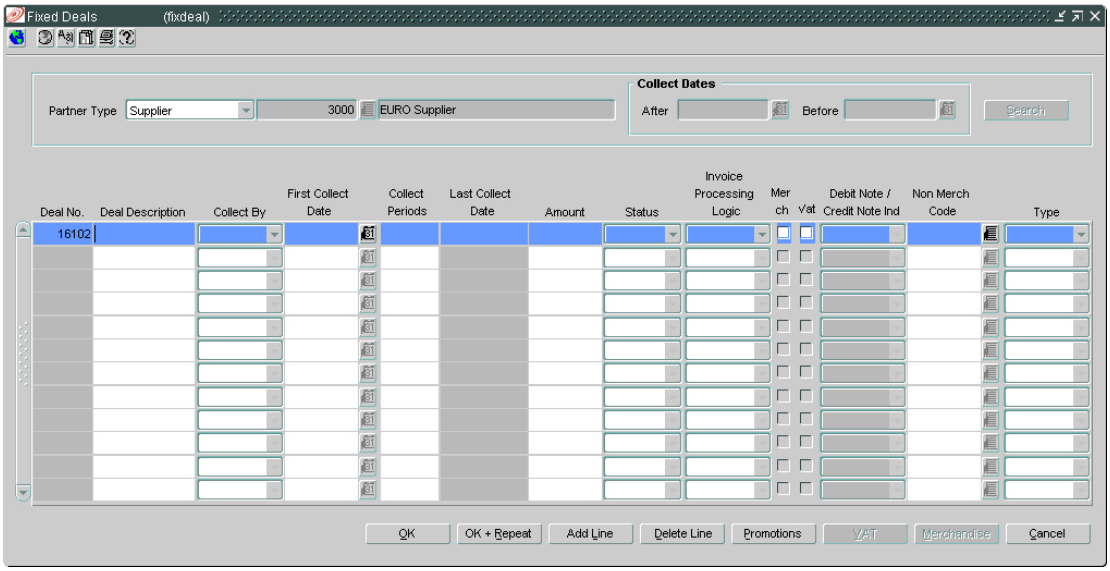
Note: If you selected Annual in the Deal Timing field, Off-Invoice is the default for the Billing Type and cannot be changed.

- **Off-Invoice:** The deal is reflected as an amount decremented from the cost on the invoice.
- **Bill Back:** The deal income amount is invoiced to the supplier after the goods are purchased. A special type of a bill back is a rebate, which can be calculated on sales, purchase orders or receipts.
- **Vendor Funded Promotion:** A promotion sponsored by the deal vendor. The deal will close automatically on the end date. Multiple vendor-funded promotional deals can be applied to an item at the same time.
- **Vendor Funded Markdown:** A markdown sponsored by the deal vendor. The deal will close automatically on the end date. Multiple vendor-funded markdown deals can be applied to an item at the same time.

9. In the Threshold Limit Type field, select how the threshold is defined.
10. Enter optional information as necessary.
11. If the deal has a Billing Type of Bill Back, Vendor Funded Promotion, or Vendor Funded Markdown, add the bill back information to the deal.
12. Click **Apply**.
13. Add deal components.
14. Add item/locations to a deal.
15. Add proof of performance definitions as necessary.

Create a fixed deal

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

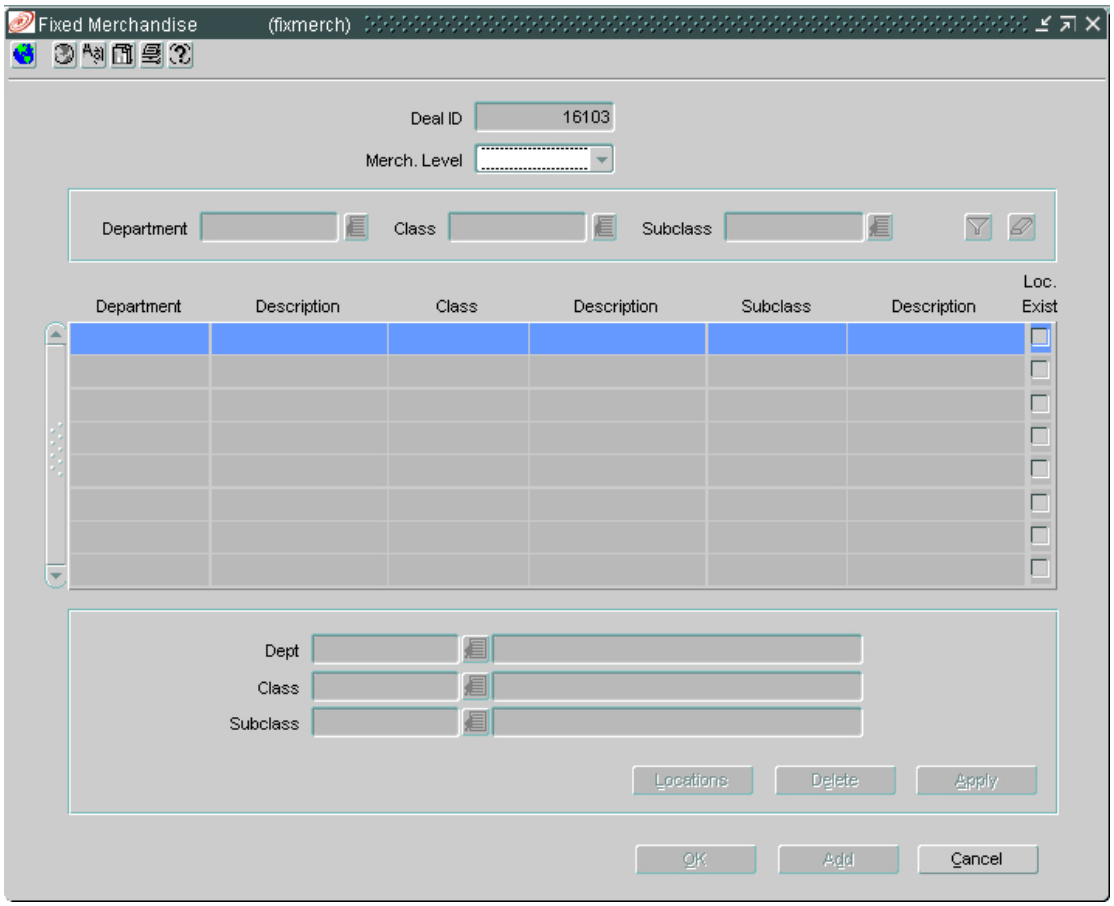


1. In the Partner Type field, select the type of vendor for which you are creating the fixed deal. Enter the ID of the supplier for which you want to create a deal, or click the LOV button and select the vendor.
2. Click **Search**. The Deal No field is filled in automatically with a unique ID for the fixed deal.
3. In the Deal Description field, enter a description of the deal.
4. In the Collect By field, select how often payment for the fixed deal is collected from the supplier.
5. In the First Collect field, enter the date, or click the calendar button and select the date.
6. 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.

7. In the Amount field, enter the payment amount from the supplier.
8. In the Status field, select the status of the deal.
9. In the Invoice Processing Logic field, select how invoices are created for the fixed deal.

10. If the deal is associated to the merchandise hierarchy, select the Merch check box. The Fixed Merchandise window is displayed.

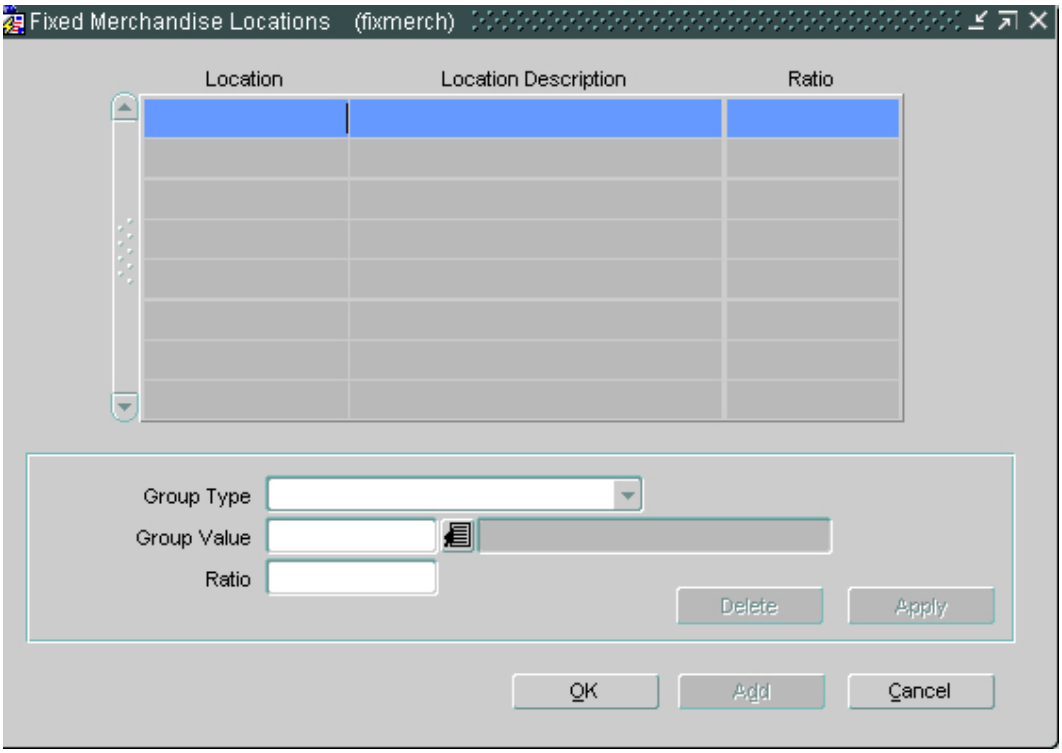


a. In the Merch Level field, select the merchandise level that the deal information is held at.

b. In the Apply area, enter the ID of the department, class and subclass in the appropriate fields, or click the LOV button and select the department, class, and subclass.

c. Click **Apply**. The merchandise level is added to the table.

d. Click **Locations**. The Fixed Merchandise Locations window is displayed.



i. In the Group Type field, select the location type you want to add to the deal.

ii. In the Group Value field, enter the ID of the location group or click the LOV button and select the group.

iii. In the Ratio field, indicate what percentage of the deal the location contributes.

iv. Click **Apply**. The location and ratio is added to the table.

v. Click **OK** to save any changes and close the window.

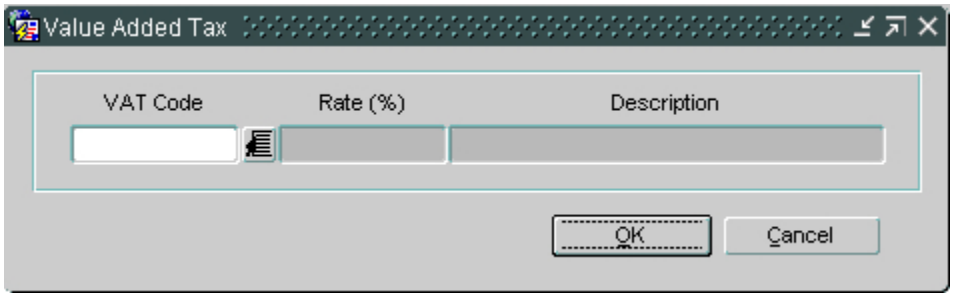
e. Click **OK** to save any changes and close the window.

11. If the Debit Memo/Credit Note Ind, select whether you want to send a Debit Memo or Credit Note request to the supplier.

12. In the Non Merch Code field, select the appropriate code.

Note: The Non Merch field is required only if the Merch check box is not selected.

12. If VAT is included in the deal, select the VAT check box.
    a. Click **VAT**. The Value Added Tax window is displayed.



    b. In the VAT Code field, enter the VAT code to apply to the fixed deal, or click the LOV button and select a VAT code.
    c. Click **OK** to save any changes and close the window.
14. In the Type field, select the type of allowance you receive for completing the deal.
15. Add proof of performance definitions as necessary.
16. Click **OK** to save your changes and close the window.

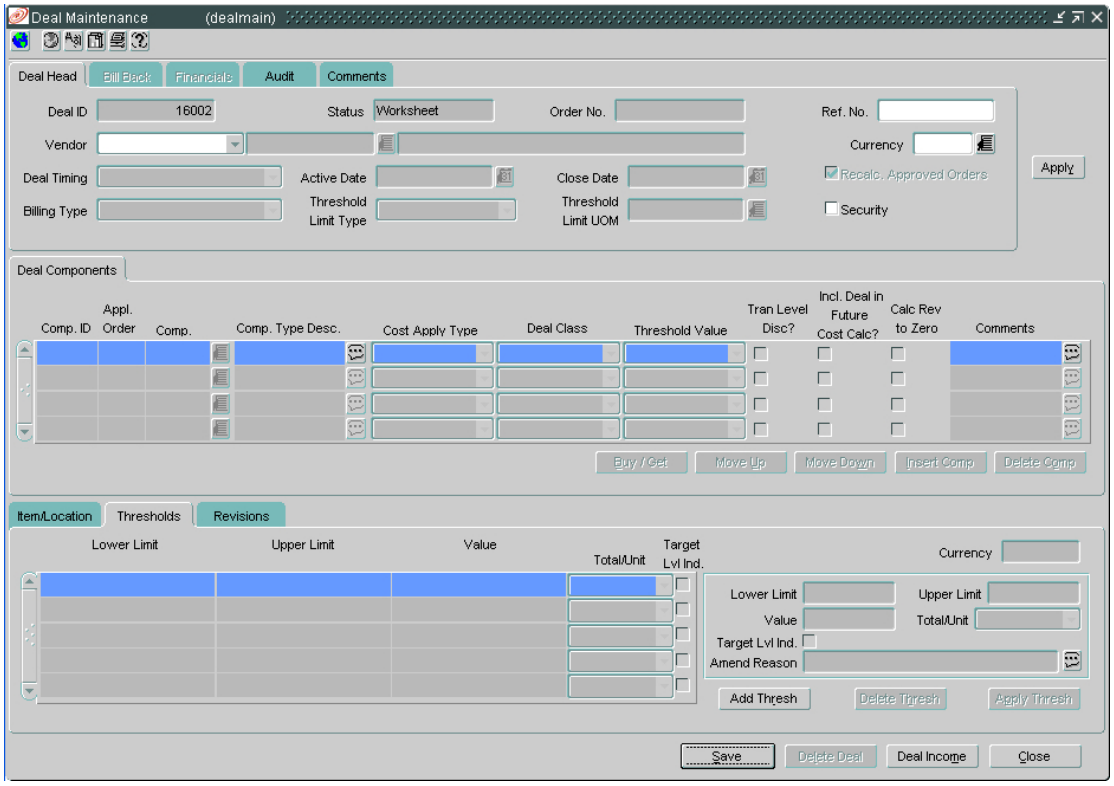
Create a PO-specific deal

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

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.

From the Options menu, select PO-Specific Deal > Create/Edit. The Deal Maintenance window is displayed.



1. On the Deal Head tab, In the Threshold Limit Type field, select how the threshold is defined.
2. Add deal components.
3. Add item/locations to a deal.
4. Add threshold information.
5. Click **Close** to exit.
6. When prompted to save the changes, click **Yes**.

Deals approval process

When a deal is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the deal to the next status. A deal may be in any of the following statuses:

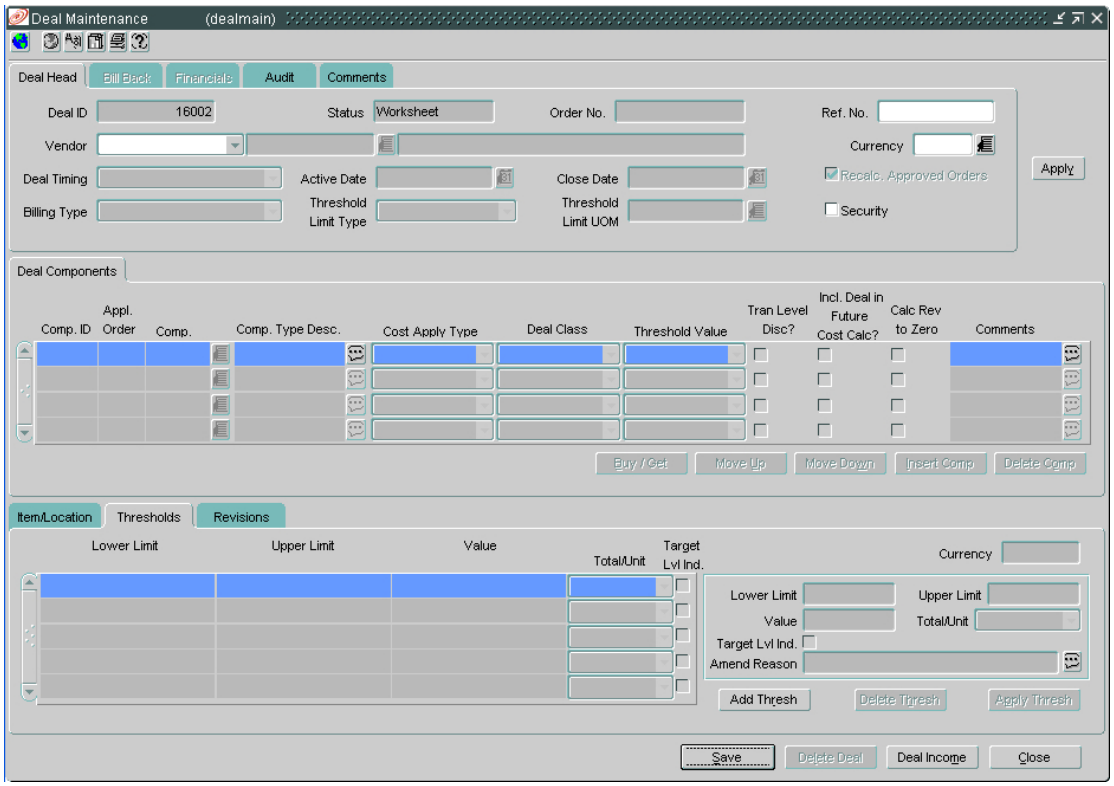
Status	Definition
Worksheet	The deal has been started, but not completed.
Submitted	The deal has been completed and is pending review.
Approved	The deal has been reviewed and has been approved.
Rejected	The deal has been submitted, reviewed, and has been rejected.
Closed	The deal is complete.

Procedures

Submit a deal

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

Search for and retrieve a deal in Edit mode. Restrict the search to deals in Worksheet status. The Deal Maintenance window is displayed.

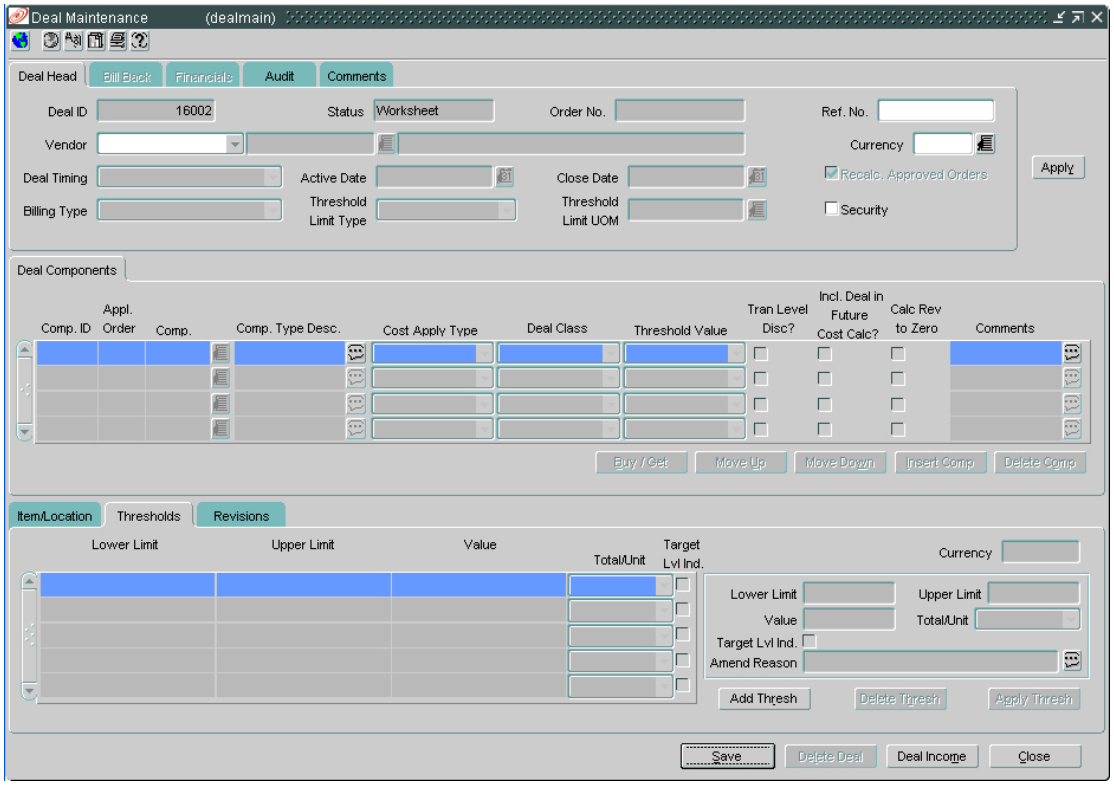


1. From the Options menu, select Submit. The Status field changes to Submitted.
2. Click **Close** to exit. You are prompted to save the changes.
3. Click **Yes**.

Approve a deal

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

Search for and retrieve a deal in Edit mode. Restrict the search to deals in Submitted status. The Deal Maintenance window is displayed.

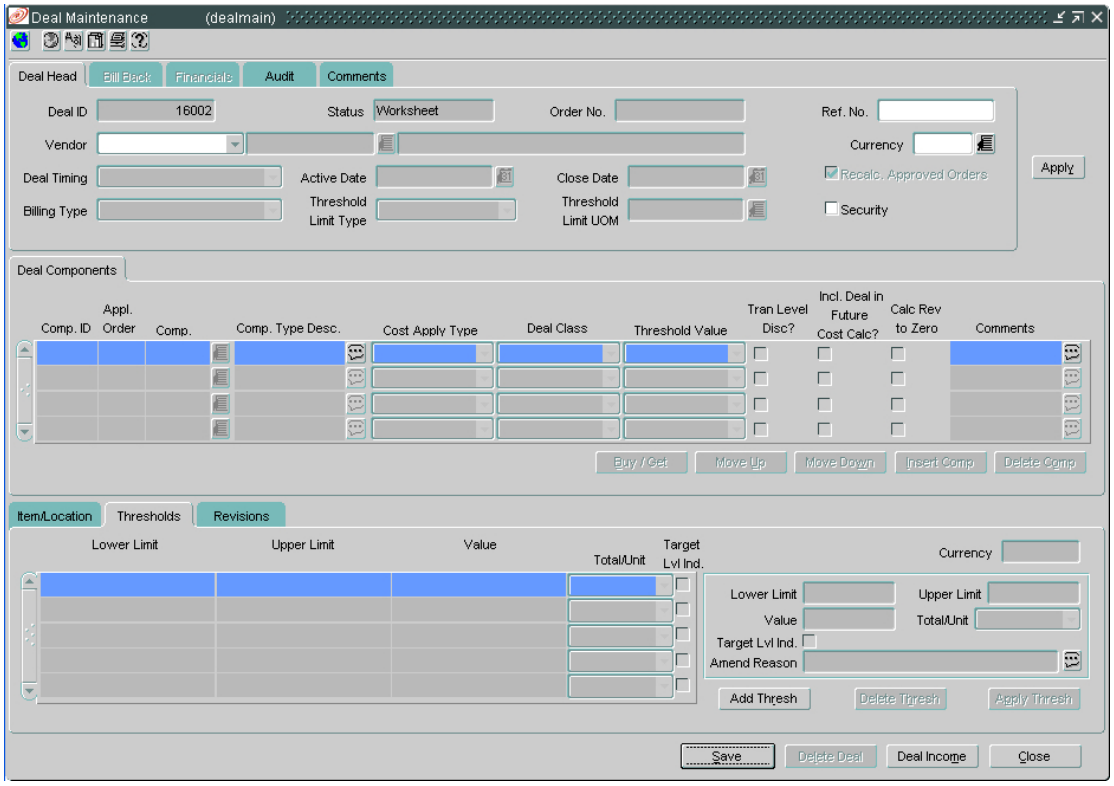


1. From the Option menu, select Approve. The Status field changes to Approved.
2. Click **Close** to exit.
3. When prompted to save the changes, click **Yes**.

Reject a deal

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

Search for and retrieve a deal in Edit mode. Restrict the search to deals in Submitted status. The Deal Maintenance window is displayed.

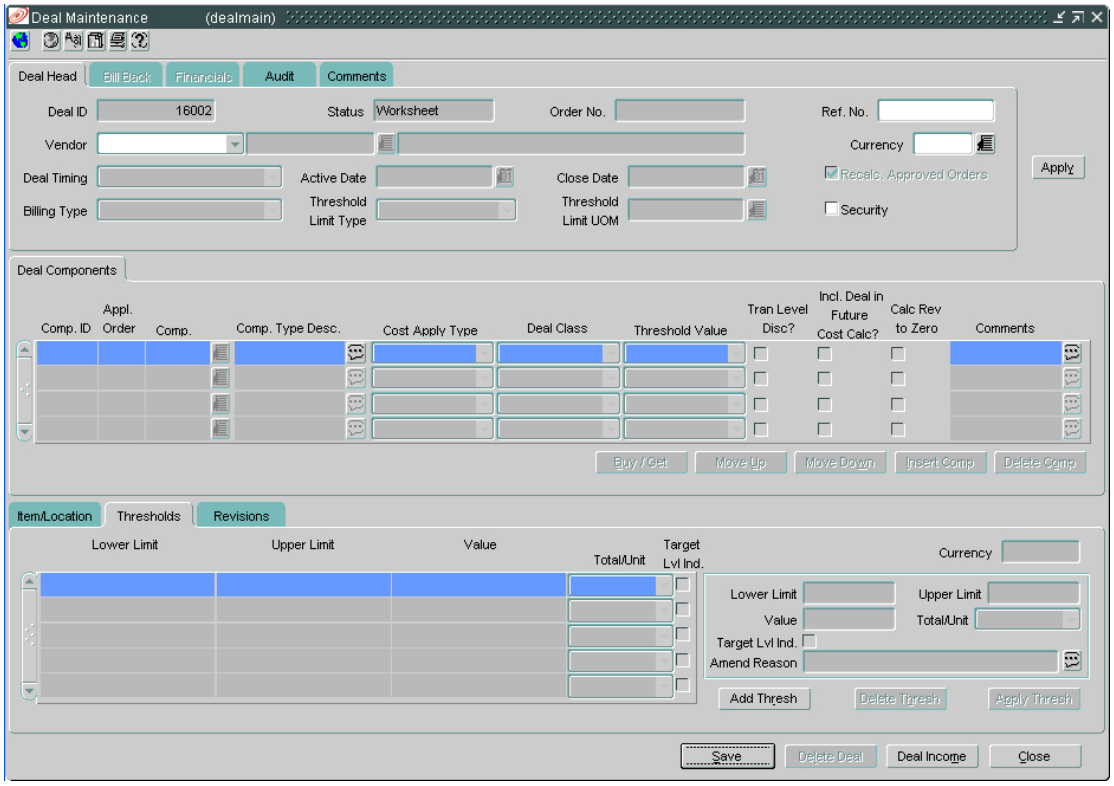


1. From the Options menu, select Reject. The Status field changes to Rejected.
2. Click **Close** to exit. You are prompted to save the changes.
3. Click **Yes**.

Close a deal

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

Search for and retrieve a deal in Edit mode. Restrict the search to annual deals. The Deal Maintenance window is displayed.



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

Chapter 6 – Cost Management

Cost management

Cost management

Set up cost change information

Set up estimated landed costs

Set up outside locations

Set up up charges

Create a cost change

Submit and approve a cost change

Set up cost changes

A cost change is an adjustment to the cost of an item, either up or down. Before you can create a cost change, a list of user defined cost change reasons are created and then applied to each cost change.

If you are tracking Estimated Landed Costs (ELC), you set up cost zones to facilitate a cost change at the location or zone level. All items are associated with zones upon item set up.

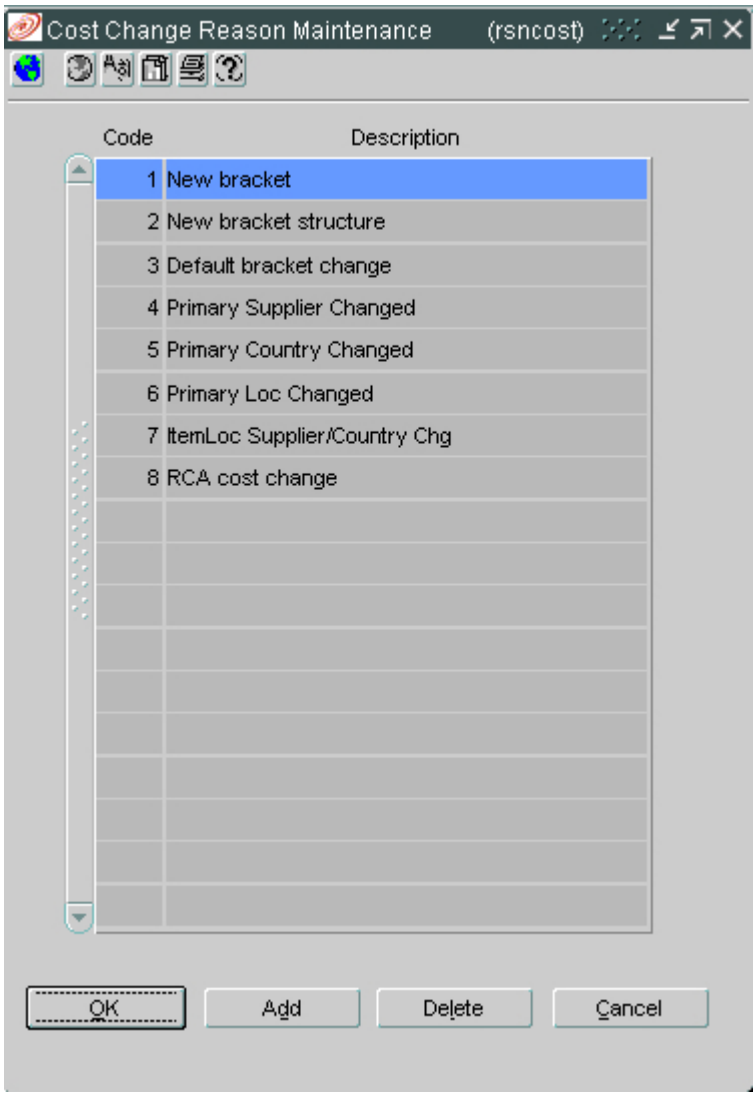
RMS uses cost zone groups to implement the most effective pricing strategy for each item. There are two types of costing strategies.

- **Zone level:** The cost 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.
- **Location level**: Each location can have a unique retail price for an item. The landed cost for an item and supplier relationship can also be different at each location.

Procedures

Add a cost change reason

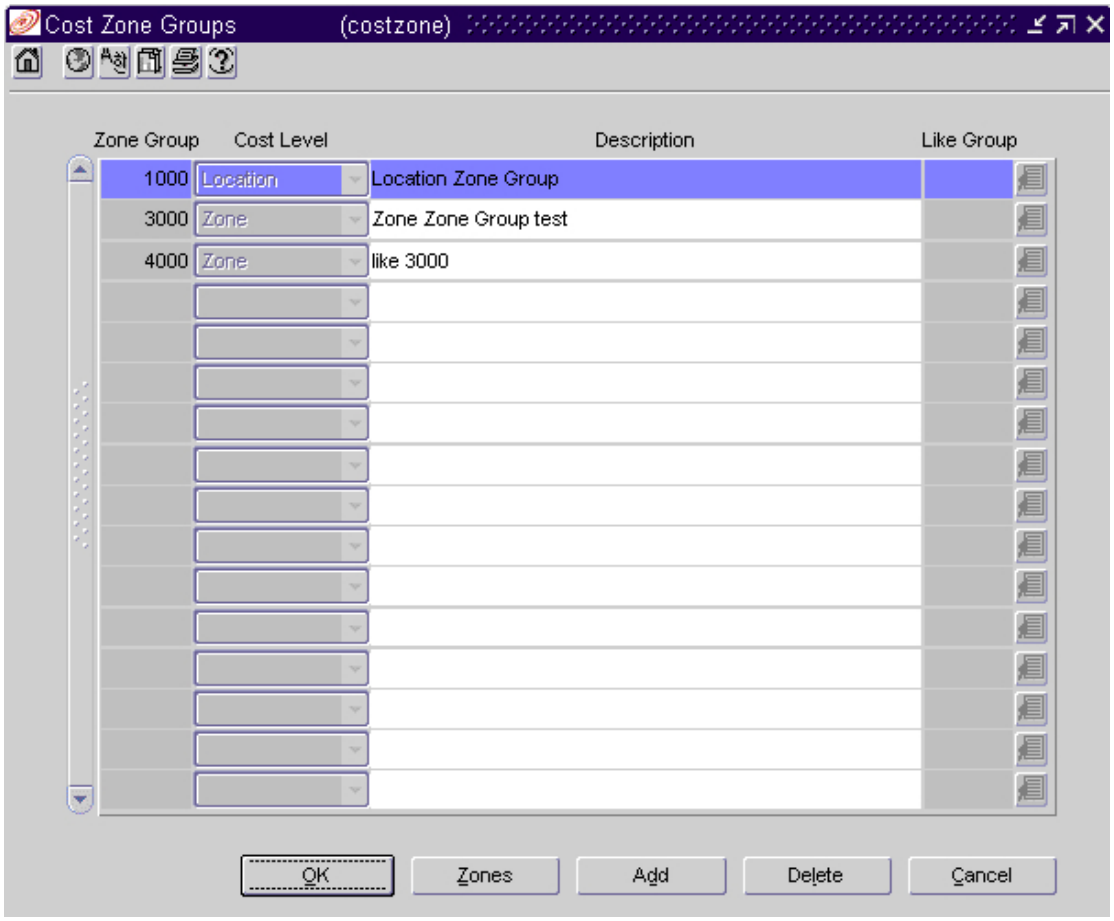
⇒ **Navigate:** From the main menu, select Control > Setup > Cost Change Reason > Edit. The Cost Change Reason Maintenance window is displayed.



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 save your changes and close the window.

Add a cost zone group

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



Add a cost zone group

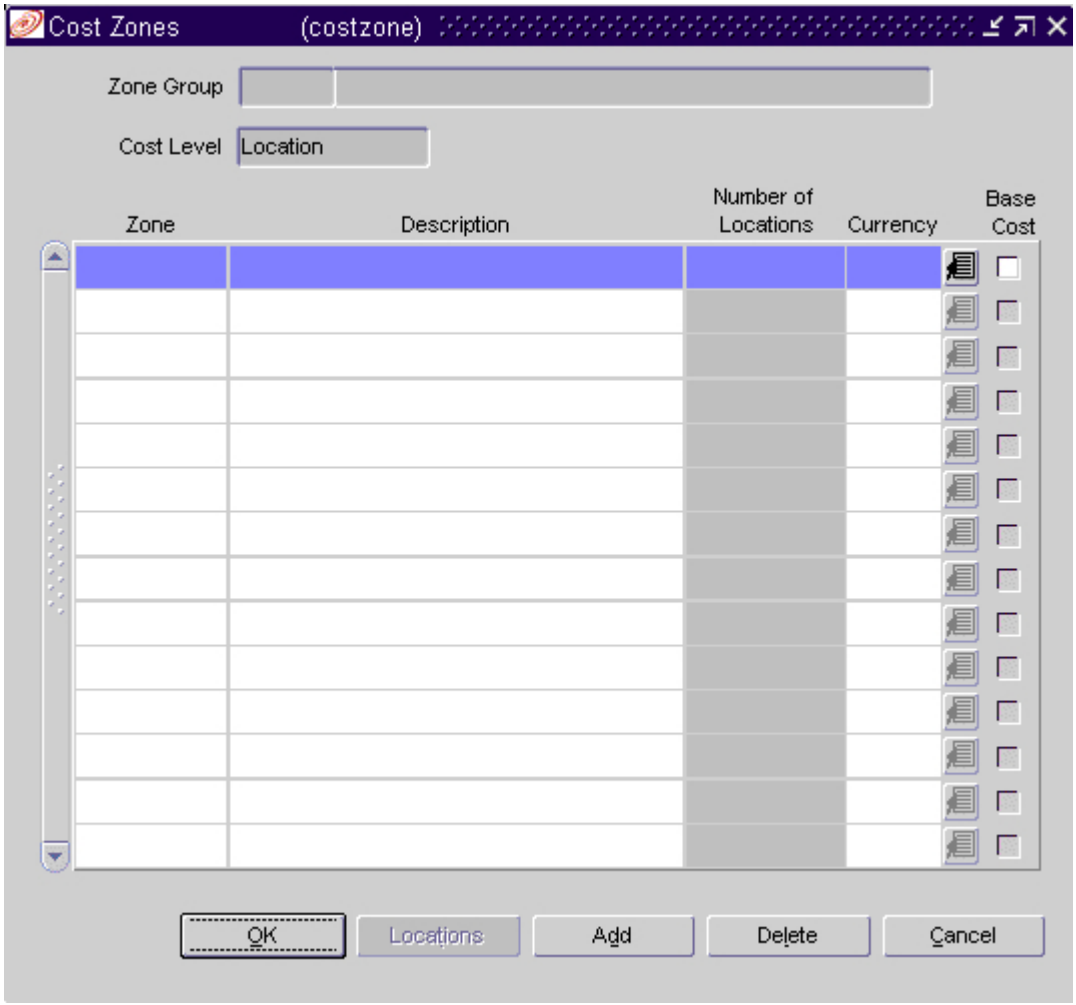
1. Click **Add**. The next line on the table is enabled.
2. In the Zone Group field, enter a unique ID.
3. In the Cost Level field, select Zone.

📖 **Note:** If a location cost level is not set up, you may select Location in the Cost Level field. You can create only one cost zone group at the location cost level

4. In the Description field, enter the description of the cost zone group.
5. To copy the zones and locations from an existing cost zone group, in the Like Group field enter the ID of the cost zone group or click the LOV button and select a cost zone group.

Add cost zones to a cost zone group

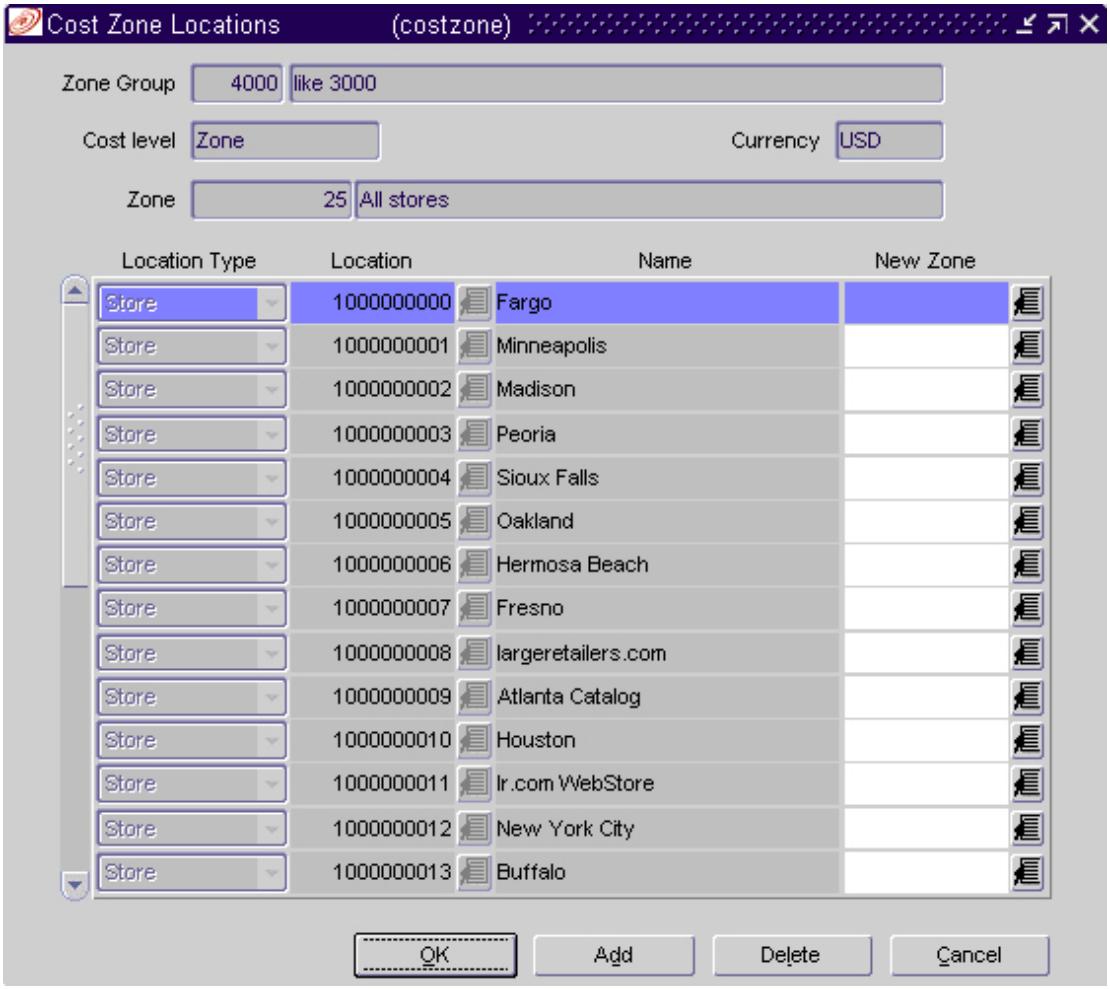
1. On the Cost Zone Groups window, click **Zones** to add zones to the new cost zone group. The Cost Zones window is displayed.



2. Click **Add**. The next line on the table is enabled.
3. In the Zone field, enter a unique zone ID.
4. In the Description field, enter a cost zone description.
5. In the Currency field, enter the code for the currency to be used in the cost zone or click the LOV button and select the currency.

Add locations to a cost zone

1. On the Cost Zone Groups window, click **Zones**. The Cost Zones window is displayed.
2. On the Cost Zones window, click **Locations**. The Cost Zone Locations window is displayed.



3. To add a location that has not been assigned to a cost zone group, click **Add**.
   a. In the Location Type field, select store or warehouse.
   b. In the Location field, enter the location ID, or click the LOV button and select the location.
4. To add a location to a cost zone that is currently in a different cost zone:
   a. On the Cost Zones window, select the Zone that contains the location you want to put in the new zone.
   b. Click **Locations**. The Cost Zone Locations window is displayed.
   c. In the New Zone field, enter the zone ID of the cost zone that you would like the location to appear in, or click the LOV button and select the new cost zone

Exit the cost zone windows

- Click **OK** to save your changes and close the windows.

Set up expenses

The landed costs functions allow you to define expenses, assessments upcharges, 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.

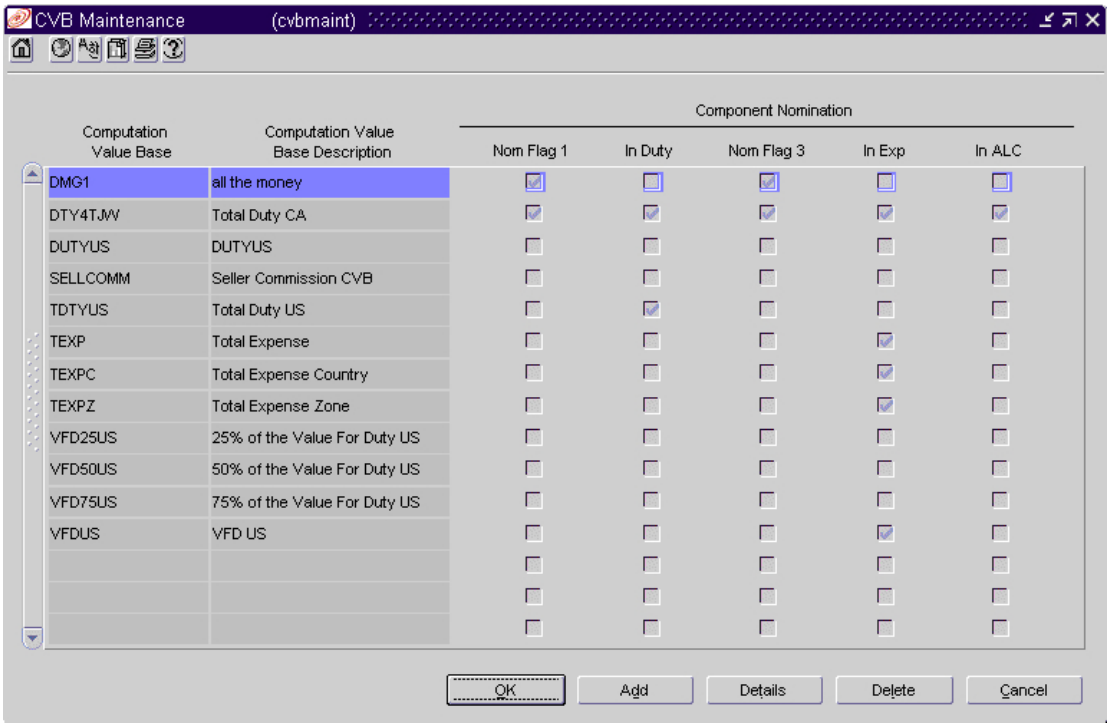
Within RMS, landed cost is defined using computation value bases (CVB), expenses, and assessments. Expenses and assessments are more generically referred to as cost components. Computation value bases describe how expenses and assessments are combined in order to provide a base for the calculation of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

An expense is cost component associated with moving a product from a supplier to the retailer, primarily dealing with importing. Examples include freight costs, shipping insurance, etc. Expenses can be set up to apply to different legs of the shipment. For example, there may be an ocean freight charged for transporting goods across the ocean (between the discharge and lading ports) and then other charges associated with moving the goods from the lading port to the warehouse that is inland (e.g. land freight).

Procedures

Define a computation value base

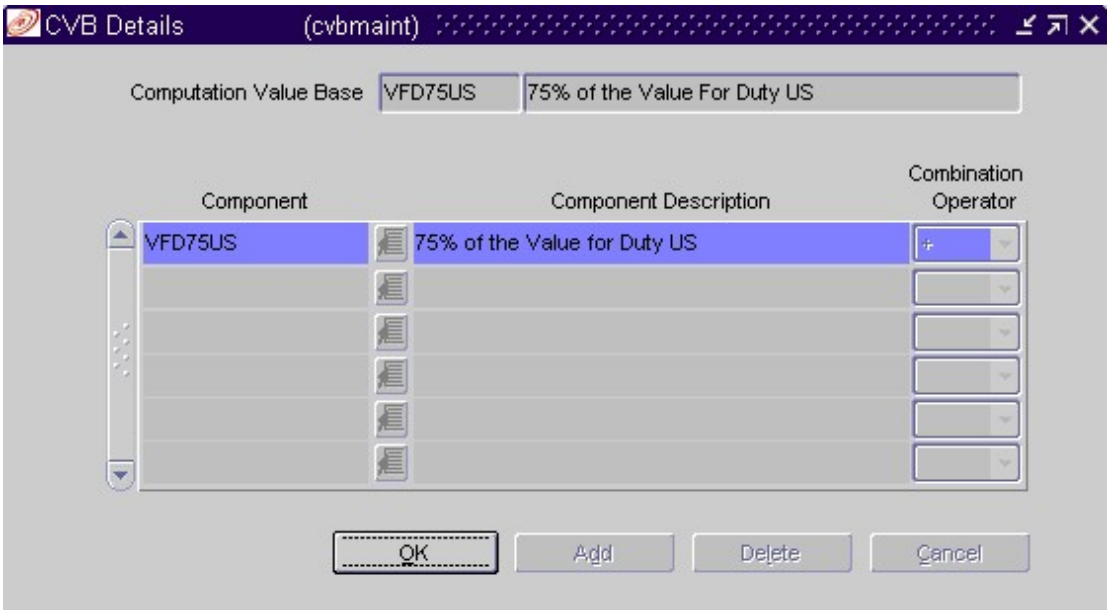
⇒ **Navigate:** From the main menu, select Control > Landed Cost > CVB Maintenance > New. The CVB Maintenance window is displayed.



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.

Select CVB components

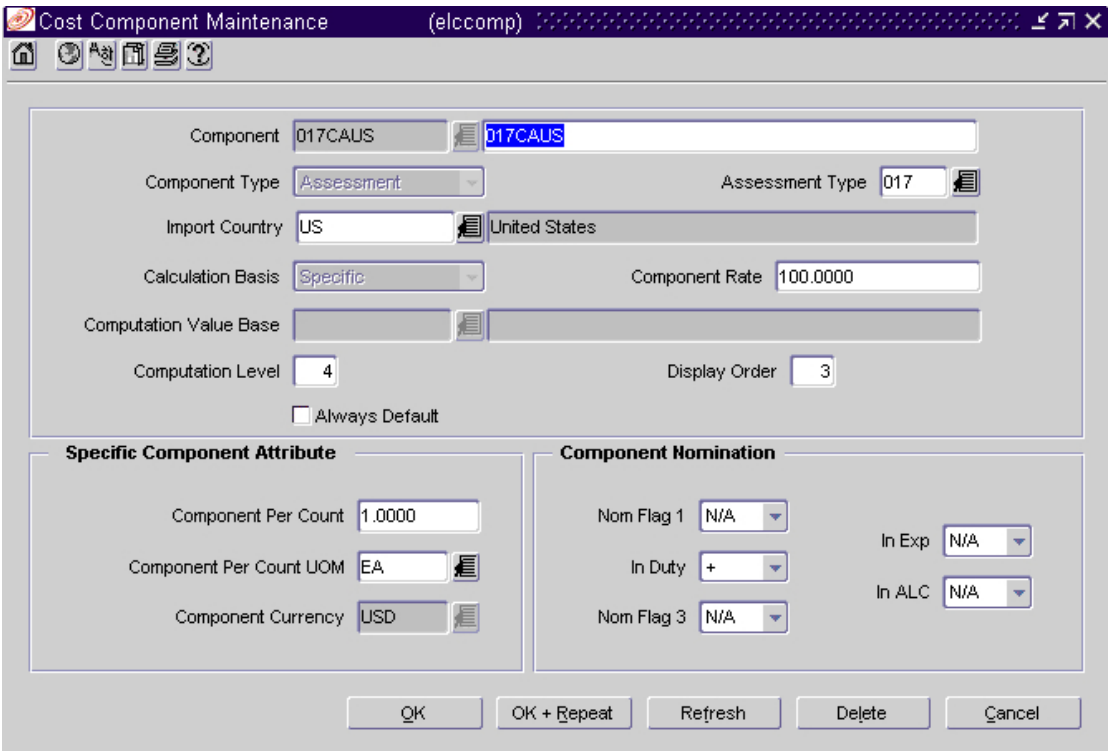
1. Click **Details**. The CVB Details window is displayed.



2. Click **Add**.
3. In the Component field, enter the ID of the component, or click the LOV button and select the component.
4. In the Combination Operator field, select:
   - + (plus sign) to add the component.
   - - (minus sign) to subtract the component in the CVB.
5. Click **OK** to save your changes and close the window.

Define an assessment

⇒ **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 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.

Define assessments based on the quantity or dimensions of the goods

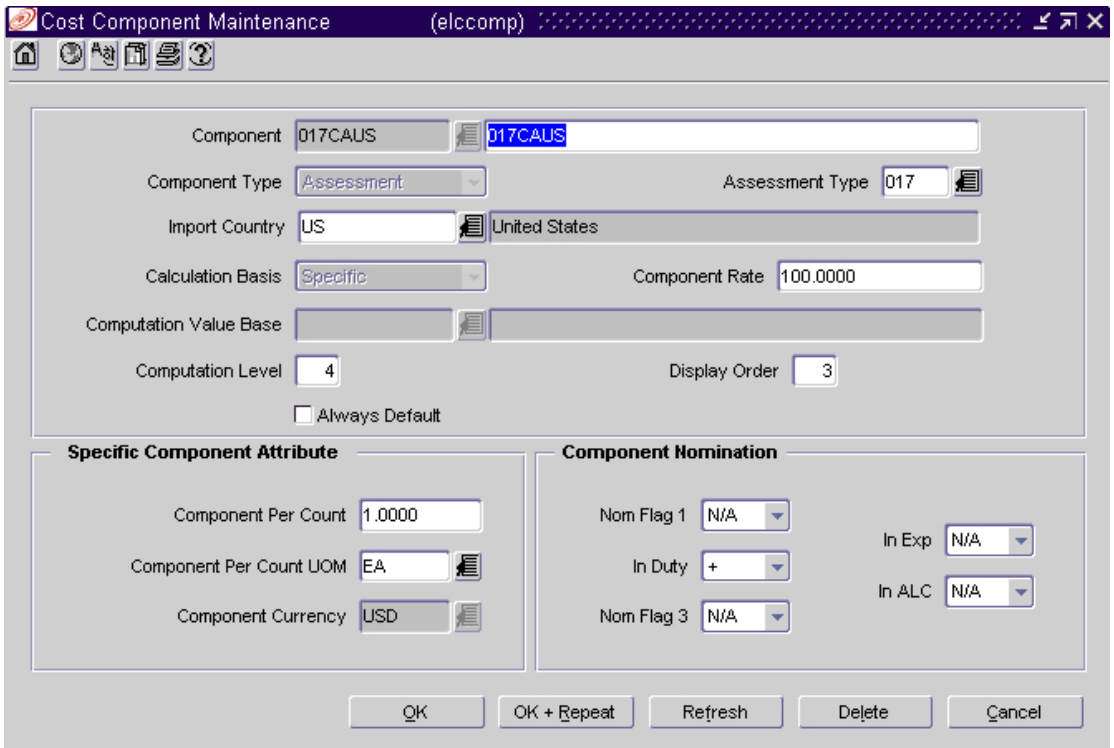
1. In the Calculation Basis field, select Specific.
2. In the Component Rate field, enter the monetary amount per unit.
3. In the Component Per Count field, enter the number of units to which the rate applies.
4. In the Component Per Count UOM, enter the abbreviation for the unit of measure to which the rate applies, or click the LOV button and select the unit of measure.
5. Click **OK** to save your changes and close the window.

Define assessments based on a percentage of the goods' value

1. In the Calculation Basis field, select Value.
2. In the Component Rate field, enter the percentage per unit.
3. 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.
4. 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.
5. 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.
6. 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.
7. Click **OK** to save your changes and close the window.

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. 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.
5. For expenses based on a percentage of the value of the goods:
   a. In the Calculation Basis field, select Value.
   b. In the Order Cost Basis field, select the base for calculating the Expense.
   c. In the Component Rate field, enter the percentage per unit.
   d. 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.
6. 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.
7. 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** to save your changes and close the window.

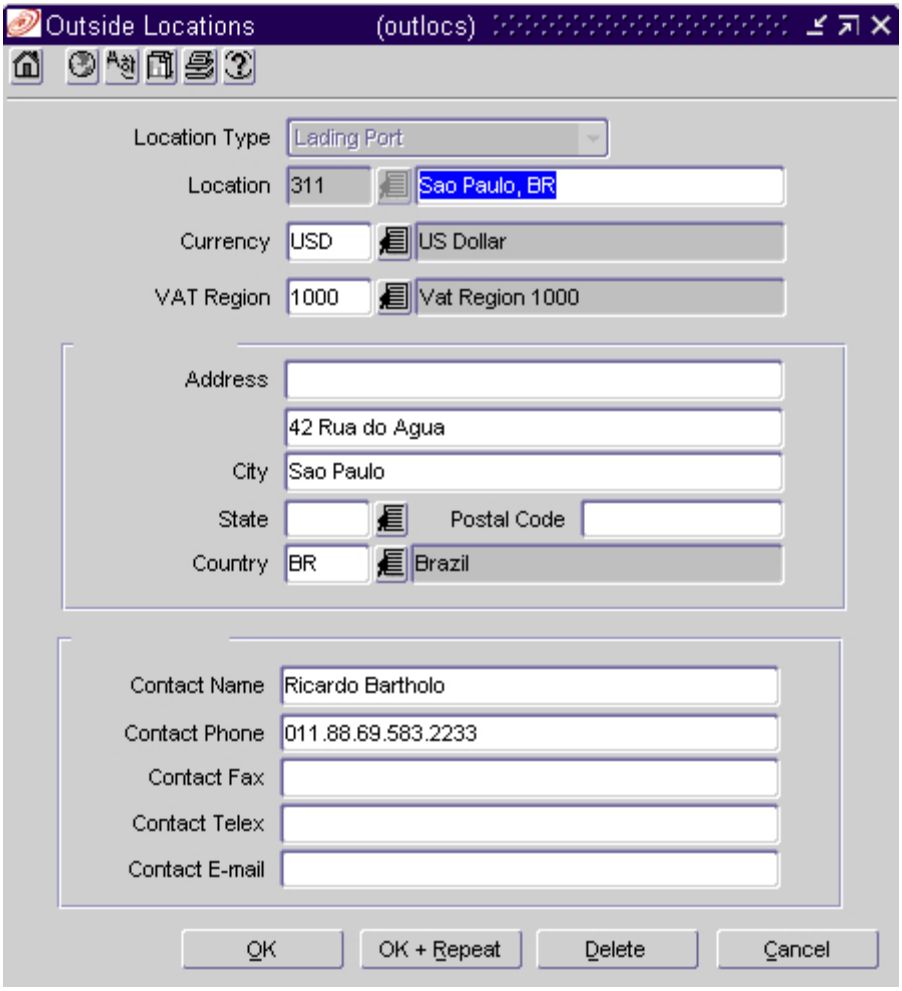
Set up outside locations

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.

Procedures

Create an outside location

⇒ **Navigate:** From the main menu, select Control > Setup > Outside Locations > New. The Outside Locations window is displayed.



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** to save your changes and close the window.

Set up up charges

An up charge is a cost associated with moving items between locations in the merchandising system. Up charges are included since there is work associated with the transfer of goods (e.g. cost that the origin location incurs to prepare the items for shipping) and since locations can exist in different legal entities there is accounting between the different locations.

Each up charge has a calculation basis of value or specific, a cost basis of either weighted average cost (when using average cost method) or unit cost (when using standard cost method), component currency, and up charge group, which is used to group up charge components together to show a total sum on the Transfer Up Charge window.

The following up charge types can be applied:

- **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.

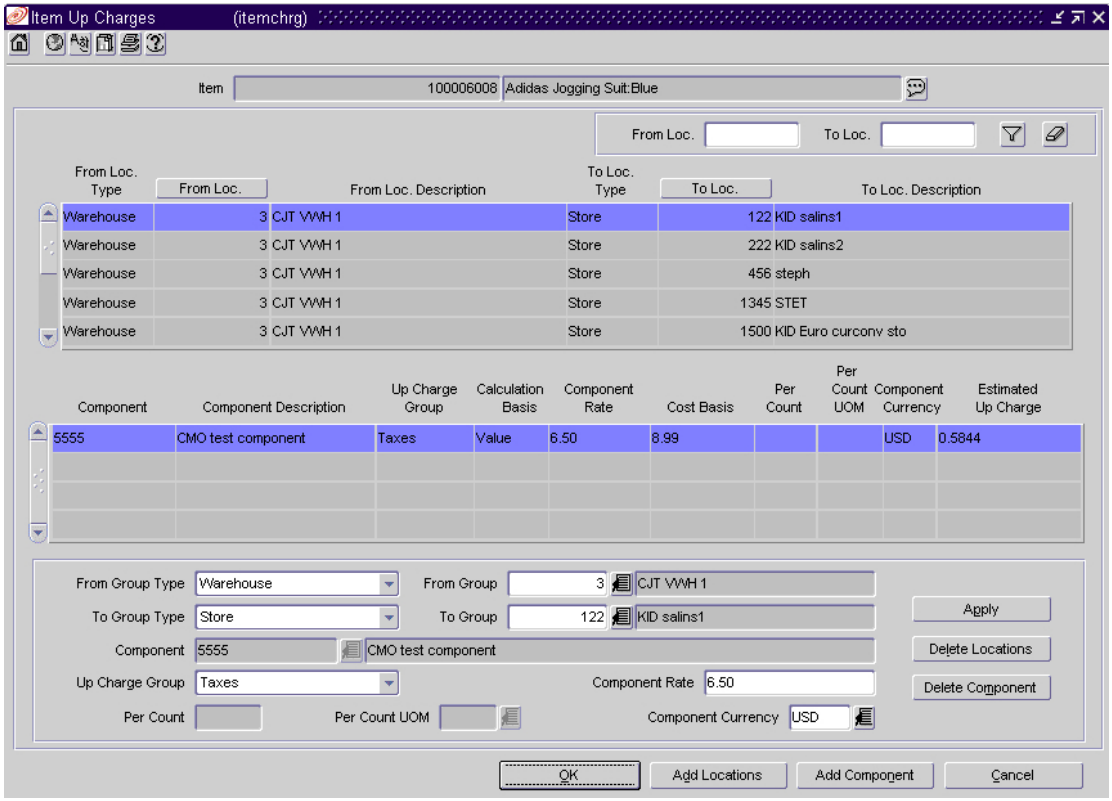
Procedures

Add an up charge 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 Item Up Charges. The Item Up Charges window is displayed.



1. In the From Group Type field of the Apply block, select the locations from which the items originate.
2. If available, enter a From Group value, or click the LOV button and select a value.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

3. Select a value in the To Group Type field.
4. If available, enter a To Group value, or click the LOV button and select a value.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

5. In the Component field, enter an up charge component ID or click the LOV button and select an up charge component.

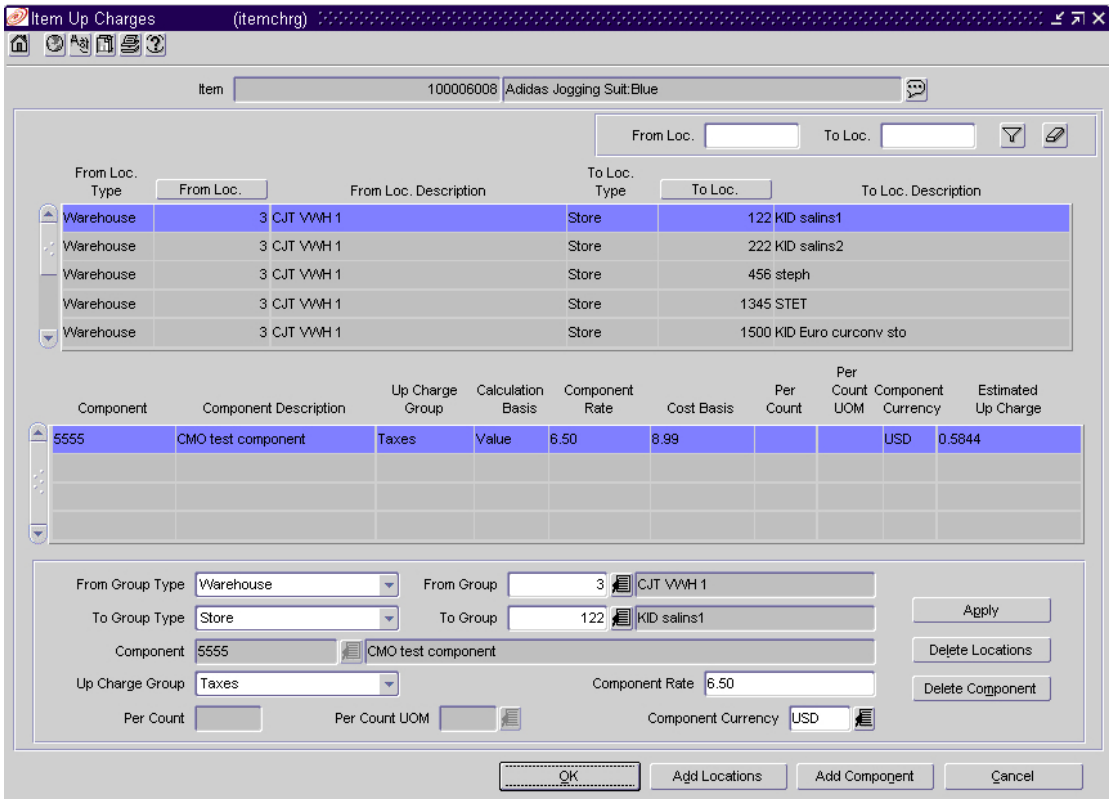
6. Update the following fields as necessary:
    - **Up Charge Group:** Used to group up charges together on the Transfer Up Charge window. All up charge components with the same up charge group are summed together.
    - **Component Rate:** The rate to be charged against the weighted average cost of the Item/To Location combinations within the department. The value in this field is a percentage if the calculation basis is Value, and a monetary amount if the calculation basis is Specific.
    - **Per Count:** The amount of the Per Count Unit of Measure to which the rate applies. For example, when creating an up charge that is defined as $.20 for every 10 kilograms of an item, the Per Count would be 10. This field is enabled if the calculation basis is Specific.
    - **Per Count UOM:** Displays the unit of measure in which the Per Count is specified. This field is enabled if the calculation basis is Specific
7. Click **Apply**. The Component table is updated.
8. Click **OK** to save your changes and close the window.

Add an up charge to items on 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. The Item List Header window is displayed.

From the Options list, select Create Mass Item Charge > Up Charges. The Item Up Charges window is displayed.



1. In the From Group Type field of the Apply block, select the locations from which the items originate.
2. If available, enter a From Group value, or click the LOV button and select a value.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

3. Select a value in the To Group Type field.
4. If available, enter a To Group value, or click the LOV button and select a value.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

5. In the Component field, enter an up charge component ID or click the LOV button and select an up charge component.

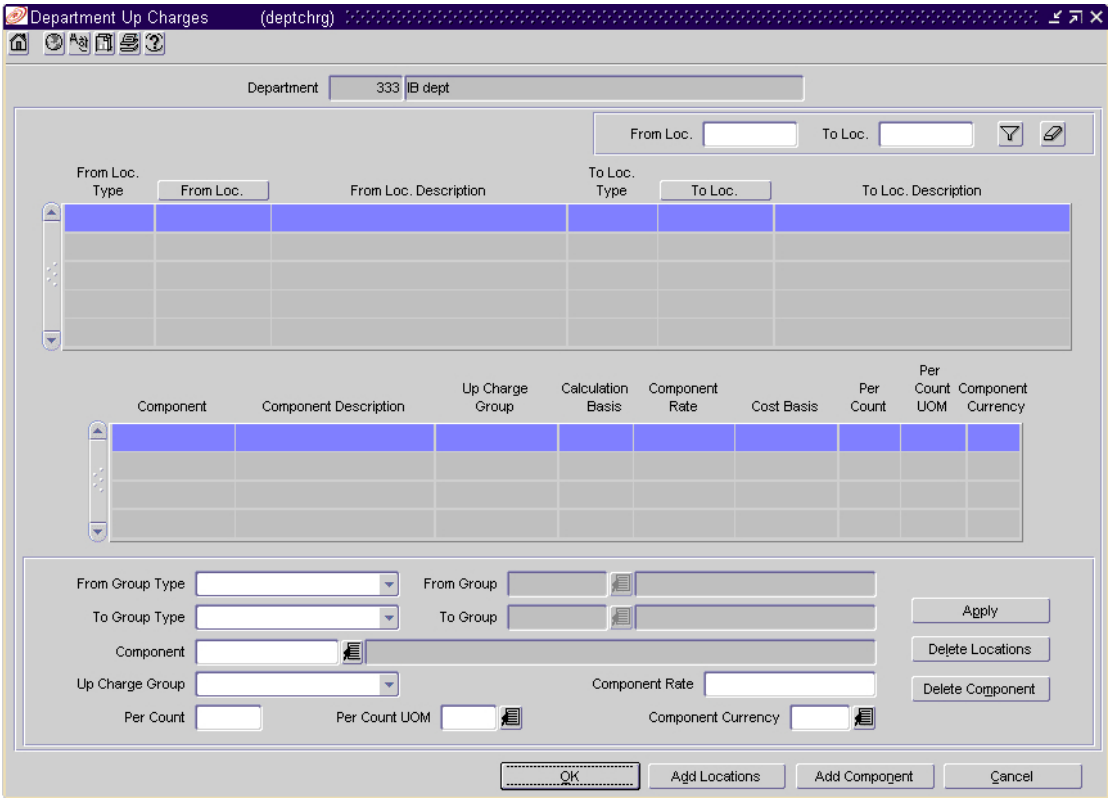
6. Update the following fields as necessary:
    - **Up Charge Group:** Used to group up charges together on the Transfer Up Charge window. All up charge components with the same up charge group are summed together.
    - **Component Rate:** The rate to be charged against the weighted average cost of the Item/To Location combinations within the department. The value in this field is a percentage if the calculation basis is Value, and a monetary amount if the calculation basis is Specific.
    - **Per Count:** The amount of the Per Count Unit of Measure to which the rate applies. For example, when creating an up charge that is defined as $.20 for every 10 kilograms of an item, the Per Count would be 10. This field is enabled if the calculation basis is Specific.
    - **Per Count UOM:** Displays the unit of measure in which the Per Count is specified. This field is enabled if the calculation basis is Specific
7. Click **Apply**. The Component table is updated.
8. Click **OK** to save your changes and close the window.

Add up charges to items in a department

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

Search for and retrieve a department in edit mode. The Department Maintenance window is displayed.

From the Options menu, select Up Charges. The Department Up Charges window is displayed.



1. In the From Group Type field of the Apply block, select the locations from which the items originate.

2. If available, enter a From Group value, or click the LOV button and select a value.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

3. Select a value in the To Group Type field.

4. If available, enter a To Group value, or click the LOV button and select a value.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

5. In the Component field, enter an up charge component ID or click the LOV button and select an up charge component.

6. Update the following fields as necessary:
    - **Up Charge Group:** Used to group up charges together on the Transfer Up Charge window. All up charge components with the same up charge group are summed together.
    - **Component Rate:** The rate to be charged against the weighted average cost of the Item/To Location combinations within the department. The value in this field is a percentage if the calculation basis is Value, and a monetary amount if the calculation basis is Specific.
    - **Per Count:** The amount of the Per Count Unit of Measure to which the rate applies. For example, when creating an up charge that is defined as $.20 for every 10 kilograms of an item, the Per Count would be 10. This field is enabled if the calculation basis is Specific.
    - **Per Count UOM:** Displays the unit of measure in which the Per Count is specified. This field is enabled if the calculation basis is Specific
7. Click **Apply**. The Component table is updated.
8. Click **OK** to save your changes and close the window.

Create a cost change

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.

When submitted via EDI, you review the cost change, then submit the cost change for approval.

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

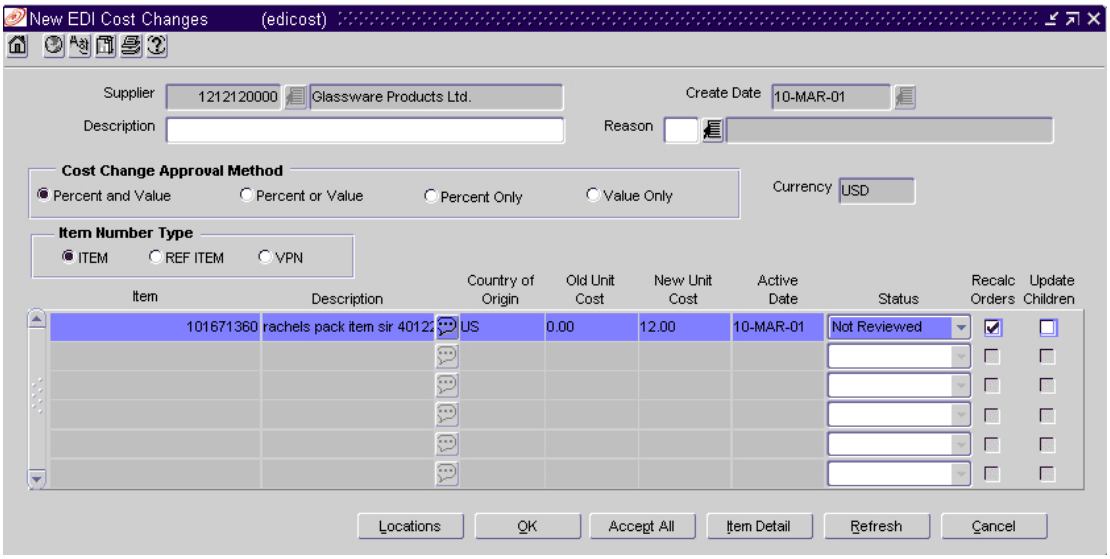
Note: You cannot create a cost changes for a transformed sellable item.

After you approve the cost change, the Item/Supplier cost record is updated and any outstanding purchase orders that have not been received are recalculated.

Procedures

Accept cost changes received via EDI

⇒ **Navigate:** From the main menu, select Items > EDI Cost Changes. The New EDI Cost Changes window is displayed.



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. In the Status fields, select either Accepted or Rejected for each cost change.

Note: To accept all the cost changes, click **Accept All**.

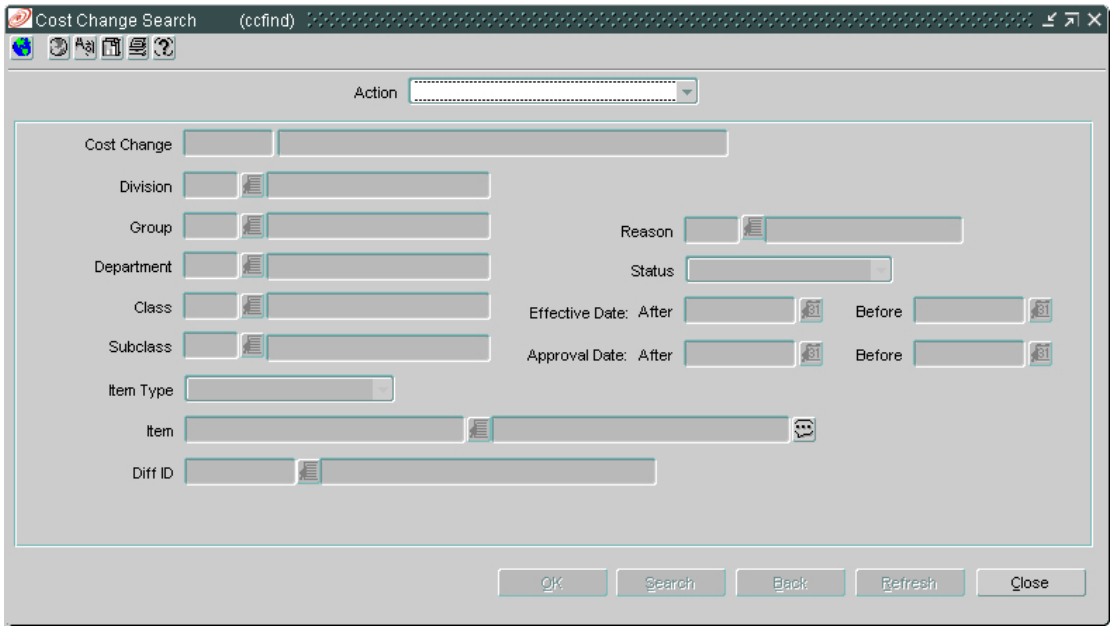
7. Select the Recalc Orders check box next to each cost change if you want to update the cost on unapproved purchase orders.
8. Select the Update Children check box next to each cost change if you want to apply the change to subordinate items.
9. Click **OK** to save your changes and close the window.

View additional details about the item

1. Select an item.
2. Click **Item Detail**. The details are displayed in the Item Maintenance window.
3. Click **OK** to close the windows.

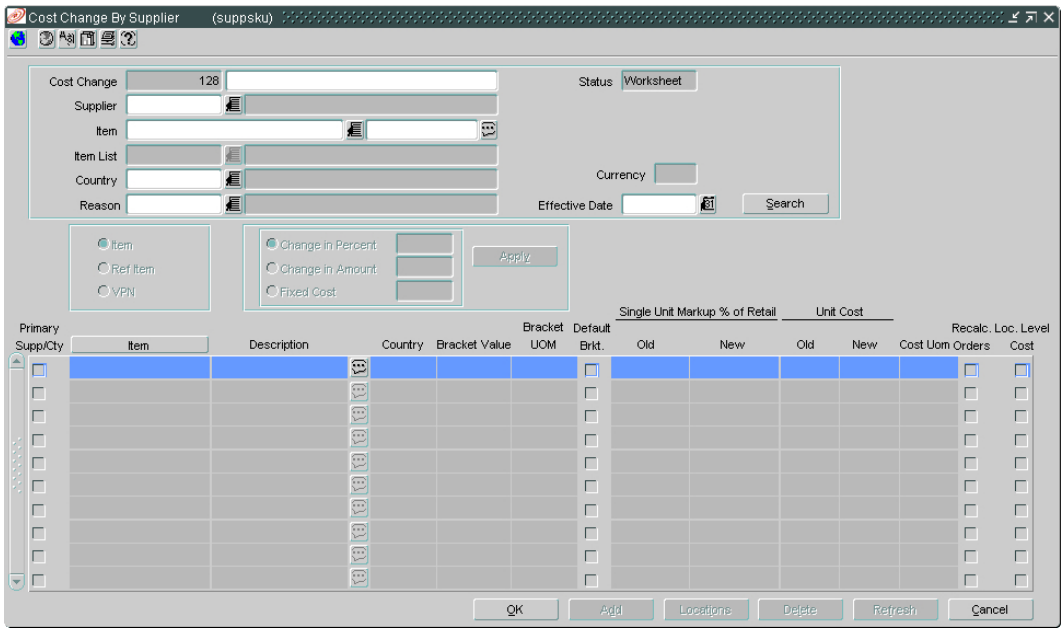
Search for a cost change

⇒ **Navigate:** From the main menu, select Costing > Cost Change. The Cost Change Search window is displayed.



1. In the Action field, select either Edit or View.
2. In the Origin field, select Cost.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Price Change Search window displays the cost changes that match the search criteria.

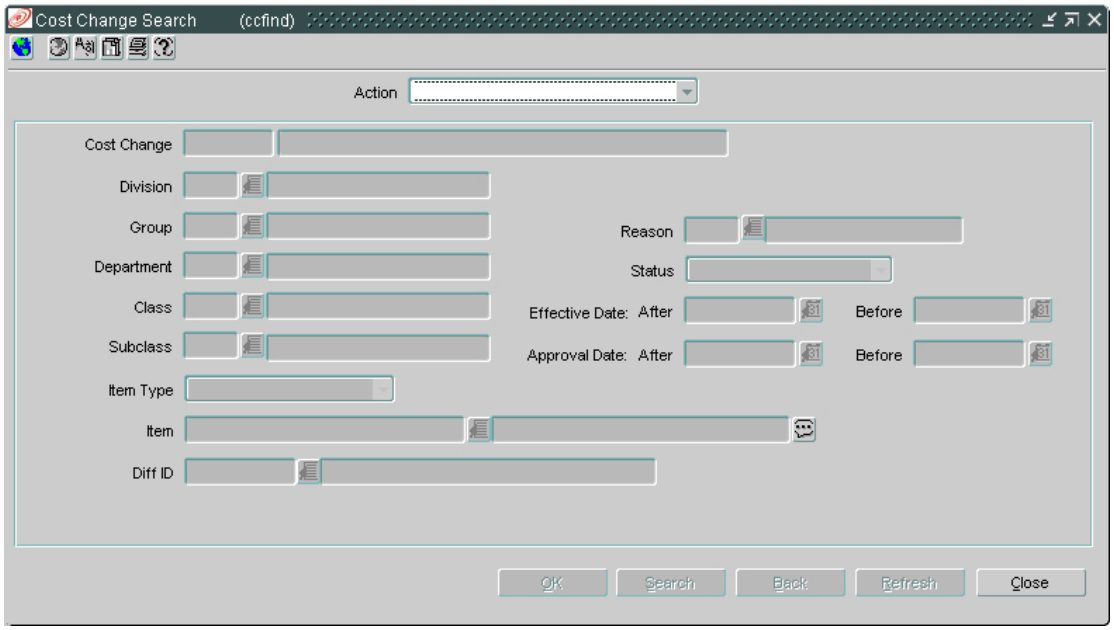
5. Select a task:
   - To perform another search, click **Refresh**.
   - To display the details of a cost change, select a record and click **OK**. The details are displayed in the Cost Change by Supplier window.



6. Click **Close** to close the window

Create a cost change

⇒ **Navigate:** From the main menu, select Costing > Cost Change. The Cost Change Search window is displayed.

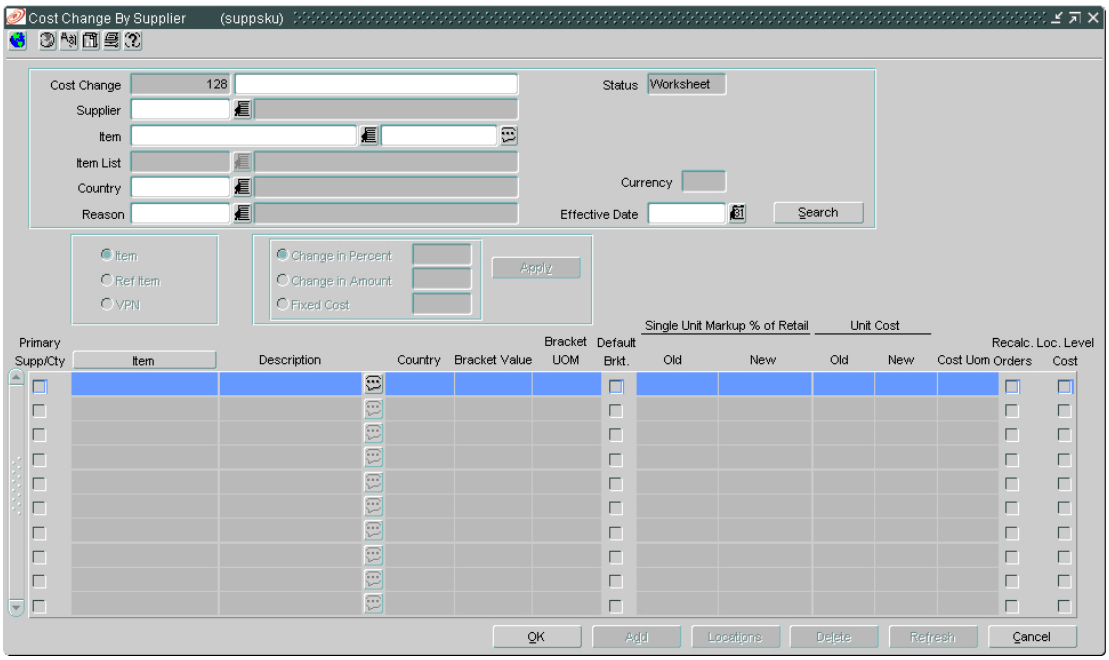


Note: There are two additional ways in which to access the Cost Change by Supplier window:

- 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.
2. Click **OK**. The Cost Change by Supplier window is displayed.



3. In the Cost Change field, enter a description for the cost change.
4. 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.
5. In the Reason field, enter the ID of the reason for the cost change, or click the LOV button and select the reason.
6. In the Effective Date field, enter the date on which the cost changes become effective.
7. Click **Search**. The records that match the search criteria are displayed.

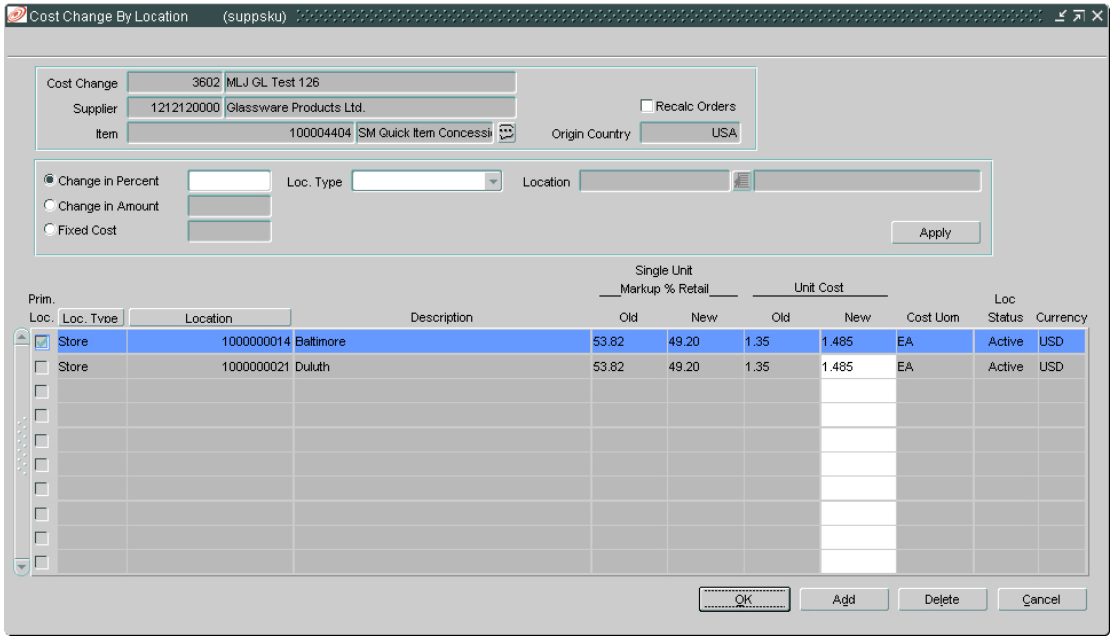
Change cost at the item/supplier/origin country level

1. In the box on the left, select the type of item number you want to view.
   - **Item:** Displays the item ID.
   - **Ref Item:** Displays the ID of the child item.
   - **VPN:** Displays the vendor product number for the item.
2. Select the type of adjustment in the Apply block.

3. Enter the change in the box next to the selected option.
   - **Change in Percent:** Enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.
   - **Change in Amount:** Enter the amount by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by amount.
   - **Fixed Cost:** Enter the new cost of the item. The amount entered becomes the cost of all items selected for cost change.
4. Click **Apply**. The new costs per unit are calculated.
5. Edit the monetary amounts in the New Unit Cost field next to each item as necessary.
6. Select the Recalc Orders check box next to each item or supplier if you want to update the costs on unapproved purchase orders.

Change costs at the item/supplier/origin country/location level

1. 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.



2. Select the type of adjustment in the Apply block.
3. Enter the change in the box next to the selected option.
   - **Change in Percent:** Enter the percent by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by percent.
   - **Change in Amount:** Enter the amount by which the cost changes. Use a negative symbol (-) before the percent to indicate a decrease in cost by amount.
   - **Fixed Cost:** Enter the new cost of the item. The amount entered becomes the cost of all items selected for cost change.
4. In the Loc Type field, select a grouping mechanism.

5. In the Location field, enter the ID of the specific location or group, or click the LOV button and select the location or group.
6. 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.

7. Click **Apply**. The new costs per unit are calculated.
8. Edit the monetary amounts in the New Unit Cost field next to each item as necessary.
9. Select the Recalc Orders check box if you want to update the costs on unapproved purchase orders.
10. Click **OK** to save your changes and close the window.

Cost change approval process

For a cost change to take affect, it needs to be in approved status. Depending on your user role, you may not be able to move the cost change to the next status. A cost change may be in any of the following statuses:

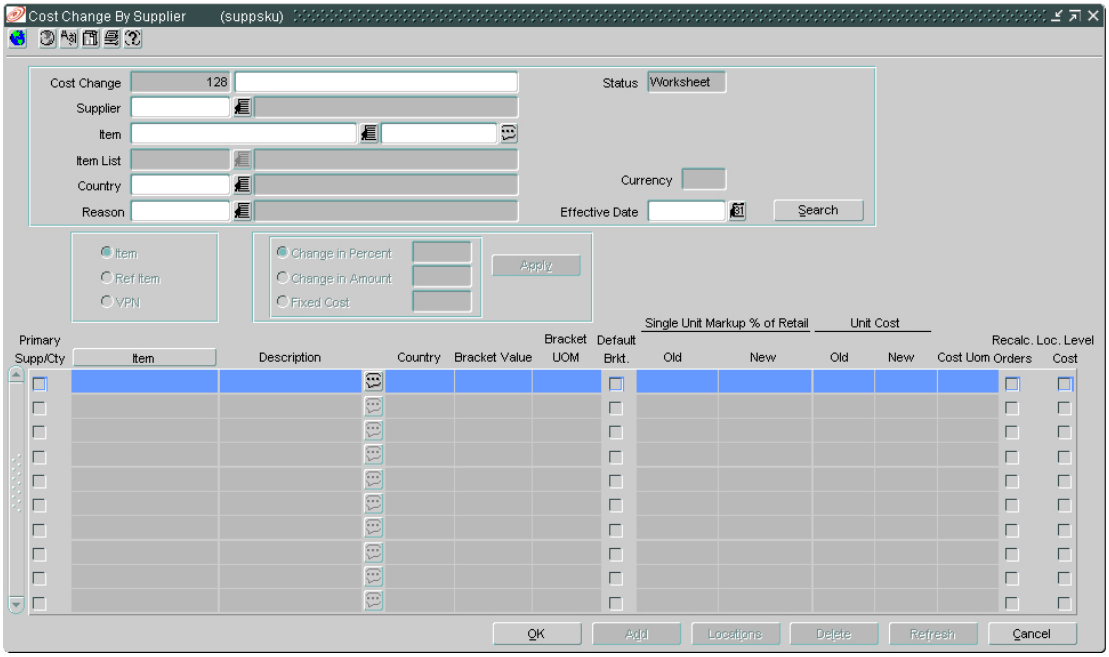
Status	Status definition
Worksheet	The cost change event is incomplete. You can edit, submit, or delete the cost change event.
Submitted	The cost change event is complete and submitted for approval. You can approve, reject, or delete the cost change event.
Approved	The cost change event is complete and has been approved. You can return the cost change event to Worksheet status for editing or cancel the cost change event.
Rejected	The cost change event is complete and has been approved. You can return the cost change event to Worksheet status for editing or cancel the cost change event.
Extracted	The details of the cost change event were extracted to the locations affected by the cost change event. Only cost change events in Approved status are extracted.
Canceled	The details of the cost change event were extracted to the locations affected by the cost change event. Only cost change events in Approved status are extracted.

Procedures

Submit a cost change for approval

⇒ **Navigate:** From the main menu, select Costing > Cost Change. The Cost 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.

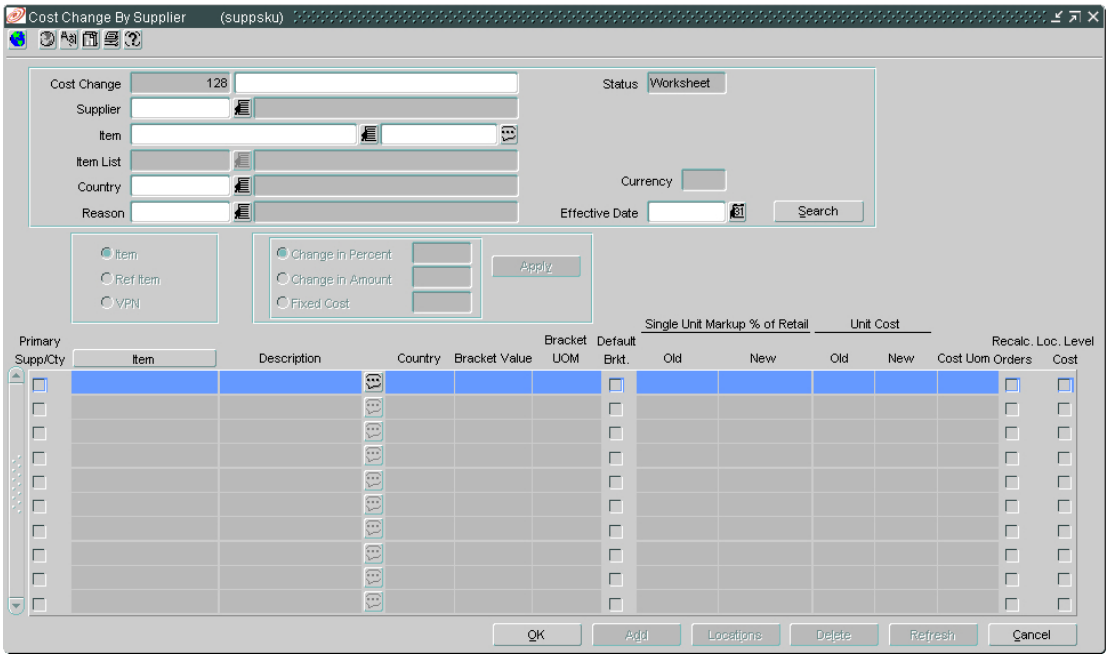


1. From the Options menu, select Submit.
2. When prompted to submit the cost change, click **Yes**. The status of the cost change changes to Submitted.
3. Click **OK** to save your changes and close the window.

Approve a cost change

⇒ **Navigate:** From the main menu, select Costing > Cost Change. The Cost 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 Cost Change by Supplier window is displayed.

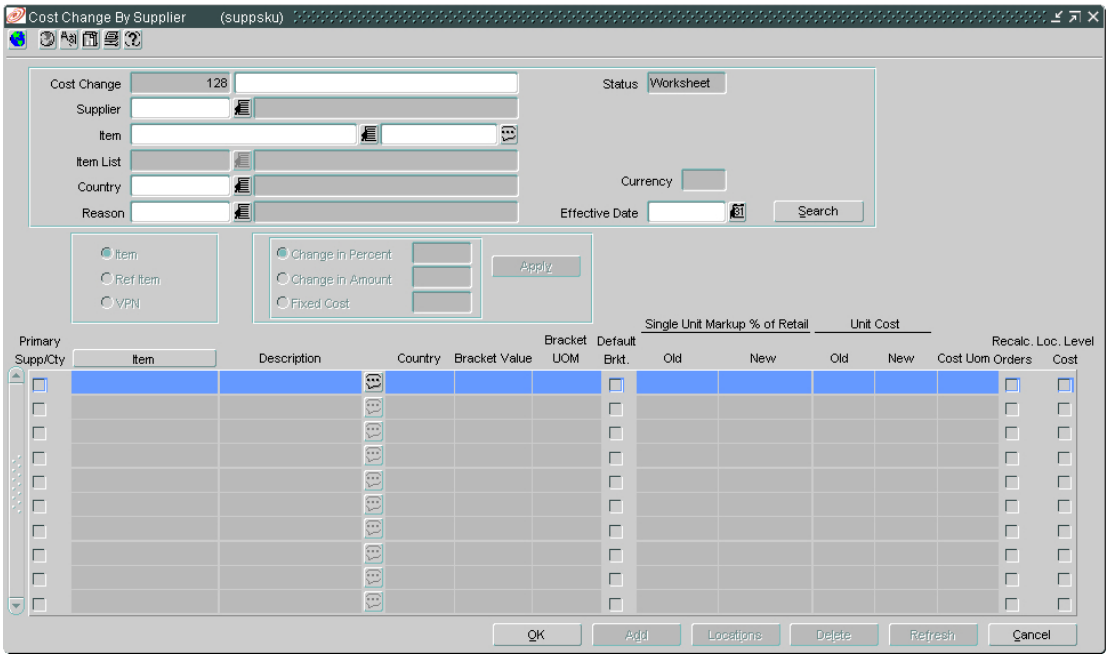


1. From the Options menu, select Approve.
2. When prompted to approve the cost change, click **Yes**. The status of the cost change changes to Approved.
3. Click **OK** to save your changes and close the window.

Reject a submitted cost change

⇒ **Navigate:** From the main menu, select Costing > Cost Change. The Cost Change Search window is displayed.

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

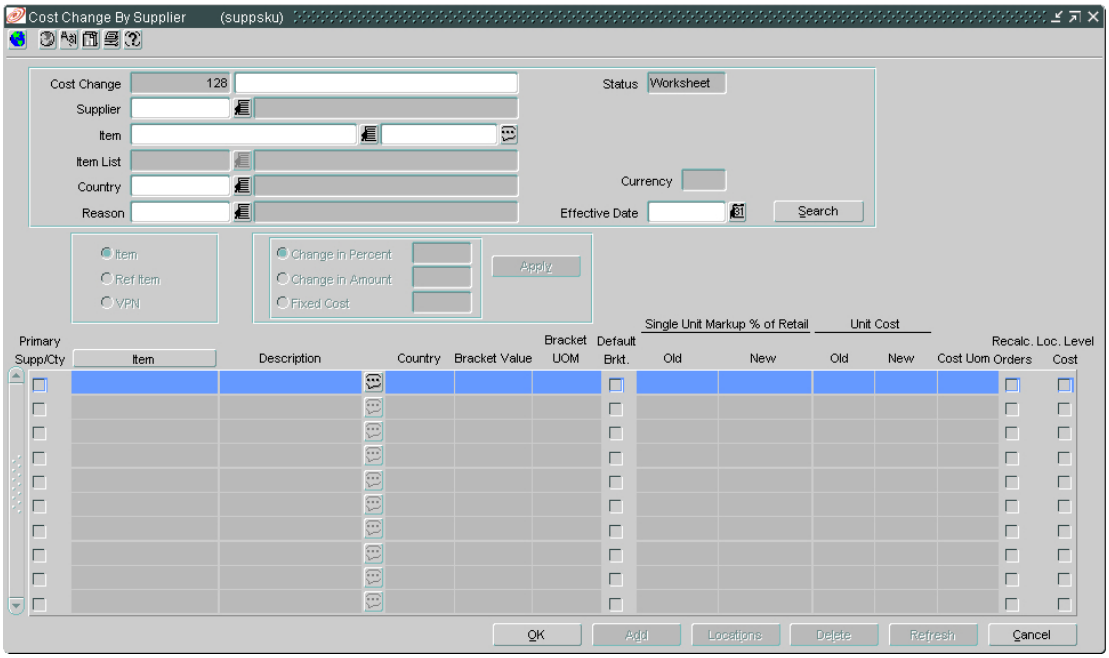


1. From the Options menu, select Reject. You are prompted to reject the cost change.
2. Click **Yes**. The status of the cost change changes to Rejected.
3. Click **OK** to save your changes and close the window.

Cancel an approved cost change

⇒ **Navigate:** From the main menu, select Costing > Cost Change. The Cost Change Search window is displayed.

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



1. From the Options menu, select Cancel. You are prompted to cancel the cost change.
2. Click **Yes**. The status of the cost change changes to Cancelled.
3. Click **OK** to save your changes and close the window.

Chapter 7 – Inventory Control

Inventory control

Shipping

Maintain shipping schedule

Maintain activity schedules

Maintain return to vendor (RTV) shipments

Transfers

Set up transfers

Create a transfer

Submit and approve a transfer

Inventory adjustments

Set up adjustment types and reason codes

Adjust inventory

Shipping

Maintain shipment schedules

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:

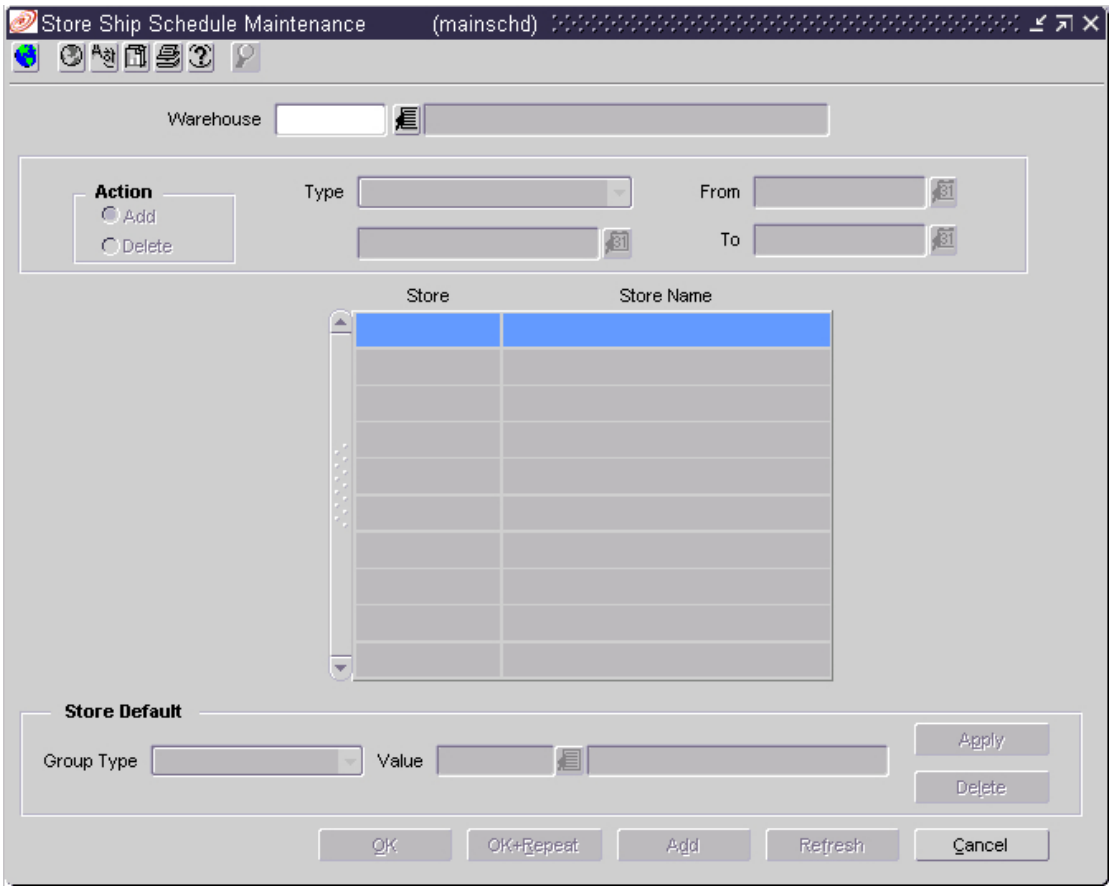
- **ASN shipments:** Shipments are created automatically from advance shipping notices (ASN) that are received from suppliers via electronic data interface (EDI).
- **Autoship:** Shipments are created automatically for approved purchase orders if the supplier does not send ASNs via EDI. This feature 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 a warehouse management system.
- **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.
- **System UCC-128:** Shipments for cartons are transmitted by an external system. Cartons and their associated items may be received online against shipments created by UCC-128.
- **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.

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.

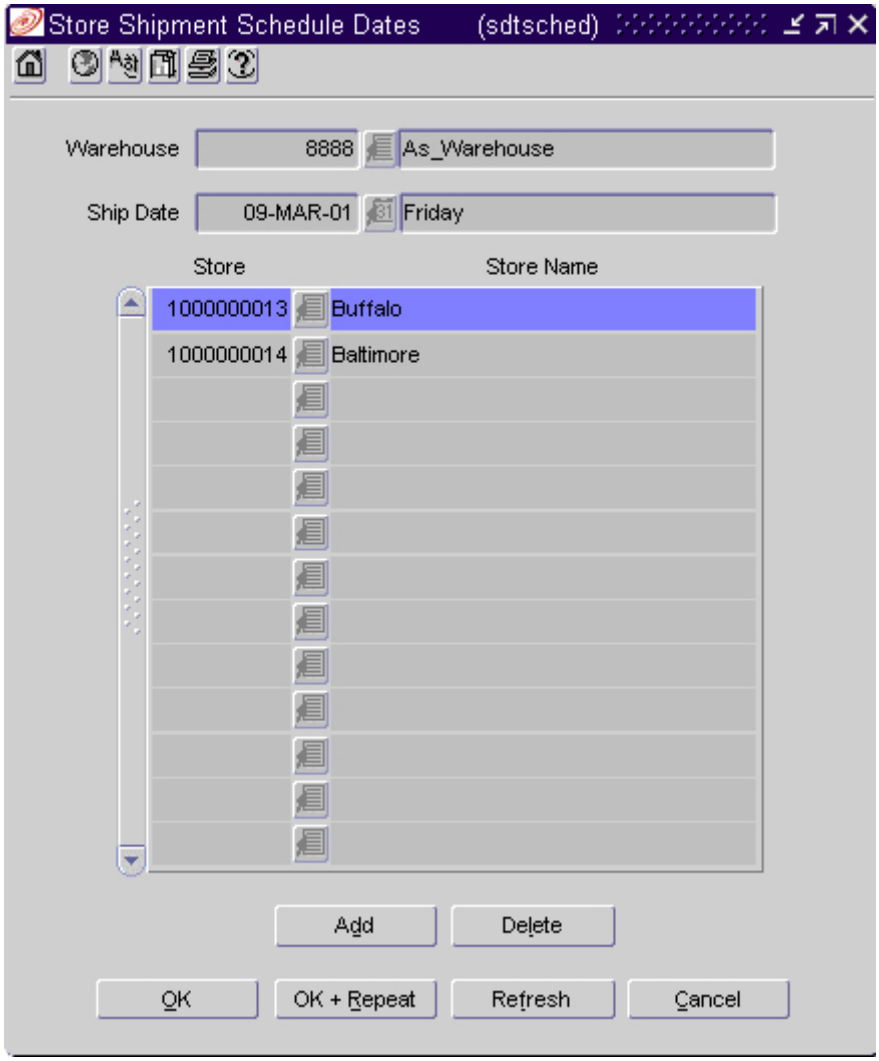
Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

   d. Click **Apply**. The stores are added to the table.

5. Click **OK** to save your changes and close the window.

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.

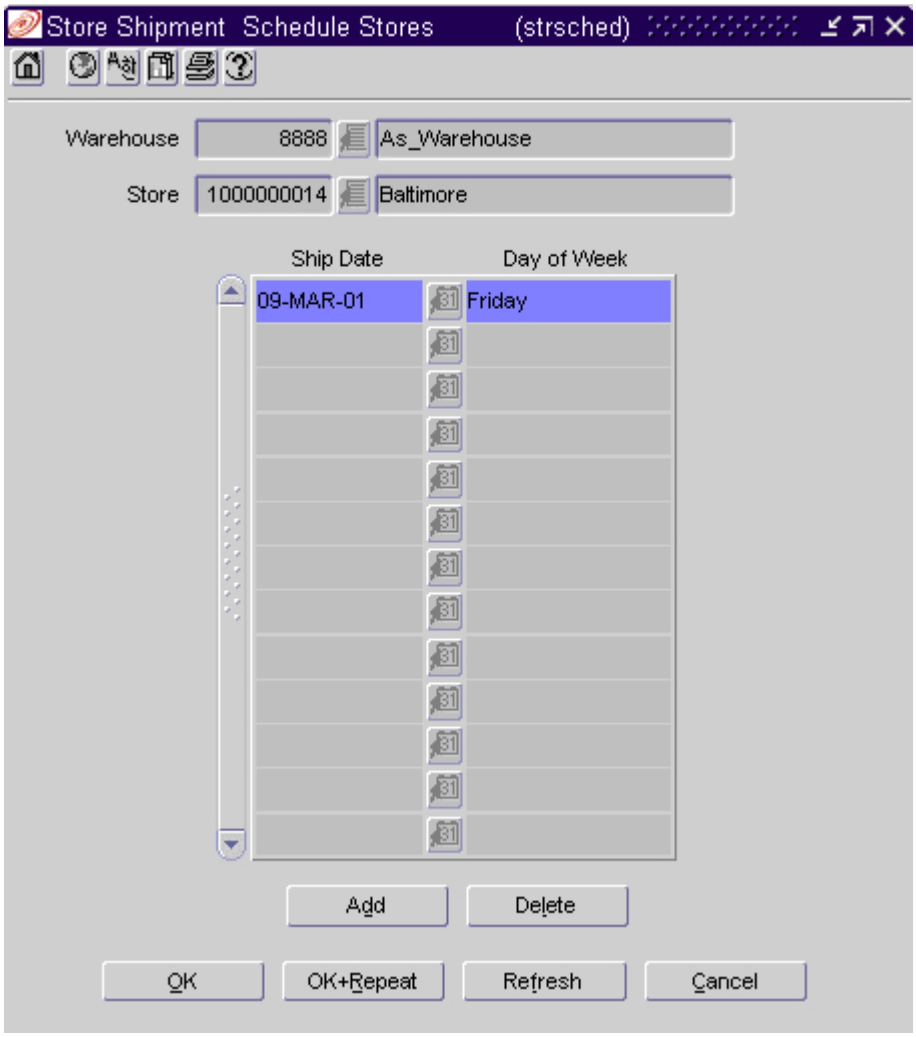


1. In the Warehouse field, enter the ID of the physical warehouse, or click the LOV button and select the warehouse.
2. In the Ship Date field, enter the date, or click the calendar button and select the date. The stores on the schedule are displayed.
3. To add a stockholding store to the schedule:
   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** to save your changes and close the window.

Edit a shipping schedule for a warehouse by store

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



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

5. Click **OK** to save your changes and close the window.

Maintain activity schedules

Activity schedules allow you to add, edit, and view dates on which a location is closed. You indicate that a group of locations or a single location is closed on a particular date. You can also specify what operations the locations can perform on that date. For example, you can specify that a store cannot perform sales on that date; that is, the store is closed for sales that day, but it can receive and ship shipments. When you view close dates for a group of locations, the locations are listed by date, and only the locations in the group with close dates are displayed. Non-stockholding stores can remain open or closed for sales only. By their nature, they cannot ship or receive items. In a multi-channel environment, changes made to a physical warehouse are applied to the virtual warehouses within the physical warehouse.

When the Use Location Activity Schedule system parameter is selected, the replenishment feature uses the location close schedule to dynamically calculate lead times for the items at the location. When a purchase order cannot be delivered to a location because it is closed, the lead time is calculated by taking the minimum lead time and adding additional days to reach the next valid delivery day. In effect, the lead time is extended until the next delivery day for the location.

Procedures

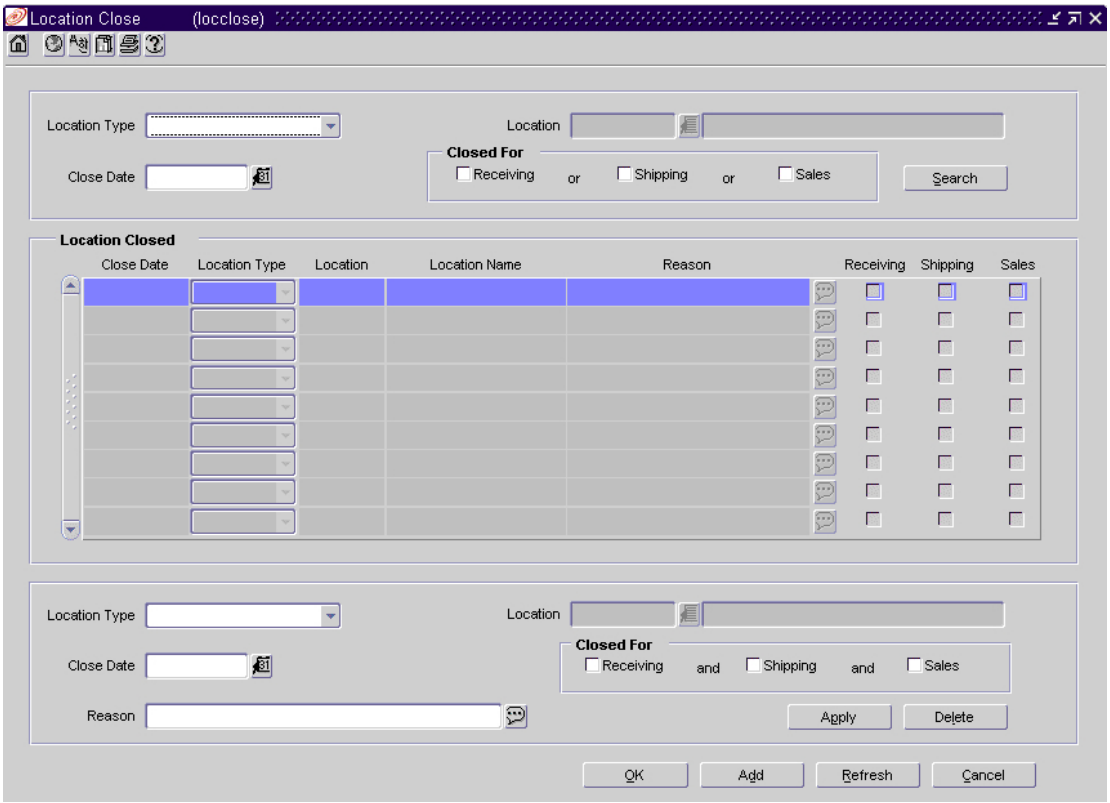
Edit an activity schedule for a store

⇒ **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 Location Close window is displayed.



Edit the activity schedule

1. Select a record. The details are displayed in the Apply area.
2. Edit the activities and reason as necessary.
3. Click the **Apply**. The details are updated in the table.
4. Click **OK** to save your changes and close the window.

Add closing dates

1. Click **Add**. The fields in the Apply area are cleared.
2. In the Close Date field, enter the date, or click the calendar button and select the date.
3. In the Closed For area, select the check box next to each activity for which the locations are closed.
4. In the Reason field, enter the reason why the location is closed.
5. Click **Apply**. The closing date is added to the table.
6. Click **OK** to save your changes and close the window.

Delete a closing date

1. Select a closing date and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

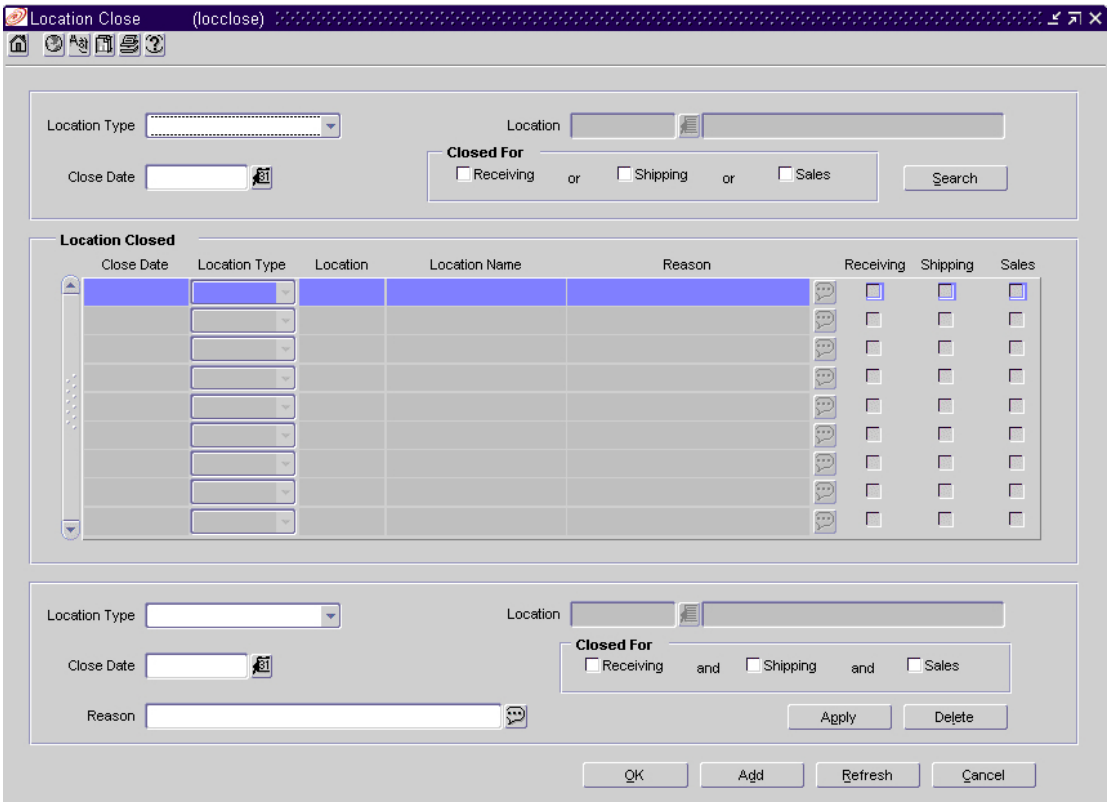
Edit an activity schedule for a warehouse

⇒ **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 Location Close window is displayed.



Edit the activity schedule

1. Select a record. The details are displayed in the Apply area.
2. Edit the activities and reason as necessary.
3. Click **Apply**. The details are updated in the table.
4. Click **OK** to save your changes and close the window.

Add closing dates

1. Click **Add**. The fields in the Apply area are cleared.
2. Click Add. The fields in the Apply area are cleared.
3. In the Location Type field of the Apply area, select a grouping mechanism.
4. In the Location field, enter the ID of the group or location, or click the LOV button and select the group.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

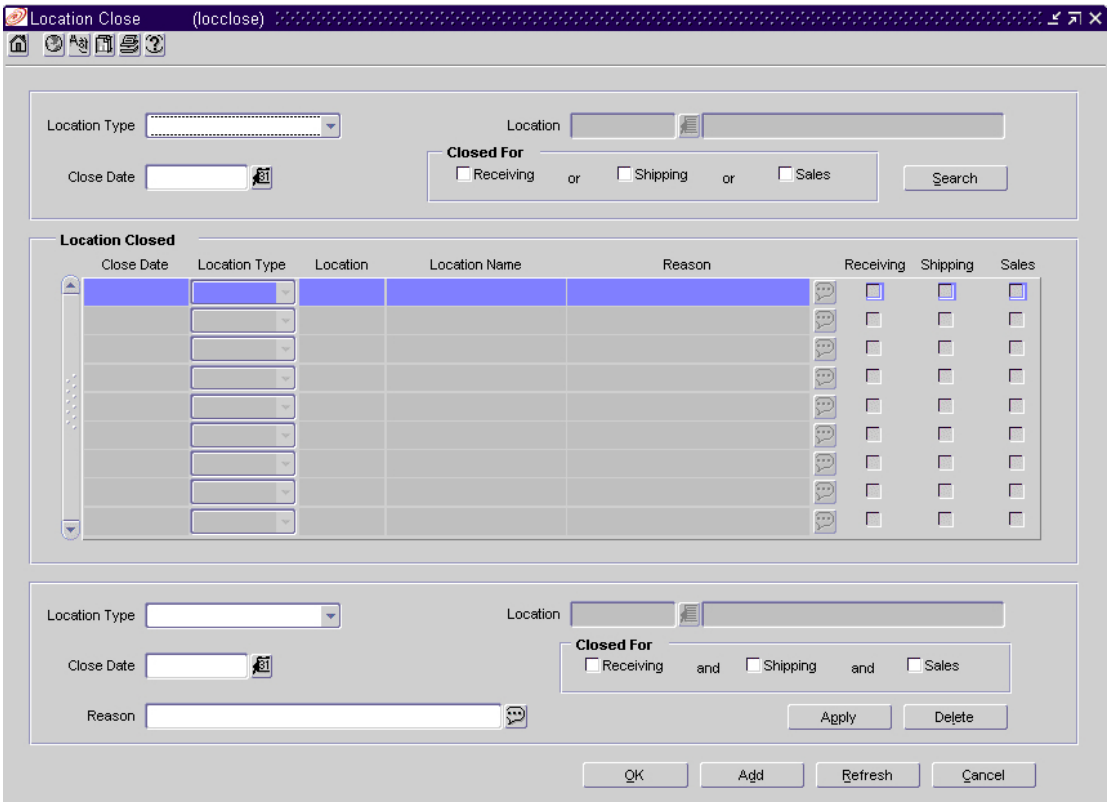
5. In the Close Date field, enter the date, or click the calendar button and select the date.
6. In the Closed For area, select the check box next to each activity for which the locations are closed.
7. In the Reason field, enter the reason why the location is closed.
8. Click **Apply**. The closing date is added to the table.
9. Click **OK** to save your changes and close the window.

Delete a closing date

1. Select a closing date and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

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.



Edit an activity schedule

1. In the Search area, enter location, date, or activity criteria to restrict the search.
2. Click **Search**. The locations that match the criteria are displayed.
3. Select a record. The details are displayed in the Apply area.
4. Edit the activities and reason as necessary.
5. Click **Apply**. The details are updated on the table.
6. Click **OK** to save your changes and close the window.

Add closing dates

1. Click **Add**. The fields in the Apply area are cleared.
2. In the Location Type field, select a grouping mechanism.
3. 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. For other selections, the locations displayed in the list of values are limited by the security levels assigned to your user group.

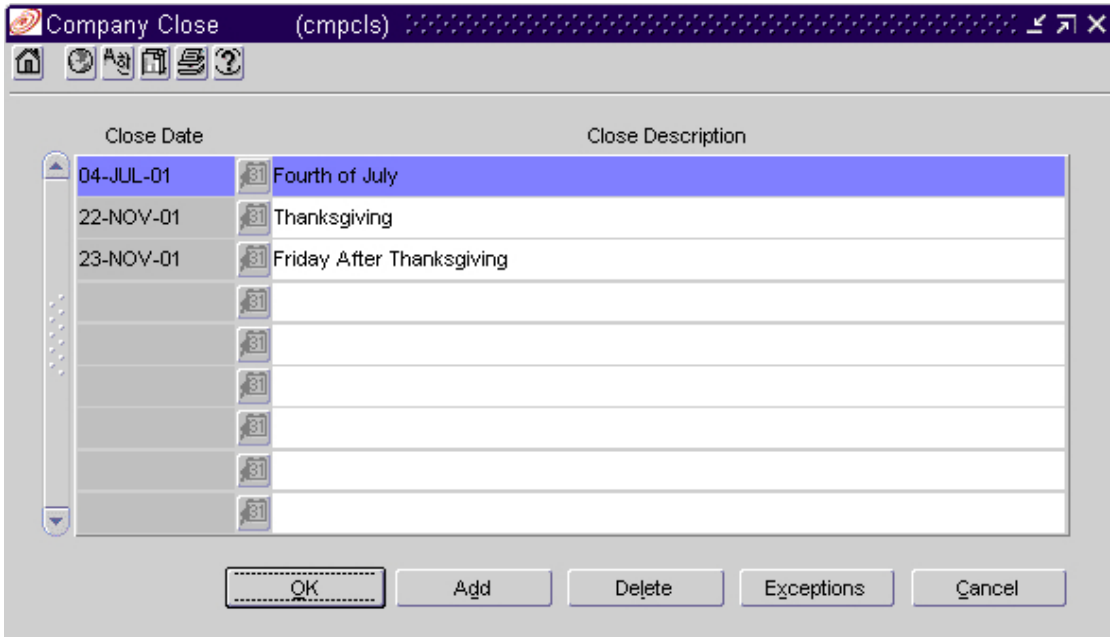
4. In the Close Date field, enter the date, or click the calendar button and select the date.
5. In the Closed For area, select the check box next to each activity for which the locations are closed.
6. In the Reason field, enter the reason why the locations are closed.
7. Click **Apply**. The selected locations are added to the table.
8. Click **OK** to save your changes and close the window.

Delete a closing date

1. Select a closing date and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit an activity schedule for the company

⇒ **Navigate:** From the main menu, select Control > Setup > Location Activity Schedule > Company Closings > Edit. The Company Close window is displayed.



Add a date on which the company is closed

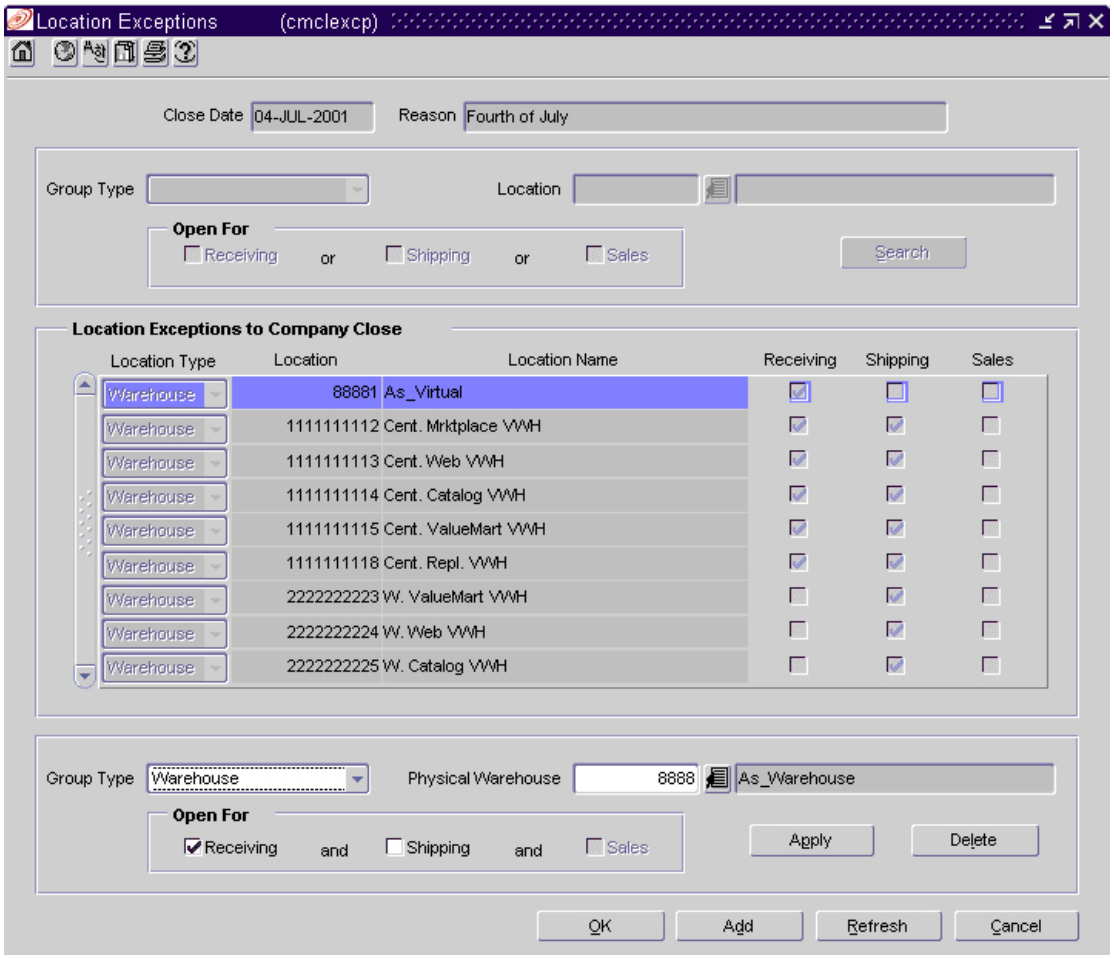
1. Click **Add**. The next available line is enabled.
2. In the Close Date field, enter the date, or click the calendar button and select the date.
3. In the Close Description field, enter the reason why the company is closed.

Delete a date on which the company is closed

1. Select a date and click **Delete**.
2. When prompted to delete the record, click **Yes**.

Add locations to the exception list

1. To indicate which locations remain open when the company is closed, select a date and click **Exceptions**. The Location Exceptions window is displayed.



2. Click **Add**. The fields in the Apply area are enabled.
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 group or location, or click the LOV button and select the group.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

5. In the Open For area, select the check box next to each activity for which the locations are open.
6. Click **Apply**. The locations are added to the table.
7. Click **OK** to save your changes and close the window.

Delete a location from the exception list

1. On the Location Exceptions window, select a location and click **Delete**.
2. When prompted to delete the location, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit the details for a location

1. On the Location Exceptions window, select the location. The details are displayed in the Apply area.
2. Edit the enabled fields as necessary.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

Maintain return to vendor (RTV) shipments

A return to vendor (RTV) order is used to send merchandise back to the supplier. RTV orders may be received from an external system, such as a warehouse management system. The items on these RTV orders are already shipped, so their status in RMS is Shipped.

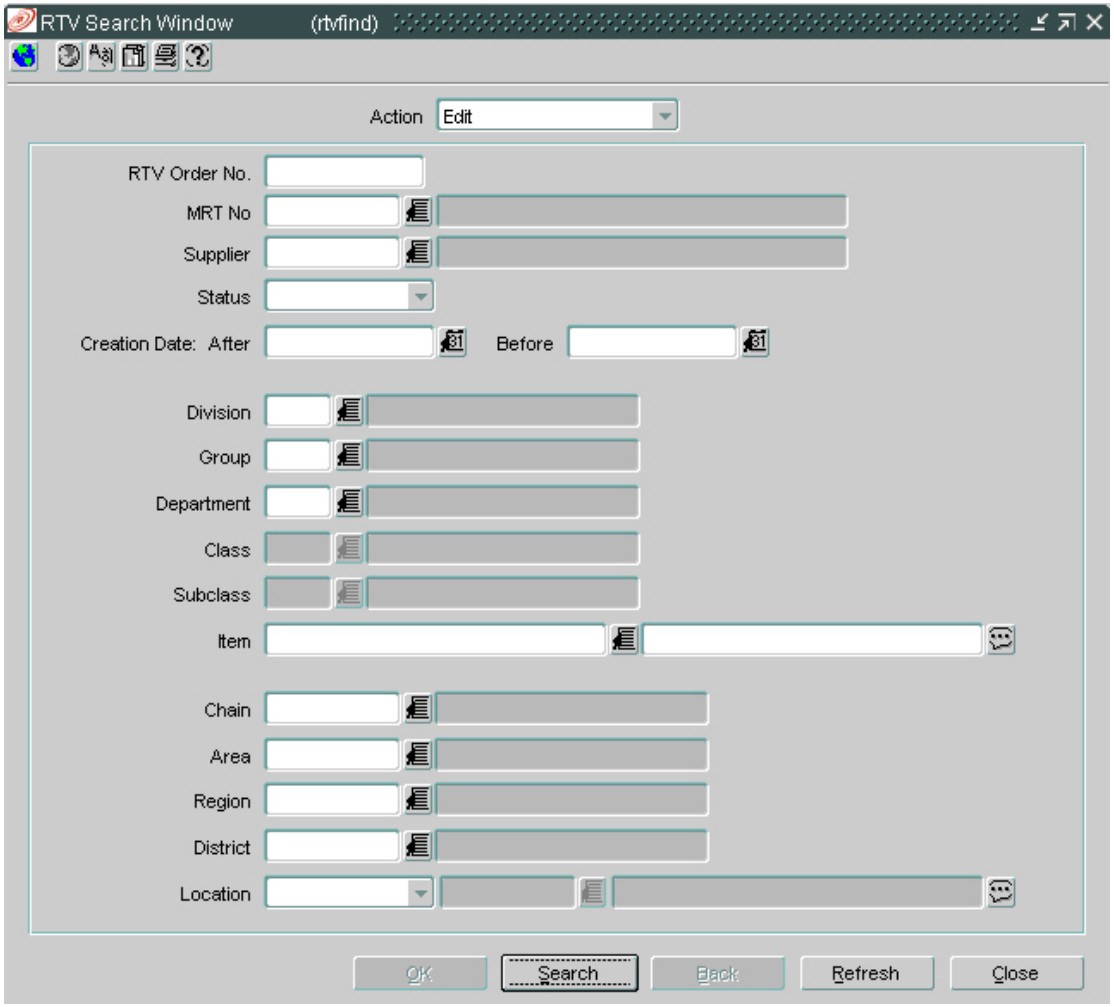
One or more items may be included on the RTV order, but only one supplier and location can be entered.

If the RTV was created as the result of an mass return transfer (MRT), the MRT number will be displayed on the RTV. You can view the details of the MRT by searching for the MRT.

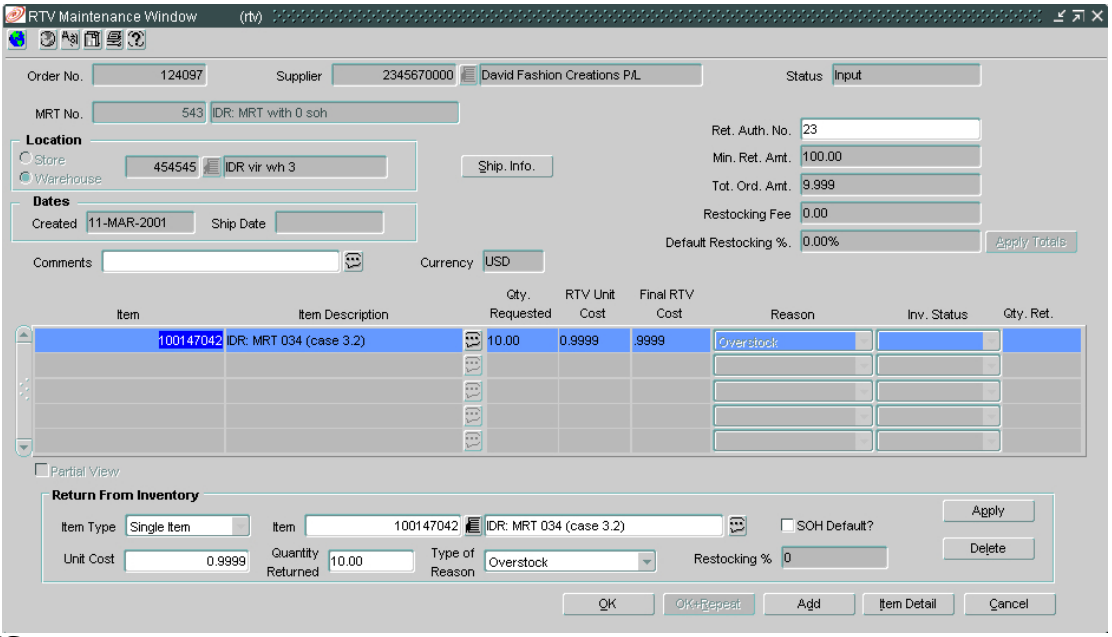
Procedures

Create an RTV order

⇒ **Navigate:** From the main menu, select Inventory > Return to Vendor. The RTV Search window is displayed.



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



Note: You can also access the RTV Maintenance window directly from the Quality Control window.

2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
3. In the Location area
   a. Select the type of location.
   b. Enter the ID of the location that is returning the item, or click the LOV button and select the location.
4. In the Ret Auth No field, enter the supplier's return authorization number as necessary.
5. In the Comments field, enter any comments as necessary.
6. In the Default Restocking % field, enter what percentage, if any, the supplier charges for returns.

7. To edit the supplier's return address and courier information:
   a. Click **Ship Info**. The Shipment Info window is displayed.

   b. Click **Search** and select an alternative return address as necessary. Otherwise, enter or edit the default information.
   c. Click **OK** to save any changes and close the window.

Add items to the RTV order

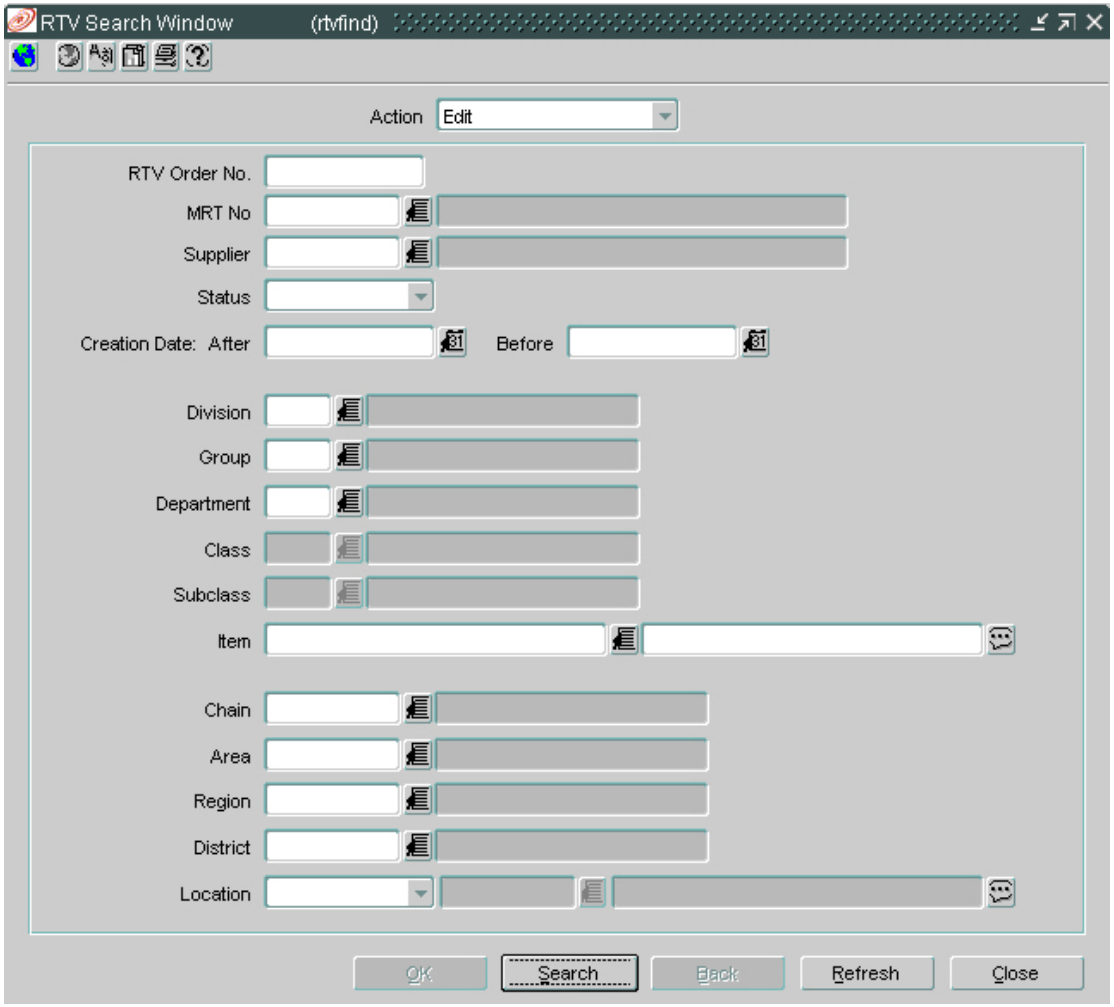
1. Click Add. The fields in the Apply area are cleared.
2. In the Item Type field, select how you want to add items to the RTV order.
3. In the Item field, enter the item ID or click the LOV button and select the item.
4. Select the quantity you want to return:
   - To return all items at the location, select the SOH Default check box.
   - To return a set quantity, in the Quantity Returned field, enter the appropriate number.
5. In the Unit Cost field, adjust the amount of the cost of the item as necessary.

Note: The unit cost defaults to the last receipt cost at the origin location for the supplier, if the receipt still exists in RMS.

6. In the Type of Reason field, select the appropriate option.
7. The Restocking % field is defaulted from the Default Restocking % field in the header area. Update the Restocking % field as necessary for the item.
8. Click **Apply**. The item or items are added to the RTV order.
9. Click **OK** to save any changes and close the window.

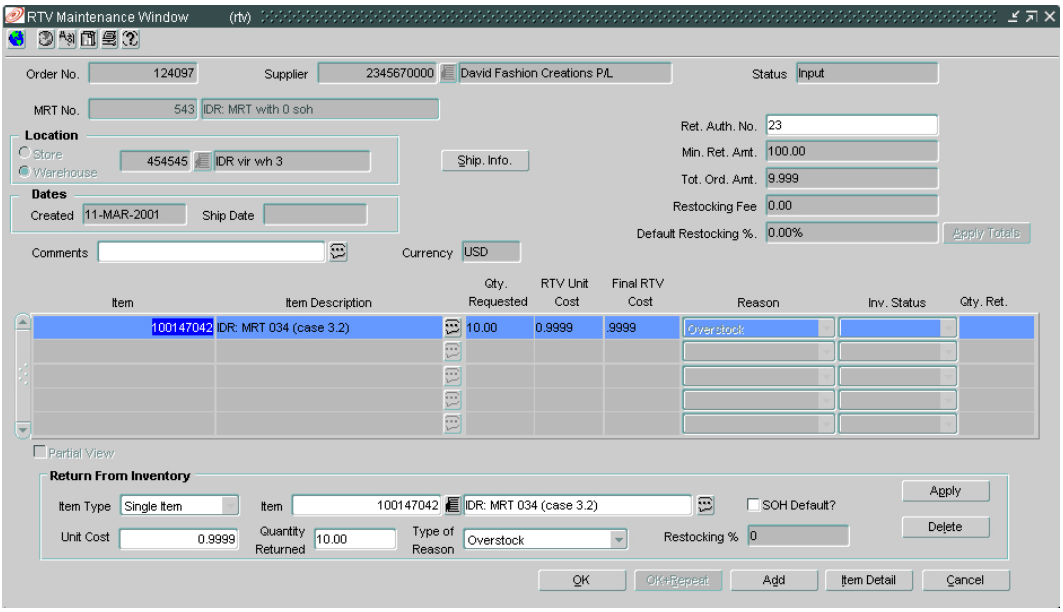
Search for an RTV order

⇒ **Navigate:** From the main menu, select Inventory > Return to Vendor. The RTV Search 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 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.

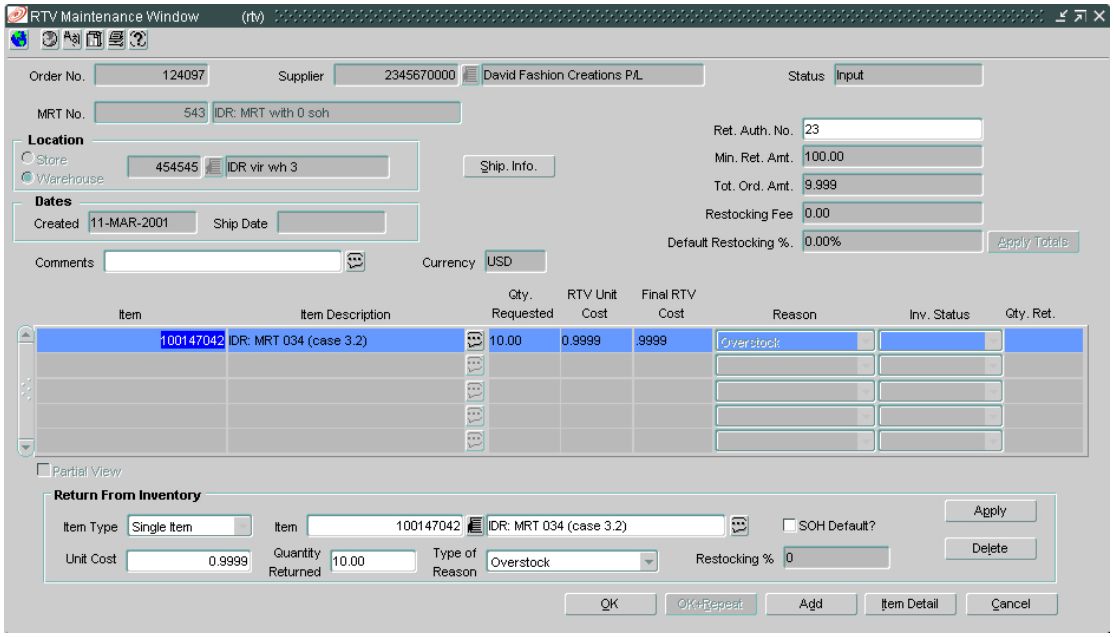


5. Click **Close** to exit.

Edit 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. Restrict the search to RTV orders in Input status. The details of the RTV order are displayed in the RTV Maintenance window.



- Edit the Ret Auth No, Handling Pct, and Comments fields as necessary.

Edit the supplier's return address and courier information

1. Click **Ship Info**. The Shipment Info window is displayed.

2. Click **Search** and select an alternative return address as necessary. Otherwise, enter or edit the default information.
3. Click **OK** to save your changes and close the window.

Edit the items on the RTV order

1. Select an item on the table.
2. Enter or edit any additional details as necessary.
3. Click **Apply**.
4. Click **OK** to save your changes and close the window.

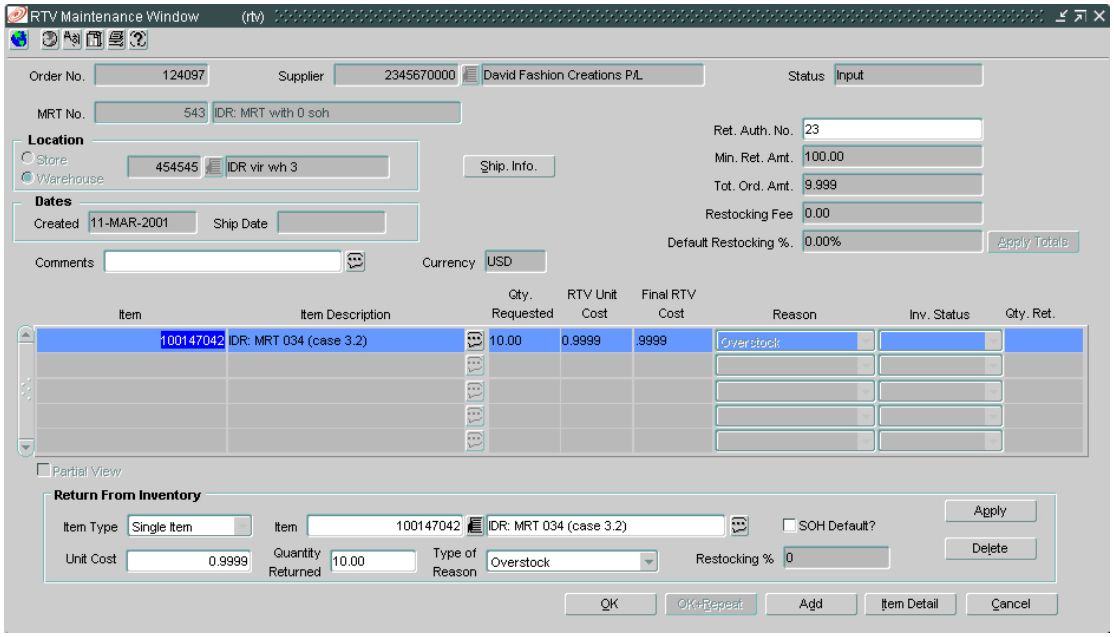
Delete an item from the RTV order

1. Select an item and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

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. Restrict the search to RTV orders in Input status. The RTV Maintenance window is displayed.

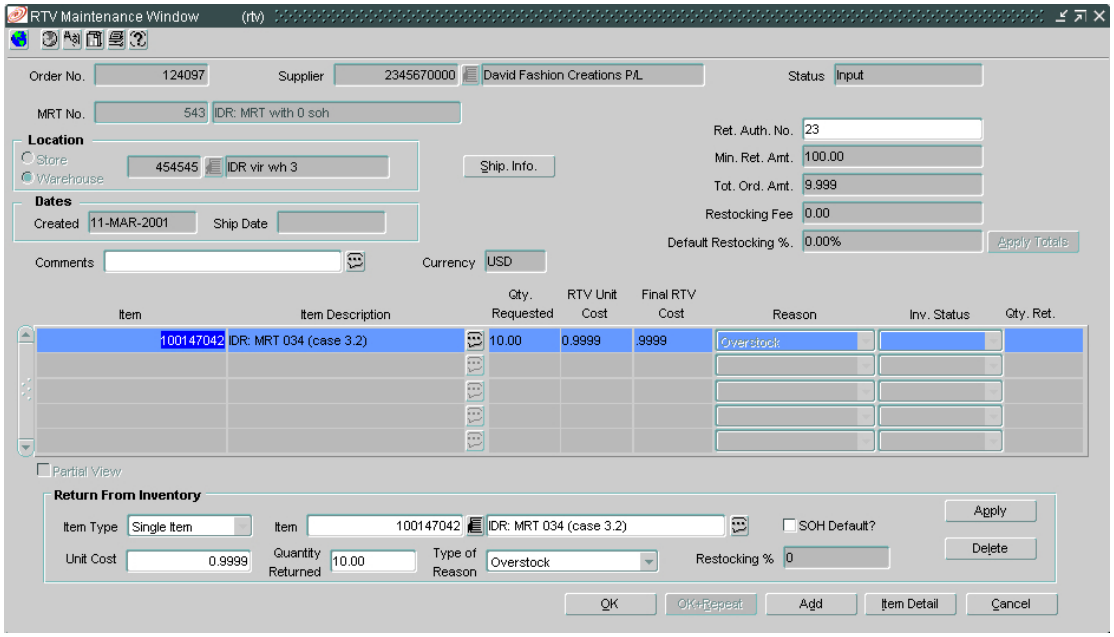


1. From the Options menu, select Approve.
2. When prompted to approve the RTV order, click **Yes**. The status of the RTV order is changed to Approved.
3. Click **OK** to save your changes and close the window.

Cancel 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. Restrict the search to RTV orders in Input status. The RTV Maintenance window is displayed.

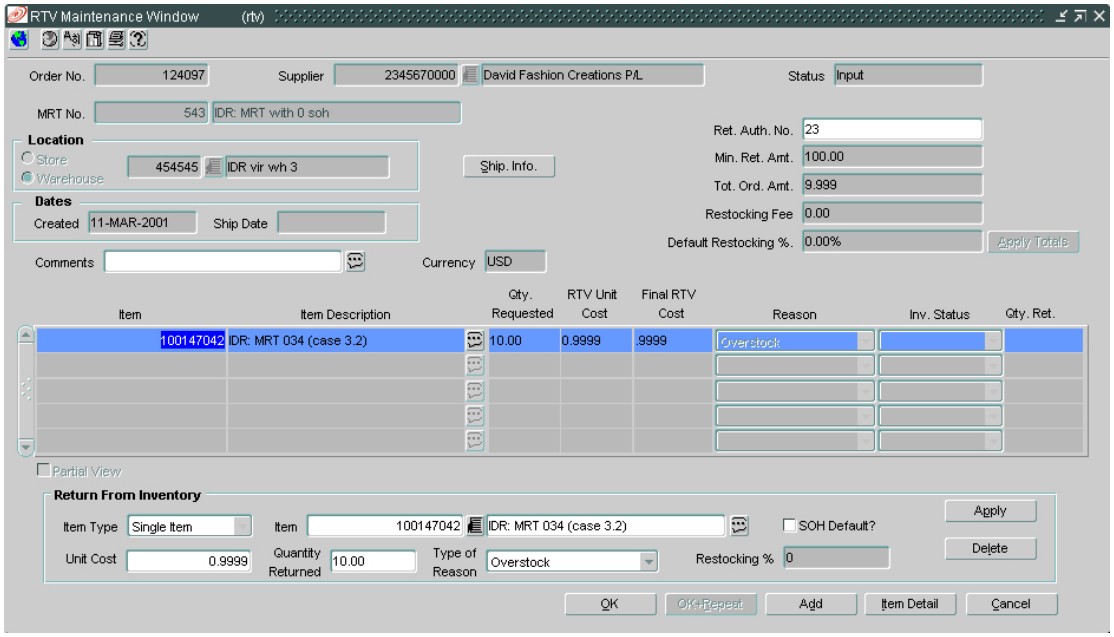


1. From the Options menu, select Cancel.
2. When prompted to cancel the RTV order, click **Yes**. The status of the RTV order is changed to Cancelled.
3. Click **OK** to save your changes and close the window.

Unapprove 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. Restrict the search to RTV orders in Approved status. The RTV Maintenance window is displayed.



1. From the Options menu, select Unapprove.
2. When prompted to unapprove the RTV order, click **Yes**. The status of the RTV order is changed to Input.
3. Click **OK** to save your changes and close the window.

Transfers

Set up transfers

Transfers zones are grouping of locations within an area. 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.

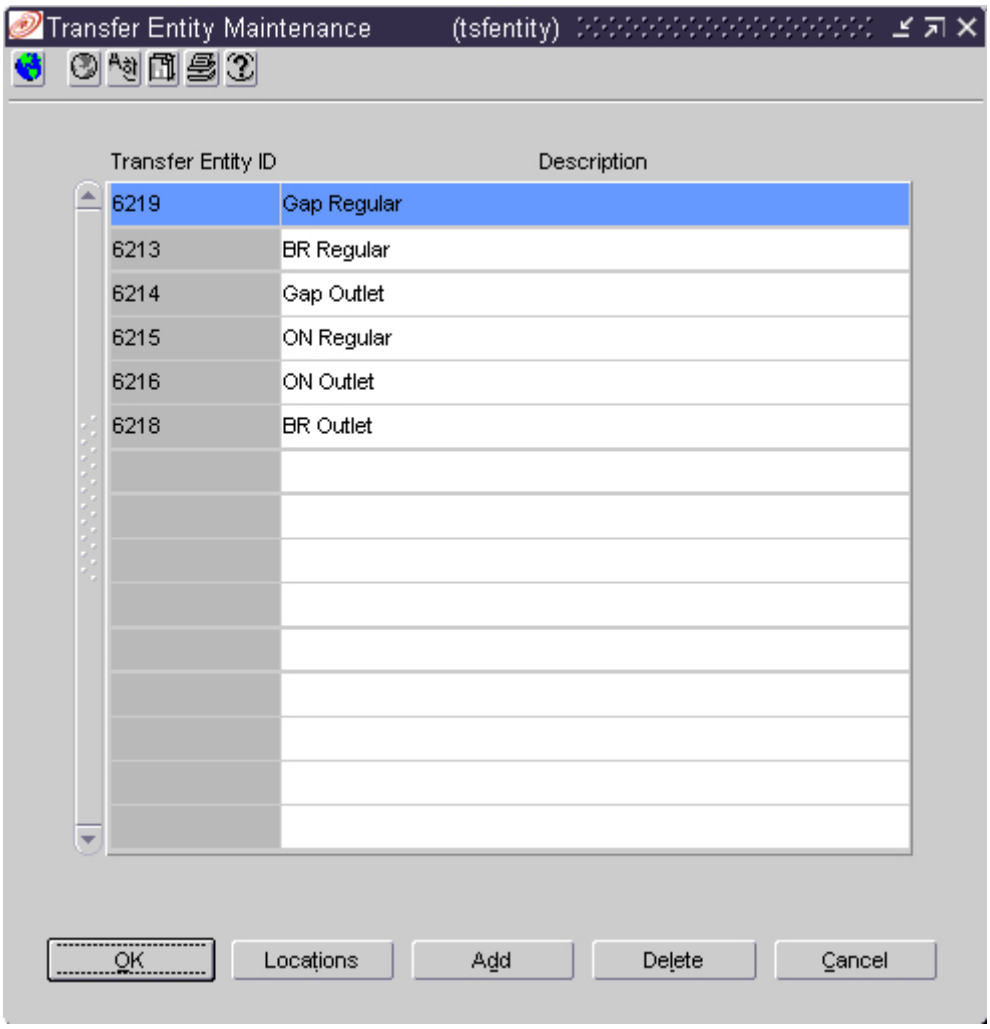
Transfer entities define which locations in an organization are grouped together due to legal requirements. Transfer entities can be defined by brand, geography, country or other grouping defined by your company. Moving items between transfer entities is treated as a sale from the origin location and purchase by the receiving location. Items that have been transferred between entities and may require a change in cost and retail pricing as well as ownership.

Finally, you may set up the additional information required to complete a transfer that has finishing. You need to create activities that are used on the work orders. If there are certain activities that you regularly assign, you can create a work order template that will allow you to apply the set of activities to a work order on a transfer.

Procedures

Create a transfer entity

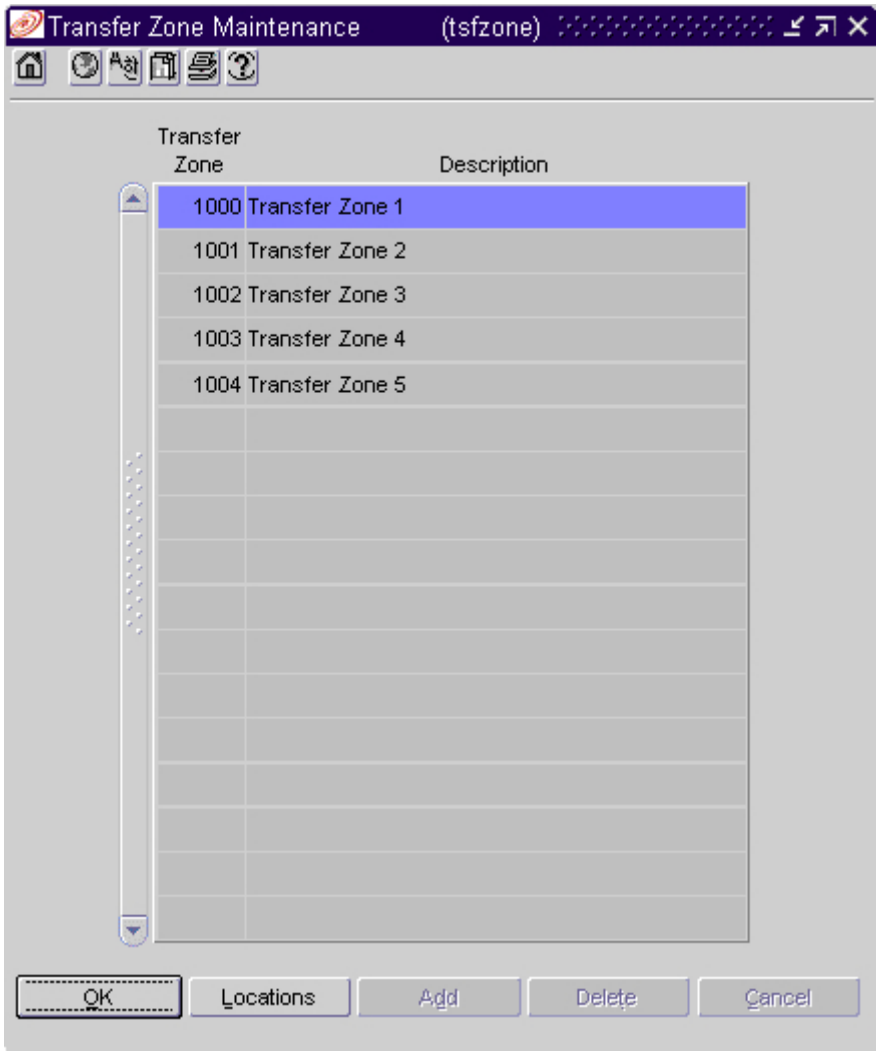
⇒ **Navigate:** From the main menu, select Control > Setup > Transfer Entities > Edit. The Transfer Entity Maintenance window is displayed.



1. Click **Add**. The next line on the table is enabled.
2. In the Transfer Entity ID field, enter a unique ID.
3. In the Description field, enter a description of the transfer entity.
4. Click **OK** to save any changes and close the window.

Edit transfer zones

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



- Edit the descriptions as necessary.

Add a transfer zone

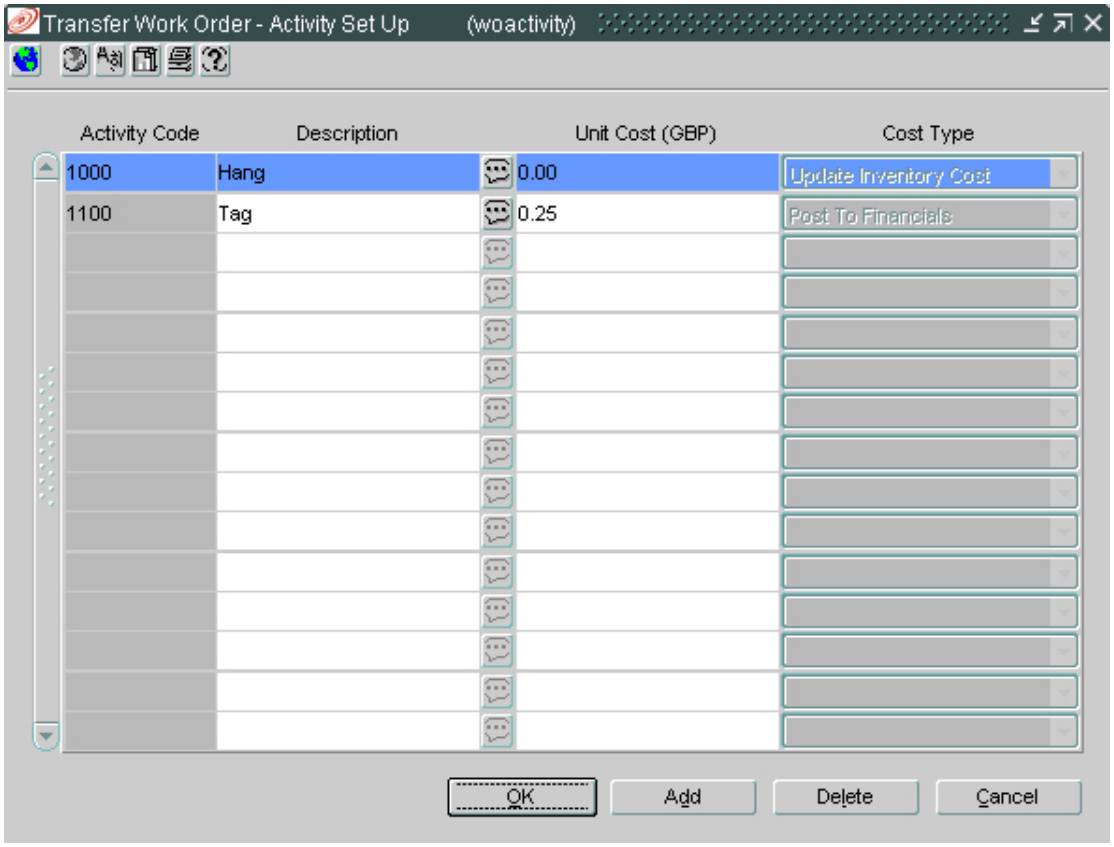
1. Click **Add**. The next available line is enabled.
2. In the Transfer Zone field, enter a unique ID for the transfer zone.
3. In the Description field, enter the description of the transfer zone.
4. Click **OK** to save your changes and close the window.

Delete a transfer zone

1. Select a transfer zone and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Add a transfer work order activity

⇒ **Navigate:** From the main menu, select Control > Setup > Transfer Work Order Activity > Edit. The Transfer Work Order - Activity Set Up window is displayed.



1. Click **Add**. The next line on the table is enabled.
2. In the Activity ID field, enter the ID of the activity.
3. In the Activity Description field, enter a description of the activity.
4. In the Unit Cost field, enter the amount per unit that it will cost to add finishing to the transfer.
5. In the Cost Type field, select the method used to distribute the cost of finishing.
6. Click **OK** to save any changes and close the window.

Add a work order template

⇒ **Navigate:** From the main menu, select Inventory > Work Order Templates > New. The Work Order Template window is displayed.

1. In the Work Order Template field, enter a description of the template
2. In the Apply area, enter an Activity ID, or click the LOV button and select an activity.
3. If necessary, in the Activity Cost field, edit the amount it costs to complete the activity.

Note: The activity cost and cost type default from the information defined during activity set up.

4. In the Comments field, enter comments as necessary.
5. Click **Apply**. The activity is added to the template.
6. Click **OK** to save any changes and close the window.

Create transfers

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.
- **Intercompany:** Stock is transferred between two transfer entities. The transfer may have three locations associated with it: an origin location, a finishing location, and a destination location, or two locations associated with it: an origin location and a destination location. The finishing location on an intercompany transfer with finishing must have the same transfer entity as either the origin location or the destination location.
- **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.
- **Reallocation:** Stock that is marked is as reallocation is transferred to a consolidation location to be distributed to other stores.
- **Return to vendor:** Stock that is marked as a return to vendor is transferred to a consolidation location to be returned to the supplier.
- **Store requisition:** Stock is transferred based on replenishment needs. The transfer is created automatically by the system.

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.

There are two transfer types that can be created: an intercompany or intracompany transfer. An intercompany transfer must occur between two different transfer entities. An intracompany transfer must occur within the same transfer entity.

When you create an inter company transfer, you are required to enter the transfer price of items on the transfer. Transfer prices are at the weighted average cost of the item, the standard cost, or the retail-based cost, depending on the accounting method used by your company.

For intracompany transfers, you can enter the transfer cost, however it is not required. If you do not enter the transfer cost, it will default to one of the prices mentioned above at the time of shipment.

Transfers with an intercompany transfer type are considered intercompany transfer. Return to vendor and reallocation transfers can either be intracompany or intercompany depending on the user and system selection. All other transfers are considered intracompany transfers.

Note: If the system level RTV/RAC Transfer indicator is set to intracompany, return to vendor and reallocation transfers are treated as intracompany transfers.

If the transfer was created as the result of an mass return transfer (MRT), the MRT number will be displayed on the transfer. You can view the details of the MRT by searching for the MRT.

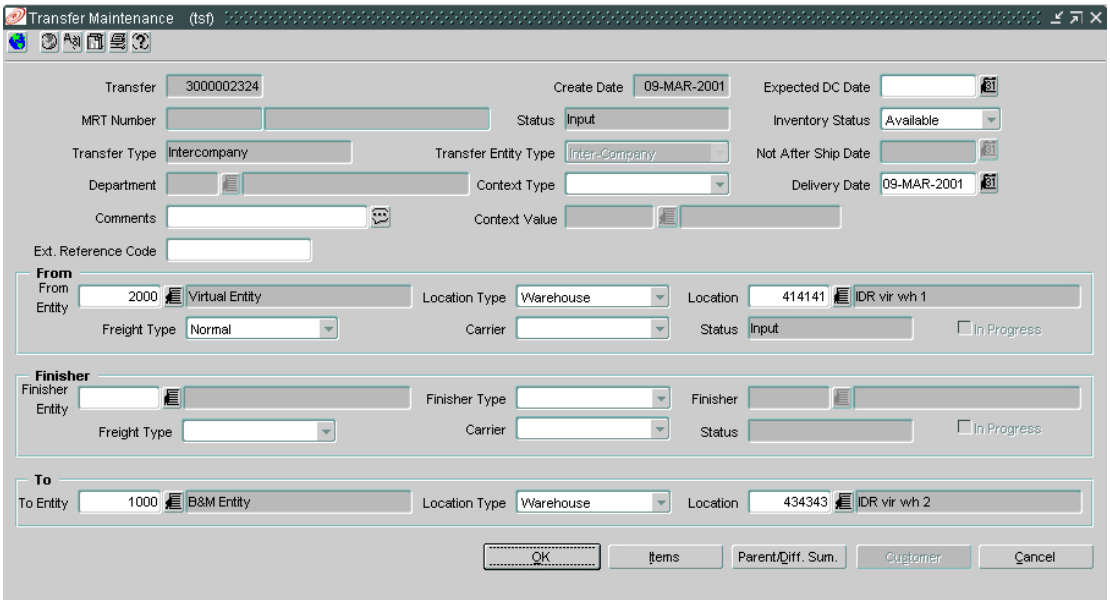
If you have access to a warehouse management system, transfer, shipment, and receipt details can be transmitted between the two systems.

Procedures

Copy a transfer

⇒ **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.

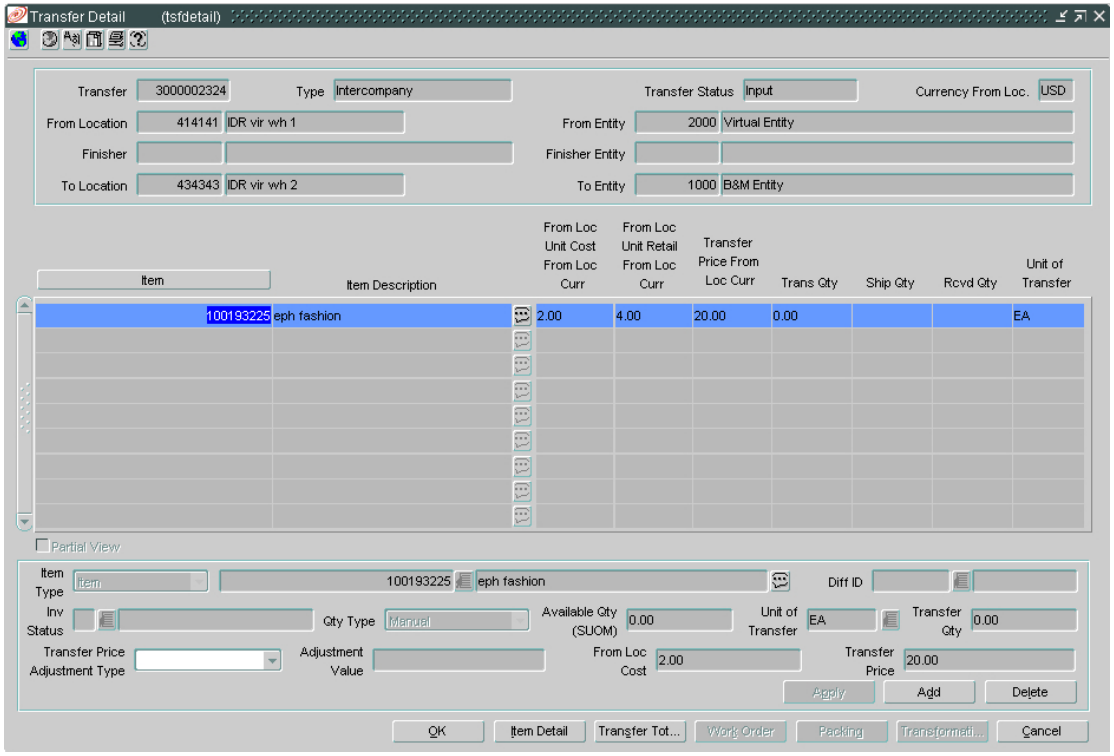
Search for and retrieve a transfer in New from Existing mode. The Transfer Maintenance window is displayed.



- Edit the enabled fields as necessary.

Add items to the transfer

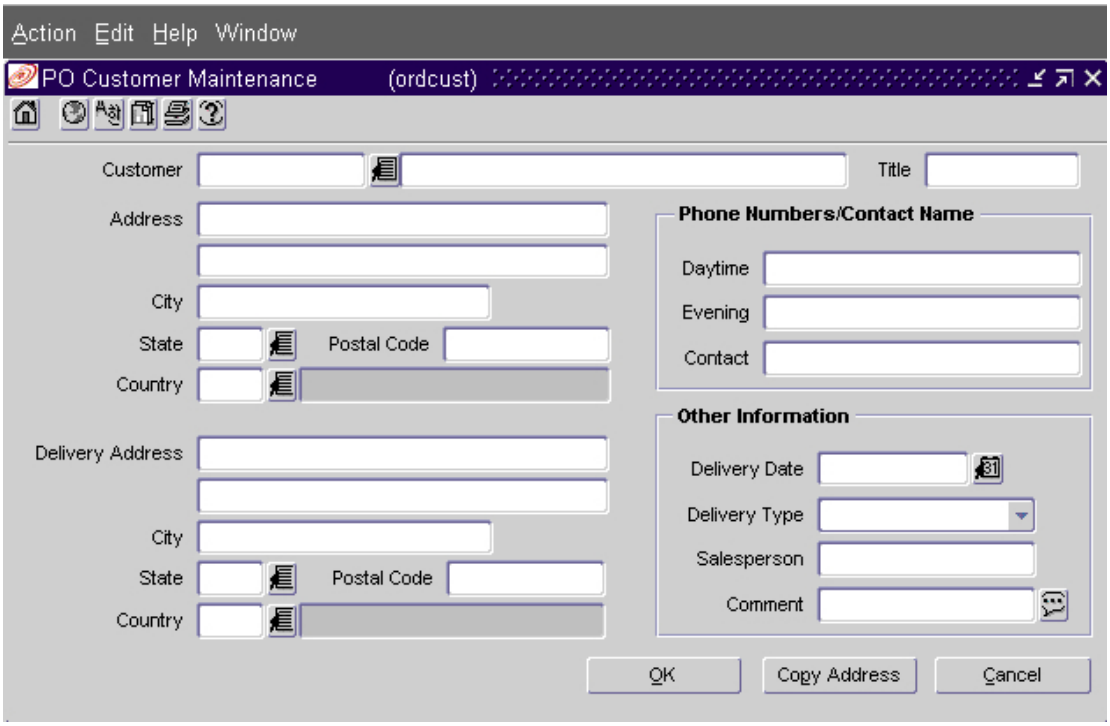
1. Click **Items**. The Transfer Detail window is displayed.



2. In the Apply area, select a grouping mechanism in the Item Type field.
3. 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.
4. Enter any additional details in the enabled fields.
5. Click **Apply**. The details are added to the table.
6. Click **OK** to save your changes and close the window.

Copy a customer order transfer

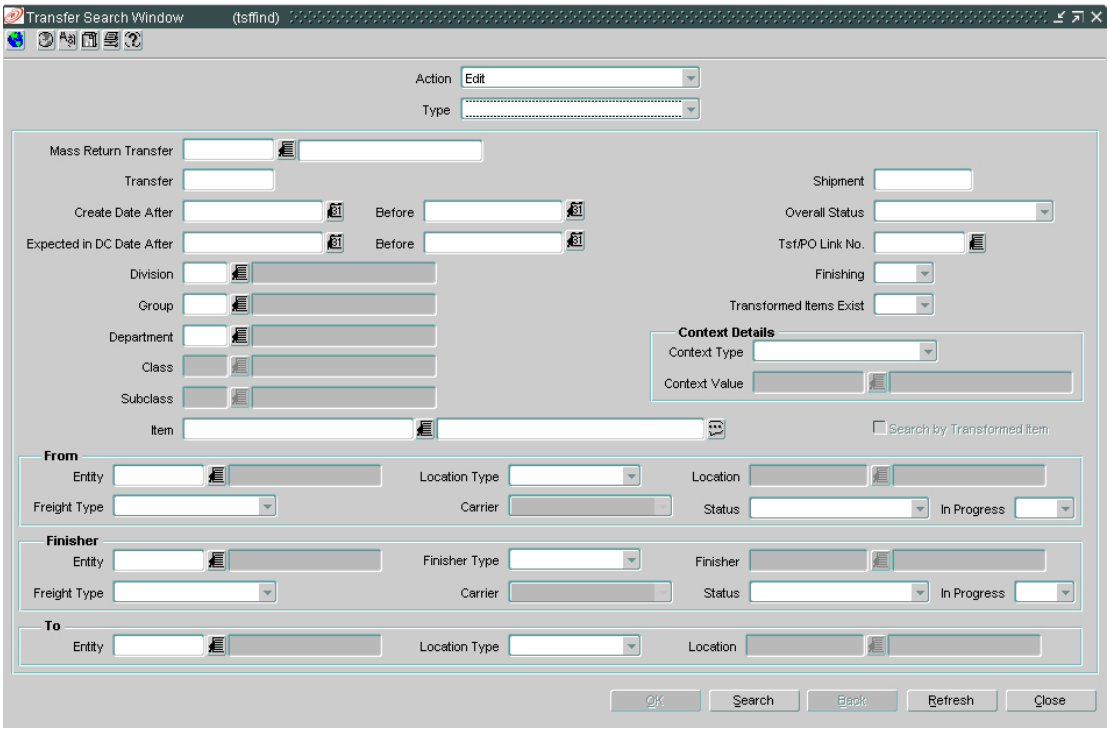
1. On the Transfer Maintenance window, click **Customer**. The PO Customer Maintenance window is displayed.



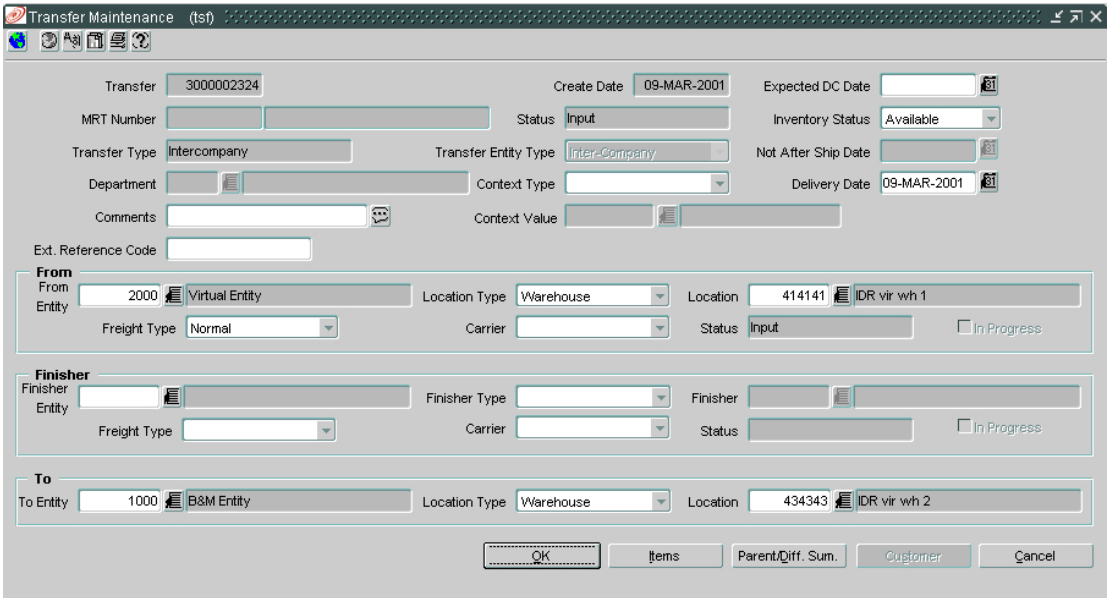
2. Enter or edit any additional details in the enabled fields.
3. Click **OK** to save your changes and close the window.

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.



4. In the Delivery Date field, enter the last date the transfer can be received, or click the calendar button and select a date.
5. If you are creating an reallocation or return to vendor transfer, in the Transfer Entity Type field, select intercompany or intracompany to indicate which type of transfer is created.
6. Enter information in the enabled fields as necessary.
7. In the From area:
    a. In the From Entity field, enter the ID of the origin entity, or click the LOV button and select a location.
    b. In the Location Type field, select the type of location the transfer originates from.
    c. In the Location field, enter the location ID or click the LOV button and select a location.
    d. Select the appropriate freight type and carrier.
8. In the Finisher area:

Note: Finishers are required for transfer that will have work orders, transformations, or packing instructions.

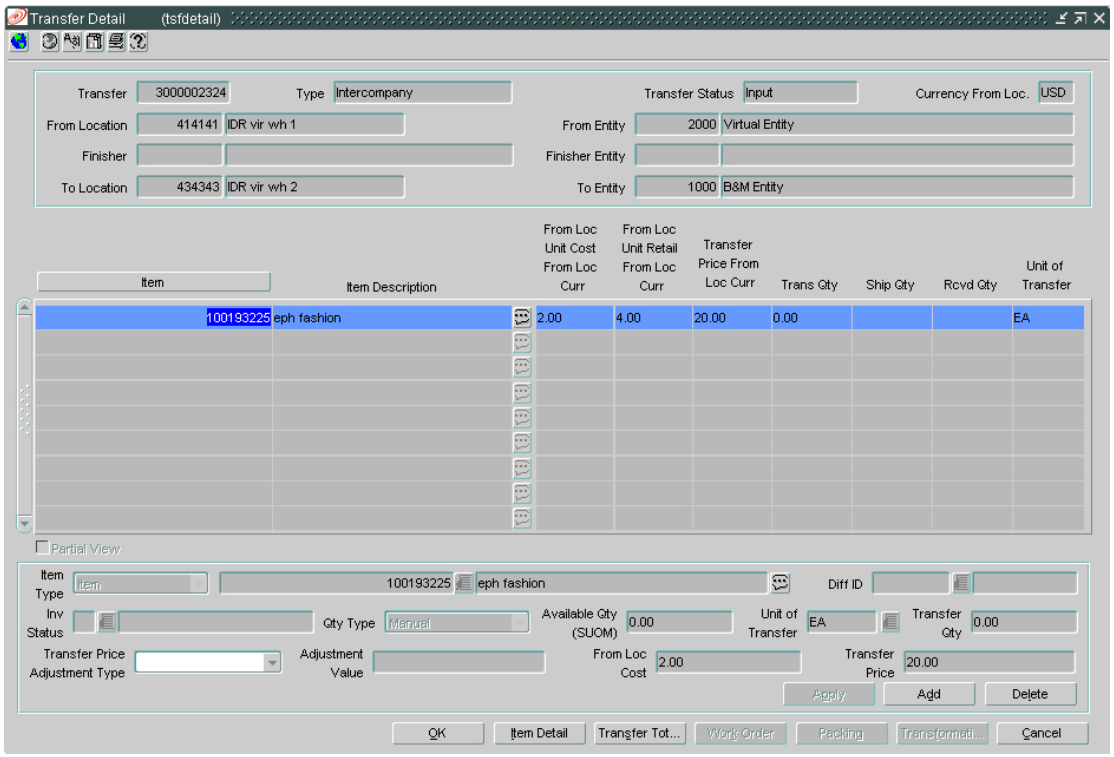
    a. In the Location Type field, select the type of finisher the item is going to.
    b. In the Location field, enter the location ID or click the LOV button and select a finisher.
    c. Select the appropriate freight type and carrier.
9. In the To area:
    a. In the To Entity field, enter the ID of the destination entity, or click the LOV button and select a location.

Note: If you selected Intercompany Transfer as the Transfer Type, the To Entity must be different than the From Entity that you entered in the From area.

    b. In the Location Type field, select the type of location the transfer is going to.
    c. In the Location field, enter the location ID or click the LOV button and select a location.

Add items to the transfer

1. On the Transfer Maintenance window click **Items**. The Transfer Detail window is displayed.



2. In the Apply area, select a grouping mechanism in the Item Type field.
3. In the next field, enter the ID of the item or item list, or click the LOV button and select the item or item list.
4. If you are adding items by diff, in the Diff ID field, enter the ID of the diff, or click the LOV button and select the diff.
5. In the Inv Status field, enter the inventory status type, or click the LOV button and select the inventory status type.

Note: You can only enter a value in the Inv Status field if you selected Unavailable in the Inventory Status field on Transfer Maintenance.

6. In the Qty Type field, select how you want to determine the quantity on the transfer
   - **Total stock on hand:** All stock on hand at the origin location is added to the transfer.
   - **Manual:** The Trans Qty field is enabled so that you can enter the quantity to be added to the transfer.
7. If you selected Manual, in the Transfer Qty field enter the number of items to transfer.
8. In the Trans Qty field enter the number that will be transferred.

Note: If you select Total Stock on Hand in the Qty Type field, all stock at the location will be transferred. You cannot enter a transfer quantity.

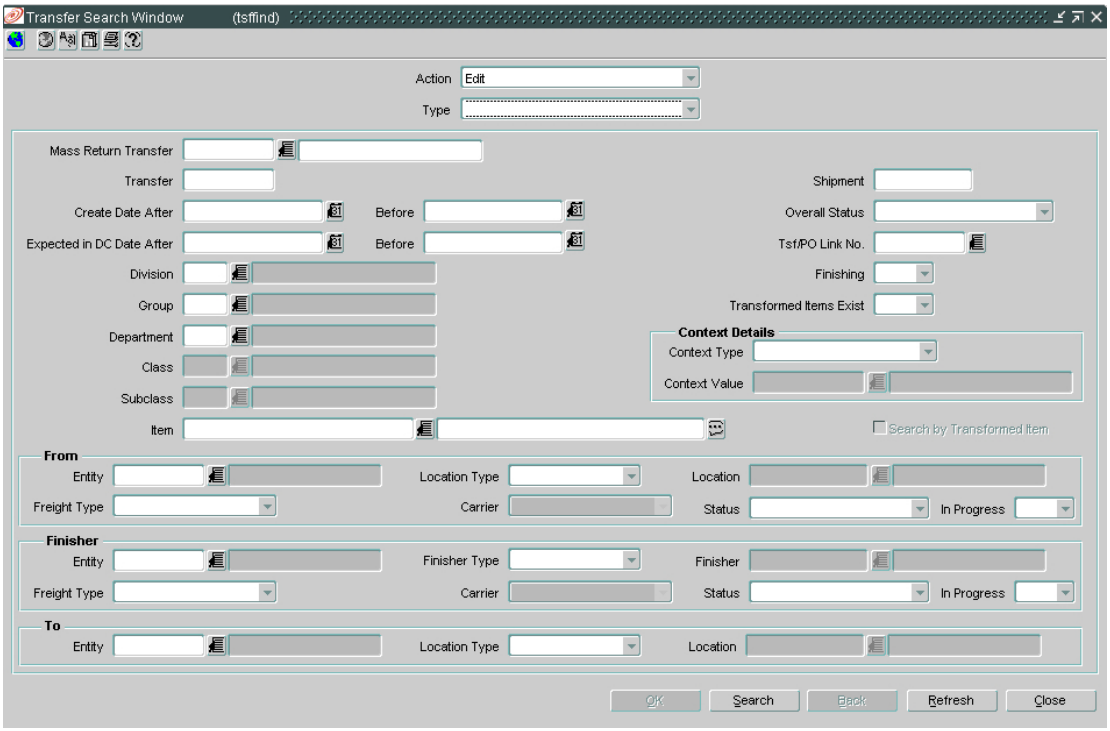
9. If this is an intercompany transfer, set the transfer price:
   a. In the Transfer Price Adjustment Type field, indicate how you want to adjust the price.
   b. In the Adjustment Value field, enter the price or percent that you are adjusting by.
   c. Click **Apply**. The details are added to the table.

Review and complete the transfer

- Click **OK** to save your changes and close the window.

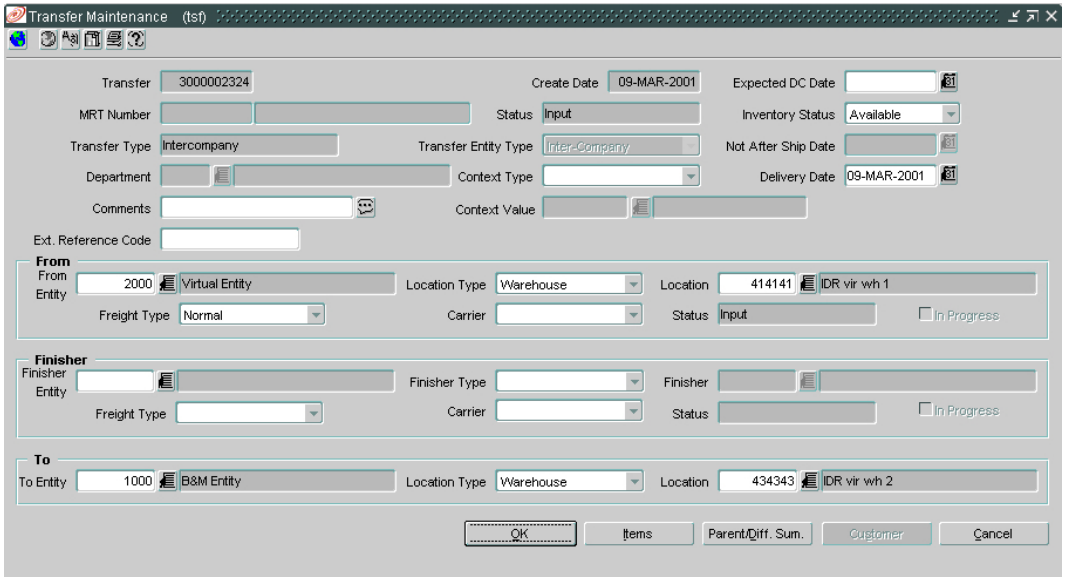
Search for a transfer

⇒ **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search 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 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.

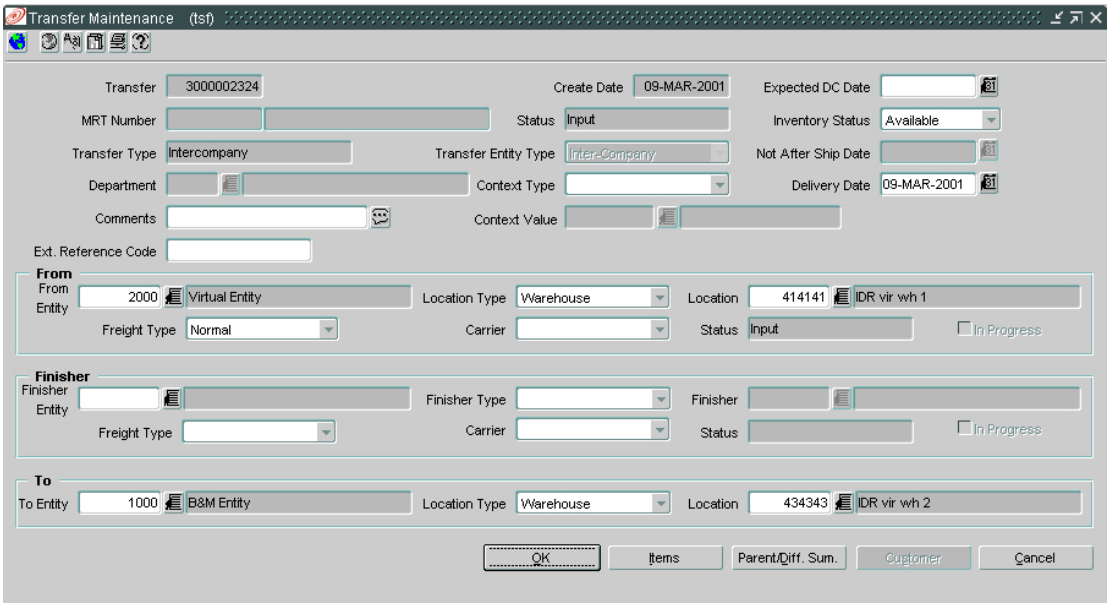


5. Click **Close** to exit.

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.

Create transfers with finishing

Transfers with finishing require that the items on the transfer are worked on before they arrive to a final location. Work on items are complete at a finishers. Finishers can be internal or external. Internal finishers are part of the company, and are typically located in an area of the warehouse. External finishers are set up as a partner to the company, and may be located off site.

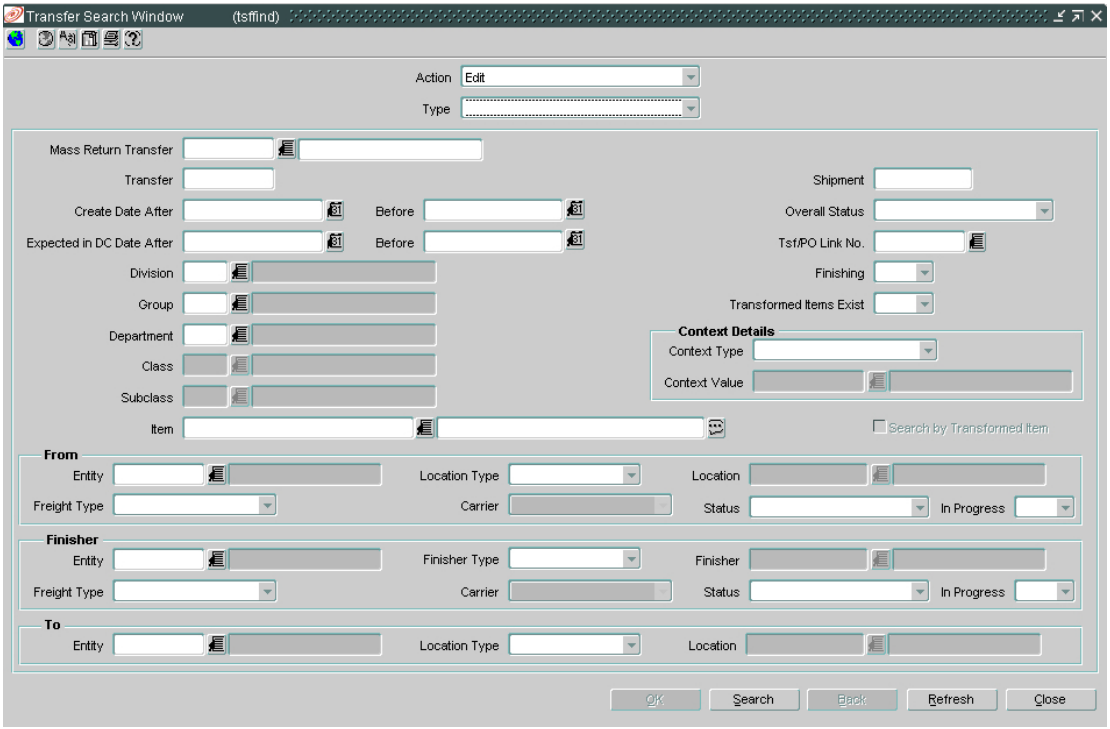
You can set up the activities that are required for an item before the transfer is complete. The following are the activities that require finisher be identified for a transfer.

- **Work order:** Work orders are a request that work be done to an item before it arrives at the final location. You assign specific activities that need to be completed by the finisher.
- **Transformation:** Transformation is a request that one item is converted to a second item before it arrives to the final location.
- **Packing:** Packing request are completed at the finishers when the request accompanies a transfer the items are packaged in certain groupings before the transfer is sent to the final location.

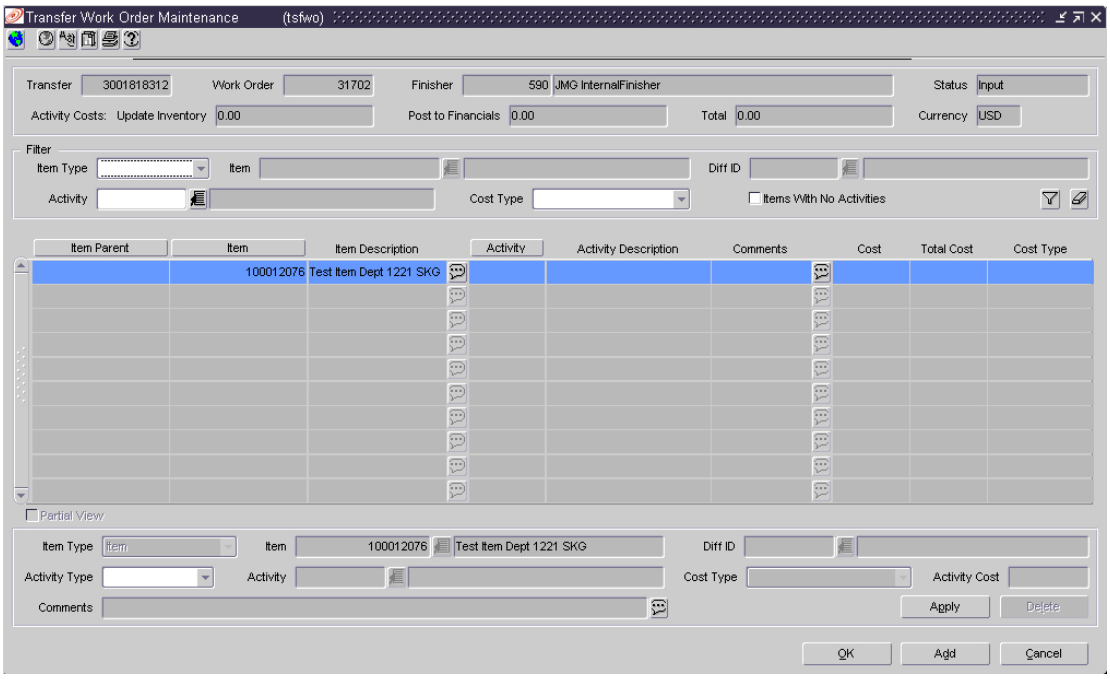
Procedures

Add a work order to a transfer

⇒ **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.



1. Create a transfer with finishing.
2. On the Transfer Detail window, click **Work Order**. The Transfer Work Order Maintenance window is displayed.



3. Select the item you want to add an activity to.
4. To add a single activity to an item:
   a. In the Activity Type field, select Activity.
   b. In the Activity field, enter the ID of the activity you want to use, or click the LOV button and select an activity.
   c. Edit the Activity Cost as necessary. The activity cost is defaulted from the activity cost entered when the activity was set up.
   d. Add additional comments as necessary.
   e. Click **Apply**. The details are displayed on the table.
5. To add multiple activities to an item.
   a. In the Activity Type field, select Template to add multiple activities as indicated on the template.
   b. In the Template field, enter the ID of the template you want to use, or click the LOV button and select an template.
   c. Click **Apply**. The details are displayed on the table.
6. Click **OK** to save any changes and close the window.

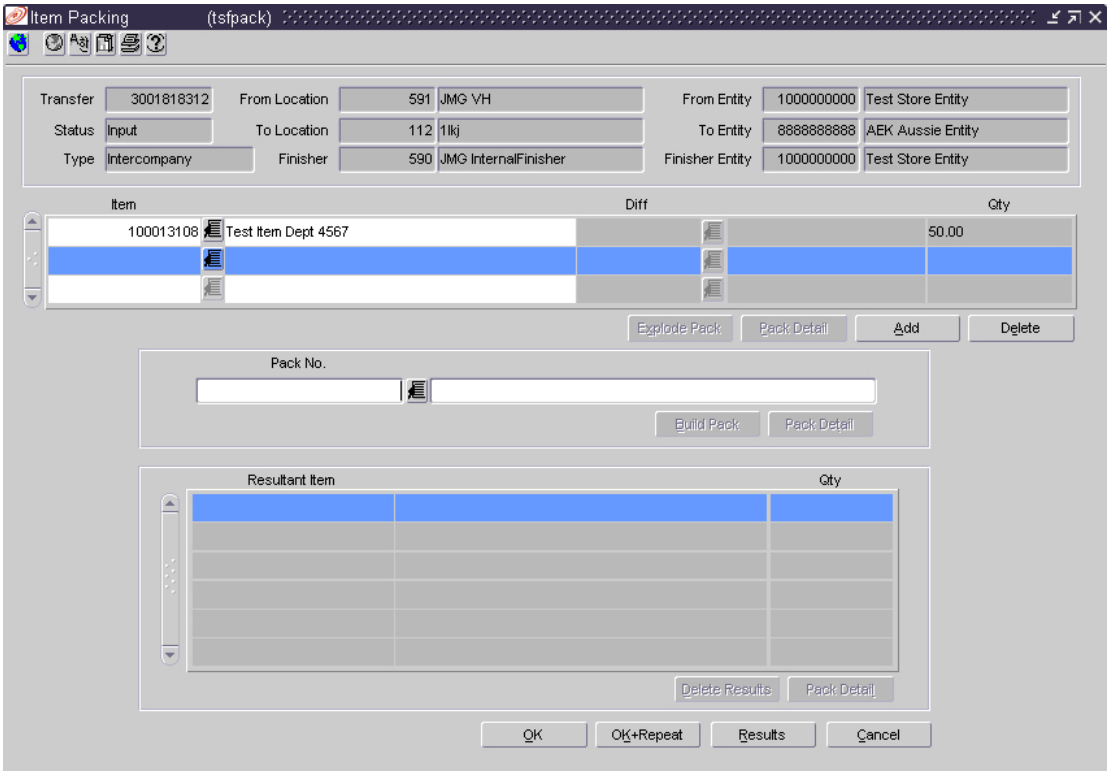
Review and complete the transfer

- Click **OK** to save any changes and close the window.

Pack an item on a transfer

⇒ **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.

1. Create a transfer.
2. Add a transfer work order activity
3. On the Transfer Detail window, click **Packing**. The Item Packing window is displayed.



Break a pack into its components

1. In the Item field, select a pack item that is on the transfer.
2. Click **Explode Pack**. The component items are displayed in the Results area.

Change the pack

1. In the Item field, select a pack item that is on the transfer.

📖 **Note:** You may need to transform the items on a transfer before they can be packed.

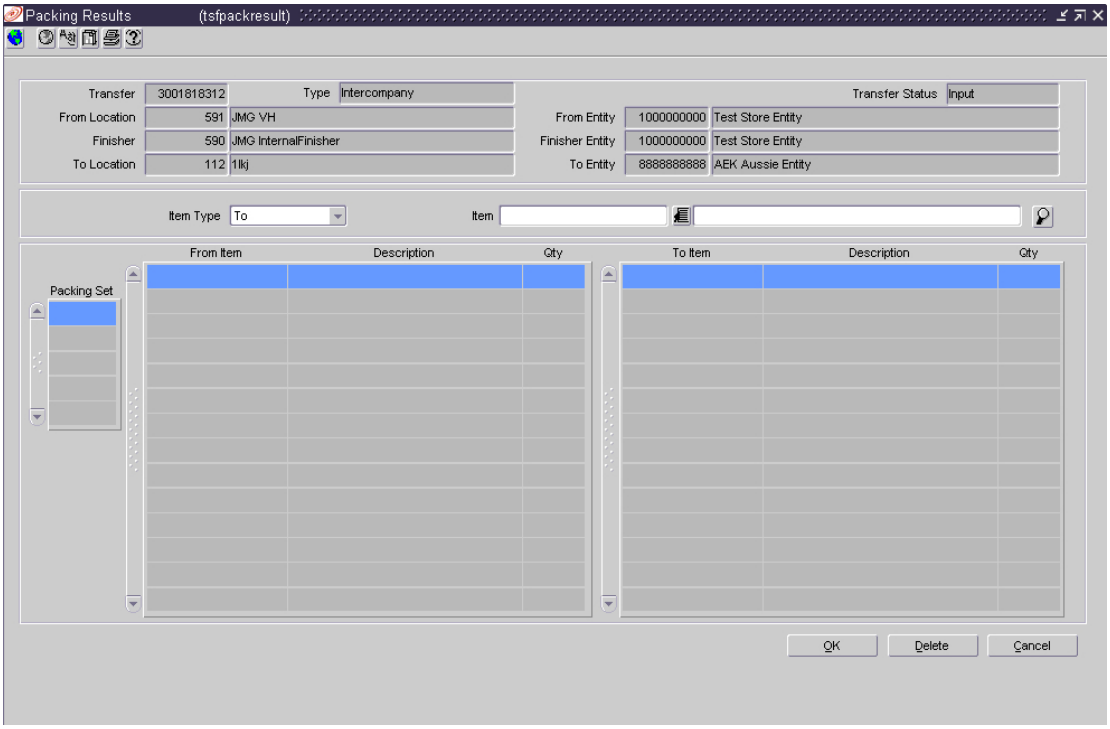
2. In the Pack No. field, enter the ID of the new pack.
3. Click **Build Pack**. The new pack is created and displayed in the Results area.

Create a pack based on component items

1. In the Item field, select bulk items on that are on the transfer.
2. In the Pack No. field, enter the ID of the new pack.
3. Click **Build Pack**. The new pack is created and displayed in the Results area.

Review and complete packing

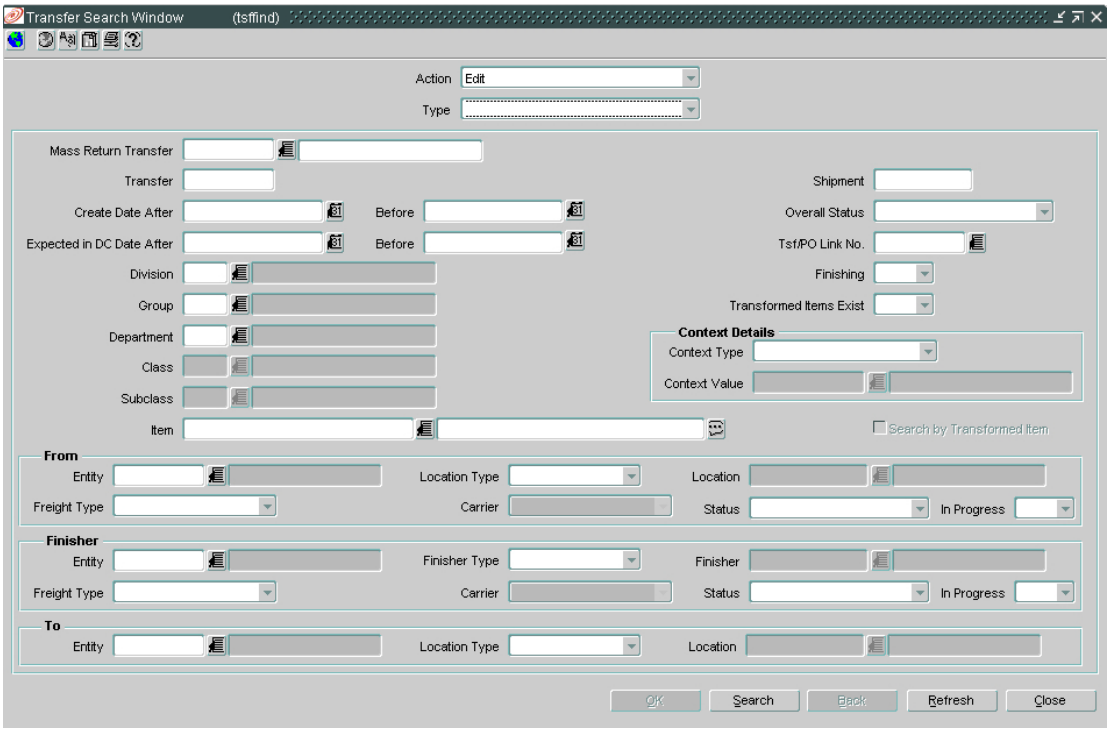
1. To view the details of the pack item, click **Pack Detail** in either the From Pack area or the To Pack area.
2. To view the results of packing the items at the finishers, click Results. The Packing Results window is displayed.



3. Click **OK** to save any changes and close the windows.

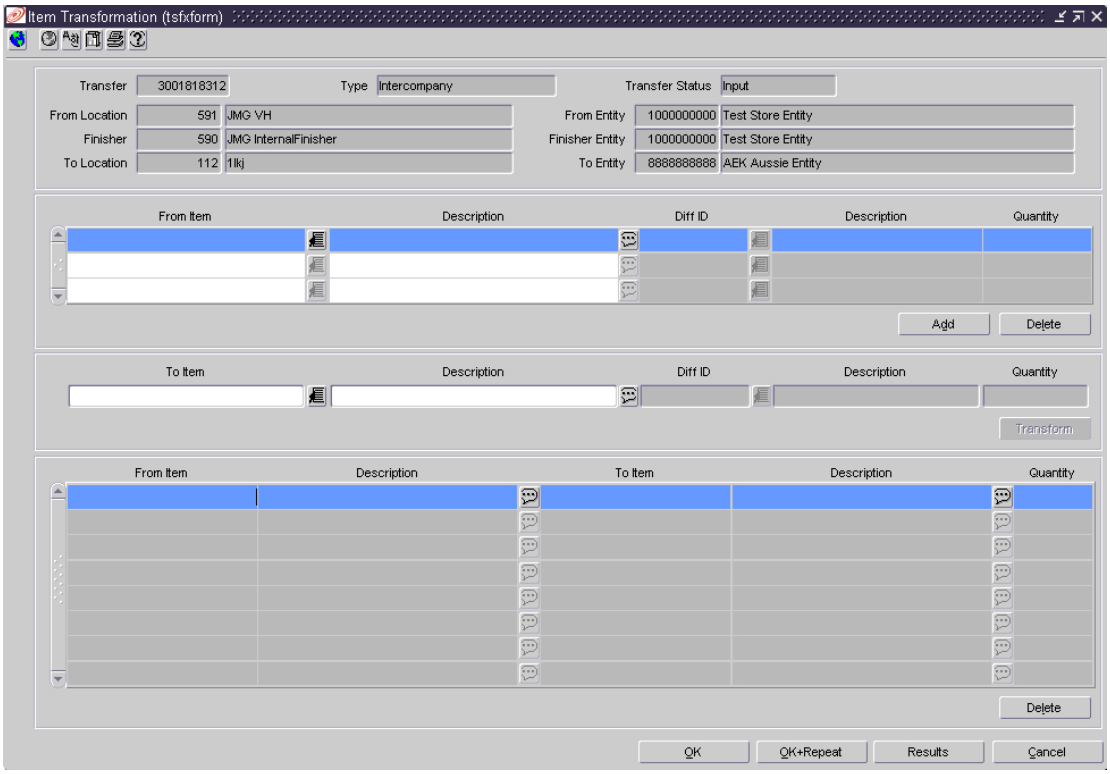
Transform an item

⇒ **Navigate:** From the main menu, select Inventory > Transfer. The Transfer Search window is displayed.



1. Create a transfer.
2. Add a transfer work order activity

3. On the Transfer Detail window, click **Transformation**. The Item Transformation window is displayed.

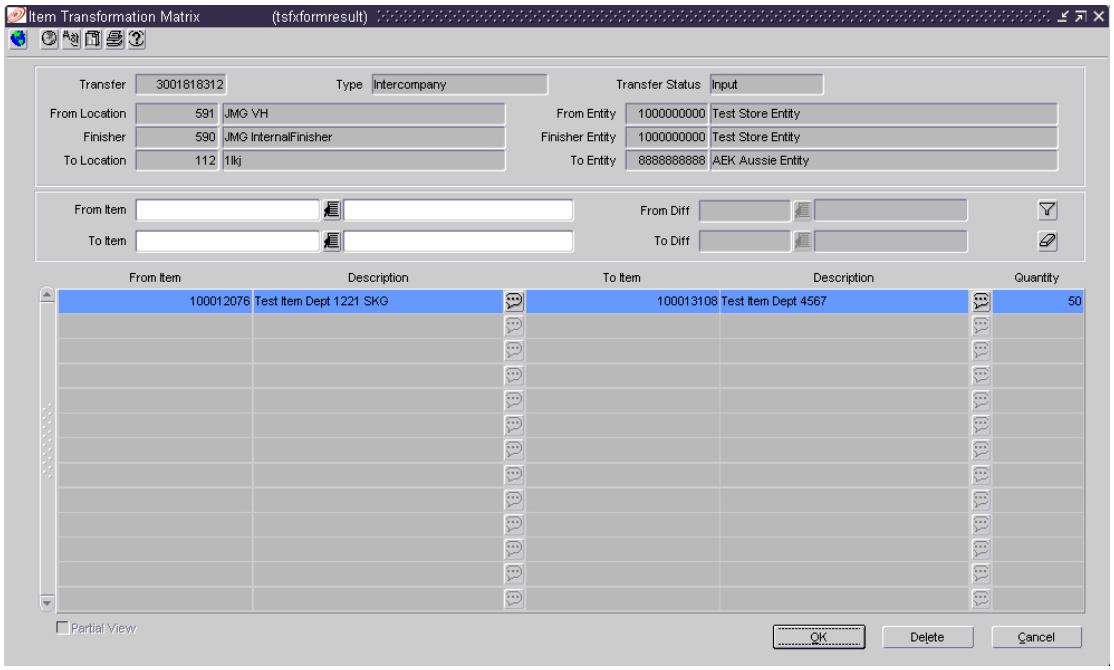


4. In the From Item area:
   a. In the From Item field, enter the item ID of the item or parent item you want to convert, or click the LOV button and select an item.
   b. If the parent item has diffs, in the Diff ID field, enter the diff ID of the item that you want to convert, or click the LOV button and select a diff.
5. In the To Item area:
   a. In the To Item field, enter the ID of the item or parent item that you want the From Item to become, or click the LOV button and select an item.

Note: The To Item you select must be an approved item in the merchandising system.

   b. If the item selected in the To Item field is a parent item, In the Diff ID field, enter the diff ID of the item that you want the From item to become, or click the LOV button and select a diff. If you want the diffs of the From Items to become one item with no diffs, leave the Diff ID field blank.
   c. Click **Transform**. The transformed items are displayed in the Transformation area.

6. To view the results of all the items that have been transformed for the transfer, click **Results**. The Item Transformation Matrix window is displayed.



   a. In the Filter area, enter the search criteria as necessary, or click the LOV button and select the appropriate information.

   b. Click the filter button. The items that match the criteria are displayed in the results area.

   c. To clear search criteria, click the clear filter button. Data in all fields is cleared.

   d. Click **Delete** to remove a transformed item from the results area. You are prompted to confirm the deletion.

   e. Click **OK**.

7. Click **OK** to save any changes and close the windows.

Transfer approval process

When a transfer is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the transfer to the next status. A transfer may be in any of the following statuses:

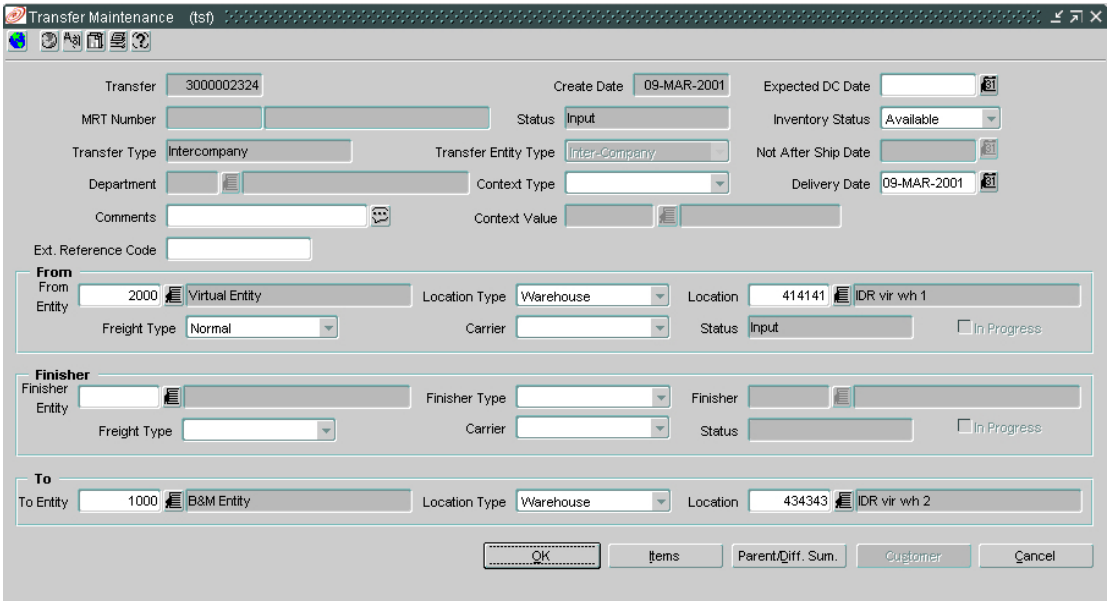
Status	Definition
Input	The transfer has been started, but not completed.
Submitted	The transfer has been completed and is pending review.
Approved	The transfer has been reviewed and has been approved.
Picked	Items on the transfer have been selected for shipping to the next receiver.
In Progress	The transfer has been shipped to the next receiver in the transfer.
Deleted	The transfer is marked for deletion. It will be deleted by a regularly scheduled batch program.
Closed	The transfer has been received at the final location and is complete.

Procedures

Submit a transfer for approval

⇒ **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.

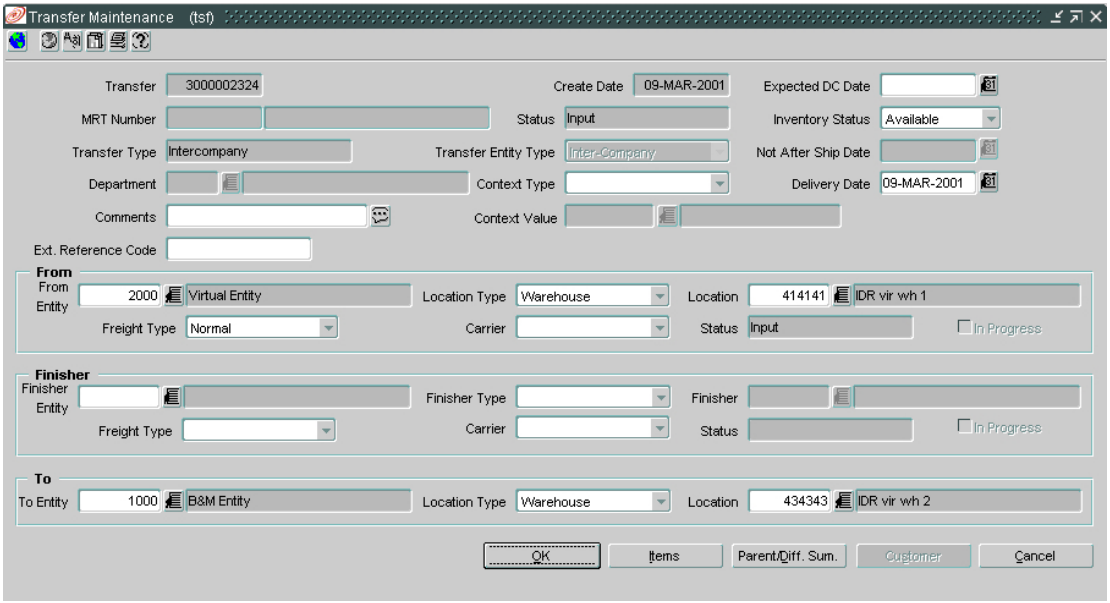


1. From the Options menu, select Submit. The status of the transfer changes to Submitted.
2. Click **OK** to save your changes and close the window.

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.

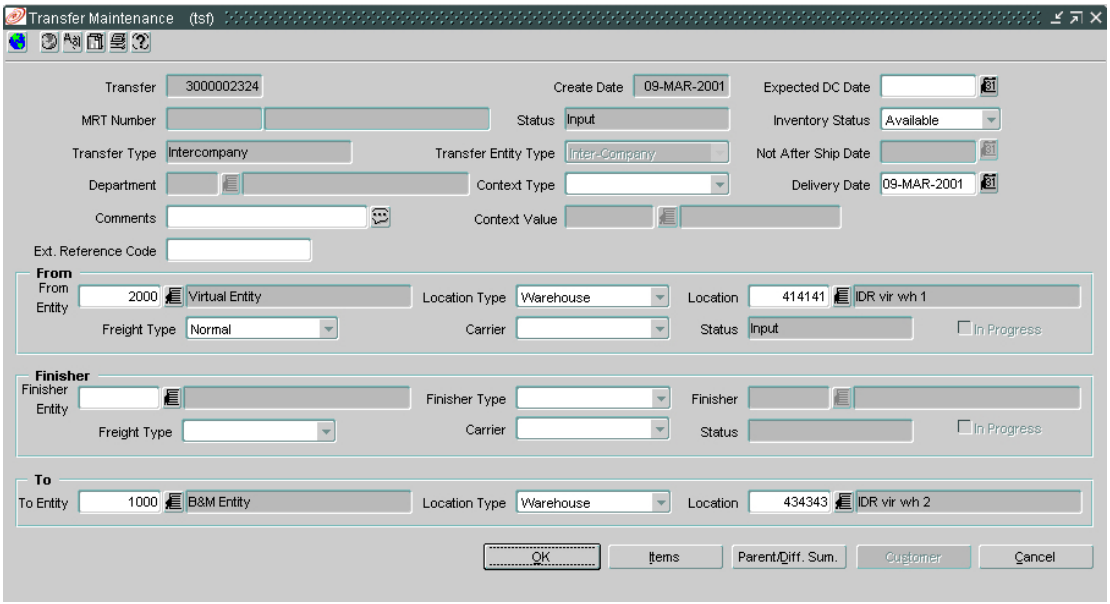


1. From the Options menu, select Approve. The status of the transfer changes to Approved.
2. Click **OK** to save your changes and close the window.

Delete 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 or Approved status. The Transfer Maintenance window is displayed.

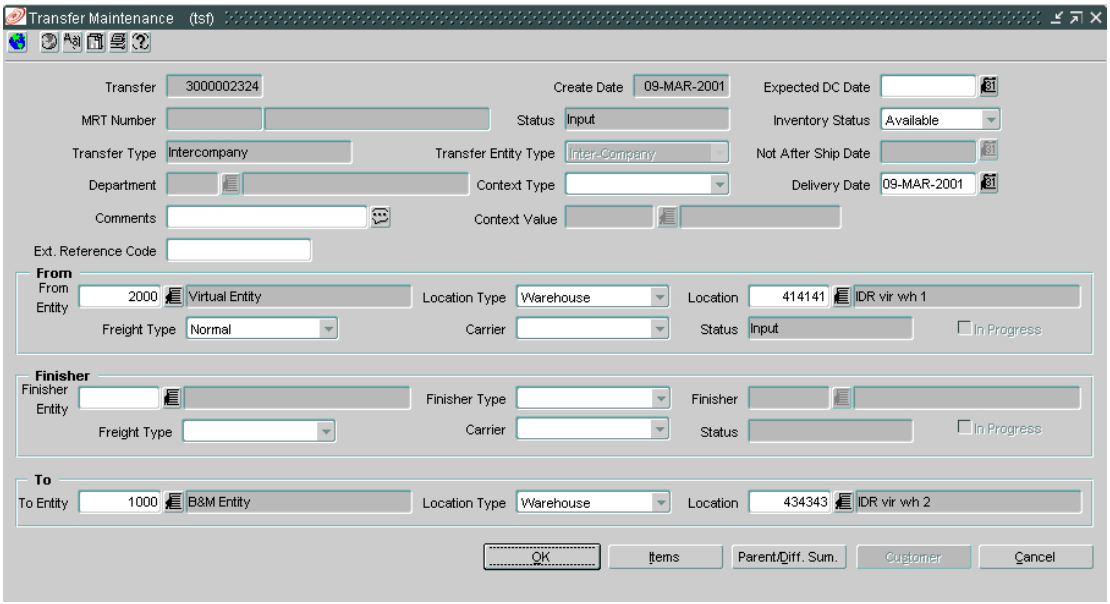


1. From the Options menu, select Delete. When prompted to delete the record, click **Yes**. You are returned to the Transfer Search window.
2. Click **Close** to exit.

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 save your changes and close the window.

Mass Returns Transfer

Create mass return transfers

Mass return transfers (MRTs) allow you to create transfers from multiple locations to a single warehouse. There are two types of MRTs that you can create.

- **Mass returns:** Items are transferred from multiple locations to a consolidation location in order to redistribute them to other stores. A transfer is created with a transfer type of reallocation
- **Return To Vendors (RTV):** Items are transferred from multiple location to a consolidation location and then returned to the vendor. If you set up the RTV to create automatically, the RTV is created on the date you enter. Alternatively, you can manually create the RTV.

When you create the MRT, you select a warehouse that is the receiving locations for the transfers. This warehouse will also be the sending location for the RTV. If the MRT will result in an RTV, you must also identify which supplier will receive the items and whether or not to include the warehouse stock in the RTV.

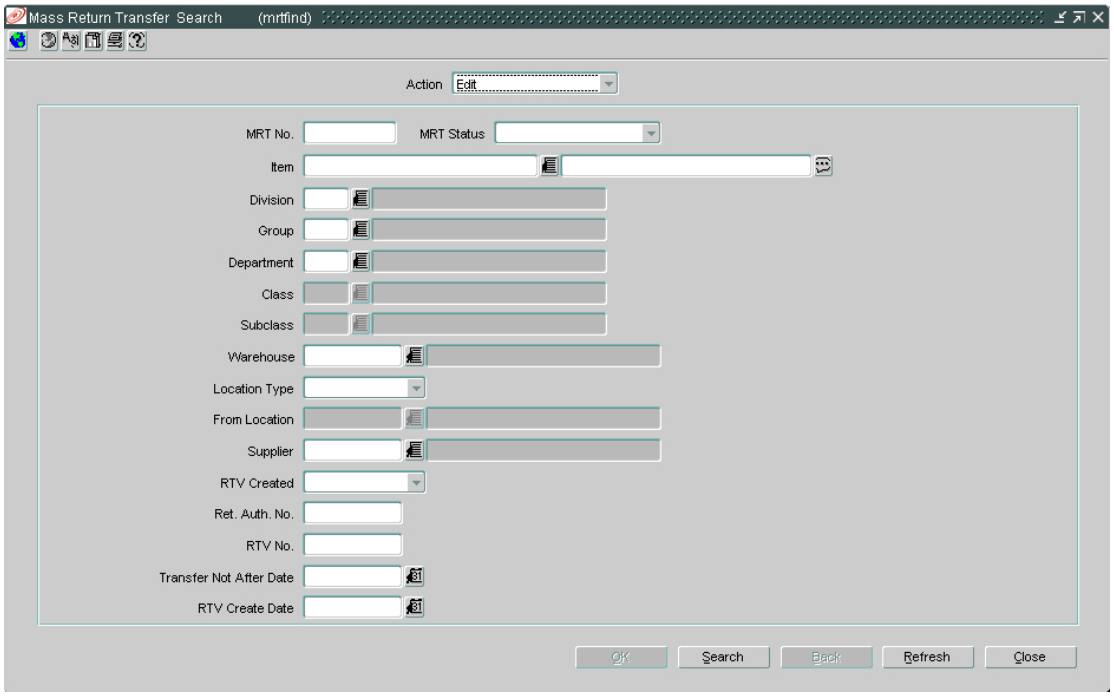
Next you must identify which items are included on the MRT. You can indicate the amount that will be charged to restock the item as well as select the item for the budget.

Finally you must indicate which locations are consolidating to the warehouse. You can indicate the number of items you want to transfer as well as the cost of the item for that item/location.

Procedures

Create a mass return transfer for reallocation

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window is displayed.



1. In the Action field, select New.
2. Click **OK**. The Mass Return Transfers window is displayed.
3. In the MRT Details area:
   a. In the MRT No. field, enter the MRT description.
   b. In the Wh field, enter the ID of the warehouse that the items are being returned to, or click the LOV and select a warehouse.

Note: You cannot select a finisher or, in a multi-channel environment, a physical warehouse.

   c. In the Type field, select the type of MRT you are creating.
      - **Inter-company:** The transfer can occur between locations in different transfer entities.
      - **Intra-company:** The transfer can occur between locations in the same transfer entity.

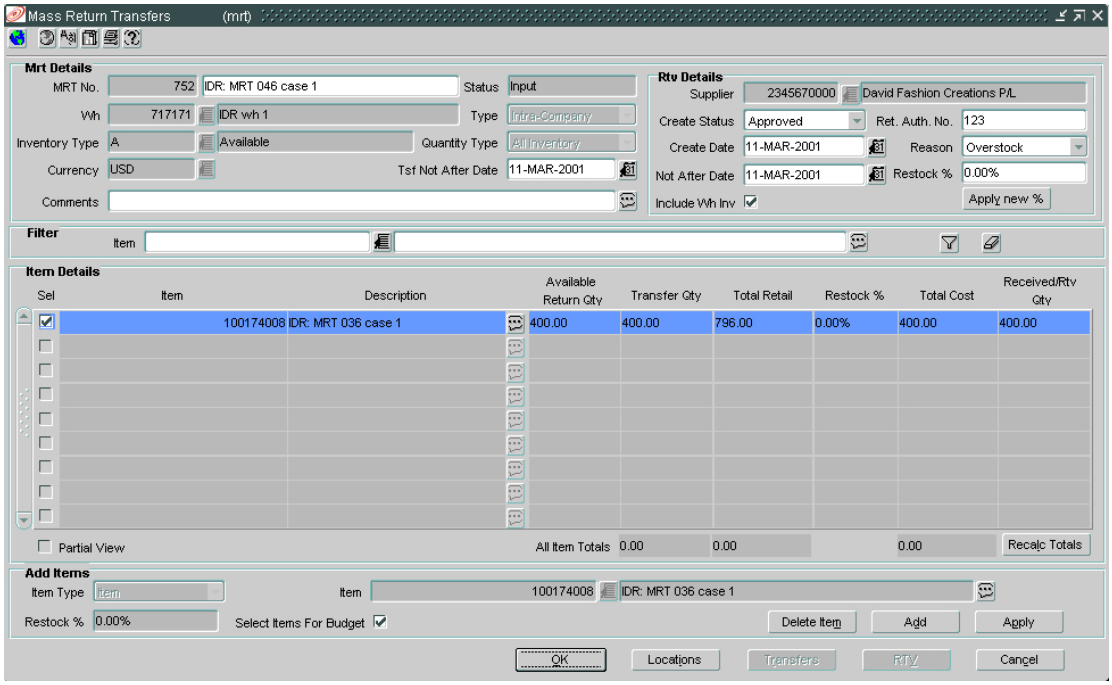
Note: If your system settings do not allow inter-company transfers, this field will default to intra-company.

   d. In the Inventory Type field, enter the ID of the type of merchandise you want to transfer, or click the LOV button and select a merchandise type.
   e. In the Quantity Type field, select how you will determine the number of items to transfer.
      - **Manual:** After selecting the item, you must enter the number of items to transfer. The quantity will default to the stock on hand (SOH), but if the SOH falls below the defined transfer quantity, the transfer will be created in input status.
      - **All Inventory:** Transfers are created for all stock on hand and the user can not specify how much to transfer,
   f. In the Tsf Not After Date field, enter the last date the transfer can occur, or click the calendar button and select a date.
4. Add items to a mass return transfer.
5. Add locations to a mass return transfer

Edit a mass return transfer

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input status. The Mass Return Transfers window is displayed.



- In the MRT Details area, update the enabled fields as necessary.

Maintain items on the mass return transfer

1. Filter the mass return transfer as necessary.
2. Edit the enabled fields.
3. Click **Apply**.

Add items to the mass return transfer

1. Click **Add**. The Add Items area is enabled.
2. In the Item Type field, select the type of item you want to add to the transfer.
3. In the Item field, enter the item ID or click the LOV button and select an item.
4. In the Restock % field, enter the percentage that is applied as a restocking fee to the item.

Note: This field is available only for RTV MRTs.

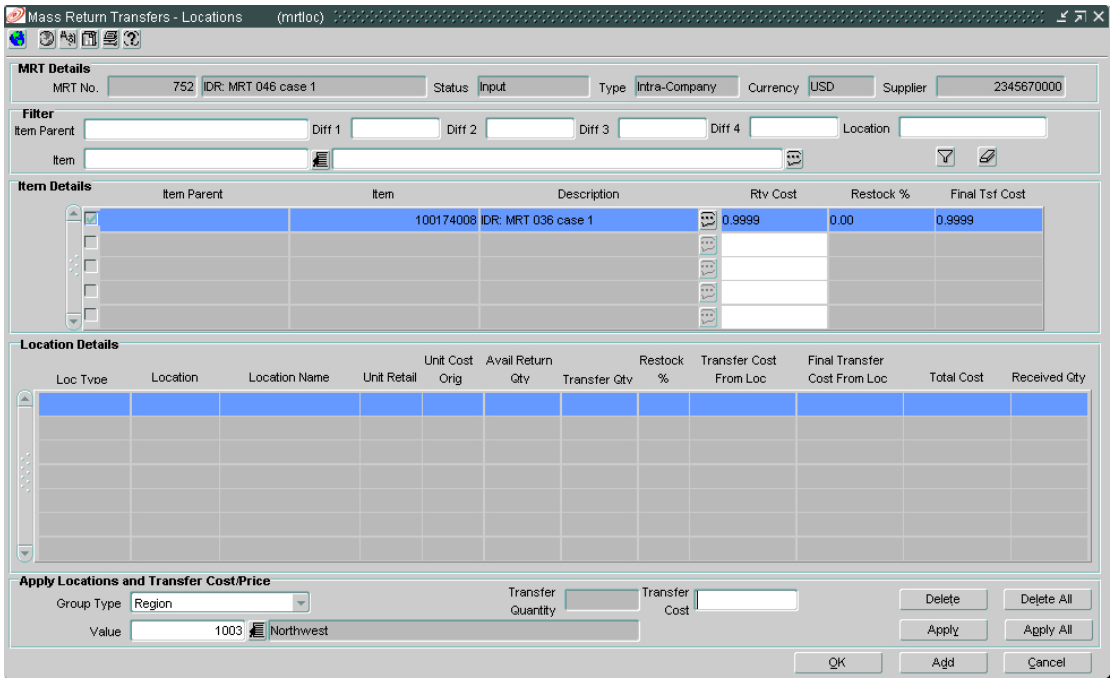
5. Click **Apply**. The Items are added to the table.

Delete an item from the mass return transfer

1. Select an item in the Item Details area.
2. Click **Delete Item**. You are prompted to confirm the deletion.
3. Click **Yes**.

Maintain locations on the mass return transfer

1. Click **Locations**. The Mass Return Transfers - Location window is displayed.



2. Filter the mass return transfer as necessary.
3. Edit the enabled fields.
4. Click **Apply**.

Add locations to the mass return transfer

1. In the Group Type field, select the type of locations you want to add.
2. In the Value field, enter the ID of the location or the location group or click the LOV button and select a location.
3. In the Transfer Quantity field, enter the number of items you want to transfer.

Note: If you selected All Inventory in the Quantity Type field, on the Mass Return Transfers window, this field is disabled.

4. In the Transfer Price field, enter the total amount of the item, including the cost of the item.

5. Apply the locations and costs to the transfer.
   - Click **Apply** to associate the costs and locations to the selected item on the transfer.
   - Click **Apply All** to associate the locations and items on the transfer.
     a. Select the option that identifies how you want the location and items associated.
     b. Click **OK** to save any changes and close the window.
6. Click **OK** to save any changes and close the window.

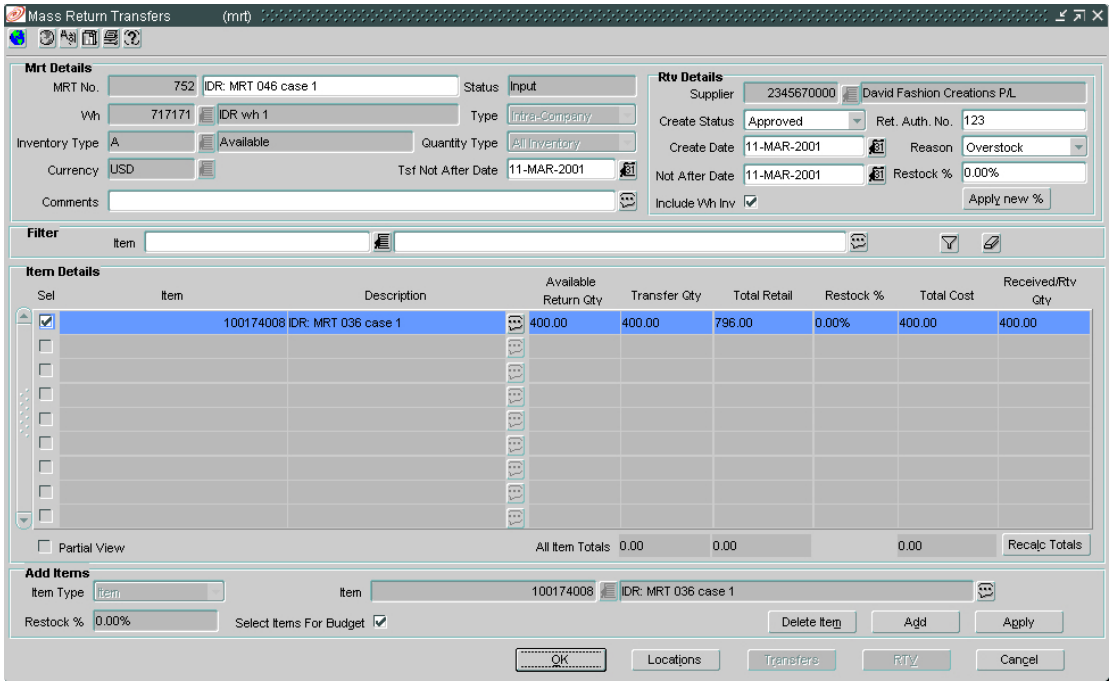
Delete locations from the mass return transfer

1. Select an item in the Locations Details area.
2. Delete the location and cost from the transfer.
   - Click **Apply** to associate the costs and locations to the selected item on the transfer
   - Click **Apply All** to associate the locations and items on the transfer.
     a. Select the option that identifies how you want the location and items associated.
     b. Click **OK** to save any changes and close the window.
3. Click **OK** to save any changes and close the window.

Filter a mass return transfer

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window is displayed.

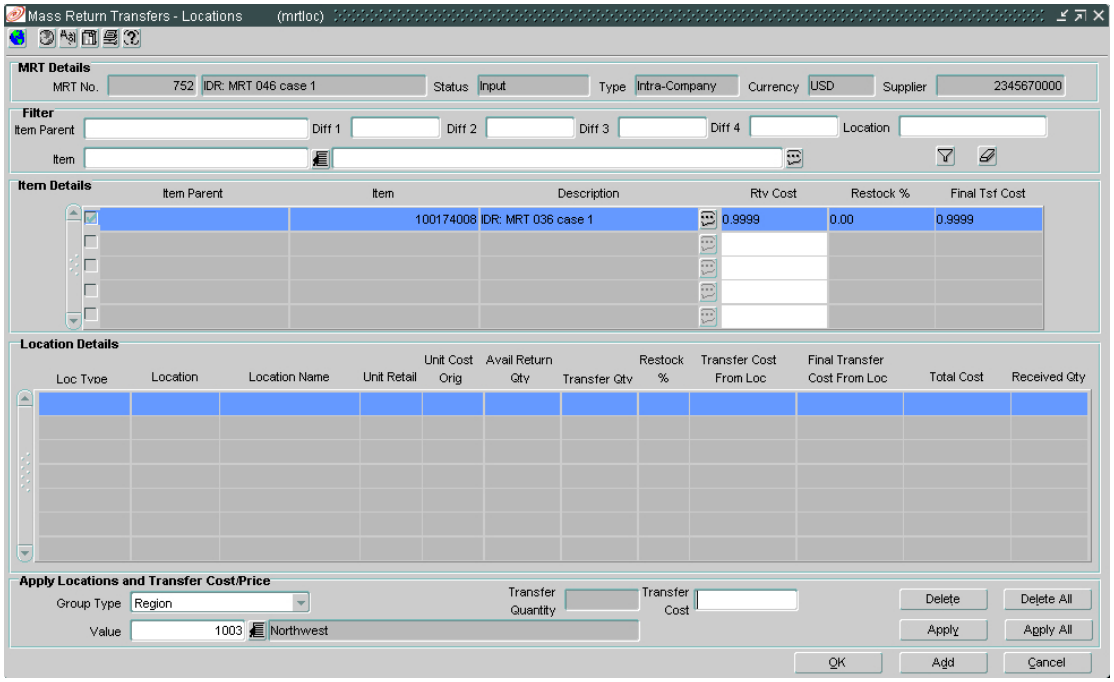
Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Worksheet status. The Mass Return Transfers window is displayed.



1. In the Filter area, enter an item ID, or click the LOV button and select an item.
2. Click the filter button. Matching results are displayed in the Item Details area.
3. Click the clear filter button to display all item on the mass return transfer.

Filter by item/location

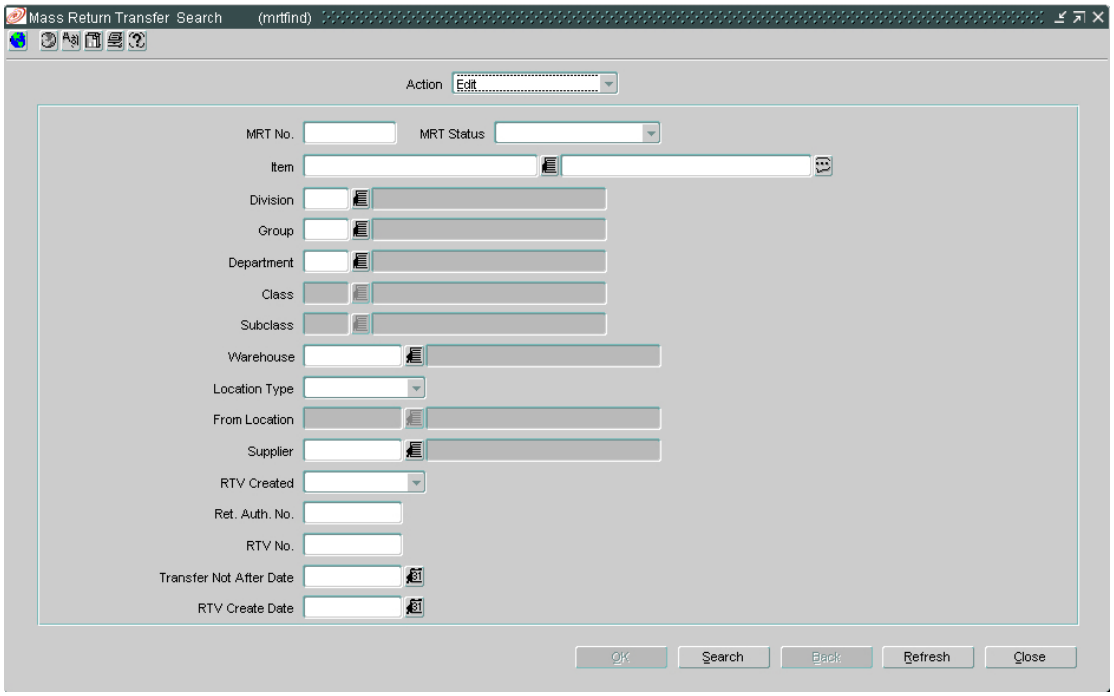
1. On the Mass Returns Transfer window, click **Locations**. The Mass Return Transfers - Locations window is displayed.



2. In the Filter area, enter the ID of the criteria you want to limit your search by in the appropriate field.
3. Click the filter button. Matching results are displayed in the Item Details area.
4. Click the clear filter button to display all item on the mass return transfer.

Search for a mass return transfer

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfers Search 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 Mass Return 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 Mass Return Transfers window.
5. Click **Close** to exit.

Mass returns approval process

When a mass return transfer is added to the system, it must go through a series of checks before it is accessible in the system. Depending on your user role, you may not be able to move the mass return transfer to the next status. A mass return transfer may be in any of the following statuses:

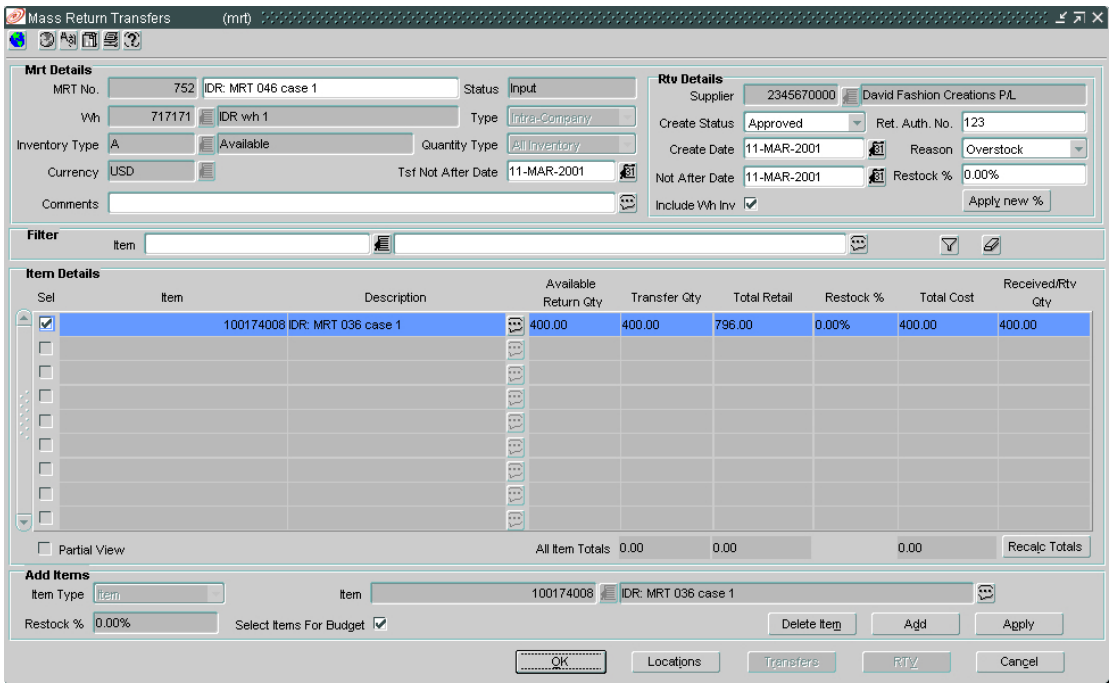
Status	Definition
Input,	The mass return transfer has been started, but not completed.
Submitted	The mass return transfer has been completed and is pending review.
Approved	The mass return transfer has been reviewed and has been approved.
Rejected	The mass return transfer has been submitted, reviewed, and has been rejected.
Closed	The mass return transfer is complete.
Canceled, Cancel	The mass return transfer has been manually closed and is no longer valid.
RTV Created	The mass return transfer has an associated RTV order for the MRT has been created

Procedures

Submit a mass return transfer

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Input status. The Mass Return Transfers window is displayed.

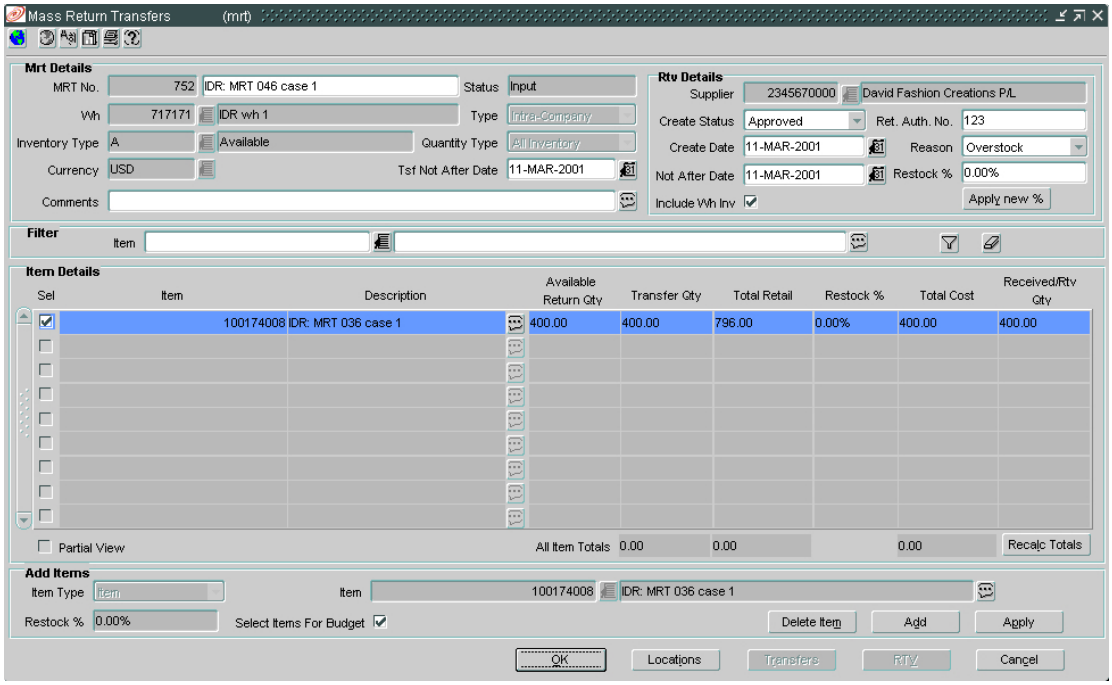


1. From the Options menu, select Submit. The status of the transfer changes to Submitted.
2. Click **OK** to save any changes and close the window.

Approve a mass return transfer

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Submitted status. The Mass Return Transfers window is displayed.

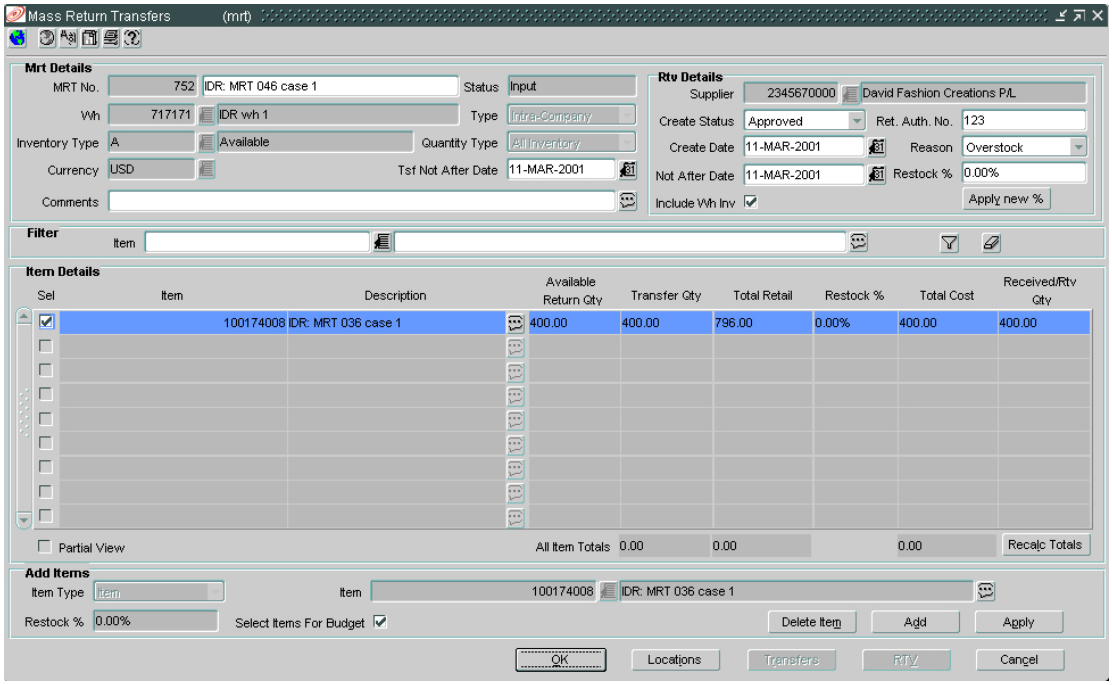


1. From the Options menu, select Approve. The status of the transfer changes to Approved.
2. Click **OK** to save any changes and close the window.

Reject a mass return transfer

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. Restrict the search to transfers in Worksheet status. The Mass Return Transfers window is displayed.

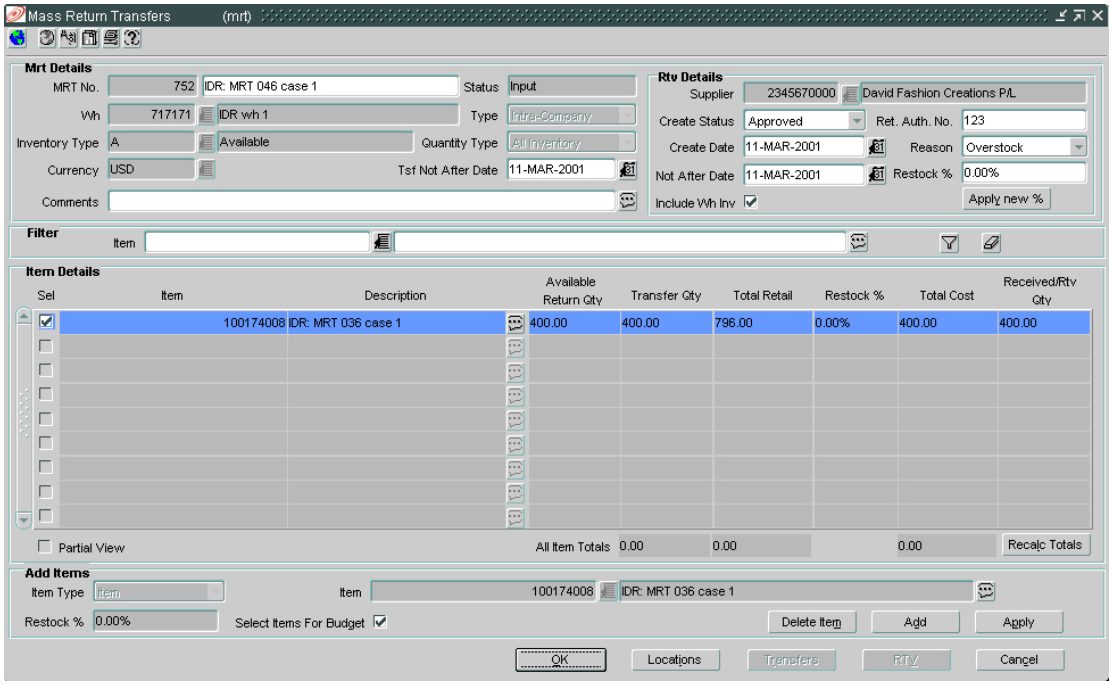


1. From the Options menu, select Reject. The status of the transfer changes to Rejected.
2. Click **OK** to save any changes and close the window.

Close a mass return transfer

⇒ **Navigate:** From the main menu, select Inventory > Mass Return Transfers. The Mass Return Transfer Search window is displayed.

Search for and retrieve a transfer in Edit mode. The Mass Return Transfers window is displayed.



1. From the Options menu, select Close . The status of the transfer changes to Closed.
2. Click **OK** to save any changes and close the window.

Inventory adjustments

Set up inventory adjustments

Inventory adjustments can be made online or they can be received from an external system, such as a warehouse management system. There are two types of adjustments that can be made to inventory:

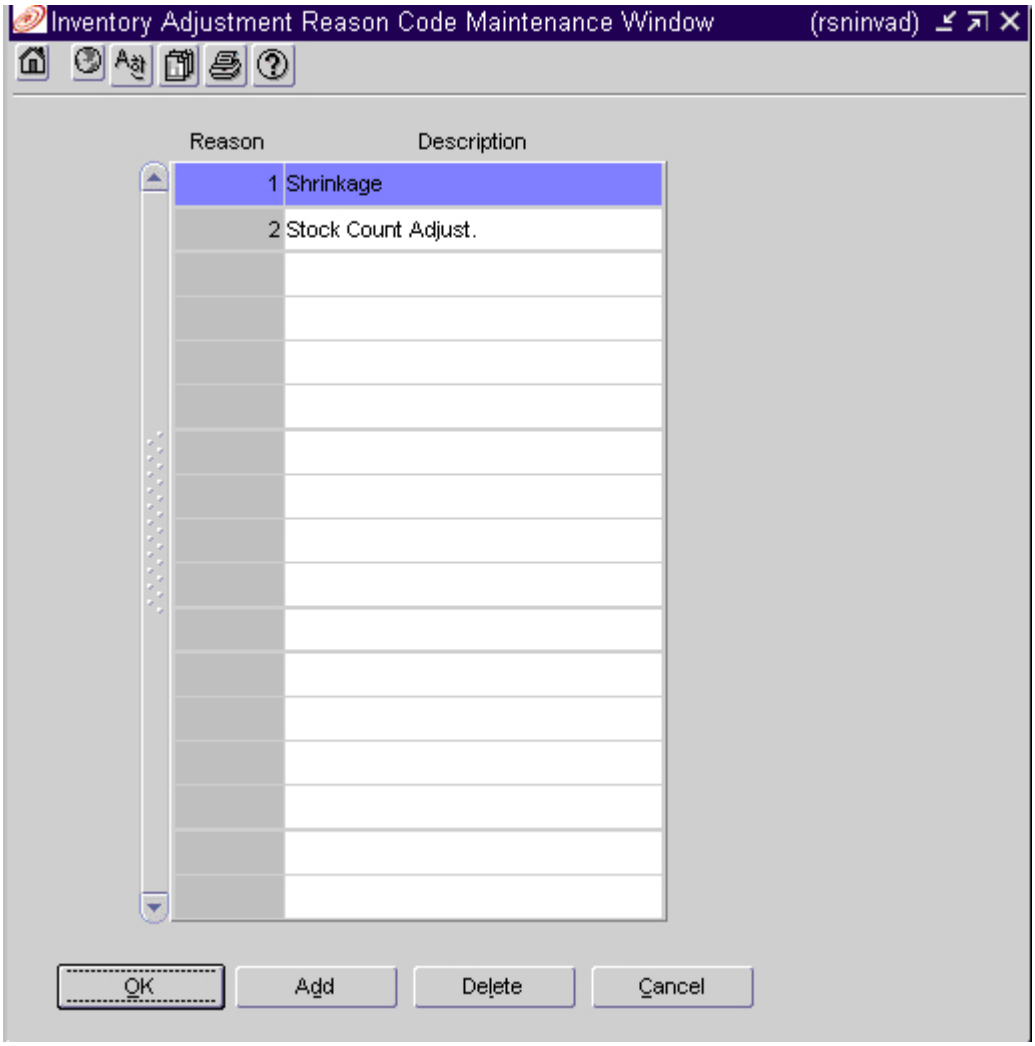
- **Stock on hand:** The quantity of stock on hand, or salable stock, is increased or decreased. Both the quantity and value of the stock on hand are adjusted in the stock ledger.
- **Unavailable inventory:** The quantity of stock on hand does not change, but the quantity of unavailable stock, or non-salable 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.

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.

Procedures

Add an inventory adjustment reason

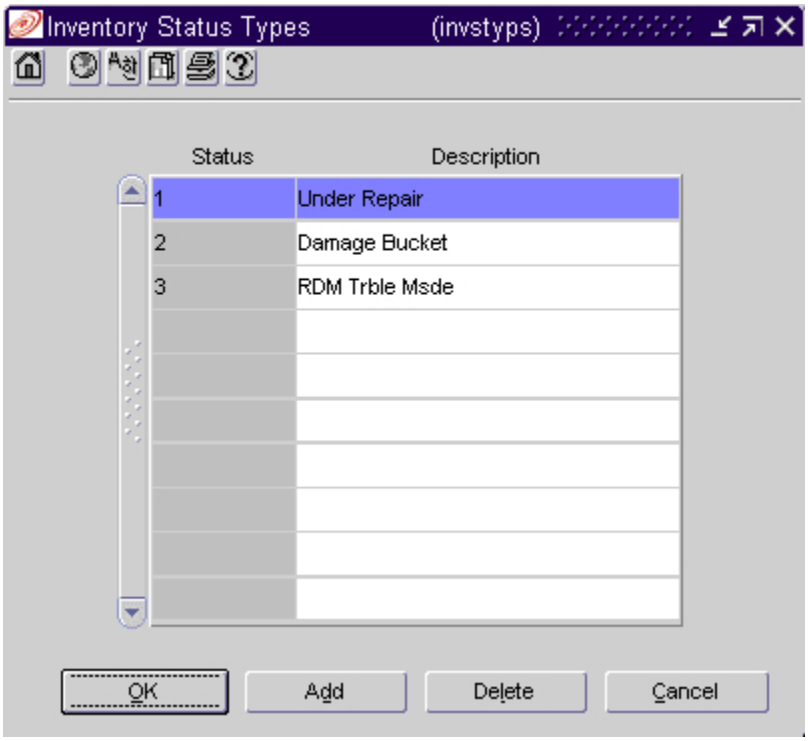
⇒ **Navigate:** From the main menu, select Control > Setup > Inventory Adjustment Reason > Edit. The Inventory Adjustment Reason Code Maintenance window is displayed.



1. Click **Add**. The next available line is enabled.
2. In the Reason field, enter a unique ID for the reason.
3. In the Description field, enter the description of the reason.
4. In the Cost of Good Sold field, select the check box to indicate that associating this reason with an inventory adjustment will affect the cost of goods sold.
5. Click **OK** to save your changes and close the window.

Add an inventory status type

⇒ **Navigate:** From the main menu, select Control > Setup > Inventory Status Types > Edit. The Inventory Status Types window is displayed.



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 save your changes and close the window.

Adjust inventory

Inventory adjustments can be made online or they can be received from an external system, such as a warehouse management system. 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.

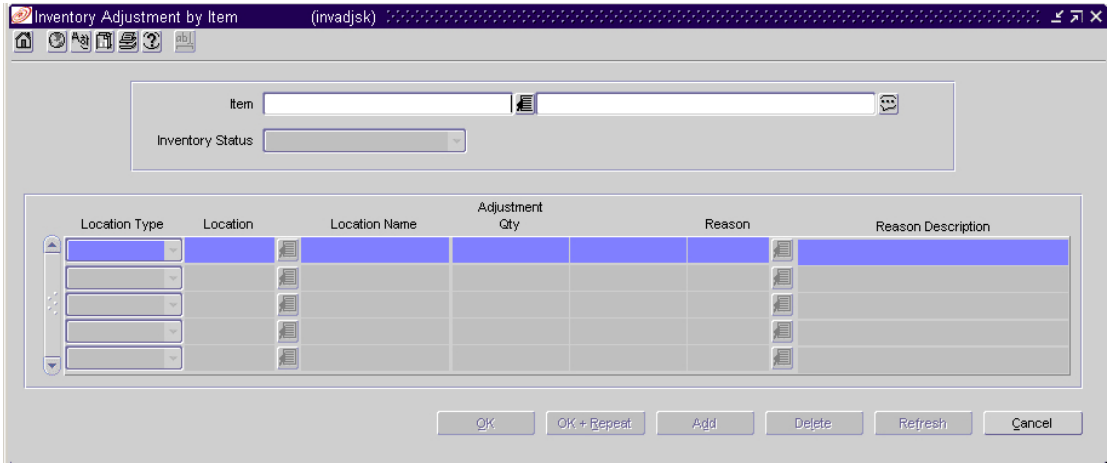
You can choose to adjust the inventory of one item at multiple locations, multiple items at one location, or a transformed item at one location. An example of a transformed item might be a watermelon that is sliced into smaller chunks for sale. You reduce the stock on hand for whole watermelons and increase the stock on hand for sliced pieces of watermelon.

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.

Procedures

Adjust inventory by item

⇒ **Navigate:** From the main menu, select Inventory > Inventory Adjustments > By Item. The Inventory Adjustment by Item window is displayed.



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.

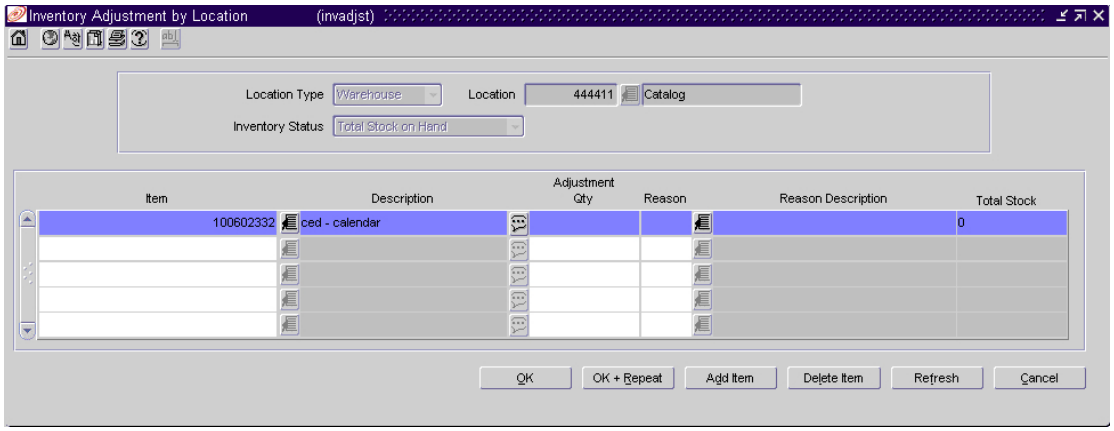
4. In the Location Type field, select the type of location where the adjustment is needed.

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** to save your changes and close the window.

Adjust inventory by location

⇒ **Navigate:** From the main menu, select Inventory > Inventory Adjustments > By Store/Warehouse. The Inventory Adjustment by Location window is displayed.



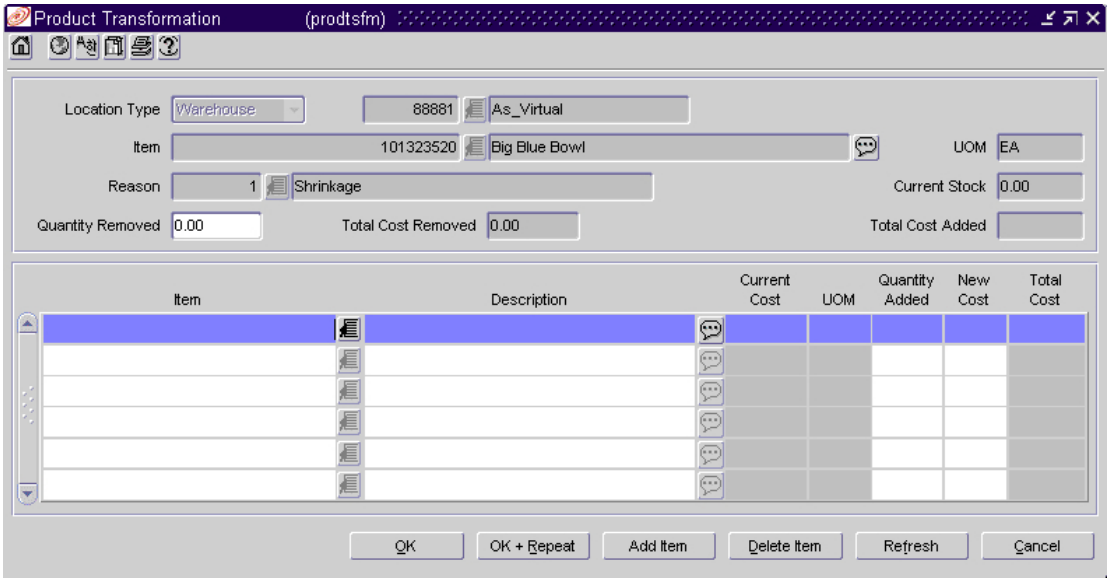
1. In the Location Type field, select the type of location where the adjustment must be made.
2. In the Location field, enter the ID of the location, or click the LOV button and select the location.
3. In the Inventory Status field, select the status that you want to apply to the items at the selected 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** to save your changes and close the window.

Adjust inventory of transformed items

⇒ **Navigate:** From the main menu, select Inventory > Inventory Adjustments > Product Transformation. The Product Transformation window is displayed.



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** to save your changes and close the window.

Chapter 8 – Replenishment

Replenishment
Investment buy
Set up investment buy parameters
Review recommended order quantities
Submit and approve the purchase order
Replenishment
Set up replenishment parameters
Review recommended order quantities
Apply replenishment to an item
Split an order by truckload
Submit and approve the purchase order

Investment buy

Set up investment buy parameters

Investment buy is the process of purchasing inventory in excess of the replenishment recommendation to take advantage of a supplier deal or to leverage inventory against a cost increase.

To utilize the investment buy process:

1. Set up suppliers, indicating the level of inventory management.
2. Indicate that the suppliers are investment buy eligible.
3. Identify investment buy warehouses, indicate limiting parameters for the warehouse in a single channel or multi-channel environment.
4. Recommended order quantities are displayed on a buyer worksheet or are automatically added to purchase order, as defined in setup.
5. If you choose to utilize the buyer worksheet, verify replenishment recommended order quantities, determine the actual order quantities, and add items as necessary.
6. Select items on the buyer worksheet and create a purchase order.

Procedures

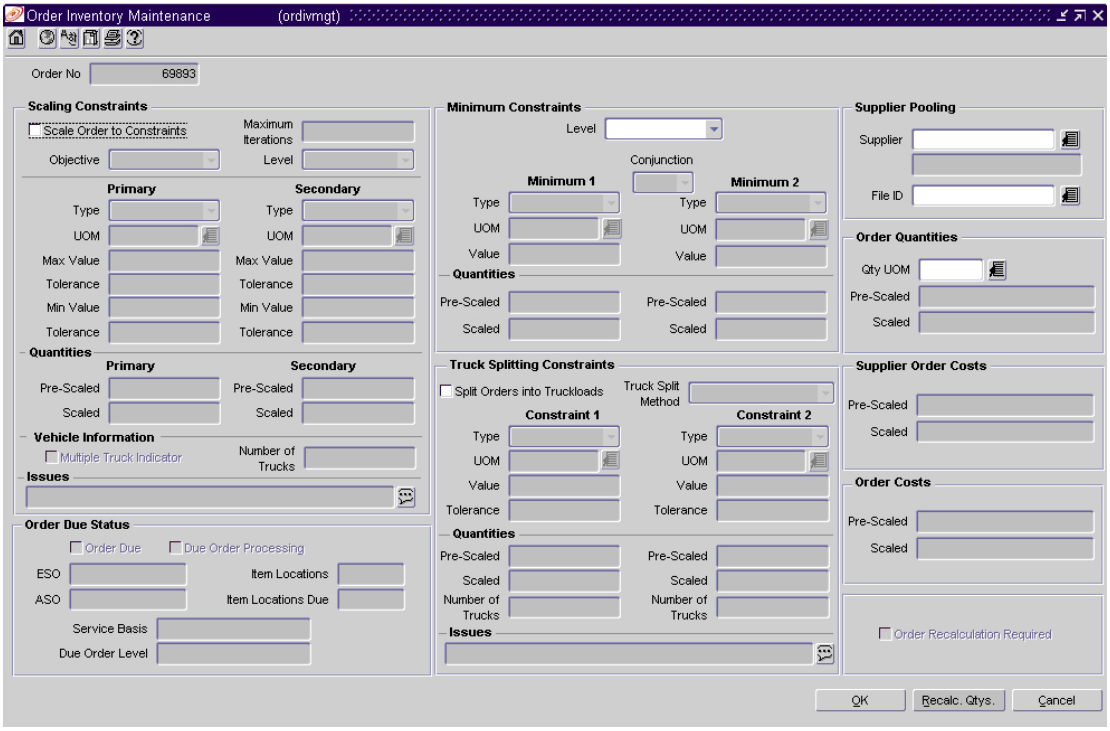
Add inventory management constraints to a PO at the order, item, or location level

⇒ **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.

(Optional): Click **Items**. The PO Item Maintenance window is displayed. Select an item on the table. (Optional): Click **Locations**. The PO Item/Location window is displayed. Select a location on the Order Detail table.

From the Options menu, select Inventory Mgmt./Totals. The Order Inventory Maintenance Window is displayed.



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:
   - **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.
   - **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:
   - **Type:** Select the secondary type of constraint to use when scaling orders.

Note: The Secondary Type cannot be the same as the Primary Type.

   - **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.
   - **Max Value:** Enter the maximum value of the constraint.
   - **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.
   - **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.

Define minimum constraints

1. In the Level field, select the level at which the minimum order requirements of the supplier must be met
2. 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.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.

3. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
4. 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.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.

Define truck splitting constraints

1. In the Truck Splitting Constraints area, select the Split Order into Truckloads check box. The Truck Splitting Constraints area is enabled.
2. In the Constraint 1 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.
   - **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.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
3. 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.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.

Add a pooled supplier

1. In the Supplier field, enter the supplier ID or click the LOV button and select the supplier.
2. In the File ID field, enter the file ID or click the LOV button and select the file ID.

Define order quantity scaling

- In the UOM field select the code to display the scaled and prescaled quantities.

Recalculate the purchase order

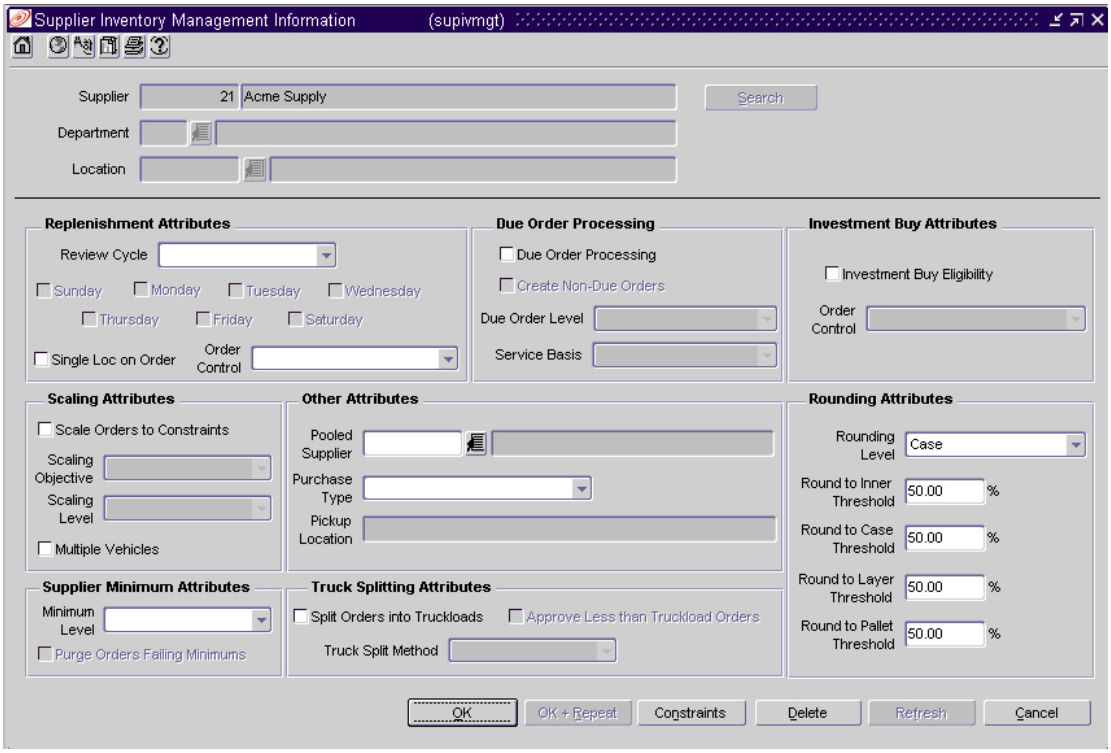
1. Click **Recalc. Qtys**. The Pre-Scaled and Scaled information is displayed in the appropriate fields.
2. Click **OK** to save your changes and close the window.

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.



- 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.

Define replenishment review attributes

1. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
2. To select the day on which the item is reviewed:
   - If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
   - If the review cycle is every week, select the days of the week. You may select more than one day.
   - If the frequency is every two or more weeks, select the day of the week.
3. In the Order Control field, select how POs are processed for the supplier.
4. Select the Single Loc on Order check box if only one location can be on an order.

Define due order processing parameters

1. Select the Due Order Processing check box to have due order processing performed for replenishment items from the supplier.
2. 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.
3. In the Due Order Level field, select the level at which the due order processing is based.
4. In the Service Basis field, select the parameter that is used in calculating the stock out levels.

Define supplier minimum attributes

1. In the Minimum Level field, select the minimum order quantity at which the supplier accepts orders.
2. Select the Purge Orders Failing Minimums check box to create POs that meet the supplier minimum.

Specify scaling attributes

1. Select the Scale Order to Constraints check box to have items on purchase orders for the supplier scaled to meet the scaling constraints.
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, indicate if the PO should be scaled to the location need or to the entire order.
4. Select the Multiple Vehicles check box to indicate that multiple vehicles may be used when delivering the order.

Define other attributes

1. In the Pooled Supplier field enter the ID of the supplier, or click the LOV button and select a supplier.
2. In the Purchase Type field, select the purchase type method.
3. 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.

Define truck splitting attributes

1. Select the Split Orders into Truckloads checkbox to indicate that orders that exceed a truckload should be split.
2. To allow Less than Truckload (LTL) orders, select the Auto Approve LTL Orders check box.
3. In the Truck Split Method field, select the method of truck splitting used with this supplier.

Define investment buy attributes

1. Select the Investment Buy Eligibility check box to enable investment buy attributes.
2. In the Order Control field, select how POs are processed for the investment buy orders.

Define rounding attributes

1. In the Rounding Level field, select the level to which quantities should be rounded.
2. In the Round to Inner Threshold field, enter the percent of the inner needed to round to an additional inner.
3. In the Round to Case Threshold field, enter the percent of the case needed to round to an additional case.
4. In the Round to Layer Threshold field, enter the percent of the layer needed to round to an additional level.
5. In the Round to Pallet Threshold field, enter the percent of the pallet needed to round to an additional pallet.

Add investment buy attributes to a warehouse

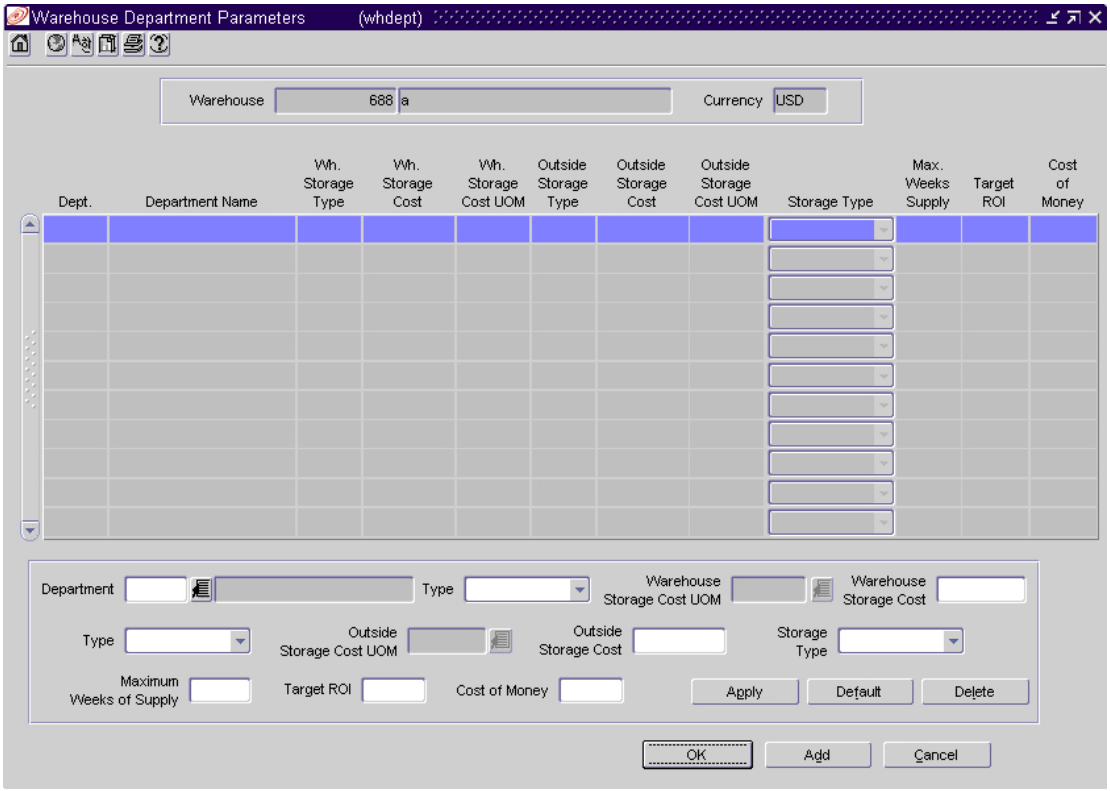
⇒ **Navigate:** From the main menu, select Actions > Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

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 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.



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.
10. Click **OK** to save your changes and close the window.

Replenishment

Set up replenishment parameters

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.

Procedures

Add a delivery schedule at the store or warehouse level

⇒ **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 Delivery Schedule. The Delivery Schedule window is displayed.

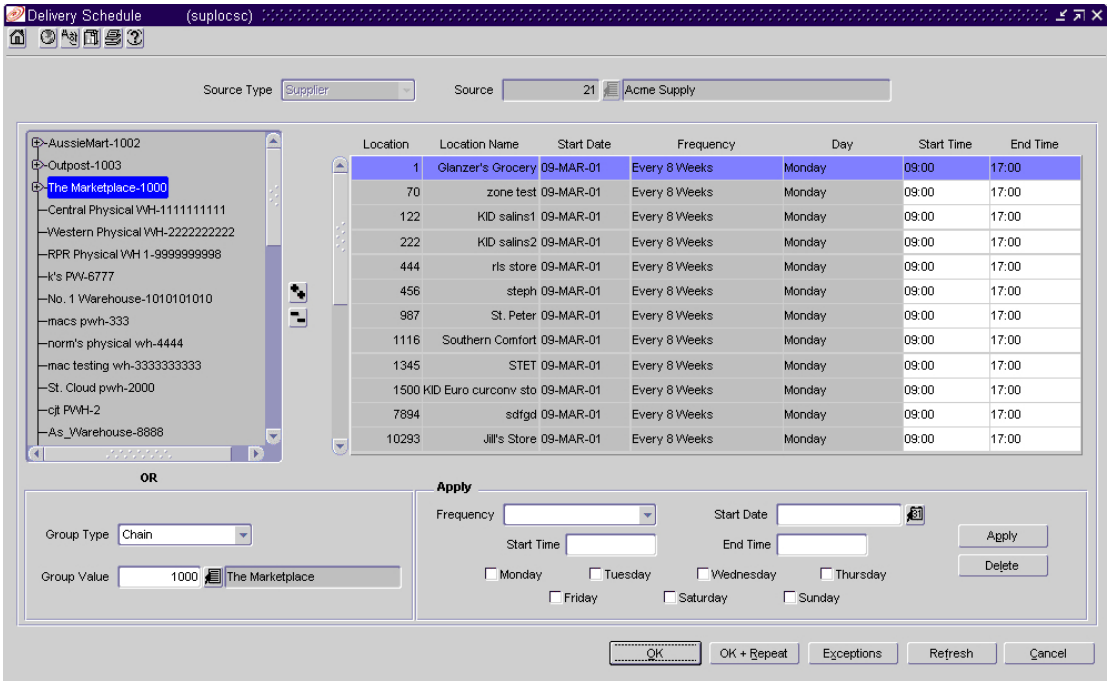
OR

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 Delivery Schedule. The Delivery Schedule window is displayed.



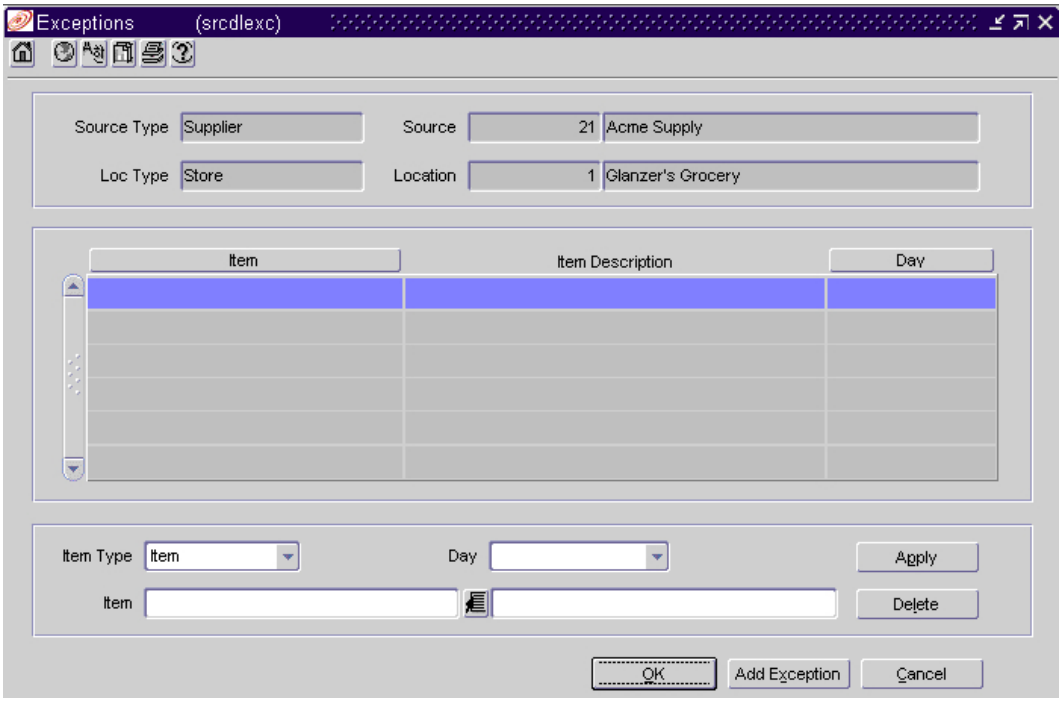
1. In the Source Type field, select the type of source for the delivery schedule.
2. In the Source field, enter the ID of the supplier or source warehouse, or click the LOV button and select the supplier or warehouse.
3. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
4. 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.

5. In the Frequency field, select how often you want the supplier to deliver to the locations.
6. In the Start Date field, enter the date on which the delivery schedule is effective.
7. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
8. In the End Time field, enter the time that the delivery is scheduled to end at the location.
9. 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.

Note: You can select more than one delivery day if the frequency is every week.

    c. If the frequency is every two or more weeks, select the day of the week.
    d. Click **Apply**.
11. 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.

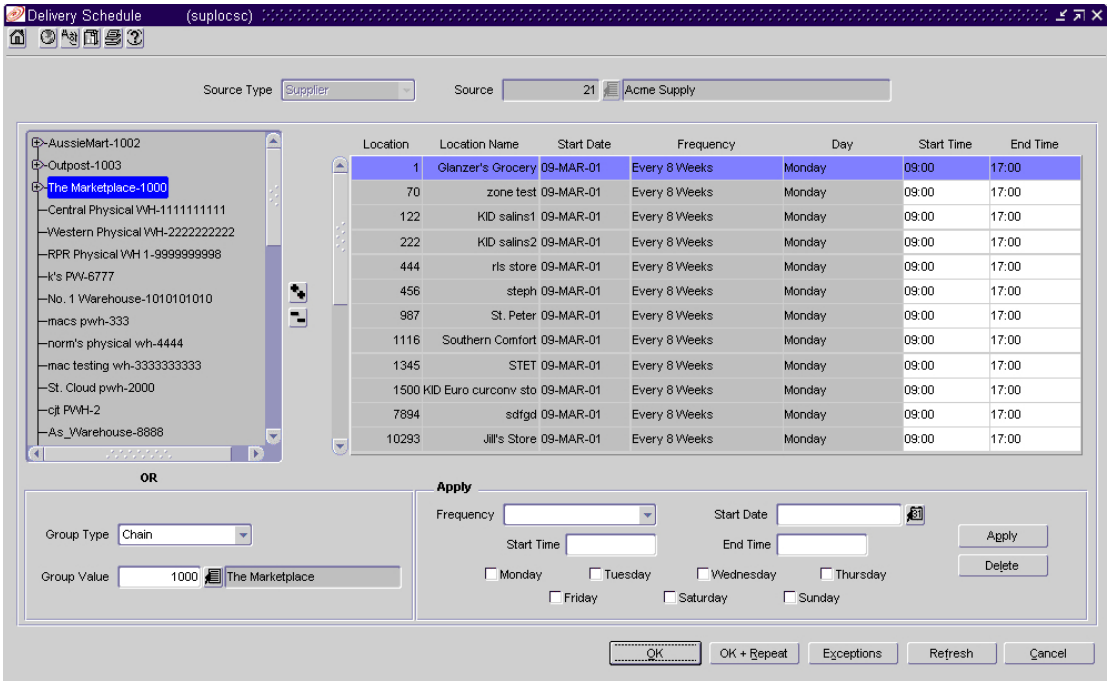
12. Click **OK** to save your changes and close the window.

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.

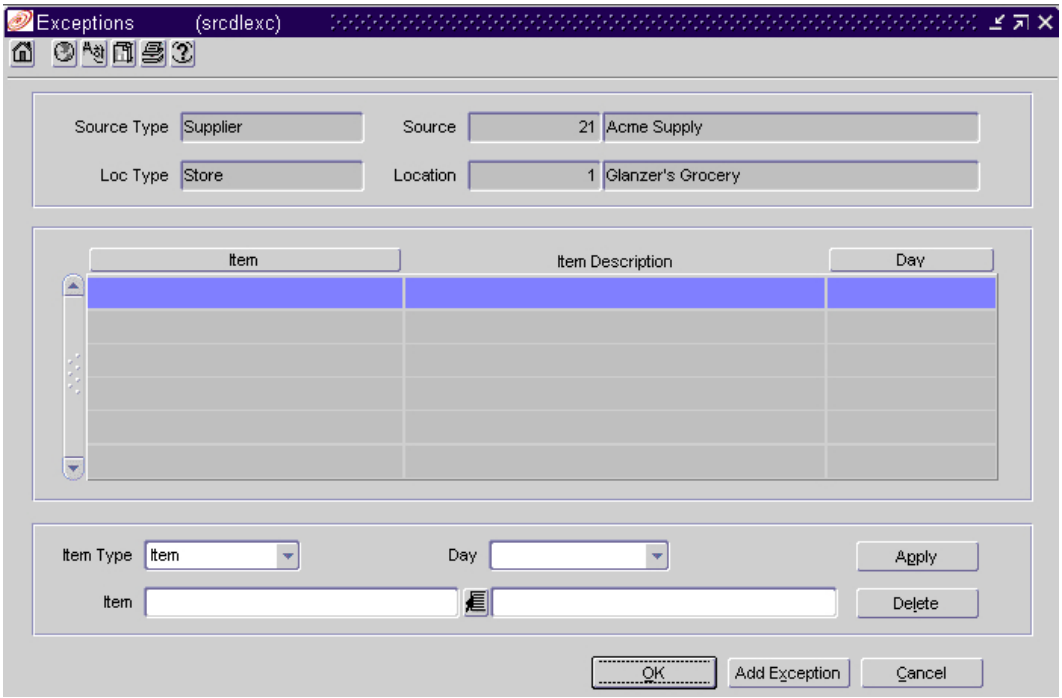


1. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
2. In the Group Value field, enter the ID of the grouping mechanism or location for the delivery schedule, or click the LOV button and select a grouping mechanism or location.

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.
   d. Click **Apply**.
8. 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.
9. Click **OK** to save your changes and close the window.

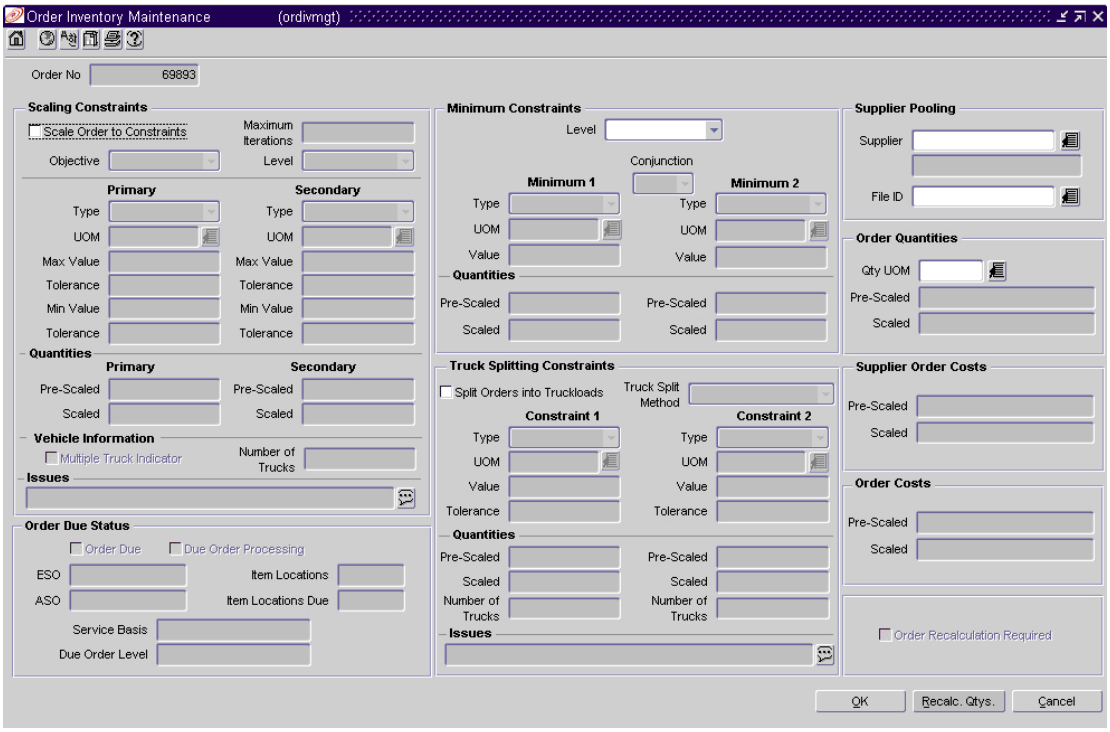
Add inventory management constraints to a PO at the order, item, or location level

⇒ **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.

(Optional): Click **Items**. The PO Item Maintenance window is displayed. Select an item on the table. (Optional): Click **Locations**. The PO Item/Location window is displayed. Select a location on the Order Detail table.

From the Options menu, select Inventory Mgmt./Totals. The Order Inventory Maintenance Window is displayed.



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:
   - **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.
   - **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:
   - **Type:** Select the secondary type of constraint to use when scaling orders.

   Note: The Secondary Type cannot be the same as the Primary Type.

   - **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.
   - **Max Value:** Enter the maximum value of the constraint.
   - **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.
   - **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.

Define minimum constraints

1. In the Level field, select the level at which the minimum order requirements of the supplier must be met
2. 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.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.
3. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.

4. 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.
   - **Value:** Enter the value of the first minimum order requirement of the supplier.

Define truck splitting constraints

1. In the Truck Splitting Constraints area, select the Split Order into Truckloads check box. The Truck Splitting Constraints area is enabled.
2. In the Constraint 1 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.
   - **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.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.
3. 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.
   - **Value:** Enter the value of the constraint.
   - **Tolerance:** Enter the percentage tolerance for the maximum value of the constraint.

Add a pooled supplier

1. In the Supplier field, enter the supplier ID or click the LOV button and select the supplier.
2. In the File ID field, enter the file ID or click the LOV button and select the file ID.

Define order quantity scaling

- In the UOM field select the code to display the scaled and prescaled quantities.

Recalculate the purchase order

1. Click **Recalc. Qtys**. The Pre-Scaled and Scaled information is displayed in the appropriate fields.
2. Click **OK** to save your changes and close the window.

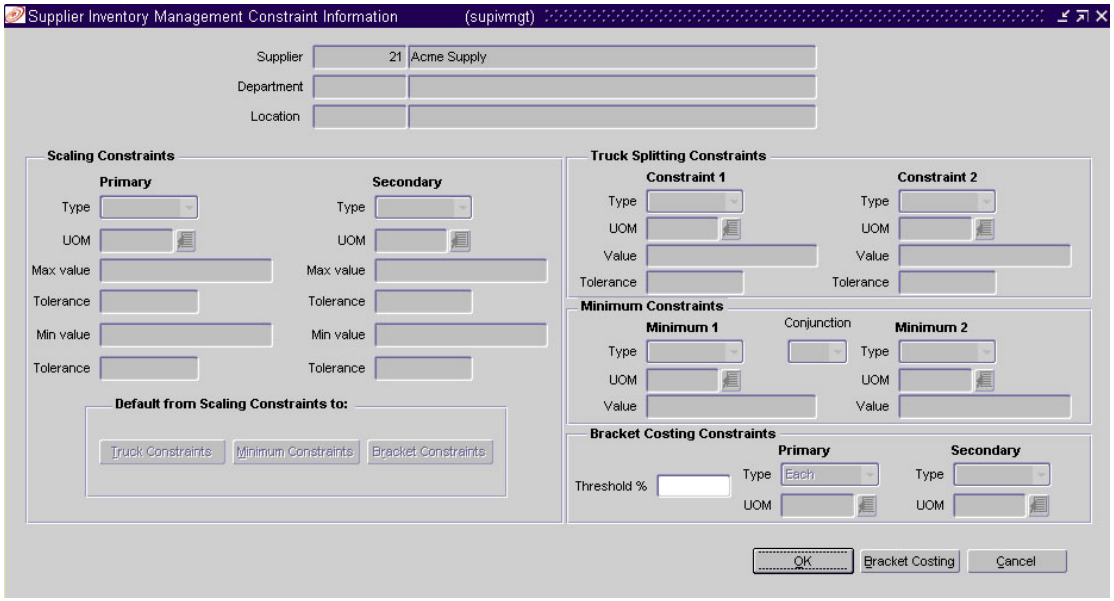
Add inventory management constraints to a supplier

⇒ **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.



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.

1. 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.
   - **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:
   - **Type:** Select the secondary type of constraint to use when scaling orders.

     Note: The Secondary Type cannot be the same as the Primary Type.
   - **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.
   - **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.
   - **Min Value Tolerance:** Enter the percentage tolerance for the minimum value of the constraint.
3. To default the scaling constraints to other areas:
   - Click **Truck Constraints** to apply the scaling constraints to the Truck Splitting Constraints area.
   - Click **Minimum Constraints** to apply the scaling constraints to the Minimum Constraints area.
   - Click **Bracket Constraints** to apply the scaling constraints to the Bracket Costing Constraints area.

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.

1. In the Constraint 1 column, complete the following fields:
   - **Type:** Select the primary type of constraint to use when splitting orders into truckloads.
   - **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.
   - **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.

2. 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.

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.

1. 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.
2. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
3. 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.

Define bracket costing constraints

1. 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.
2. In the Primary column, complete the following fields:
   - **Type:** Select how the first bracket costing constraint is expressed.
   - **UOM:** If you selected Mass or Volume as the primary type, enter the UOM code, or click the LOV button and select the UOM.
3. In the Secondary column, complete the following fields:
   - **Type:** Select how the second bracket costing constraint is expressed.

Note: The Secondary Type cannot be the same as the Primary Type.

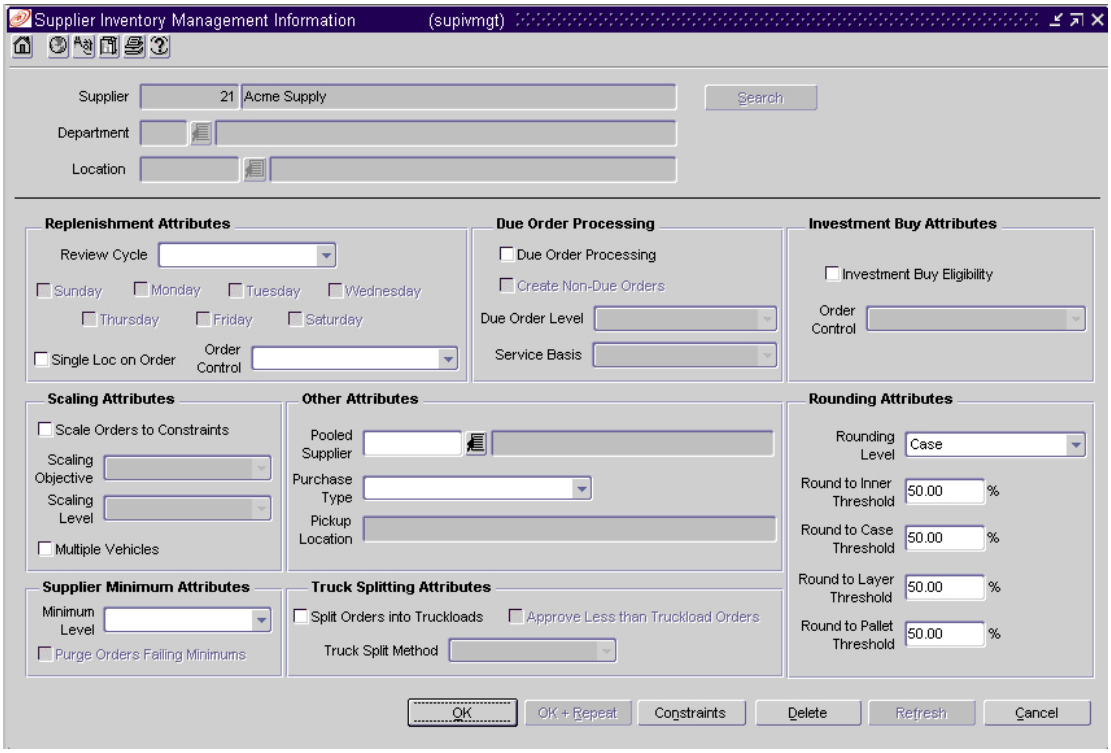
   - **UOM:** If you selected Mass or Volume as the secondary type, enter the UOM code, or click the LOV button and select the UOM.
4. Click **OK** to save your changes and exit.

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.



- 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.

Define replenishment review attributes

1. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
2. To select the day on which the item is reviewed:
   - If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
   - If the review cycle is every week, select the days of the week. You may select more than one day.
   - If the frequency is every two or more weeks, select the day of the week.
3. In the Order Control field, select how POs are processed for the supplier.
4. Select the Single Loc on Order check box if only one location can be on an order.

Define due order processing parameters

1. Select the Due Order Processing check box to have due order processing performed for replenishment items from the supplier.
2. 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.
3. In the Due Order Level field, select the level at which the due order processing is based.
4. In the Service Basis field, select the parameter that is used in calculating the stock out levels.

Define supplier minimum attributes

1. In the Minimum Level field, select the minimum order quantity at which the supplier accepts orders.
2. Select the Purge Orders Failing Minimums check box to create POs that meet the supplier minimum.

Specify scaling attributes

1. Select the Scale Order to Constraints check box to have items on purchase orders for the supplier scaled to meet the scaling constraints.
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, indicate if the PO should be scaled to the location need or to the entire order.
4. Select the Multiple Vehicles check box to indicate that multiple vehicles may be used when delivering the order.

Define other attributes

1. In the Pooled Supplier field enter the ID of the supplier, or click the LOV button and select a supplier.
2. In the Purchase Type field, select the purchase type method.
3. 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.

Define truck splitting attributes

1. Select the Split Orders into Truckloads checkbox to indicate that orders that exceed a truckload should be split.
2. To allow Less than Truckload (LTL) orders, select the Auto Approve LTL Orders check box.
3. In the Truck Split Method field, select the method of truck splitting used with this supplier.

Define investment buy attributes

1. Select the Investment Buy Eligibility check box to enable investment buy attributes.
2. In the Order Control field, select how POs are processed for the investment buy orders.

Define rounding attributes

1. In the Rounding Level field, select the level to which quantities should be rounded.
2. In the Round to Inner Threshold field, enter the percent of the inner needed to round to an additional inner.
3. In the Round to Case Threshold field, enter the percent of the case needed to round to an additional case.
4. In the Round to Layer Threshold field, enter the percent of the layer needed to round to an additional level.
5. In the Round to Pallet Threshold field, enter the percent of the pallet needed to round to an additional pallet.

Apply replenishment to an item

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.

To utilize replenishment, 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 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 depends 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.

Procedures

Add replenishment attributes to an item or item list

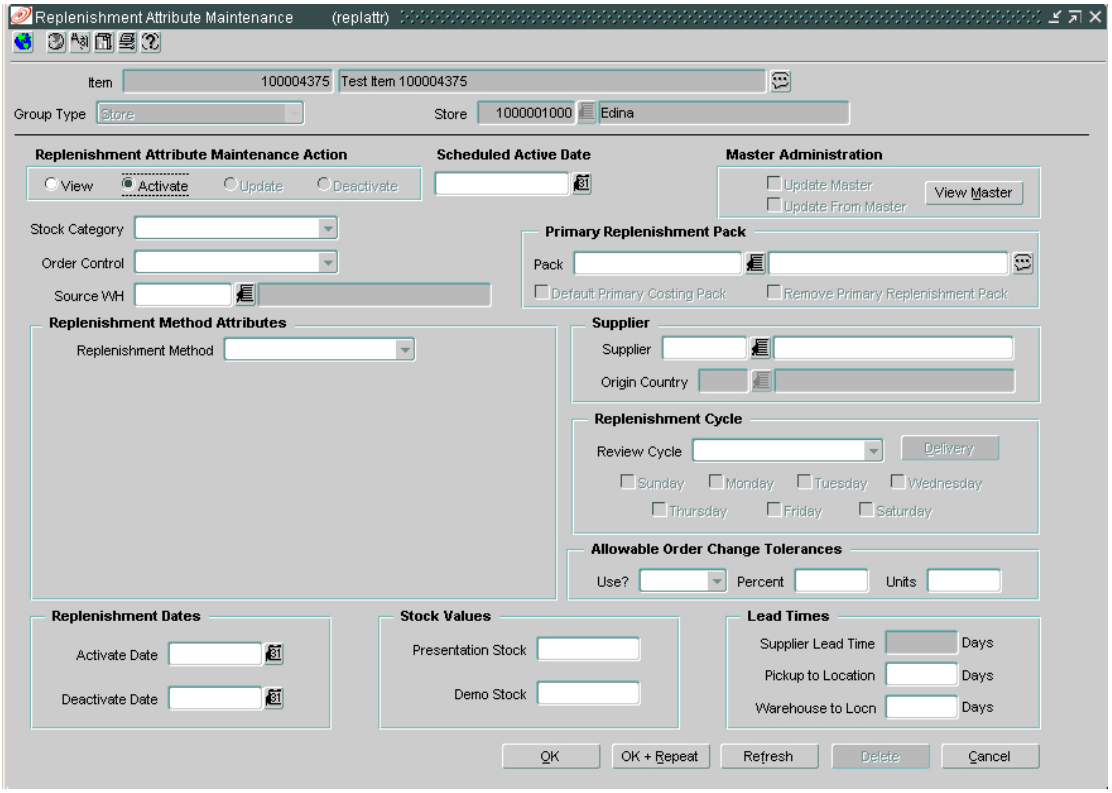
⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

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

On the Options list, select the Replenishment option. The Replenishment Attribute Maintenance window is displayed.

OR

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.



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 area, select Activate.
4. In the Scheduled Active Date field, select the date the new replenishment attributes become active.

   Note: For a single item, leave the field blank to make the replenishment attributes effective immediately.
5. In the Master Administration area, select:
   - **Update Master** to update the master replenishment attributes with the replenishment attributes you are adding.
   - **Update From Master** to update the replenishment attributes with the attributes recorded on item master.

6. In the Stock Category field, select the method by which the item is sourced and delivered to the stores.
7. In the Order Control field, select how purchase orders are created for the item.
8. 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.

Select a replenishment method

1. In the Replenishment Method field, select the replenishment method for the item.
2. Enter the replenishment parameters in the associated replenishment fields.

Specify the replenishment dates

1. 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.
2. 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.

Define the primary replenishment pack

1. Enter the pack ID number that identifies the pack, or click the LOV button and select the replenishment pack.
2. Select the Default Primary Costing Pack to indicate the pack is the costing pack for replenishment.
3. Select Remove Primary Replenishment Pack to indicate the primary replenishment pack is removed.

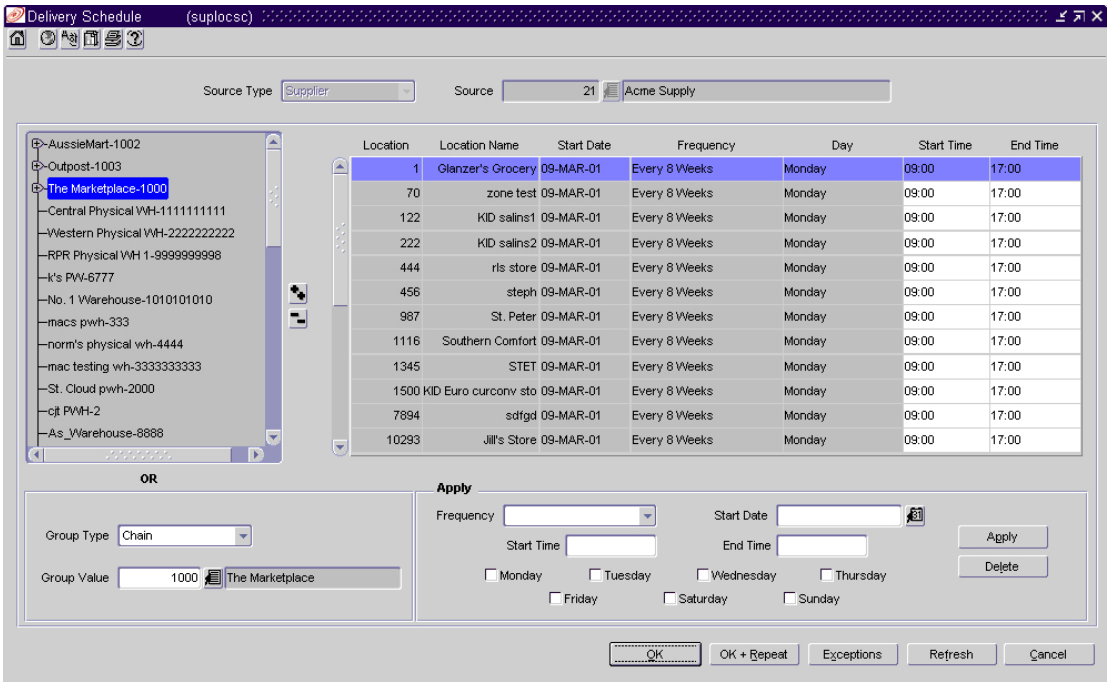
Specify the supplier for the replenishment of the item

1. In the Supplier field, enter the ID of the supplier for the item, or click the LOV button and select a supplier.
2. In the Origin Country field, enter the code of the country of origin, or click the LOV button and select a country.

Define the replenishment cycle

1. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
2. 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.

3. To view the Delivery Schedule for the item, click **Delivery**. The Delivery Schedule window is displayed.



Define allowable order change tolerances

Note: Order change tolerances do not apply to replenishment transfers.

1. In the Use? field, select whether replenishment order quantities can be changed.
2. 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.

Define stock values

1. In the Presentation Stock field, enter the quantity of presentation stock for the item.
2. 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.

Specify the lead times for the item

1. In the Supplier Lead Time field, enter the number of lead days the supplier needs.
2. 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.

3. 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.

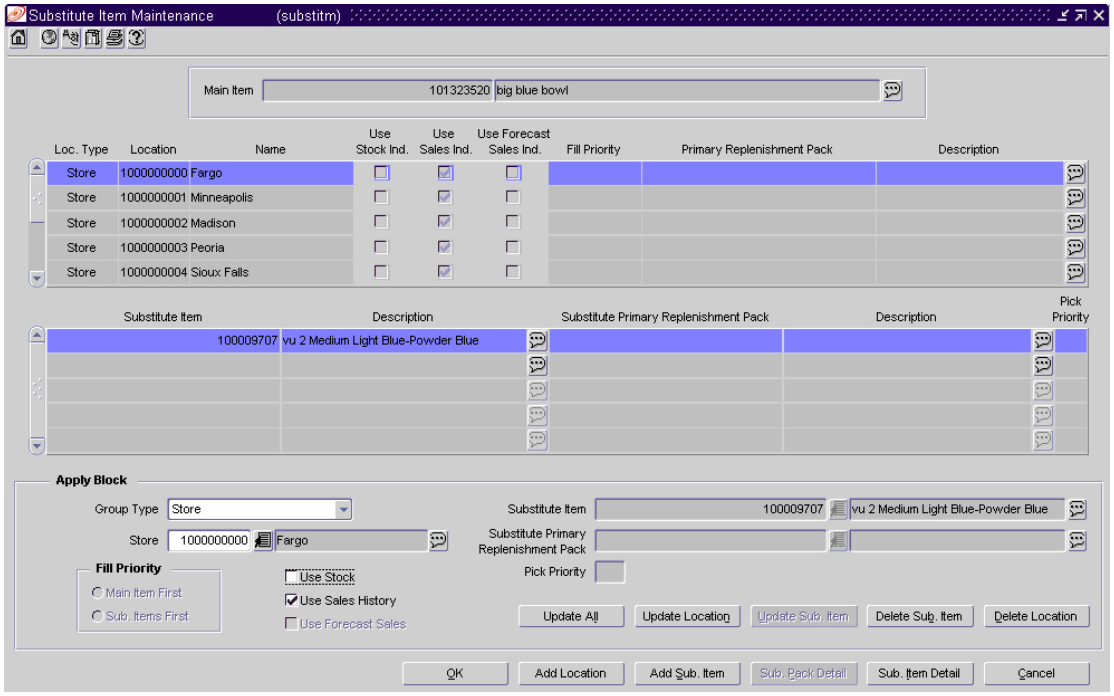
4. Click **OK** to save your changes and close the window.

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 Items window is displayed.

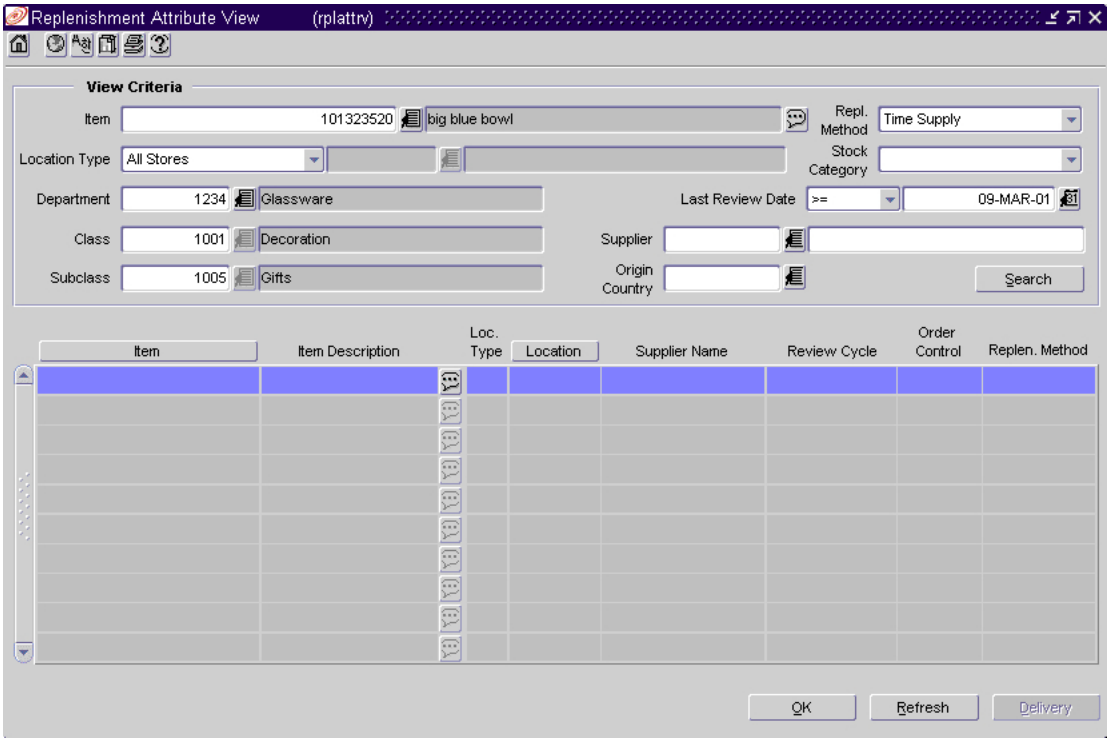


1. Click **Add Locations**. The fields in the apply block are enabled.
2. In the Group Type field, select the type of grouping mechanism or location for the item substitution.
3. In the Group Value field, enter the ID of the grouping mechanism or location for the item substitution, or click the LOV button 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 your changes and close the window.

Review items on replenishment

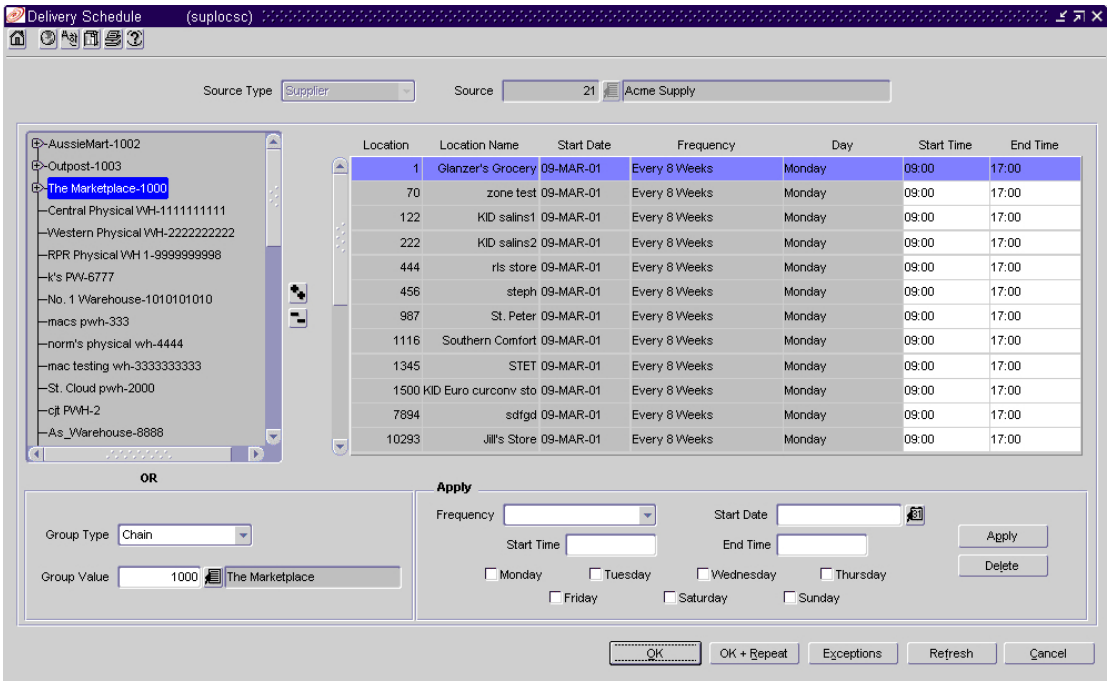
⇒ **Navigate:** From the main menu, select Items > Replenishment. The Replenishment Attribute View window is displayed.



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 alternate information pertinent to replenishment, from the view menu, select an applicable view.

Add a delivery schedule

1. Click **Delivery**. The Delivery Schedule window is displayed.



2. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
3. 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.

4. In the Frequency field, select how often you want the supplier to deliver to the locations.
5. In the Start Date field, enter the date on which the delivery schedule is effective.
6. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
7. In the End Time field, enter the time that the delivery is scheduled to end at the location.
8. 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.
9. Click **Apply**.

10. 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 save your changes and close the window.
12. Click **OK** to save your changes and close the window.

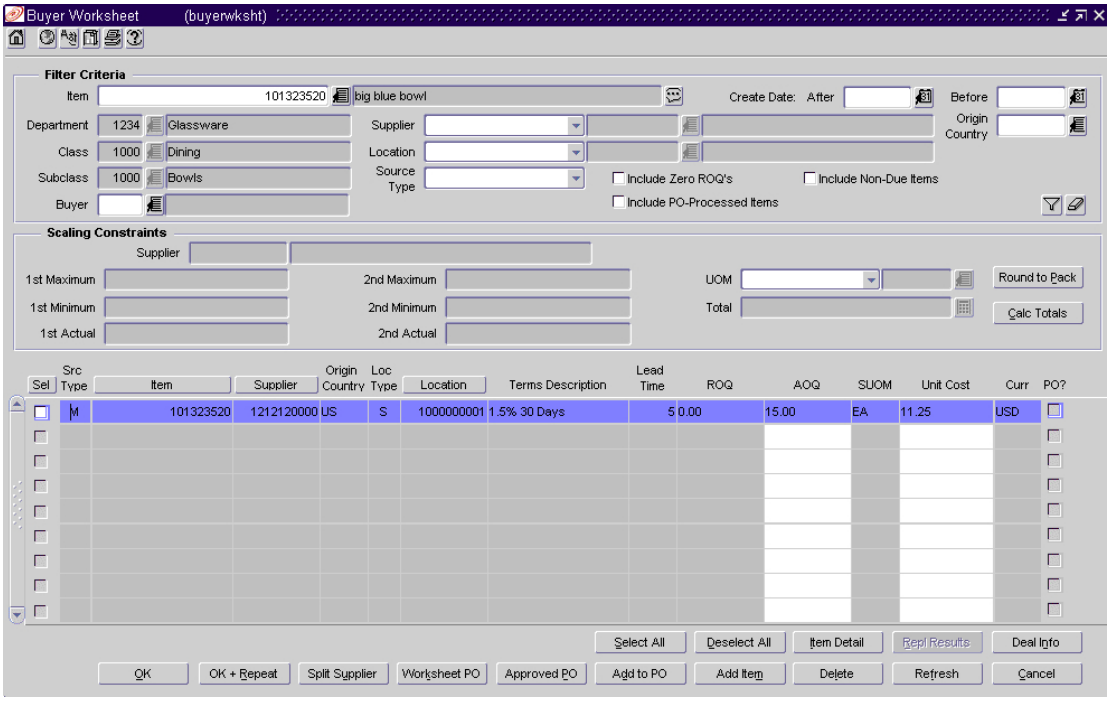
Review recommended order quantities

Items that are on investment buy and replenishment are can be set up for review by a buyer. When the inventory levels indicate that a purchase order should be created a recommended order quantity (ROQ) for a purchase order is sent to the buyer worksheet. The buyer can accept or reject the ROQ and create purchase orders.

Procedures

Filter the buyer worksheet

⇒ **Navigate:** From the main menu, select Ordering > Buyer Worksheet > Edit. The Buyer Worksheet is displayed.



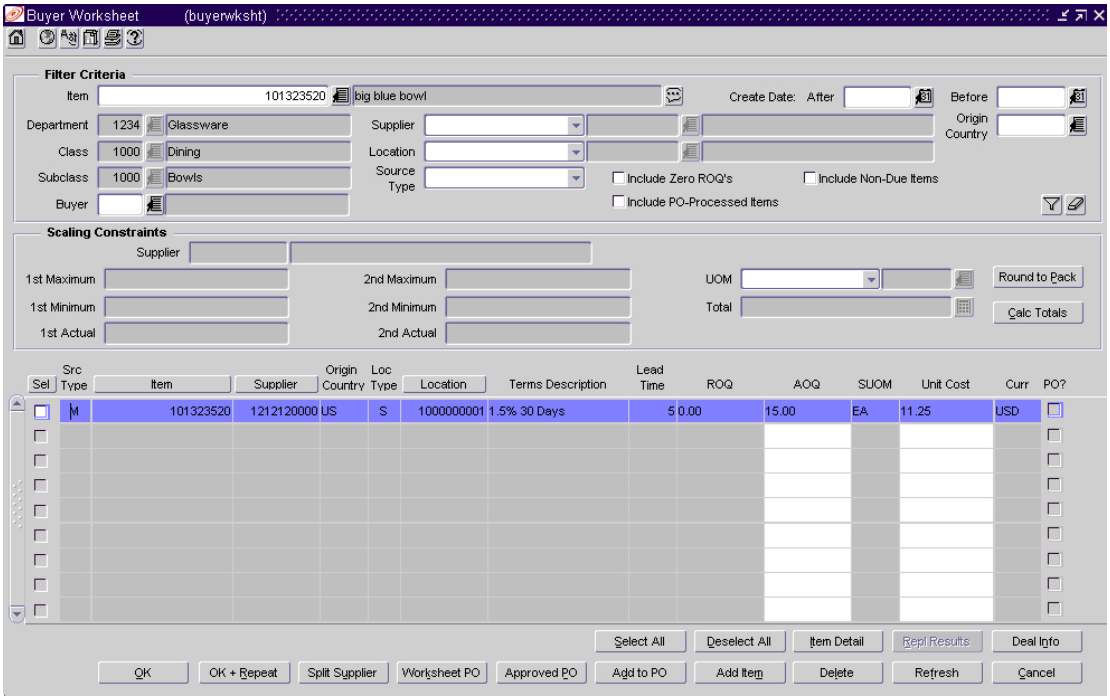
1. In the Filter Criteria area, enter the search criteria as necessary, or click the LOV button and select the appropriate information.
2. In the Source Type field, select the origin of the requirement (replenishment, investment buy, or manual) to filter by a specific method. To select all requirements, select the blank field.
3. Click the filter button. The items that match the criteria are displayed in the details frame.
4. To clear search criteria, click the clear filter button. Data in all fields is 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.**

5. To perform another search, click **Refresh**.
6. Click **OK** to save changes, or click **Cancel** to exit without saving changes.

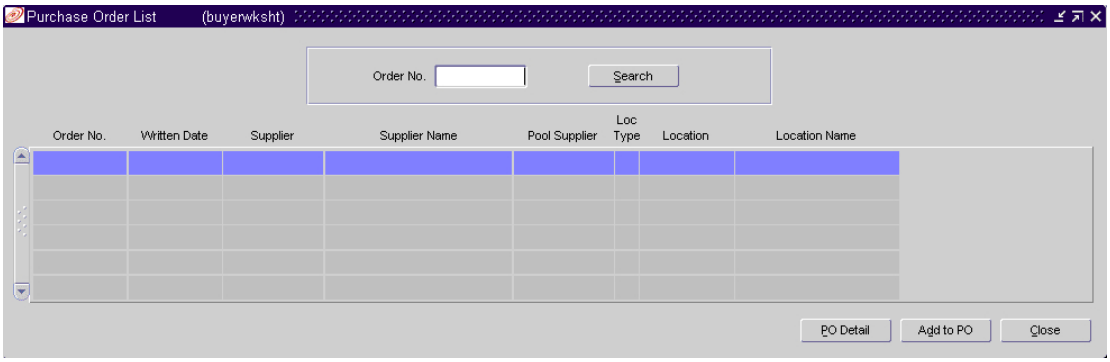
Add an item to an existing PO from the buyer worksheet

⇒ **Navigate:** From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet is displayed.

Filter the Buyer Worksheet to retrieve items



1. In the Details area, select the check box next to the items you want to add to the PO.
2. Click **Add to PO**. The Purchase Order List window is displayed.



3. Enter the PO number that you would like to add the item to, or leave the field blank to display a list of valid PO's. Click **Search.**
4. Select the PO to which you wish to add the item.

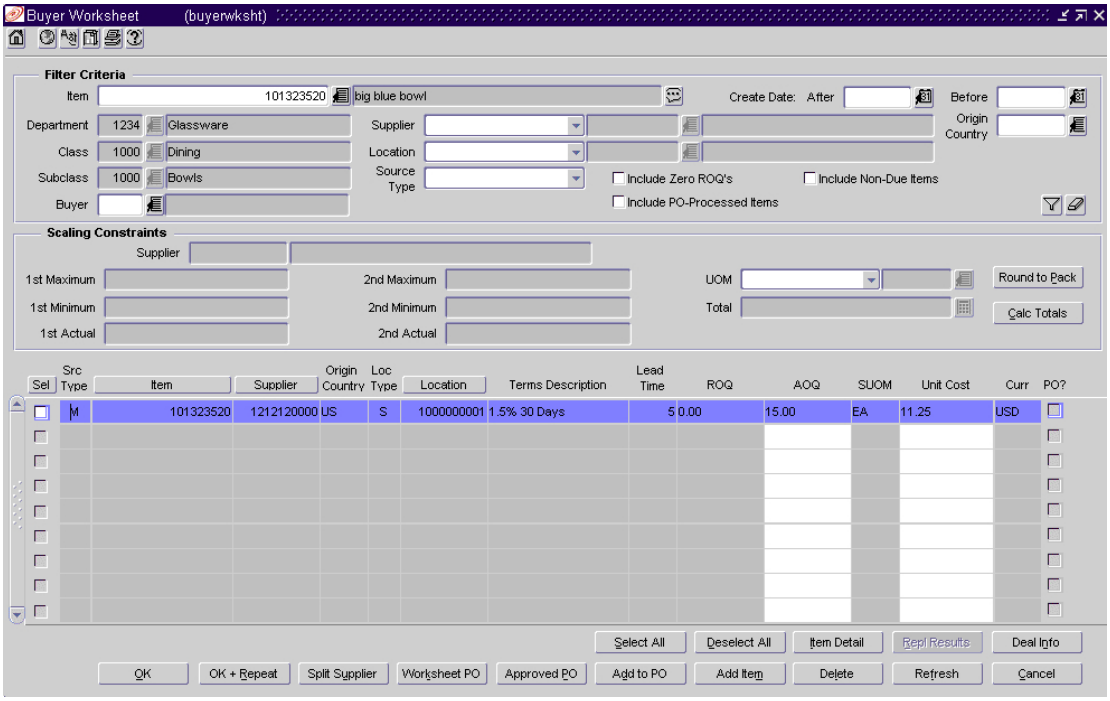
5. Click **Add to PO**.

Note: Once an item is added to a PO, it can no longer be edited from the Buyer Worksheet module.

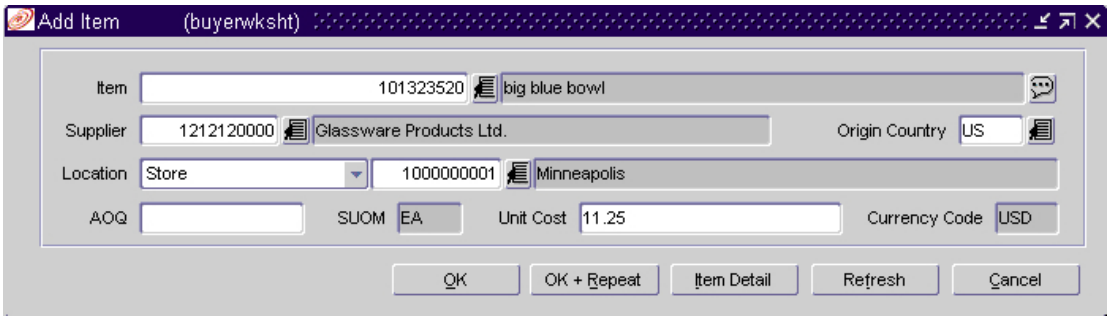
6. Click **Yes** to add the item to the PO.
7. Click **OK** to save your changes and close the window.

Add an item to the buyer worksheet

⇒ **Navigate:** From the main menu, select Ordering > Buyer worksheet > Edit. The Buyer Worksheet is displayed.



1. Click **Add Item**. The Add Item window is displayed.

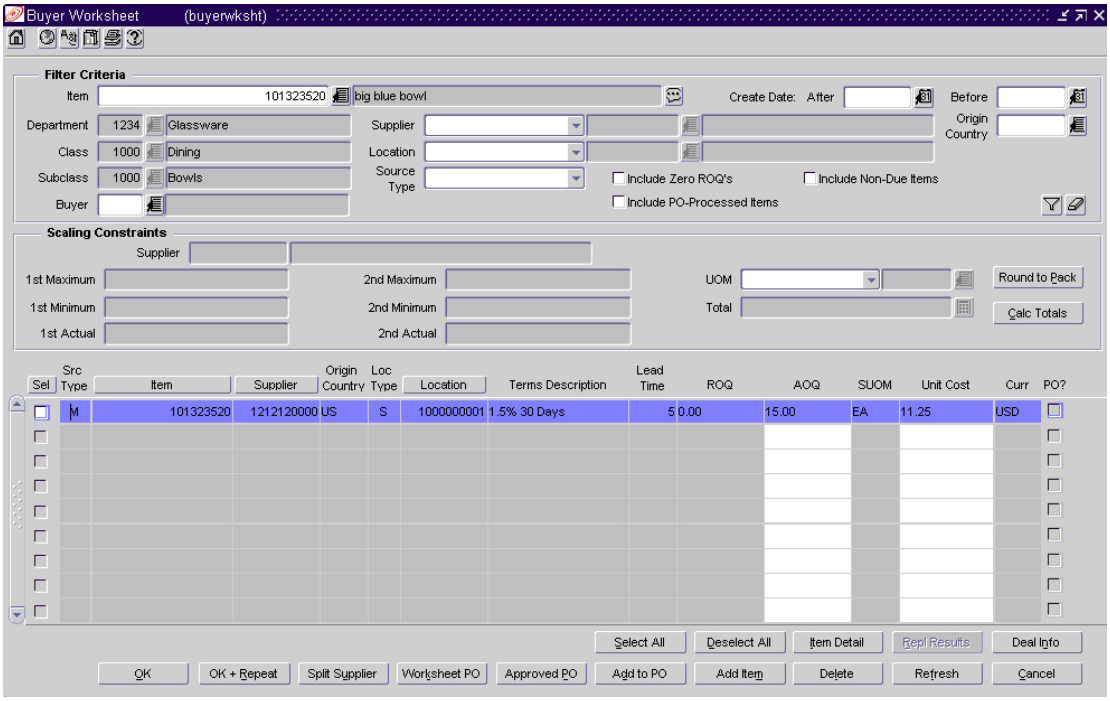


2. Enter the ID of the item, or click the LOV button and select the item.
3. Enter the ID of the supplier, or click the LOV button and select the supplier.
4. Enter the ID of the origin country, or click the LOV button and select the origin country.
5. In the location field, select the location type. Enter the ID of the location, or click the LOV button and select the location.
6. In the AOQ field, enter the adjusted order quantity.
7. Modify the unit cost in the unit cost field, if required.
8. Click **OK** to add the item to the buyer worksheet, or click **OK+Repeat** to add the item to the buyer worksheet and add a new item.
9. When prompted to requery, click **Yes**.
10. Click **OK** to save your changes and close the window.

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.



- 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.

Create the PO in Approved status

1. Click **Submitted/Approved PO**.

Note: This button is labeled either Submitted or Approved, depending on your user privileges.

2. When prompted to continue, click **Yes**. The system groups the line items together by the inventory management level and creates a Submitted or Approved PO. The Order Selection window is displayed.
3. Search for and retrieve the orders in Edit mode, by searching the Written Date Field, using today's date as the creation date, to search for your PO. The PO Header Maintenance window is displayed.
4. Edit the PO as necessary.
5. Click **OK** to save your changes and close the window.

Create the PO in Worksheet status

1. Click **Worksheet PO**.
2. When prompted to continue, click **Yes**. The system groups the line items together by the inventory management level and creates a Submitted or Approved PO. The Order Selection window is displayed.
3. 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.
4. Edit the PO as necessary.
5. Click **OK** to save your changes and close the window.

Split an order by truckload

Truck splitting is the process that allows you split a purchase order when a truckload is exceeded. Truck splitting is required in some industries, where protocol dictates that each truck load must have one purchase order. You can indicated truck splitting at the supplier, supplier/department, supplier/location, or supplier/department/location level.

Trucks can be split by one of two methods:

- **Item sequence:** All quantity of one item is loaded onto a different truck. Any partial groups of an item go into a final truck.
- **Balanced assortment:** Equal quantities of each item is loaded on to the truck.

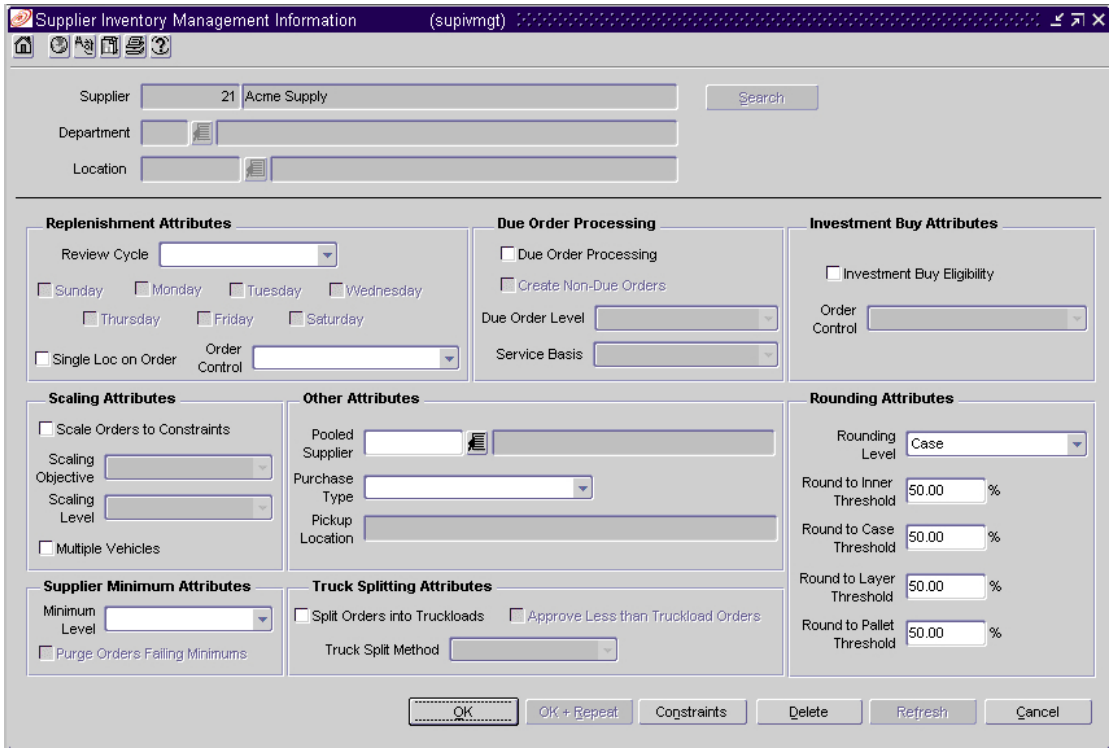
Procedures

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.



- 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.

Define replenishment review attributes

1. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
2. To select the day on which the item is reviewed:
   - If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
   - If the review cycle is every week, select the days of the week. You may select more than one day.
   - If the frequency is every two or more weeks, select the day of the week.
3. In the Order Control field, select how POs are processed for the supplier.
4. Select the Single Loc on Order check box if only one location can be on an order.

Define due order processing parameters

1. Select the Due Order Processing check box to have due order processing performed for replenishment items from the supplier.
2. 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.
3. In the Due Order Level field, select the level at which the due order processing is based.
4. In the Service Basis field, select the parameter that is used in calculating the stock out levels.

Define supplier minimum attributes

1. In the Minimum Level field, select the minimum order quantity at which the supplier accepts orders.
2. Select the Purge Orders Failing Minimums check box to create POs that meet the supplier minimum.

Specify scaling attributes

1. Select the Scale Order to Constraints check box to have items on purchase orders for the supplier scaled to meet the scaling constraints.
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, indicate if the PO should be scaled to the location need or to the entire order.
4. Select the Multiple Vehicles check box to indicate that multiple vehicles may be used when delivering the order.

Define other attributes

1. In the Pooled Supplier field enter the ID of the supplier, or click the LOV button and select a supplier.
2. In the Purchase Type field, select the purchase type method.
3. 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.

Define truck splitting attributes

1. Select the Split Orders into Truckloads checkbox to indicate that orders that exceed a truckload should be split.
2. To allow Less than Truckload (LTL) orders, select the Auto Approve LTL Orders check box.
3. In the Truck Split Method field, select the method of truck splitting used with this supplier.

Define investment buy attributes

1. Select the Investment Buy Eligibility check box to enable investment buy attributes.
2. In the Order Control field, select how POs are processed for the investment buy orders.

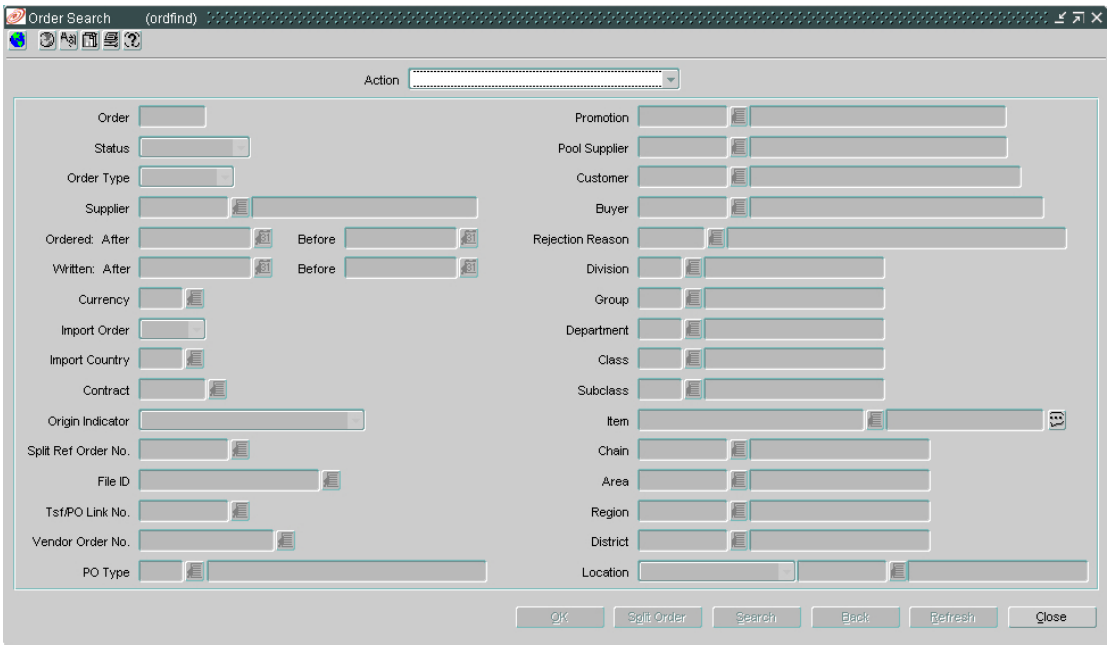
Define rounding attributes

1. In the Rounding Level field, select the level to which quantities should be rounded.
2. In the Round to Inner Threshold field, enter the percent of the inner needed to round to an additional inner.
3. In the Round to Case Threshold field, enter the percent of the case needed to round to an additional case.
4. In the Round to Layer Threshold field, enter the percent of the layer needed to round to an additional level.
5. In the Round to Pallet Threshold field, enter the percent of the pallet needed to round to an additional pallet.

Create a truck split at the order level

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

Search for an order in Worksheet status you would like to split. The Order Search 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 are 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.

Chapter 9 – Financial Management

Financial management

Calendars and budgets

Maintain calendars

Maintain budgets

Stock ledger

Maintain general ledger cross references

Maintain the stock ledger

Sales tax

Set up sales taxes

Associate a geocodes

Associate a tax code with a merchandise hierarchy level

Maintain budgets

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.

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.

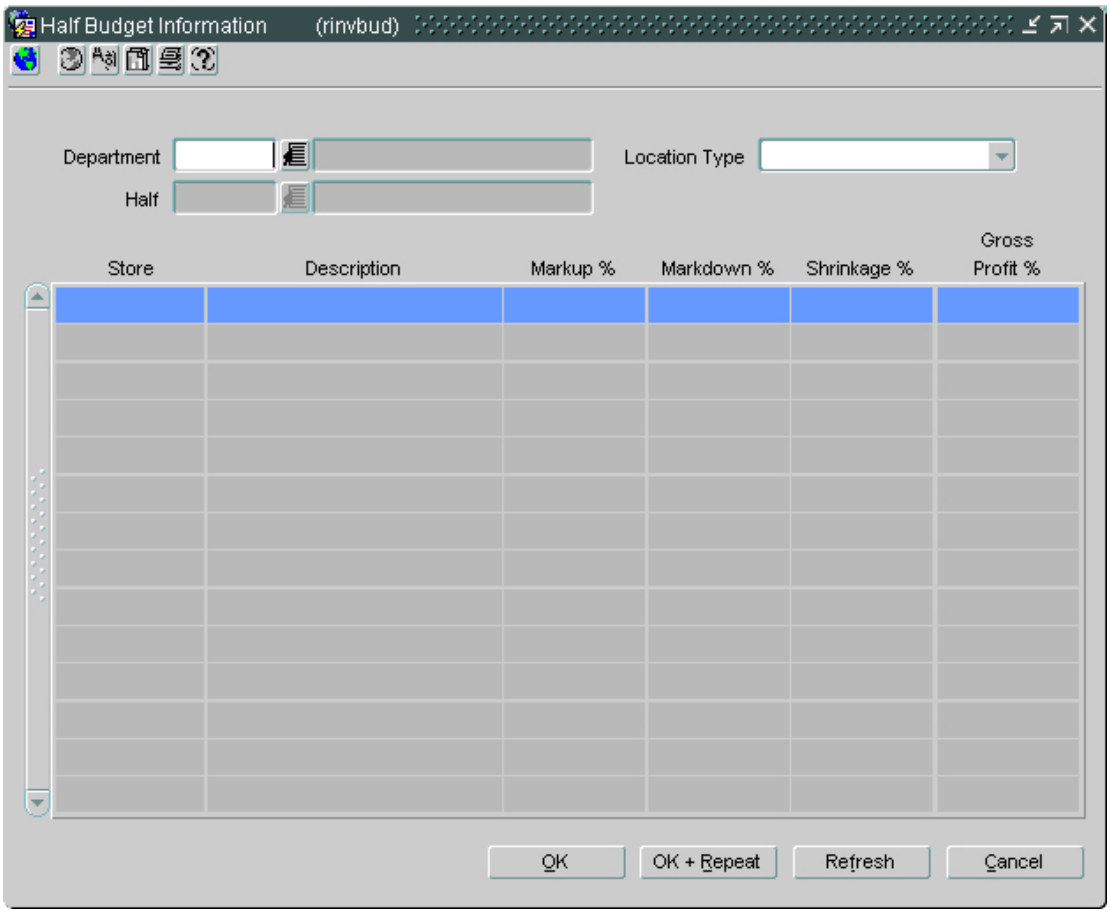
At the month level, you can maintain monetary amounts for many of the same budget types that are found in the stock ledger. These include opening inventory, closing inventory, net sales, purchases, and so on. They are also maintained by department/half/location/month.

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.

Procedures

Edit a budget by the half

⇒ **Navigate:** From the main menu, select Finance > Half Budget Information > Edit. The Half Budget Information window is displayed.

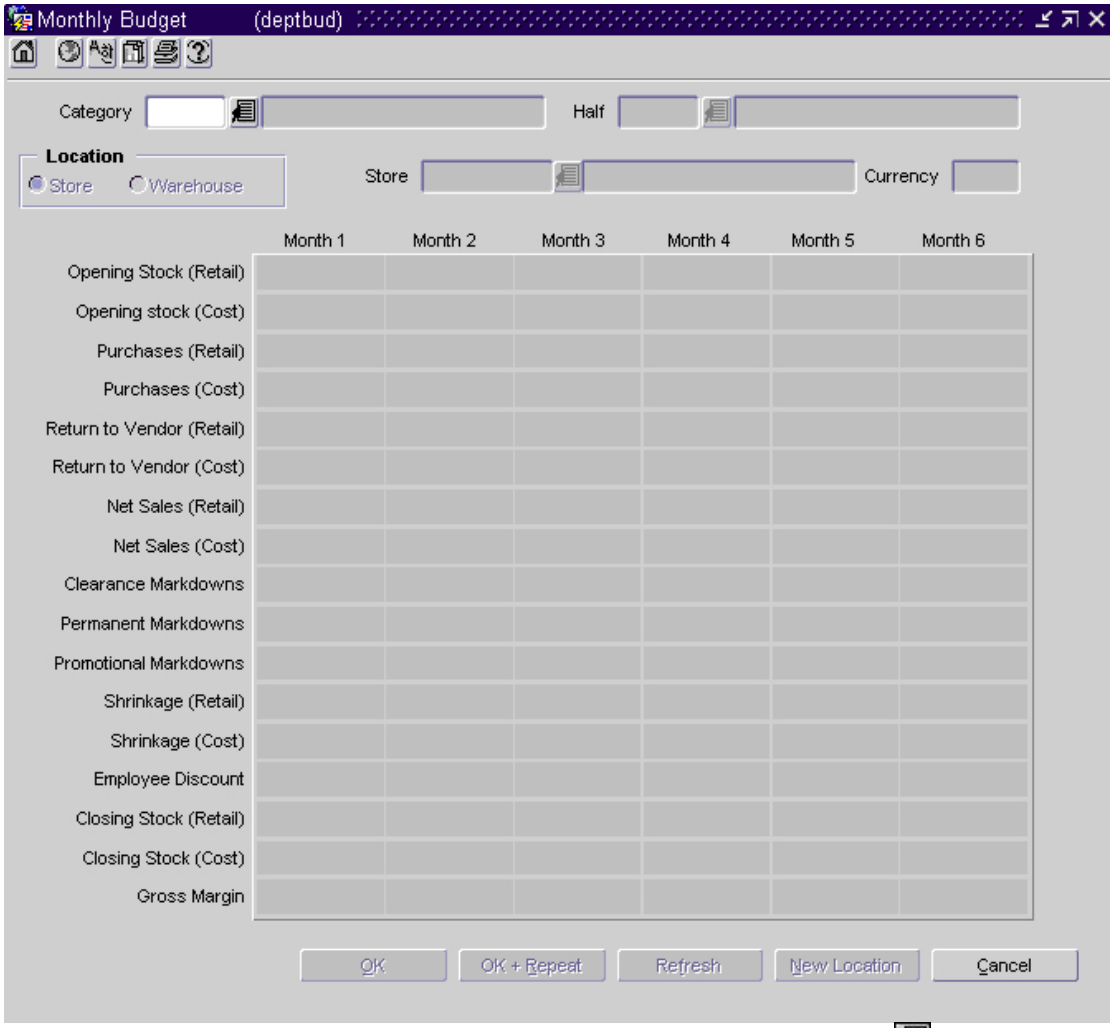


1. In the Department field, enter the ID of the department, or click the LOV button and select the department.
2. In the Half field, enter the ID of the half, or click the LOV button and select the half. The budget details are displayed by location.
3. In the Location Type field, select the type of location.

   Note: The selection you make in this field affects the results displayed on the table. The field label on the first column in the table will display your selection from the Location Type field. Values in the Description column are limited to valid values for the selection you made in the Location Type field.
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** to save your changes and close the window.

Edit a budget by the month

⇒ **Navigate:** From the main menu, select Finance > Monthly Budget Information > Edit. 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 fiscal half, or click the LOV button and select the fiscal half.
3. In the Location Type field, select the type of location.
4. In the Location field, enter the ID of the location, or click the LOV button and select the location. The budget details are displayed by the month.

Note: This is a dynamic field. The field label will display your selection from the Location Type field. Values in the List of Values are limited to valid values for the selection you made in the Location Type field.

5. Edit the monetary amounts under each month as necessary.
6. Click **OK** to save your changes and close the window.

Stock Ledger

Maintain stock counts

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.

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.

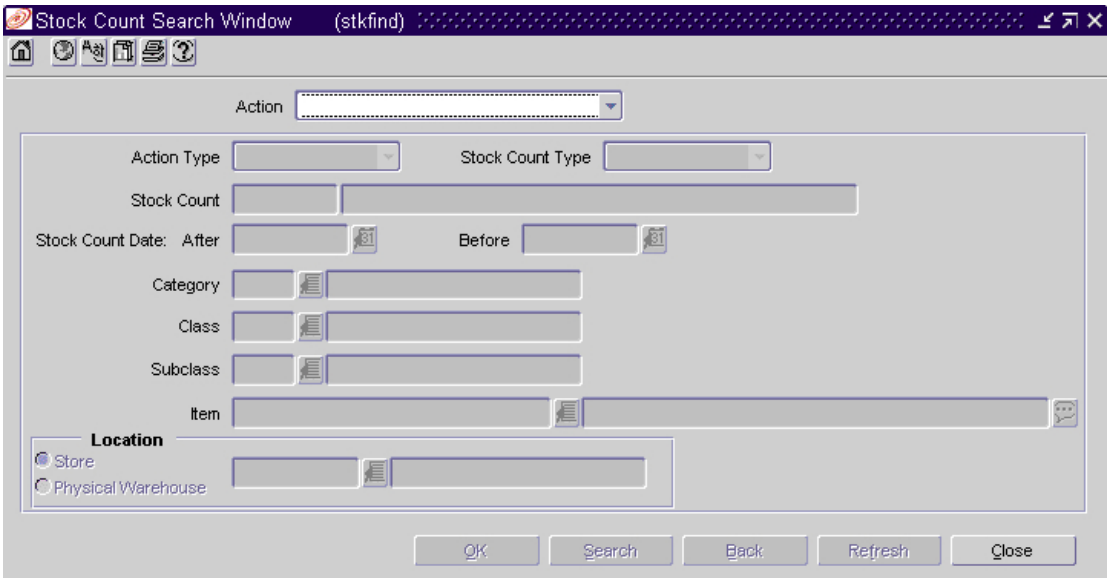
The results of a physical stock count may be received from an external system or entered manually. You can print a variance report which allows you to review any variances between the book count and physical count. After reviewing the report, you can edit the quantities for stock counts by unit or by 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.

Procedures

Search for a stock count

⇒ **Navigate:** From the main menu, select Inventory > Stock Count. The Stock Count Search window is displayed.

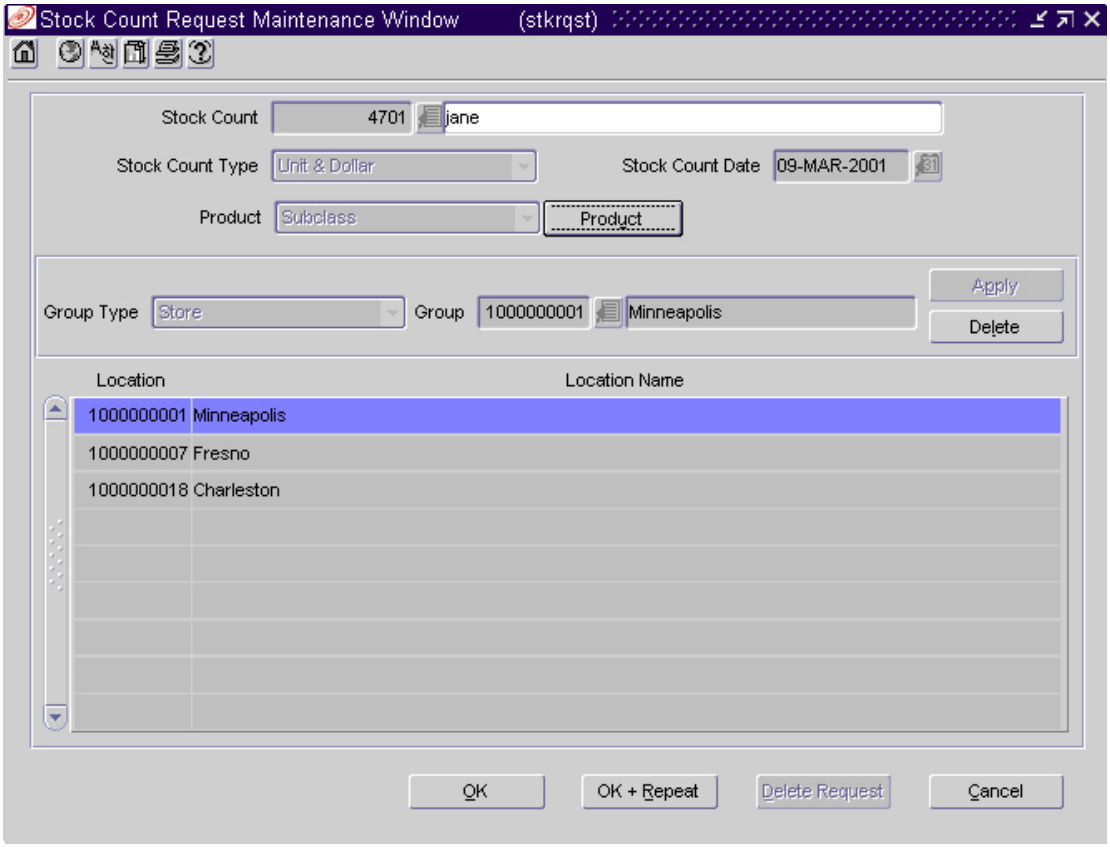


1. In the Action field, select any action except New.
2. If you select Edit or View in the Action field, select either Request or Count Quantity in the Action Type field.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click **Search**. The Stock Count Search window displays 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.

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.



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 Select Items By area, select Item List or Product Group.
     - If you select Item List, in the Item List field, enter the ID of the item list, or click the LOV button and select the item list.
     - If you select Product Group, in the Product Group 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. Click OK to exit the Select Product Level window.
   - **Unit & Value:** In the Product Group 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. 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.

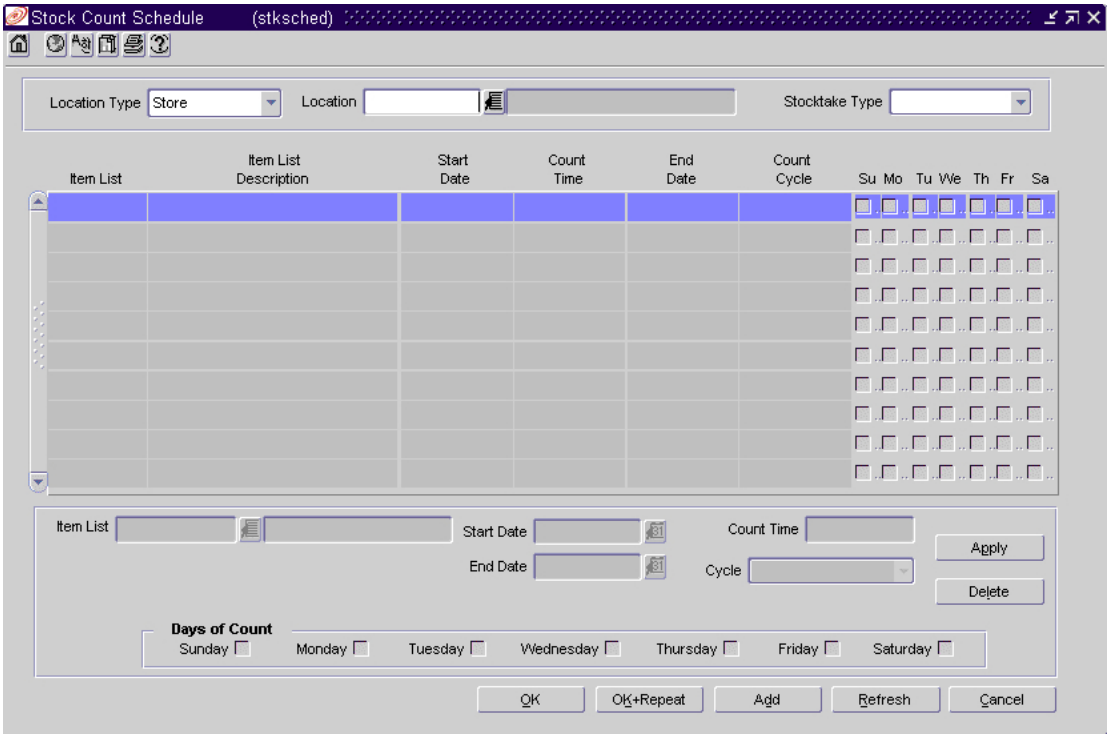
Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

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**.

10. Click **OK** to save your changes and close the window.

Schedule stock counts

⇒ **Navigate:** From the main menu, select Inventory > Stock Count Schedule > Edit. The Stock Count Schedule 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 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** to save your changes and close the window.

Maintain the stock ledger

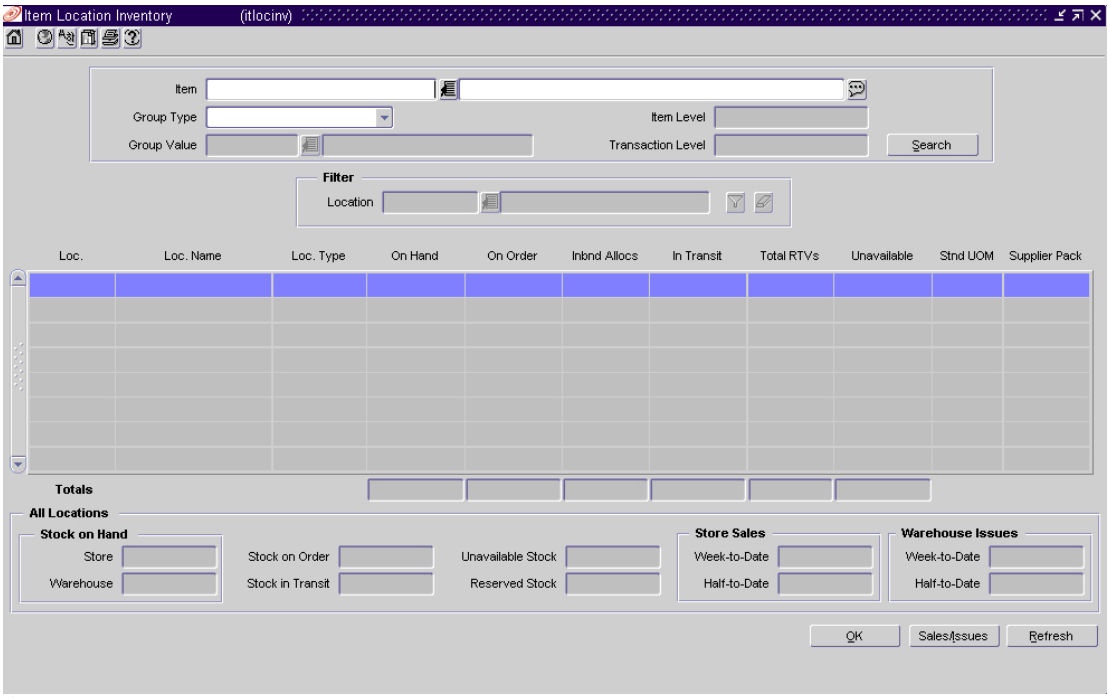
The stock ledger provides access to financial records based on a variety of transaction types. Some of the details are captured within RMS; other details are received from external systems. The remaining fields are calculated.

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.

Procedures

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.



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.

Note: The locations displayed in the list of values are limited by the security levels assigned to your user group.

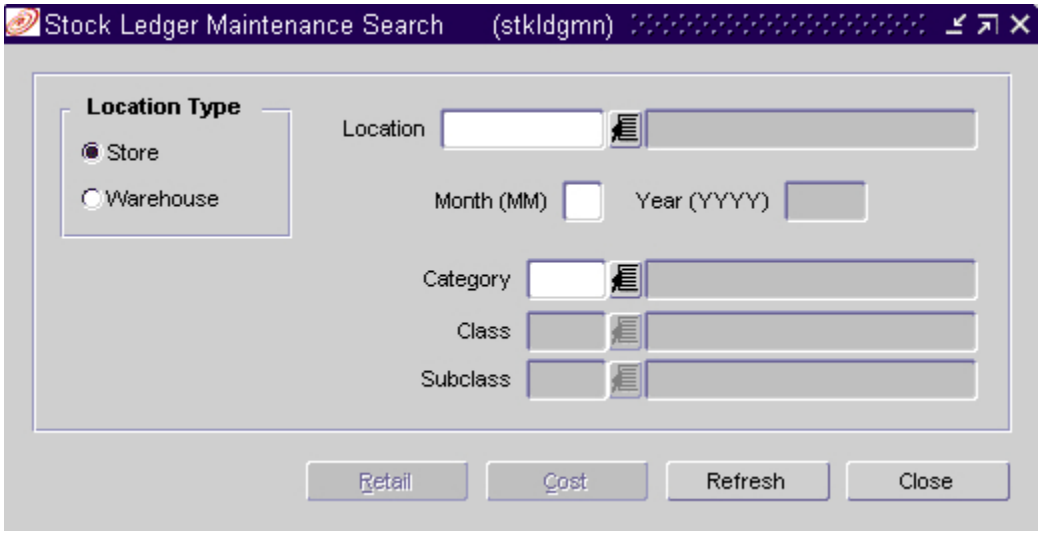
4. Click **Search**. The inventory details are displayed in the table. Corporate totals are displayed in the All Locations area.
5. To filter the results by location:
   a. In the Location field of the Filter area, enter the ID of the location, or click the LOV button and select the location.
   b. Click 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 **OK** to save your changes and close the window.

Edit the stock ledger

⇒ **Navigate:** From the main menu, select Finance > Stock Ledger Maintenance > Edit. The Stock Ledger Maintenance Search window is displayed.



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 save your changes and close the window.

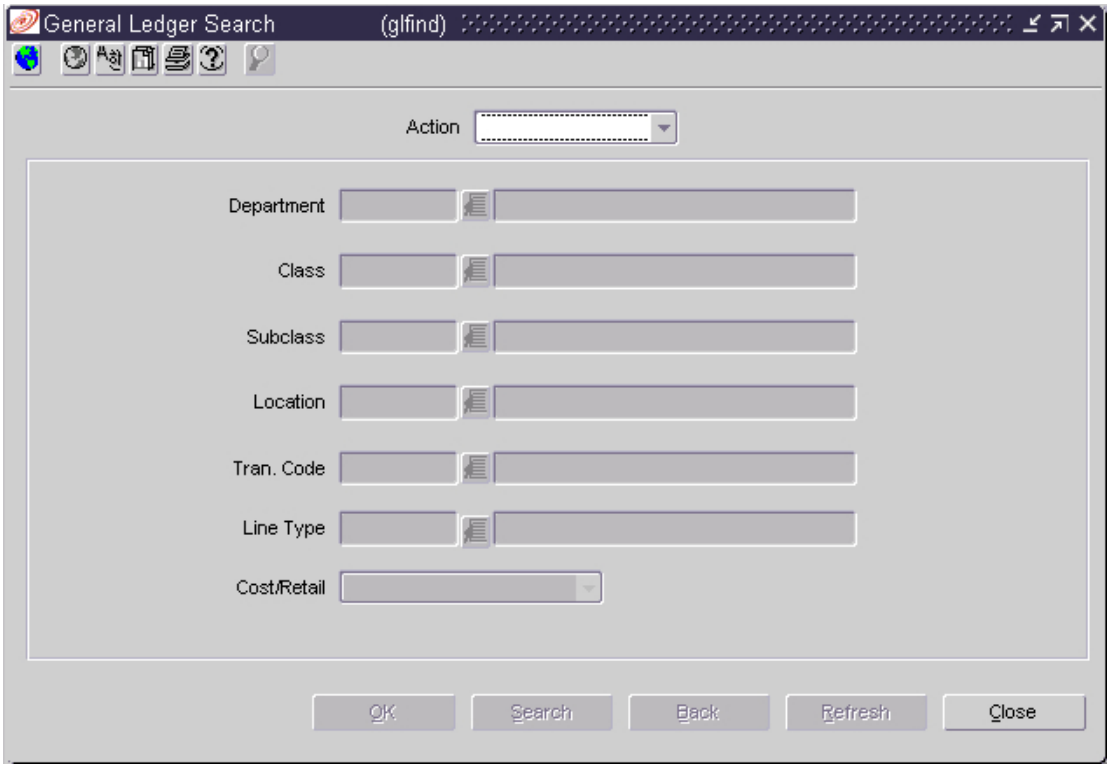
Maintain general ledger cross reference

The general ledger cross reference allows you to cross-reference the merchandise hierarchy levels and transaction codes from RMS with the appropriate general ledger accounts within your financial system.

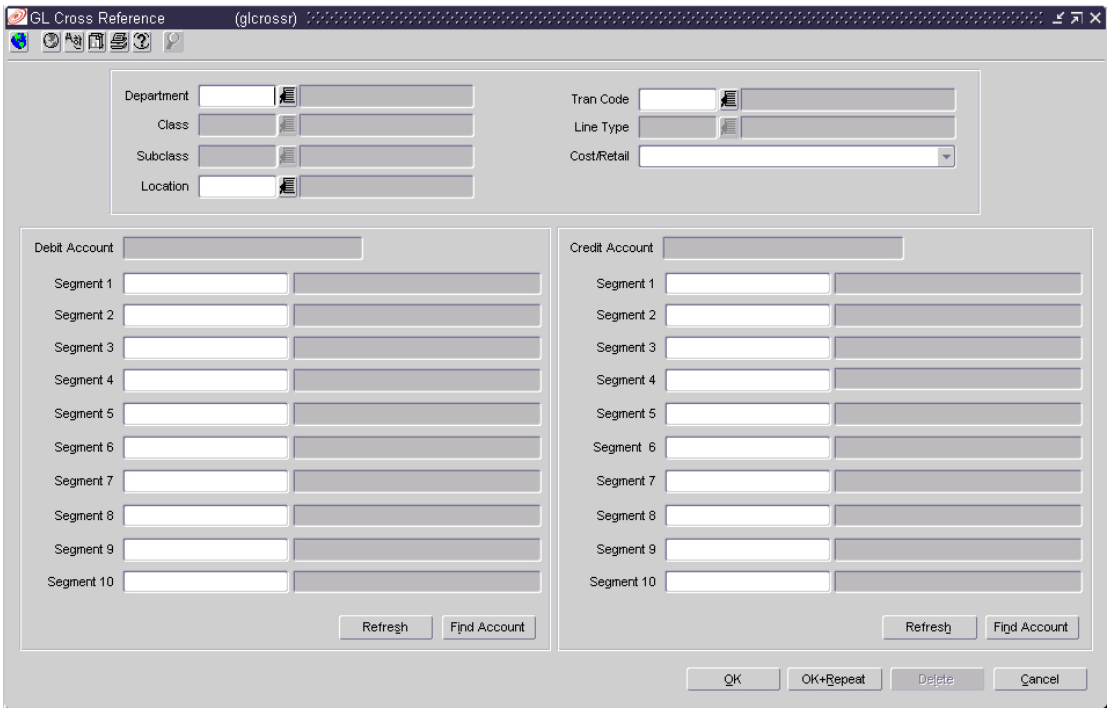
Procedures

Create a general ledger cross reference

⇒ **Navigate:** From the main menu, select Finance > GL Cross Reference. The General Ledger Search window is displayed.



1. In the Action field, select New.
2. Click **OK**. The GL Cross Reference window is displayed.



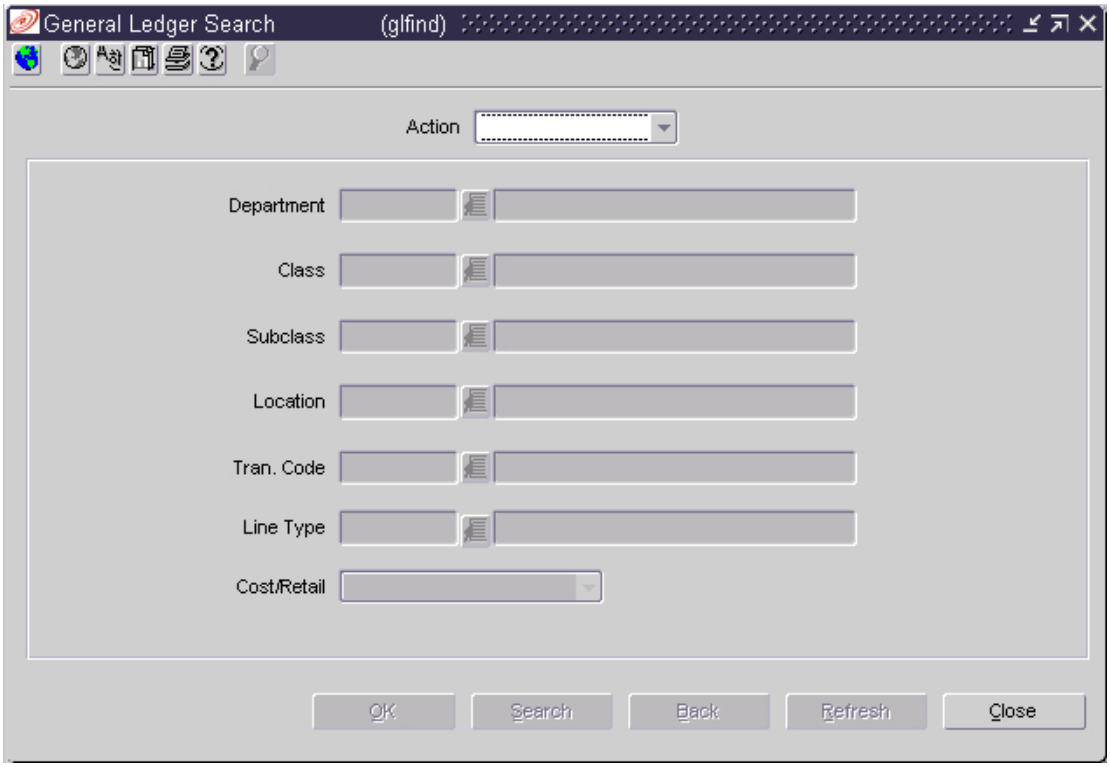
3. Enter the merchandise hierarchy information as necessary, or click the LOV button and select the merchandise hierarchy information.
4. In the Tran Code field, select the transaction type. The Line Type field is filled.
5. In the Tran Ref No. field, select the reference information associated with the transaction code.

Note: This field is enabled only for certain transactions. It is a dynamic field and will be labeled depending on the transaction code selected. If the field is enabled, you are required to enter a value.

6. In the Cost/Retail field, select the accounting method.
7. In the Debit Account area, enter the segments that make up the account.
8. Click **Find Account**. The Debit Account field is displays the account number.
9. In the Credit Account area, enter the segments that make up the account.
10. Click **Find Account**. The Credit Account field is displays the account number.
11. Click **OK** to save your changes and close the window.

Search for a general ledger cross reference

⇒ **Navigate:** From the main menu, select Finance > General Ledger. The General Ledger Search window is displayed.



1. In the Action field, select either Edit or View.
2. If necessary, enter additional criteria to make the search more restrictive.
3. Click **Search**. The General Ledger Search window displays the cross references that match the search criteria.
4. Select a task:
   - To perform another search, click **Refresh**.
   - To display the cross reference information, select a record and click **OK**. The GL Cross Reference window is displayed.
5. Click **Close** to close the window.

Sales Taxes

Set up sales taxes

When you 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:

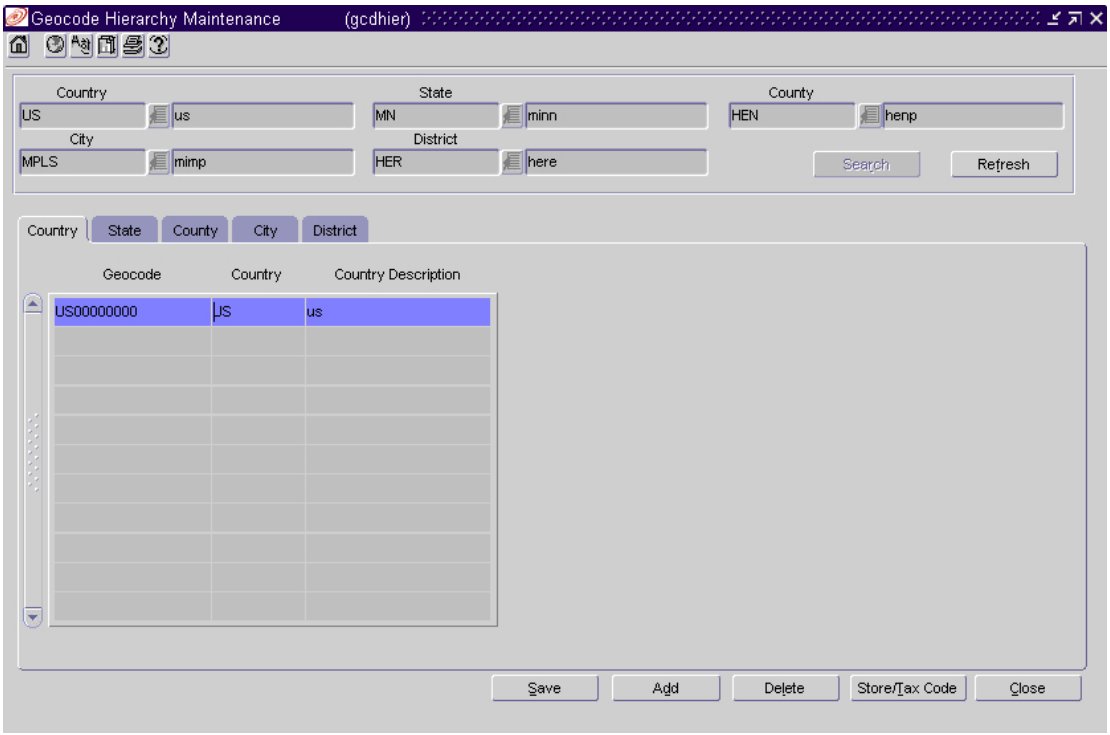
- Countries
- States
- Counties
- Cities
- Districts

You then create the tax codes. 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 then associate tax codes and stores with a geocode and associate tax codes with items.

Procedures

Add a geocode

⇒ **Navigate:** From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit. The Geocode Hierarchy Maintenance window is displayed.



- Click **Search**. The geocode tables and buttons are enabled.

Add a geocode at the country level

1. Click **Add**.
2. In the Country field, enter the geocode for the country.
3. In the Country Description field, enter the description of the country.

Add a geocode at the state level

1. Click on the State tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode for the state.
5. In the State Description field, enter the description of the state.

Add a geocode at the county level

1. Click on the County tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode for the county.
6. In the County Description field, enter the description of the county.

Add a geocode at the city level

1. Click on the City tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode of the county, or click the LOV button and select the county.
6. In the City field, enter the geocode for the city.
7. In the City Description field, enter the description for the city.

Add a geocode at the district level

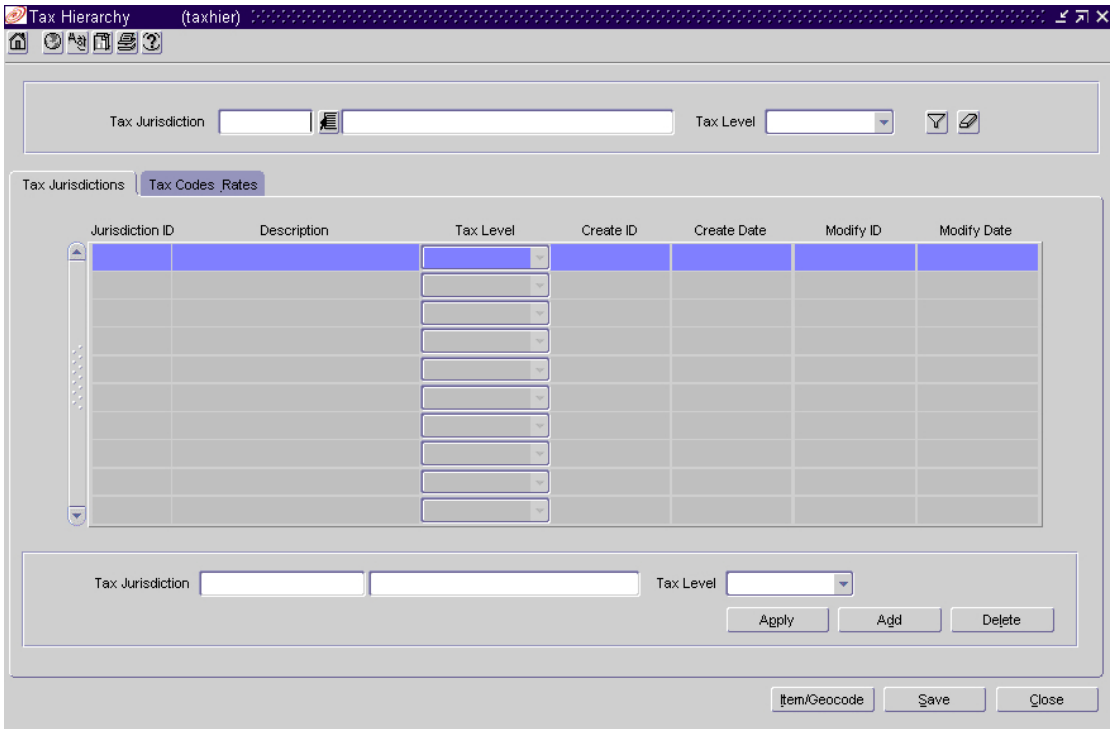
1. Click on the District tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode of the county, or click the LOV button and select the county.
6. In the City field, enter the geocode of the city, or click the LOV button and select the city.
7. In the District field, enter the geocode for the district.
8. In the District Description field, enter a description for the district.

Review and complete the geocode

1. Click **Close** to close the window.
2. When prompted to save the changes, click the **Yes**.

Create a tax code

⇒ **Navigate:** From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window is displayed.



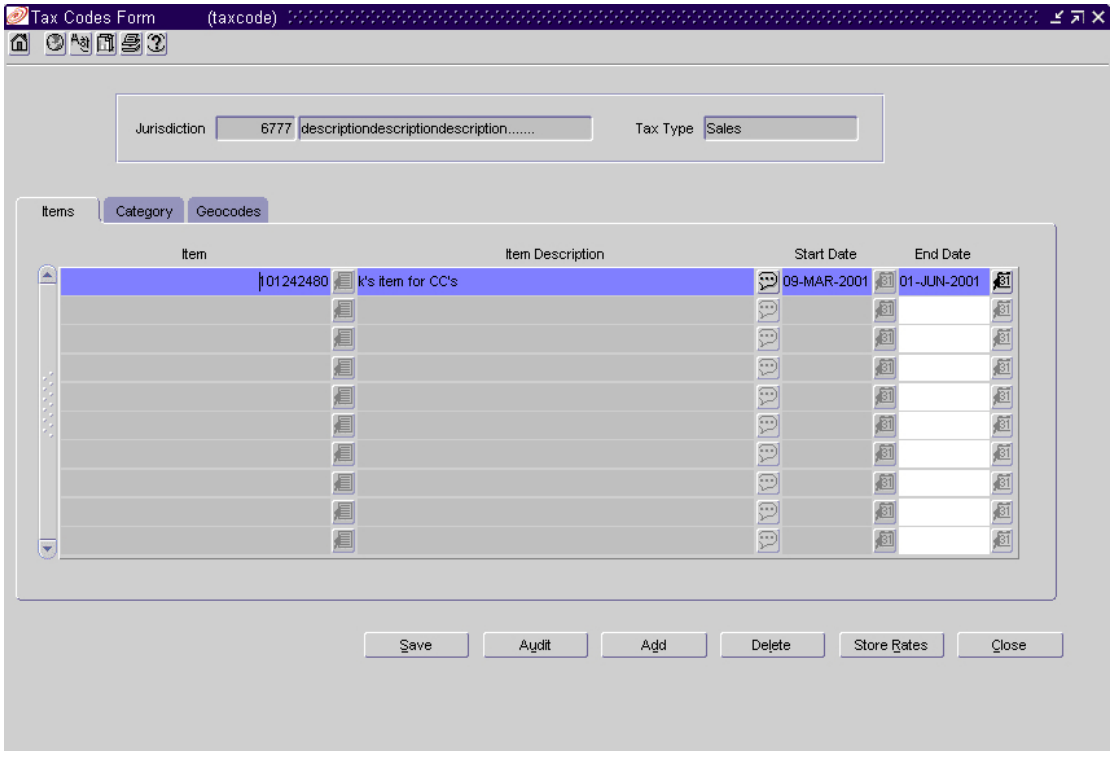
1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click on the Tax Codes & Rates tab.
3. Click **Add Code**.
4. In the Tax Type field, select the type of tax.
5. Click **Add Rate**.
6. In the Tax Rate field, enter the tax rate.
7. In the Start Date field, enter the date on which the tax 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 close the window.
10. When prompted to save the changes, click **Yes**.

Associate a department with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window is displayed.



2. Click on the Department tab.
3. Click the **Add**.
4. In the Department field, enter the ID of the department, or click the LOV button and select a department.
5. 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.
6. 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.
7. 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

Associate a geocode with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window is displayed.
2. Click on the Geocodes tab.
3. Click **Add**.
4. 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.
5. To associate a state geocode with a tax code:
   a. Associate geocode as described in step 4.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
7. To associate a county geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 5.
   b. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
8. To associate a city geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 6.
   b. In the City field, enter the geocode of the city, or click the LOV button and select a city.
9. To associate a district geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 7.
   b. In the District field, enter the geocode of the district, or click the LOV button and select a district.

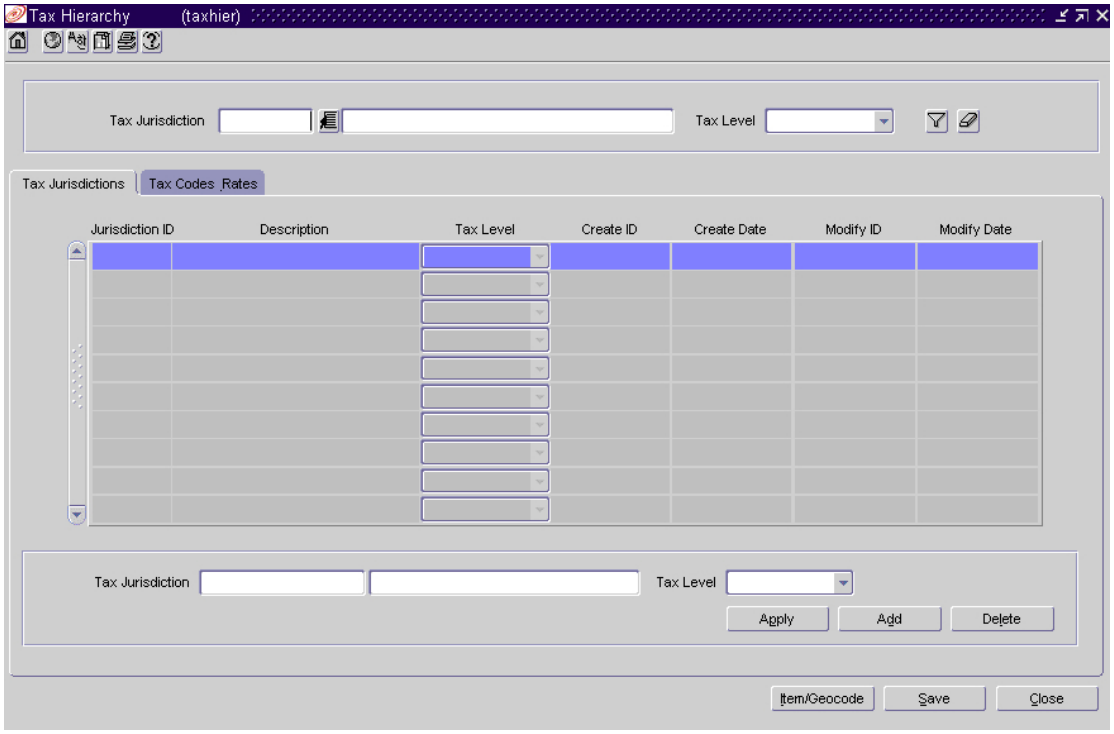
10. In the Start Date field, enter the date on which the tax code is effective for the department, or click the calendar button and select a date.
11. When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar button and select the date.
12. Click **Close** to close the window.
13. When prompted to save the changes, click **Yes**.

Associate an item with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window is displayed.
2. Click **Add**.
3. 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.
4. 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.
5. 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.
6. Click **Close** to close the window.
7. When prompted to save the changes, click **Yes**.

Create a tax jurisdiction

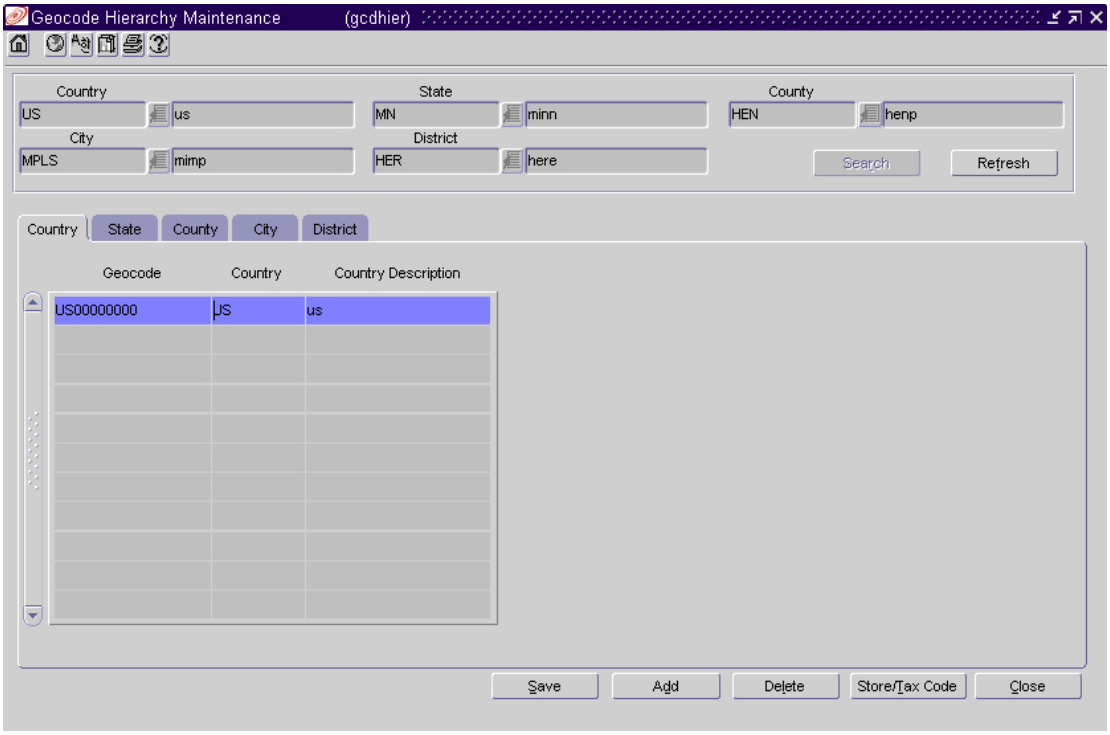
⇒ **Navigate:** From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window is displayed.



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 close the window. When prompted to save the changes, click **Yes**.

Search for a geocode

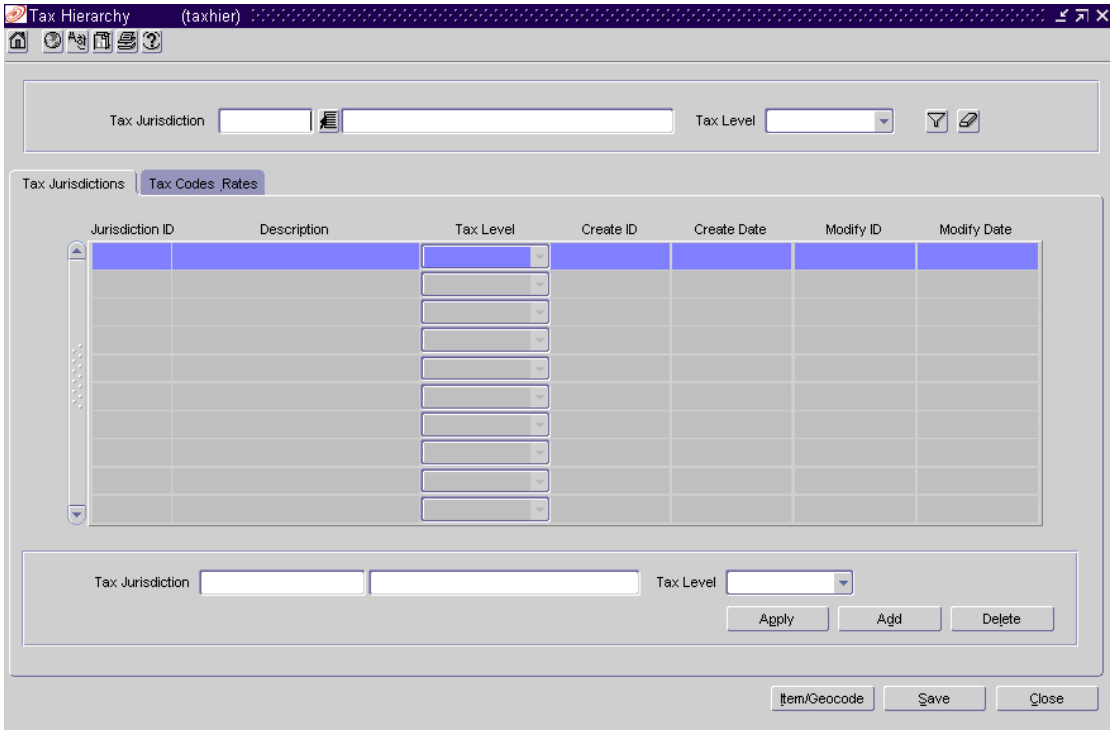
⇒ **Navigate:** From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit or View. The Geocode Hierarchy Maintenance window is displayed.



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 close the window.
6. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

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 close the window.
5. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

Associate geocodes with a store or tax code

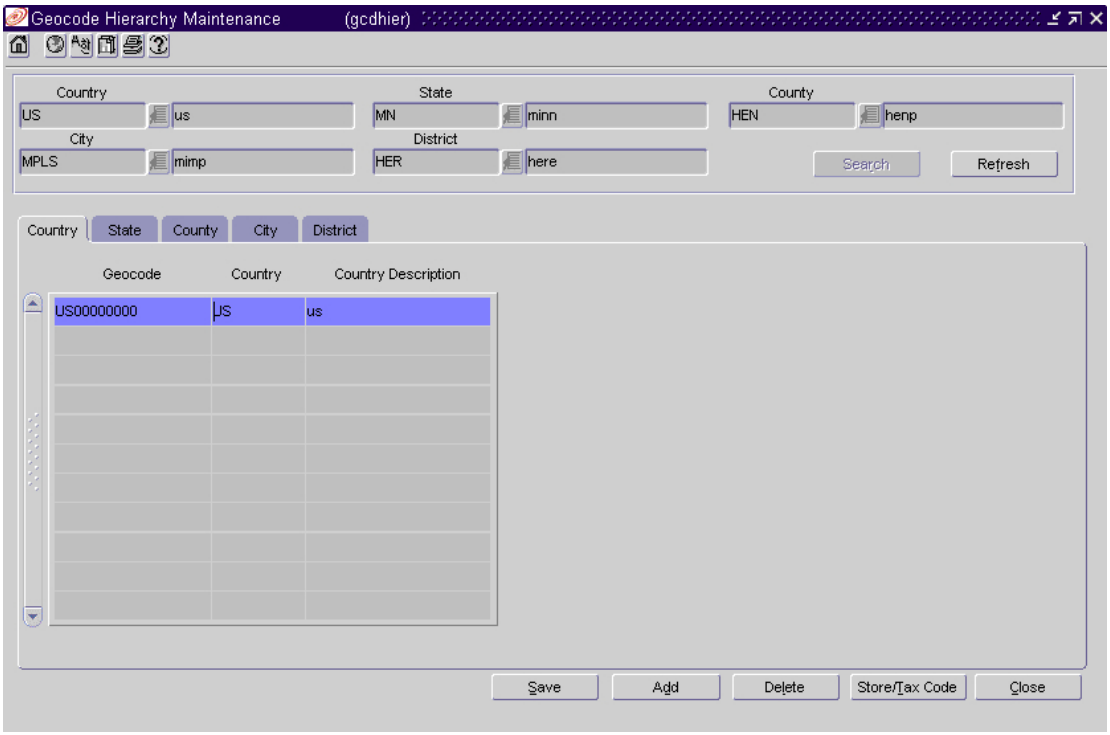
The sales tax feature allows you to specify the tax codes that apply to an item at a specific store. To ensure that stores have accurate sales tax information, the tax codes are sent through the nightly batch process two days in advance of when they are effective at the stores.

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.

Procedures

Search for a geocode

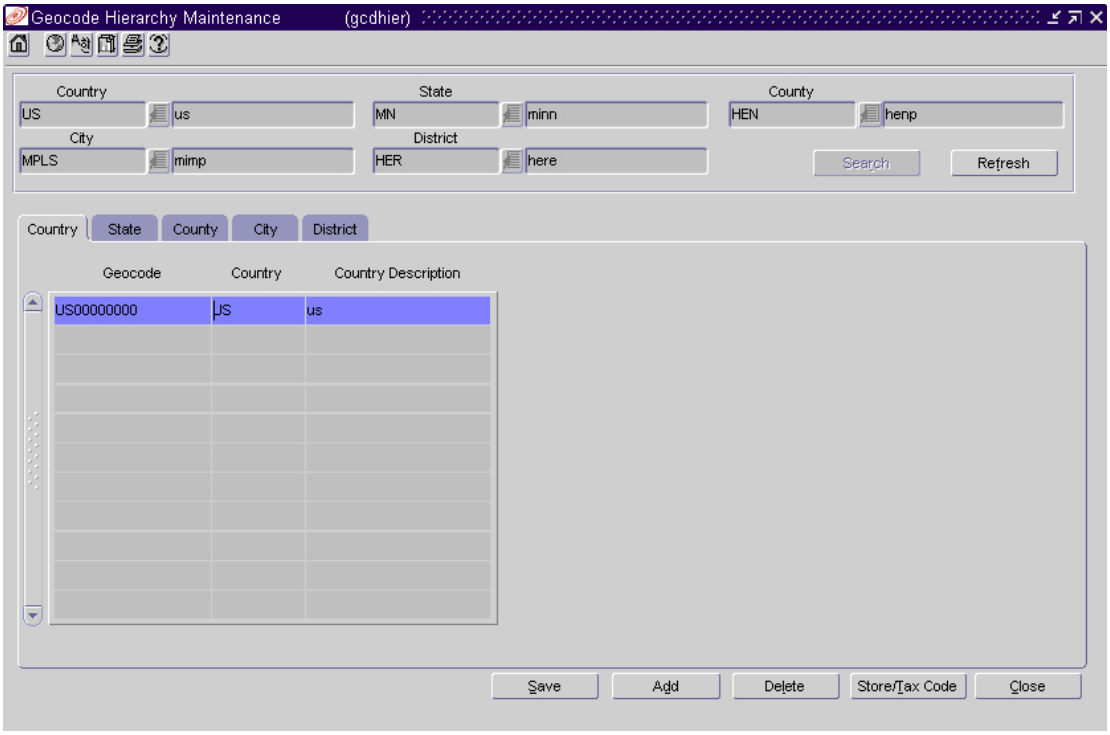
⇒ **Navigate:** From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit or View. The Geocode Hierarchy Maintenance window is displayed.



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 close the window.
6. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

Add a geocode

⇒ **Navigate:** From the main menu, select Control > Sales Tax > Geocode Maintenance > Edit. The Geocode Hierarchy Maintenance window is displayed.



- Click **Search**. The geocode tables and buttons are enabled.

Add a geocode at the country level

1. Click **Add**.
2. In the Country field, enter the geocode for the country.
3. In the Country Description field, enter the description of the country.

Add a geocode at the state level

1. Click on the State tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode for the state.
5. In the State Description field, enter the description of the state.

Add a geocode at the county level

1. Click on the County tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode for the county.
6. In the County Description field, enter the description of the county.

Add a geocode at the city level

1. Click on the City tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode of the county, or click the LOV button and select the county.
6. In the City field, enter the geocode for the city.
7. In the City Description field, enter the description for the city.

Add a geocode at the district level

1. Click on the District tab.
2. Click **Add**.
3. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
4. In the State field, enter the geocode of the state, or click the LOV button and select a state.
5. In the County field, enter the geocode of the county, or click the LOV button and select the county.
6. In the City field, enter the geocode of the city, or click the LOV button and select the city.
7. In the District field, enter the geocode for the district.
8. In the District Description field, enter a description for the district.

Review and complete the geocode

1. Click **Close** to close the window.
2. When prompted to save the changes, click the **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.

1. To associate a country geocode with a store, 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:
   . Associate geocodes as described in step 1 - 4.
   a. In the District field, enter the geocode of the district, or click the LOV button and select a district.
6. Click **OK** to save your changes and close the window.

Associate tax codes with a merchandise hierarchy

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.

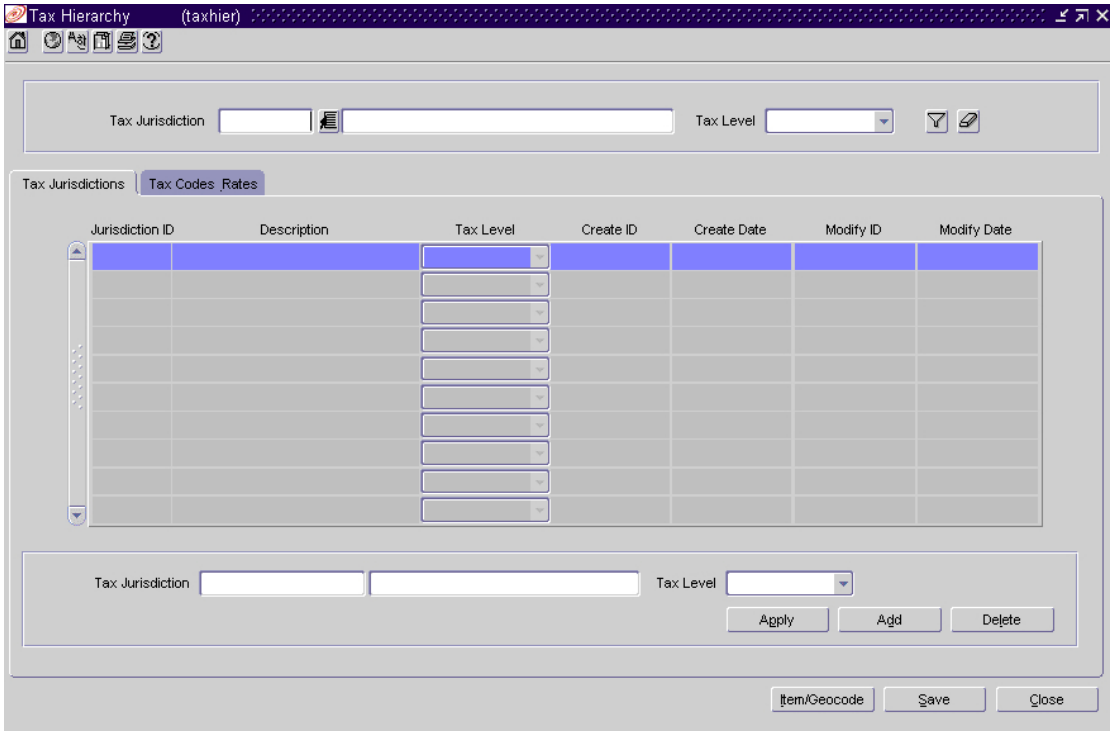
You apply a tax code to items, departments, and item lists. You can create tax product group item lists that include items that share the same tax codes. The tax codes that are ultimately applied to an item at a store are determined by the tax codes that the item shares with the store. The tax codes 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.

Procedures

Create 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. 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.

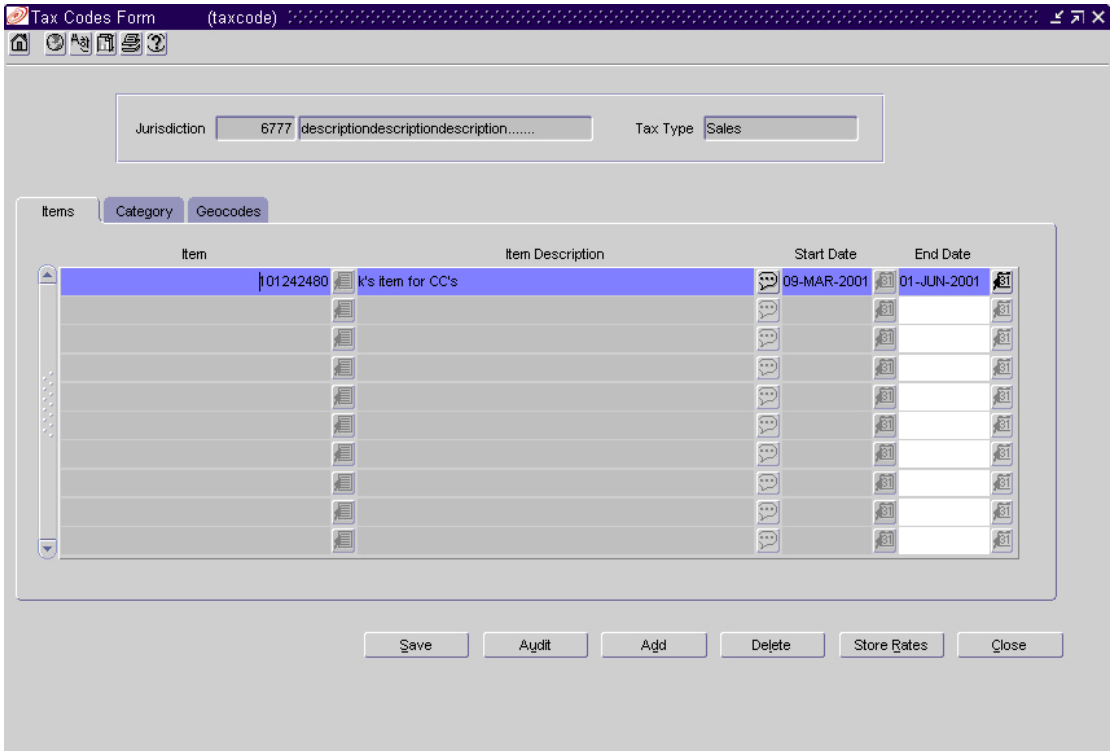
7. In the Start Date field, enter the date on which the tax rate is effective, or click the calendar button and select the date.
8. When applicable, enter the date on which the tax rate ends in the End Date field, or click the calendar button and select the date.

Note: Tax rates for the same tax type cannot have overlapping start and end dates.

9. Click **Close** to close the window.
10. When prompted to save the changes, click **Yes**.

Associate a department with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window is displayed.



2. Click on the Department tab.
3. Click the **Add**.
4. In the Department field, enter the ID of the department, or click the LOV button and select a department.
5. 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.
6. 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.
7. 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

Associate a geocode with a tax code

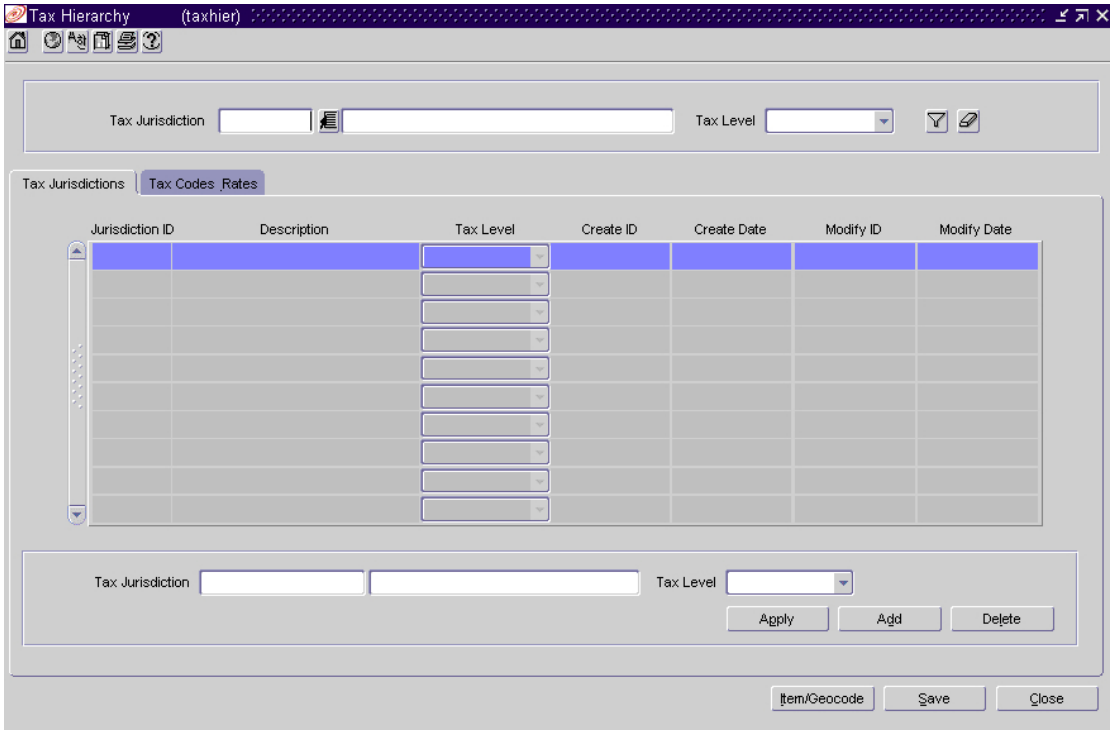
1. Click **Item/Geocode**. The Tax Codes Form window is displayed.
2. Click on the Geocodes tab.
3. Click **Add**.
4. To associate a country geocode with a tax code:
   - In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
5. To associate a state geocode with a tax code:
   a. Associate geocode as described in step 4.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
7. To associate a county geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 5.
   b. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
8. To associate a city geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 6.
   b. In the City field, enter the geocode of the city, or click the LOV button and select a city.
9. To associate a district geocode with a tax code:
   a. Associate geocodes as described in steps 4 - 7.
   b. In the District field, enter the geocode of the district, or click the LOV button and select a district.
10. 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.
11. 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.
12. Click **Close** to close the window.
13. When prompted to save the changes, click **Yes**.

Associate an item with a tax code

1. Click **Item/Geocode**. The Tax Codes Form window is displayed.
2. Click **Add**.
3. 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.
4. 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.
5. 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.
6. Click **Close** to close the window.
7. When prompted to save the changes, click **Yes**.

Create a tax jurisdiction

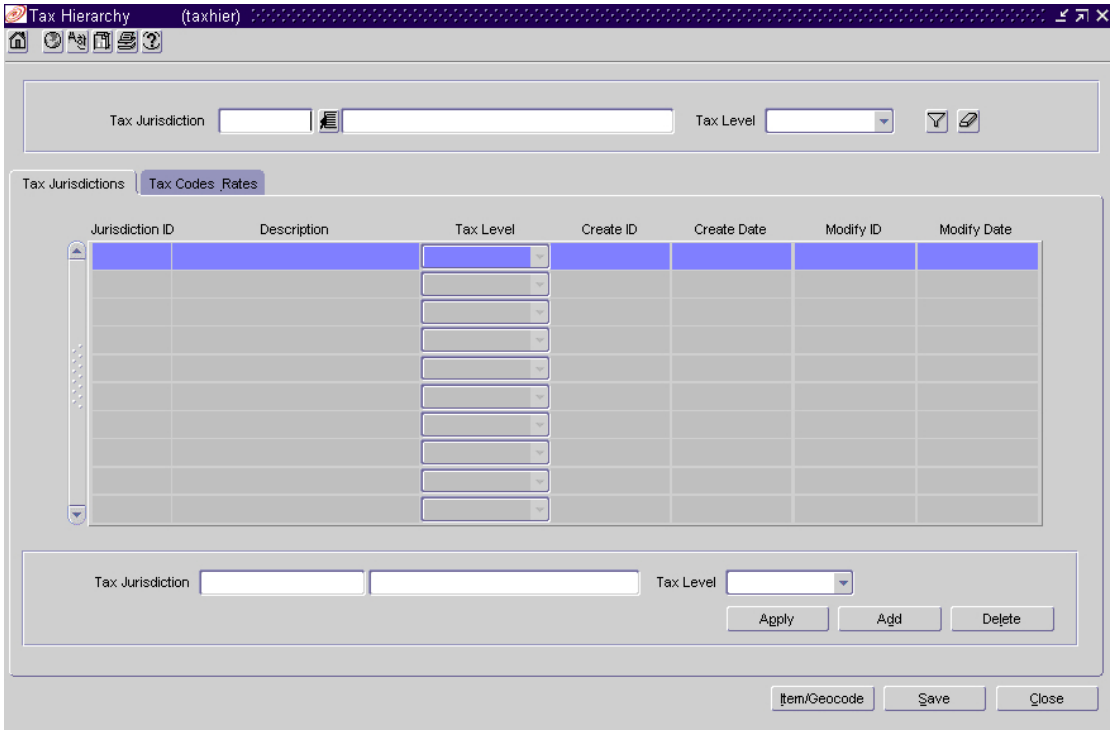
⇒ **Navigate:** From the main menu, select Control > Sales Tax > Tax Rate Maintenance > Edit. The Tax Hierarchy window is displayed.



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 close the window. 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 close the window.
5. When prompted to save any changes, click **Yes** to save or **No** to close without saving.

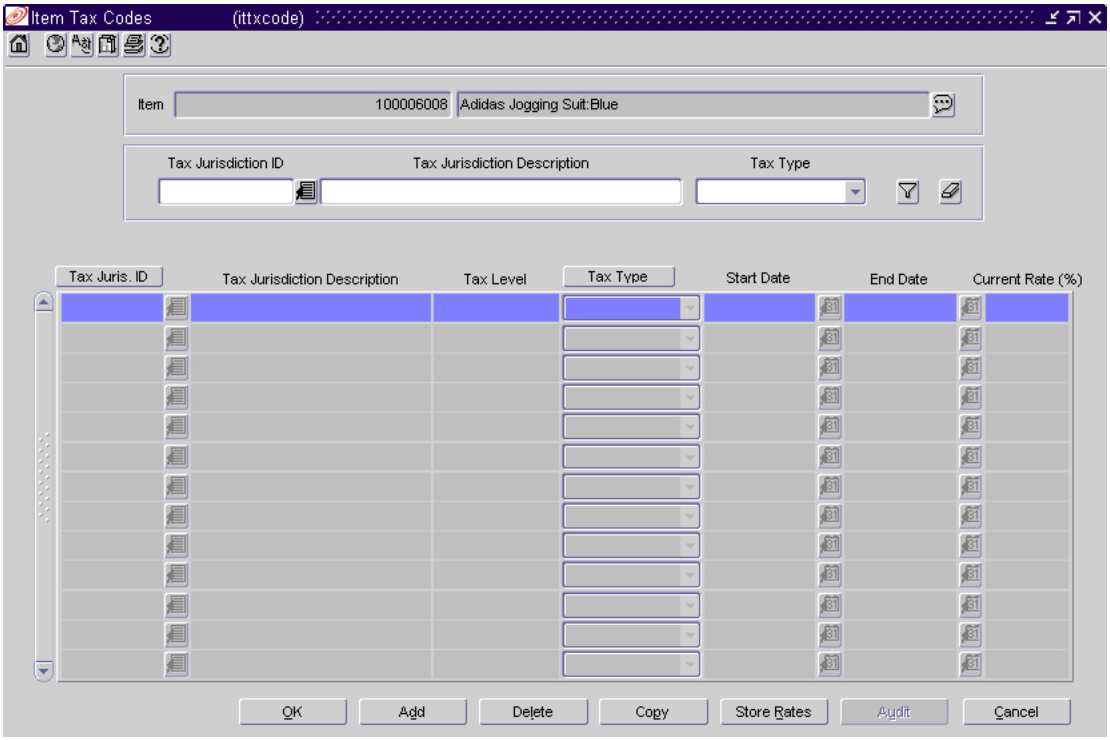
Copy tax codes to a department

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

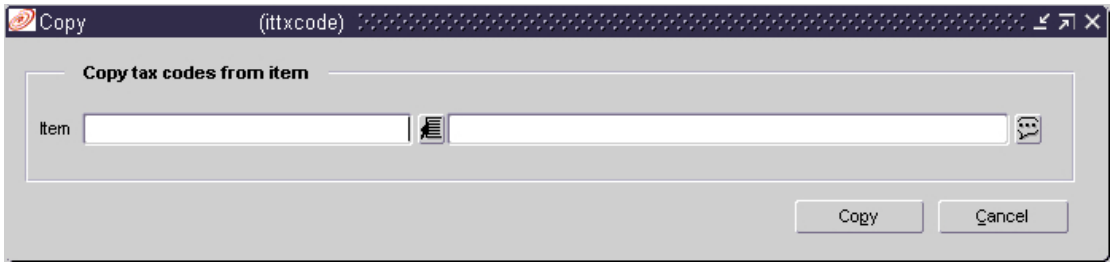
Select Department on the tree structure. The departments are displayed in the table.

Select a department and click the Edit button. The Department Maintenance window is displayed.

From the Options menu, select Apply Tax Codes. The Item Tax Codes window is displayed.



1. Click **Copy**. The Copy window is displayed.



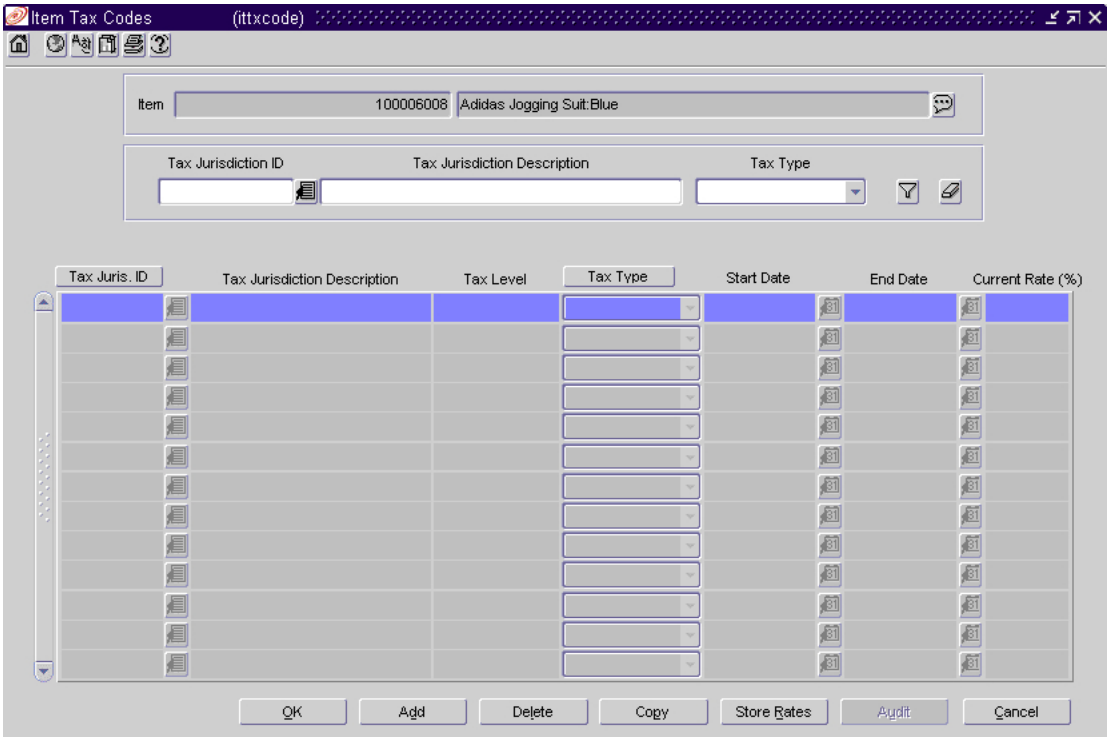
2. Enter the item number of the item that you want to copy from. You can also enter a partial description of the item and click the LOV button to select the item.
3. Click **Copy** to copy the tax codes from the selected item to the department and close the window. The copied tax codes are displayed in the table on the Item Tax Codes window.
4. Click **OK** to save your changes and close the window.

Copy tax codes to a tax product group item list

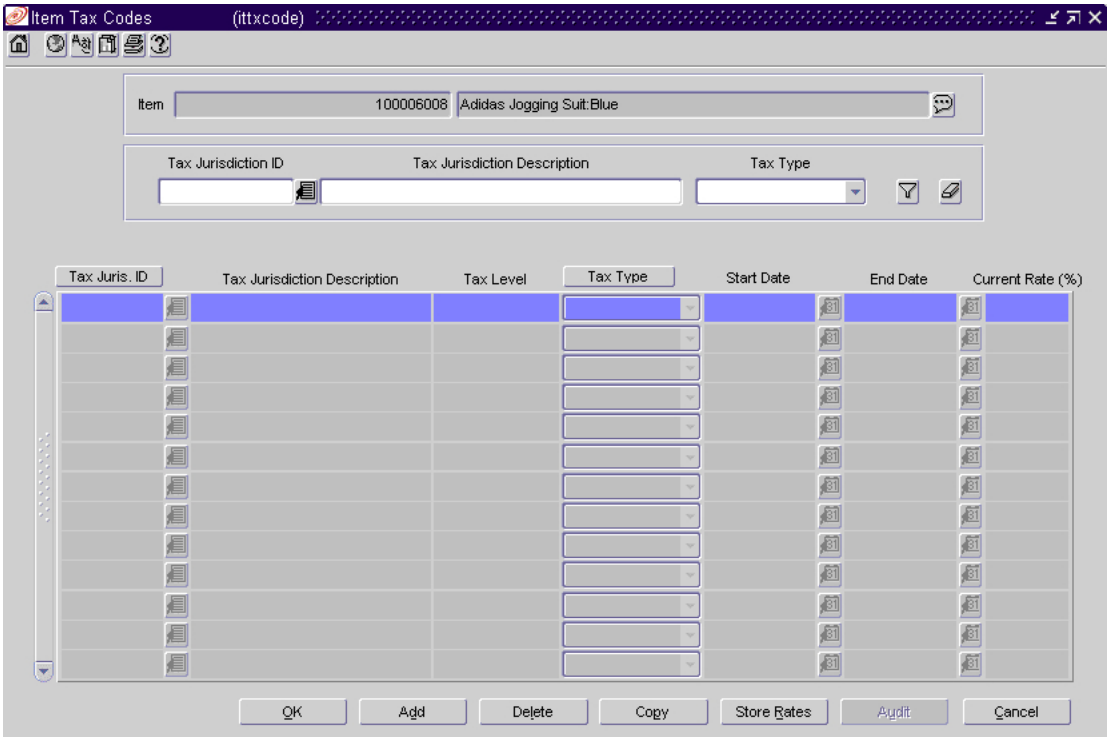
⇒ **Navigate:** From the main menu, select Items > Item List. The Item List Search window is displayed.

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. Click **Copy**. The Copy window is displayed.



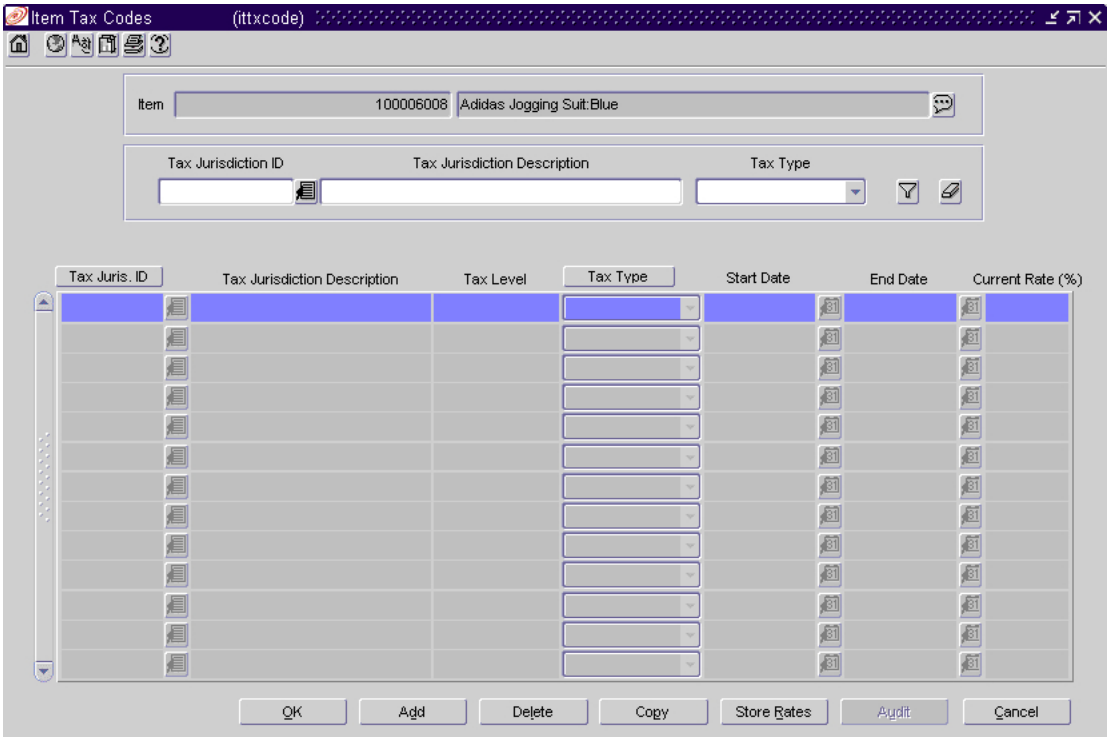
2. Enter the item number of the item that you want to copy from. You can also enter a partial description of the item and click the LOV button to select the item.
3. Click **Copy** to copy the tax codes from the selected item to the current items and close the window. The copied tax codes are displayed in the table on the Item Tax Codes window.
4. Click **OK** to save your changes and close the window.

Copy tax codes to an item

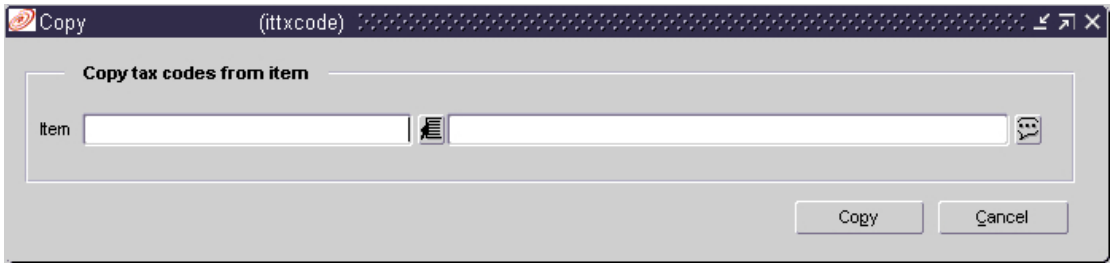
⇒ **Navigate:** From the main menu, select Items > Items. The Item Search window is displayed.

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

Select the Apply Tax Codes option. The Item Tax Codes window is displayed.



1. Click **Copy**. The Copy window is displayed.



2. Enter the item number of the item that you want to copy from. You can also enter a partial description of the item and click the LOV button to select the item.
3. Click **Copy** to copy the tax codes from the selected item to the current items and close the window. The copied tax codes are displayed in the table on the Item Tax Codes window.
4. Click **OK** to save your changes and close the window.

Chapter 10 – User Tools

User tools
Timelines
Define a timeline step
Define a timeline
Associate a timeline with an activity
Document maintenance
Maintain documents
Associate a document with a RMS element
Tickets and Labels
Add ticket types
Request tickets or labels
Edit ticket types for an item
Edit ticket types for multiple items

Timelines

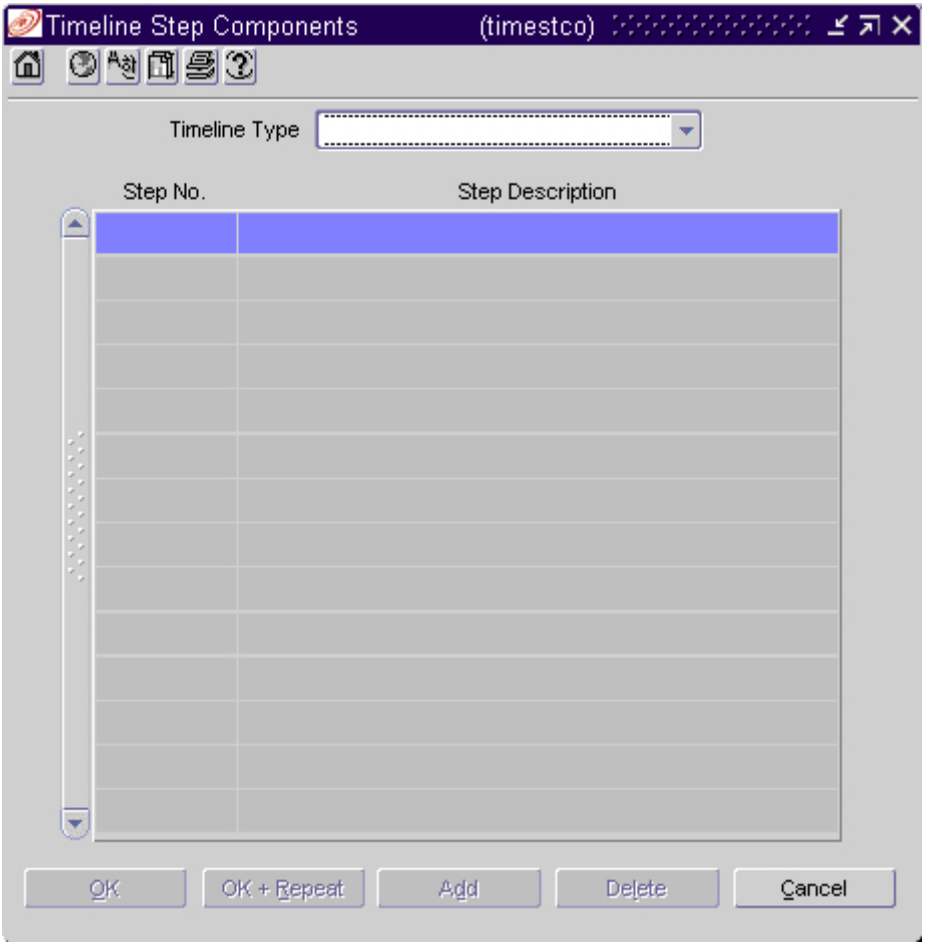
Define a timeline step

The steps used to create timelines allows you to create and maintain the timelines that are used to track an activity. The type of timeline you create determines what activities you can attach a timeline to. After you create the steps, you can define a series of steps to be used in a timeline. You can use a timeline to track the completion of an activity. When creating a timeline, you can pick which steps to include and the order of the steps. You can include any number of steps in a timeline.

Procedures

Define a timeline step

⇒ **Navigate:** From the main menu, select Control > Setup > Timeline Step Components > Edit. The Timeline Step Components window is displayed.



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** to save your changes and close the window.

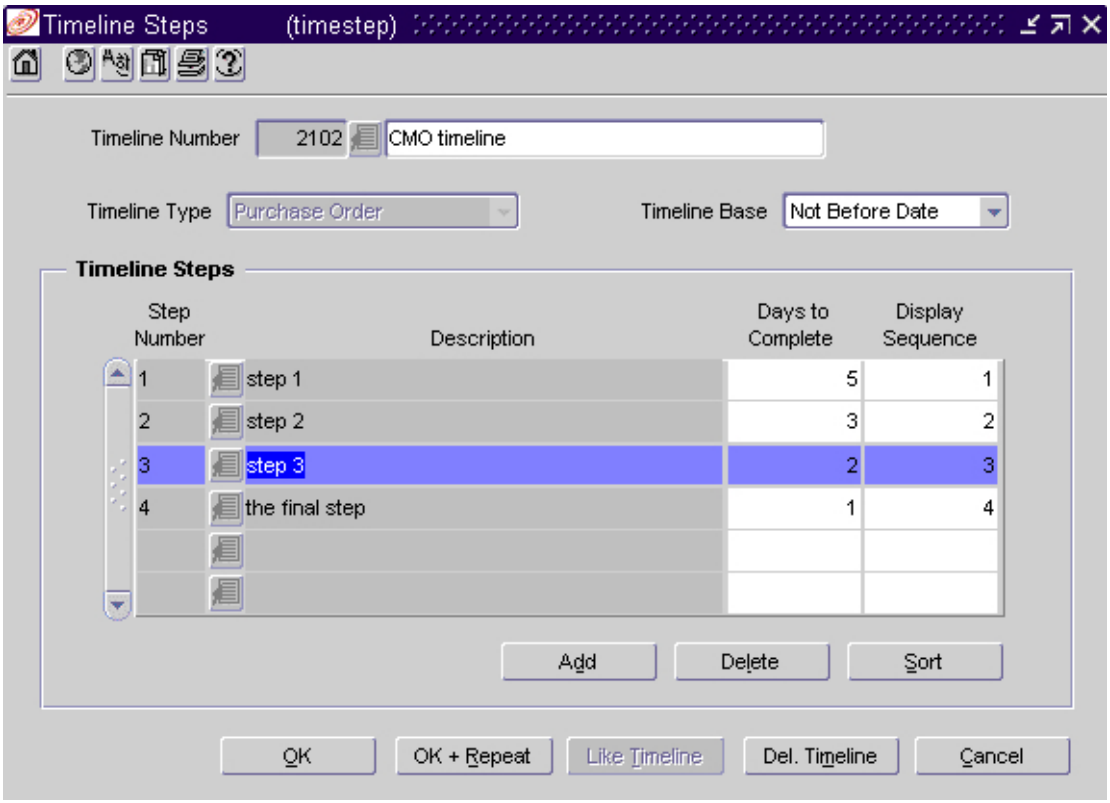
Define a timeline

A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity. You can enter dates with which to track the completion of the timeline steps. You can revise dates and record the reason for the revision.

Procedures

Define a timeline

⇒ **Navigate:** From the main menu, select Control > Setup > Timeline > New. The Timeline Steps window is displayed.

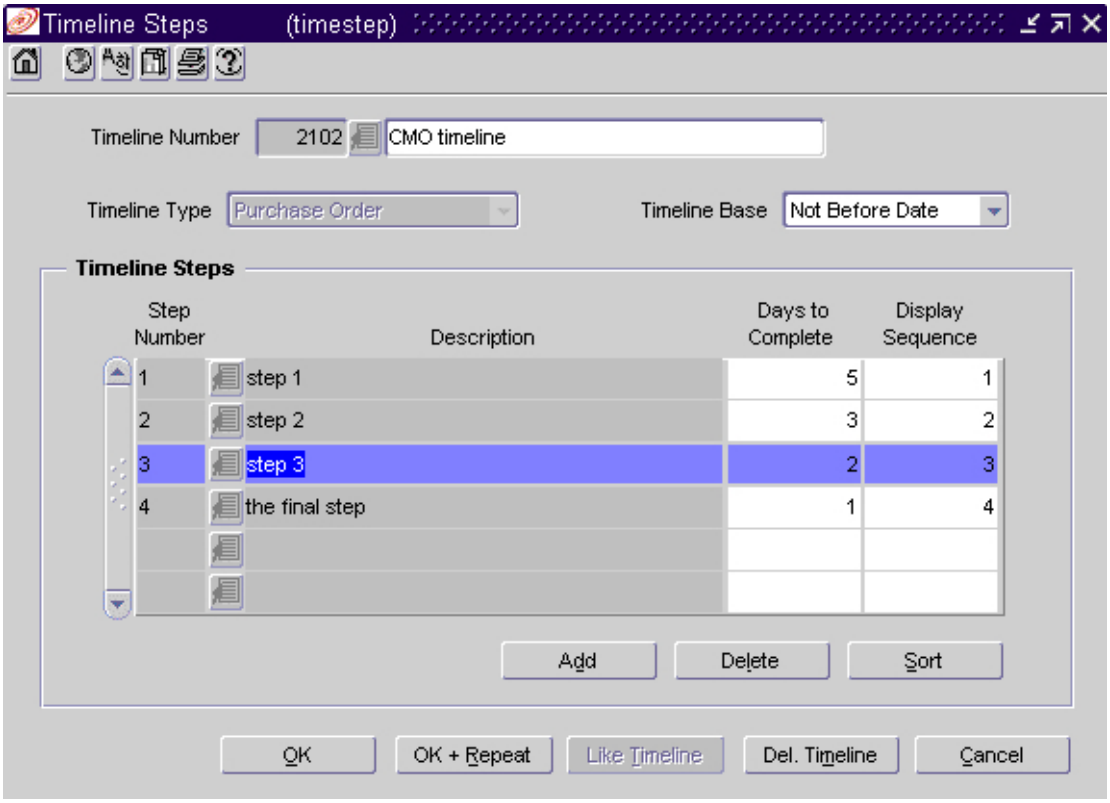


1. Enter a description of the timeline in the box to the right of the Timeline Number field.
2. In the Timeline Type field, select the activity for which you want to define a timeline.
3. If the Timeline Type is Purchase Order or Order/Item, select a base in the Timeline Base field. This field is optional.

4. Select the steps that you want to include in the timeline:
   a. Enter the step number in the Step Number field, or click the LOV button and select the step.
   b. In the Days to Complete field, enter the number of days that you want to allot for completion of the step.
   c. 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.
   d. Repeat steps a through c for each additional step.
5. Click **OK** to save your changes and close the window.

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** to save your changes and close the window.

Associate a timeline with an 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

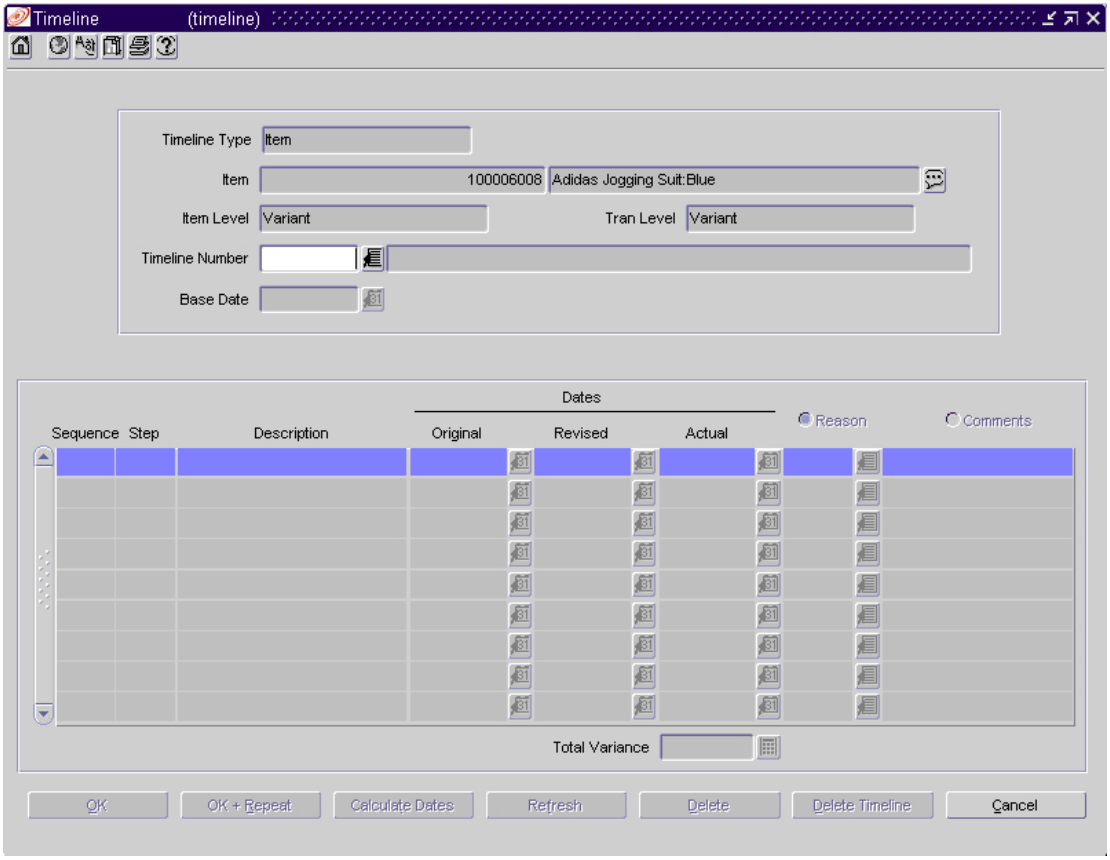
Procedures

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.



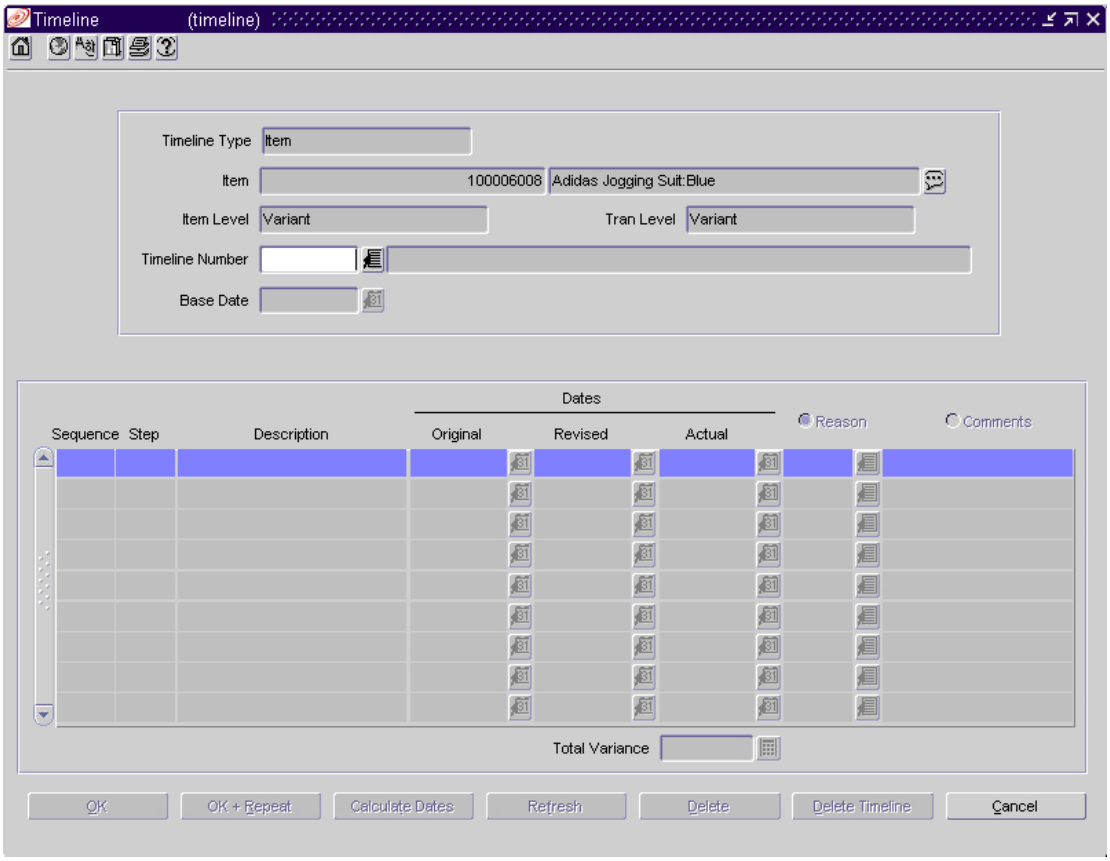
1. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
2. Choose one of the following methods to enter the original dates:
3. In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. 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. Then type the comment in the Comments field, or click the comments button and enter the comment.
5. Click **OK** to save your changes and close the window.

Associate a timeline with 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. The PO Header Maintenance window is displayed.

From the Options menu, select Timelines > New. The Timeline window is displayed.



Note: You may also access the Timelines window from the PO Item Maintenance window. To access the window, click **Items**. The PO Item Maintenance window is displayed.

From the Options menu, select Timelines > New. The Timeline window is displayed.

1. In the Timeline Number field, enter the timeline ID, or click the LOV button and select a timeline. The timeline information is displayed in the table.
2. If necessary, click the calendar button to change the date the date.
3. If necessary, click **Delete** to remove a step from the timeline.
4. To enter a reason for any timeline changes, select the Reason radio button and enter the reason code, or click the LOV button and select a reason.
5. To enter a comment for any timeline changes, select the Comments radio button and enter the comments.

6. Click **OK** to save your changes and close the window.

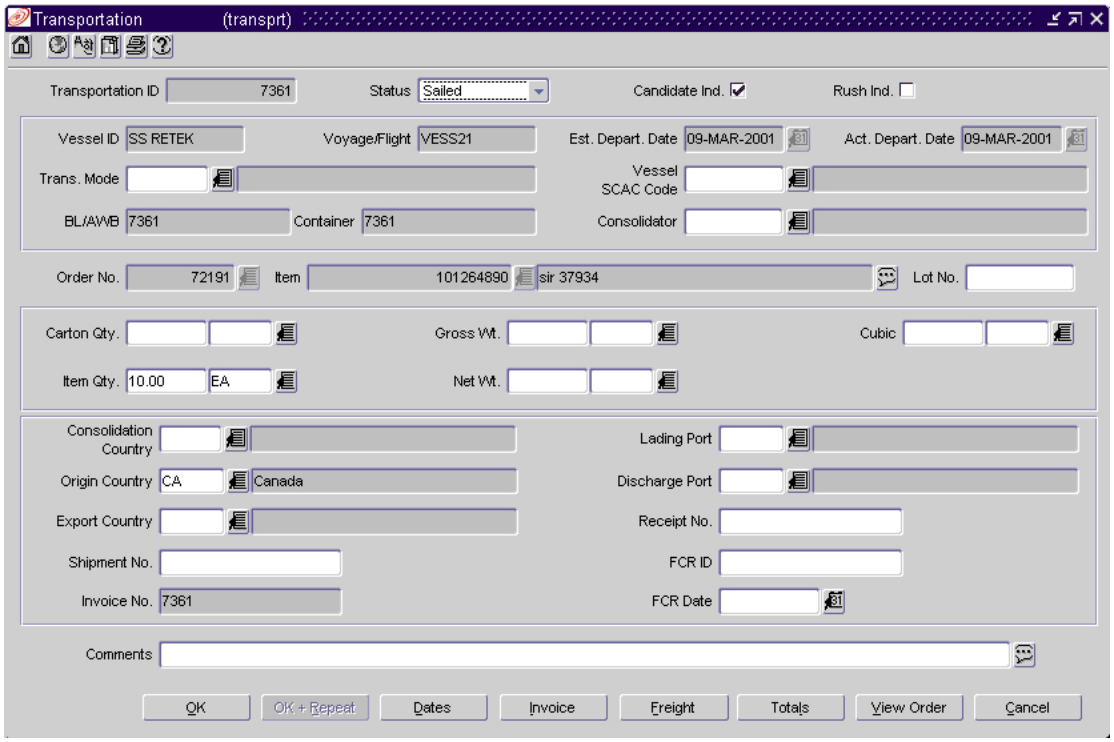
Associate a timeline with a transportation element

⇒ **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.

OR

From the main menu, select Inventory > Transportation > PO-Level Maintenance > Edit. The PO-Level Transportation window is displayed.



1. To associate a timeline with tranportion records at the following levels:
   - **Bill of lading:** From the Options menu, select Timelines > BL/AWB > New. The Timeline window is displayed.
   - **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.

- **PO-specific bill of lading:** From the Options menu, select Timelines > PO/BL AWB > New. The Timeline window is displayed.

Note: This level of timeline is only available from the PO-Level Transportation window.

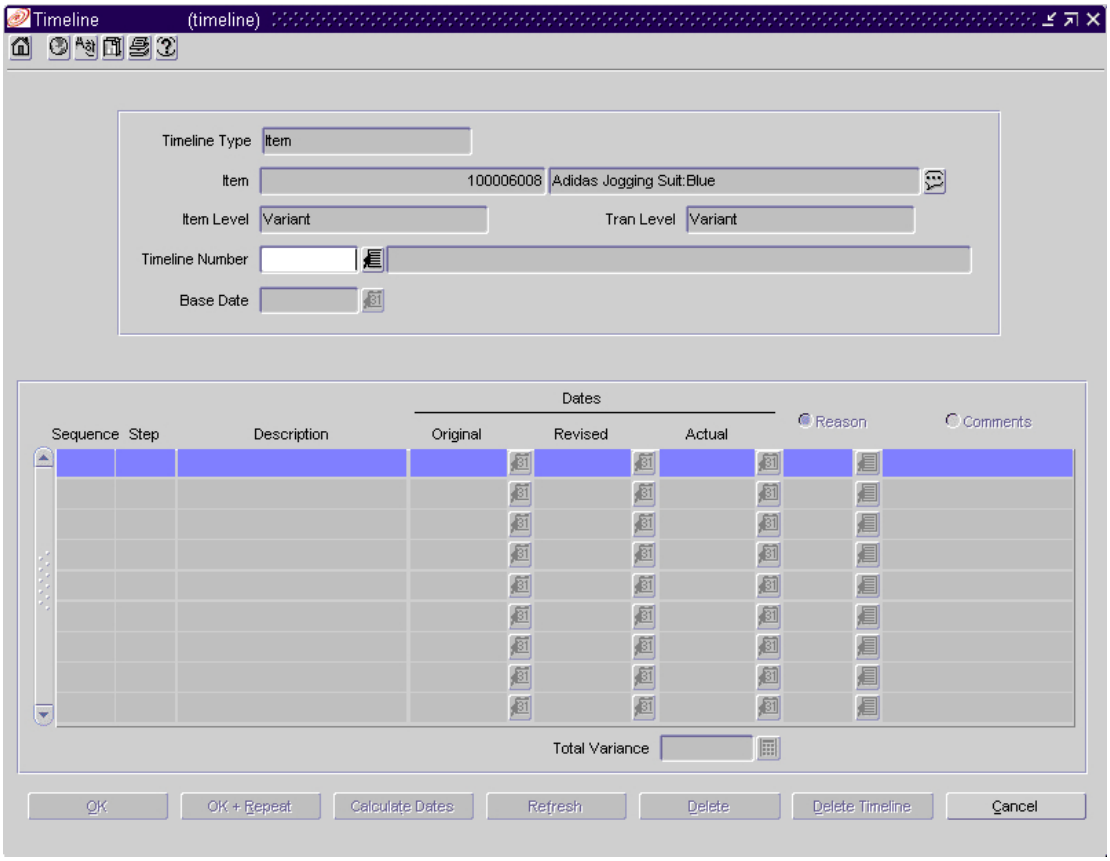
2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. Choose one of the following methods to enter the original dates.
   - In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. 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 save your changes and close the window.

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:
3. 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.
4. 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.
5. 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.
6. Click **OK** to save your changes and close the window.

Document Maintenance

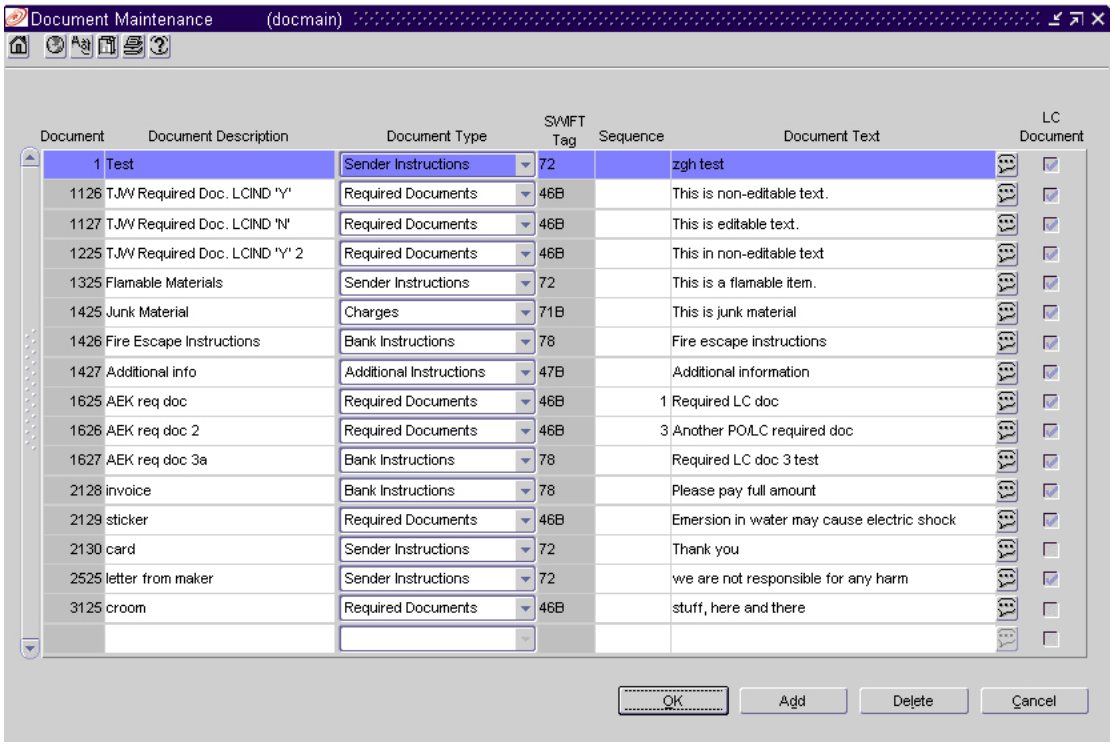
Maintain documents

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.

Procedures

Add a document

⇒ **Navigate:** From the main menu, select Control > Document Maintenance > Edit. The Document Maintenance window is displayed.



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 **OK** to save your changes and close the window.

Associate a document with a RMS element

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:

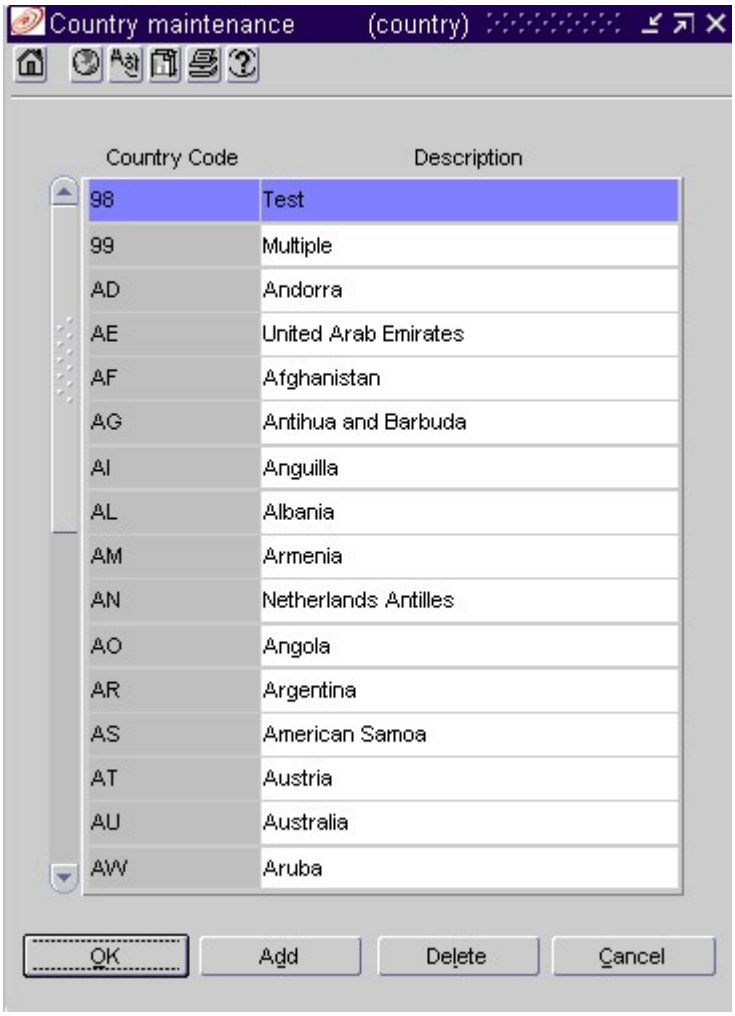
- Suppliers
- Partners
- Countries
- Items
- Purchase orders

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.

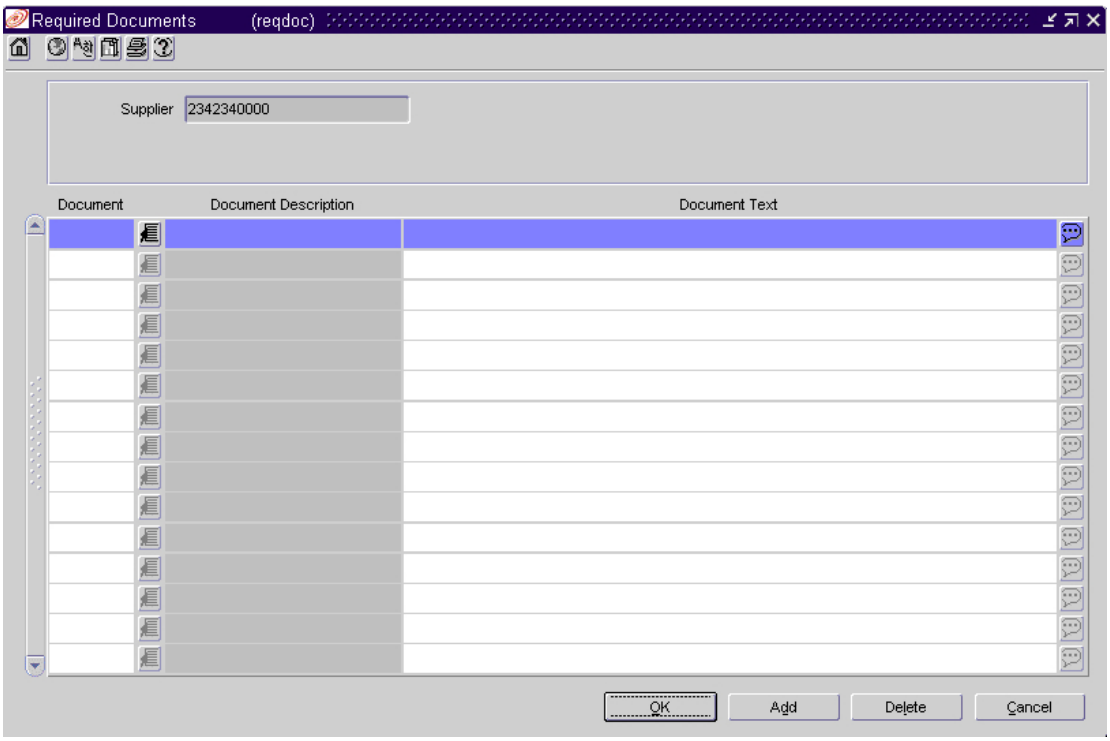
Procedures

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.



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 save your changes and close the window.

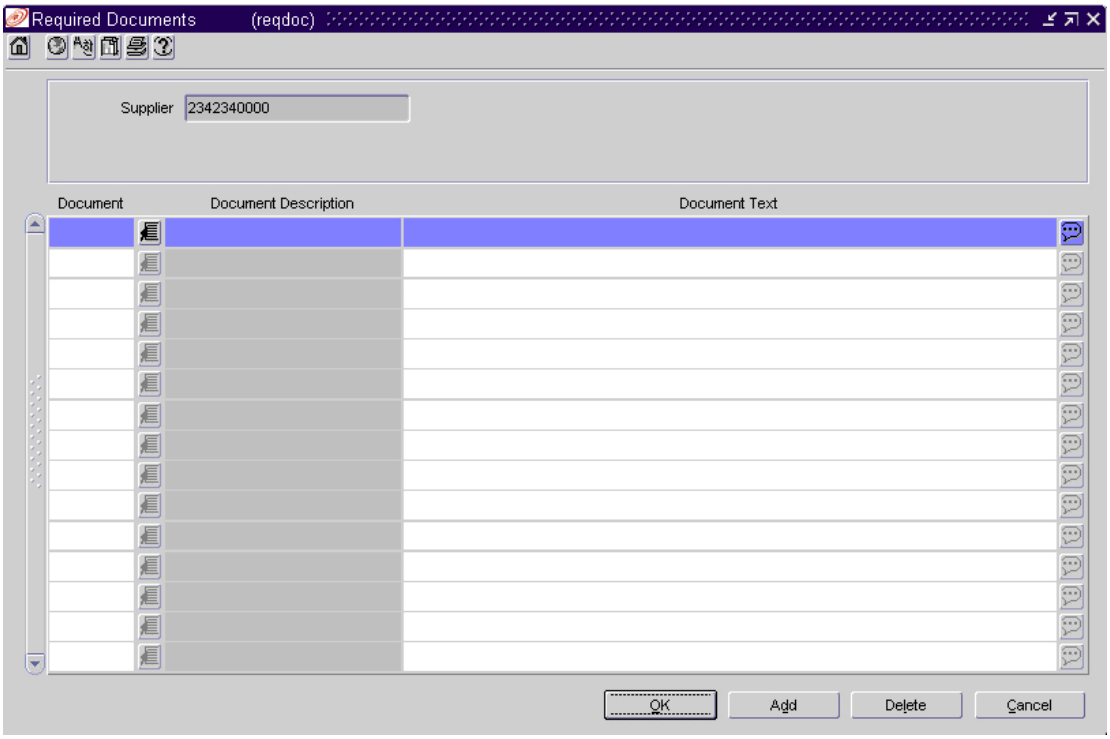
Add a required document to a letter of credit

⇒ **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.



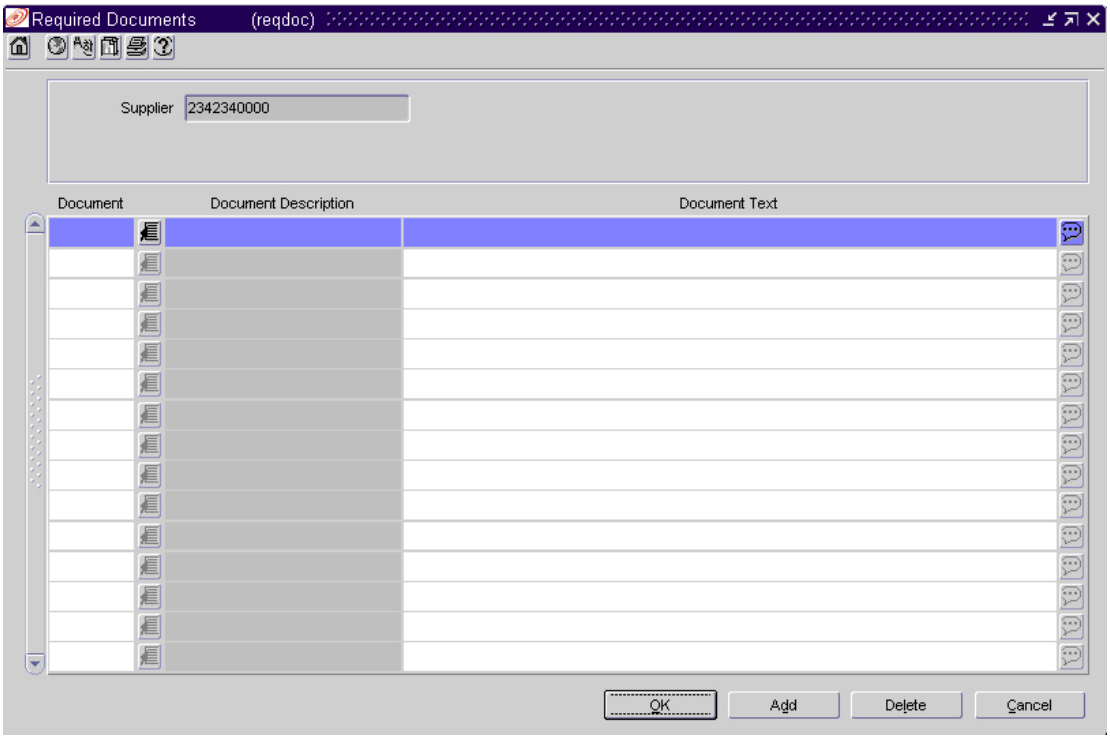
1. Click **Add**.
2. In the Document field, enter a document number, or click the LOV button to select a document.
3. Click **OK** to save your changes and close the window.

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.



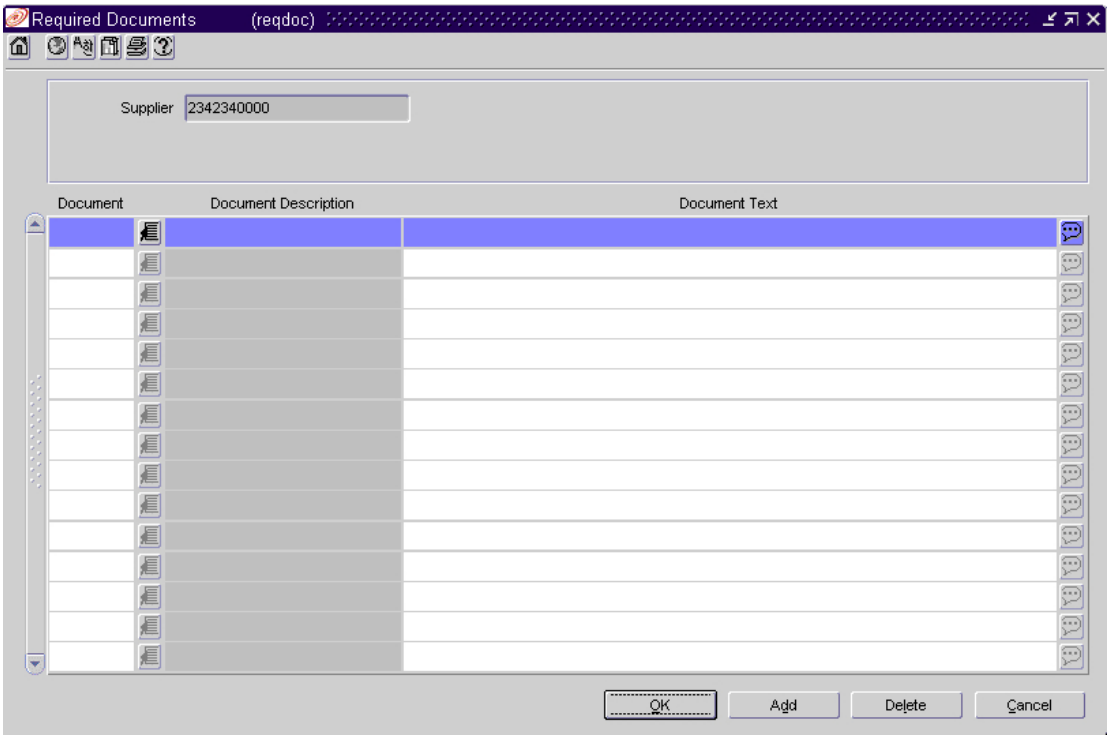
1. Click **Add**.
2. In the Document field, enter the Document ID, or click the LOV button to select the document.
3. Click **OK** to save your changes and close the window.

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.



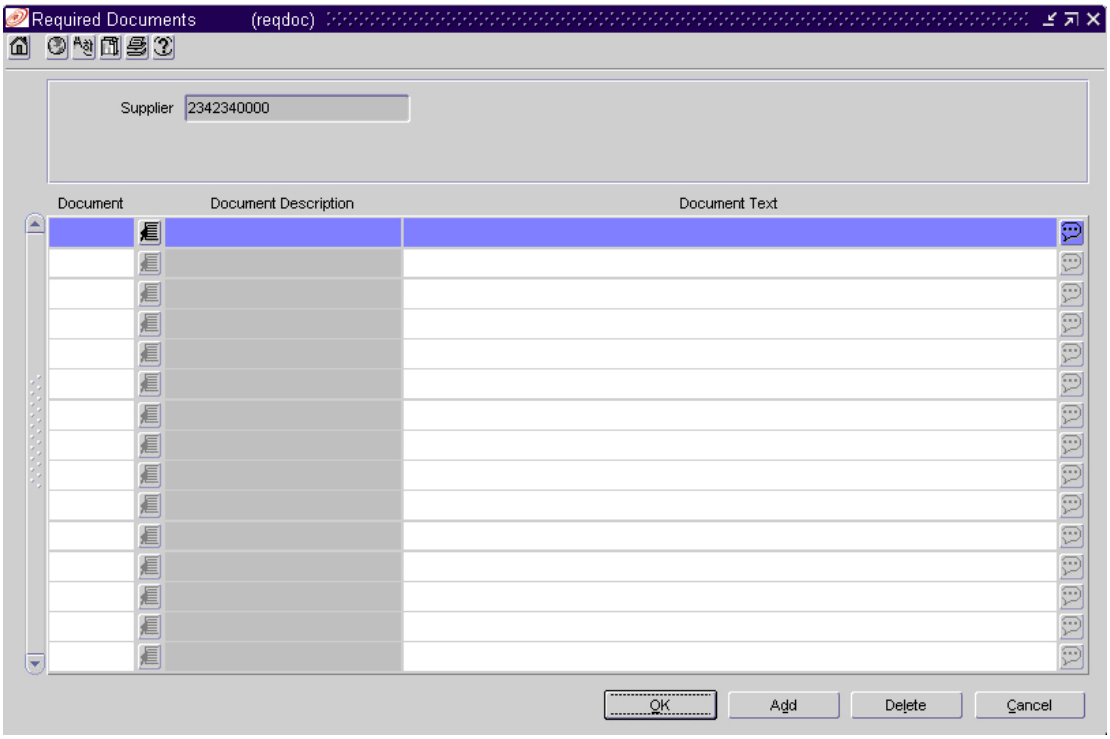
1. Click **Add**.
2. In the Document field, enter the Document ID, or click the LOV button to select the document.
3. Click **OK** to save your changes and close the window.

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.



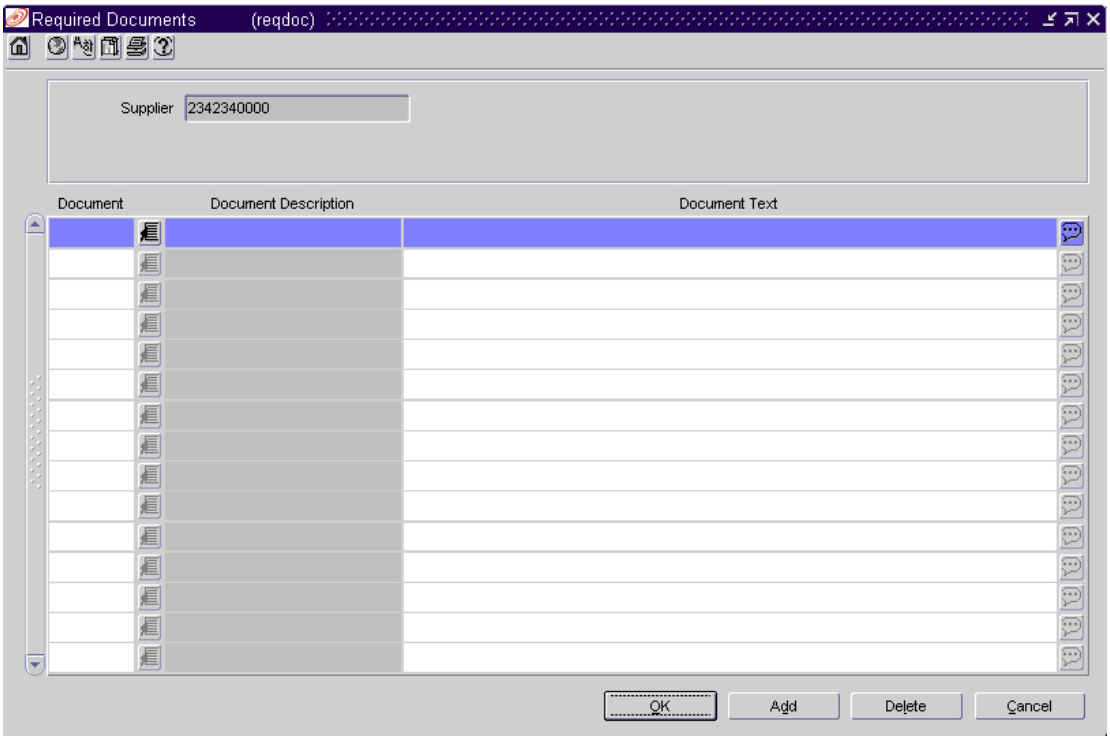
1. Click **Add**.
2. In the Document field, enter the document number, or click the LOV button to select the document.
3. Click **OK** to save your changes and close the window.

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 save your changes and close the window.

Maintain tickets and labels

Maintain tickets and labels

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.

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 a an order is received
- When a permanent price change takes effect.

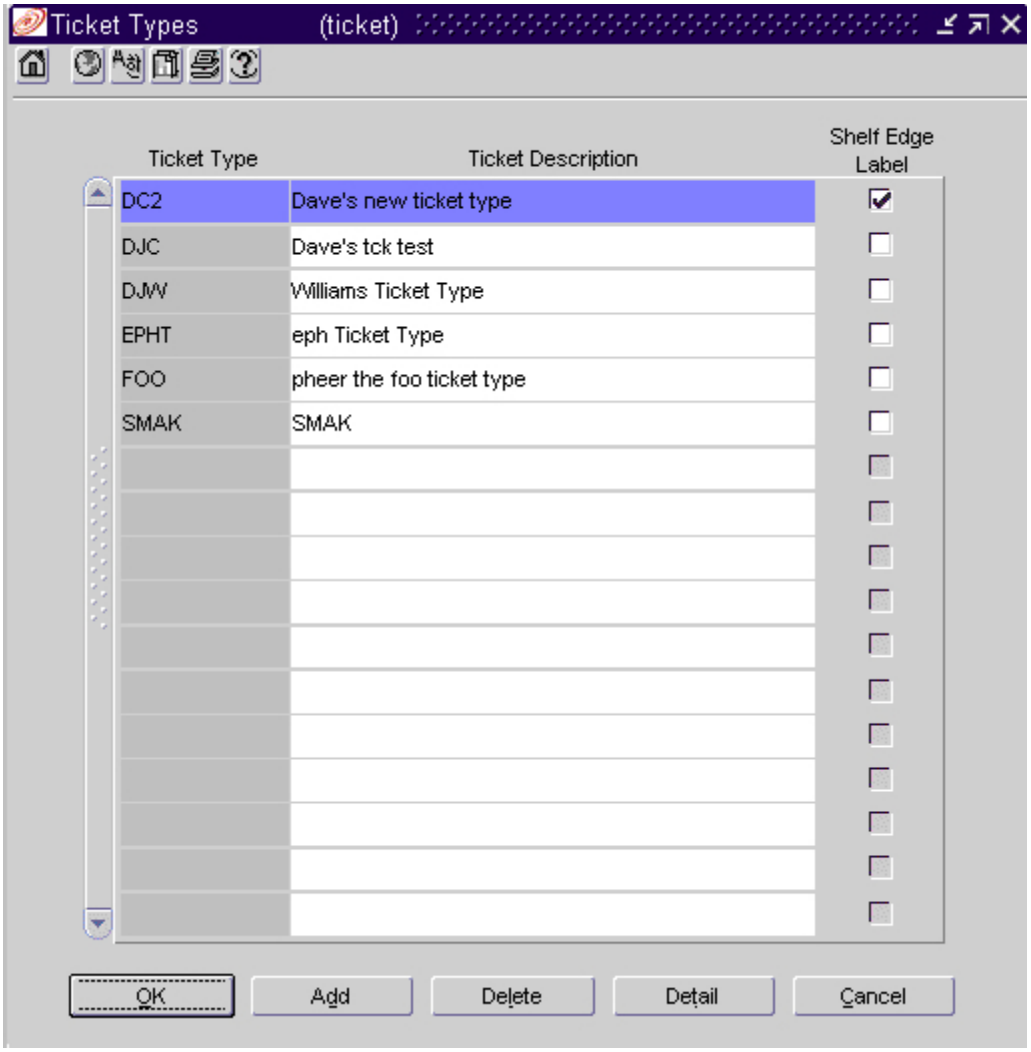
If you use an item list, the ticket types that you add to the item list supersede existing ticket types associated with the items on the item list. A message is displayed requesting if the same ticket types to any subordinate level items.

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.

Procedures

Add ticket types

⇒ **Navigate:** From the main menu, select Items > Ticket Type > Edit. The Ticket Types window is displayed.



Add a ticket type

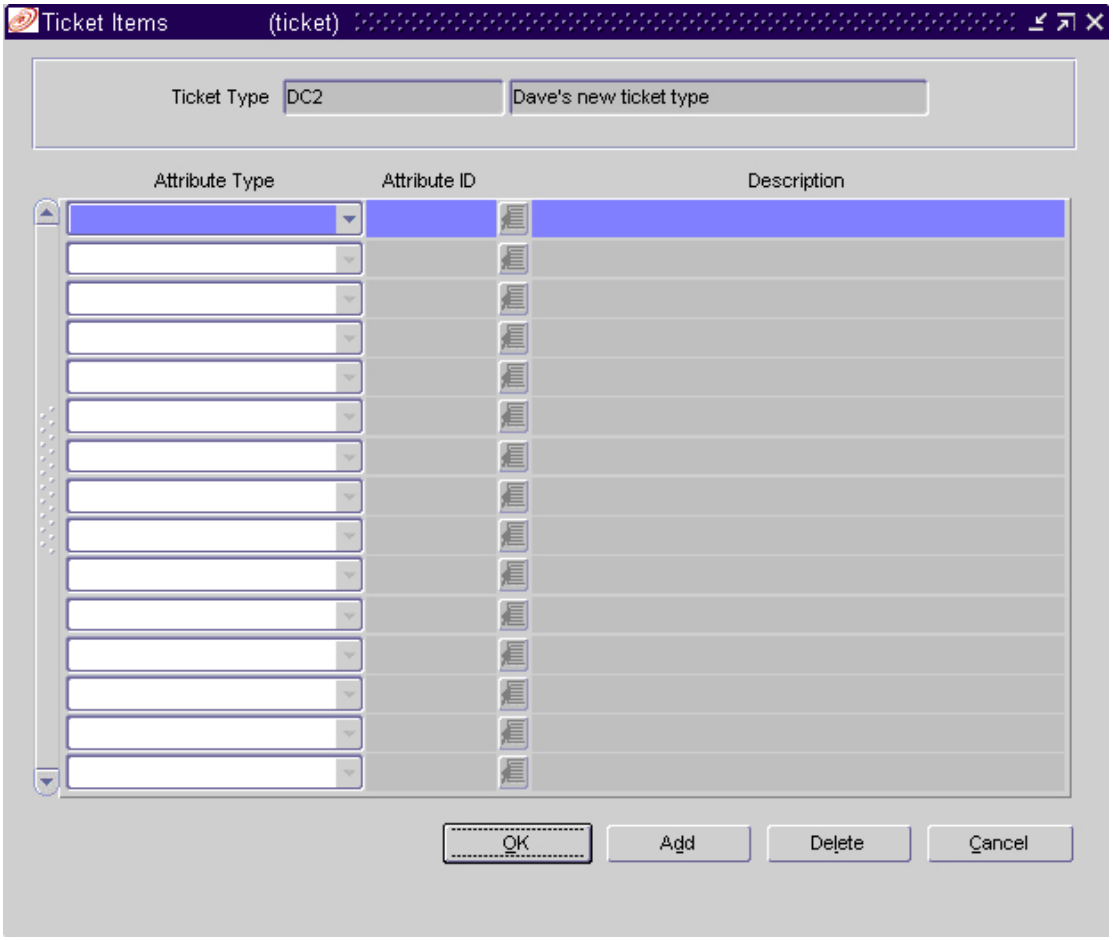
1. Click **Add**. The next available line is enabled.
2. In the Ticket Type field enter a unique ID for the ticket type.
3. In the Ticket Description field, enter the description of the ticket type.
4. In the merchandise and organization hierarchy fields, enter the ID of the member of each hierarchy level, or click the LOV button and select a member.

📖 **Note:** The field names are defined at the system level. The available values reflect the assigned hierarchy level.

5. If the ticket is used as shelf edge label, select the Shelf Edge Label check box.

Add an attribute to a ticket type

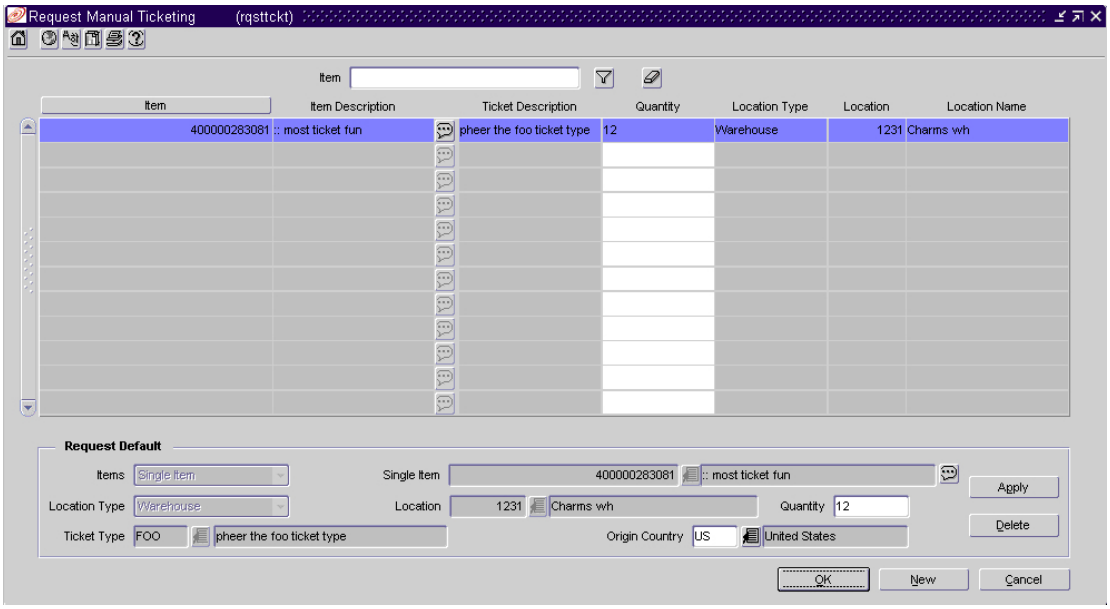
1. Select the ticket type and click **Detail**. The Ticket Items window is displayed.



2. Click **Add**. The next available line is enabled.
3. In the Attribute field, select the type of attribute.
4. In the Attribute ID field, enter the ID of the attribute, or click the LOV button and select the attribute.
5. Click **OK** to save your changes and close the window.

Request tickets or labels

⇒ **Navigate:** From the main menu, select Items > Request Tickets. The Request Manual Ticketing window is displayed.

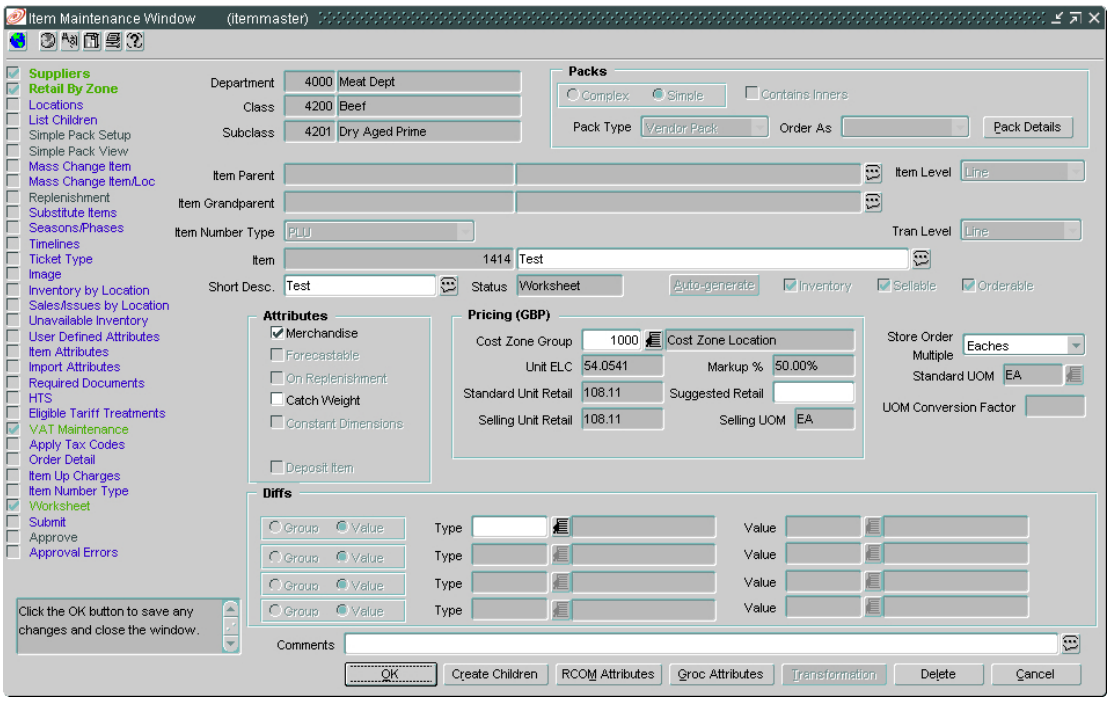


1. Click **New**. The Apply area is enabled.
2. In the Items field, select the grouping mechanism for the items to be ticketed.
3. In the next field, enter the ID of the specific item, item list, or purchase order, or click the LOV button and select the group.
4. In the Location Type field, select the 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 save your changes and close the window.

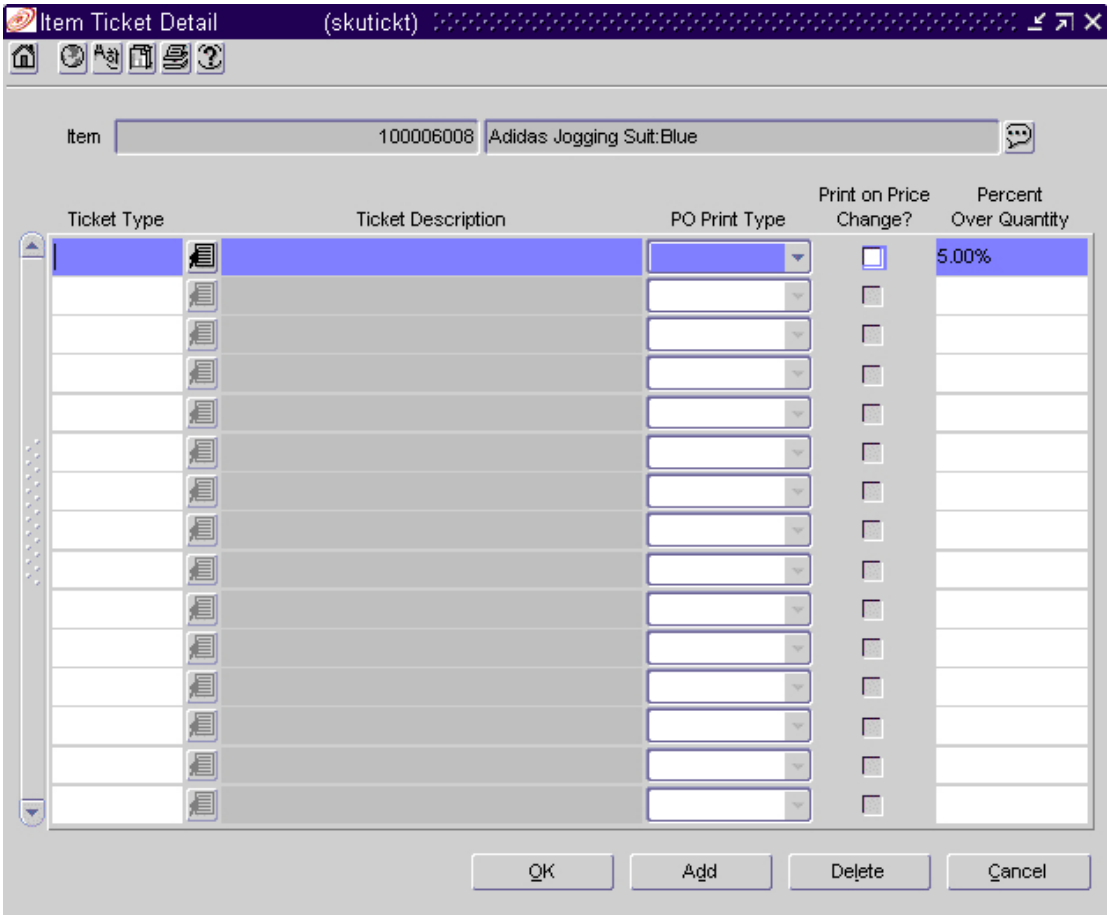
Edit ticket types for an item

⇒ **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 Ticket Type option on the Options list. The ticket types are displayed on the Item Ticket Detail window.



Note: To edit a ticket type for a subordinate item, click on the List Children option on the Options list. The Item Children window is displayed. Next, select an item; then click on the Ticket Type option on the Options list.

2. Edit the PO Print Type, Print on Price Change, and Percent Over Quantity fields as necessary.

Add a ticket type

1. Click **Add**. The next available line is enabled.
2. In the Ticket Type field, enter the code for the ticket type, or click the LOV button and select the ticket type.
3. In the PO Print Type field, select when the tickets should be printed.
4. To indicate that the ticket type should be printed when a permanent price change becomes effective, select the Print on Price Change checkbox.
5. In the Percent Over Quantity field, enter or edit the percentage of extra tickets to be printed as necessary.

Delete a ticket type

1. Select a ticket type and click **Delete**.
2. When prompted to delete the record, click **Yes**.

Review and complete the ticket type

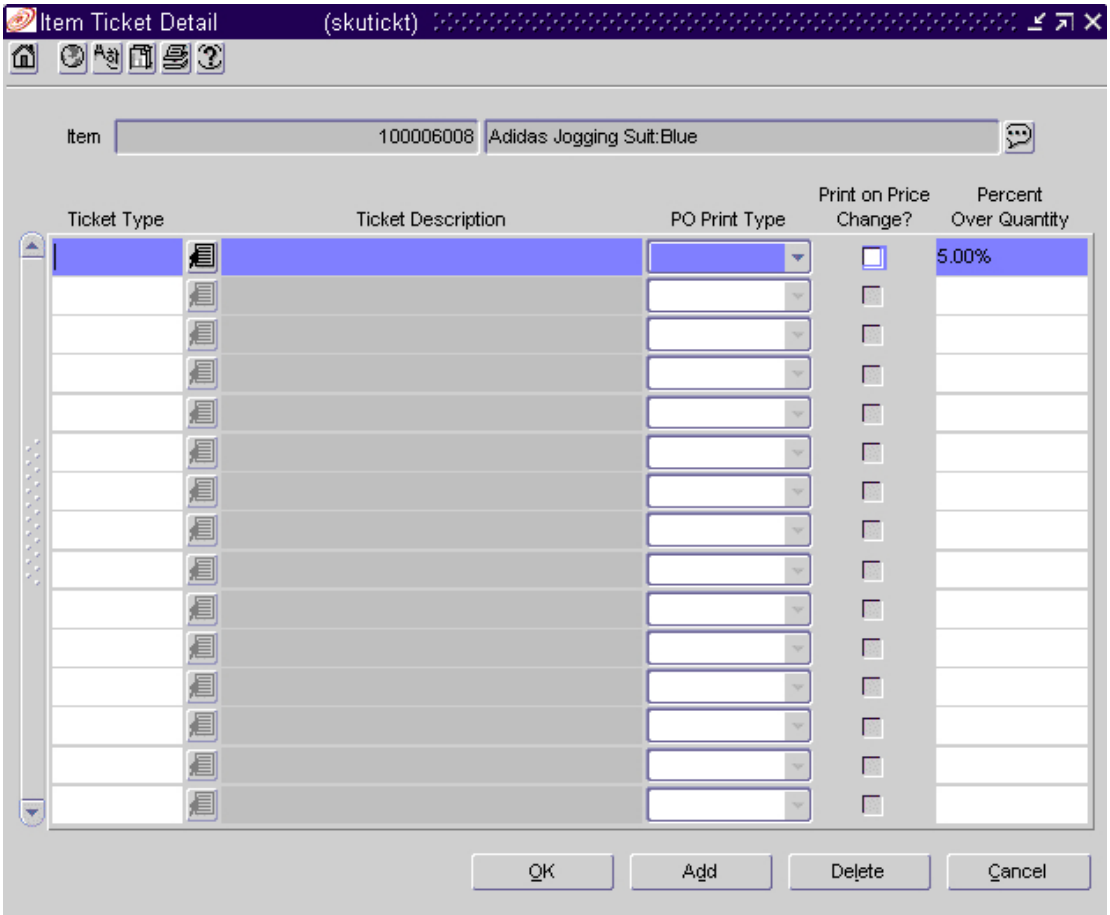
1. Click **OK** to save your changes and close the window.
2. If prompted to overwrite the ticket types for children (subordinate level items) of the current item, click either **Yes** or **No** as necessary.

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.

From the Options menu, select Create Mass Item Change > Ticket Type. The Item Ticket Detail window is displayed.



1. In the Ticket Type field, enter the ID of the ticket type, or click the LOV button and select the ticket type.
2. In the PO Print Type field, select when the tickets are printed.
3. If you want tickets printed automatically when a permanent price change becomes effective, select the Print on Price Change check box.
4. In the Percent Over Quantity field, enter or edit the percentage of extra tickets to be printed.
5. To add another ticket type, click **Add**.
6. Enter the details on the next available line.
7. Click **OK** to save your changes and close the window.
8. When warned about overwriting existing ticket types, click **OK**.
9. 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.

Chapter 11 – System Administration

System Administration

Maintain system variables

Maintain system security

Internationalize RMS

Create point of sale configurations

Maintain system parameters

Maintain system parameters

The following areas can be maintained in order to optimize system performance.

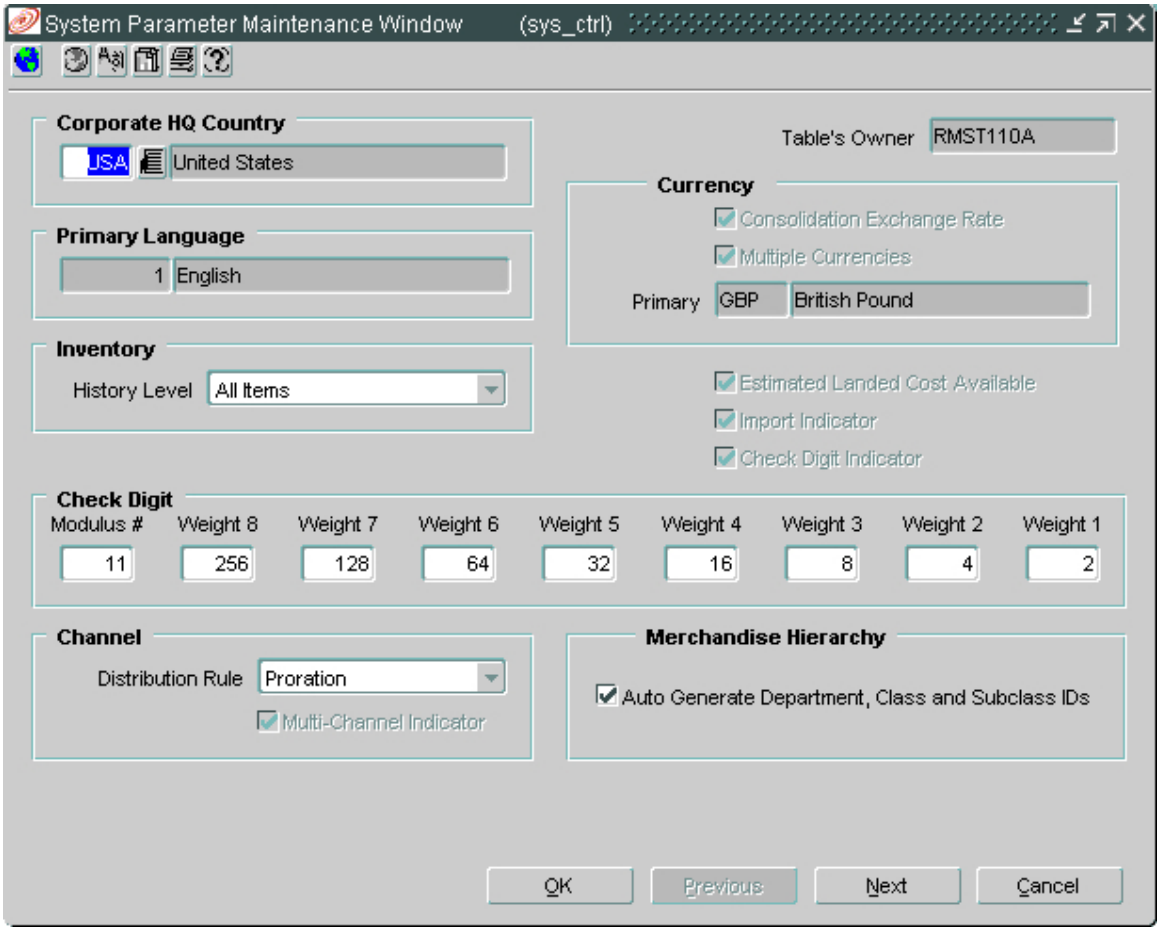
Maintain audit trails

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.

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.

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.

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.

System variables

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.

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.

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.

Main menu

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.

Calendar 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.

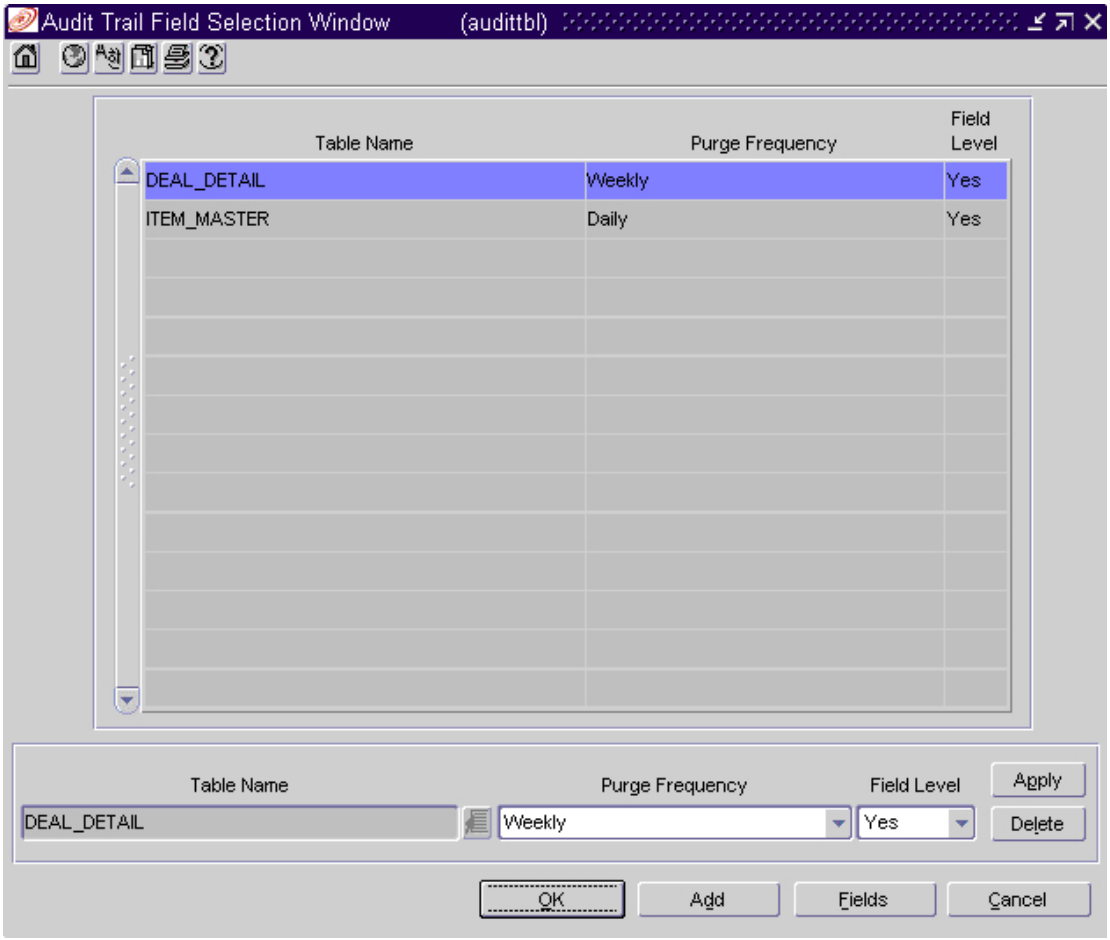
Sales history is always based on the retail calendar. The calendar begins at least 18 months prior to the earliest stock ledger and sales history data. The calendar also contains dates at least three years into the future.

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.

Procedures

Edit audit trails

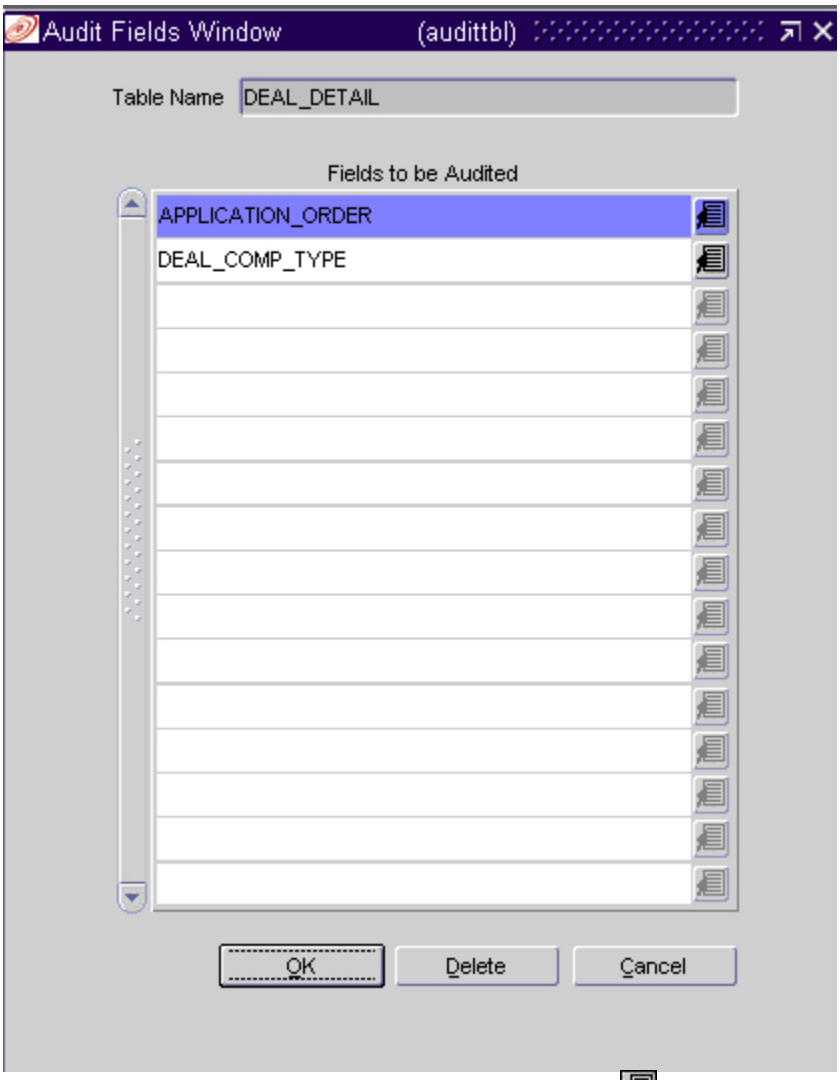
⇒ **Navigate:** From the main menu, select Control > System > Audit Trail > Edit. The list of audited tables are displayed in the Audit Trail Field Selection window.



1. Select a table.
2. Edit the Purge Frequency and the Field Level fields as necessary.

Edit the fields to be audited

1. Select a table and click **Fields**. The Audit Fields window is displayed.



In the Fields to be Audited field, enter the name of the field, or click the LOV button and select the field.

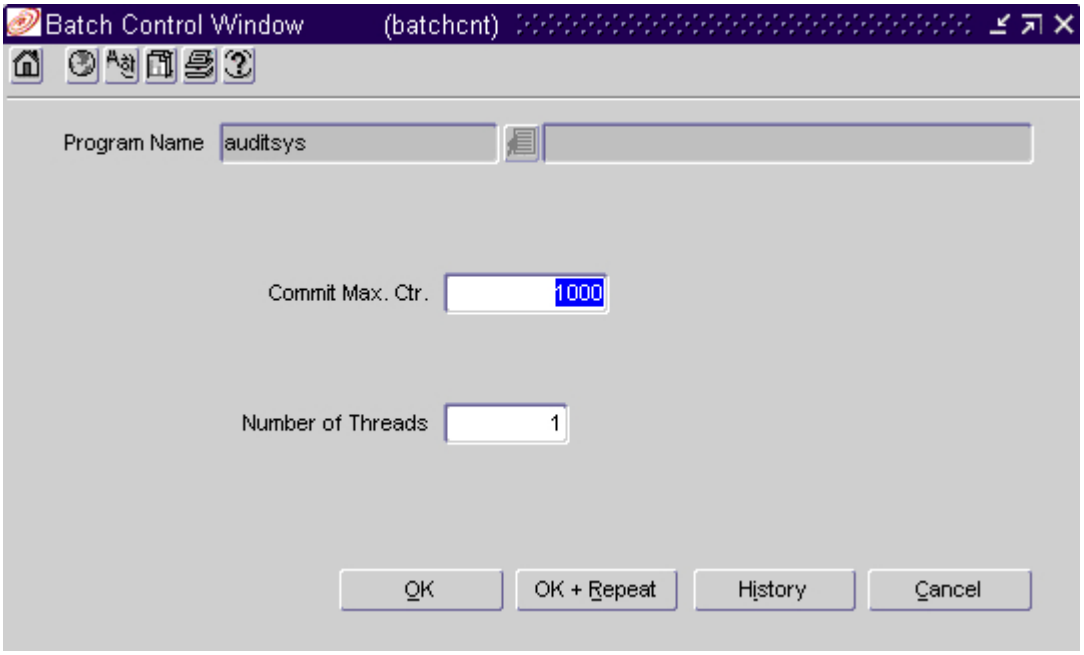
2. To delete a field, select the field and click **Delete**.
3. Click **OK** to save your changes and close the window.

Delete a table from the list of audited tables

1. Select a table and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

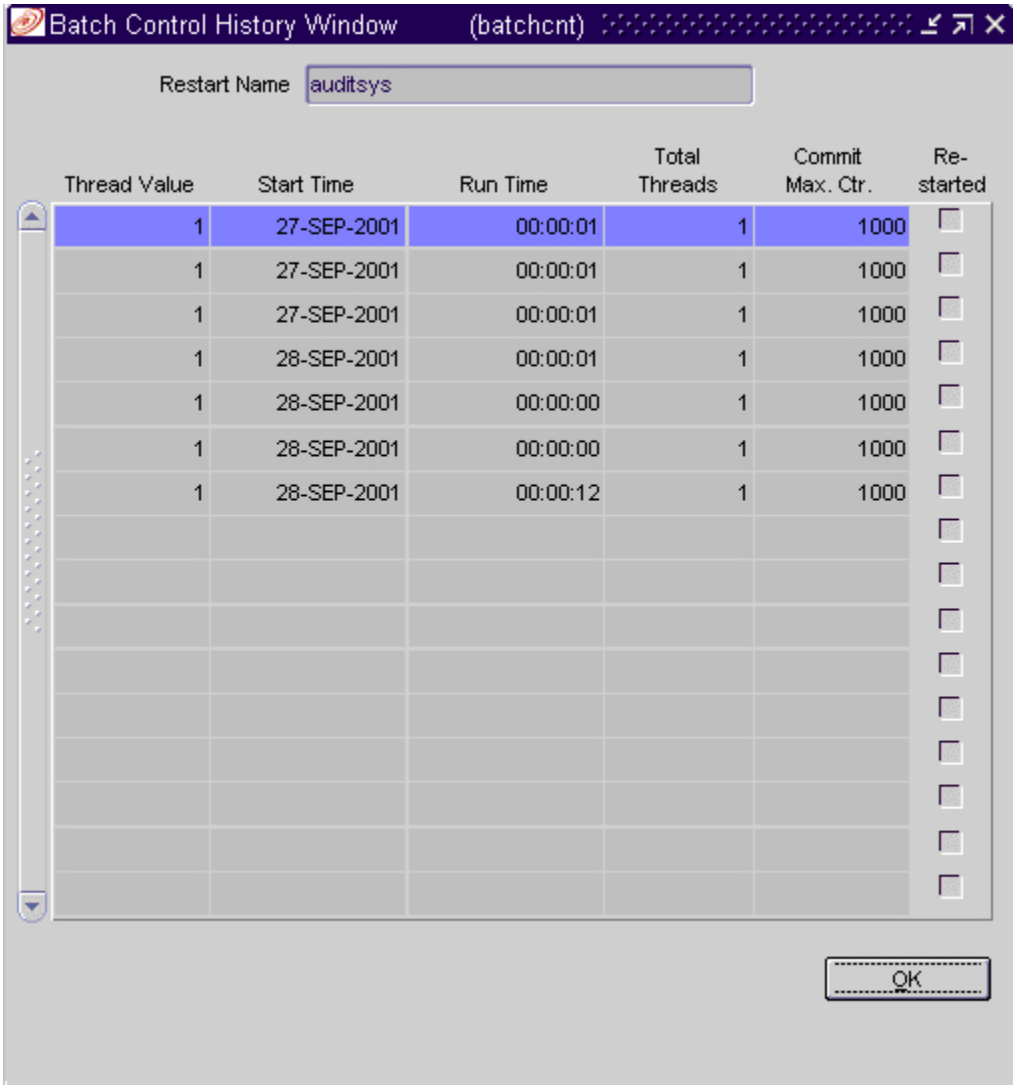
Edit batch controls

⇒ **Navigate:** From the main menu, select Control > System > Batch Maintenance > Batch Control. The Batch Control window is displayed.



1. In the Program Name field, enter the name of a batch program, or click the LOV button and select the batch program.
2. In the Commit Max Ctr field, enter or edit the maximum value for the commit counter as necessary
3. In the Number of Threads field, enter or edit the number of threads.

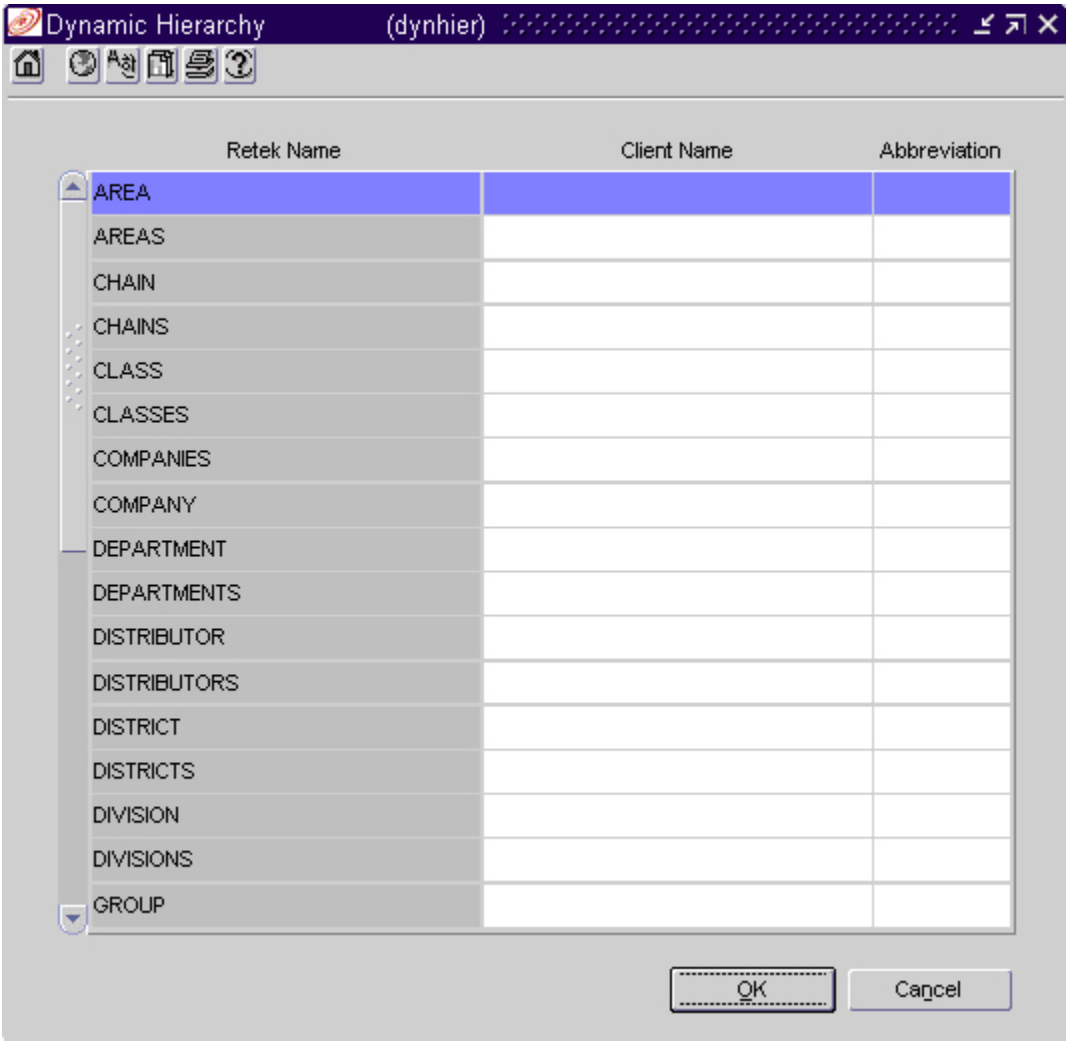
4. To view details about previous executions of the batch program:
   a. Click **History**. The Batch Control History window is displayed



   b. Click **OK** to exit the Batch Control History window.
5. Click **OK** to save your changes and close the window.

Edit dynamic hierarchies

⇒ **Navigate:** From the main menu, select Control > System > Dynamic Hierarchies > Edit. The Dynamic Hierarchy window is displayed.



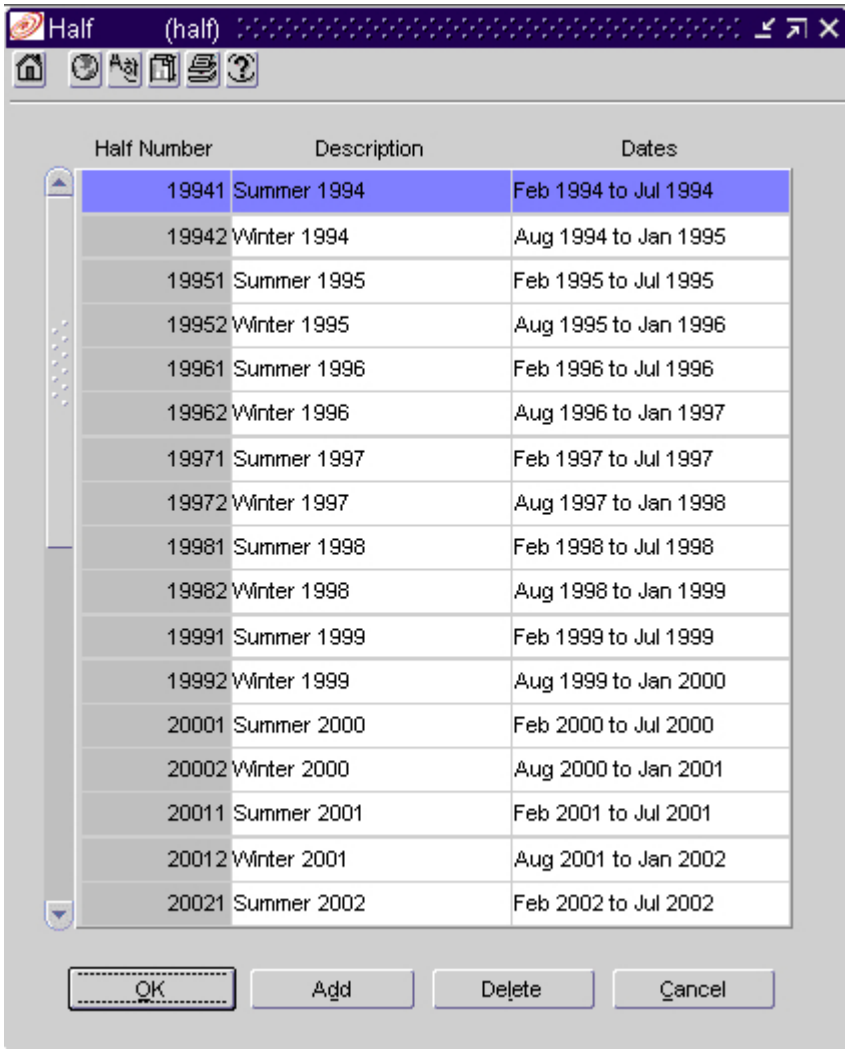
1. In the Client Name field, enter or edit the customized name for an element named in the Retek Name field.
2. In the Abbreviation field, enter or edit the abbreviation for a customized name in the Client Name field.

📖 **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 save your changes and close the window.

Edit halves

⇒ **Navigate:** From the main menu, select Control > Setup > Half > Edit. The current halves are displayed in the Half window.



1. Edit the descriptions or dates as necessary.
2. Click **OK** to save your changes and close the window.

Add a half

1. Click **Add**. The next available line is enabled.
2. 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).
3. In the Description field, enter a description for the half.
4. In the Dates field, enter the date range for the half.
5. Click **OK** to save your changes and close the window.

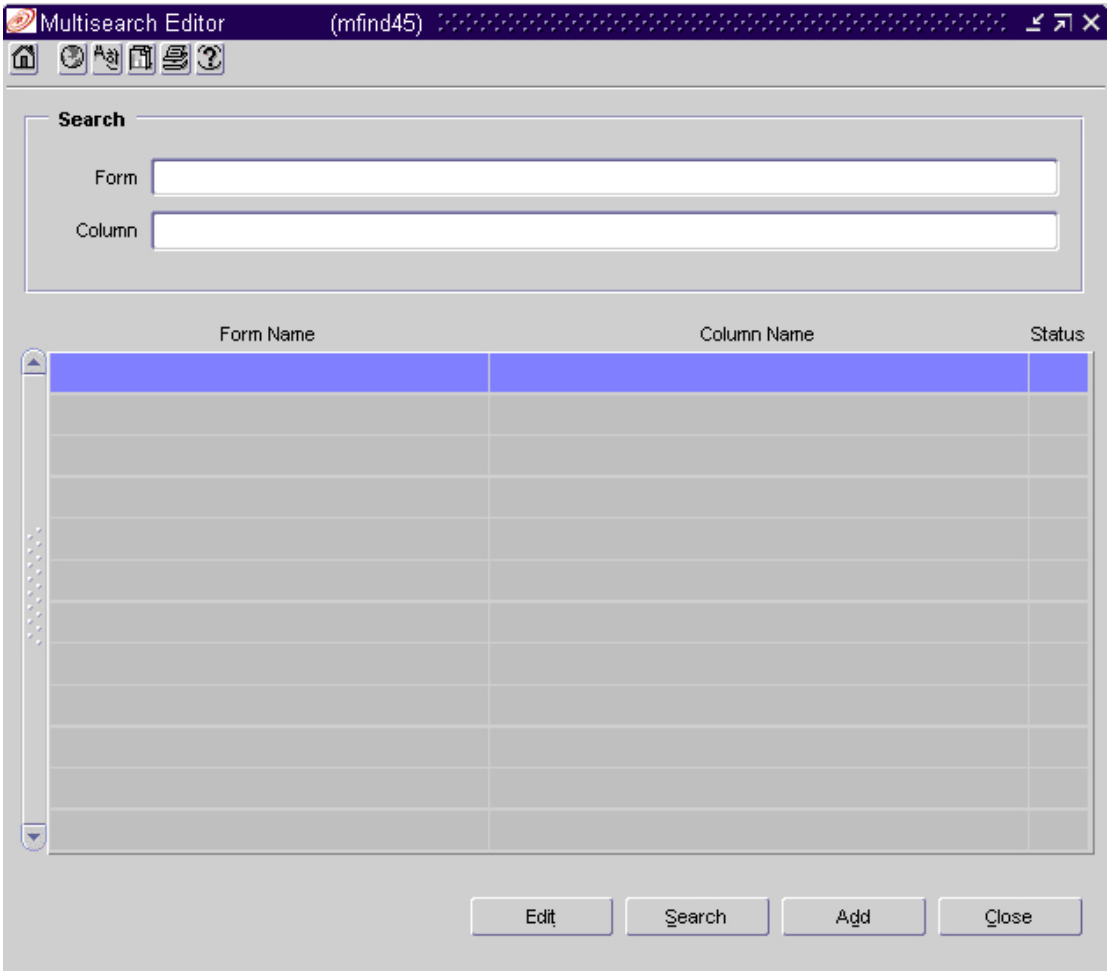
Delete a half

1. Select a half and click **Delete**.
2. When prompted to delete the record, click **OK**.
3. Click **OK** to save your changes and close the window.

Edit multi-view columns

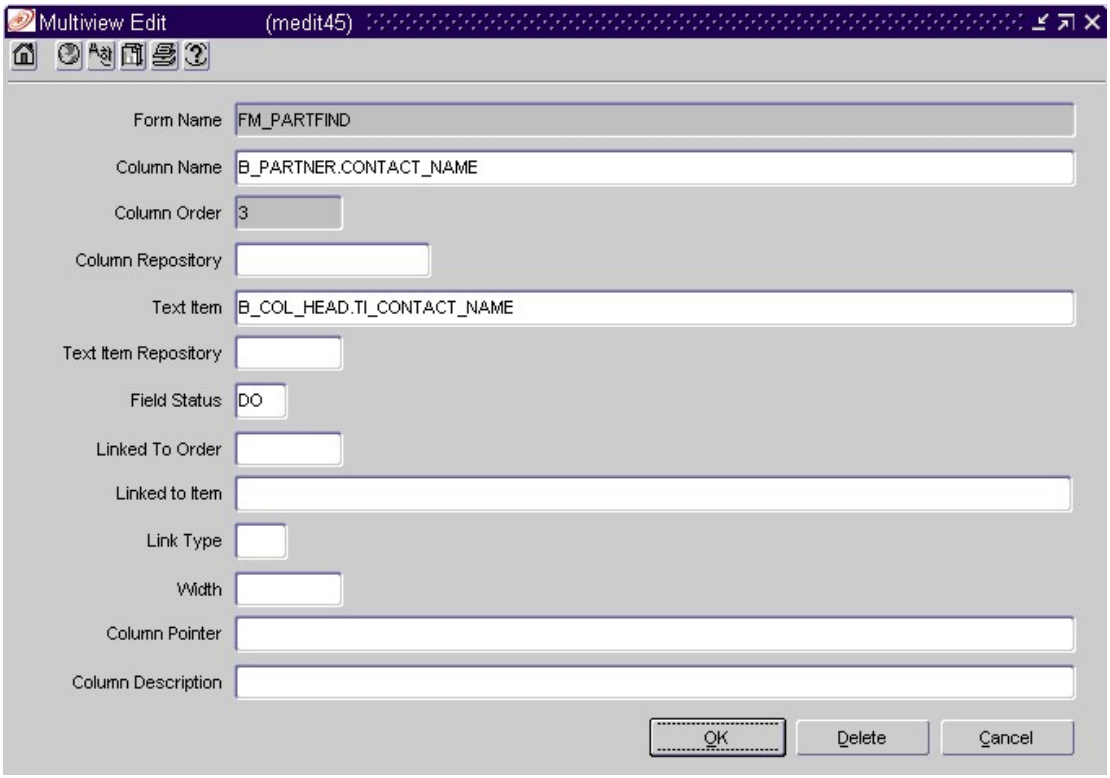
⇒ **Navigate:** From the main menu, select Control > System > Multiview Search Tool. The Multisearch Editor window is displayed.

Search for and retrieve a multi-view column. The results are displayed in the table.



Edit a multi-view column

1. Select the form and column and click **Edit**. The details are displayed in the Multiview Edit window.



2. Enter or edit the details as necessary.
3. Click **OK** to save your changes and close the windows.

Delete a multi-view column

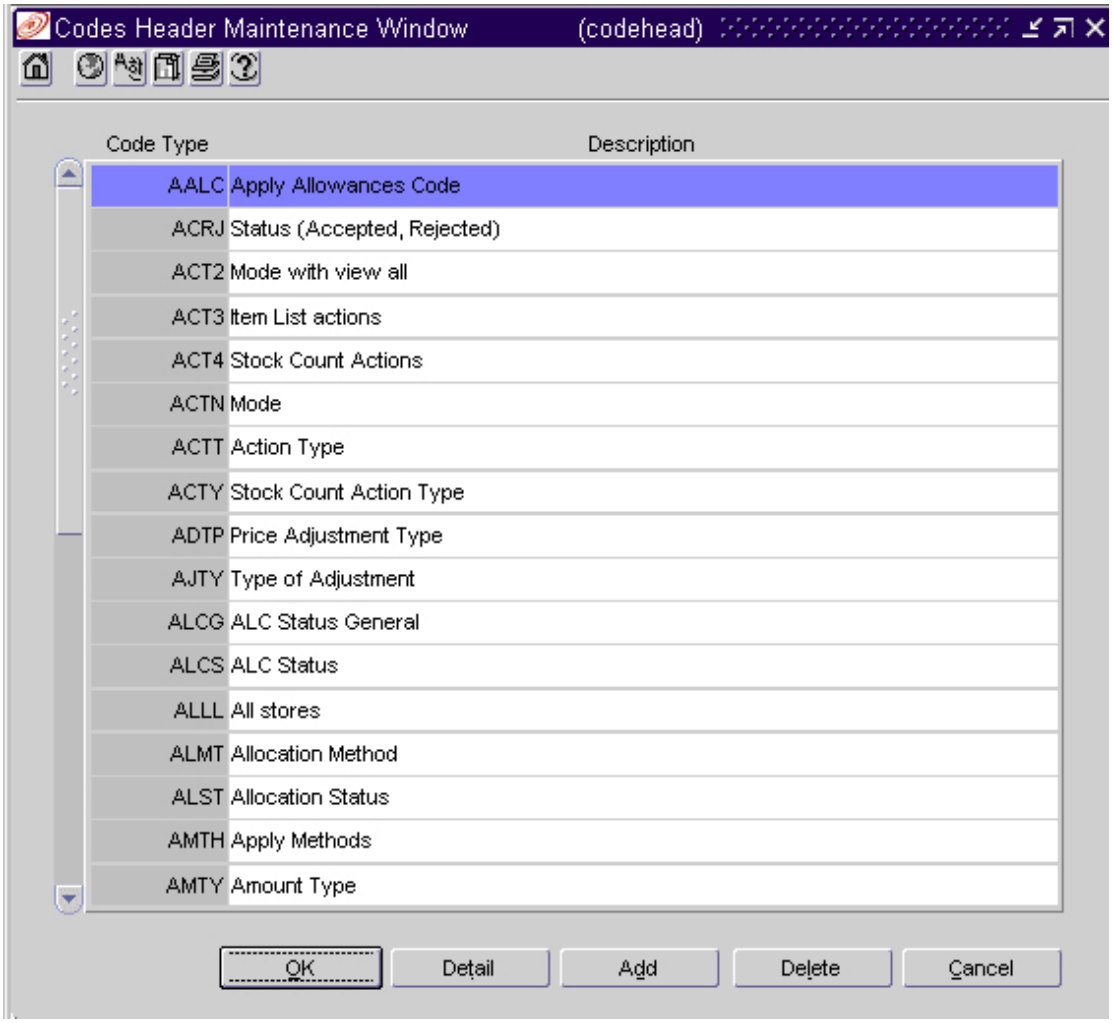
1. Select the form and column and click **Edit**. The details are displayed in the Multiview Edit window.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the windows.

Add a multi-view column

1. Click **Add**. The Multiview Edit window is displayed.
2. Enter the form and column information in the appropriate fields.
3. Click **OK** to save your changes and close the windows.

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.



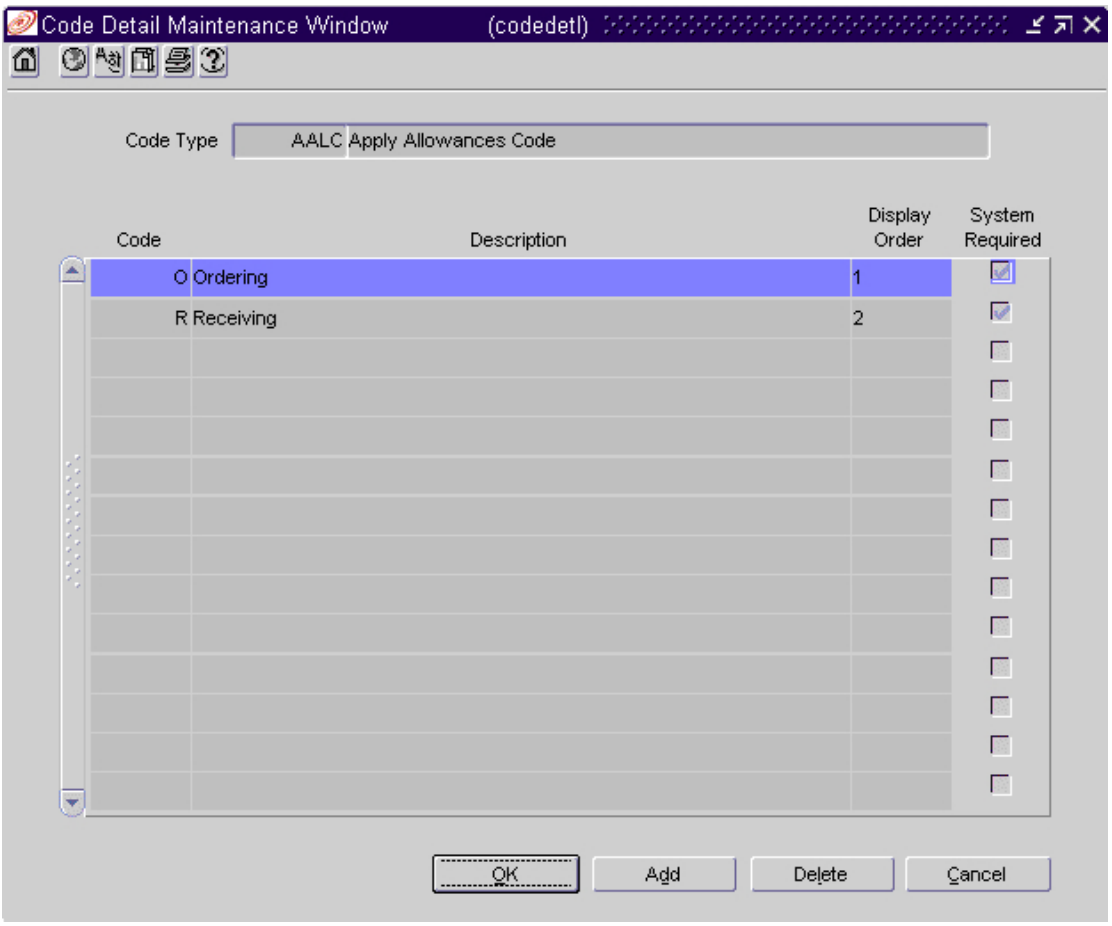
- Edit the descriptions as necessary.

Add a code type

1. Click **Add**. The next available line is enabled.
2. In the Code Type field, enter a code for the code type.
3. In the Description field, enter a description of the code type.
4. Click **OK** to save your changes and close the window.

Add values to a code type

1. Select the code type and click **Detail**. The Code Detail Maintenance window is displayed.



2. Click **Add**. The next available line is enabled.
3. In the Code field, enter an code for the value.
4. In the Description field, enter the value as you want it to appear to users.
5. In the Display Order field, enter the sequence number to indicate the order in which the value should appear in drop-down lists.
6. Select the System Required check box as necessary.
7. Click **OK** to save your changes and close the window.

Delete values from a code type

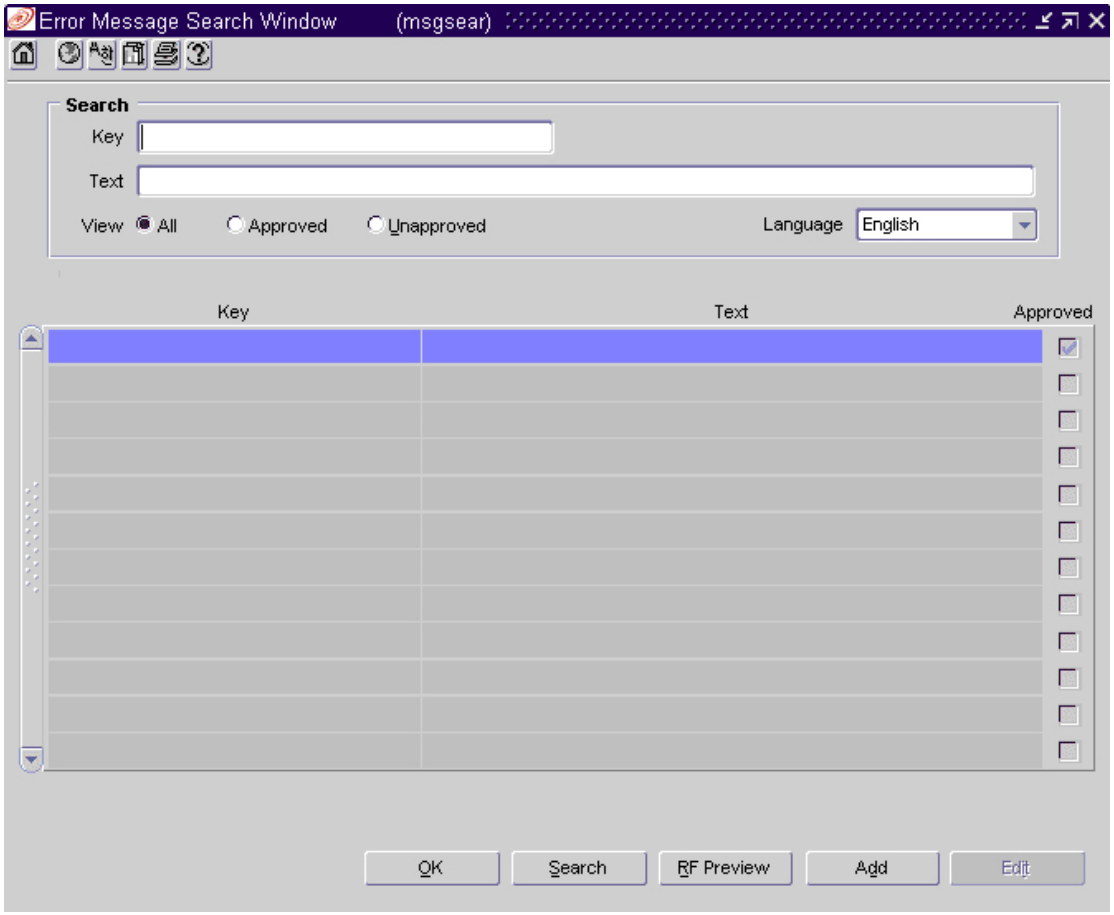
1. Select the code type and click **Detail**. The values are displayed in the Code Detail Maintenance window.
2. Select a value and click **Delete**.
3. When prompted to delete the record, click **Yes**.
4. Click **OK** to save your changes and close the window.

Delete a code type

1. Select a code type and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit system error messages

⇒ **Navigate:** From the main menu, select Control > System > Message Search Tool. The Error Message Search window is displayed.



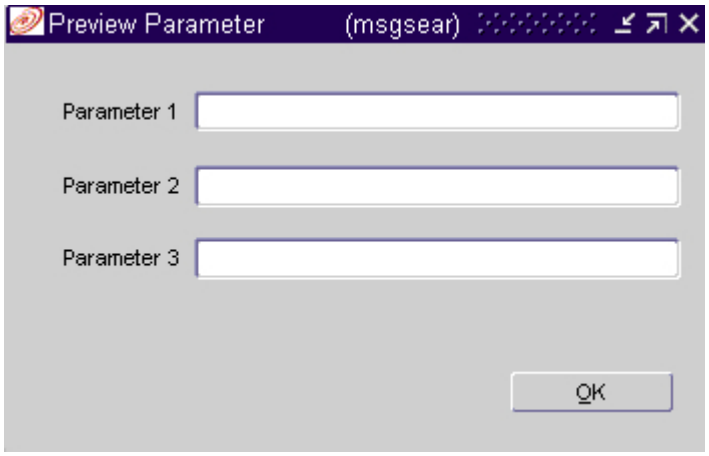
1. Enter search criteria in the Key, Text, View, and Language fields as necessary.
2. Click **Search**. The error messages that match the search criteria are displayed.

Edit an error message

1. Select an error message and click **Edit**. The Error Message Maintenance window is displayed.
2. Edit the details as necessary.
3. Click **OK** to save your changes and close the window.

Add an error message

1. Click **Add**. The Error Message Maintenance window is displayed.
2. Enter the details of the message.
3. To see how the message will be displayed, click **Preview**. On the Preview Parameter window, enter one to three parameters as necessary and click **OK**. The message is displayed.



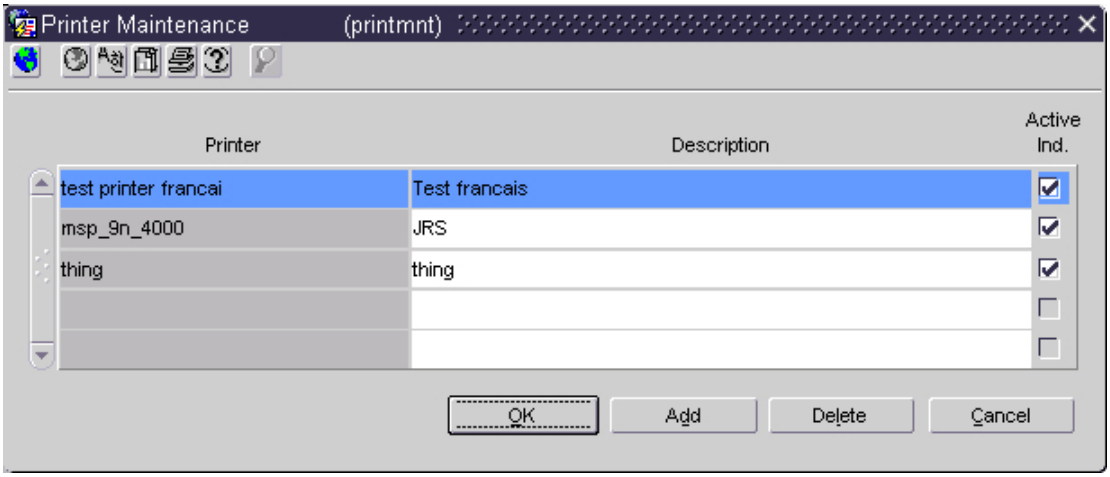
4. To see how the message will be displayed on an RF device, click **RF Preview**. On the Preview Parameter window, enter one to three parameters as necessary and click **OK**. The message is displayed.
5. Click **OK** to save your changes and close the window.

Delete an error message

1. Select a message and click **Edit**. The message is displayed on the Error Message Maintenance window.
2. Click **Delete**.
3. When prompted to delete the record, click **Yes.**
4. Click **OK** to save your changes and close the window.

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.

Add a printer

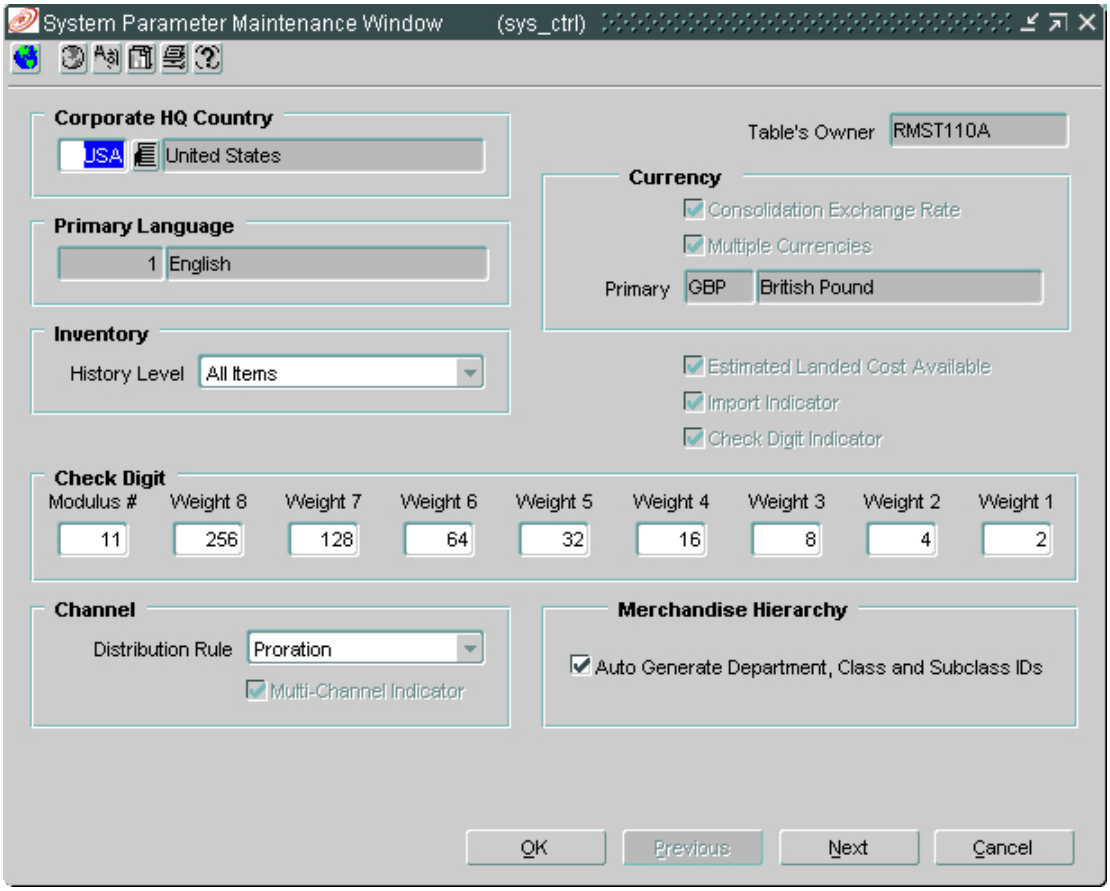
1. Click **Add**. The next available row is enabled.
2. In the Printer field, enter the system-defined printer name.
3. In the Description field, enter a brief description of the printer.
4. If the printer is not active, clear the Active Ind. check box.
5. Click **OK** to save your changes and close the window.

Delete a printer

1. Click **Delete** to delete the printer.
2. When prompted to delete the printer, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit system variables

⇒ **Navigate:** From the main menu, select Control > System > System Variables. The System Parameter Maintenance window is displayed.

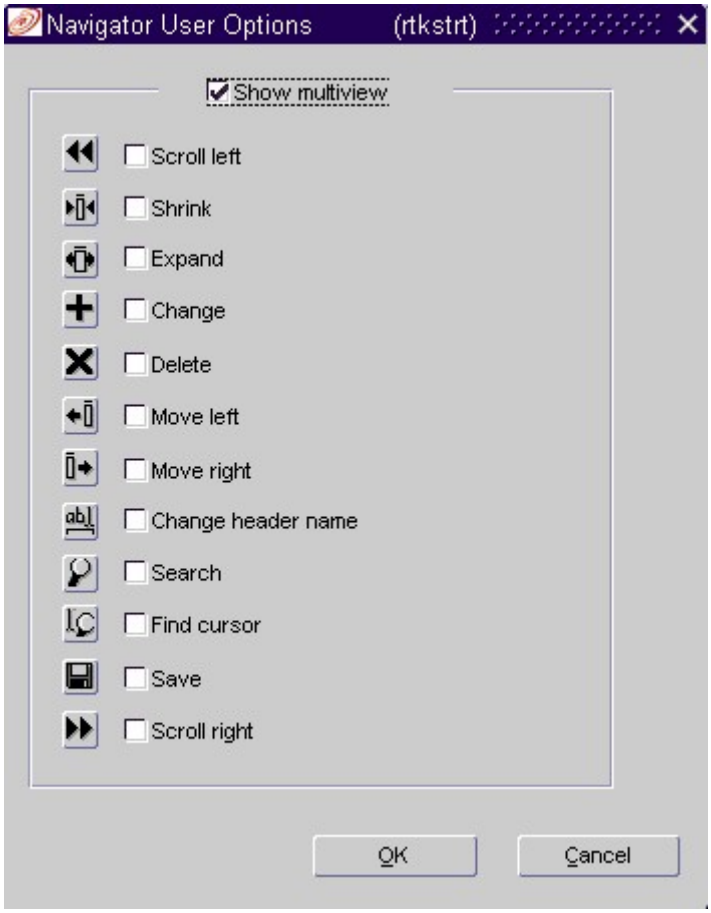


1. Edit options and enter values as needed.
2. There are several screens associated with this window.
   - To view and edit the next screen, click **Next**.
   - To view and edit the previous screen, click **Previous**.
3. Click **OK** to save your changes and close the window.

Edit the navigator toolbar

⇒ **Navigate:** Close all windows except the Retek Enterprise Start window.

From the Options menu, select Start Options. The Navigator User Options window is displayed.

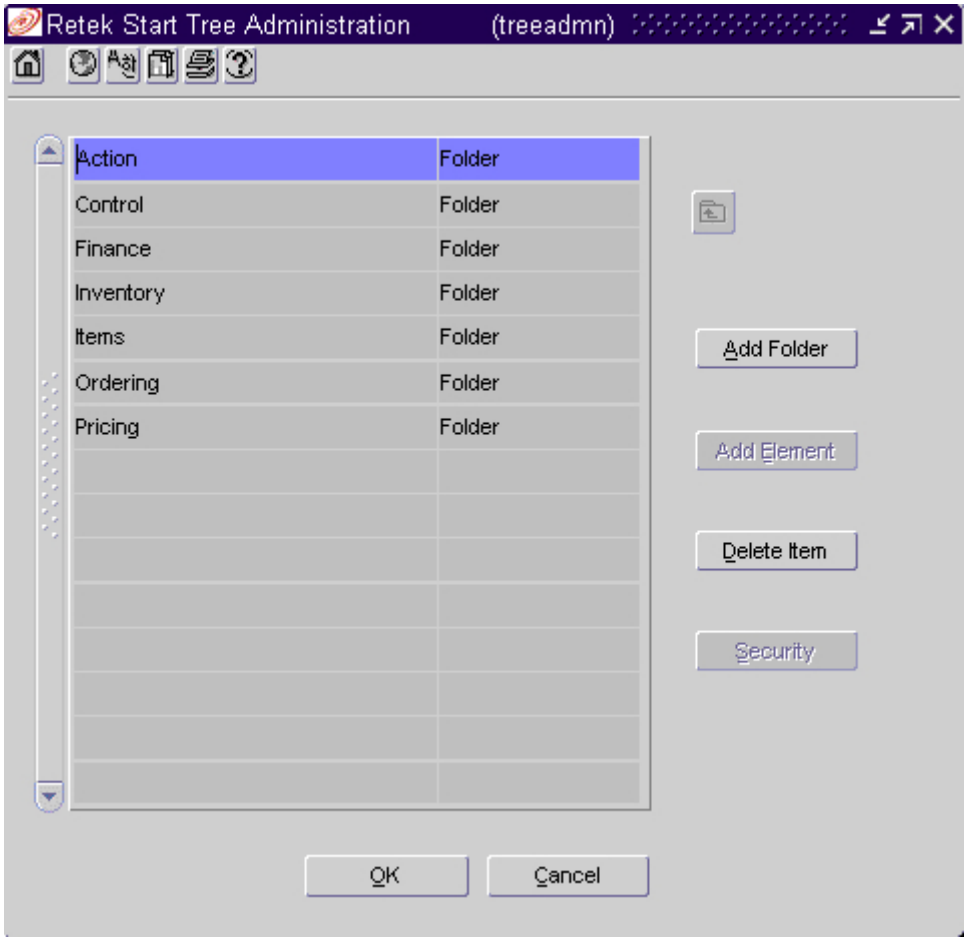


1. To display and add buttons to the toolbar:
   a. Select the Show Multiview check box. The check boxes are enabled.
   b. Select the check box next to each toolbar button that you want to include on the toolbar.
2. To delete a button from the toolbar, clear the check box next to the button.
3. To delete the toolbar, clear the Show Multiview check box.
4. Click **OK** to save your changes and close the window.

Edit the system main menu

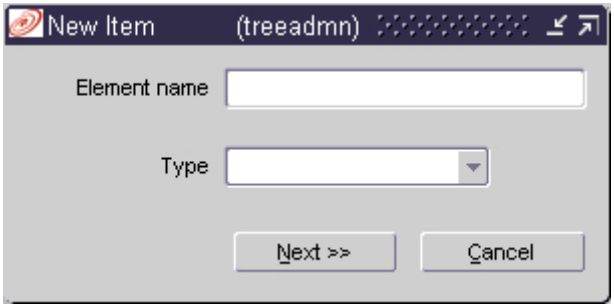
⇒ **Navigate:** From the main menu, select Control > System > Tree Administration. The Retek Start Tree Administration window is displayed.

Navigate to the folder that you want to edit.



Add a folder

1. Click **Add Folder**. The New Item window is displayed.



2. In the Folder Name field, enter the name of the folder.
3. Click **OK** to save your changes and close the window.

Add an element

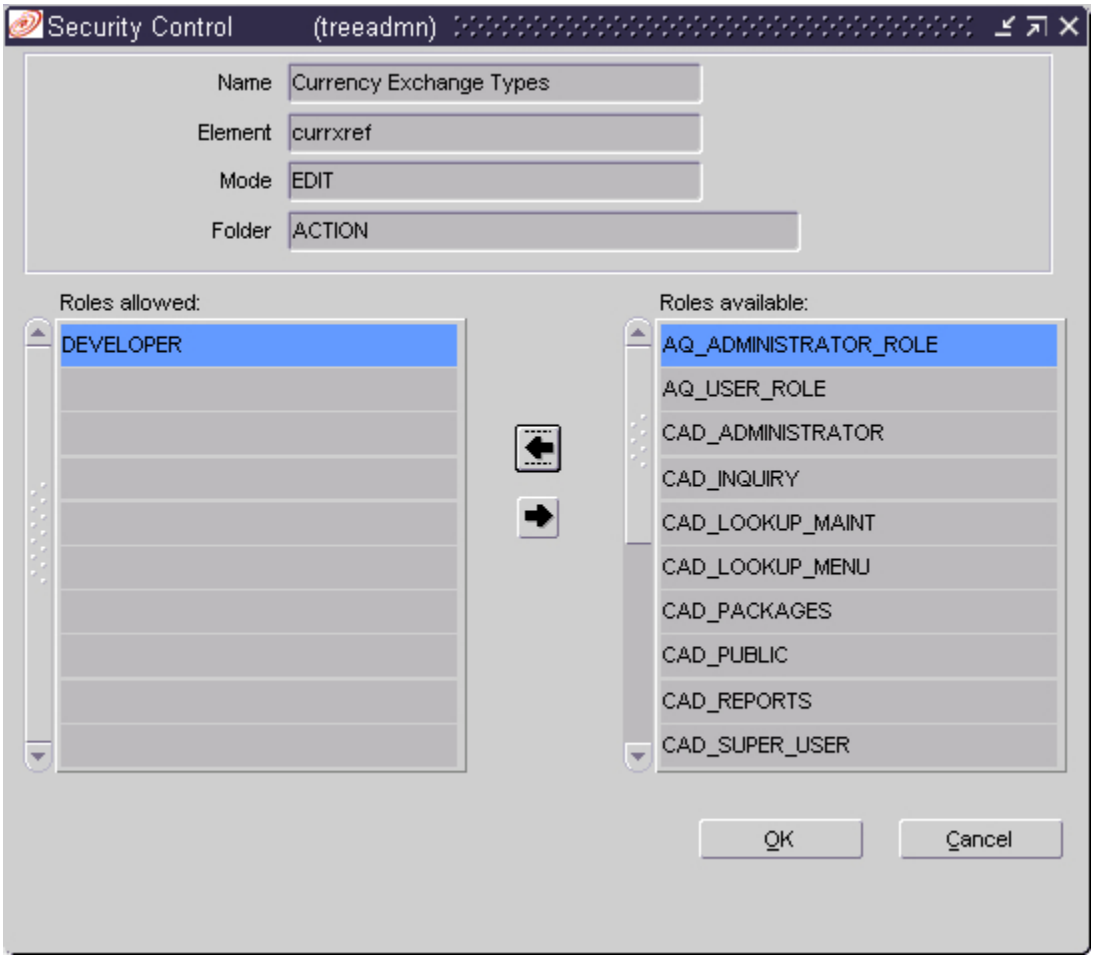
1. Double-click the folder in which the element belongs.
2. Click **Add Element**. The New Item window is displayed.
3. In the Element Name field, enter the name of the element.
4. In the Type field, select the type of element.
5. Click **Next**. Enter the details on the next window or windows.

Note: The windows and fields that appear next depend on the type of element that you select.

6. Click **OK** to save your changes and close the window.

Edit security for an element

1. Select an element and click **Security**. The Security Control window is displayed.



2. To allow access to the current element, select one or more user roles on the Roles Available table. Then click the move left button.
3. To deny access to the current element, select one or more user roles on the Roles Allowed table. Then click the move right button.
4. Click **OK** to save your changes and close the window.

Delete a folder or element

1. Select the folder or element and click the **Delete** button.
2. When prompted to delete the record, click the **Yes** button.
3. Click **OK** to save your changes and close the window.

Maintain system security

Maintain system security

RMS has several built in methods that you can use to leverage system security.

Maintain users

The Security feature allows you to give users either full or limited access to certain areas of RMS. The users must be valid system users.

Maintain security groups

The Security feature allows you to group users by 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.

Assign regionality relationships

You can further secure RMS by assigning regions to a user. The users within the groups share the same permissions to specified functional areas, merchandise levels, organizational levels, and price zones.

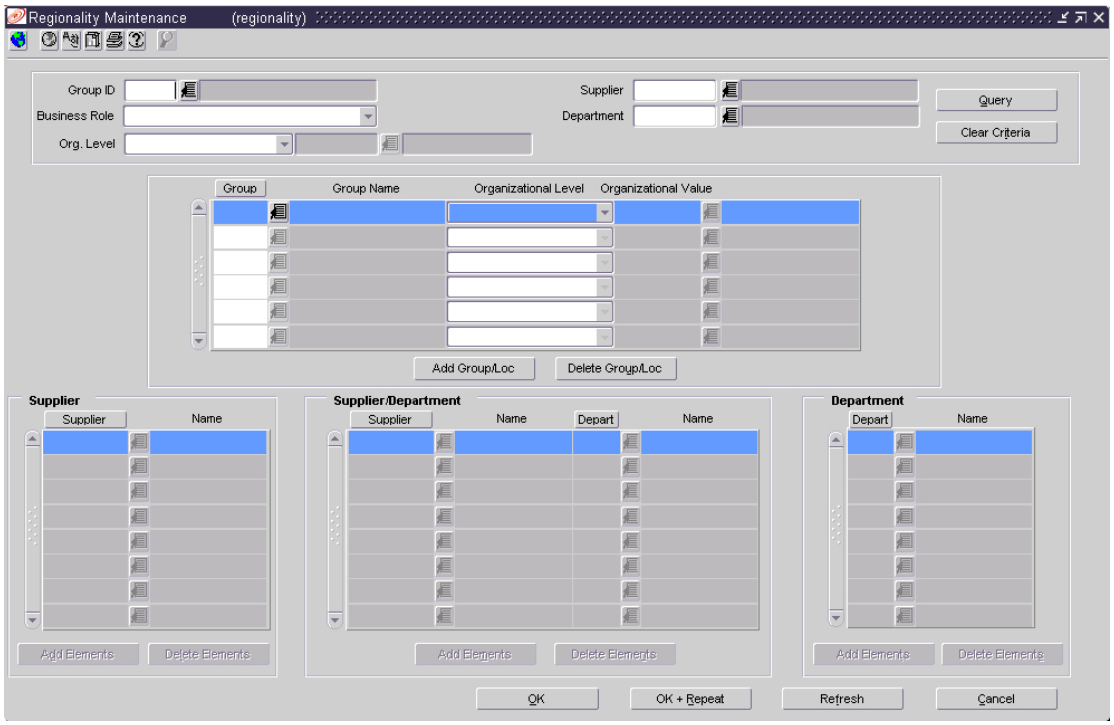
Maintain secure areas

You can assign access to groups at the product level, location level, or price zone level. 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.

Procedures

Add a regionality relationship

⇒ **Navigate:** From the Main Menu, select Control > System > Regionality > Regionality Matrix > Edit. The Regionality Maintenance window is displayed.



Add a new group/location combination

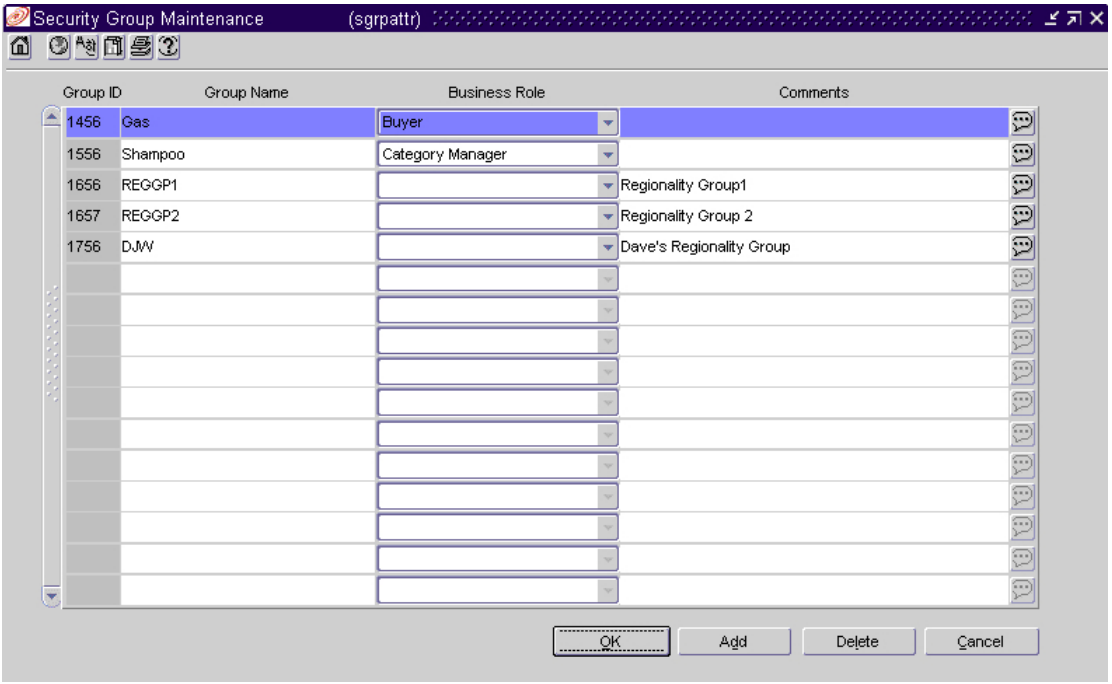
1. Click **Add Group/Loc**.
2. Enter a group ID, or click the LOV button to select a group.
3. Select an organizational level.
4. Enter an organizational value, or click the LOV button to select a value.
5. Click **OK** to save your changes and close the window.

Add elements to a group/location combination

1. Select a group/location record.
2. Click **Add Elements** under the Supplier, Supplier/Department, or Department table.
3. Enter the supplier and/or department IDs to add to the selected group/location combination, or click the LOV button to select a supplier and/or department.
4. Click **OK** to save your changes and close the window.

Add a security group

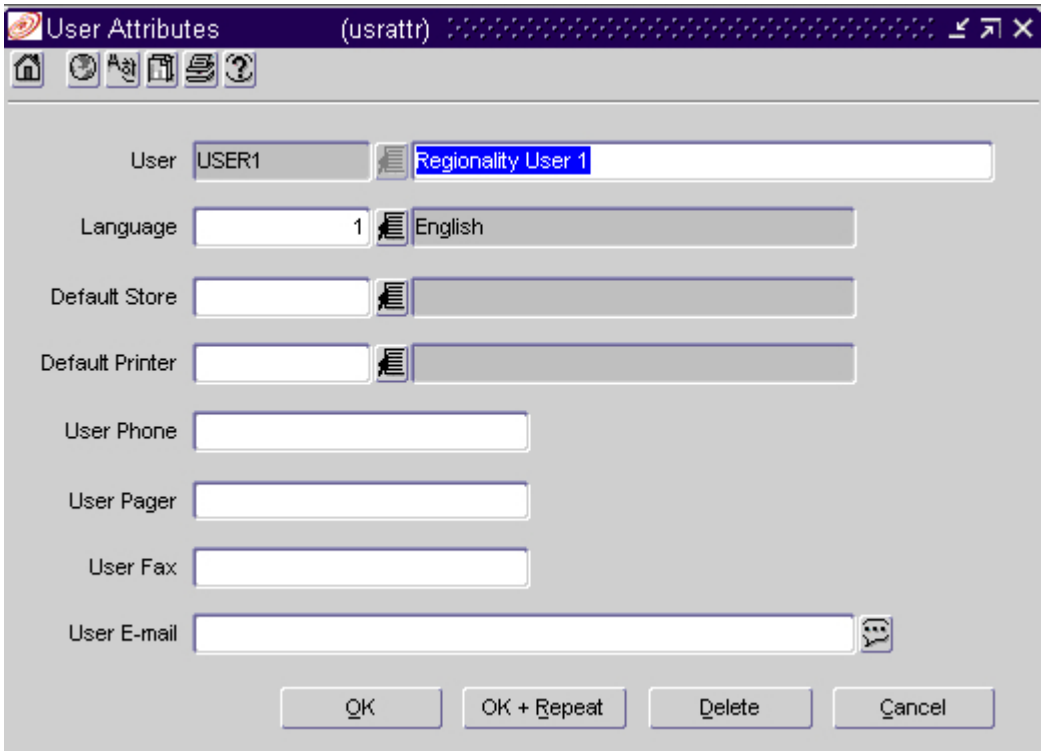
⇒ **Navigate:** From the main menu, select Control > System > Location/Product Security > Group > Edit. The Security Group Maintenance window is displayed.



1. Click **Add**. The Group ID is filled in automatically.
2. In the Group Name field, enter a description of the security group.
3. Select a Business Role for the new security group.
4. In the Comments field, enter a comment, or click the comments button and enter the comment.
5. Click **OK** to save any changes and close the window.

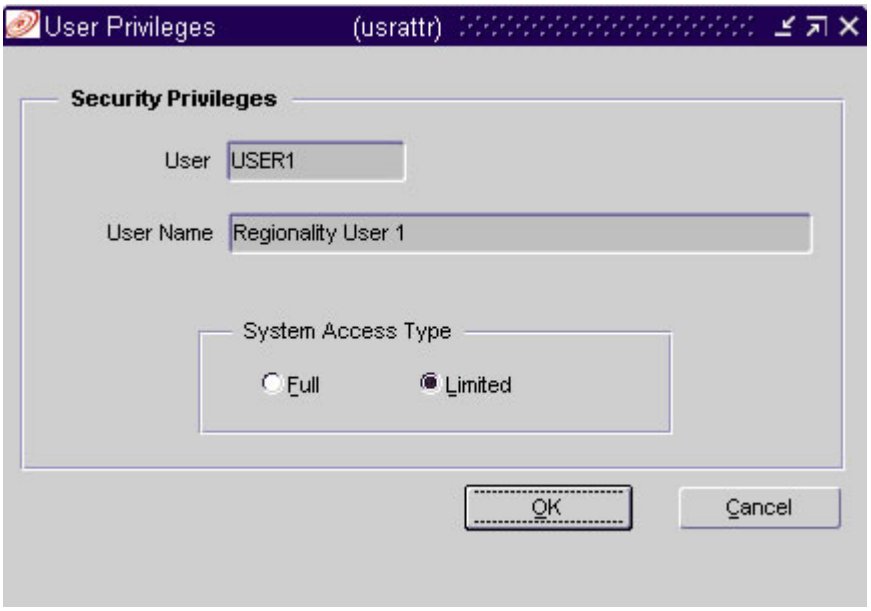
Add a user

⇒ **Navigate:** From the main menu, select Control > Setup > User Attributes > New. The User Attributes window is displayed.



1. In the User fields, enter the ID and name of the user. The user must be a valid system user.
2. In the Lang field, enter the ID of the user's language, or click the LOV button and select the language.
3. Enter information in the optional fields as necessary.

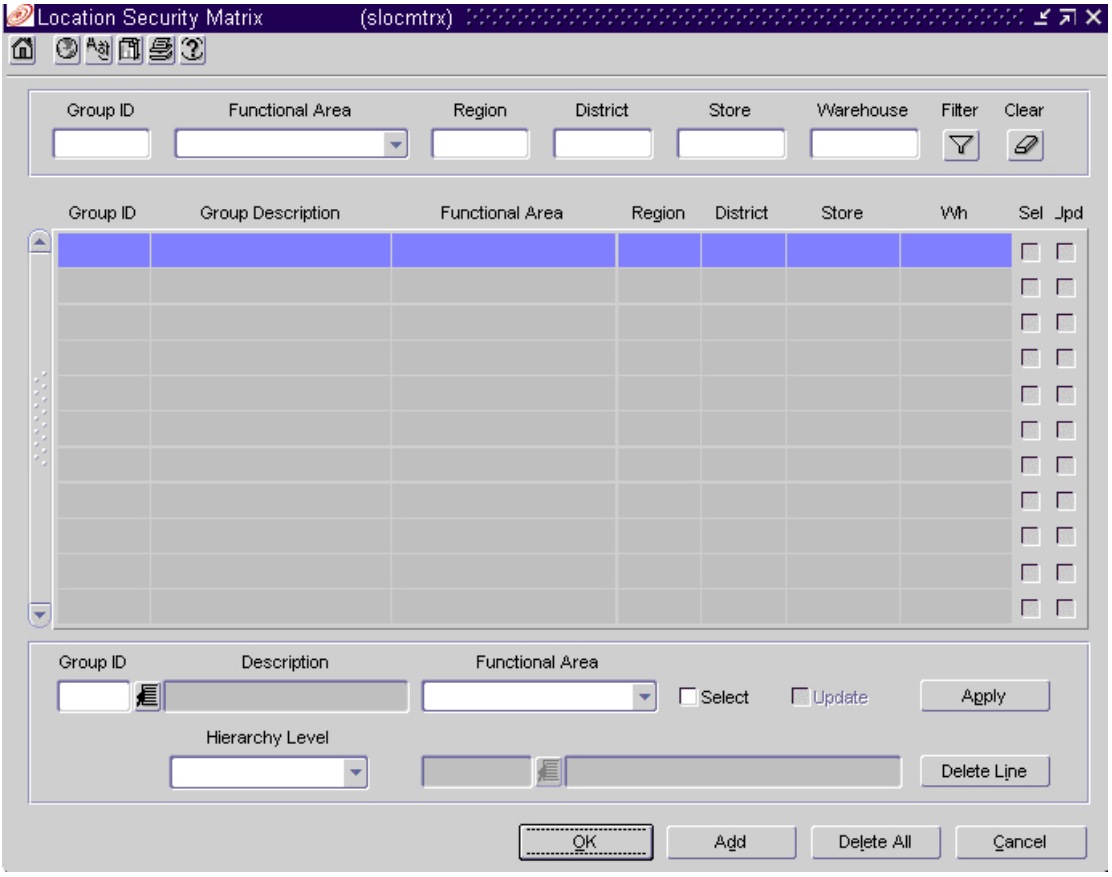
4. To select the user's security level:
   a. From the Security menu, select Privileges. The User Privileges window is displayed.



   b. Select either Full or Limited.
   c. Click **OK** to save your changes and close the window.
5. Click **OK** to save any changes and close the window.

Add location security by group

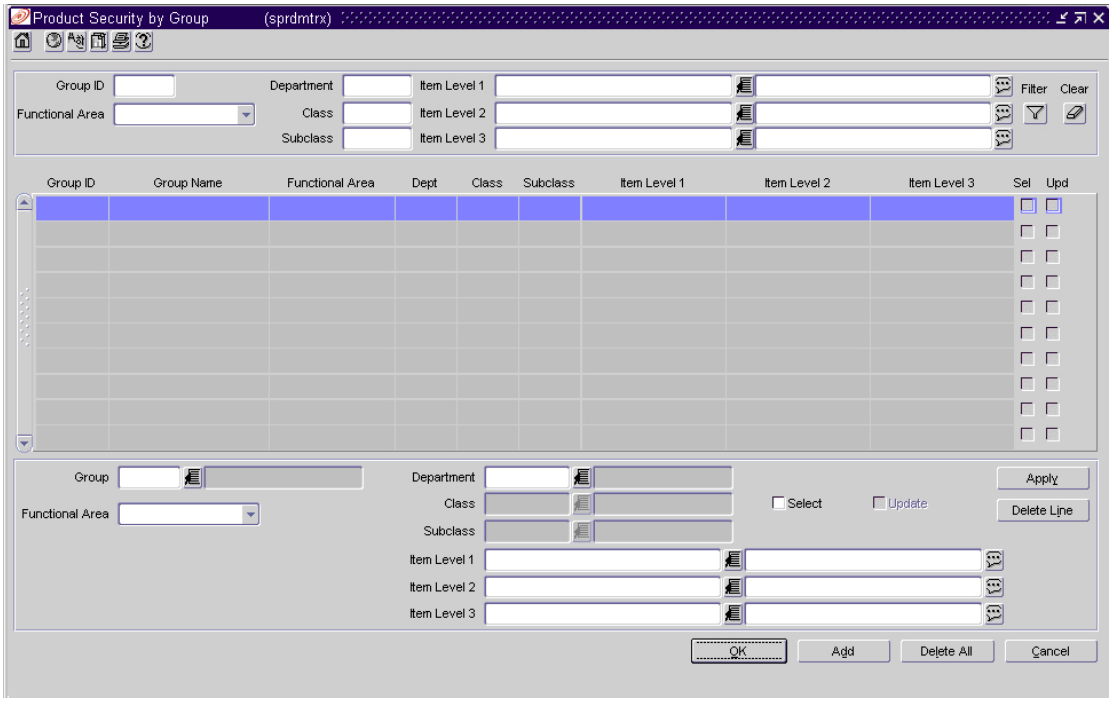
⇒ **Navigate:** From the main menu, select Control > System > Location/Product Security > Location Security Matrix > Edit. The Location Security Matrix window is displayed.



1. Click **Add**. The fields in the Apply area are cleared.
2. In the Group field, enter the ID of the security group, or click the LOV button and select the group.
3. In the Functional Area field, select the area to be secured.
4. Select the Select check box in order to allow the group of users to view the selected entities.
5. Select the Update check box in order to allow the group of users to add, edit, and delete the selected entities.
6. In the Hierarchy Level field, select the organizational level to be secured.
7. In the value field, enter the ID of the region, district, store, or warehouse, or click the LOV button and select the value.
8. Click **Apply**. The selected group and entities are added to the table.
9. Click **OK** to save your changes and close the window.

Edit product security by group

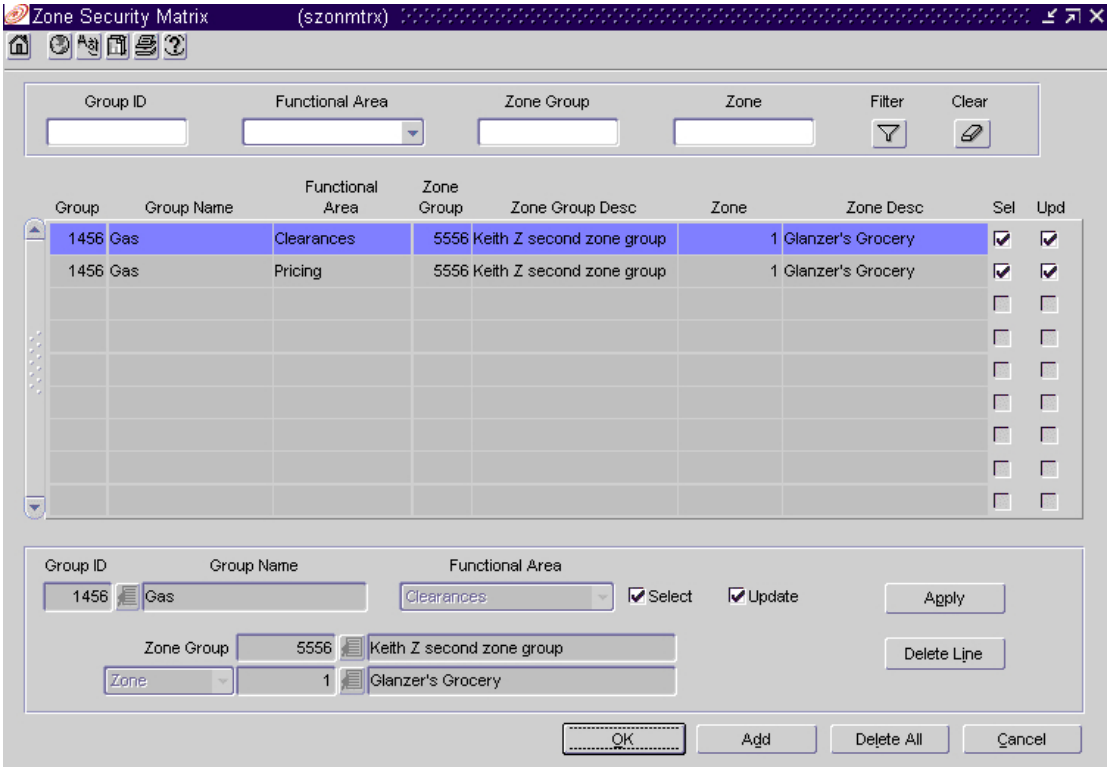
⇒ **Navigate:** From the main menu, select Control > System > Location/Product Security > Product Security Matrix > Edit. The Product Security by Group window is displayed.



1. Click **Add**. The fields in the Apply area are cleared.
2. In the Group field, enter the ID of the security group, or click the LOV button and select the group.
3. In the Functional Area field, select the area to be secured.
4. In the Department field, enter the ID of the department, or click the LOV button and select the department.
5. Select the Class or Subclass as necessary.
6. Select the Select check box in order to allow the group of users to view the selected entities.
7. Select the Update check box in order to allow the group of users to add, edit, and delete the selected entities.
8. Click **Apply**. The selected group and entities are added to the table.
9. Click **OK** to save your changes and close the window.

Add 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.



1. Click **Add**. The fields in the Apply area are cleared.
2. In the Group ID field, enter the ID of the security group, or click the LOV button and select the group.
3. In the Functional Area field, select the area to be secured.
4. Select the Select check box in order to allow the group of users to view the selected entities.
5. Select the Update check box in order to allow the group of users to add, edit, and delete the selected entities.
6. In the Zone Group field, enter the ID of the price zone group, or click the LOV button and select the price zone group.
7. In the Zone field, select Zone or All Zones.
8. 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.
9. Click **Apply**. The selected group and entities are added to the table.
10. Click **OK** to save your changes and close the window.

Internationalize RMS

Internationalize RMS

You may need to maintain the internationalized aspects of RMS.

Maintain countries

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

Maintain currencies

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.

Maintain languages

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.

Maintain 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 superceded 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.

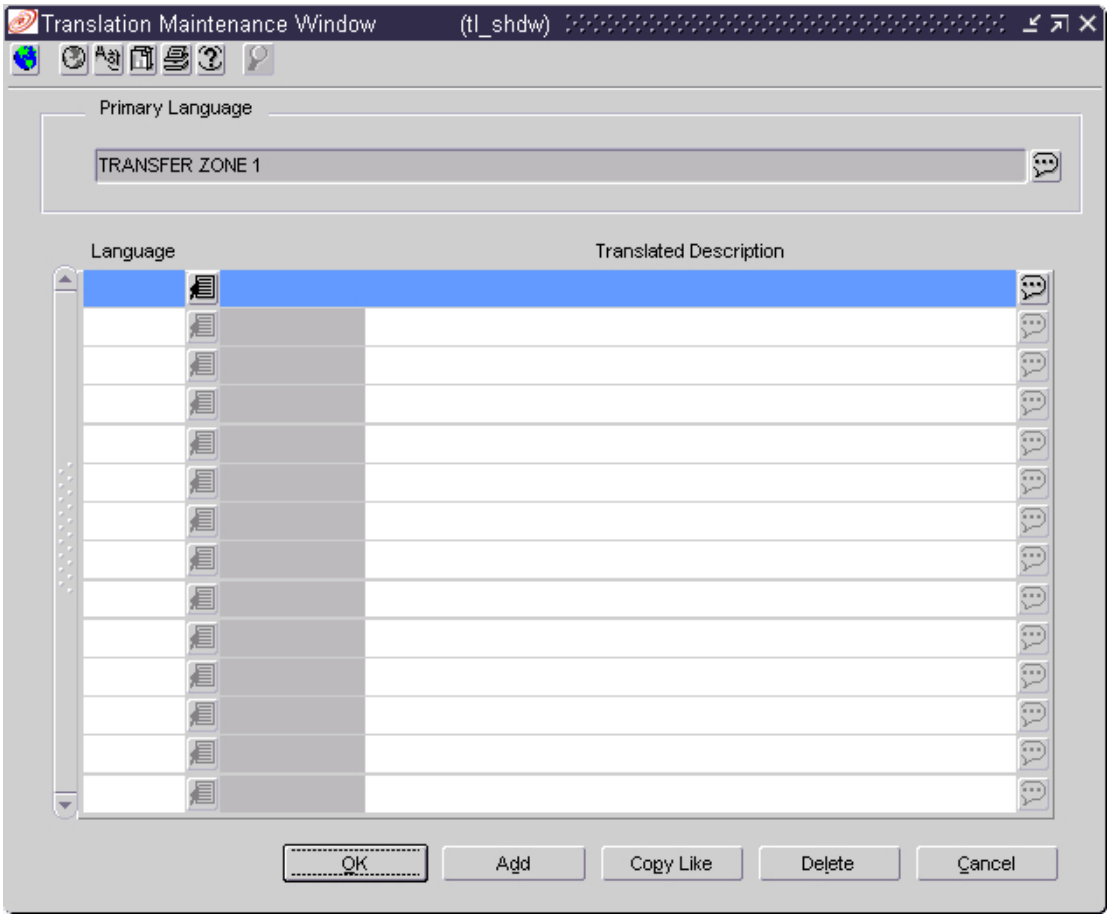
The standard unit of measure is the equivalent of an each. A case (or its equivalent, such as a box, bushel, barrel, or roll) may correlate with a supplier's pack size. The unit of purchase, unit of transfer, and unit of receipt may default to either the standard unit of measure or case. If a quantity 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.

Procedures

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.



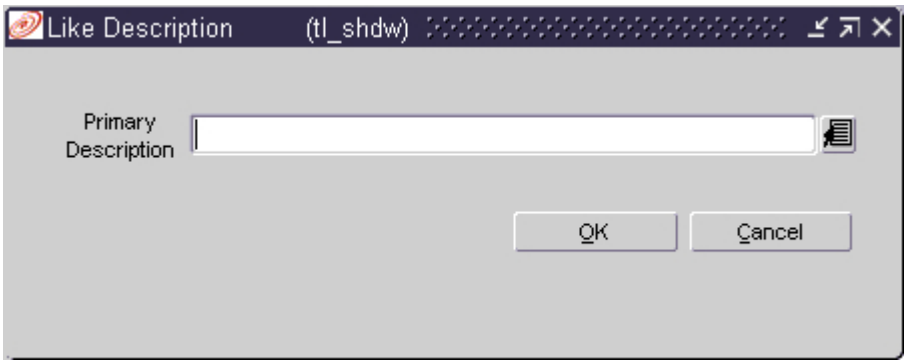
3. Edit the translations as necessary.

Add translations

1. Click **Add**. The next available line is enabled.
2. In the Language field, enter the ID of the target language, or click the LOV button and select the target language.
3. In the Translated Description field, enter the translation of the value.
4. Click **OK** to save your changes and close the window.

Copy translations from a similar value

1. Click **Copy Like**. The Like Description window is displayed.



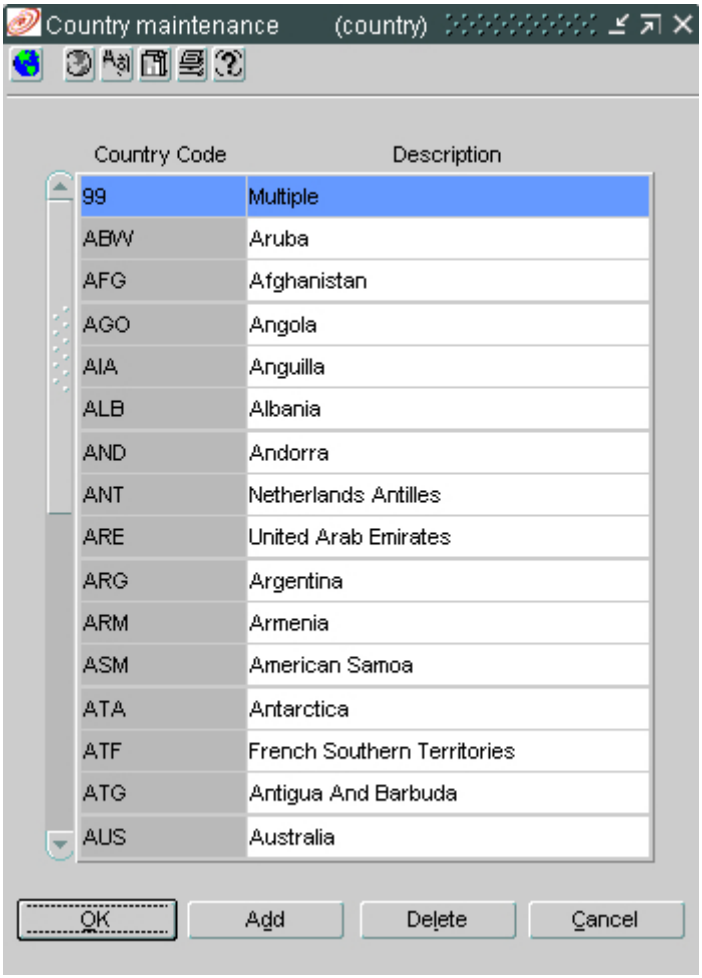
2. Enter the ID of the value whose translations are to be copied, or click the LOV button and select the value.
3. Click **OK** to save your changes and close the window.

Delete a translation

1. Select a translation and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit countries

⇒ **Navigate:** From the main menu, select Control > Setup > Country > Edit. The Country Maintenance window is displayed.



- Edit the codes or descriptions as necessary.

Add a country

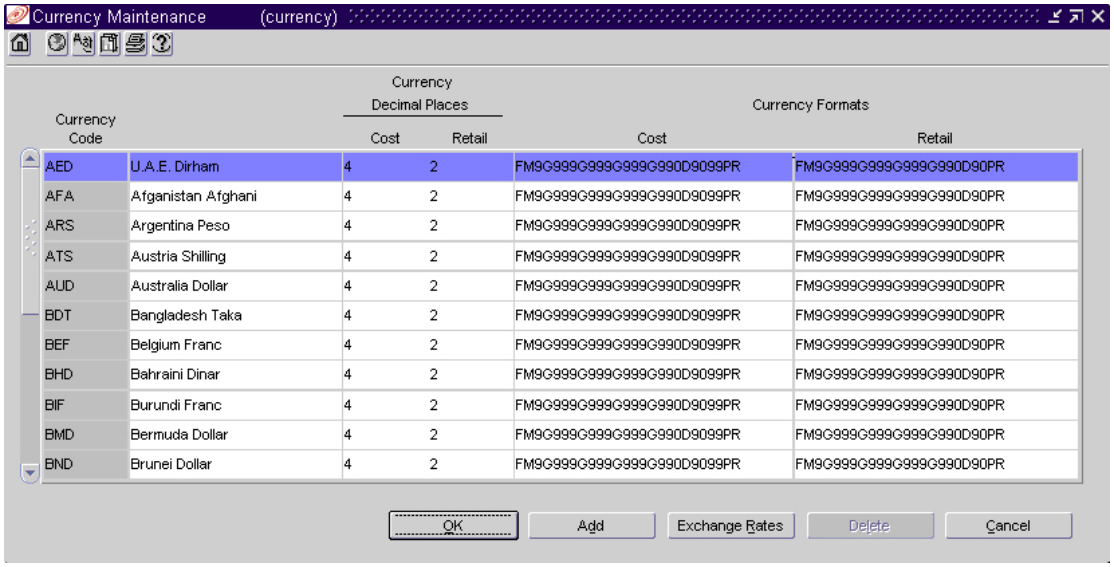
1. Click **Add**.
2. Enter the code and description in the enabled fields.
3. Click **OK** to save your changes and close the window.

Delete a country

1. Select a country and click **Delete**.
2. When prompted to delete the record, click **OK**.
3. Click **OK** to save your changes and close the window.

Edit currencies

⇒ **Navigate:** From the main menu, select Control > Setup > Currency > Edit. The Currency Maintenance window is displayed.



- Edit the enabled fields as necessary.

Add a currency

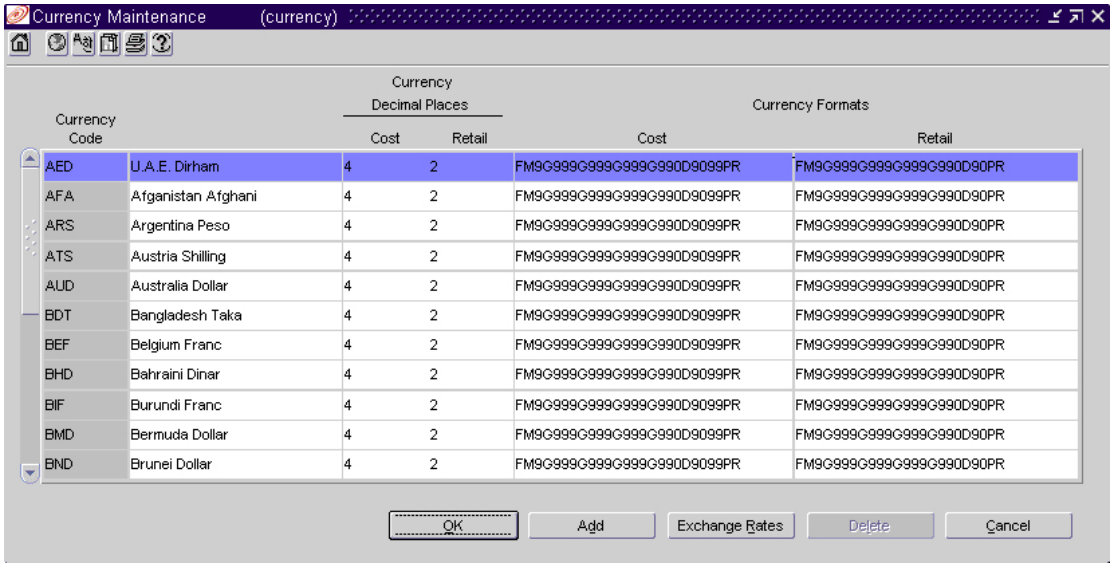
1. Click **Add**.
2. Enter the details on the next available line.
3. Click **OK** to save your changes and close the window.

Delete a currency that was just added to the table

1. Select the currency and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit currency exchange rates

⇒ **Navigate:** From the main menu, select Control > Setup > Currency > Edit. The Currency Maintenance window is displayed.



1. Select a currency and click **Exchange Rates**. The rates of exchange are displayed in the Currency Exchange Rates window.
2. Edit the exchange rates as necessary.

Add an exchange rate

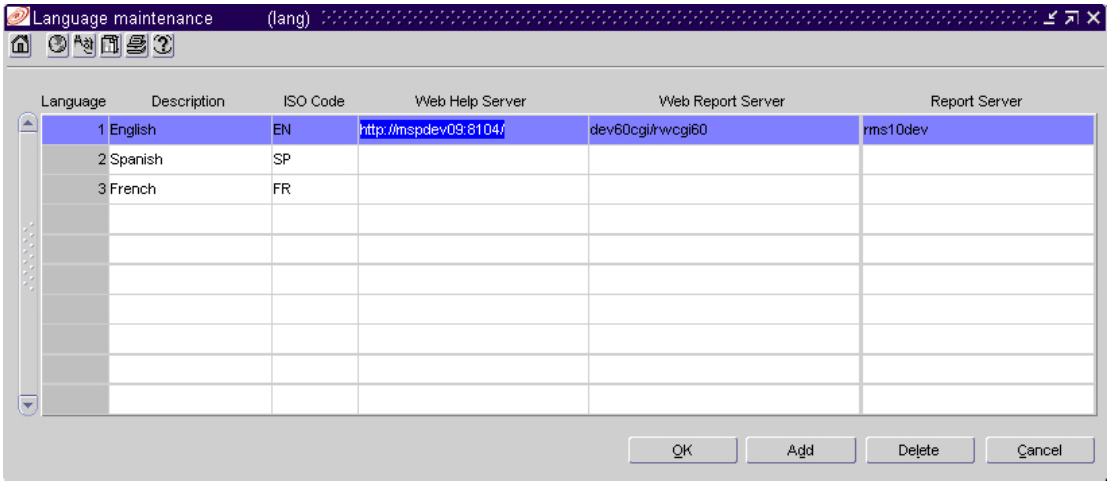
1. Click **Add**. The next available line is enabled.
2. In the Exchange Type field, select the type of exchange rate.
3. In the Exchange Rate field, enter the value of the exchange rate to be used for currency conversions.
4. In the Effective Date field, enter the date on which the exchange rate becomes effective.
5. Click **OK** to save your changes and close the window.

Delete an exchange rate

1. Select an exchange rate and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit languages

⇒ **Navigate:** From the main menu, select Control > Setup > Language Maintenance > Edit. The Language Maintenance window is displayed.



- Edit the enabled fields as necessary.

Add a language

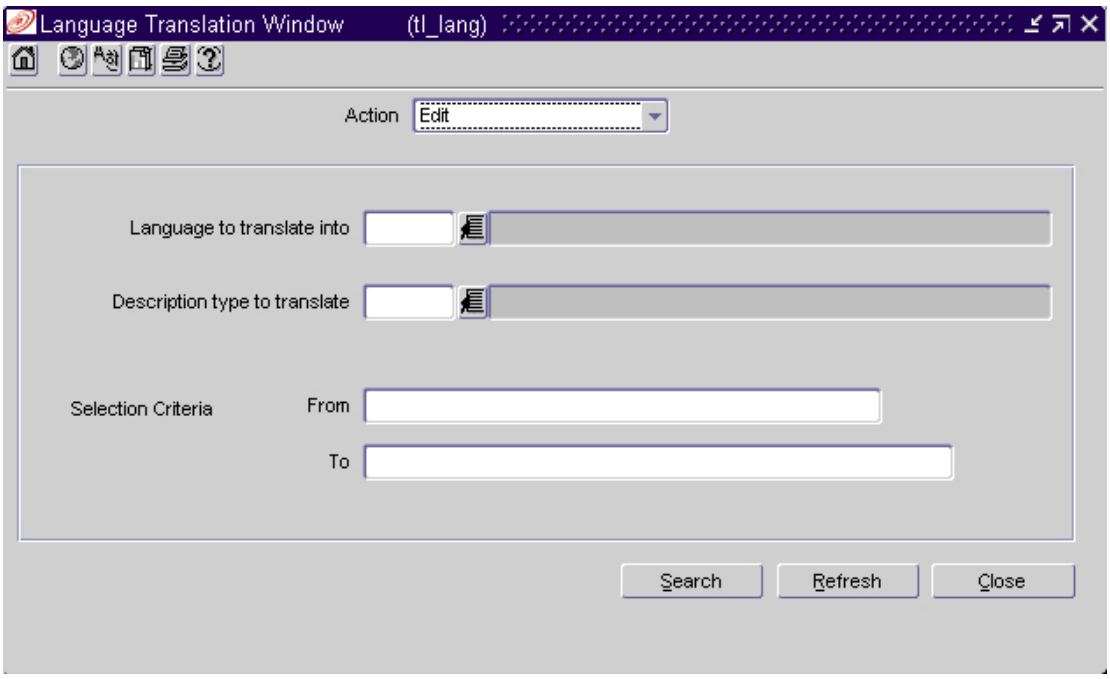
1. Click **Add**. The next available line is enabled.
2. In the Language field, enter the ID of the language.
3. In the Description field, enter the description of the language.
4. In the ISO code field, enter the code for the language.
5. In the Server fields, enter the server addresses as necessary.
6. Click **OK** to save your changes and close the window.

Delete a language

1. Select a language and click **Delete**.
2. When prompted to delete the record, click **Yes**.
3. Click **OK** to save your changes and close the window.

Edit translations in a target language

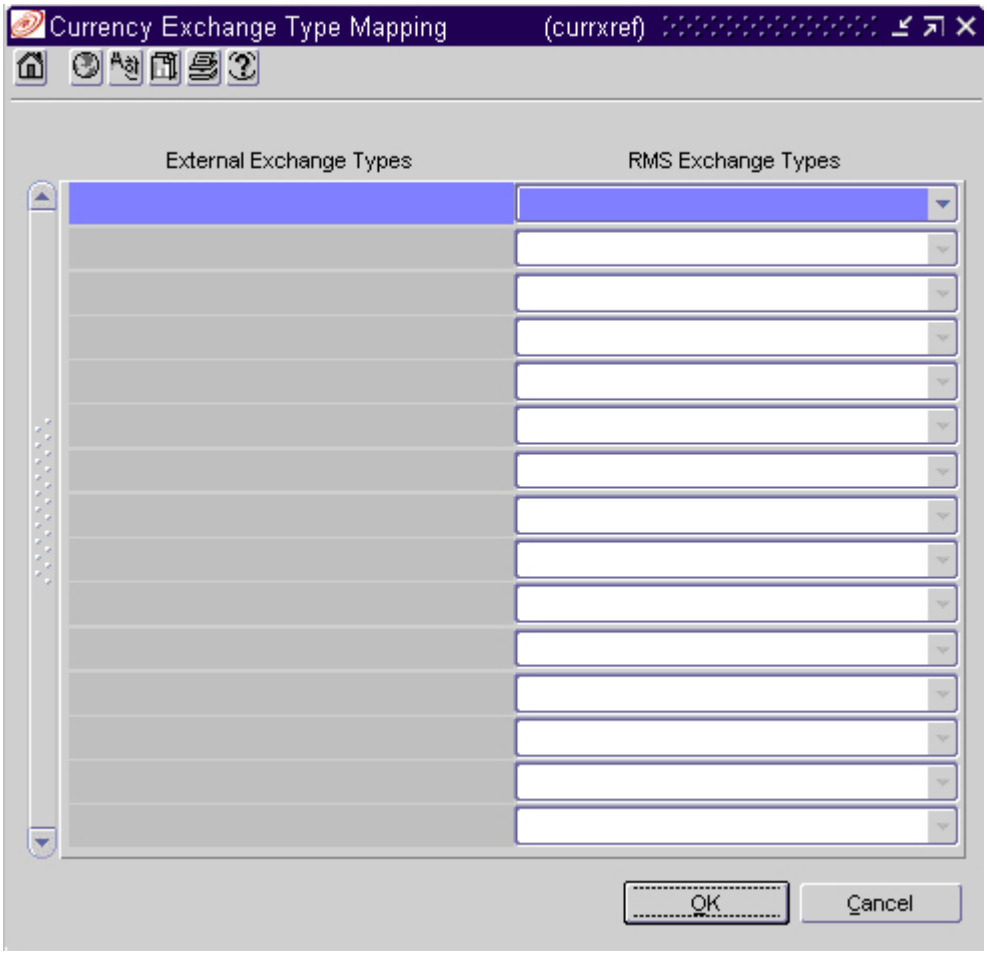
⇒ **Navigate:** From the main menu, select Control > System > Language Translation. The Language Translation window is displayed.



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** to save your changes and close the window.

Map currency exchange types

⇒ **Navigate:** From the main menu, select Action > Currency Exchange Types. The Currency Exchange Type Mapping window is displayed.



1. Next to each external exchange type, select the appropriate RMS exchange type.
2. Click **OK** to save your changes and close the window.

POS Configuration

Create point of sale configurations

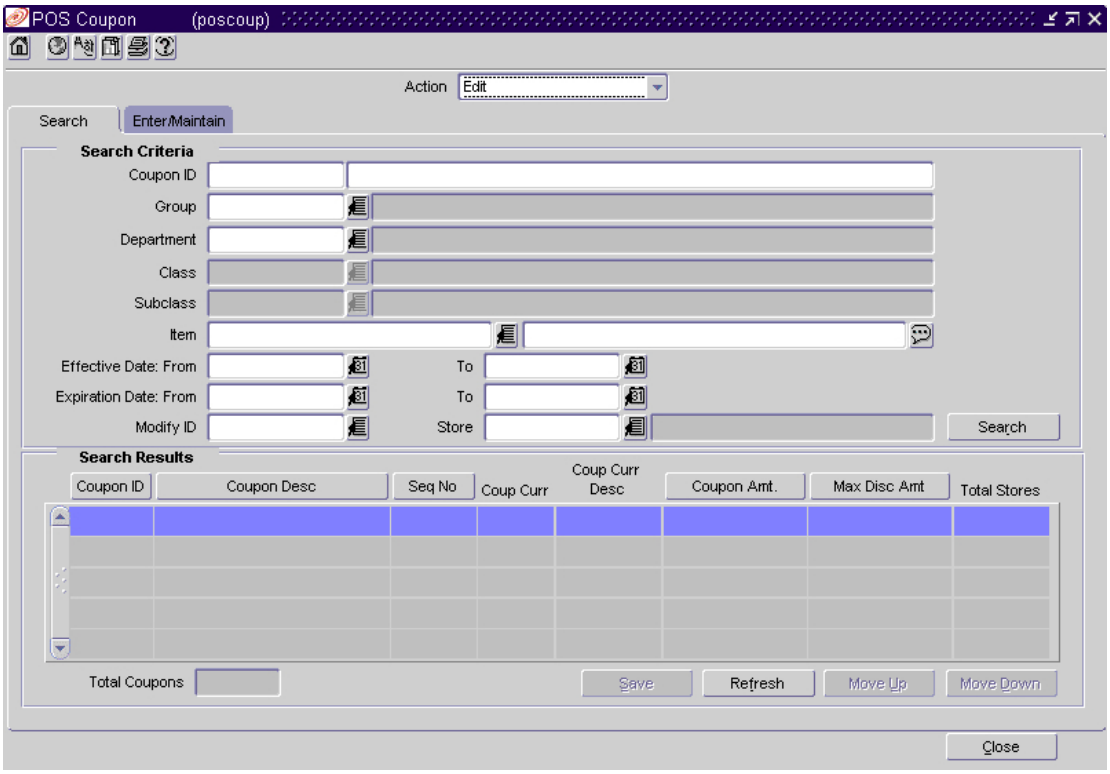
The point of sale (POS) configurations feature allows you to create and maintain configurations that are downloaded to the POS registers at stores. You can create the following types of configurations:

- **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.

Procedures

Create a coupon configuration

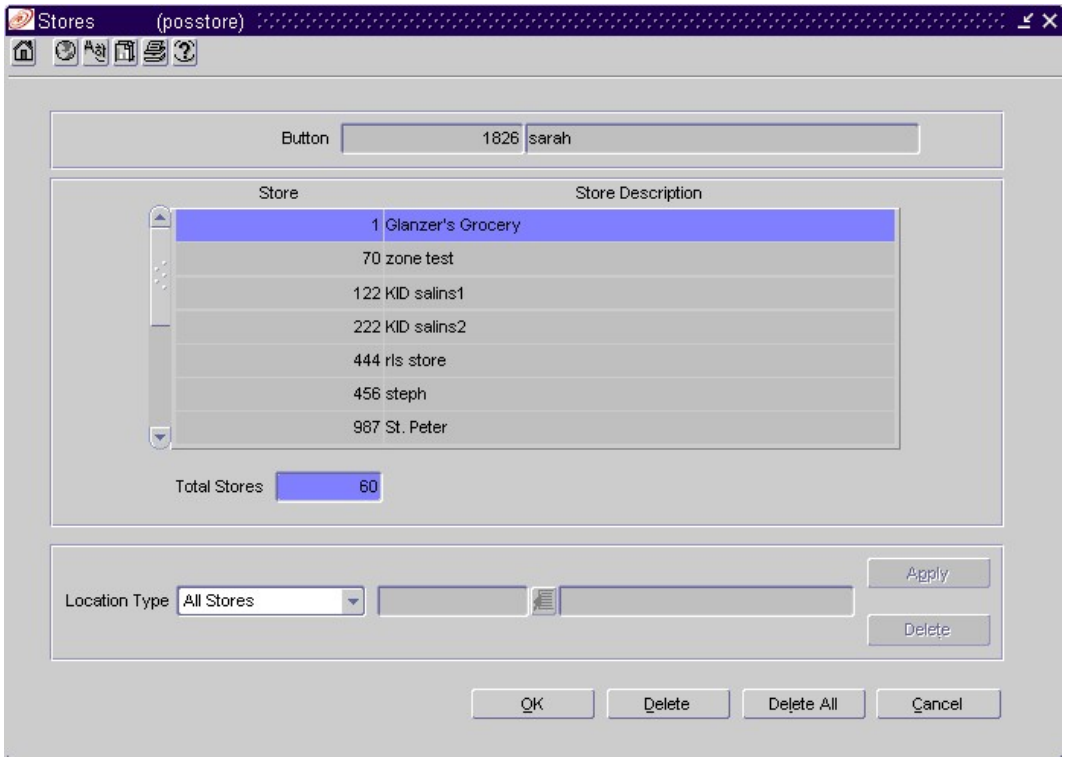
⇒ **Navigate:** From the main menu, select Control > POS Configuration > Coupon. The POS Coupon window is displayed.



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.

   In the Currency Code field, enter the code for the currency, or click the LOV button and select a currency.
3. In the Coupon Type/Amt field, select the type of coupon. Then enter the value of the coupon.
4. In the Tax Class field, select the tax code for the coupon.
5. In the Effective Date field, enter the date on which the coupon configuration is active, or click the calendar button and select a date.
6. In the Expiration Date field, enter the date on which the coupon configuration expires, or click the calendar button and select a date.
7. Enter optional information as necessary.

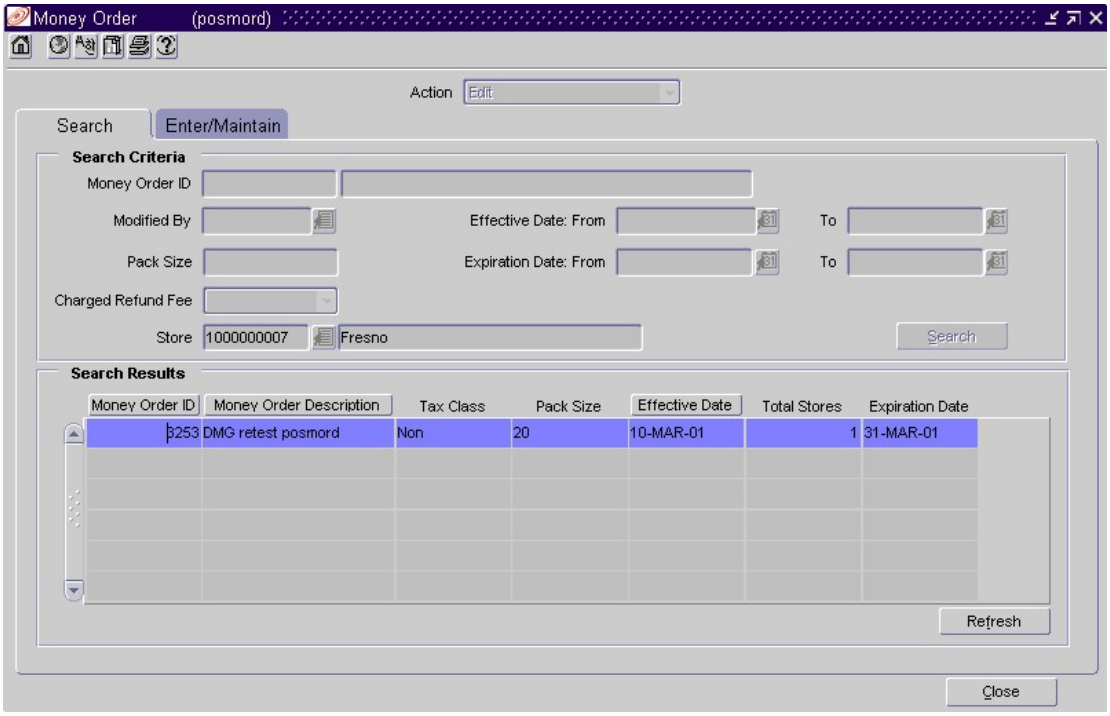
8. To associate stores with the configuration:
   a. Click **Stores**. The Stores window is displayed.



   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 save your changes and close the window.
9. Associate items with a POS configuration.
11. Exclude items from a POS configuration.
12. Click **Save** to save your changes and close the window.

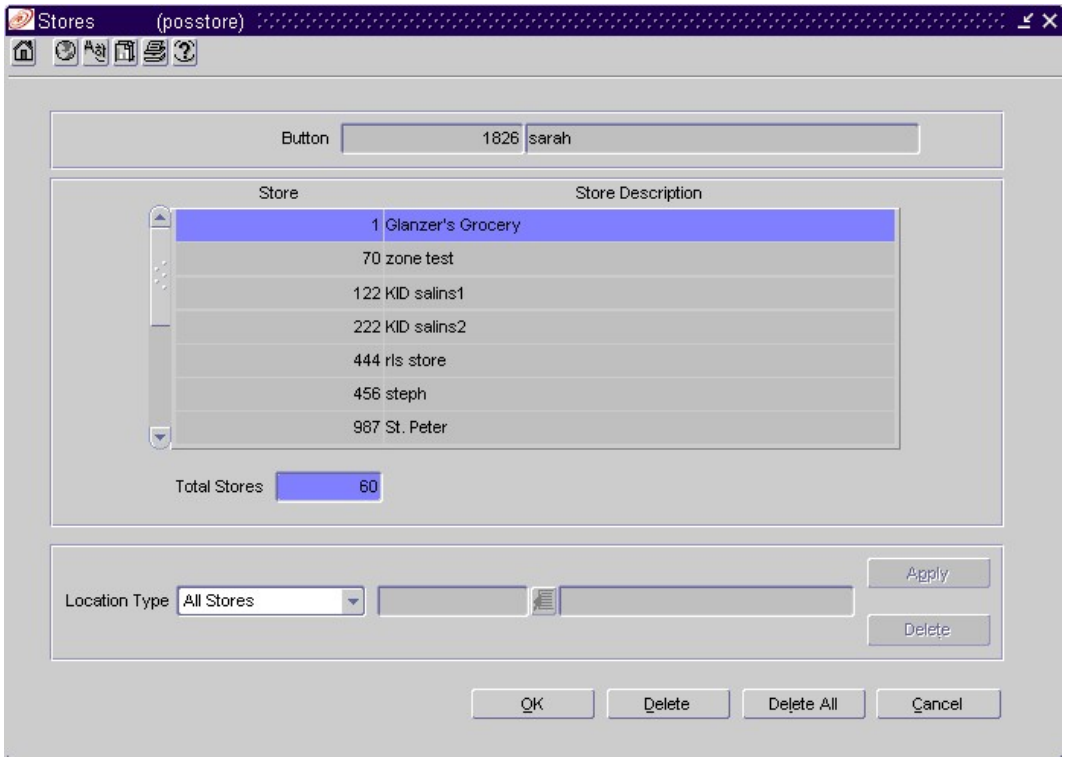
Create a money order configuration

⇒ **Navigate:** From the main menu, select Control > POS Configuration > Money Order. The Money Order window is displayed.



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.

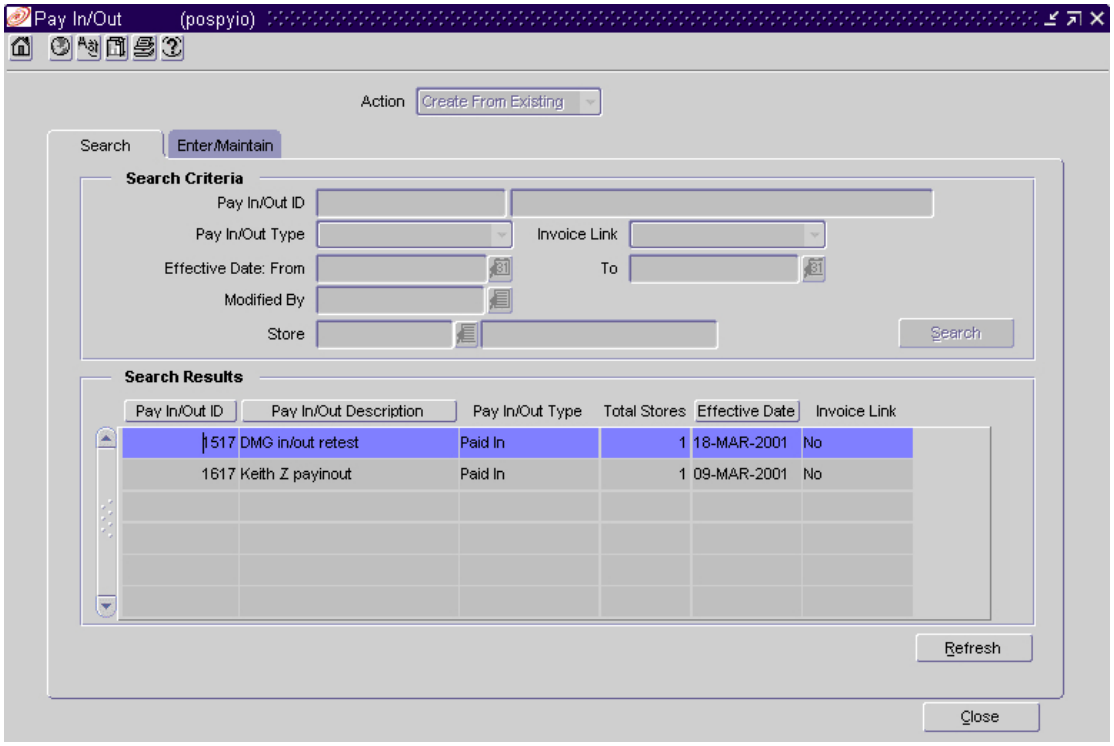
10. To associate stores with the configuration:
    a. Click **Stores**. The Stores window is displayed.



    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 save your changes and close the window.
11. Click **Save** to save your changes and close the window.

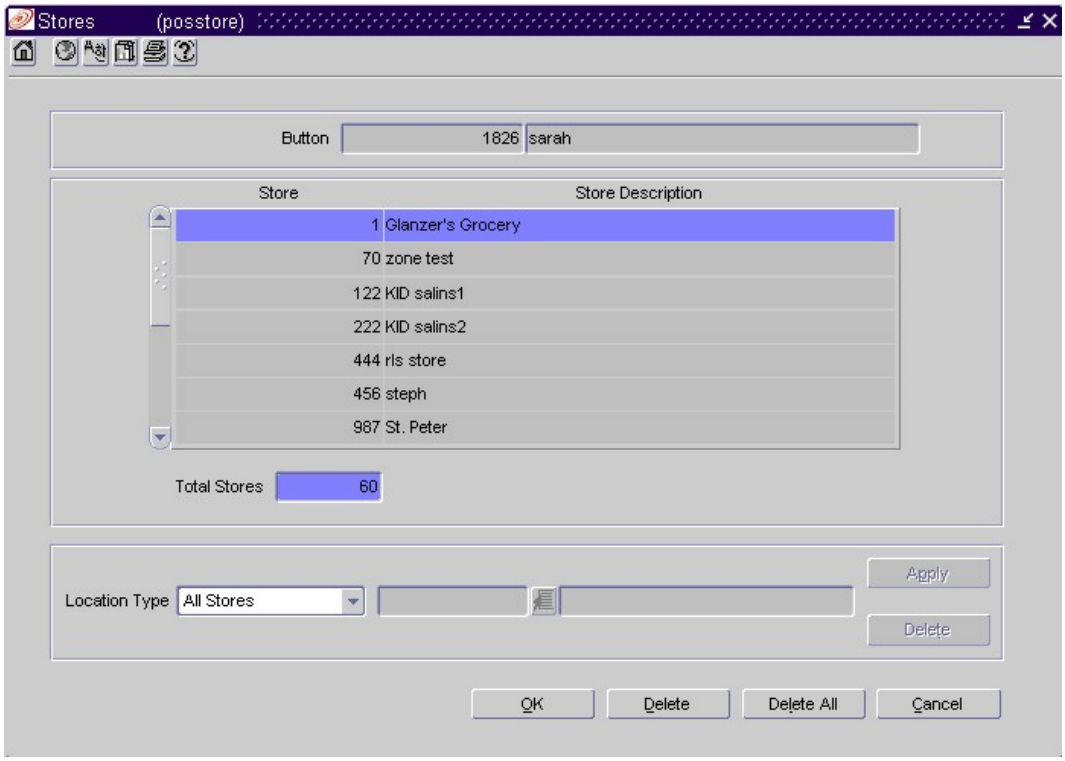
Create a pay in/pay out configuration

⇒ **Navigate:** From the main menu, select Control > POS Configuration > Pay In/Pay Out. The Pay In/Out window is displayed.



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.

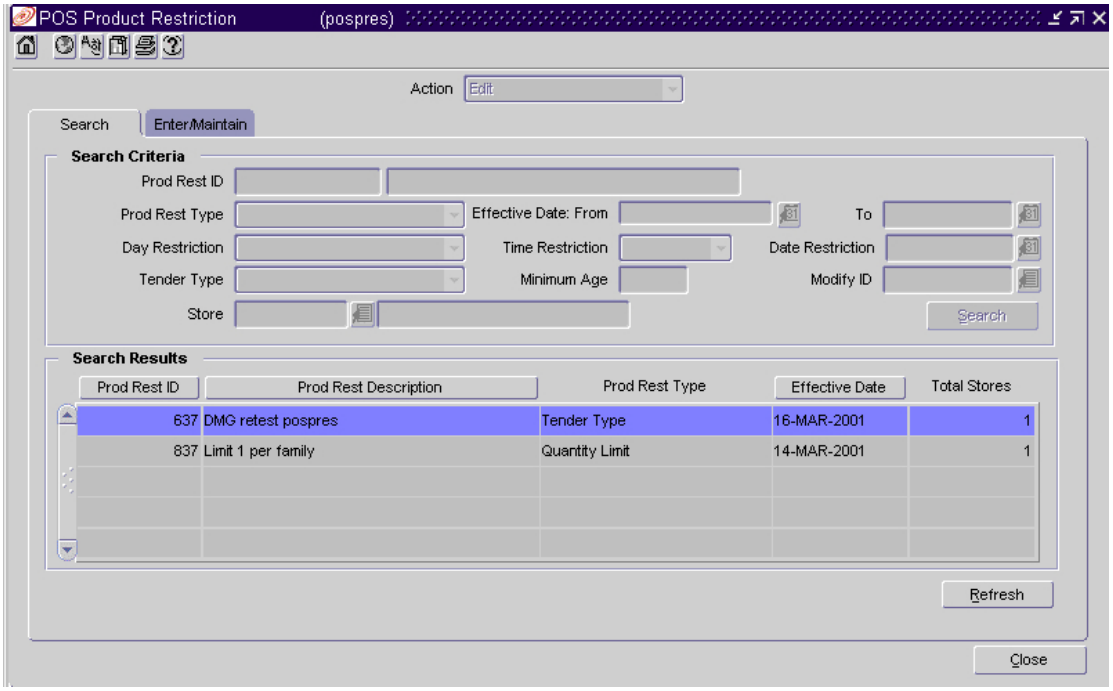
6. To associate stores with the configuration:
   a. Click **Stores**. The Stores window is displayed.



   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 save your changes and close the window.
7. Click **Save** to save your changes and close the window.

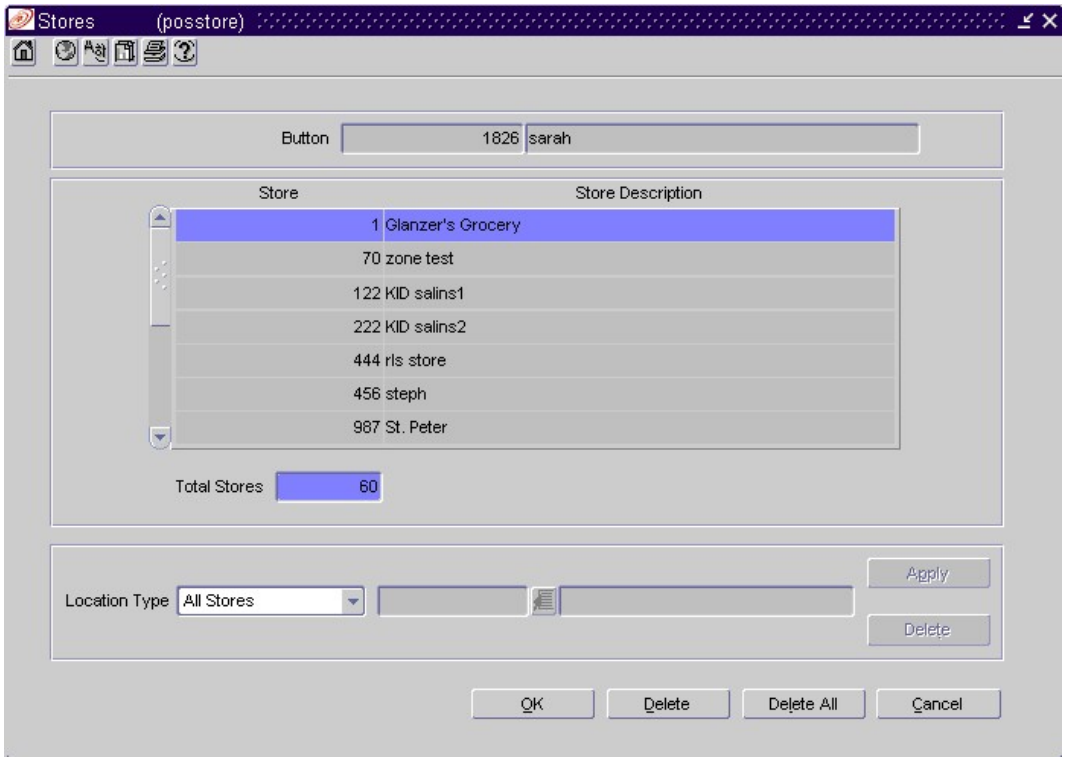
Create a product restriction configuration

⇒ **Navigate:** From the main menu, select Control > POS Configuration > Product Restriction. The POS Product Restriction window is displayed.



1. In the Action field, select 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:
6. Container Deposit Restriction: Enter the deposit amount.
7. Container Redemption Value Restriction: Enter the amount.
8. Minimum Age Restriction: Enter the age a customer must be to purchase the product.
9. Day/Time/Date Restriction: Enter the Day/Time/Date that goods cannot be sold.
10. Tender Type Restriction: Select the tender type.
11. Quantity Limit Restriction: Enter the maximum a customer can purchase.
12. Enter optional information as necessary.

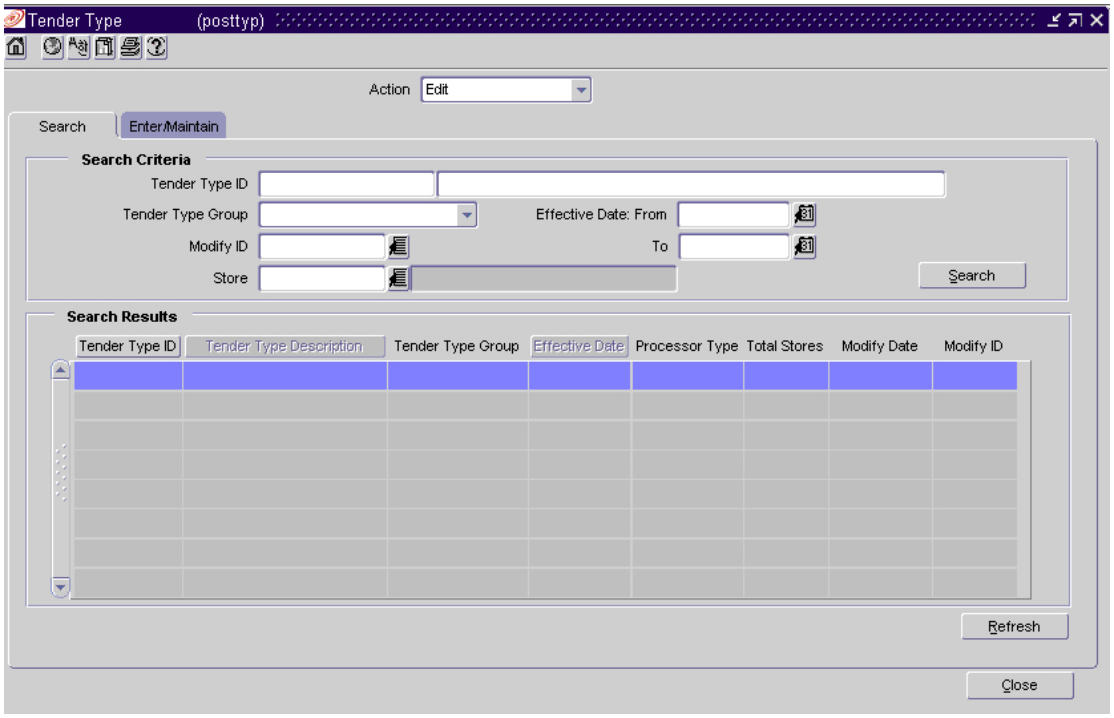
13. To associate stores with the configuration:
    a. Click **Stores**. The Stores window is displayed.



    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 save your changes and close the window.
14. Associate items with a POS configuration.
15. Exclude items from the configuration.
16. Click **Save** to save your changes and close the window.

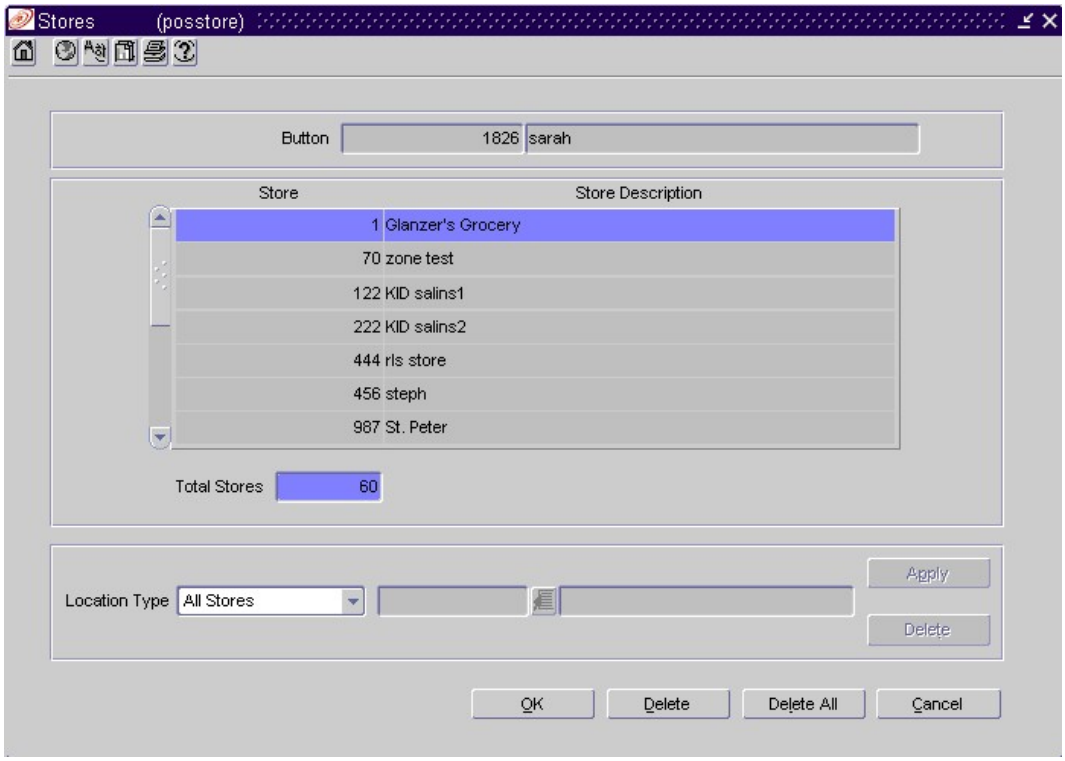
Create a tender type configuration

⇒ **Navigate:** From the main menu, select Control > POS Configuration > Tender Type. The Tender Type window is displayed.



1. In the Action field, select 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 save your changes and close the window.
9. Click **Save** to save your changes and close the window.

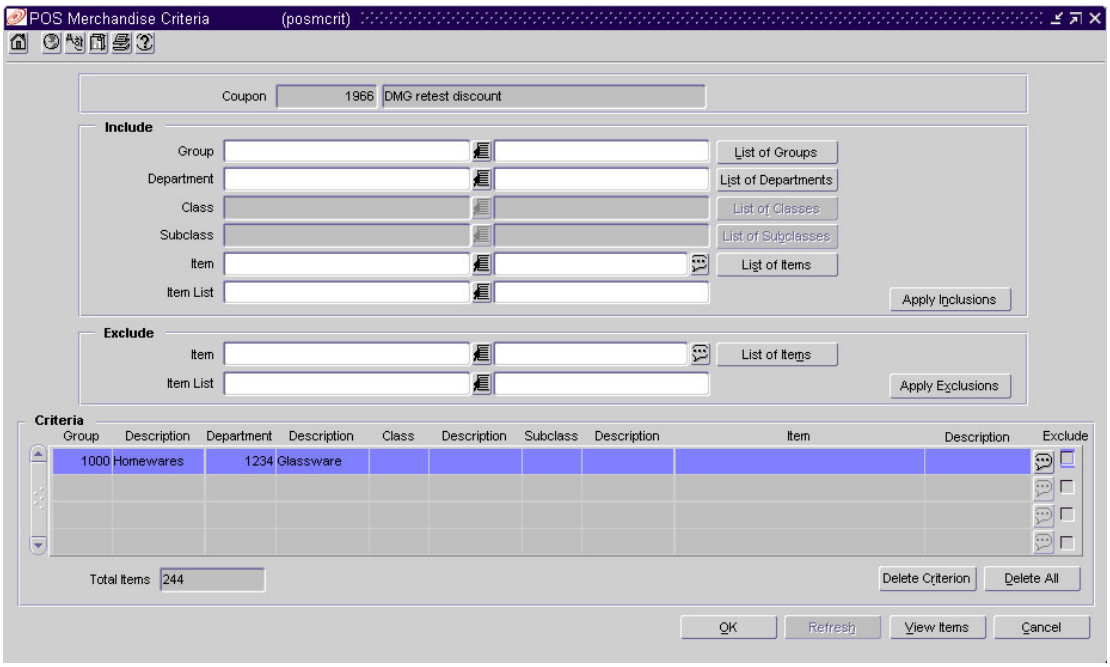
Maintain items associated with point of sale configurations

After you have created a configuration, you may associate items with the POS configurations.

Procedures

Associate items with a POS configuration

1. Click **Items**. The POS Merchandise Criteria window is displayed.



2. To associate a single item with the configuration:
   a. In the Include area, enter the item number in the Item field, or enter a partial description and click the LOV button to select an item.
   b. Click **Apply Inclusions**.

Note: You can limit the items that are displayed when you click the LOV button by selecting the group, department, class, and subclass to which the item belongs.

3. To associate multiple items with the configuration:
   a. In the Include area, click **List of Items**. The List of Items window is displayed.
   b. Select the Include check box next to the items you want to associate with the configuration. To associate all of the items with the configuration, click **Include All**.
   c. Click **Apply**.

Note: You can limit the items that are displayed in the List of Items window by selecting a group, department, class, and subclass. You can also limit the items by entering a partial description of the item in the Item field.

4. To associate all items within a single group, department, class, or subclass with the configuration:
   a. In the Include area, enter the ID of the group, department, class, or subclass in the appropriate field, or click the LOV button and select a group, department, class, or subclass.
   b. Click **Apply Inclusions**.

Note: To associate all items in a class or subclass with the configuration, you must first specify the department.

5. To associate all items within a multiple groups, departments, classes, or subclasses with the configuration:
   a. In the Include area, click the appropriate **List of** button, depending on the hierarchy level you want to associate with the configuration.
   b. Select the Include check box next to the members of the hierarchy level you want to associate with the configuration. To associate all of the members of the hierarchy level with the configuration, click **Include All**.
   c. Click **Apply**.

Note: To associate all items within multiple classes or subclasses with the configuration, you must first specify the department.

6. To associate all items within an item list with the configuration:
   a. In the Include area, enter the ID of the item list in the item list field, or click the LOV button and select an item list.
   b. Click **Apply Inclusions**.

8. Click **Save** to save your changes and close the window.

Exclude items from a POS configuration

1. To exclude a single item from the configuration:
   a. In the Exclude area, enter the item number in the Item field, or enter a partial description and click the LOV button to select an item.
   b. Click **Apply Exclusions**.

Note: You can limit the items that are displayed when you click the LOV button by selecting the group, department, class, and subclass to which the item belongs.

2. To exclude multiple items from the configuration:
   a. In the Exclude area, click **List of Items**. The List of Items window is displayed.
   b. Select the Exclude check box next to the items you want to exclude from the configuration. To exclude all of the items from the configuration, click **Exclude All**.
   c. Click **Apply**.

Note: You can limit the items that are displayed in the List of Items window by selecting a group, department, class, and subclass. You can also limit the items by entering a partial description of the item in the Item field.

3. To exclude all items within an item list from the configuration:
    a. In the Exclude area, enter the ID of the item list in the item list field, or click the LOV button and select an item list.
    b. Click **Apply Exclusions**.
4. Click **Save** to exit.

Glossary

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Account Number	The number that identifies your holdings at a bank.		
Accounts Payable	The amount due to a creditor on an account.		
Action	The type of task that will be accomplished for the module.		
Activate Date	The date that a function is effective in the system.		Effective Date
Activity Schedule Retention	The retention period, in months, for activity schedules. When the schedules have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.		
Actual Order Quantity	The final number ordered for an item. The AOQ defaults to the system's recommended order quantity and can be changed by the user.		Recommended Order Quantity
Ad Case Number	Anti Dumping		
Ad Valorem Tax	Tax imposed at a rate based on the percentage of the value of the merchandise.		
Address	The place where an entity is located.		
Adjust	The method of changing the price of an item to meet the method selected.		Ends In, Price Point, Rounding
Adjustment Amount	The monetary change between the original value and the new value.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Adjustment Qty	The change in number between the original value and the new value.		
Advanced Shipment Notice	An electronic data interface (EDI) transaction from vendor to retailer which identifies the vendor number, order number, carton contents and store destination for a particular delivery.		
Advice Method	The way in which the advising bank notifies the beneficiary that a letter of credit has been opened in their favor.		
Advising Bank	The bank that informs the beneficiary that a letter of credit has been opened in their favor.		
Allocation	A buying, planning and distribution process in which store need is determined based on metrics that fit the product, store characteristics, and product life cycle.		
Amendment	Additional information or changes appended to a letter of credit. The amendment may affect the total value of the credit.		Effect
Amount	The monetary number or quantity.		
Appointment	The arrangement made between the supplier and the warehouse for delivery to the warehouse.		
Approval Date	The date on which an element is available for use in the system, and may be released to external systems.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Area	The third level of the organizational hierarchy, a subgroup of a chain.		
Arrival Date	The date on which the goods arrived at the discharge port.		
Attribute	An identifying quality.		
Audit	A formal examination of an organization's or individual's accounts or financial situation.		
Authorization Number	The number approving a transaction, especially credit cards.		Authorization source
Authorization Source	The origin of the approval of a transaction, especially for credit cards.		Authorization number
Authorize Min Amt	The lowest monetary amount requiring authorization for various tender types.		
Automatic	A type of order control that determines that purchase orders for the recommended order quantities are created in approved status.		Order control
Average Cost	The total cost of all units of all items, divided by the total number of units. The UOM is determined by the Average Cost Selling UOM.		Average Cost Selling Unit of Measure
Average Cost Selling Unit of Measure	The selling unit of measure by which average cost is tracked.		Average Cost
Back Order	An unfilled costumer order or commitment. It is an immediate or past due demand against an item whose inventory is insufficient to satisfy the demand.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Backhaul	The practice of stopping at a supplier's location to pickup product and receive a discount.		
Balancing Level	The level at which your system is set to balance the declared totals against the system summarized totals. The balancing levels are Store, Register, or Cashier.		
Bank	An establishment for the custody, loan, exchange, or issue of money, for the extension of credit, and for facilitating the transmission of funds.		
Banner	Groupings that can be used to distinguish one area of your business from another. Typically used to group channels.	Store specializing in Children's merchandise, Store specializing in Adult merchandise	Channel
Base Cost	The cost that item/locations with in the same cost zone group base their costs on.		
Base Date	The first date of a timeline		
Base Default	The price that item/locations with in the same price zone groups base their prices on		
Base Price	The original price of the promotional item before any discount is applied.		
Base Retail	Identifies the base price for item/locations based on the price zone that contains the base retail for the item.		
Beneficiary	Identifies the agency for whom the letter of credit is issued, typically the supplier.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Bill Back	For deals, indicates that the deal component is not reflected in the unit cost of the item on the purchase order. The deal component is calculated at a later date.		
Bill of Lading	A list of items, contained in cartons, that are part of a shipment		
Bill to Location	The location to which suppliers are instructed to send invoices		
Block	The area in a flyer where an advertisement appears.		Page, Segment
Book Transfer	A transfer between two virtual warehouses within the same physical warehouse to transfer ownership of merchandise.		
Bracket	A quantity range that corresponds to a price, as set by the supplier.		
Bracket Costing	Bracket costing occurs when your organization receives a certain 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.		
Break Pack Warehouse	A distribution center that receives merchandise from a vendor, divides the merchandise per individual store order, and ships the smaller quantities to the store.		
Bus Day	The date a location was open and transactions occurred at the location.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Buyer	The person responsible for the purchase of merchandise, products, materials, or services.		
Calculation Basis	The base on which to calculate the cost component. Value: The expense, assessment, or upcharge is a percentage of the value of the goods. If you select Value, you can either select the computation value base against which you want to calculate the component or indicate in the Component Nomination area the calculations in which the component should be included. Specific: The expense, assessment, or upcharge is calculated per unit.		
Cancel	To call off without the expectation of proceeding at a future time.		
Candidate	A transportation record that has been marked for finalization.		Finalization
Carrier/Routing Type	The freight company that delivers a shipment.		
Carton	A container that is part of a Bill of Lading (BOL).		Bill of Lading
Case	The primary unit of an item. A case is composed of inners. Inners may be composed of multiple eaches. Quantities are ordered and shipped based on case size.		
Case Size	see Case Qty		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Cash Discount	The monetary value of discounts credited by the vendor during the time period at the selected location. Cash discounts increase the gross profit margin.		
Cashier	The individual who receives payment for items sold at the point of sale.		
Catch Weight	The weight of an item when it arrives at a location.		
Chain	The second level of the organization hierarchy.		
Channel	A method of grouping like selling methods.	Brick and mortar, kiosk, web-store,	Banner
Charge	The amount that has been deducted from a letter of credit.		
Charge Refund Fee	A fee that is charged to a customer if a money order is returned.		
Check Digit	The digit verified when determining if the routing number is correct.		
Child Item	An item that has one or two item levels above it		
City	An inhabited place of greater size population or importance than a town or village.		
Claim	A request to a partner for reimbursement for damaged merchandise and inadequate quantities.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Class	The fifth level in the merchandise hierarchy. The class breaks down the merchandise hierarchy. A class can belong to one department.		
Clearance	The process of moving merchandise out of the store by strategically reducing the price.		
Clearance Markdown %	The percentage difference between the original retail and the clearance price.	Clearance markdown = original retail - clearance p	
Clearance Retention	The retention period, in months, for clearance events. When the clearance events have exceeded the retention period, they are automatically purged by a regularly scheduled batch program.		
Cleared	The process of passing merchandise through the customs agency.		
Close Stock	The monetary value of stock on hand at the end of the time period for the selected location.		
Closing Inventory	The retail value of the stock on hand at the end of the month.	Closing inventory at retail = opening inventory at	
Closing Inventory Cost	The cost value of the stock on hand at the end of the month.	Closing inventory at cost = opening inventory at c	
COLT Days Added to Forecast	See COLT		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Commit Max Counter	The number of records that must be processed before the data is committed.		
Commodity	A mass-produced unspecialized product.		
Company	The highest level in the organizational and merchandise hierarchies. Only one company is allowed in RMS.		
Competitor	One selling or buying goods or services in the same market as another		
Competitor	A store that sells similar products, which may lead to rivalry. Stores may compete against store in other companies or against stores in the same company.		
Concession item	A concession item is similar to a consignment item in that the retailer does not own the inventory being sold. Concession items differ from consignment in that the ownership is not transferred when the items are sold. A retailer rents floor space to a supplier on which the supplier sells their goods. A record of concession sales is recorded and the retailer then bills the supplier using their chosen method.		
Confirming Bank	The bank that guarantees the funds that are necessary to pay claims against a letter of credit.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Consignment	A marketing arrangement where physical control of merchandise, but not the title of ownership is transferred from one business, the consignor (in our case the vendor) to another, the consignee, (in our case the retailer). The title to the goods remains with the consignor until the goods are sold. Upon sale of the goods, the consignor bills the consignee via an invoice.		
Constant	A stock-oriented replenishment method used without a forecasting application. As soon as the stock level drops below the maximum stock, a request is generated for the difference.		Replenishment
Container	A method of shipping items.		
Contract	A legally binding agreement with a supplier to supply items at a negotiated price.		
Cost	The amount of money that must be paid to take ownership of something; expense or purchase price.		
Cost Basis	In securities, is the purchase price after commissions or other expenses. It is used to calculate capital gains or losses when the security is eventually sold.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Cost UOM	A method used to define the unit of measure for the cost of an item. The cost UOM allows you to enter the cost in the unit of measure defined by the supplier. The cost entered in the cost UOM is converted to the standard UOM for all RMS purposes.		
Cost Zone	A group of locations that have similar cost structures.		
Country	A political state or nation or its territory.		
County	The largest local administrative unit of a state.		
Coupon	A part of a printed advertisement to be cut off to use as an order blank or inquiry form or to obtain a discount on merchandise.		
Courier	A person or service responsible for the transportation of good from one party or location to another.		
Cross Dock	A purchase order is created that directs the goods from the supplier to a warehouse where it is immediately allocated to the proper store or warehouse.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Cumulative Markon %	The total of markon on the beginning inventory in any accounting period plus the aggregate purchase markon during the period, including additional markups, before any markdowns. It is the difference between the total cost and the total original retail value of all goods handled to date, commonly expressed as a percentage of cumulative original retail.	Cumulative markon % = (GAFS EOM at retail - GAFS E	
Currency	Coins, treasury notes, and banknotes in circulation, used as the medium of exchange.		
Current order lead time	The minimum amount of time required for the current purchase order to reach a location.		
Customer	A person who purchases a commodity or a service.		
Cycle	The frequency of a stock count.		
Daily Waste %	see Waste Percentage.		
Data Source	The origin of the data for the total calculation. May be based on raw data or existing totals.		
Date	The day, month and year an event occurs.		
Deal	The agreement between a retailer an a vendor for rebates or discounts applied to an item when ordered in certain quantities.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Deal Class	The method used to determine how the rebates or discounts are calculated for a purchase order. Cumulative: The values of the deal components are added together and then applied to the total purchase amount to determine the discount or rebate. Cascade: Each value of the deal components is applied to the total purchase amount minus the value of the previous deal component. Exclusive: Exclusive deal components supercede any other deal components, and only one exclusive deal component can be applied to an item at any time. Exclusive deals at the highest level in the item hierarchy are applied instead of exclusive deals at lower levels.		
Deal Component	The discounts or rebates included in a deal. Multiple components may comprise a deal.		
Deal Description	See Deal		
Debit Account	The account from which money should be removed to pay an expense.		
Debit CCID	Debit Code Combination ID.		
Debit Memo Send Days	The number of days following the receipt of an invoice before a debit memo can be sent out.		
Default	Selection automatically used by the system in the absence of a choice made by the user.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Delivery	The act of delivering a shipment to a location.		
Delivery Order	Authorizes the ocean carrier to release the cargo to the inland carrier. The delivery order is issued by the broker to the ocean carrier.		
Delivery Policy	The agreement between a retailer and a supplier for the terms of delivery.		
Delivery Postal Code	A unique number or number letter combination that identifies the postal delivery area of a country.		
Demo	The number of unites of the item required for demonstration purposes at a store.		
Department	Belongs to a group in the merchandise hierarchy and provides a way to define the areas of a group. A department is the fourth division in the merchandise hierarchy.		
Deposit container item	The item for which the deposit is taken. The deposit container item holds the deposit contents item.		
Deposit contents item	The item that is sold to the customer.		
Deposit crate item	The item which holds the container and contents items.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Deposit item	A deposit item is an item that has a portion which is returnable by the customer after it has been sold to the customer. A deposit is taken from the customer for the returnable portion. A deposit item is broken into the components of the item, and each item is tracked separately in RMS.		
Deposit returned item	The item that is returned to the retailer by the customer and for which the deposit is returned to the customer.		
Destination Address	The street address of the supplier to which the goods are shipped.		
Diff	A characteristic of an item that distinguishes it from another item. An item may have up to four diffs.	Color, size, flavor, scent	
Diff Group	A tool used to logically group diff ID's by type.	Women's Pants	Diff Type, Diff Range
Diff Range	A tool used to logically group diff ID within a group.	Diff Group: Women's Pants Diff Range: Women's Average pant sizes	Diff Type, Diff Group
Diff Ratio	A method of grouping diffs to designate the quantity of each diff that should be fulfilled as a percentage of the total diff quantity.	Diff 1: 20% Diff 2: 40% Diff 3: 20% Diff 4: 20%	
Diff Type	The category that a diff belongs.	Size, Color, Flavor, Scent	Diff Group, Diff Range
Direct Ship	The process of delivering an item from a supplier directly to the customer.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Discharge Port	The location where items are unloaded from the shipment vessel.		
Discount	The reduction in price that a buyer receives when purchasing an item as a result of a deal.		Deal
Discrepancy Display	The difference between the reported total and the actual total at the point of sale.		
Discrepancy Type	The difference between the invoice and the receipt.		
Distribute By	The method that accomplishes distribution.		Distribution Rule
Distribution	The process of spreading quantities. Distributions can occur as a percent or amount of the total quantity.		
Distribution Quantity	see Distribution		
Distribution Rule	The default method of distributing to virtual warehouses from the physical warehouse.		Distribution
Distributor	The company that collect the merchandise from the supplier and delivers it to the retailer.		District (tax codes)
District	Belongs to a region in the organizational hierarchy and provides a way to define the areas of a region. A district is the fifth division in the merchandise hierarchy.		District
District (tax codes)	A geographic division of a city.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Division	Belongs to a company in the merchandise hierarchy and provides a way to define the major categories of merchandise at a company. A division is the second division in the merchandise hierarchy.		
Document	Paperwork that provides additional information about an activity.		
Drafts At	Indicates when a beneficiary is paid, after the conditions set forth in the letter of credit are met. Terms of a draft can be At Sight, 30 Days, or 60 Days.		
Drawee	The bank that is responsible for paying claims against a letter of credit.		
Dscrpncy Type	See Discrepancy Type		
Due (invoice)	The date on which payment is expected for an invoice.		
Due (purchase order)	The date on which delivery is expected for a purchase order.		
Due Order Processing	Creating orders and submit for approval in the most efficient manner to meet service levels.		
DUNS Location	A DUNS location number is a 4-digit code that identifies your location. DUNS location numbers are used in addition to the company DUNS number to identify each location in a company.		DUNS Number

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
DUNS Number	Dun & Bradstreet Data Universal Numbering System (DUNS) is a nine digit code that identifies your company. It is a commonly used company identifier, often used in EDI transactions.		Electronic Data Interchange, DUNS Location
Duty	A tax, typically on imports.		
Duty Comp Code	A duty that is based on a combination of values and dimensions.		Duty
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.		Replenishment
Dynamic - issues	A service-oriented replenishment method used with a forecasting application, 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		Replenishment

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Dynamic - seasonal	A service-oriented replenishment method used with a forecasting application, exclusively for stores. In the same manner as Time Supply - Seasonal, Dynamic - Seasonal combines the basic Dynamic algorithm with the end of season terminal stock goal. 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.		Replenishment
Each	An individual quantity of an item.		
Effect	The impact an amendment has on a letter of credit.		Amendment
Effective Date	The date on which a function becomes available or active in the system.		
Electronic Data Interchange	The exchange of information via computer, between a retailer and a supplier regarding inventory levels, delivery times, unit sales, accounts payable and receivable, etc.		
Email	The electronic mail address of the contact. a means or system for transmitting messages electronically (as between computers on a network).		
End Date	The last day an element is effective in the system.		
Ends In	An adjust type that allows you to determine the last two digit of a price.		Adjust type

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Ends In	A method of adjusting a retail price so it ends in a specified amount.		
Escheat	The return or forfeiture of a voucher. A voucher may begin to escheat after a set time period, and is turned over to a government entity.		
Event	The top level of a promotion, used to group several promotions together.		
Exchange Rate	The factor used to convert a currency from one factor to another.		
Expiration Date	The date on which an element is no longer valid.		
Export	The process of moving information to external systems.		
Export Country	The country from which the goods departed the lading port.		
Fashion Line Number	The fashion stock staging location of the store in the stores primary warehouse.		
Fill Priority	The priority given to items when fulfilling need, for replenishment.		
Finalization	The process of preparing the transportation records for customs entry.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Finisher	A finisher does work on items, such as adding buttons, ironing, hanging, tagging etc. There are 2 types of finishers: internal and external. Internal Finishers are considered part of the company, and typically is an area of a warehouse that does the work. Internal Finishers are set up similarly to Virtual Warehouses in RMS, but have an additional indicator selected to identify them as finishers rather than virtual warehouses. External finishers are not considered to be a part of the company, and are set up as Partners in RMS.		
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.		Replenishment
Forecast	The process of predicting future results based on history.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Free On Board	A trade term requiring the seller to deliver goods on board a vessel designated by the buyer. The seller fulfills his obligations to deliver when the goods have passed over the ship's rail.		
Freight	The compensation paid for the transportation of goods.		
Frequency	The regularity of the occurrence of an event.		
General Ledger	A company's accounting records. It contains all of the financial accounts and statements.		
Generated By	Indicates how diff ratios are determined. System generated diff ratios are generated based on the sales history for the department, class, and subclass that you selected. Manually generated diff rations are generated based on the same department, class, subclass, sales types, and time period as an another diff ratio.		
Geocode	The code that identifies a combination of the country, state, county, and city in which locations operate.		
Get Amount	The discount that a customer will receive by purchasing the appropriate items on the list of buy items. The amount in the Get Amount field may be either a percentage or a monetary amount, depending on what is selected in the Get Type field.		Get Type

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Get Diff ID	The diff associated with the item parent when the Get Item Type field is set to item parent/diff ID.		
Get Item	The item you receive free or at cost when a certain quantity of the Buy Item is purchased from the deal partner.		
Get Qty	The number of items to which the discount applies.		
Get Type	The type of discount you receive on the item. The discount can be one of the following: Free: This indicates that you receive the item at no cost. Percent: This indicates that you receive a percentage off of the cost of the item. Amt: This indicates that you receive a monetary amount off of the cost of the item. Fixed Amt: This indicates that you receive the item at a specified reduced cost.		
Gift Wrap Ind	Indicates that gift wrapping is available for this item.		
GM %	Displays the percentage of the gross profit margin against sales for the time period at the selected location.		
Graduated Order Cost	The graduated cost of the item as each deal component is applied. The projected cost of the item is the supplier unit cost minus all of the deal components.		
Grand Total	The sum of all totals.		
Gross Margin	The difference between net sales and the total cost of goods sold.	Maybe calculated for some fields as Gross margin a	

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Gross Margin %	The difference between net sales and the total cost of goods sold divided by sales.	Gross margin % = (sale - cost of goods sold) / sales	
Gross Unit Weight	The total weight of a unit of the item plus any packaging.		
Group	The sixth level of the merchandise hierarchy.		
Growth Rebate	A rebate in which the supplier determines the amount of the rebate, based on increased orders over a specified period of time.		
Growth Rebate History	The first and last dates of the historical period against which growth will be measured for this growth rebate.		
Half	Either of two equal parts of which the year has been divided for budgeting and accounting purposes.		
Half Number	The ID for the half. Enter the ID in the format YYYYn, where YYYY is the 4-digit year and n is the half-year period (either 1 or 2). For example: 20021 and 20022.		
Handling Cost	The amount charged by the supplier for handling the return.		
Handling Percentage	The percent that is applied to the value of returned goods as a handling charge.		
Handling Sensitivity	The sensitivity information that is associated with the item. Some examples include Combustible, Fragile, and Toxic.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Handling Temp	The temperature information that is associated with the item. Some examples include Keep Refrigerated and Keep at Room Temperature.		
Harmonized Tariff Schedules	The applicable tariff rates and statistical categories for all merchandise imported into the a country; it is based on the international Harmonized System, the global classification system that is used to describe most world trade in goods.		
Height	The distance from the bottom to the top of something standing upright.		
HI	The number of tiers that are stacked on a pallet.		
Hierarchy Level	The classification of merchandise or organization. At the top of both hierarchies is the company. As the hierarchy progress downward, each level of the hierarchy is a sub section of the level before it.		
Highest Value	The high-end value for a price point range. All retail prices less than or equal to this value, and greater than or equal to the Lowest Value, will included in the price point range.		
Historical Period	The period used in the past.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
History Level	The amount of inventory history that should be captured in the weekly inventory history programs. The options are: No History: History of inventory is not captured. Items Sold Only: History of items that had sales during the week is captured. All Items: History of all items in inventory is captured. Changing the value of this indicator may have significant impact on the size of the database.		
Home Store	The store that the employee is primarily associated with.		
HTD GAFS	Half To Date Goods Available For Sale. The monetary value of goods available for sale during the half up to the current time period at the selected location.		
HTS Assessments	The amount of tariff that has been added to an item.		
Import	The process of bring data from an external system into the main system.		
Increment Percent	The percentage by which you want to temporarily inflate or deflate the maximum stock when the replenishment method is Min/Max or Constant. When the replenishment method is Floating Point, the percentage by which you want to temporarily inflate or deflate the minimum and maximum stock.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Industry Code	A unique number that represents all possible combinations of sizes according to the National Retail Federation.	Men's pants size combination 32x32 has a NRF code	
Inner	A subset of a case containing a portion of the individual quantities in an item.		
Inventory	Can be either raw materials, finished items already available for sale, or goods in the process of being manufactured. Inventory is recorded as an asset on a company's balance sheet.		
Inventory Management Level	The level at which inventory received from each supplier is reviewed for replenishment purposes. Reviews can be done at the Supplier, Supplier/Location level, Supplier/Department level, or the Supplier/Department/Location Level.		
Investment Buy	The process of purchasing inventory in excess of the replenishment recommendation to take advantage of a supplier deal, or to leverage inventory against a cost increase.		
Issuing Bank	The issuing bank opens the letter of credit when contacted by the retailer who intends to import goods.		
Item	The merchandise received from a supplier. In the system, the item field or column will display the item number, the item description, or both.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Item Grandparent	An item that is two levels above another item in an item group.		Item Level 1
Item Level	The level of an item in an item group.		
Item Level 1	An item without differentiating factors that does not require a second level. All items must have a level one item in the item group. A level 1item may have level 2 and level 3 items below it.		
Item Level 2	An item that may or may not have differentiating factors. A 2 level item group must have a level 1 item and one or more level 2 items. All level 2 items are related to the level 1 item. A level 2 item may have level 3 items below it.		
Item Level 3	An item that has distinguishing characteristics beyond the differentiating factors of a level 2 item. A level 3 item must have a level 1 item and a level 2 item above it. All level 3 items are related to one level 2 item. A level 3 item cannot have any items below it.		
Item List	A grouping of items based on characteristics defined by the user.		
Item Parent	An item that is one level above another item in an item group.		Item Level 2
Jurisdiction	The limits or territory within which authority may be exercised.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Lading Port	The port where goods are loaded onto the vessel.		
Landed Cost	The sum of the cost, duty, and expenses for a shipment. Landed cost may be actual or estimated, depending on where, in the process, a shipment is.		
Layaway	Allows customers to give a retailer deposits to hold products. When customers complete payments, they take the items.		
Lead Time	The time between the beginning of a process and the appearance of results.		
Letter of Credit	A letter addressed by a banker to an entirety to whom credit is given authorizing drafts on the issuing bank or on a bank in the person's country up to a certain sum and guaranteeing to accept the drafts, if duly made.		
Line of Credit	The maximum amount of credit allowed to a buyer or borrower.		
Linear Distance	The amount of shelving space available at a location.		
Location	The store or warehouse involved in an event.		
Location list	A grouping of locations based on characteristics defined by the user.		
Location Trait	A characteristic of a certain location.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Look Ahead Days	The number of days before a cost event that the cost event is factored into an investment buy calculation. A cost event can be the end date of a deal or the effective date of a cost change		
Manual	A type of order control that determines that purchase orders for the recommended order quantities are not created. The recommended order quantity (ROQ) is written to the Replenishment Results table. You must create and run a custom report to view the ROQs.		
Manufacture	To make from raw materials by hand or by machinery.		
Markdown	A reduction to the original retail price established at the beginning of the half for an item during a clearance event.		
Markup	An amount added to the cost price to determine the selling price.		
Mass return transfer	A transfer from multiple stores to a warehouse. Generally return transfers are undertaken to redistribute merchandise from one store to other locations or to return merchandise to the vendor.		
Max Average Counter	The maximum number of days with acceptable data to include in an average for items within the department.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Min/Max	A stock-oriented replenishment method used without a forecasting application. Maximum and minimum stock levels are determined. Once the stock level drops below the minimum stock, a request is generated to raise the stock level to the maximum stock.		Replenishment
Mix and Match	A promotion method which gives the customer a discount on an item, based on previously purchased items.		
Money Order	An order issued by a post office, bank, or telegraph office for payment of a specified sum of money usually at any branch of the organization.		
Multi Unit	A type of promotion. A discount given to a customer for purchasing a pre-determined amount at a store. The discount can be an amount off, a percent off, or a fixed amount, and is for selected departments, classes, or subclasses.		
Multi-Channel	The RMS concept that divides the system into different selling mediums by which inventory can be tracked and reporting can be completed.		Stockholding, Non-stockholding
Name	The person who is identified as having the responsible role.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
National Brand Comparison Item	The item produced and controlled by manufacturers. They are usually well known, supported by manufacturer ads, somewhat pre-sold to consumers, require limited retailer investment, and often represent maximum product quality to consumers.		
Neg Days	The number of days that are agreed upon for negotiating documents pertaining to the letter of credit.		
Negotiating Bank	The bank that is responsible for negotiating the letter of credit between the seller and the advising bank.		
Negotiation Days	See Neg Days		
Net	The amount or quantity remaining after the deduction of all charges, outlays, or losses.		
Net Amount	The total amount after the deduction of all charges, outlay, or loss.		
Net Inventory	The net inventory is on hand quantities, on order quantities, and incoming quantities minus outgoing quantities, layaway quantities, and non-sellable quantities.		
Net Markup	The total amount of markups after markup cancellations during a time period at a location.	Markups at Retail - Markup Cancellations at Retail	

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Net Sales	The revenues received by a retailer during a given time period after deducting customer returns, markdowns, and employee discounts.		
Next order lead time	The minimum amount of time required for the next purchase order to reach a location.		
No Elapsed Days to Determine Comp Status	The number of days of data that Sales Audit should gather before it begins to make comparisons between the current time period and a previous time period.		
NOLT	See Next Order Lead Time.		
Non Sellable	The quantity of the item that cannot be sold. This includes items that have failed quality control and demonstration stock.		
Non-Merchandise	Relating to costs that are not related to items and merchandise in the system.		
Non-Scaling	Indicates that quantities of an item are not adjusted during the scaling process.		
Non-stockholding	A store that does not have stock on the premise where the sale is taking place.		Stockholding
Normal Calendar	The Julian calendar consists of cycles of three 365-day years followed by a 366-day leap year. Each year is divided into 12 month periods.		
Not After	The last day you can expect to receive items on a purchase order at a location.	system date + longest item/supplier/origin country	

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Not Before	The first day you can expect to receive items on a purchase order at a location.		
Objective	The long-run and short-run performance targets that a retailer hopes to attain. Goals can involve sales, profit, satisfaction of publics, and image.		
Obligation	Bills related to transportation of goods that a retailer must pay beyond the cost of a purchase order.		
On Hand	The total units on hand at a location, including inventory on RTV orders, unavailable inventory, stock in transit and reserved inventory. The On Hand inventory provides an accurate picture of the inventory owned by the location.		
On Order	The number of units on approved purchase orders that have not yet been received.		
Open Amount	The current balance on a letter of credit.		
Open Balance	The number of units yet to be received over which the tooling costs are amortized.		
Open Line of Credit	The amount of credit remaining on a line of credit.		
Open to Buy	The amount of money available for purchases at the subclass level for a week.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Open to Buy	The difference between planned purchases and the purchase commitments already made by a buyer for a given time period, often a month. It represents the amount the buyer has left to spend for that month and is reduced each time a purchase is made.		
Open to Buy End of Week Date	The last day of the open to buy week to which the purchase order amount is credited.		
Opening Inventory	The retail or cost value of the stock on hand at the beginning of the month.		
Opening Stock	The monetary amount budgeted for stock on hand at the beginning of a monthly period.		
Order Control	The method that determines how purchase orders are created, when they are created outside of the purchase order module.		Automatic, Semi-Automatic, Manual
Order Number	The identifying number on a purchase order.		
Order Point	the minimum number of units you want on hand for the item. When the net available inventory falls below the order point, the item is replenished.		
Order Quantity	The number of units on a purchase order.		
Order Retail	Total retail value of all items on the purchase order.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Order Type	The origin of the purchase order. Purchase orders may be created through Automatic Replenishment of Basic items (ARB), Buyer Replenishment of Basic items (BRB), or order for items which are Non-Basic (N/B).		
Orderable item	An item that is marked to hold inventory, but is not sellable at the point of sale system, and no information is sent to the point of sale system for these items. Retail prices are not held for orderable only items.		
Origin Country	The country from which the supplier ships items.		
Out of Stock Date	The date when the store is expected to be out of stock.		
Pack	An item that allows you to buy, sell, and track multiple items under one item number. A pack can be complex or simple. A complex pack contains multiple component items. A simple pack contains multiples of one component item.		
Page	The page number where the ad for the item, group of items, or department will be placed.		
Parent	The item level that is one level above another item.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Partner	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. A partner does not provide items to a retailer.		
Phase	A sub section of a season.		
Pick Priority	The order the substitute items are used to fill the demand for the main item.		
Pickup to Location	The number of days required for the item to be shipped from the supplier and received at a location for direct to store and cross-docked items.		
Pool Supplier	A supplier that is grouped with other suppliers to ensure that order quantities can be met.		
Postal Code	A number that identifies a postal delivery area of a country.		
Pre Mark	The supplier has agreed to break orders into separately marked boxes that can be shipped directly to stores.		
Presentation Method	The way and item is displayed in the store.		
Presentation Stock	The number of units of the item required for a full facing at a store or the minimum number of units required at a warehouse.		
Price	The amount some one pays to another party for a good or service.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Price point	Adjusts the price to a specific price based on the range into which the price falls.	All items in the price range of $10 - $20 should be set to $14.99.	
Promotion	A method of temporarily reducing prices on certain items at specific locations.		
Purchase order	An agreement between a retailer and a supplier for the purchase of goods. The retailer records the quantity, cost, and delivery location of items from the supplier. On a single purchase order, the same item going to different locations can have different costs.		
Qty Ordered	The number of units ordered.		
Quantity	The total number of a unit.		
Quota Cat	Quota categories allow you to place restrictions on categories of items rather than individual items. Customs agencies group items with related characteristics into quota categories.		
Ready Date	The date on which the item becomes available from the supplier or the item is delivered. Ready dates are specific to contracts		
Rebate	An agreement that money or credit will be received from the supplier if a certain threshold is met during a given time period.		Growth Rebate, Volume Rebate
Reclassification	The process of moving items from one section of the merchandise hierarchy to another section of hierarchy.	Cotton T-shirts in the women's department is moved to the basic's department.	

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Recommended Order Quantity	Recommended Order Quantity. The number that the system suggests should be ordered, based on replenishment calculations.		Actual Order Quantity
Reference Item	An item below the transaction level.		
Region	The third level of the organizational hierarchy, used to group districts.		
Replenishment	The process of ordering items to ensure inventory levels are maintained at locations.		Constant, Min/Max, Floating Point, Time Supply, Time Supply - Issues, Time Supply - Seasonal, Dynamic, Dynamic - Issues, Dynamic - Seasonal
Reserved Stock	Units that have been approved for outgoing transfers/ allocations, that have not yet left a location.		
Rounding	A method of adjusting the price based on rounding rules. The rounding rules are established by a database administrator.		
SCAC Code	A unique two-to-four-letter code used to identify transportation companies. NMFTA developed the SCAC identification codes in the late 1960's to facilitate computerization in the transportation industry.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Scaling	The process of adjusting a purchase order to obtain a certain objective, as defined in the system. POs can be scaled up or down in order to achieve the minimum and maximum levels defined for the supplier or bracket. Rounding thresholds, defined in the system, determine whether a PO is scaled up or down.		
Season	A season is a specific selling period during the year.		
Segment	The section of a block where the ad for the item, group of items, or department will be placed.		
Sellable item	An item that does not hold any inventory in the system. Consequesntly, inventory records cannot be viewed from the item maintenance screens. Sellable only items are not linked to any supplier and therefore no cost informaiton is associated with this item type.		
Semi-automatic	A type of order control that determines that purchase orders for the recommended order quantities are created in worksheet status.		Order control
Shrinkage	The difference between actual stock on hand and the amount recorded in the stock ledger at the end of the time period.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Soft Contract	A contract that can be made above the transaction level. This allows you to write a contract for a category of products and define the details of the order later.		
Static	For an item or location list, indicates that the list cannot be rebuilt.		
Stock holding	A location that has stock at the location where the sales are taking place.		Non-stock holding
Stock Ledger	The records of a company's inventory position.		
Stock On Hand	The total number of units on hand at a location, including inventory in RTV, unavailable inventory, stock in transit inventory, and reserved inventory.		
Store Day Sequence Number	The unique number assigned by Sales Audit that corresponds to the Store and Business Date for the transaction.		
Store Grade	A way of assigning a ranking to stores. Grades are defined by each buyer.		
Store Grade Group	Stores with like grades that are used as a location list.		Location List
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.		Replenishment

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Substitute Item	The item identified to replace the main item with the intention of replacing or phasing out the main item.		
Supplier	The person or entity that provides items to a retailer.		
Supplier Trait	An attribute assigned to a supplier.		
Tare	A deduction from the gross weight of a substance and its container made in allowance for the weight of the container.		
Threshold	A level point or value above which something is true or will take place and below which it is not or will not.		
TI	The number of cases that make up one tier on a pallet.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U - V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
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 stock quantity. 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.		Replenishment

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Time supply - issues	A stock-oriented replenishment method used with a forecasting application, 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.		Replenishment
Time supply - seasonal	A stock-oriented replenishment method used with a forecasting application, exclusively for stores. Time Supply - Seasonal combines the basic Time Supply algorithm with the end of season terminal stock goal. 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.		Replenishment
Timeline	A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity. You can enter dates with which to track the completion of the timeline steps. You can revise dates and record the reason for the revision.		
Title Pass	The process of changing ownership of goods from the buyer to the seller.		
Transaction Level	The level of the item group at which transactions involving the item is tracked.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Transfer	An internal movement of stock from one location to another.		
Transformable item	A transformable item is an item that can be ordered as one item and the broken into smaller items. The smaller items can them be resold in the store. There are two types of transformable items, transformed orderable and transformed sellable.		Transformed orderable, transformed sellable
Transformed orderable	An item is ordered from the supplier in one form, but changed by the retailer and sold to the customer in a different form.		
Transformed sellable	An item that is sold to the customer. A transformed sellable item is ordered from the supplier in a different form than it is sold.		transformed orderable, transformable item
Truck Split	The process of splitting orders into multiple truckloads.		
TSF/PO link	the reference number for a link from an item on a transfer to one or more existing purchase orders.		
UDA	See User Defined Attribute.		
Unavailable Stock	The number of units that are not available for sale at all locations because they are damaged or for other reasons.		
Unit Amount	The monetary amount for each unit.		
Unit Cost	The cost per unit of the item.		
Unit of Measure	Indicates how each unit is measured.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Up Charge	Cost incurred when transferring an item.		
User Defined Attribute	An identifying quality that has been set up by the user.		
Username	An ID that is assigned to each user.		
Value Added Tax	An incremental excise tax that is levied on the value added at each stage of the processing of a raw material or the production and distribution of a commodity, and that typically has the impact of a sales tax on the ultimate consumer.		
VAT Rate	The percentage that is applied to any value added to an item to calculation VAT.		
VAT Region	An area that is subject to the same VAT.		
Vendor	A generic, inclusive term used to mean either partner or supplier.		
Vendor Type	See Vendor.		
Vessel	Mode of transportation used to transport goods between a supplier and a retailer. Could be a train, ship, jet, etc.		
Virtual Warehouse	A stock-holding warehouse which is available in multi-channel environments. You can establish a virtual warehouse to keep track of inventory by channel.		Channel

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
VMI Channel	The process by which suppliers have visibility to inventory levels, create purchase orders based on inventory levels, and ship orders without retailer intervention.		
Volume	The amount of space occupied by a three-dimensional object.	volume = length x width x height	
Volume Rebate	A rebate in which the supplier determines the amount of the rebate, based on the total orders over a specified period of time.		
Voucher	A form or check indicating a credit against future purchases or expenditures.		
Voyage Flight ID	The reference number for a flight, voyage, or other method of transportation.		
VPN	The number assigned to an item by a vendor.		
Warehouse	A storage and/or distribution facility where inventory may be received, held and transferred to other locations.		
Warehouse Issues	The total number of units that had ownership transferred from the warehouse to the store.		
Warehouse Lead Time	The number days required for the item to be shipped from the warehouse and received at a location for cross-docked and warehouse stocked items.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Warehouse Link	Indicates which replenishment warehouse to which the current virtual warehouse is linked. This field is enabled if the current virtual warehouse is not a replenishment warehouse. This option is available only in multi-channel environments.		
Warehouse Storage Cost Measure	The default type of measurement used to calculate the cost of storage, per week at company-owned storage locations. Users can override the type of measurement at the warehouse or warehouse/department level.		
Warehouse Store Assignment History Days	The retention period, in days, for historical information about warehouse/store assignments. When the historical information has exceeded the retention period, it is automatically purged by a regularly scheduled batch program.		
Warehouse Store Assignment Type	Indicates, based on the replenishment stock category, which stores are assigned to a source warehouse when the warehouse store assignment batch program (whstrasg) is run.		
Warehouse to Locn	See WH Lead Time		
Wastage Percentage	The average percentage of wastage that the item is subject to over its shelf life. The wastage percentage can be applied to either spoilage wastage or sales wastage.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Wastage Type	The type of wastage that the item is subject to, such as sales or spoilage wastage. There are two types of wastage, Sales wastage occurs during processes that make an item saleable. Spoilage wastage occurs during the shelf life of the item.		
Weekly Cost of Outside Storage	The cost of storage per week at third-party storage locations on a weekly basis.		
Weekly Cost of Warehouse Storage	The cost of storage per week at company-owned storage locations on a weekly basis.		
Weight Unit of Measure	The unit of measure (UOM) in which the gross, tare, and net weights of the package are stated.		
Wh	See Warehouse		
Wh Description	See Warehouse		
WH Lead Time	The number of days required for the item to shipped from the warehouse and received at a location.		
Wholesaler	A merchant middleman who sells chiefly to retailers, other merchants, or industrial, institutional, and commercial users mainly for resale or business use.		
WIC Ind	Indicates the item qualifies for the Women, Infants, and Children (WIC) program.		
Width	The horizontal measurement of an object.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
WIP Code	Displays the code for the work in progress (WIP) tasks that have been assigned to the selected item and location. WIP codes are assigned to work orders that are assigned to purchase orders.		
Wksht Qty	The number of units that have been suggested as the quantity to be ordered.		
Work Order	The request for certain activities to be done to an item in a warehouse before delivery of an item to the final locations.		
Work Phone	The customer's work phone number.		
Workroom Amount	The monetary value of value added services during the time period at the selected location. Workroom costs, such as alterations, reduce the gross profit margin. The amount is denominated in the currency that is displayed in the Currency field. Depending on the view, the amount is at cost for this year or last year.		
Written Date	The date on which the purchase order was written.		
Year	A time period of 365 days.		
Year to Date Drawdown	The amount paid out on the company's behalf since the beginning of the year by the bank.		
Year to Date, Line of Credit	The amount of credit that the company has used since the beginning of the year from the bank.		

A - B - C - D - E - F - G - H - I - J - K - L - M - N - O - P - Q - R - S - T - U- V - W - X - Y - Z			
Term	**Definition**	**Example**	**See also**
Year To Date, Credit	The credit used since the beginning of the year from the bank.		

Acronyms

Acronyms	Explanations
ACH	Automated Clearinghouse
AD	Anti-Dumping Duty
ALC	Actual Landed Cost
AP	Accounts Payable
ARB	Automatic Reorder of Basic
ARI	Active Retail Intelligence
ASN	Advance Shipping Notice
ASO	Accepted Stock Out
ASP	Application Server Provider, Active Server Pages
AUDT	Audit Trail
AV	Ad Valorem
AWB	Air Waybill
B2B	Business to Business
B2C	Business to Consumer
BAL	Balance Level
BOC	Balance of Contract
BOH	Beginning Stock on Hand
BOL	Bill of Lading
BOM	Beginning of Month, Bill of Material
BRB	Buyer Reorder of Basic
BRD	Business Requirements Definition
CAD	Canada Dollar
CB	Check Box
CC	Credit Card
CCID	Code Combination ID

Acronyms	Explanations
CE	Customs Entry
CH	Channel Planner
CID	Container ID
CMM	Capability Maturity Model
COM	Retek RetailCOM
CORBA	Common Object Request Broker Architecture
CP	Current Plan
CPFR	Collaborative Planning, Forecasting and Replenishment
CPG	Consumer Packaged Goods
CRM	Consumer Relationship Management
CS	Competitive Shopping
CSM	Collaborative Supply Management
CVB	Computation Value Base
CVD	Countervailing Duty
DBA	Data Base Administration
DC	Distribution Center
DEA	Drug Enforcement Administration
DI	Display Item
DMM	Division Merchandise Manager
DNA	Deliver Not After
DNB	Deliver Not Before
DO	Due Order
DOS	Days of Supply (on hand)
E2E	Exchange to Exchange
EAM	Enterprise Asset Management
EDI	Electronic Data Interchange
EJB	Enterprise Java Bean

Acronyms	Explanations
ELC	Estimated Landed Cost
ENT	Enterprise
EOH	Ending Stock on Hand
EOM	End of Month
EOS	End of Season
EOW	End of Week
ERP	Enterprise Resource Planning
ESO	Estimated Stock Out
FDA	Food & Drug Administration
FIF	Financial Interface
FLS	Flash Sales
FM	Form Module
FOB	Free on Board
FPL	Forward Pick Location
FXL	Fixed Length Field
GAF	General Merchandise, Apparel, and Furniture
GAFS	Goods Available For Sale
GL	General Ledger
GMROI	Gross Margin Return on Investment
GMROS	Gross Margin Return on Space
GP	Gross Profit
GST	Goods and Services Tax
HRI	Health Related Item
H-T-D	Half to Date
HTS	Harmonized Tariff Schedule
ID	Identifier, Identification
IM	Invoice Matching

Acronyms	Explanations
INVADJ	Inventory Adjustment
ISO	International Organization for Standardization
ITE	Independent Trading Exchange
JAR	Java Archive Format
JFC	Java Foundation Classes
JMS	Java Messaging Service
JRE	Java Runtime Environment
LC	Line of Credit, Letter of Credit
LI	List Item
LOC	Line of Credit
LOV	List of Values
LW	Last Week
LY	Last Year
MBO	Management by objectives (goals) for personnel appraising.
MCBU	Multi-Channel Business Unit
MCLOCN	Mass Change Location
MDDB	Multidimensional Database
MI	Mirrored Item
MM	Menu Module
MP	Merchandise Plan
MQS	Messaging & Queuing Series
MSRP	Manufacturer's Suggested Retail Price
MTD	Month to Date
MTS	Merchandising Transaction Systems, Multi-Threaded Server (Oracle)
NA	Not After
NB	Not Before
NC	No Change

Acronyms	Explanations
NDC	National Drug Code
NDDF	National Drug Data File
NLS	National Language Support
NRF	National Retail Federation
O/S	Over/Short
OAQ	Oracle Advanced Queuing
OAS	Oracle Application Server
OGA	Other Government Agency
OH	On Hand
OI	Off Invoice
OO	On Order
OP	Original Plan
OPQ	Oracle Parallel Query
OPS	Oracle Parallel Server
OS	Operating System
OTB	Open to Buy
OTM	Oracle Translation Manager
PB	Push Button
PC	Price Change
PFO	Process / Functional Overview
PID	Process ID, Project Initiation Document
PLM	Product Life Cycle Management
PO	Purchase Order
POD	Product Operations and Development
POS	Point Of Sale
PPS	Paperless Picking System
PTS	Put to Store

Acronyms	Explanations
QA	Quality Assurance
QC	Quality Control
QTD	Quantity to Date
RA	Reference Admin
RAN	Return Authorization Number
RCP	Retek's Collaboration Portal
RDC	Retail.com
RDF	Retek Demand Forecasting
RDW	Retek Data Warehouse
ReIM	Retek Invoice Matching
ReSA	Retek Sales Audit
RFM	Recency, Frequency, Monetary Value
RFMP	Recency, Frequency, Monetary Value, Profit
RG	Radio Group
RLS	Retek Logistics System
RMA	Return Merchandise Authorization
RMS	Retek Merchandising System
ROQ	Recommended Order Quantity
RPP	Retek Predictive Planning
RSS	Retek Store Systems
RTM	Retek Trade Management
RTV	Return to Vendor
RWMS	Retek Warehouse Management System
S/W	Store or Warehouse
SA	Sales Audit
SCM	Supply Chain Management
SCP	System Parameter

Acronyms	Explanations
SFM	Site Fuel Management
SIR	System Investigation Request
SKU	Stock Keeping Unit
SO	Store Operations
SOH	Stock on Hand
SOM	Store Order Multiple
SPIFF	Sales Performance Incentive Factor Formula
SQL	Structured Query Language
SQM	Software Quality Management
SRI	Strategic Retail Intelligence
STD	Season to Date
STDC	Sales-to-Date Comparison
SWIFT	Society for Worldwide Interbank Financial Telecommunications
TI	Text Item
TLOG	Transaction Log File
TPG	Tax Product Group
TSFI	Transfer In
TSFO	Transfer Out
TT	Tender Type
TY	This Year
UA	User Area
UAR	Universal Accounting Reconciliation
UCC	Uniform Code Council
UDA	User-defined Attributes
UOM	Unit of Measure
UOP	Unit of Purchase
UOR	Unit of Receipt

Acronyms	Explanations
UOT	Unit of Transfer
UPC	Universal Product Code
UPS	United Parcel Service, Unit Pick System
VA	Visual Attributes
VAT	Value Added Tax
VBO	Virtual Back Office
VCpl	Vendor Compliance
VICS	Voluntary Interindustry Commerce Standards
VMI	Vendor Managed Inventory
VPN	Vendor Product Number
VRM	Vendor Relationship Management
VSP	Vertical Service Provider
VTE	Vendor Trading Exchange
WA	Waiting for Approval
WAC	Weighted Average Cost
Wh	Warehouse
WI	What If
WIP	Work in Progress
WMS	Warehouse Management System
WO	Work Order
WOS	Weeks of Supply
WP	Working Plan
WS	WebStore
WT	WebTrack
WTD	Week to Date
WWRE	World Wide Retail Exchange
YTD	Year to Date

Index

A

Acronyms 581
Activity schedules
  Company.....304
  Stores 299
  Warehouses.....301
Activity schedules 303
Addresses
  Customers 181
  Partners 105, 114
  Stores 16
  Suppliers 104, 105, 106, 114, 307, 312
  Warehouses.....22
Addresses.....312
Adjustments
  Costs 361
  Units 359, 360, 361
Advance shipping notices.....292
Approvals 158, 160, 210, 242, 257, 314, 341
Areas
  Traits.....28, 30
Areas.....11
Assessments.....268
Attributes
  Items 93, 94, 95, 96, 97
  Stores 44, 46
  Suppliers 110, 111
  Warehouses.....43, 47
Attributes 43
Audit trails.....479

B

Batch controls.....481
Bills of lading 449, 454
Brackets 247, 279, 381
Brokers 112, 462
Budgets.....174, 175, 410, 411, 484
Buyer worksheets 399, 400, 402
Buyers.....172

C

Cancellations 211, 244, 315
Chains.....10
Channels 15
Classes
  Defaults.....57
  User defined attributes.....71, 74
Classes 54
Closures 243, 259, 343
Codes
  Geocodes 424, 431, 433, 434
  System codes 487
  Tax codes 426, 432, 437, 441
  VAT codes 62
Codes 62
Codes 487
Companies
  Activity schedules..... 304
Computation value bases 266, 268, 269
Configurations
  Coupons 515
  Money orders 517
  Pay in/pay out 519
  Point of sale 525, 526
  Product restrictions 521
  Tender types..... 523
Constraints
  Supplier level 381
Contracts
  Approval process 242, 243, 244, 245, 246
  Distributions 236, 238
  Items 234
  Purchase orders..... 190
Contracts..... 214
Contracts..... 215
Contracts..... 220
Contracts..... 226
Contracts..... 229
Contracts..... 232
Cost change reasons..... 262
Countries
  Documents 459
Countries..... 508
Coupons..... 515
Currencies.....509, 510, 513
Customers
  Purchase orders..... 181
Customs entries
  Timelines 452

D

Deals
  Approval process 256, 257, 258, 259
  Fixed deals..... 251
  Purchase orders..... 255
Deals 247, 248
Delivery schedules
  Suppliers 376
Departments
  Defaults..... 57
  Tax codes..... 442

User defined attributes....71, 74
VAT codes....64
Departments....48, 52
Diffs
Groups....119
Ranges....122
Ratios....123, 127
Templates....126
Diffs....118
Distributions
Contracts....200, 236, 238
Diffs....200
Purchase orders....202, 204
Districts
Traits....28, 30
Districts....13
Divisions....50
Documents
Countries....459
Harmonized tariff schedules....464
Items....465
Letters of credit....461
Partners....462
Suppliers....463
Documents....457
Dynamic hierarchies....483

E

Electronic data interchange....99, 162, 279
Error messages....489
Estimated landed costs
Assessments....268
Computation value bases....266
Expenses....269
Estimated landed costs....266
Exchange rates....510, 513
Expense profiles....266
Expenses....269

F

Fiscal halves....410, 484
Fixed deals....251
Forward limits....174

G

Geocodes
Stores....436
Geocodes....424, 431, 433, 434
Grouping mechanisms
Item lists....80, 87, 90, 91, 92
Location lists....32, 37, 39, 40, 42
Location traits....27, 129
Supplier traits....100, 129
Transfer zones....319
Grouping mechanisms....129
Groups....51

H

Halves....410, 484
Hierarchies....9, 49, 483
HTS headings
Documents....464

I

Internationalization
Countries....508
Currencies....509, 510, 513
Languages....511
Translations....506, 512
Inventory adjustments
Reasons....357
Inventory adjustments....359
Inventory adjustments....360
Inventory adjustments....361
Inventory management
Adjustments....359, 360, 361
Supplier constraints....381
Inventory management....418
Inventory management constraints
Supplier level....381
Inventory segregation....43
Inventory status types....358
Item defaults
Class level....57
Department level....57
Subclass level....57, 59
Item lists....80, 84, 87, 90, 91, 92
Items
Approval process....154, 156, 158, 160
Diffs....135, 139
Tax codes....445
Traits....129, 130
Items....131
Items....133
Items....149

L

Labels
Items....470, 472
Requests....469
Labels....466
Landed costs....266
Languages....506, 511, 512
Letters of credit
Documents....461
Lists
Item lists....80, 84, 87, 90, 91, 92
Location lists....32, 35, 37, 39, 40, 42
Location lists....32, 35, 37, 39, 40, 42
Location traits....27, 28, 30, 31

M

Main menu....494
Merchandise hierarchies...48, 49, 50, 51, 52, 54, 56, 59
Merchandise hierarchy defaults....57, 59
Merchandisers....60
Money orders....517
Multi-channel....15, 24
Multi-views....485

N

Navigation....493

O

Open to Buy....173, 174, 175
Organizational hierarchy
- Areas....11
- Chains....10
- Districts....13
- Regions....12
- Stores....16
- Warehouses....22

Organizational hierarchy....8, 9
Organizational hierarchy....483
Outside locations....271
Overviews...8, 43, 48, 61, 69, 129, 131, 166, 173, 214, 247, 266, 292, 307, 322, 388, 412, 418, 424, 449, 457, 466

P

Packs
- Simple packs....149
- Templates....126

Partners
- Addresses....105, 114
- Documents....462

Partners....112
Partners....115
Pay in/pay out....519
Point of sales....525, 526
Printers....491
Product groups....443
Product restrictions....521
Purchase orders
- Approval process....209, 210, 211, 212
- Contracts....190
- Customers....181
- Deals....255
- Distributions....202, 204
- Inventory....406
- Items....195, 197
- Packs....183
- Pre-issued order numbers....177, 178
- Reports....176, 177, 178
- Revisions/versions....176, 179

Purchase orders....193
Purchase orders....213

R

Ratios....123, 127
Reasons
- Cost change reasons....262
- Inventory adjustments reason....357

Receiving....292
Reclassifications....166, 167, 168
Regionality....497
Regions
- Traits....28, 30

Regions....12
Reinstatements....212, 245
Rejections....258
Replenishment
- Buyer worksheets....399, 400, 402
- Delivery schedules....376
- Inventory....381
- Seasons and phases....394
- Substitute items....394

Replenishment....388
Replenishment....396
Reports....176, 177, 178
Returns to vendors
- Approval process....314, 315, 316

Returns to vendors....106, 307, 310, 312

S

Sales taxes
- Geocodes....424, 431, 433, 434
- Tax codes....426, 432, 437, 441

Sales taxes....424
Sales taxes....430
Sales taxes....440
Schedules
- Activity schedules....299, 301, 303, 304
- Delivery schedules....376
- Shipping schedules....293, 295, 296
- Stock count schedules....416

Schedules....293
Schedules....304
Schedules....416
Security
- Regionality....497

Shipping schedules....293, 295, 296
Stock counts
- Requests....414
- Schedules....416

Stock counts....412, 413
Stock ledgers....418, 419
Store grades....18
Stores

Activity schedules....299
Assignments....21, 25
Attributes....44, 46
Geocodes....436
Shipping schedule....296
Traits....28, 30
Stores....16
Subclasses
Defaults....57
User defined attributes....71, 74
Subclasses....56
Submittals....154, 156, 209, 241, 256
Substitute items....394
Supplier traits....100, 101, 102
Suppliers
Addresses....105, 114
Attributes....110, 111
Delivery schedules....376
Documents....463
Inventory....381
Traits....101, 102
Suppliers....99
Suppliers....104
Suppliers....106
Suppliers....108
System administration
Audit trails....479
Batch programs....481
Codes....487
Dynamic hierarchies....483
Main menu....493, 494
Printers....491
System administration....485
System administration....489
System administration....492

T

Tax jurisdictions....430, 440
Taxes
Sales taxes. 424, 426, 430, 432, 437, 440, 441, 442, 443, 445
Value added taxes....61, 62, 64, 65, 67, 68
Taxes....61
Taxes....424
Templates
Pack templates....126
Tender types....523
Tickets
Items....470, 472
Requests....469
Tickets....466
Timelines
Customs entries....452
Items....456
Timeline steps....448
Transportation....454
Timelines....449
Timelines....449
Timelines....450
Toolbars....493
Traits
Item traits....129, 130
Location traits....28, 30, 31
Supplier traits....101, 102
Traits....27
Traits....100
Traits....129
Transfer zones....319
Transfers
Approval process....341, 343
Transfers....322, 323, 326, 329, 330
Transfers....342
Transformed items....361
Translations....506, 512
Transportation
Timelines....454
Truck splits....406

U

User defined attributes
Items....77, 78
Merchandise levels....71, 74
User defined attributes....69

V

Value added taxes
Codes....62
Departments....64
Items....65, 67
Regions....68
Value added taxes....61

W

Warehouses
Activity schedules....301
Assignments....21, 25
Attributes....43, 47
Multi-channel....24
Shipping schedules....293, 295, 296
Warehouses....22

Z

Zones
Transfer zones....319
Zones....319