Retek™

Volume 1

Retek Merchandising System 9.0.0.0

User Guide

RMS-9000-UG

Retek Merchandising System™

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Printed in the United States of America.

Contents

Contents iii

Chapter 1: Introduction 1

What is the Merchandising System? 1
Purpose of this Guide 2
Prerequisites 2
How This Guide is Organized 3
Related Documentation 4
Customer Support 5

Chapter 2: Navigation 6

Getting Started 6
Navigation 9
Window Tools 12
Access the Online Help 16

Chapter 3: Foundation Data 17

Organizational Hierarchy 17
Merchandise Hierarchy 34
Vendor Management 43
Buyers and Merchandisers 49
Partners and Outside Locations 52

Chapter 4: Item Maintenance 59

Staple Item 59
Fashion Item 80
Pack Item 117
Colors and Size Dimensions 155
Reclassification 175
Batch Processing Edit Checks 176
Universal Product Codes 179

Chapter 5: Purchasing ... 191

- Purchase Order ... 191
- Contracts ... 226
- Deals Management ... 246
- Allocations ... 256

Chapter 6: Cost and Retail Price Management ... 272

- Retail Prices and Costs ... 272
- Landed Costs ... 283
- Competitive Pricing ... 293
- Promotions ... 299
- Clearances ... 324

Chapter 7: Inventory Control ... 343

- Shipping and Receiving ... 343
- Transfers ... 371
- Inventory Adjustments ... 376
- Return to Vendor ... 385
- Stock Counts ... 390
- Bills of Lading Overview ... 402
- Layaway ... 405
- Tickets and Labels ... 414

Chapter 8: Replenishment ... 423

Chapter 9: Financial Management ... 491

- Budgets ... 491
- Stock Ledger ... 494
- Open to Buy ... 502
- Sales Taxes ... 505
- VAT Maintenance ... 530

Chapter 10: User and Grouping Tools 539

Item Lists 539
Location lists 546
Attributes 553
User Defined Attributes 577
Traits 597
Masks 611
Timelines 627
Document Maintenance 636

Chapter 11: System Administration 645

System variables 645
Audit trail 658
Security 661
Internationalization 668
Electronic Data Interchange 676
Point of Sale Configurations 679

Chapter 12: Invoice Matching 734

Chapter 13: Quick Navigation 773

Invoice Matching Quick Navigation 773
Retek Merchandising System Quick Navigation 774

Chapter 1: Introduction

This end user guide provides you with the information to effectively use the following software applications:

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

The topics covered in this chapter are:

- What is the Merchandising System?
- Purpose of this Guide
- Prerequisites
- How this guide is organized
- Related documentation
- Customer Support

What is the Merchandising System?

The Retek Merchandising System (RMS) is Retek’s core transaction system, serving as the central focus point for information flowing throughout the enterprise. This system includes key retailing functions such as inventory management, purchasing and receiving, pricing and promotion management, and allocation. It is a friendly, intuitive system built using the Oracle database and is designed to handle retail needs for fashion or department stores, grocery stores, mass merchandisers, and hardlines/specialty stores.

Purpose of this Guide

This user guide concentrates on how to use the components of the Retek Merchandising System, Invoice Matching, Sales Audit, and Trade Management software applications. It provides you with:

- Overviews of each function within the applications.
- Step-by-step procedures for completing the specific tasks.

Prerequisites

This User Guide makes no assumption about your experience using the software applications. It does assume the following:

- You are familiar with operating a personal computer (PC), keyboard, and mouse.
- You are familiar with Microsoft Windows 95, 98, or NT environment.
- All components of the software application have been successfully installed.

How This Guide is Organized

- This user guide is divided into the following four volumes:

Volume 1	**Retek Merchandising System** Chapter 1: Introduction Chapter 2: Navigation Chapter 3: Foundation Data Chapter 4: Item Maintenance Chapter 5: Purchasing Chapter 6: Cost and Retail Price Management Chapter 7: Inventory Control Chapter 8: Replenishment Chapter 9: Financial Management Chapter 10: User and Grouping Tools Chapter 11: System Administration Chapter 12: Invoice Matching Chapter 13: Quick Navigation (RMS, IM)
Volume 2	**Retek Sales Audit** Chapter 1: Foundation Data Chapter 2: Automated Totaling Chapter 3: Automated Audit Chapter 4: Import and Export Data Chapter 5: Interactive Audit Chapter 6: Audit Trail Chapter 7: Quick Navigation
Volume 3	**Retek Trade Management** Chapter 1: Harmonized Tariff Schedules Chapter 2: Letter of Credit Chapter 3: Transportation Chapter 4: Customs Entry Chapter 5: Obligations Chapter 6: Actual Landed Costs Chapter 7: Document Maintenance and Timelines Chapter 8: Quick Navigation
Volume 4	**Reports**

Related Documentation

Additional documentation is available for the core merchandising system. That document is as follows:

Name of Manual	Description
Installation Guide	• Hardware/Software/Brower Requirements • Installation Instructions
Batch Operations Guide	• Dataflows within RMS • Dataflows between RMS and other Retek products • Dataflows between Retek 9.0 products and third-party software applications. • Functional overviews of batch programs. • Detailed designs of batch modules.
Data Model	• Relational Integrity Diagrams • Table names and descriptions • Column summaries • Primary and foreign keys • Check constraints
Online Help	• Online help available with the application

Customer Support

Thank you for using the Retek Merchandising Transaction System. We appreciate your comments. Please direct all correspondence and inquiries regarding Retek products to:

Retek Inc.
Midwest Plaza
801 Nicollet Mall
Minneapolis, MN 55402
Att: Customer Support

Email: info@retek.com

Internet: http://www.retek.com

Telephone: (888) 61RETEK, Fax: (612) 630-5710

Chapter 2: Navigation

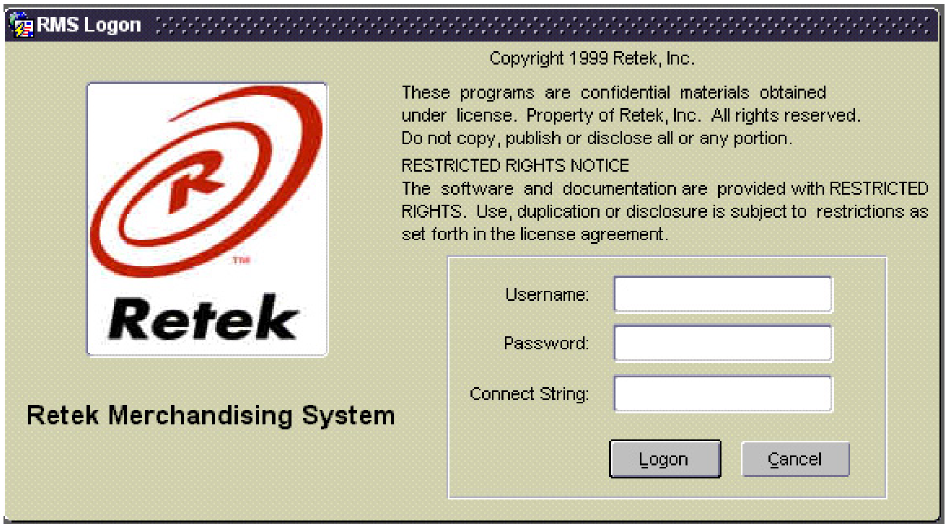
Getting Started

The Getting Started chapter shows you how to log on to and exit Retek Merchandising System (RMS). An introduction to the navigation and help features is also provided.

Log on to and Exit RMS

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

Log on to RMS


RMS Logon
Retek
Retek Merchandising System
Username:
Password:
Connect String:
Logon
Cancel

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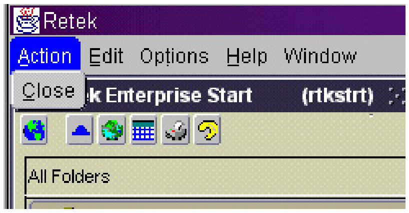
1. On the Logon window, enter your user name in the Username field.
2. In the Password field, enter your password.
3. In the Connect String field, enter the name of the database that you want to access.
4. Click the Logon button. The Retek Enterprise Start window is displayed.

Exit RMS

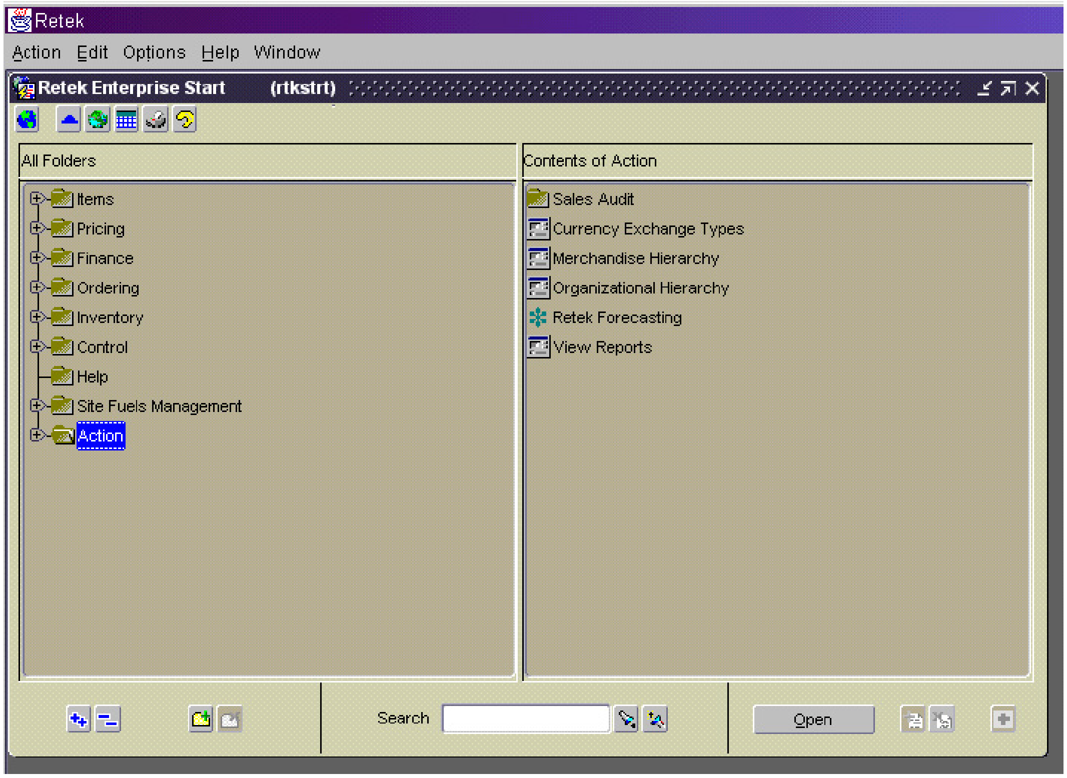

Retek
Action
Edit
Options
Help
Window
Close
k Enterprise Start
(rtkstrt)
All Folders

1. From the Action menu, select Close.
2. Repeat this action until all the windows are closed and the program closes.

Navigation

After you log on to RMS, the main menu is displayed within the Retek Enterprise Start window.

Navigate: the Main Menu

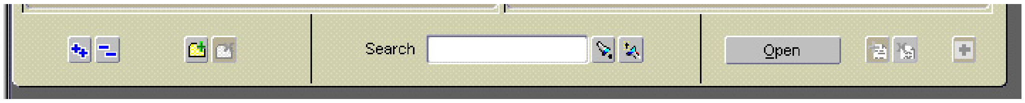

Retek
Action Edit Options Help Window
Retek Enterprise Start (rtkstrt)
All Folders
Items
Pricing
Finance
Ordering
Inventory
Control
Help
Site Fuels Management
Action
Contents of Action
Sales Audit
Currency Exchange Types
Merchandise Hierarchy
Organizational Hierarchy
Retek Forecasting
View Reports
Search
Open

1. Double-click a folder on the left side of the window. The folder expands in order to display any subfolders. On the right side of the window, both the subfolders and elements are displayed.
2. To open an element, select the element and click the Open button.

   An element is most often a window (also referred to as form). An element can also be a Web page, an internal item, a user application, or an Oracle report.

Search for an Element

Until you are very familiar with the main menu setup, you may find it easier to use the search feature in order to find an element.



1. On the Retek Enterprise start window, enter a partial description of the element in the Search field.
2. Click the Search Forward or Search Backward button to search forward or backwards through the main menu.
3. When prompted that the element was found, click the OK button.
4. To continue searching for other elements containing the partial description, click the Search Forward or Search Backward button again.

Access the Options on the Menu Bar

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

1. On the menu bar, select the menu. A list of options is displayed.
2. Select the desired option.

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

- The status of your task is upgraded or downgraded (Options menu).
- A predefined set of fields replaces the fields that are currently displayed on a table (View menu).
- The currency in which monetary amounts are displayed is changed (Options menu).

Navigate: a Window

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

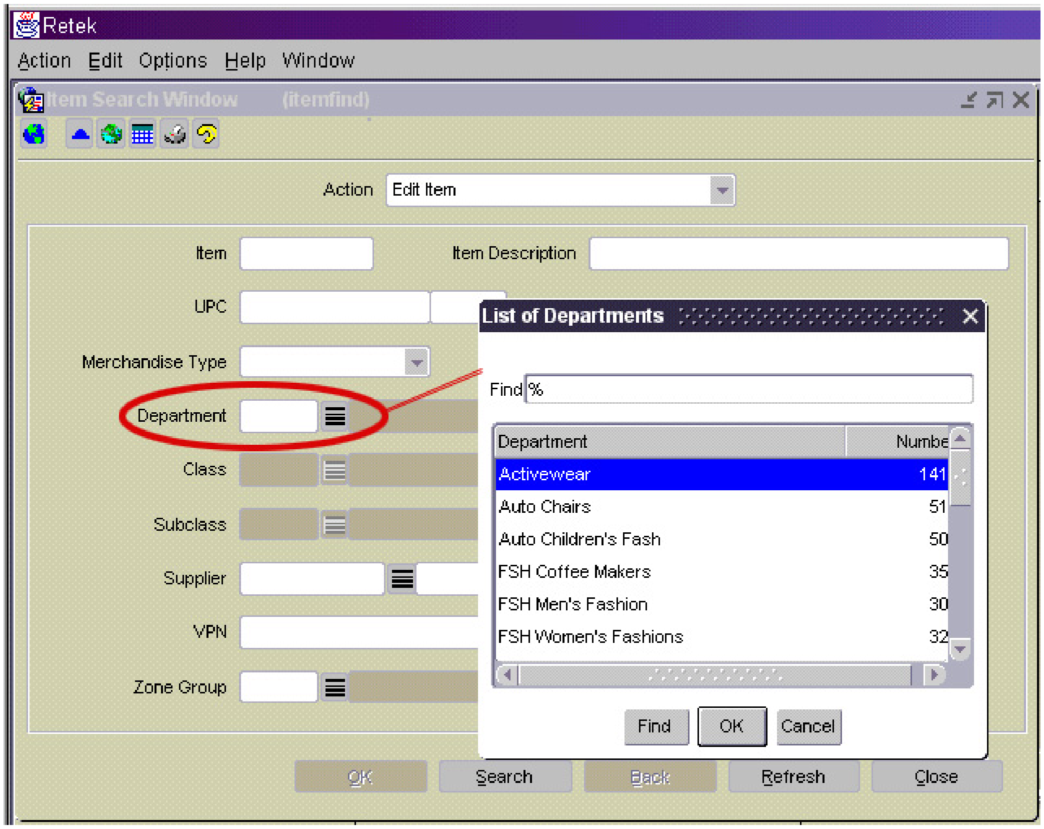
You can use the mouse or the keyboard to activate a button on a window. The label on most buttons contains one underlined letter. You can press the Alt key plus the underlined letter on the keyboard in order to activate the button. If you prefer to use the mouse, you can click the button.

Window Tools

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

List of Values Button

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


Retek
Action Edit Options Help Window
Item Search Window (itemfind)
Item
Item Description
UPC
Merchandise Type
Department
Class
Subclass
Supplier
VPN
Zone Group
List of Departments
Find OK Cancel
OK Search Back Refresh Close

Action: Edit Item

Find: %

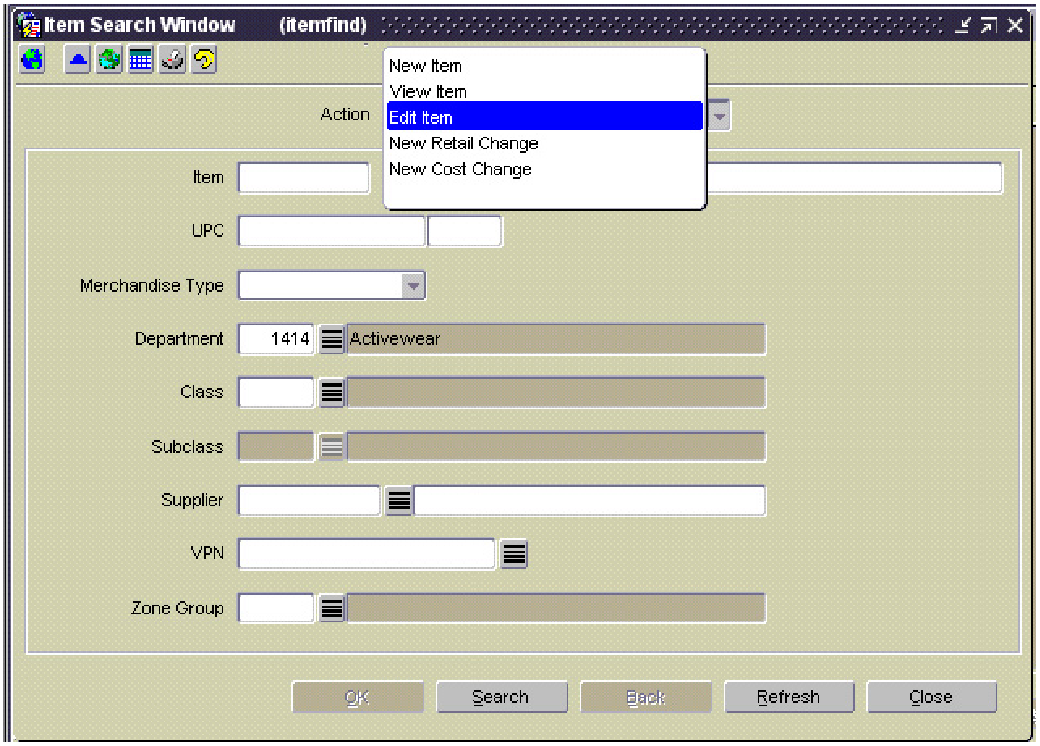
Department	Numbe
Activewear	141
Auto Chairs	51
Auto Children's Fash	50
FSH Coffee Makers	35
FSH Men's Fashion	30
FSH Women's Fashions	32

1. Click the LOV button to begin the query. A List of Values window displays the results of the query.
2. Select a value from the list.
3. Click OK. The selected value is entered in the text field or fields.

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

Drop-Down List

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

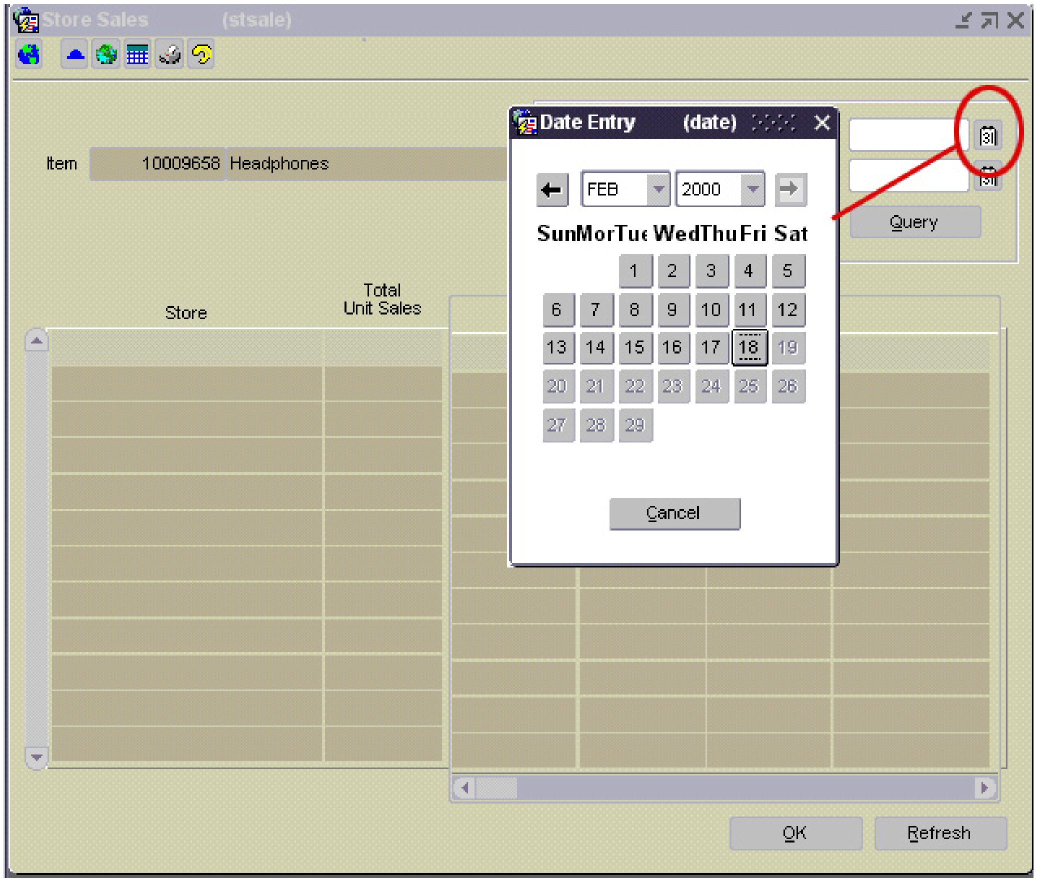

Item Search Window (itemfind)
Action
New Item
View Item
Edit Item
New Retail Change
New Cost Change
Item
UPC
Merchandise Type
Department
Class
Subclass
Supplier
VPN
Zone Group
OK
Search
Back
Refresh
Close

Department: 1414 Activewear

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

Calendar Button

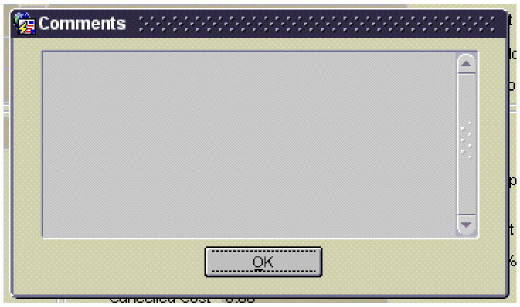
The calendar button allows you to view a monthly calendar and select a date. The button is found to the right of a date field. When you select a date from the calendar, you need not be concerned about the format of the date. The system enters the date for you in the correct format.


Store Sales (stsale)
Item
10009658 Headphones
Store
Total
Unit Sales
Date Entry (date)
FEB
2000
SunMonTue WedThuFri Sat
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29
Cancel
Query
OK
Refresh

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

Comments Button

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



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

Access the Online Help

The online help can be accessed in one of the following ways:

- From the Help menu on the menu bar, select Contents. From the Contents menu, select the application for which you want to view help. Search for a topic on the Contents tab or the Index tab. This option is available only from the Retek Enterprise Start window.
- Click the Help button on the toolbar. Help for the current window is displayed.

The online help is organized first by program. You select the program from the Help + Contents menu on the menu bar. It may take a few seconds for the help to be displayed.

On the Contents tab, the application is organized by module. Under each module, you will find the following sections:

Overview: The Overview section describes the major functions of the module.

Windows: The Windows section describes how the window will help you accomplish your task. You can view descriptions for each field on the window. You can jump to procedure topics for step-by-step instructions.

Procedures: The Procedures section provides you with the step-by-step instructions on how to complete your task.

The Index tab provides a list of all the topics for the in alphabetical order.

Chapter 3: Foundation Data

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.
- Store: The store is 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.
- Warehouse: The warehouse is the physical storage, cross-dock, or distribution facility. A warehouse has all of the transaction capability of a store, except for sales and price changes. You can specify at which organizational level the warehouse is to be reported.

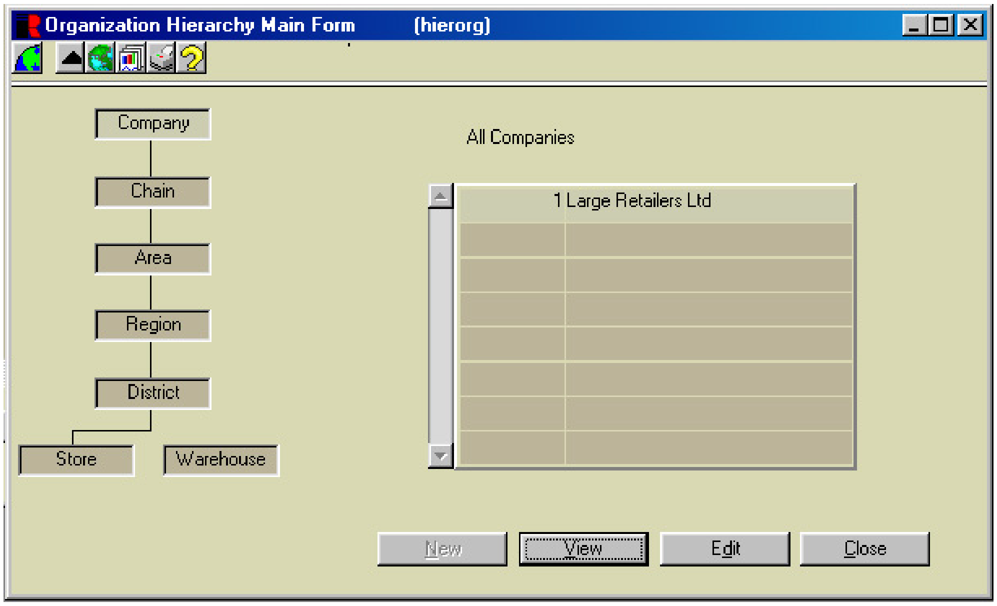
You must define each organizational level, even if you do not use each level. Unused levels must be defined identically to the parent or child level in the hierarchy with a one-to-one reporting relationship between the levels.

Dynamic Hierarchies

RMS is flexible enough to allow you to rename the default organizational levels in order to suit your organization.

View the Organizational Hierarchy

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


Organization Hierarchy Main Form (hierorg)
Company
Chain
Area
Region
District
Store
Warehouse
All Companies
New
View
Edit
Close

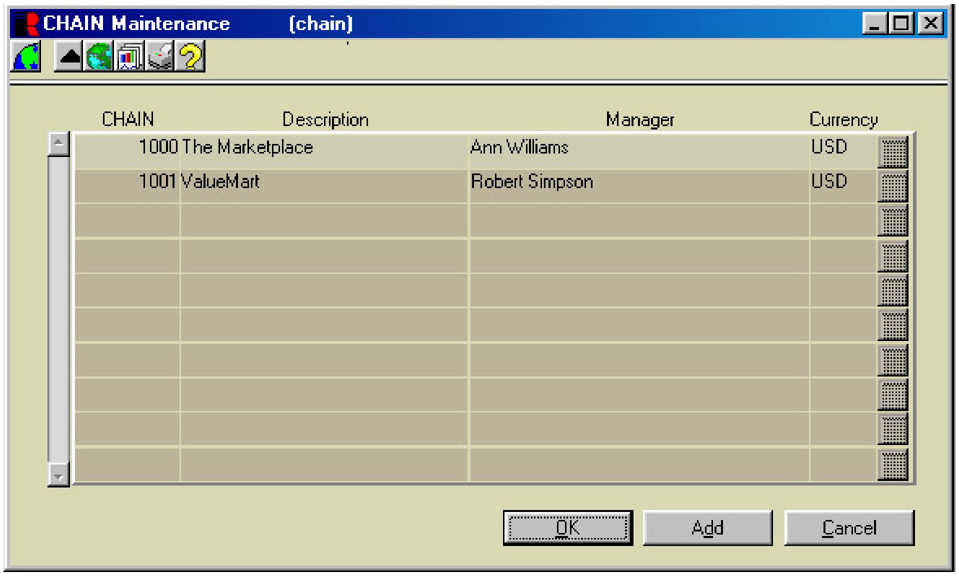
1 Large Retailers Ltd

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

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

Create a Chain

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

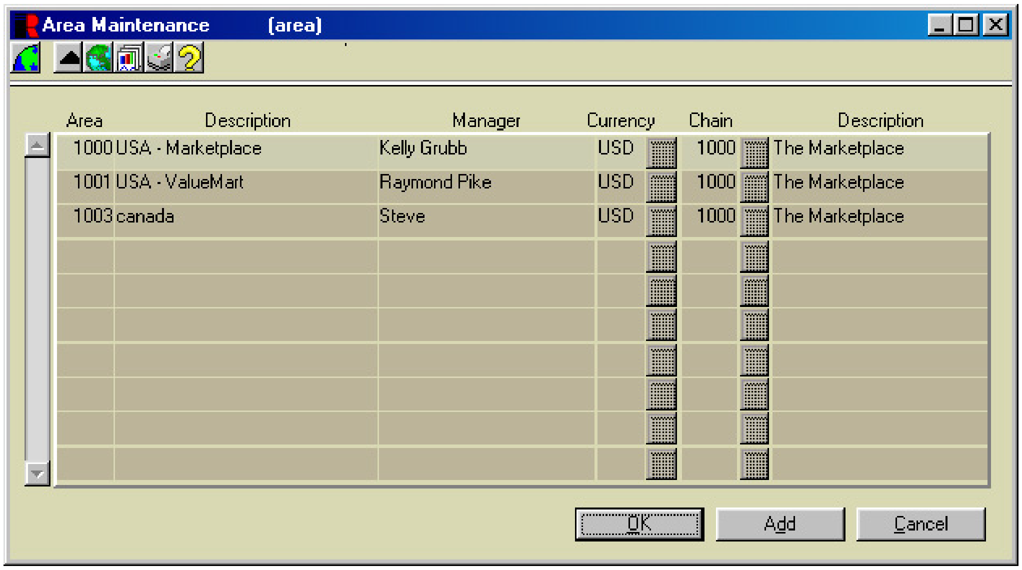


CHAIN	Description	Manager	Currency
1000	The Marketplace	Ann Williams	USD
1001	ValueMart	Robert Simpson	USD

1. Select Chain on the tree structure and click the New button. The Chain Maintenance window is displayed.
2. Click the Add button.
3. On the next available line, enter a unique number in the Chain field.
4. In the Description field, enter the name for the chain.
5. In the Manager field, enter the name of the manager who is responsible for the chain.
6. In the Currency field, enter the currency code, or click the LOV button and select the currency.
7. Click OK to exit.

Create an Area

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

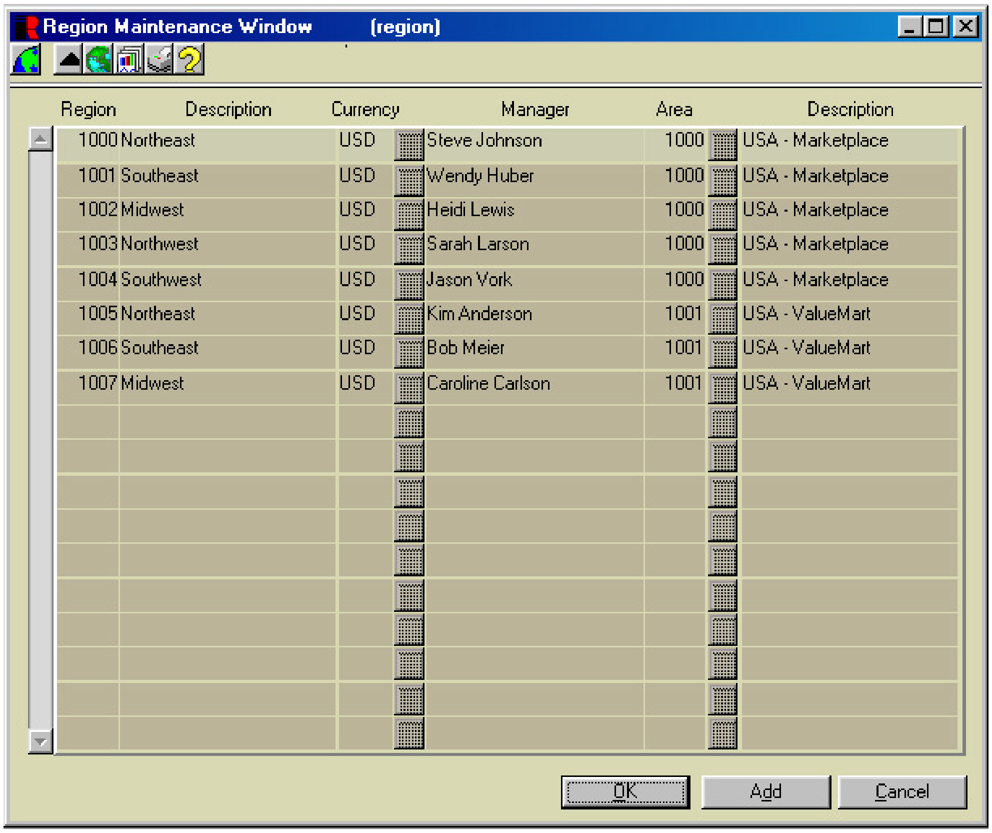


Area	Description	Manager	Currency	Chain	Description
1000	USA - Marketplace	Kelly Grubb	USD	1000	The Marketplace
1001	USA - ValueMart	Raymond Pike	USD	1000	The Marketplace
1003	canada	Steve	USD	1000	The Marketplace

1. Select Area on the tree structure and click the New button. The Area Maintenance window is displayed.
2. Click the Add button.
3. On the next available line, enter a unique number in the Area field.
4. In the Description field, enter the name for the area.
5. In the Manager field, enter the name of the manager who is responsible for the area.
6. In the Currency field, enter the currency code, or click the LOV button and select the currency.
7. 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.
8. Click OK to exit.

Create a Region

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

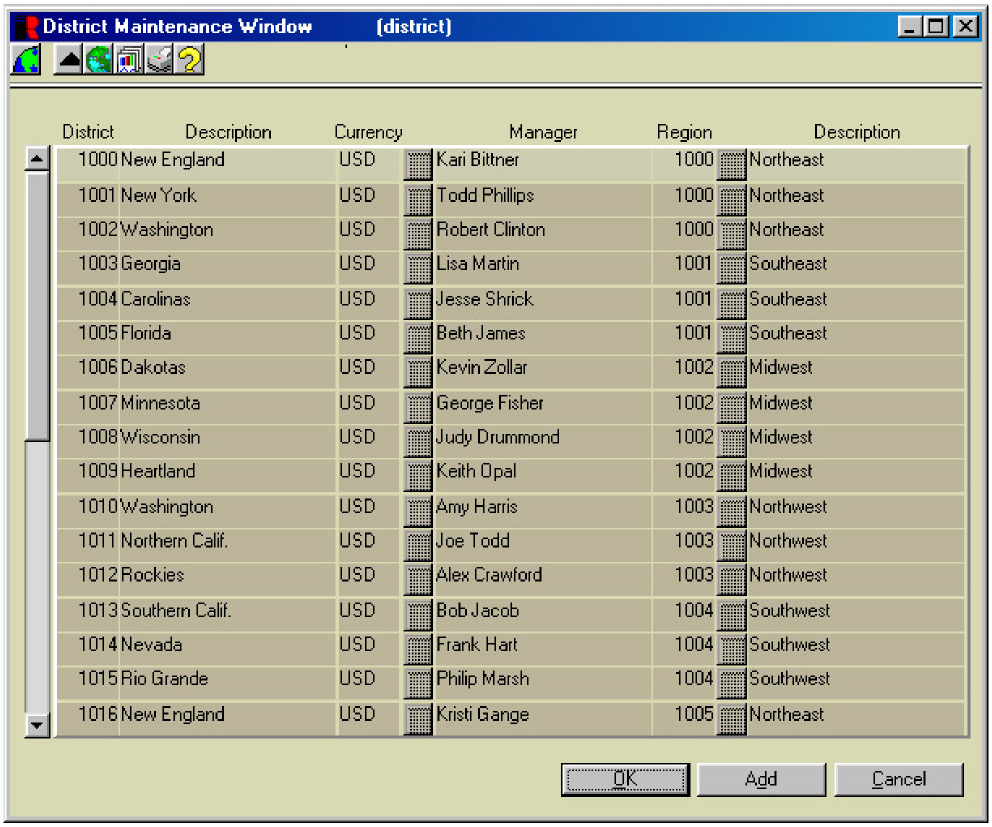


Region	Description	Currency	Manager	Area	Description
1000	Northeast	USD	Steve Johnson	1000	USA - Marketplace
1001	Southeast	USD	Wendy Huber	1000	USA - Marketplace
1002	Midwest	USD	Heidi Lewis	1000	USA - Marketplace
1003	Northwest	USD	Sarah Larson	1000	USA - Marketplace
1004	Southwest	USD	Jason Vork	1000	USA - Marketplace
1005	Northeast	USD	Kim Anderson	1001	USA - ValueMart
1006	Southeast	USD	Bob Meier	1001	USA - ValueMart
1007	Midwest	USD	Caroline Carlson	1001	USA - ValueMart

1. Select Region on the tree structure and click the New button. The Region Maintenance window is displayed.
2. Click the Add button.
3. On the next available line, enter a unique number in the Region field.
4. In the Description field, enter the name for the region.
5. In the Currency field, enter the currency code, or click the LOV button and select the currency.
6. In the Manager field, enter the name of the manager who is responsible for the region.
7. 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.
8. Click OK to exit.

Create a District

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



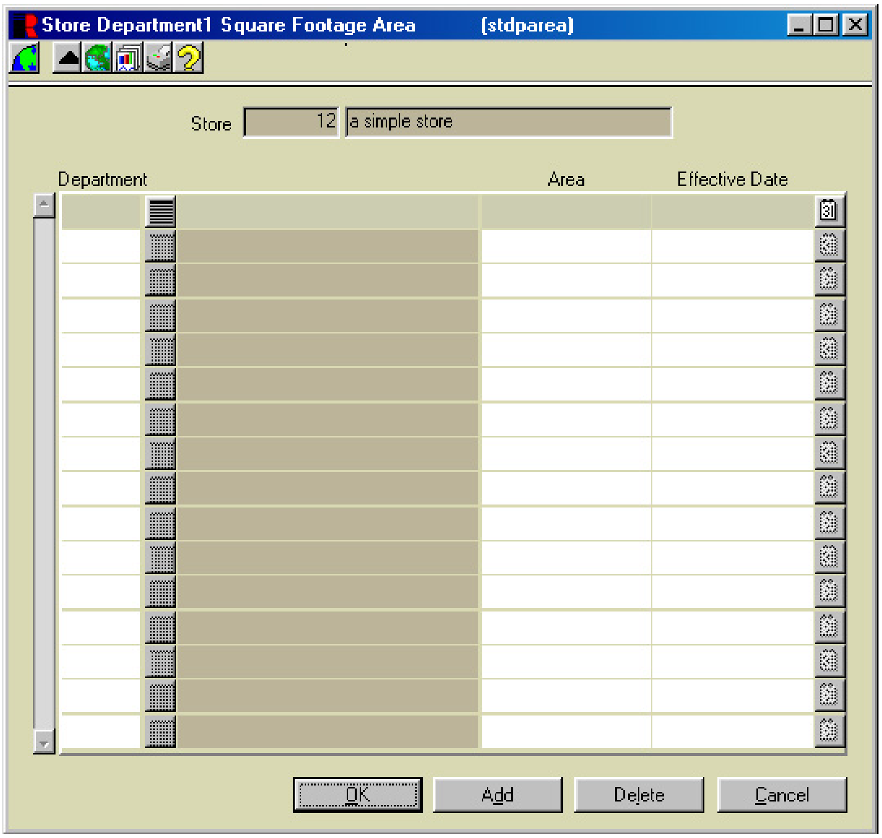
District	Description	Currency	Manager	Region	Description
1000	New England	USD	Kari Bittner	1000	Northeast
1001	New York	USD	Todd Phillips	1000	Northeast
1002	Washington	USD	Robert Clinton	1000	Northeast
1003	Georgia	USD	Lisa Martin	1001	Southeast
1004	Carolinas	USD	Jesse Shrick	1001	Southeast
1005	Florida	USD	Beth James	1001	Southeast
1006	Dakotas	USD	Kevin Zollar	1002	Midwest
1007	Minnesota	USD	George Fisher	1002	Midwest
1008	Wisconsin	USD	Judy Drummond	1002	Midwest
1009	Heartland	USD	Keith Opal	1002	Midwest
1010	Washington	USD	Amy Harris	1003	Northwest
1011	Northern Calif.	USD	Joe Todd	1003	Northwest
1012	Rockies	USD	Alex Crawford	1003	Northwest
1013	Southern Calif.	USD	Bob Jacob	1004	Southwest
1014	Nevada	USD	Frank Hart	1004	Southwest
1015	Rio Grande	USD	Philip Marsh	1004	Southwest
1016	New England	USD	Kristi Gange	1005	Northeast

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

Create a Store

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

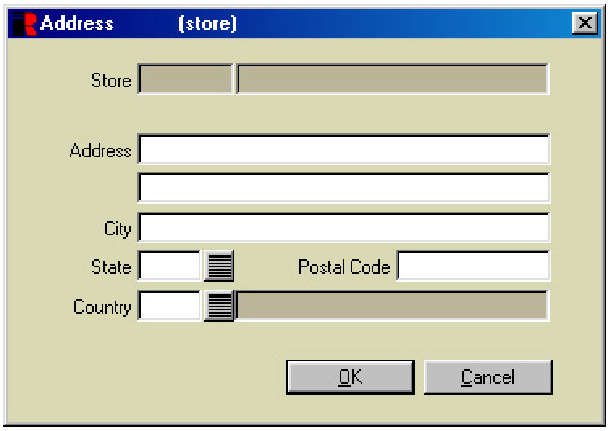
1. Select Store on the tree structure and click the New button. The Store Maintenance window is displayed.


Store Department1 Square Footage Area (stdparea)
Department
Area
Effective Date
OK
Add
Delete
Cancel

Store 12 a simple store

2. In the Store fields, enter a unique ID and description for the store.
3. In the (10 chars) and (3 chars) fields, enter 10-character and 3-character abbreviations for the store.
4. In the Manager field, enter the name of the manager who is responsible for the store.
5. In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region.
6. In the District field, enter the ID of the district, or click the LOV button and select the district.
7. In the Store Open Date field, enter the date when the store opens, or click the calendar button and select the date.

8. In the Start Order Days field, enter the number of days before the store opens that merchandise should be ordered.
9. In the Currency field, enter the currency code, or click the LOV button and select the currency.
10. In the Language field, enter the language code, or click the LOV button and select the language.
11. Enter optional information in the remaining fields as necessary.
12. To enter the address of the store:
    a. Click the Address button. The Address window is displayed.
    b. Enter the address information.
    c. Click OK to exit.


Address (store)
Store
Address
City
State
Postal Code
Country
OK
Cancel

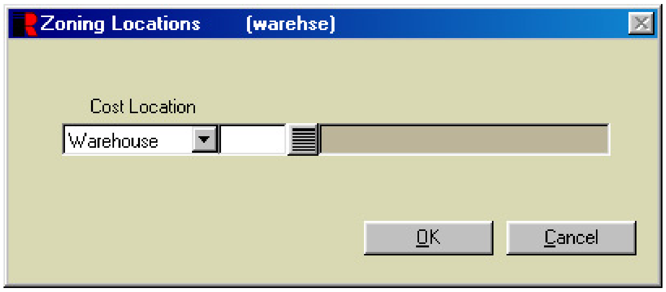
13. To associate retail price and cost locations with the store:

    a. Click the Zoning Locs button. 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.

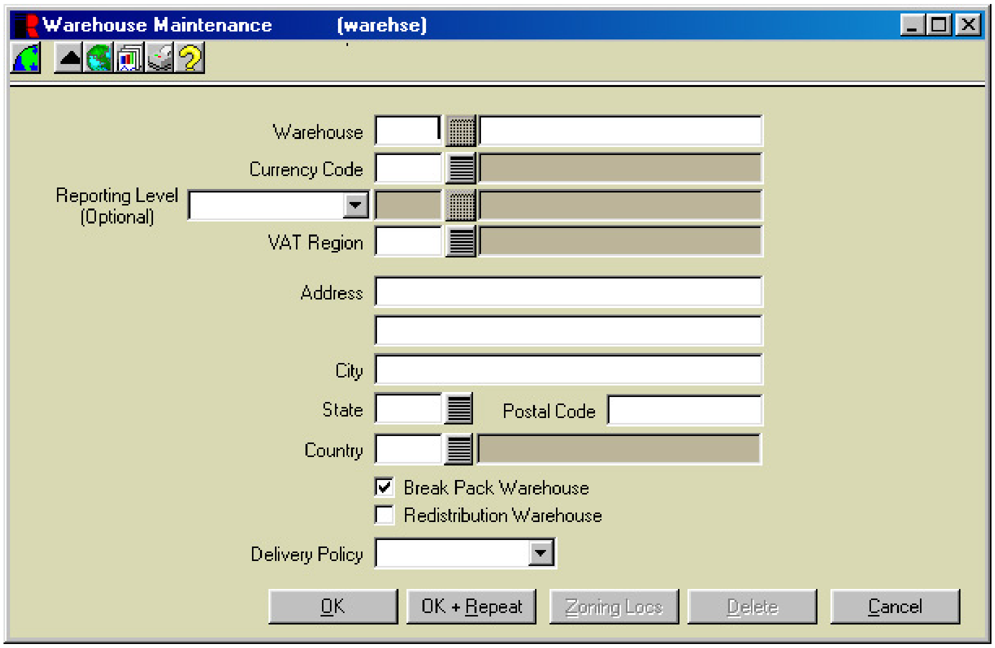


14. Click the OK + Repeat button to create another store, or click OK to exit.

Create a Warehouse

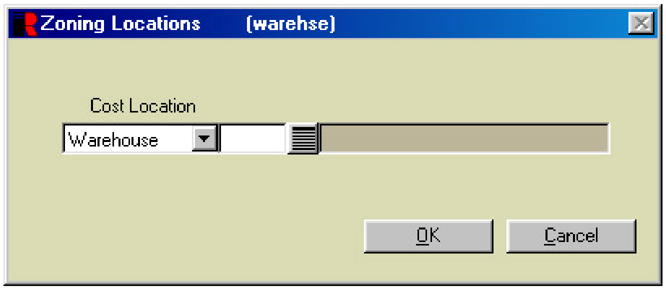
➲ **Navigate:** From the main menu, select Action → Organizational Hierarchy. The Organization Hierarchy Main Form window is displayed.

1. Select Warehouse on the tree structure and click the New button. The Warehouse Maintenance window is displayed.


Warehouse Maintenance (warehse)
Warehouse
Currency Code
Reporting Level (Optional)
VAT Region
Address
City
State
Postal Code
Country
☑ Break Pack Warehouse
☐ Redistribution Warehouse
Delivery Policy
OK
OK + Repeat
Zoning Locs
Delete
Cancel

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

6. To associate a cost location with the warehouse:
   a. Click the Zoning Locs button. The Zoning Locations window is displayed.
   b. 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 warehouse, or click the LOV button and select the location.
   c. Click OK to exit.



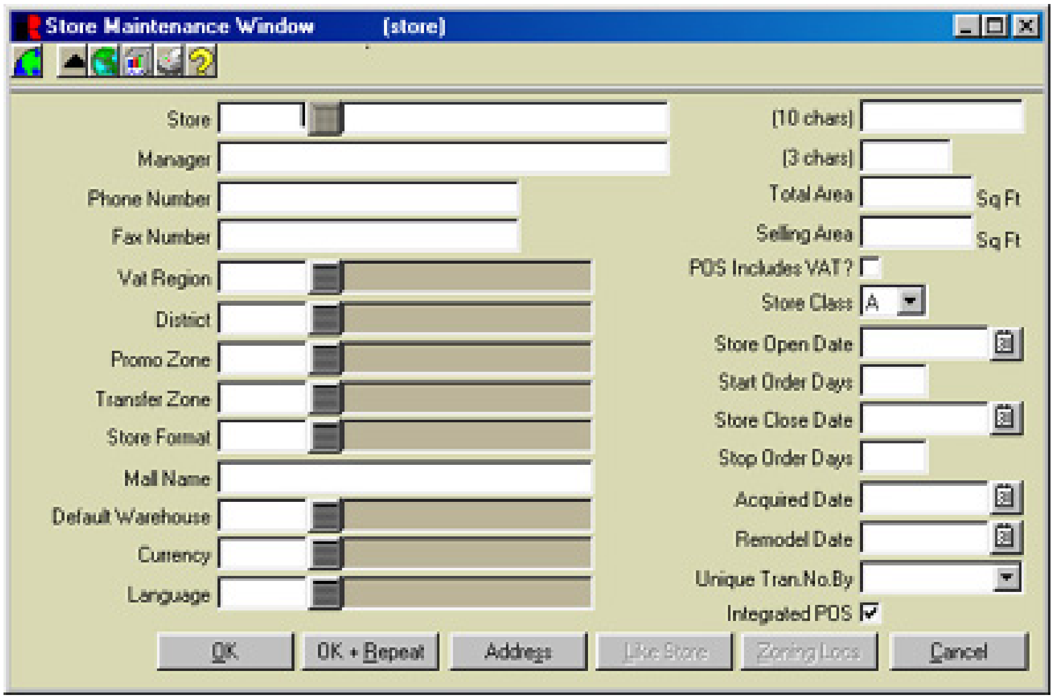
Cost Location
Warehouse

7. Enter optional information in the remaining fields as necessary.
8. Click the OK + Repeat button to create another warehouse, or click OK to exit.

Add a Department to a Store

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

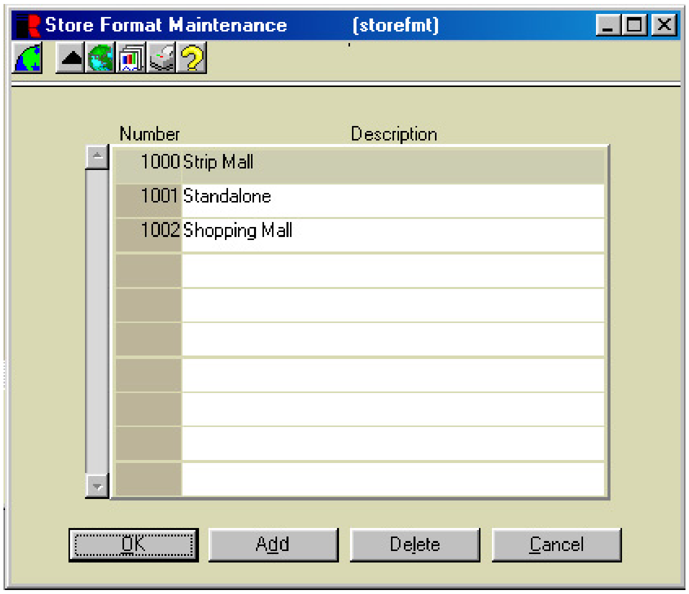
1. Select Store on the tree structure. The stores are displayed in the table.
2. Select a store and click the Edit button. The Store Maintenance window is displayed.


Store Maintenance Window (store)
Store
Manager
Phone Number
Fax Number
Vat Region
District
Promo Zone
Transfer Zone
Store Format
Mall Name
Default Warehouse
Currency
Language
(10 chars)
(3 chars)
Total Area
Sq Ft
Selling Area
Sq Ft
POS Includes VAT? ☐
Store Class A
Store Open Date
Start Order Days
Store Close Date
Stop Order Days
Acquired Date
Remodel Date
Unique Tran.No.By
Integrated POS ☑
OK
OK + Repeat
Address
Like Store
Zoning Locs
Cancel

3. From the Options menu, select Store/Department Area. The Store Department Square Footage Area window is displayed.
4. Click the Add button.
5. On the next available line, enter the department ID in the Department field, or click the LOV button and select the department.
6. In the Area field, enter the square area allotted to the department at the current store.
7. In the Effective Date field, enter the date when the square area of the department becomes effective, or click the LOV button and select the date.
8. Click OK to exit.

Add a Store Format

➲ **Navigate:** From the main menu, select Control → Setup → Store Format → Edit. The Store Format Maintenance window is displayed.

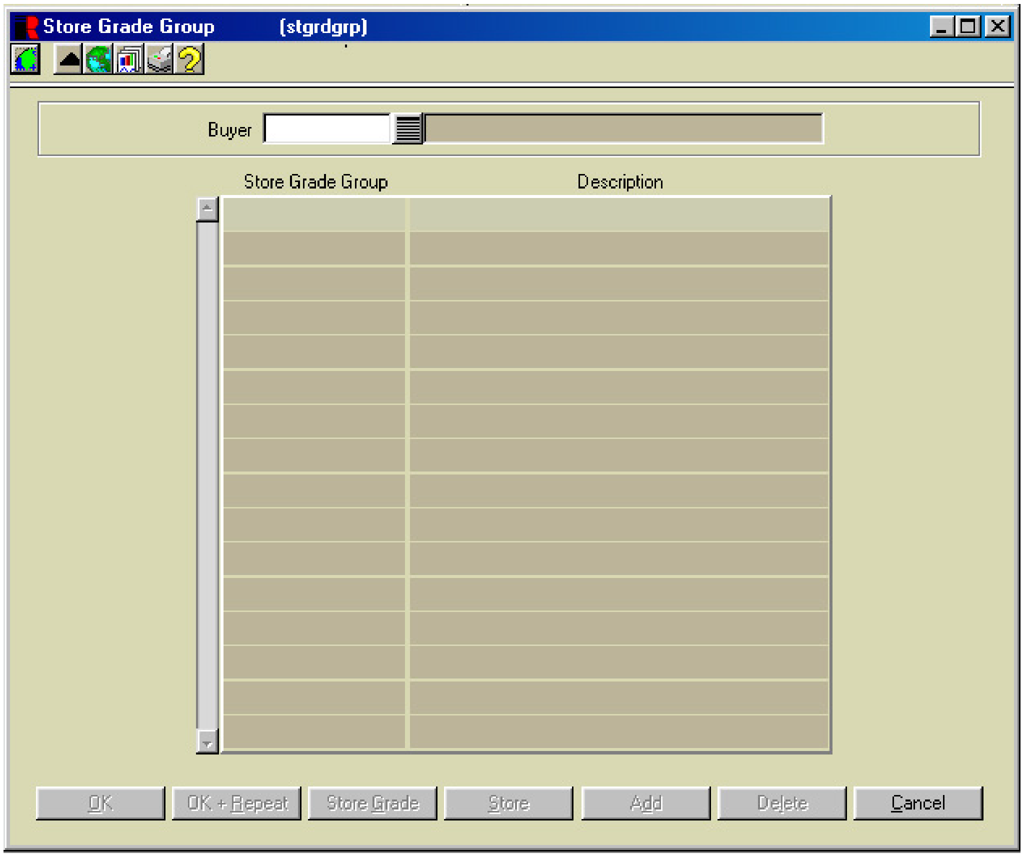

Store Format Maintenance (storefmt)
OK
Add
Delete
Cancel

Number	Description
1000	Strip Mall
1001	Standalone
1002	Shopping Mall

1. Click the Add button.
2. On the next available line, enter a unique number in the Number field.
3. In the Description field, enter the description of the store format.
4. Click OK to exit.

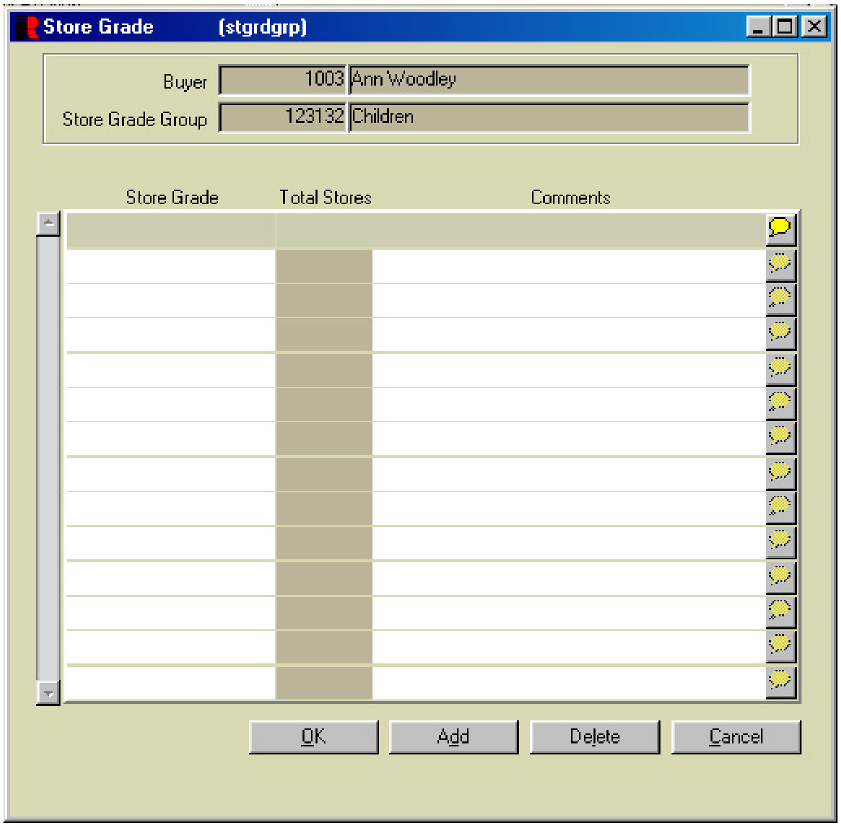
Add a Store Grade Group

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


Store Grade Group (stgrdgrp)
Buyer
Store Grade Group
Description
OK
OK + Repeat
Store Grade
Store
Add
Delete
Cancel

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 the Add button.
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. To add store grades, click the Store Grade button. The Store Grade window is displayed.



Store Grade (stgrdgrp)
Store Grade
Total Stores
Comments
OK
Add
Delete
Cancel

Buyer 1003 Ann Woodley

Store Grade Group 123132 Children

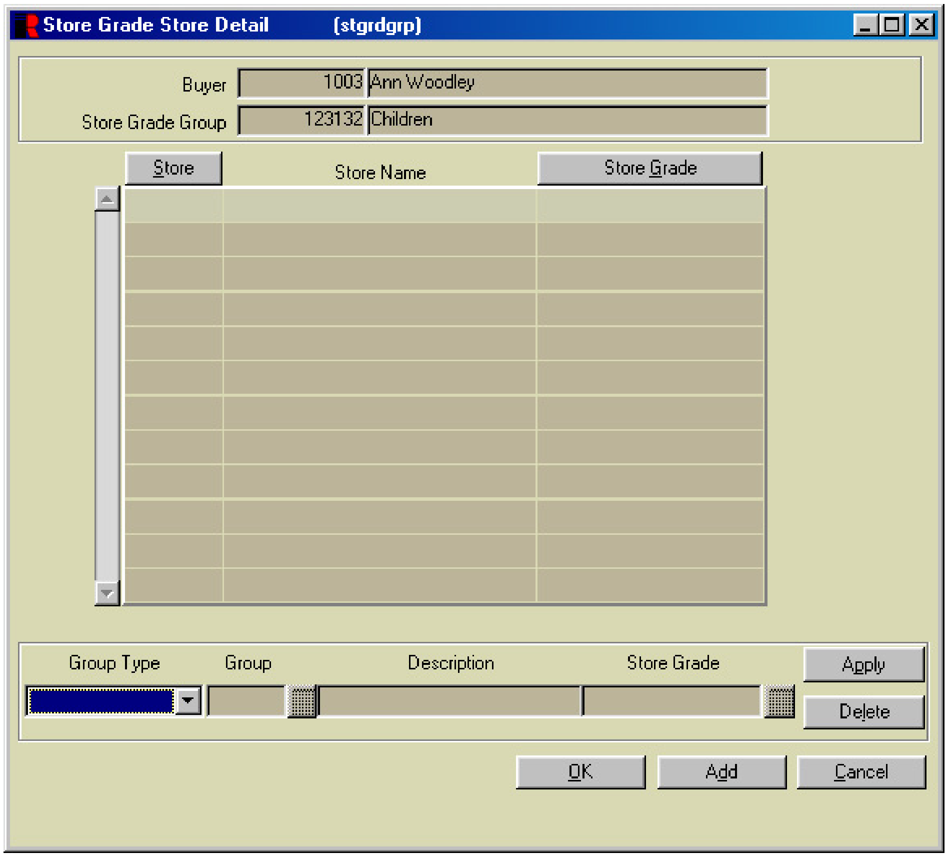
   a. Click the Add button.

   b. On the next available line, enter a unique code in the Store Grade field.

   c. If necessary, enter a comment in the Comments field, or click the comments button and enter the comment.

   d. Click OK to exit.

6. To add store/store grade combinations, Click the Store button. The Store Grade Store Detail window is displayed.


Store Grade Store Detail (stgrdgrp)
Store
Store Name
Store Grade
Group Type
Group
Description
Store Grade
Apply
Delete
OK
Add
Cancel

Buyer 1003 Ann Woodley
Store Grade Group 123132 Children

   a. Click the Add button.
   b. In the Group Type field, select a group type.
   c. In the Group field, enter the ID of a group, or click the LOV button and select the group.
   d. 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.
   e. Click the Apply button. The stores in the group are added to the store grade group.
   f. Click OK to exit.

7. Click the OK + Repeat button to add or edit a store grade group for another buyer, or click OK to exit.

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:

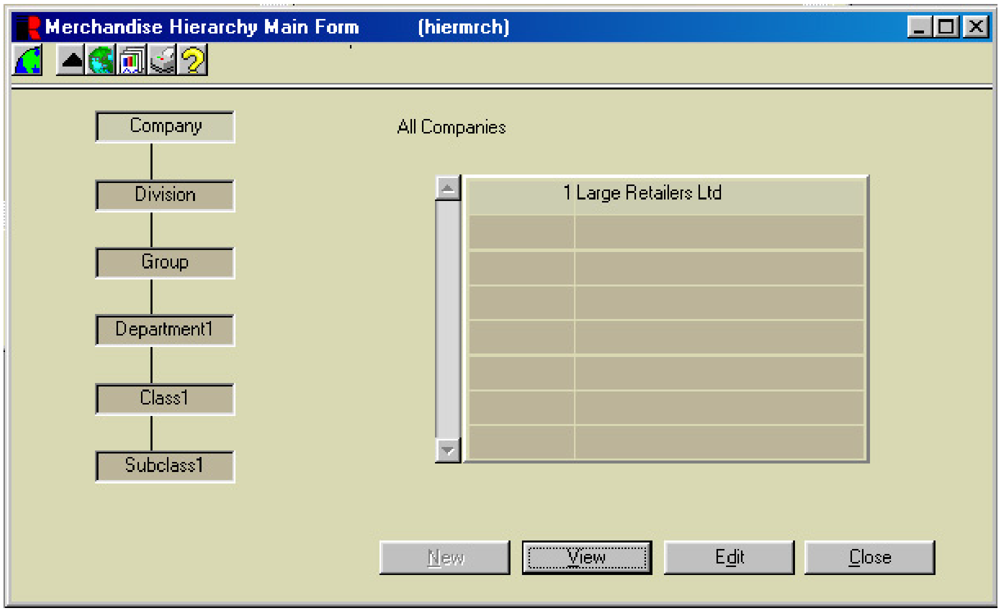
- Company: The highest organizational and merchandise unit defined in RMS. Only one company can be defined.
- Division: The highest category of merchandise within an organization. Typically, the division is used to signify the overall type of merchandise that a retailer offers, such as hardlines or apparel.
- 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.
- Style: The item-level classification of a fashion product. The style entity stores most of the information concerning fashion SKUs. A style belongs to a specific department, class, and subclass combination. Styles are unique to a particular supplier and refer to a brand name. The unique combinations of style, color, and size are identified as the stockkeeping unit (SKU).
- SKU: Stockkeeping unit. The item-level classification of a staple product or a color and size combination within a style. A staple SKU belongs to a specific department, class, and subclass combination. A fashion SKU belongs to a specific department, class, subclass, and style combination.
- UPC: Universal product code. An industry-assigned barcode. The barcode is typically a 12-digit code that is based on a combination of the manufacturer number and item number. A stockkeeping unit (SKU) can have multiple UPCs.

Dynamic Hierarchies

RMS is flexible enough to allow you to rename the default merchandise levels, from company through subclass, in order to suit your organization.

View the Merchandise Hierarchy

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


Merchandise Hierarchy Main Form (hiermrch)
Company
Division
Group
Department1
Class1
Subclass1
All Companies
1 Large Retailers Ltd
New
View
Edit
Close

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

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

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

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

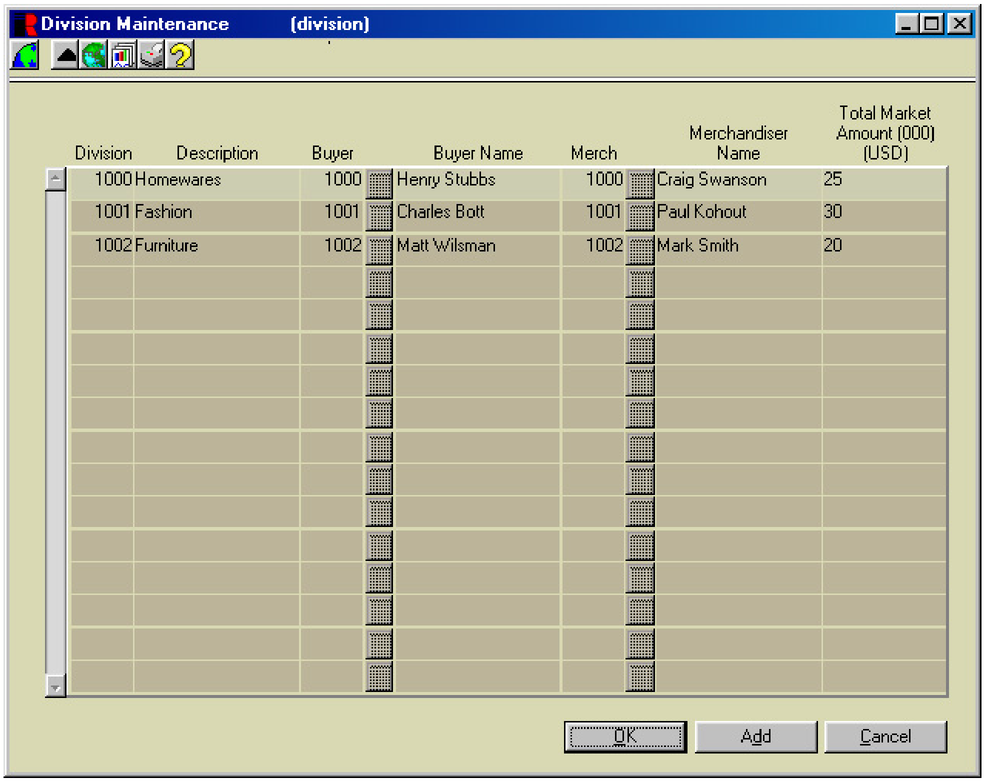
2. Click the Close button to exit.

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

Create a Division

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

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



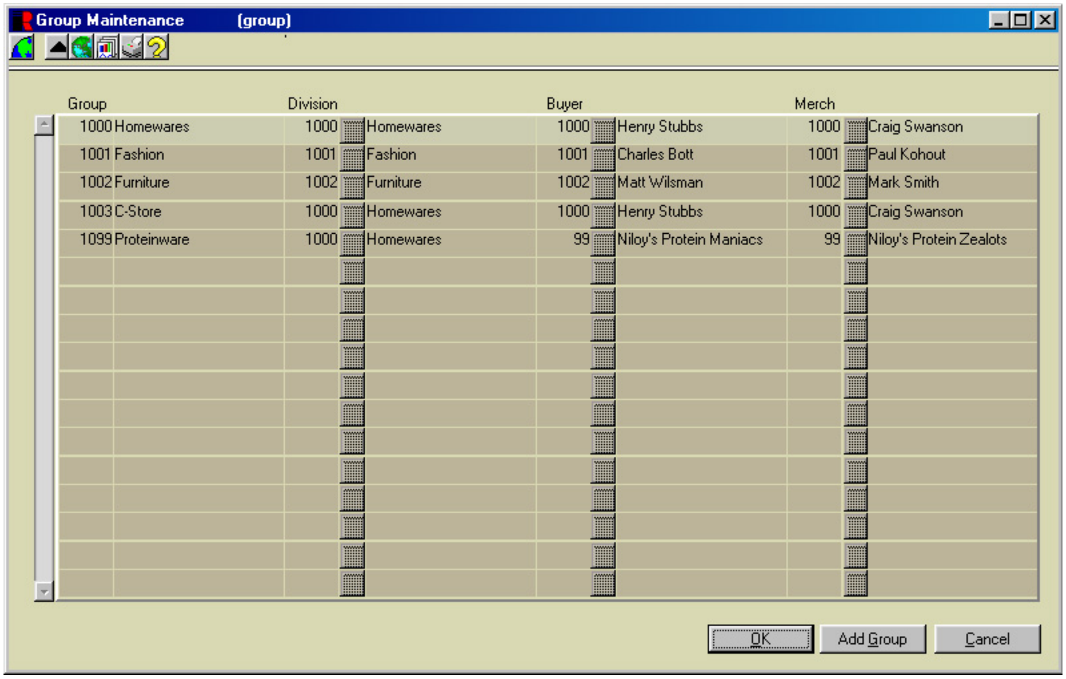
Division	Description	Buyer	Buyer Name	Merch	Merchandiser Name	Total Market Amount (000) (USD)
1000	Homewares	1000	Henry Stubbs	1000	Craig Swanson	25
1001	Fashion	1001	Charles Bott	1001	Paul Kohout	30
1002	Furniture	1002	Matt Wilsman	1002	Mark Smith	20

2. Click the Add button.
3. On the next available line, enter a unique number in the Division field.
4. In the Description field, enter the name for the division.
5. 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.
6. 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.
7. In the Total Market Amount field, enter the amount of annual sales that the division is expected to generate.
8. Click OK to exit.

Create a Group

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

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



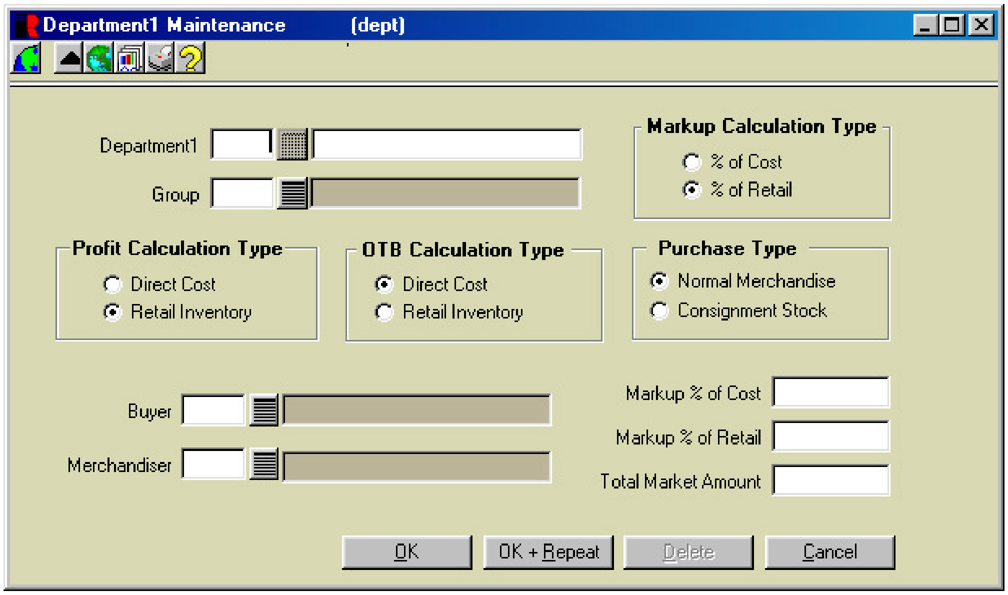
Group		Division		Buyer		Merch	
1000	Homewares	1000	Homewares	1000	Henry Stubbs	1000	Craig Swanson
1001	Fashion	1001	Fashion	1001	Charles Bott	1001	Paul Kohout
1002	Furniture	1002	Furniture	1002	Matt Wilsman	1002	Mark Smith
1003	C-Store	1000	Homewares	1000	Henry Stubbs	1000	Craig Swanson
1099	Proteinware	1000	Homewares	99	Niloy's Protein Maniacs	99	Niloy's Protein Zealots

2. Click the Add Group button.
3. On the next available line, enter a unique number in the Group field.
4. In the Description field, enter the name for the group.
5. In the Division field, enter the ID of the division associated with the group, or click the LOV button and select the division.
6. 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.
7. 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.
8. Click OK to exit.

Create a Department

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

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


Department1 Maintenance (dept)

Department1

Group

Markup Calculation Type
○ % of Cost
● % of Retail

Profit Calculation Type
○ Direct Cost
● Retail Inventory

OTB Calculation Type
● Direct Cost
○ Retail Inventory

Purchase Type
● Normal Merchandise
○ Consignment Stock

Buyer

Merchandiser

Markup % of Cost

Markup % of Retail

Total Market Amount

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

7. 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.

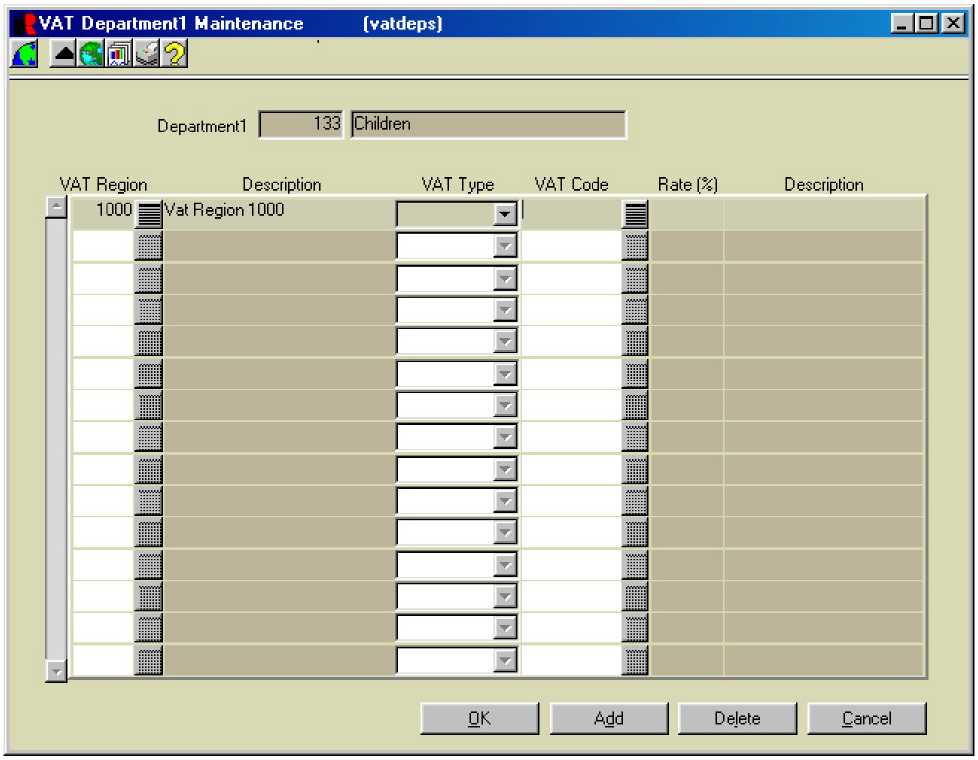
    b. Click the Add button

    c. In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region.

    d. In the VAT Type field, select the type of value added tax.

    e. In the VAT Code field, enter the code for the VAT, or click the LOV button and select the VAT.

    f. Click OK to exit the VAT Department Maintenance window.



Department1 133 Children

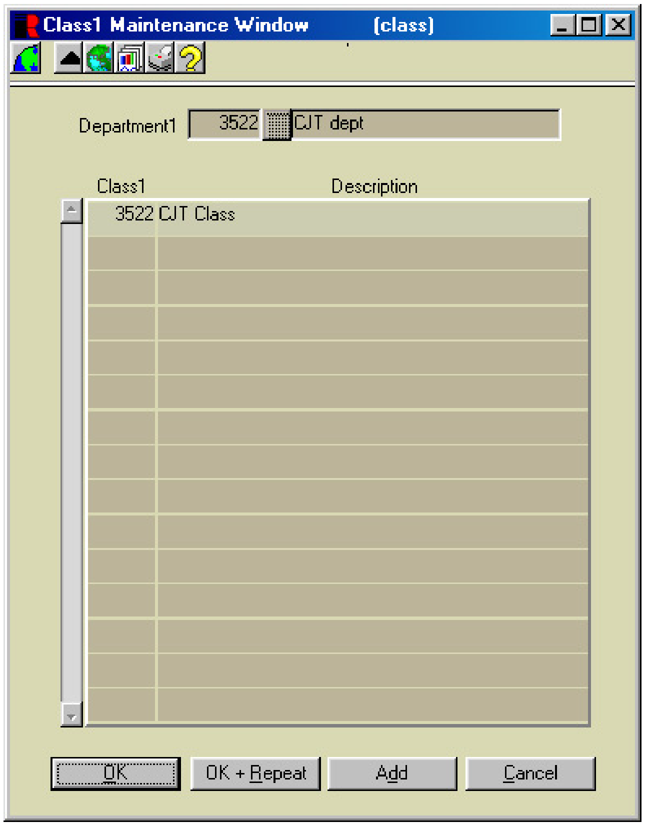
VAT Region	Description	VAT Type	VAT Code	Rate (%)	Description
1000	Vat Region 1000				

8. Click the OK + Repeat button to create another department, or click OK to exit.

Create a Class

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

1. Select Class on the tree structure. The Department field is displayed.
2. Enter the ID of a department, or click the LOV button and select the department. The classes are displayed in the table.



Department1 3522 CJT dept

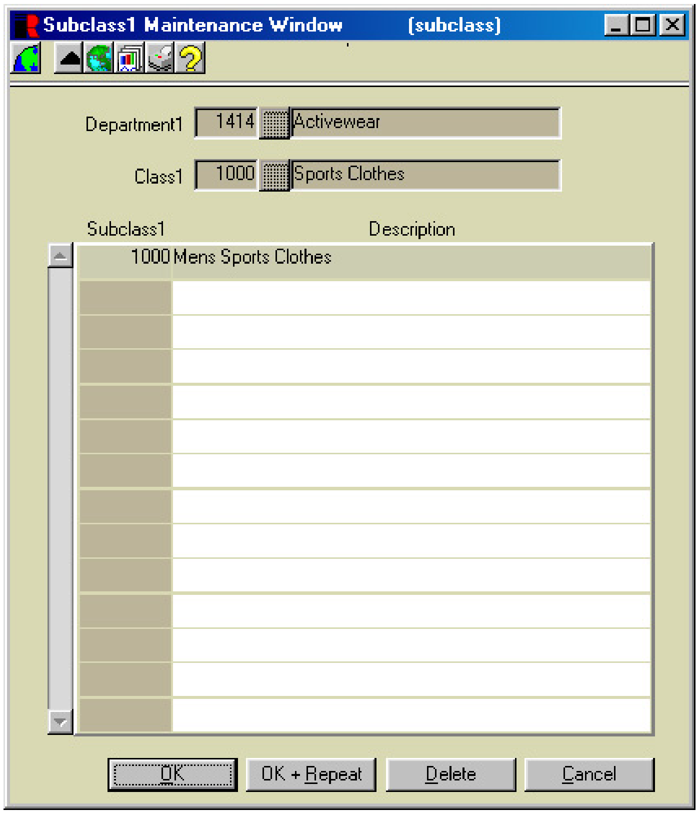
Class1	Description
3522	CJT Class

3. Click the New button. The Class Maintenance window is displayed.
4. Click the Add button.
5. On the next available line, enter a unique number in the Class field.
6. In the Description field, enter the name for the class.
7. Click the OK + Repeat button to create a class for another department, or click OK to exit.

Create a Subclass

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

1. Select Subclass on the tree structure. The Department and Class fields are displayed.
2. In the Department field, enter the ID of a department, or click the LOV button and select the department.
3. 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.
4. Click the Edit button. The Subclass Maintenance window is displayed.



Subclass1 Maintenance Window (subclass)

Department1 1414 Activewear

Class1 1000 Sports Clothes

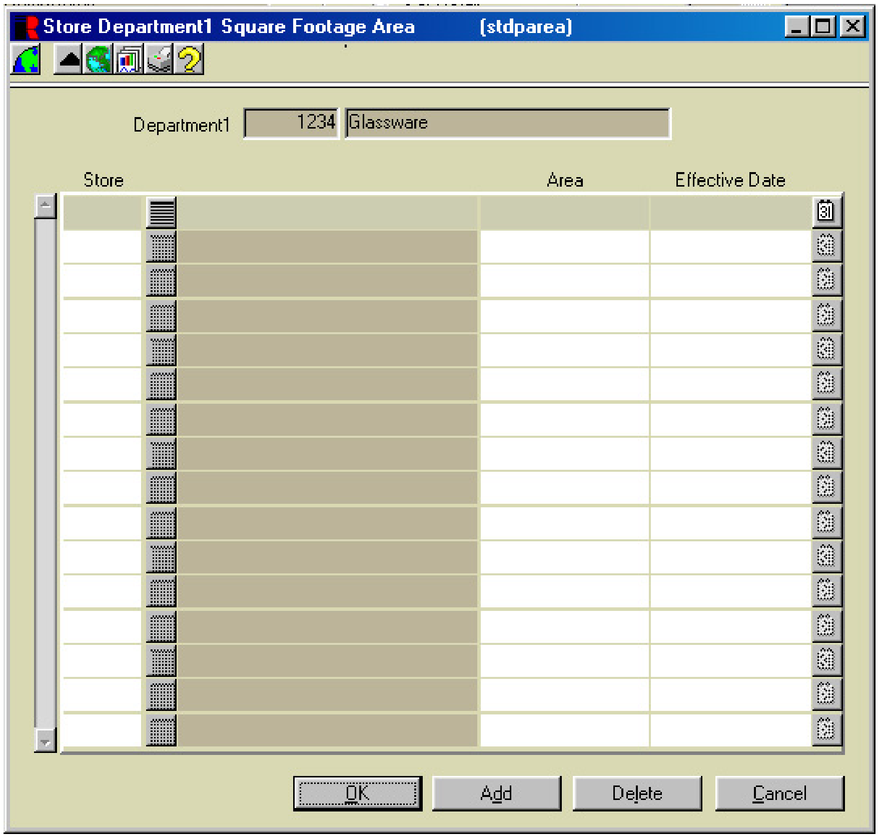
Subclass1	Description
1000	Mens Sports Clothes

5. Click the Add button.
6. On the next available line, enter a unique number in the Subclass field.
7. In the Description field, enter the name for the subclass.
8. Click the OK + Repeat button to edit a subclass for another department and class, or click the OK button to exit.

Add a Store to a Department

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

1. Select Department on the tree structure. The departments are displayed in the table.
2. Select a department and click the Edit button. The Department Maintenance window is displayed.
3. From the Options menu, select Store/Department Area. The Store Department Square Footage Area window is displayed.



Department1 1234 Glassware

4. Click the Add button.
5. On the next available line, enter the store ID in the Store field, or click the LOV button and select the store.
6. In the Area field, enter the square area allotted at the store for the current department.
7. In the Effective Date field, enter the date when the square area of the department becomes effective at the store, or click the LOV button and select the date.
8. Click OK to exit.

Vendor Management

Vendor management allows you to add, edit, and view information about merchandise vendors. Throughout RMS, merchandise vendors are referred to as suppliers. You can record the following supplier-related information:

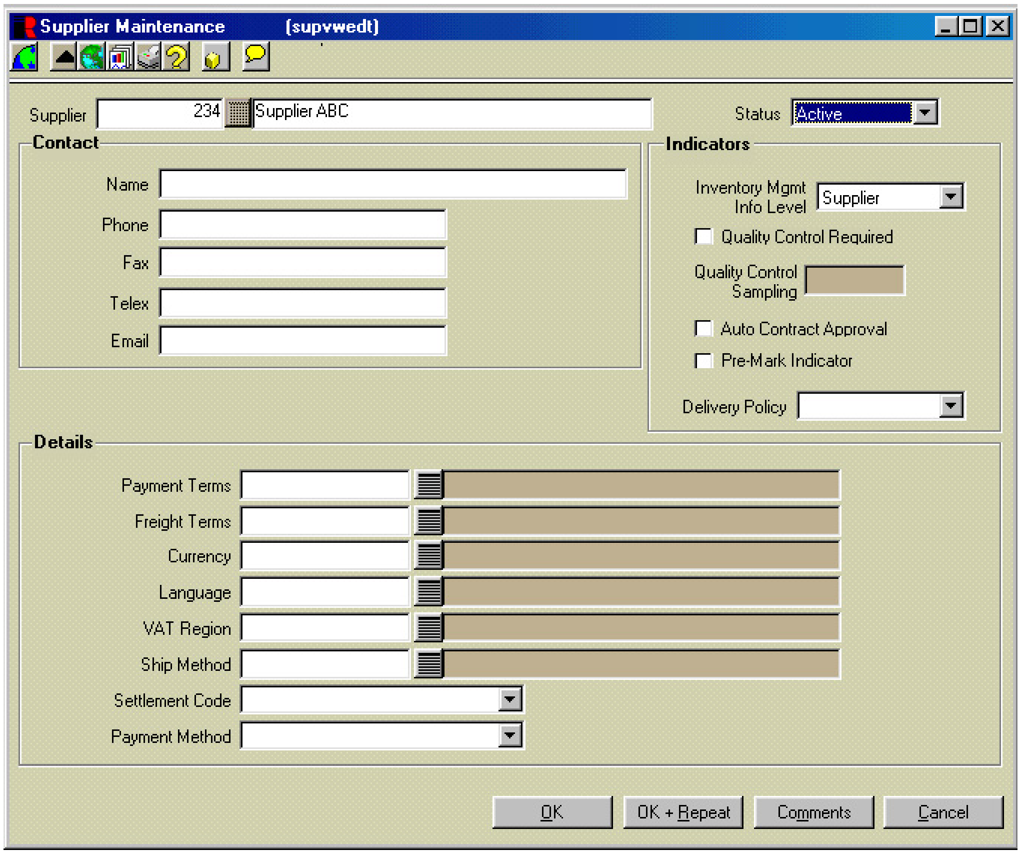
- Multiple contact persons and addresses: You can enter multiple address of different types, such as business, invoice, order, postal, remittance, and returned goods.
- Financial arrangements: You can indicate the payment terms, freight terms, currency, settlement code, and payment method.
- Inventory 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.
- Returned goods 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.

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.



Supplier Maintenance (supvwedt)

Supplier: 234 Supplier ABC

Status: Active

Inventory Mgmt Info Level: Supplier

☐ Quality Control Required

☐ Auto Contract Approval

☐ Pre-Mark Indicator

Contact
Name
Phone
Fax
Telex
Email
Indicators
Quality Control Sampling
Delivery Policy
Details
Payment Terms
Freight Terms
Currency
Language
VAT Region
Ship Method
Settlement Code
Payment Method
OK
OK + Repeat
Comments
Cancel

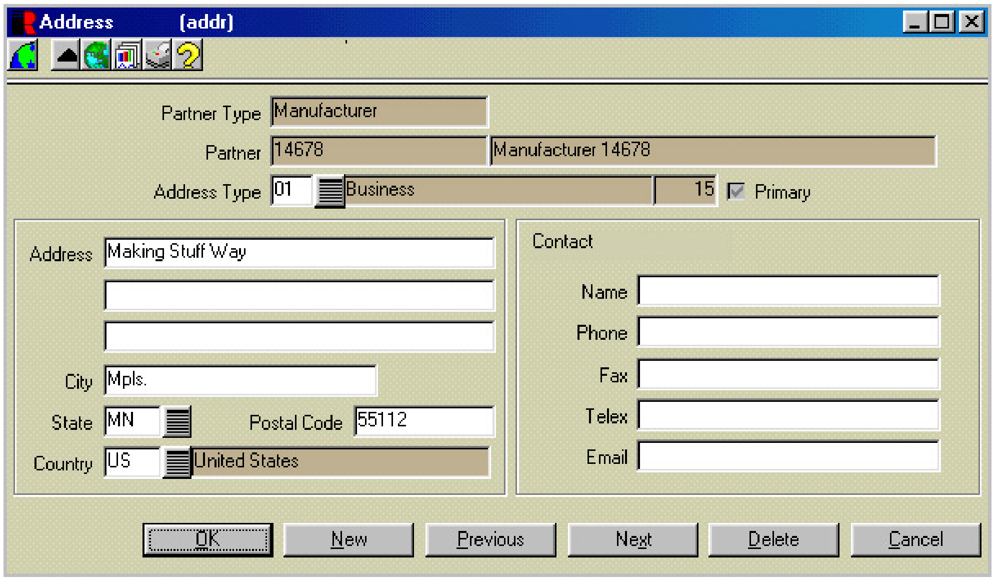
3. In the Supplier fields, enter an ID and description for the supplier.
4. In the Status field, indicate whether the supplier is active or inactive.
5. In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the supplier's location.
6. 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 Inventory Mgmt Info Level, select either Supplier or Department.
9. To indicate that goods must be inspected for quality, select the Quality Control Required checkbox. In the Quality Control Sampling field, enter what percentage of the goods must be inspected.
10. To indicate that contract orders are created in Approved status, select the Auto Contract Approval checkbox.
11. To indicate that the supplier has agreed to break orders into separate, marked boxes that can be shipped directly to stores, select the Pre-Mark Indicator checkbox.
12. If Retek Invoice Matching is installed, add an invoice address for the supplier:
    a. From the Options menu, select Address. The Address window is displayed.
    b. In the Address Type field, enter 05 for invoice address type, or click the LOV button and select the Invoice.
    c. To indicate that the address is the primary address for invoices, select the Primary checkbox.
    d. In the Address, City, State, Postal Code, and Country fields, enter the address of the supplier.
    e. In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail of the primary contact person.
13. Click the OK + Repeat button to create another supplier, or click OK to exit.

Add an Address for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode.

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



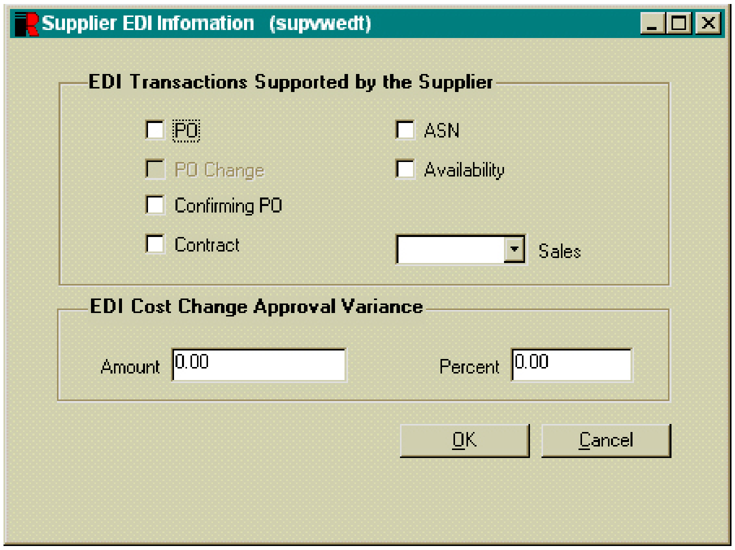
Partner Type: Manufacturer
Partner: 14678 Manufacturer 14678
Address Type: 01 Business 15 ☑ Primary
Address: Making Stuff Way
City: Mpls.
State: MN
Postal Code: 55112
Country: US United States
Contact
Name:
Phone:
Fax:
Telex:
Email:

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

Record EDI Capability for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode.

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



Supplier EDI Infomation (supvwedt)

EDI Transactions Supported by the Supplier

☐ PO

☐ ASN

☐ PO Change

☐ Availability

☐ Confirming PO

☐ Contract

Sales

EDI Cost Change Approval Variance

Amount 0.00

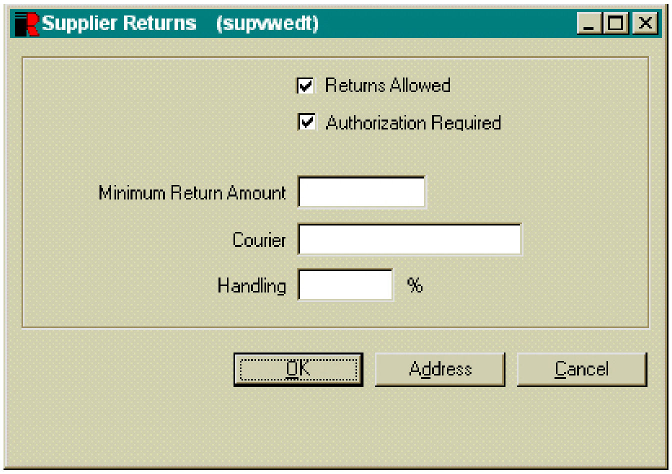
Percent 0.00

2. In the EDI Transactions fields, select the activities that the supplier can process via EDI.
3. In the Sales field, select how often a sales and stock information report must be generated for the supplier.
4. In the Amount and Percent fields, enter a currency amount and a percentage to indicate by how much a cost change can vary from the current cost and still be automatically approved.
5. Click OK to exit.

Record Return Requirements for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode.

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



☑ Returns Allowed
☑ Authorization Required

2. If the supplier allows goods to be returned, select the Returns Allowed checkbox.
3. If the supplier requires returned goods to have an authorization number, select the Authorization Required checkbox.
4. In the Minimum Return Amount field, enter the minimum value of the returned goods that the supplier will accept.
5. In the Courier field, enter the supplier's preferred shipper for returned goods.
6. In the Handling % field, enter the percentage added to the value of the returned goods as a handling charge.
7. To enter the address to which returned goods should be shipped:
    a. Click the Address button. 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.
8. Click OK to exit.

Buyers and Merchandisers

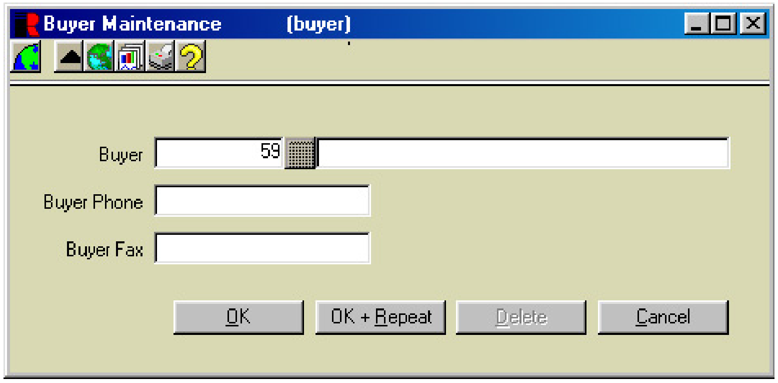
The buyer and merchandiser functions allow you to create, edit, view, and delete buyers and merchandisers. You can record the name, phone number, and fax number for each buyer and merchandiser.

After buyers and merchandisers are entered, you can assign them to a division, group, or department. Store grade groups, masks, and purchase orders can be created for or by a buyer.

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

Create a Buyer

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

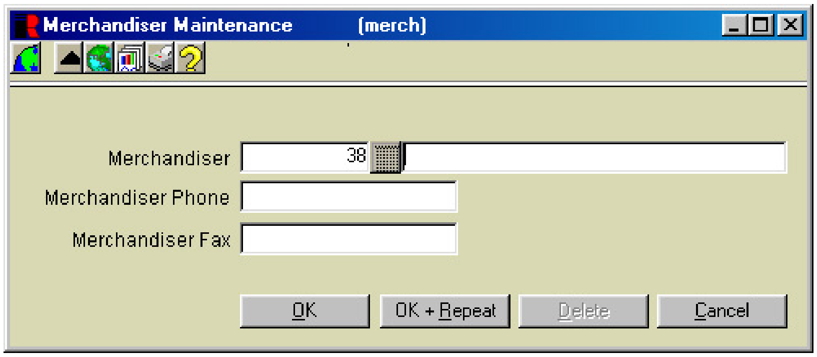

Buyer Maintenance (buyer)
Buyer
Buyer Phone
Buyer Fax
OK
OK + Repeat
Delete
Cancel

Buyer: 59

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 the OK + Repeat button to create another buyer, or click OK to exit.

Create a Merchandiser

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



Merchandiser Maintenance (merch)
Merchandiser
38
Merchandiser Phone
Merchandiser Fax
OK
OK + Repeat
Delete
Cancel

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 the OK + Repeat button to create another merchandiser, or click OK to exit.

Partners and Outside Locations

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

Partners

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

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

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

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

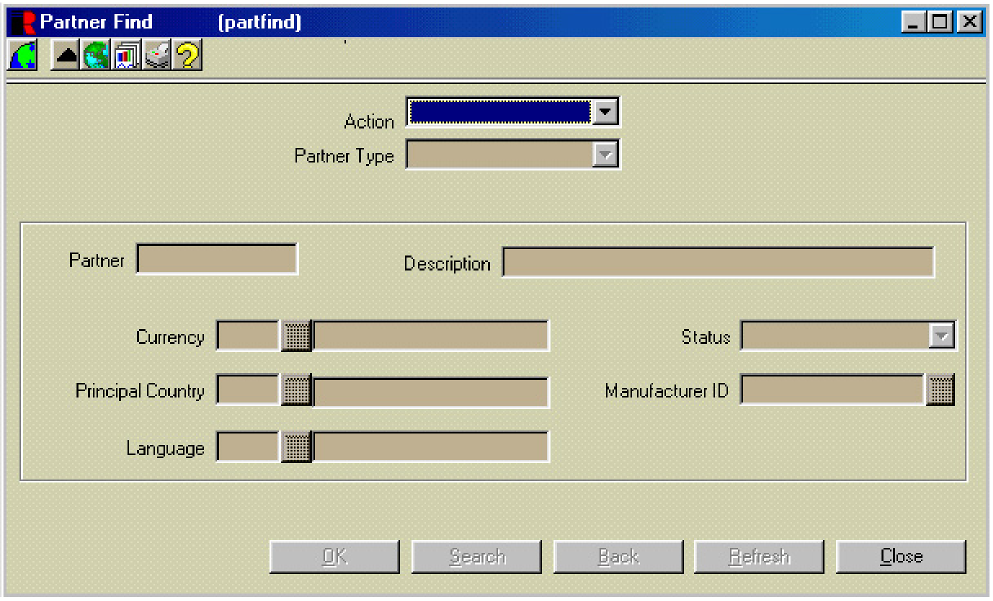
If the Retek Invoice Matching program is installed, you can edit and view invoicing attributes for the partners.

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.

Search for a Partner

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

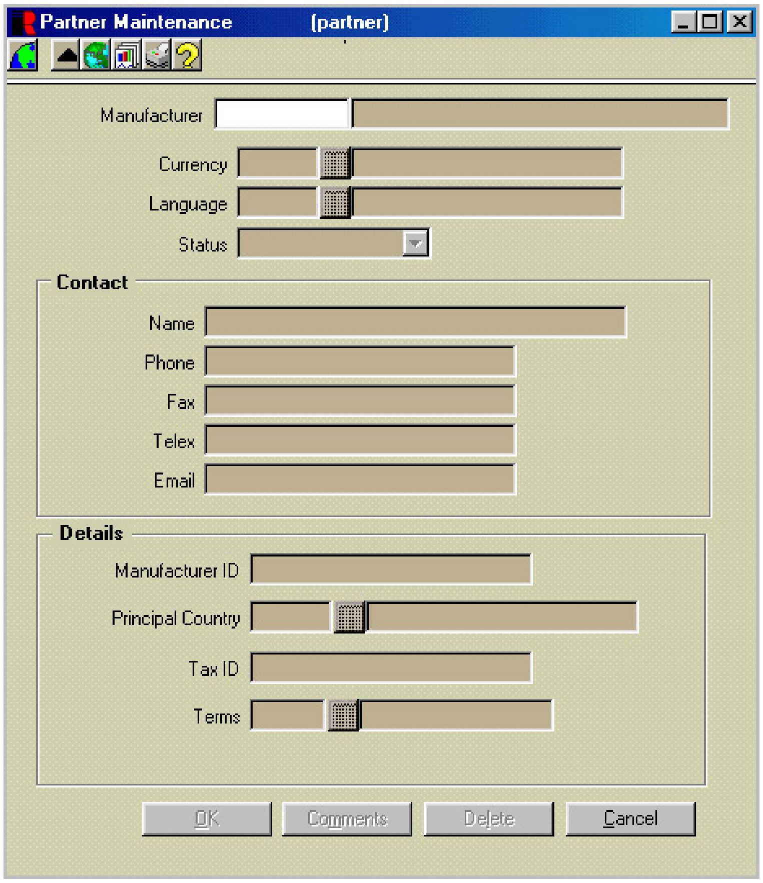

Partner Find (partfind)
Action
Partner Type
Partner
Description
Currency
Status
Principal Country
Manufacturer ID
Language
OK
Search
Back
Refresh
Close

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 the Search button. The Partner Find window displays the partners that match the search criteria.
5. Select a task:
    - To perform another search, click the Refresh button.
    - To display the partner information, select a record and click OK. The Partner Maintenance window is displayed.
6. Click Close to exit.

Create a Partner

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

1. In the Action field, select New.
2. In the Partner Type field, select the type of partner.


Partner Maintenance (partner)
Manufacturer
Currency
Language
Status
Contact
Name
Phone
Fax
Telex
Email
Details
Manufacturer ID
Principal Country
Tax ID
Terms
OK
Comments
Delete
Cancel

3. Click OK. The Partner Maintenance window is displayed.
4. In the first field, enter a code and description for the partner.

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

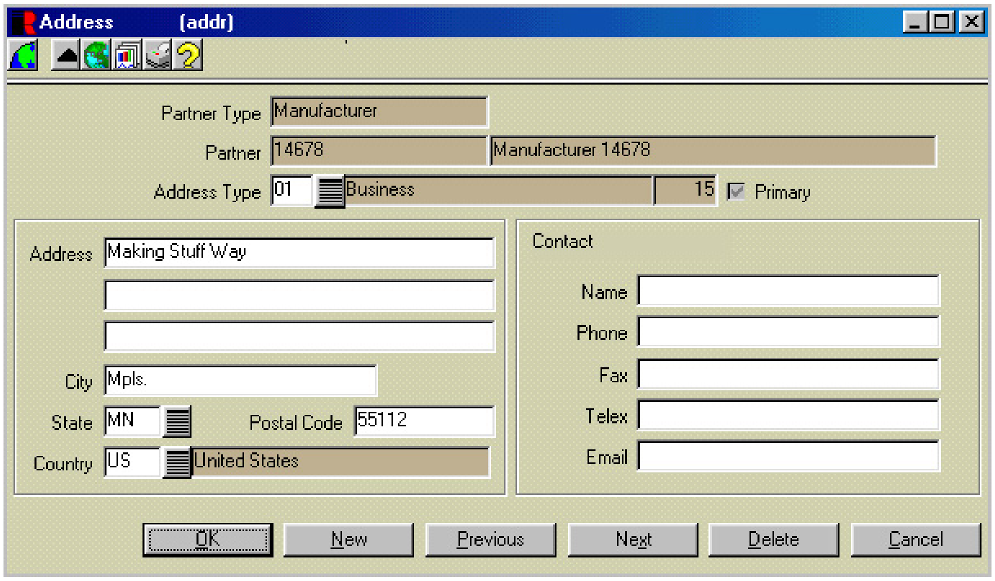
5. In the Currency field, enter the code for the partner's currency, or click the LOV button and select the currency.
6. In the Language field, enter the ID of the partner's language, or click the LOV button and select the language.
7. In the Status field, indicate whether the partner is active or inactive.
8. In the Contact fields, enter the name, telephone number, fax number, telex, and e-mail for the primary contact person at the partner's location.

9. If you are creating a Bank partner, enter an amount in the Line of Credit field in the currency of the partner.
10. For all partners but banks, enter the applicable details in the Details area.
11. Click OK to exit.

Add a Partner's Address

➲ **Navigate:** Search for and retrieve a partner in Edit mode.

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

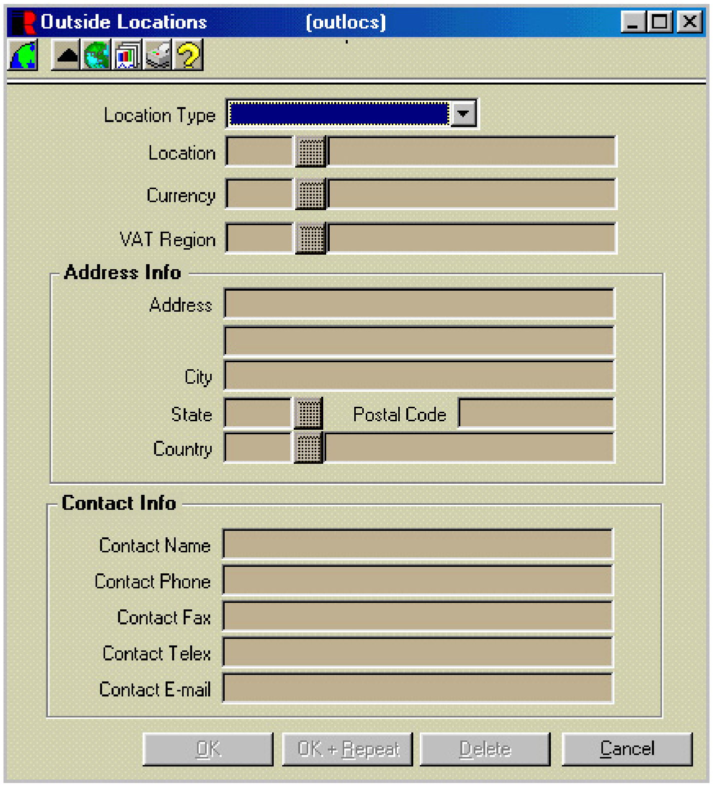


Partner Type: Manufacturer
Partner: 14678 Manufacturer 14678
Address Type: 01 Business 15 ☑ Primary
Address: Making Stuff Way
City: Mpls.
State: MN
Postal Code: 55112
Country: US United States
Contact
Name:
Phone:
Fax:
Telex:
Email:

2. In the Address Type field, enter the ID of the address type, or click the LOV button and select the address type.
3. To indicate that the address is the primary address for the type of address that you are entering, select the Primary checkbox.
4. Enter the address for the partner in the Address, City, State, Postal Code, and Country fields.
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. Click OK to exit.

Create an Outside Location

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


Outside Locations
(outlocs)
Location Type
Location
Currency
VAT Region
Address Info
Address
City
State
Postal Code
Country
Contact Info
Contact Name
Contact Phone
Contact Fax
Contact Telex
Contact E-mail
OK
OK + Repeat
Delete
Cancel

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 the OK + Repeat button to create another outside location, or click OK to exit.

Chapter 4: Item Maintenance

Staple Item

In the staple item module, you can create, edit, and view staple items. A staple item is an item with no color or size variance. When you create a staple item, a stock keeping unit (SKU) is generated. The SKU is printed on the ticket that is attached to the item. The SKU is captured at the point of sale.

When creating a staple item, you must provide the following information:

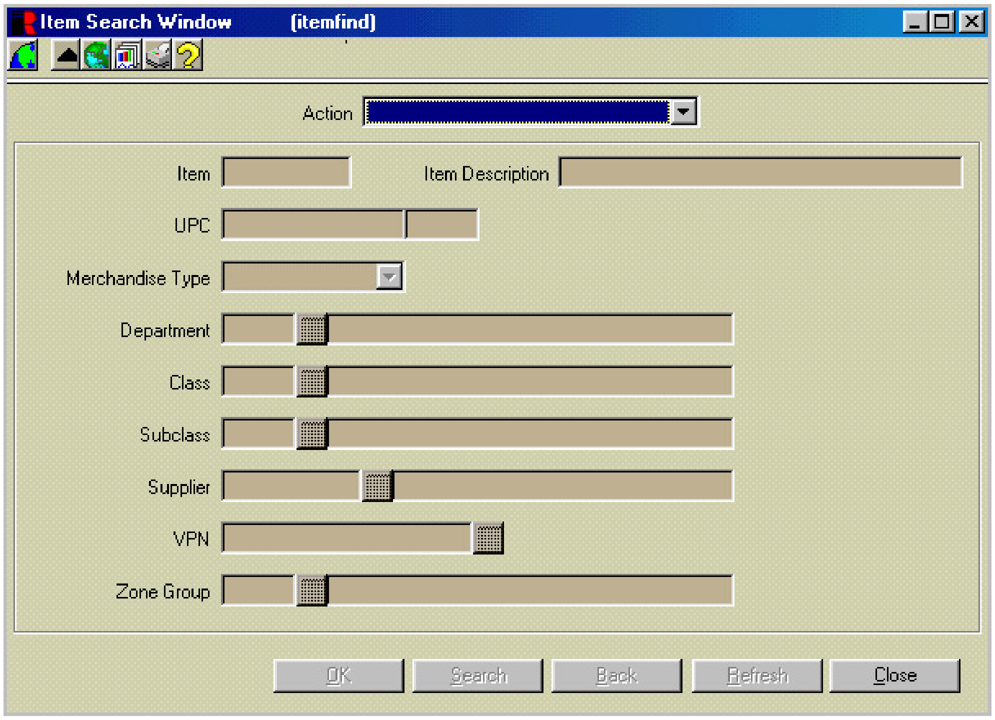
- Long and short descriptions
- Merchandise hierarchy (department, class, and subclass)
- Cost and retail price zone groups
- Supplier and supplier/origin country relationships

You are also required to review the default pricing strategy for the item. If necessary, you can edit the pricing strategy.

Additional information can be recorded for each item depending on your company's requirements.

Search for an Item

➲ **Navigate:** From the main menu, select Items → Items. The Item Search Window is displayed.

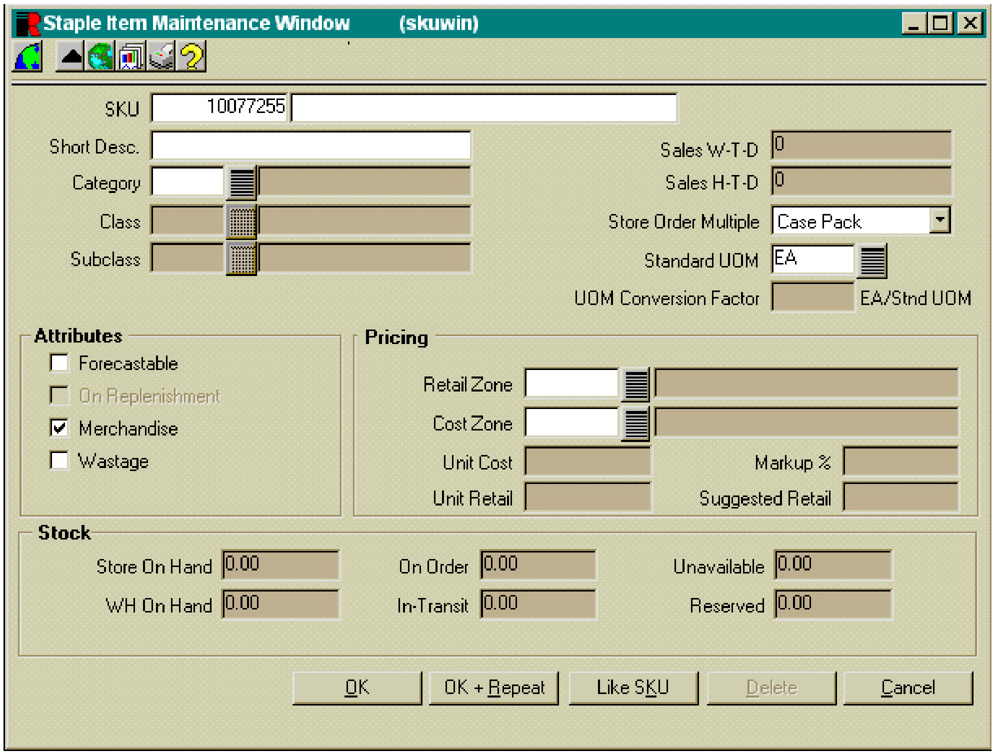

Item Search Window (itemfind)
Action
Item
Item Description
UPC
Merchandise Type
Department
Class
Subclass
Supplier
VPN
Zone Group
OK
Search
Back
Refresh
Close

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

Create a Staple 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 Merchandise Type field, select Staple Stock.
3. Click OK. The Staple Item Maintenance window is displayed. A SKU number is filled in automatically.


Staple Item Maintenance Window (skuwin)
Attributes
Pricing
Stock
Retail Zone
Cost Zone
Unit Cost
Markup %
Unit Retail
Suggested Retail
UOM Conversion Factor
EA/Stnd UOM
OK
OK + Repeat
Like SKU
Delete
Cancel

SKU 10077255
Short Desc.
Category
Class
Subclass
Sales W-T-D 0
Sales H-T-D 0
Store Order Multiple Case Pack
Standard UOM EA

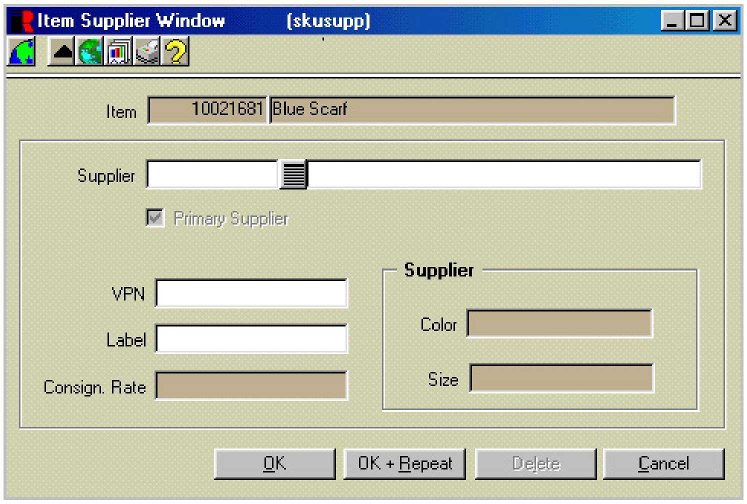
☐ Forecastable
☐ On Replenishment
☑ Merchandise
☐ Wastage

Store On Hand 0.00
WH On Hand 0.00
On Order 0.00
In-Transit 0.00
Unavailable 0.00
Reserved 0.00

4. In the SKU field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description.
6. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
7. In the Retail Zone and Cost Zone fields, enter the IDs of the price and cost zone groups, or click the LOV buttons and select the zone groups.

To add a supplier/origin country relationship:

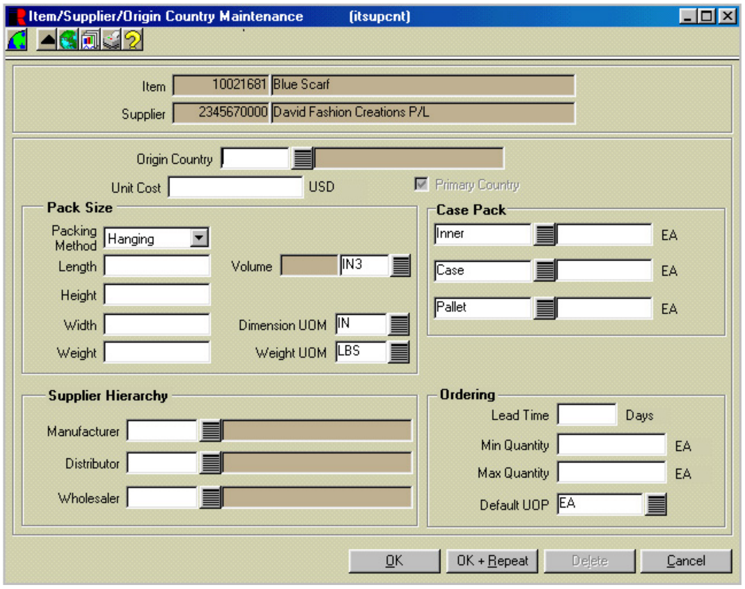
8. From the Options menu, select Supplier. The Item Supplier window is displayed.


Item Supplier Window (skusupp)
Supplier
Primary Supplier
VPN
Label
Consign. Rate
Supplier
Color
Size
OK
OK + Repeat
Delete
Cancel

Item 10021681 Blue Scarf

9. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.

10. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.


Item/Supplier/Origin Country Maintenance (itsupcnt)
Origin Country
Unit Cost
Primary Country
Pack Size
Length
Height
Width
Weight
Case Pack
EA
EA
EA
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
EA
Max Quantity
EA
OK
OK + Repeat
Delete
Cancel

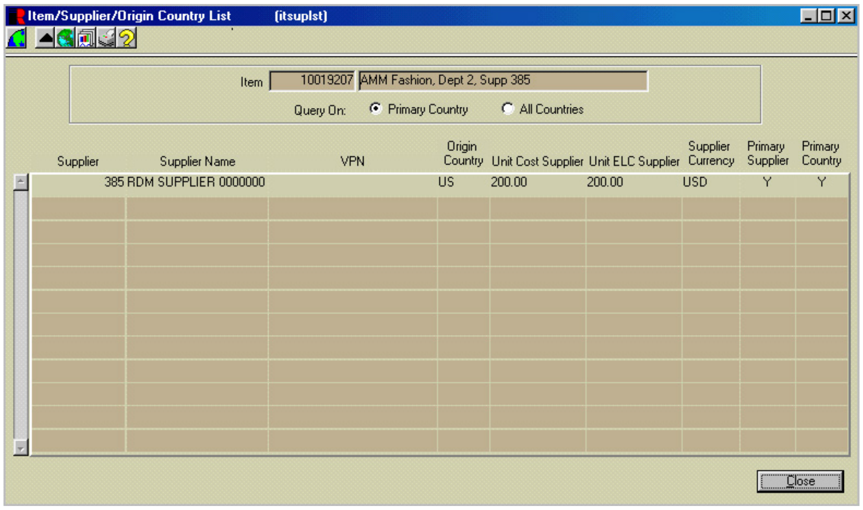
Item 10021681 Blue Scarf
Supplier 2345670000 David Fashion Creations P/L
Unit Cost USD
Packing Method Hanging
Volume IN3
Dimension UOM IN
Weight UOM LBS
Inner
Case
Pallet
Default UOP EA

a. In the Origin Country field, enter the ID of the country, or click the LOV button and select the country.

b. In the Unit Cost field, enter the cost of the item in the currency indicated.

c. Enter the pack size, case pack, supplier hierarchy, and ordering information as necessary.

11. Click OK twice. The Item/Supplier/Origin Country List window is displayed.


Item/Supplier/Origin Country List (itsuplst)
Close

Item 10019207 AMM Fashion, Dept 2, Supp 385

Query On: ● Primary Country ○ All Countries

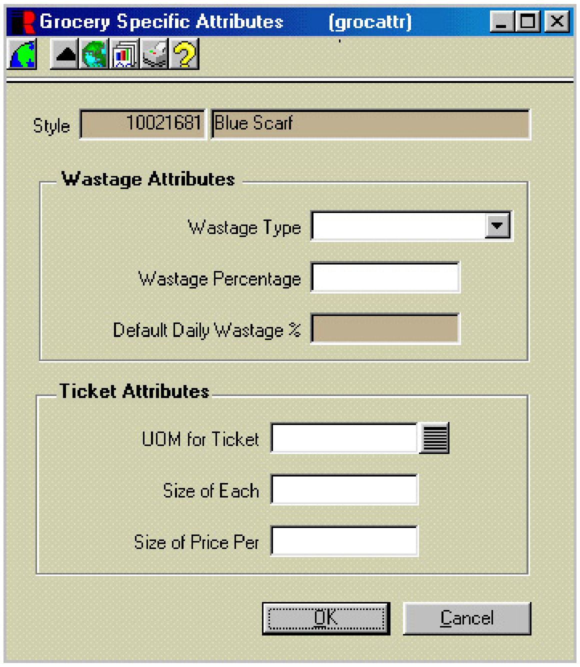
Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

12. Click the Close button.

To define grocery attributes:

Note: If you selected the Wastage attribute on the Staple Item Maintenance window, you must define grocery attributes for the item.

13. From the Options menu, select Grocery Attributes. The Grocery Specific Attributes window is displayed.

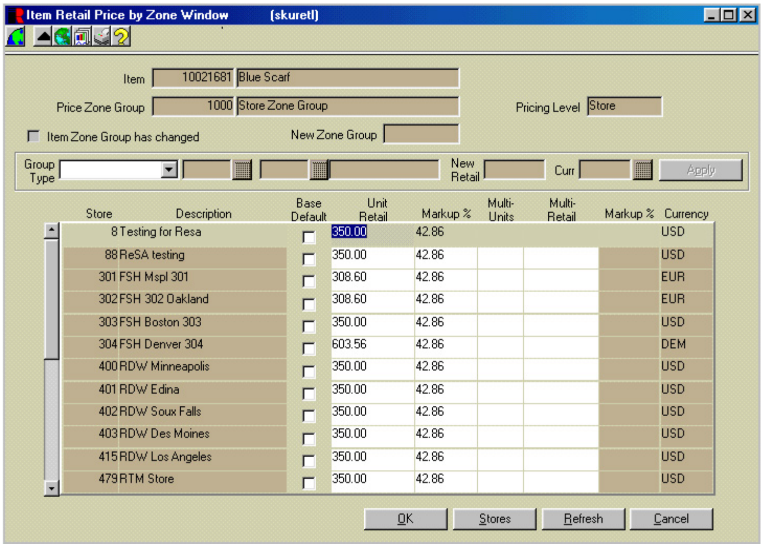

Grocery Specific Attributes (grocattr)
Wastage Attributes
Wastage Type
Wastage Percentage
Default Daily Wastage %
Ticket Attributes
UOM for Ticket
Size of Each
Size of Price Per
OK
Cancel

Style 10021681 Blue Scarf

14. Enter the Wastage information in the appropriate fields.
15. Click OK to exit the Grocery Specific Attributes window.

To review and edit pricing information:

16. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.



Item: 10021681 Blue Scarf

Price Zone Group: 1000 Store Zone Group

Pricing Level: Store

☐ Item Zone Group has changed

New Zone Group:

Store	Description	Base Default	Unit Retail	Markup %	Multi-Units	Multi-Retail	Markup %	Currency
8	Testing for Resa	☐	350.00	42.86				USD
88	ReSA testing	☐	350.00	42.86				USD
301	FSH Mspl 301	☐	308.60	42.86				EUR
302	FSH 302 Oakland	☐	308.60	42.86				EUR
303	FSH Boston 303	☐	350.00	42.86				USD
304	FSH Denver 304	☐	603.56	42.86				DEM
400	RDW Minneapolis	☐	350.00	42.86				USD
401	RDW Edina	☐	350.00	42.86				USD
402	RDW Soux Falls	☐	350.00	42.86				USD
403	RDW Des Moines	☐	350.00	42.86				USD
415	RDW Los Angeles	☐	350.00	42.86				USD
479	RTM Store	☐	350.00	42.86				USD

a. Review and edit the pricing and markup information, as needed.

b. Select the zone or store that you want as the base default.

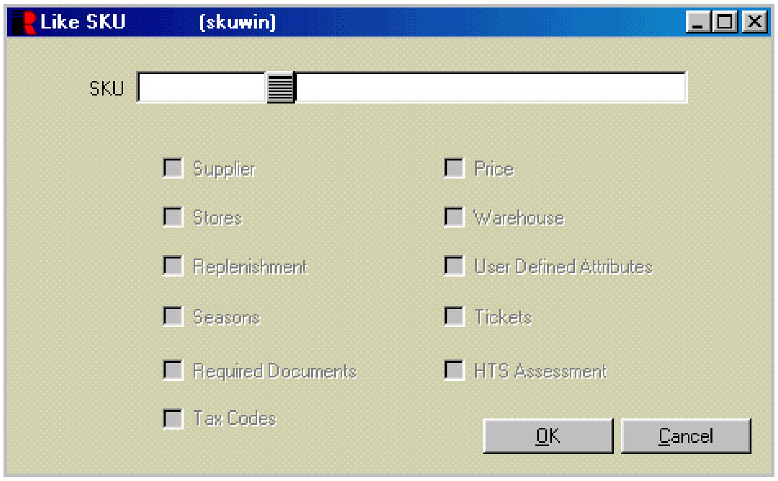
c. Click OK to exit the Item Retail Price by Zone window.

17. From the Options menu, select and edit any other details that pertain to the item.
18. Click the OK + Repeat button to create another item, or click OK to exit.

Copy a Staple Item

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

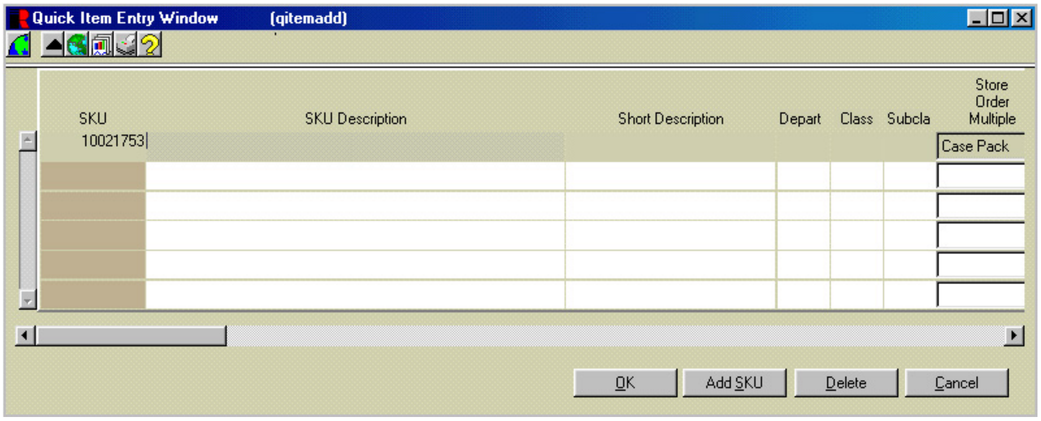
1. In the Action field, select New Item.
2. In the Merchandise Type field, select Staple Stock.
3. Click OK. The Staple Item Maintenance window is displayed. A SKU number is filled in automatically.
4. In the SKU field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description of the item.
6. Click the Like SKU button. The Like SKU window is displayed.


Like SKU (skuwin)
SKU
☐ Supplier
☐ Price
☐ Stores
☐ Warehouse
☐ Replenishment
☐ User Defined Attributes
☐ Seasons
☐ Tickets
☐ Required Documents
☐ HTS Assessment
☐ Tax Codes
OK
Cancel

7. In the SKU field, enter the SKU of the item that you want to copy, or click the LOV button and select the item.
8. Select or clear the checkboxes next to each detail as necessary.
9. Click OK to exit the Like SKU window.
10. From the Options menu, select any other details that you want to edit for the new item.
11. Click the OK + Repeat button to create another item, or click OK to exit.

Create a Staple Item Using Quick Item Entry

➲ **Navigate:** From the main menu, select Items → Quick Item Entry. The Quick Item Entry window is displayed. The first SKU is filled in automatically.


Quick Item Entry Window
(qitemadd)
SKU
SKU Description
Short Description
Depart
Class
Subcla
Store Order Multiple
OK
Add SKU
Delete
Cancel

SKU 10021753

Store Order Multiple Case Pack

1. There are two methods for entering a staple item in the Quick Item Entry window.
   - Tab from field to field as you enter the necessary information about the item, or
   - Select Item Wizard from the Options menu and respond to the prompts on each page of the wizard.
2. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.
   a. Edit the pricing and markup information as needed.
   b. Click OK to exit the Item Retail Price by Zone window.
3. From the Options menu, select the options that you want to add or edit for the item.

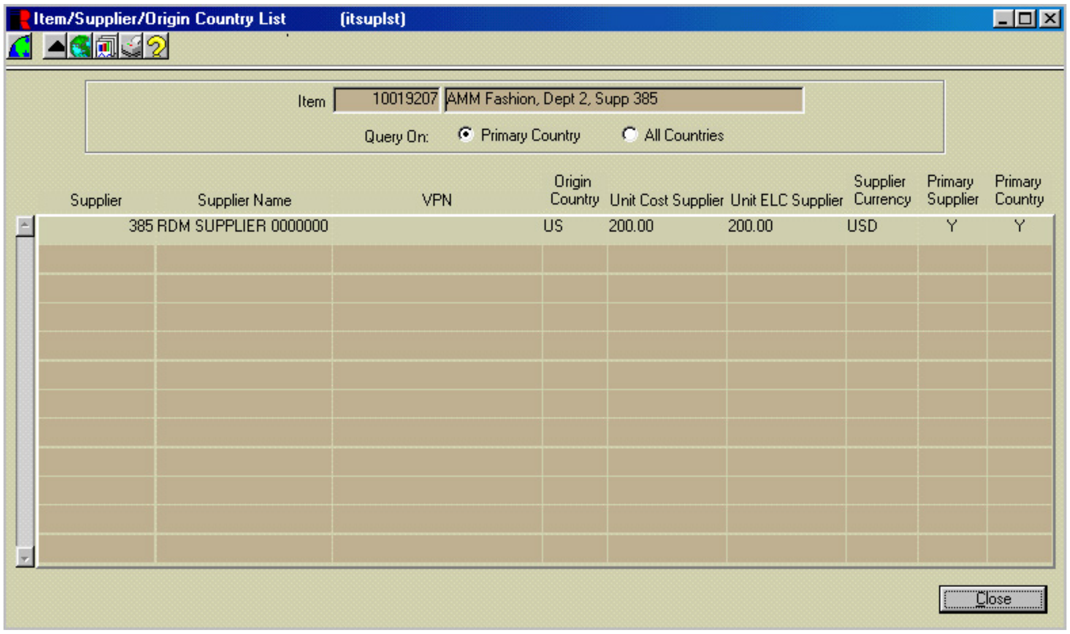
To create similar staple items:

4. Click the Add SKU button. The details from the previous item are copied to the next item.
5. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.
   a. Edit the pricing and markup information, as needed.
   b. Click OK to exit the Item Retail Price by Zone window.
6. To copy store, warehouse, and replenishment information from one new item to another new item:
   a. Select the item whose details you want to copy.
   b. From the Options menu, select Store → Copy Information.
   c. From the Options menu, select Warehouse → Copy Information.
   d. From the Options menu, select Replenishment → Copy Information.
7. Click OK to exit.

View Supplier/Origin Country Relationships for a Staple SKU

➲ **Navigate:** Search for and retrieve a staple SKU in View mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed. The supplier/origin country relationships are displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385

Query On: ● Primary Country ○ All Countries

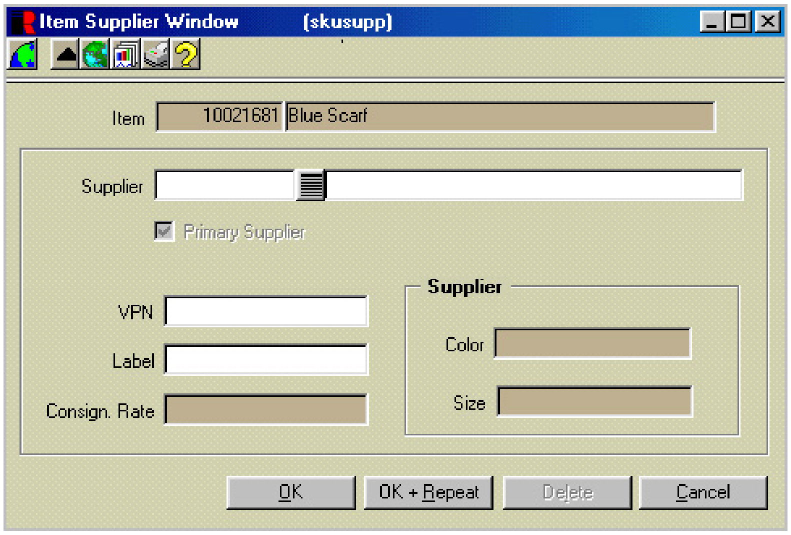
Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

2. To view primary origin countries or all origin countries for each supplier, select the appropriate option in the Query On field.
3. To display information specific to landed costs, select ELC from the View menu.
4. To display monetary amounts in the primary currency of the company or the local currency of the supplier, select the appropriate option from the Options → Currency menu.
5. Click Close to exit.

Add a Supplier for a Staple SKU

➲ **Navigate:** Search for and retrieve a staple SKU in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. From the Options menu, select Add Supplier. The Item Supplier window is displayed.


Item Supplier Window (skusupp)
Supplier
☑ Primary Supplier
VPN
Label
Consign. Rate
Supplier
Color
Size
OK
OK + Repeat
Delete
Cancel

Item 10021681 Blue Scarf

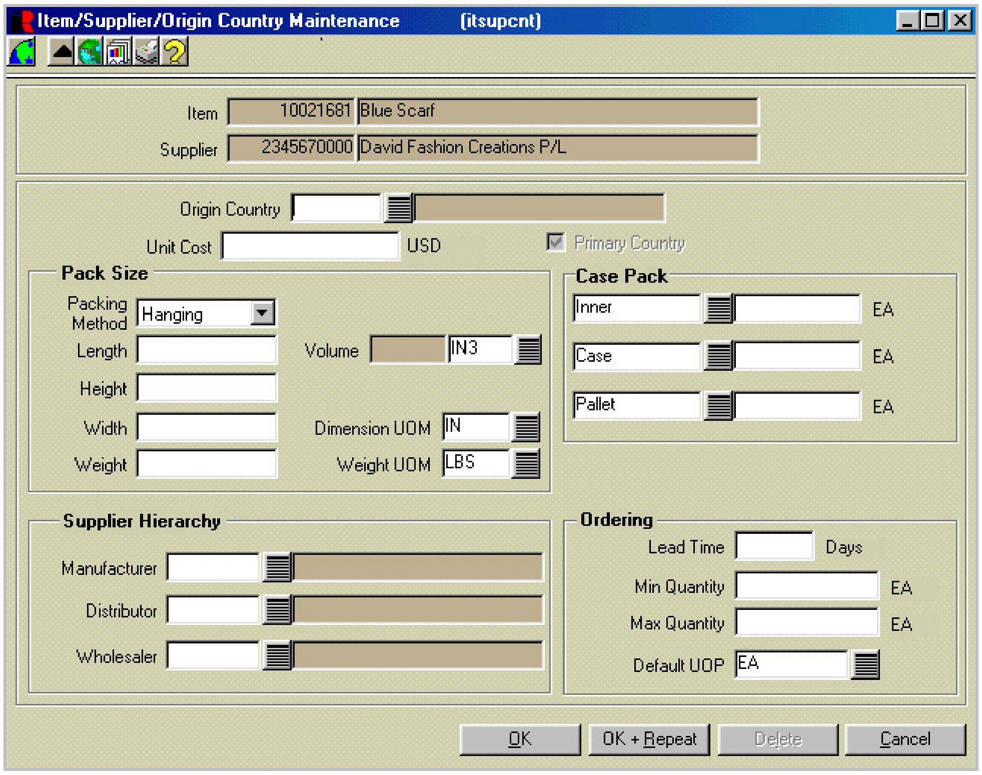
3. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
4. Select the Primary Supplier checkbox, if applicable.

Note: When you select the Primary Supplier checkbox, you are prompted to define an origin country. You may prefer to make this your last step.

5. Enter information in the enabled fields as necessary.

6. Add an origin country:

   a. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.


Item/Supplier/Origin Country Maintenance (itsupcnt)
Origin Country
Unit Cost
Pack Size
Length
Height
Width
Weight
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
Max Quantity
EA
OK
OK + Repeat
Delete
Cancel

Item 10021681 Blue Scarf
Supplier 2345670000 David Fashion Creations P/L
Unit Cost USD
☑ Primary Country
Packing Method Hanging
Volume IN3
Dimension UOM IN
Weight UOM LBS
Case Pack: Inner EA; Case EA; Pallet EA
Default UOP EA

   b. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.

   c. In the Unit Cost field, enter the cost per unit.

   d. Select the Primary Country checkbox if applicable.

   e. In the Case Pack fields, select the supplier's terminology for case packs if other than the defaults. Then enter the number of items that are shipped in each case pack.

   f. Enter the Pack Size, Supplier Hierarchy, and Ordering information as necessary.

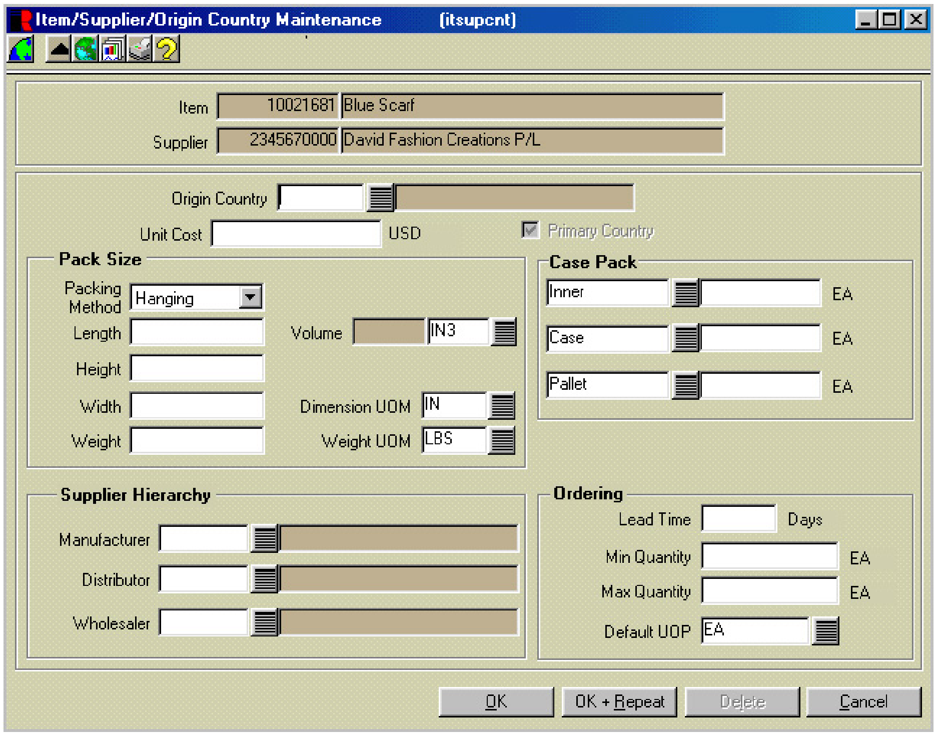
   g. Click the OK + Repeat button to add another origin country, or click OK to exit the Item/Supplier/Origin Country Maintenance window.

7. Click the OK + Repeat button to add another supplier, or click OK to exit.

Add an Origin Country for a Staple SKU

➲ **Navigate:** Search for and retrieve a staple SKU in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. Select the supplier that you want to associate the origin country with.
3. From the Options menu, select Add Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.



Item/Supplier/Origin Country Maintenance (itsupcnt)

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

☑ Primary Country

Packing Method Hanging

Volume IN3

Dimension UOM IN

Weight UOM LBS

Inner EA

Case EA

Pallet EA

Default UOP EA

Origin Country
Unit Cost
USD
Pack Size
Length
Height
Width
Weight
Case Pack
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
EA
Max Quantity
EA
OK
OK + Repeat
Delete
Cancel

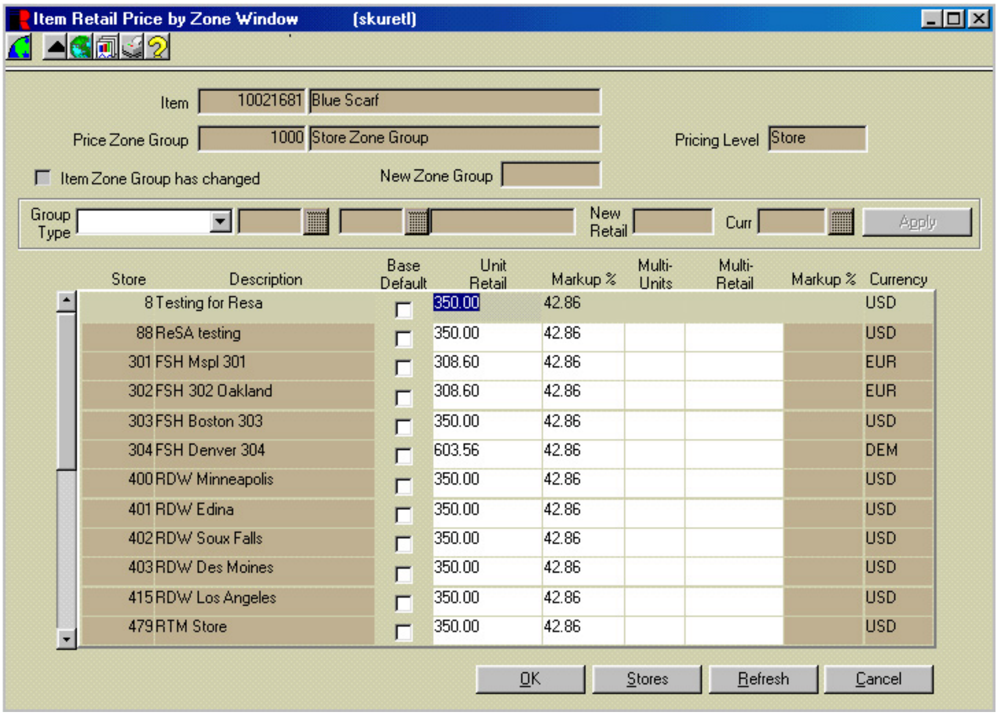
4. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.
5. In the Unit Cost field, enter the cost per unit.
6. Select the Primary Country checkbox, if applicable.
7. In the Case Pack fields, select the supplier's terminology for case packs if it differs from the defaults. Then enter the number of units that are shipped in each case pack.
8. Enter the Pack Size, Supplier Hierarchy, and Ordering information as necessary.
9. Click the OK + Repeat button to add another origin country, or click OK to exit.

Edit the Retail Price of a Staple SKU

> **Note:** Use this procedure to edit the retail price of a staple item that has not yet been received into inventory.

➲ **Navigate:** Search for and retrieve a staple SKU in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.



Item: 10021681 Blue Scarf

Price Zone Group: 1000 Store Zone Group

Pricing Level: Store

☐ Item Zone Group has changed

New Zone Group:

Store	Description	Base Default	Unit Retail	Markup %	Multi-Units	Multi-Retail	Markup %	Currency
8	Testing for Resa	☐	350.00	42.86				USD
88	ReSA testing	☐	350.00	42.86				USD
301	FSH Mspl 301	☐	308.60	42.86				EUR
302	FSH 302 Oakland	☐	308.60	42.86				EUR
303	FSH Boston 303	☐	350.00	42.86				USD
304	FSH Denver 304	☐	603.56	42.86				DEM
400	RDW Minneapolis	☐	350.00	42.86				USD
401	RDW Edina	☐	350.00	42.86				USD
402	RDW Soux Falls	☐	350.00	42.86				USD
403	RDW Des Moines	☐	350.00	42.86				USD
415	RDW Los Angeles	☐	350.00	42.86				USD
479	RTM Store	☐	350.00	42.86				USD

2. Edit the enabled fields on the table as necessary.

3. If the item is priced at the store level:
    a. In the Group Type field, select a grouping mechanism.

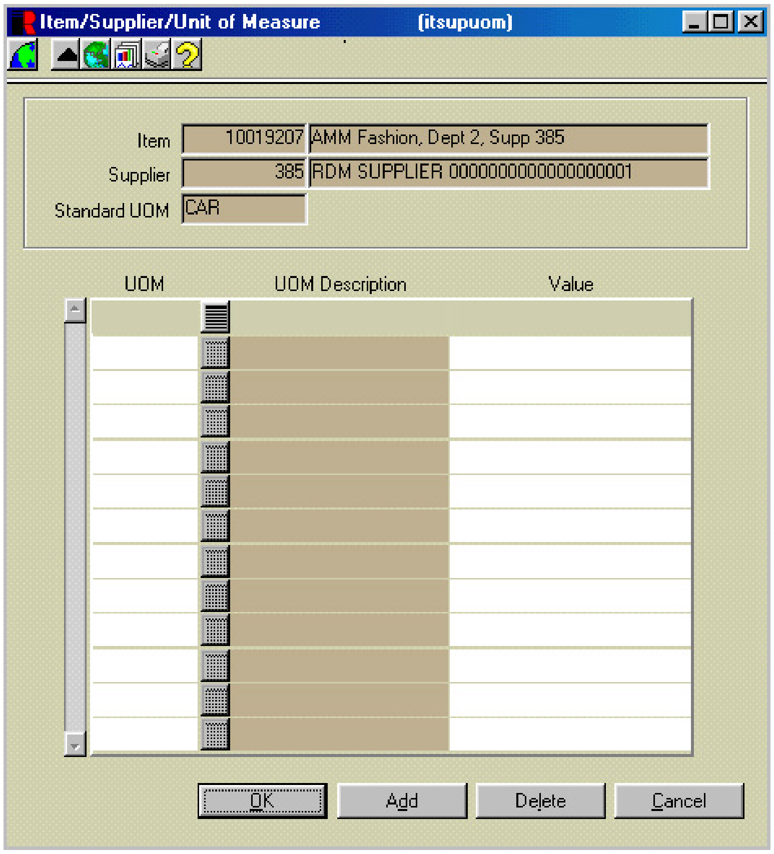
       Note: If the Group Type is Price Zone, you must select a price zone group in the first field to the right of the Group Type field.

    b. In the second field to the right of the Select Group field, select the group member.
    c. Enter the new retail price in the New Retail field.
    d. In the Curr field, enter the code of the currency in which the amount is denominated.
    e. Click the Apply button. The new retail price is applied to all zones that match the group and currency criteria.
4. Select the Base Default checkbox next to the retail price that you want to use as the base default.
5. Click OK to exit.

Add a Unit of Measure for a Supplier and Staple SKU

➲ **Navigate:** Search for and retrieve a staple SKU in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. Select the supplier that you want to edit.
3. From the Options menu, select Supplier Detail. The Item Supplier window is displayed.
4. From the Options menu, select UOM. The Item/Supplier/Unit of Measure window is displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385
Supplier 385 RDM SUPPLIER 0000000000000000001
Standard UOM CAR

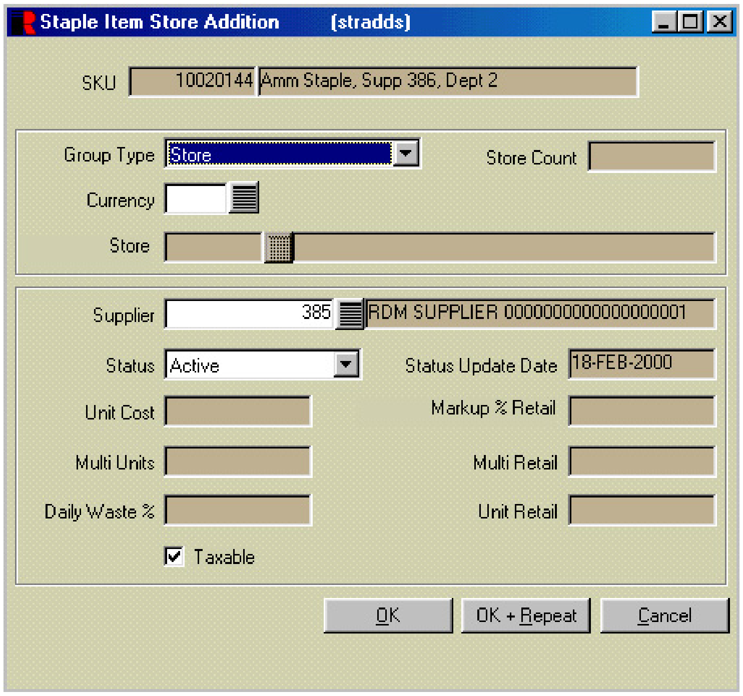
5. Click the Add button. The next available line becomes enabled.
6. In the UOM field, enter the abbreviation for the unit of measure (UOM), or click the LOV button and select the UOM.
7. In the Value field, enter the default quantity, weight, or volume as the UOM relates to the standard UOM.
8. Click OK to exit.

Add Stores to a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Store → Detail.

   If the Staple Item Store Maintenance window is displayed, click the Add button. The Staple Item Store Addition window is displayed.



SKU 10020144 Amm Staple, Supp 386, Dept 2
Group Type Store
Store Count
Currency
Store
Supplier 385 RDM SUPPLIER 0000000000000000001
Status Active
Status Update Date 18-FEB-2000
Unit Cost
Markup % Retail
Multi Units
Multi Retail
Daily Waste %
Unit Retail
☑ Taxable

2. In the Group Type field, select the grouping mechanism.
3. In the Currency field, enter the currency code, or click the LOV button and select the currency.
4. In the variable field, enter the ID of the specific group, or click the LOV button and select the group.

   Note: The label for this field depends on the grouping mechanism that you select in the Group Type field.

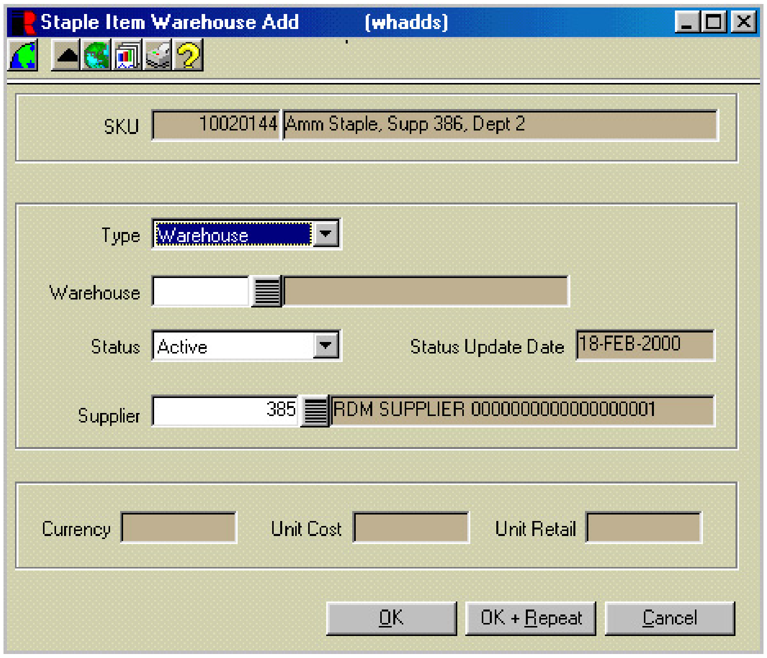
5. Enter or edit additional information as necessary.
6. Click the OK + Repeat button to add another group of stores, or click OK to exit.

Add Warehouses to a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail.

   If the Staple Item Warehouse Maintenance window is displayed, click the Add button. The Staple Item Warehouse Add window is displayed.



SKU 10020144 Amm Staple, Supp 386, Dept 2

Type Warehouse

Warehouse

Status Active

Status Update Date 18-FEB-2000

Supplier 385 RDM SUPPLIER 0000000000000000001

Currency

Unit Cost

Unit Retail

2. In the Type field, select the grouping mechanism.
3. In the variable field, enter the ID of the specific group, or click the LOV button and select the group.

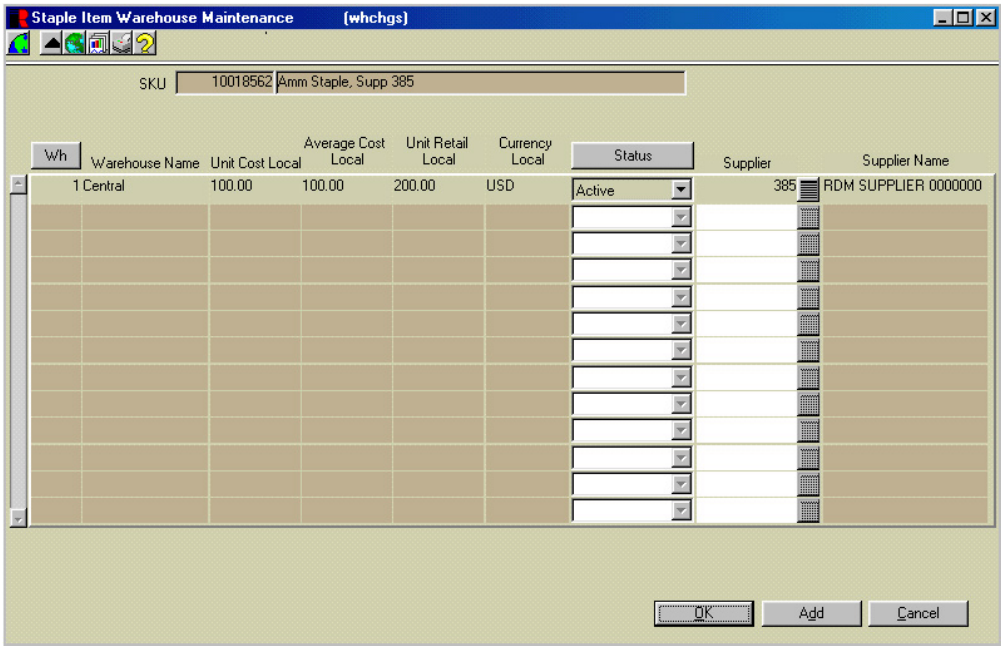
   Note: The label for this field depends on the grouping mechanism that you select in the Type field.

4. Enter or edit additional information as necessary.
5. Click the OK + Repeat button to add another group of warehouses, or click OK to exit.

Edit a Warehouse Associated with a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail. The Staple Item Warehouse Maintenance window is displayed.



SKU 10018562 Amm Staple, Supp 385

Wh	Warehouse Name	Unit Cost Local	Average Cost Local	Unit Retail Local	Currency Local	Status	Supplier	Supplier Name
1	Central	100.00	100.00	200.00	USD	Active	385	RDM SUPPLIER 0000000

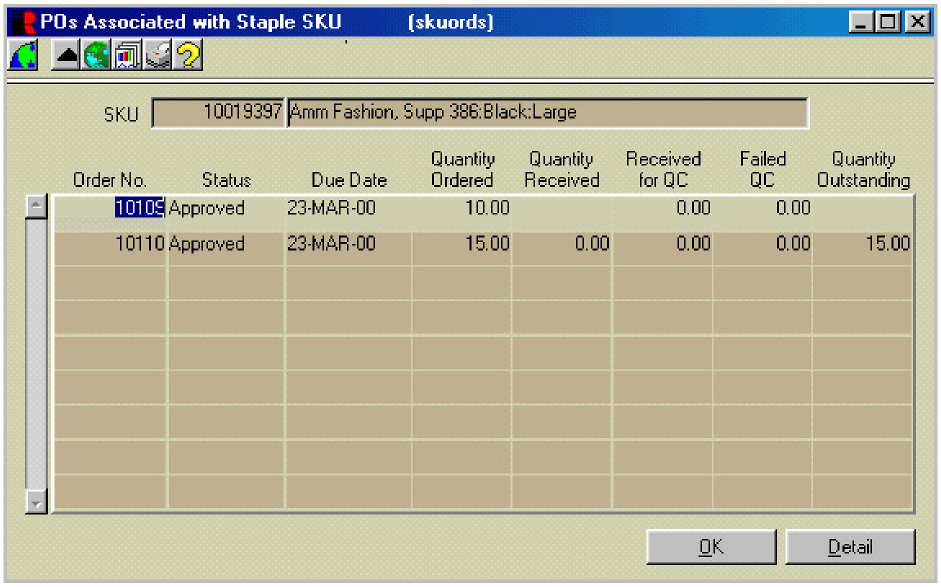
> **Note:** If the Staple Item Warehouse Add window is displayed, no warehouses currently are associated with the staple item.

2. Edit the Status, Wh Location, Wh Alt Loc, and Supplier fields as necessary.
3. Click OK to exit.

View Outstanding Orders for a Staple SKU

➲ **Navigate:** Search for and retrieve a staple SKU in View mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Order Detail. The POs Associated with Staple SKU window is displayed.



SKU 10019397 Amm Fashion, Supp 386:Black:Large

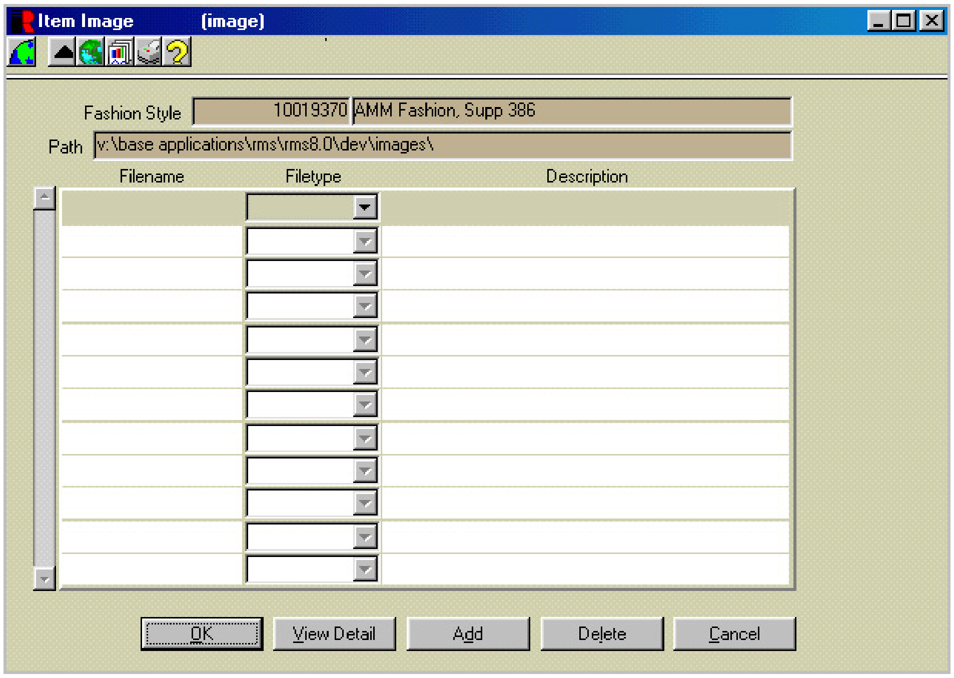
Order No.	Status	Due Date	Quantity Ordered	Quantity Received	Received for QC	Failed QC	Quantity Outstanding
10109	Approved	23-MAR-00	10.00		0.00	0.00	
10110	Approved	23-MAR-00	15.00	0.00	0.00	0.00	15.00

2. To view the details of a purchase order:
    a. Select a purchase order and click the Detail button. The PO Header Maintenance window is displayed.
    b. Click OK to exit the PO Header Maintenance window.
3. Click OK to exit.

Add an Image for a Staple SKU

➲ **Navigate:** Search for and retrieve a staple SKU in Edit mode. The Staple Item Maintenance window is displayed.

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


Item Image (image)
Filename
Filetype
Description
OK
View Detail
Add
Delete
Cancel

Fashion Style 10019370 AMM Fashion, Supp 386
Path v:\base applications\rms\rms8.0\dev\images\

2. Click the Add button. The next available line is enabled.
3. In the Filename field, enter enter the filename of the image (without the extension).
4. In the Filetype field, select the type of file (filename extension).
5. In the Description field, enter a brief description of the image.
6. To view the image:
    a. Click the View Detail button. The Image View window is displayed.
    b. Click Close to exit the Image View window.
7. Click OK to exit.

Fashion Item

In the fashion item module, you can create, edit, and view fashion styles and fashion SKUs. A fashion style is an item that can be ordered and sold in a variety of colors and sizes. Each color, size, or color and size combination, is assigned a SKU. When you create a fashion style, an item number is generated. Each unique color, size, or color and size combination is identified by a unique stock keeping unit (SKU).

When creating a fashion style, you must provide the following information:

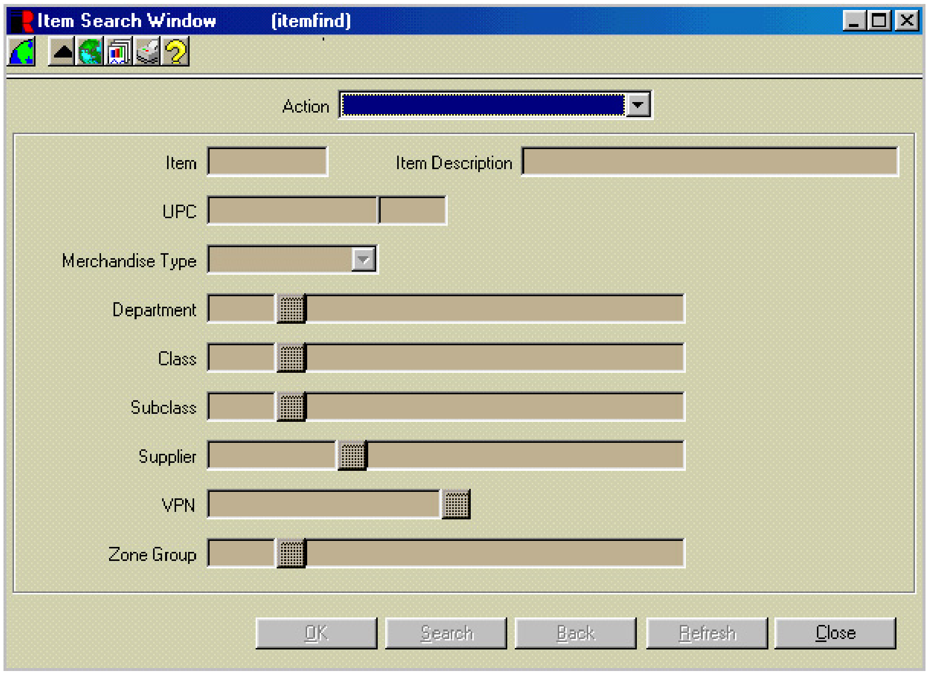
- Long and short descriptions
- Merchandise hierarchy (department, class, and subclass)
- Size ranges
- Cost and retail price zone groups
- Supplier and supplier/origin country relationships

You are also required to review the default pricing strategy for the fashion style. If necessary, you can edit the pricing strategy. After creating the fashion style, you can create the SKUs by selecting the necessary colors and sizes.

Additional information can be recorded for each item depending on your company's requirements. Information that you enter for a fashion style also applies to the style's SKUs. Information that you enter for a SKU applies only to the SKU.

Search for an Item

➲ **Navigate:** From the main menu, select Items → Items. The Item Search Window is displayed.

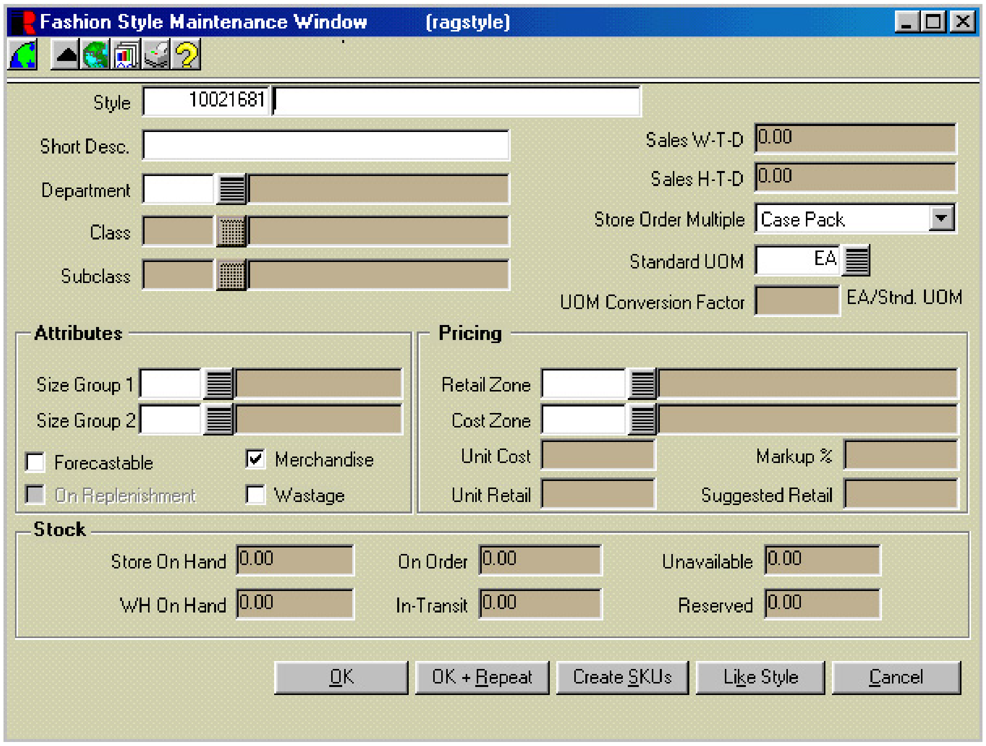

Item Search Window (itemfind)
Action
Item
Item Description
UPC
Merchandise Type
Department
Class
Subclass
Supplier
VPN
Zone Group
OK
Search
Back
Refresh
Close

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

Create a Fashion Style

➲ **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 Merchandise Type field, select Fashion Style.
3. Click OK. The Fashion Style Maintenance window is displayed. A style number is filled in automatically.


Fashion Style Maintenance Window (ragstyle)
Short Desc.
Department
Class
Subclass
UOM Conversion Factor
EA/Stnd. UOM
Attributes
Size Group 1
Size Group 2
Pricing
Retail Zone
Cost Zone
Unit Cost
Markup %
Unit Retail
Suggested Retail
Stock
OK
OK + Repeat
Create SKUs
Like Style
Cancel

Style 10021681

Sales W-T-D 0.00

Sales H-T-D 0.00

Store Order Multiple Case Pack

Standard UOM EA

☐ Forecastable ☑ Merchandise

☐ On Replenishment ☐ Wastage

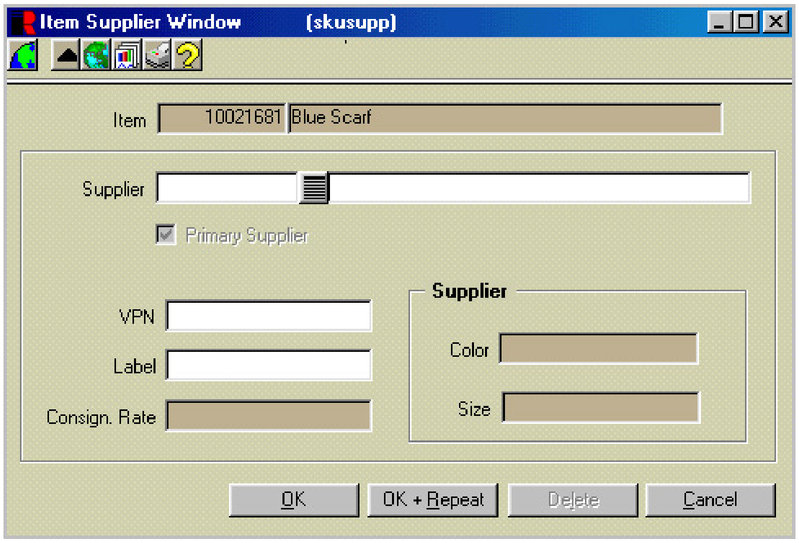
Store On Hand 0.00 On Order 0.00 Unavailable 0.00

WH On Hand 0.00 In-Transit 0.00 Reserved 0.00

4. In the SKU field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description.
6. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
7. In the Size Group 1 and Size Group 2 fields, enter the IDs of the size groups to associate with the style, or click the LOV buttons and select the size groups.
8. In the Retail Zone and Cost Zone fields, enter the IDs of the price and cost zone groups, or click the LOV buttons and select the zone groups.

To add a supplier/origin country relationship:

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



Item Supplier Window (skusupp)

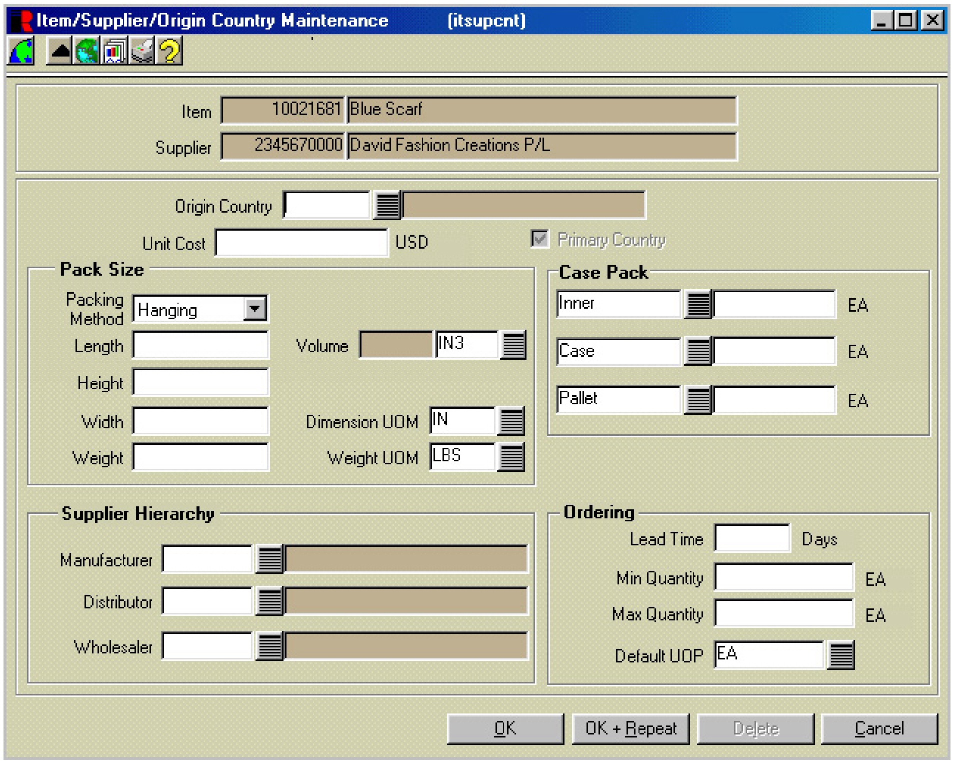
Item 10021681 Blue Scarf

☑ Primary Supplier

Supplier
VPN
Label
Consign. Rate
Supplier
Color
Size
OK
OK + Repeat
Delete
Cancel

10. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.

11. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.



Item/Supplier/Origin Country Maintenance (itsupcnt)

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Unit Cost USD

☑ Primary Country

Packing Method Hanging

Volume IN3

Dimension UOM IN

Weight UOM LBS

Inner EA

Case EA

Pallet EA

Default UOP EA

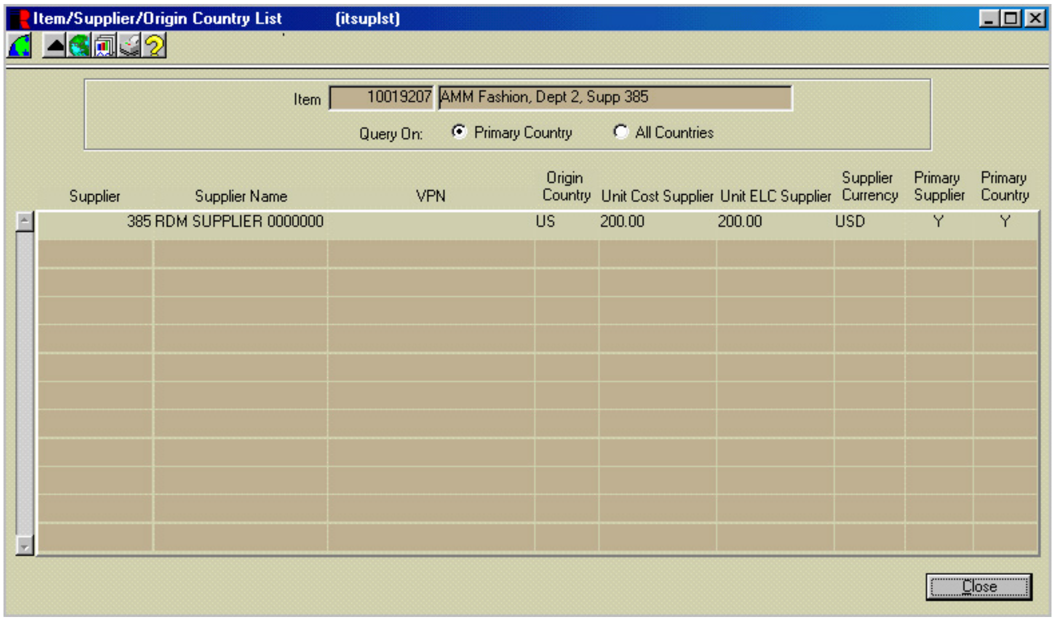
Origin Country
Pack Size
Length
Height
Width
Weight
Case Pack
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
EA
Max Quantity
EA
OK
OK + Repeat
Delete
Cancel

a. In the Origin Country field, enter the ID of the country, or click the LOV button and select the country.

b. In the Unit Cost field, enter the cost of the item in the currency indicated.

c. Enter the pack size, case pack, supplier hierarchy, and ordering information as necessary.

12. Click OK twice. The Item/Supplier/Origin Country List window is displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385

Query On: ● Primary Country ○ All Countries

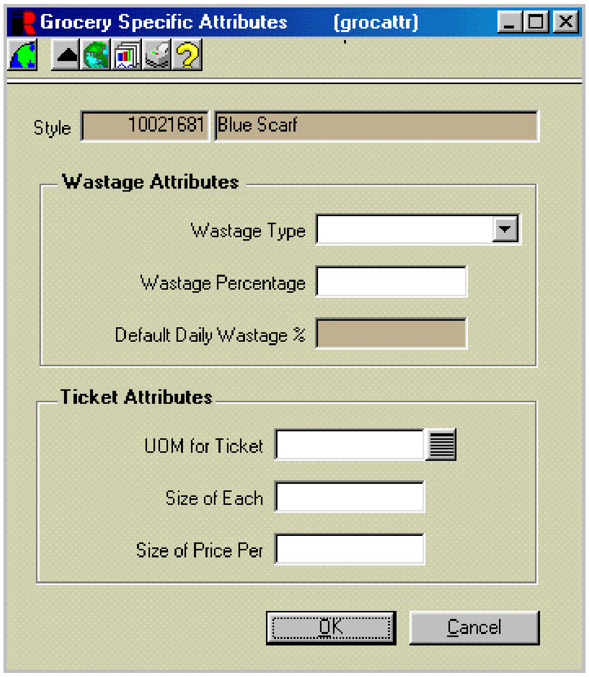
Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

13. Click the Close button.

To define grocery attributes:

Note: If you selected the Wastage attribute on the Fashion Style Maintenance window, you must define grocery attributes for the item.

14. From the Options menu, select Grocery Attributes. The Grocery Specific Attributes window is displayed.

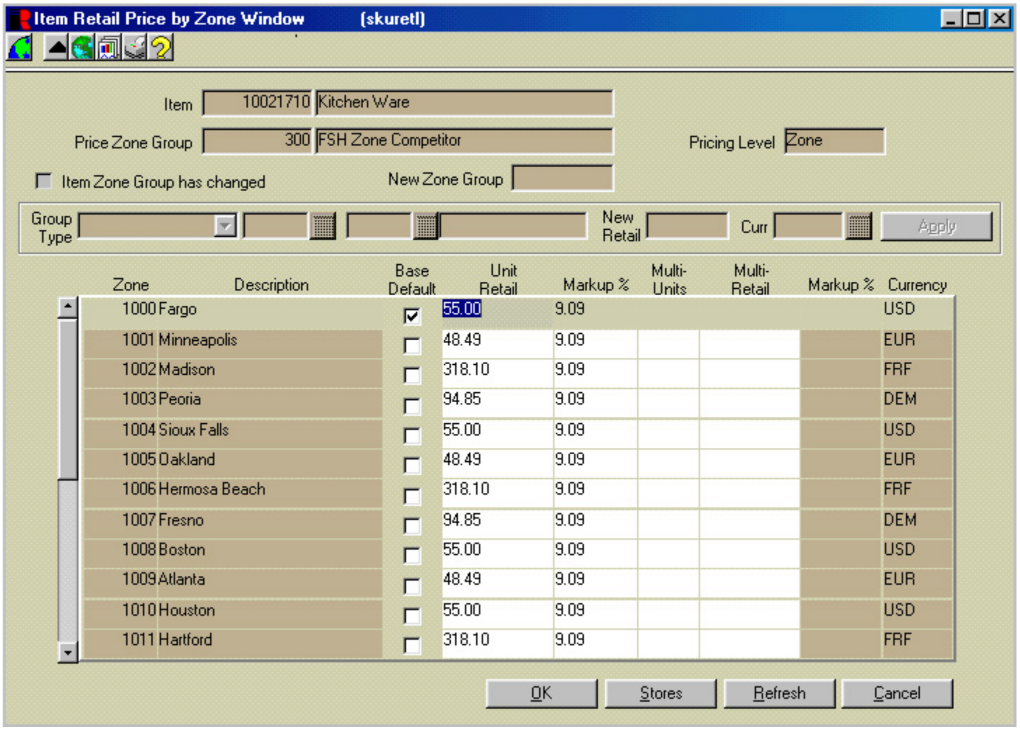

Grocery Specific Attributes (grocattr)
Wastage Attributes
Wastage Type
Wastage Percentage
Default Daily Wastage %
Ticket Attributes
UOM for Ticket
Size of Each
Size of Price Per
OK
Cancel

Style 10021681 Blue Scarf

15. Enter the Wastage information in the appropriate fields.
16. Click OK to exit the Grocery Specific Attributes window.

To review and edit pricing information:

17. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.



Item 10021710 Kitchen Ware

Price Zone Group 300 FSH Zone Competitor

Pricing Level Zone

☐ Item Zone Group has changed

New Zone Group

Zone	Description	Base Default	Unit Retail	Markup %	Multi-Units	Multi-Retail	Markup %	Currency
1000	Fargo	☑	55.00	9.09				USD
1001	Minneapolis	☐	48.49	9.09				EUR
1002	Madison	☐	318.10	9.09				FRF
1003	Peoria	☐	94.85	9.09				DEM
1004	Sioux Falls	☐	55.00	9.09				USD
1005	Oakland	☐	48.49	9.09				EUR
1006	Hermosa Beach	☐	318.10	9.09				FRF
1007	Fresno	☐	94.85	9.09				DEM
1008	Boston	☐	55.00	9.09				USD
1009	Atlanta	☐	48.49	9.09				EUR
1010	Houston	☐	55.00	9.09				USD
1011	Hartford	☐	318.10	9.09				FRF

a. Review and edit the pricing and markup information, as needed.

b. Select the zone or store that you want as the base default.

c. Click OK to exit the Item Retail Price by Zone window.

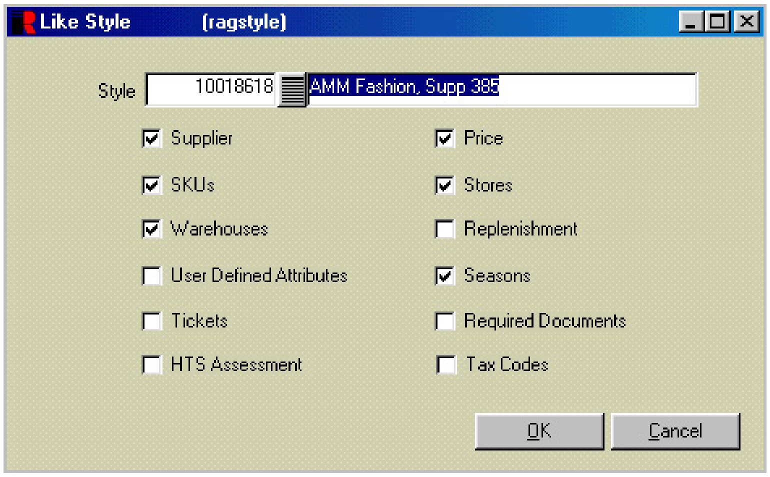
18. From the Options menu, select and edit any other details that pertain to the item.

19. Click the OK + Repeat button to create another item, or click OK to exit.

Copy a Fashion Style

➲ **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 Merchandise Type field, select Fashion Style.
3. Click OK. The Fashion Style Maintenance window is displayed. A style number is filled in automatically.
4. In the Style field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description of the item.
6. Click the Like Style button. The Like Style window is displayed.



Like Style (ragstyle)

Style 10018618 AMM Fashion, Supp 385

☑ Supplier ☑ Price

☑ SKUs ☑ Stores

☑ Warehouses ☐ Replenishment

☐ User Defined Attributes ☑ Seasons

☐ Tickets ☐ Required Documents

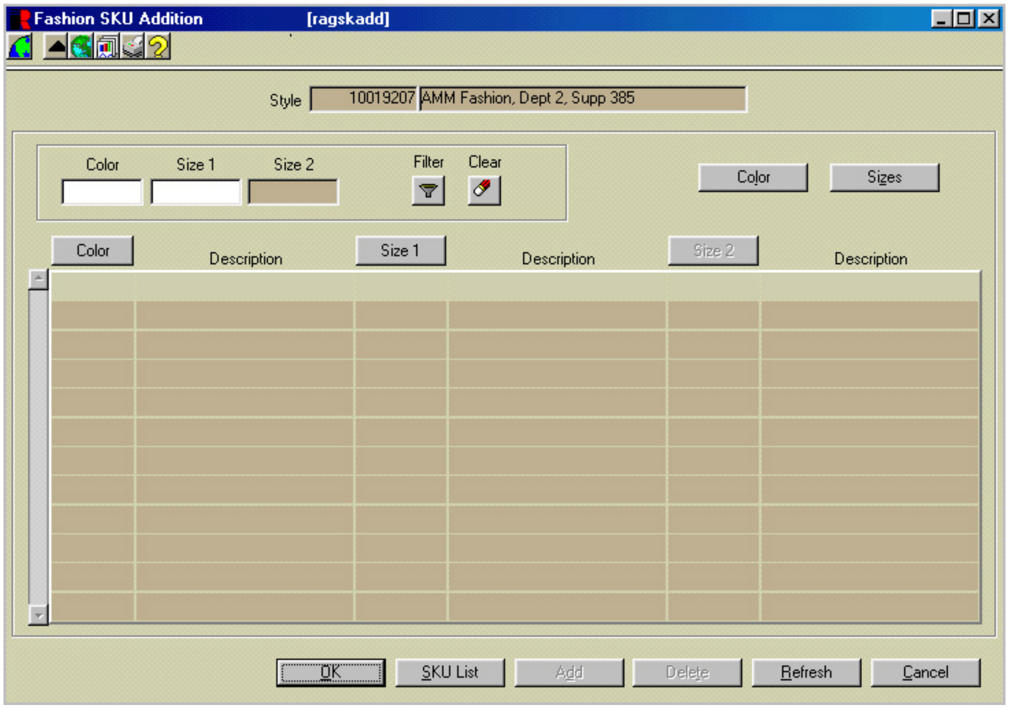
☐ HTS Assessment ☐ Tax Codes

7. In the Style field, enter the number of the item that you want to copy, or click the LOV button and select the item.
8. Select or clear the checkboxes next to each detail as necessary.
9. Click OK to exit the Like Style window.
10. From the Options menu, select any other details that you want to edit for the new item.
11. Click the OK + Repeat button to create another item, or click OK to exit.

Create SKUs for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

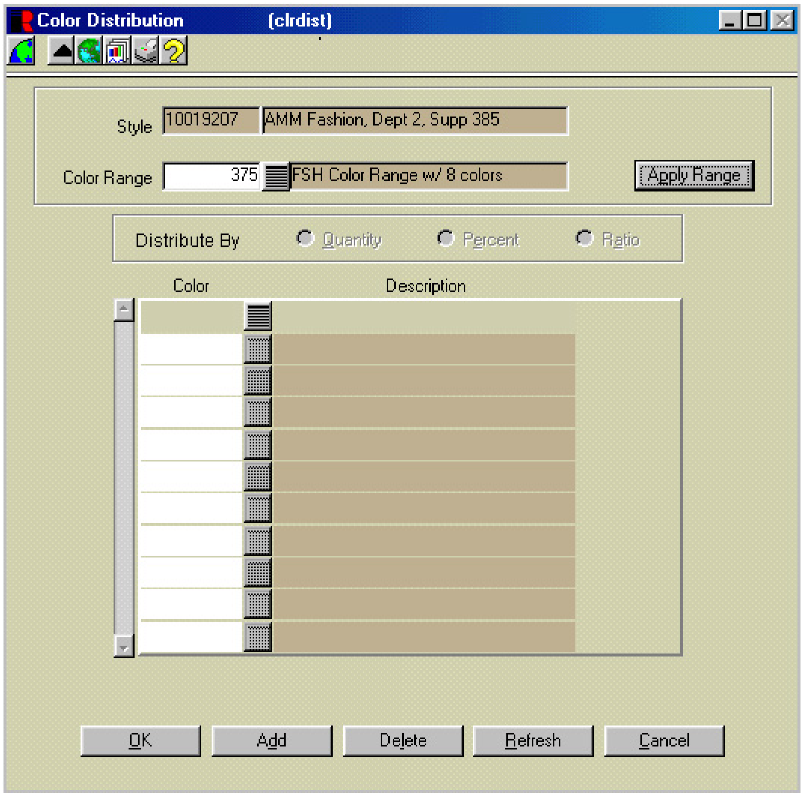
1. Click the Create SKUs button. The Fashion SKU Addition window is displayed.


Fashion SKU Addition
[ragskadd]
Color
Size 1
Size 2
Filter
Clear
Color
Sizes
Color
Description
Size 1
Description
Size 2
Description
OK
SKU List
Add
Delete
Refresh
Cancel

Style 10019207 AMM Fashion, Dept 2, Supp 385

2. To add colors:

   a. Click the Color button. The Color Distribution window is displayed.



Color Distribution (clrdist)
Style 10019207 AMM Fashion, Dept 2, Supp 385
Color Range 375 FSH Color Range w/ 8 colors
Apply Range
Distribute By ○ Quantity ○ Percent ○ Ratio
Color
Description
OK
Add
Delete
Refresh
Cancel

   b. In the Color Range field, enter the ID of a color range, or click the LOV button and select a color range.

   c. Click the Apply Range button. The range of colors is displayed in the table.

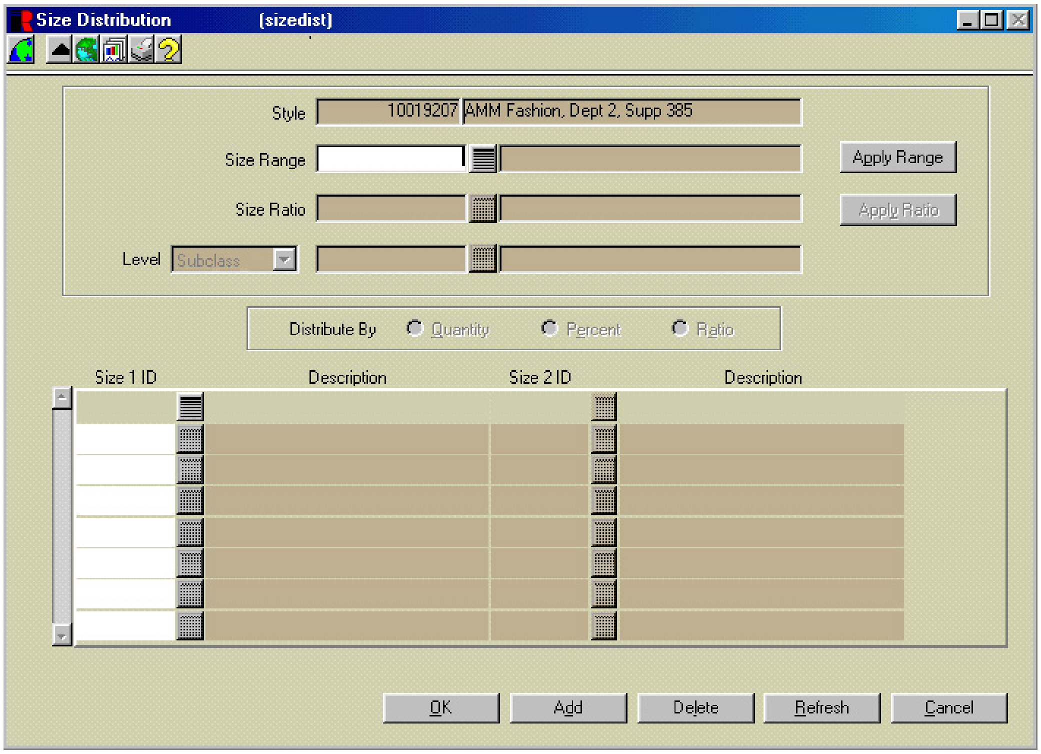
   Note: To select one color, enter the ID in the Color field, or click the LOV button and select the color.

   d. Click OK to exit the Color Distribution window. The range of colors is displayed in the Fashion SKU Addition window.

3. To add sizes:

    a. Select one or more records to which you want to add the size assortment.

    b. Click the Sizes button. The Size Distribution window is displayed.



Style: 10019207 AMM Fashion, Dept 2, Supp 385

Level: Subclass

Size Distribution (sizedist)
Size Range
Size Ratio
Apply Range
Apply Ratio
Distribute By
Quantity
Percent
Ratio
Size 1 ID
Description
Size 2 ID
Description
OK
Add
Delete
Refresh
Cancel

    c. In the Size Range field, enter the ID of a size range, or click the LOV button and select the size range.

    d. Click the Apply Range button. The range of sizes is displayed on the table.

    Note: To select one size (or size combination), enter the ID in the Size 1 ID and Size 2 ID fields, or click the LOV button and select the sizes.

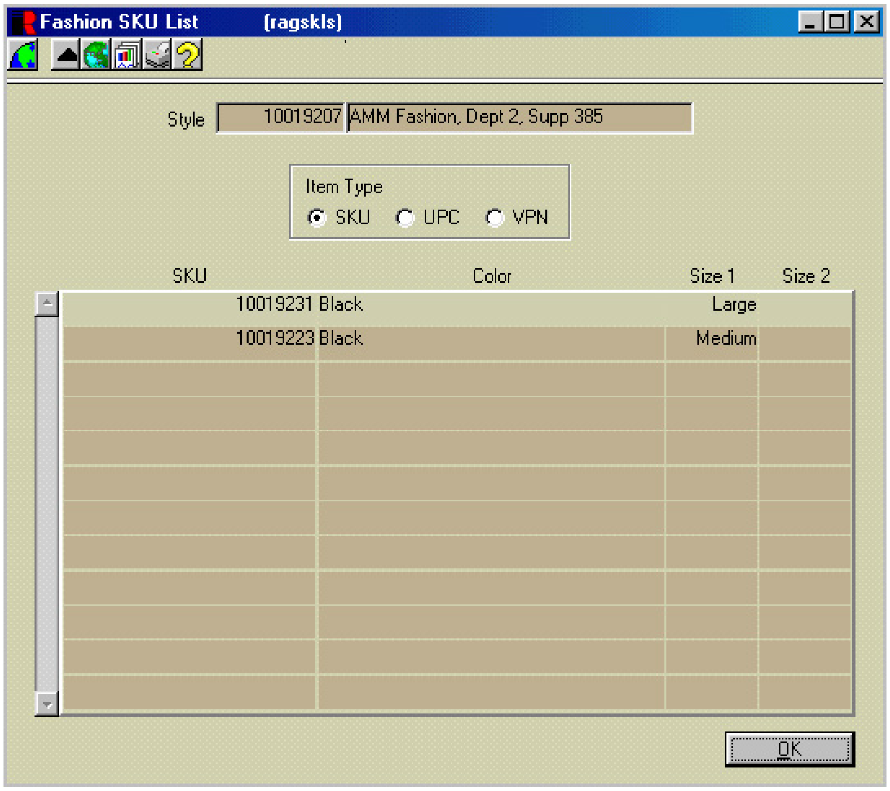
    e. Click OK to exit the Size Distribution window. The range of sizes is displayed in the Fashion SKU Addition window.

4. Click OK to exit.

View SKUs for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.



Style 10019207 AMM Fashion, Dept 2, Supp 385

Item Type
● SKU ○ UPC ○ VPN

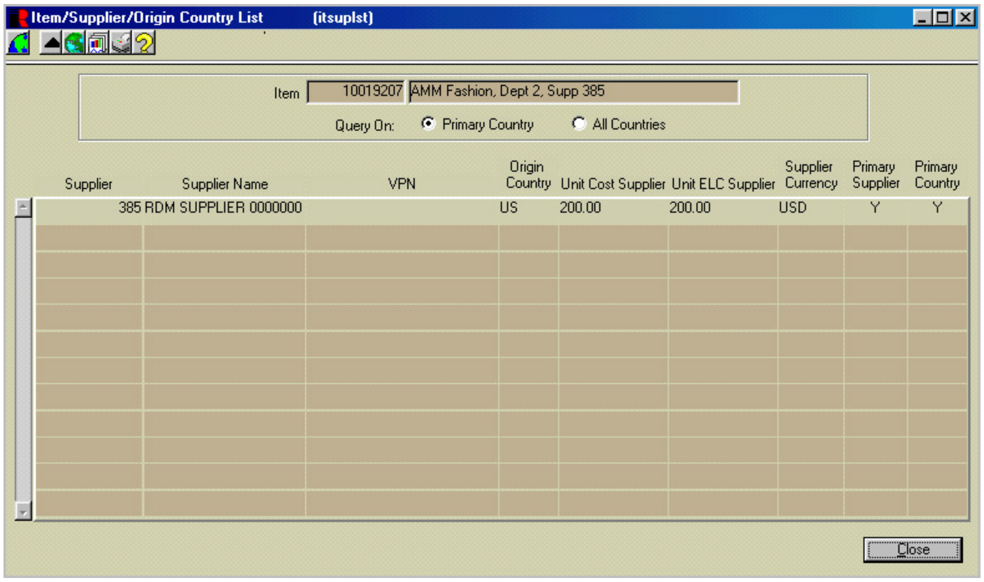
SKU	Color	Size 1	Size 2
10019231	Black	Large	
10019223	Black	Medium	

2. Click OK to exit.

View Supplier/Origin Country Relationships for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in View mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed. The supplier/origin country relationships are displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385

Query On: ● Primary Country ○ All Countries

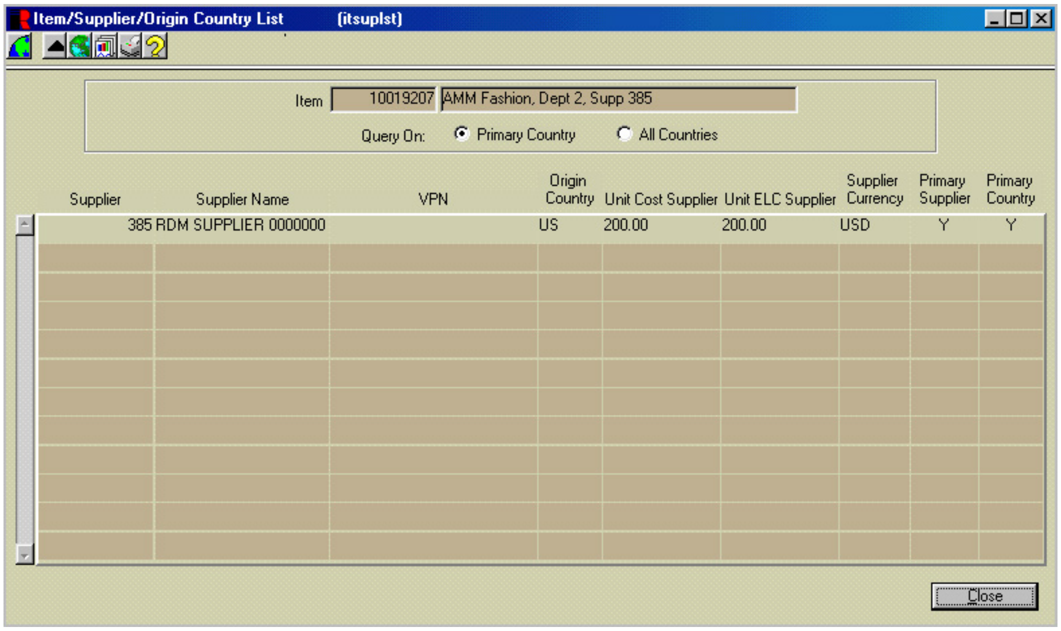
Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

2. To view primary origin countries or all origin countries for each supplier, select the appropriate option in the Query On field.
3. To display information specific to landed costs, select ELC from the View menu.
4. To display monetary amounts in the primary currency of the company or the local currency of the supplier, select the appropriate option from the Options → Currency menu.
5. Click Close to exit.

View Supplier/Origin Country Relationships for a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in View mode. The Fashion Style Maintenance window is displayed.

1. Select SKU List from the Options menu. The Fashion SKU List window is displayed.
2. Select an item.
3. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed. The supplier/origin country relationships are displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385

Query On: ● Primary Country ○ All Countries

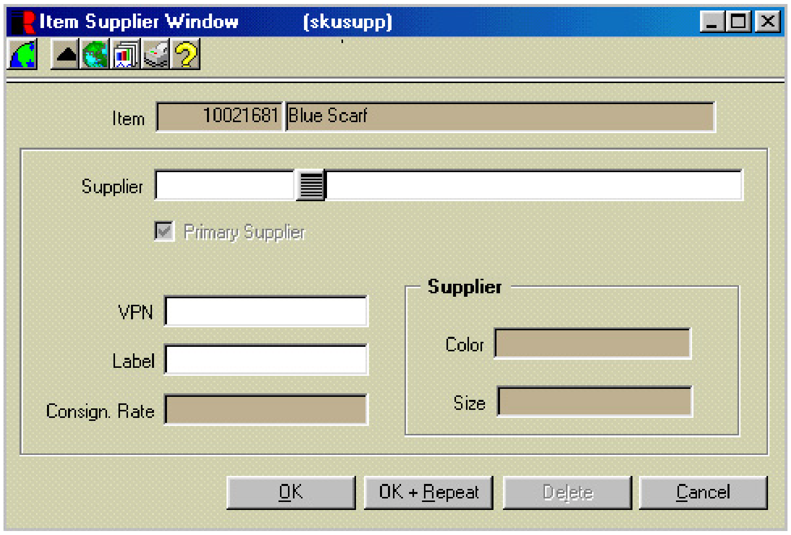
Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

4. To view primary origin countries or all origin countries for each supplier, select the appropriate option in the Query On field.
5. To display information specific to landed costs, select ELC from the View menu.
6. To display monetary amounts in the primary currency of the company or the local currency of the supplier, select the appropriate option from the Options → Currency menu.
7. Click Close to exit.

Add a Supplier for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. From the Options menu, select Add Supplier. The Item Supplier window is displayed.



Item Supplier Window (skusupp)
Item 10021681 Blue Scarf
Supplier
☑ Primary Supplier
VPN
Label
Consign. Rate
Supplier
Color
Size
OK
OK + Repeat
Delete
Cancel

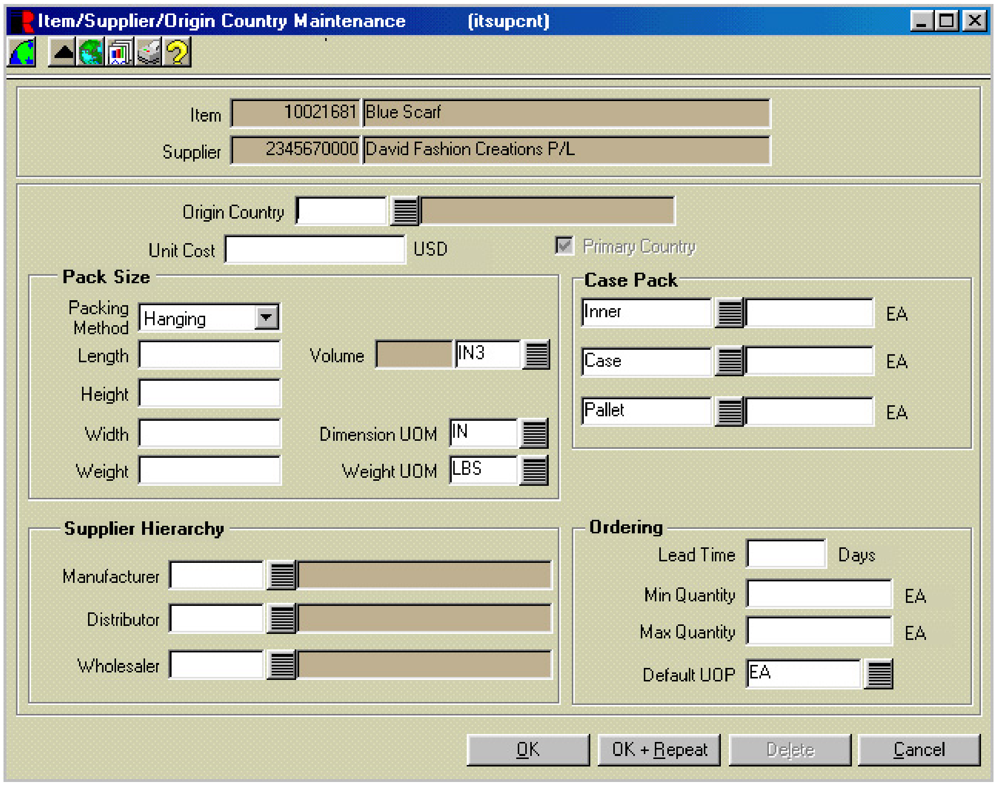
3. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
4. Select the Primary Supplier checkbox, if applicable.

Note: When you select the Primary Supplier checkbox, you are prompted to define an origin country. You may prefer to make this your last step.

5. Enter information in the enabled fields as necessary.

6 Add an origin country:

a. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.



Item/Supplier/Origin Country Maintenance (itsupcnt)

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Unit Cost USD

☑ Primary Country

Packing Method: Hanging

Volume: IN3

Dimension UOM: IN

Weight UOM: LBS

Case Pack: Inner EA; Case EA; Pallet EA

Default UOP: EA

Origin Country
Pack Size
Length
Height
Width
Weight
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
EA
Max Quantity
EA
OK
OK + Repeat
Delete
Cancel

b. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.

c. In the Unit Cost field, enter the cost per unit.

d. Select the Primary Country checkbox if applicable.

e. In the Case Pack fields, select the supplier's terminology for case packs if it differs from the defaults. Then enter the number of items that are shipped in each case pack.

f. Enter the Pack Size, Supplier Hierarchy, and Ordering information as necessary.

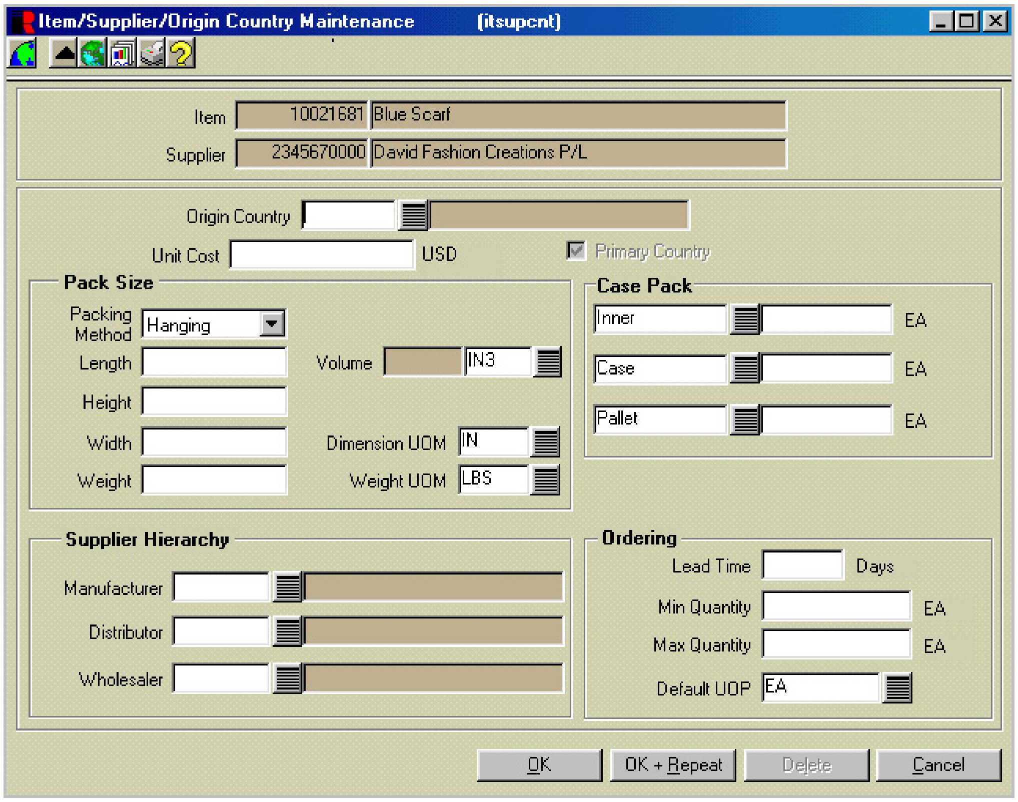
g. Click the OK + Repeat button to add another origin country, or click OK to exit the Item/Supplie/Origin Country Maintenance window.

7. Click the OK + Repeat button to add another supplier, or click OK to exit.

Add an Origin Country for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. Select the supplier that you want to associate the origin country with.
3. From the Options menu, select Add Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.



Item/Supplier/Origin Country Maintenance (itsupcnt)

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Origin Country

Unit Cost USD

☑ Primary Country

Pack Size

Packing Method Hanging

Volume IN3

Dimension UOM IN

Weight UOM LBS

Case Pack

Inner EA

Case EA

Pallet EA

Supplier Hierarchy

Ordering

Lead Time Days

Min Quantity EA

Max Quantity EA

Default UOP EA

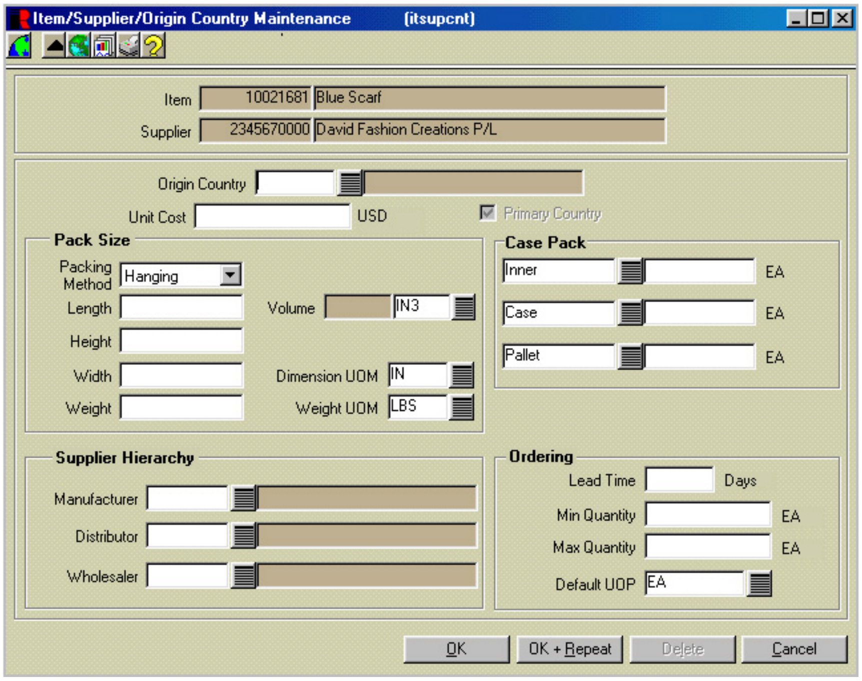
4. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.
5. In the Unit Cost field, enter the cost per unit.
6. Select the Primary Country checkbox, if applicable.

7. In the Case Pack fields, select the supplier's terminology for case packs if it differs from the defaults. Then enter the number of units that are shipped in each case pack.
8. Enter the Pack Size, Supplier Hierarchy, and Ordering information as necessary.
9. Click the OK + Repeat button to add another origin country, or click OK to exit.

Add an Origin Country for a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select an item.
3. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
4. Select the supplier that you want to associate the origin country with.
5. From the Options menu, select Add Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.



Item/Supplier/Origin Country Maintenance (itsupcnt)

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Primary Country ☑

Packing Method Hanging

Volume IN3

Dimension UOM IN

Weight UOM LBS

Inner EA

Case EA

Pallet EA

Default UOP EA

Origin Country
Unit Cost
USD
Pack Size
Length
Height
Width
Weight
Case Pack
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
Max Quantity
OK
OK + Repeat
Delete
Cancel

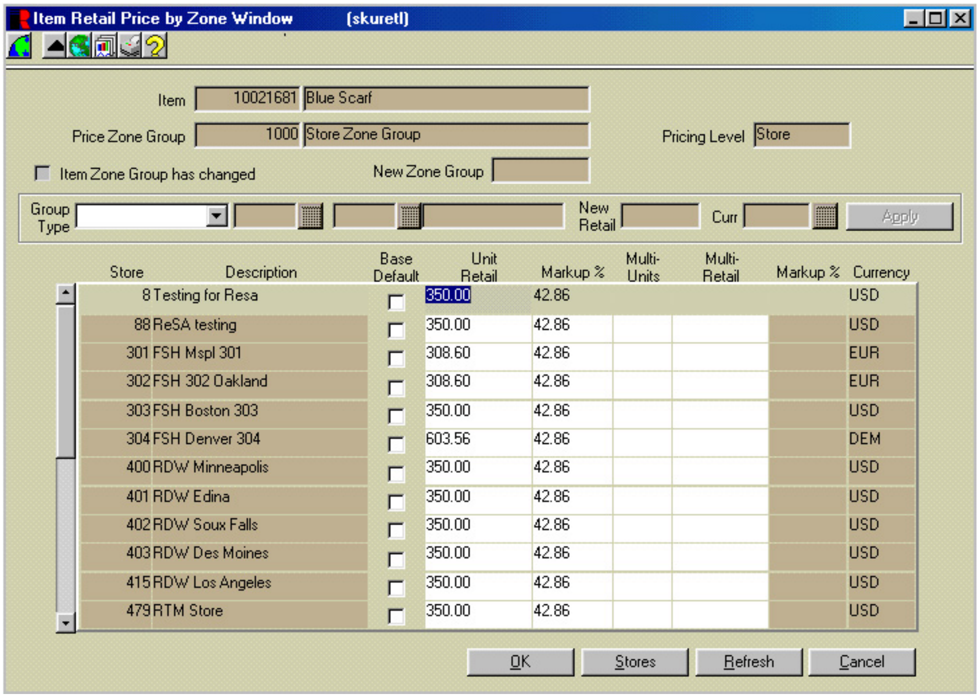
6. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.
7. In the Unit Cost field, enter the cost per unit.
8. Select the Primary Country checkbox, if applicable.
9. In the Case Pack fields, select the supplier's terminology for case packs if it differs from the defaults. Then enter the number of units that are shipped in each case pack.
10. Enter the Pack Size, Supplier Hierarchy, and Ordering information as necessary.
11. Click the OK + Repeat button to add another origin country, or click OK to exit.

Edit the Retail Price of a Fashion Style

Note: Use this procedure to edit the retail price of a fashion style that has not yet been received into inventory.

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.



Item 10021681 Blue Scarf

Price Zone Group 1000 Store Zone Group

Pricing Level Store

☐ Item Zone Group has changed

New Zone Group

Store	Description	Base Default	Unit Retail	Markup %	Multi-Units	Multi-Retail	Markup %	Currency
8	Testing for Resa	☐	350.00	42.86				USD
88	ReSA testing	☐	350.00	42.86				USD
301	FSH Mspl 301	☐	308.60	42.86				EUR
302	FSH 302 Oakland	☐	308.60	42.86				EUR
303	FSH Boston 303	☐	350.00	42.86				USD
304	FSH Denver 304	☐	603.56	42.86				DEM
400	RDW Minneapolis	☐	350.00	42.86				USD
401	RDW Edina	☐	350.00	42.86				USD
402	RDW Soux Falls	☐	350.00	42.86				USD
403	RDW Des Moines	☐	350.00	42.86				USD
415	RDW Los Angeles	☐	350.00	42.86				USD
479	RTM Store	☐	350.00	42.86				USD

2. Edit the enabled fields on the table as necessary.
3. If the item is priced at the store level:
    a. In the Group Type field, select a grouping mechanism.

       Note: If the Group Type is Price Zone, you must select a price zone group in the first field to the right of the Group Type field.

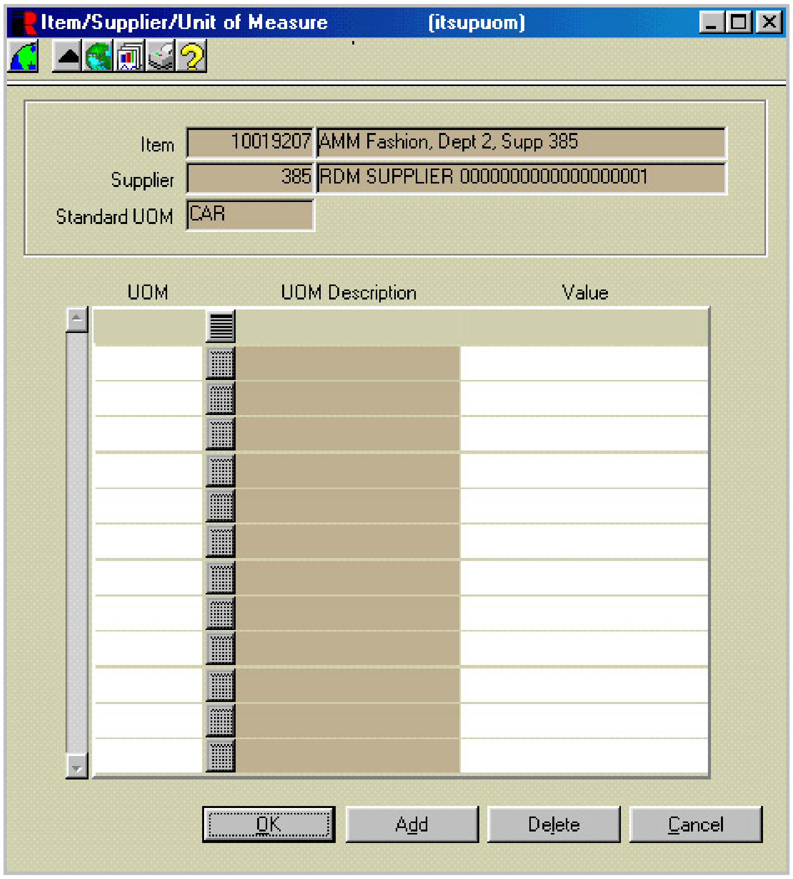
    b. In the second field to the right of the Select Group field, select the group member.
    c. Enter the new retail price in the New Retail field.
    d. In the Curr field, enter the code of the currency in which the amount is denominated.
    e. Click the Apply button. The new retail price is applied to all zones that match the group and currency criteria.

4. Select the Base Default checkbox next to the retail price that you want to use as the base default.
5. Click OK to exit.

Add a Unit of Measure for a Supplier and Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. Select the supplier that you want to edit.
3. From the Options menu, select Supplier Detail. The Item Supplier window is displayed.
4. From the Options menu, select UOM. The Item/Supplier/Unit of Measure window is displayed.



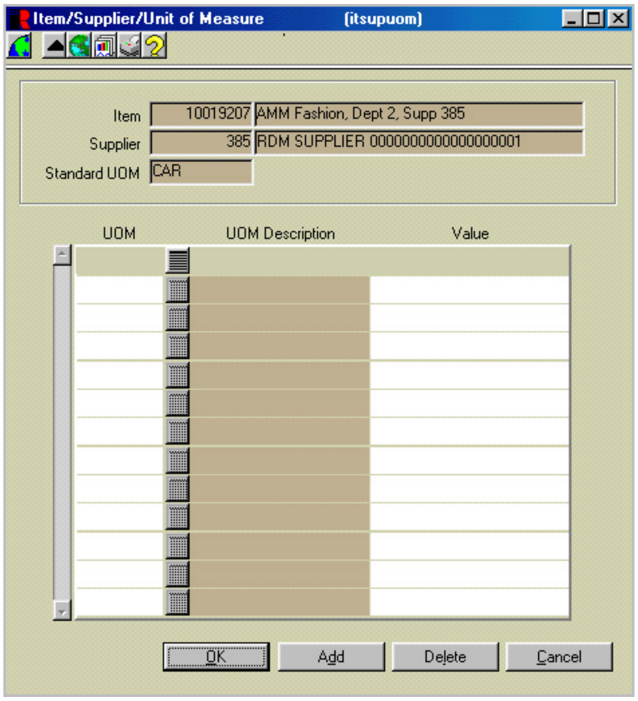
Item 10019207 AMM Fashion, Dept 2, Supp 385
Supplier 385 RDM SUPPLIER 0000000000000000001
Standard UOM CAR

5. Click the Add button. The next available line becomes enabled.
6. In the UOM field, enter the abbreviation for the unit of measure (UOM), or click the LOV button and select the UOM.
7. In the Value field, enter the default quantity, weight, or volume as the UOM relates to the standard UOM.
8. Click OK to exit.

Add a Unit of Measure for a Supplier and Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select an item.
3. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
4. Select the supplier that you want to edit.
5. From the Options menu, select Supplier Detail. The Item Supplier window is displayed.
6. From the Options menu, select UOM. The Item/Supplier/Unit of Measure window is displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385
Supplier 385 RDM SUPPLIER 0000000000000000001
Standard UOM CAR

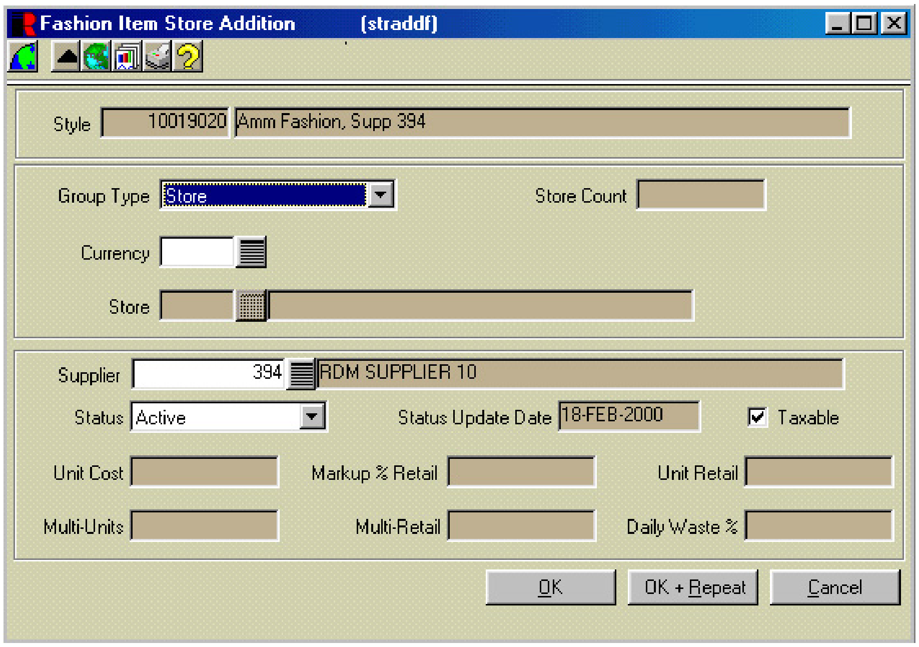
7. Click the Add button. The next available line becomes enabled.
8. In the UOM field enter the abbreviation for the unit of measure (UOM), or click the LOV button and select the UOM.
9. In the Value field, enter the default quantity, weight, or volume as the UOM relates to the standard UOM.
10. Click OK to exit.

Add Stores to a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Store → Detail.

   If the Fashion/Style Store Detail window is displayed, click the Add Store button. The Fashion Item Store Addition window is displayed.



Style 10019020 Amm Fashion, Supp 394

Group Type Store

Store Count

Currency

Store

Supplier 394 RDM SUPPLIER 10

Status Active

Status Update Date 18-FEB-2000

☑ Taxable

Unit Cost

Markup % Retail

Unit Retail

Multi-Units

Multi-Retail

Daily Waste %

2. In the Group Type field, select the grouping mechanism.
3. In the Currency field, enter the currency code, or click the LOV button and select the currency.
4. In the variable field, enter the ID of the specific group, or click the LOV button and select the group.

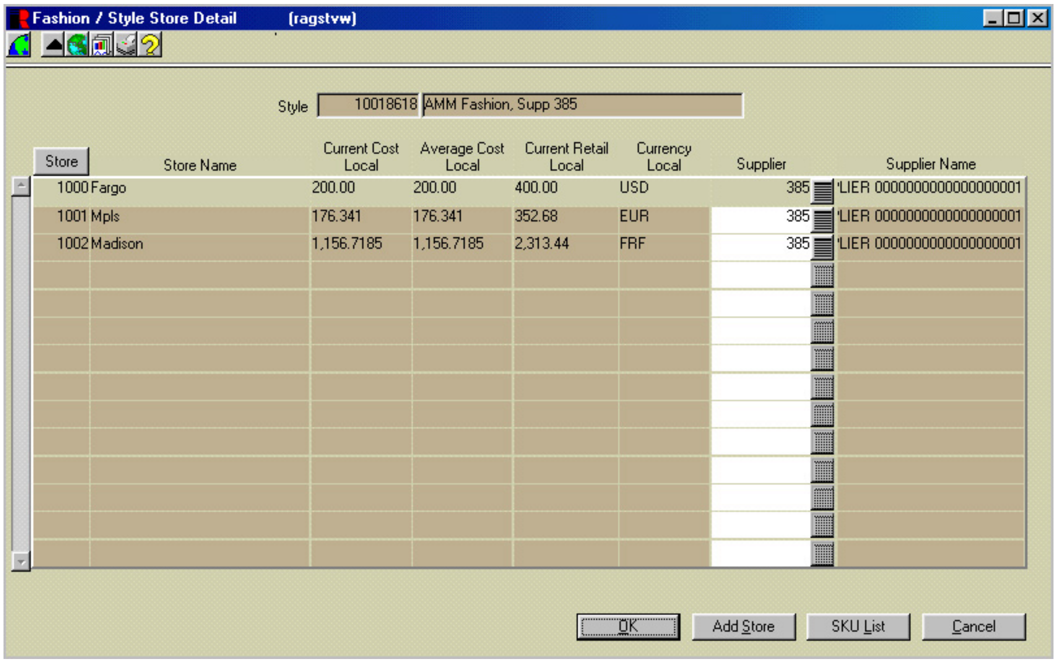
   Note: The label for this field depends on the grouping mechanism that you select in the Group Type field.

5. Enter or edit additional information as necessary.
6. Click the OK + Repeat button to add another group of stores, or click OK to exit.

Edit a Store Associated with a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Store → Detail. The Fashion/Style Store Detail window is displayed.



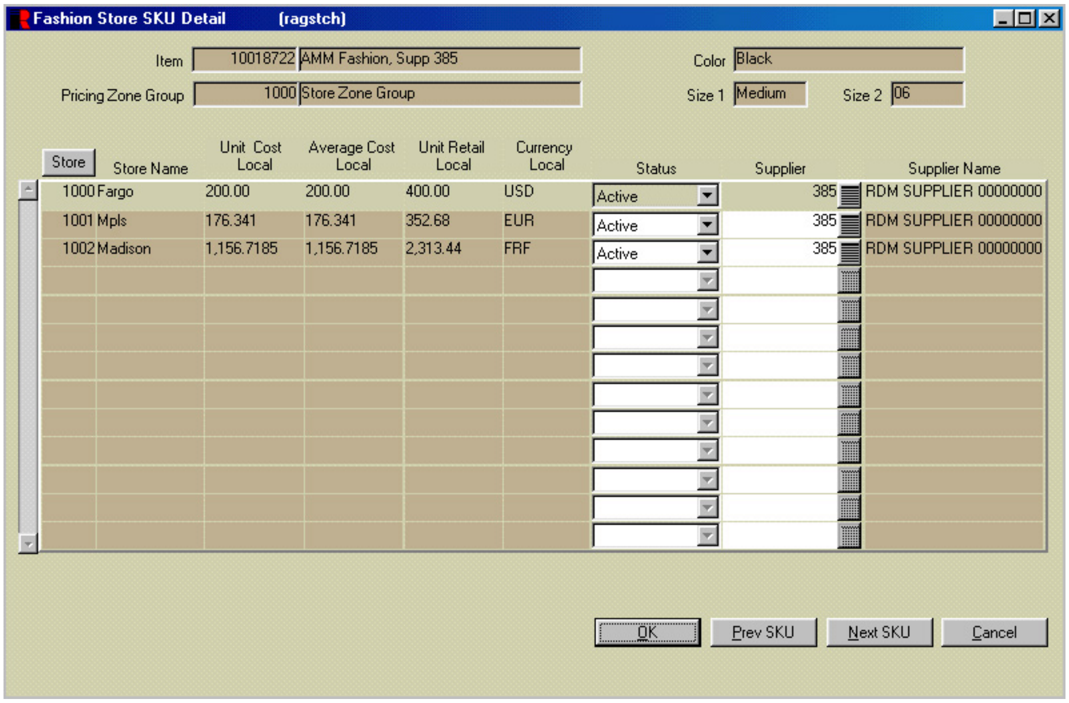
Style 10018618 AMM Fashion, Supp 385

Store	Store Name	Current Cost Local	Average Cost Local	Current Retail Local	Currency Local	Supplier	Supplier Name
1000	Fargo	200.00	200.00	400.00	USD	385	'LIER 0000000000000000001
1001	Mpls	176.341	176.341	352.68	EUR	385	'LIER 0000000000000000001
1002	Madison	1,156.7185	1,156.7185	2,313.44	FRF	385	'LIER 0000000000000000001

Note: If the Fashion Item Store Addition window is displayed, no stores currently are associated with the fashion style.

2. Click the SKU List button. The Fashion Store SKU List window is displayed.

3. Select a fashion SKU and click the SKU Detail button. The Fashion Store SKU Detail window is displayed.



Item 10018722 AMM Fashion, Supp 385

Pricing Zone Group 1000 Store Zone Group

Color Black

Size 1 Medium

Size 2 06

Store	Store Name	Unit Cost Local	Average Cost Local	Unit Retail Local	Currency Local	Status	Supplier	Supplier Name
1000	Fargo	200.00	200.00	400.00	USD	Active	385	RDM SUPPLIER 00000000
1001	Mpls	176.341	176.341	352.68	EUR	Active	385	RDM SUPPLIER 00000000
1002	Madison	1,156.7185	1,156.7185	2,313.44	FRF	Active	385	RDM SUPPLIER 00000000

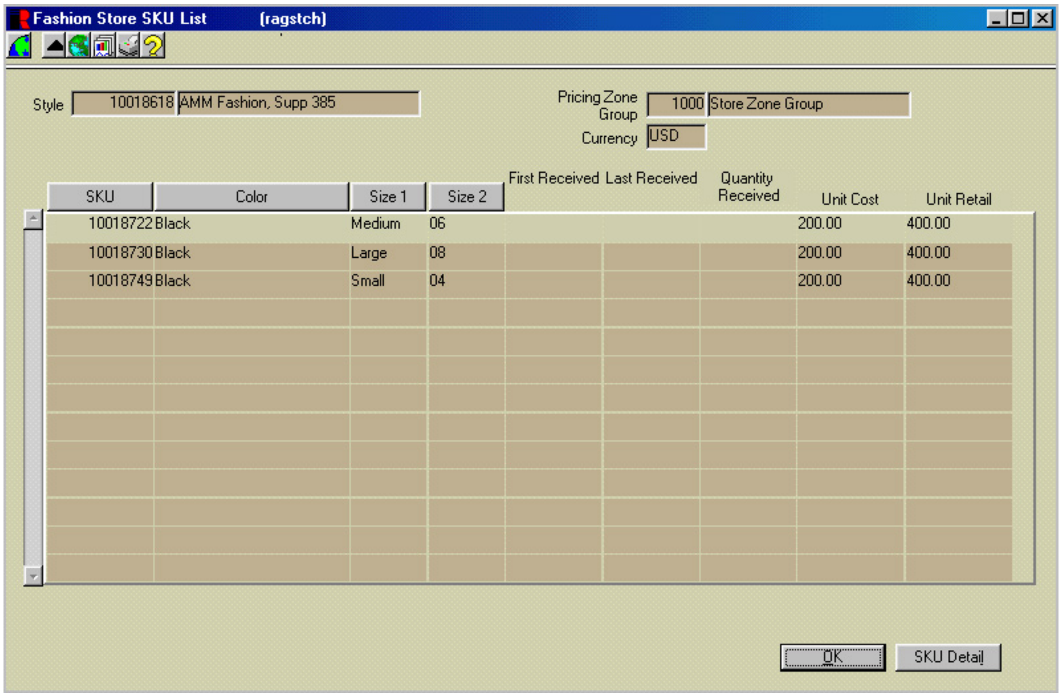
4. Edit the Status, Tax, Supplier, and Daily Waste % fields as necessary.

5. Click OK to exit.

View Store-Level Inventory by Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in View mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Store → Detail. The Fashion/Style Store Detail window is displayed.
2. Click the SKU List button. The Fashion Store SKU List window is displayed.



Style 10018618 AMM Fashion, Supp 385

Pricing Zone Group 1000 Store Zone Group

Currency USD

SKU	Color	Size 1	Size 2	First Received	Last Received	Quantity Received	Unit Cost	Unit Retail
10018722	Black	Medium	06				200.00	400.00
10018730	Black	Large	08				200.00	400.00
10018749	Black	Small	04				200.00	400.00

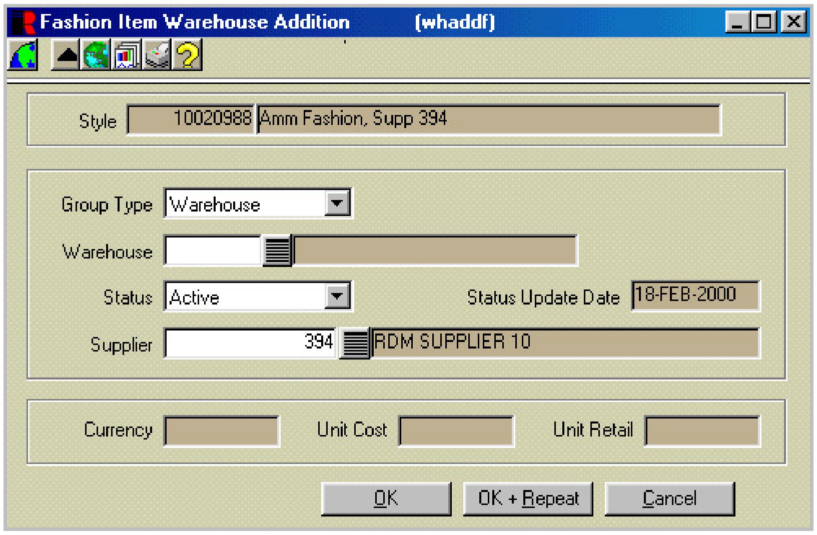
3. To view pricing, stock by unit, and stock by supplier pack information, select the appropriate option from the View menu.
4. Click OK to exit.

Add Warehouses to a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail.

   If the Fashion/Style Warehouse Detail window is displayed, click the Add button. The Fashion Item Warehouse Addition window is displayed.



Style 10020988 Amm Fashion, Supp 394

Group Type Warehouse

Warehouse

Status Active

Status Update Date 18-FEB-2000

Supplier 394 RDM SUPPLIER 10

Currency

Unit Cost

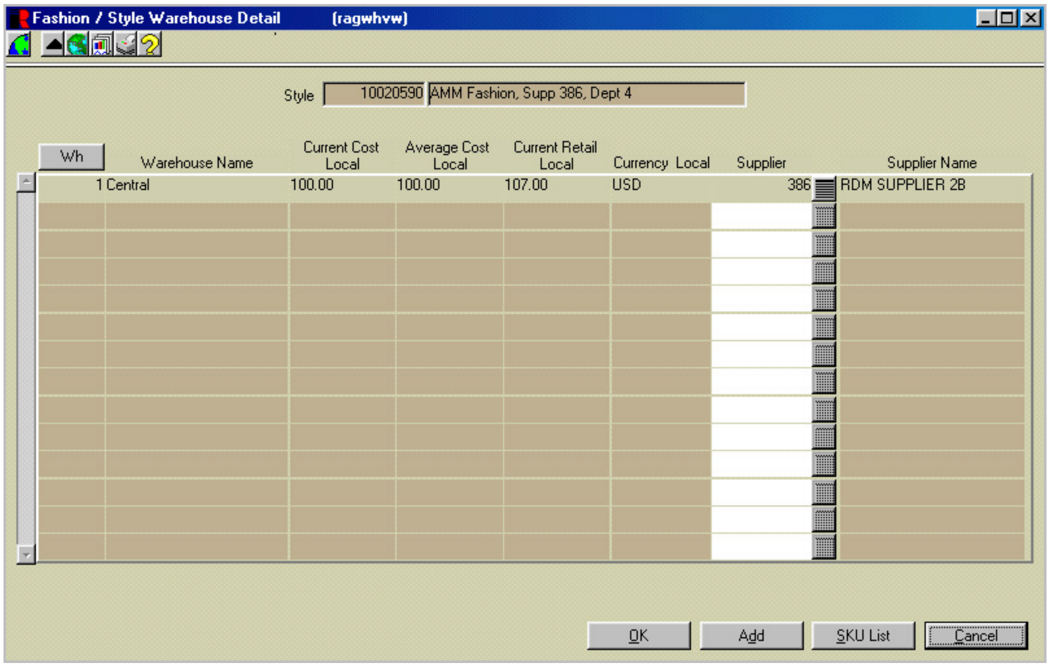
Unit Retail

2. In the Group Type field, select the grouping mechanism.
3. In the variable field, enter the ID of the specific group, or click the LOV button and select the group.
4. Enter or edit additional information as necessary.
5. Click the OK + Repeat button to add another group of warehouse, or click OK to exit.

Edit a Warehouse Associated with a Fashion Style

➲ Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail. The Fashion/Style Warehouse Detail window is displayed.



Style 10020590 AMM Fashion, Supp 386, Dept 4

Wh	Warehouse Name	Current Cost Local	Average Cost Local	Current Retail Local	Currency Local	Supplier	Supplier Name
1	Central	100.00	100.00	107.00	USD	386	RDM SUPPLIER 2B

Note: If the Fashion Item Warehouse Addition window is displayed, no warehouses are currently associated with the fashion style.

2. Edit the Supplier field as necessary.
3. Click OK to exit.

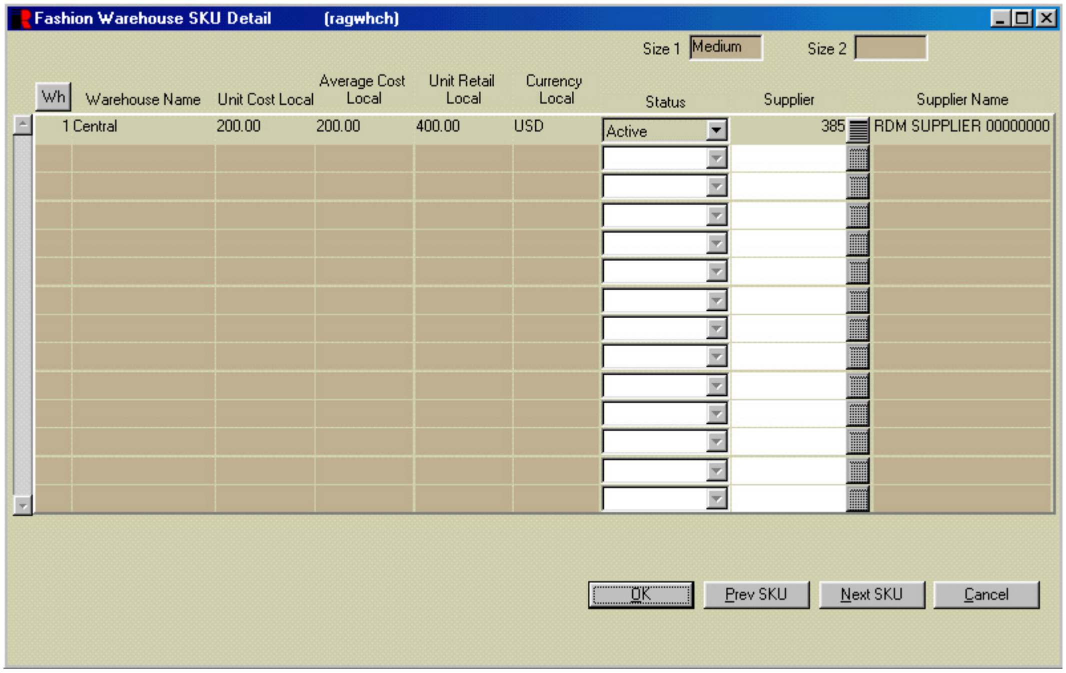
Edit a Warehouse Associated with a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail. The Fashion/Style Warehouse Detail window is displayed.

   Note: If the Fashion Item Warehouse Addition window is displayed, no warehouses are currently associated with the fashion style.

2. Click the SKU List button. The Fashion Warehouse SKU List window is displayed.
3. Select a fashion SKU and click the SKU Detail button. The Fashion Warehouse SKU Detail window is displayed.



Fashion Warehouse SKU Detail (ragwhch)

Size 1: Medium

Size 2:

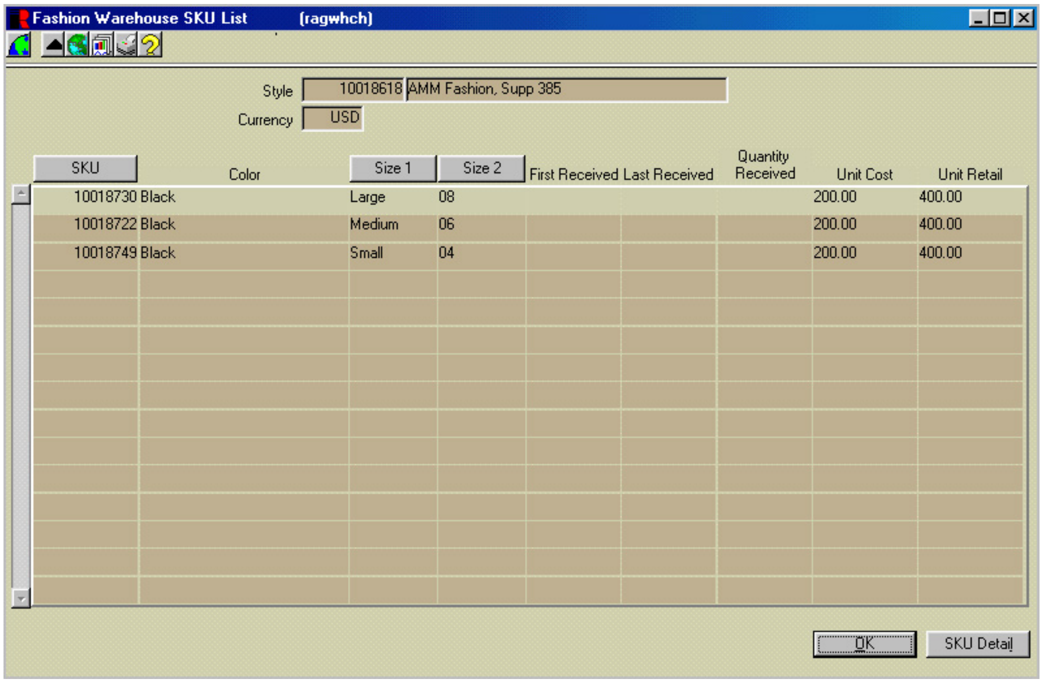
Wh	Warehouse Name	Unit Cost Local	Average Cost Local	Unit Retail Local	Currency Local	Status	Supplier	Supplier Name
1	Central	200.00	200.00	400.00	USD	Active	385	RDM SUPPLIER 00000000

4. Edit the Status, Supplier, Warehouse Location, and Alternate Wh Location fields as necessary.
5. Click OK to exit.

View Warehouse-Level Inventory by Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in View mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail. The Fashion/Style Warehouse Detail window is displayed.
2. Click the SKU List button. The Fashion Warehouse SKU List window is displayed.



Style 10018618 AMM Fashion, Supp 385

Currency USD

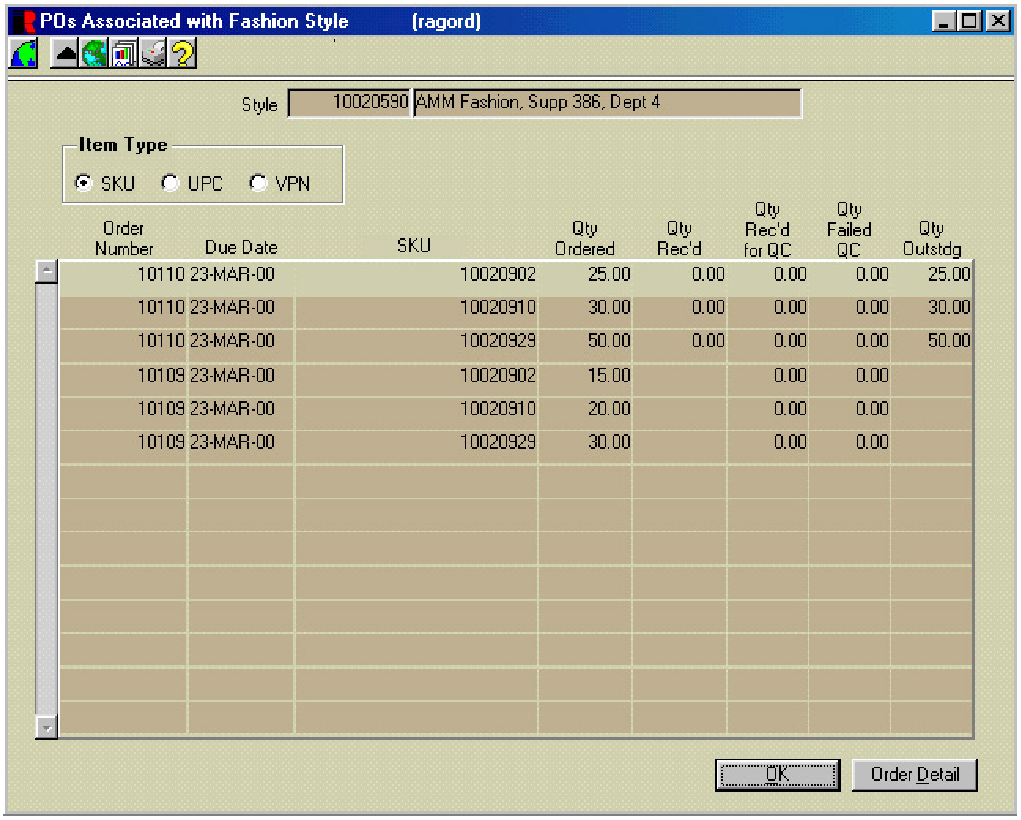
SKU	Color	Size 1	Size 2	First Received	Last Received	Quantity Received	Unit Cost	Unit Retail
10018730	Black	Large	08				200.00	400.00
10018722	Black	Medium	06				200.00	400.00
10018749	Black	Small	04				200.00	400.00

3. To view pricing, stock by unit, and stock by supplier pack information, select the appropriate option from the View menu.
4. Click OK to exit.

View Outstanding Orders for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in View mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Order Detail. The POs Associated with Fashion Style window is displayed. The outstanding orders for all SKUs included in the current style are displayed.



Style 10020590 AMM Fashion, Supp 386, Dept 4

Item Type
● SKU ○ UPC ○ VPN

Order Number	Due Date	SKU	Qty Ordered	Qty Rec'd	Qty Rec'd for QC	Qty Failed QC	Qty Outstdg
10110	23-MAR-00	10020902	25.00	0.00	0.00	0.00	25.00
10110	23-MAR-00	10020910	30.00	0.00	0.00	0.00	30.00
10110	23-MAR-00	10020929	50.00	0.00	0.00	0.00	50.00
10109	23-MAR-00	10020902	15.00		0.00	0.00	
10109	23-MAR-00	10020910	20.00		0.00	0.00	
10109	23-MAR-00	10020929	30.00		0.00	0.00	

2. To view UPCs or VPNs instead of SKUs, select the appropriate Item Type option.

3. To view the details of a purchase order:

    a. Select a purchase order and click the Order Detail button. The PO Header Maintenance window is displayed.

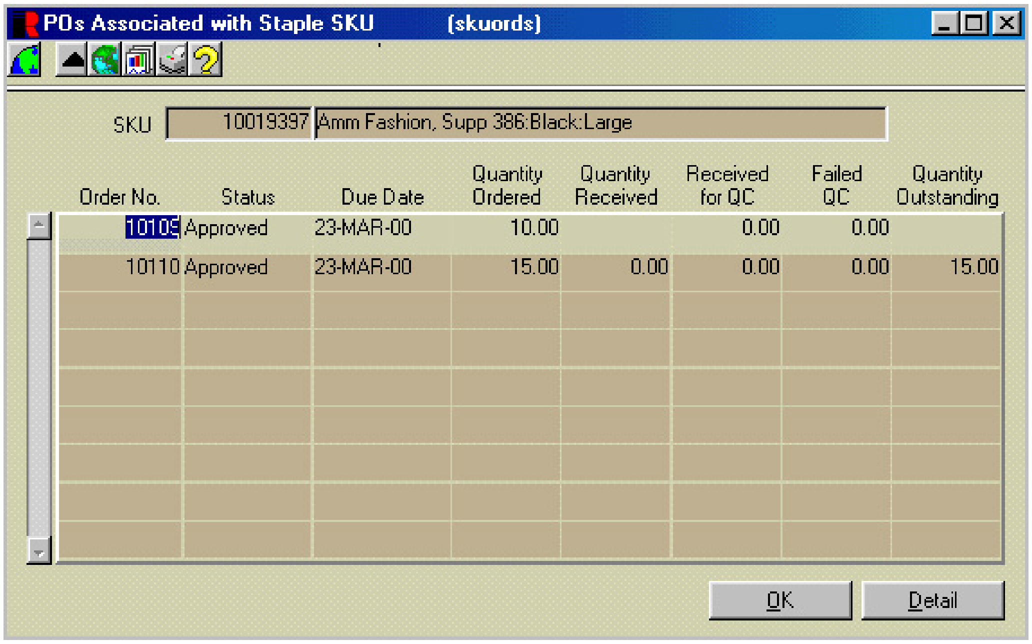
    b. Click OK to exit the PO Header Maintenance window.

4. Click OK to exit.

View Outstanding Orders for a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in View mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select an item.
3. From the Options menu, select Order Detail. The POs Associated with Staple SKU window is displayed.



SKU 10019397 Amm Fashion, Supp 386:Black:Large

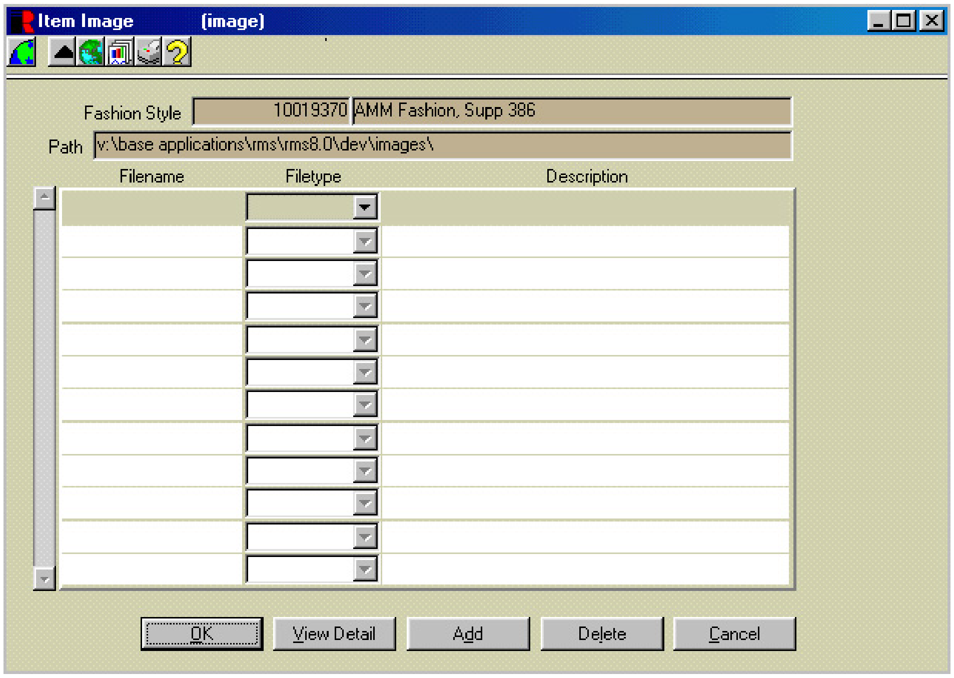
Order No.	Status	Due Date	Quantity Ordered	Quantity Received	Received for QC	Failed QC	Quantity Outstanding
10109	Approved	23-MAR-00	10.00		0.00	0.00	
10110	Approved	23-MAR-00	15.00	0.00	0.00	0.00	15.00

4. To view the details of a purchase order:
    a. Select a purchase order and click the Detail button. The PO Header Maintenance window is displayed.
    b. Click OK to exit the PO Header Maintenance window.
5. Click OK to exit.

Add an Image for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

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


Item Image (image)
Filename
Filetype
Description
OK
View Detail
Add
Delete
Cancel

Fashion Style 10019370 AMM Fashion, Supp 386

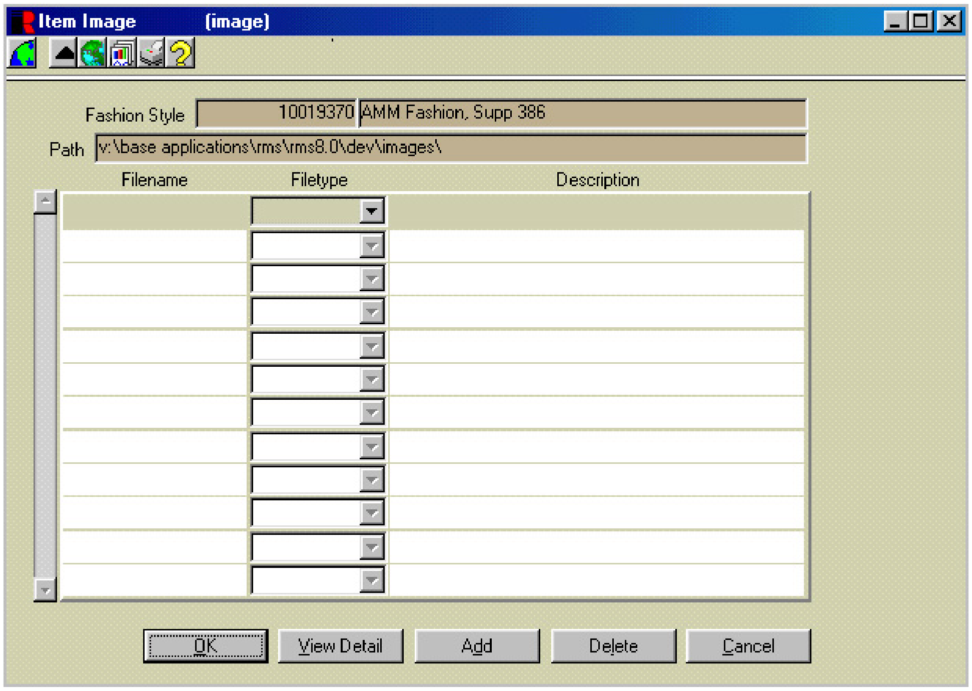
Path v:\base applications\rms\rms8.0\dev\images\

2. Click the Add button. The next available line is enabled.
3. In the Filename field, enter the filename of the image (without the extension).
4. In the Filetype field, select the type of file (filename extension).
5. In the Description field, enter a brief description of the image.
6. To view the image:
    a. Click the View Detail button. The Image View window is displayed.
    b. Click Close to exit the Image View window.
7. Click OK to exit.

Add an Image for a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select an item.
3. From the Options menu, select Image. The Item Image window is displayed.



Fashion Style 10019370 AMM Fashion, Supp 386

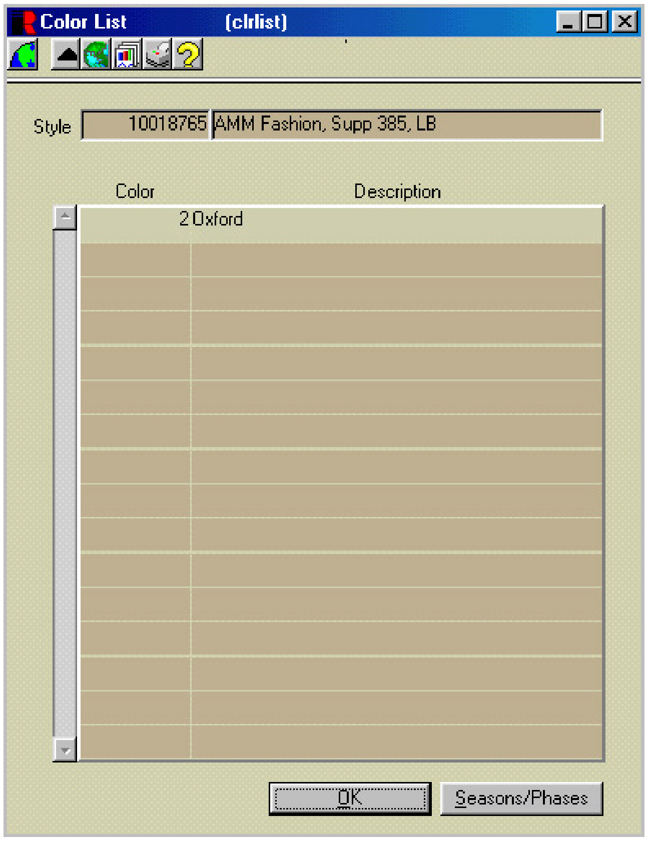
Path v:\base applications\rms\rms8.0\dev\images\

4. Click the Add button. The next available line is enabled.
5. In the Filename field, enter the filename of the image (without the extension).
6. In the Filetype field, select the type of file (filename extension).
7. In the Description field, enter a brief description of the image.
8. To view the image:
   a. Click the View Detail button. The Image View window is displayed.
   b. Click Close to exit the Image View window.
9. Click OK to exit.

View the Color List for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in View mode. The Fashion Style Maintenance window is displayed.

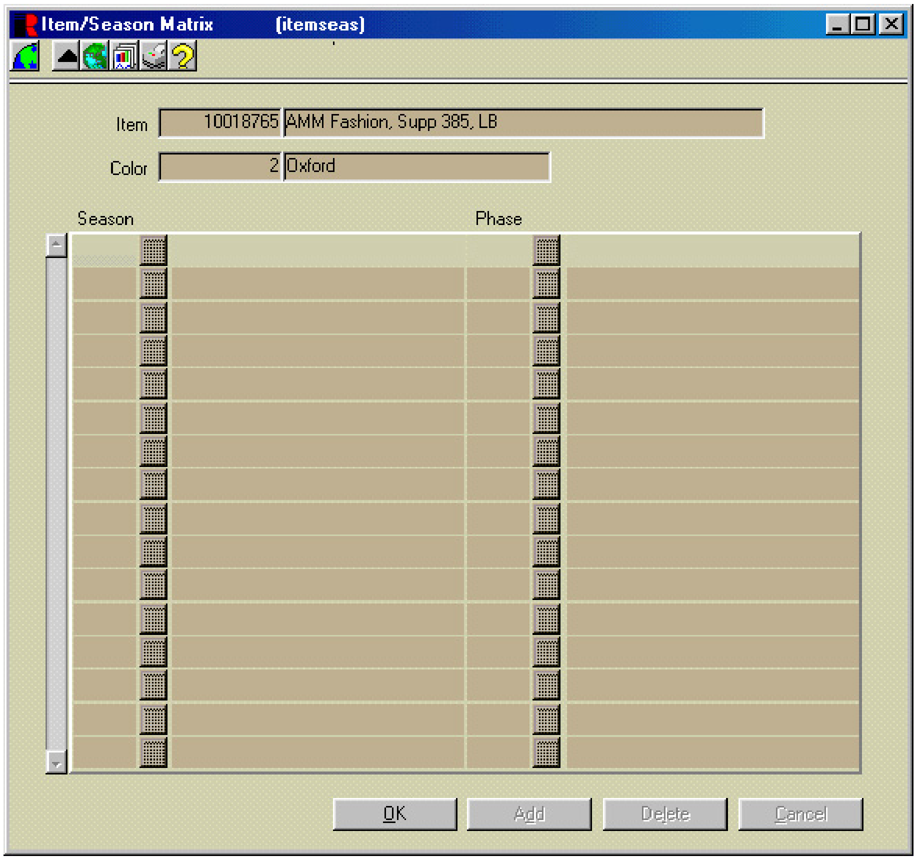
1. From the Options menu, select Color List. The Color List window is displayed.


Color List (clrlist)
OK
Seasons/Phases

Style 10018765 AMM Fashion, Supp 385, LB

Color	Description
2	Oxford

2. To view the seasons and phases for a color:
   a. Select a color and click the Seasons/Phases button. The Item/Season Matrix window is displayed.
   b. Click OK to exit the Item/Season Matrix window.


Item/Season Matrix (itemseas)

Item 10018765 AMM Fashion, Supp 385, LB

Color 2 Oxford

Season
Phase
OK
Add
Delete
Cancel

3. Click OK to exit.

Pack Item

In the pack item module, you can create, edit, and view pack items. A pack item is used to buy or sell multiple component items under one item number. A pack item can contain any combination of staple SKUs, fashion SKUs, fashion styles with pack templates, and inner packs. When you create a pack item, an item number is generated.

When creating a pack item, you must provide the following information. The requirements vary depending on the type of pack item.

- Long and short descriptions
- Merchandise hierarchy (department, class, and subclass)
- Type
- Cost and retail price zone groups
- Supplier and supplier/origin country relationships

You are also required to review the default pricing strategy for a simple pack or sellable pack. If necessary, you can edit the pricing strategy.

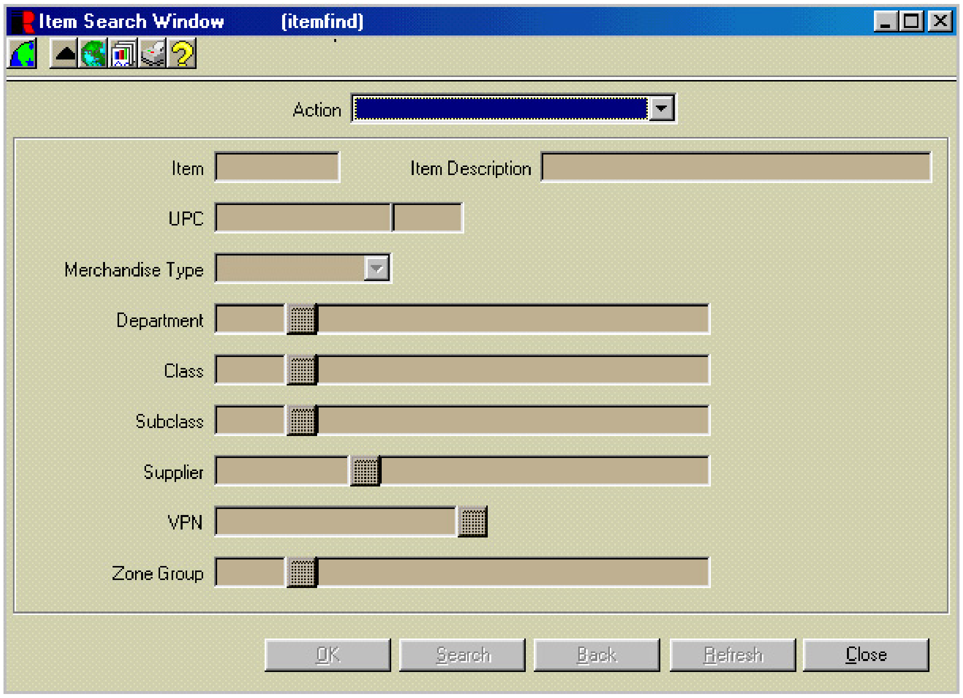
Additional information can be recorded for each item depending on your company's requirements.

The types of pack items are:

- Simple pack: A sellable/orderable vendor pack with multiples of only one staple SKU or fashion SKU as the component item. If you want the component item to be ordered only as a simple pack, you can indicate that the simple pack serve as the primary replenishment pack. For example, the vendor might bundle six bottles of the same size and brand of fruit juice. For replenishment purposes, you might want to ensure that orders are placed for the pack containing six bottles, not for each bottle.
- Sellable pack: A grouping mechanism used to sell multiple component items as a pack item.
- Orderable buyer pack: A grouping mechanism used by the retailer in order to order multiple items as a single line item on a purchase order. Buyer packs can be ordered and received as component items or as a pack.
- Orderable vendor pack: A grouping mechanism used by the vendor in order to sell multiple component items as packs to the retailer. Vendor packs can only be ordered and received as a pack.

Search for an Item

➲ **Navigate:** From the main menu, select Items → Items. The Item Search Window is displayed.

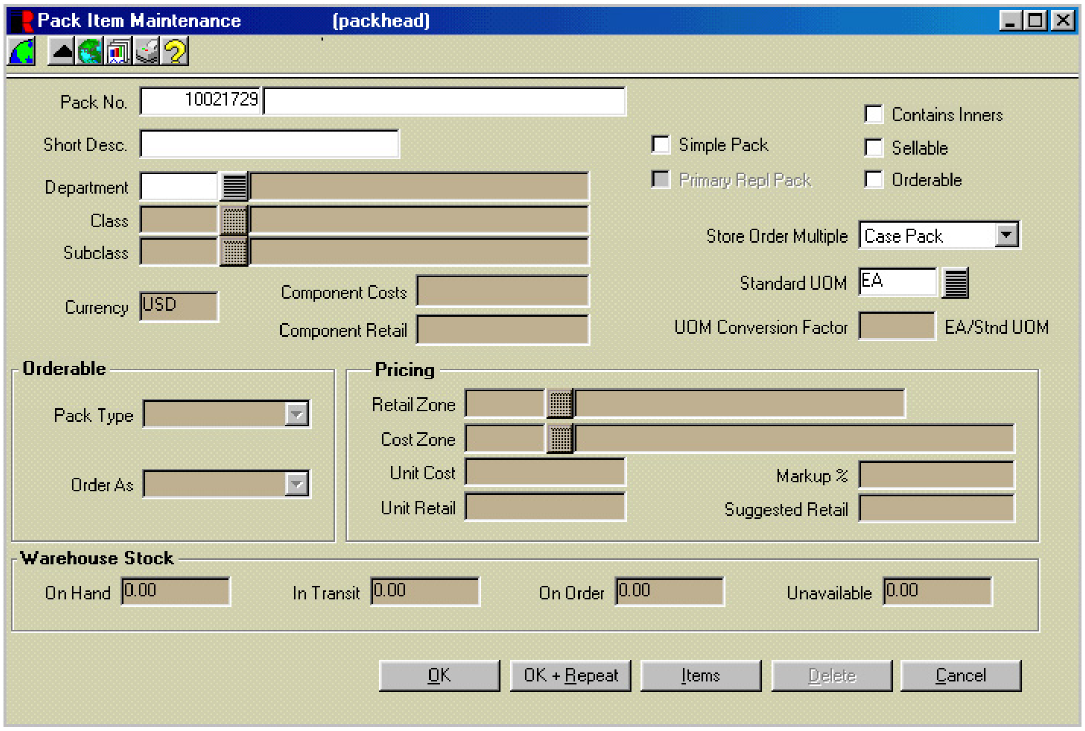

Item Search Window (itemfind)
Action
Item
Item Description
UPC
Merchandise Type
Department
Class
Subclass
Supplier
VPN
Zone Group
OK
Search
Back
Refresh
Close

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

Create a Sellable Pack

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

1. In the Action field, select New Item.
2. In the Merchandise Type field, select Pack Item.
3. Click OK. The Pack Item Maintenance window is displayed. A pack number is filled in automatically.


Pack Item Maintenance (packhead)

Pack No. 10021729

Currency USD

Store Order Multiple Case Pack

Standard UOM EA

☐ Contains Inners

☐ Simple Pack

☐ Sellable

☐ Primary Repl Pack

☐ Orderable

On Hand 0.00

In Transit 0.00

On Order 0.00

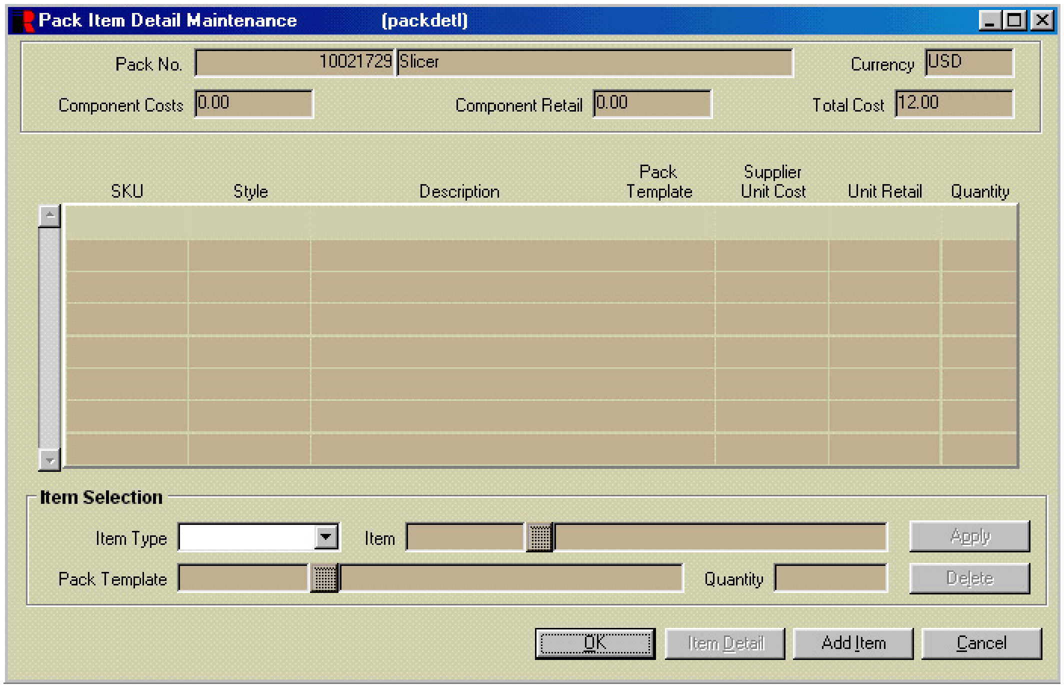
Unavailable 0.00

Short Desc.
Department
Class
Subclass
Component Costs
Component Retail
UOM Conversion Factor
EA/Stnd UOM
Orderable
Pack Type
Order As
Pricing
Retail Zone
Cost Zone
Unit Cost
Unit Retail
Markup %
Suggested Retail
Warehouse Stock
OK
OK + Repeat
Items
Delete
Cancel

4. In the Pack No field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description.
6. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
7. Select the Sellable checkbox.
8. In the Retail Zone field, enter the ID of the price zone group, or click the LOV button and select the price zone group.

To add the component items:

9. Click the Items button. The Pack Item Detail Maintenance window is displayed.



Pack Item Detail Maintenance (packdetl)

Pack No. 10021729 Slicer

Currency USD

Component Costs 0.00

Component Retail 0.00

Total Cost 12.00

SKU
Style
Description
Pack Template
Supplier Unit Cost
Unit Retail
Quantity
Item Selection
Item Type
Item
Apply
Pack Template
Quantity
Delete
OK
Item Detail
Add Item
Cancel

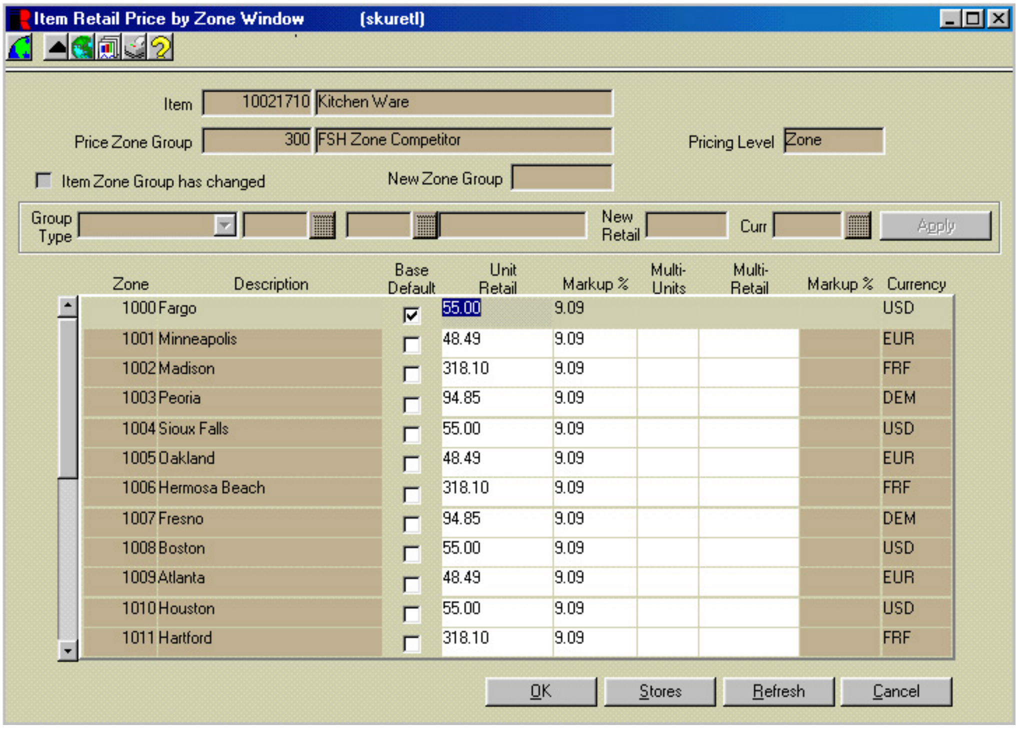
10. In the Item Type field, select the type of item.
11. In the Item field, enter the ID of the item, click the LOV button and select the item.
12. In the Pack Template field, enter the ID of the fashion pack template, or click the LOV button and select the template.

Note: The Pack Template field is enabled if you select a fashion style.

13. In the Quantity field, enter the number of units to include in the pack.
14. Click the Apply button.
15. Click OK to exit the Pack Item Detail Maintenance window.

To review and edit the pricing strategy:

16. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.



Item 10021710 Kitchen Ware

Price Zone Group 300 FSH Zone Competitor

Pricing Level Zone

☐ Item Zone Group has changed

New Zone Group

Zone	Description	Base Default	Unit Retail	Markup %	Multi-Units	Multi-Retail	Markup %	Currency
1000	Fargo	☑	55.00	9.09				USD
1001	Minneapolis	☐	48.49	9.09				EUR
1002	Madison	☐	318.10	9.09				FRF
1003	Peoria	☐	94.85	9.09				DEM
1004	Sioux Falls	☐	55.00	9.09				USD
1005	Oakland	☐	48.49	9.09				EUR
1006	Hermosa Beach	☐	318.10	9.09				FRF
1007	Fresno	☐	94.85	9.09				DEM
1008	Boston	☐	55.00	9.09				USD
1009	Atlanta	☐	48.49	9.09				EUR
1010	Houston	☐	55.00	9.09				USD
1011	Hartford	☐	318.10	9.09				FRF

a. Review and edit the pricing and markup information, as needed.

b. Select the zone or store that you want as the base default.

c. Click OK to exit the Item Retail Price by Zone window.

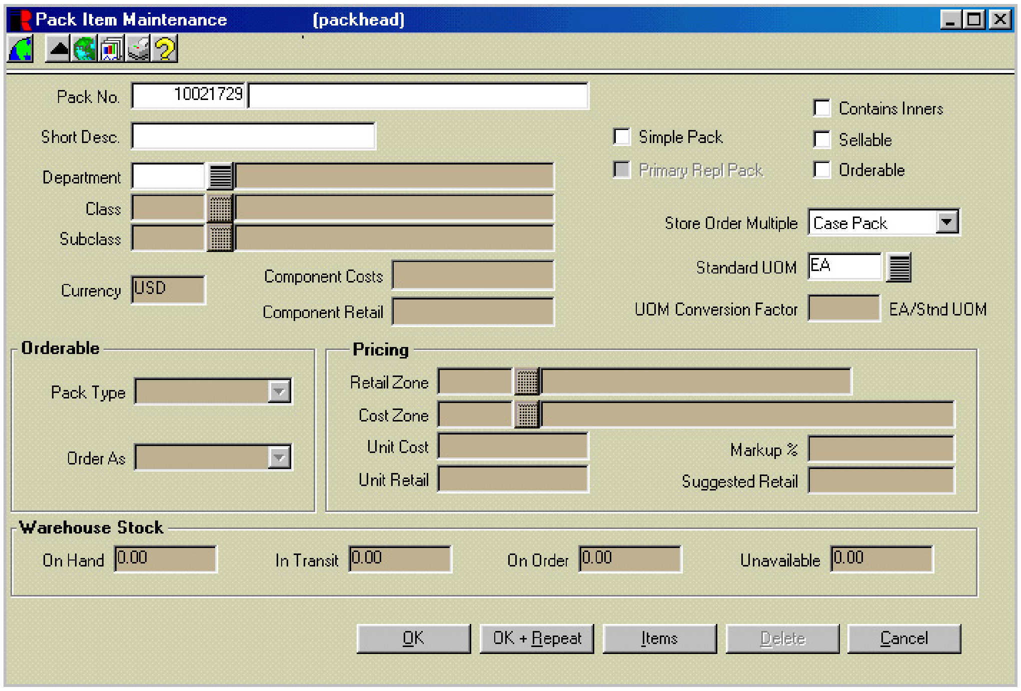
17. From the Options menu, select and edit any other details that pertain to the item.

18. Click the OK + Repeat button to create another item, or click OK to exit.

Create an Orderable Vendor Pack

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

1. In the Action field, select New Item.
2. In the Merchandise Type field, select Pack Item.
3. Click OK. The Pack Item Maintenance window is displayed. A pack number is filled in automatically.


Pack Item Maintenance (packhead)
Short Desc.
Department
Class
Subclass
Component Costs
Component Retail
☐ Simple Pack
☐ Primary Repl Pack
☐ Contains Inners
☐ Sellable
☐ Orderable
UOM Conversion Factor
EA/Stnd UOM
Orderable
Pack Type
Order As
Pricing
Retail Zone
Cost Zone
Unit Cost
Unit Retail
Markup %
Suggested Retail
Warehouse Stock
OK
OK + Repeat
Items
Delete
Cancel

Pack No. 10021729

Currency USD

Store Order Multiple Case Pack

Standard UOM EA

On Hand 0.00

In Transit 0.00

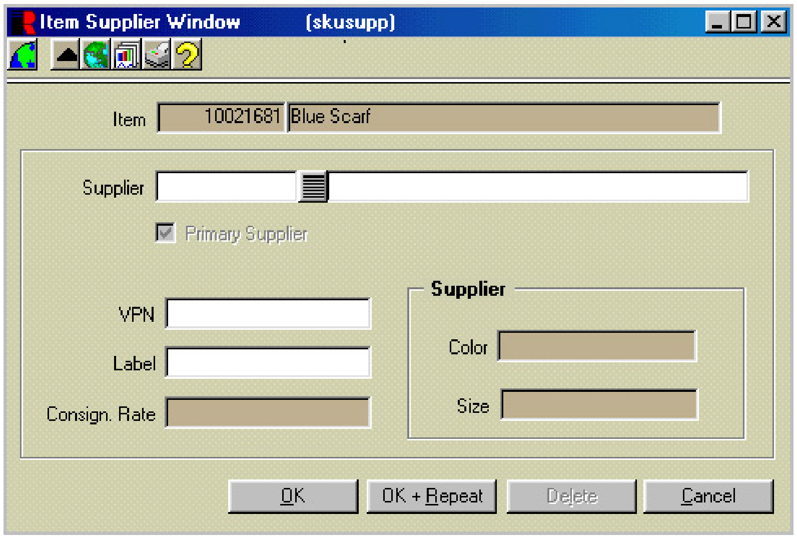
On Order 0.00

Unavailable 0.00

4. In the Pack No field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description.
6. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
7. Select the Orderable checkbox.
8. In the Pack Type field, select Vendor Pack.
9. In the Cost Zone field, enter the ID of the cost zone group, or click the LOV buttons and select the cost zone group.

To add a supplier/origin country relationship:

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

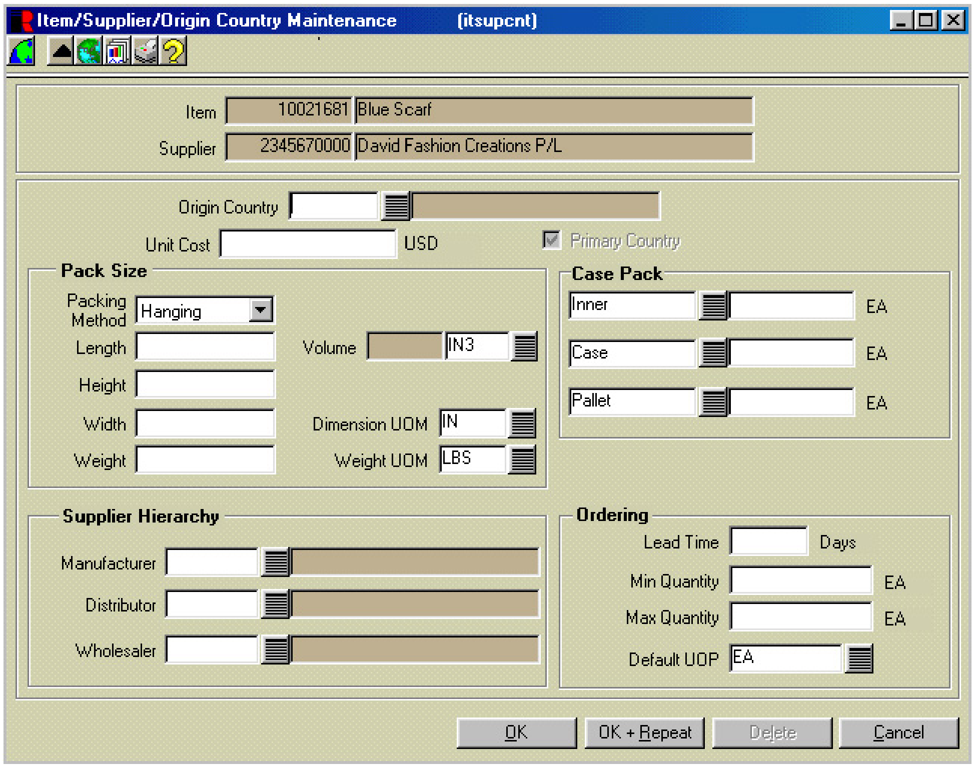

Item Supplier Window (skusupp)
Supplier
VPN
Label
Consign. Rate
Supplier
Color
Size
OK
OK + Repeat
Delete
Cancel

Item 10021681 Blue Scarf

☑ Primary Supplier

11. In the Supplier field, enter the ID of the supplier, or click the LOV button and select a supplier.

12. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.



Item/Supplier/Origin Country Maintenance (itsupcnt)

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Origin Country

Unit Cost USD

☑ Primary Country

Pack Size

Packing Method Hanging

Length

Volume IN3

Height

Width

Dimension UOM IN

Weight

Weight UOM LBS

Case Pack

Inner EA

Case EA

Pallet EA

Supplier Hierarchy

Manufacturer

Distributor

Wholesaler

Ordering

Lead Time Days

Min Quantity EA

Max Quantity EA

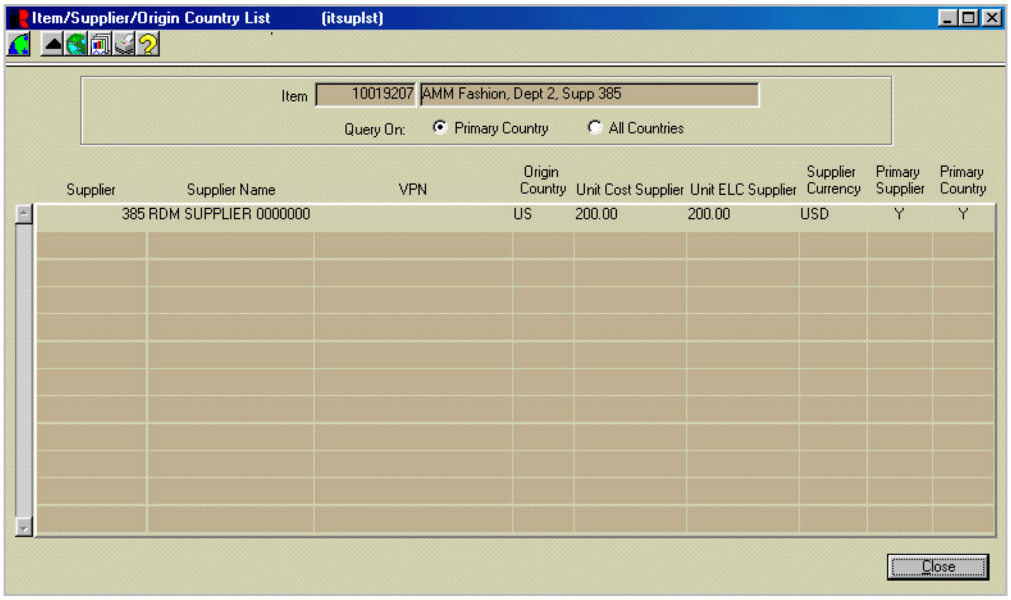
Default UOP EA

a. In the Origin Country field, enter the ID of the country, or click the LOV button and select the country.

b. In the Unit Cost field, enter the cost of the item in the currency indicated.

c. Enter the pack size, case pack, supplier hierarchy, and ordering information as necessary.

13. Click OK twice. The Item/Supplier/Origin Country List window is displayed.


Item/Supplier/Origin Country List (itsuplst)
Close

Item 10019207 AMM Fashion, Dept 2, Supp 385

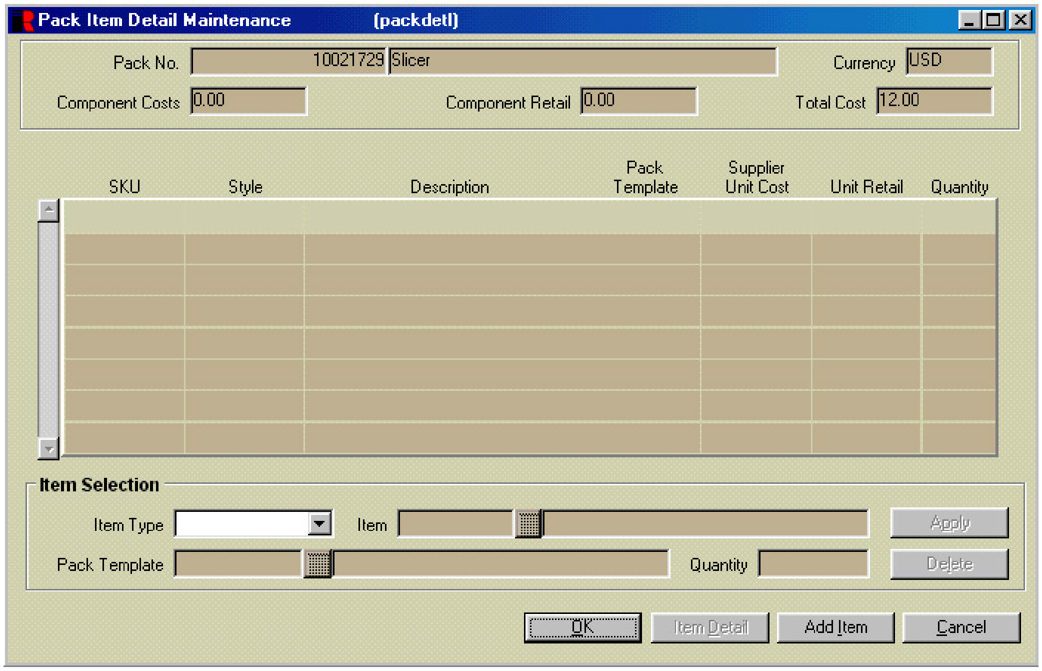
Query On: ● Primary Country ○ All Countries

Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

14. Click the Close button to exit the Item/Supplier/Origin Country List window.

To add the component item:

15. Click the Items button. The Pack Item Detail Maintenance window is displayed.


Pack Item Detail Maintenance (packdetl)
SKU
Style
Description
Pack Template
Supplier Unit Cost
Unit Retail
Quantity
Item Selection
Item Type
Item
Pack Template
Quantity
Apply
Delete
OK
Item Detail
Add Item
Cancel

Pack No. 10021729 Slicer

Currency USD

Component Costs 0.00

Component Retail 0.00

Total Cost 12.00

16. In the Item Type field, select the type of item.

17. In the Item field, enter the ID of the item, click the LOV button and select the item.

18. In the Pack Template field, enter the ID of the fashion pack template, or click the LOV button and select the fashion pack template.

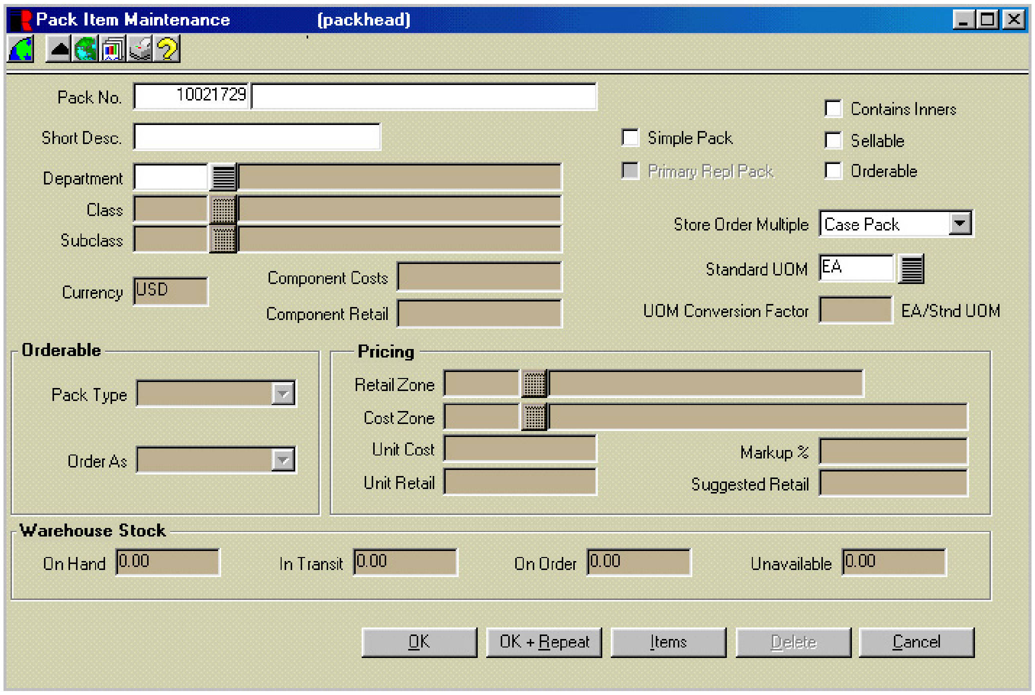
    Note: You must select a fashion pack template if you select Fashion Style in the Item Type field.

19. In the Quantity field, enter the number of units to include in the pack.
20. Click the Apply button.
21. Click OK to exit the Pack Item Detail Maintenance window.
22. From the Options menu, select and edit any other details that pertain to the item.
23. Click the OK + Repeat button to create another item, or click OK to exit.

Create an Orderable Buyer Pack

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

1. In the Action field, select New Item.
2. In the Merchandise Type field, select Pack Item.
3. Click OK. The Pack Item Maintenance window is displayed. A pack number is filled in automatically.


Pack Item Maintenance (packhead)
Short Desc.
Department
Class
Subclass
Component Costs
Component Retail
☐ Contains Inners
☐ Simple Pack
☐ Sellable
☐ Primary Repl Pack
☐ Orderable
UOM Conversion Factor
EA/Stnd UOM
Orderable
Pack Type
Order As
Pricing
Retail Zone
Cost Zone
Unit Cost
Markup %
Unit Retail
Suggested Retail
Warehouse Stock
OK
OK + Repeat
Items
Delete
Cancel

Pack No. 10021729

Currency USD

Store Order Multiple Case Pack

Standard UOM EA

On Hand 0.00

In Transit 0.00

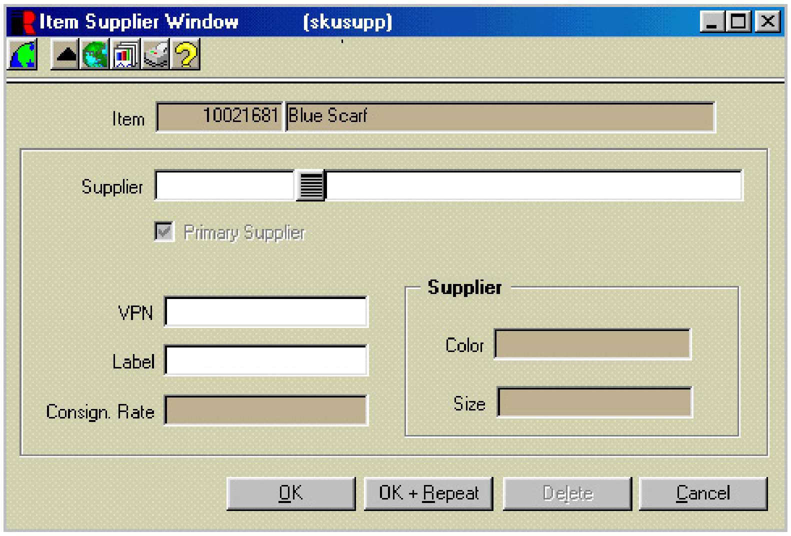
On Order 0.00

Unavailable 0.00

4. In the Pack No field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description.
6. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
7. Select the Orderable checkbox.
8. In the Pack Type field, select Vendor Pack.
9. In the Order As field, select whether you want to order the pack as a line item (Pack) or by its component items (Eaches).

To add a supplier/origin country relationship:

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



Item Supplier Window (skusupp)
Primary Supplier
Supplier
Color
Size
VPN
Label
Consign. Rate
OK
OK + Repeat
Delete
Cancel

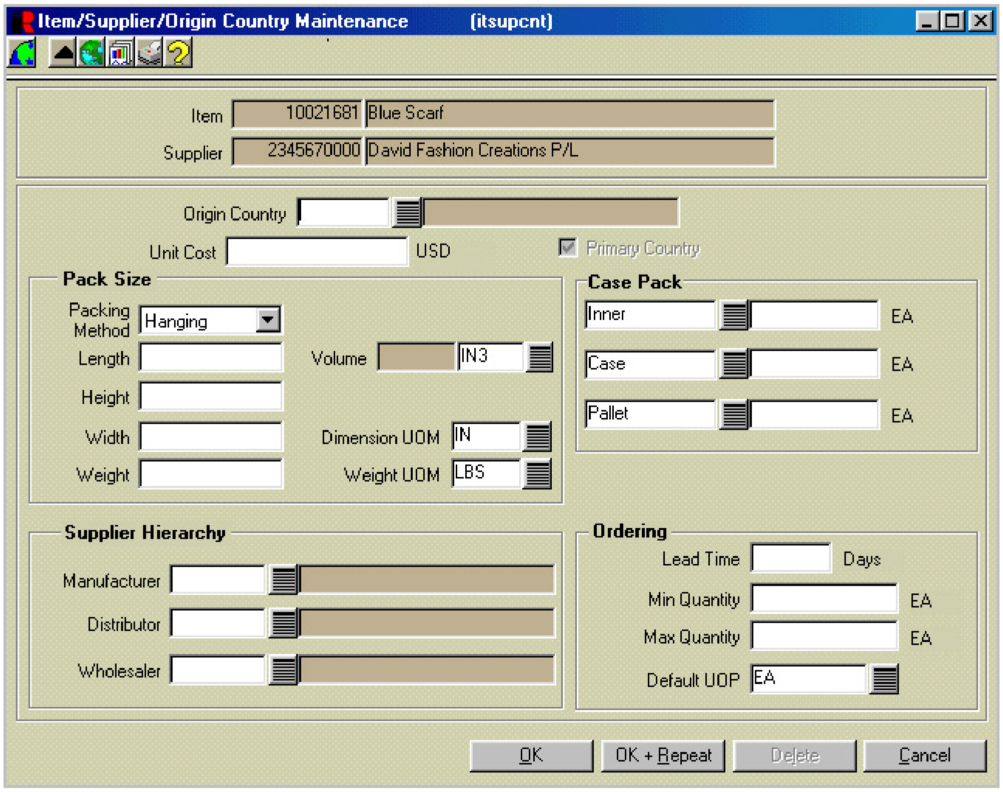
Item 10021681 Blue Scarf

Supplier

☑ Primary Supplier

11. In the Supplier field, enter the ID of the supplier, or click the LOV button and select a supplier.

12. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.



Item/Supplier/Origin Country Maintenance (itsupcnt)

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Origin Country

Unit Cost USD

☑ Primary Country

Pack Size

Packing Method Hanging

Length

Height

Width

Weight

Volume IN3

Dimension UOM IN

Weight UOM LBS

Case Pack

Inner EA

Case EA

Pallet EA

Supplier Hierarchy

Manufacturer

Distributor

Wholesaler

Ordering

Lead Time Days

Min Quantity EA

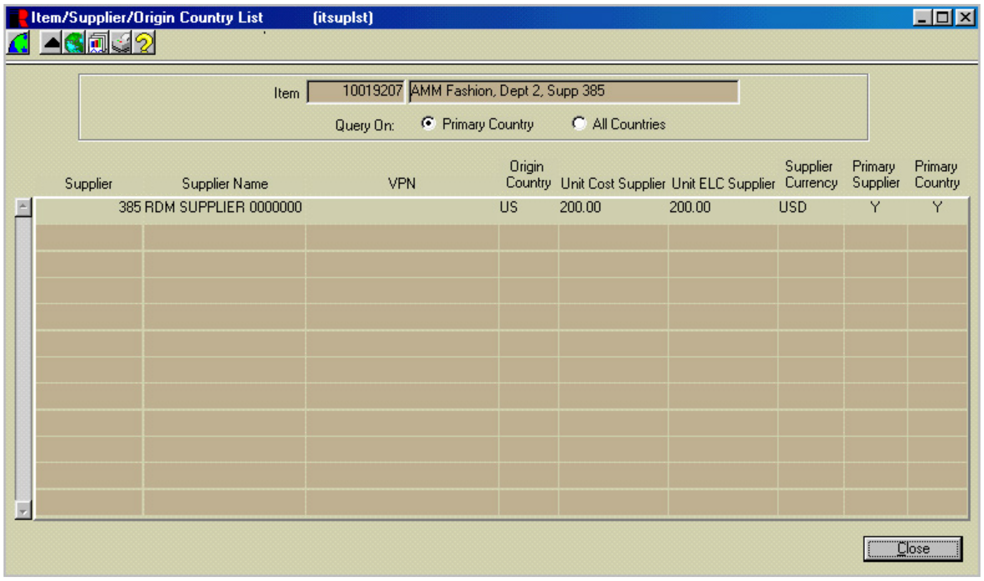
Max Quantity EA

Default UOP EA

a. In the Origin Country field, enter the ID of the country, or click the LOV button and select the country.

b. Enter the pack size, case pack, supplier hierarchy, and ordering information as necessary.

13. Click OK twice. The Item/Supplier/Origin Country List window is displayed.


Item/Supplier/Origin Country List (itsuplst)
Close

Item 10019207 AMM Fashion, Dept 2, Supp 385

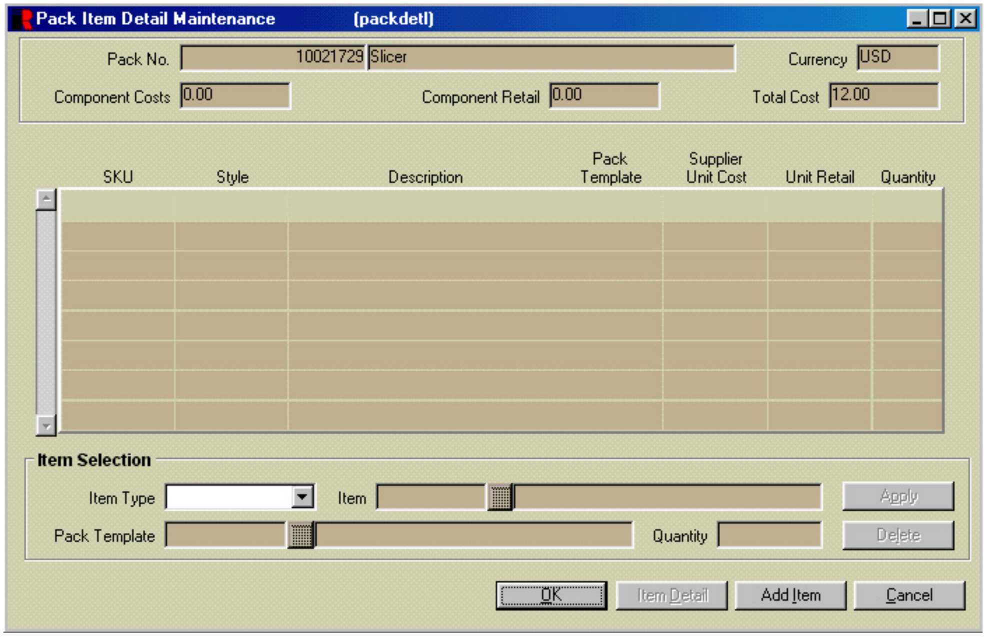
Query On: ● Primary Country ○ All Countries

Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

14. Click the Close button to exit the Item/Supplier/Origin Country List window.

To add the component items:

15. Click the Items button. The Pack Item Detail Maintenance window is displayed.


Pack Item Detail Maintenance (packdetl)
SKU
Style
Description
Pack Template
Supplier Unit Cost
Unit Retail
Quantity
Item Selection
Item Type
Item
Pack Template
Quantity
Apply
Delete
OK
Item Detail
Add Item
Cancel

Pack No. 10021729 Slicer

Currency USD

Component Costs 0.00

Component Retail 0.00

Total Cost 12.00

16. In the Item Type field, select the type of item.
17. In the Item field, enter the ID of the item, click the LOV button and select the item.
18. In the Pack Template field, enter the ID of the fashion pack template, or click the LOV button and select the fashion pack template.

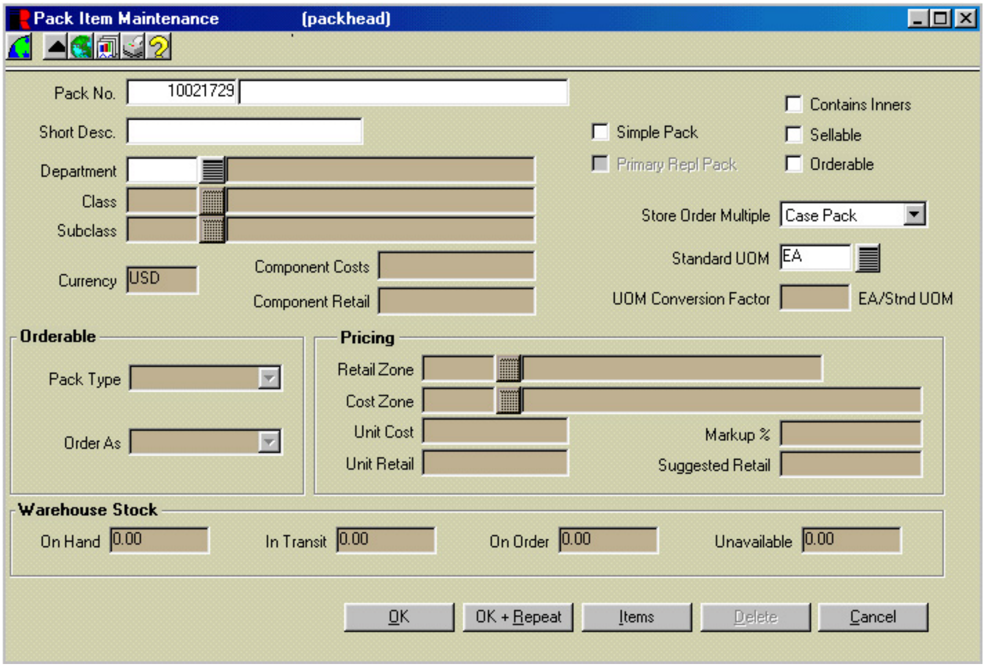
    Note: You must select a fashion pack template if you select Fashion Style in the Item Type field.

19. In the Quantity field, enter the number of units to include in the pack.
20. Click the Apply button.
21. Click OK to exit the Pack Item Detail Maintenance window.
22. From the Options menu, select and edit any other details that pertain to the item.
23. Click the OK + Repeat button to create another item, or click OK to exit.

Create a Simple 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 Merchandise Type field, select Pack Item.
3. Click OK. The Pack Item Maintenance window is displayed. A pack number is filled in automatically.



Pack Item Maintenance (packhead)

Pack No. 10021729

Currency USD

Store Order Multiple Case Pack

Standard UOM EA

On Hand 0.00

In Transit 0.00

On Order 0.00

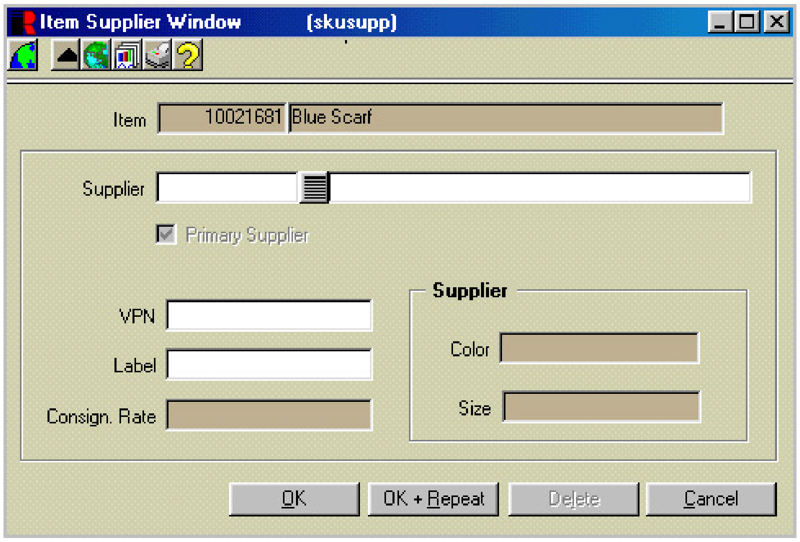
Unavailable 0.00

Short Desc.
Department
Class
Subclass
Component Costs
Component Retail
☐ Simple Pack
☐ Primary Repl Pack
☐ Contains Inners
☐ Sellable
☐ Orderable
UOM Conversion Factor
EA/Stnd UOM
Orderable
Pack Type
Order As
Pricing
Retail Zone
Cost Zone
Unit Cost
Unit Retail
Markup %
Suggested Retail
Warehouse Stock
OK
OK + Repeat
Items
Delete
Cancel

4. In the Pack No field, enter an extended description of the item.
5. In the Short Desc field, enter an abbreviated description.
6. In the Department, Class, and Subclass fields, enter the IDs of the merchandise hierarchy, or click the LOV buttons and select the merchandise hierarchy.
7. Select the Simple Pack checkbox.
8. In the Retail Zone and Cost Zone fields, enter the IDs of the price and cost zone groups, or click the LOV buttons and select the zone groups.

To add a supplier/origin country relationship:

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

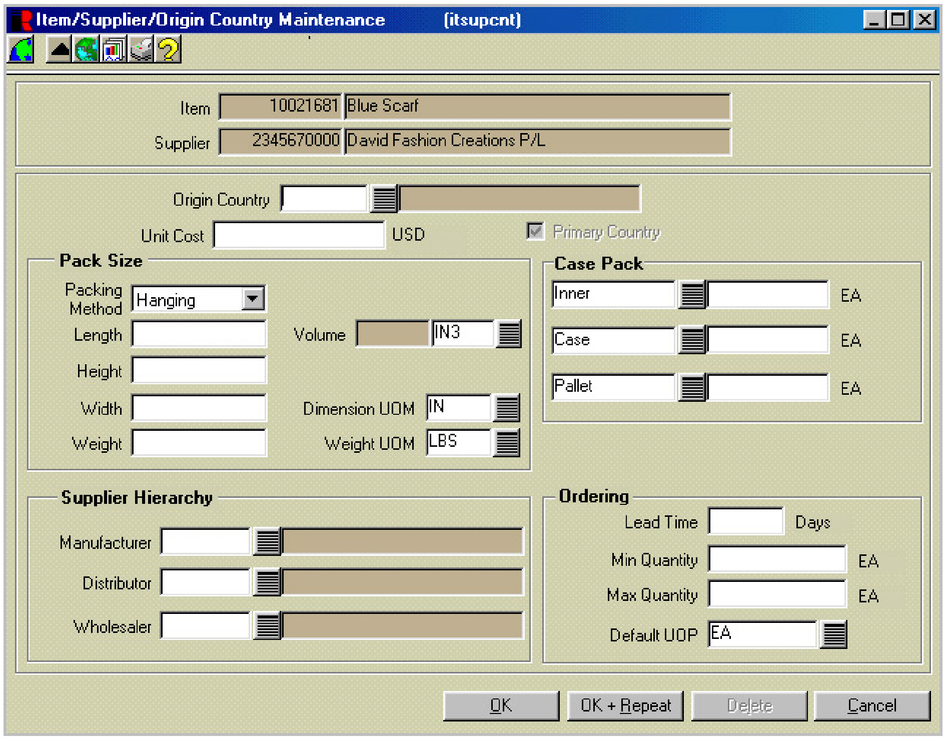

Item Supplier Window (skusupp)
Supplier
VPN
Label
Consign. Rate
Color
Size
OK
OK + Repeat
Delete
Cancel

Item 10021681 Blue Scarf

☑ Primary Supplier

10. In the Supplier field, enter the ID of the supplier, or click the LOV button and select a supplier.

11. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.


Item/Supplier/Origin Country Maintenance (itsupcnt)
Origin Country
Unit Cost
Pack Size
Length
Height
Width
Weight
Volume
Case Pack
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
Max Quantity
OK
OK + Repeat
Delete
Cancel

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Unit Cost USD

☑ Primary Country

Packing Method Hanging

Volume IN3

Dimension UOM IN

Weight UOM LBS

Inner EA

Case EA

Pallet EA

Min Quantity EA

Max Quantity EA

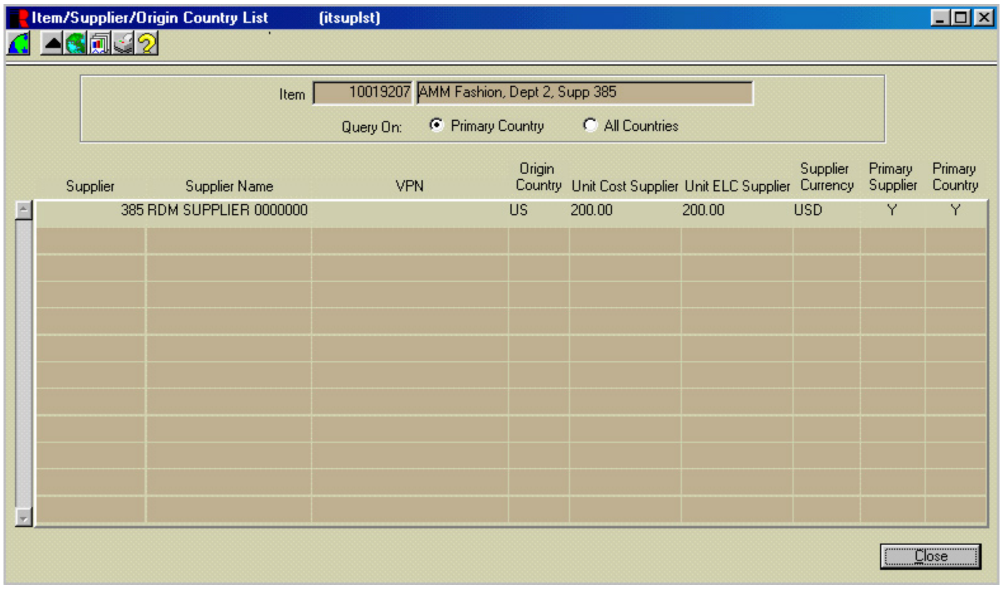
Default UOP EA

a. In the Origin Country field, enter the ID of the country, or click the LOV button and select the country.

b. In the Unit Cost field, enter the cost of the item in the currency indicated.

c. Enter the pack size, case pack, supplier hierarchy, and ordering information as necessary.

12. Click OK twice. The Item/Supplier/Origin Country List window is displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385

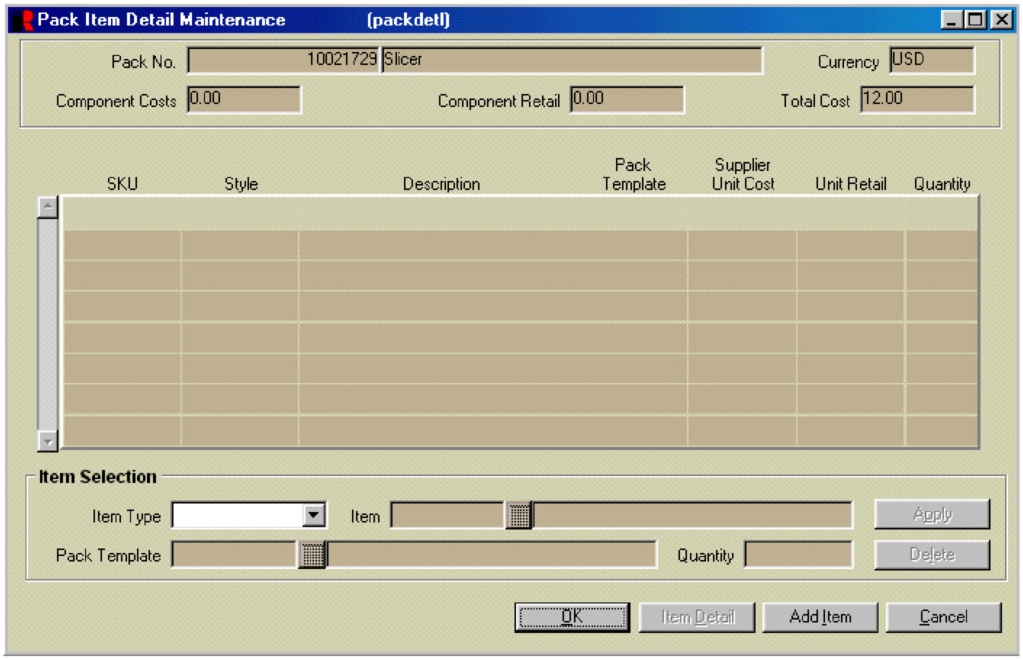
Query On: ● Primary Country ○ All Countries

Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

13. Click the Close button to exit the Item/Supplier/Origin Country List window.

To add the component item:

14. Click the Items button. The Pack Item Detail Maintenance window is displayed.



Pack Item Detail Maintenance (packdetl)

Pack No. 10021729 Slicer

Currency USD

Component Costs 0.00

Component Retail 0.00

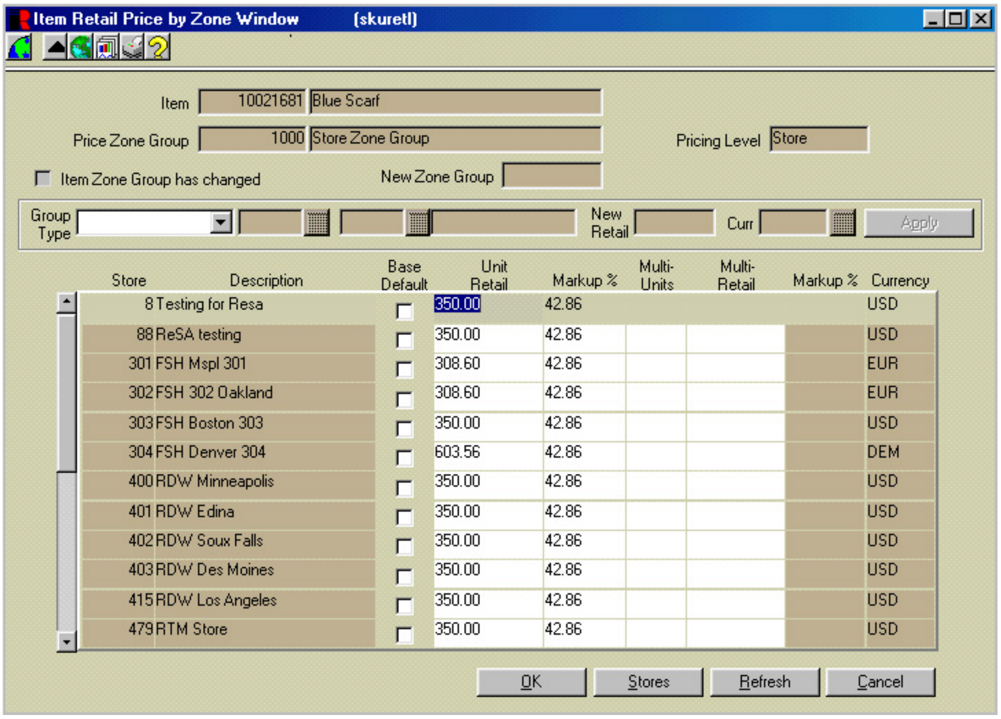
Total Cost 12.00

SKU
Style
Description
Pack Template
Supplier Unit Cost
Unit Retail
Quantity
Item Selection
Item Type
Item
Apply
Pack Template
Quantity
Delete
OK
Item Detail
Add Item
Cancel

15. In the Item Type field, select the type of item.
16. In the Item field, enter the ID of the item, click the LOV button and select the item.
17. In the Quantity field, enter the number of units to include in the pack.
18. Click the Apply button.
19. Click OK to exit the Pack Item Detail Maintenance window.

To review and edit the pricing strategy:

20. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.



Item 10021681 Blue Scarf

Price Zone Group 1000 Store Zone Group

Pricing Level Store

☐ Item Zone Group has changed

New Zone Group

Store	Description	Base Default	Unit Retail	Markup %	Multi-Units	Multi-Retail	Markup %	Currency
8	Testing for Resa	☐	350.00	42.86				USD
88	ReSA testing	☐	350.00	42.86				USD
301	FSH Mspl 301	☐	308.60	42.86				EUR
302	FSH 302 Oakland	☐	308.60	42.86				EUR
303	FSH Boston 303	☐	350.00	42.86				USD
304	FSH Denver 304	☐	603.56	42.86				DEM
400	RDW Minneapolis	☐	350.00	42.86				USD
401	RDW Edina	☐	350.00	42.86				USD
402	RDW Soux Falls	☐	350.00	42.86				USD
403	RDW Des Moines	☐	350.00	42.86				USD
415	RDW Los Angeles	☐	350.00	42.86				USD
479	RTM Store	☐	350.00	42.86				USD

a. Review and edit the pricing and markup information, as needed.

b. Select the zone or store that you want as the base default.

c. Click OK to exit the Item Retail Price by Zone window.

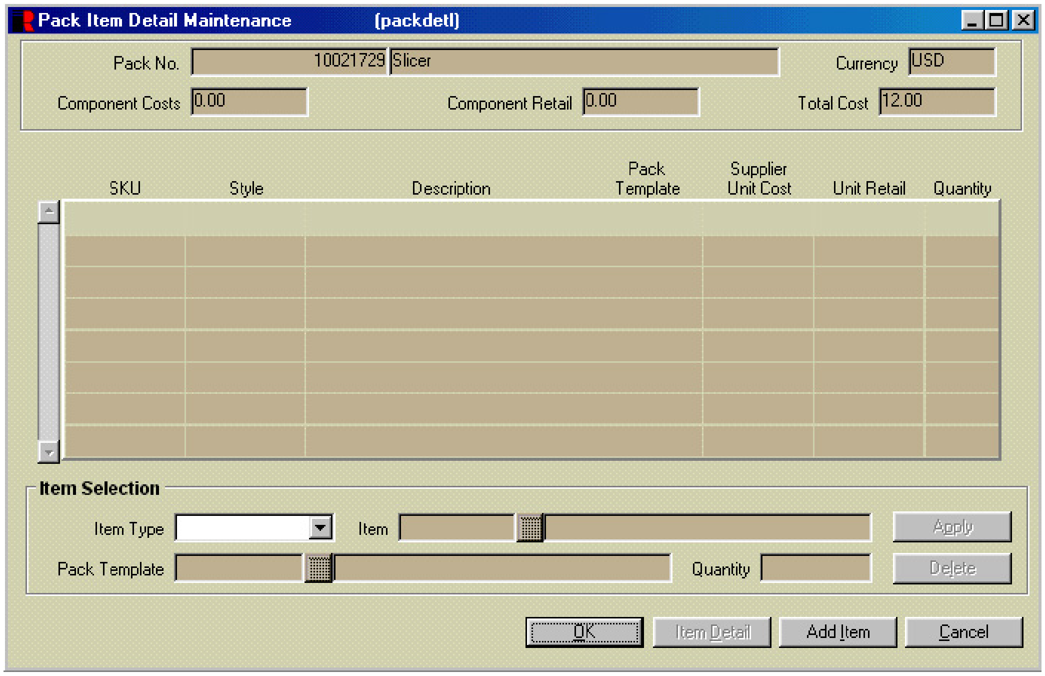
21. From the Options menu, select and edit any other details that pertain to the item.

22. Click the OK + Repeat button to create another item, or click OK to exit.

Add a Component Item to a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. Click the Items button. The Pack Item Detail Maintenance window is displayed.


Pack Item Detail Maintenance (packdetl)
SKU
Style
Description
Pack Template
Supplier Unit Cost
Unit Retail
Quantity
Item Selection
Item Type
Item
Pack Template
Quantity
Apply
Delete
OK
Item Detail
Add Item
Cancel

Pack No. 10021729 Slicer

Currency USD

Component Costs 0.00

Component Retail 0.00

Total Cost 12.00

2. Click the Add Item button. The fields in the Item Selection area are cleared.
3. In the Item Type field, select the type of component item.
4. In the Item field, enter the SKU or number of the item, or click the LOV button and select the item.
5. In the Pack Template area, enter the ID of the fashion pack template, or click the LOV button and select the fashion pack template.

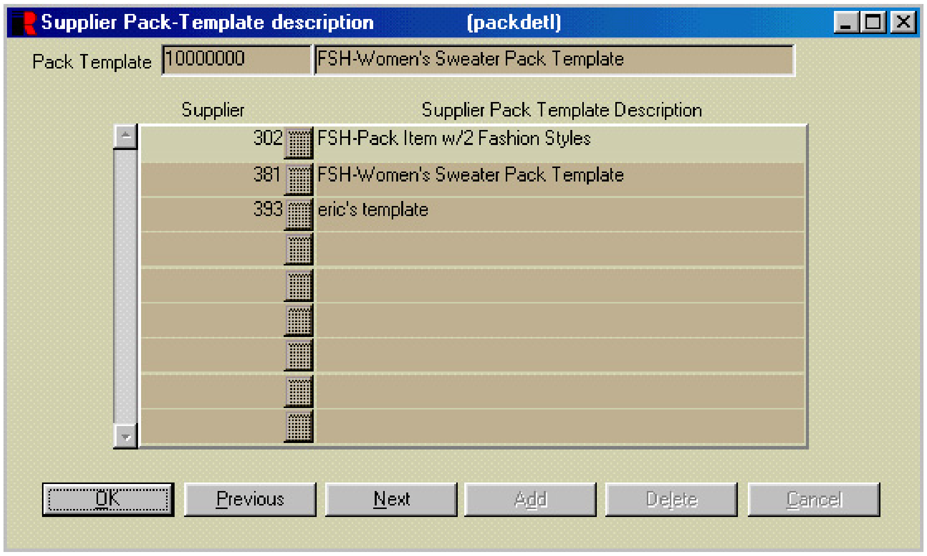
   Note: You must select a fashion pack template if you select Fashion Style in the Item Type field.

6. In the Quantity field, enter how many units you want to add to the pack.
7. Click the Apply button. The component item is added to the table.
8. Click OK to exit.

Add a Supplier's Description of a Fashion Pack Template

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. Click the Items button. The Pack Item Detail Maintenance window is displayed.
2. Select a component item that has a pack template.
3. From the Options menu, select Suppl Pack Template Desc. The Supplier Pack - Template Description window is displayed.



Pack Template 10000000 FSH-Women's Sweater Pack Template

Supplier	Supplier Pack Template Description
302	FSH-Pack Item w/2 Fashion Styles
381	FSH-Women's Sweater Pack Template
393	eric's template

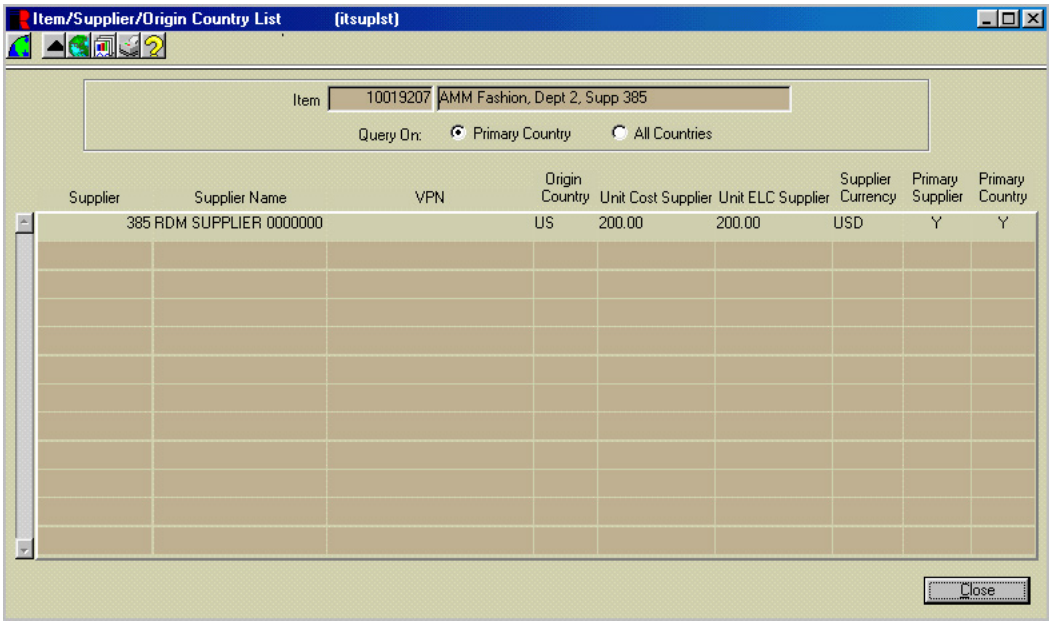
4. Click the Add button. The next available line is enabled.
5. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
6. In the Supplier Pack Template Description field, enter the supplier's description of the fashion pack template.
7. Click OK to exit.

View Supplier/Origin Country Relationships for a Pack Item

Note: Supplier/origin country relationships exist for orderable pack items only.

➲ **Navigate:** Search for and retrieve a pack item in View mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed. The supplier/origin country relationships are displayed.



Item/Supplier/Origin Country List (itsuplst)

Item 10019207 AMM Fashion, Dept 2, Supp 385

Query On: ● Primary Country ○ All Countries

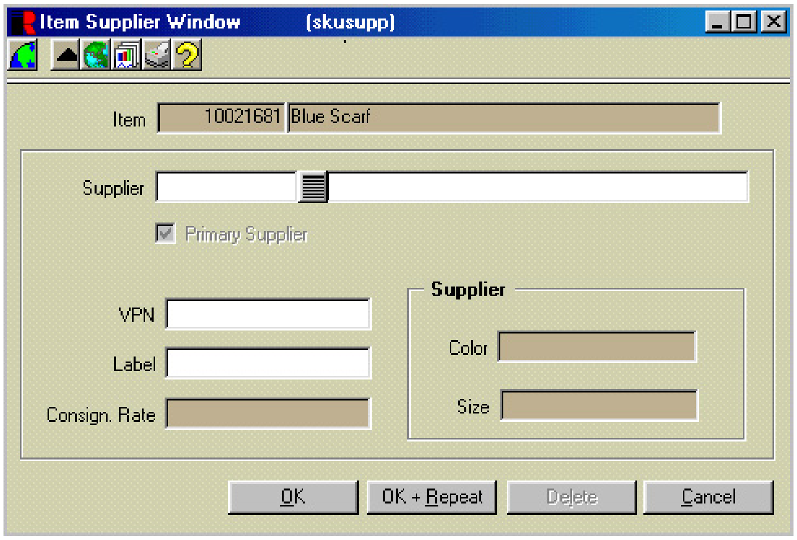
Supplier	Supplier Name	VPN	Origin Country	Unit Cost Supplier	Unit ELC Supplier	Supplier Currency	Primary Supplier	Primary Country
385	RDM SUPPLIER 0000000		US	200.00	200.00	USD	Y	Y

2. To view primary origin countries or all origin countries for each supplier, select the appropriate option in the Query On field.
3. To display information specific to landed costs, select ELC from the View menu.
4. To display monetary amounts in the primary currency of the company or the local currency of the supplier, select the appropriate option from the Options → Currency menu.
5. Click Close to exit.

Add a Supplier for a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. From the Options menu, select Add Supplier. The Item Supplier window is displayed.



Item 10021681 Blue Scarf

☑ Primary Supplier

Item Supplier Window (skusupp)
Supplier
VPN
Label
Consign. Rate
Supplier
Color
Size
OK
OK + Repeat
Delete
Cancel

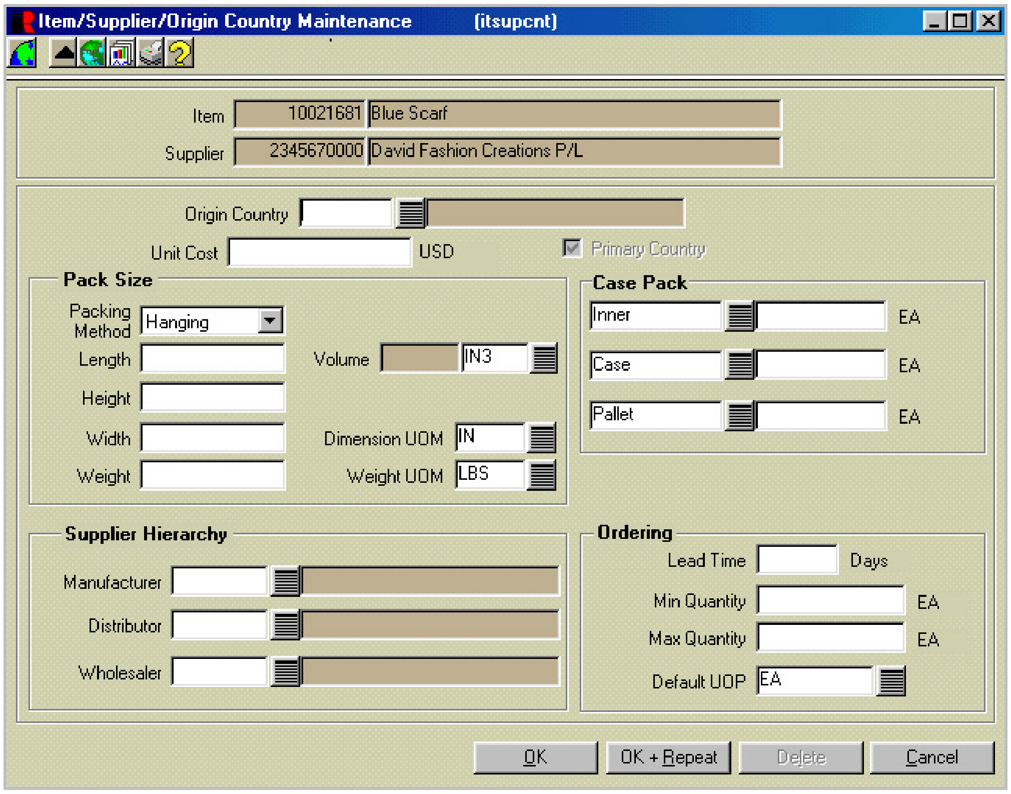
3. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
4. Select the Primary Supplier checkbox, if applicable.

Note: When you select the Primary Supplier checkbox, you are prompted to define an origin country. You may prefer to make this your last step.

5. Enter the enabled fields as necessary.

6. Add an origin country:

   a. From the Options menu, select Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.


Item/Supplier/Origin Country Maintenance (itsupcnt)
Origin Country
Pack Size
Length
Height
Width
Weight
Case Pack
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
Max Quantity
OK
OK + Repeat
Delete
Cancel

Item 10021681 Blue Scarf

Supplier 2345670000 David Fashion Creations P/L

Unit Cost USD

☑ Primary Country

Packing Method Hanging

Volume IN3

Dimension UOM IN

Weight UOM LBS

Inner EA

Case EA

Pallet EA

Min Quantity EA

Max Quantity EA

Default UOP EA

   b. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.

   c. In the Unit Cost field, enter the cost per unit.

   d. Select the Primary Country checkbox, if applicable.

   e. In the Case Pack fields, select the supplier's terminology for case packs if other than the defaults. Then enter the number of items that are shipped in each case pack.

   f. Enter the Pack Size, Supplier Hierarchy, and Ordering information as necessary.

   g. Click the OK + Repeat button to add another origin country, or click OK to exit the Item/Supplier/Origin Country Maintenance window.

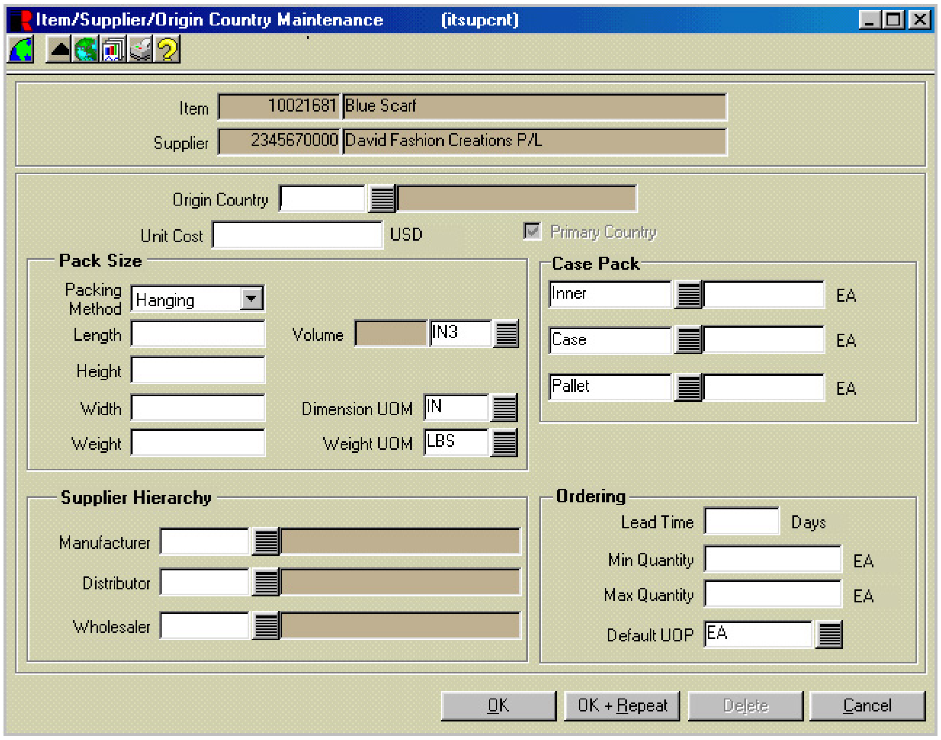
7. Click the OK + Repeat button to add another supplier, or click OK to exit.

Add an Origin Country for a Pack Item

Note: You can add origin countries for orderable pack items only.

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. Select the supplier that you want to associate the origin country with.
3. From the Options menu, select Add Origin Country. The Item/Supplier/Origin Country Maintenance window is displayed.


Item/Supplier/Origin Country Maintenance (itsupcnt)
Origin Country
Unit Cost
USD
Primary Country
Pack Size
Case Pack
Packing Method
Length
Height
Width
Weight
Volume
Dimension UOM
Weight UOM
EA
EA
EA
Supplier Hierarchy
Manufacturer
Distributor
Wholesaler
Ordering
Lead Time
Days
Min Quantity
EA
Max Quantity
EA
Default UOP
OK
OK + Repeat
Delete
Cancel

Item: 10021681 Blue Scarf
Supplier: 2345670000 David Fashion Creations P/L
☑ Primary Country
Packing Method: Hanging
Volume: IN3
Dimension UOM: IN
Weight UOM: LBS
Case Pack: Inner, Case, Pallet
Default UOP: EA

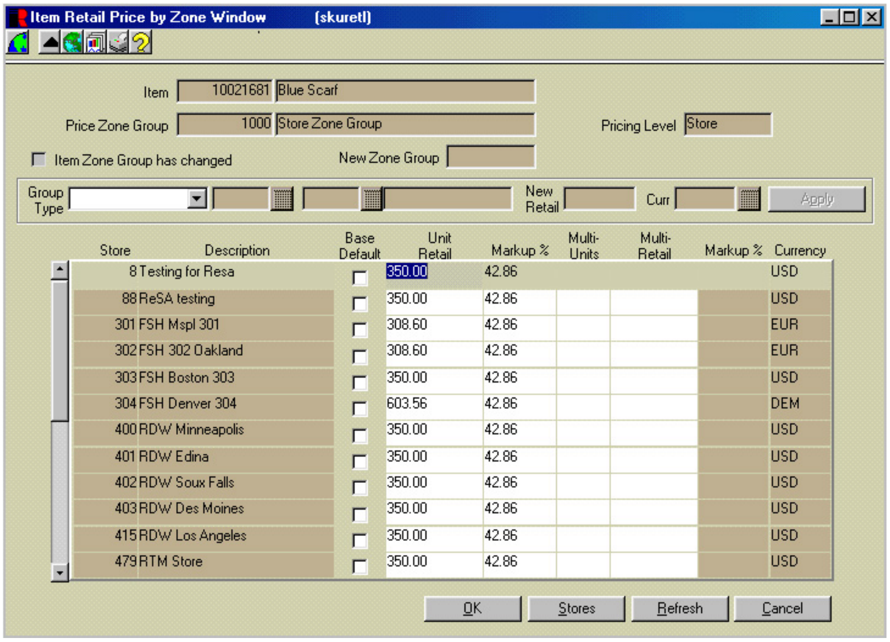
4. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.
5. In the Unit Cost field, enter the cost per unit.
6. Select the Primary Country checkbox, if applicable.
7. In the Case Pack fields, select the supplier's terminology for case packs if other than the defaults. Then enter the number of units that are shipped in each case pack.
8. Enter the Pack Size, Supplier Hierarchy, and Ordering information as necessary.
9. Click the OK + Repeat button to add another origin country, or click OK to exit.

Edit the Retail Price of a Pack Item

> **Note:** Use this procedure to edit the retail price of a pack item that has not yet been received into inventory.

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Retail by Zone. The Item Retail Price by Zone window is displayed.



Item: 10021681 Blue Scarf

Price Zone Group: 1000 Store Zone Group

Pricing Level: Store

☐ Item Zone Group has changed

New Zone Group:

Store	Description	Base Default	Unit Retail	Markup %	Multi-Units	Multi-Retail	Markup %	Currency
8	Testing for Resa	☐	350.00	42.86				USD
88	ReSA testing	☐	350.00	42.86				USD
301	FSH Mspl 301	☐	308.60	42.86				EUR
302	FSH 302 Oakland	☐	308.60	42.86				EUR
303	FSH Boston 303	☐	350.00	42.86				USD
304	FSH Denver 304	☐	603.56	42.86				DEM
400	RDW Minneapolis	☐	350.00	42.86				USD
401	RDW Edina	☐	350.00	42.86				USD
402	RDW Soux Falls	☐	350.00	42.86				USD
403	RDW Des Moines	☐	350.00	42.86				USD
415	RDW Los Angeles	☐	350.00	42.86				USD
479	RTM Store	☐	350.00	42.86				USD

2. Edit the enabled fields on the table as necessary.
3. If the item is priced at the store level:
    a. In the Group Type field, select a grouping mechanism.

    > **Note:** If the Group Type is Price Zone, you must select a price zone group in the first field to the right of the Group Type field.

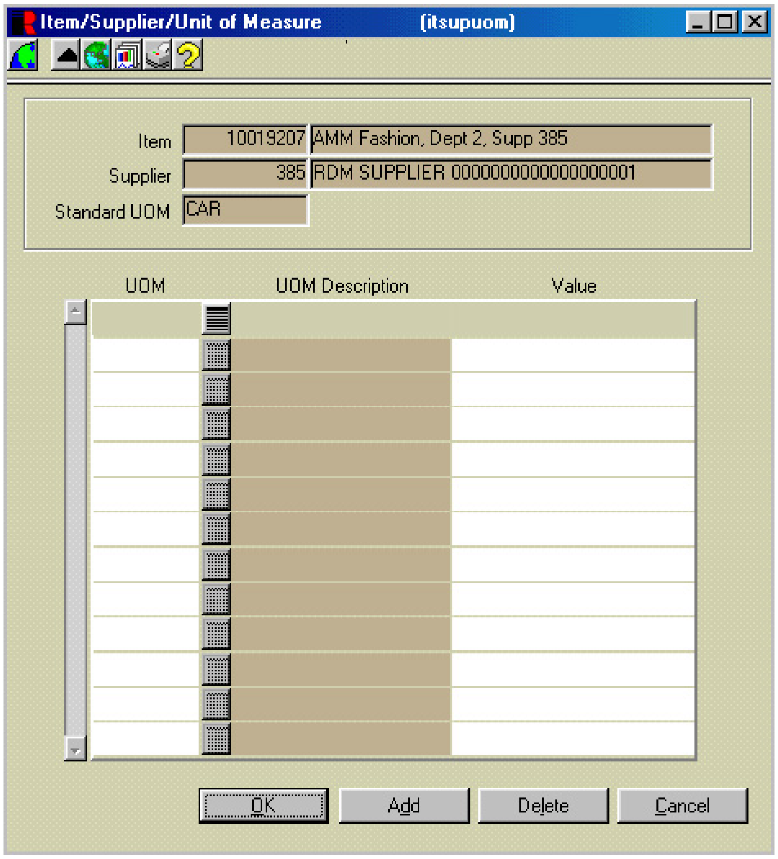
    b. In the second field to the right of the Select Group field, select the group member.
    c. Enter the new retail price in the New Retail field.
    d. In the Curr field, enter the code of the currency in which the amount is denominated.
    e. Click the Apply button. The new retail price is applied to all zones that match the group and currency criteria.

4. Select the Base Default checkbox next to the retail price that you want to use as the base default.
5. Click OK to exit.

Add a Unit of Measure for a Supplier and Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Supplier. The Item/Supplier/Origin Country List window is displayed.
2. Select the supplier that you want to edit.
3. From the Options menu, select Supplier Detail. The Item Supplier window is displayed.
4. From the Options menu, select UOM. The Item/Supplier/Unit of Measure window is displayed.



Item 10019207 AMM Fashion, Dept 2, Supp 385
Supplier 385 RDM SUPPLIER 0000000000000000001
Standard UOM CAR

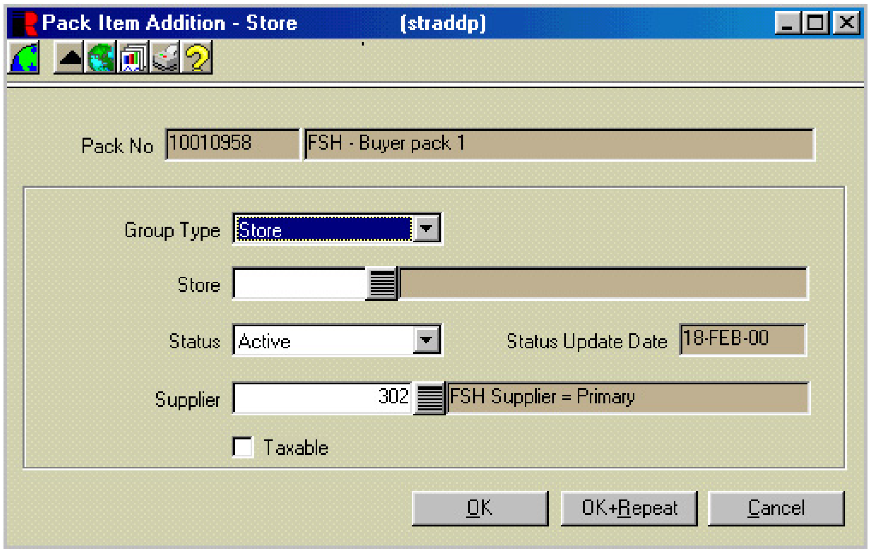
5. Click the Add button. The next available line becomes enabled.
6. In the UOM field enter the abbreviation for the unit of measure (UOM), or click the LOV button and select the UOM.
7. In the Value field, enter the default quantity, weight, or volume as the UOM relates to the standard UOM.
8. Click OK to exit.

Add Stores to a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Store → Detail.

   If the Pack Item Store Maintenance window is displayed, click the Add Store button. The Pack Item Addition - Store window is displayed.



Pack No 10010958 FSH - Buyer pack 1

Group Type Store

Store

Status Active

Status Update Date 18-FEB-00

Supplier 302 FSH Supplier = Primary

☐ Taxable

2. In the Group Type field, select the grouping mechanism.
3. In the variable field, enter the ID of the specific group, or click the LOV button and select the group.

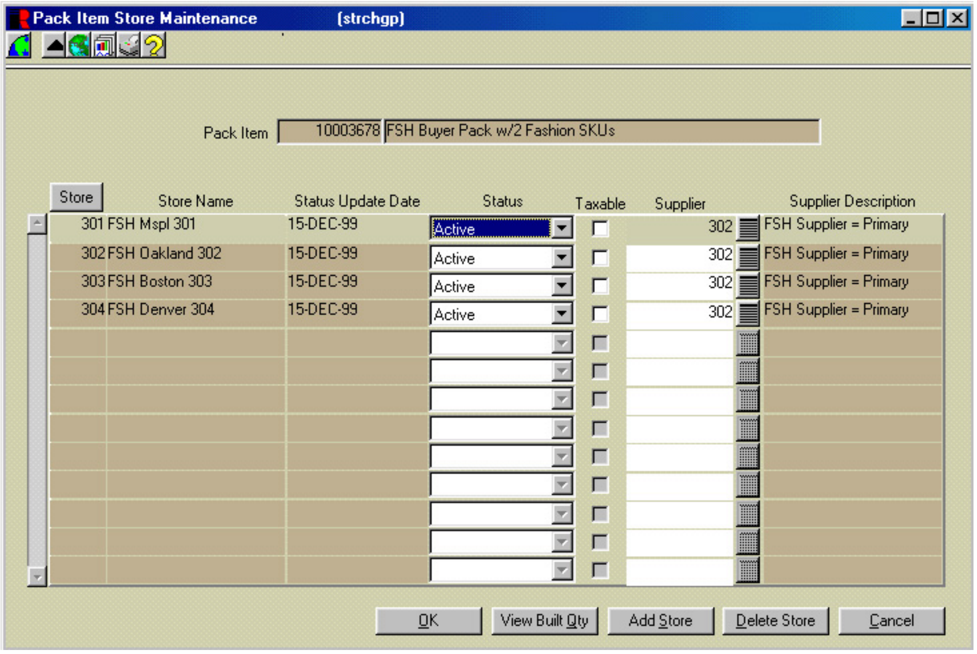
   Note: The label for this field depends on the grouping mechanism that you select in the Group Type field.

4. Enter or edit additional information as necessary.
5. Click the OK + Repeat button to add another group of stores, or click OK to exit.

Edit a Store Associated with a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Store → Detail. The Pack Item Store Maintenance window is displayed.



Pack Item 10003678 FSH Buyer Pack w/2 Fashion SKUs

Store	Store Name	Status Update Date	Status	Taxable	Supplier	Supplier Description
301	FSH Mspl 301	15-DEC-99	Active	☐	302	FSH Supplier = Primary
302	FSH Oakland 302	15-DEC-99	Active	☐	302	FSH Supplier = Primary
303	FSH Boston 303	15-DEC-99	Active	☐	302	FSH Supplier = Primary
304	FSH Denver 304	15-DEC-99	Active	☐	302	FSH Supplier = Primary
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		
				☐		

Note: If the Pack Item Addition - Store window is displayed, no stores are currently associated with the pack item.

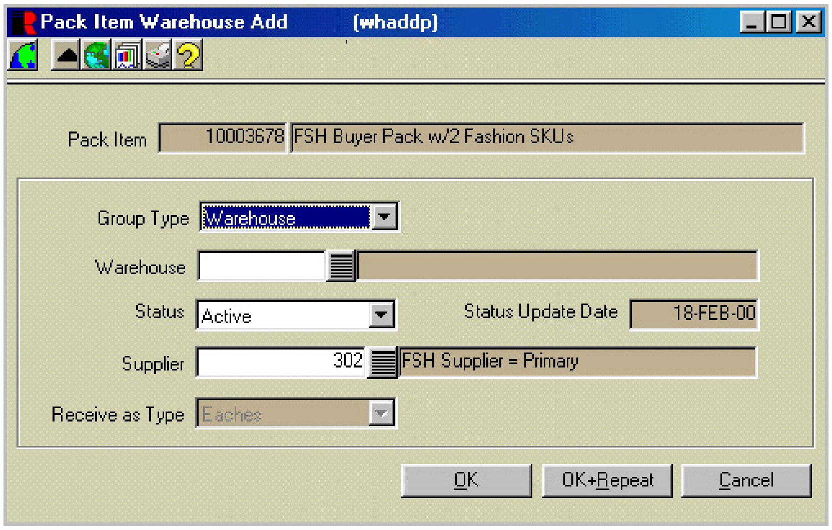
2. Edit the Status, Taxable, and Supplier fields as necessary.
3. Click OK to exit.

Add Warehouses to a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail.

   If the Pack Item Warehouse Maintenance window is displayed, click the Add button. The Pack Item Warehouse Add window is displayed.



Pack Item Warehouse Add (whaddp)

Pack Item 10003678 FSH Buyer Pack w/2 Fashion SKUs

Group Type Warehouse

Warehouse

Status Active

Status Update Date 18-FEB-00

Supplier 302 FSH Supplier = Primary

Receive as Type Eaches

2. In the Group Type field, select the grouping mechanism.
3. In the variable field, enter the ID of the specific group, or click the LOV button and select the group.

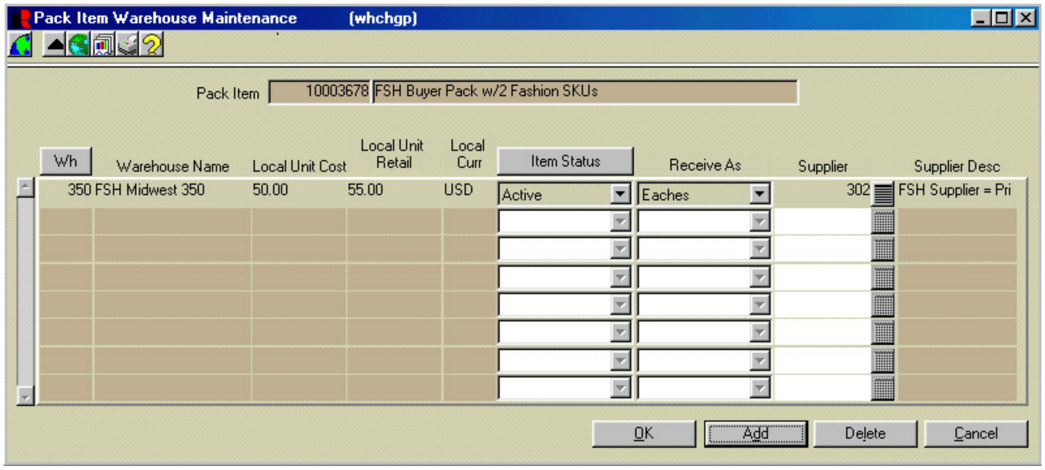
   Note: The label for this field depends on the grouping mechanism that you select in the Group Type field.

4. Enter or edit additional information as necessary.
5. Click the OK + Repeat button to add another group of warehouses, or click OK to exit.

Edit a Warehouse Associated with a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail. The Pack Item Warehouse Maintenance window is displayed.



Pack Item 10003678 FSH Buyer Pack w/2 Fashion SKUs

Wh	Warehouse Name	Local Unit Cost	Local Unit Retail	Local Curr	Item Status	Receive As	Supplier	Supplier Desc
350	FSH Midwest 350	50.00	55.00	USD	Active	Eaches	302	FSH Supplier = Pri

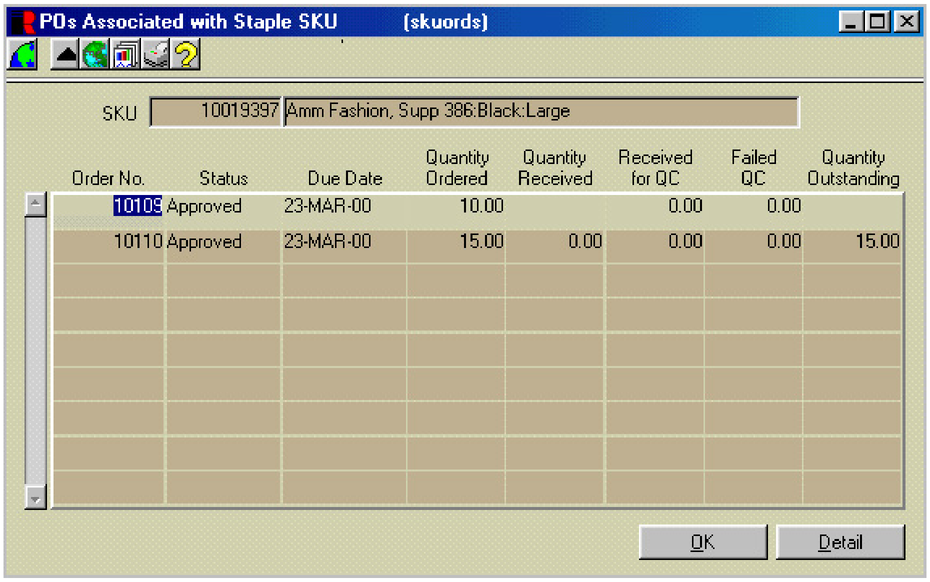
Note: If the Pack Item Warehouse Add window is displayed, no stores currently are associated with the pack item.

2. Edit the enabled fields as necessary.
3. Click OK to exit.

View Outstanding Orders for a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in View mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Order Detail. The POs Associated with Staple SKU window is displayed.



SKU 10019397 Amm Fashion, Supp 386:Black:Large

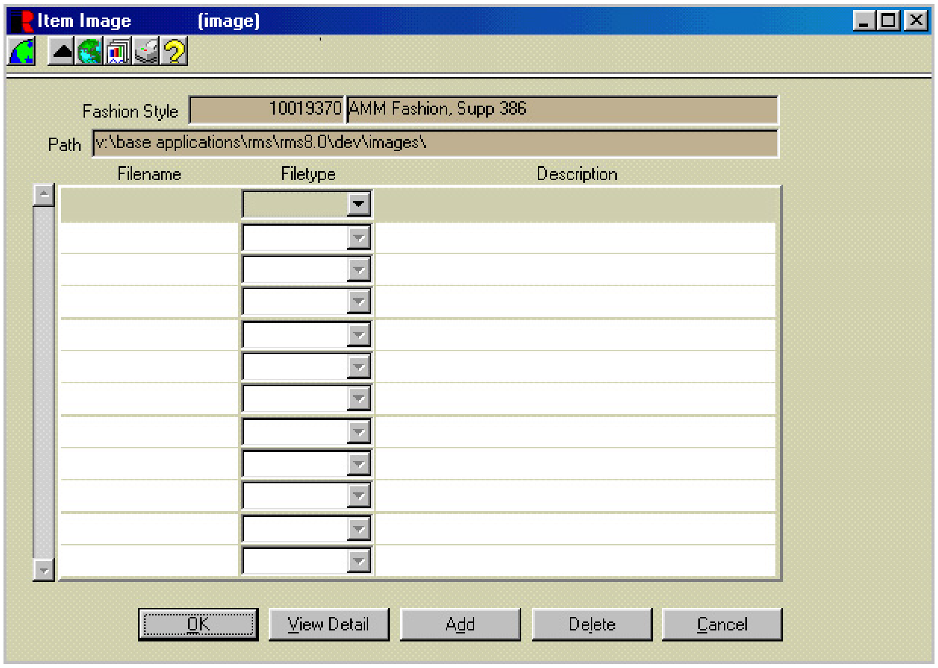
Order No.	Status	Due Date	Quantity Ordered	Quantity Received	Received for QC	Failed QC	Quantity Outstanding
10109	Approved	23-MAR-00	10.00		0.00	0.00	
10110	Approved	23-MAR-00	15.00	0.00	0.00	0.00	15.00

2. To view the details of a purchase order:
   a. Select a purchase order and click the Detail button. The PO Header Maintenance window is displayed.
   b. Click OK to exit the PO Header Maintenance window.
3. Click OK to exit.

Add an Image for a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

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


Item Image (image)
Filename
Filetype
Description
OK
View Detail
Add
Delete
Cancel

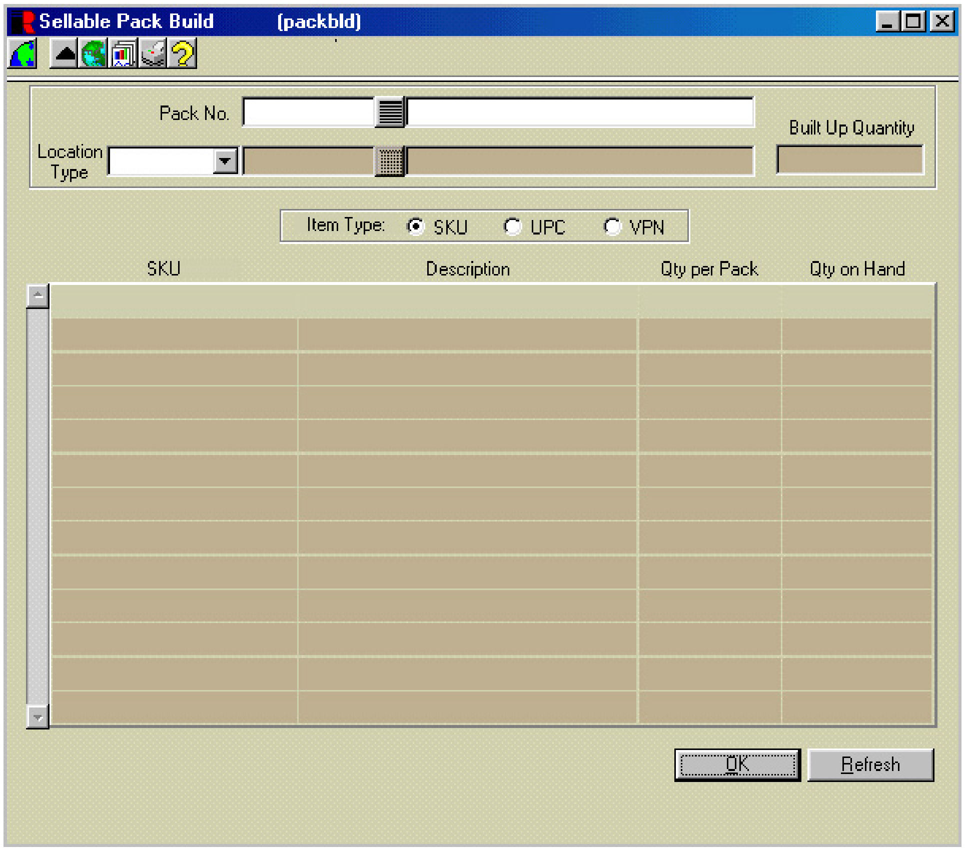
Fashion Style 10019370 AMM Fashion, Supp 386

Path v:\base applications\rms\rms8.0\dev\images\

2. Click the Add button. The next available line is enabled.
3. In the Filename field, enter enter the filename of the image (without the extension).
4. In the Filetype field, select the type of file (filename extension).
5. In the Description field, enter a brief description of the image.
6. To view the image:
   a. Click the View Detail button. The Image View window is displayed.
   b. Click Close to exit the Image View window.
7. Click OK to exit.

View the Components of a Sellable Pack

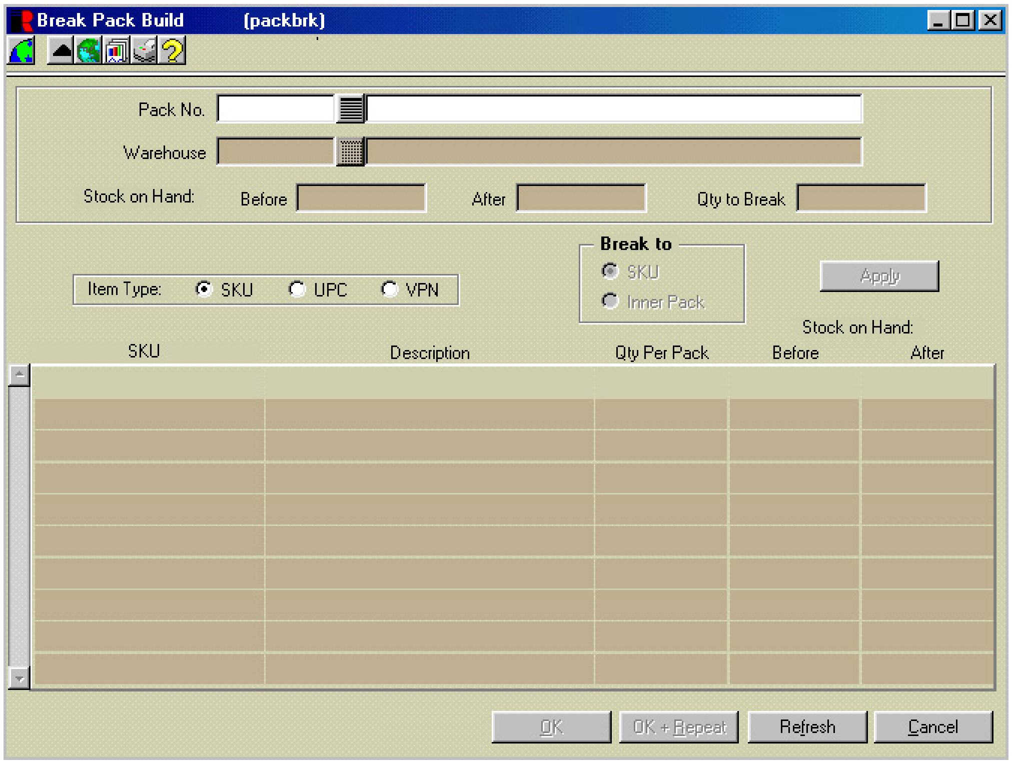
➲ **Navigate:** From the main menu, select Inventory → Pack Items → Build Sellable Pack. The Sellable Pack Build window is displayed.


Sellable Pack Build (packbld)
Pack No.
Location Type
Built Up Quantity
Item Type:
● SKU
○ UPC
○ VPN
SKU
Description
Qty per Pack
Qty on Hand
OK
Refresh

1. In the Pack No field, enter the number of the pack item, or click the LOV button and select the pack item.
2. In the Location field, select the type of location.
3. In the next field, enter the ID of the location, or click the LOV button and select the location. The components and their quantities are displayed.
4. Click Refresh to view the components of another sellable pack, or click OK to exit.

Break Packs into Component Items

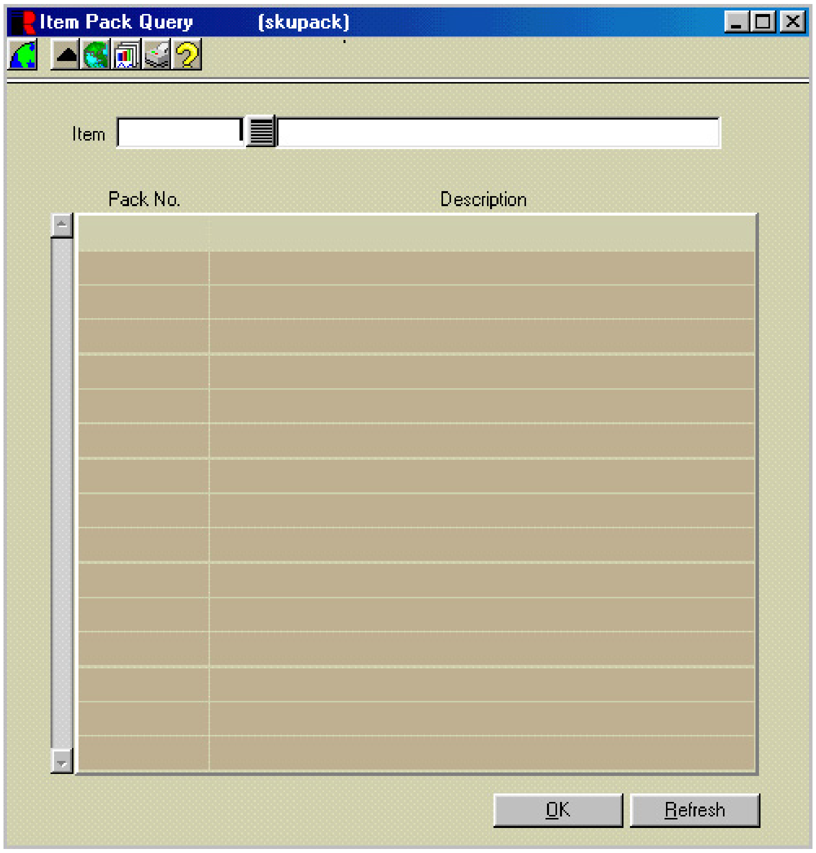
➲ **Navigate:** From the main menu, select Inventory → Pack Items → Break Pack. The Break Pack Build window is displayed.


Break Pack Build (packbrk)
Pack No.
Warehouse
Stock on Hand:
Before
After
Qty to Break
Item Type: ● SKU ○ UPC ○ VPN
Break to
● SKU
○ Inner Pack
Apply
Stock on Hand:
SKU
Description
Qty Per Pack
Before
After
OK
OK + Repeat
Refresh
Cancel

1. In the Pack No field, enter the number of the pack item, or click the LOV button and select the pack.
2. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
3. In the Qty to Break field, enter the number of packs that you want to break down to the component level. This number must be less than the number displayed in the Stock on Hand: Before field.
4. Click the Apply button. The number of packs is decremented. The number of component items is increment.
5. Click the OK + Repeat button to break down another pack item, or click OK to exit.

Search for Packs by Component Item

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


Item Pack Query (skupack)
Item
Pack No.
Description
OK
Refresh

1. In the Item field, enter a SKU or item number, or click the LOV button and select the item. The packs that contain the item as a component are displayed.
2. Click Refresh to clear the fields for another search, or click OK to exit.

Colors and Size Dimensions

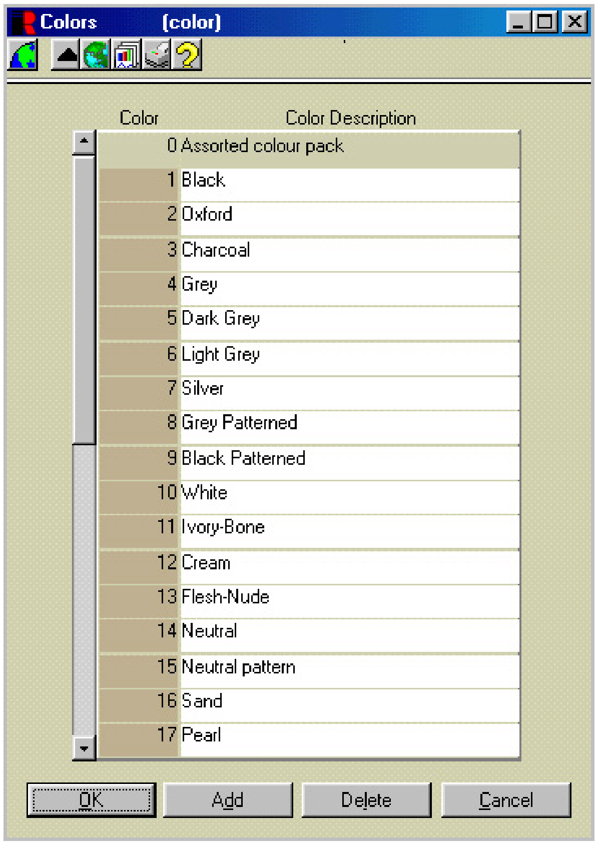
The color and size dimension functions allow you to add, edit, view, and group colors and sizes, which then can be applied to fashion styles.

There is a logical progression for adding color and size dimension information.

- Add each color and size.
- Create size groups. You can use size groups to combine related sizes under one ID. For example, you might create a group according to inseam sizes, waist sizes, shoe sizes, shoe widths, hat sizes, or belt lengths.
- Create color ranges and size ranges. You can use color ranges to group the colors that are usually associated with an item under one ID. You can use size ranges to group one or two size dimensions that are associated with an item under one ID. For example, you can create a range of sizes for hats or a range of inseam and waist sizes for pants.
- Create size ratios. A size ratio is a calculation of sales percentages by sizes at the store and subclass level. A size ratio is based on user-defined parameters and sales history for an item. You can use a size ratio to determine the best assortment of sizes to stock at a store.
- Create size templates. You can group multiple primary and secondary size combinations under one ID. You can then indicate the percentage or ratio by which each size or size combination should be allocated. Size templates are useful for when creating fashion packs.
- Create fashion pack templates. You can group multiple color and size combinations, along with their default quantities, under one ID. Templates can be attached to the style component of a pack item. The color and size combinations are used to create the individual fashion SKUs for the style component.

Add a Color

➲ **Navigate:** From the main menu, select Items → Fashion → Color → Edit. The Colors window is displayed.

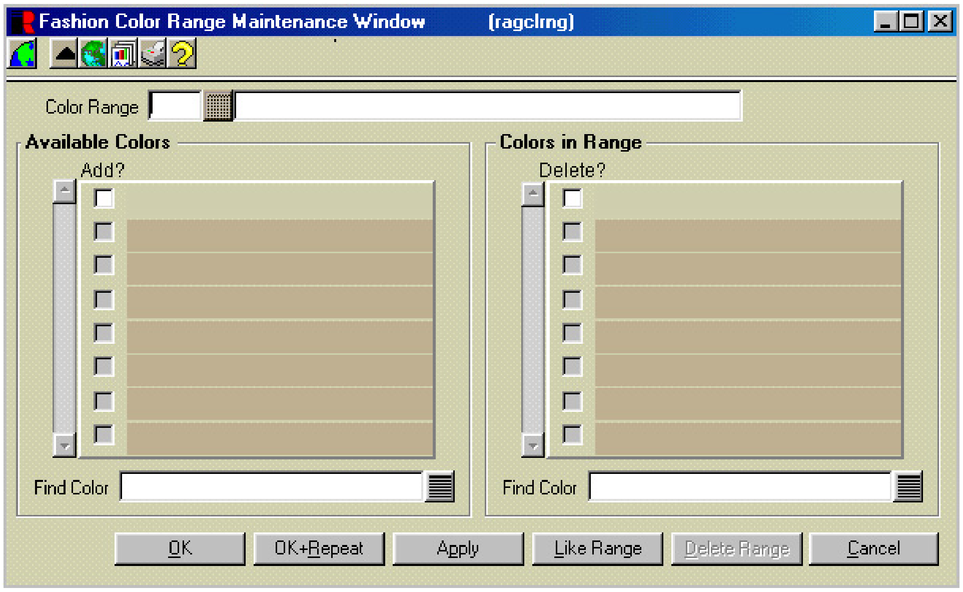


Color	Color Description
0	Assorted colour pack
1	Black
2	Oxford
3	Charcoal
4	Grey
5	Dark Grey
6	Light Grey
7	Silver
8	Grey Patterned
9	Black Patterned
10	White
11	Ivory-Bone
12	Cream
13	Flesh-Nude
14	Neutral
15	Neutral pattern
16	Sand
17	Pearl

1. Click the Add button.
2. On the next available line, enter a unique number in the Color field.
3. In the Description field, enter the description of the color.
4. Click OK to exit.

Create a Color Range

➲ **Navigate:** From the main menu, select Items → Fashion → Color Range → New. The Fashion Color Range Maintenance window is displayed.

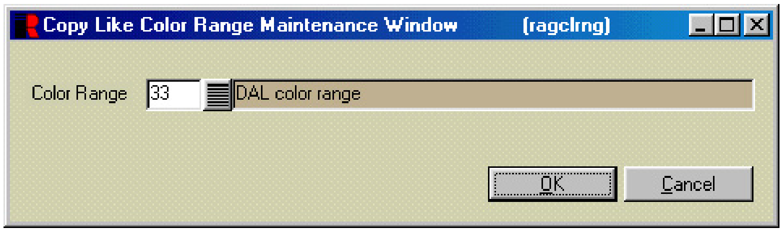

Fashion Color Range Maintenance Window (ragclrng)
Color Range
Available Colors
Add?
Colors in Range
Delete?
Find Color
Find Color
OK
OK+Repeat
Apply
Like Range
Delete Range
Cancel

1. In the Color Range field, enter the ID and description of the color range.
2. In the Available Colors table, select the Add? checkbox next to each color that you want to include in the color range.
3. Click the Apply button. The selected colors are moved to the Colors in Range table.
4. Click the OK + Repeat button to create another color range, or click OK to exit.

Copy a Color Range

➲ **Navigate:** From the main menu, select Items → Fashion → Color Range → New. The Fashion Color Range Maintenance window is displayed.

1. In the Color Range field, enter an ID and description of the color range.
2. Click the Like Range button. The Copy Like Color Range Maintenance window is displayed.

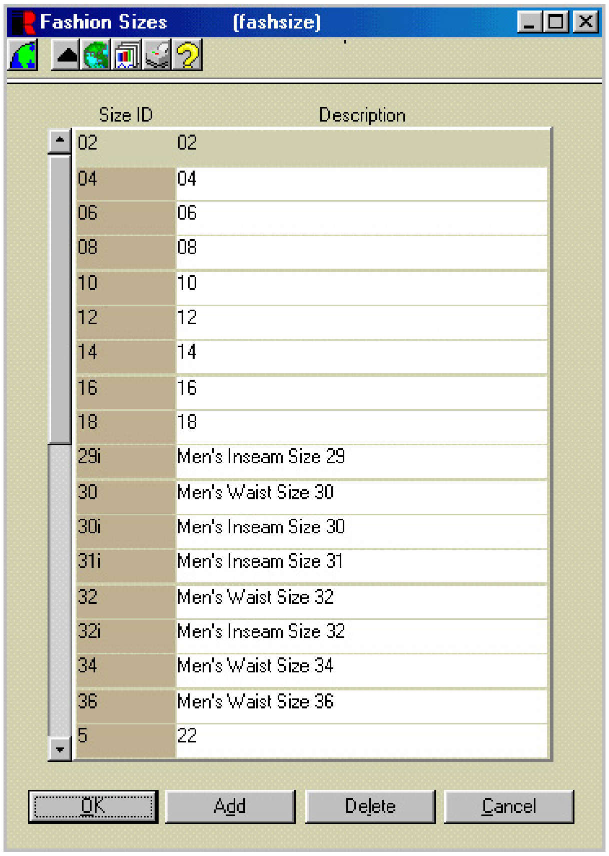


Color Range 33 DAL color range

3. In the Color Range field, enter the ID of the color range to copy, or click the LOV button and select the color range.
4. Click OK to exit the Copy Like Color Range Maintenance window. The color assortment is copied to the Colors in Range table.
5. Click the OK + Repeat button to create another color range, or click OK to exit.

Add a Size

- **Navigate:** From the main menu, select Items → Fashion → Size → Edit. The Fashion Sizes window is displayed.

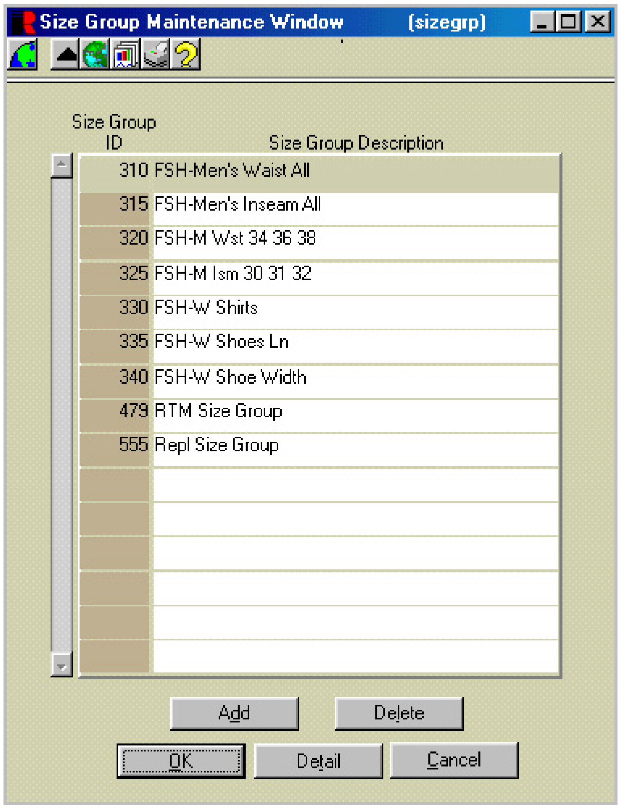


Size ID	Description
02	02
04	04
06	06
08	08
10	10
12	12
14	14
16	16
18	18
29i	Men's Inseam Size 29
30	Men's Waist Size 30
30i	Men's Inseam Size 30
31i	Men's Inseam Size 31
32	Men's Waist Size 32
32i	Men's Inseam Size 32
34	Men's Waist Size 34
36	Men's Waist Size 36
5	22

1. Click the Add button.
2. On the next available line, enter a unique number in the Size ID field.
3. In the Description field, enter the name or number of the size.
4. Click OK to exit.

Create a Size Group

➲ **Navigate:** From the main menu, select Items → Fashion → Size Group → New. The Size Group Maintenance window is displayed.

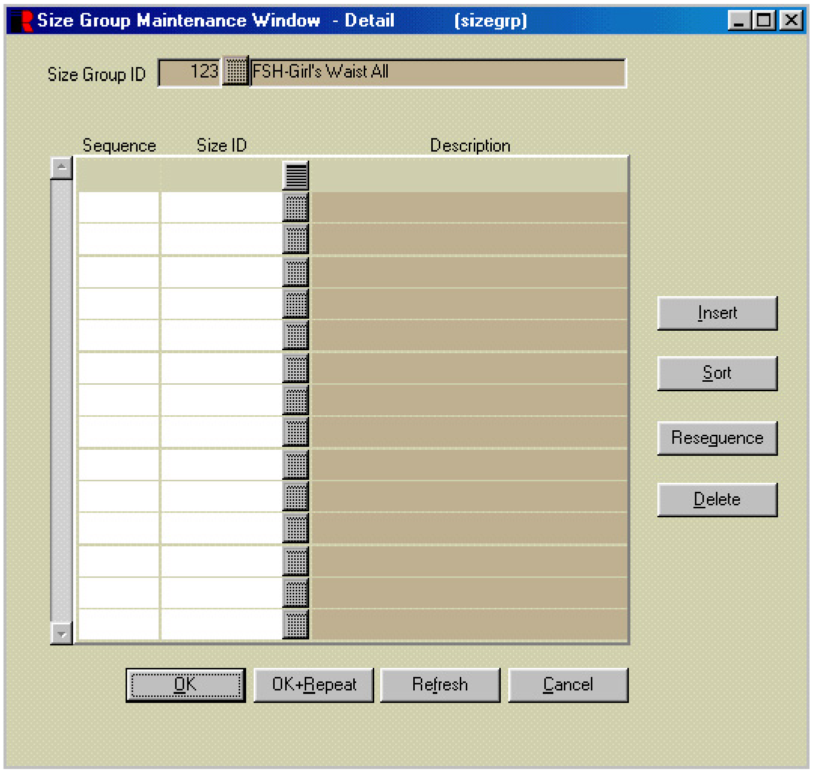

Size Group Maintenance Window (sizegrp)
Add
Delete
OK
Detail
Cancel

Size Group ID	Size Group Description
310	FSH-Men's Waist All
315	FSH-Men's Inseam All
320	FSH-M Wst 34 36 38
325	FSH-M Ism 30 31 32
330	FSH-W Shirts
335	FSH-W Shoes Ln
340	FSH-W Shoe Width
479	RTM Size Group
555	Repl Size Group

1. Click the Add button.
2. On the next available line, enter a unique number in the Size Group ID field.
3. In the Description field, enter a description of the size group.

4. To add sizes:

   a. Click the Detail button. The Size Group Maintenance Detail window is displayed.


Size Group Maintenance Window - Detail (sizegrp)
Size Group ID
123
FSH-Girl's Waist All
Sequence
Size ID
Description
Insert
Sort
Resequence
Delete
OK
OK+Repeat
Refresh
Cancel

   b. Click the Insert button.

   c. On the next available line, enter a number in the Sequence field to indicate the order in which the size should be displayed in relation to the other sizes that you might add.

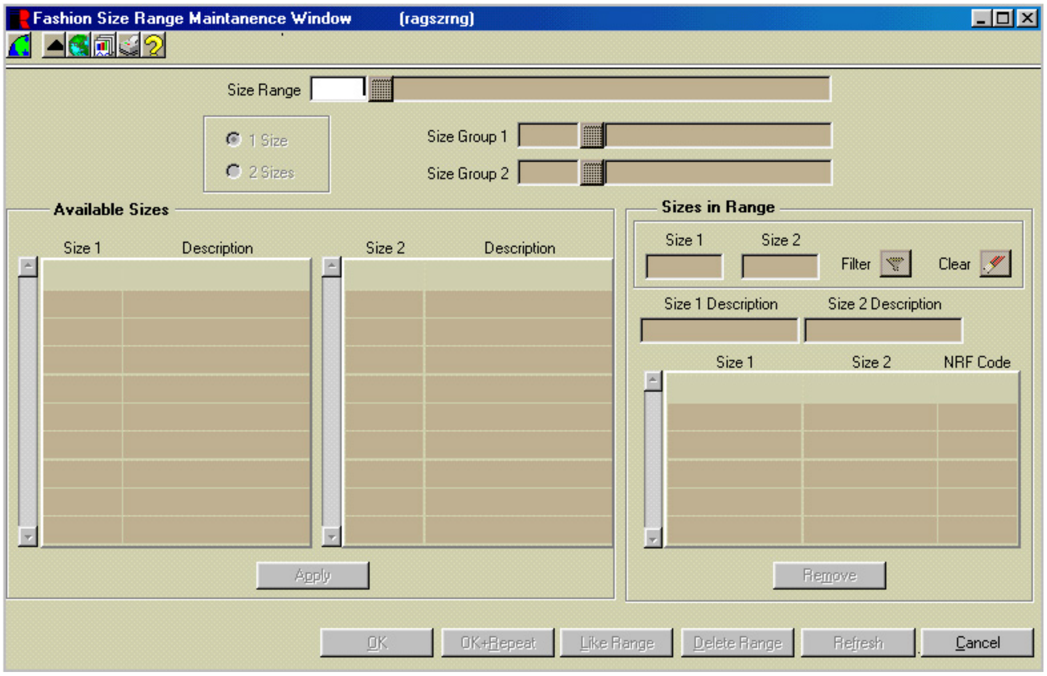
   d. In the Size ID field, enter the ID of the size, or click the LOV button and select the size.

   e. Click the OK + Repeat button to add sizes to another size group, or click OK to exit the Size Group Maintenance Detail window.

5. Click OK to exit.

Create a Size Range

➲ **Navigate:** From the main menu, select Items → Fashion → Size Range → New. The Fashion Size Range Maintenance window is displayed.


Fashion Size Range Maintanence Window (ragszrng)
Size Range
1 Size
2 Sizes
Size Group 1
Size Group 2
Available Sizes
Size 1
Description
Size 2
Description
Apply
Sizes in Range
Size 1
Size 2
Filter
Clear
Size 1 Description
Size 2 Description
Size 1
Size 2
NRF Code
Remove
OK
OK+Repeat
Like Range
Delete Range
Refresh
Cancel

1. In the Size Range field, enter the ID and description of the size range.
2. To include sizes from one size group, select the 1 Size option.

To include sizes from two size groups, select the 2 Sizes option.

3. In the Size Group 1 field, enter the ID of the first size group, or click the LOV button and select the size group.

   If you selected the 2 Sizes option, enter the ID of the second size group in the Size Group 2 field, or click the LOV button and select the size group.

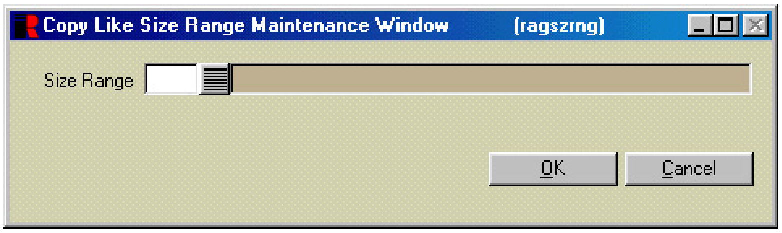
   The sizes available in the one or two size groups that you selected are displayed in the Available Sizes tables.

4. In the Available Sizes tables, select the sizes that you want to include in the size range.
5. Click the Apply button. The selected sizes are moved to the Sizes in Range table.
6. Click the OK + Repeat button to create another size range, or click OK to exit.

Copy a Size Range

➲ **Navigate:** From the main menu, select Items → Fashion → Size Range → New. The Fashion Size Range Maintenance window is displayed.

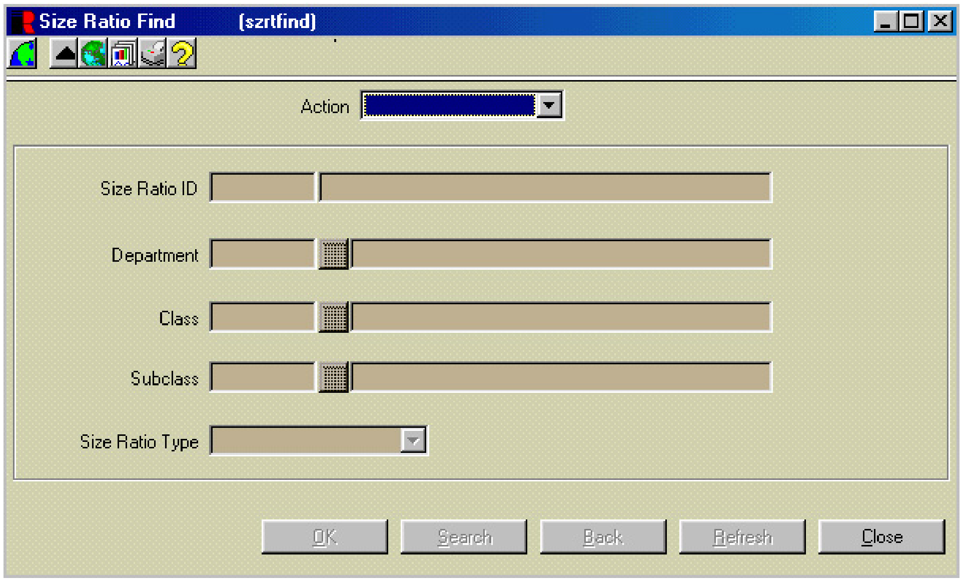
1. In the Size Range field, enter the ID and description of the size range.
2. Click the Like Range button. The Copy Like Size Range Maintenance window is displayed.


Copy Like Size Range Maintenance Window (ragszrng)
Size Range
OK
Cancel

3. In the Size Range field, enter the ID of the size range to copy, or click the LOV button and select the size range.
4. Click OK to exit the Copy Like Size Range Maintenance window. The size assortment is copied to the Sizes in Range table.
5. Click the OK + Repeat button to create another size range, or click OK to exit.

Search for a Size Ratio

➲ **Navigate:** From the main menu, select Control -- Size Ratios. The Size Ratio Find window is displayed.

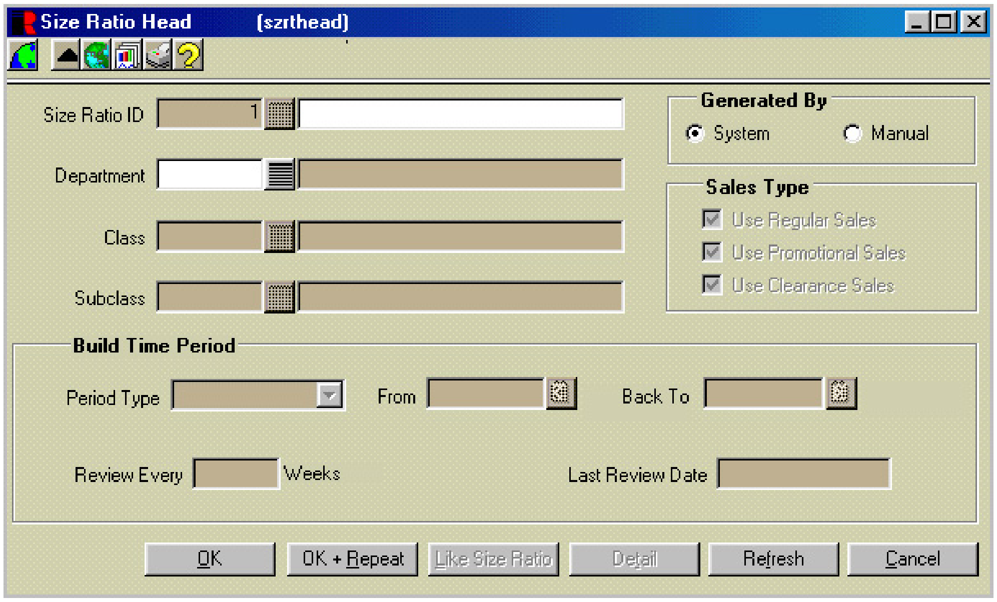

Size Ratio Find (szrtfind)
Action
Size Ratio ID
Department
Class
Subclass
Size Ratio Type
OK
Search
Back
Refresh
Close

1. In the Action field, select either Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Size Ratio Find window displays the size ratios that match the search criteria.
4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the size ratio information, select a record and click OK. The Size Ratio Head window is displayed.
5. Click Close to exit.

Create a Size Ratio

➲ **Navigate:** From the main menu, select Control → Size Ratios. The Size Ratio Find window is displayed.

1. In the Action field, select New.
2. Click OK. The Size Ratio Head window is displayed. The size ratio ID is filled in automatically.



Size Ratio Head (szrthead)

Size Ratio ID 1

Generated By
● System ○ Manual

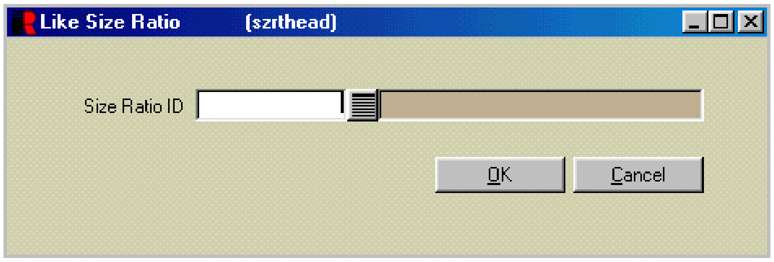
Sales Type
☑ Use Regular Sales
☑ Use Promotional Sales
☑ Use Clearance Sales

Department
Class
Subclass
Build Time Period
Period Type
From
Back To
Review Every
Weeks
Last Review Date
OK
OK + Repeat
Like Size Ratio
Detail
Refresh
Cancel

3. In the Size Ratio ID field, enter the description of the size ratio.
4. Select either the System or Manual option.
5. If you select System:
    a. Enter the ID of the department, class, and subclass in the appropriate fields, or click the LOV buttons and select them.
    b. In the Sales Type area, select the types of sales that you want to include in the size ratio.
    c. In the Build Time Period, select the type of time period. Then enter the dates or the number of weeks in the appropriate fields.
    d. In the Review Every Weeks field, enter how often the size ratio should be recalculated.

6. If you select Manual:

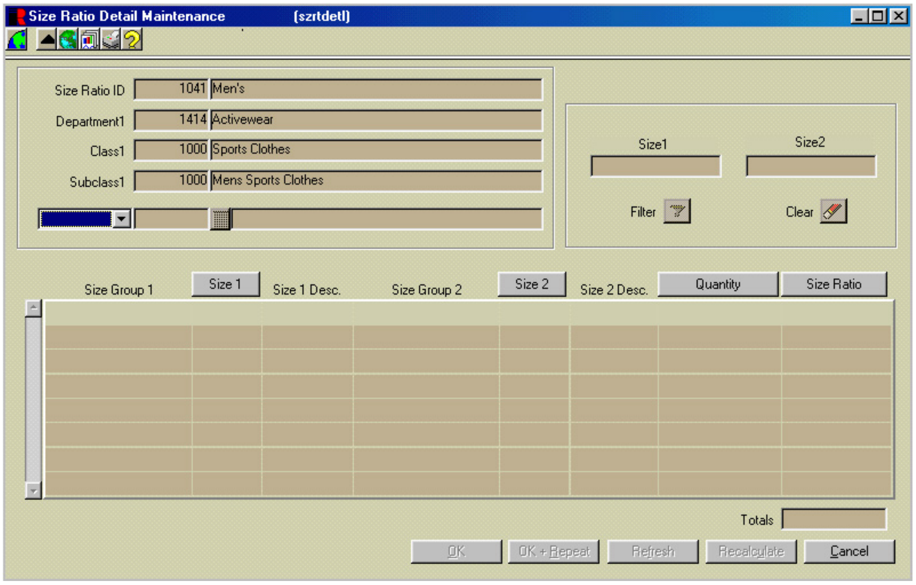
   a. Click the Like Size Ratio button. The Like Size Ratio window is displayed.


Like Size Ratio (szrthead)
Size Ratio ID
OK
Cancel

   b. In the Size Ratio ID field, enter the ID of the size ratio that you want to copy, or click the LOV button and select the size ratio.

   c. Click OK to exit the Like Size Ratio window. The merchandise levels, sales types, and time period information are copied to the current sales ratio.

   d. Click the Detail button. The Size Ratio Detail Maintenance window is displayed.


Size Ratio Detail Maintenance (szrtdetl)
Size1
Size2
Filter
Clear
Size Group 1
Size 1
Size 1 Desc.
Size Group 2
Size 2
Size 2 Desc.
Quantity
Size Ratio
Totals
OK
OK + Repeat
Refresh
Recalculate
Cancel

Size Ratio ID 1041 Men's
Department1 1414 Activewear
Class1 1000 Sports Clothes
Subclass1 1000 Mens Sports Clothes

   e. 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 size 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 size ratio, you are prompted to add the store and copy the settings from another store.

   f. Edit the quantities as necessary; then click the Recalculate button.

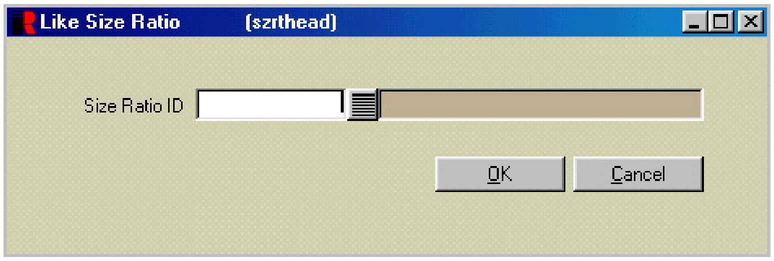
   g. Click the OK + Repeat button to edit the quantities for another store, or click OK to exit the Size Ratio Detail Maintenance window.

7. Click the OK + Repeat button to create another size ratio, or click OK to exit.

Copy a Size Ratio

➲ **Navigate:** Search for and retrieve a size ratio in New mode.

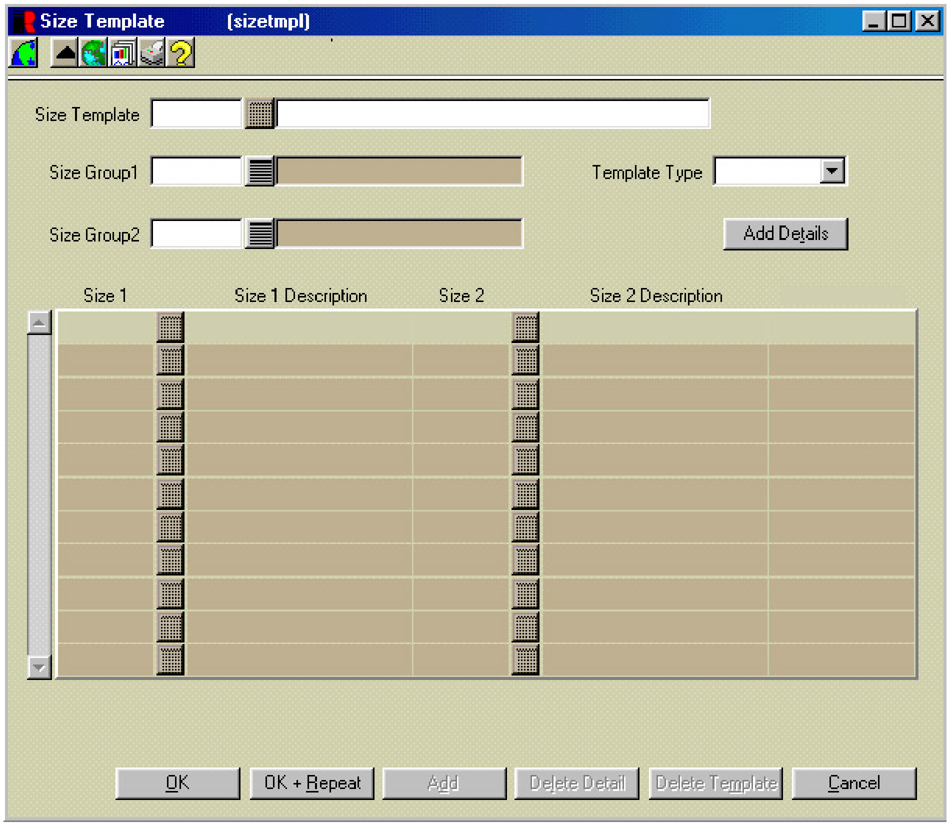
1. In the Size Ratio ID field, enter the description of the size ratio.
2. Select the Manual option.
3. To copy the sales types and time period parameters from another size ratio:
   a. Click the Like Size Ratio button. The Like Size Ratio window is displayed.



   b. In the Size Ratio field, enter the ID of the size ratio to copy, or click the LOV button and select the size ratio.
   c. Click OK to exit the Like Size Ratio window.
4. Click the OK + Repeat button to create another size ratio, or click OK to exit.

Create a Size Template

➲ **Navigate:** From the main menu, select Items → Fashion → Size Template → New. The Size Template window is displayed.

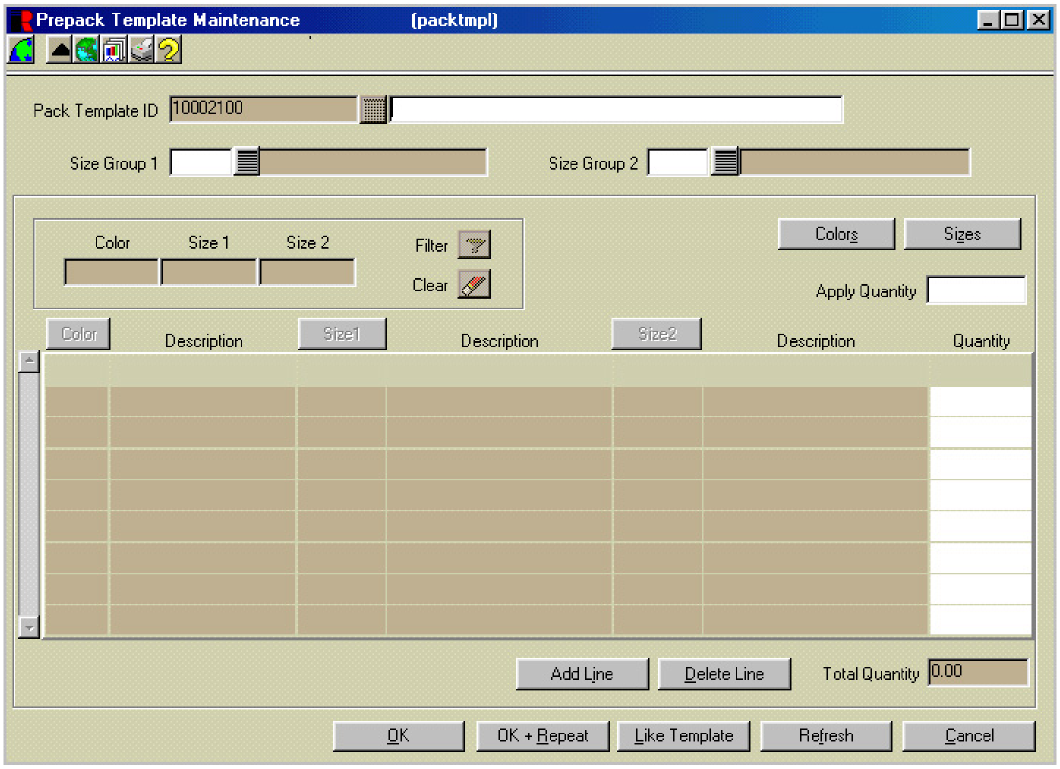

Size Template (sizetmpl)
Size Template
Size Group1
Template Type
Size Group2
Add Details
Size 1
Size 1 Description
Size 2
Size 2 Description
OK
OK + Repeat
Add
Delete Detail
Delete Template
Cancel

1. In the Size Template field, enter a unique ID and description for the size template.
2. In the Size Group 1 field, enter the ID of the primary size group, or click the LOV button and select the size group.
3. In the Size Group 2 field, enter the ID of the secondary size group, or click the LOV button and select the size group. The secondary size group is optional.
4. In the Template Type field, select the method by which you want to allocate the sizes.
5. Click the Add Details button.

6. To add the size details:
   1. In the Size 1 field, enter the ID of the primary size, or click the LOV button and select the size.
   2. In the Size 2 field, enter the ID of the secondary size, or click the LOV button and select the size. Secondary sizes are optional.
   3. In the Pct or Ratio field, enter the percentage or ratio by which the size detail should be allocated.
   4. Click the Add button to add another primary and secondary size combination.
7. Click the OK + Repeat button to create another size template, or click OK to exit.

Create a Fashion Pack Template

- **Navigate:** From the main menu, select Items → Fashion → Pack Templates → New. The Prepack Template Maintenance window is displayed. A Prepack Template ID is filled in automatically.


Prepack Template Maintenance
(packtmpl)
Size Group 1
Size Group 2
Color
Size 1
Size 2
Filter
Clear
Colors
Sizes
Apply Quantity
Color
Description
Size1
Description
Size2
Description
Quantity
Add Line
Delete Line
OK
OK + Repeat
Like Template
Refresh
Cancel

Pack Template ID 10002100

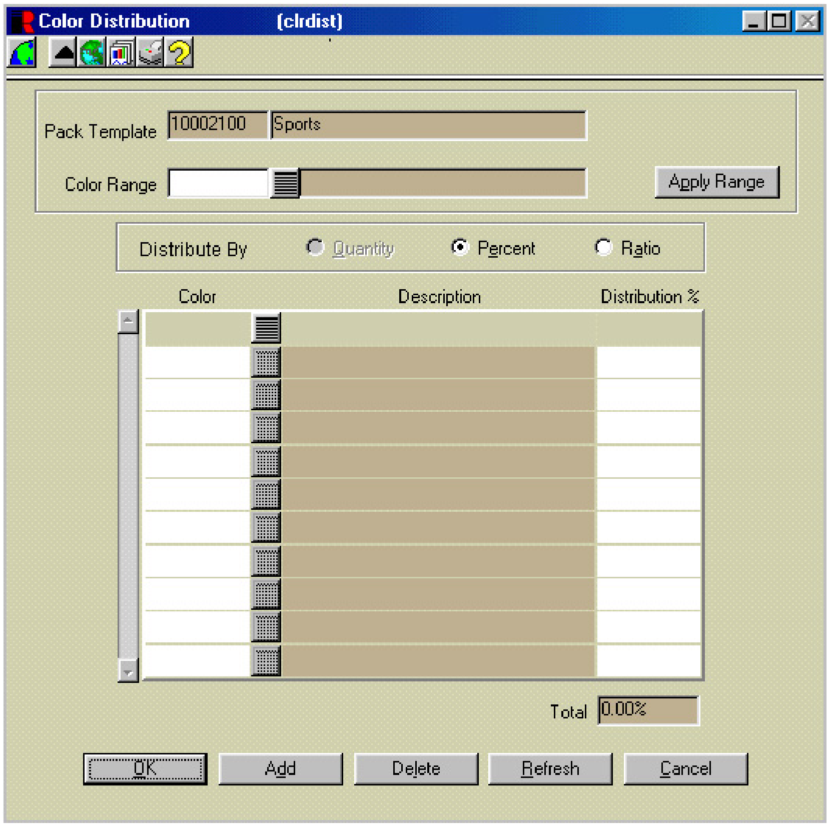
Total Quantity 0.00

1. In the Pack Template ID field, enter the description of the fashion pack template.
2. In the Size Group 1 and Size Group 2 fields, enter the IDs of the primary and secondary size groups, or click the LOV buttons and select the size groups. The Size Group 2 field is optional.
3. In the Apply Quantity field, enter the total quantity that you want to distribute among the assortment of colors and sizes.

> **Note:** If you enter a quantity, then the assortment of colors and sizes can be distributed by percent or ratio. Otherwise, you must indicate the quantity for each color and size.

4. To add colors to the template:

   a. Click the Colors button. The Color Distribution window is displayed.


Color Distribution (clrdist)
Apply Range
Color
Description
Distribution %
OK
Add
Delete
Refresh
Cancel

Pack Template 10002100 Sports

Color Range

Distribute By ○ Quantity ● Percent ○ Ratio

Total 0.00%

   b. To add a range of colors, enter the ID for the color range in the Color Range field, or click the LOV button and select the color range. Then click the Apply Range button.

      To add one color, click the Add button. On the next available line, enter the color ID in the Color field, or click the LOV button and select the color.

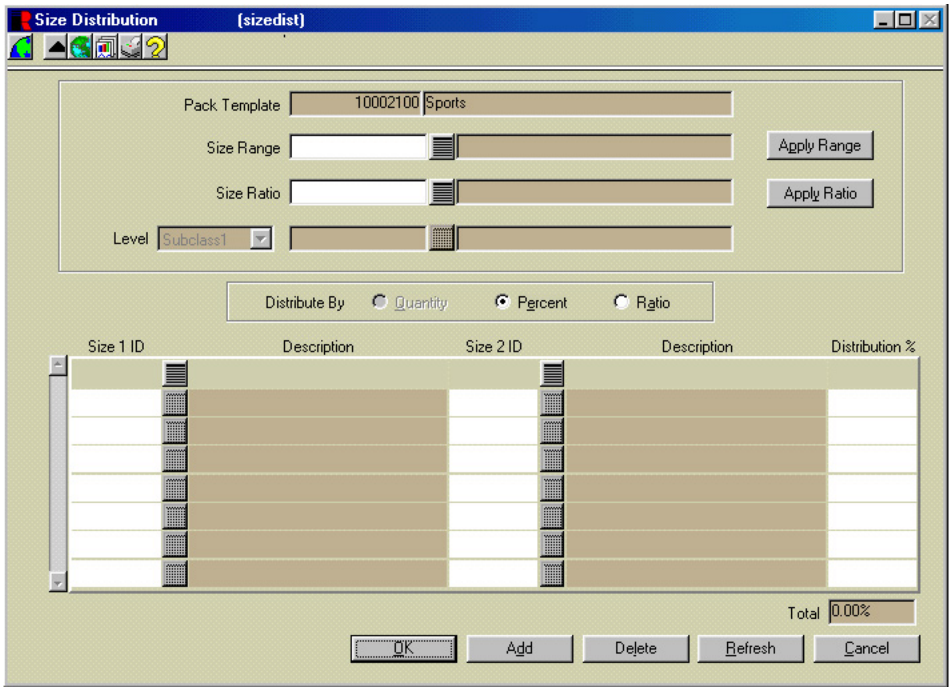
   c. In the Distribute By area, select the method by which quantities should be determined. Then enter the quantity, percentage, or ratio in the Quantity, Distribution %, or Ratio field for each color.

   d. Click OK to exit the Color Distribution window. The colors are displayed on the Prepack Template Maintenance window.

5. To add sizes to the template:

   a. Select one or multiple colors in the table.

   b. Click the Sizes button. The Size Distribution window is displayed.



Size Distribution (sizedist)

Pack Template 10002100 Sports

Level Subclass1

Distribute By ○ Quantity ● Percent ○ Ratio

Total 0.00%

   c. To add a range of sizes, enter the ID of the size range in the Size Range field, or click the LOV button and select the size range. Then click the Apply Range button.

      To add a size ratio, enter the ID of the size ratio in the Size Ratio field, or click the LOV button and select the size ratio. Then click the Apply Ratio button.

      To add one size or a size combination, click the Add button. On the next available line, enter the size ID in the Size 1 ID field, or click the LOV button and select the primary size. In the Size 2 ID field, enter the secondary size if necessary.

   d. In the Distribute By area, select the method by which quantities should be determined. Then enter the quantity, percentage, or ratio in the Quantity, Distribution %, or Ratio field for each size.

   e. Click OK to exit the size distribution window. The sizes are applied to the colors that you selected on the Prepack Template Maintenance window.

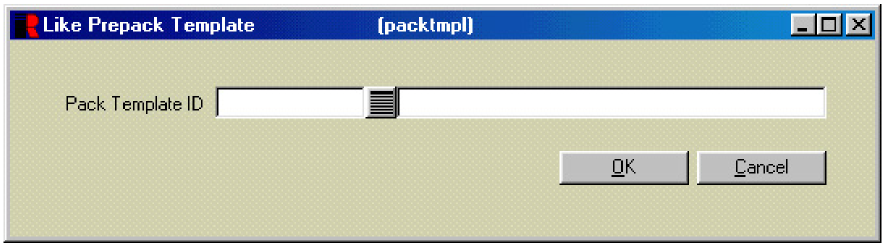
6. Edit the quantities if necessary.

7. Click the OK + Repeat button to create another template, or click OK to exit.

Copy a Fashion Pack Template

➲ **Navigate:** From the main menu, select Items → Fashion → Pack Templates → New. The Prepack Template Maintenance window is displayed. A Prepack Template ID is filled in automatically.

1. In the Pack Template ID field, enter a description of the template.
2. Click the Like Template button. The Like Prepack Template window is displayed.



3. In the Pack Template ID field, enter the ID of the template to copy, or click the LOV button and select the template.
4. Click OK to exit the Like Prepack Template window. The assortment of colors and sizes are copied to the Prepack Template Maintenance window.
5. Edit the quantities as necessary.
6. Click the OK + Repeat button to create another template, or click OK to exit.

Reclassification

Item reclassification allows you to move an item or item list from one department/class/subclass to another. You can reclassify a staple SKU, fashion style, pack item, or a list of items. Fashion SKUs are reclassified by specifying the fashion style.

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

Reclassification Edit Checks

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

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.
- One or more fashion SKUs exist in the item list that is used to reclassify a group of items. Fashion SKUs are ignored.

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 SKUs 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. This check applies to staple and fashion items only.
- 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.

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. Sales history is kept at the SKU level in RMS, so a reclassification does not affect these records. 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

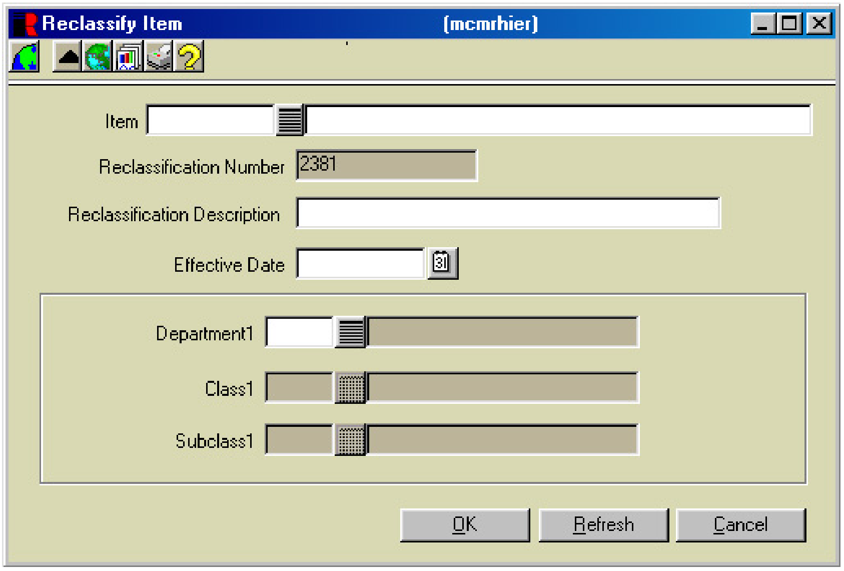
Open to buy (OTB) records are updated for all orders that are approved, but have not yet been received.

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.

Create a Reclassification Event for an Item

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



Item	
Reclassification Number	2381
Reclassification Description	
Effective Date	
Department1	
Class1	
Subclass1	

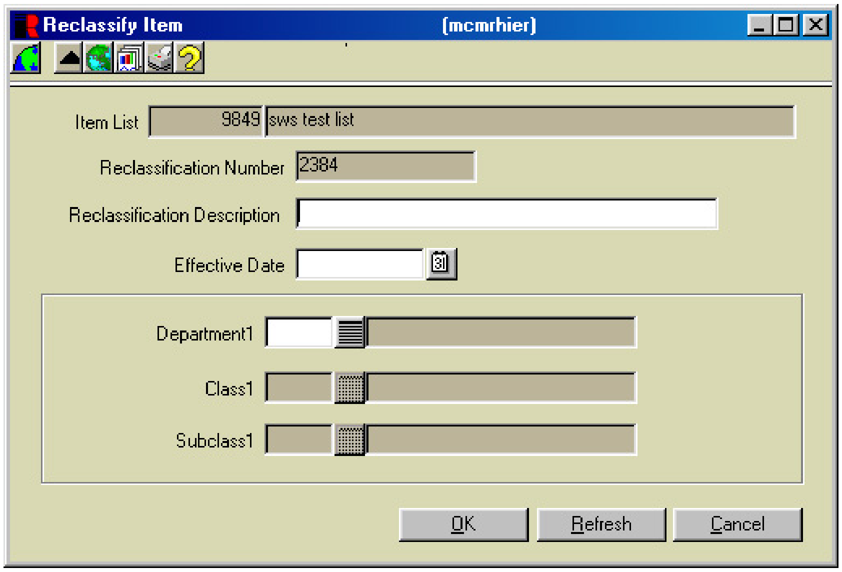
1. In the Item field, enter the SKU of the item to be reclassified, or click the LOV button and select the item.
2. In the Reclassification Description field, enter a description of the reclassification event.
3. In the Effective Date field, enter the date on which the reclassification must occur, or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

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

Create a Reclassification Event for an Item List

➲ **Navigate:** Search for and retrieve an item list in Use mode.

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



Item List 9849 sws test list

Reclassification Number 2384

Reclassification Description

Effective Date

Department1

Class1

Subclass1

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

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

Universal Product Codes

The universal product code (UPC) module allows you to define product code and supplier relationships for staple items, fashion SKUs, and vendor pack items.

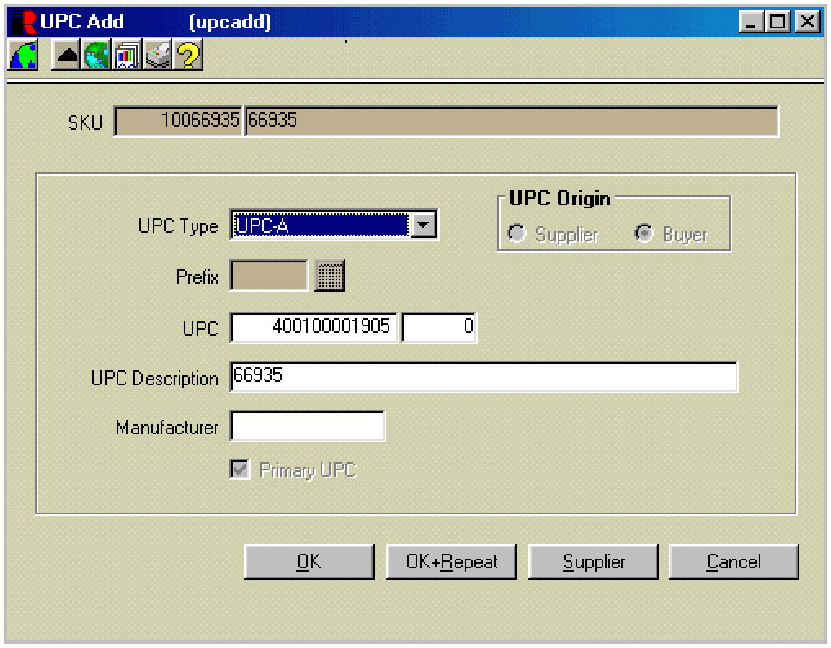
You can add, edit, and view the following types of product codes:

- UPC-A: The regular version of a universal product code with 12 digits. The code consists of a one-digit number system character, a five-digit company ID, a five-digit item ID, and a check digit.
- UPC-E: The short version of a universal product code with 8 digits. The code is limited to small packages that do not support UPC-A. It is derived from a regular UPC by suppressing some zeros.
- EAN13: The regular version of a European article number with 13 digits. EAN13 is a superset of the 12-digit UPC. The EAN13 is issued by countries other than the United States and Canada.
- EAN8: The short version of a European article number with 8 digits. The code is limited to small packages that do not support EAN13. The EAN8 is issued by countries other than the United States and Canada.
- ISBN: International standard book number with 10 digits. Identifies books, periodicals, and other published items.
- Variable Weight: A UPC that accommodates items that are sold by weight. Several digits are entered as zeros. The zeros are overwritten by the weight and a check digit when a bar code is generated for the item at the scale and scanned at the register.

Add a UPC for a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select UPC. The UPC Add window is displayed.



SKU: 10066935 66935

UPC Origin: ○ Supplier ● Buyer

UPC Type: UPC-A

Prefix:

UPC: 400100001905 0

UPC Description: 66935

Manufacturer:

☑ Primary UPC

Note: If UPCs already exist for the item, the UPC Change window is displayed instead. Click the Add UPC button to display the UPC Add window.

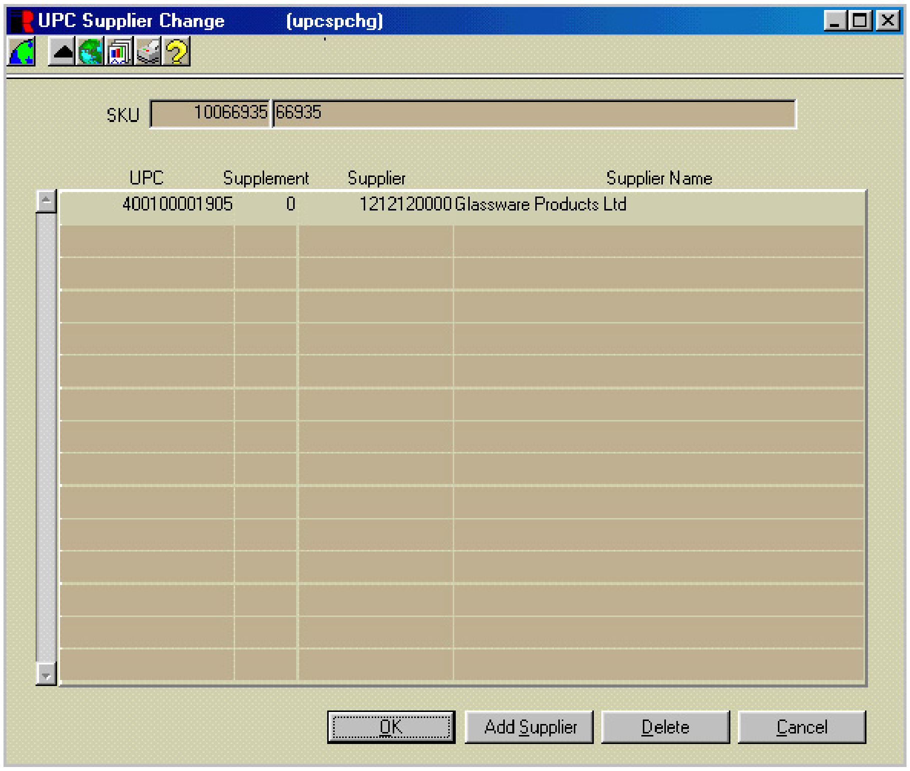
2. In the UPC Type field, select the type of code that you want to add.
3. If you select Variable Weight as the UPC type, select either Buyer or Supplier as the origin of the code. In the Prefix field, enter a two-digit prefix for the UPC, or click the LOV button and select the prefix.
4. In the UPC fields, enter the UPC in the first field and the supplement, if applicable, in the second field.

Note: The supplier usually marks prepackaged goods with a UPC. You would enter the supplier's UPC. Otherwise, the buyer can tab past the UPC fields and the system generates a UPC automatically.

5. In the UPC Description field, edit the default description for the UPC if necessary.
6. In the Manufacturer field, enter the name or description for the manufacturer of the item.
7. If you want the current UPC to represent the item when multiple UPCs exist, select the Primary UPC checkbox.

8. All known suppliers of the item are associated automatically with the UPC. To delete a supplier:

   a. Click the Supplier button. The UPC Supplier Change window is displayed.


UPC Supplier Change (upcspchg)
OK
Add Supplier
Delete
Cancel

SKU 10066935 66935

UPC	Supplement	Supplier	Supplier Name
400100001905	0	1212120000	Glassware Products Ltd

   b. Select a supplier and click the Delete button.

   c. When prompted to delete the record, click the Yes button.

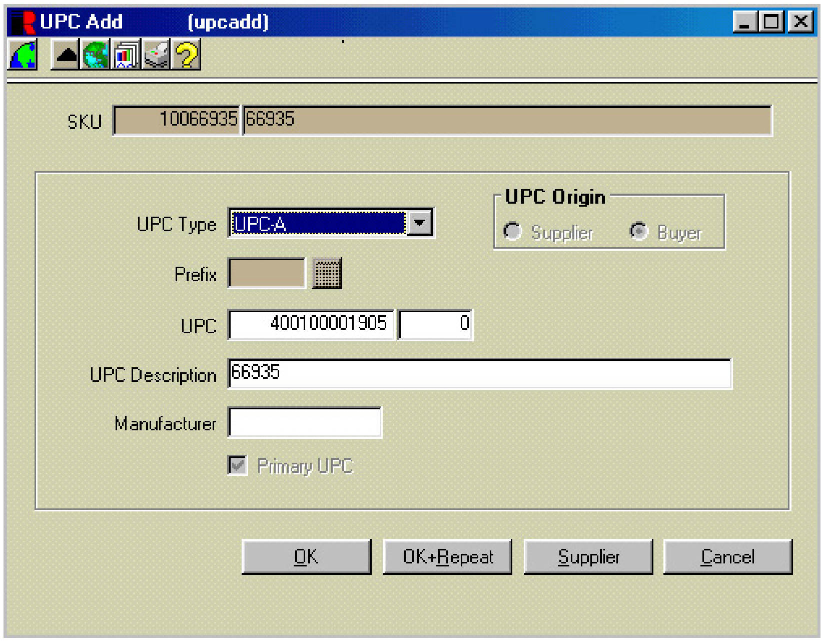
   d. Click OK to exit the UPC Supplier Change window.

9. Click the OK + Repeat button to add another UPC, or click OK to exit.

Add a UPC for a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select an item.
3. From the Options menu, select UPC. The UPC Add window is displayed.



SKU: 10066935 66935

UPC Type: UPC-A

UPC Origin: ○ Supplier ● Buyer

Prefix:

UPC: 400100001905 0

UPC Description: 66935

Manufacturer:

☑ Primary UPC

Note: If UPCs already exist for the item, the UPC Change window is displayed instead. Click the Add UPC button to display the UPC Add window.

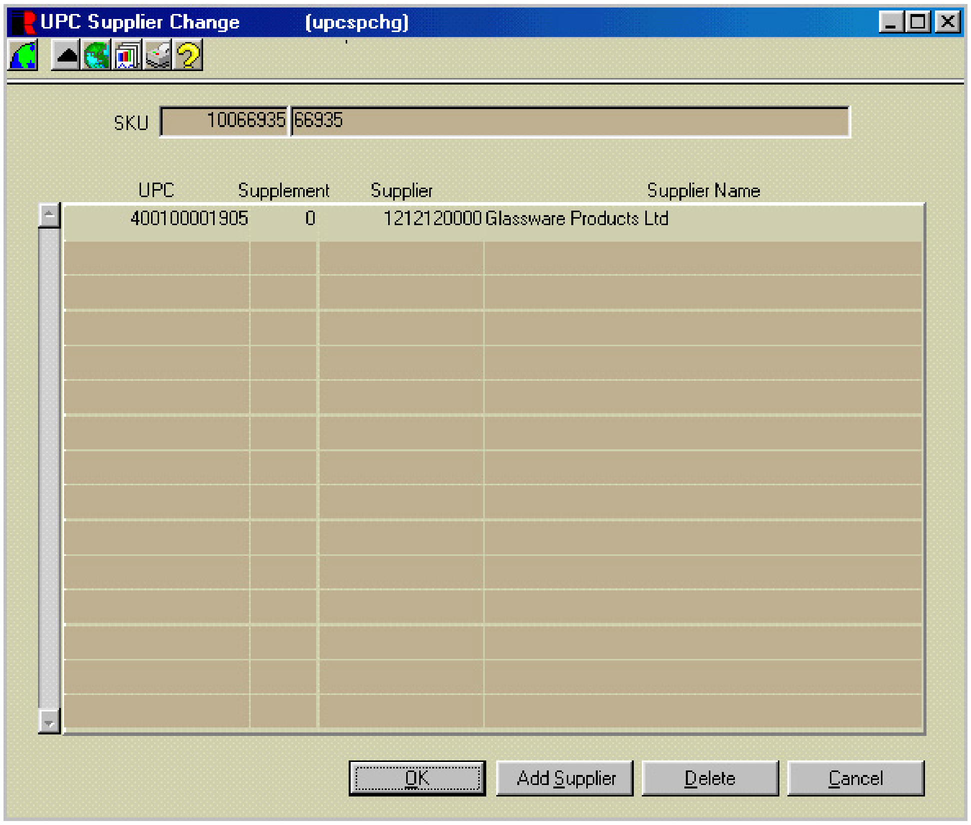
4. In the UPC Type field, select the type of code that you want to add.
5. If you select Variable Weight as the UPC type, select either Buyer or Supplier as the origin of the code. In the Prefix field, enter a two-digit prefix for the UPC, or click the LOV button and select the prefix.
6. In the UPC fields, enter the UPC in the first field and the supplement, if applicable, in the second field.

Note: If you select Variable Weight as the UPC type and Buyer as the origin of the code, the UPC is filled in automatically. Enter the supplement if applicable.

7. In the UPC Description field, edit the default description for the UPC if necessary.

8. In the Manufacturer field, enter the name or description for the manufacturer of the item.
9. If you want the current UPC to represent the item when multiple UPCs exist, select the Primary UPC checkbox.
10. All known suppliers of the item are associated automatically with the UPC. To delete a supplier:

    a. Click the Supplier button. The UPC Supplier Change window is displayed.



SKU 10066935 66935

UPC	Supplement	Supplier	Supplier Name
400100001905	0	1212120000	Glassware Products Ltd

    b. Select a supplier and click the Delete button.
    c. When prompted to delete the record, click the Yes button.
    d. Click OK to exit the UPC Supplier Change window.

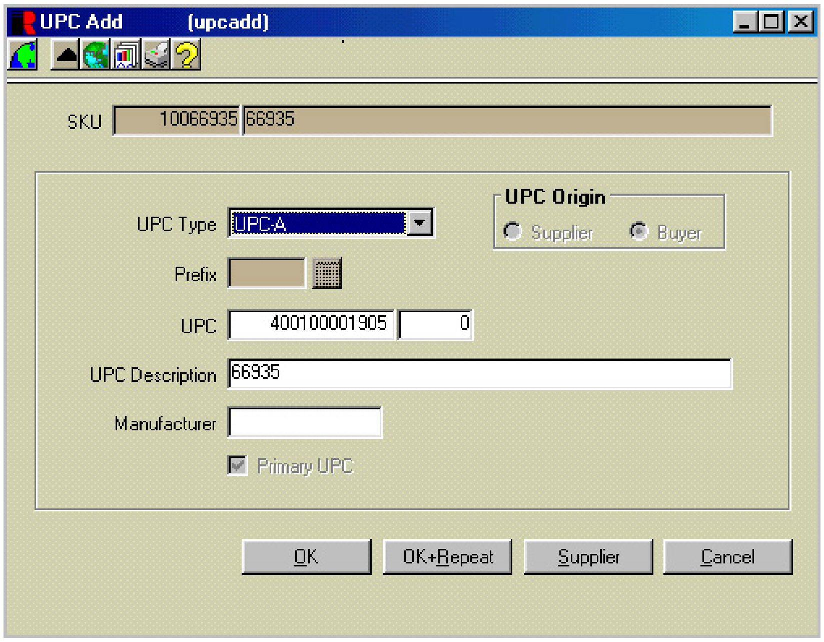
11. Click the OK + Repeat button to add another UPC, or click OK to exit.

Add a UPC for a Pack Item

Note: You can add a UPC only to pack items that are vendor packs.

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select UPC. The UPC Add window is displayed.



UPC Add (upcadd)

SKU 10066935 66935

UPC Type UPC-A

Prefix

UPC 400100001905 0

UPC Description 66935

Manufacturer

UPC Origin: ○ Supplier ● Buyer

☑ Primary UPC

Note: If UPCs already exist for the item, the UPC Change window is displayed instead. Click the Add UPC button to display the UPC Add window.

2. In the UPC Type field, select the type of code that you want to add.
3. If you select Variable Weight as the UPC type, select either Buyer or Supplier as the origin of the code. In the Prefix field, enter a two-digit prefix for the UPC, or click the LOV button and select the prefix.
4. In the UPC fields, enter the UPC in the first field and the supplement, if applicable, in the second field.

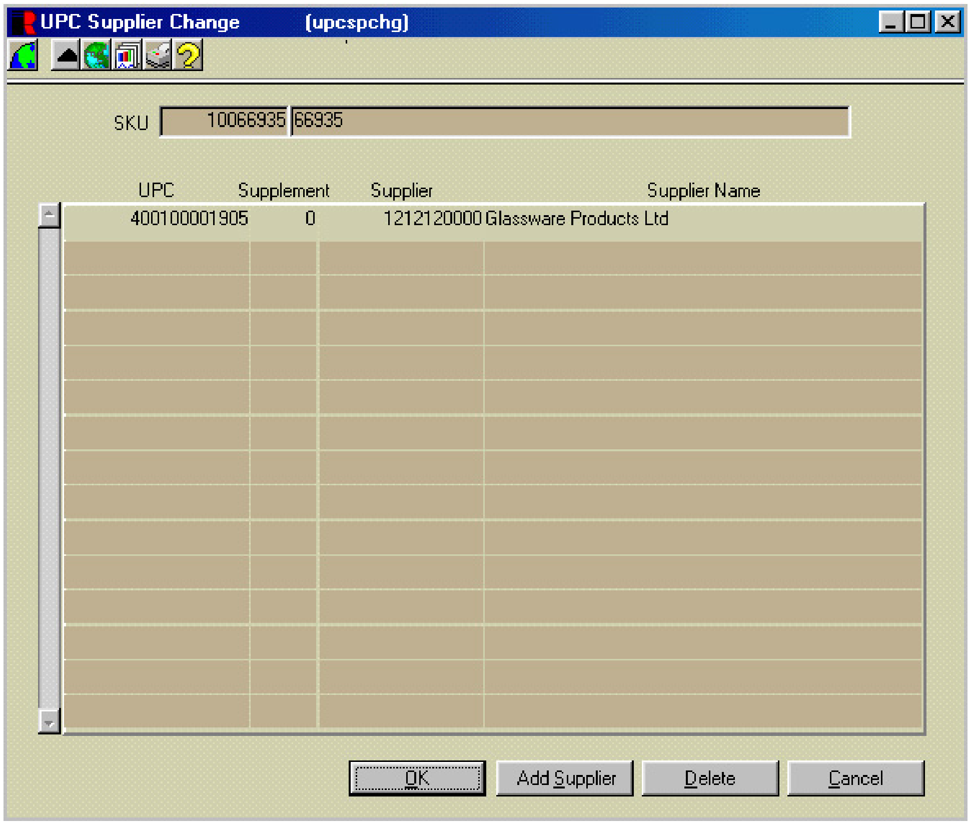
Note: If you select Variable Weight as the UPC type and Buyer as the origin of the code, the UPC is filled in automatically. Enter the supplement, if applicable.

5. In the UPC Description field, edit the default description for the UPC if necessary.
6. In the Manufacturer field, enter the name or description for the manufacturer of the item.

7. If you want the current UPC to represent the item when multiple UPCs exist, select the Primary UPC checkbox.

8. All known suppliers of the item are associated automatically with the UPC. To delete a supplier:

    a. Click the Supplier button. The UPC Supplier Change window is displayed.



SKU 10066935 66935

UPC	Supplement	Supplier	Supplier Name
400100001905	0	1212120000	Glassware Products Ltd

    b. Select a supplier and click the Delete button.

    c. When prompted to delete the record, click the Yes button.

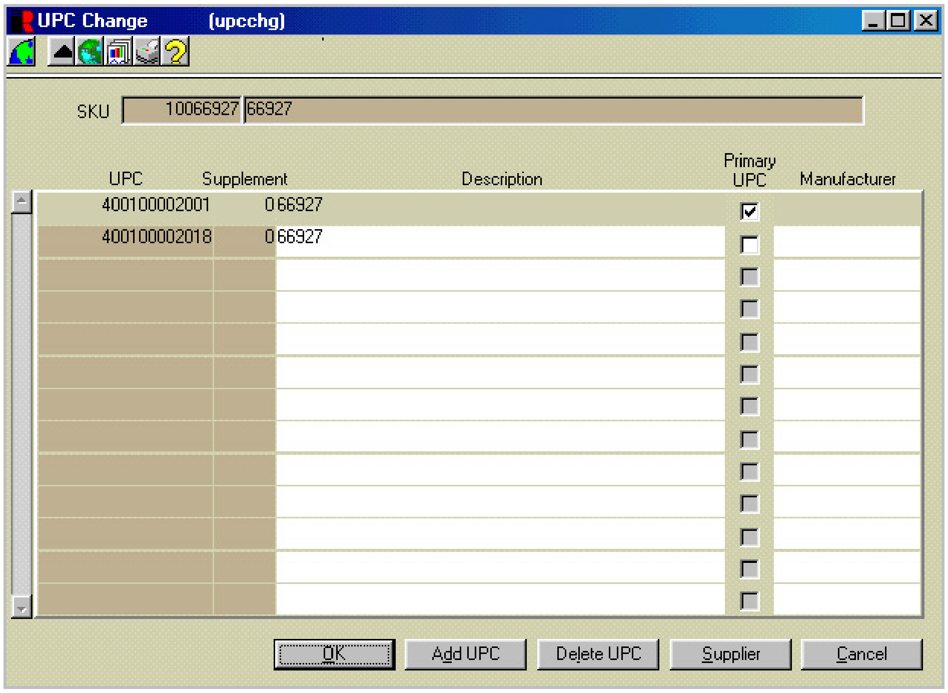
    d. Click OK to exit the UPC Supplier Change window.

9. Click the OK + Repeat button to add another UPC, or click OK to exit.

Edit a UPC for a Staple Item

➲ **Navigate:** Search for and retrieve a staple SKU in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select UPC. The UPC Change window is displayed.



SKU 10066927 66927

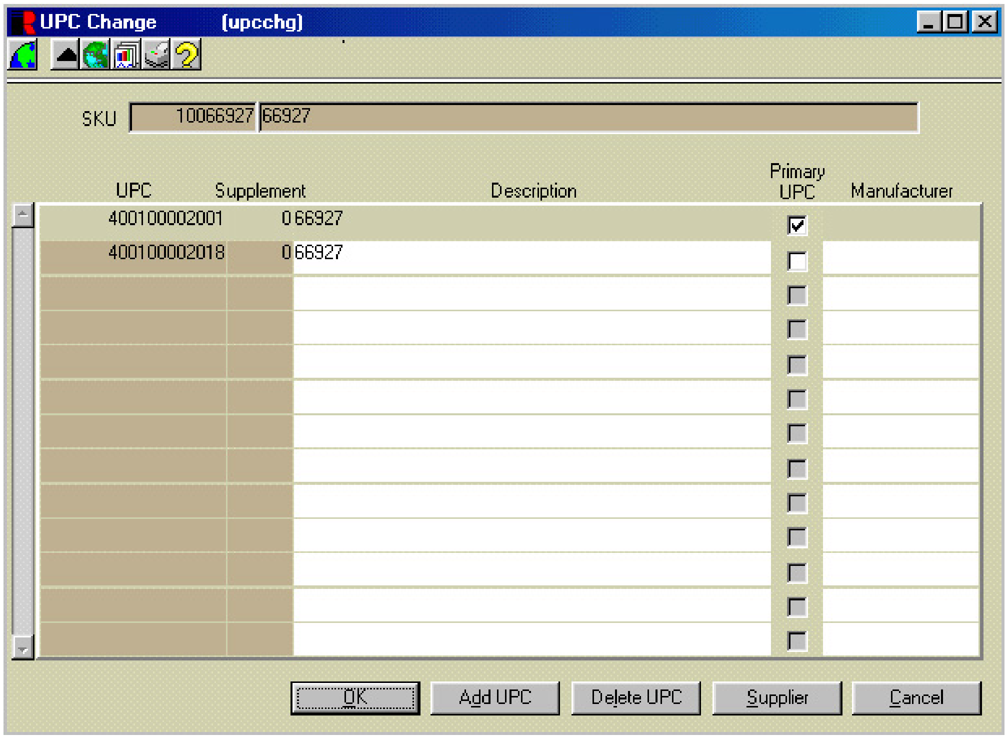
UPC	Supplement	Description	Primary UPC	Manufacturer
400100002001	066927		☑	
400100002018	066927		☐	

2. Edit the description, primary UPC designation, and manufacturer as necessary.
3. To add a supplier for a UPC:
   a. Select a UPC and click the Supplier button. The UPC Supplier Change window is displayed.
   b. Click the Add Supplier button. UPC Supplier Add window is displayed.
   c. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
   d. Click the OK + Repeat button to add another supplier, or click OK to exit the UPC Supplier Add window.
4. Click OK to exit.

Edit a UPC for a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select an item.
3. From the Options menu, select UPC. The UPC Change window is displayed.



SKU 10066927 66927

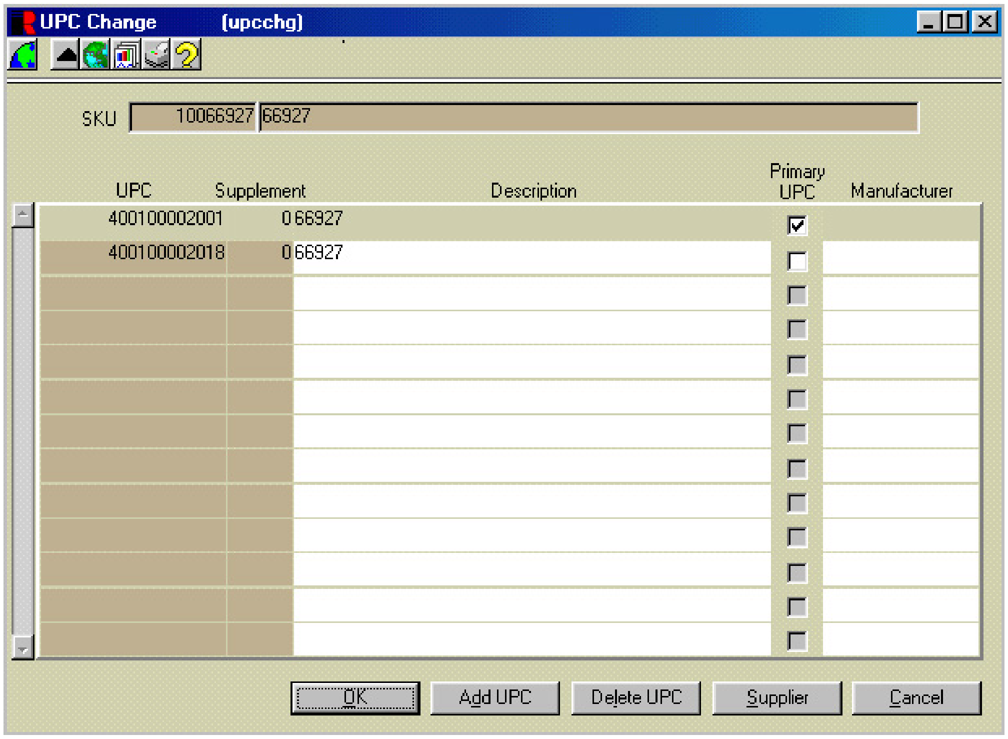
UPC	Supplement	Description	Primary UPC	Manufacturer
400100002001	066927		☑	
400100002018	066927		☐	

4. Edit the description, primary UPC designation, and manufacturer as necessary.
5. To add a supplier for a UPC:
    a. Select a UPC and click the Supplier button. The UPC Supplier Change window is displayed.
    b. Click the Add Supplier button. The UPC Supplier Add window is displayed.
    c. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
    d. Click the OK + Repeat button to add another supplier, or click OK to exit the UPC Supplier Add window.
6. Click OK to exit.

Edit a UPC for a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select UPC. The UPC Change window is displayed.



SKU 10066927 66927

UPC	Supplement	Description	Primary UPC	Manufacturer
400100002001	0 66927		☑	
400100002018	0 66927		☐	

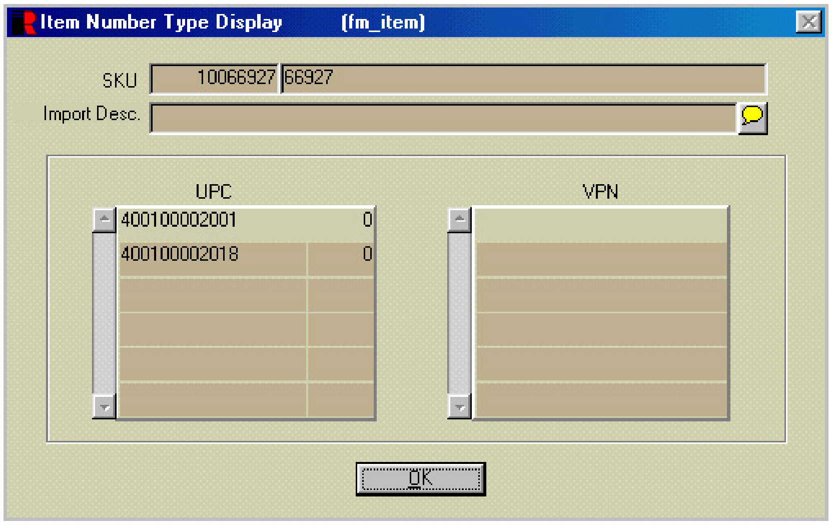
2. Edit the description, primary UPC designation, and manufacturer as necessary.
3. To add a supplier for a UPC:
    a. Select a UPC and click the Supplier button. The UPC Supplier Change window is displayed.
    b. Click the Add Supplier button. The UPC Supplier Add window is displayed.
    c. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
    d. Click the OK + Repeat button to add another supplier, or click OK to exit the UPC Supplier Add window.
4. Click OK to exit.

View the VPNs and UPCs for a SKU

Note: This procedure can be followed from any window that has a SKU or Item field. You can view the universal product codes (UPC) and vendor product numbers (VPN) that are associated with the current SKU.

➲ **Navigate:** Tab to the Item or SKU field on the window.

1. From the options menu, select Item Number Type. The Item Number Type Display window is displayed, as are the UPCs and VPNs that are associated with the SKU.



SKU 10066927 66927

Import Desc.

UPC	
400100002001	0
400100002018	0

VPN

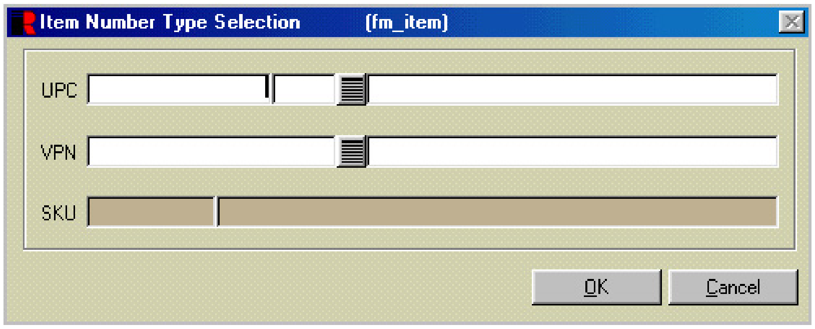
2. Click OK to exit.

Search for a SKU by UPC or VPN

Note: If you must enter a SKU into an Item or SKU field and do not know the SKU, you can search for the SKU by universal product code (UPC) or vendor product number (VPN). This search tool is accessible from any window that has a SKU or Item field.

➲ **Navigate:** Tab to the Item or SKU field on the window.

1. From the Options menu, select Item Number Type. The Item Number Type Selection window is displayed.



2. If you know the UPC, enter the code in the UPC field, or click the LOV button and select the UPC. The SKU is displayed in the SKU field.

   If you know the VPN, enter the code in the VPN field, or click the LOV button and select the VPN. The SKU is displayed in the SKU field.

3. Click OK to exit. The SKU and description are copied to the SKU or Item field.

Chapter 5: Purchasing

Purchase Order

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

The Status of a Purchase Order

Purchase orders, with some exceptions, are created in Worksheet status. After the purchase order is completed and location and supplier requirements have been met, the purchase order can be submitted for approval. Shipments and receipts can be made against approved purchase orders. The amount for which a buyer can approve an order is limited to the buyer's user role. An upper limit can be set by user role. User roles can be added, deleted, and edited as necessary.

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

The Selection of Items on a Purchase Order

Items can be added to a purchase order one-by-one or by item list. You can choose to expand a buyer pack to its component SKUs. If you add a fashion style, you can choose to expand the style to its component SKUs or you can apply an existing fashion pack template or create a temporary fashion pack template. You can also choose to distribute a fashion style by color and by size. Quantities can be entered based on the unit of purchase or the standard unit of measure.

The Distribution of Items on a Purchase Order

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

- Distribution by store grade: Select the final destinations by store grade group and store grade. Enter the distribution amounts by percentage or ratio.
- Distribution by location: Select the final destinations one-by-one or apply a mask from a list of values. Enter the distribution amounts by percentage or ratio. If applying a mask, edit the default percentages as necessary.
- Distribution by mask: Select the final destinations by applying and editing a mask. Enter the distribution amount by quantity. The quantities are adjusted based on the algorithm that is associated with the mask.
- Cross-dock allocations: Identify the final destinations for the items, then identify the cross-dock warehouses that will initially receive the ordered items.
- Pre/Post Distribution allocations: Identify the final destinations after the order is approved but before or after the ordered items are shipped.

The Methods for Creating a Purchase Order

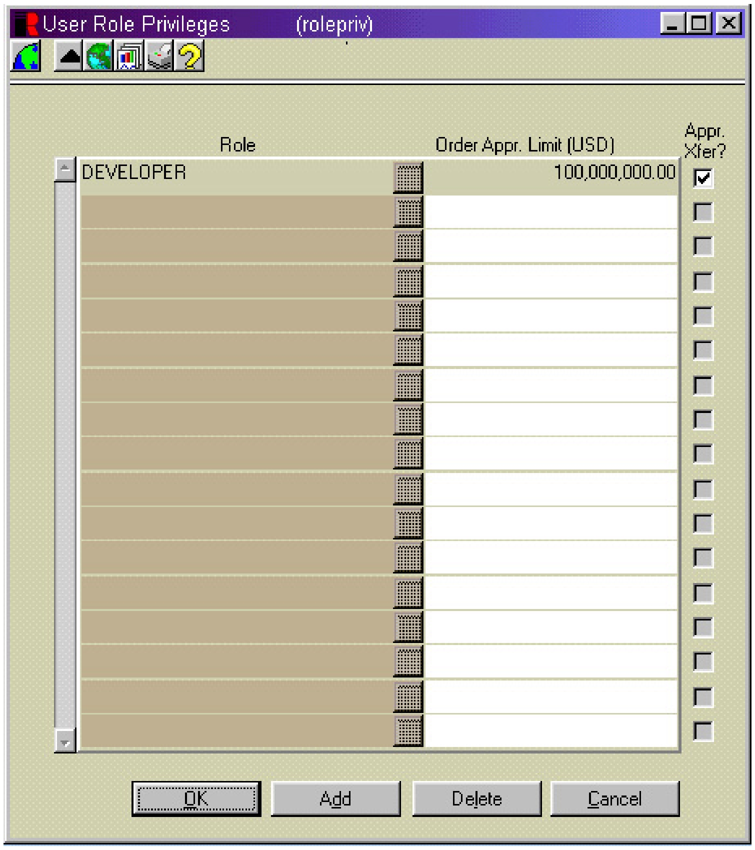
In addition to the basic method for creating a purchase order, you can raise a purchase order against a contract. You identify the contract and are then limited to the contracted items. Purchase orders can also be raised against contracts by using an item list that contains contracted items. You identify the contract and locations for each item on the item list.

You can use an existing purchase order to create a new purchase order. You would copy a purchase order and edit it as necessary to reflect any differences in the new purchase order.

At times, you may purchase and receive delivery of an item without the benefit of a purchase order. For example, you may have an agreement at a convenience store that a certain number of bread loaves must be stocked on the shelves. The delivery person automatically restocks the shelves when the inventory is below the requirement. You can use the quick order entry feature to create an approved purchase order, shipment record, and receiving record after the fact. If Retek Invoice Matching is installed, you can also enter some additional information that is needed to process the invoice for this purchase.

Add a User Role

➲ **Navigate:** From the main menu, select Control → Setup → User Role Privileges. The User Role Privileges window is displayed.

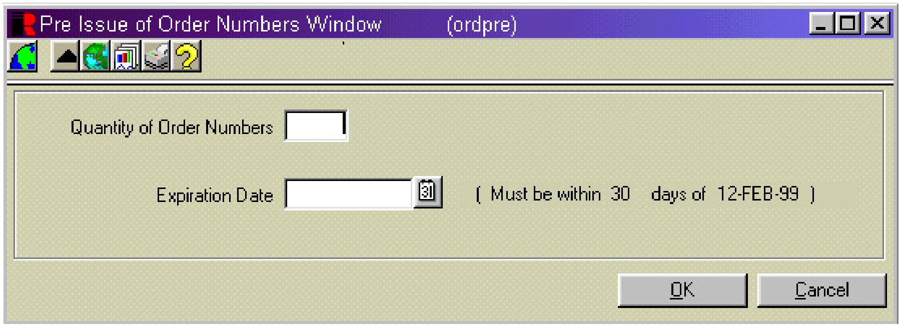

User Role Privileges (rolepriv)
Role
Order Appr. Limit (USD)
Appr. Xfer?
OK
Add
Delete
Cancel

Role	Order Appr. Limit (USD)	Appr. Xfer?
DEVELOPER	100,000,000.00	☑

1. Click the Add button. The next available line becomes enabled.
2. In the Role field, enter the description of the user role, or click the LOV button and select the user role.
3. In the Order Appr Limit field, enter the maximum amount the user role is permitted to approve on a purchase order.
4. In the Appr Xfer field, select the checkbox if the user role is authorized to approve transfers.
5. Click OK to exit.

Generate Pre-Issued Order Numbers

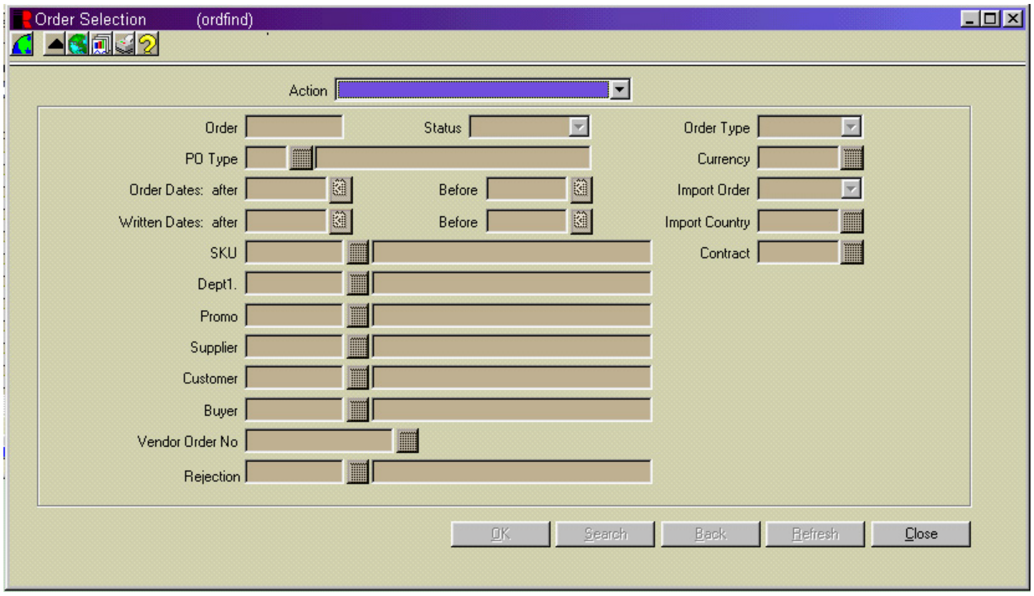
➲ **Navigate:** From the main menu, select Ordering → Pre-Issue Order Numbers. The Pre-Issue of Order Numbers window is displayed.


Pre Issue of Order Numbers Window (ordpre)
Quantity of Order Numbers
Expiration Date
(Must be within 30 days of 12-FEB-99)
OK
Cancel

1. In the Quantity of Order Numbers field, enter how many purchase order numbers you want to issue.
2. In the Expiration Date field, enter the date on which the purchase order numbers expire, or click the calendar button and select the date.
3. Click OK. 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. Click the Submit Query button. The report is generated and sent to the destination that you selected.

Search for a Purchase Order

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

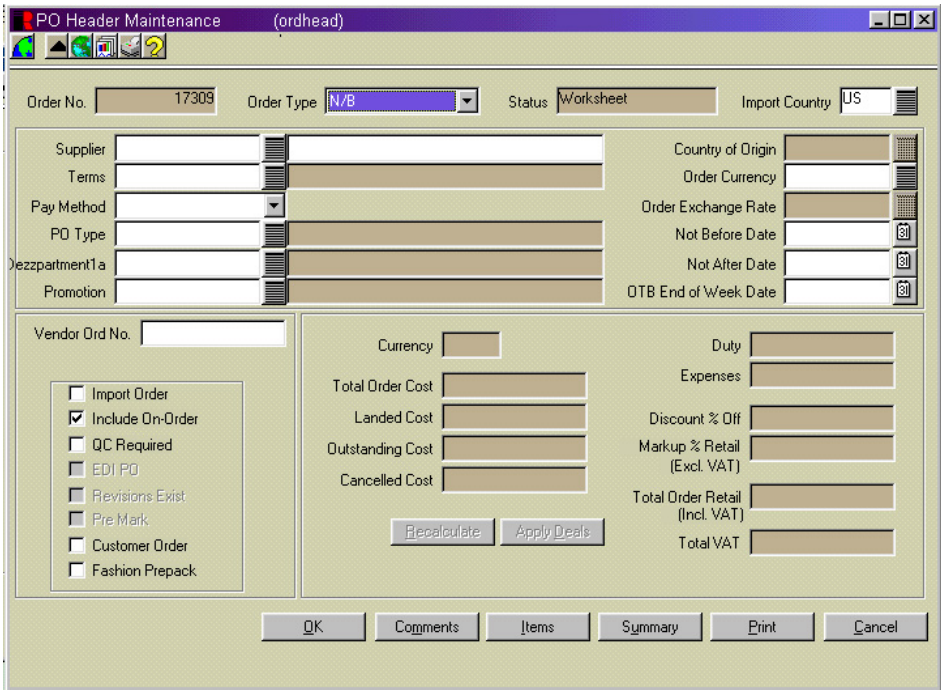

Order Selection (ordfind)
Action
Order
Status
Order Type
PO Type
Currency
Order Dates: after
Before
Import Order
Written Dates: after
Before
Import Country
SKU
Contract
Dept1.
Promo
Supplier
Customer
Buyer
Vendor Order No
Rejection
OK
Search
Back
Refresh
Close

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

Create a Purchase Order

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

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



PO Header Maintenance (ordhead)
Supplier
Terms
Pay Method
PO Type
Dezzpartment1a
Promotion
Country of Origin
Order Currency
Order Exchange Rate
Not Before Date
Not After Date
OTB End of Week Date
Vendor Ord No.
Currency
Total Order Cost
Landed Cost
Outstanding Cost
Cancelled Cost
Duty
Expenses
Discount % Off
Markup % Retail (Excl. VAT)
Total Order Retail (Incl. VAT)
Total VAT
Recalculate
Apply Deals
OK
Comments
Items
Summary
Print
Cancel

Order No. 17309

Order Type N/B

Status Worksheet

Import Country US

☐ Import Order
☑ Include On-Order
☐ QC Required
☐ EDI PO
☐ Revisions Exist
☐ Pre Mark
☐ Customer Order
☐ Fashion Prepack

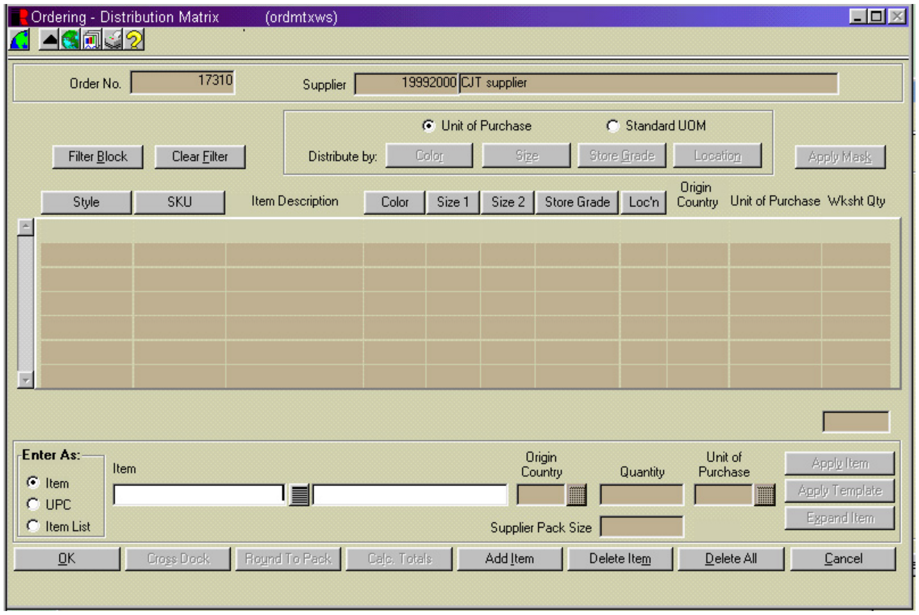
2. In the Order Type field, select the order type.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.
5. In the Department field, enter the ID of the Department, or click the LOV button and select the department.

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

6. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar button and select the dates.
7. Enter or edit the enabled fields as necessary.

8. To add items to the purchase order:

   a. Click the Items button. The Ordering Distribution Matrix window is displayed.



Ordering - Distribution Matrix (ordmtxws)

Order No. 17310

Supplier 19992000 CJT supplier

● Unit of Purchase ○ Standard UOM

Enter As: ● Item ○ UPC ○ Item List

Filter Block
Clear Filter
Distribute by:
Color
Size
Store Grade
Location
Apply Mask
Style
SKU
Item Description
Color
Size 1
Size 2
Store Grade
Loc'n
Origin Country
Unit of Purchase
Wksht Qty
Item
Origin Country
Quantity
Unit of Purchase
Supplier Pack Size
Apply Item
Apply Template
Expand Item
OK
Cross Dock
Round To Pack
Calc. Totals
Add Item
Delete Item
Delete All
Cancel

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

   b. Click the Add Item button.

   c. In the Enter As area, select the Item, UPC, or Item List option.

   d. In the next field, enter the SKU or item number of the item or the ID of the item list, or click the LOV button and select the item or item list.

   e. In the Origin Country field, enter the code for the country, or click the LOV button and select the country.

   f. In the Quantity field, enter the number of units of the item or each item of an item list or fashion style.

   g. Enter or edit the Unit of Purchase and Supplier Pack Size fields as necessary.

h. To add an item or the items on an item list to the purchase order, click the Apply Item, Apply UPC, or Apply List button.

   To add the component items of a fashion style or buyer pack, click the Expand Item button.

   To add a fashion pack, click the Apply Template button. The Fashion Prepack window or the New Fashion Template window is displayed so that you may identify or create the template.

9. To distribute the item or items by location:

   a. Filter the items if you do not want to apply the same method of distribution to all the items.

   b. Select a distribution method and enter the appropriate information in the window that is displayed:

      To distribute the items by location, click the Location button. The Location Distribution window is displayed.

      To distribute the items by store grade, click the Store Grade button. The Store Grade Distribution window is displayed.

      To apply a mask, click the Apply Mask button. The Mask Search window is displayed.

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

   c. When you have finished distributing the items, click OK to exit the Ordering Distribution Matrix window. The PO Item Maintenance window is displayed.

   d. Click OK to exit the PO Item Maintenance window.

10. Click the Recalculate button to calculate the costs and retail value.
11. Click the Apply Deals button to include any deals that pertain to the items.
12. When prompted to include the deals, click OK.
13. Click OK to exit.

Create a Purchase Order for a Customer

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

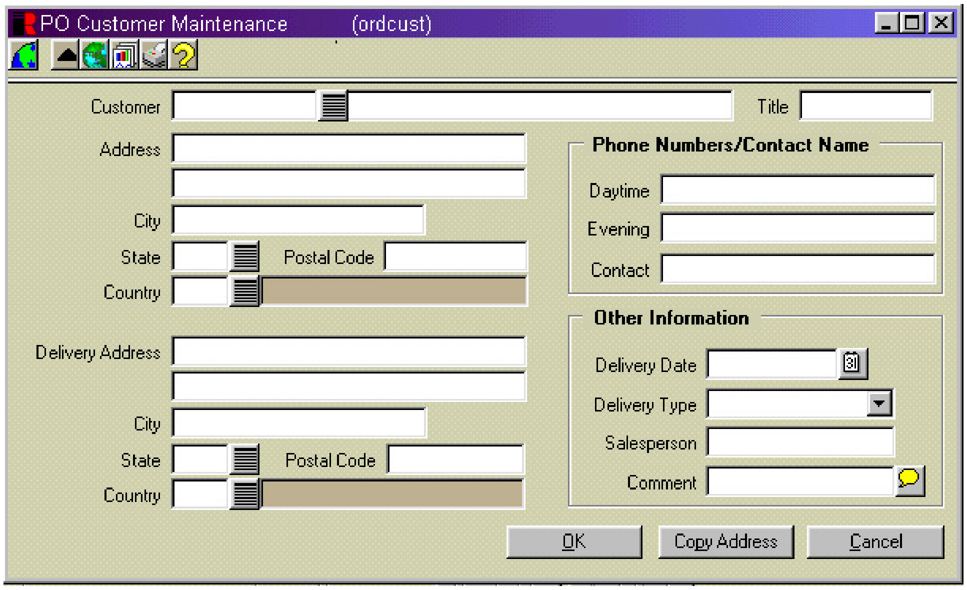
1. In the Action field, select New Order and click OK. The PO Header Maintenance window is displayed.
2. In the Order Type field, select the order type.
3. In the Import Country field, enter the code for the import country, or click the LOV button and select the import country.
4. In the Supplier field,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

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

6. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar button and select the dates.
7. Select the Customer Order checkbox.
8. Enter or edit the enabled fields as necessary.

9. To add the customer information:

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


PO Customer Maintenance (ordcust)
Customer
Title
Address
City
State
Postal Code
Country
Phone Numbers/Contact Name
Daytime
Evening
Contact
Other Information
Delivery Address
City
State
Postal Code
Country
Delivery Date
Delivery Type
Salesperson
Comment
OK
Copy Address
Cancel

   b. 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.

   c. Enter the address, the delivery address and any additional information as necessary.

   d. Click OK to exit the PO Customer Maintenance window.

10. To add items to the purchase order:

    a. Click the Items button. The Ordering Distribution Matrix window is displayed.

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

    b. Click the Add Item button.

    c. Enter the information for the item in the Apply area.

    d. Click the Apply Item button. The item is added to the table.

11. To distribute the item:
    a. Click the Location button. The Location Distribution window is displayed.
    b. In the Location field, enter the ID of the location, or click the LOV button and select the location.
    c. In the Distribution % field, enter 100.
    d. Click OK to exit the Location Distribution window.
12. Click OK to exit the Ordering Distribution Matrix window. The PO Item Maintenance window is displayed.
13. Click OK to exit the PO Item Maintenance window.
14. Click the Recalculate button to calculate the costs and retail value.
15. Click the Apply Deals button to include any deals that pertain to the items.
16. When prompted to include the deals, click OK.
17. Click OK to exit.

Create a Purchase Order for a Fashion Pack

➲ **Navigate:** From the main menu. select Ordering → Orders. The Order Selection window is displayed.

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

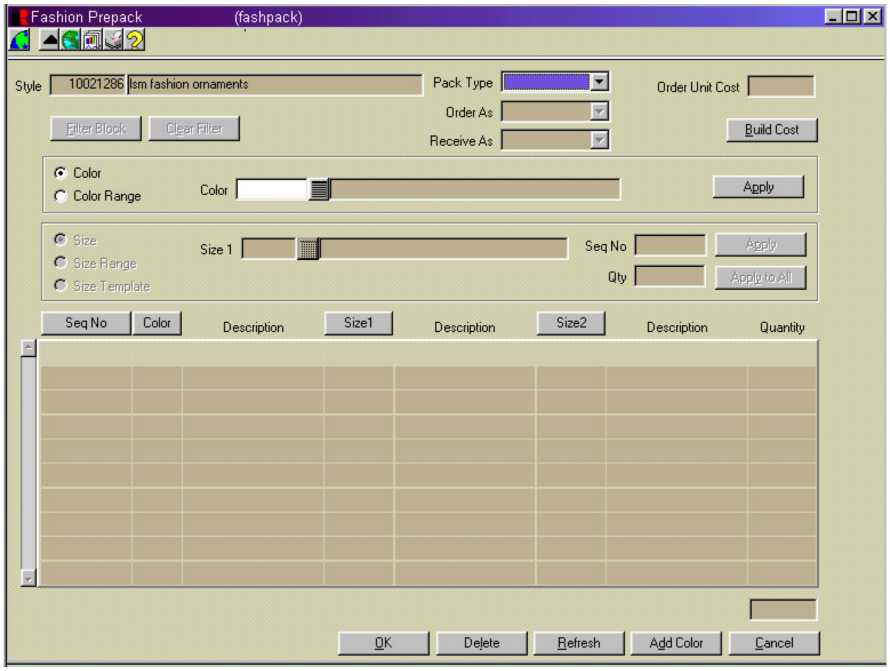
   Note: The department may be required depending on how the system was set up.

6. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar button and select the dates.
7. Select the Fashion Prepack checkbox.
8. Enter or edit the enabled fields as necessary.

9. To add the fashion pack to the purchase order:
    a. Click the Items button. The Ordering Distribution Matrix window is displayed.

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

    b. Click the Add Item button.
    c. Enter the information for the fashion style in the Apply area.
    d. Click the Apply Template button. The Fashion Prepack window is displayed.



Fashion Prepack (fashpack)

Style 10021286 lsm fashion ornaments

● Color

● Size

Pack Type
Order As
Receive As
Order Unit Cost
Filter Block
Clear Filter
Build Cost
○ Color Range
Color
Apply
○ Size Range
○ Size Template
Size 1
Seq No
Qty
Apply
Apply to All
Seq No
Color
Description
Size1
Description
Size2
Description
Quantity
OK
Delete
Refresh
Add Color
Cancel

10. To create the fashion pack template:
    a. In the Pack Type field, select Buyer or Vendor.
    b. If you select Buyer in the Pack Type field, select an option in the Order As and Receive As fields
    c. If you select Vendor in the Pack Type field, enter the cost per component unit in the Unit Cost field.
    d. Click the Add Color button.
    e. In the Color area, select either the Color or Color Range option.
    f. In the Next field, enter the ID of the color or color range, or click the LOV button and select the color or color range.

   g. Click the Apply button.
   h. In the Size area, select either the Size, Size Range, or Size Template option.
   i. In the Next field, enter the ID of the size, size range, or size template, or click the LOV button and select the size, size range, or size template.
   j. If you selected Buyer in the Pack Type field, enter a sequence number in the Seq No field.
   k. In the Quantity field, enter the quantity that you want to distribute among the color and size combinations.
   l. Click the Apply button to add the size or sizes to the selected color record, or click the Apply to All button to add the size or sizes to all the colors in the current color range.
   m. Click the Build Cost button to calculate the unit cost of the fashion pack.
   n. Click OK to exit the Fashion Prepack window. The Ordering Distribution Matrix window is displayed.

11. To distribute the fashion pack or packs:
    a. Filter the items if you do not want to apply the same method of distribution to all the items.
    b. Select a distribution method and enter the appropriate information in the window that is displayed:

       To distribute the items by location, click the Location button. The Location Distribution window is displayed.

       To distribute the items by store grade, click the Store Grade button. The Store Grade Distribution window is displayed.

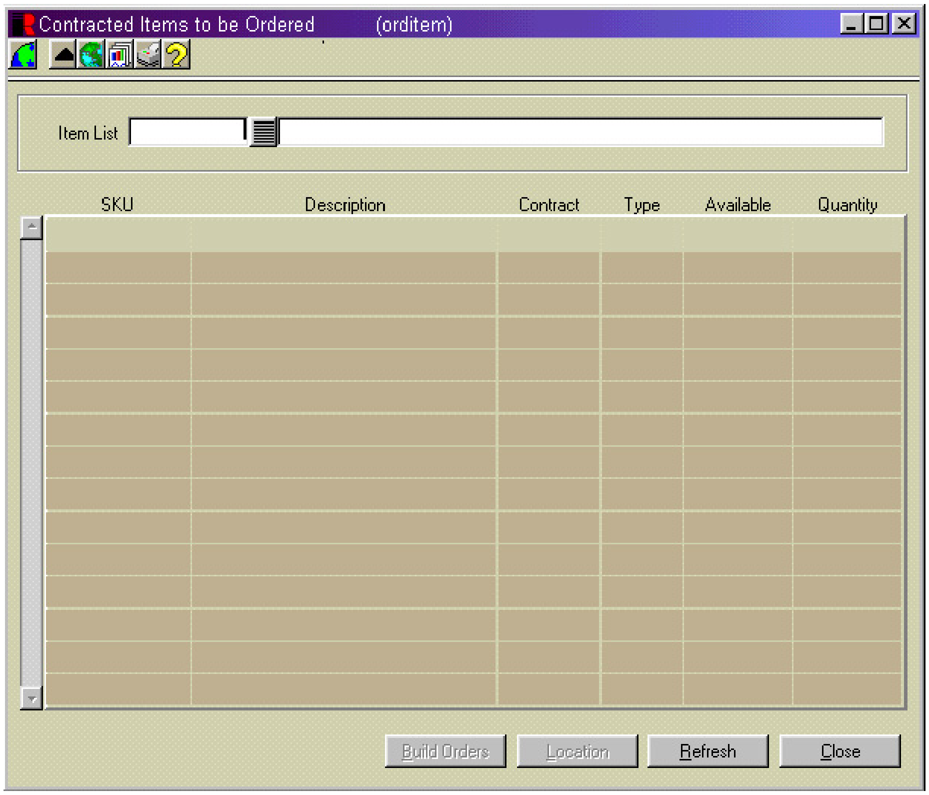
       To apply a mask, click the Apply Mask button. The Mask Search window is displayed.

    c. When you have finished distributing the items, click OK to exit the Ordering Distribution Matrix window. The PO Item Maintenance window is displayed.
12. Click the Recalculate button to calculate the costs and retail value.
13. Click the Apply Deals button to include any deals that pertain to the items.
14. When prompted to include the deals, click OK.
15. Click OK to exit.

Create a Purchase Order from Contracted Items

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

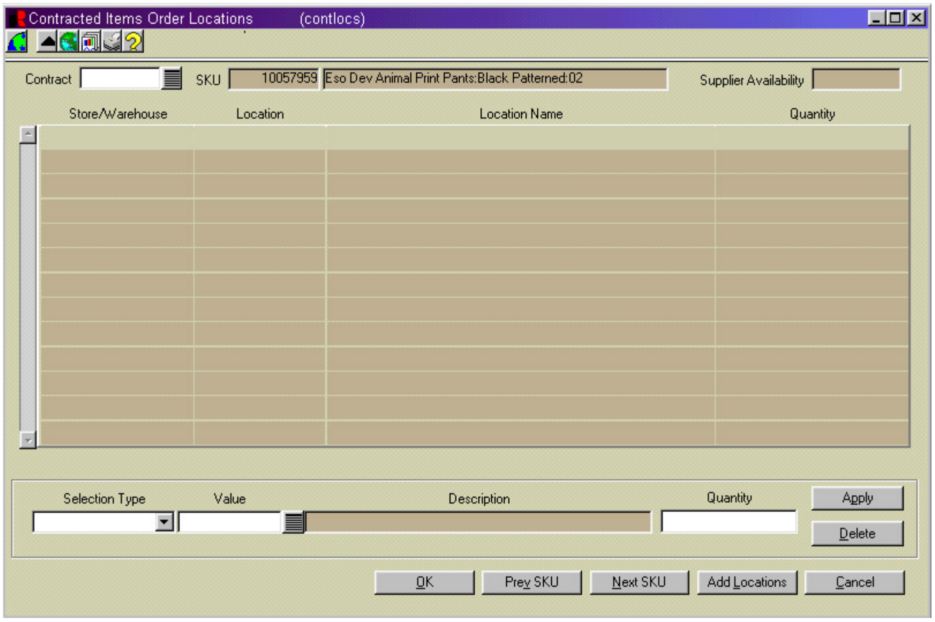
1. In the Action field, select New Order with Contract and click OK. The Contracted Items to be Ordered window is displayed.


Contracted Items to be Ordered (orditem)
Item List
SKU
Description
Contract
Type
Available
Quantity
Build Orders
Location
Refresh
Close

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.

3. To select the contracts and distribute the items:

   a. Click the Location button. The Contracted Items Order Locations window is displayed.


Contracted Items Order Locations (contlocs)
Contract
Supplier Availability
Store/Warehouse
Location
Location Name
Quantity
Selection Type
Value
Description
Quantity
Apply
Delete
OK
Prev SKU
Next SKU
Add Locations
Cancel

SKU 10057959 Eso Dev Animal Print Pants:Black Patterned:02

   b. In the Contract field, enter the ID of the contract, or click the LOV button and select the contract.

   c. In the Selection Type field, select the grouping mechanism for the destination locations.

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

   e. In the Quantity field, enter the number of units to distribute to each location.

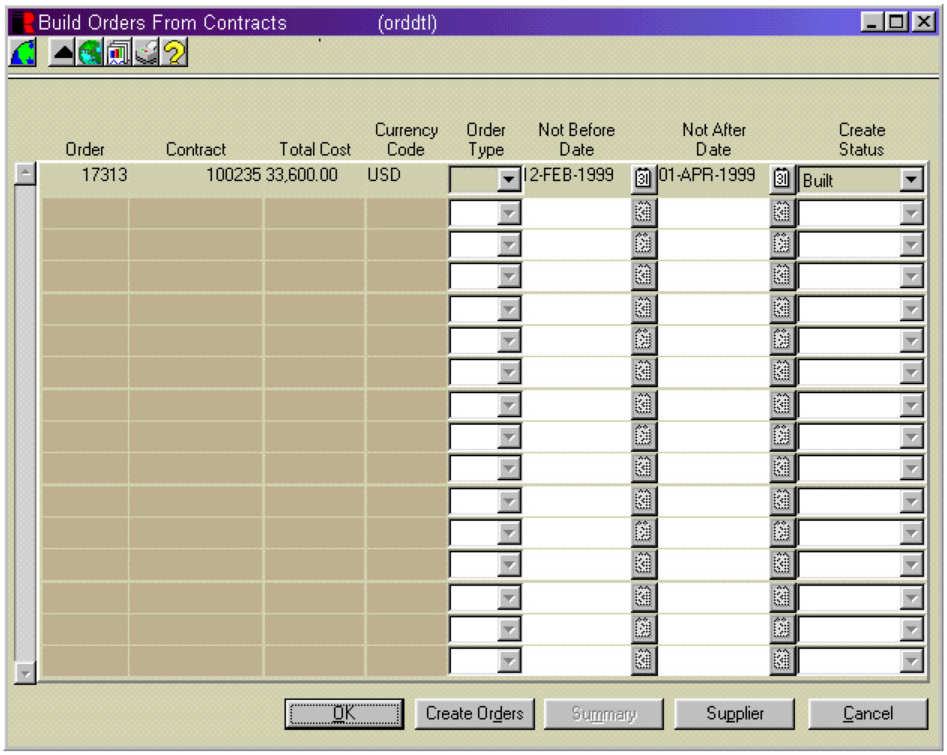
   f. Click the Apply button. The locations and quantities are added to the table.

   g. Click the Next SKU button to select a contract for and distribute the next item on the item list.

   h. After all the items are distributed, click OK to exit the Contracted Items Order Locations window.

4. To build the purchase orders:

   a. Click the Build Orders button. The Build Orders from Contracts window is displayed.


Build Orders From Contracts (orddtl)
OK
Create Orders
Summary
Supplier
Cancel

Order	Contract	Total Cost	Currency Code	Order Type	Not Before Date	Not After Date	Create Status
17313	100235	33,600.00	USD		12-FEB-1999	01-APR-1999	Built

   b. In the Order Type field, select the type of order.

   c. In the Not Before Date and Not After Date fields, enter the dates, or click the calendar buttons and select the dates.

   d. In the Create Status field, select Generated for each record.

   e. Click the Create Orders button.

   f. When prompted to create the orders, click the Yes button.

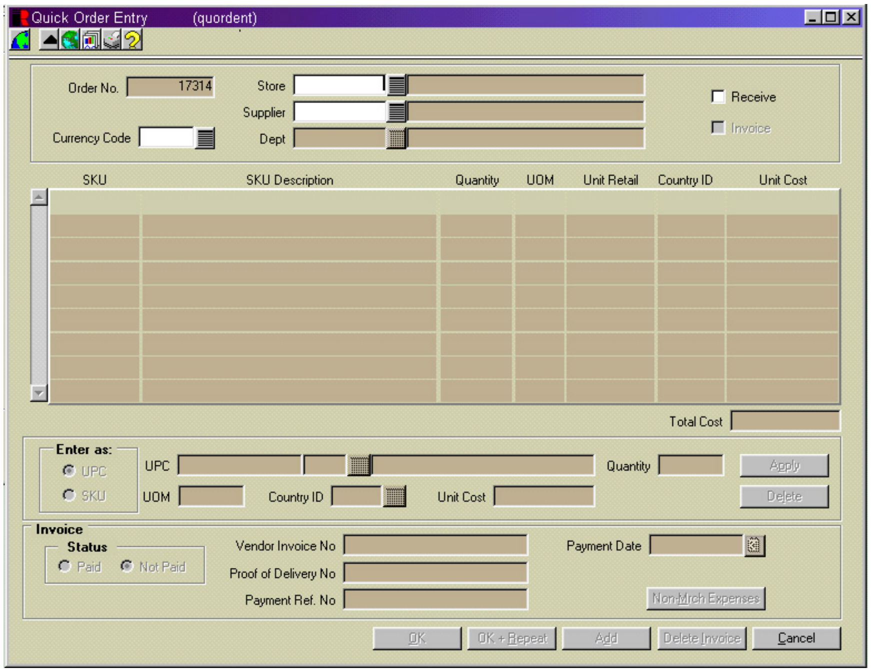
   g. Click OK to exit the Build Orders from Contracts window.

5. Click the Close button to exit.

Create a Quick Order Entry

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

1. In the Action field, select Quick Order Entry.
2. Click OK. The Quick Order Entry window is displayed.


Quick Order Entry (quordent)
Order No. 17314
Store
Supplier
Currency Code
Dept
Receive
Invoice
SKU
SKU Description
Quantity
UOM
Unit Retail
Country ID
Unit Cost
Total Cost
Enter as:
UPC
SKU
UPC
Quantity
Apply
UOM
Country ID
Unit Cost
Delete
Invoice
Status
Paid
Not Paid
Vendor Invoice No
Proof of Delivery No
Payment Ref. No
Payment Date
Non-Mrch Expenses
OK
OK + Repeat
Add
Delete Invoice
Cancel

3. In the Store, Supplier, Dept, and Currency Code fields, enter the appropriate IDs, or click the LOV button and select the appropriate information.
4. Select the Receive checkbox if the merchandise was received.
5. Select the Invoice checkbox if you want to enter invoice information.

Note: The Invoice checkbox is enabled if you select the Receive checkbox and the Retek Invoice Matching product is installed.

6. To add an item to the purchase order:
   a. Click the Add button.
   b. In the Enter As area, select either the UPC or SKU option.
   c. In the UPC or SKU field, enter the universal product code and supplement or the SKU of the item, or click the LOV button and select the item.
   d. In the Quantity field, enter the number of the units of the item that were purchased.

e. In the Country ID field, enter the ID of the origin country, or click the LOV button and select the origin country.

f. In the Unit Cost field, enter the cost of per unit of the item.

g. Click the Apply button. The item is added to the table.

7. To enter basic invoice information:

Note: The Invoice fields are enabled if you select the Invoice checkbox.

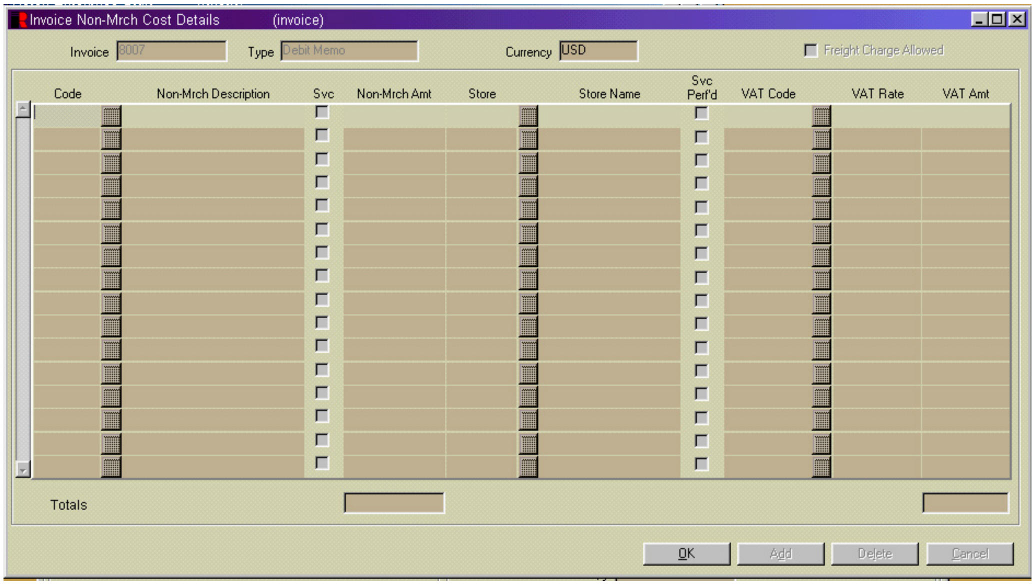
a. In the Status field, select whether the invoice is paid or not paid.

b. Enter the reference number in the Vendor Invoice No, Proof of Delivery, or Payment Ref fields, if applicable.

c. In the Payment Date field, enter the date on which the invoice was paid, or click the calendar button and select the date, if applicable.

8. To add a non-merchandise cost to the invoice:

a. Click the Non-Mrch Expenses button. The Invoice Non-Mrch Cost Details window is displayed.


Invoice Non-Mrch Cost Details (invoice)
Code
Non-Mrch Description
Svc
Non-Mrch Amt
Store
Store Name
Svc Perf'd
VAT Code
VAT Rate
VAT Amt
Totals
OK
Add
Delete
Cancel

Invoice 8007

Type Debit Memo

Currency USD

☐ Freight Charge Allowed

b. Click the Add button. The next available line is enabled.

c. In the Code field, enter the code for the cost, or click the LOV button and select the cost.

d. In the Amount field, enter the cost of the service or activity.

   e. In the Svc Perf'd field, select the checkbox if a service was performed.

   f. In the VAT Code field, enter the code for the value added tax (VAT), or click the LOV button and select the VAT as necessary. The VAT Rate and VAT Amt fields are filled in automatically.

      Note: The VAT Code field is displayed if the system is set up to track value added taxes.

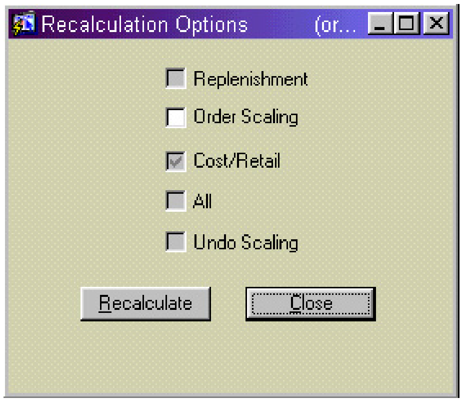
   g. Click OK to exit the Invoice Non-Mrch Cost Details window.

9. Click the OK + Repeat button to create another quick order entry, or click OK to exit.

Recalculate a Purchase Order

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

1. Edit the purchase order as necessary.
2. Click the Recalculate button. If the purchase order is subject to replenishment or scaling constraints, the Recalculation Options window is displayed.



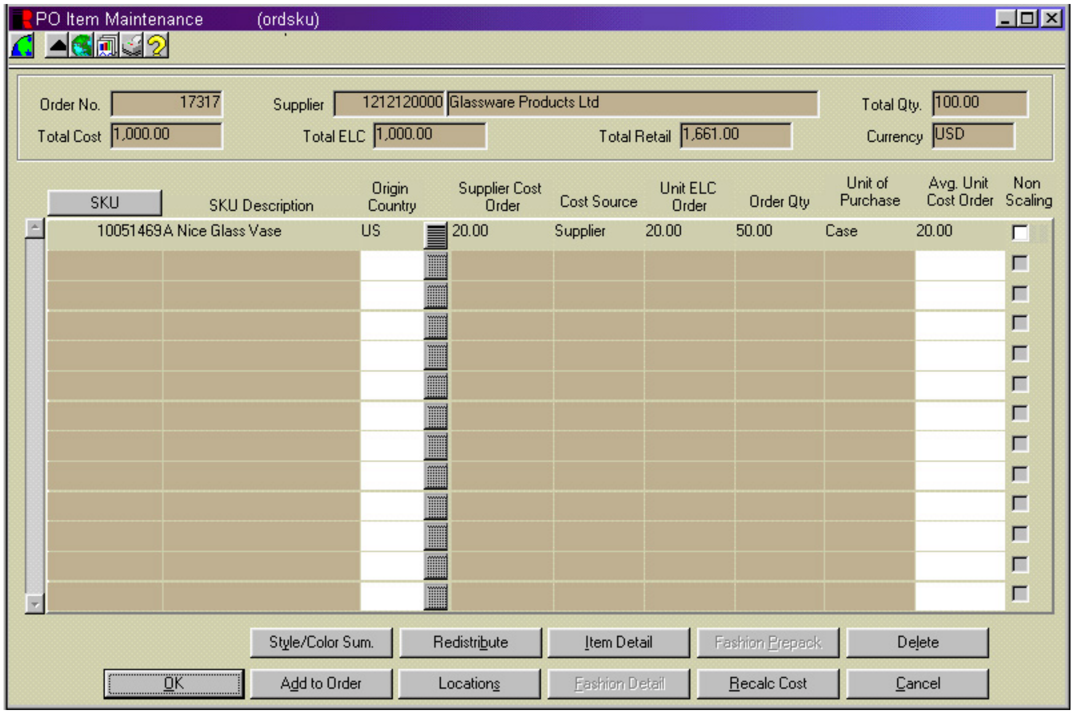
☐ Replenishment
☐ Order Scaling
☑ Cost/Retail
☐ All
☐ Undo Scaling

3. Select the options that you want to recalculate.
4. Click the Recalculate button to exit. The selected options are recalculated.

Copy a Purchase Order

➲ **Navigate:** Search for and retrieve a purchase order in Create Order from Existing mode.

1. Edit the enabled fields as necessary.
2. To edit the items and locations:
    a. Click the Items button. The PO Item Maintenance window is displayed.



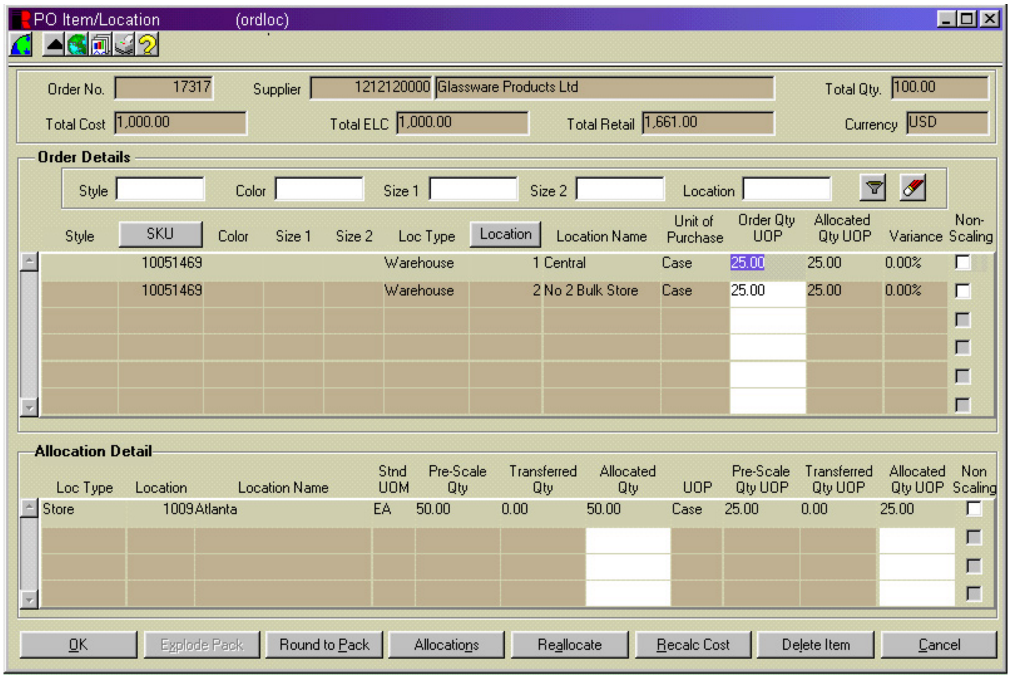
PO Item Maintenance (ordsku)
Style/Color Sum.
Redistribute
Item Detail
Fashion Prepack
Delete
OK
Add to Order
Locations
Fashion Detail
Recalc Cost
Cancel

Order No. 17317
Supplier 1212120000 Glassware Products Ltd
Total Qty. 100.00
Total Cost 1,000.00
Total ELC 1,000.00
Total Retail 1,661.00
Currency USD

SKU	SKU Description	Origin Country	Supplier Cost Order	Cost Source	Unit ELC Order	Order Qty	Unit of Purchase	Avg. Unit Cost Order	Non Scaling
10051469	A Nice Glass Vase	US	20.00	Supplier	20.00	50.00	Case	20.00	☐

    b. Edit as necessary.

c. Click the Locations button. The PO Item/Location window is displayed.



Order No. 17317
Supplier 1212120000 Glassware Products Ltd
Total Qty. 100.00
Total Cost 1,000.00
Total ELC 1,000.00
Total Retail 1,661.00
Currency USD

Order Details

Style
Color
Size 1
Size 2
Location

Style	SKU	Color	Size 1	Size 2	Loc Type	Location	Location Name	Unit of Purchase	Order Qty UOP	Allocated Qty UOP	Variance	Non-Scaling
	10051469				Warehouse	1	Central	Case	25.00	25.00	0.00%	☐
	10051469				Warehouse	2	No 2 Bulk Store	Case	25.00	25.00	0.00%	☐
												☐
												☐
												☐
												☐

Allocation Detail

Loc Type	Location	Location Name	Stnd UOM	Pre-Scale Qty	Transferred Qty	Allocated Qty	UOP	Pre-Scale Qty UOP	Transferred Qty UOP	Allocated Qty UOP	Non Scaling
Store	1009	Atlanta	EA	50.00	0.00	50.00	Case	25.00	0.00	25.00	☐
											☐
											☐
											☐

d. Edit as necessary.

e. Click OK to exit until you are returned to the PO Header Maintenance window.

3. Click the Recalculate button to update the monetary amounts.
4. Click the Apply Deals button to include any deals that pertain to the items.
5. When prompted to include the deals, click OK.
6. Click OK to exit.

Approve a Purchase Order

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

Note: Restrict the search to purchase orders in Submitted status.

1. From the Options menu, select Approve.
2. When prompted to approve the purchase order, click the Yes button.
3. Click OK to exit.

Print a Purchase Order

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

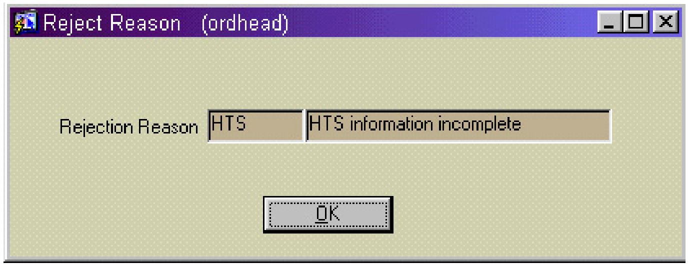
1. Click the Print button. The Report Parameters web page is displayed.
2. In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
3. Click the Submit Query button. The report is generated and sent to the destination that you selected.

View the Rejection Reason for a Purchase Order

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

> **Note:** Restrict the search to purchase orders in Worksheet status.

1. From the Options menu, select Reject Reason. The Reject Reason window is displayed.



Rejection Reason HTS HTS information incomplete

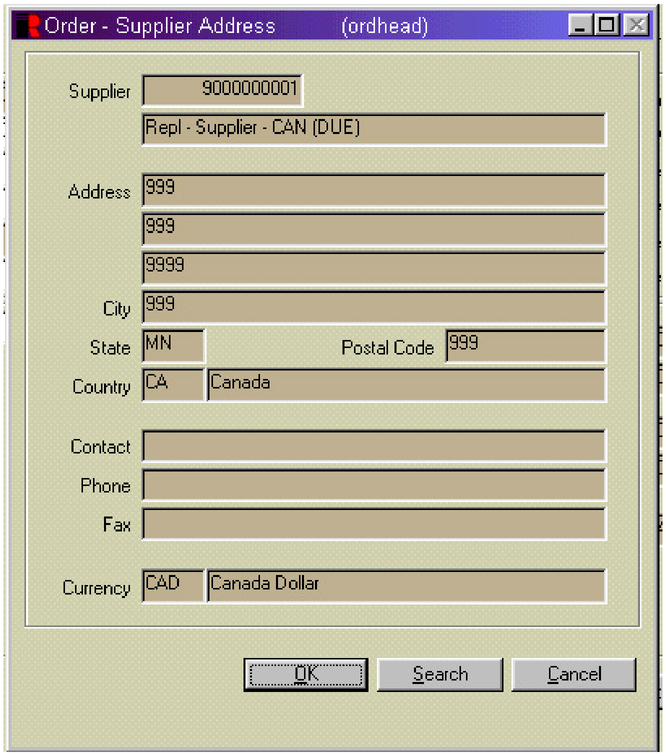
> **Note:** The Reject Reason option is available only if the purchase order was generated automatically by the replenishment system and was in fact rejected.

2. Click OK to exit.

Edit the Order Address of a Supplier

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

1. From the Options menu, select Supplier Details. The Order Supplier Address window is displayed.



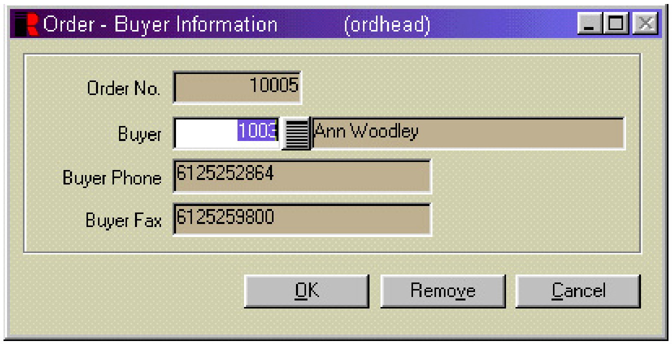
Supplier: 9000000001
Repl - Supplier - CAN (DUE)
Address: 999
999
9999
City: 999
State: MN
Postal Code: 999
Country: CA Canada
Contact:
Phone:
Fax:
Currency: CAD Canada Dollar

2. Click the Search button.
3. Select an order address from the list of values and click OK to exit.
4. Click OK to exit.

Edit the Buyer for a Purchase Order

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

1. From the Options menu, select Buyer. The Order Buyer Information window is displayed.



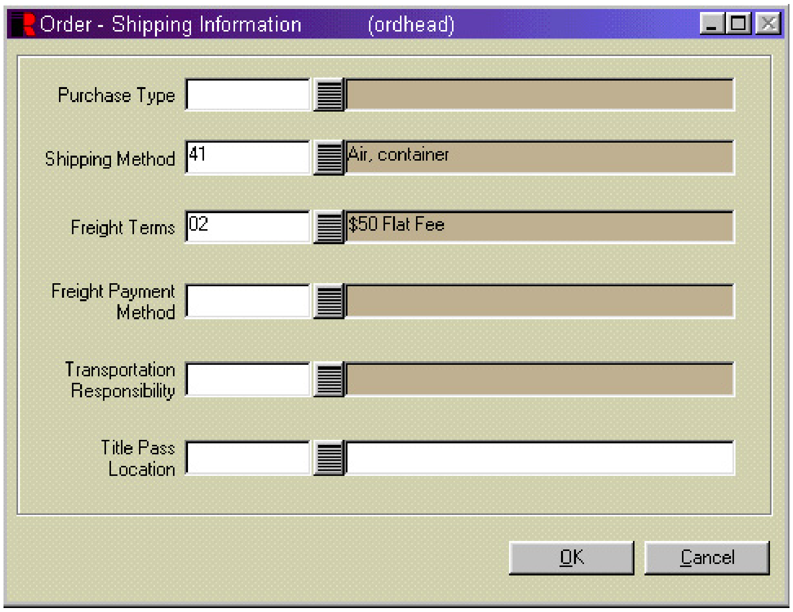
Order No. 10005
Buyer 1003 Ann Woodley
Buyer Phone 6125252864
Buyer Fax 6125259800

2. To add a buyer, enter the ID of the buyer in the Buyer field, or click the LOV button and select the buyer.
3. To delete the buyer:
   a. Click the Remove button.
   b. When prompted to delete the record, click the Yes button
4. Click OK to exit.

Edit Shipping Information for a Purchase Order

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

1 From the Options menu, select Shipping. The Order Shipping Information window is displayed.


Order - Shipping Information (ordhead)

Purchase Type

Shipping Method 41 Air, container

Freight Terms 02 $50 Flat Fee

Freight Payment Method

Transportation Responsibility

Title Pass Location

2 Edit the enabled fields as necessary.

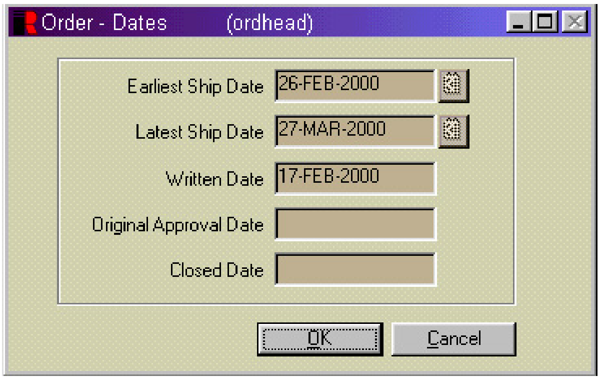
3 Click OK to exit.

Edit Dates for a Purchase Order

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

> **Note:** Restrict the search to purchase orders in Worksheet status.

1. From the Options menu, select Order Dates. The Order Dates window is displayed.



Order - Dates (ordhead)

Earliest Ship Date: 26-FEB-2000

Latest Ship Date: 27-MAR-2000

Written Date: 17-FEB-2000

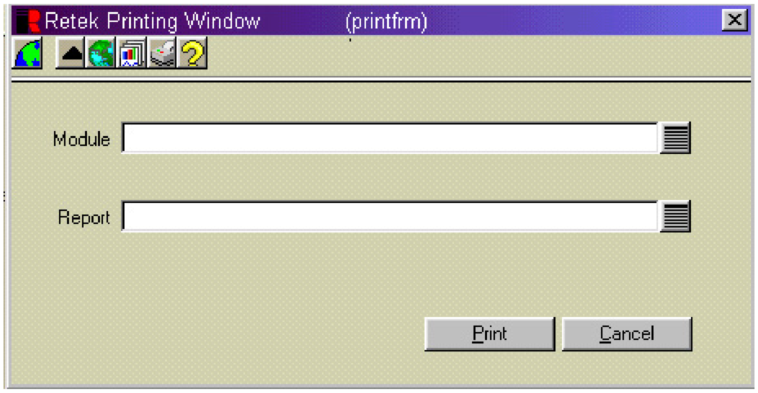
Original Approval Date:

Closed Date:

2. Edit the Earliest Ship Date and Latest Ship Date fields as necessary.
3. Click OK to exit.

Generate an Order Revision Report

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



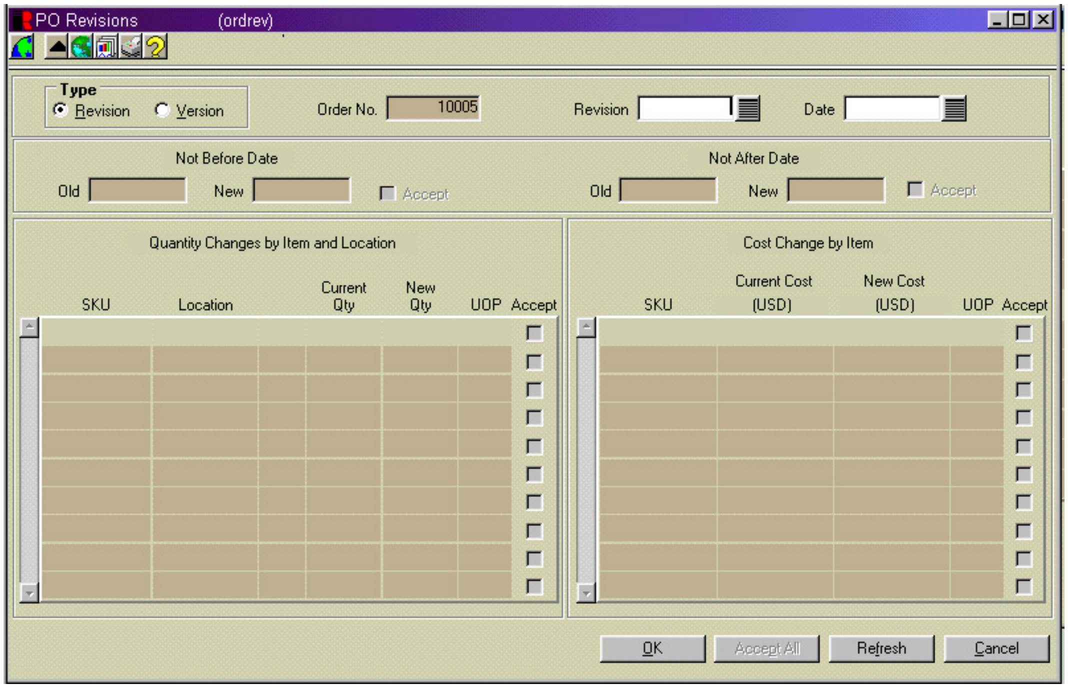
1. In the Module field, click the LOV button and select Orders.
2. In the Report field, click the LOV button and select the Purchase Order Revisions Summary.
3. Click the Print button. The Report Parameters web page is displayed.
4. In the Destination field, select where you want the finished report 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 the Submit Report button. The report is generated and sent to the destination that you selected.

Accept a Revision or Version of a Purchase Order

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

> **Note:** Restrict the search to purchase orders in approved status.

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


PO Revisions (ordrev)
Type
● Revision
○ Version
Order No.
Revision
Date
Not Before Date
Old
New
☐ Accept
Not After Date
Old
New
☐ Accept
Quantity Changes by Item and Location
SKU
Location
Current Qty
New Qty
UOP
Accept
Cost Change by Item
SKU
Current Cost (USD)
New Cost (USD)
UOP
Accept
OK
Accept All
Refresh
Cancel

Order No. 10005

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.

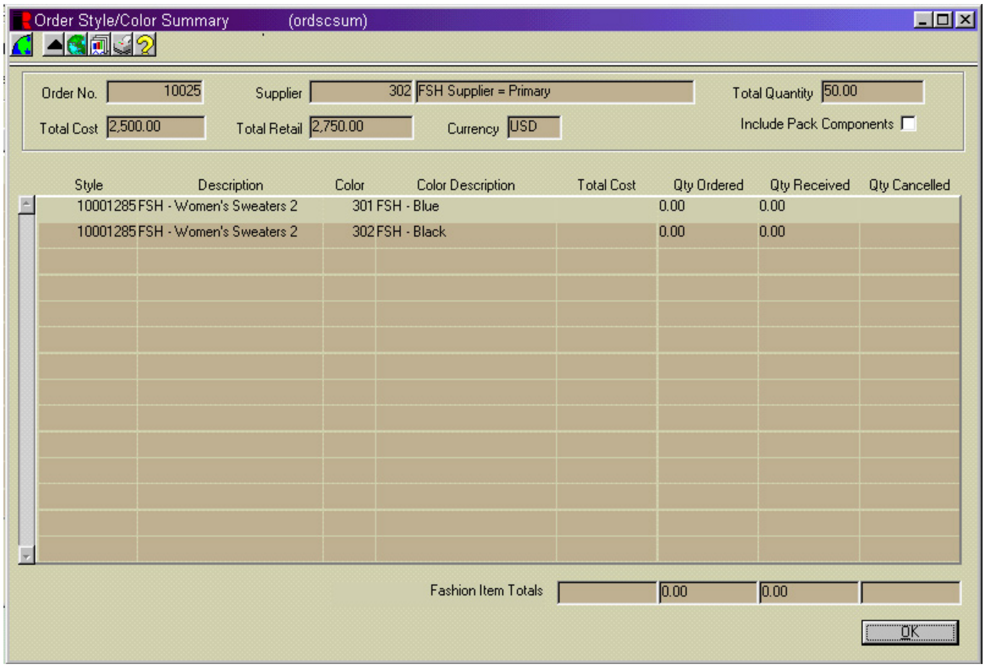
4. Select the Accept checkbox next to each detail that you want to accept. If you want to accept all of the details, click the Accept All button.
5. Click OK to exit.

View a Summary of a Purchase Order by Style/Color

Note: Only fashion styles can be summarized by color.

➲ **Navigate:** Search for and retrieve a purchase order in View mode.

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Click the Style/Color Sum button. The Order Style/Color Summary window is displayed.



Order Style/Color Summary (ordscsum)

Order No. 10025
Supplier 302 FSH Supplier = Primary
Total Quantity 50.00
Total Cost 2,500.00
Total Retail 2,750.00
Currency USD
Include Pack Components ☐

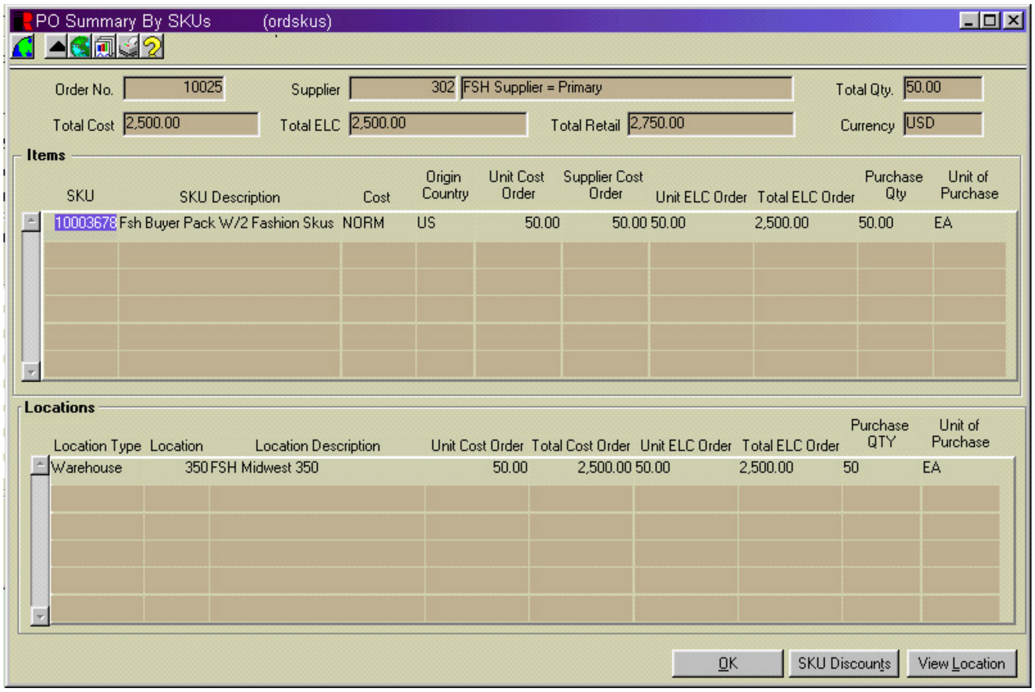
Style	Description	Color	Color Description	Total Cost	Qty Ordered	Qty Received	Qty Cancelled
10001285	FSH - Women's Sweaters 2	301	FSH - Blue		0.00	0.00	
10001285	FSH - Women's Sweaters 2	302	FSH - Black		0.00	0.00	
Fashion Item Totals					0.00	0.00	

3. To include the component items of packs in the summary, select the Include Pack Components checkbox as necessary.
4. Click OK to exit.

View a Summary of a Purchase Order by Item

➲ **Navigate:** Search for and retrieve a purchase order in View mode.

1. Click the Summary button. The PO Summary By SKUs window is displayed.



Order No. 10025
Supplier 302 FSH Supplier = Primary
Total Qty. 50.00
Total Cost 2,500.00
Total ELC 2,500.00
Total Retail 2,750.00
Currency USD

Items

SKU	SKU Description	Cost	Origin Country	Unit Cost Order	Supplier Cost Order	Unit ELC Order	Total ELC Order	Purchase Qty	Unit of Purchase
10003678	Fsh Buyer Pack W/2 Fashion Skus	NORM	US	50.00	50.00	50.00	2,500.00	50.00	EA

Locations

Location Type	Location	Location Description	Unit Cost Order	Total Cost Order	Unit ELC Order	Total ELC Order	Purchase QTY	Unit of Purchase
Warehouse	350	FSH Midwest 350	50.00	2,500.00	50.00	2,500.00	50	EA

2. To view the locations for an item, select the item. The locations are displayed in the Location table.

3. To view the discounts applied to an item:

   a. Select an item and click the SKU Discounts button. The PO Item Level Deals window is displayed.

   b. Click OK to exit the PO Item Level Deals window.

4. To view a summary of the purchase order by location:

   a. Click the View Location button. The PO Summary By Locations window is displayed.

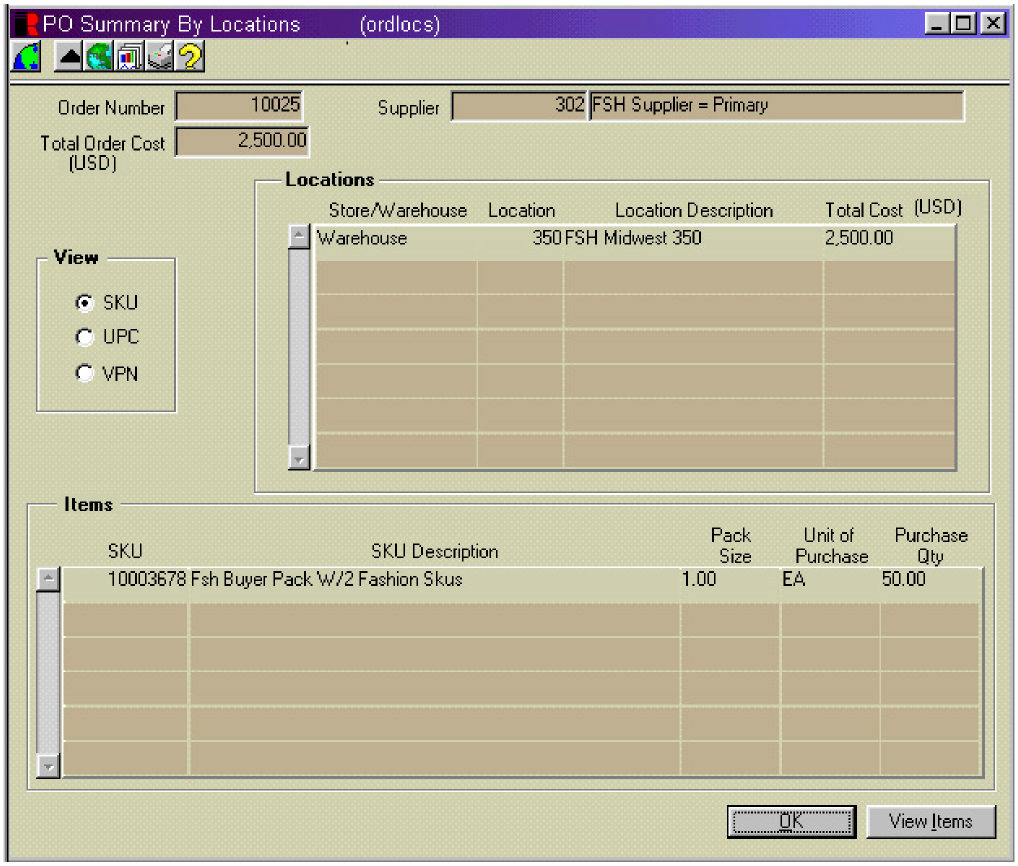
   b. Click the View Items button to return to the PO Summary By SKUs window.

5. Click OK to exit.

View a Summary of a Purchase Order by Location

➲ **Navigate:** Search for and retrieve a purchase order in View mode.

1. Click the Summary button. The PO Summary By SKUs window is displayed.
2. Click the View Location button. The PO Summary By Locations window is displayed.



Order Number: 10025

Supplier: 302 FSH Supplier = Primary

Total Order Cost (USD): 2,500.00

Locations

Store/Warehouse	Location	Location Description	Total Cost (USD)
Warehouse	350	FSH Midwest 350	2,500.00

View

● SKU
○ UPC
○ VPN

Items

SKU	SKU Description	Pack Size	Unit of Purchase	Purchase Qty
10003678	Fsh Buyer Pack W/2 Fashion Skus	1.00	EA	50.00

3. To view the items that are allocated to a location, select the location. The items are displayed in the Items table.
4. Click the View Items button to return to the PO Summary By SKUs window, or click OK to exit.

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.

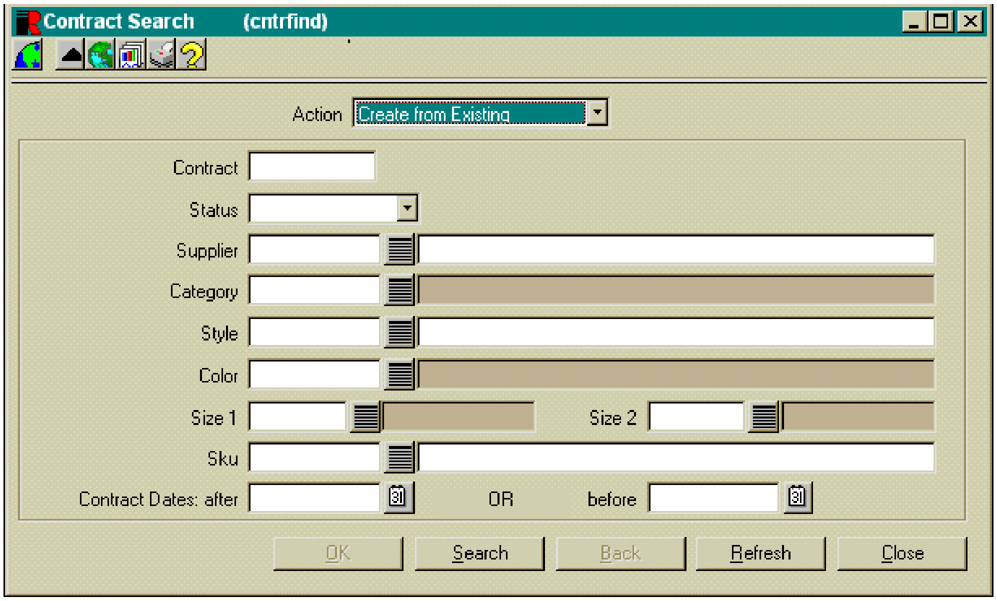
The following types of contracts can be created and maintained.

- 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.

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 the Search button. The Contract Search window displays the contracts that match the search criteria.


Contract Search (cntrfind)
Contract
Status
Supplier
Category
Style
Color
Size 1
Size 2
Sku
Contract Dates: after
OR
before
OK
Search
Back
Refresh
Close

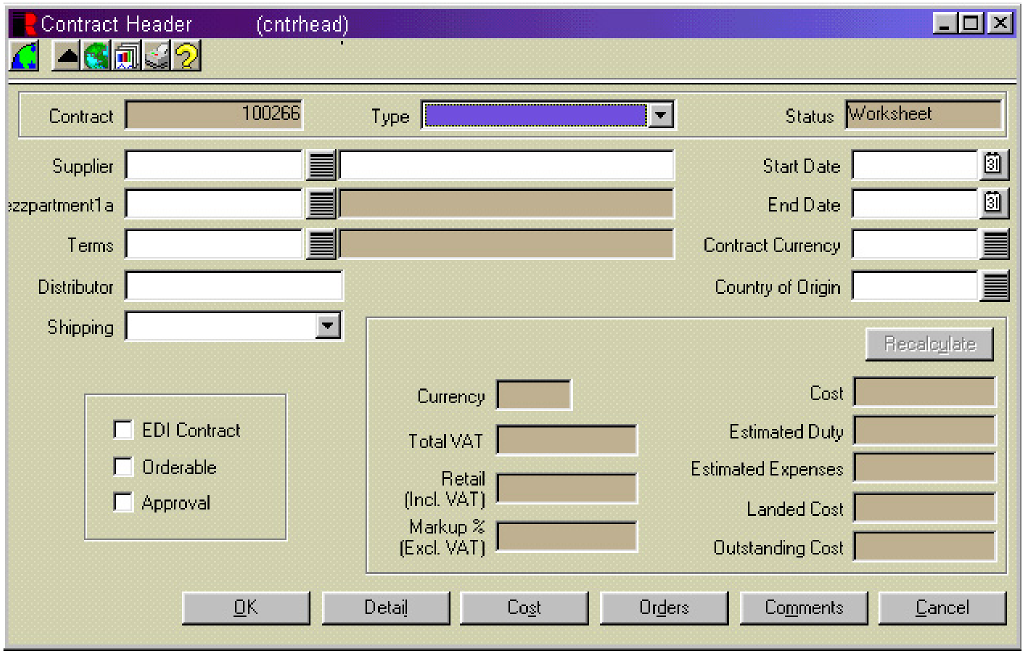
Action: Create from Existing

4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the details of a contract, select a record and click OK. The Contract Header window is displayed.
5. Click Close to exit.

Create a Type B Contract

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

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


Contract Header (cntrhead)
Type
Supplier
ezzpartment1a
Terms
Distributor
Shipping
Start Date
End Date
Contract Currency
Country of Origin
Recalculate
☐ EDI Contract
☐ Orderable
☐ Approval
Currency
Total VAT
Retail (Incl. VAT)
Markup % (Excl. VAT)
Cost
Estimated Duty
Estimated Expenses
Landed Cost
Outstanding Cost
OK
Detail
Cost
Orders
Comments
Cancel

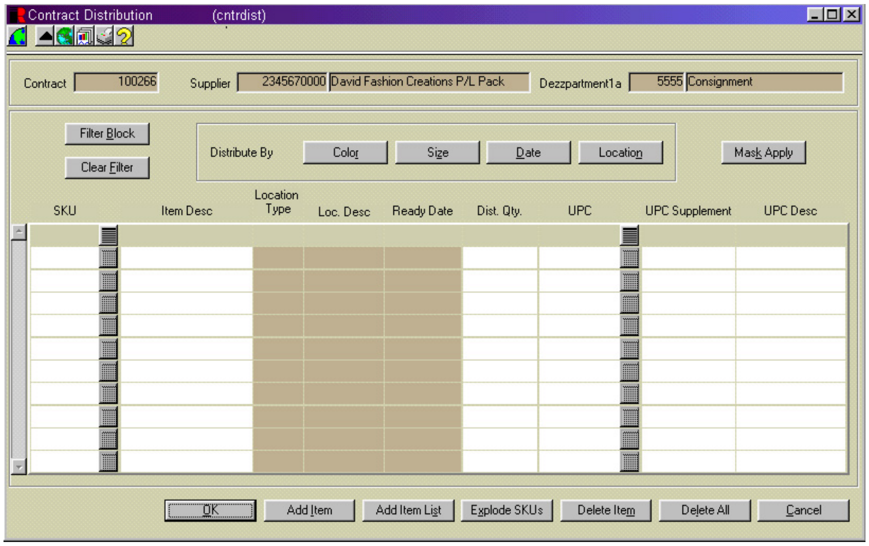
Contract 100266

Status Worksheet

3. In the Type field, select Plan/No Availability.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier. The supplier defaults for other fields are filled in automatically.
5. In the Department field, enter the ID of the department, or click the LOV button and select the department.
6. In the Start Date and End Date fields, enter the dates, or click the calendar button and select the dates.
7. In the Country of Origin field, enter the code for the country, or click the LOV button and select the country.
8. Enter or edit the enabled fields as necessary.

To add items to the contract:

9. Click the Detail button. The Contract Details Maintenance window is displayed.
10. Click the Add SKU button to add an item or the Add Style button to add a fashion style. The Contract Distribution window is displayed.


Contract Distribution (cntrdist)
Filter Block
Clear Filter
Distribute By
Color
Size
Date
Location
Mask Apply
SKU
Item Desc
Location Type
Loc. Desc
Ready Date
Dist. Qty.
UPC
UPC Supplement
UPC Desc
OK
Add Item
Add Item List
Explode SKUs
Delete Item
Delete All
Cancel

Contract 100266

Supplier 2345670000 David Fashion Creations P/L Pack

Dezzpartment1a 5555 Consignment

11. To add an item, click the Add Item button. Enter the information on the next available line.

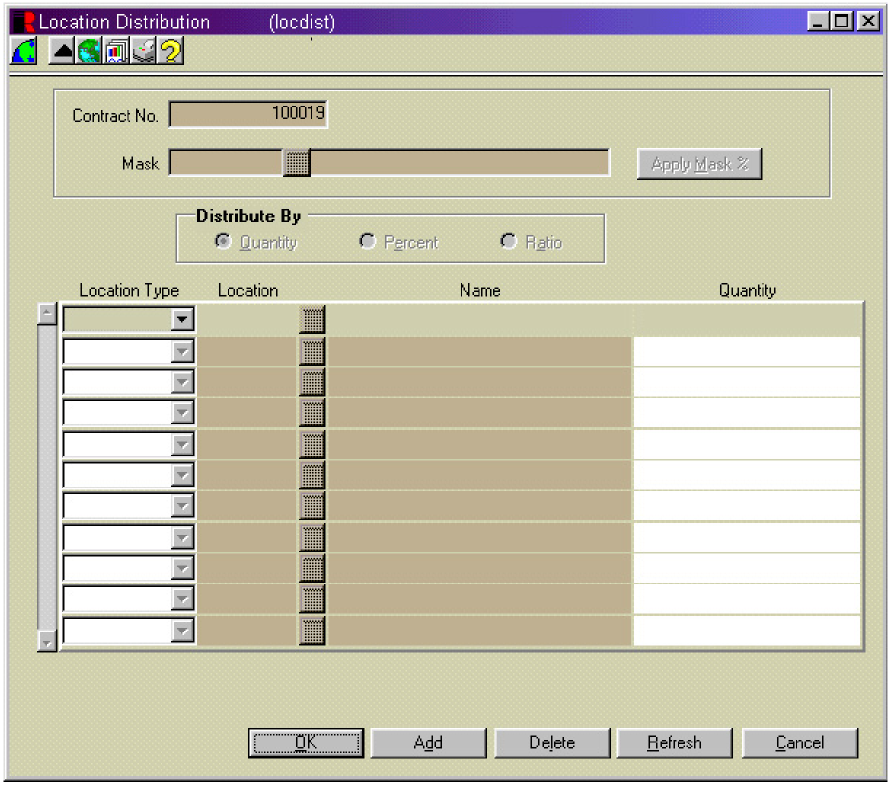
    If you select fashion style and want to list all the component SKUs, click the Explode SKUs button.

    To add an item list, click the Add Item List button. Select the item list from the list of values that pop up.

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

To distribute the items by location:

13. Click the Location button. The Location Distribution window is displayed.


Location Distribution (locdist)
Mask
Apply Mask %
Distribute By
Percent
Ratio
Location Type
Location
Name
Quantity
OK
Add
Delete
Refresh
Cancel

Contract No. 100019

Distribute By: ● Quantity

14. To distribute the items using a mask:

    a. In the Mask field, enter the ID of the mask, or click the LOV button and select a mask.

    b. Click the Apply Mask button. The locations and percentages are filled in automatically based on the mask.

15. To distribute the items by location:

    a. Select the method of distribution.

    b. Click the Add button.

    c. In the Location Type field, select the type of location.

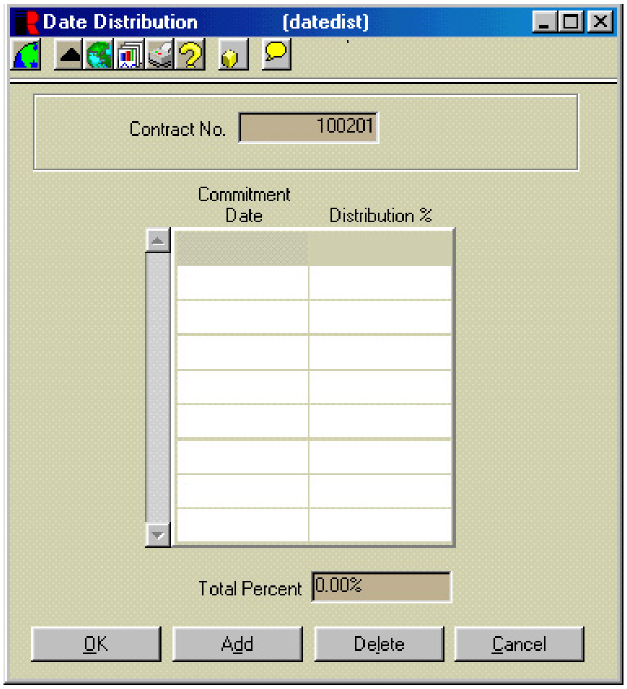
    d. In the Location field, enter the ID of the location, or click the LOV button and select the location.

    e. In the next field, enter the quantity, percentage, or ratio of items to be distributed to the location.

16. Click OK to return to the Contract Distribution window.

To distribute the items by commitment date:

17. Click the Date button. The Date Distribution window is displayed.

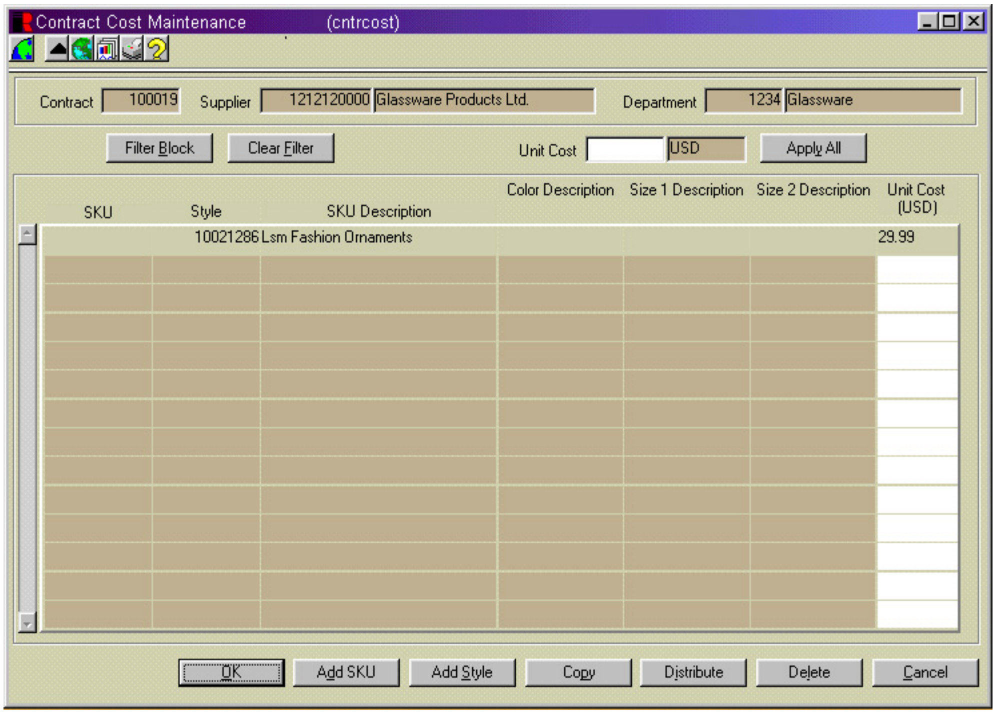


Date Distribution (datedist)
Contract No. 100201
Commitment Date
Distribution %
Total Percent 0.00%
OK
Add
Delete
Cancel

18. Click the Add button.
19. In the Commitment Date field, enter the date on which the supplier must provide the goods.
20. In the Distribution field, enter the percentage of the goods that are due by the commitment date.
21. Click OK to exit until you are returned to the Contract Header window.

To verify or edit the cost of the items:

22. Click the Cost button. The Contract Cost Maintenance window is displayed.



Contract 100019 Supplier 1212120000 Glassware Products Ltd. Department 1234 Glassware

Unit Cost USD

SKU	Style	SKU Description	Color Description	Size 1 Description	Size 2 Description	Unit Cost (USD)
	10021286	Lsm Fashion Ornaments				29.99

Contract Cost Maintenance (cntrcost)
Filter Block
Clear Filter
Apply All
OK
Add SKU
Add Style
Copy
Distribute
Delete
Cancel

23. Edit the default unit cost as necessary.
24. Click OK to exit the Contract Cost Maintenance window.
25. Click the Recalculate button to update the costs and retail value.
26. Click OK to exit.

Copy a Contract

➲ **Navigate:** Search for and retrieve a contract in Create from Existing mode.

1. Edit the enabled fields as necessary.

To edit the unit costs for all types of contracts:

2. Click the Cost button. The Contract Cost Maintenance window is displayed.
3. To edit the unit cost of all the items:
    a. Enter the amount in the Unit Cost field next to the Apply All button.
    b. Click the Apply All button.
4. To edit the unit cost of one item, edit the amount in the Unit Cost field in the table.
5. Click OK to exit the Contract Cost Maintenance window.

To edit the quantities for Type A and Type B contracts:

6. Click the Detail button. The Contract Details Maintenance window is displayed.
7. Edit the quantities as necessary.
8. Click OK to exit.

Approve a Contract

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

Note: Restrict the search to contracts in Submitted status.

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

Print a Contract

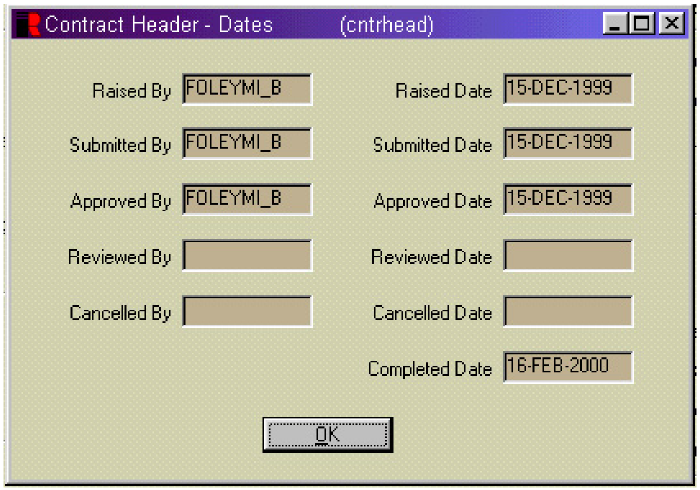
➲ **Navigate:** Search for and retrieve a contract in Edit mode.

1. Click the Print button. The Report Parameters web page is displayed.
2. In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
3. Verify that the contract number is correct in the Contract field.
4. Click the Submit Query button. The contract is generated and sent to the destination that you selected.

View the Audit Trail for a Contract

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

1. From the Options menu, select Dates. The Contract Header Dates window is displayed.



Raised By	FOLEYMI_B	Raised Date	15-DEC-1999
Submitted By	FOLEYMI_B	Submitted Date	15-DEC-1999
Approved By	FOLEYMI_B	Approved Date	15-DEC-1999
Reviewed By		Reviewed Date	
Cancelled By		Cancelled Date	
		Completed Date	16-FEB-2000

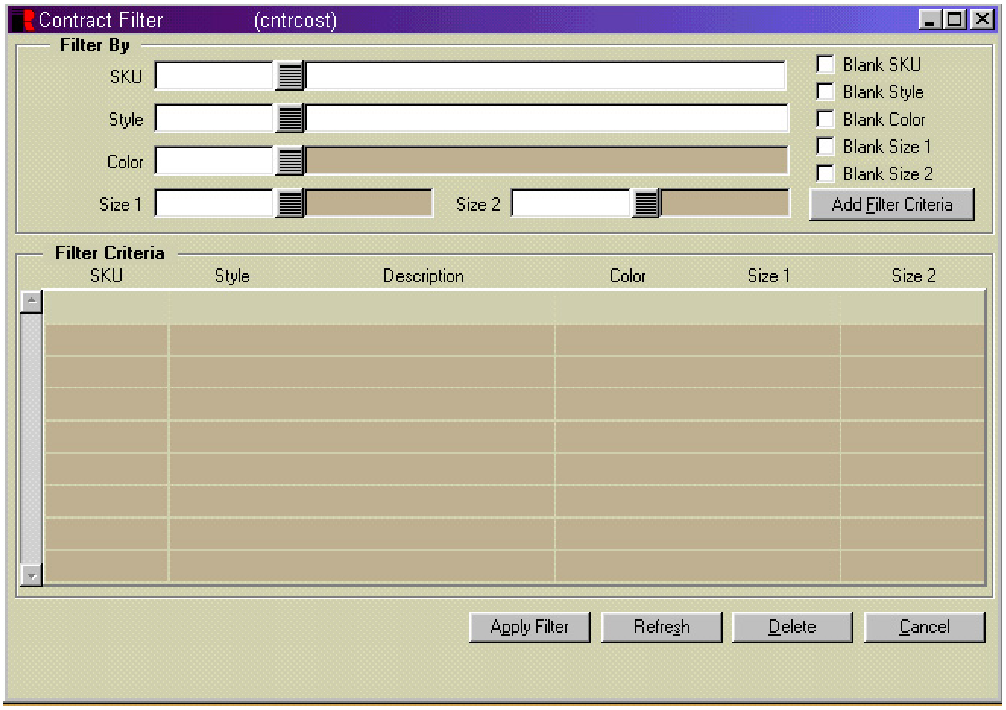
2. Click OK to exit.

Filter Cost Records on a Contract

Note: Use this procedure to filter cost records at the item level on a contract. You can then view or edit the subset of the items on the contract.

➲ **Navigate:** Search for and retrieve a contract in Edit or View mode.

1. Click the Cost button. The Contract Cost Maintenance window is displayed.
2. Click the Filter Block button. The Contract Filter window is displayed.


Contract Filter (cntrcost)
Filter By
SKU
Style
Color
Size 1
Size 2
☐ Blank SKU
☐ Blank Style
☐ Blank Color
☐ Blank Size 1
☐ Blank Size 2
Add Filter Criteria
Filter Criteria
SKU
Style
Description
Color
Size 1
Size 2
Apply Filter
Refresh
Delete
Cancel

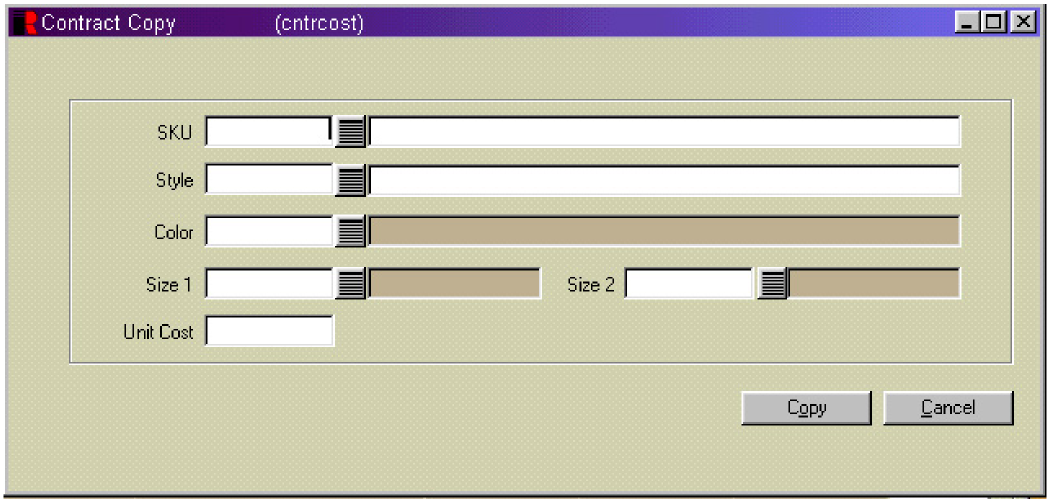
3. Enter or select the criteria by which you want to filter in the Filter By area.
4. Click the Add Filter Criteria button. The filter criteria are added to the Filter Criteria table.
5. To delete a criterion from the Filter Criteria table, select the record and click the Delete button.
6. Click the Apply Filter button. You are returned to the Contract Cost Maintenance window where you can view or edit the results of the filter.
7. To clear the filter, click the Clear Filter button. All the item cost records are again displayed.
8. Click OK to exit.

Copy and Edit Cost Records on a Contract

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

Note: Restrict the search to contracts in Worksheet status.

1. Click the Cost button. The Contract Cost Maintenance window is displayed.
2. Filter the items as necessary.
3. Click the Copy button. The Contract Copy window is displayed.


Contract Copy (cntrcost)
SKU
Style
Color
Size 1
Size 2
Unit Cost
Copy
Cancel

4. Edit the enabled fields as necessary.
5. Click the Copy button. The current cost records are copied with the edited information.
6. Click OK to exit.

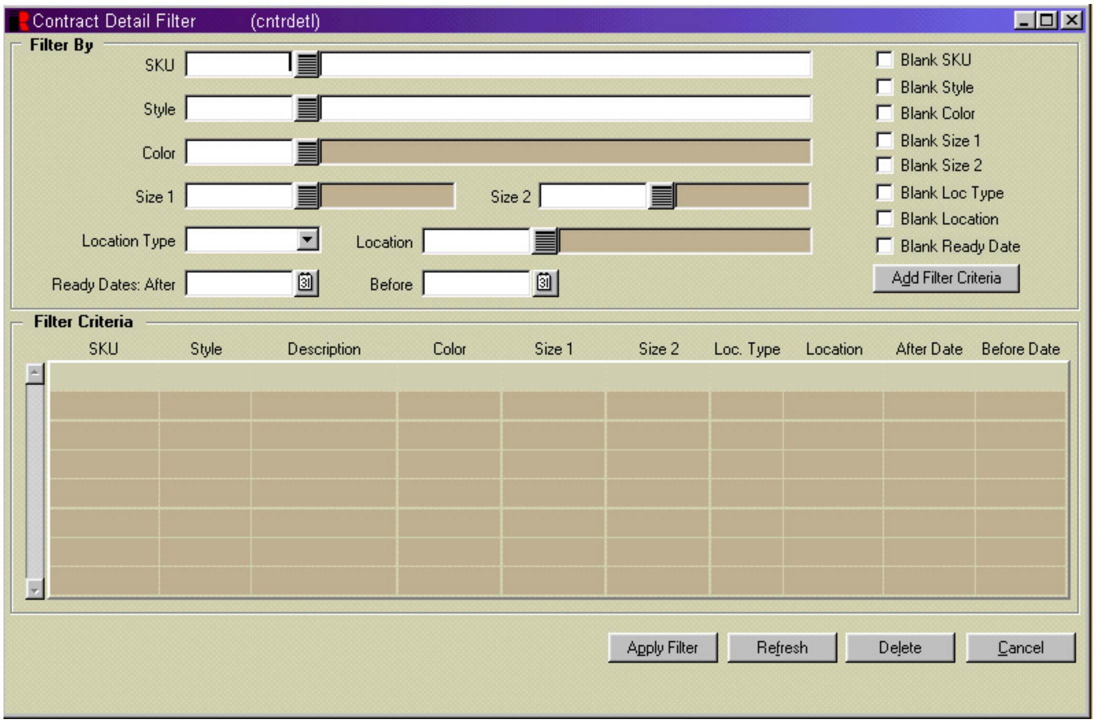
Filter Quantity Records on a Contract

Note: Use this procedure to filter quantity records on a contract. You can then view or edit the subset of the items.

➲ **Navigate:** Search for and retrieve a contract in Edit or View mode.

Note: Restrict the search to Type A or Type B contracts in Worksheet status.

1. Click the Detail button. The Contract Details Maintenance window is displayed.
2. Click the Filter Block button. The Contract Detail Filter window is displayed.



Contract Detail Filter (cntrdetl)
Filter By
SKU
Style
Color
Size 1
Size 2
Location Type
Location
Ready Dates: After
Before
☐ Blank SKU
☐ Blank Style
☐ Blank Color
☐ Blank Size 1
☐ Blank Size 2
☐ Blank Loc Type
☐ Blank Location
☐ Blank Ready Date
Add Filter Criteria
Filter Criteria
SKU
Style
Description
Color
Size 1
Size 2
Loc. Type
Location
After Date
Before Date
Apply Filter
Refresh
Delete
Cancel

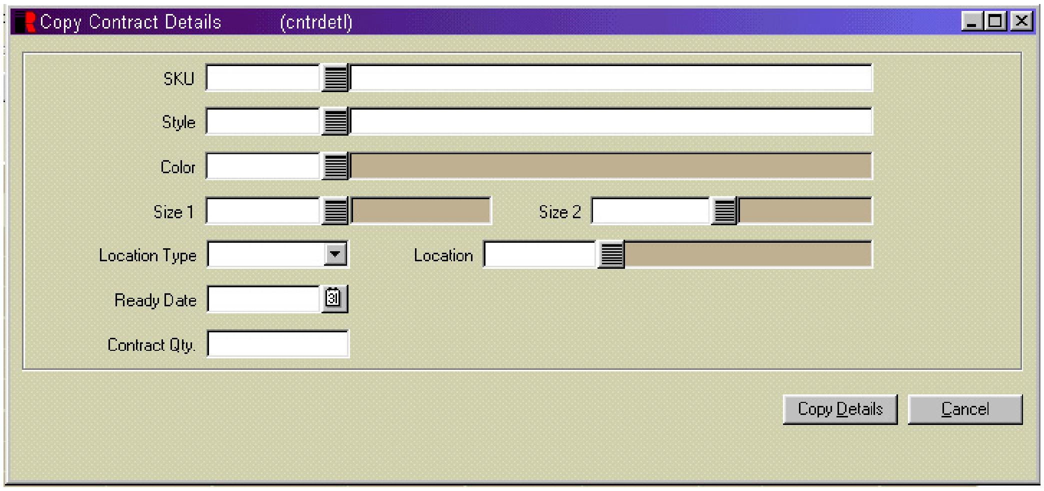
3. Enter or select the criteria by which you want to filter in the Filter By area.
4. Click the Add Filter Criteria button. The filter criteria are added to the Filter Criteria table.
5. To delete a criterion from the Filter Criteria table, select the record and click the Delete button.
6. Click the Apply Filter button. You are returned to the Contract Cost Maintenance window where you can view or edit the results of the filter.
7. To clear the filter, click the Clear Filter button. All the quantity records are again displayed.
8. Click OK to exit.

Copy and Edit Quantity Records on a Contract

➲ **Navigate:** Search for and retrieve a contract in Edit or View mode.

Note: Restrict the search to Type A or Type B contracts in Worksheet status.

1. Click the Detail button. The Contract Details Maintenance window is displayed.
2. Filter the items as necessary.


Copy Contract Details (cntrdetl)
SKU
Style
Color
Size 1
Size 2
Location Type
Location
Ready Date
Contract Qty.
Copy Details
Cancel

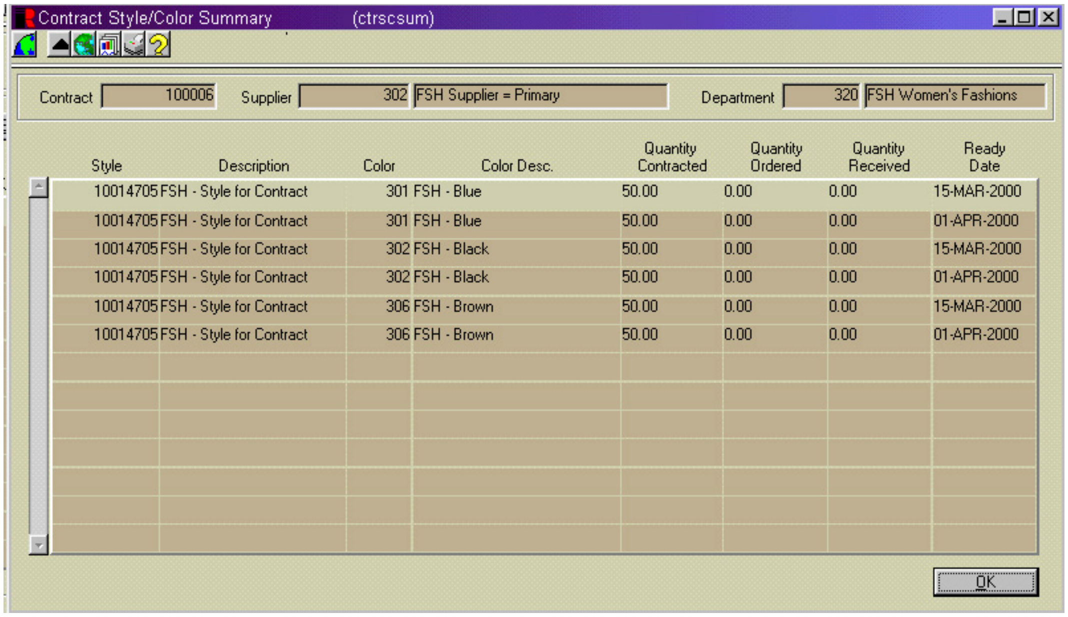
3. Click the Copy button. The Copy Contract Details window is displayed.
4. Edit the enabled fields as necessary.
5. Click the Copy Details button. The current quantity records are copied with the edited information.
6. Click OK to exit.

View a Summary of a Contract by Style/Color

Note: Only fashion styles can be summarized by color. You can view summaries by style/color for Type A and Type B contracts.

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

1. Click the Detail button. The Contract Details Maintenance window is displayed.
2. Click the Style/Color Sum button. The Contract Style/Color Summary window is displayed.



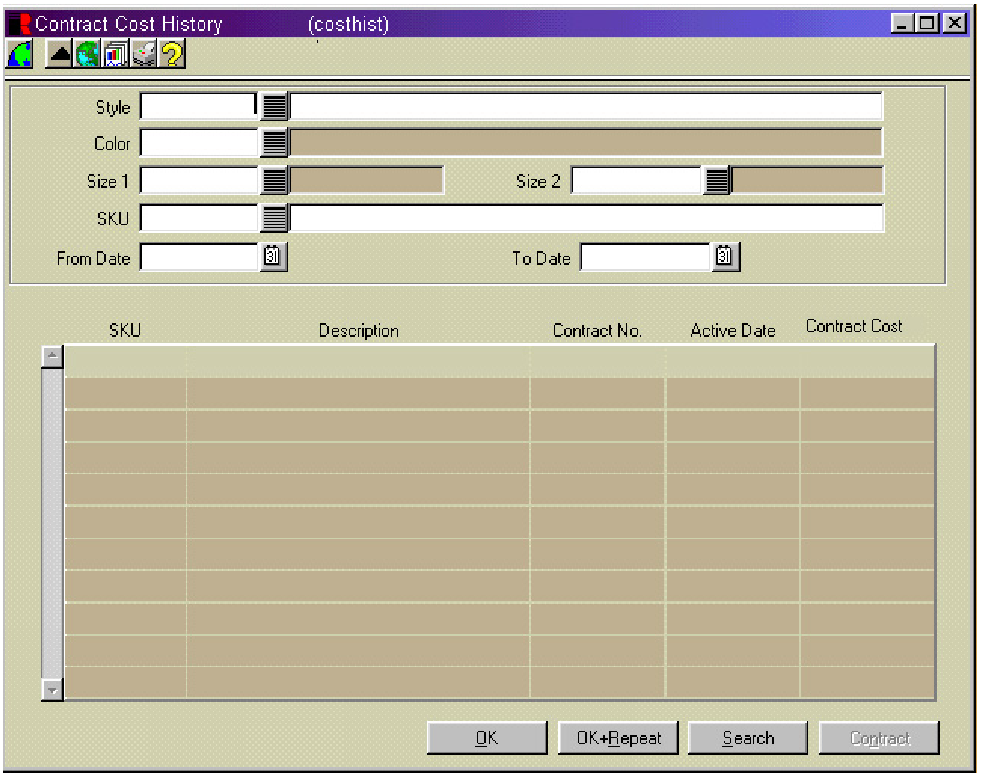
Contract 100006 Supplier 302 FSH Supplier = Primary Department 320 FSH Women's Fashions

Style	Description	Color	Color Desc.	Quantity Contracted	Quantity Ordered	Quantity Received	Ready Date
10014705	FSH - Style for Contract	301	FSH - Blue	50.00	0.00	0.00	15-MAR-2000
10014705	FSH - Style for Contract	301	FSH - Blue	50.00	0.00	0.00	01-APR-2000
10014705	FSH - Style for Contract	302	FSH - Black	50.00	0.00	0.00	15-MAR-2000
10014705	FSH - Style for Contract	302	FSH - Black	50.00	0.00	0.00	01-APR-2000
10014705	FSH - Style for Contract	306	FSH - Brown	50.00	0.00	0.00	15-MAR-2000
10014705	FSH - Style for Contract	306	FSH - Brown	50.00	0.00	0.00	01-APR-2000

3. Click OK to exit.

View the Cost History of Items by Contract

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

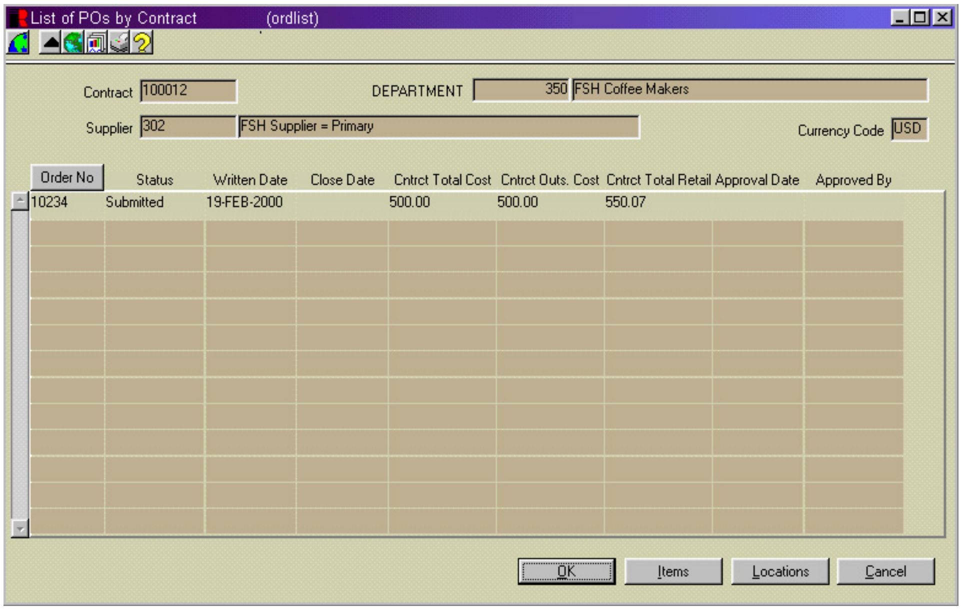

Contract Cost History
(costhist)
Style
Color
Size 1
Size 2
SKU
From Date
To Date
SKU
Description
Contract No.
Active Date
Contract Cost
OK
OK+Repeat
Search
Contract

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

Edit the Status of a Purchase Order Raised Against a Contract

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

1. Click the Orders button. The List of POs by Contract window is displayed.

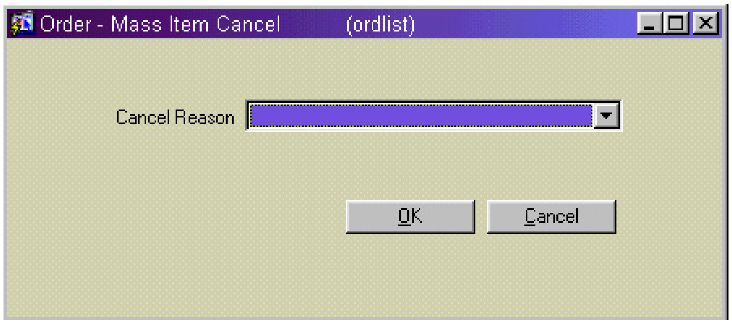


Contract 100012
DEPARTMENT 350 FSH Coffee Makers
Supplier 302 FSH Supplier = Primary
Currency Code USD

Order No	Status	Written Date	Close Date	Cntrct Total Cost	Cntrct Outs. Cost	Cntrct Total Retail	Approval Date	Approved By
10234	Submitted	19-FEB-2000		500.00	500.00	550.07		

2. Select a purchase order.
3. From the Options menu, select the appropriate status.
4. When prompted to change the status, click the Yes button.

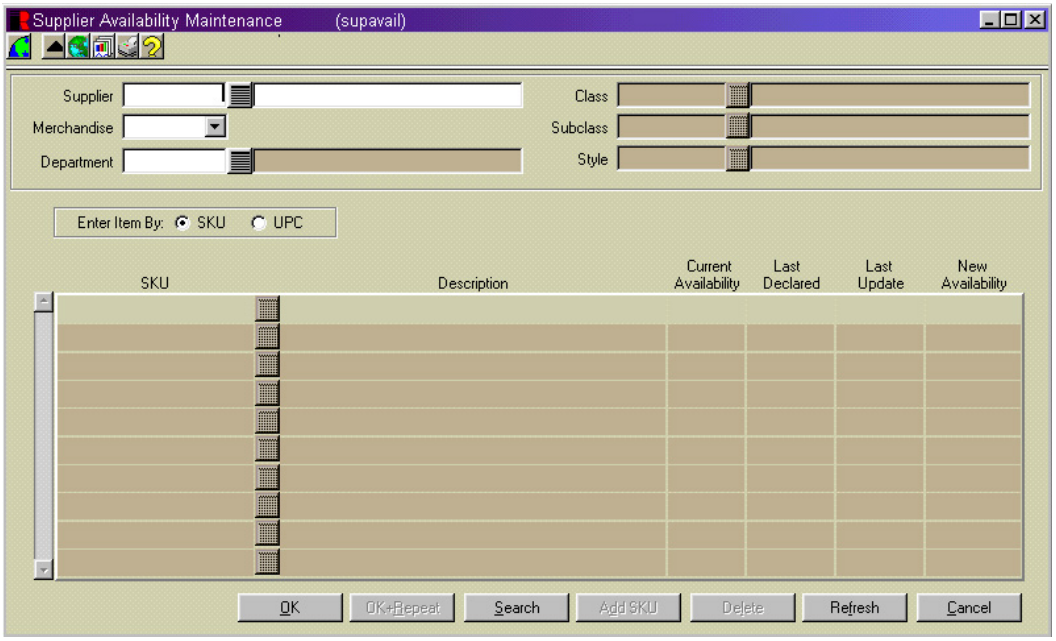
5. To cancel an approved purchase order:
   a. Select Cancel from the Options menu.
   b. When prompted to cancel the items on the purchase order, click the Yes button. The Order Mass Item Cancel window is displayed.


Order - Mass Item Cancel (ordlist)
Cancel Reason
OK
Cancel

   c. In the Cancel Reason field, select the reason for canceling the items.
   d. Click OK to exit the Order Mass Item Cancel window.
6. Click OK to exit.

Edit Supplier Availability for Items

➲ **Navigate:** From the main menu, select Control → Supplier Availability + Edit. The Supplier Availability Maintenance window is displayed.


Supplier Availability Maintenance (supavail)
Supplier
Merchandise
Department
Class
Subclass
Style
Enter Item By: ● SKU ○ UPC
SKU
Description
Current Availability
Last Declared
Last Update
New Availability
OK
OK+Repeat
Search
Add SKU
Delete
Refresh
Cancel

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

Deals Management

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

Deals with Deal Partners

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

Deal components are discounts or rebates included in the deal. When you enter deal component information, you determine the billing type, the collection dates, how the deal component is calculated, and the value of the discount or rebate from the deal partner. You can create multiple deal components in a single deal.

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

When you define thresholds, you specify how much must be purchased or sold in order to receive a discount or rebate. You also indicate the value of the discount or rebate.

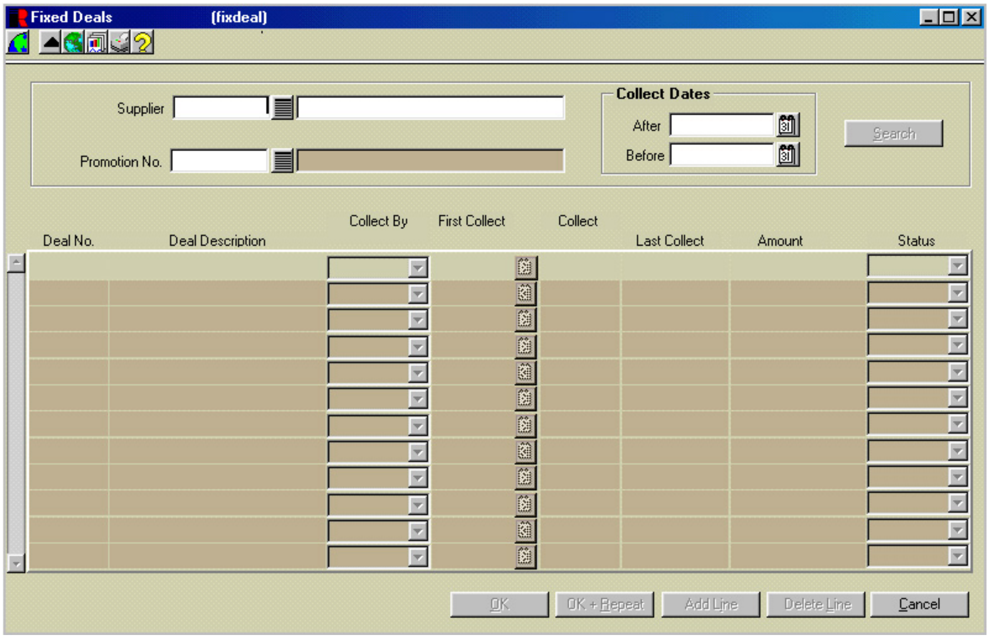
When you work with purchase orders, you can view all of the deal components that apply to an individual item on the purchase order. You can also view transaction level discounts that apply to an entire purchase order.

Fixed Deals with Suppliers

With fixed deals, 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 periodically or all at once.

Create a Fixed Deal

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


Fixed Deals (fixdeal)
Supplier
Promotion No.
Collect Dates
After
Before
Search
Deal No.
Deal Description
Collect By
First Collect
Collect
Last Collect
Amount
Status
OK
OK + Repeat
Add Line
Delete Line
Cancel

1. In the Supplier field, enter the ID of the supplier for which you want to create a deal, or click the LOV button and select the supplier.
2. Click the Search button.
3. Click the Add Line button. The Deal No field is filled in automatically with a unique ID for the fixed deal.
4. In the Deal Description field, enter a description of the deal.
5. In the Collect By field, select how often payment for the fixed deal is collected from the supplier.
6. In the First Collect field, enter the date, or click the calendar button and select the date.
7. In the Collect Period field, enter the number of collection periods.

   Note: If you select Date in the Collect By field, the number of collection periods is always one.

8. In the Amount field, enter the payment amount from the supplier.
9. In the Status field, select the status of the deal.
10. Click the OK + Repeat button to create a fixed deal for another supplier, or click OK to exit.

Submit a Deal

Note: Only deals in Worksheet status can be submitted.

➲ **Navigate:** Search for and retrieve a deal in Edit mode. The Deal Maintenance window is displayed.

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

Approve a Deal

Note: Only deals in Submitted status can be approved.

➲ **Navigate:** Search for and retrieve a deal in Edit mode. The Deal Maintenance window is displayed.

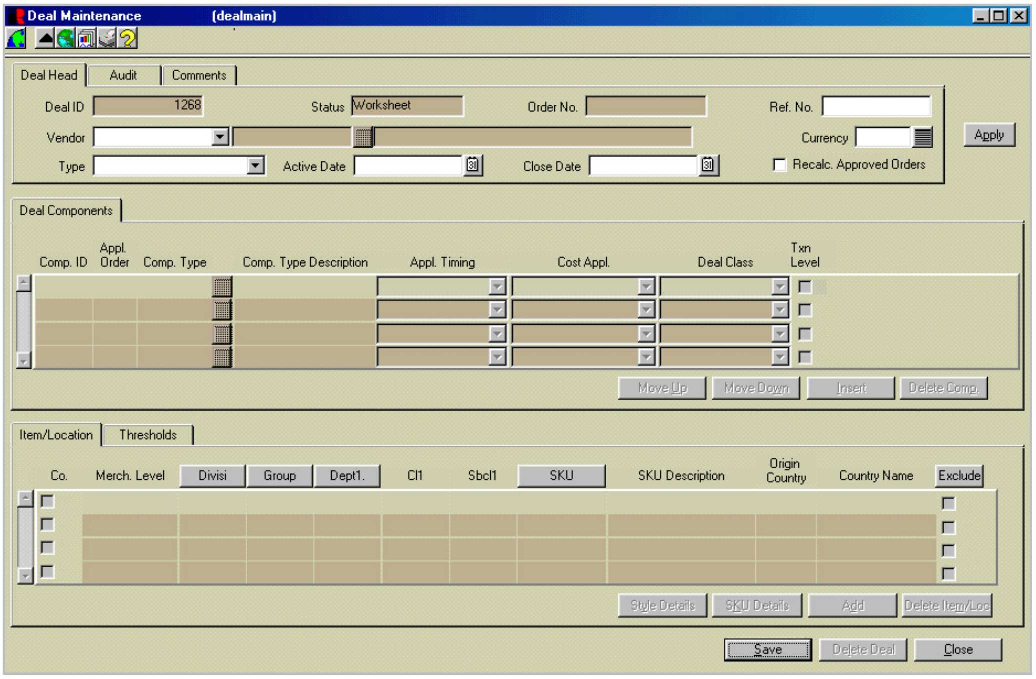
1. From the Option menu, select Approve. The Status field changes to Approved.
2. Click the Close button to exit.
3. When prompted to save the changes, click the Yes button.

Create a Deal

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

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

1. In the Action field, select New and click OK. The Deal Maintenance window is displayed.


Deal Maintenance (dealmain)
Deal Head
Audit
Comments
Deal ID
Status
Order No.
Ref. No.
Vendor
Currency
Apply
Type
Active Date
Close Date
Recalc. Approved Orders
Deal Components
Comp. ID
Appl. Order
Comp. Type
Comp. Type Description
Appl. Timing
Cost Appl.
Deal Class
Txn Level
Move Up
Move Down
Insert
Delete Comp.
Item/Location
Thresholds
Co.
Merch. Level
Divisi
Group
Dept1.
Cl1
Sbcl1
SKU
SKU Description
Origin Country
Country Name
Exclude
Style Details
SKU Details
Add
Delete Item/Loc
Save
Delete Deal
Close

Deal ID: 1268

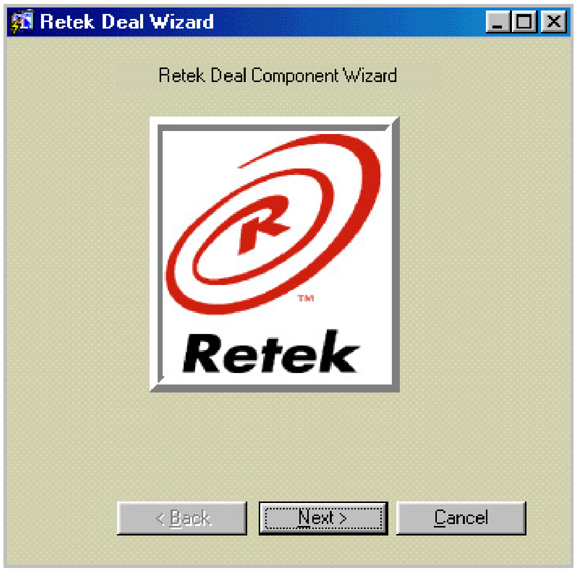
Status: Worksheet

☐ Recalc. Approved Orders

2. In the Vendor field, select the type of deal partner. Then enter the ID of the deal partner, or click the LOV button and select the deal partner.
3. In the Type field, select the type of deal.
4. In the Active Date field, enter the date on which the deal becomes active, or click the calendar button and select the date.
5. 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.

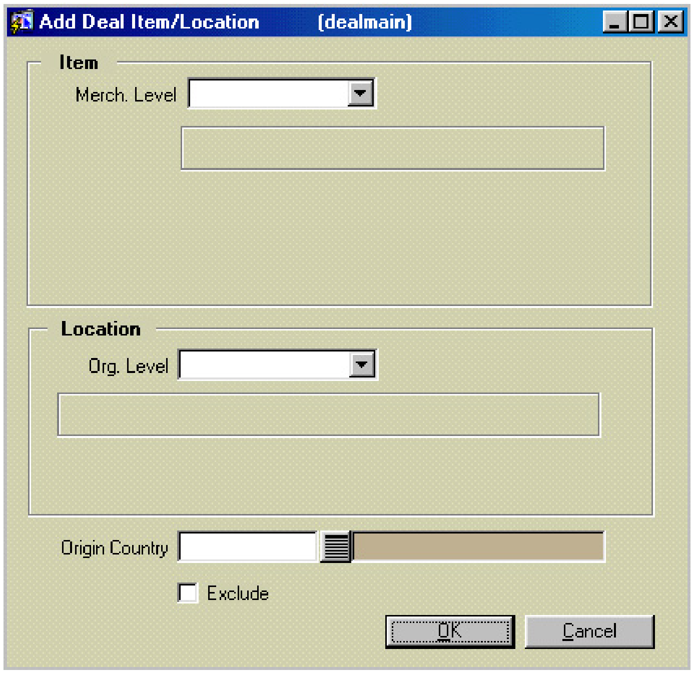
6. Enter optional information as necessary.
7. Click the Apply button.
8. Click the Insert button. The Retek Deal Wizard is displayed.


Retek Deal Wizard
Retek Deal Component Wizard
Retek
< Back
Next >
Cancel

9. Use the wizard to enter the deal component information.

10. To define the merchandise and organizational levels to which a deal component applies:

    a. Click the Add button. The Add Deal Item/Location window is displayed.


Add Deal Item/Location (dealmain)
Item
Merch. Level
Location
Org. Level
Origin Country
☐ Exclude
OK
Cancel

    b. Select or enter the merchandise and organizational level parameters. The organizational level is optional.

    c. Click OK to exit the Add Deal Item/Location window.

    Note: When the Threshold Value Type is Qty, use the wizard to specify the items to which the deal component applies. For transaction level discounts, you do not specify any merchandise or organizational level.

11. To enter a threshold for deal components with a threshold value type of Amt, Pct, or Fxd Amt:

    a. Click on the Thresholds tab.

    b. Click the Add Thresh button.

    c. Enter the limits and value of the threshold.

    d. Select the Target Lvl Ind of the threshold that your organization plans to meet.

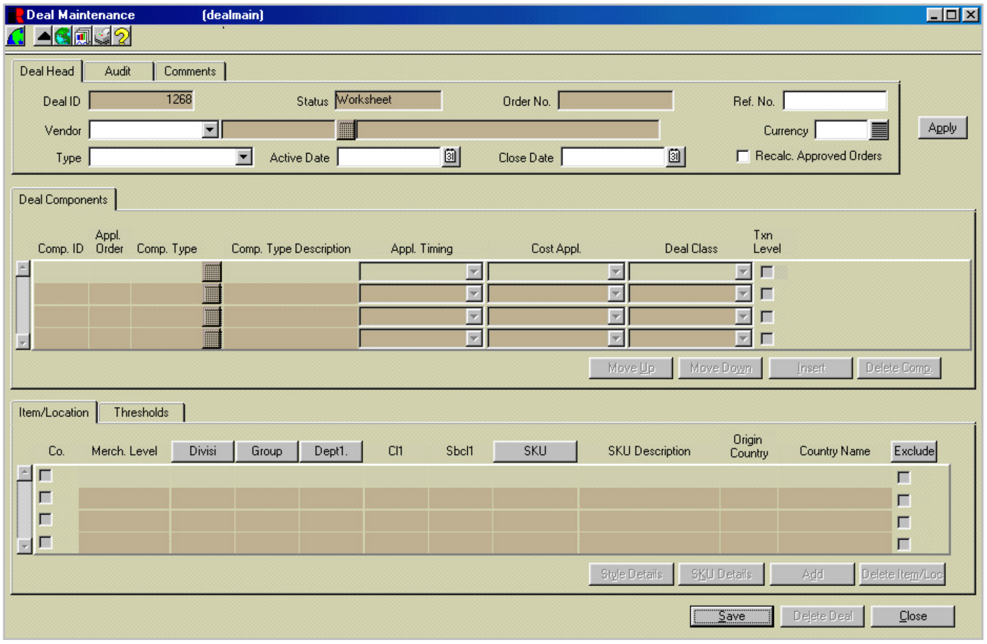
12. Click the Close button to exit.

13. When prompted to save the changes, click the Yes button.

Create a PO-Specific Deal

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

1. Click the Items button. The PO Item Maintenance window is displayed.
2. From the Options menu, select PO-Specific Deal → Create/Edit. The Deal Maintenance window is displayed.

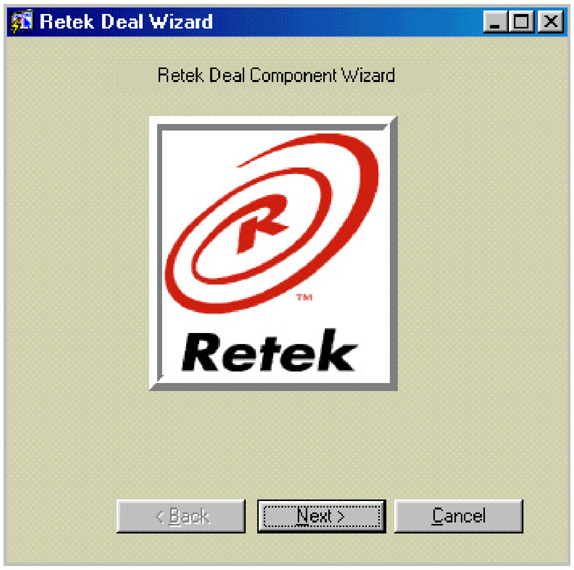

Deal Maintenance
(dealmain)
Deal Head
Audit
Comments
Deal ID
Status
Order No.
Ref. No.
Vendor
Currency
Apply
Type
Active Date
Close Date
Recalc. Approved Orders
Deal Components
Comp. ID
Appl. Order
Comp. Type
Comp. Type Description
Appl. Timing
Cost Appl.
Deal Class
Txn Level
Move Up
Move Down
Insert
Delete Comp.
Item/Location
Thresholds
Co.
Merch. Level
Divisi
Group
Dept1.
Cl1
Sbcl1
SKU
SKU Description
Origin Country
Country Name
Exclude
Style Details
SKU Details
Add
Delete Item/Loc
Save
Delete Deal
Close

Deal ID: 1268

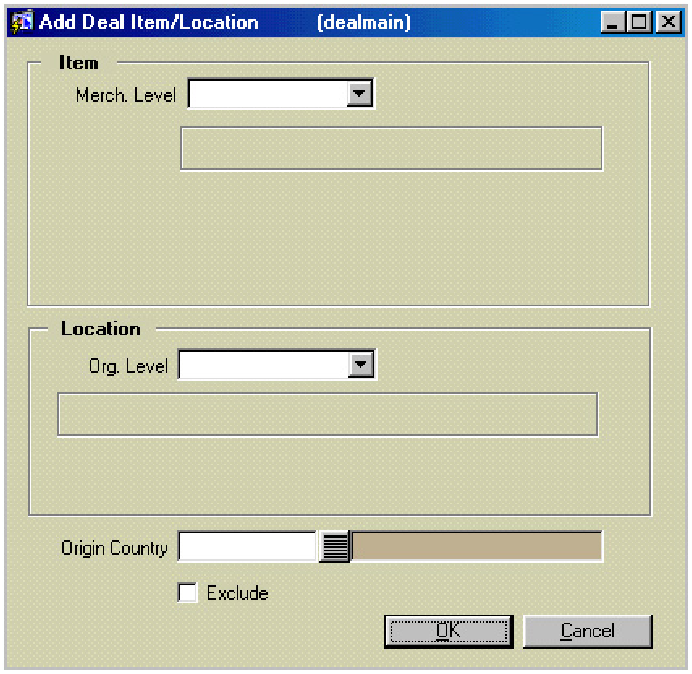
Status: Worksheet

☐ Recalc. Approved Orders

3. Click the Insert button. The Retek Deal Wizard is displayed.


Retek Deal Wizard
Retek Deal Component Wizard
Retek
< Back
Next >
Cancel

4. Use the wizard to enter the deal component information.
5. Click the Add button. The Add Deal Item/Location window is displayed.


Add Deal Item/Location (dealmain)
Item
Merch. Level
Location
Org. Level
Origin Country
Exclude
OK
Cancel

6. Select or enter the merchandise and organizational level parameters.

   Note: The organizational level is optional.

7. Click OK to exit the Add Deal Item/Location window.

8. To enter a threshold for deal components with a threshold value type of Amt, Pct, or Fxd Amt:
    a. Click on the Thresholds tab.
    b. Click the Add Thresh button.
    c. Enter the limits and value of the threshold.
    d. Select the Target Lvl Ind of the threshold that your organization plans to meet.
9. Click the Close button to exit.
10. When prompted to save the changes, click the Yes button.

Allocations

An allocation is a distribution of merchandise from a warehouse that stocks the merchandise to other locations, usually stores. Therefore, an allocation is comprised of the item being distributed, the warehouse from which it is being distributed, and the locations to which the item is destined. There are two types of allocation: Cross-dock and standalone.

Cross-Dock Allocation

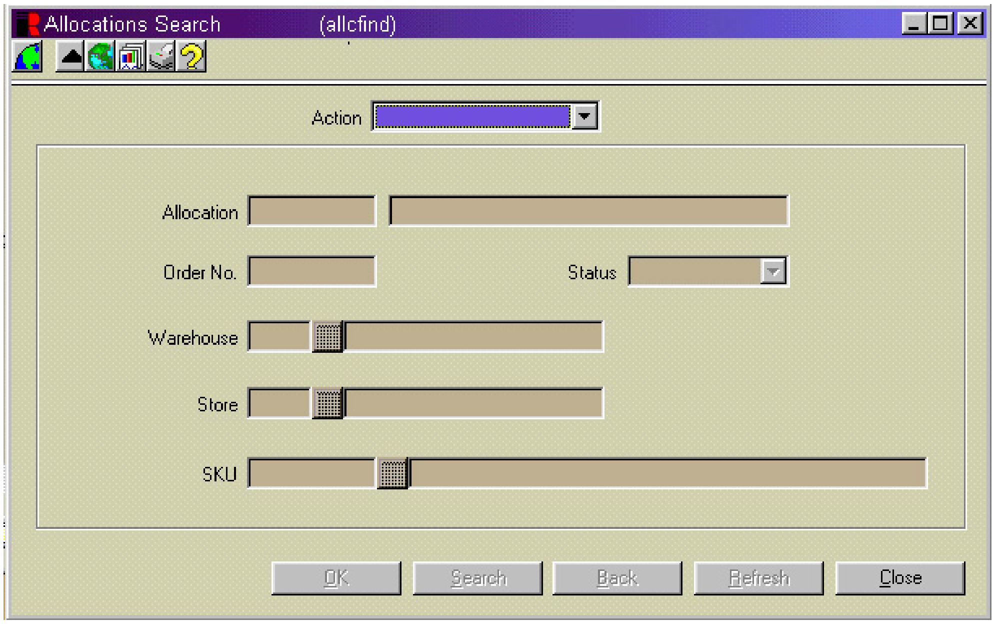
Cross-dock allocations are allocations that are tied to a purchase order. For example, a buyer may need to purchase a total of 1000 of a single item and then divide that up among the stores that need it. A purchase order is created for the 1000 items and the items are distributed to a warehouse. An allocation is then created and associated to the purchase order number, warehouse, and item on the purchase order. The allocation initiates the movement of the item from the warehouse to the stores. Therefore, the merchandise flows through the warehouse from the supplier and out to the final destination locations. With a cross-dock allocation, the supplier delivers the item to the warehouse rather than to the final destination. The retailer moves the item from the warehouse to the final destinations.

Standalone Allocation

A standalone allocation allows you to move merchandise that is currently stocked at a warehouse to other locations. For example, a buyer may need to purchase an item in advance from a supplier in order to get a particular deal. Therefore, the buyer purchases the item from the supplier and stocks it at a warehouse. When the merchandise is needed in the stores, an allocation is created in order to move the merchandise from the warehouse to the stores. In order to create a standalone allocation, the warehouse must have the stock on hand. The warehouse picks the merchandise for distribution by the requested release date. Standalone allocations are transmitted to a warehouse management system (WMS), such as Retek Distribution Management.

Search for an Allocation

➲ **Navigate:** From the main menu, select Ordering → Allocations. The Allocations Search window is displayed.

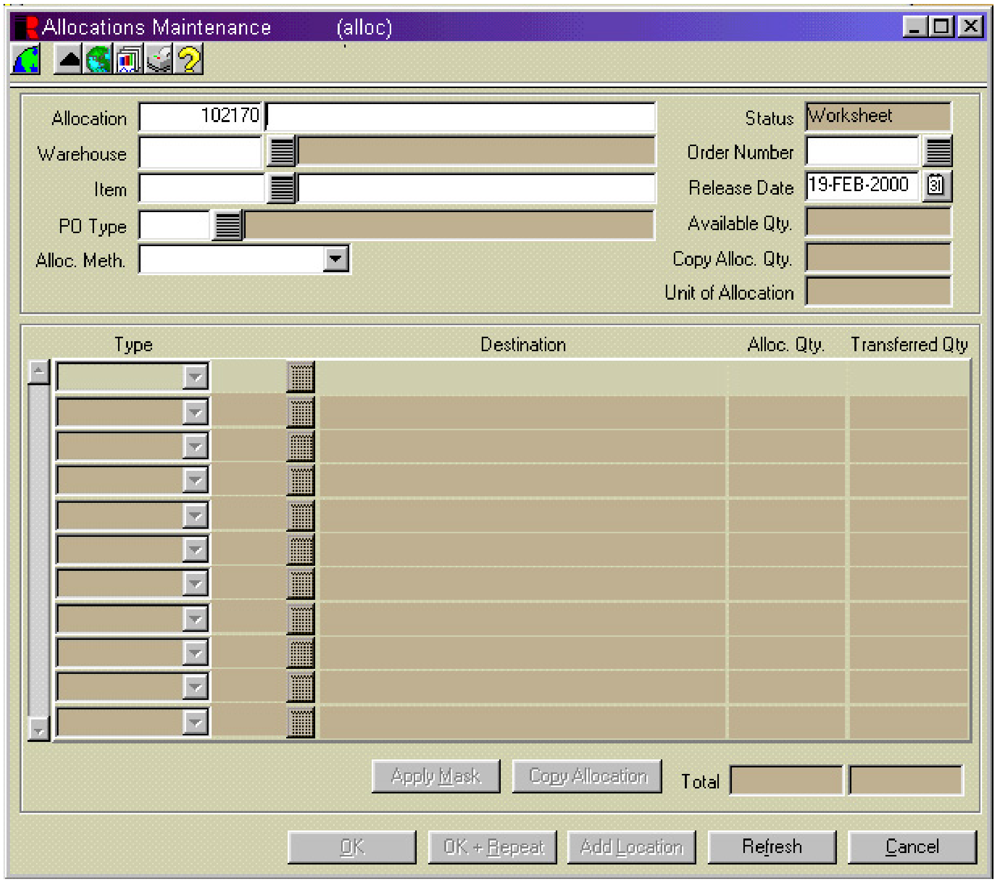

Allocations Search (allcfind)
Action
Allocation
Order No.
Status
Warehouse
Store
SKU
OK
Search
Back
Refresh
Close

1. In the Action field, select Edit or View.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Allocations Search window displays the allocations that match the search criteria.
4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the details of the allocation, select a record and click OK. The Allocations Maintenance window is displayed.
5. Click Close to exit.

Create an Allocation

➲ **Navigate:** From the main menu, select Ordering → Allocations. The Allocation Search window is displayed.

1. In the Action field, select New.
2. Click OK. The Allocations Maintenance window is displayed. The allocation ID is filled in automatically.



Allocation 102170

Status Worksheet

Release Date 19-FEB-2000

Allocations Maintenance (alloc)
Warehouse
Item
PO Type
Alloc. Meth.
Order Number
Available Qty.
Copy Alloc. Qty.
Unit of Allocation
Type
Destination
Alloc. Qty.
Transferred Qty
Apply Mask
Copy Allocation
Total
OK
OK + Repeat
Add Location
Refresh
Cancel

3. In the Allocation field, enter a description of the allocation.
4. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
5. In the Order No field, enter the number of the purchase order, or click the LOV button and select the purchase order.

Note: Cross-dock allocations require a purchase order.

6. In the Item field, enter the SKU or item number of the item, or click the LOV button and select the item.

7. In the Release Date field, enter the date on which the item must be released from the warehouse, or click the calendar button and select the date.

   Note: Standalone allocations require a release date.

8. In the PO Type field, enter the ID of the PO type, or click the LOV button and select the PO type as necessary.
9. In the Allocation Method field, select the allocation method.
10. To add a destination location to the allocation:
    a. Click the Add Location button. The next available field is enabled.
    b. In the Type field, select the type of location.
    c. In the next field, enter the ID of the location, or click the LOV button and select the location.
    d. In the Alloc Qty field, enter the number of units to distribute to the location.
11. Click the OK + Repeat button to create another allocation, or click OK to exit.

Approve an Allocation

- **Navigate:** Search for and retrieve an allocation in Edit mode.

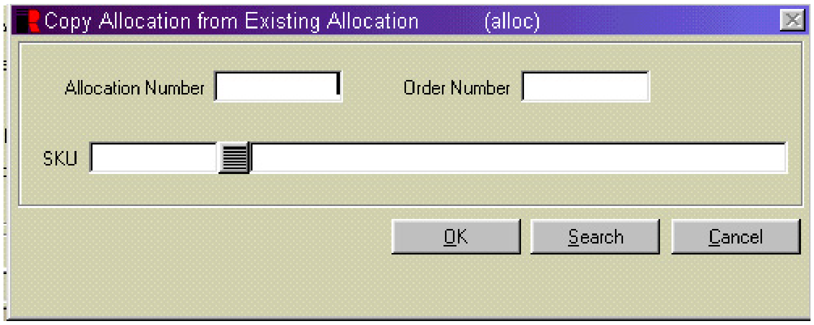
Note: Restrict the search to allocations in Worksheet status.

1. From the Options menu, select Approve.
2. When prompted to approve the allocation, click the Yes button. The Status field is updated to Approved.
3. Click OK to exit.

Copy an Allocation

➲ **Navigate:** Search for and retrieve an allocation in Edit mode.

1. In the Copy Alloc Qty field, enter the number of units that you want to distribute.
2. Click the Copy Allocation button. The Copy Allocation from Existing Allocation window is displayed.


Copy Allocation from Existing Allocation (alloc)
Allocation Number
Order Number
SKU
OK
Search
Cancel

3. Enter criteria in the Allocation Number, Order Number, and SKU fields as necessary in order to restrict the search.
4. Click the Search button and select an allocation from the list of values.
5. Click OK to exit the Copy Allocation from Existing Allocation window. The locations and allocation quantities are filled in based on the details from the copied allocation and the amount in the Copy Alloc Qty field.
6. Click OK to exit.

Distribute Items on a Purchase Order by Color

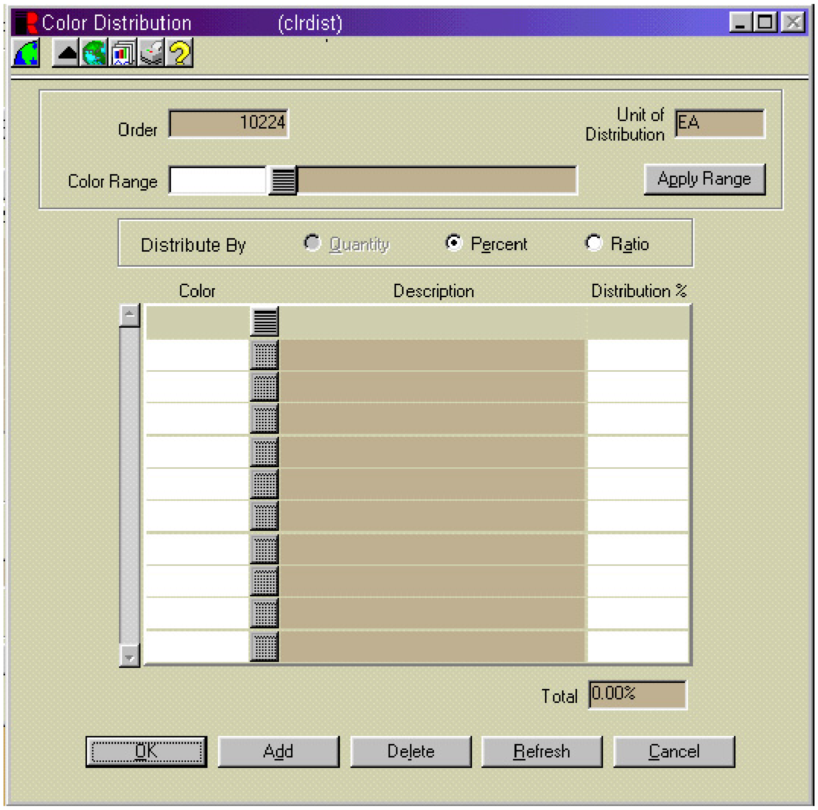
➲ **Navigate:** Search for and retrieve a purchase order in Edit mode.

> **Note:** Restrict the search to purchase orders in worksheet status.

1. Click the Items button. The Ordering Distribution Matrix window is displayed.

   > **Note:** If the PO Item Maintenance window is displayed, you cannot distribute items as they are already distributed.

2. Filter the items as necessary.
3. Click the Color button. The Color Distribution window is displayed.


Color Distribution (clrdist)
Unit of Distribution
Color Range
Apply Range
Color
Description
Distribution %
OK
Add
Delete
Refresh
Cancel

Order 10224

Unit of Distribution EA

Distribute By ○ Quantity ● Percent ○ Ratio

Total 0.00%

4. In the Distribute By area, select the method of distribution.
5. To add a range of colors:
   a. Enter the ID of the color range in the Color Range field, or click the LOV button and select the color range.
   b. Click the Apply Range button.

6. To add a color:
    a. Click the Add button. The next available line becomes enabled.
    b. In the Color field, enter the ID of the color, or click the LOV button and select the color.
7. In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for each color.
8. Click OK to exit.

Distribute Items on a Purchase Order by Size

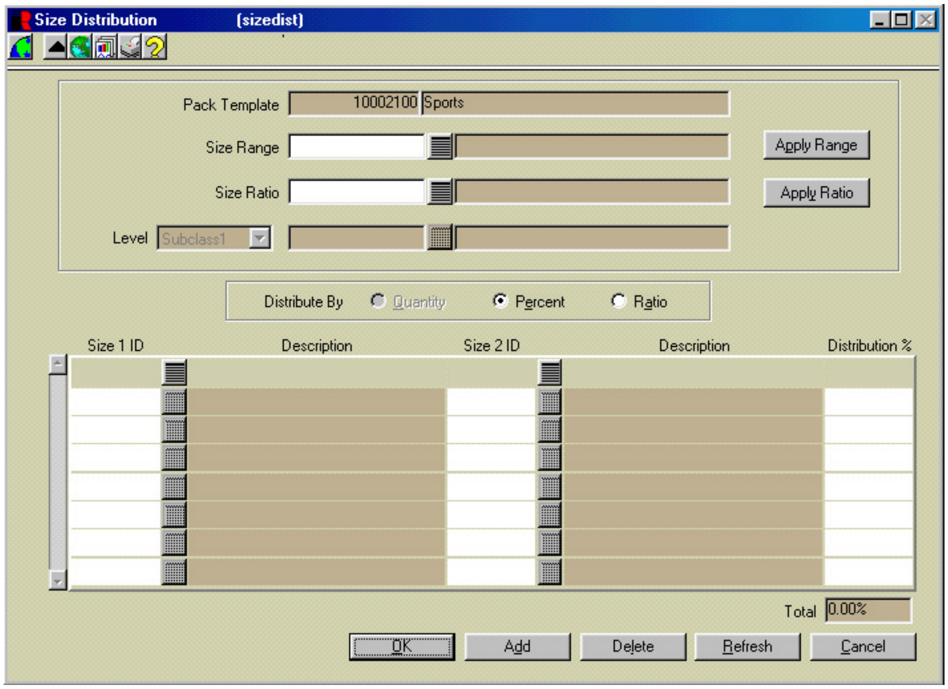
➲ **Navigate:** Search for and retrieve a purchase order in Edit mode.

> **Note:** Restrict the search to purchase orders in worksheet status.

1. Click the Items button. The Ordering Distribution Matrix window is displayed.

> **Note:** If the PO Item Maintenance window is displayed, you cannot distribute items as they are already distributed.

2. Filter the items as necessary.
3. Click the Size button. The Size Distribution window is displayed.



Pack Template 10002100 Sports

Level Subclass1

Distribute By ○ Quantity ● Percent ○ Ratio

Total 0.00%

Size Distribution (sizedist)
Pack Template
Size Range
Size Ratio
Level
Apply Range
Apply Ratio
Distribute By
Quantity
Percent
Ratio
Size 1 ID
Description
Size 2 ID
Description
Distribution %
Total
OK
Add
Delete
Refresh
Cancel

4. In the Distribute By area, select the method of distribution.
5. To add a range of sizes:
    a. Enter the ID of the size range in the Size Range field, or click the LOV button and select the size range.
    b. Click the Apply Range button.

6. To add sizes by size ratio:
    a. Enter the ID of the size ratio in the Size Ratio field, or click the LOV button and select the size ratio.
    b. In the Level field, select either Store or Subclass.
    c. If you select Store in the Level field, enter the ID of the store in the next field, or click the LOV button and select the store.
    d. Click the Apply Ratio button.
7. To add a size:
    a. Click the Add button. The next available line becomes enabled.
    b. In the Size 1 ID field, enter the ID of the primary size, or click the LOV button and select the size.
    c. In the Size 2 ID field, enter the ID of the secondary size, or click the LOV button and select the size, if applicable.
8. In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for each size.
9. Click OK to exit.

Distribute Items on a Purchase Order by Location

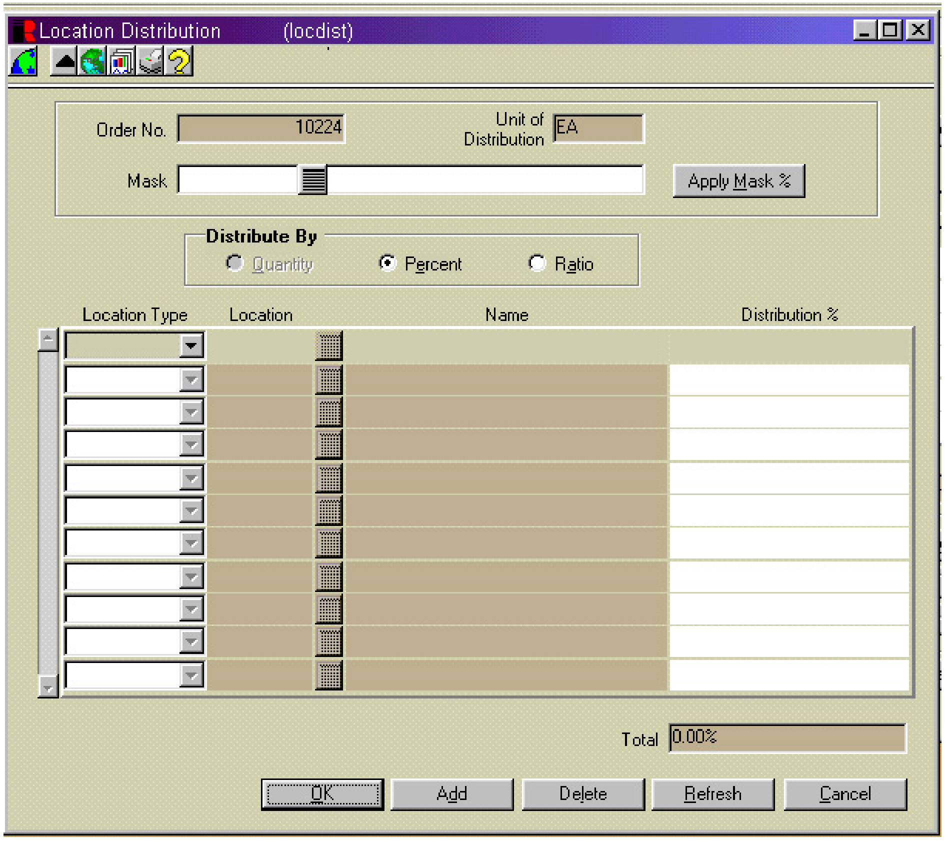
➲ **Navigate:** Search for and retrieve a purchase order in Edit mode.

> **Note:** Restrict the search to purchase orders in worksheet status.

1. Click the Items button. The Ordering Distribution Matrix window is displayed.

   > **Note:** If the PO Item Maintenance window is displayed, you cannot distribute items as they are already distributed.

2. Filter the items as necessary.
3. Click the Location button. The Location Distribution window is displayed.


Location Distribution (locdist)
Apply Mask %
Location Type
Location
Name
Distribution %
OK
Add
Delete
Refresh
Cancel

Order No. 10224

Unit of Distribution EA

Mask

Distribute By: ○ Quantity ● Percent ○ Ratio

Total 0.00%

4. In the Distribute By area, select the method of distribution.
5. To add locations by applying a mask:
   a. Enter the ID of the mask in the Mask field, or click the LOV button and select the mask.
   b. Click the Apply Mask % button.

6. To add a location:
   a. Click the Add button. The next available line becomes enabled.
   b. In the Location Type field, select the type of location.
   c. In the Location field, enter the ID of the location, or click the LOV button and select the location.
7. In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for each location.
8. Click OK to exit.

Cross-Dock Items on a Purchase Order

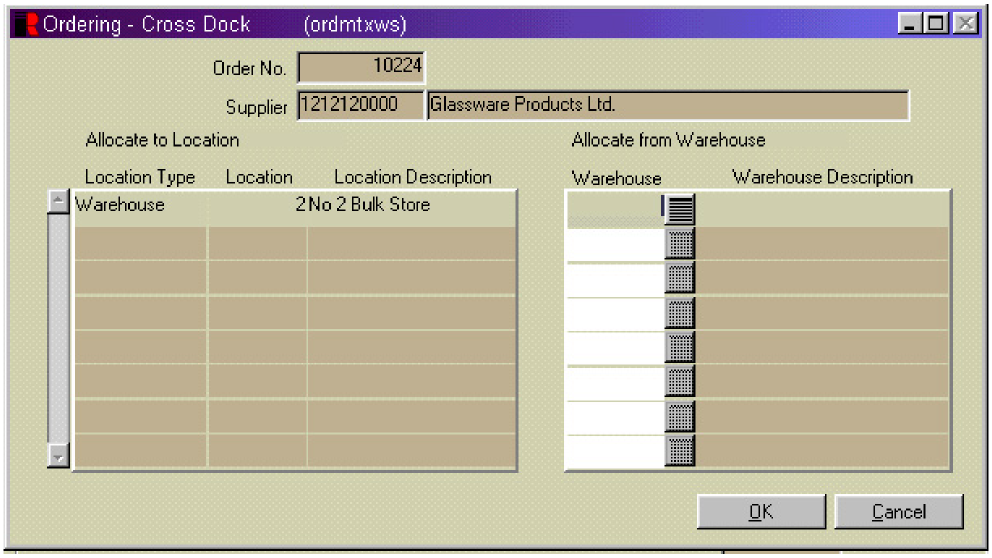
➲ **Navigate:** Search for and retrieve a purchase order in Edit mode.

> **Note:** Restrict the search to purchase orders in worksheet status.

1. Click the Items button. The Ordering Distribution Matrix window is displayed.

> **Note:** If the PO Item Maintenance window is displayed, you cannot cross-dock items as they are already distributed.

2. Filter the items as necessary.
3. Distribute the items by location as necessary.
4. Click the Cross Dock button. The Ordering Cross Dock window is displayed. The default warehouse is displayed for each destination location.



Order No. 10224

Supplier 1212120000 Glassware Products Ltd.

Location Type	Location	Location Description
Warehouse	2	No 2 Bulk Store

Warehouse	Warehouse Description

5. To edit the warehouse for a destination location, enter the ID of the warehouse in the Warehouse field, or click the LOV button and select the warehouse.
6. Click OK to exit.

Distribute Items on a Purchase Order by Store Grade

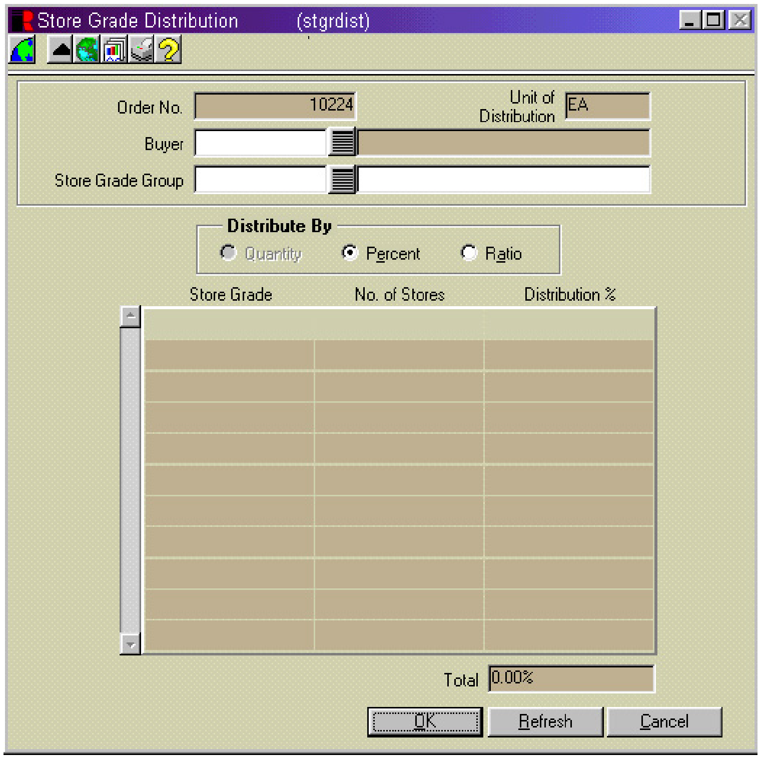
➲ **Navigate:** Search for and retrieve a purchase order in Edit mode.

Note: Restrict the search to purchase orders in worksheet status.

1. Click the Items button. The Ordering Distribution Matrix window is displayed.

   Note: If the PO Item Maintenance window is displayed, you cannot distribute items as they are already distributed.

2. Filter the items as necessary.
3. Click the Store Grade button. The Store Grade Distribution window is displayed.


Store Grade Distribution (stgrdist)
Buyer
Store Grade Group
Store Grade
No. of Stores
Distribution %
OK
Refresh
Cancel

Order No. 10224
Unit of Distribution EA

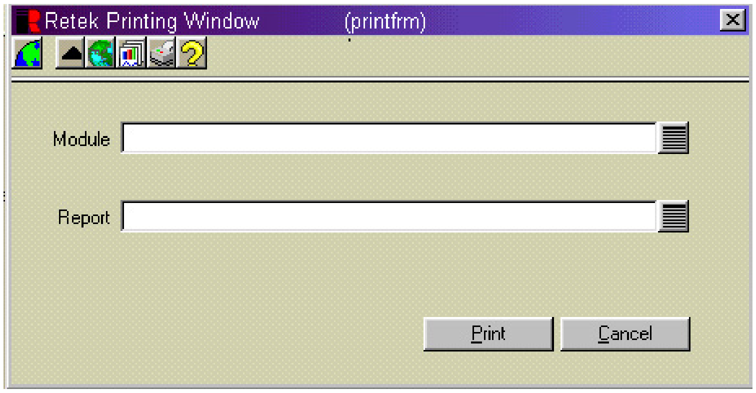
Distribute By: ○ Quantity ● Percent ○ Ratio

Total 0.00%

4. In the Distribute By area, select the method of distribution.
5. In the Buyer field, enter the ID of the buyer, or click the LOV button and select the buyer.
6. In the Store Grade Group field, enter the ID of the store grade group, or click the LOV button and select the store grade group. The store grades and number of stores in each store grade are displayed.
7. In the Quantity, Distribution %, or Ratio field, enter the appropriate amount for each store grade.
8. Click OK to exit.

Generate an Order Redistribution Report

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

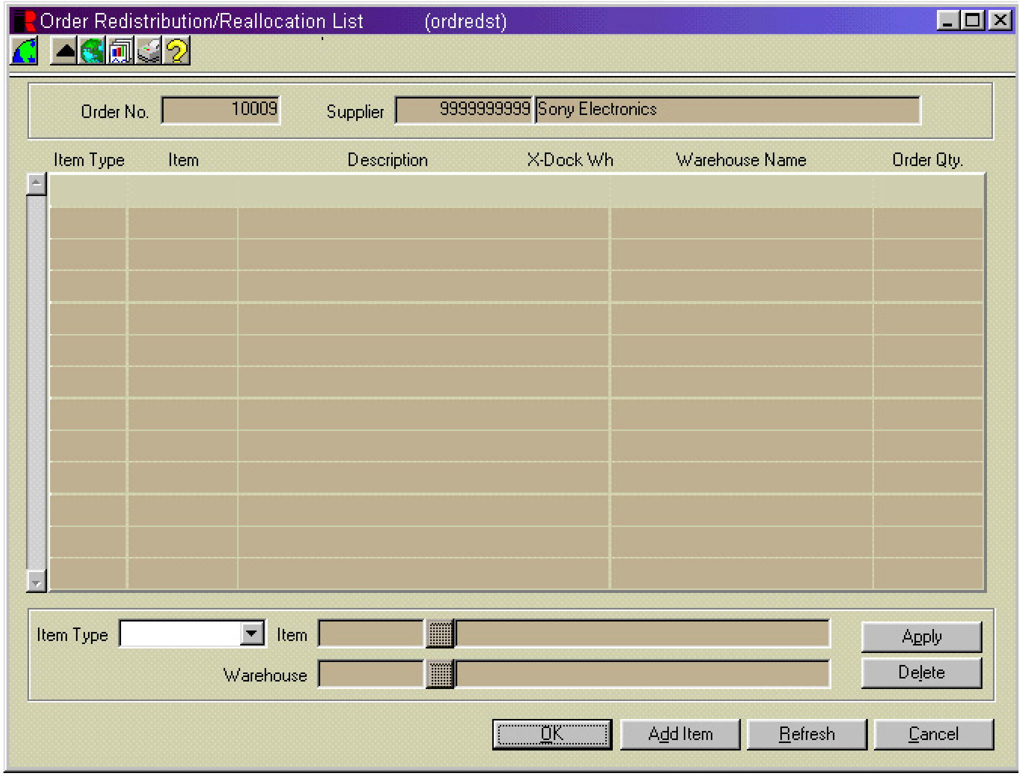


1. In the Module field, click the LOV button and select Orders.
2. In the Report field, click the LOV button and select Order Redistribution.
3. Click the Print button. The Report Parameters web page is displayed.
4. In the Destination field, select where you want the finished report to be sent. Select Cache to view the report online.
5. To restrict the report to purchase orders for one buyer, enter the ID of the buyer in the Buyer field.
6. Click the Submit Query button. The report is generated and sent to the destination that you selected.

Redistribute Items on a Purchase Order

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

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Click the Redistribute button. The Order Redistribution/Reallocation window is displayed.


Order Redistribution/Reallocation List (ordredst)
Item Type
Item
Description
X-Dock Wh
Warehouse Name
Order Qty.
Item Type
Item
Warehouse
Apply
Delete
OK
Add Item
Refresh
Cancel

Order No. 10009

Supplier 9999999999 Sony Electronics

3. Click the Add Item button.
4. In the Item Type field, select the type of item.
5. If you selected SKU or Style in the Item Type field, enter the SKU or item number of the item in the Item field, or click the LOV button and select the item.
6. Click the Apply button. The item or items are added to the redistribution list.
7. When prompted to continue, click the Yes button. The Ordering Distribution Matrix window is displayed.
8. From the Options + Redistribute menu, select the method by which you want to redistribute the items.
9. Distribute the items by store grade or location as necessary.
10. Click OK to exit.

Chapter 6: Cost and Retail Price Management

Retail Prices and Costs

Pricing includes both retail prices and merchandise costs. Event level information for both retail pricing and cost changes is very similar. Both types of events contain an event description, an effective date, and a reason code.

The effective date for a retail or a cost price change is when the new price will be reflected in the stores, in your company's stock ledger, and in the RMS system tables. Although the purpose of the reason code for cost and retail changes is basically the same (both used primarily for reporting purposes), retail and cost price changes use two different lists of reasons.

Cost changes use cost change reasons, and retail changes use markdown reasons. Both types of reason codes are user-defined.

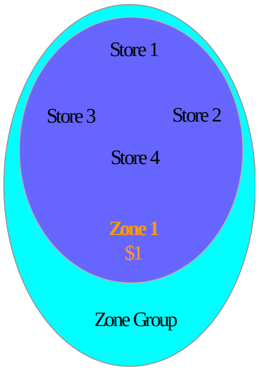
Price Zone Groups

Zone pricing in RMS consists of three components: zone groups, zones, and stores.

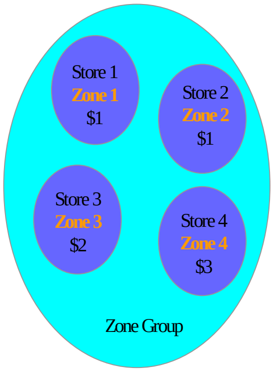
Use zone groups to implement a pricing strategy for an item. First, associate the item with a pricing zone group. All staple SKUs, fashion styles, and pack items are associated with a pricing zone group. Choose a pricing zone group for an item based on the distribution of stores within its zones.

RMS uses three types of pricing zone groups: corporate, store, and zone. SKUs associated with zone group type corporate have the same retail price at all stores. SKUs associated with zone group type store can be uniquely priced at each location.

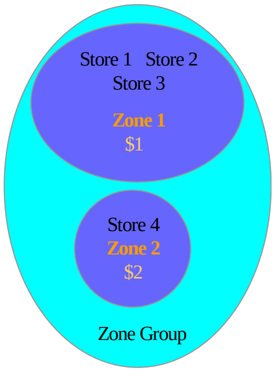
SKUs associated with the zone group type of zone can have a different retail price in each pricing zone. However, within each zone, the retail price for the SKUs must be the same at all stores.



Corporate-level zone group



Store-level zone group



Zone-level zone group

Each retail price change event must be associated with a pricing zone group. This zone group must be the same group associated with all SKUs on the price change. For a retail price change using an item list, however, a zone group is not required. If no zone group is associated with the retail price change event, any price changes defined in the event will apply to all zones for the items in the list.

Price Zones

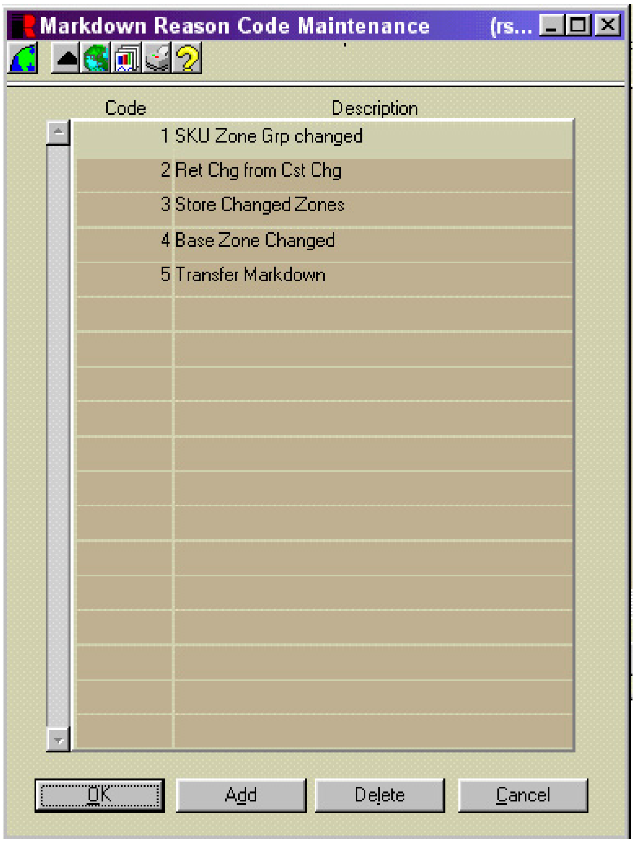
Zones consist of groups of stores within a single pricing zone group. For a particular item, all stores in a zone will have the same retail price. In a multiple currency environment, all zones in a pricing zone group must be associated with the same currency code. This means that all stores in that zone must use the same currency.

Also, in a multiple currency environment, every pricing zone group must have at least as many zones as there are types of currency for the company. For example, if a company has stores in both the United States and Canada (using the U.S. Dollar and the Canadian Dollar), all pricing zone groups for the company must have at least two zones. This is why true corporate pricing (a single price throughout a corporation) does not exist in a multiple currency environment.

Every store for your company must be included in every pricing zone group. However, each store can occur only once in any pricing zone group. A store need not remain in the same zone and zone group. You can move it to another zone in the same zone group. If the store has no items using the pricing zone group in which the zones are located, you can move the store to another zone with no problem. However, if any item uses the pricing zone group, moving the store to a new zone will result in a price change. These price changes are processed by batch, the evening after the move took place.

Add a Markdown Reason

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

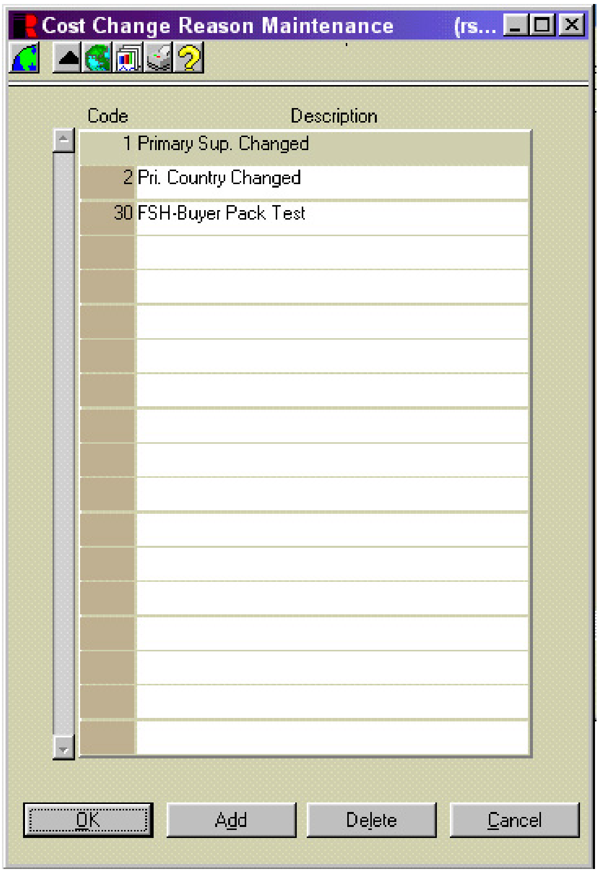

Markdown Reason Code Maintenance (rs...
OK
Add
Delete
Cancel

Code	Description
1	SKU Zone Grp changed
2	Ret Chg from Cst Chg
3	Store Changed Zones
4	Base Zone Changed
5	Transfer Markdown

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

Add a Cost Change Reason

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


Cost Change Reason Maintenance (rs...
OK
Add
Delete
Cancel

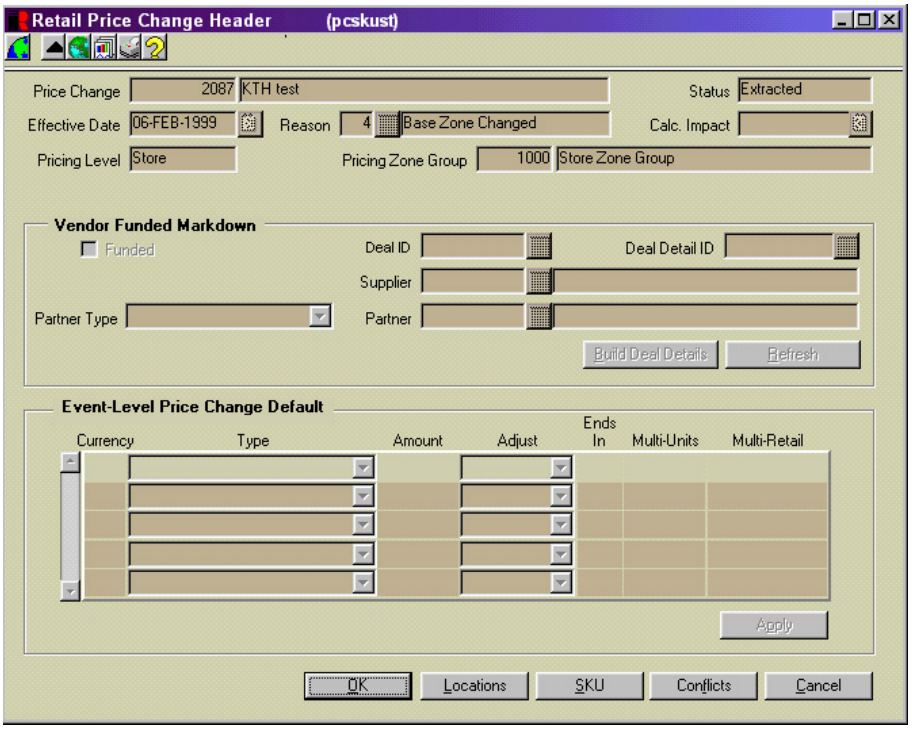
Code	Description
1	Primary Sup. Changed
2	Pri. Country Changed
30	FSH-Buyer Pack Test

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

Create a Retail Price Change

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

1. In the Action field, select New.
2. In the Origin field, select Retail.
3. In the Items field, select the item.
4. Click OK. The Retail Price Change Header window is displayed.


Retail Price Change Header (pcskust)
Vendor Funded Markdown
☐ Funded
Deal ID
Deal Detail ID
Supplier
Partner Type
Partner
Build Deal Details
Refresh
Event-Level Price Change Default
Currency
Type
Amount
Adjust
Ends In
Multi-Units
Multi-Retail
Apply
OK
Locations
SKU
Conflicts
Cancel

Price Change: 2087 KTH test
Status: Extracted
Effective Date: 06-FEB-1999
Reason: 4 Base Zone Changed
Calc. Impact:
Pricing Level: Store
Pricing Zone Group: 1000 Store Zone Group

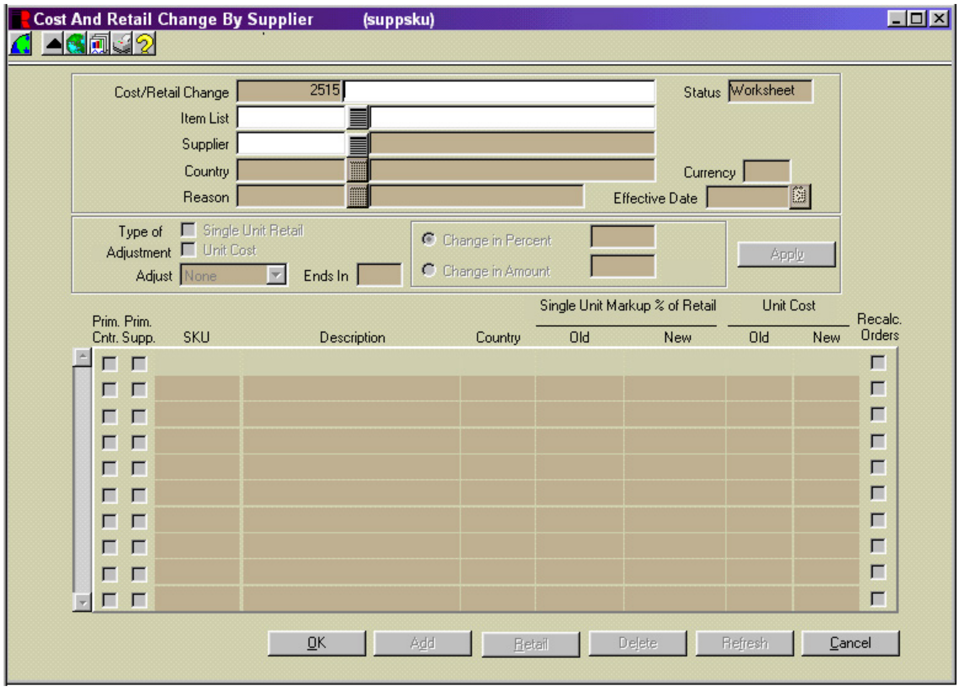
5. Enter values in the required fields:
    - Price Change Description
    - Reason Code
    - Effective Date
6. Click the Locations button. The Price Store/Zone Change window is displayed.

7. In the Entry-Level Price Change Default Section, enter values in the required fields:
   - Type
   - Amount
   - Adjust
   - If you select Ends In in the Adjust field, enter a value for the adjusted price to end in.
   - If the price change includes a multi-unit pricing, enter appropriate values in the Multi-Units and Multi-Retail fields.
8. Click the Apply button to apply the price change information.
9. In the Selection Type field, select a type.
10. Click the Value LOV button and select an option (store or zone) to add to the price change. Enter any comments in the Comments field.
11. Click the Apply button. To add other stores or zones to the cost/price change, repeat the steps above.
12. Click OK to exit.

Create a Retail or Cost Price Change by Supplier

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

1. In the Action field, select New.
2. In the Origin field, select Cost/Retail by Supplier.
3. Click OK. The Cost/Retail Change by Supplier window is displayed.



Cost/Retail Change 2515

Status Worksheet

Adjust None

● Change in Percent

Cost And Retail Change By Supplier (suppsku)
Item List
Supplier
Country
Currency
Reason
Effective Date
Type of Adjustment
☐ Single Unit Retail
☐ Unit Cost
Ends In
○ Change in Amount
Apply
Single Unit Markup % of Retail
Unit Cost
Prim. Cntr.
Prim. Supp.
SKU
Description
Country
Old
New
Old
New
Recalc. Orders
OK
Add
Retail
Delete
Refresh
Cancel

4. Enter values in the required fields:
   - Cost/Retail Change Description
   - Item List
   - Reason Code and Reason Description
   - Effective Date
   - Impact Date
   - Supplier

5. Make any changes required to the fields on the window. Select a SKU record to edit. Then either use the Type of Adjustment checkbox and Change In fields or use edit the New Unit Cost field for the SKU. After you make the changes, click the Apply button.

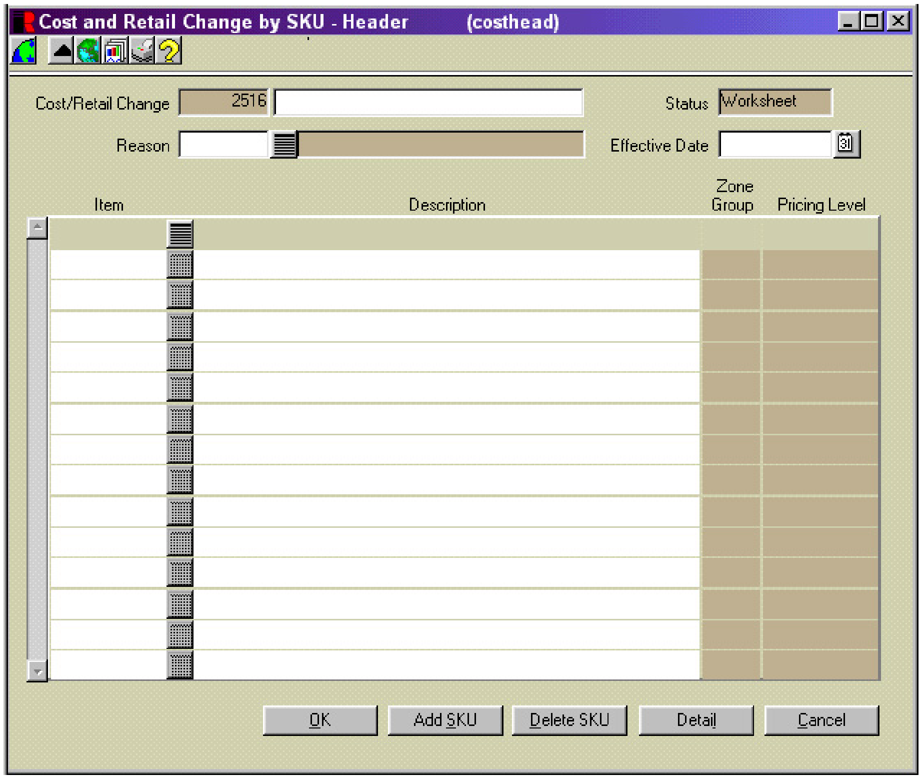
   Note: On this window, you can make cost changes without corresponding retail price changes, but you cannot make retail changes without corresponding cost changes.

6. Click OK to exit.

Create a Retail or Cost Price Change by SKU

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

1. In the Action field, select New.
2. In the Origin field, select Cost/Retail by SKU/Style.
3. Click OK. The Cost and Retail Change by SKU Header window is displayed.


Cost and Retail Change by SKU - Header (costhead)
Reason
Effective Date
Item
Description
Zone Group
Pricing Level
OK
Add SKU
Delete SKU
Detail
Cancel

Cost/Retail Change: 2516

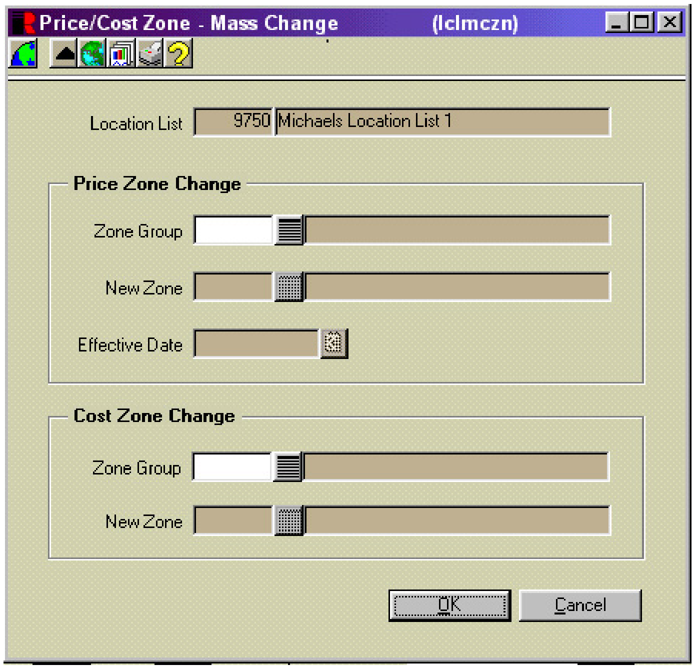
Status: Worksheet

4. Enter values in the required fields:
   - Cost/Retail Change Description
   - Reason Code and Reason Description
   - Effective Date
5. Click OK to exit.

Change Price and Cost Zones by Location List

➲ **Navigate:** Search for and retrieve a location list in Use mode.

1. From the Options menu, select Create Price/Cost Zone Change. The Price/Cost Zone - Mass Change window is displayed.



Price/Cost Zone - Mass Change (lclmczn)

Location List 9750 Michaels Location List 1

Price Zone Change
Zone Group
New Zone
Effective Date
Cost Zone Change
Zone Group
New Zone
OK
Cancel

2. To change the price zone:

   a. In the Zone Group field of the Price Zone Change area, enter the ID of the price zone group, or click the LOV button and select the price zone group.

   b. In the New Zone field, enter the ID of the price zone, or click the LOV button and select the price zone.

   c. In the Effective Date field, enter the date on which the change takes effect, or click the calendar button and select the date.

3. To change the cost zone:
    a. In the Zone Group field of the Cost Zone Change area, enter the ID of the cost zone group, or click the LOV button and select the cost zone group.
    b. In the New Zone field, enter the ID of the cost zone, or click the LOV button and select the cost zone.
4. Click OK to exit.

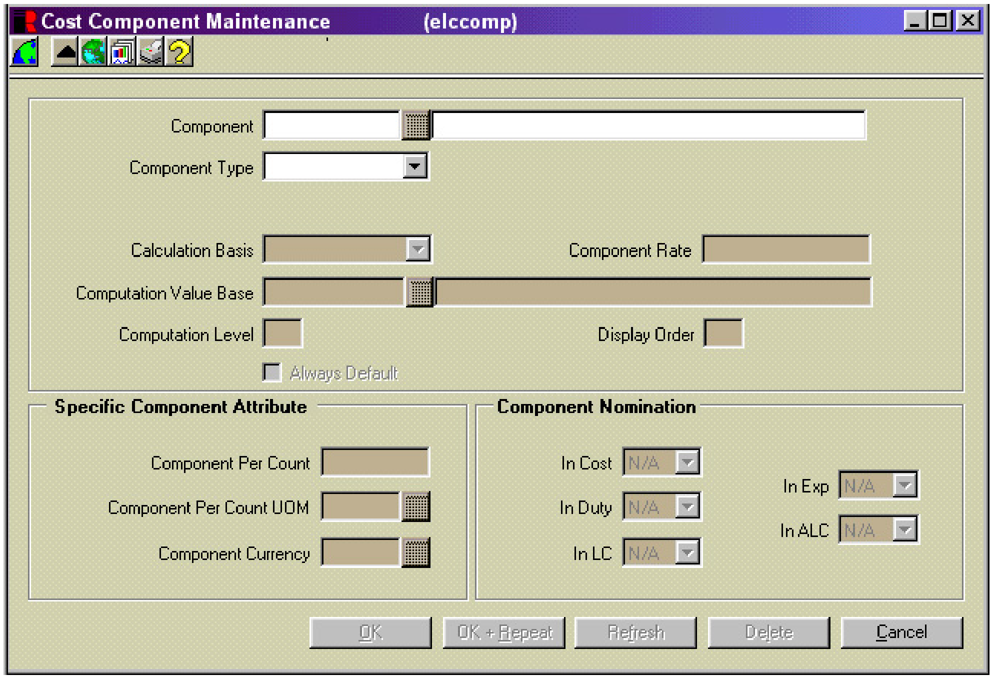
Landed Costs

The Landed Cost feature allows you to define expenses, assessments, and combinations of both in order to track the costs involved in purchasing and moving goods from the manufacturer to the distribution center or store.

Within RMS, landed cost is defined using computation value bases (CVB), expenses, and assessments. Expenses and assessments are more generically referred to as cost components. Computation value bases describe how expenses and assessments are combined in order to provide a base for the calculation of other expenses and assessments. Assessments specifically refer to taxes or fees that must be applied to goods in accordance with specific laws.

Define an Assessment

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

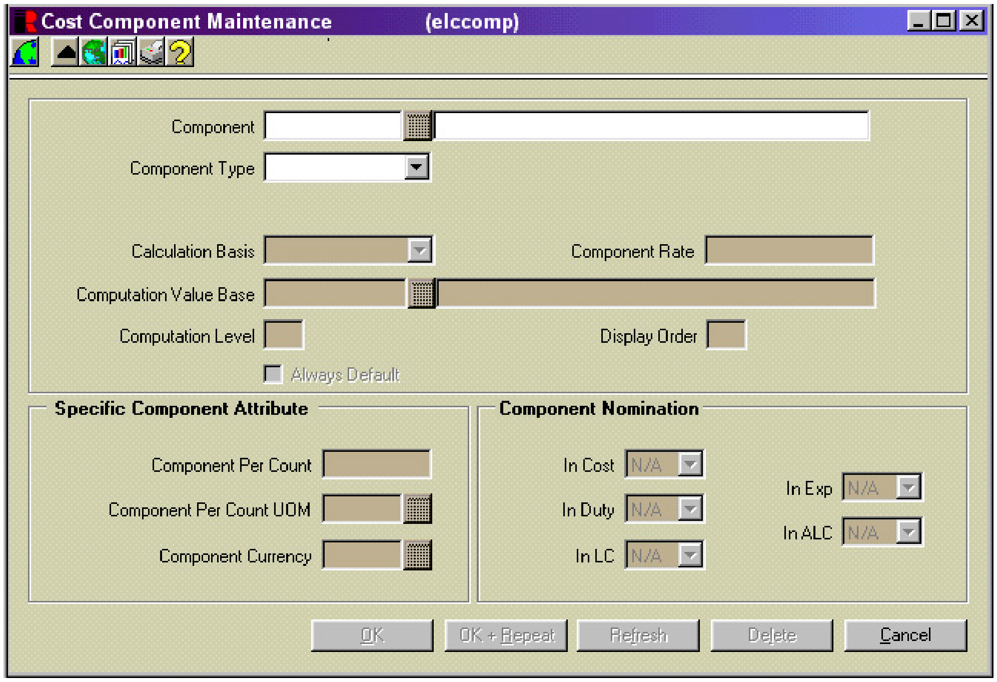

Cost Component Maintenance (elccomp)
Component
Component Type
Calculation Basis
Component Rate
Computation Value Base
Computation Level
Display Order
Always Default
Specific Component Attribute
Component Per Count
Component Per Count UOM
Component Currency
Component Nomination
In Cost
In Duty
In LC
In Exp
In ALC
N/A
OK
OK + Repeat
Refresh
Delete
Cancel

1. In the Component fields, enter a unique 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. This field is optional.
4. In the Import Country field, enter the ID of the country importing the goods, or click the LOV button and select the country.
5. For assessments based on the quantity or dimensions of the goods:
   a. In the Calculation Basis field, select Specific.
   b. In the Component Rate field, enter the monetary amount per unit.
   c. In the Component Per Count field, enter the number of units to which the rate applies.
   d. In the Component Per Count UOM, enter the code for the unit of measure to which the rate applies, or click the LOV button and select the unit of measure.

6. For assessments based on a percentage of the value of the goods:
    a. In the Calculation Basis field, select Value.
    b. In the Component Rate field, enter the percentage per unit.
    c. In the Computation Value Base, enter the ID of the CVB to which you want to attach the assessment, or click the LOV button and select the CVB. This field is optional.
7. In the Component Currency field, enter the ID of the currency in which the assessment is denominated, or click the LOV button and select the currency.
8. 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.
9. Click the OK + Repeat button to define another cost component, or click OK to exit.

Define an Expense

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

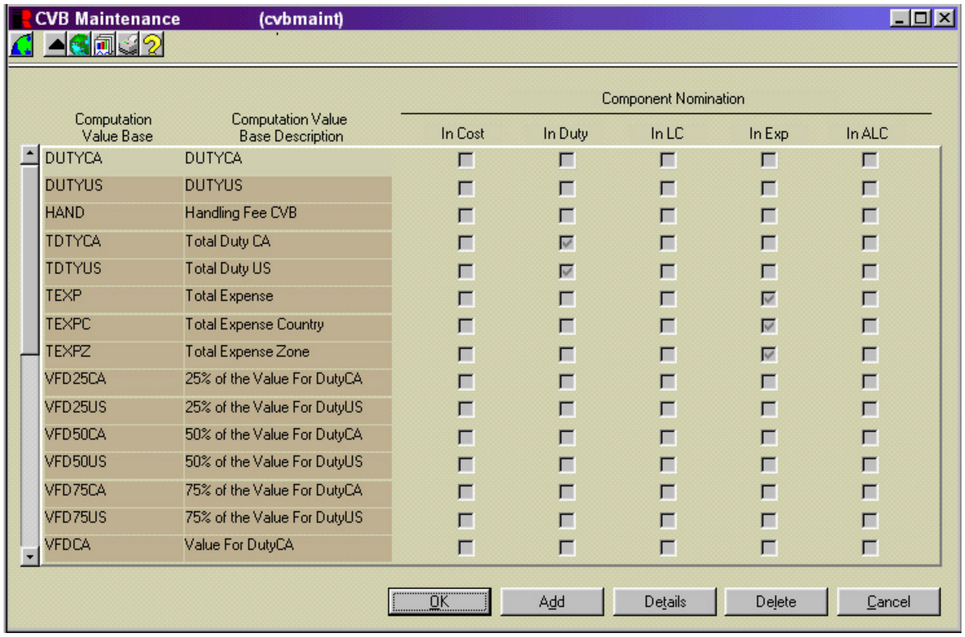

Cost Component Maintenance (elccomp)
Component
Component Type
Calculation Basis
Component Rate
Computation Value Base
Computation Level
Display Order
Always Default
Specific Component Attribute
Component Per Count
Component Per Count UOM
Component Currency
Component Nomination
In Cost N/A
In Duty N/A
In LC N/A
In Exp N/A
In ALC N/A
OK
OK + Repeat
Refresh
Delete
Cancel

1. In the Component fields, enter a unique 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. In the Expense Category field, select an expense category. This field is optional.
5. For expenses based on the quantity or dimensions of the goods:
    a. In the Calculation Basis field, select Specific.
    b. In the Component Rate field, enter the monetary amount per unit.
    c. In the Component Per Count field, enter the number of units to which the rate applies.
    d. In the Component Per Count UOM, enter the code for the unit of measure to which the rate applies, or click the LOV button and select the unit of measure.

6. For expenses based on a percentage of the value of the goods:
    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.
7. In the Component Currency field, enter the ID of the currency in which the expense is denominated, or click the LOV button and select the currency.
8. In the Component Nomination fields, select the status of the expense in relation to the other components in a CVB.
    - Select N/A if the expense is not included in a calculation.
    - Select + (plus sign) to add the expense.
    - Select - (minus sign) to subtract the expense.
9. Click the OK + Repeat button to define another cost component, or click OK to exit.

Define a Computation Value Base

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



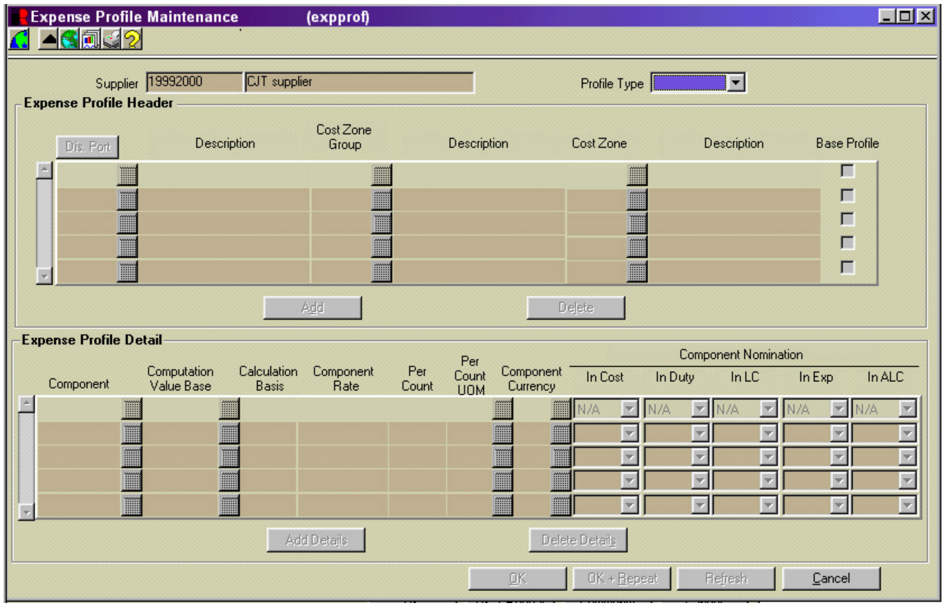
		Component Nomination				
Computation Value Base	Computation Value Base Description	In Cost	In Duty	In LC	In Exp	In ALC
DUTYCA	DUTYCA	☐	☐	☐	☐	☐
DUTYUS	DUTYUS	☐	☐	☐	☐	☐
HAND	Handling Fee CVB	☐	☐	☐	☐	☐
TDTYCA	Total Duty CA	☐	☑	☐	☐	☐
TDTYUS	Total Duty US	☐	☑	☐	☐	☐
TEXP	Total Expense	☐	☐	☐	☑	☐
TEXPC	Total Expense Country	☐	☐	☐	☑	☐
TEXPZ	Total Expense Zone	☐	☐	☐	☑	☐
VFD25CA	25% of the Value For DutyCA	☐	☐	☐	☐	☐
VFD25US	25% of the Value For DutyUS	☐	☐	☐	☐	☐
VFD50CA	50% of the Value For DutyCA	☐	☐	☐	☐	☐
VFD50US	50% of the Value For DutyUS	☐	☐	☐	☐	☐
VFD75CA	75% of the Value For DutyCA	☐	☐	☐	☐	☐
VFD75US	75% of the Value For DutyUS	☐	☐	☐	☐	☐
VFDCA	Value For DutyCA	☐	☐	☐	☐	☐

1. Click the Add button.
2. On the next available line, enter an ID for the CVB in the Computation Value Base field.
3. In the Computation Value Base Description field, enter a description of the CVB.
4. Select the types of calculations the CVB should be included in. This may be first cost, duty, letter of credit, estimated landed cost, or actual landed cost.
5. To select the components of the CVB:
   a. Click the Details button. The CVB Details window is displayed.
   b. Click the Add button.
   c. In the Component field, enter the ID of the component, or click the LOV button and select the component.
   d. In the Combination Operator field, select either + to add the component or - to subtract the component in the CVB.
   e. Repeat steps a through d, or click OK to exit.
6. Click OK to exit.

Set Up a Supplier/Country Expense Profile

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

1. Click the Action LOV button, select Edit, and click OK.
2. Use the Supplier Search window to display the supplier whose zone expenses you want to add.
3. From the Options menu, select Expenses.



Supplier 19992000 CJT supplier

Expense Profile Maintenance (expprof)
Profile Type
Expense Profile Header
Dis. Port
Description
Cost Zone Group
Description
Cost Zone
Description
Base Profile
Add
Delete
Expense Profile Detail
Component
Computation Value Base
Calculation Basis
Component Rate
Per Count
Per Count UOM
Component Currency
Component Nomination
In Cost
In Duty
In LC
In Exp
In ALC
N/A
Add Details
Delete Details
OK
OK + Repeat
Refresh
Cancel

4. On the Expense Profile Maintenance window, click on the Profile Type menu and select Country.
5. Click Add to begin a line for a new country expense profile.
6. Click the Origin Country LOV button, select a country of origin for the country expense profile, and click OK.
7. Click the Lading Port LOV button, select a lading port for the country expense profile, and click OK.
8. Click the Discharge Port LOV button, select a discharge port for the country expense profile, and click OK.
9. If you want to make the expense profile the base profile for your country expense profiles, check the Base checkbox.

   Note: RMS allows only one base profile for country expenses.

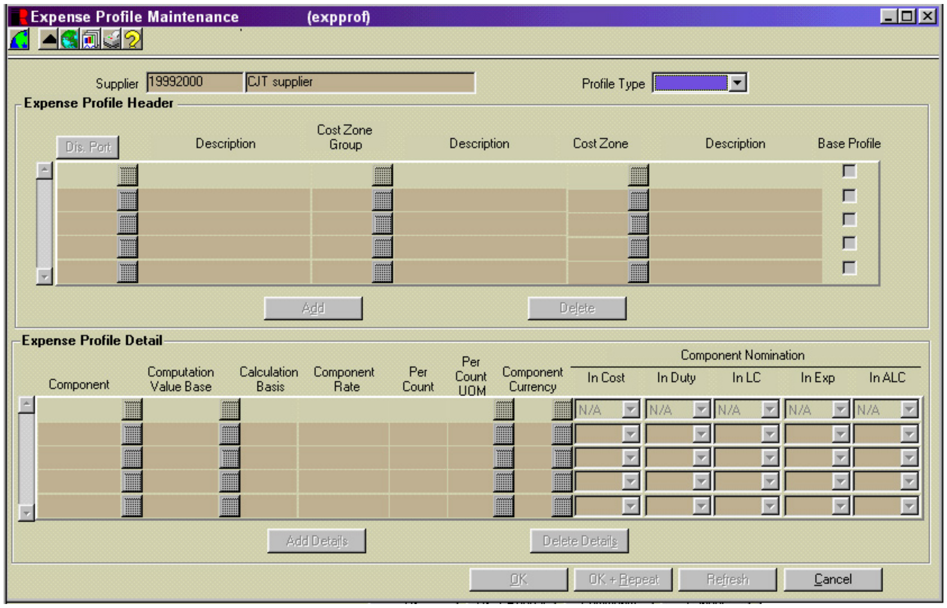
10. To add expense profile details, leave the expense profile highlighted in the Expense Profile Header and click Add Details.

11. Click the Component LOV button, select an expense component for the country expense profile, and click OK.
12. Click the Computational Value Base LOV button, select a computational value base, and click OK.
13. In all other fields for the expense profile details, review and edit the values as necessary.
14. Click OK to exit.

Set Up a Supplier/Cost Zone Expense Profile

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

1. Click the Action LOV button, select Edit, and click OK.
2. Use the Supplier Search window to display the supplier whose zones expenses you want to add.
3. From the Options menu, select Expenses.


Expense Profile Maintenance (expprof)
Profile Type
Expense Profile Header
Dis. Port
Description
Cost Zone Group
Description
Cost Zone
Description
Base Profile
Add
Delete
Expense Profile Detail
Component
Computation Value Base
Calculation Basis
Component Rate
Per Count
Per Count UOM
Component Currency
Component Nomination
In Cost
In Duty
In LC
In Exp
In ALC
N/A
Add Details
Delete Details
OK
OK + Repeat
Refresh
Cancel

Supplier 19992000 CJT supplier

4. On the Expense Profile Maintenance window, click on the Profile Type menu and select Zone.
5. Click Add to begin a line for a new zone expense profile.
6. Click the Discharge Port LOV button, select a discharge port for the zone expense profile, and click OK.
7. Click the first Cost Zone LOV button, select a first cost zone port for the zone expense profile, and click OK.
8. Click the second Cost Zone LOV button, select a second cost zone port for the zone expense profile, and click OK.
9. If you want to make the expense profile the base profile for your zone expense profiles, check the Base checkbox.

Note: RMS allows only one base profile for zone expenses.

10. To add expense profile details, leave the expense profile highlighted in the Expense Profile Header and click Add Details.
11. Click the Component LOV button, select an expense component for the zone expense profile, and click OK.
12. Click the Computational Value Base LOV button, select a computational value base, and click OK.
13. In all other fields for the expense profile details, review and edit the values as necessary.
14. Click OK to exit.

Competitive Pricing

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

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

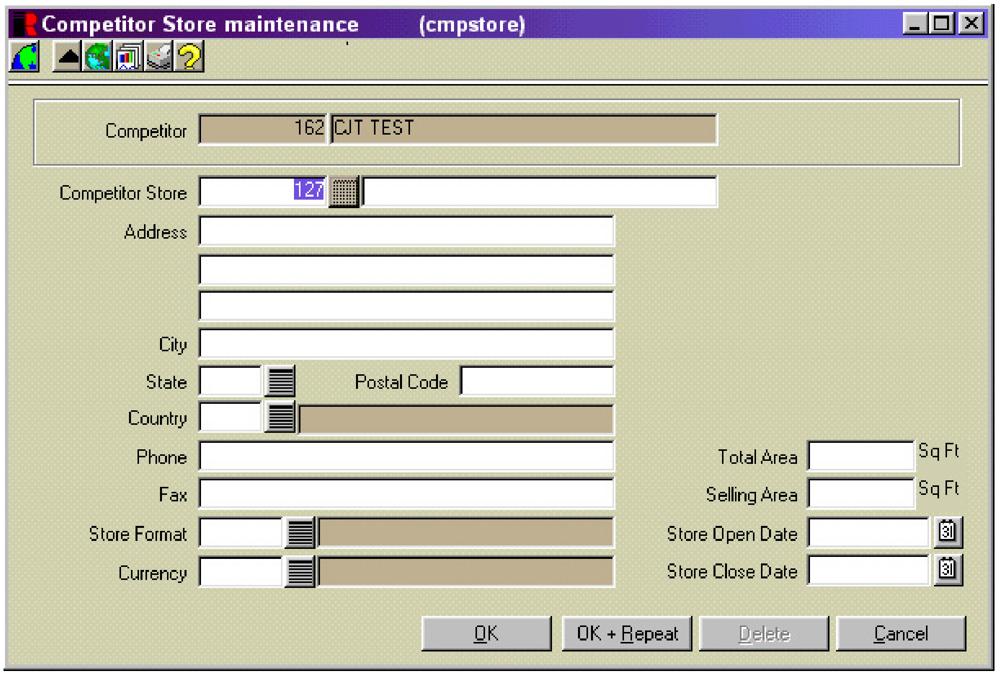
The typical workflow for Competitive Pricing is described below.

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

Create a Competitor's Store

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

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


Competitor Store maintenance (cmpstore)
Address
City
State
Postal Code
Country
Phone
Fax
Store Format
Currency
Total Area
Sq Ft
Selling Area
Sq Ft
Store Open Date
Store Close Date
OK
OK + Repeat
Delete
Cancel

Competitor 162 CJT TEST

Competitor Store 127

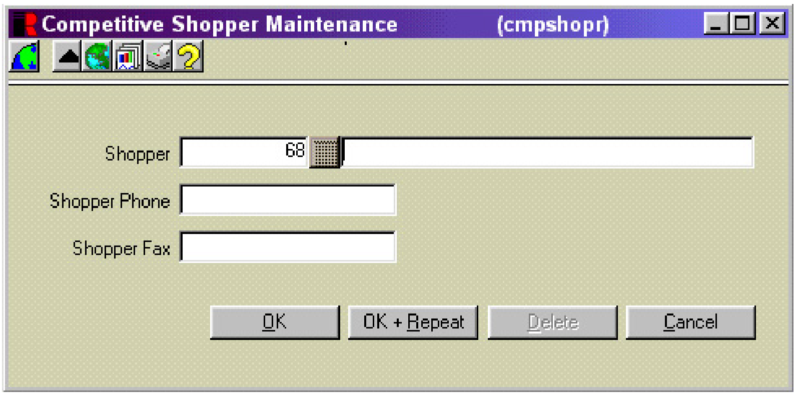
3. In the Competitor Store field, the ID is filled in automatically. Enter the description of the competitor's store.
4. In the following fields, enter or edit the appropriate information about the competitor’s store.

- Address 1
- Address 2
- Address 3
- City
- Postal Code
- Phone
- Fax
- Website

5. In the State and Country fields, click the LOV button, select the appropriate state or country for the competitor’s store, and click OK.
6. Click the Store Format LOV button, select a store type, and click OK.
7. Click the Currency LOV button, select a currency type for the store, and click OK.
8. In the Total Area and Selling Area fields, enter the appropriate values in square feet.
9. Click the Store Open Date calendar button and select a year, month, and day when the store opened.
10. Click the Store Closed Date calendar button and select a year, month, and day when the store closed (if it has closed).
11. Click the OK + Repeat button to create another store, or click OK to exit.

Create a Competitive Shopper

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


Competitive Shopper Maintenance (cmpshopr)
Shopper
Shopper Phone
Shopper Fax
OK
OK + Repeat
Delete
Cancel

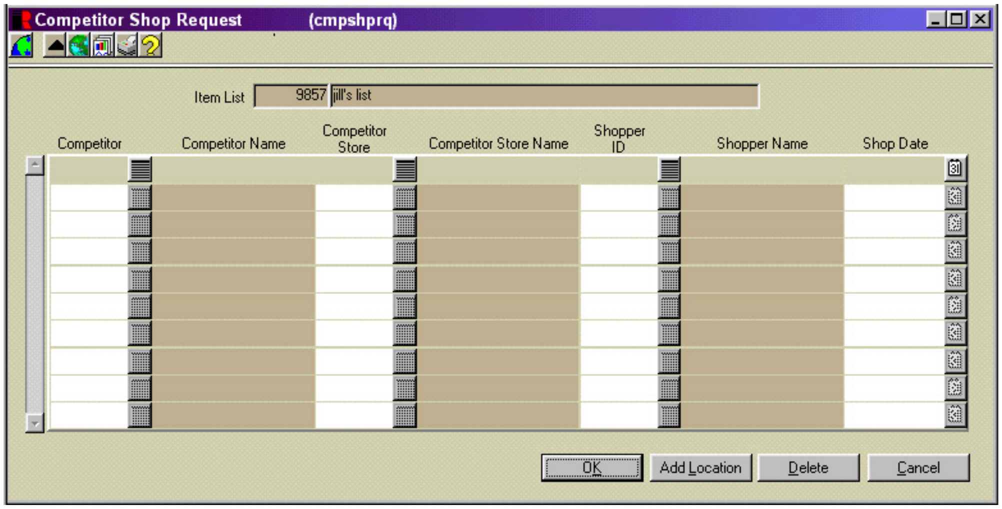
Shopper: 68

1. In the Name field, enter the name of the competitor's store.
2. In the Shopper Phone field, enter shopper's phone number.
3. In the Shopper Fax field, enter shopper's fax number.
4. Click the OK + Repeat button to create another competitive shopper, or click OK to exit.

Create a Shopping List

➲ **Navigate:** From the main menu, select Items → Item List.

1. On the Item List Search window, click the Action menu and select Use. Click Search.
2. Select an item list to use in building the shopping list. Click OK.
3. On the Item List Header window, select the Options menu and select Create Competitive Shop List. RMS automatically creates a competitive shopping list made up of all items on the item list.



Competitor Shop Request (cmpshprq)

Item List 9857 jill's list

Competitor
Competitor Name
Competitor Store
Competitor Store Name
Shopper ID
Shopper Name
Shop Date
OK
Add Location
Delete
Cancel

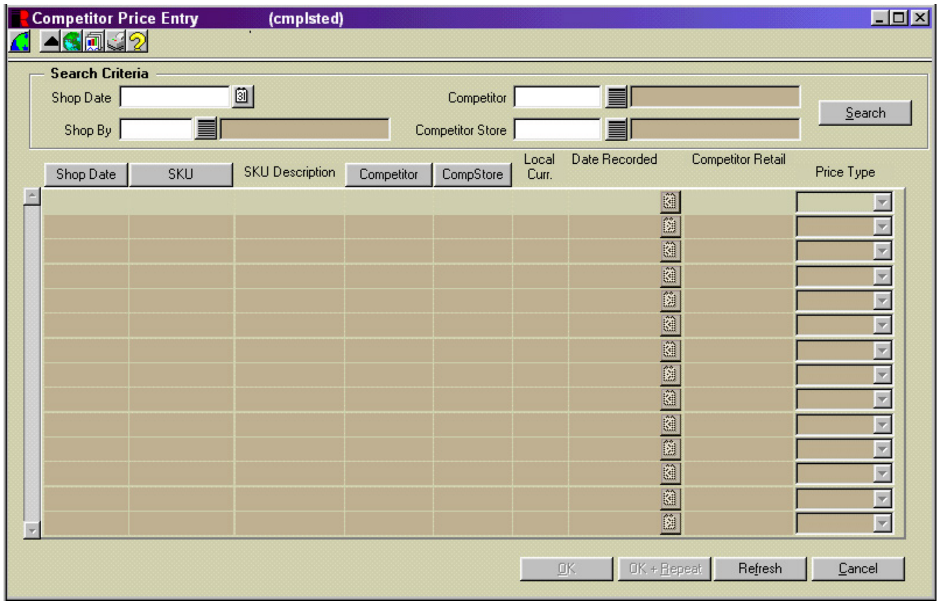
4. Click the Competitor LOV button, select the competitor whose store will be the site of the competitive shopping. Click OK.
5. Click the Competitor Store LOV button, select the competitor store where the competitive shopping will be performed. Click OK.
6. Click the Shopper ID LOV button, select the shopper who will be performing the competitive shopping. Click OK.
7. Click the Shop Date calendar button and select the year, month, and date when the competitive shopping will be performed.
8. Click OK to exit.

Record a Competitor's Prices

> **Note:** Your company might not use this window. Some companies download shopping lists to personal digital devices (PDAs) to gather competitor's prices. The completed shopping lists are then uploaded into RMS where they can be edited, viewed, or analyzed.

➲ **Navigate:** From the main menu, select Pricing → Competitive Pricing.

1. Select Competitive Price Entry, to display the Competitor Price Entry window.


Competitor Price Entry (cmplsted)
Search Criteria
Shop Date
Shop By
Competitor
Competitor Store
Search
Shop Date
SKU
SKU Description
Competitor
CompStore
Local Curr.
Date Recorded
Competitor Retail
Price Type
OK
OK + Repeat
Refresh
Cancel

2. To display all shopping list records, click the Search button. To restrict the shopping list records that are displayed by a specific shopping date, shopper, competitor, or competitor store, enter information into one or more of these fields and click the Search button.

3. From the displayed records, select a shopping record for a specific date and item, whose pricing information you will enter.

4. To change the type of shopping information that is displayed, click the View menu and select Default, UPC, Promo, Custom, or Saved. If the price for an item selected is Promotion, select Promo. If the items are displayed by UPC instead of SKU, select UPC.

5. For all fields that require you to enter information, enter the appropriate information. For example, click the Date Recorded calendar button and select the year, month, and day when the competitive shopping was performed. Or type in the retail price for the competitor item in the Competitor Retail field.

6. Click OK to exit.

Promotions

The Promotions windows allow you to temporarily reduce prices and track sales of individual items or groups of items within any department/class/subclass combination at one or more locations. Unlike pricing and clearance markdowns, which revalue a company’s entire inventory immediately, markdowns in Promotions revalue your inventory item by item, as stock is sold.

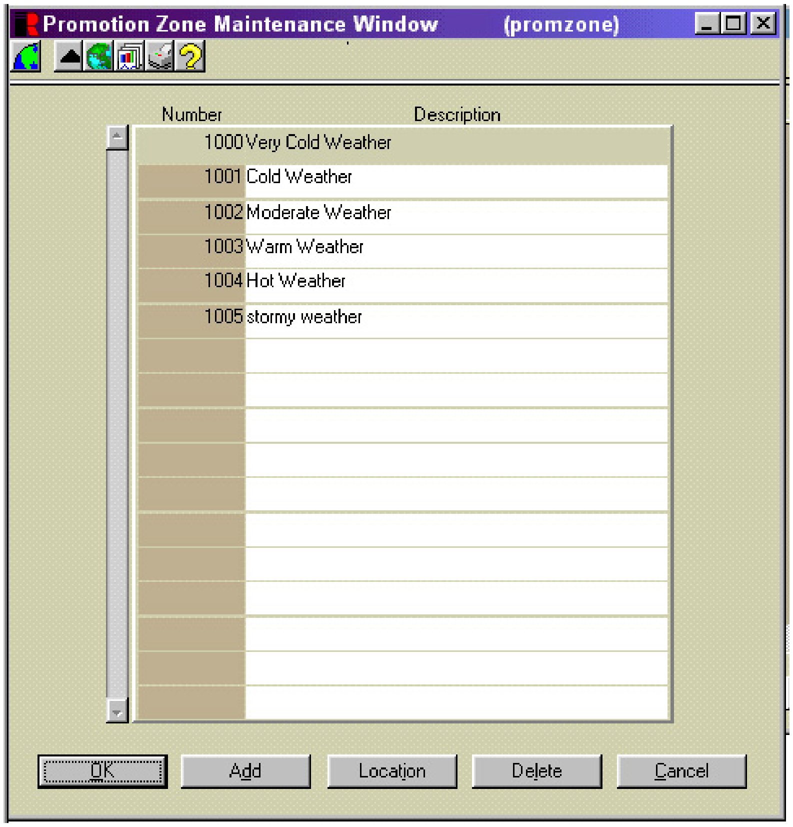
The main purpose of retail promotions is to reduce the price of merchandise and to track sales at one or more locations for a given time period. Another purpose of promotions is to track the sales of merchandise with no price reductions, at given locations for a set time period.

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

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

Create a Promotion Zone

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

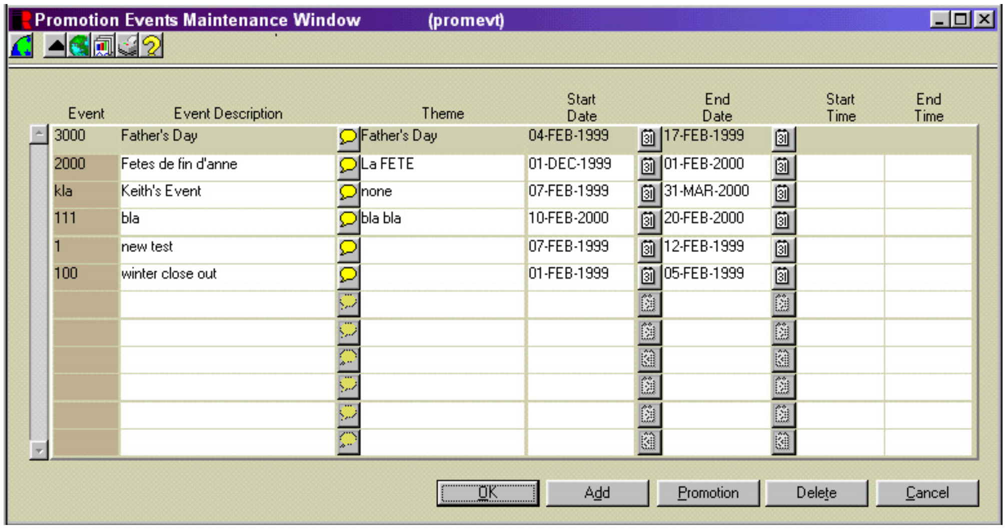

Promotion Zone Maintenance Window (promzone)
OK
Add
Location
Delete
Cancel

Number	Description
1000	Very Cold Weather
1001	Cold Weather
1002	Moderate Weather
1003	Warm Weather
1004	Hot Weather
1005	stormy weather

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

Create a Promotion Event

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



Event	Event Description	Theme	Start Date	End Date	Start Time	End Time
3000	Father's Day	Father's Day	04-FEB-1999	17-FEB-1999		
2000	Fetes de fin d'anne	La FETE	01-DEC-1999	01-FEB-2000		
kla	Keith's Event	none	07-FEB-1999	31-MAR-2000		
111	bla	bla bla	10-FEB-2000	20-FEB-2000		
1	new test		07-FEB-1999	12-FEB-1999		
100	winter close out		01-FEB-1999	05-FEB-1999		

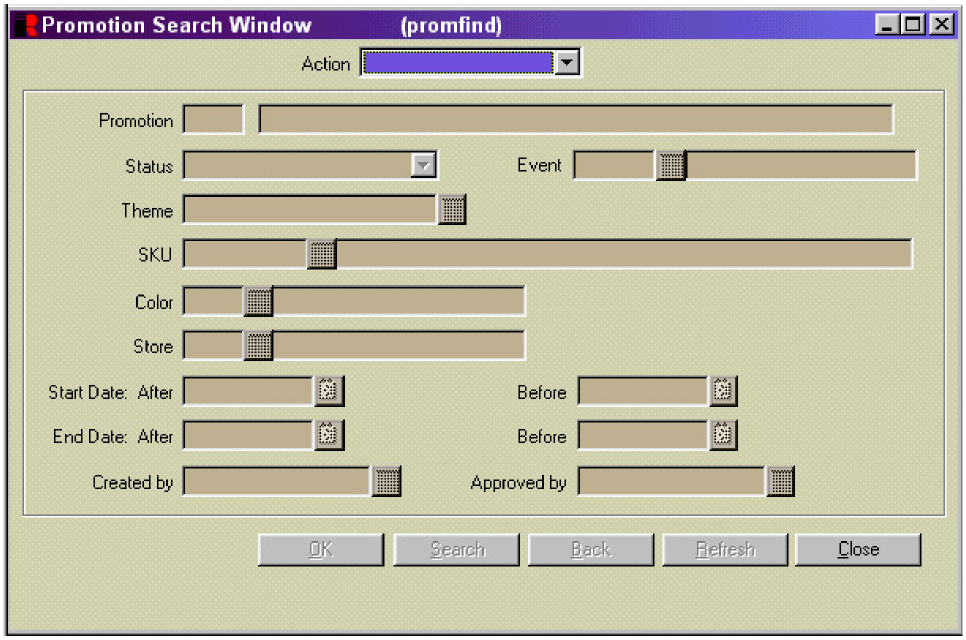
1. Click the Add button.
2. In the Event field, enter an event identification number of ten or fewer digits.
3. In the Event Description field, enter a name or description of the event.
4. In the Theme field, enter a theme for the event.
5. In the Start Date field, enter a date, or click the calendar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

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

7. Click OK to exit.

Search for a Promotion

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

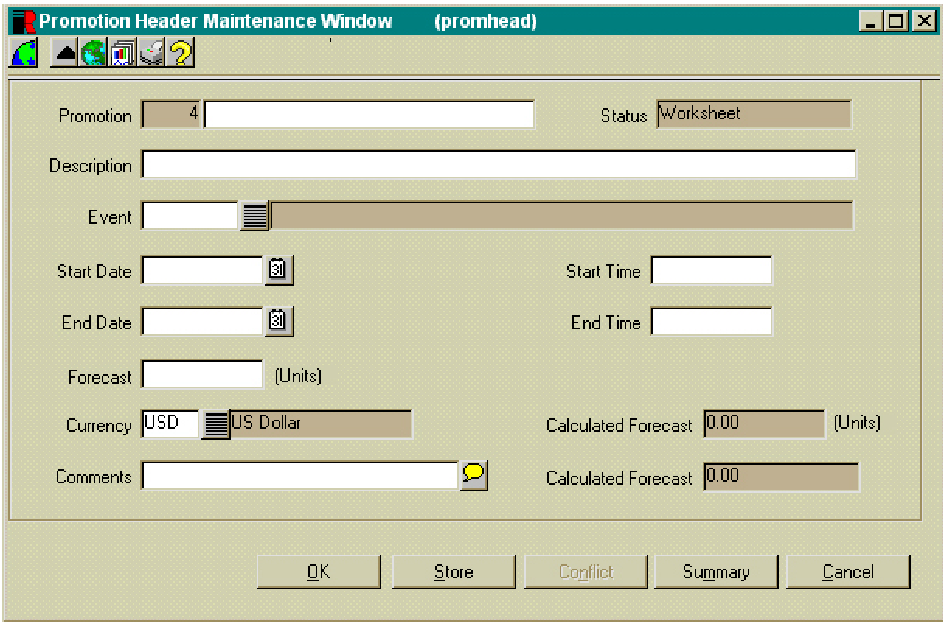

Promotion Search Window
(promfind)
Action
Promotion
Status
Event
Theme
SKU
Color
Store
Start Date: After
Before
End Date: After
Before
Created by
Approved by
OK
Search
Back
Refresh
Close

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

Create a Promotion

➲ **Navigate:** From the main menu, select Pricing → Promotions.

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


Promotion Header Maintenance Window (promhead)
Event
Start Date
Start Time
End Date
End Time
Forecast
(Units)
Comments
OK
Store
Conflict
Summary
Cancel

Promotion 4

Status Worksheet

Description

Currency USD US Dollar

Calculated Forecast 0.00 (Units)

Calculated Forecast 0.00

3. Click the Event LOV button, select an event to associate with the promotion, and click OK. RMS will displays default values for the event.
4. In the Promotion Name field, enter a name or description for the promotion.
5. In the Description field, enter a description for the event.
6. Click the Start Date calendar icon and select a month, year, and date for starting the promotion. Press Tab.
7. Click the End Date calendar icon and select a month, year, and date for ending the promotion. Press Tab.
8. In the Start Time field, enter a start time for the promotion, in HHMM (24 hour) format. Press Tab.
9. In the End Time field, enter an end time for the promotion, in HHMM (24 hour) format. Press Tab.
10. In the Forecast field, enter the number of units of items that are forecasted to be sold during the promotion.
11. Click on the Currency LOV button, select the currency used in stores associated with the promotion, and click OK.

12. In the Comments field, enter any additional comments about the promotion.
13. To add detail-level information to the promotion, see the following procedures:

    - Add items to a multi-unit promotion
    - Add items to a promotion by item list
    - Add items to a promotion by merchandise level
    - Add items to a promotion by multi-unit
    - Add items to a promotion by threshold
    - Add items to a promotion by mix and match

14. Click OK to exit.

Submit A Promotion

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. On the Promotions Header Maintenance window, click the Options menu and select Submit.
2. Click OK to exit.

Approve a Promotion

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. On the Promotions Header Maintenance window, click the Options menu and select Approve.

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

2. Click OK to exit.

Reject a Promotion

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. On the Promotions Header Maintenance window, click the Options menu and select Reject.
2. When prompted to confirm the rejection, click the Yes button.

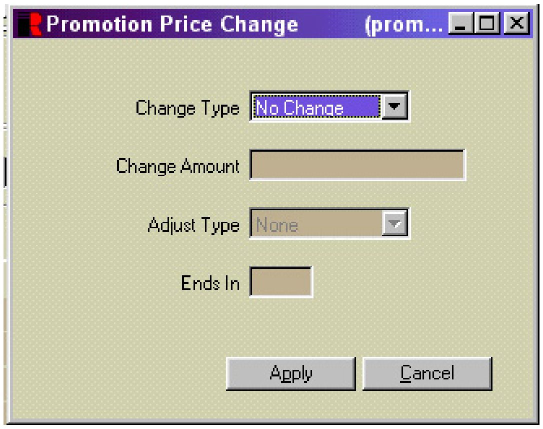
   Note: You can reject promotions with a status of Submitted only.

3. Click OK to exit.

Change a Promotion Price

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. From the Promotion Header Maintenance window, click the Summary button. The Promotion Summary window is displayed.
2. Click the Pricing button. The Promotion Price Change window is displayed.



Change Type: No Change

Change Amount:

Adjust Type: None

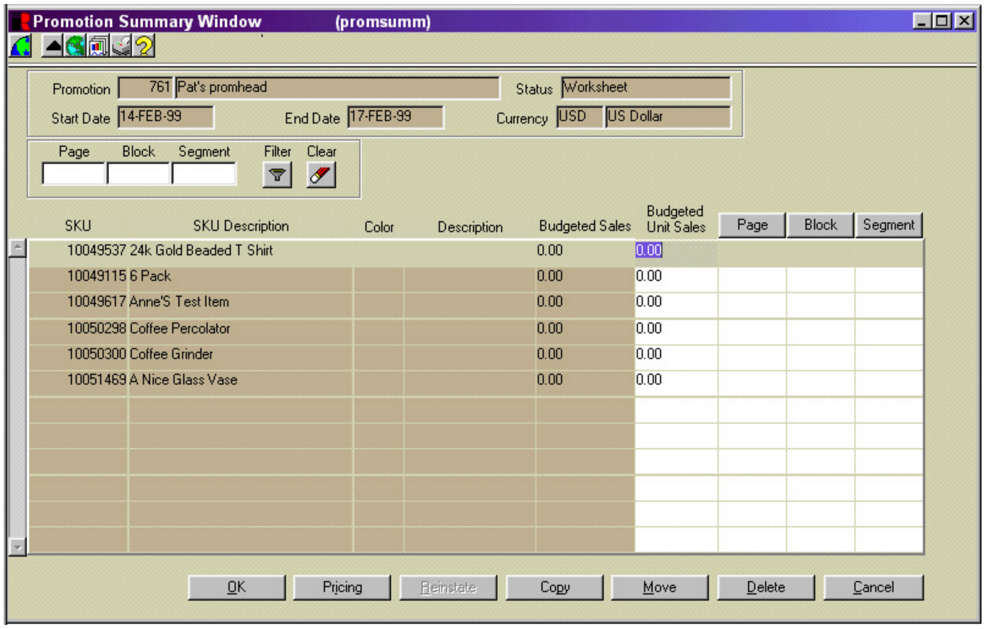
Ends In:

3. In the Change Type field, select the type of change to apply to the promotion.
4. In the Change Amount field, enter the amount of the price change. This number can be a monetary amount or percentage depending on type of change selected in the Change Type field.
5. In the Adjust Type field, select a type of adjustment to apply to the promotion.
6. If the Adjust Type is Ends In, enter the decimal amount that the retail price must end in (in the Ends In field).
7. Click the Apply button.

Move an Ad

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. From the Promotion Header Maintenance window, click the Summary button. The Promotion Summary window is displayed.

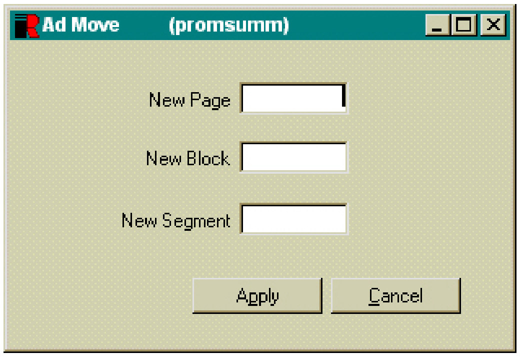

Promotion Summary Window (promsumm)
Page
Block
Segment
Filter
Clear
OK
Pricing
Reinstate
Copy
Move
Delete
Cancel

Promotion: 761 Pat's promhead
Status: Worksheet
Start Date: 14-FEB-99
End Date: 17-FEB-99
Currency: USD US Dollar

SKU	SKU Description	Color	Description	Budgeted Sales	Budgeted Unit Sales	Page	Block	Segment
10049537	24k Gold Beaded T Shirt			0.00	0.00			
10049115	6 Pack			0.00	0.00			
10049617	Anne'S Test Item			0.00	0.00			
10050298	Coffee Percolator			0.00	0.00			
10050300	Coffee Grinder			0.00	0.00			
10051469	A Nice Glass Vase			0.00	0.00			

2. Select the items that you want to move to a common page/block/segment location.

3. Click the Move button. The Ad Move window is displayed.


Ad Move (promsumm)
New Page
New Block
New Segment
Apply
Cancel

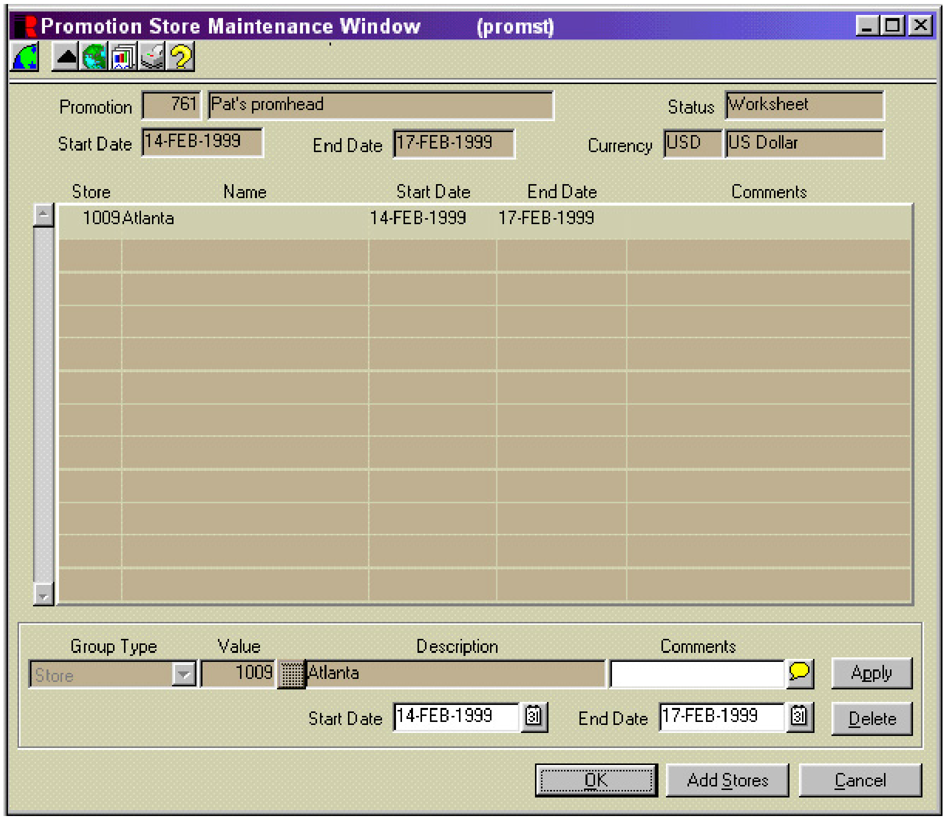
4. Enter the location for Page, Block, and Segment where you want to move the selected items.

5. Click the Apply button.

Add Stores to a Promotion

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. From the Promotion Header Maintenance window, click the Stores button. The Promotion Store Maintenance window is displayed.



Promotion: 761 Pat's promhead
Status: Worksheet
Start Date: 14-FEB-1999
End Date: 17-FEB-1999
Currency: USD US Dollar

Store	Name	Start Date	End Date	Comments
1009	Atlanta	14-FEB-1999	17-FEB-1999	

Group Type: Store
Value: 1009
Description: Atlanta
Comments:
Start Date: 14-FEB-1999
End Date: 17-FEB-1999

2. Click the Add Stores button.
3. In the Group Type field, select a group type.
4. In the Value field, enter the value, or click the LOV button, and select the value.
5. In the Comments field, enter any comments about the stores added to the promotion.
6. In the Start Date field, enter the date for starting the promotion, or click the calendar button and select a date.

7. In the End Date field, enter the date for ending the promotion, or click the calendar button and select a date.
8. Click the Apply button to add the store information to the promotion.

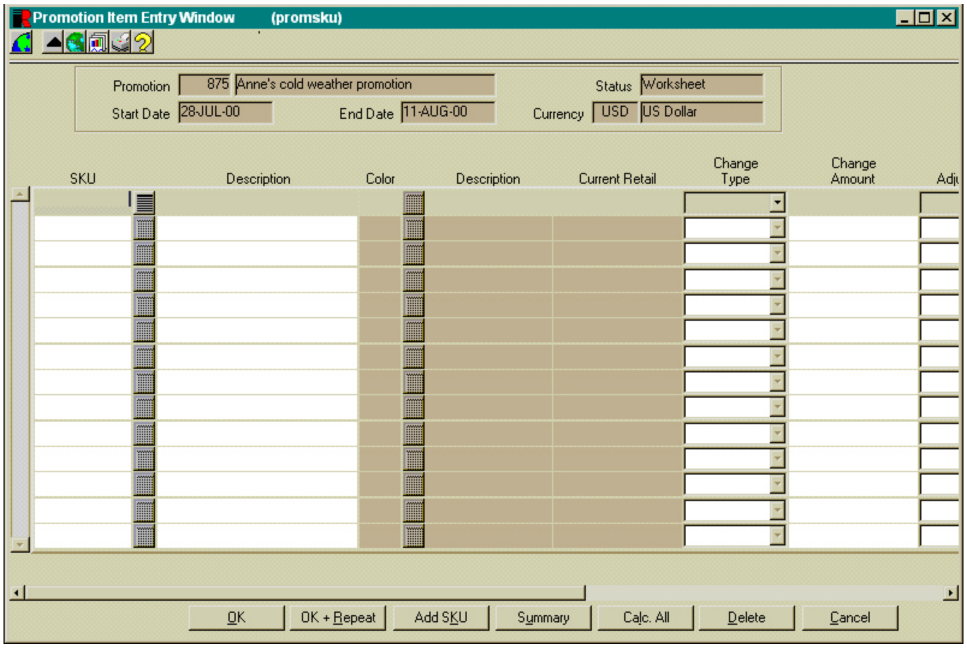
   Note: To delete a store entered in error, highlight the store and click Delete.

9. Click OK to exit.

Add Items to a Promotion Individually

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

1. From the Options menu, select Add Items → Single Item. The Peomotion Item Entry window is displayed.


Promotion Item Entry Window (promsku)
SKU
Description
Color
Description
Current Retail
Change Type
Change Amount
Adju
OK
OK + Repeat
Add SKU
Summary
Calc. All
Delete
Cancel

Promotion 875 Anne's cold weather promotion

Status Worksheet

Start Date 28-JUL-00

End Date 11-AUG-00

Currency USD US Dollar

2. Click the Add SKU button.
3. In the SKU field, enter the SKU number, or enter a partial description in the Description field, click the LOV button, and select the item.
4. From the Change Type field, select a change type option. If you select No Change or Exclude, enter a change amount in the Change Amount field.
5. From the Adjust Type field, select an adjustment type. If you select adjust type Ends In, enter an adjust type in the Adjust Type field.

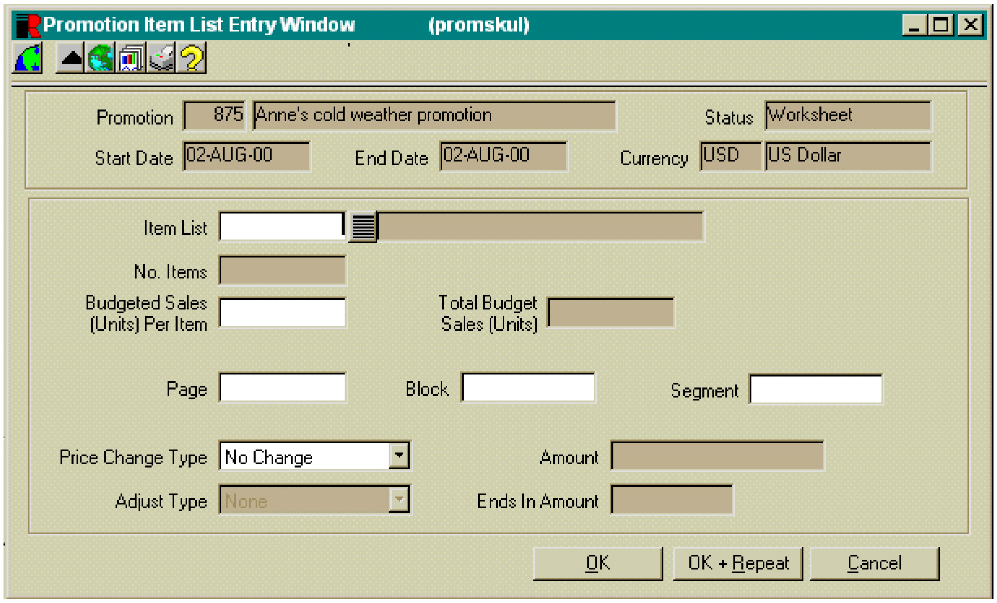
   Note: If necessary, you may enter a page, block, or segment number in the corresponding fields.

6. To add another item to the promotion, click Add SKU.
7. Click OK to exit.

Add Items to a Promotion by Item List

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

1. From the Options menu, select Add Items → Item List. The Promotion Item List Entry window is displayed.



Promotion Item List Entry Window (promskul)

Promotion 875 Anne's cold weather promotion

Status Worksheet

Start Date 02-AUG-00

End Date 02-AUG-00

Currency USD US Dollar

Price Change Type No Change

Adjust Type None

Item List
No. Items
Budgeted Sales (Units) Per Item
Total Budget Sales (Units)
Page
Block
Segment
Amount
Ends In Amount
OK
OK + Repeat
Cancel

2. From the Item List field, enter a list number, or click the LOV button and select an item list to add to the promotion
3. Enter the information in the remaining fields as necessary. All other fields on the Promotion Item List Entry window are optional.
4. Click OK to exit.

Add Items to a Promotion by Merchandise Level

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. From the Promotion Header Maintenance window, click the Options menu.
2. Select Add Items → Department. The Promotion Department Entry window .
3. In the Department field, enter the department number, or click the LOV button and select a department to add to the promotion.
4. In the Class field, enter the class number, or click the LOV button, and select a class to add to the promotion.

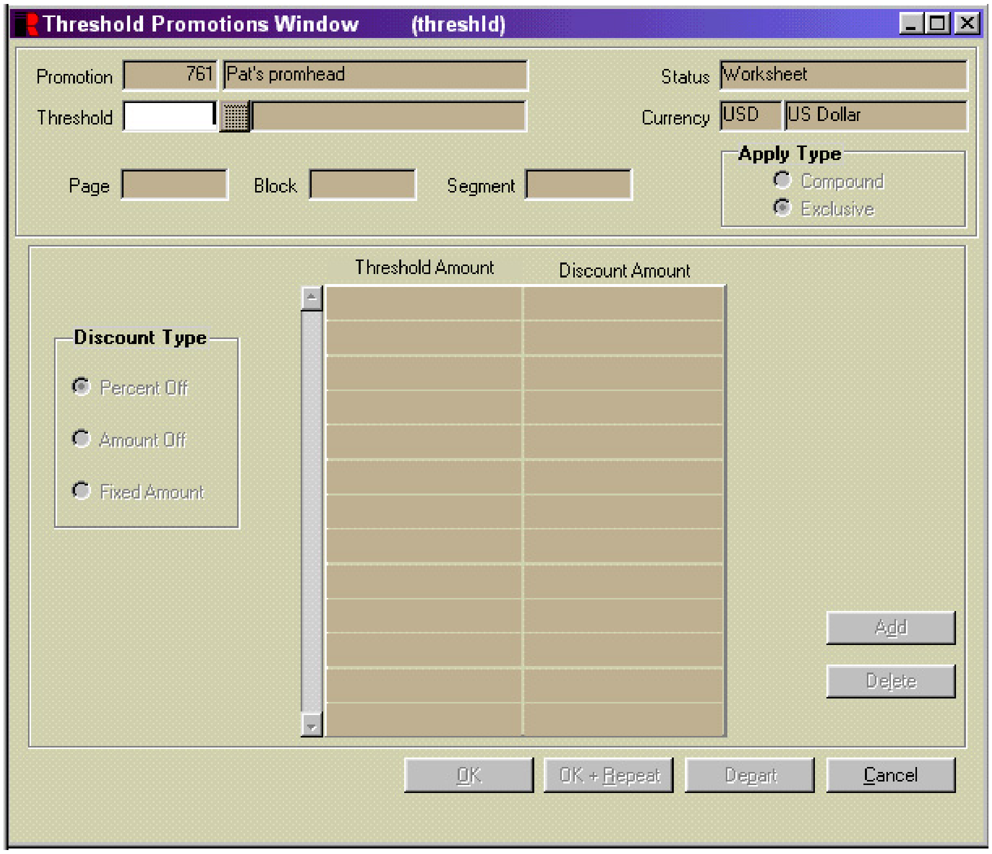
   Note: Adding a class and subclass is optional and only necessary if you want to specify a class and subclass within the department. If you do not specify a class within the department, all classes and subclasses in the department will be included in the promotion.

5. All other fields on the Promotion Item List Entry window are optional. Enter information in the other fields as necessary.
6. Click the OK button to save the department/class/subclass to the promotion.

Add Items to a Promotion by Threshold

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. From the Promotion Header Maintenance window, click the Options menu.
2. Click Add Items → Threshold. The Threshold Promotions window is displayed.



Threshold Promotions Window (threshld)

Promotion: 761 Pat's promhead

Status: Worksheet

Currency: USD US Dollar

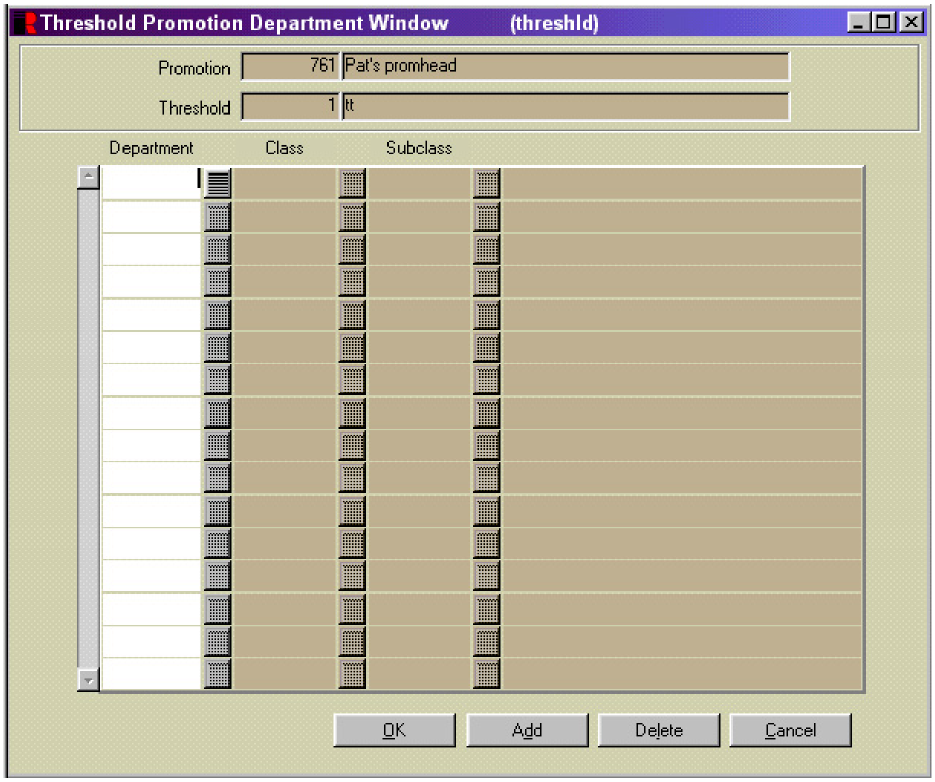
Apply Type: ○ Compound ● Exclusive

Discount Type: ● Percent Off ○ Amount Off ○ Fixed Amount

Threshold
Page
Block
Segment
Threshold Amount
Discount Amount
Add
Delete
OK
OK + Repeat
Depart
Cancel

3. In the Threshold Number field, enter a unique identification number for the threshold you will create. Press Enter.
4. In the Threshold Description field, enter a name or description for the threshold you will create.

5. In the Apply Type field, select either Compound (threshold discount can be applied with other discounts) or Exclusive (cannot be applied with other discounts).
6. From the Discount Type field, select either Percent Off, Amount Off, or Fixed Amount.
7. In the Threshold Amount field, enter the amount of purchases one must buy to qualify for the discount.
8. In the Discount Amount field, enter the amount of the discount received, if the threshold amount is purchased.
9. Click the Dept button. The Threshold Promotion Department window is displayed.



Promotion 761 Pat's promhead

Threshold 1 tt

10. In the Department field, enter a department number, or click the LOV button and select a department to include in the promotion.
11. If necessary, select a class and subclass, and click OK.

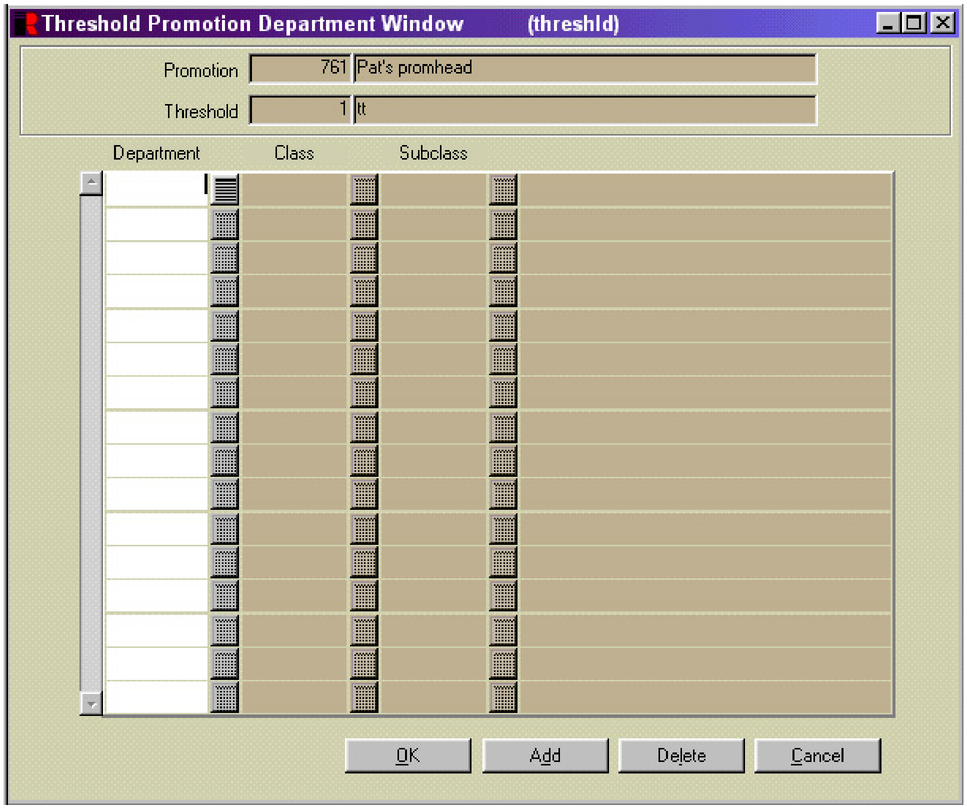
Note: If you want to include other departments, classes, and subclasses in the threshold promotion, click Add and repeat the previous steps.

12. Click OK to exit.

Add Merchandise Levels to a Threshold Promotion

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

1. From the Options menu, select Add Items + Threshold. The Threshold Promotions window is displayed.
2. Select an entry (Threshold Amount + Discount Amount) and click the Dept button. The Threshold Promotion Department window is displayed.


Threshold Promotion Department Window (threshld)
Department
Class
Subclass
OK
Add
Delete
Cancel

Promotion 761 Pat's promhead

Threshold 1 tt

3. Click the Add button.
4. In the Department field, enter the department number, or click the LOV button and select a department to add to the threshold.
5. If necessary, select a class and subclass, and click OK.

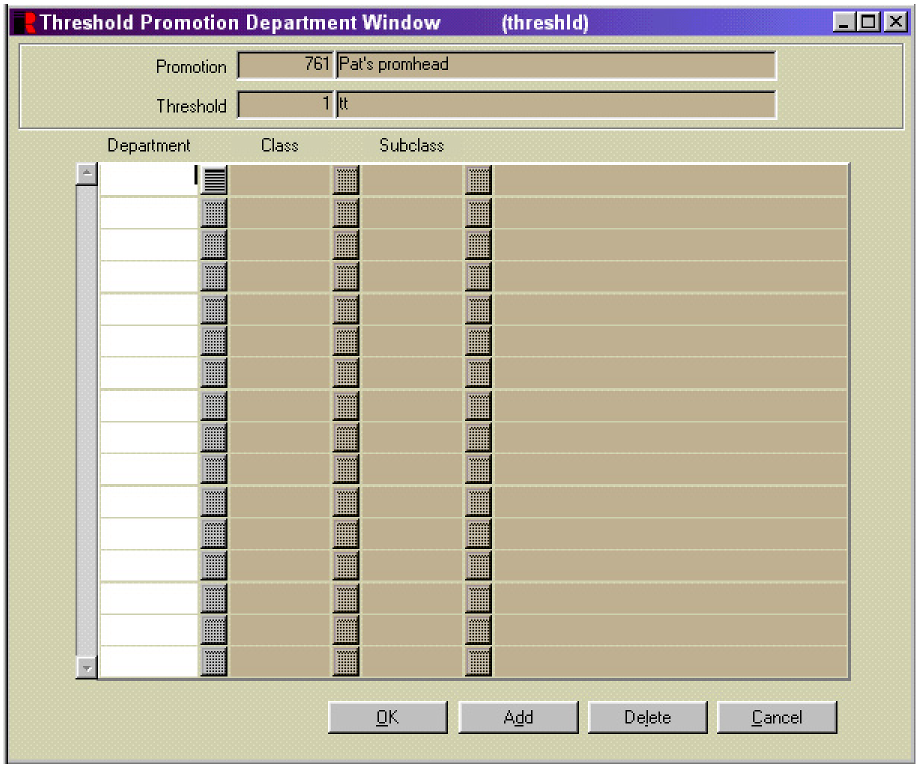
Note: If you want to add other departments, classes, and subclasses to the threshold, click Add and repeat the previous steps.

6. Click OK to save changes and exit.

Add Items to a Multi-Unit Promotion

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. From the Promotion Header Maintenance window, click the Options menu.
2. Click Add Items → Multi-unit. The Threshold Promotions window is displayed.



Promotion 761 Pat's promhead

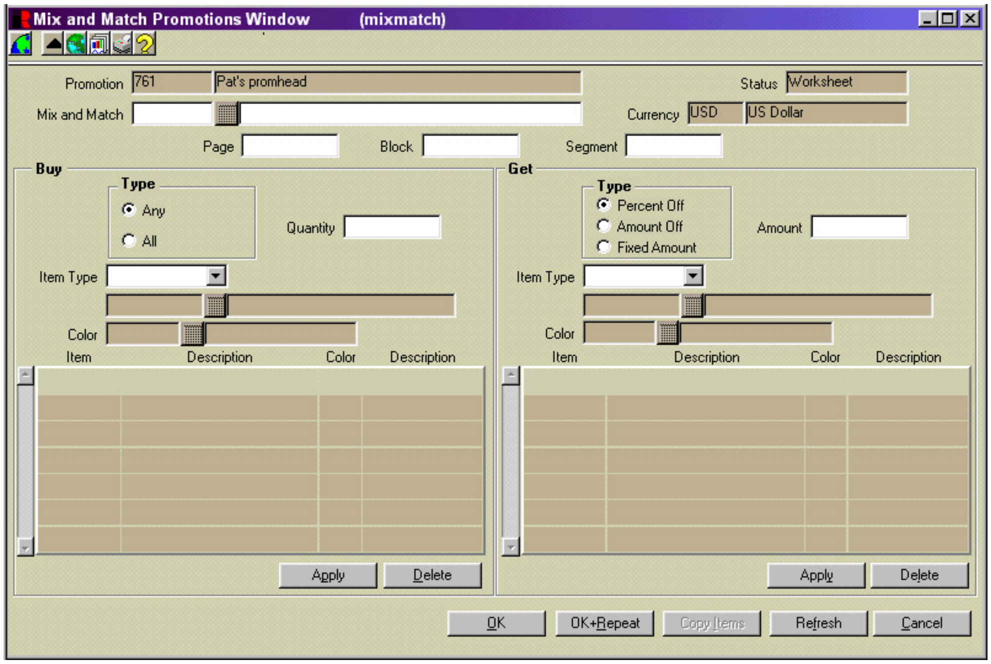
Threshold 1 tt

3. On the Threshold Promotions window, click the Add Items button.
4. Click the Items menu and select either Single Item or Item List.
5. If you selected Item List on the Items menu, click the Item List LOV button, select an item list, and click OK. If you selected Single Item on the Items menu, click the Single Item LOV button, select an item, and click OK (or enter the number of a single item in the Items field).
6. Click the Apply button to include your selected items in the multi-unit promotion.
7. If you want to add more items or item lists to the promotion, click Add Items and repeat the steps above.
8. Click OK to include the items in the promotion.
9. To save the items to the multi-unit promotion information, click OK.

Add Items to a Promotion by Mix and Match

➲ **Navigate:** Search for and retrieve a promotion in Edit mode.

1. From the Promotion Header Maintenance window, click the Options menu.
2. Select Add Items → Mix and Match. The Mix and Match Promotions window is displayed.



Mix and Match Promotions Window (mixmatch)

Promotion: 761 Pat's promhead

Status: Worksheet

Currency: USD US Dollar

Buy Type: ● Any ○ All

Get Type: ● Percent Off ○ Amount Off ○ Fixed Amount

Mix and Match
Page
Block
Segment
Buy
Type
Quantity
Item Type
Color
Item
Description
Color
Description
Apply
Delete
Get
Type
Amount
Item Type
Color
Item
Description
Color
Description
Apply
Delete
OK
OK+Repeat
Copy Items
Refresh
Cancel

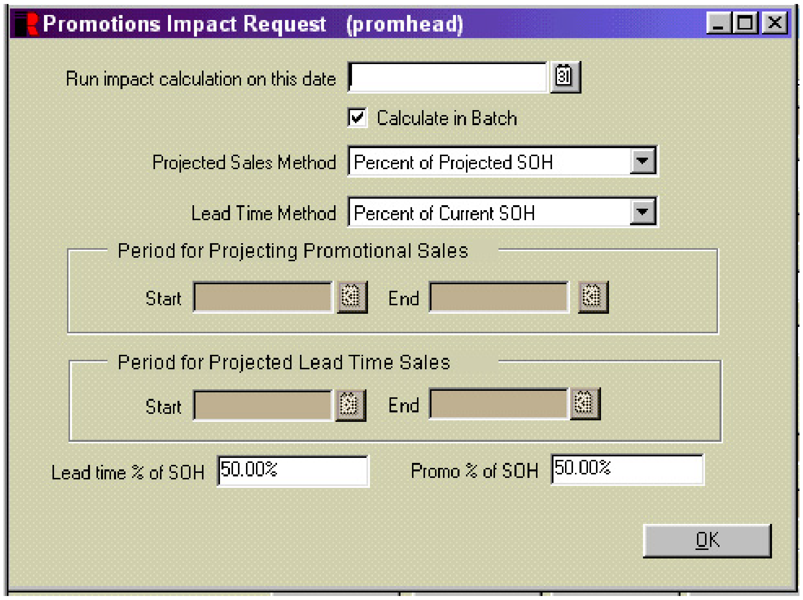
3. In the Mix and Match field, enter a unique identification number and a name or description for the mix and match combination you will create.
4. In the Page, Block, and Segment fields, enter a page number, block number, or segment number for the mix and match promotion advertisement.
5. In the Buy Type area, select either Any (buying any item on the list earns the discount) or All (must buy all items on the list to earn the discount).
6. In the Quantity field, enter the number of items one must buy to qualify for the discount.
7. From the Buy Item Type field, select either Single Item, Item List, or Style/Color.
8. Select the Buy Item, Item List, or Style to include in the promotion. After each item, item list, or style and color you add to the promotion, click the Apply button.
9. In the Get Type area, select the type of discount that will be applicable to the promotion (Percent Off, Amount Off, or Fixed Amount).

10. In the Amount field, enter the amount of the discount, based upon the option selected in the Get Type field.
11. From the Get Item Types field, select either Single Item, Items List, or Style/Color.
12. Select the single item, list of items, or style and color to include in the promotion. After each item or item list you add to the promotion, click the Apply button.
13. Click OK to exit.

Request an Impact Calculation for a Promotion

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

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


Promotions Impact Request (promhead)
Period for Projecting Promotional Sales
Start
End
Period for Projected Lead Time Sales
Start
End
OK

Run impact calculation on this date

☑ Calculate in Batch

Projected Sales Method: Percent of Projected SOH

Lead Time Method: Percent of Current SOH

Lead time % of SOH: 50.00%

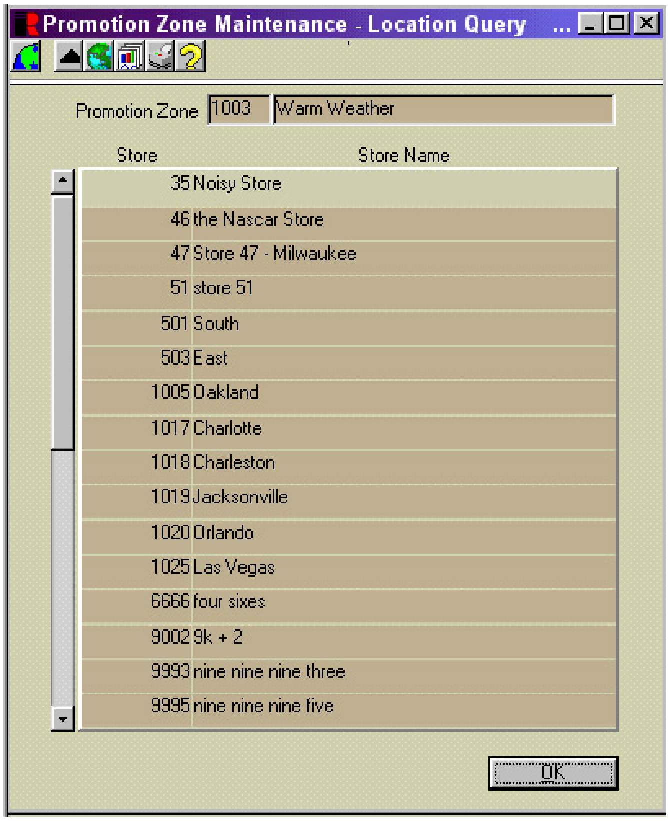
Promo % of SOH: 50.00%

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

View the Promotion Zone Locations

➲ **Navigate:** From the main menu, select Control → Setup → Promotion Zone → View. The Promotion Zone Maintenance window is displayed.

1. Select a promotion zone and click the Locations button. The Promotion Zone Maintenance – Location Query window is displayed.



Promotion Zone 1003 Warm Weather

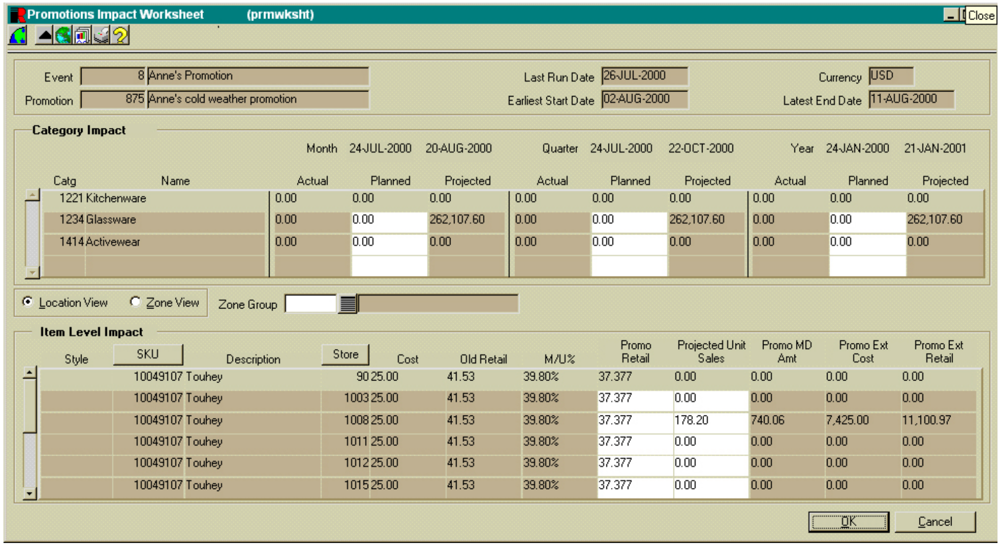
Store	Store Name
35	Noisy Store
46	the Nascar Store
47	Store 47 - Milwaukee
51	store 51
501	South
503	East
1005	Oakland
1017	Charlotte
1018	Charleston
1019	Jacksonville
1020	Orlando
1025	Las Vegas
6666	four sixes
9002	9k + 2
9993	nine nine nine three
9995	nine nine nine five

2. Click OK to exit.

Analyze the Impact of a Promotion

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

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



Event 8 Anne's Promotion
Promotion 875 Anne's cold weather promotion
Last Run Date 26-JUL-2000
Earliest Start Date 02-AUG-2000
Currency USD
Latest End Date 11-AUG-2000

Category Impact

Month 24-JUL-2000 20-AUG-2000
Quarter 24-JUL-2000 22-OCT-2000
Year 24-JAN-2000 21-JAN-2001

Catg	Name	Actual	Planned	Projected	Actual	Planned	Projected	Actual	Planned	Projected
1221	Kitchenware	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1234	Glassware	0.00	0.00	262,107.60	0.00	0.00	262,107.60	0.00	0.00	262,107.60
1414	Activewear	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

● Location View ○ Zone View Zone Group

Item Level Impact

Style	SKU	Description	Store	Cost	Old Retail	M/U%	Promo Retail	Projected Unit Sales	Promo MD Amt	Promo Ext Cost	Promo Ext Retail
	10049107	Touhey	90	25.00	41.53	39.80%	37.377	0.00	0.00	0.00	0.00
	10049107	Touhey	1003	25.00	41.53	39.80%	37.377	0.00	0.00	0.00	0.00
	10049107	Touhey	1008	25.00	41.53	39.80%	37.377	178.20	740.06	7,425.00	11,100.97
	10049107	Touhey	1011	25.00	41.53	39.80%	37.377	0.00	0.00	0.00	0.00
	10049107	Touhey	1012	25.00	41.53	39.80%	37.377	0.00	0.00	0.00	0.00
	10049107	Touhey	1015	25.00	41.53	39.80%	37.377	0.00	0.00	0.00	0.00

2. Enter an amount in the Monthly Planned, Quarterly Planned, and Yearly Planned fields.
3. Select either Location View or Zone View.
4. Enter an amount in the Promo Retail field.
5. Enter an amount in the Projected Unit Sales field.
6. Click OK to exit.

Clearances

The Clearance windows allow you to authorize and manage clearance markdowns. For clearances, RMS uses *events*, similar to the events used in Pricing and Promotions. Clearance events consist of any combination of SKU/zone level markdowns that are functionally linked together. Each clearance event in RMS must pass through an approval process that includes the following status types: Worksheet, Submitted, Approved, Rejected, Cancel, and Delete.

Each clearance event must be associated with a pricing zone group. Pricing zone groups identical to those in Pricing are used: Corporate, Store, and Zone. However, the pricing zone group associated with an event need not be the same zone group ordinarily associated with the item or items in the event. This allows you to apply a different pricing strategy on the clearance event than the strategy normally applied to the item.

RMS requires you to provide other information to a clearance event, besides the pricing zone group. This information includes a clearance number and description and a markdown reason code. Markdown reasons are user-specific and are used primarily for reporting purposes.

Additional Clearance Features

Clearance, like Pricing, has other features, including:

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

Clearance Price Change Methods

Clearance also uses price change methods similar to those in Pricing:

- Reduce price by amount
- Reduce price by percent of current price
- Reduce price to a percent of base (corporate) retail
- Set price to a set amount

Clearance also uses multiple methods to adjust prices, such as Ends In, Price Point, and Rounding.

- Ends In**:** Adjusts the new retail such that it ends in the amount specified (for example, $.99).
- Price Point: Adjusts the retail price to a specific price based on the range into which the new retail price falls. For example, if your RMS system includes a price point range that requires all retail prices in the range $5-$10 to be set to $7.99, then a clearance markdown decreased the price of a SKU from $15 to $9, would set the clearance retail price to $7.99. You can set your Price Point rules by selecting Price Point from the Control menu.
- Rounding: Adjusts the retail price based on client-defined rules.

Differences Between Pricing and Clearance Markdowns

Unlike in RMS Pricing, Clearance events allow you to make multiple markdowns of the same item/zone combination. Also, a clearance markdown price for an item is not permanent. After the reset date for a clearance event has passed, the item’s retail price changes back to its regular retail price.

Class-Level Default Markdowns

When you create clearance markdowns, you can specify your own markdown information (effective dates, price change methods, markdown amounts, and adjustment type) or you can apply a class-level default strategy.

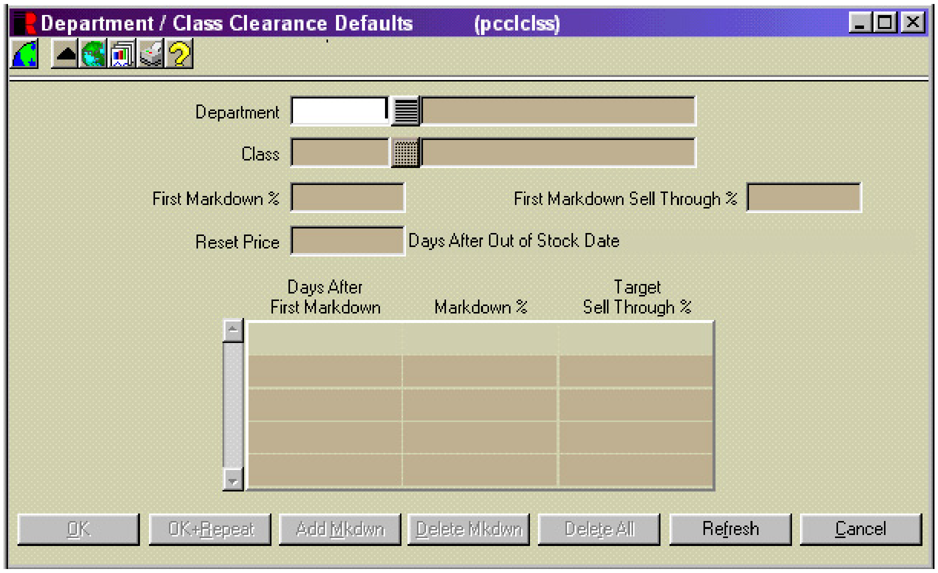
A class-level default strategy consists of the following:

- The initial markdown percentage.
- The number of days after the initial markdown to implement each subsequent markdown.
- The percentage off for each subsequent markdown.

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

Set Default Values for a Clearance Event

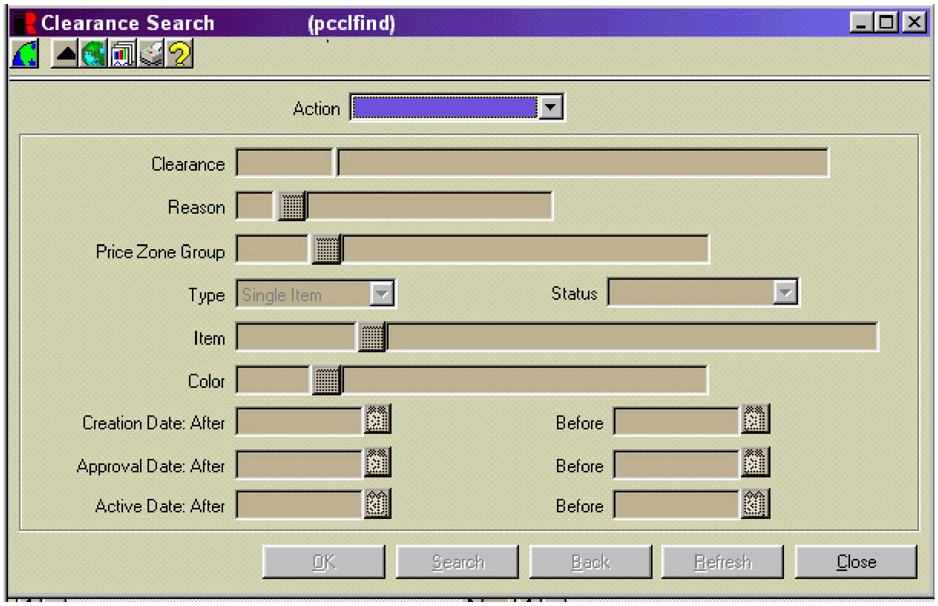
➲ **Navigate:** From the main menu, select Pricing → Clearance Default → New. The Department/Class Clearance Defaults window is displayed.


Department / Class Clearance Defaults (pcclclss)
Department
Class
First Markdown %
First Markdown Sell Through %
Reset Price
Days After Out of Stock Date
Days After First Markdown
Markdown %
Target Sell Through %
OK
OK+Repeat
Add Mkdwn
Delete Mkdwn
Delete All
Refresh
Cancel

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

Search for a Clearance

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

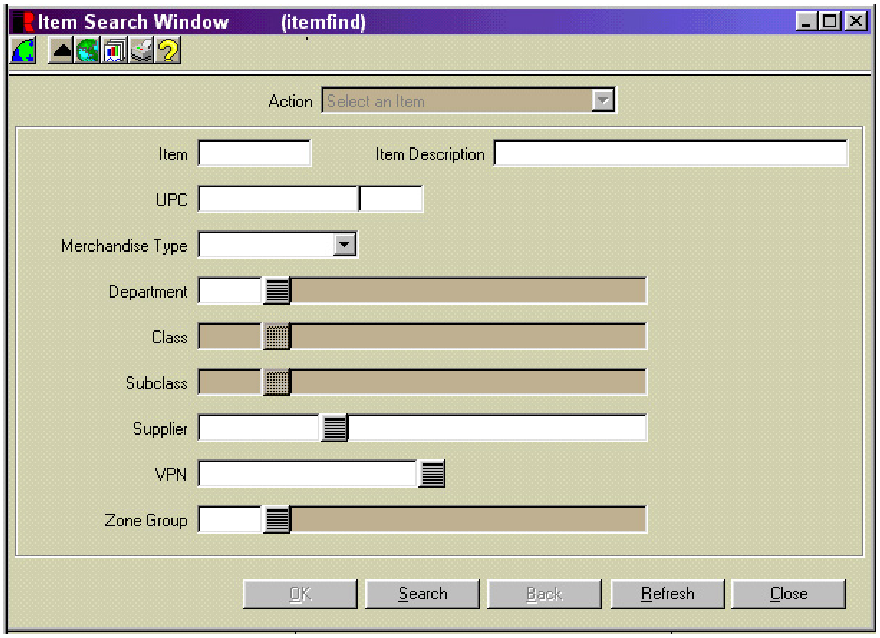

Clearance Search (pcclfind)
Action
Clearance
Reason
Price Zone Group
Type
Single Item
Status
Item
Color
Creation Date: After
Before
Approval Date: After
Before
Active Date: After
Before
OK
Search
Back
Refresh
Close

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

Create a Clearance Event

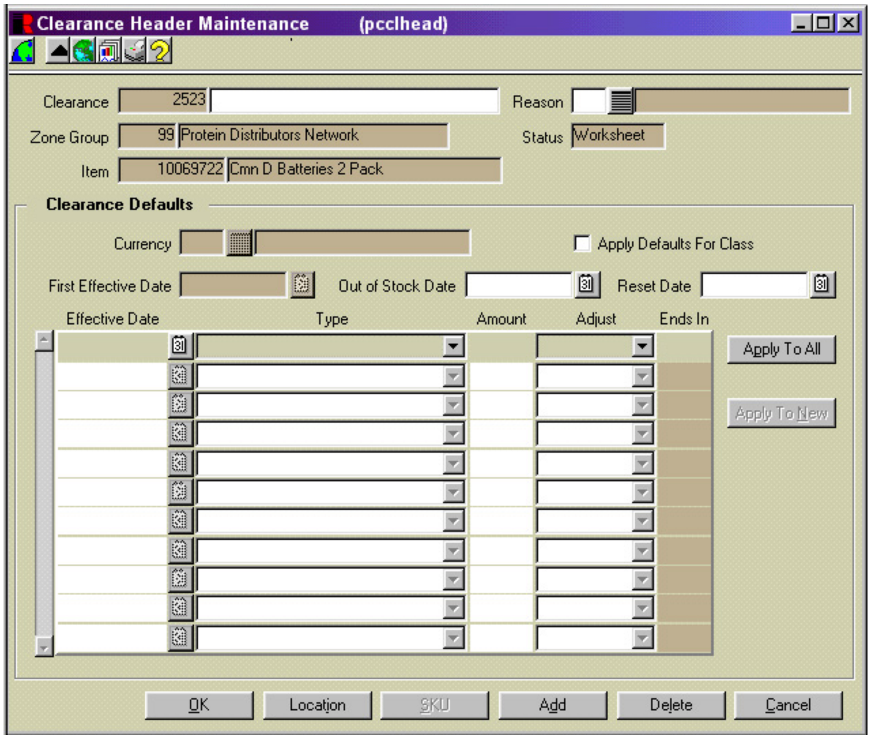
➲ **Navigate:** From the main menu, select Pricing → Clearance. The Clearance Search window is displayed.

1. In the Action field, select New.
2. Click the Price Zone LOV button, select a price zone for the clearance event, and click OK.
3. Click OK to display the Item Search window.


Item Search Window (itemfind)
Action
Select an Item
Item
Item Description
UPC
Merchandise Type
Department
Class
Subclass
Supplier
VPN
Zone Group
OK
Search
Back
Refresh
Close

4. Use the Item Search window to display an item you want to include in the clearance.
5. On the Item Search View window, select an item to include in the clearance and click OK.

6. On the Clearance Header Maintenance window, enter a name for the clearance.



Clearance Header Maintenance (pcclhead)

Clearance 2523

Zone Group 99 Protein Distributors Network

Item 10069722 Cmn D Batteries 2 Pack

Reason

Status Worksheet

Clearance Defaults

Currency

☐ Apply Defaults For Class

First Effective Date

Out of Stock Date

Reset Date

Effective Date
Type
Amount
Adjust
Ends In
Apply To All
Apply To New
OK
Location
SKU
Add
Delete
Cancel

7. Click the Reason LOV button, select a reason for the clearance, and click OK.

8. Click the Location button. Add locations (stores or price zones) to the clearance.

9. If you want to apply the clearance default values to the clearance, check the Apply Defaults for Class checkbox and follow the steps below.

    - Click the First Effective Date calendar button and select a year, month, and date for the first effective date, and click OK.
    - Click the Out Of Stock Date calendar button and select a year, month, and date for the out of stock date, and click OK. If you do not want to apply the default values, follow the steps below.
    - Click the Currency LOV button, select a currency type for the clearance, and click OK.
    - Click the Out Of Stock Date calendar button and select a year, month, and date for the out of stock date, and click OK.
    - Click the Reset Date calendar button and select a year, month, and date for the reset date (set price back to retail price).
    - Click the Effective Date calendar button and select a year, month, and date for the clearance effective date.
    - Click the Type menu and select a clearance reduction type.
    - In the Amount field, enter the amount or percent of the price reduction (depending on what is selected in the Type field).
    - Click the Adjust menu and select a price adjustment method. If you select Ends In, enter the digits to end the price in.

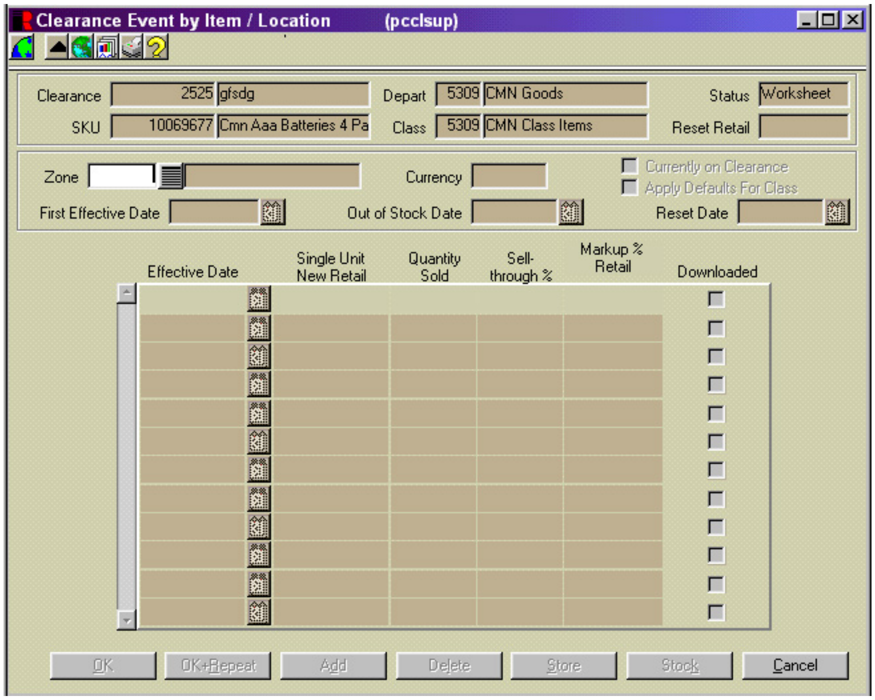
10. Click the Apply to All button to apply the information to the clearance markdown.

11. Click OK to exit.

Edit a Clearance Event by Item/Location

➲ **Navigate:** Search for and select a clearance. The Clearance Header Maintenance window is displayed.

1. Click the SKU button. The Clearance – Item List window is displayed.
2. Click the SKU/Locs button. The Clearance Event by Item/Location window is Displayed.



Clearance Event by Item / Location (pcclsup)

Clearance 2525 gfsdg

SKU 10069677 Cmn Aaa Batteries 4 Pa

Depart 5309 CMN Goods

Class 5309 CMN Class Items

Status Worksheet

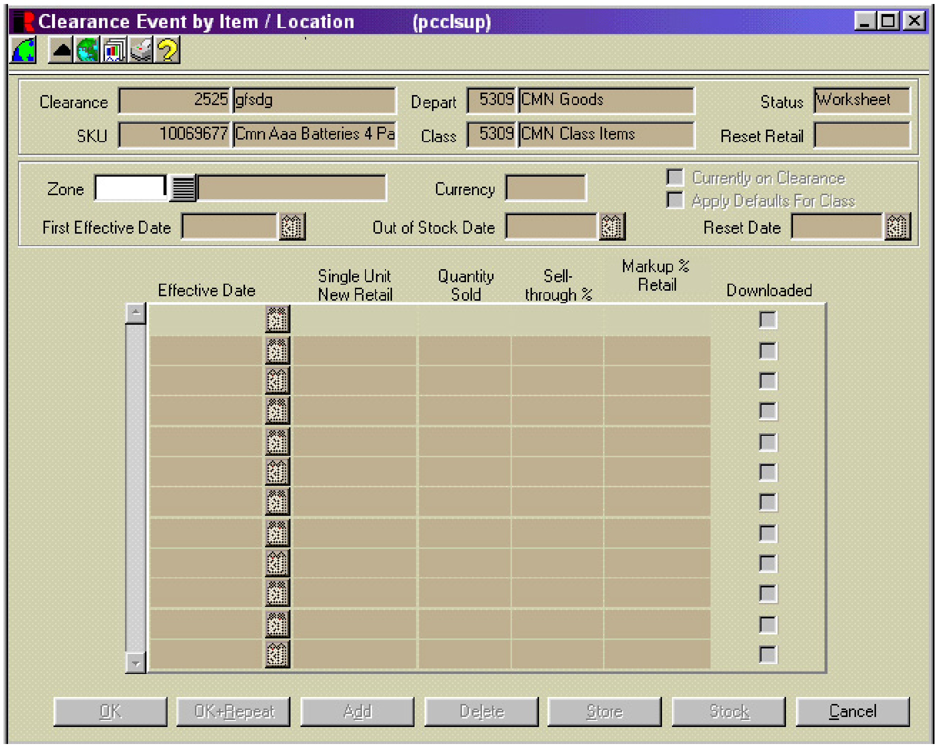
Reset Retail
Zone
Currency
☐ Currently on Clearance
☐ Apply Defaults For Class
First Effective Date
Out of Stock Date
Reset Date
Effective Date
Single Unit New Retail
Quantity Sold
Sell-through %
Markup % Retail
Downloaded
OK
OK+Repeat
Add
Delete
Store
Stock
Cancel

3. In the Store field, enter the Store or Zone ID, or click the LOV button and select a zone or store.
4. In the First Effective Date field, enter a date, or click the Calendar button and select the date.
5. Enter, or edit the remaining fields as needed.
6. To add another event by item/location, click the Add button. Enter the information on the next available line.
7. To delete an event, click the Delete button. When prompted to delete the record, click the Yes button.
8. Click OK to exit.

View a Clearance Event by Item/Location

➲ **Navigate:** Search for and retrieve a clearance. The Clearance header maintenance window is displayed.

1. Click the SKU button. The Clearance – Item List window is displayed.
2. Click the SKU/Locs button. The Clearance Event by Item/Location window is displayed.



Clearance Event by Item / Location (pcclsup)

Clearance: 2525 gfsdg
Depart: 5309 CMN Goods
Status: Worksheet
SKU: 10069677 Cmn Aaa Batteries 4 Pa
Class: 5309 CMN Class Items
Reset Retail:

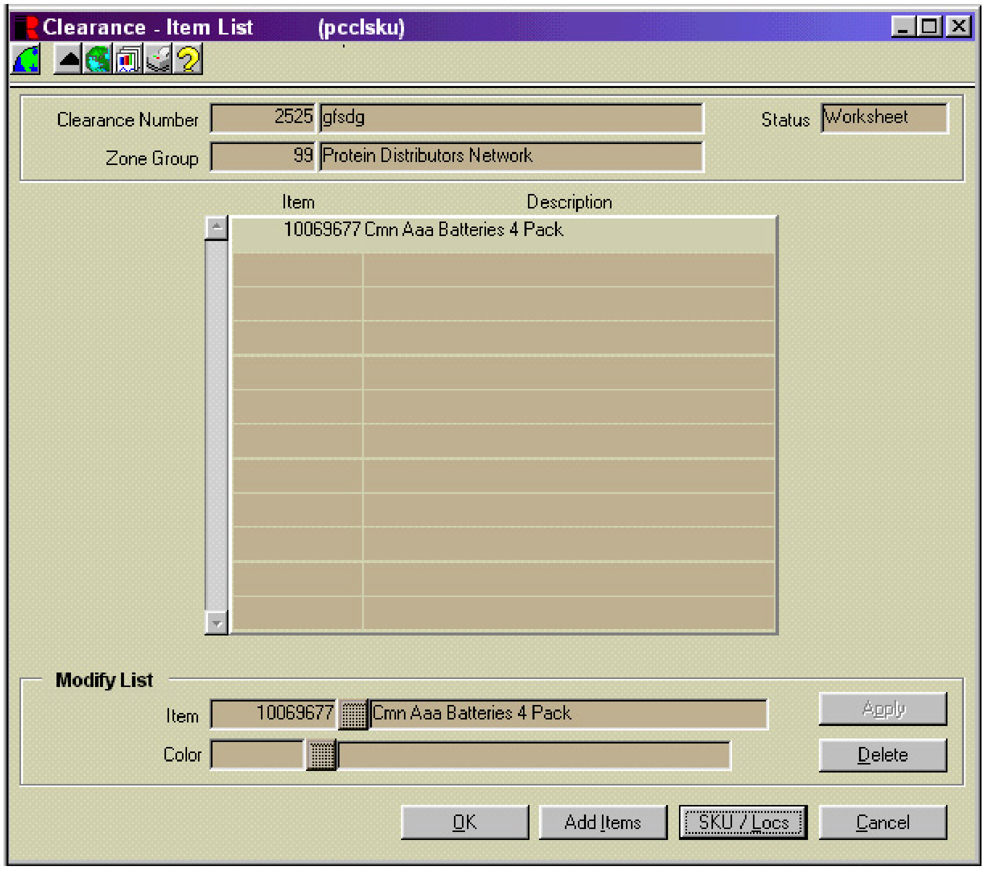
Zone
Currency
☐ Currently on Clearance
☐ Apply Defaults For Class
First Effective Date
Out of Stock Date
Reset Date
Effective Date
Single Unit New Retail
Quantity Sold
Sell-through %
Markup % Retail
Downloaded
OK
OK+Repeat
Add
Delete
Store
Stock
Cancel

3. In the Store field, enter the Store or Zone ID, or click the LOV button and select a zone or store.
4. Click OK to exit.

View a Clearance

➲ **Navigate:** Search for and retrieve a clearance. The Clearance Header Maintenance window is displayed.

1. Click the SKU button. The Clearance Item List window is displayed.



Clearance - Item List (pcclsku)
Modify List
Apply
Delete
OK
Add Items
SKU / Locs
Cancel

Clearance Number 2525 gfsdg

Status Worksheet

Zone Group 99 Protein Distributors Network

Item	Description
10069677	Cmn Aaa Batteries 4 Pack

Item 10069677 Cmn Aaa Batteries 4 Pack

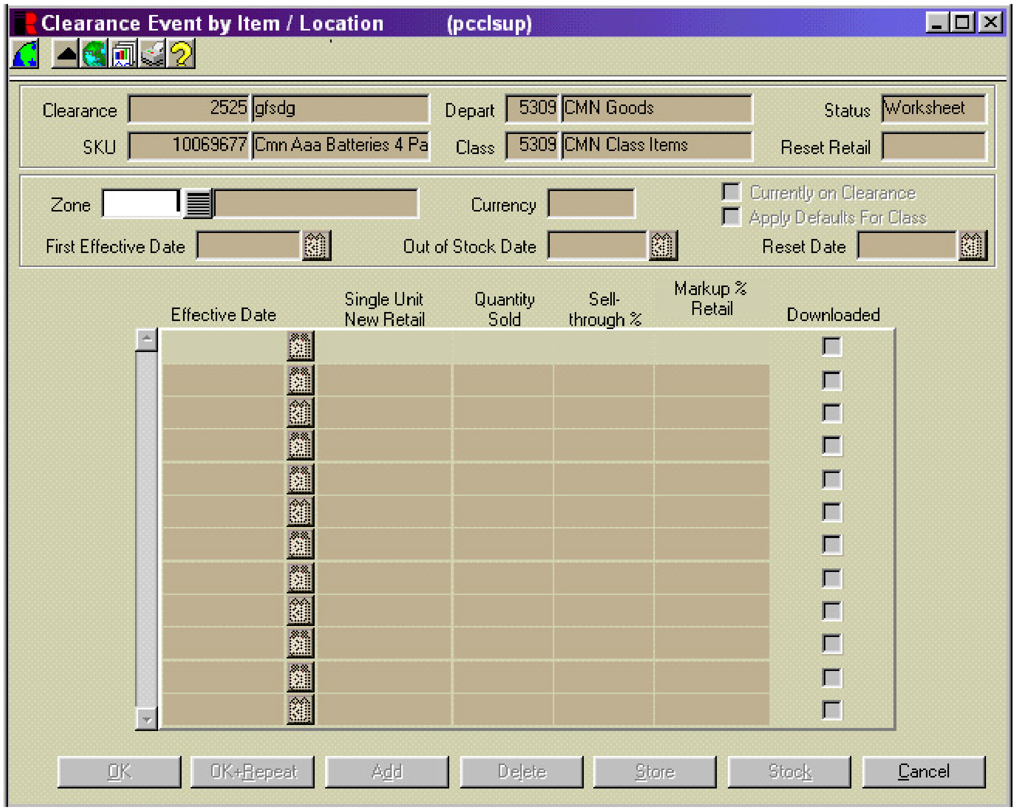
Color

2. Click the SKU/Locs button. The Clearance Event by Item/Location window is displayed.
3. In the Zone (or Store) field, enter a store/zone ID, or click the LOV button and select a zone or store.
4. Click OK to exit.

View Stock Information for a Clearance Event

➲ **Navigate:** Search for and select a clearance. The Clearance header maintenance window is displayed.

1. Click the SKU button. The Clearance – Item List window is displayed.
2. Click the SKU/Locs button. The Clearance Event by Item/Location window is displayed.


Clearance Event by Item / Location (pcclsup)
Zone
Currency
☐ Currently on Clearance
☐ Apply Defaults For Class
First Effective Date
Out of Stock Date
Reset Date
Effective Date
Single Unit New Retail
Quantity Sold
Sell-through %
Markup % Retail
Downloaded
OK
OK+Repeat
Add
Delete
Store
Stock
Cancel

Clearance 2525 gfsdg

SKU 10069677 Cmn Aaa Batteries 4 Pa

Depart 5309 CMN Goods

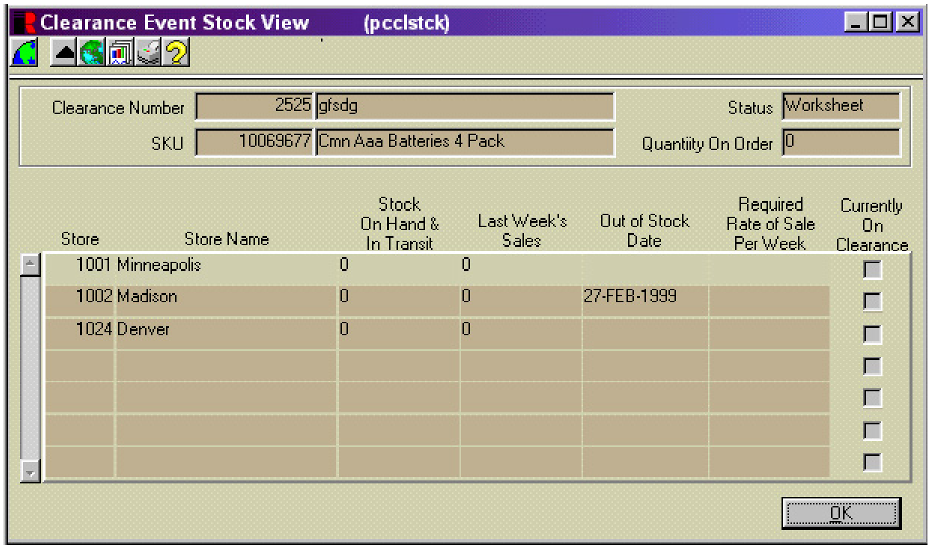
Class 5309 CMN Class Items

Status Worksheet

Reset Retail

3. In the Store field, enter the Store or Zone ID, or click the LOV button and select a zone or store.

4. Click the Stock button. The Clearance Event Stock View window is displayed.



Clearance Number 2525 gfsdg

Status Worksheet

SKU 10069677 Cmn Aaa Batteries 4 Pack

Quantity On Order 0

Store	Store Name	Stock On Hand & In Transit	Last Week's Sales	Out of Stock Date	Required Rate of Sale Per Week	Currently On Clearance
1001	Minneapolis	0	0			☐
1002	Madison	0	0	27-FEB-1999		☐
1024	Denver	0	0			☐
						☐
						☐
						☐
						☐

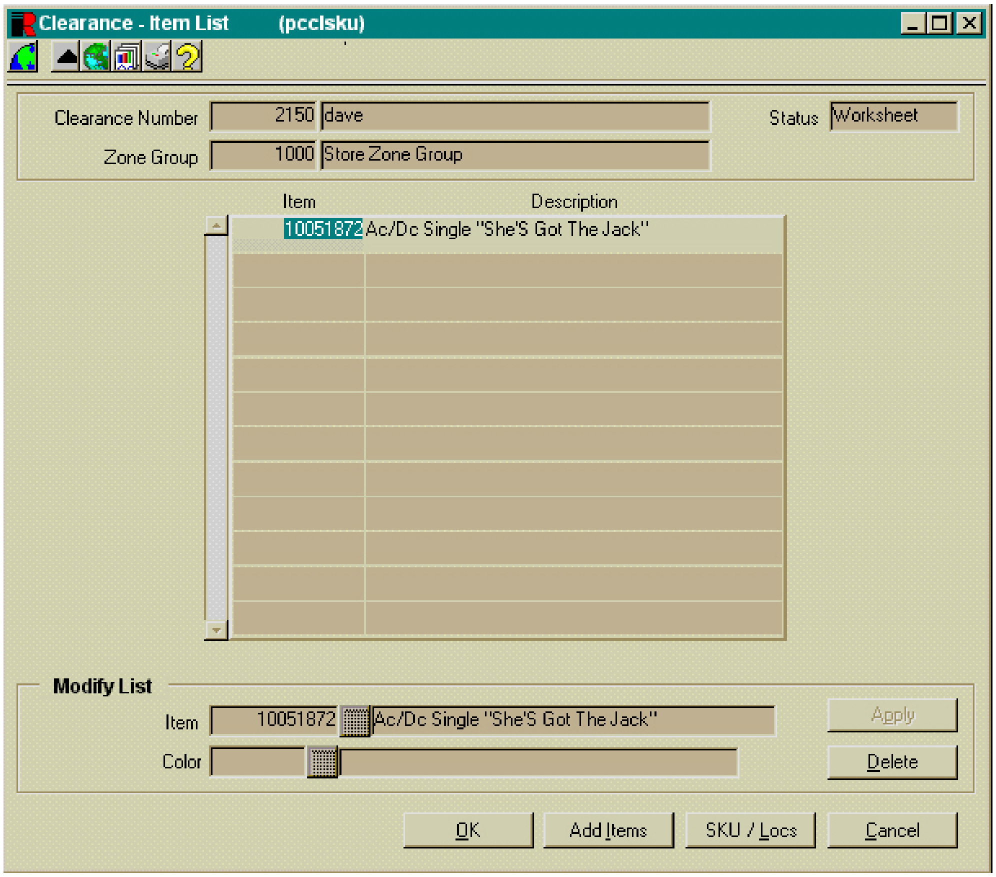
5. View the information about stock for the clearance.

6. Click OK to exit.

Edit Items in a Clearance

➲ **Navigate:** Search for and retrieve a clearance. The Clearance Header Maintenance window is displayed.

1. Click the SKU button. The Clearance – Item List window is displayed.


Clearance - Item List (pcclsku)
Modify List
Apply
Delete
OK
Add Items
SKU / Locs
Cancel

Clearance Number 2150 dave

Status Worksheet

Zone Group 1000 Store Zone Group

Item	Description
10051872	Ac/Dc Single "She'S Got The Jack"

Item 10051872 Ac/Dc Single "She'S Got The Jack"

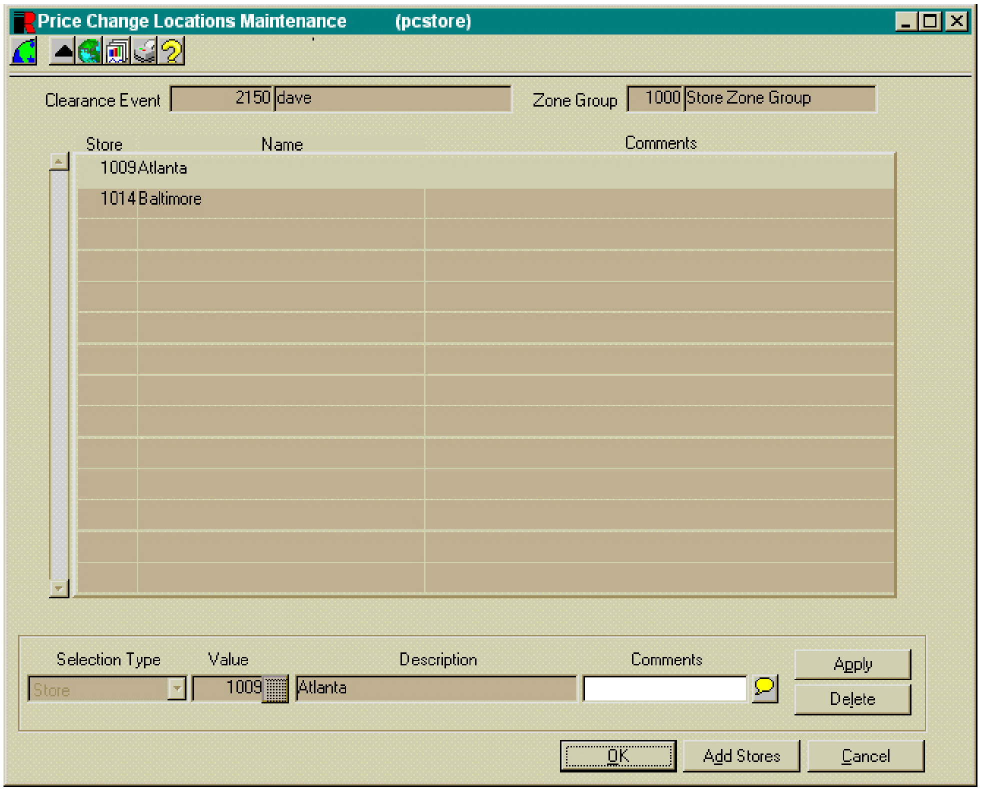
Color

2. To add an item to the clearance, click the Add Items button. Enter an item, or click the LOV button and select the item.
3. Click the Apply button.
4. To delete an item from the clearance, select the item and click the Delete button. When prompted to delete the record, click Yes.
5. Click OK to exit.

Edit Locations in a Clearance

➲ **Navigate:** Search for and retrieve a clearance. The Clearance Header Maintenance window is displayed.

1. Click the Locations button. The Price Change Locations Maintenance window is displayed.



Clearance Event: 2150 dave

Zone Group: 1000 Store Zone Group

Store	Name	Comments
1009	Atlanta	
1014	Baltimore	

Selection Type	Value	Description	Comments
Store	1009	Atlanta	

2. To add a price zone or store to the clearance, click the Add Zones (or Add Stores) button.
   a. In the Selection Type field, select a type.
   b. In the Store/Zone field, enter a zone or store ID, or click the LOV button and select the store or zone.
   c. In the Comments field, enter any comments you want to record.
   d. Click the Apply button.
3. To delete a price zone or store from the clearance, select the store or zone and click the Delete button. When prompted to delete the record, click the Yes button.
4. Click OK to exit.

Submit a Clearance

➲ **Navigate:** Select or create a clearance.

1. On the Clearance Header Maintenance window, click the Options menu and select Submit.

   Note: You can submit clearances with a status of Worksheet only.

2. Click OK to exit.

Approve a Clearance

➲ **Navigate:** Search for or create a clearance.

1. On the Clearance Header Maintenance window, click the Options menu and select Approve.

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

2. Click OK to exit.

Reject a Clearance

➲ **Navigate:** Search for or create a clearance.

1. On the Clearance Header Maintenance window, click the Options menu and select Reject.
2. When prompted to confirm the rejection, click the Yes button.

   Note: You can reject clearances with a status of Submitted only.

3. Click OK to exit.

Delete a Clearance

➲ **Navigate:** Search for or create a clearance.

1. On the Clearance Header Maintenance window, click the Options menu and select Reject.
2. When prompted to delete the record, click the Yes button. The clearance will be deleted in the next batch run.

   Note: You can delete clearances with a status of Submitted or Worksheet only.

3. Click OK to exit.

Chapter 7: Inventory Control

Shipping and Receiving

Receiving allows you to receive items into inventory that buyers ordered from an outside vendor. Receiving also allows you to transfer items to another location within your organizational hierarchy.

Receiving uses shipments and transfers to move items within the organization.

Shipments

The concept of a *shipment* is introduced to enable goods to be tracked as they pass through the various delivery stages, and to be related back to the original order or transfer to allow quick and efficient follow up searches for discrepancies.

Accounts Payable

If the supplier is set up to use ‘Evaluated Receipt Settlement’ payment method, Accounts payable (AP) transactions are written out to a table upon receipt of a shipment, if receipt can be matched to an ASN shipment. ASN shipment can be entered manually or created automatically in the EDI ASN upload batch module.

Receiving Shipments

The receiving dialog allows you to receive shipments on-line. When you have entered a valid shipment number, the item level details about the shipment will be displayed on the window. The quantity received is entered for each item on the shipment.

Shipments

Shipments must be created before any items are received on-line because all items on orders or transfers are received against a shipment. Upon receipt, the quantity received can be entered against the line items listed in the shipment.

From the shipment dialog, you can create, maintain, or view shipments associated with an order. You can only view the shipment associated with a transfer (Shipment for a transfer is created from the Transfer dialog). The Shipment Header Maintenance window displays header level information about the shipment, such as:

- shipment and receipt dates
- transfer or order number for which the shipment applies
- origin of the shipment (i.e. ASN shipment, ASN UCC-128, Manual shipment)
- status of the shipment (i.e. Input, Received, Unmatched)
- ASN number for purchase orders or external reference number for transfers
- destination location
- number of boxes
- courier
- quality control (QC) indicator
- comments about the shipment

For an order shipment with an ASN filled in, item details can be added/maintained in the Shipment Details Maintenance window. For shipments without an ASN, the items that exist on the shipment can be viewed in the Shipment Details Maintenance window. This window displays all of the items on a particular shipment, along with the quantity expected, quantity received, carton number and inventory status.

Note: The inventory status is used only for transfers of non-salable merchandise.

Receiving Shipments

The receiving dialog allows you to receive shipments on-line. When you have entered a valid shipment number, the item level details about the shipment will be displayed on the window. The quantity received is entered for each item on the shipment. If quality control (QC) is not required, the following common functions are performed:

- Update shipment and shipment detail
- Update order/SKU and order/SKU/location records
- Update order header status to complete if all units received against the order
- Create item/location relation for receiving location (if it doesn't exist)
- Update perpetual inventory
- Update average cost of item at receiving location (if stock on hand not = 0 or negative)
- Write stock ledger financial transactions
- Update the snapshot stock on hand quantity for received item/location if a stock count is in progress
- Create transfers based on allocations tied to the order
- Update OTB table's receipt amount
- Write supplier data record for vendor analytics
- Update contract header and detail if PO is for a contract
- Write ticket request if item is received or allocated into store and if the ticket is supposed to be generated at PO receipt time
- Write Accounts Payable interface record if the supplier is paid using "Evaluated receipt settlement" method

If QC is required, the items will not be received into the system until the shipment passes quality control.

Receiving Shipments from Several Areas

Shipments originating from the following areas may be received on-line:

- Autoship Shipments created in the system for orders which are expected to arrive in a pre-determined number of days. The number of days before a shipment is expected to arrive that shipments are created is based on a system option.
- System ASN Shipments created based on EDI ASNs uploaded through a batch process.
- System UCC-128 Shipments created based on carton level EDI ASN uploads through a batch process.
- Manual Shipments generated on-line in the Shipment Header Maintenance window.

Also, a receiving document exists, which can be printed out and used as a worksheet to record actual item counts. This information can then be manually entered back in the RMS to update quantity received.

Accounts Payable Interface

If the supplier is set up to use ‘Evaluated Receipt Settlement’ payment method, Accounts payable (AP) transactions are written out to a table upon receipt of a shipment, if receipt can be matched to an ASN shipment. ASN shipment can be entered manually or created automatically in the EDI ASN upload batch module. This table is intended for use as an interface point with an AP system.

AP Transactions

AP transactions are also written when a receiver cost or unit adjustment is made to a shipment already received. In the case where goods on a purchase order are received before ASN (EDI) arrives, the EDI ASN upload batch module tries to match an ASN to an existing receipt shipment (i.e. shipment created in the receiving process) based on the ASN number, if a match is found, AP transactions are written.

Manually Matching Shipment Receipts with ASNs

For those shipments that are not matched automatically in the receiving or ASN upload process, an on-line window can be used to manually match receipt shipment with ASN shipment. When match is found, AP transactions are generated.

Receiving Batch Processes

The Receiving batch process consists of the following modules:

- Advanced shipment notification download (asndnld)
- Automatic shipment extraction (rcvext)
- PO receipt transactions upload (rcvupld)
- Transfer receipt upload (tsfiupld)
- Carton receiving upload for purchase orders and transfers (ctniupld)

Advanced Shipment Notification Download

The Advanced Shipment Notification Download (asndnld) batch process creates an advanced shipment notification (ASN) file, if shipment information is required by the warehouse management system (or any other system that will process receipts from a supplier). This module is executed daily, creating shipment notifications based on RMS shipment/order information.

Automatic System Extraction

If the system that captures receipt information (WMS or POS) requires shipment information in order to process receipts, RMS creates shipment for orders from suppliers that do not send ASN information. To setup this automatic creation of shipment information, the user must check Automatic Shipment Indicator on the System Control form. The Automatic Shipment Extraction (rcvext) module will then create shipment information for all approved orders that meet the following criteria:

- The supplier is not an ASN supplier (**Note:** that this is maintained in the supplier maintenance dialog).
- The first day order delivery that will be accepted is within a given time period of today's date.
- Shipments have not already been created for the order.

For each order, shipments and shipment-detail records will be created which can then be downloaded to the proper system (e.g., WMS). If the system that captures receipt information (e.g., WMS or POS) performs “blind receiving” (i.e., does not require shipment information to match with receipts) or if all receiving is handled within RMS, there is no need to execute this program.

Receipt Transaction Files

The receipt transaction file created from an external source like WMS or POS, can contain receipts for purchase orders and transfers, as well as receipts processed with carton information. Therefore, prior to running rcvupld , tsfiupld and ctniupld modules, a P.O. Receipt, Transfer Receipt, and Carton Receipt Parse (tsfparse) module must be run to split out the PO receipts, the transfer receipts and the carton receipts into three files to be processed by rcvupld, tsfiupld and ctniupld, respectively.

PO Receipt Transaction Upload

The PO Receipt Transactions Upload (rcvupld) module processes receiving detail information of a PO receipt captured by an external source. The receipt transactions provide feedback on existing orders, and cross-reference existing shipments. The receipt detail information can be processed using any of the supported item types (i.e. SKU, UPC, or VPN) within the RMS system.

Transfer Receipts Upload

The Transfer Receipts Upload (tsfiupld) module processes receiving detail information of transfer shipment captured by an external source. The receipt transactions provide feedback on existing transfers and shipments, update perpetual inventory for the destination location, and closes the transfers and shipments if criteria for closing is met, etc.

Carton Receiving Upload

The Carton Receiving Upload for P.O. & Transfers (ctniupld) module processes receipt transactions for carton shipments, which are created for either a PO or a transfer. If the carton shipment is for a PO, this module performs PO receiving logic for all items in the shipment, as in P.O. Receipt Transactions Upload (rcvupld) module, and updates the quantity received to be equal to quantity expected for all shipment detail records. Additionally, if the PO is a cross-dock pre-marked PO, this module also creates transfers along with their shipment records to transfer the goods from warehouse to the PO’s final destination.

In a DC flow through type of operation, Transfer Shipments Upload (tsfoupld) module should follow ctniupld module in order that the transfers created in ctniupld module be shipped out within the same day as carton received into the DC.

> **Note:** To process transfer out shipments in the tsfoupld module, an input file from the external system (such as WMS) is expected that contains the carton number.

The common receiving functions for either P.O or transfer are performed for each item in the carton, depending on if the carton is received for a PO or a transfer, respectively.

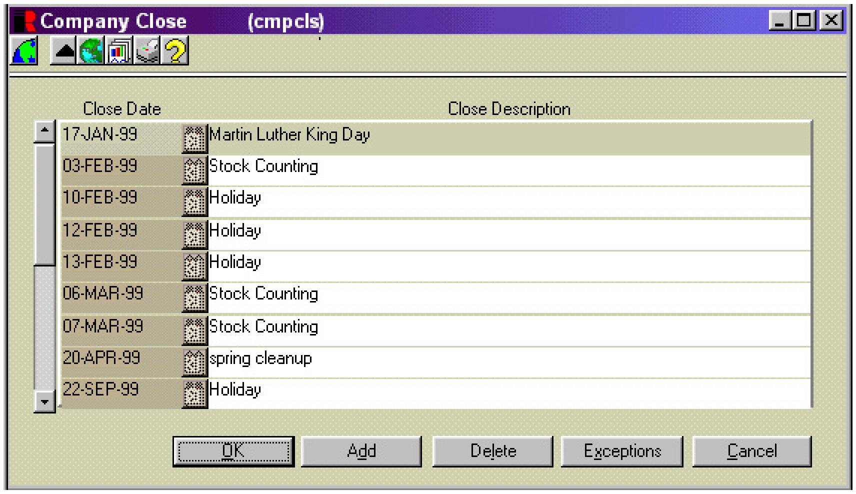
Automatic Shipment Creation

If the auto shipment indicator system variable is set to Yes, you can create shipments automatically for orders when they are approved instead of having to create them manually in the RMS. To create the shipments, the Receive Extract batch program should be run. This program creates shipments for all orders when:

- The supplier is not an ASN supplier
- The Not Before date on the order is within the specified number of days (system option) of the current date
- Shipments have not already been created for the order.

Add a Date on Which the Company is Closed

➲ **Navigate:** From the main menu, select Control → Setup → Location Activity Schedule → Company Closings → Edit. The Company Close window is displayed.



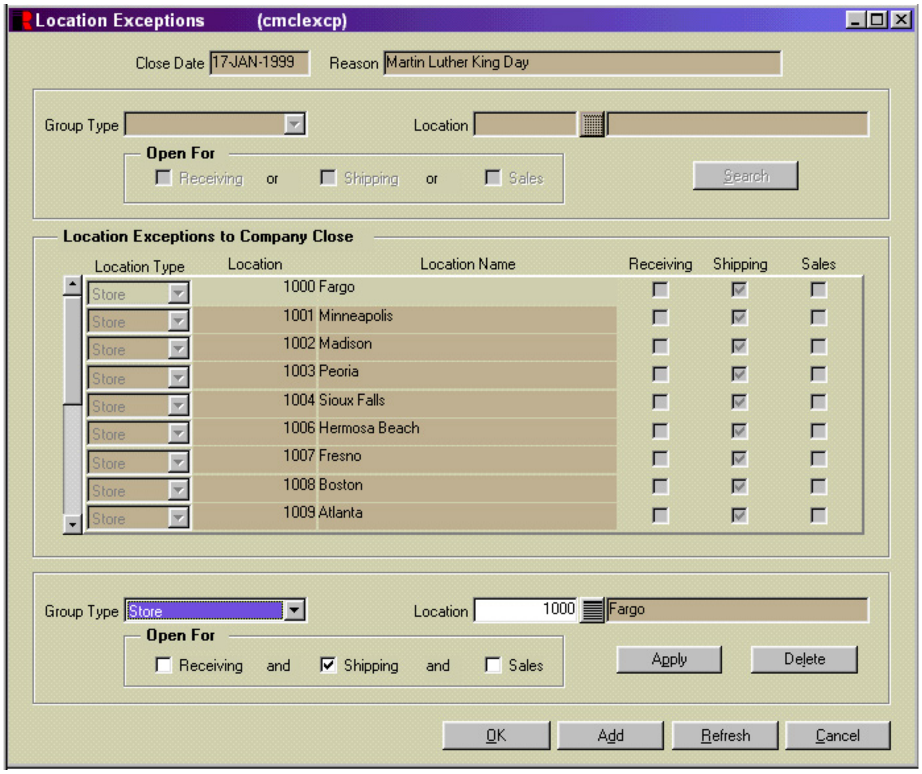
Close Date	Close Description
17-JAN-99	Martin Luther King Day
03-FEB-99	Stock Counting
10-FEB-99	Holiday
12-FEB-99	Holiday
13-FEB-99	Holiday
06-MAR-99	Stock Counting
07-MAR-99	Stock Counting
20-APR-99	spring cleanup
22-SEP-99	Holiday

1. Click the Add button.
2. On the next available line, enter the date on which the company is closed in the Close Date field, or click the calendar button and select a date.
3. In the Close Description field, enter the reason that the company is closed.
4. Click OK to exit.

Add an Exception to a Company Close Date

➲ **Navigate:** From the main menu, select Control → Setup → Location Activity Schedule → Company Closings → Edit. The Company Close window is displayed.

1. Select a date on the table.
2. Click the Exceptions button. The Location Exceptions window is displayed.


Location Exceptions (cmclexcp)
Group Type
Location
Open For
☐ Receiving or ☐ Shipping or ☐ Sales
Search
Location Exceptions to Company Close
Apply
Delete
OK
Add
Refresh
Cancel

Close Date 17-JAN-1999 Reason Martin Luther King Day

Location Type	Location	Location Name	Receiving	Shipping	Sales
Store	1000	Fargo	☐	☑	☐
Store	1001	Minneapolis	☐	☑	☐
Store	1002	Madison	☐	☑	☐
Store	1003	Peoria	☐	☑	☐
Store	1004	Sioux Falls	☐	☑	☐
Store	1006	Hermosa Beach	☐	☑	☐
Store	1007	Fresno	☐	☑	☐
Store	1008	Boston	☐	☑	☐
Store	1009	Atlanta	☐	☑	☐

Group Type Store Location 1000 Fargo

Open For ☐ Receiving and ☑ Shipping and ☐ Sales

3. Click the Add button. The Apply fields are cleared.
4. In the Group Type field, select a grouping mechanism or location type.
5. In the Variable Label field, enter the ID of the specific group or location, or click the LOV button and select the group or location.

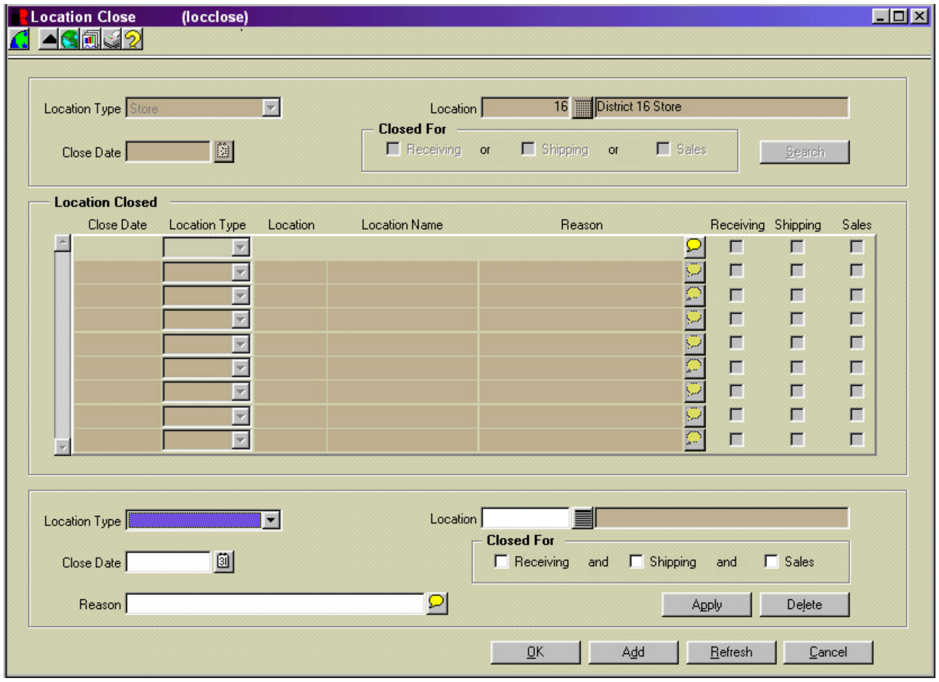
> **Note:** The label for the field changes depending on the grouping mechanism you select in the Group Type field.

6. Select the Receiving, Shipping, and Sales checkboxes, as necessary.
7. Click the Apply button. The locations are added to the Location Exceptions to Company Close table.
8. Click OK to exit.

Add a Date on Which a Store is Closed

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

1. Select Store on the tree structure. The stores are displayed in the table.
2. Select a store and click the Edit button. The Store Maintenance window is displayed.
3. From the Options menu, select Activity Schedule. The Location Close window is displayed.



Location Close (locclose)

Location Type: Store

Location: 16 District 16 Store

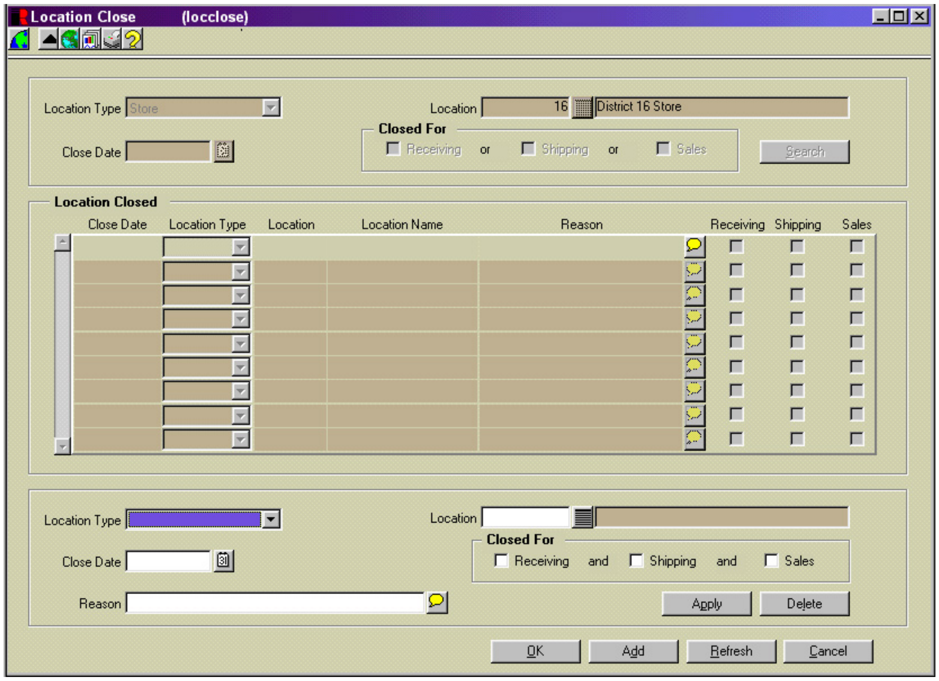
Close Date
Closed For
☐ Receiving or ☐ Shipping or ☐ Sales
Search
Location Closed
Close Date
Location Type
Location
Location Name
Reason
Receiving
Shipping
Sales
Location Type
Location
Close Date
Closed For
☐ Receiving and ☐ Shipping and ☐ Sales
Reason
Apply
Delete
OK
Add
Refresh
Cancel

4. Click the Add button. The Apply fields are cleared.
5. In the Close Date field, enter the date on which the store is closed, or click the calendar button and select a date.
6. Select the Receiving, Shipping, and Sales checkboxes, as necessary.
7. In the Reason field, enter the reason that the store is closed on that date.
8. Click the Apply button. The date is added to the Location Closed table.
9. Click OK to exit.

Add a Date on Which a Warehouse is Closed

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

1. Select Warehouse on the tree structure. The warehouses are displayed in the table.
2. Select a warehouse and click the Edit button. The Warehouse Maintenance window is displayed.
3. From the Options menu, select Activity Schedule. The Location Close window is displayed.



Location Type: Store

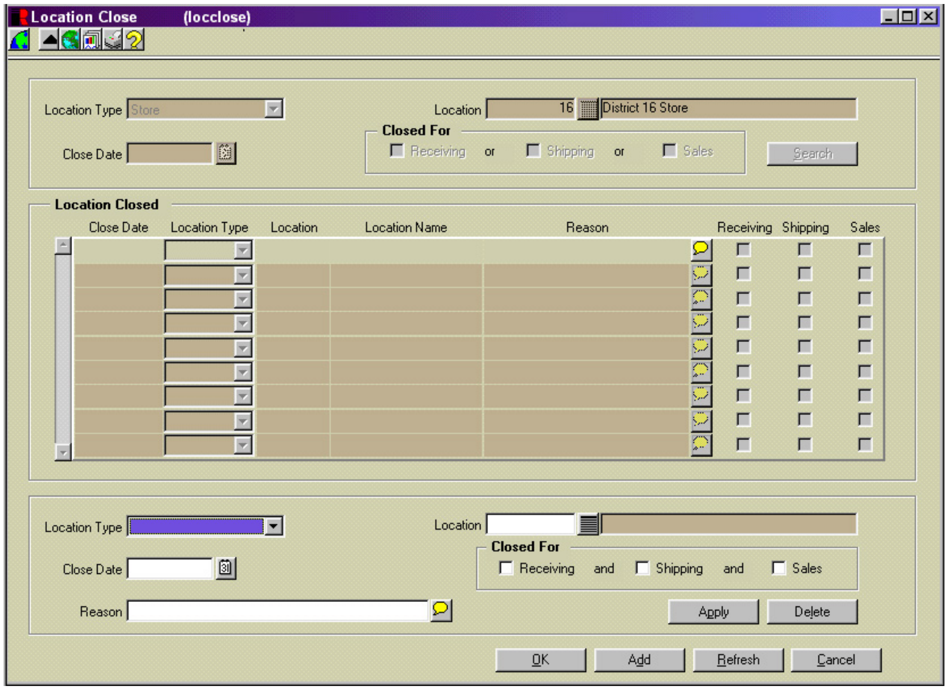
Location: 16 District 16 Store

Location Close (locclose)
Location Type
Location
Close Date
Closed For
☐ Receiving or ☐ Shipping or ☐ Sales
Search
Location Closed
Close Date
Location Type
Location
Location Name
Reason
Receiving
Shipping
Sales
Location Type
Location
Closed For
Close Date
☐ Receiving and ☐ Shipping and ☐ Sales
Reason
Apply
Delete
OK
Add
Refresh
Cancel

4. Click the Add button. The Apply fields are cleared.
5. In the Close Date field, enter the date on which the store is closed, or click the calendar button and select a date.
6. Select the Receiving, Shipping, and Sales checkboxes, as necessary.
7. In the Reason field, enter the reason that the store is closed on that date.
8. Click the Apply button. The date is added to the Location Closed table.
9. Click OK to exit.

Add a Date on Which a Group of Locations is Closed

➲ **Navigate:** From the main menu, select Control → Setup → Location Activity Schedule → Location Closings → Edit. The Location Close window is displayed.



Location Close (locclose)

Location Type: Store

Location: 16 District 16 Store

Close Date
Closed For
Receiving
or
Shipping
or
Sales
Search
Location Closed
Close Date
Location Type
Location
Location Name
Reason
Receiving
Shipping
Sales
Location Type
Location
Close Date
Closed For
Receiving
and
Shipping
and
Sales
Reason
Apply
Delete
OK
Add
Refresh
Cancel

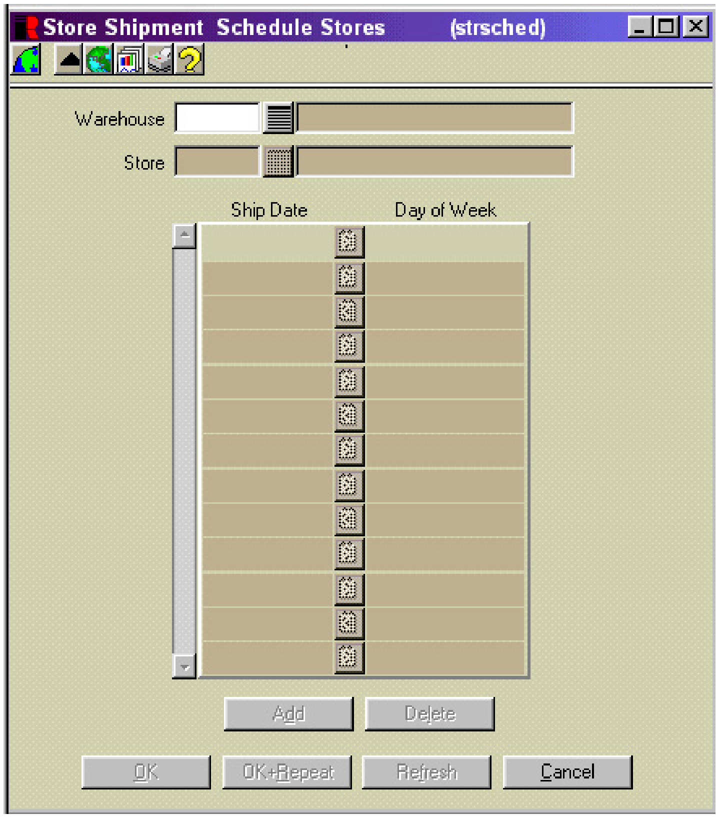
1. In the Location Type field, select the grouping mechanism.
2. In the Variable Label field, enter the ID of the specific group, or click the LOV button and select a group.

   Note: The label for the field changes depending on the grouping mechanism you select in the Location Type field.

3. Click the Search button. The Location Closed field is filled in with the close dates.
4. Click the Add button. The Apply fields are cleared.
5. In the Close Date field, enter the date on which locations are closed, or click the calendar button and select a date.
6. Select the Receiving, Shipping, and Sales checkboxes, as necessary.
7. In the Reason field, enter the reason that the store is closed on that date.
8. Click the Apply button. The date is added to the Location Closed table.
9. Click OK to exit.

Add a Shipping Date at a Warehouse for a Store

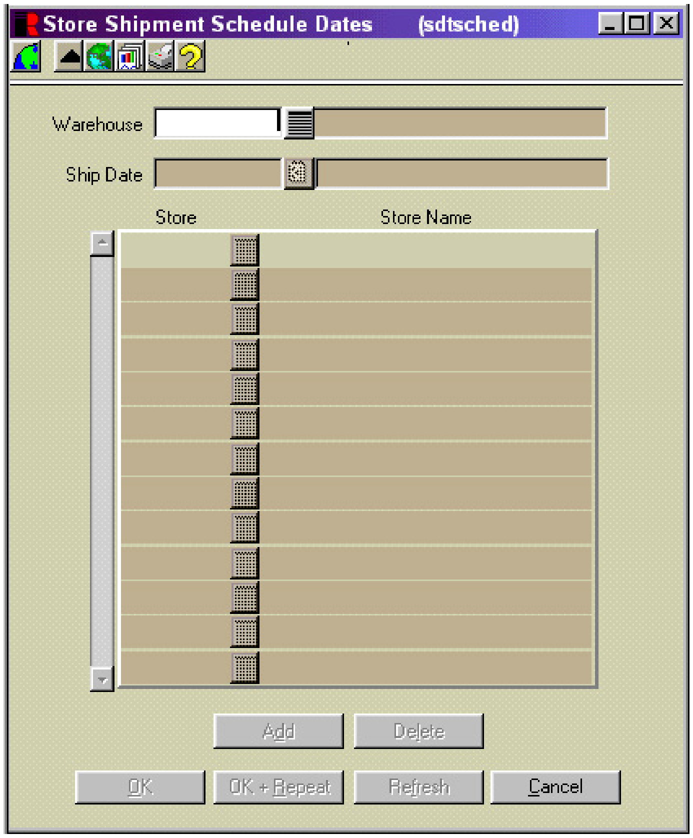
➲ **Navigate:** From the main menu, select Control → Setup → Store Ship Schedule → Ship Schedule by Store → Edit. The Store Shipment Schedule Stores window is displayed.


Store Shipment Schedule Stores (strsched)
Warehouse
Store
Ship Date
Day of Week
Add
Delete
OK
OK+Repeat
Refresh
Cancel

1. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
2. In the Store field, enter the ID of the store, or click the LOV button and select the store.
3. Click the Add button.
4. On the next available line, enter the date in the Ship Date field, or click the calendar button and select the date.
5. Click OK to exit.

Add a Store to a Shipping Date at a Warehouse

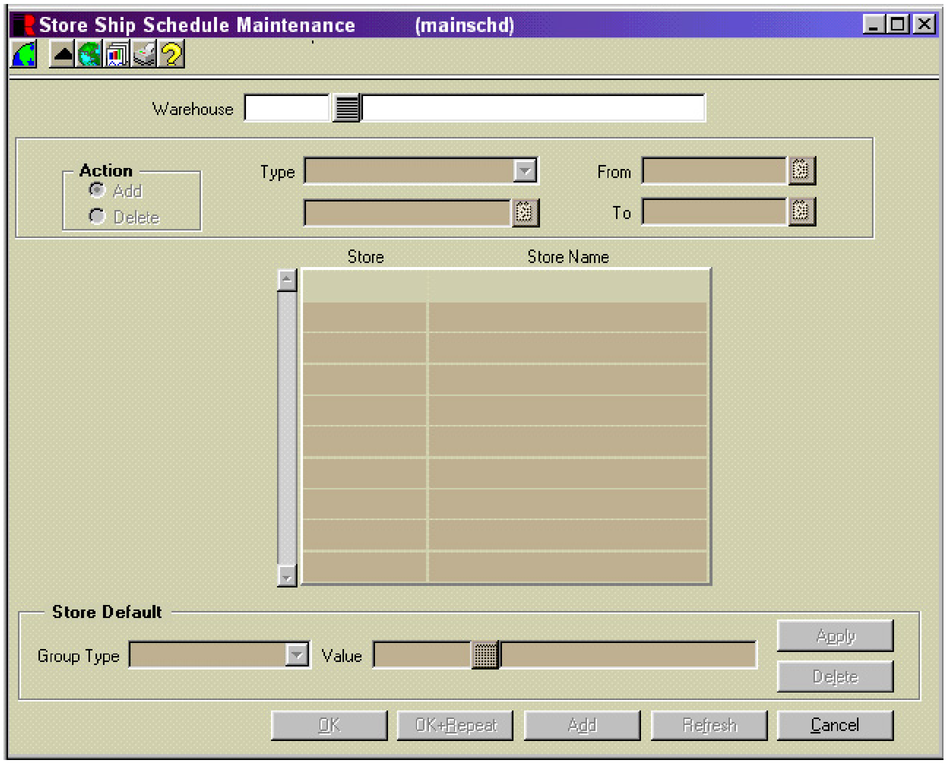
➲ **Navigate:** From the main menu, select Control → Setup → Store Ship Schedule → Ship Schedule by Ship Date → Edit. The Store Shipment Schedule Dates window is displayed.


Store Shipment Schedule Dates (sdtsched)
Warehouse
Ship Date
Store
Store Name
Add
Delete
OK
OK + Repeat
Refresh
Cancel

1. In the Warehouse field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
2. In the Date field, enter the date, or click the calendar button and select the date.
3. Click the Add button.
4. On the next available line, enter ID of the store in the Store field, or click the LOV button and select the store.
5. Click the OK + Repeat button to add a store to another shipping date at a warehouse, or click OK to exit.

Add Stores to 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.

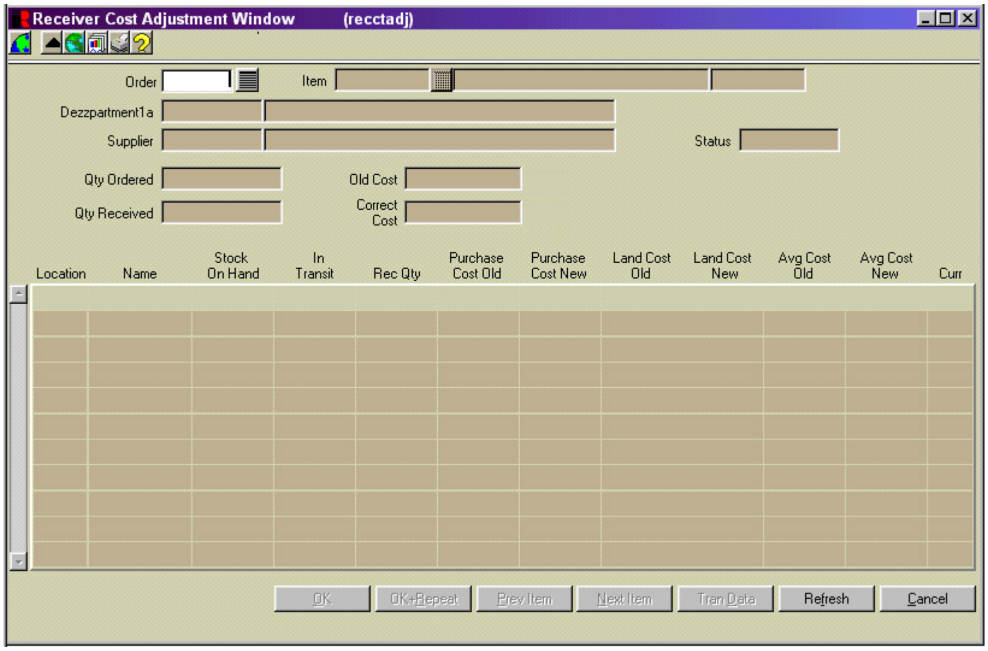

Store Ship Schedule Maintenance (mainschd)
Warehouse
Action
Add
Delete
Type
From
To
Store
Store Name
Store Default
Group Type
Value
Apply
Delete
OK
OK+Repeat
Add
Refresh
Cancel

1. In the Warehouse field, enter an ID of the warehouse, or click the LOV button and select a warehouse.
2. In the Action field, select Add.
3. Select the dates of the shipping schedule.
   - To schedule a shipment 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 Two, Every Three, or Every Four 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 button and select the dates.
   - To schedule shipments for a range of dates, select All Dates in Range in the Type field. Then enter the start and end dates of the range in the From and To fields, or click the calendar button and select the dates.

4. Click the Add button. The Store Default area becomes enabled.
5. In the Group Type field, select a type of location or grouping mechanism.
6. In the Value field, enter an ID of the location or group, or click the LOV button and select the location or group.
7. Click the Apply button. The locations are added to the table.
8. Click the OK + Repeat button to add another store to a shipping schedule for a warehouse, or click OK to exit.

Adjust Costs Based on Receiving

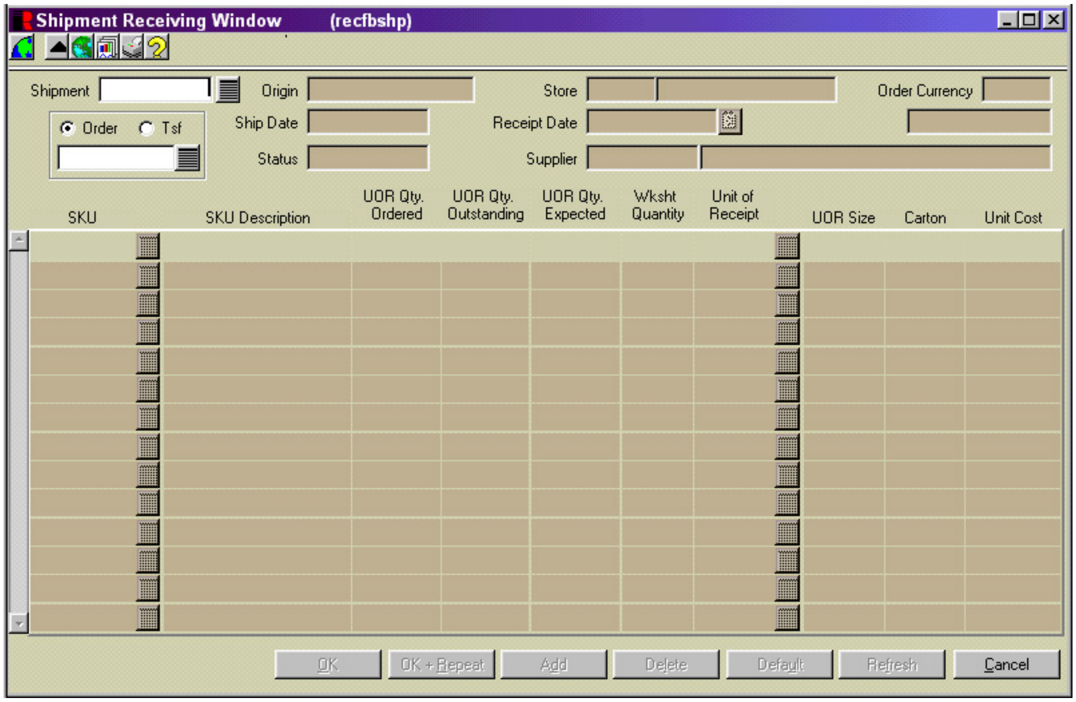
- **Navigate:** From the main menu, select Finance → Receiver Cost Adjustment. The Receiver Cost Adjustment window is displayed.


Receiver Cost Adjustment Window (recctadj)
Order
Item
Dezzpartment1a
Supplier
Status
Qty Ordered
Old Cost
Qty Received
Correct Cost
Location
Name
Stock On Hand
In Transit
Rec Qty
Purchase Cost Old
Purchase Cost New
Land Cost Old
Land Cost New
Avg Cost Old
Avg Cost New
Curr
OK
OK+Repeat
Prev Item
Next Item
Tran Data
Refresh
Cancel

1. In the Order field, enter an order or click the LOV button and select an order from the list.
2. In the Shipment field, enter a shipment number or click the LOV button and select a shipment from the list.
3. In the Item field, enter an item number or click the LOV button and select an item from the list. RMS populates the remaining fields with the item information.
4. In the Correct Cost field, enter the new cost for the item.
5. In the Average New Cost field, enter the new cost for the item.
6. Click OK to exit.

Record the Details of a Received Shipment

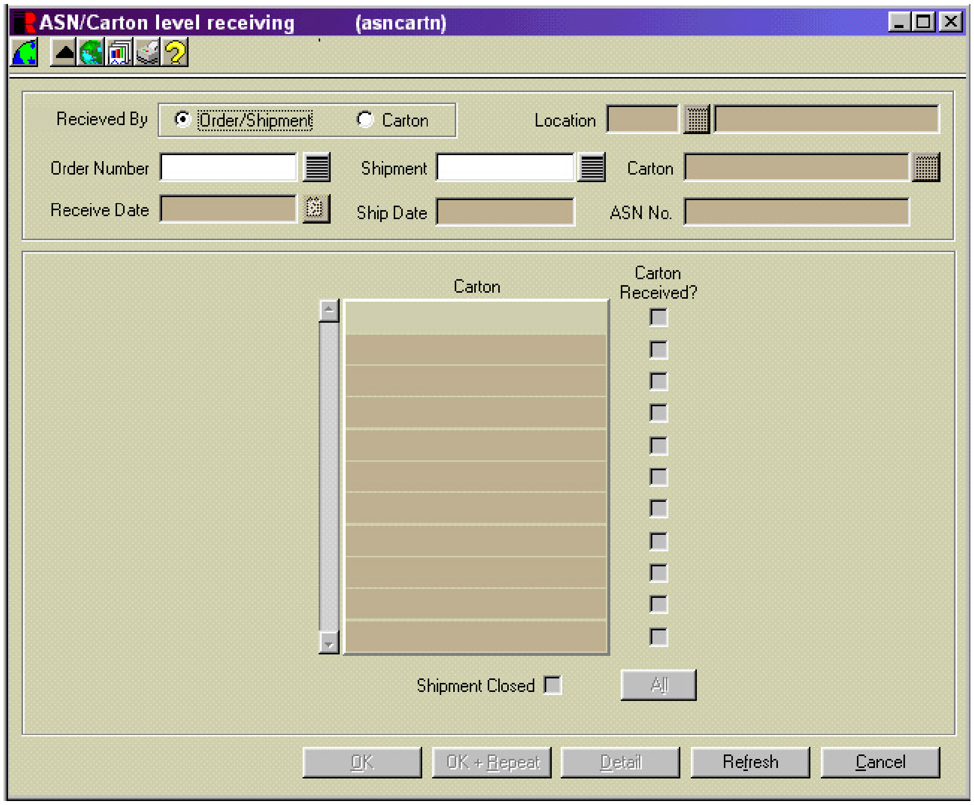
➲ **Navigate:** From the main menu, select Inventory → Receiving → Shipments. The Shipment Receiving window is displayed.


Shipment Receiving Window (recfbshp)
Shipment
Origin
Store
Order Currency
Order
Tsf
Ship Date
Receipt Date
Status
Supplier
SKU
SKU Description
UOR Qty. Ordered
UOR Qty. Outstanding
UOR Qty. Expected
Wksht Quantity
Unit of Receipt
UOR Size
Carton
Unit Cost
OK
OK + Repeat
Add
Delete
Default
Refresh
Cancel

1. From the Order/Transfer box, select what type of order you want to view.
    - Order: Displays valid Purchase Orders in the LOV dialog.
    - Transfer (TSF): Displays valid Transfer Orders in the LOV dialog.
2. In the Shipment field, enter a valid shipment number or click the LOV button and select a shipment from the list. RMS populates the remaining fields with the shipment information.
3. In the Quantity Received field, enter the quantity received for the SKU.
4. If the unit of measurement changes for the order, in the Unit of Receipt field, enter the new unit of receipt or click the LOV button and select a new unit from the list.
5. In the Support Pack Size field, enter the amount of the pack size.
6. Click OK to exit.

Receive an Order/Shipment

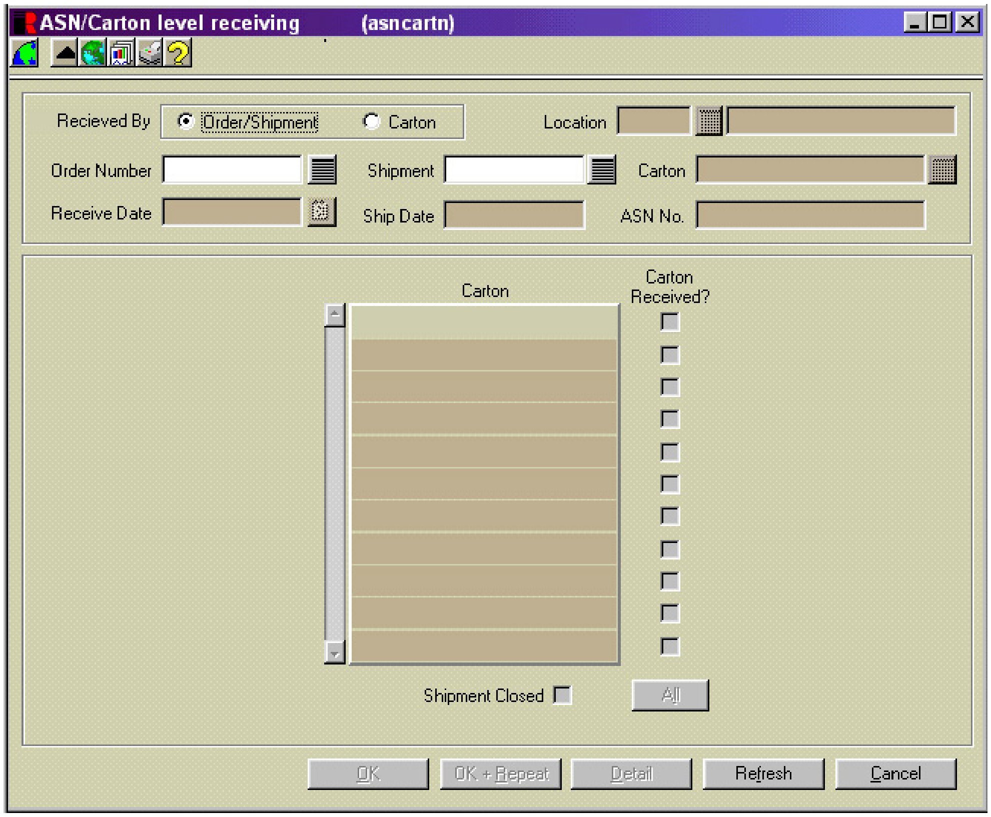
➲ **Navigate:** From the main menu, select Inventory → Receiving → Carton Shipments. The ASN/Carton Level Receiving window is displayed.


ASN/Carton level receiving (asncartn)
Recieved By
● Order/Shipment
○ Carton
Location
Order Number
Shipment
Carton
Receive Date
Ship Date
ASN No.
Carton
Carton Received?
Shipment Closed ☐
All
OK
OK + Repeat
Detail
Refresh
Cancel

1. Select the Order/Shipment radio button.
2. In the Order Number field, enter an order number or click the LOV button and select an order number from the list.
3. In the Shipment field, enter a shipment number or click the LOV button and select a shipment number from the list.
4. In the Carton field, enter a carton number or click the LOV button and select a carton number from the list.
5. In the Received Date field, enter the date you received the shipment.
6. If the carton has been received, check the Carton Received box.
7. If the entire shipment has been received, check the Shipment Closed box.
8. Click OK to exit.

Receive a Carton

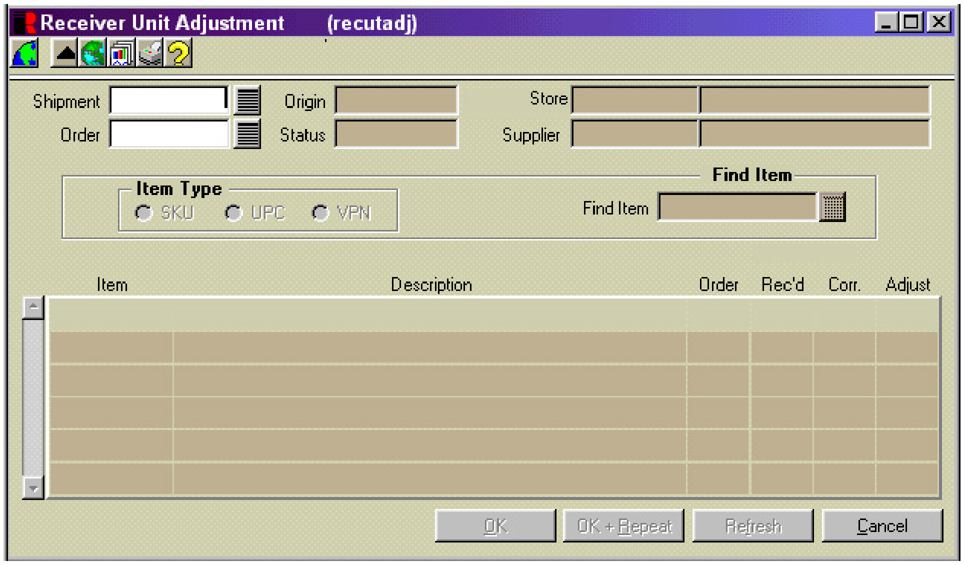
➲ **Navigate:** From the main menu, select Inventory → Receiving → Carton Shipments. The ASN/Carton Level Receiving window is displayed.


ASN/Carton level receiving (asncartn)
Recieved By
● Order/Shipment
○ Carton
Location
Order Number
Shipment
Carton
Receive Date
Ship Date
ASN No.
Carton
Carton Received?
Shipment Closed ☐
All
OK
OK + Repeat
Detail
Refresh
Cancel

1. Select the Carton radio button.
2. In the Location field, enter a location number or click the LOV button and select a location number from the list.
3. In the Carton field, enter a carton number or click the LOV number and select a carton number from the list. The shipment numbers associated with that carton number display in the Shipment Number fields.
4. Click OK to exit.

Adjust Quantity Received

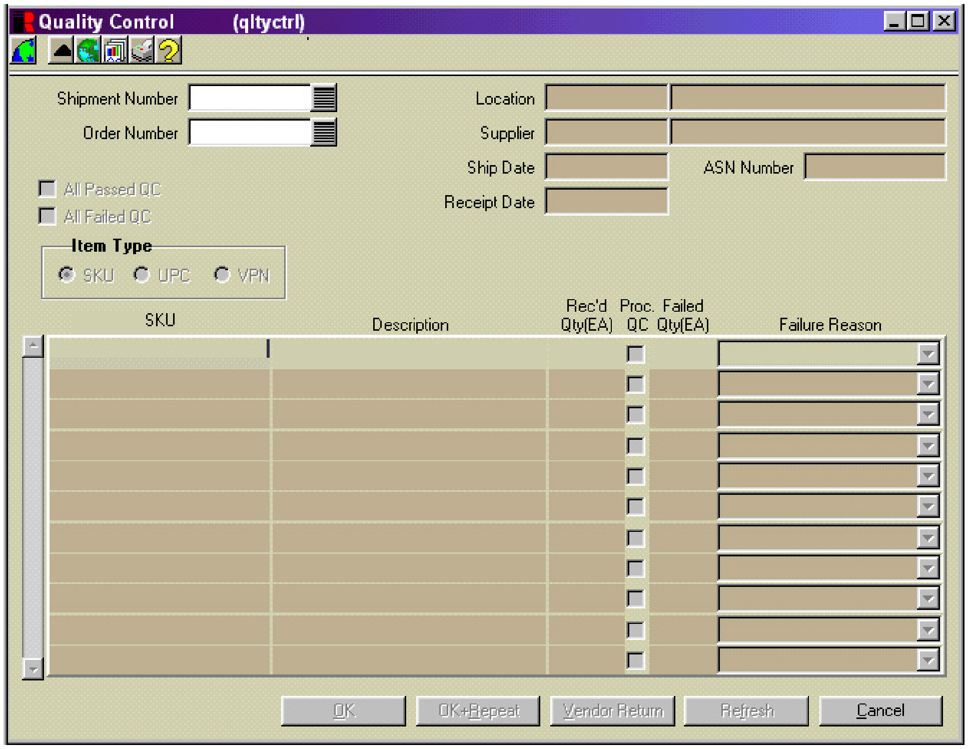
➲ **Navigate:** From the main menu, select Inventory → Receiving → Receiving Unit Adjustment. The Receiver Unit Adjustment window is displayed.


Receiver Unit Adjustment (recutadj)
Shipment
Order
Origin
Status
Store
Supplier
Item Type
SKU
UPC
VPN
Find Item
Find Item
Item
Description
Order
Rec'd
Corr.
Adjust
OK
OK + Repeat
Refresh
Cancel

1. In the Shipment field, enter a valid shipment number or click the LOV button and select a shipment from the list. RMS populates the remaining fields in the window with the shipment information.
2. In the Corrected field, enter the corrected amount of the item received.
3. Click OK to exit.

Record Quality Control Results for a Shipment

➲ **Navigate:** From the main menu, select Inventory → Quality Control. The Quality Control window is displayed.


Quality Control (qltyctrl)
Shipment Number
Order Number
Location
Supplier
Ship Date
ASN Number
Receipt Date
All Passed QC
All Failed QC
Item Type
SKU
UPC
VPN
SKU
Description
Rec'd Qty(EA)
Proc. QC
Failed Qty(EA)
Failure Reason
OK
OK+Repeat
Vendor Return
Refresh
Cancel

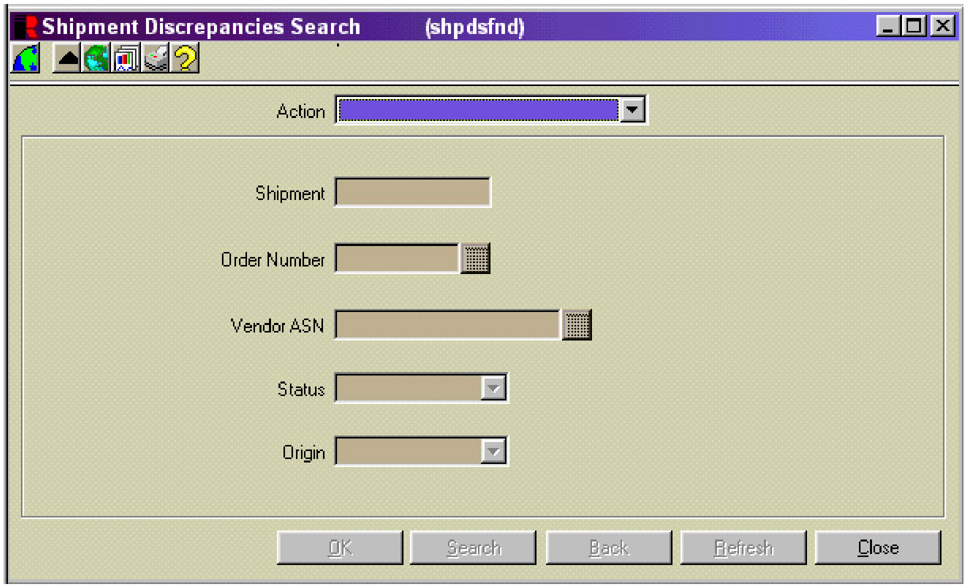
1. In the Shipment Number field, enter a valid shipment number or click the LOV button and select a shipment from the list.

   Note: If all items in the shipment passed the quality control inspection, check All Passed QC. If all items in the shipment failed the quality control inspection, check All Failed QC.

2. In the Quantity Failed field, enter the amount of items that failed the quality control inspection.
3. In the Failure Reason field, select a failure reason from the list.
4. Click OK to exit.

Search for a Shipment Discrepancy

➲ **Navigate:** From the main menu, select Inventory → ASN/Receipt Matching. The Shipment Discrepancies Search window is displayed.


Shipment Discrepancies Search (shpdsfnd)
Action
Shipment
Order Number
Vendor ASN
Status
Origin
OK
Search
Back
Refresh
Close

1. In the Action field, select either View Shipments by Item, View Shipments by Order, or Match Shipments.
2. Enter additional criteria as desired to make the search more restrictive.

   Note: When you select View Shipments by Order, enter the number of the purchase order in the Order Number field, or click the LOV button and select the purchase order.

3. Click the Search button. The Shipment Discrepancies Search window displays the shipments that match the search criteria.

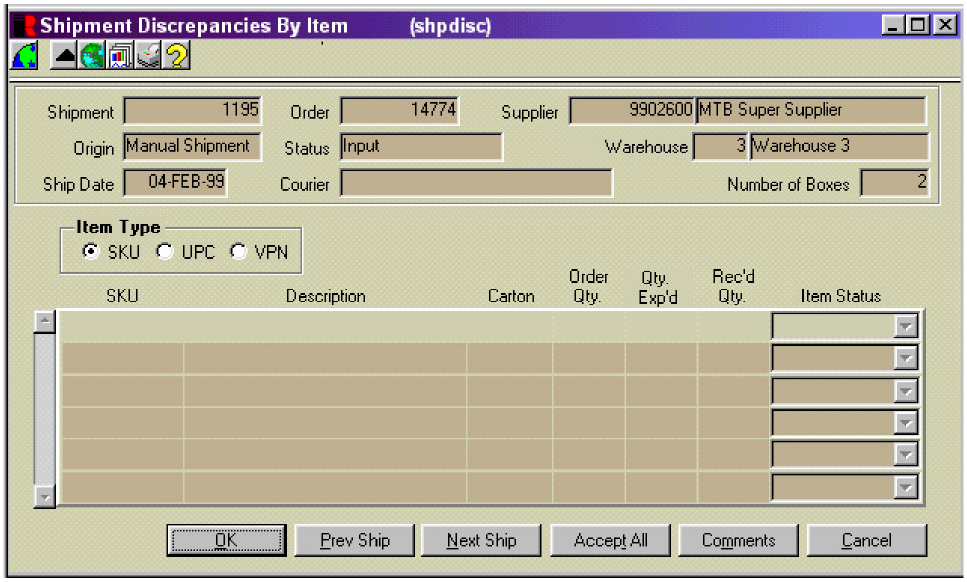
   Note: When you select View Shipments by Order, click OK. The Shipment Discrepancies by Shipment window is displayed.

4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the shipment information, select a record and click OK. The Shipment Discrepancies by Item window or the ASN Shipment Receipt Matching window is displayed.
5. Click Close to exit.

Change the Status of Received Items

➲ **Navigate:** From the main menu, select Inventory → ASN/Receipt Matching. The Shipment Discrepancies Search window is displayed.

1. In the Action field, select View Shipments by Item.
2. In the Shipment field, enter a valid shipment number and press Enter. RMS populates the remaining fields with the item information.
3. Click OK. The Shipment Discrepancies by Item window is displayed.


Shipment Discrepancies By Item (shpdisc)
SKU
Description
Carton
Order Qty.
Qty. Exp'd
Rec'd Qty.
Item Status
OK
Prev Ship
Next Ship
Accept All
Comments
Cancel

Shipment 1195
Order 14774
Supplier 9902600 MTB Super Supplier
Origin Manual Shipment
Status Input
Warehouse 3 Warehouse 3
Ship Date 04-FEB-99
Courier
Number of Boxes 2

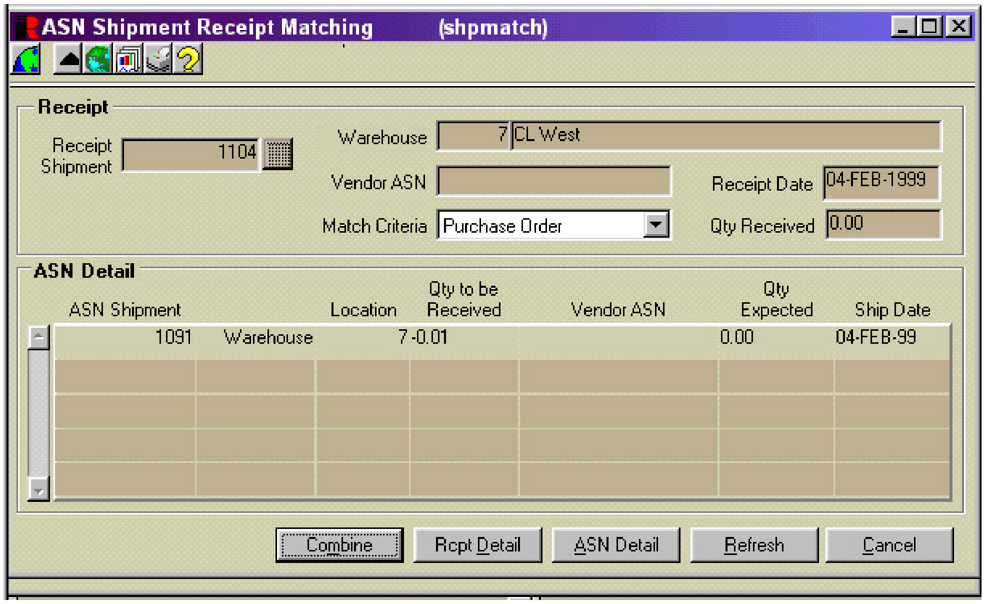
Item Type
● SKU ○ UPC ○ VPN

4. In the Item field, select an item status from the list.
5. Click OK to exit.

Match a Receipt with its ASNs

➲ **Navigate:** From the main menu, select Inventory → ASN/Receipt Matching. The Shipment Discrepancies Search window is displayed.

1. From the Action list, select Match Shipments.
2. In the Shipment field, enter a valid shipment number or click Search and select a shipment from the list.
3. To narrow the search criteria, in the Order Number field, enter a valid order number or click the LOV button and select an order number from the list.
4. To narrow the search criteria, in the Vendor ASN field, enter a valid vendor ASN number or click the LOV button and select a vendor ASN number from the list.
5. Click OK. RMS displays the ASN Shipment Receipt Matching window.



Receipt

Receipt Shipment: 1104
Warehouse: 7 CL West
Vendor ASN:
Receipt Date: 04-FEB-1999
Match Criteria: Purchase Order
Qty Received: 0.00

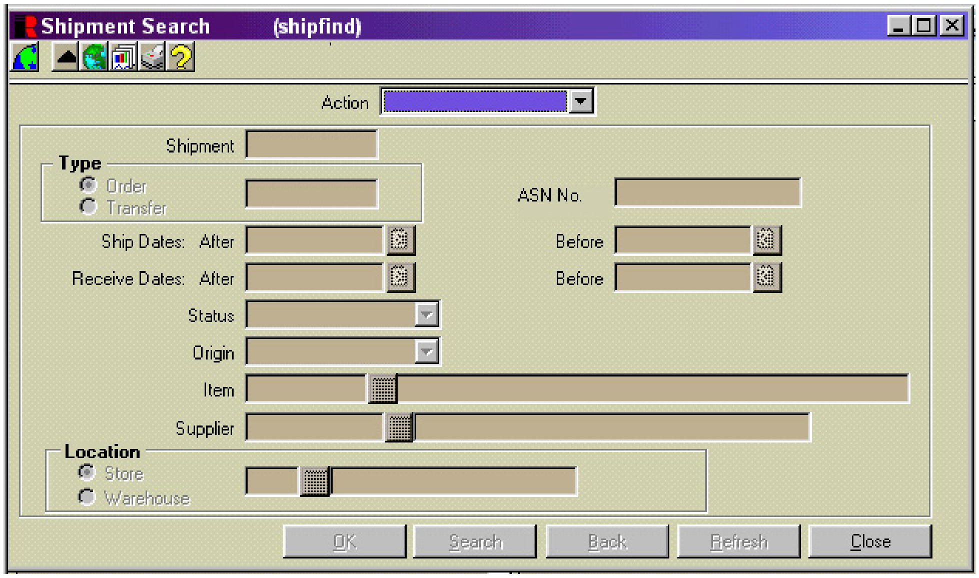
ASN Detail

ASN Shipment	Location	Qty to be Received	Vendor ASN	Qty Expected	Ship Date
1091	Warehouse 7	-0.01		0.00	04-FEB-99

6. From the Match Criteria list, select a criteria you want to use to displays ASN information. RMS display the ASN information in the appropriate fields.
7. Click OK to exit.

Search for a Shipment

➲ **Navigate:** From the main menu, select Inventory → Shipments. The Shipment Search window is displayed.

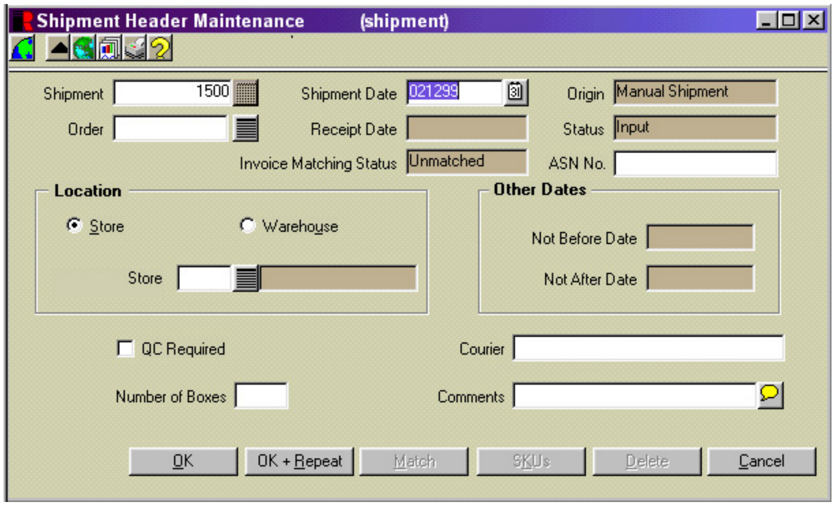

Shipment Search (shipfind)
Action
Shipment
Type
Order
Transfer
ASN No.
Ship Dates: After
Before
Receive Dates: After
Before
Status
Origin
Item
Supplier
Location
Store
Warehouse
OK
Search
Back
Refresh
Close

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

Create a Shipment

➲ **Navigate:** From the main menu, select Inventory → Shipments. The Shipment Search window is displayed.

1. From the Action list, select New and click OK. The Shipment Header Maintenance window is displayed.


Shipment Header Maintenance (shipment)
Order
Receipt Date
ASN No.
Location
Other Dates
Store
Not Before Date
Not After Date
Courier
Number of Boxes
Comments
OK
OK + Repeat
Match
SKUs
Delete
Cancel

Shipment: 1500
Shipment Date: 021299
Origin: Manual Shipment
Status: Input
Invoice Matching Status: Unmatched
● Store ○ Warehouse
☐ QC Required

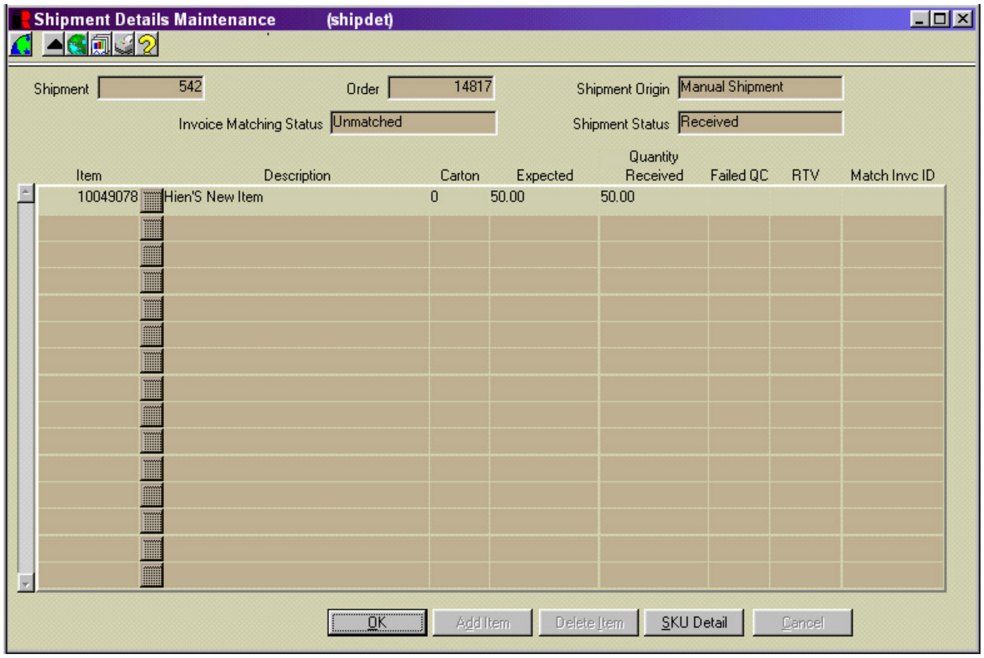
2. In the Order field, enter an order number or click the LOV button and select an order from the list.
3. In the ASN Number field, enter a valid ASN number.
4. In the Location area, select Store if you want the shipment to go to a store, or Warehouse if you want the shipment to go to a warehouse.
5. If you selected Store in the previous step, enter a store number in the Store field or click the LOV button and select a store from the list.

   If you selected Warehouse in the previous step, enter a warehouse number in the Warehouse field or click the LOV button and select a warehouse from the list.

6. If the shipment requires quality control checks, check the Quality Control (QC) box.
7. In the Courier field, enter the courier shipping the shipment. This field is optional.
8. In the Number of Boxes field, enter the number of boxes in the shipment. This field is optional.
9. In the Comments field, enter any applicable comments about the shipment. This field is optional.
10. Click OK to exit.

Add an Item to a Shipment

➲ **Navigate:** From the Shipment Header Maintenance window, click the SKUs button. The Shipment Details Maintenance window is displayed.


Shipment Details Maintenance (shipdet)
OK
Add Item
Delete Item
SKU Detail
Cancel

Shipment 542
Order 14817
Shipment Origin Manual Shipment
Invoice Matching Status Unmatched
Shipment Status Received

Item	Description	Carton	Expected	Quantity Received	Failed QC	RTV	Match Invc ID
10049078	Hien'S New Item	0	50.00	50.00			

1. Click the Add Item button.
2. In the Item field, enter a new item number or click the LOV button and select an item number from the list.
3. In the Carton field, enter the number of cartons in the shipment.
4. In the Quantity Expected field, enter the number of items expected in the shipment.
5. Click OK to exit.

Transfers

A transfer is any movement of stock from one location within the company to another. All transfers in RMS have a source location (either a store or warehouse) that currently has stock on hand of the items to be transferred, and one or more destination locations (either store or warehouse) where the stock will be sent. Transfers may contain one or more items which are to be transferred from the source location to the destination location.

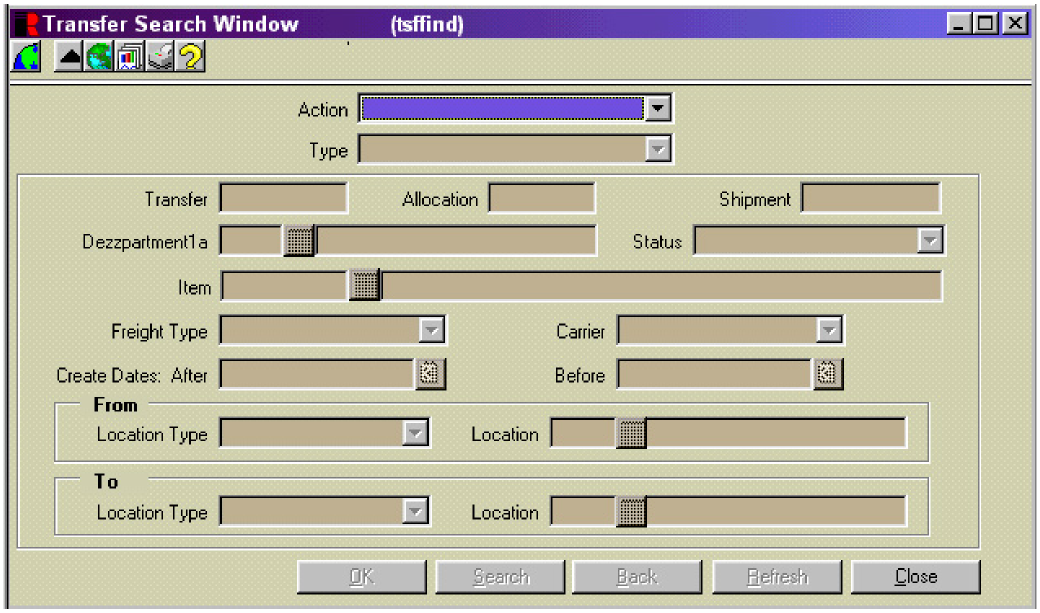
Of the several types of transfers, Store Requisition and Cross Dock PO are system-generated. These, along with the Stock Allocation, can be consolidated into a Combined Transfer. Except for Stock Allocation, the transfer types move stock from one location to another. Stock Allocation transfers move stock from a warehouse to one or more stores and warehouses.

Transfer Types

- Administrative
- Combined transfer
- Confirmation
- Cross dock purchase order
- Customer order
- Manual requisition
- Non-salable merchandise
- Return to vendor
- Stock allocation
- Store requisition

Search for a Transfer

➲ **Navigate:** From the main menu, select Inventory → Transfer. The Transfer Search window is displayed.

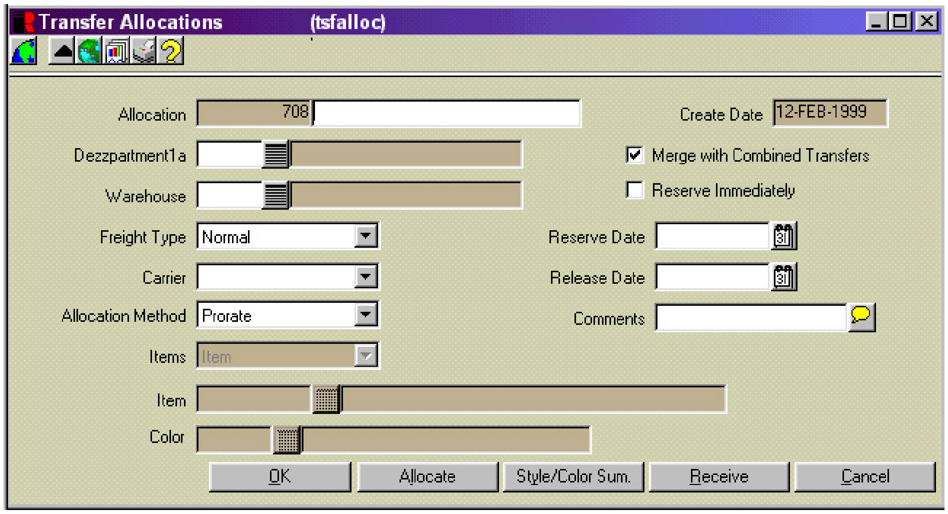

Transfer Search Window
(tsffind)
Action
Type
Transfer
Allocation
Shipment
Dezzpartment1a
Status
Item
Freight Type
Carrier
Create Dates: After
Before
From
Location Type
Location
To
Location Type
Location
OK
Search
Back
Refresh
Close

1. In the Action field, select either New from Existing, View, or Edit.
2. In the Type field, select the type of transfer that you want to search for.
3. Enter additional search criteria as desired to make the search more restrictive.
4. Click the Search button. The Transfer Search window displays the transfers that match the search criteria.
5. Select a task:
    - To perform another search, click the Refresh button.
    - To display the transfer information, select a record and click OK. The appropriate maintenance window is displayed.
6. Click Close to exit.

Create a One to Many 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 Stock Allocation.
3. Click OK. The Transfer Allocations window is displayed. An allocation ID is filled in automatically.


Transfer Allocations (tsfalloc)
Dezzpartment1a
Warehouse
Carrier
Reserve Date
Release Date
Comments
Item
Color
OK
Allocate
Style/Color Sum.
Receive
Cancel

Allocation 708

Create Date 12-FEB-1999

☑ Merge with Combined Transfers

☐ Reserve Immediately

Freight Type Normal

Allocation Method Prorate

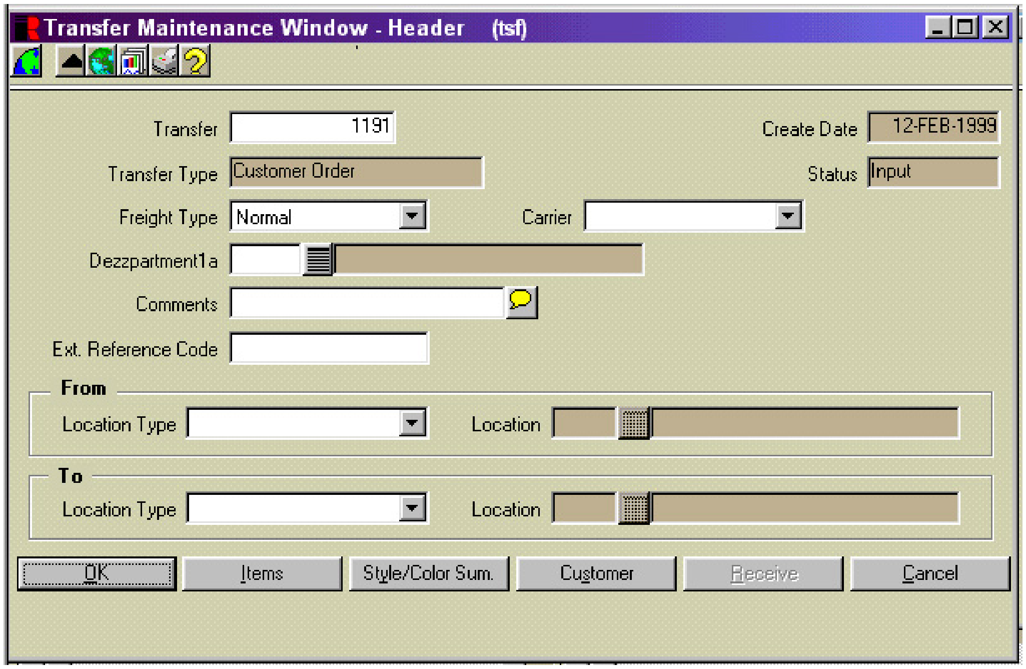
Items Item

4. Enter the header information.
5. Click the Allocate button. The Transfer Allocations Detail window is displayed.
6. Enter the details.
7. Click OK to exit.

Create a One to One 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 desired transfer type (except Stock Allocation).
3. Click OK. The Transfer Maintenance Header window is displayed. A transfer ID is filled in automatically.


Transfer Maintenance Window - Header   (tsf)
Dezzpartment1a
Comments
Ext. Reference Code
Carrier
From
Location Type
Location
To
Location Type
Location
OK
Items
Style/Color Sum.
Customer
Receive
Cancel

Transfer 1191

Create Date 12-FEB-1999

Transfer Type Customer Order

Status Input

Freight Type Normal

4. In the Freight Type and Carrier fields, select the desired type of freight and carrier.
5. In the Department field, enter the ID of the department affected by the transfer, or click the LOV button and select the department.
6. In the Comments field, enter any additional information. For extended comments, click the comments button and enter the comment. This field is optional.
7. In the Ext Reference Code, enter an external reference code, if needed.
8. In the From Location Type field, select the source type of location.
9. In the From Location field, enter the ID of the specific source location, or click the LOV button and select the location.
10. In the To Location Type field, select the destination type of location.

11. In the To Location field, enter the ID of the specific destination location, or click the LOV button and select the location.
12. Click the Items button. The Transfer Maintenance Detail window is displayed.
13. Click the Add Item button.
14. In the Item Type field, select the type of item that you want to transfer.
15. In the Item/Style/Item List field, enter the ID of the item you want to transfer, or click the LOV button and select an item.

    Note: The label on this field depends on what you select in the Item Type field.

16. If you chose Style/Color as the Item type, enter the ID of the color in the Color field, or click the LOV button and select a color.
17. In the Qty field, select the type of quantity to be transferred. If you select Manual, enter the quantity in the Trans Qty field.
18. In the Unit of Transfer field, enter the unit of transfer, or click the LOV button and select a unit of transfer.
19. Click the Apply button to copy the item details to the table.
20. Repeat steps 1 through 7 for each additional item.
21. Click OK to exit. You are returned to the Transfer Maintenance Header window.
22. Click OK to exit.

Inventory Adjustments

Inventory adjustments can be made by item or by location. Adjusting by item allows you to select an item and adjust the inventory at one or more stores and warehouses. You can also adjust the inventory of one or more items at a specific store or warehouse.

Prior to adjusting inventory, you must define:

- Inventory status types
- Possible reasons for adjustments to inventory.

The inventory status type, Total Stock on Hand, is reserved for salable goods. The user-defined status types are reserved for non-salable goods. These are defined using the Inventory Status Types function in RMS. Applying a user-defined status to items does not adjust total stock on hand. Instead, it places the specified quantity of the item into an unavailable bucket at the store or warehouse.

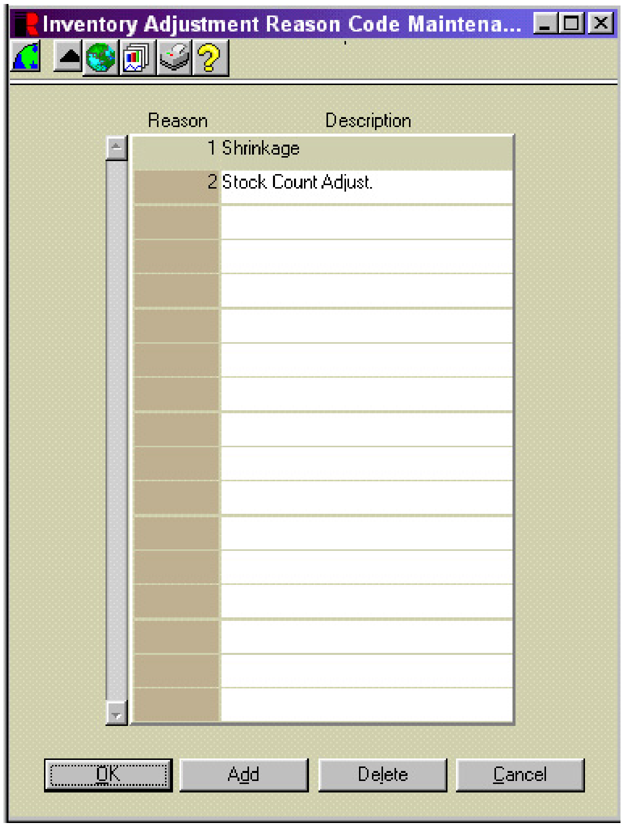
You must provide a reason for adjustments to the total stock on hand. The list of possible reasons is created using the Inventory Adjustment Reason function in RMS.

Both salable and non-salable inventory adjustments affect the Stock Ledger. A salable inventory adjustment is written to the Stock Ledger as a stock adjustment, which is rolled up from the transaction level to the day, week, and month level, and re-values the inventory at the specified location. Non-salable adjustments write out transaction level records to the Stock Ledger as unavailable inventory transfers. Unavailable inventory transfers are not rolled up from the transaction level and do not re-value the inventory at the specified location.

> **Note:** Inventory adjustments can be tracked in a system other than RMS. Adjustments are imported into RMS via the Inventory Adjustment Upload batch program.

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.

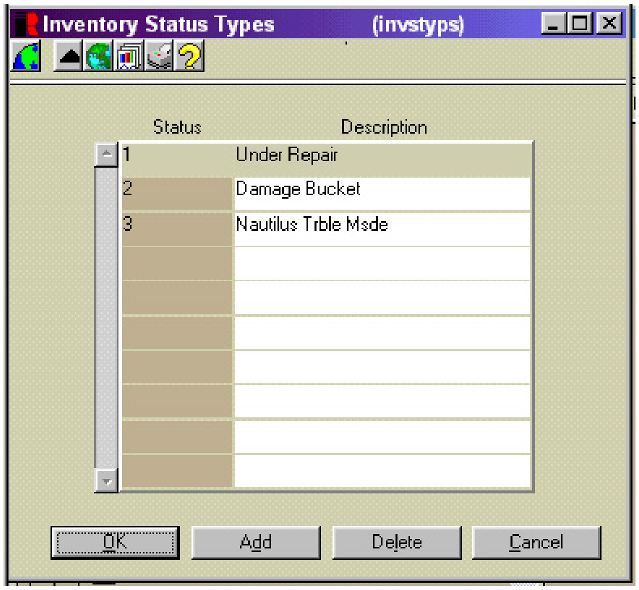

Inventory Adjustment Reason Code Maintena...
OK
Add
Delete
Cancel

Reason	Description
1	Shrinkage
2	Stock Count Adjust.

1. Click the Add button. The next available blank line is enabled.
2. In the Reason field, enter a numeric ID for the reason being defined.
3. In the Description field, enter the description of the reason.
4. Click OK to exit.

Add an Inventory Status Type

➲ **Navigate:** From the main menu, select Control → Setup → Inventory Status Types → Edit. The Inventory Status Types window is displayed. Existing status types are displayed.

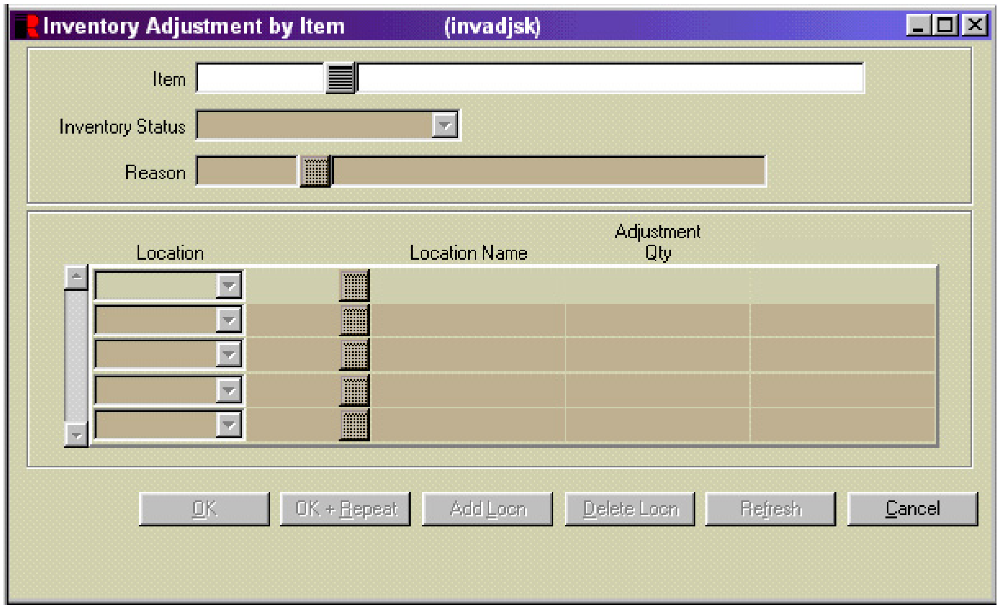


Status	Description
1	Under Repair
2	Damage Bucket
3	Nautilus Trble Msde

1. Click the Add button. The next available blank line is enabled.
2. In the Status field, enter a numeric ID for the status type being defined.
3. In the Description field, enter the description of the status type.
4. Click OK to exit.

Adjust Inventory by Item

➲ **Navigate:** From the main menu, select Inventory → Inventory Adjustments → By Item. The Inventory Adjustment by Item window is displayed.

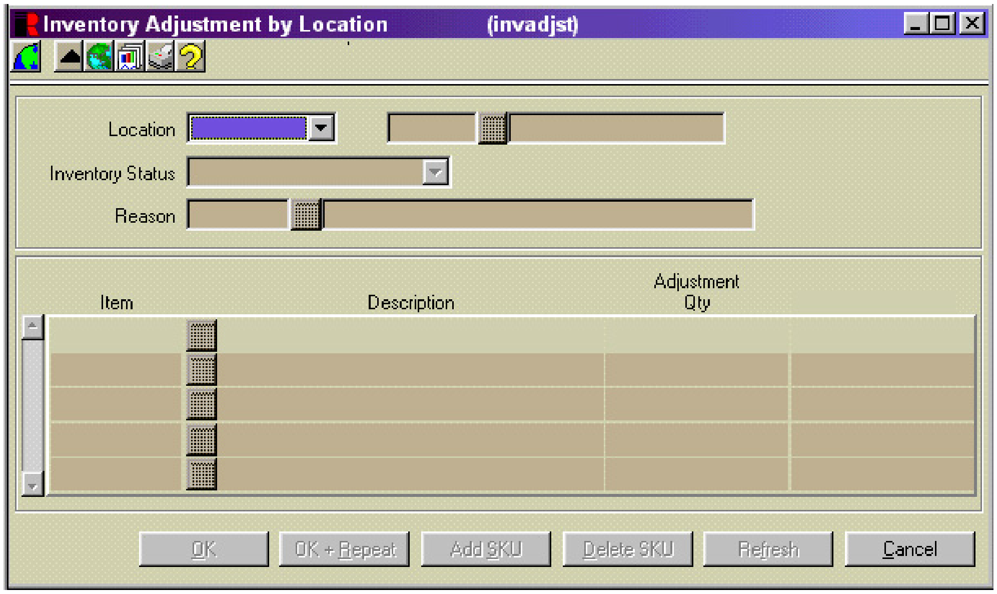

Inventory Adjustment by Item (invadjsk)
Item
Inventory Status
Reason
Location
Location Name
Adjustment Qty
OK
OK + Repeat
Add Locn
Delete Locn
Refresh
Cancel

1. In the Item field, enter the ID of the item being adjusted, or click the LOV button and select an item.
2. In the Inventory Status field, select the status of the inventory to be adjusted.
    a. To increment or decrement the stock on hand at a location, select Total Stock on Hand.
    b. All other options are user-defined. To make the item unavailable at a location and add it to the bucket for that type, select the appropriate user-defined option.
3. If the inventory status is Total Stock on Hand, enter an ID for the reason in the Reason field, or click the LOV button and select a reason. A description of the reason is filled in automatically.
4. In the Location field, select the type of location requiring an inventory adjustment.
5. Enter the ID of a specific location in the field next to the Location field, or click the LOV button and select a location. The location name is filled in automatically.

6. In the Adjustment Qty field, enter the number of items that should be moved in or out of stock on hand or unavailable stock.
    a. To increment the selected inventory status type for the location, enter a positive number.
    b. To decrement the selected inventory status type, enter a negative number.
7. To add another location, click the Add Locn button. Repeat steps 5 to 7.
8. To delete a location, select the location, then click the Delete Locn button.
9. Click the OK + Repeat button to adjust the inventory for another item, or click OK to exit.

Adjust Inventory by Location

- **Navigate:** From the main menu, select Inventory → Inventory Adjustments → By Store/Warehouse. The Inventory Adjustment by Location window is displayed.


Inventory Adjustment by Location (invadjst)
Location
Inventory Status
Reason
Item
Description
Adjustment Qty
OK
OK + Repeat
Add SKU
Delete SKU
Refresh
Cancel

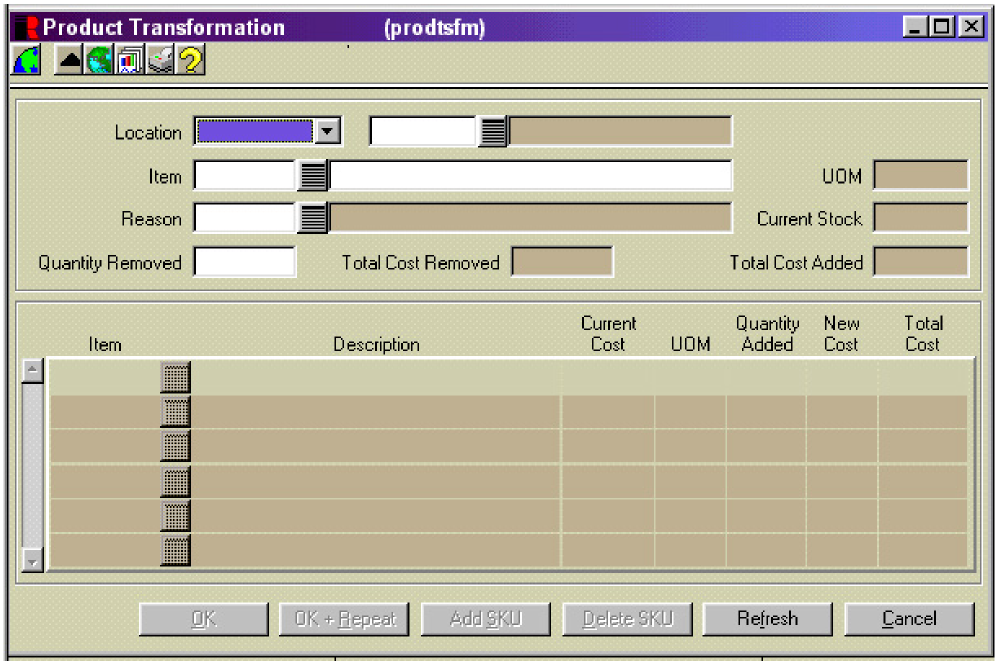
1. In the Location field, select the type of location requiring an inventory adjustment.
2. Enter the ID of a specific location in the field to the right of the Location field, or click the LOV button and select a location.
3. In the Inventory Status field, select the status of the inventory to be adjusted.
    a. To increment or decrement the stock on hand at the location, select Total Stock on Hand.
    b. All other options are user-defined. To make the items unavailable at a location and add it to the bucket for that type, select the appropriate user-defined option.
4. If the inventory status is Total Stock on Hand, enter an ID for the reason in the Reason field, or click the LOV button and select a reason. A description of the reason is filled in automatically.
5. In the Item field, enter the ID of the item to be adjusted, or click the LOV button and select an item. The item description is filled in automatically.

6. In the Adjustment Qty field, enter the number of items that should be moved in or out of stock on hand or unavailable stock.
    a. To increment the selected inventory status type for the location, enter a positive number.
    b. To decrement the selected inventory status type, enter a negative number.
7. To add another item, click the Add SKU button. Repeat steps 6 and 7.
8. To delete an item, select the item, then click the Delete SKU button.
9. Click the OK + Repeat button to adjust the inventory at another location, or click OK to exit.

Transform Product Inventory

➲ **Navigate:** From the main menu, select Inventory → Inventory Adjustments.

1. Select Product Transformation. The Product Transformation window is displayed.


Product Transformation (prodtsfm)
Location
Item
Reason
Quantity Removed
Total Cost Removed
UOM
Current Stock
Total Cost Added
Item
Description
Current Cost
UOM
Quantity Added
New Cost
Total Cost
OK
OK + Repeat
Add SKU
Delete SKU
Refresh
Cancel

2. Click the Location drop-down list and select the location type (Warehouse or Store) for the item being transformed.
3. Click the Location LOV button and select the warehouse or store for the item.
4. Click the Item LOV button and select the item to be transformed.
5. Click the Reason LOV button and select the reason for the transformation.
6. In the Quantity Removed field, enter the amount of the item that is being removed and transformed.
7. Click the Add SKU button.
8. Click the (Add) Item LOV button and select the first new item, resulting from the transformation.
9. In the Quantity Added field, enter the amount of the new item that is being created.

10. In the New Cost field, enter the cost for the item.
11. To add more new items created from the transformation, click the OK + Repeat button and repeat steps 9 through 11.
12. To delete a new item entered in error, select the item and click the Delete SKU button.
13. Click OK to exit.

Return to Vendor

The return to vendor (RTV) feature allows you to create, edit, view, and search for RTV orders. You specify the supplier to which the items are being returned and the location from which the items are being returned. Items can be returned from stores or warehouses. You can return items from inventory, or you can return items that have failed quality control.

When you return items from inventory, you can return individual items or all of the items on an item list. You also select the reason that the item is being returned from inventory and indicate the quantity being returned. You can return all the stock on hand for an item at a location.

When you return items that have failed quality control, you must indicate the shipment that includes the items and enter the quantity that failed quality control.

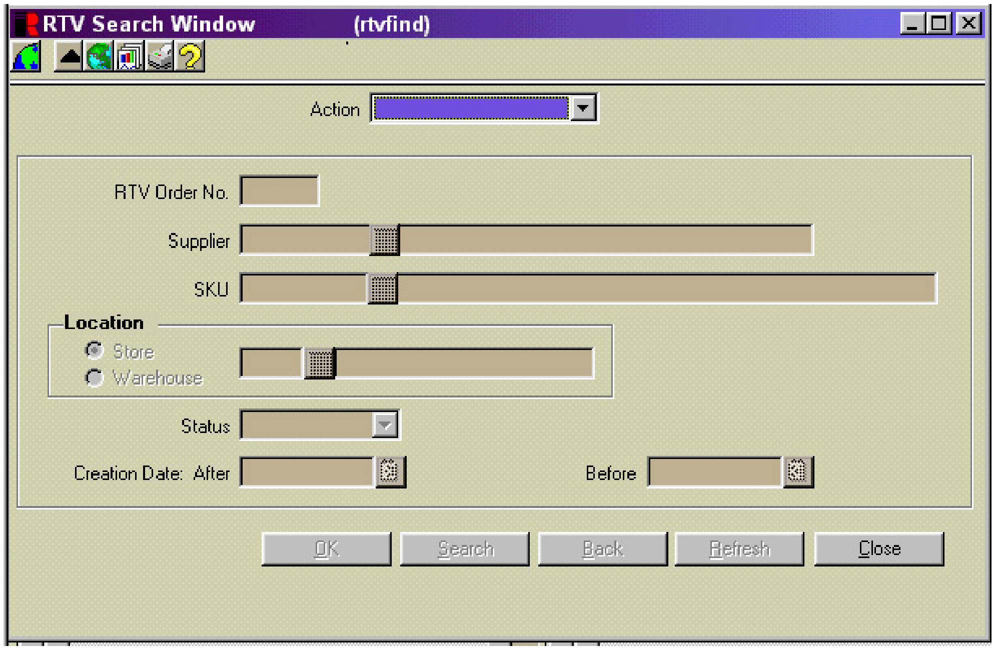
The status of the RTV order changes as it passes through the approval process and is shipped. Depending on your user role, you can change the status of the RTV order. The status can be Input, Approved, Cancelled, or Shipped.

You can also view and edit all the shipping information for the RTV order. The return address and contact information is associated with the supplier for the RTV order and is filled in automatically. You can also indicate a courier and a freight charge for the order.

You can create RTV orders through the Return to Vendor window or through the Quality Control window when you are recording quality control results.

Search for an RTV Order

➲ **Navigate:** From the main menu, select Inventory → Return to Vendor. The RTV Search window is displayed.

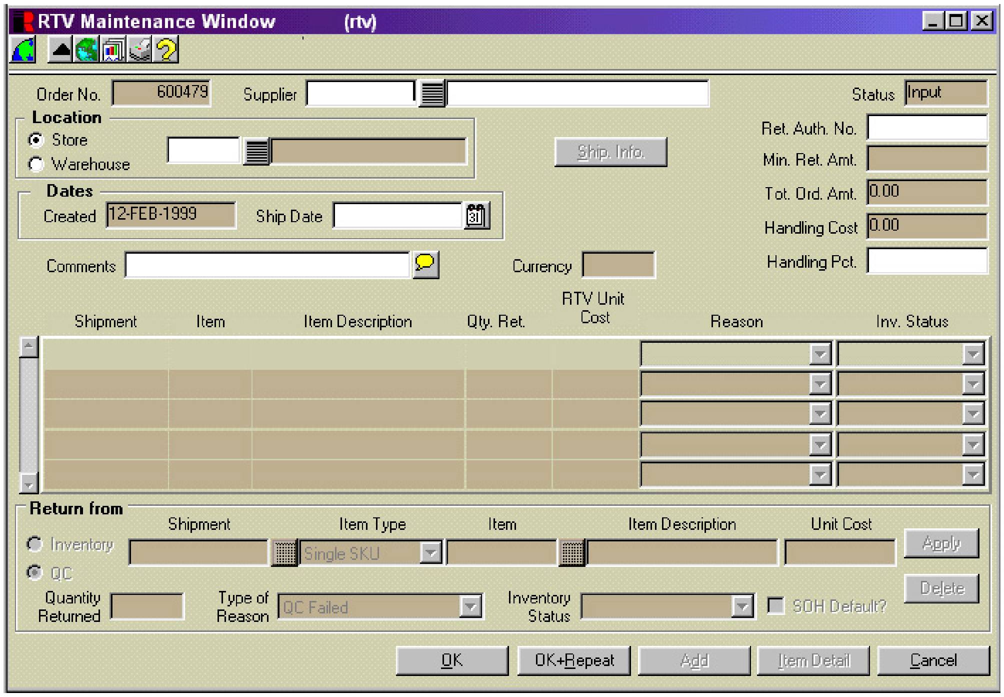

RTV Search Window (rtvfind)
Action
RTV Order No.
Supplier
SKU
Location
Store
Warehouse
Status
Creation Date: After
Before
OK
Search
Back
Refresh
Close

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

Create an RTV Order

➲ **Navigate:** From the main menu, select Inventory → Return to Vendor. The RTV Search window is displayed.

1. From the Action list, select New and click OK. The RTV Maintenance window is displayed.



RTV Maintenance Window (rtv)

Order No. 600479

Status Input

Location: ● Store ○ Warehouse

Dates: Created 12-FEB-1999

Tot. Ord. Amt. 0.00

Handling Cost 0.00

Return from: ○ Inventory ● QC

Item Type Single SKU

Type of Reason QC Failed

☐ SOH Default?

Supplier
Ret. Auth. No.
Min. Ret. Amt.
Ship. Info.
Ship Date
Handling Pct.
Comments
Currency
Shipment
Item
Item Description
Qty. Ret.
RTV Unit Cost
Reason
Inv. Status
Shipment
Item Type
Item
Item Description
Unit Cost
Apply
Delete
Quantity Returned
Inventory Status
OK
OK+Repeat
Add
Item Detail
Cancel

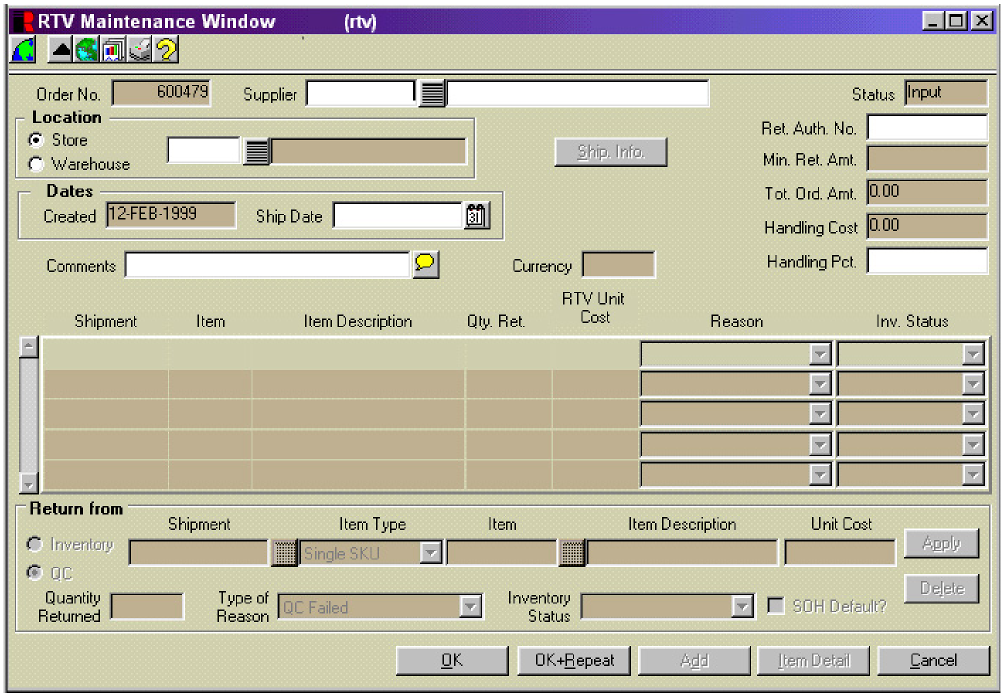
2. In the Supplier field, enter a supplier number, or click the LOV button and select a supplier from the list.
3. In the Location Field, select either Store or Warehouse. Enter the ID of the location, or click the LOV button and select a location.
4. In the Return Authorization Number field, enter an authorization number for the RTV order, if required.
5. Click the Add button.

6. To return items from inventory:
    1. In the Apply area, select Inventory.
    2. In the Item Type field, select the Item or Item List.
    3. In the Item field, enter the item number or the ID of the location list, or click the LOV button and select an item or location list.
    4. In the Quantity Returned field, enter the number of items that are being returned. To return all of the stock in inventory, select the SOH checkbox.
    5. In the Type of Reason field, select the reason for the return. If the type of reason is Unavailable Inventory, select the status of the item in the Inventory Status field.
    6. Click the Apply button.
7. To return items that have failed quality control:
    1. In the Apply area, select QC.
    2. In the Shipment field, enter the number of the shipment, or click the LOV button and select a shipment.
    3. In the Item field, enter the item number, or click the LOV button and select an item.
    4. In the Quantity Returned field, enter the number of items that are being returned.
    5. Click the Apply button.
8. Click OK to exit.

Approve an RTV Order

Note: You can approve RTV orders that are in Input status only.

➲ **Navigate:** Search for and retrieve a RTV order in Edit mode. The RTV Maintenance window is displayed.


RTV Maintenance Window (rtv)
Supplier
Ship. Info.
Ret. Auth. No.
Min. Ret. Amt.
Ship Date
Comments
Currency
Handling Pct.
Warehouse
Shipment
Item
Item Description
Qty. Ret.
RTV Unit Cost
Reason
Inv. Status
Return from
Inventory
Item Type
Unit Cost
Apply
Delete
Quantity Returned
Inventory Status
SOH Default?
OK
OK+Repeat
Add
Item Detail
Cancel

Order No. 600479

Status Input

Location: ● Store

Dates: Created 12-FEB-1999

Tot. Ord. Amt. 0.00

Handling Cost 0.00

Return from: ● QC

Item Type: Single SKU

Type of Reason: QC Failed

1. From the Options menu, select Approve.
2. When prompted to approve the order, click the Yes button. The Status field changes to Approve.
3. Click OK to exit.

Stock Counts

Within the RMS, stock count processing falls into two distinct categories:

- Unit and dollar
- Unit

Stock Count - Unit and Dollar

The department, class, or subclass is used when requesting a unit and dollar stock count since the results of the count are moved into the Stock Ledger, which is maintained at the subclass level. As result of this type of stock count the:

- Stock on hand is adjusted to reflect the physical count units
- Stock Ledger is adjusted by physical count dollars
- Shrinkage dollars/percent is calculated at subclass/location level

Stock Count - Unit Only

An item list is used when requesting a unit only stock count so you can group items together as required. As a result of this type of stock count the:

- Stock on hand is adjusted to reflect the physical count
- Stock Ledger is not adjusted
- Shrinkage dollars/percent are not calculated.

Late Transactions

Late transactions coming from point of sale (sales, transfers, RTV, receipts) adjust the snapshot stock on hand, so long as the physical count units have not been used to adjust the stock on hand yet.

Once physical counts are finalized, you can create unit adjustments to bring the book stock on hand into line with the physical counts.

You can add stock count schedules for stores, warehouses, and all locations on a location list. The stock can be counted in units or in units and retail price amount. You can schedule stock counts for every day, every week, or every two or more weeks. You can also designate the date on which the stock count begins and ends. A batch process generates the stock counts.

Unit and Dollar Stock Counts

For a unit and dollar stock count, the final stock count units, along with snapshots of in-transit quantity, unit retail, and unit average cost, are used to generate total dollar figures for every subclass/location included in the stock count. These dollar figures can be reviewed and adjusted if necessary before submitting for Stock Ledger processing. Every subclass/location included in a unit and dollar stock count must be processed before the month-end Stock Ledger batch processing can run.

Processing Entire Locations

For unit and dollar type stock counts, if you decide not to completely process either a location or an entire stock count, you must delete the location(s) or the entire stock count by editing a stock count request in the Stock Count Search window. You can also use the Dollars View window or Missing Stock Count Result report to find out which locations have not been processed. Any unprocessed subclass/locations on a stock count will cause month-end stock ledger processing to stop. However, after stock on hand has been adjusted by the physical counts, the stock count or the location cannot be deleted and must be processed to completion.

A Shrinkage report can be run to view the book stock dollars, stock count dollars, and shrinkage results.

Stock Count Processing

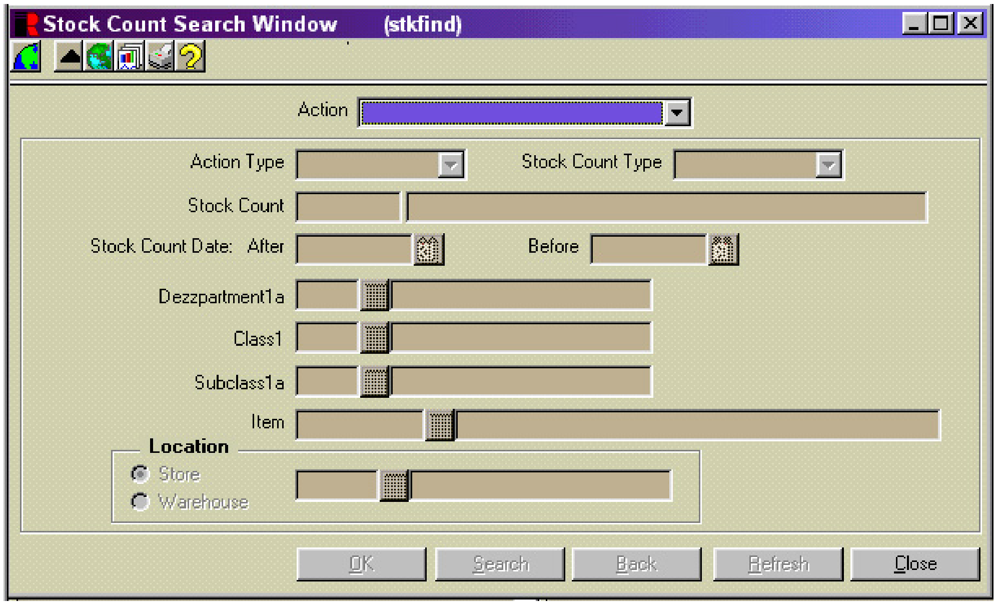
The method used in the stock count processing relies on a snapshot of stock on hand taken for a stock count location at the close of its business day. This location must complete the counting and recording process before the location is reopened for business the next day. A stock on hand adjustment is then created by comparing the snapshot with the physical count of units as it becomes available. As a result, the normal day-to-day selling, receiving, and transfer of stock can continue uninterrupted after the counts have been captured.

Other Snapshots

Snapshots of the in-transit quantity, unit retail, and weighted average cost are also taken at the same time the snapshot of stock on hand is taken.

Search for a Stock Count

➲ **Navigate:** From the main menu, select Inventory → Stock Count. The Stock Count Search window is displayed.

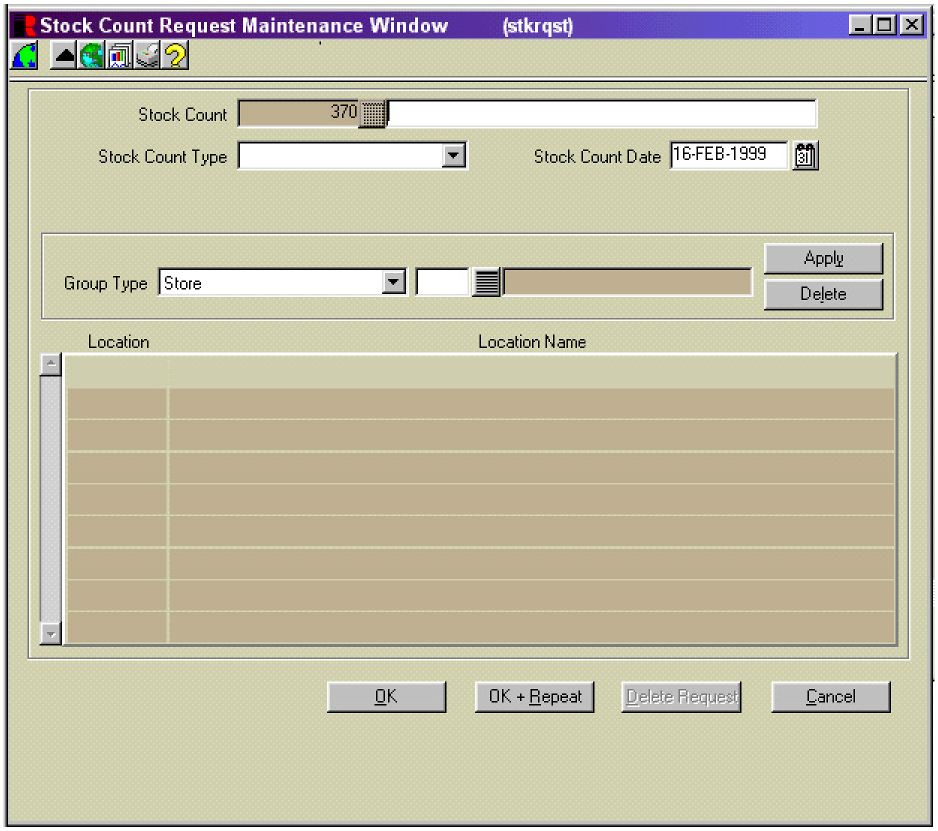

Stock Count Search Window (stkfind)
Action
Action Type
Stock Count Type
Stock Count
Stock Count Date: After
Before
Dezzpartment1a
Class1
Subclass1a
Item
Location
Store
Warehouse
OK
Search
Back
Refresh
Close

1. In the Action field, select either Edit or View.
2. In the Action type field, select either Request or Count Quantity.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click the Search button. The Stock Count Search window displays the stock counts that match the search criteria.
5. Select a task:
    - To perform another search, click the Refresh button.
    - To display the stock count information, select a record and click OK. The Select Product Level window or the Stock Count Results Maintenances window is displayed.
6. Click Close to exit.

Create a Stock Count Request

➲ **Navigate:** From the main menu, select Inventory → Stock Count. The Stock Count Search window is displayed.

1. From the Action list, select New.
2. From the Action Type list, select Request and click OK. The Stock Count Request Maintenance window is displayed.


Stock Count Request Maintenance Window (stkrqst)
Stock Count Type
Apply
Delete
Location
Location Name
OK
OK + Repeat
Delete Request
Cancel

Stock Count 370

Stock Count Date 16-FEB-1999

Group Type Store

3. In the Stock Count Description field, enter a description for the new stock count.
4. From the Stock Count Type list, select a stock count type.
5. In the Stock count Date field, enter the date the stock count will take place.
6. If you selected Unit from the Stock Count Type list, enter an item number in the Item field or click the LOV button and select an item from the list.

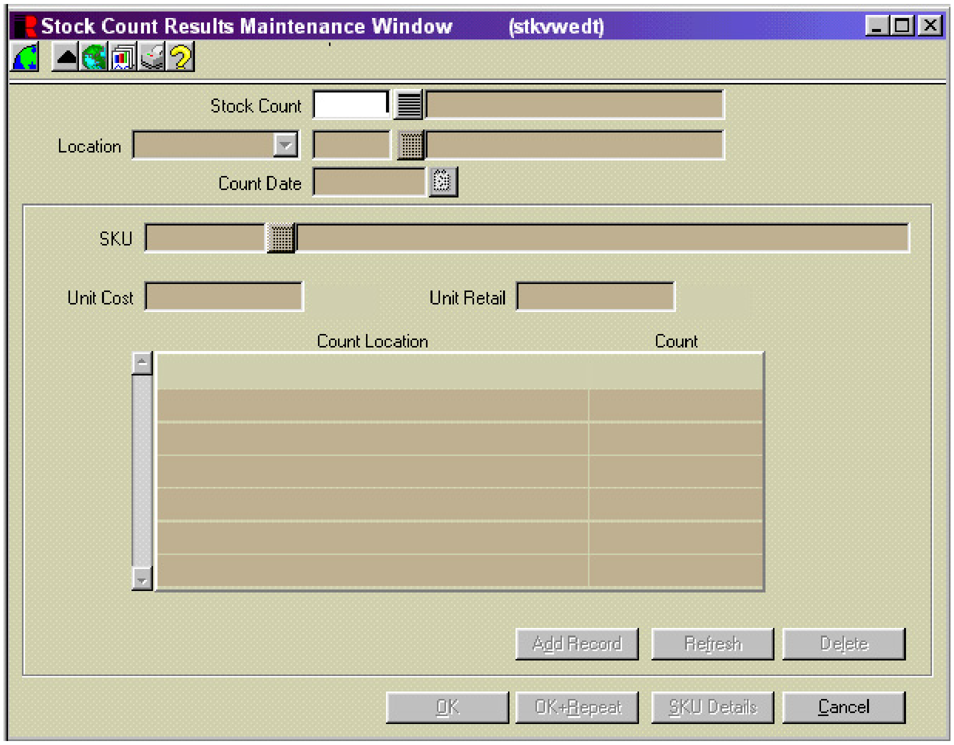
   If you selected Unit and Dollar from the Stock Count Type list, select a product level from the Product list.

7. From the Group Type list, select a group type to use for the stock count:
    - Store
    - Store Class
    - Warehouse
    - All Stores
    - All Warehouses
8. In the Group Type Number field, enter a valid group type number or click the LOV button and select a group type number from the list.
9. Click the Apply button.
10. Click OK to exit.

Enter Stock Counts

➲ **Navigate:** From the main menu, select Inventory → Stock Count. The Stock Count Search window is displayed.

1. From the Action list, select New.
2. From the Action Type list, select either Request or Count Quantity and click OK. The Stock Count Results Maintenance window is displayed.


Stock Count Results Maintenance Window (stkvwedt)
Stock Count
Location
Count Date
SKU
Unit Cost
Unit Retail
Count Location
Count
Add Record
Refresh
Delete
OK
OK+Repeat
SKU Details
Cancel

3. In the Stock Count field, enter a valid stock count number or click the LOV button and select a stock count from the list.
4. From the Location list, select either Store or Warehouse.
5. In the Location Number field, enter a valid store or warehouse number or click the LOV button and select a store or warehouse number from the list.
6. In the SKU field, enter a valid SKU number or click the LOV button and select a SKU number from the list.
7. In the Count Location field, enter the location of the count.

8. In the Count field, enter the correct stock count.
9. To add more stock count records, click Add Record. RMS adds the current stock count record and allows you to add another stock count record.
10. To add the stock count record and return to the previous window, click OK. RMS saves the new stock count record and returns you to the Stock Count Search window.

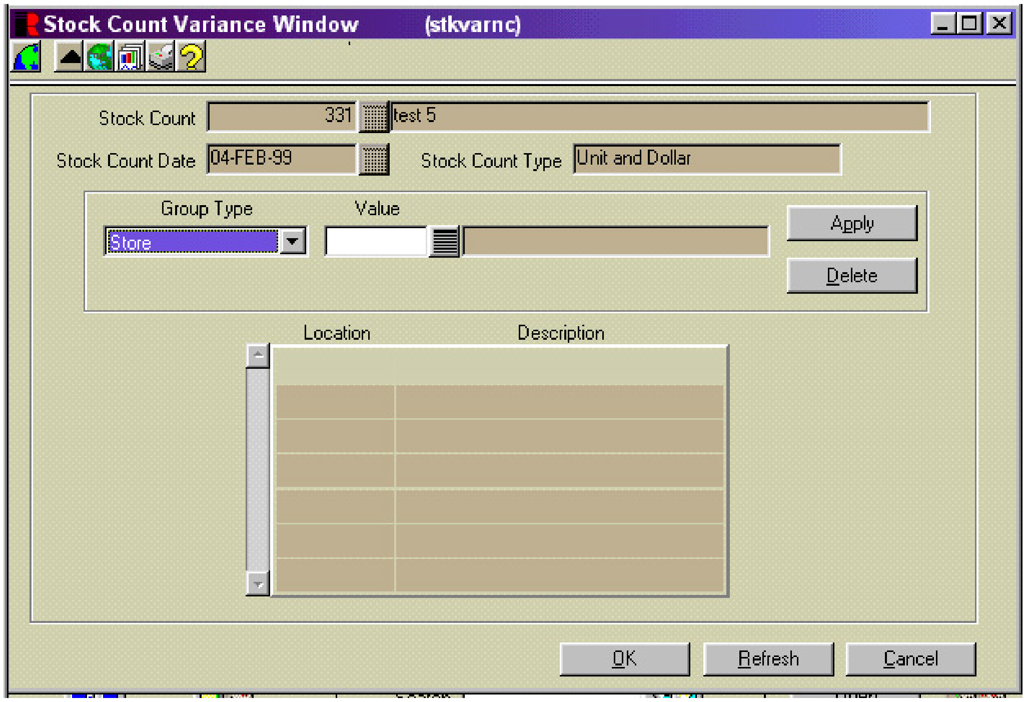
Create a Trial Variance Report

➲ **Navigate:** From the main menu, select Inventory → Stock Count. The Stock Count Search window is displayed.

1. From the Action list, select Unit Variance and Adjustment.
2. In the Stock Count field, enter a valid stock count number and press Enter.

   Note: To narrow your search for a specific stock count number, enter information in the remaining fields and press Enter. RMS displays the stock count information based on your search criteria.

3. Click OK. The Stock Count Variance window is displayed.



Stock Count Variance Window (stkvarnc)

Stock Count: 331 test 5

Stock Count Date: 04-FEB-99

Stock Count Type: Unit and Dollar

Group Type: Store

4. From the Group Type list, select the group type you want to use to create the trial variance report.
5. In the Value field, enter a valid value number or click the LOV button and select a value from the list.
6. Click Apply. RMS adds the Stock Count to the list in the window.

7. To delete the stock count from the list, highlight the stock count and click Delete.
8. From the Options menu, select Create Trial Variance Report. RMS creates a trail variance report for the selected stock count.
9. Click OK to exit.

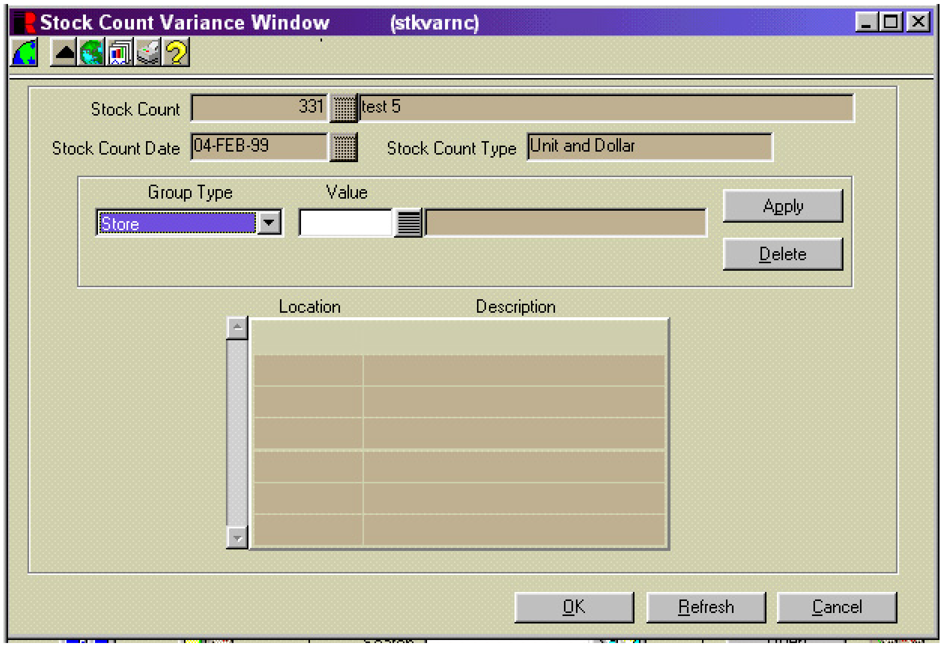
Create a Stock Adjustment

➲ **Navigate:** From the main menu, select Inventory → Stock Count. The Stock Count Search window is displayed.

1. From the Action list, select Unit Variance and Adjustment.
2. In the Stock Count field, enter a valid stock count number and press Enter.

   Note: To narrow your search for a specific stock count number, enter information in the remaining fields and press Enter. RMS displays the stock count information based on your search criteria.

3. Click OK. The Stock Count Variance window is displayed.



Stock Count Variance Window (stkvarnc)

Stock Count: 331 test 5

Stock Count Date: 04-FEB-99

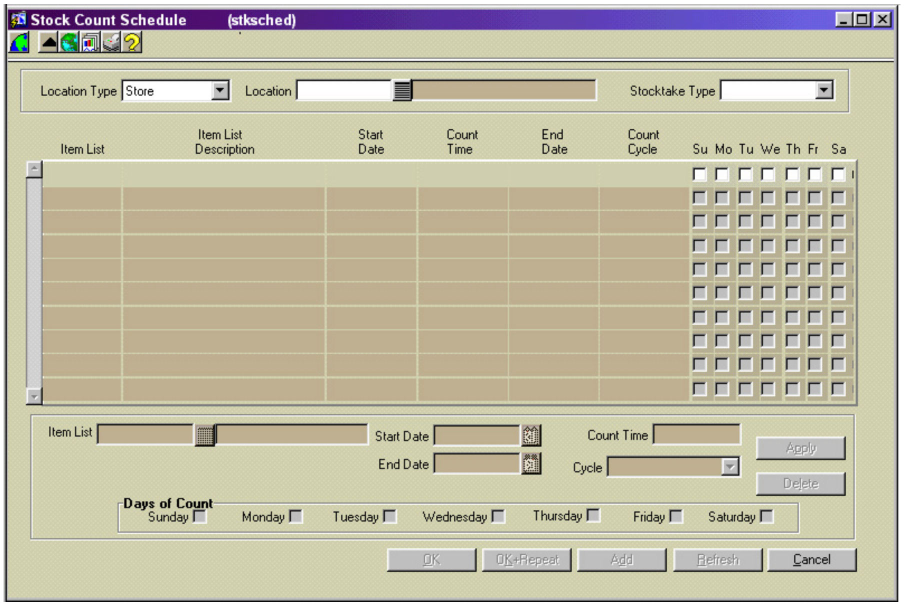
Stock Count Type: Unit and Dollar

Group Type: Store

4. From the Group Type list, select the group type you want to use to create the trial variance report.
5. In the Value field, enter a valid value number or click the LOV button and select a value from the list.
6. Click Apply. RMS adds the Stock Count to the list in the window.
7. To delete the stock count from the list, highlight the stock count and click Delete.
8. From the Options menu, select Create Stock Adjustment. RMS creates a stock adjustment for the selected stock count.
9. Click OK to exit.

Add a Stock Count Schedule

➲ **Navigate:** From the main menu, Inventory → Stock Count Schedule → Edit. The Stock Count Schedule is displayed.


Stock Count Schedule (stksched)
Location Type Store
Location
Stocktake Type
Item List
Item List Description
Start Date
Count Time
End Date
Count Cycle
Su Mo Tu We Th Fr Sa
Item List
Start Date
End Date
Count Time
Cycle
Apply
Delete
Days of Count
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
OK
OK+Repeat
Add
Refresh
Cancel

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 a location or location list.
3. In the Stocktake field, select how the stock count is counted.
4. Click the Add button.
5. To add a stock schedule when the stock count is counted in units:
    a. In the Item List field in the Apply Criteria area, enter the ID of the item list, or click the LOV button and select an item list.

6. To add a stock schedule when the stock is counted in units and retail price amount:
    a. In the Department field in the Apply Criteria area, enter the ID of the department, or click the LOV button and select the department.
    b. In the Class field in the Apply Criteria area, enter the ID of the class, or click the LOV button and select the class.
    c. In the Subclass field in the Apply Criteria area, enter the ID of the subclass, or click the LOV button and select the subclass.

    Note: The Class and Subclass fields are optional.

7. In the Start Date field, enter the date on which the stock count begins, or click the calendar button and select a date.
8. In the End date field, enter the date on which the stock count ends, or click the calendar button and select a date.
9. In the Count Time field, enter the time at which the stock count begins.
10. In the Cycle field, select the frequency of the of the stock count.
11. In the Days of Count field, select the day of the week for the stock count.

    Note: If the frequency is everyday, all of the days are automatically selected. If the frequency is every week, you can select more than one day.

12. Click the Apply button.
13. Click OK to exit.

Bills of Lading

Bill of Lading allows you to document the items that are shipped from a warehouse or distribution center to another location in the organization. The actual bill of lading is a listing of merchandise shipped within the organization for every transfer location origin and destination possibility. A bill of lading is generally printed at the shipping location and then accompanies the goods through the journey to the destination point, where the document serves as a confirmation of the items included in the shipment.

Creating a Bill of Lading

A bill of lading is automatically created or added to when the status of a transfer is set to 'Shipped'. You can:

- Modify the comments
- Delete the bill of lading
- Print the bill of lading

Only one bill of lading can be open for a given ship from and ship to location combination. Each transfer that is shipped between the to/from location combination adds items to the same open bill of lading. For example, an open bill of lading exists for the combination of distribution center A and store 101. Each transfer that is shipped while this bill of lading is open adds items to the same bill of lading.

Bill of Lading Status

A bill of lading is created in Open status. When printed, the status is changed to Closed. You cannot edit a bill of lading that is Closed. Because a bill of lading stays open until it is printed, it is possible for a bill of lading to contain the detail from multiple transfers shipped between the same two locations.

Bills of Lading by Transfer

A bill of lading is not created online, but rather in the transfer shipment process for every transfer that is created from one location to another. When a transfer status is set to Shipped, either online or through the batch interface processing, a bill of lading is created automatically. One bill of lading is created for each to and from location combination and will include all SKUs moving between those two locations.

Allocation and Cross-Dock Activity

Allocation and cross-dock activity are processed internally as transfers, so a bill of lading is also created for this movement of goods. It is important to understand that a single bill of lading may contain the detail from multiple transfers, but each of the transfers included on a bill of lading will share the same to and from locations.

Pack Items

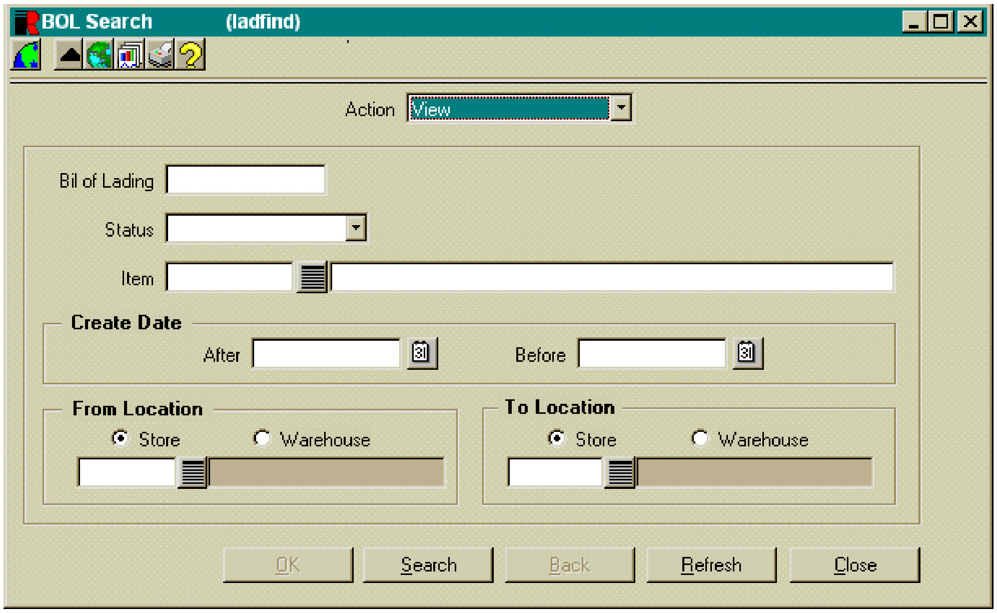
Pack items are identified on the bill of lading using the pack number. The pack item is not broken down to each component SKU.

Bill of Lading System Indicators

A bill of lading is generated automatically only if the system level bill of lading indicator is set to Yes. This indicator is set by the RMS system administrator in the System Control dialog. If this indicator is set to No, then the Bill of Lading feature is not supported. The bill of lading history months value is used by the purge process and is also set by the Retek system administrator in the System Control dialog.

Search for a Bill of Lading

➲ **Navigate:** From the main menu, select Inventory → Bill of Lading. The BOL Search window is displayed.


BOL Search (ladfind)
Bil of Lading
Status
Item
Create Date
After
Before
From Location
○ Warehouse
To Location
○ Warehouse
OK
Search
Back
Refresh
Close

Action: View

From Location: ● Store

To Location: ● Store

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

Layaway

Layaway allows you to maintain a record of items reserved (placed on layaway) by customers and to track their payment history on the items placed on layaway. You can place any merchandise that the store stocks on layaway for any customer.

Defining and Tracking Payments

You can define the following payment plans for layaway transactions

- Weekly
- Bimonthly
- Monthly payments

You can also track:

- Minimum payment amount
- Service fees
- Deposit amount

The Layaway dialog also allows customers to make and track payments, return merchandise that was on layaway, and obtain a refund of payments made. In addition, an indicator is available to flag employee layaways. The layaway function is supported by a variety of reports, including the daily totals for layaways and a reminder letter to customers who have missed payments.

Impact on Other Areas of RMS

The Layaway function does not directly impact any other major functions in the RMS, but relies on the Item Maintenance and Location Maintenance functions of the RMS. For example, an item cannot be placed on layaway unless it has been defined in the RMS and is stocked at that store. A layaway is a contract with a customer. Therefore, the retail prices associated with a layaway are not affected by any subsequent retail price change in the RMS.

Interaction with other RMS Functions

The sale of a layaway item is reported to the RMS through the Point of Sale (POS) upload program (posupld). Consequently, the sale of a layaway item is not booked to the Stock Ledger until you enter the sale into the POS. you have the option of reporting this sale immediately and handling it as a credit account or waiting until the final payment and handling interim payments as liabilities. As in any other reported sale, if the layaway sale amount does not correspond to the current retail price for the item at that location, a markdown will be booked at the time of sale.

Replenishment Process

The replenishment process in RMS calculates the future available inventory for each item on replenishment. This calculation excludes quantities on Open layaway accounts. RMS assumes that items on an Open layaway account have not been reported as a sale by the POS, since an item reported as sold is immediately subtracted from the stock on hand. If the retailer chooses a different process for reporting sales, a modification to the available inventory calculation may be required.

Physical Stock Counts

Physical stock counts of layaway items are determined by the sales reporting process. After being reported as sold through the POS, layaway items must not be counted as inventory. If items are not reported as sold through the POS until the customer takes possession, items on layaway should be counted as unavailable inventory.

Stock Ledger

The Stock Ledger recognizes the layaway items as inventory, but it values these items at the current cost or retail price at that location, not at the layaway contract price.

System Indicators Supporting Layaways

The system administrator can set system control values and indicators that influence how the Layaway dialog operates, such as these:

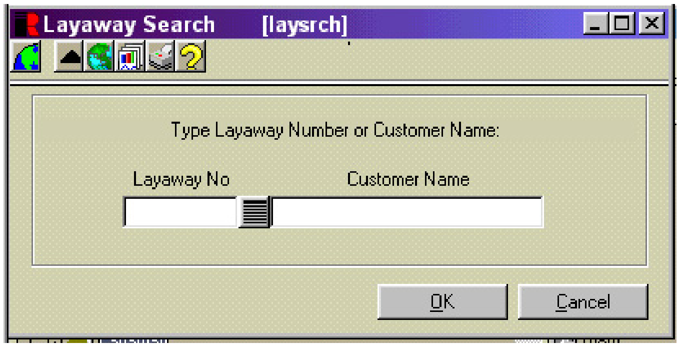
- Minimum deposit percentage: Calculates the minimum deposit amount required in order to open a layaway account.
- Weekly payment percent: Calculates the number of payments and the payment amount.
- Fortnightly payment percent: Calculates the number of payments and the payment amount.
- Monthly payment percent: Calculates the number of payments and the payment amount.
- Maximum duration allowed for completion of a layaway (in days): Used by the purge process to determine how long a closed layaway account remains in the RMS database. The purge process deletes closed layaway accounts that are at least twice this number of days old.
- Message to be included on customer contracts and receipts for layaways: A message that is available for use on the reports and receipts generated by the RMS.

Search for a Layaway Item

➲ **Navigate:** From the main menu, select Inventory → Layaway. The Layaway menu displays in the right-hand section of the Navigator.

1. Select one of the menu options and click Open.

   The Layaway Search window is displayed.

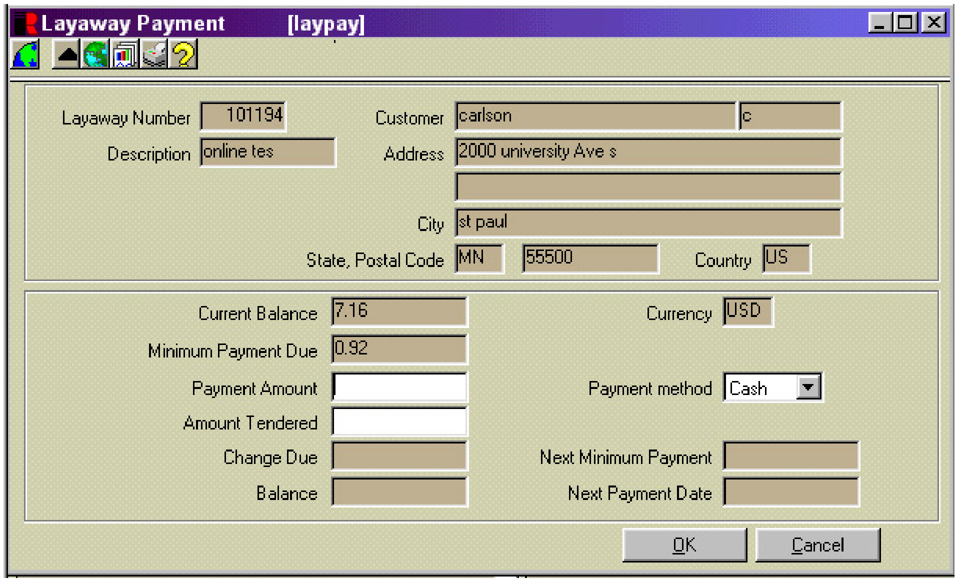

Layaway Search [laysrch]
Type Layaway Number or Customer Name:
Layaway No
Customer Name
OK
Cancel

2. In the Layaway Number field, enter the ID of the layaway, or click the LOV button and select the layaway.
3. Click OK. RMS displays the layaway number information in the window you selected from the main menu.

Record a Layaway Payment

➲ **Navigate:** From the main menu, select Inventory → Layaway → Payment. The Layaway Search window is displayed.

1. In the Layaway field, enter a valid layaway number or click the LOV button and select a layaway number.
2. Click OK. The Layaway Payment window is displayed.


Layaway Payment [laypay]
Payment Amount
Amount Tendered
Change Due
Balance
Next Minimum Payment
Next Payment Date
OK
Cancel

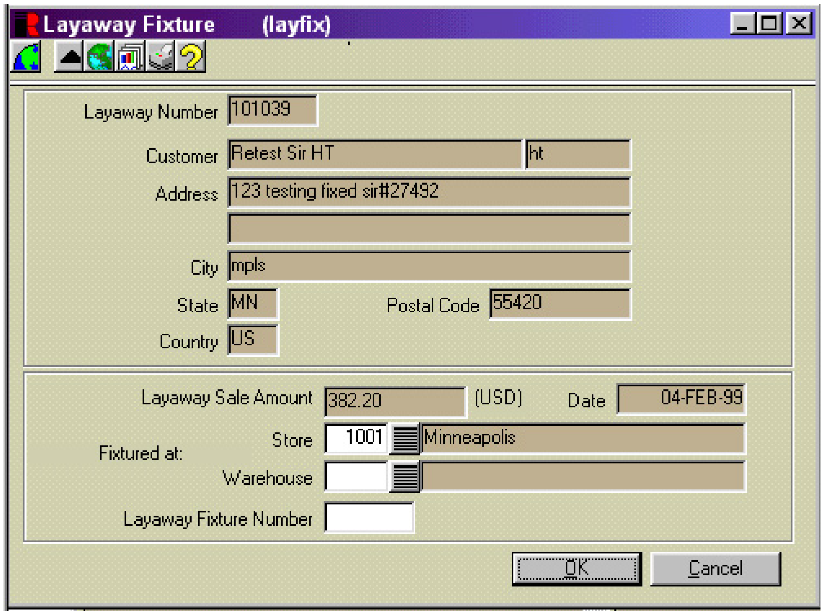
Layaway Number 101194
Description online tes
Customer carlson c
Address 2000 university Ave s
City st paul
State, Postal Code MN 55500
Country US
Current Balance 7.16
Minimum Payment Due 0.92
Currency USD
Payment method Cash

3. In the Payment Amount field, enter the amount paid on the layaway.
4. In the Amount Tendered field, enter the amount received from the customer for the layaway payment.
5. In the Payment Method field, enter the payment method received from the customer.
6. Click OK to exit.

Record the Stock Location of a Layaway

➲ **Navigate:** From the main menu, select Inventory → Layaway → Fixture. The Layaway Search window is displayed.

1. In the Layaway Number field, enter a valid layaway number or click the LOV button and select a layaway number.
2. Click OK. The Layaway Fixture window is displayed.

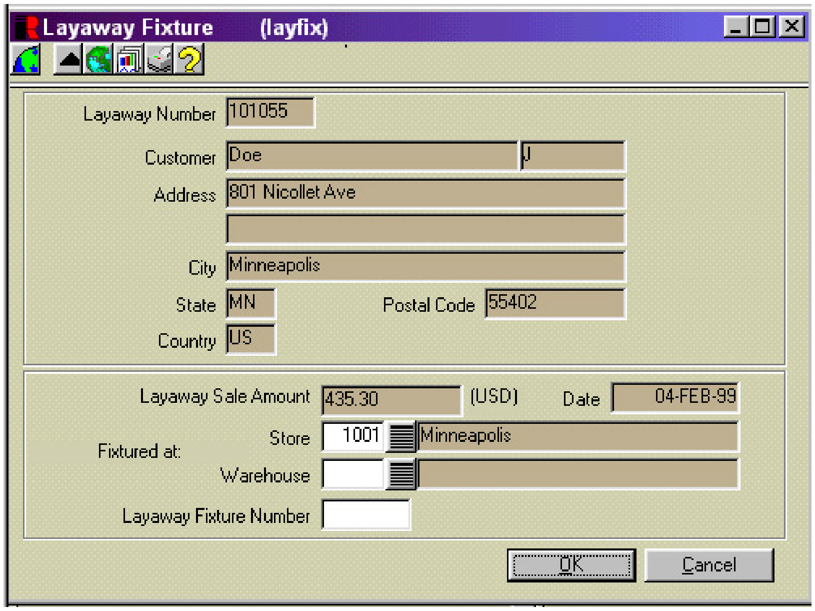


Layaway Number 101039
Customer Retest Sir HT ht
Address 123 testing fixed sir#27492
City mpls
State MN
Postal Code 55420
Country US
Layaway Sale Amount 382.20 (USD)
Date 04-FEB-99
Fixtured at: Store 1001 Minneapolis
Warehouse
Layaway Fixture Number

3. In the Fixtured at Store or Warehouse field, enter a valid store or warehouse number or click the LOV button and select a valid store or warehouse number.
4. In the Layaway Fixture Number field, enter a valid fixture number.
5. Click OK to exit.

Create a Layaway

➲ **Navigate:** From the main menu, select Inventory → Layaway → New. The Layaway Addition window is displayed. RMS automatically assigns a new layaway number to the new layaway transaction.



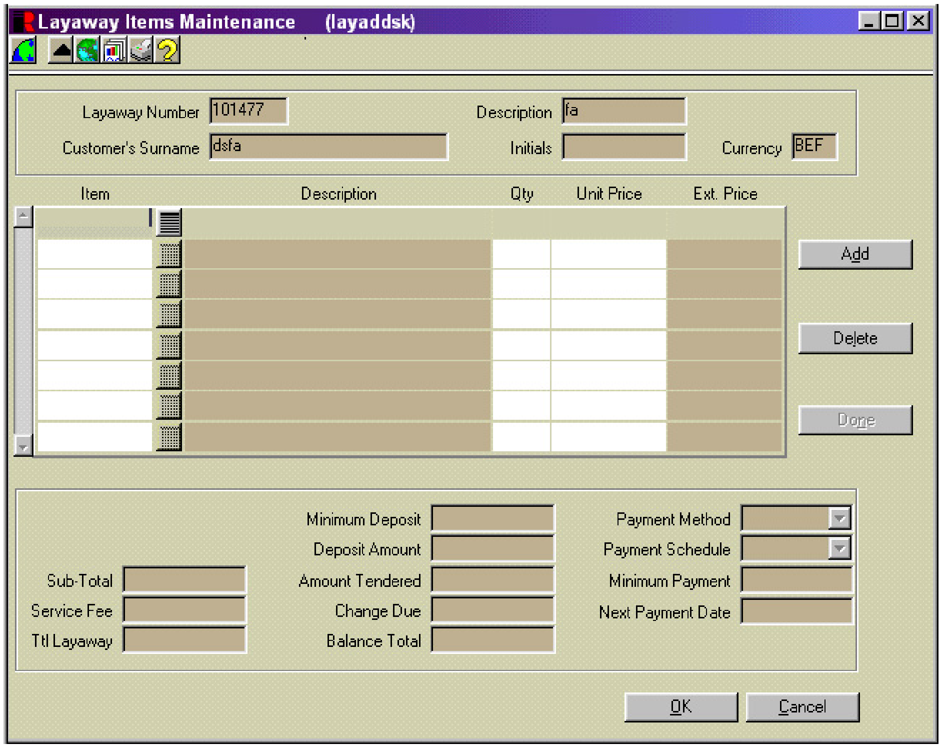
Layaway Number: 101055
Customer: Doe J
Address: 801 Nicollet Ave
City: Minneapolis
State: MN
Postal Code: 55402
Country: US
Layaway Sale Amount: 435.30 (USD)
Date: 04-FEB-99
Fixtured at: Store: 1001 Minneapolis
Warehouse:
Layaway Fixture Number:

1. In the Layaway Description field, enter a description of the layaway item.
2. In the Assistant field, enter the employee ID of the employee creating the layaway transaction.
3. In the Store field, enter the store number or click the LOV button and select the store where the layaway transaction is created.
4. In the Customer’s Surname field, enter the Customer’s full name.
5. In the Initials field, enter the customer’s initials.
6. If the customer is an employee, check the Employee Indicator box.
7. In the Address field, enter the full street address of the customer.
8. In the City field, enter the city where the customer resides.
9. In the State field, enter the state code or click the LOV button and select a state where the customer resides.
10. In the Postal Code field, enter the customer’s postal code.
10. In the Country field, enter the country code or click the LOV button and select a country where the customer resides.
11. Click Items. The Layaway Items Maintenance window is displayed.

12. In the Item field, enter a valid item number or click the LOV button and select the item you want to put in the layaway transaction.
13. In the Quantity field, enter how many items the customer wants to add to the layaway transaction.
14. Click Add. RMS adds the item to the layaway transaction.
15. Click Done when you are finished adding items to the layaway transaction.
16. In the Service Fee field, enter the amount of the service fee for the layaway transaction and press Enter.
17. In the Deposit Amount field, enter the amount of the deposit received from the customer.
18. In the Payment Method field, enter the which method the customer will pay for the layaway transaction.
19. In the Payment Schedule field, enter how often the customer will make a payment on the layaway transaction.
20. Click OK to exit.

Add Items to a Layaway

➲ **Navigate:** From the Layaway Customer window, click Items. The Layaway Items Maintenance window is displayed.


Layaway Items Maintenance (layaddsk)
Item
Description
Qty
Unit Price
Ext. Price
Add
Delete
Done
Minimum Deposit
Deposit Amount
Amount Tendered
Change Due
Balance Total
Sub-Total
Service Fee
Ttl Layaway
Payment Method
Payment Schedule
Minimum Payment
Next Payment Date
OK
Cancel

Layaway Number 101477
Description fa
Customer's Surname dsfa
Initials
Currency BEF

1. In the Item field, enter a valid item number or click the LOV button and select the item you want to put in the layaway transaction.
2. In the Quantity field, enter how many items the customer wants to add to the layaway transaction.
3. Click the Add button.
4. Click the Done button when you are finished adding items to the layaway transaction.
5. In the Service Fee field, enter the amount of the service fee for the layaway transaction and press Enter.
6. In the Deposit Amount field, enter the amount of the deposit received from the customer.
7. In the Payment Method field, enter the which method the customer will pay for the layaway transaction.
8. In the Payment Schedule field, enter how often the customer will make a payment on the layaway transaction.
9. Click OK to exit.

Tickets and Labels

Most items that are for sale at a store have a ticket or label attached to them. The ticket contains information about the item, such as the SKU number, UPC number, size, and retail price. Multiple ticket types can be associated with a single item. For example, a turtleneck sweater may need both a hanging ticket with the UPC and retail price and a sticker label with the size and color.

There are two steps for setting up tickets and labels:

- Define the ticket or label.
- Associate the ticket with an item.

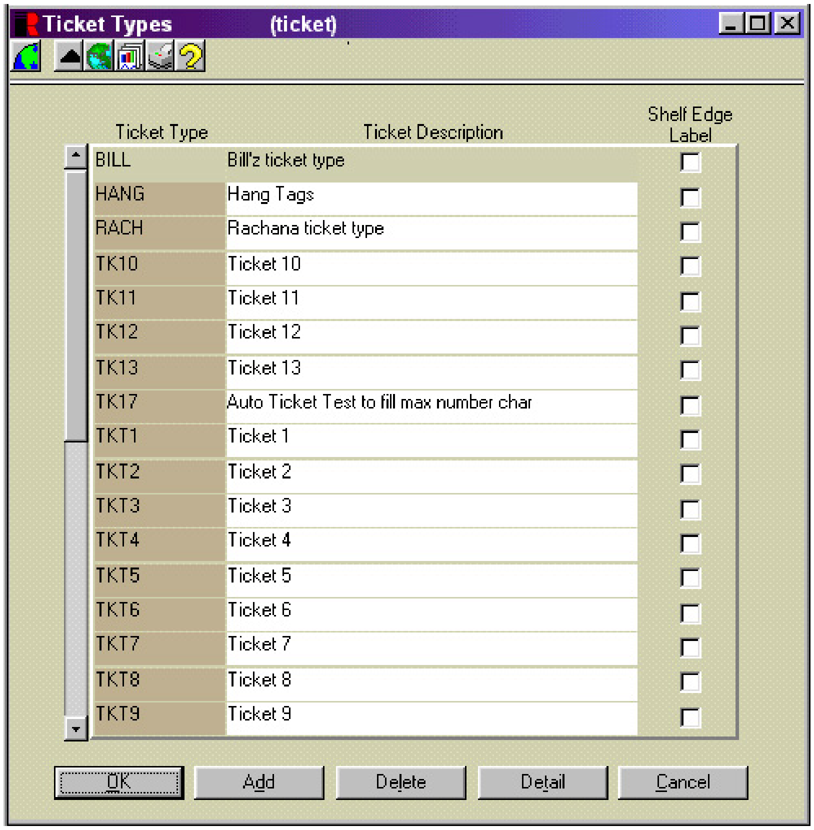
Tickets can be generated when any of the following events occur:

- A purchase order is approved.
- Items are received.
- A price changes.
- A manual request is made.

Ticket requests can be batched and then transferred to an external ticket printing system in the warehouse, at the store, or at the vendor site.

Create a Ticket Type

➲ **Navigate:** From the main menu, select Items → Ticket Type → Edit. The Ticket Types window is displayed.



Ticket Type	Ticket Description	Shelf Edge Label
BILL	Bill'z ticket type	☐
HANG	Hang Tags	☐
RACH	Rachana ticket type	☐
TK10	Ticket 10	☐
TK11	Ticket 11	☐
TK12	Ticket 12	☐
TK13	Ticket 13	☐
TK17	Auto Ticket Test to fill max number char	☐
TKT1	Ticket 1	☐
TKT2	Ticket 2	☐
TKT3	Ticket 3	☐
TKT4	Ticket 4	☐
TKT5	Ticket 5	☐
TKT6	Ticket 6	☐
TKT7	Ticket 7	☐
TKT8	Ticket 8	☐
TKT9	Ticket 9	☐

1. Click the Add button. The next available blank line is highlighted.
2. In the Ticket Type field, enter a unique, one- to four-character ID.
3. In the Ticket Description field, enter a description of the ticket.
4. If the ticket will be a shelf edge label, place a checkmark in the Shelf Edge Label checkbox.
5. To add attributes to the ticket type, click the Details button. The Ticket Items window is displayed. The ticket type and description are displayed.

6. In the Attribute Type field, select either Attribute or User Defined Attribute.

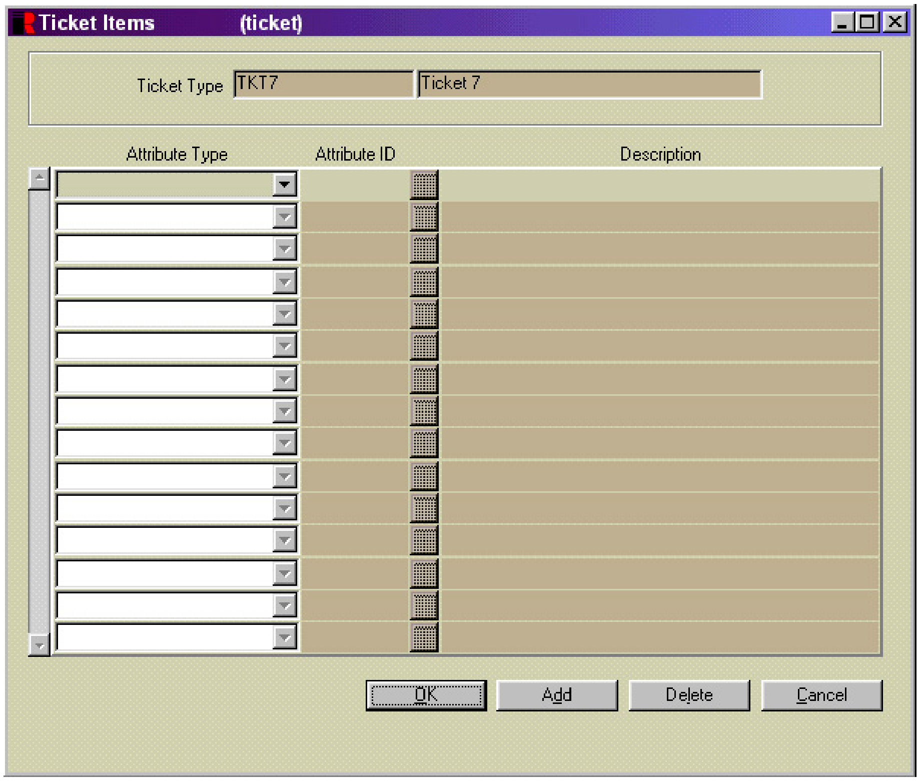
   Note: Attribute refers to a set of attributes that have been predefined for RMS. User Defined Attribute refers to a customized set of attributes.

7. In the Attribute ID field, enter the ID of the attribute that you want to include on the ticket or label, or click the LOV button and select an attribute. The description of the attribute is filled in automatically.
8. To add additional attributes to the ticket, click the Add button and repeat steps 6 and 7.
9. Click OK to exit. You are returned to the Ticket Types window.
10. Click the Add button to create another ticket type, or click OK to exit.

Add Attributes to a Ticket

➲ **Navigate:** From the main menu, select Items → Ticket Type → Edit. The Ticket Types window is displayed.

1. Select the ticket type that you want to add attributes to.
2. Click the Detail button. The Ticket Items window is displayed. The attributes assigned to the ticket are displayed.



Ticket Type: TKT7 Ticket 7

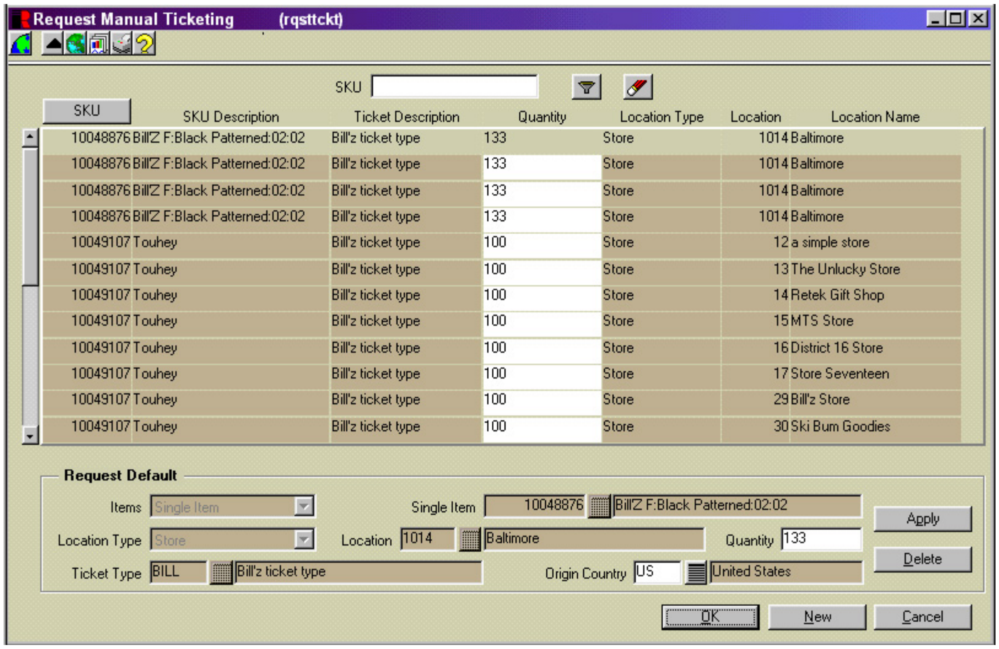
3. Click the Add button. The next available line becomes highlighted.
4. In the Attribute Type field, select either Attribute or User Defined Attribute.

   Note: Attribute refers to a set of attributes that have been predefined for RMS. User Defined Attribute refers to a customized set of attributes.

5. In the Attribute ID field, enter the ID of the attribute that you want to include on the ticket or label, or click the LOV button and select an attribute. The description of the attribute is displayed.
6. Click OK to exit. You are returned to the Ticket Types window.
7. Click OK to exit.

Create a Manual Request for Tickets

➲ **Navigate:** From the main menu, select Items → Request Tickets. The Request Manual Ticketing window is displayed. All ticket requests that have not yet been processed are displayed.



SKU	SKU Description	Ticket Description	Quantity	Location Type	Location	Location Name
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10049107	Touhey	Bill'z ticket type	100	Store	12	a simple store
10049107	Touhey	Bill'z ticket type	100	Store	13	The Unlucky Store
10049107	Touhey	Bill'z ticket type	100	Store	14	Retek Gift Shop
10049107	Touhey	Bill'z ticket type	100	Store	15	MTS Store
10049107	Touhey	Bill'z ticket type	100	Store	16	District 16 Store
10049107	Touhey	Bill'z ticket type	100	Store	17	Store Seventeen
10049107	Touhey	Bill'z ticket type	100	Store	29	Bill'z Store
10049107	Touhey	Bill'z ticket type	100	Store	30	Ski Bum Goodies

Items: Single Item
Single Item: 10048876 BillZ F:Black Patterned:02:02
Location Type: Store
Location: 1014 Baltimore
Quantity: 133
Ticket Type: BILL Bill'z ticket type
Origin Country: US United States

1. Click the New button. The Request Default area is enabled so that you can enter a new request.

2. In the Items field, select the type of item that requires a ticket. The remaining fields may change depending on your choice.

3. Enter the item ID or purchase order ID in the Single Item (Item List or Purchase Order) field, or click the LOV button and select an item or a purchase order.

4. For Single Item or Item list, select the type of location in the Location Type field.

5. If the Location field is enabled, enter a location ID, or click the LOV button and select a location.

6. If the Quantity field is enabled, enter the quantity of the item to be ticketed.

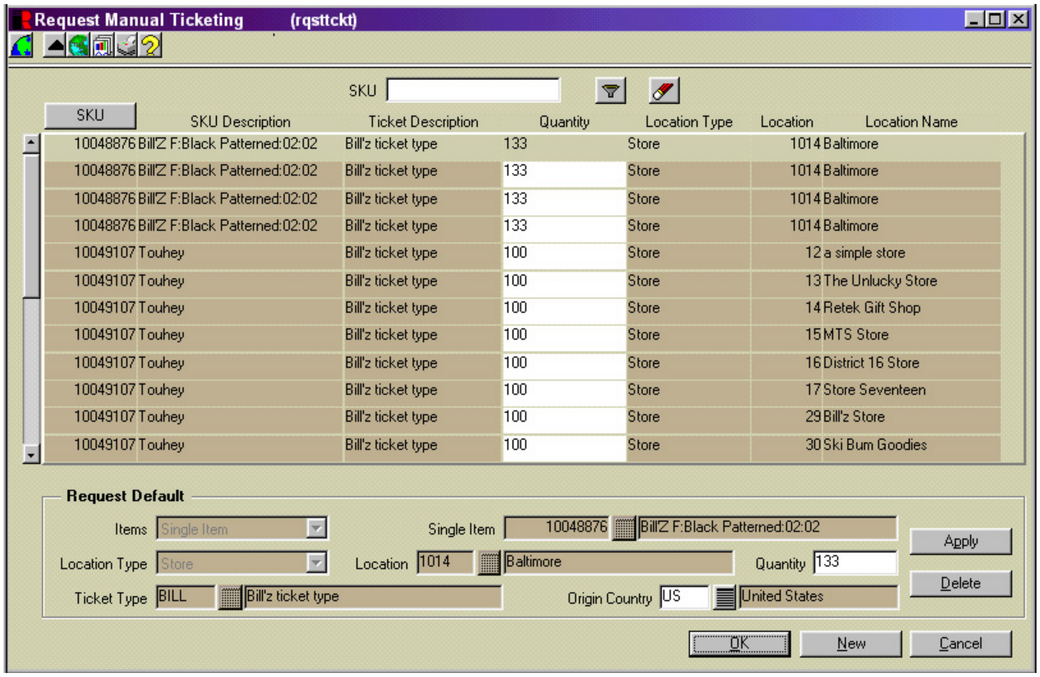
7. In the Ticket Type field, enter the ticket ID, or click the LOV button and select a ticket type.

8. In the Origin Country, enter the ID of the country from which the item is being ordered, or click the LOV button and select the country of origin.

9. Click the Apply button to add the request to the table of unprocessed requests.
10. Click OK to exit. The unprocessed ticket requests are batched and transmitted to an external printing system at the times determined by your company.

Search for Unprocessed Ticket Requests

➲ **Navigate:** From the main menu, select Items → Request Tickets. The Request Manual Ticketing window is displayed. All ticket requests that have not yet been processed are displayed.



SKU

SKU	SKU Description	Ticket Description	Quantity	Location Type	Location	Location Name
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10048876	BillZ F:Black Patterned:02:02	Bill'z ticket type	133	Store	1014	Baltimore
10049107	Touhey	Bill'z ticket type	100	Store	12	a simple store
10049107	Touhey	Bill'z ticket type	100	Store	13	The Unlucky Store
10049107	Touhey	Bill'z ticket type	100	Store	14	Retek Gift Shop
10049107	Touhey	Bill'z ticket type	100	Store	15	MTS Store
10049107	Touhey	Bill'z ticket type	100	Store	16	District 16 Store
10049107	Touhey	Bill'z ticket type	100	Store	17	Store Seventeen
10049107	Touhey	Bill'z ticket type	100	Store	29	Bill'z Store
10049107	Touhey	Bill'z ticket type	100	Store	30	Ski Bum Goodies

Request Default

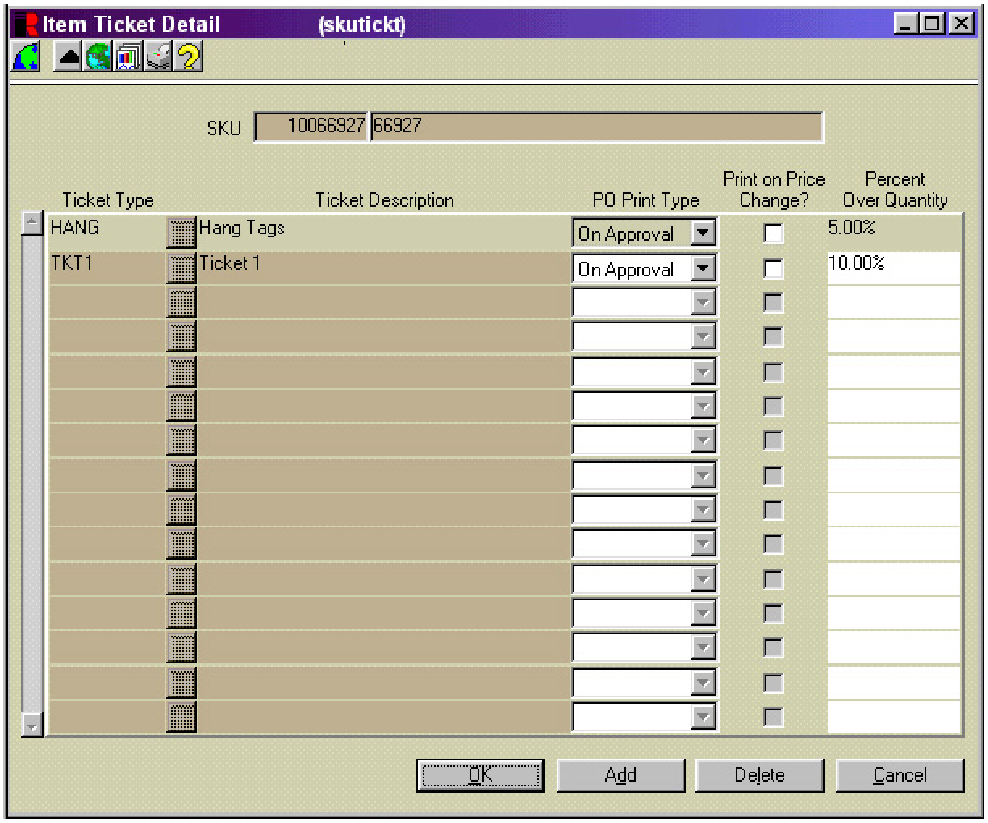
Items: Single Item
Single Item: 10048876 BillZ F:Black Patterned:02:02
Location Type: Store
Location: 1014 Baltimore
Quantity: 133
Ticket Type: BILL Bill'z ticket type
Origin Country: US United States

1. In the SKU box, enter the SKU that you want to search for.
2. Click the Apply Filter button to the right of the SKU box. Only unprocessed ticket requests for the designated SKU are displayed in the list.
3. View, edit, or delete any of the ticket requests, as needed.
4. To redisplay all unprocessed ticket requests, click the Clear Filter button. Then click the Apply Filter button.
5. Click OK to exit.

Set Up Tickets and Labels for Items

Note: Tickets and labels are set up from the Staple Item, Fashion Style, or Pack Item Maintenance windows.

➲ **Navigate:** From the Options menu, select Ticket Type. The Item Ticket Detail window is displayed.



SKU 10066927 66927

Ticket Type	Ticket Description	PO Print Type	Print on Price Change?	Percent Over Quantity
HANG	Hang Tags	On Approval	☐	5.00%
TKT1	Ticket 1	On Approval	☐	10.00%

1. In the Ticket Type field, enter the ID of the ticket to associate with the item, or click the LOV button and select a ticket type.
2. If the tickets are shelf edge labels, place a check mark in the Shelf Edge Label checkbox.
3. In the PO Print Type field, select when the tickets should be printed.
4. To cause tickets to be printed when a price change takes effect, click the Print Tickets Upon Price Change checkbox.
5. In the Percent Over Quantity field, enter the percentage of extra tickets to be printed.
6. Click OK to exit.

Chapter 8: Replenishment

The replenishment feature allows you to automate the ordering process for items. When you put an item on replenishment, you specify the location, either store or warehouse, at which the item is replenished. A replenishment batch process calculates the order quantity for a replenishment item at a location. You specify the method of replenishment to use to determine how much should be ordered for each location.

You can select the method by which the item is sourced and delivered to the stores: direct to store - cross-docked or warehouse stocked. You also select the circumstances in which purchase orders and transfers are created for items that need to be replenished. To completely automate the replenishment process, you can indicate that replenishment orders and transfers are created automatically in approved status.

You can select one of nine replenishment methods for an item. You can select from stock-oriented or service-oriented methods. The Constant, Min/Max, and Floating Point replenishment methods are stock-oriented methods that can be used without a forecasting application. The Time Supply, Time Supply - Seasonal, and Time Supply - Issues are stock-oriented replenishment methods that are used with a forecasting application. Dynamic, Dynamic - Seasonal, and Dynamic - Issues are service-oriented replenishment methods that are used with a forecasting application. The Dynamic replenishment methods are the most complex and powerful replenishment methods. The Dynamic - Issues and Time Supply-Issues replenishment methods are used exclusively for warehouses. Each location that stocks the item can use a different replenishment method.

For the item at each location, you can specify how often the item is reviewed for replenishment. A purchase order or transfer for a replenishment item is not necessarily created every time an item is reviewed for replenishment. The item is replenished based on the actual inventory situation of the item at the time it is reviewed. You can select how often and which day of the week the item is reviewed.

The lead time is the number of days between ordering an item and receiving the item at its final destination. You can enter the supplier lead time, the pickup to location lead time, and the warehouse to location lead time. The lead times are used when determining when an item needs to be replenished. When the location delivery schedule and activity calendar are used, the lead time represents the minimum amount of time required to deliver the item to the final location.

Due Order Processing

Due order processing allows replenishment purchase orders to be created based on the need for all of the items from a supplier, as opposed to the need of an item at a single location. Often, due order processing results in more efficient ordering because you can obtain cost discounts by meeting supplier minimums while maintaining a desired service level, build orders to meet multiple truckloads, and meet supplier minimums to reduce freight charges. You can indicate whether due order processing is performed for items from a supplier or items in a department from a supplier, and then the automatic replenishment process determines when an order is due.

You can select the level at which the due order processing is based. When due order processing is performed at the purchase order level, the decision to order is based on the combined service level of all the items on the order. An item is considered due when the accepted stock out level of the item is less than the estimated stock out level for the item, if the item is not ordered today. At a purchase order level, the stock out and expected stock out levels for all the items on the order are summed and compared to determine if the purchase order as a whole is due. When due order processing is performed at the item level, a replenishment purchase order is due when the stock out level is less than the estimated stock out level for any one item on the purchase order.

Scaling

Scaling is available for purchase orders created manually and automatically through the replenishment process. With scaling, purchaser orders are increased or decreased within the scaling constraints in order to meet purchasing objectives and increase the cost effectiveness of the ordering process. You can indicate that purchase orders for the supplier are scaled and the objective of the scaling process. You can select whether the objective of scaling is to get as close as possible to the maximums or minimums defined for the scaling constraints.

When you use order scaling, you define two scaling constraints. You select the type of constraint and the minimum and maximum values for the constraint. Depending on the objective of the scaling process, purchase orders are scaled as close a possible to the maximum or minimum value of the scaling constraint. You can also enter the allowable deviation for the purchase order from the value of the scaling constraint.

Minimum Order Requirements

You can define minimum order requirements for purchase orders for the supplier. You cannot approve purchase orders that do not meet the minimum order requirements of the supplier. You can specify up to two minimum order requirements and indicate whether a purchase order has to meet one or both of the requirements. You also can specify that purchase orders that do not meet the minimum order requirements are purged.

Seasons and Phases

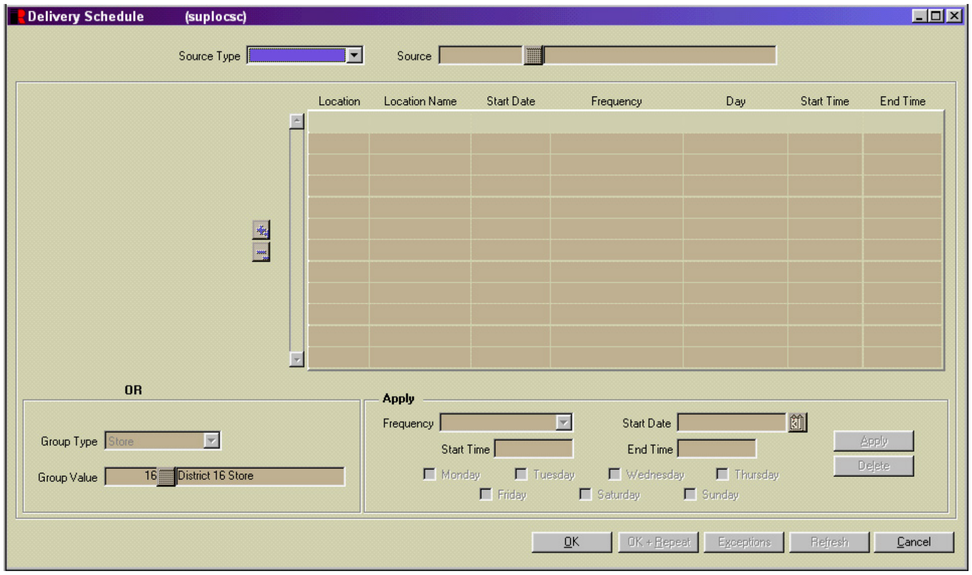
The season and phases feature allows you to create and maintain seasons and phases for an item. Seasons and phases have two functions:

- Reporting and tracking: You can add seasons and phases to staple items, fashion styles, fashion SKUs, and pack items. You can then create custom reports to track the movement of items with specific seasons and phases.
- Replenishment: Seasons and phases are also used for forecasted replenishment items. The items are on replenishment during the dates of the selected season and phase.

Add a Delivery Schedule for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

1. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.


Delivery Schedule (suplocsc)
Source Type
Source
Location
Location Name
Start Date
Frequency
Day
Start Time
End Time
OR
Apply
Frequency
Start Date
Start Time
End Time
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Apply
Delete
OK
OK + Repeat
Exceptions
Refresh
Cancel

Group Type: Store

Group Value: 16 District 16 Store

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:
   1. If the frequency is every day, all the days of the week are selected automatically for the delivery schedule.
   2. 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.

   3. If the frequency is every two or more weeks, select the day of the week.
9. Click the Apply button.
10. Click OK to exit.

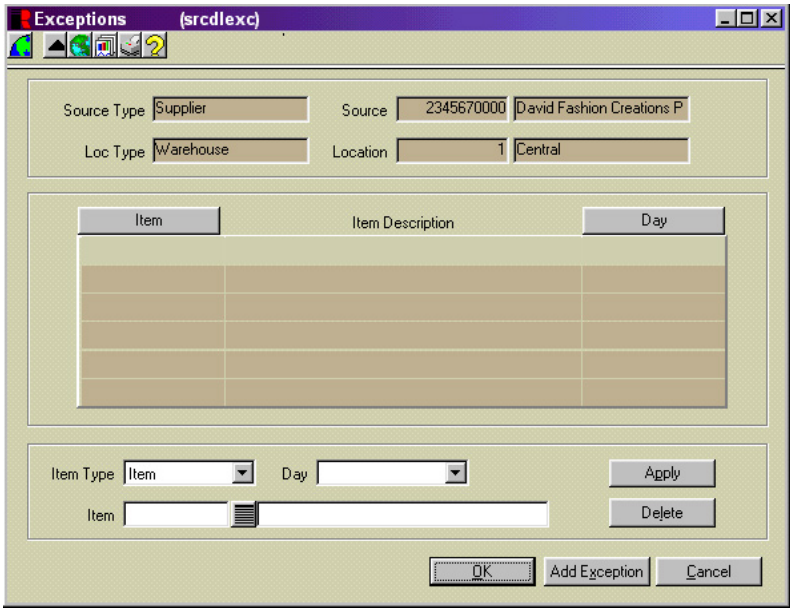
Add an Exception to a Delivery Schedule for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

1. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.
2. In the Group Type field, select Store or Warehouse.
3. In the Group Value field, enter the ID of the location or click the LOV button and select a location.

   Note: You can also use the Organizational Hierarchy Tree to navigate to the location to which you are adding exceptions. The Group Type and Group Value fields are filled in automatically.

4. Click the Exceptions button. The Exceptions window is displayed.



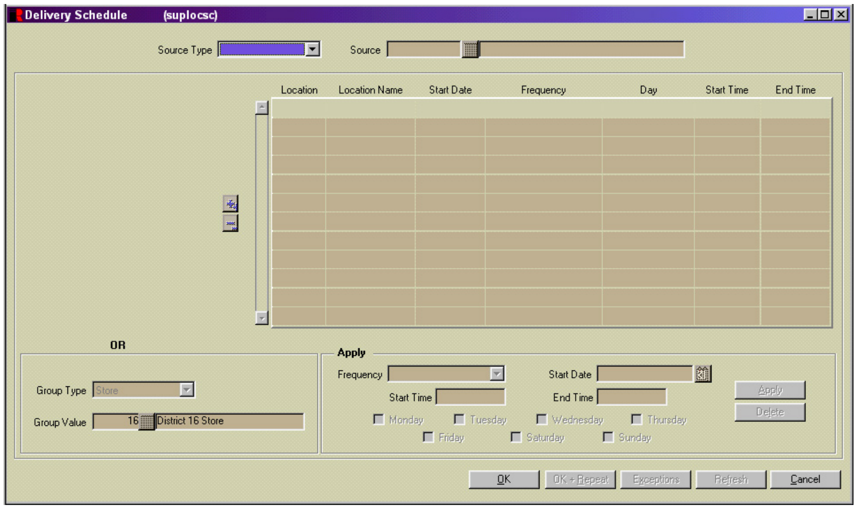
Source Type Supplier
Source 2345670000 David Fashion Creations P
Loc Type Warehouse
Location 1 Central
Item Type Item

5. Click the Add Exceptions button.
6. In the Item Type field, select Item or Item List.
7. In the Item field, enter the item number, SKU, or the ID of the item list, or click the LOV button and select the item or item list.
8. In the Day field, select the day on which you do not want the item or item list delivered.
9. Click the Apply button.
10. Click OK to exit.

Add a Delivery Schedule at the Store Level

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

1. Select Store on the tree structure. The stores are displayed on the table.
2. Select a store and click the Edit button. The Store Maintenance window is displayed.
3. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.


Delivery Schedule (suplocsc)
Source Type
Source
Location
Location Name
Start Date
Frequency
Day
Start Time
End Time
OR
Apply
Frequency
Start Date
Start Time
End Time
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday
Apply
Delete
OK
OK + Repeat
Exceptions
Refresh
Cancel

Group Type: Store

Group Value: 16 District 16 Store

4. In the Source Type field, select the type of source for the delivery schedule.
5. In the Source field, enter the ID of the supplier or warehouse, or click the LOV button and select the supplier or warehouse.
6. In the Frequency field, select how often you want the supplier to deliver to the locations.
7. In the Start Date field, enter the date on which the delivery schedule is effective.
8. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
9. In the End Time field, enter the time that the delivery is scheduled to end at the location.

10. 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.

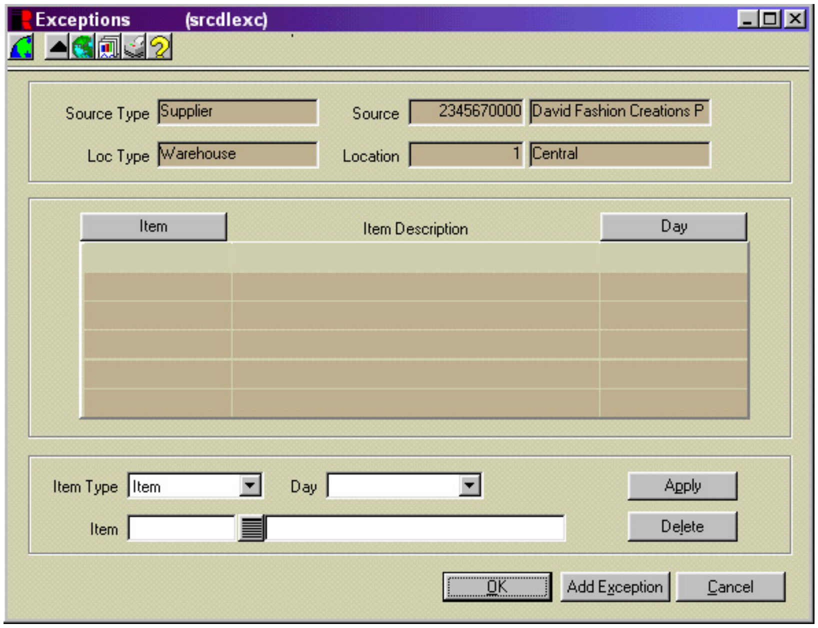
    Note: You can select more than one delivery day if the frequency is every week.

    c. If the frequency is every two or more weeks, select the day of the week.
11. Click the Apply button.
12. Click OK to exit.

Add an Exception to a Delivery Schedule at the Store Level

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

1. Select Store on the tree structure. The stores are displayed on the table.
2. Select a store and click the Edit button. The Store Maintenance window is displayed.
3. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.
4. In the Source Type field, select the type of source for the delivery schedule.
5. In the Source field, enter the ID of the supplier or warehouse, or click the LOV button and select the supplier or warehouse.
6. Click the Exceptions button. The Exceptions window is displayed.



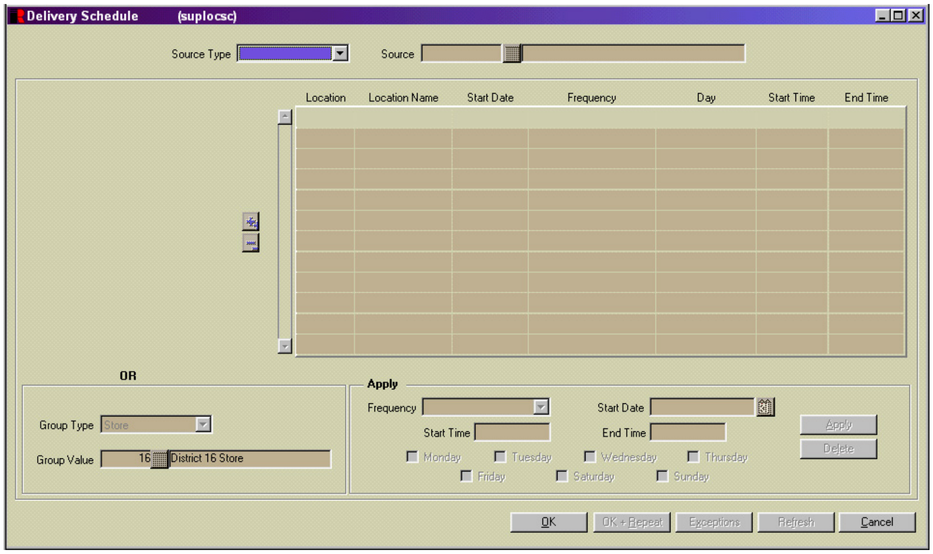
Source Type: Supplier
Source: 2345670000 David Fashion Creations P
Loc Type: Warehouse
Location: 1 Central
Item Type: Item
Day:
Item:

7. Click the Add Exceptions button.
8. In the Item Type field, select Item or Item List.
9. In the Item field, enter the item number, SKU, or the ID of the item list, or click the LOV button and select the item or item list.
10. In the Day field, select the day on which you do not want the item or item list delivered.
11. Click the Apply button.
12. Click OK to exit.

Add a Delivery Schedule at the Warehouse Level

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

1. Select Warehouse on the tree structure. The warehouses are displayed on the table.
2. Select a warehouse and click the Edit button. The Warehouse Maintenance window is displayed.
3. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.


Delivery Schedule (suplocsc)
Source Type
Source
Location
Location Name
Start Date
Frequency
Day
Start Time
End Time
OR
Apply
Frequency
Start Date
Start Time
End Time
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday
Apply
Delete
OK
OK + Repeat
Exceptions
Refresh
Cancel

Group Type: Store

Group Value: 16 District 16 Store

4. In the Source Type field, select the type of source for the delivery schedule.
5. In the Source field, enter the ID of the supplier or source warehouse, or click the LOV button and select the supplier or warehouse.
6. In the Frequency field, select how often you want the supplier to deliver to the locations.
7. In the Start Date field, enter the date on which the delivery schedule is effective.
8. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
9. In the End Time field, enter the time that the delivery is scheduled to end at the location.

10. 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.

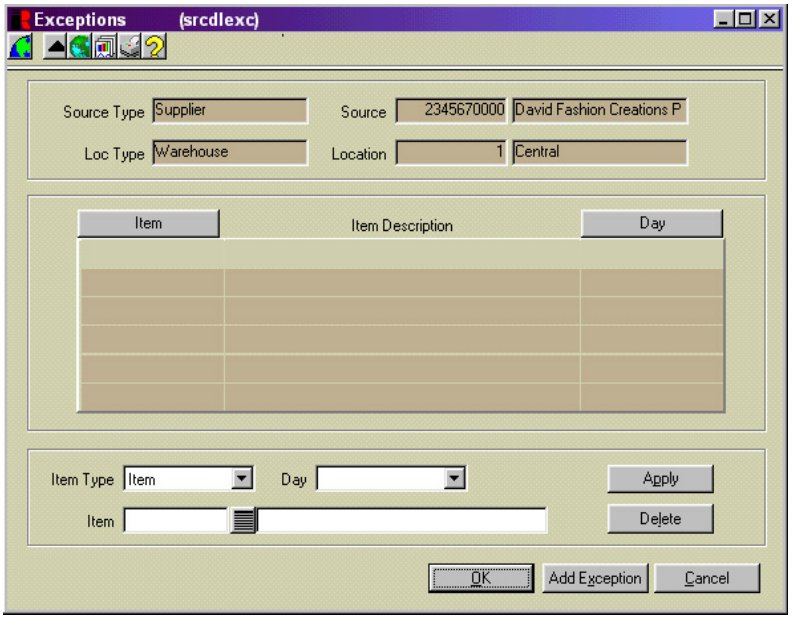
    Note: You can select more than one delivery day if the frequency is every week.

    c. If the frequency is every two or more weeks, select the day of the week.
11. Click the Apply button.
12. Click OK to exit.

Add an Exception to a Delivery Schedule at the Warehouse Level

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

1. Select Warehouse on the tree structure. The warehouses are displayed on the table.
2. Select a warehouse and click the Edit button. The Warehouse Maintenance window is displayed.
3. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.
4. In the Source Type field, select the type of source for the delivery schedule.
5. In the Source field, enter the ID of the supplier or warehouse, or click the LOV button and select the supplier or warehouse.
6. Click the Exceptions button. The Exceptions window is displayed.



Source Type: Supplier

Source: 2345670000 David Fashion Creations P

Loc Type: Warehouse

Location: 1 Central

Item Type: Item

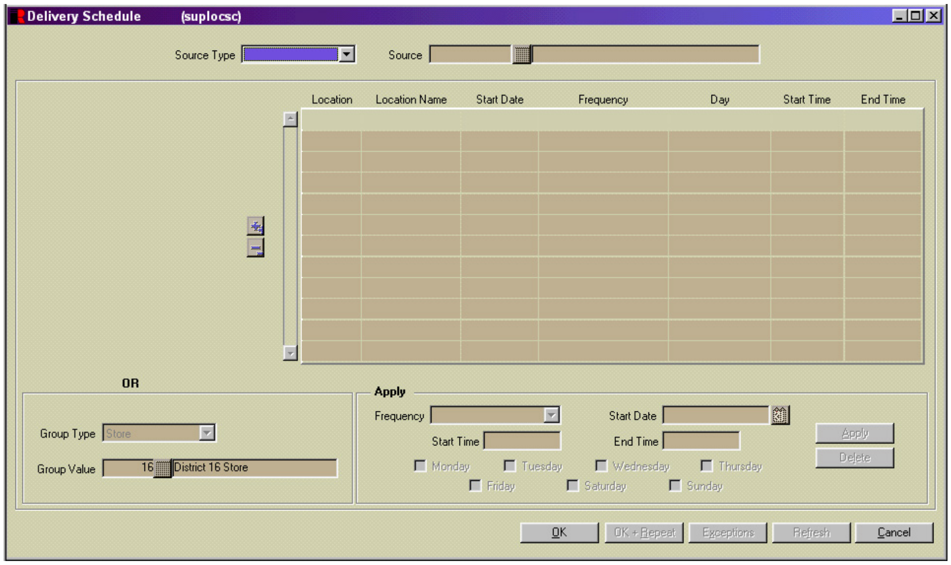
7. Click the Add Exceptions button.
8. In the Item Type field, select Item or Item List.

9. In the Item field, enter the item number, SKU, or the ID of the item list, or click the LOV button and select the item or item list.
10. In the Day field, select the day on which you do not want the item or item list delivered.
11. Click the Apply button.
12. Click OK to exit.

Add a Delivery Schedule 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. The warehouses are displayed on the table.
2. Select a warehouse and click the Edit button. The Warehouse Maintenance window is displayed.
3. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.


Delivery Schedule (suplocsc)
Source Type
Source
Location
Location Name
Start Date
Frequency
Day
Start Time
End Time
OR
Group Type
Group Value
Apply
Frequency
Start Date
Start Time
End Time
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday
Apply
Delete
OK
OK + Repeat
Exceptions
Refresh
Cancel

Group Type: Store

Group Value: 16 District 16 Store

4. In the Source Type field, select Warehouse.
5. In the Source field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
6. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
7. 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.

8. In the Frequency field, select how often you want the supplier to deliver to the locations.

9. In the Start Date field, enter the date on which the delivery schedule is effective.
10. In the Start Time field, enter the time that the delivery is scheduled to begin at the location.
11. In the End Time field, enter the time that the delivery is scheduled to end at the location.
12. 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.
13. Click the Apply button.
14. Click OK to exit.

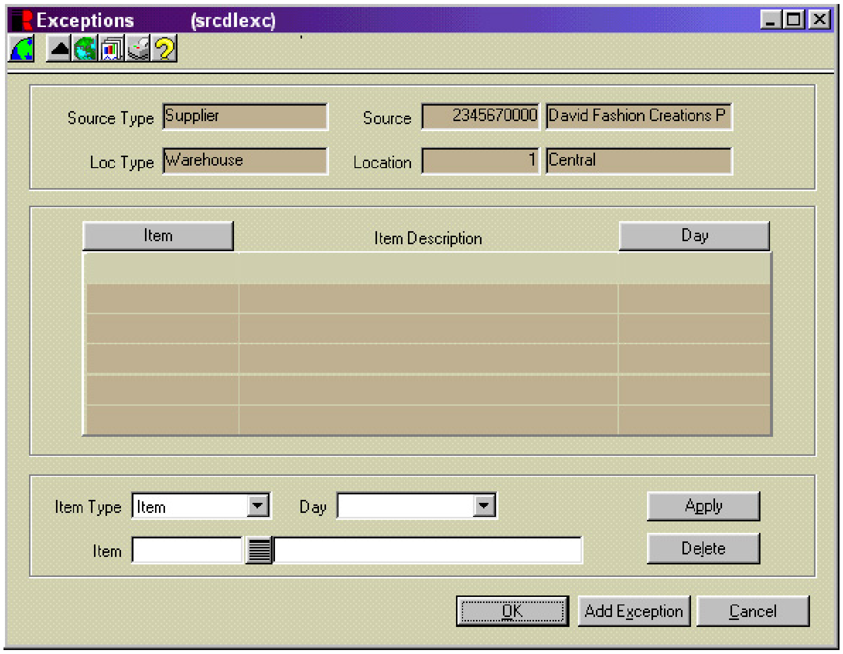
Add an Exception to a Delivery Schedule for a Warehouse

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

1. Select Warehouse on the tree structure. The warehouses are displayed on the table.
2. Select a warehouse and click the Edit button. The Warehouse Maintenance window is displayed.
3. From the Options menu, select Delivery Schedule. The Delivery Schedule window is displayed.
4. In the Source Type field, select Warehouse.
5. In the Source field, enter the ID of the warehouse, or click the LOV button and select the warehouse.
6. In the Group Type field, select the type of grouping mechanism or location for the delivery schedule.
7. 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.

8. Click the Exceptions button. The Exceptions window is displayed.



Exceptions (srcdlexc)

Source Type: Supplier

Source: 2345670000 David Fashion Creations P

Loc Type: Warehouse

Location: 1 Central

Item	Item Description	Day

Item Type: Item

Day:

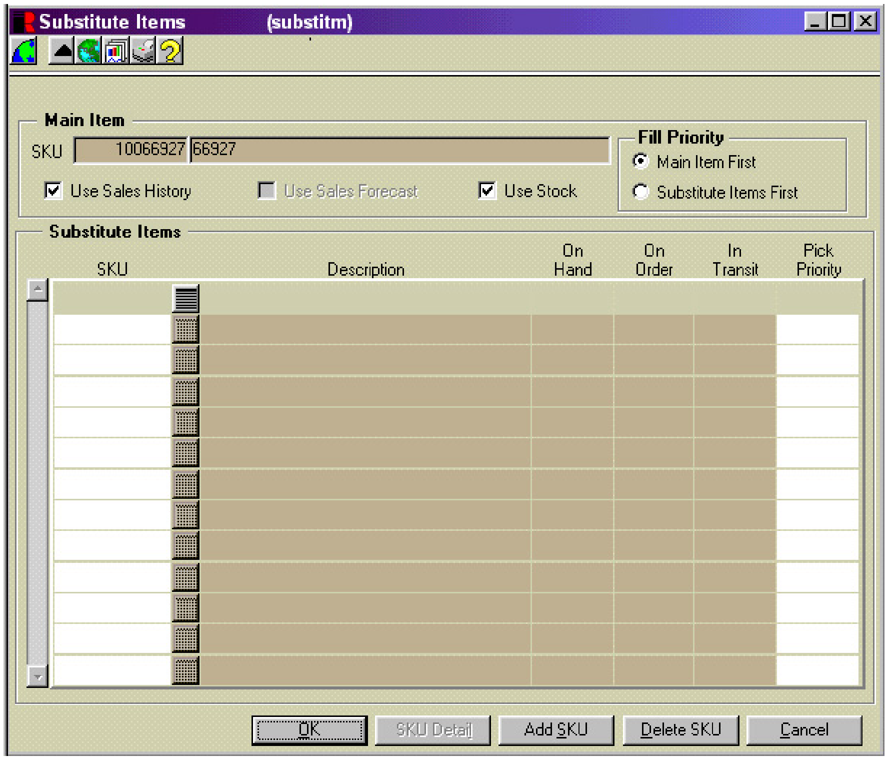
Item:

9. Click the Add Exceptions button.
10. In the Item Type field, select Item or Item List.
11. In the Item field, enter the item number, SKU, or the ID of the item list, or click the LOV button and select the item or item list.
12. In the Day field, select the day on which you do not want the item or item list delivered.
13. Click the Apply button.
14. Click OK to exit.

Add a Substitute Item for a Staple Item on Replenishment

➲ **Navigate:** Search for and retrieve a staple item on replenishment in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Replenishment → Substitute Items. The Substitute Items window is displayed.


Substitute Items (substitm)
Main Item
Fill Priority
Substitute Items
SKU
Description
On Hand
On Order
In Transit
Pick Priority
OK
SKU Detail
Add SKU
Delete SKU
Cancel

SKU 10066927 66927

☑ Use Sales History ☐ Use Sales Forecast ☑ Use Stock

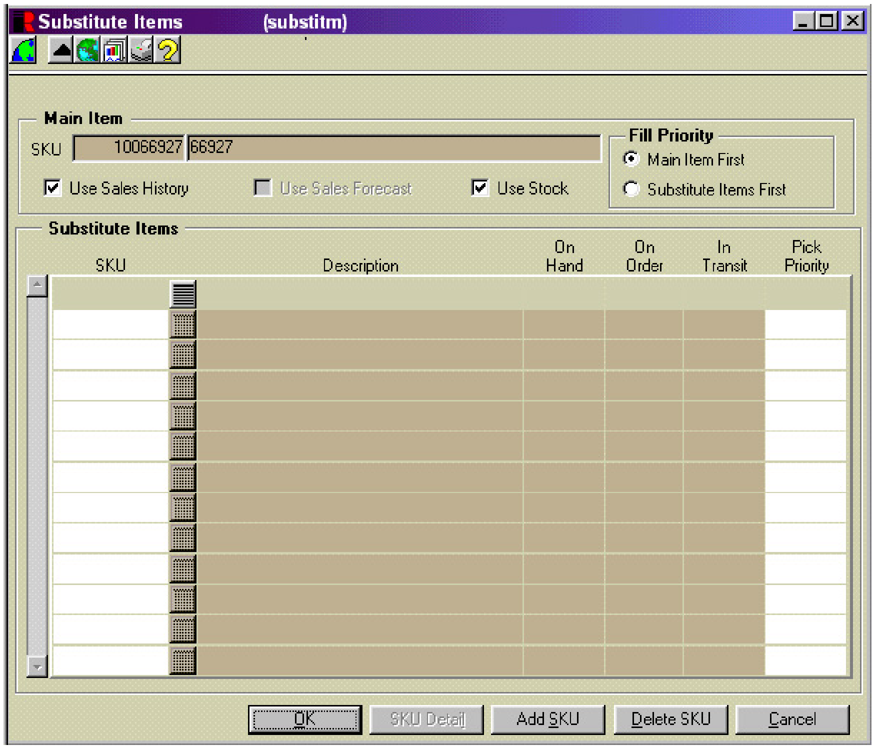
● Main Item First
○ Substitute Items First

2. Click the Add SKU button.
3. On the next available line, enter the item number in the SKU field, or click the LOV button and select an item.
4. When applicable, enter the numeric order in which the substitute item is picked.
5. Click OK to exit.

Add a Substitute Item for a Fashion SKU on Replenishment

➲ **Navigate:** Search for and retrieve a fashion SKU on replenishment in Edit mode. The Fashion Style Maintenance window is displayed. The fashion style for the fashion SKU you searched for is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. From the Options menu, select Replenishment → Substitute Items. The Substitute Items window is displayed.



Substitute Items (substitm)

Main Item

SKU 10066927 66927

☑ Use Sales History ☐ Use Sales Forecast ☑ Use Stock

Fill Priority

● Main Item First

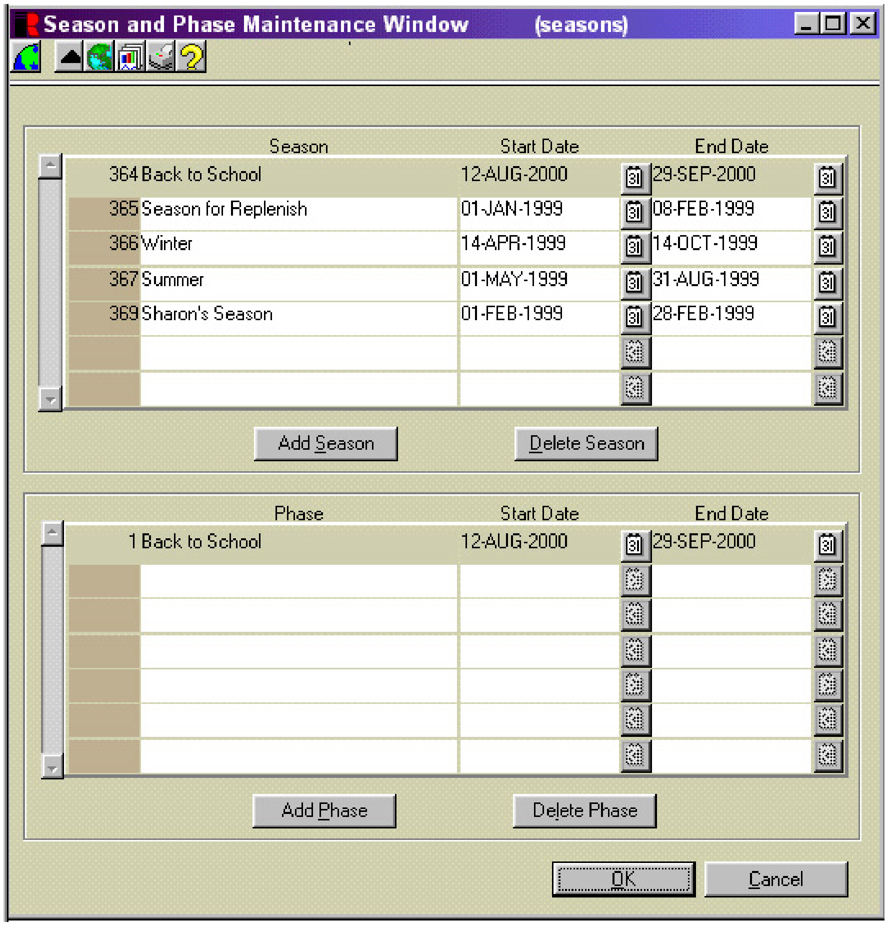
○ Substitute Items First

Substitute Items
SKU
Description
On Hand
On Order
In Transit
Pick Priority
OK
SKU Detail
Add SKU
Delete SKU
Cancel

3. Select the fashion SKU for which you want to add the substitute item.
4. Click the Add SKU button.
5. On the next available line, enter the item number in the SKU field, or click the LOV button and select an item.
6. When applicable, enter the numeric order in which the substitute item is picked.
7. Click OK to exit.

Create a Season

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


Season and Phase Maintenance Window (seasons)
Add Season
Delete Season
Add Phase
Delete Phase
OK
Cancel

Season	Start Date	End Date
364 Back to School	12-AUG-2000	29-SEP-2000
365 Season for Replenish	01-JAN-1999	08-FEB-1999
366 Winter	14-APR-1999	14-OCT-1999
367 Summer	01-MAY-1999	31-AUG-1999
369 Sharon's Season	01-FEB-1999	28-FEB-1999

Phase	Start Date	End Date
1 Back to School	12-AUG-2000	29-SEP-2000

1. Click the Add Season button.
2. In the Season field, enter a description of the season. A season ID is filled in automatically.
3. In the Start Date field, enter the date on which the season begins, or click the calendar button and select the date.
4. In the End Date field, enter the date on which the season ends, or click the calendar button and select the date.

5. To add a phase:

    a. Click the Add Phase button.

    b. In the Phase field, enter a description of the phase. A phase ID is filled in automatically.

    c. In the Start Date field, enter the date on which the phase begins, or click the calendar button and select the date.

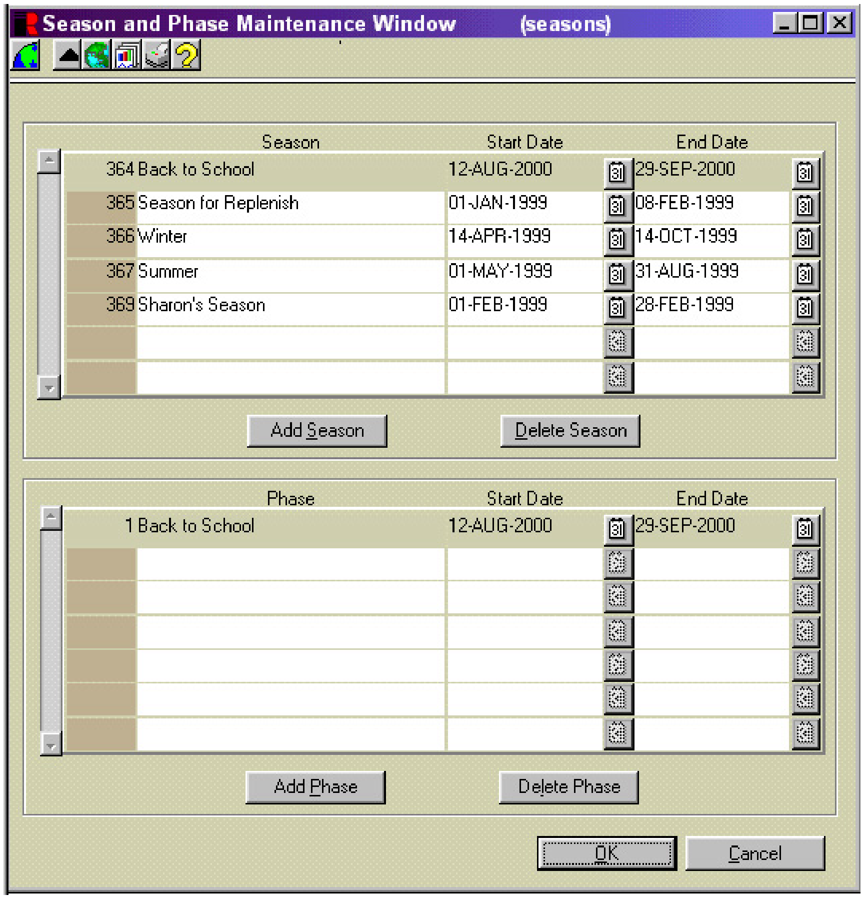
    d. In the End Date field, enter the date on which the phase ends, or click the calendar button and select the date.

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

6. Click OK to exit.

Create a Phase

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


Season and Phase Maintenance Window (seasons)
Add Season
Delete Season
Add Phase
Delete Phase
OK
Cancel

Season		Start Date	End Date
364	Back to School	12-AUG-2000	29-SEP-2000
365	Season for Replenish	01-JAN-1999	08-FEB-1999
366	Winter	14-APR-1999	14-OCT-1999
367	Summer	01-MAY-1999	31-AUG-1999
369	Sharon's Season	01-FEB-1999	28-FEB-1999

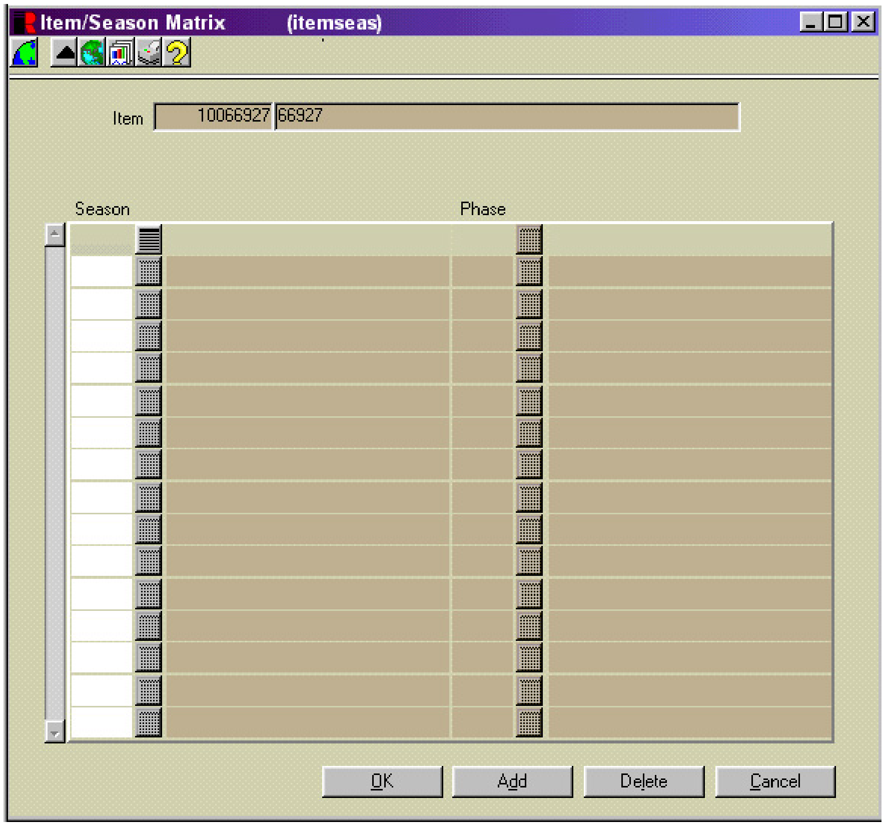
Phase		Start Date	End Date
1	Back to School	12-AUG-2000	29-SEP-2000

1. On the Season table, select the season for which you want to add a phase.
2. Click the Add Phase button.
3. In the Phase field, enter a description of the phase. A phase ID is filled in automatically.
4. In the Start Date field, enter the date on which the phase begins, or click the calendar button and select the date.
5. In the End Date field, enter the date on which the phase ends, or click the calendar button and select the date.
6. Click OK to exit.

Add a Season and Phase to a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

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


Item/Season Matrix (itemseas)
Season
Phase
OK
Add
Delete
Cancel

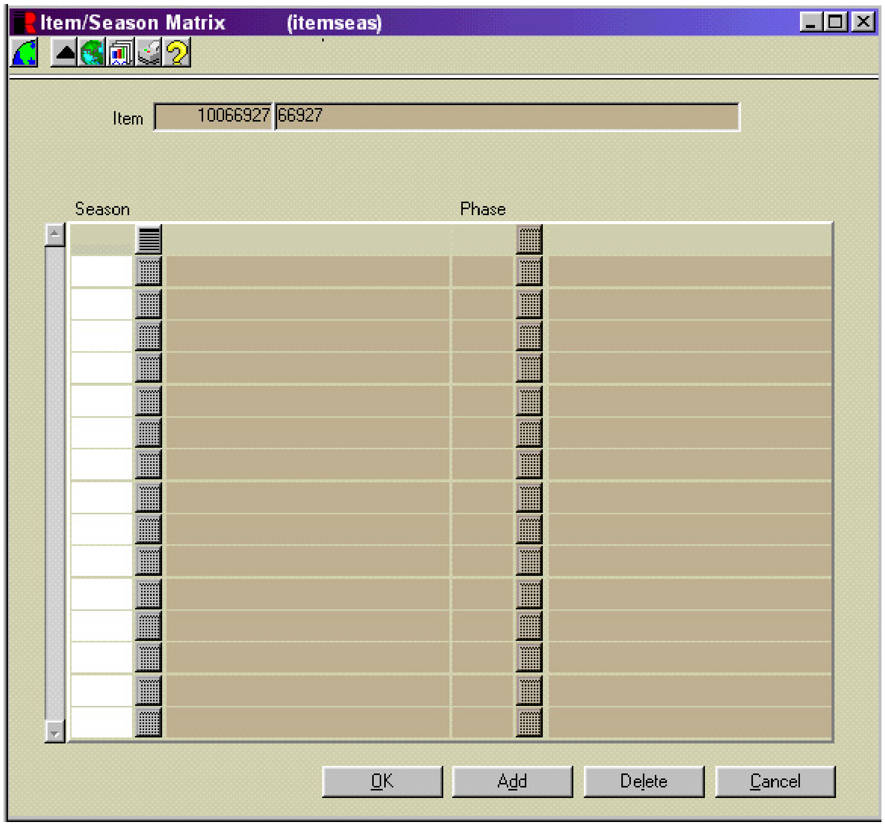
Item 10066927 66927

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

Add a Season and Phase to a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

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


Item/Season Matrix (itemseas)
Season
Phase
OK
Add
Delete
Cancel

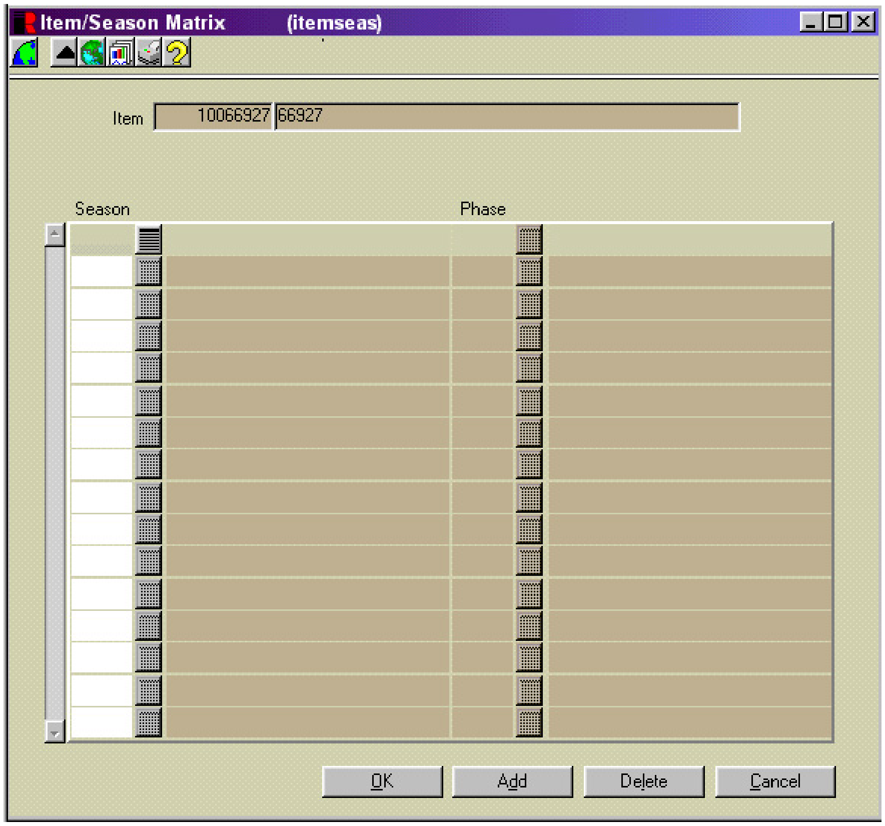
Item 10066927 66927

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

Add a Season and Phase to a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed. The fashion style for the fashion SKU you searched for is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select the fashion SKU to which you want to add a season and phase.
3. From the Options menu, select Seasons/Phases. The Item/Season Matrix window is displayed.



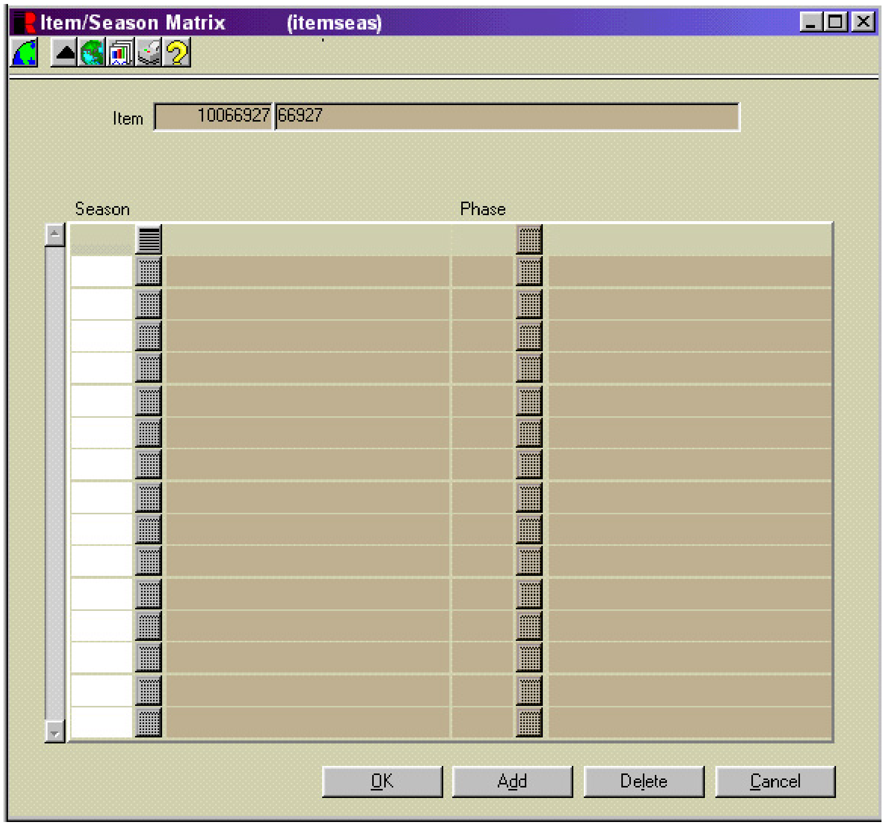
Item 10066927 66927

4. Click the Add button.
5. On the next available line, enter the ID of a season in the Season field, or click the LOV button and select a season.
6. In the Phase field, enter the ID of a seasonal phase, or click the LOV button and select a phase.
7. Click OK to exit.

Add a Season and Phase to a Pack item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

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


Item/Season Matrix (itemseas)
Season
Phase
OK
Add
Delete
Cancel

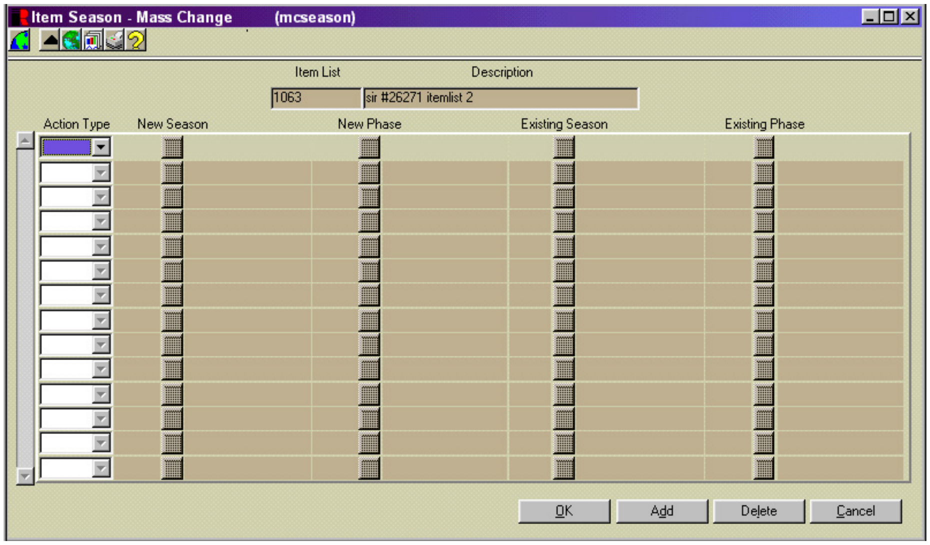
Item 10066927 66927

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

Change Seasons and Phases by Item List

➲ **Navigate:** 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 → Seasons/Phases. The Item Season - Mass Change window is displayed.


Item Season - Mass Change (mcseason)
Action Type
New Season
New Phase
Existing Season
Existing Phase
OK
Add
Delete
Cancel

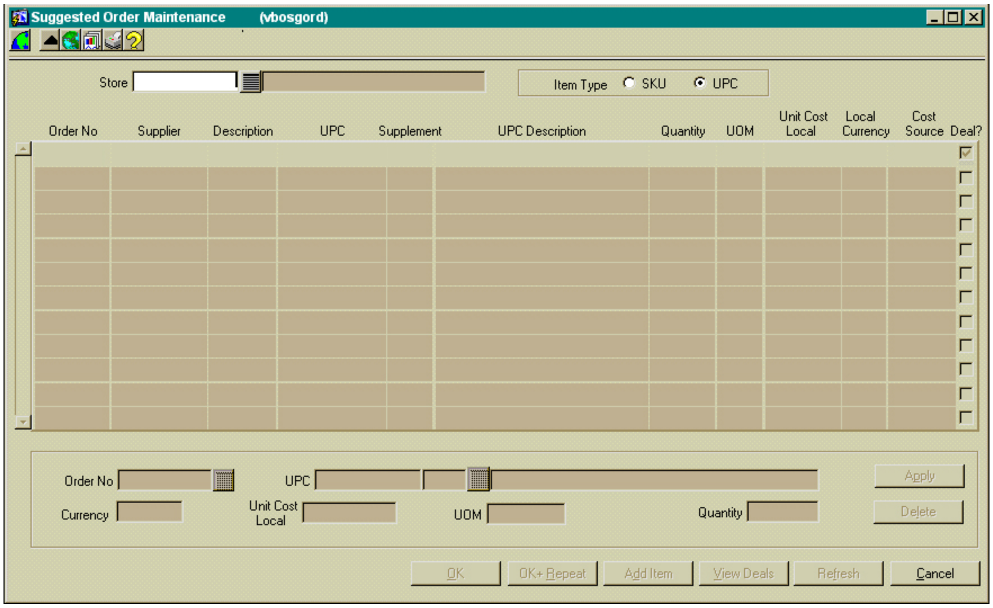
Item List: 1063
Description: sir #26271 itemlist 2

2. Click the Add button.
3. To add a season and phase to an item:
    a. In the Action Type field, select Add.
    b. In the New Season field, enter the ID of the season, or click the LOV button and select a season.
    c. In the New Phase field, enter the ID of the phase, or click the LOV button and select the phase.
4. To delete a season and phase to an item:
    a. In the Action Type field, select Delete.
    b. In the Existing Season field, enter the ID of the season, or click the LOV button and select a season.
    c. In the Existing Field, enter the ID of the phase, or click the LOV button and select the phase.

5. To replace an existing season and phase with a new season and phase:
   a. In the Action Type field, select Change.
   b. In the New Season field, enter the ID of the season, or click the LOV button and select a season.
   c. In the New Phase field, enter the ID of the phase, or click the LOV button and select the phase.
   d. In the Existing Season field, enter the ID of the season that you want to replace, or click the LOV button and select a season.
   e. In the Existing Field, enter the ID of the phase that you want to replace, or click the LOV button and select the phase.
6. Click OK to exit.

Edit the Suggested Orders for a Store

➲ **Navigate:** From the main menu, select Ordering → Suggested Orders → Edit. The Suggested Order Maintenance window is displayed.



Suggested Order Maintenance (vbosgord)
Store
Item Type ○ SKU ● UPC
Order No
Supplier
Description
UPC
Supplement
UPC Description
Quantity
UOM
Unit Cost Local
Local Currency
Cost Source
Deal?
Order No
UPC
Apply
Currency
Unit Cost Local
UOM
Quantity
Delete
OK
OK+Repeat
Add Item
View Deals
Refresh
Cancel

1. In the Store field, enter the ID of the store, or click the LOV button and select a store.
2. To change to the quantity of an item on a suggested order:
    a. Select the item for which you want to edit the quantity.
    b. In the Quantity field located in the Apply Criteria area, enter the new quantity.

    Note: You can change the quantity only within the defined replenishment tolerances.

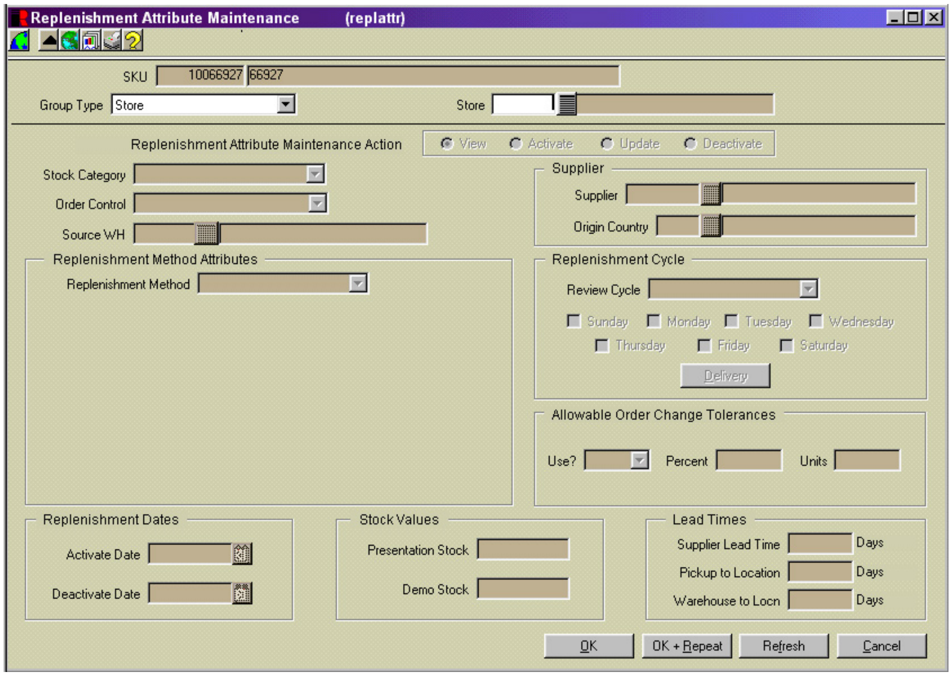
    c. Click the Apply button.

3. To add an item to an existing purchase order for the store:
    a. In the Order No field located in the Apply Criteria area, enter the purchase order number, or click the LOV button and select a purchase order.
    b. In the SKU or UPC field, enter the SKU or UPC, or enter a partial description of the item, click the LOV button, and select the item.
    c. In the Quantity field, enter the quantity of the item that you want to order.
    d. Click the Apply button.
4. Click OK to exit.

Add Replenishment Attributes to a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Replenishment → Maintenance. The Replenishment Attribute Maintenance window is displayed.



SKU: 10066927 66927

Group Type: Store

Replenishment Attribute Maintenance Action: ● View

Replenishment Attribute Maintenance (replattr)
Store
○ Activate
○ Update
○ Deactivate
Stock Category
Order Control
Source WH
Supplier
Supplier
Origin Country
Replenishment Method Attributes
Replenishment Method
Replenishment Cycle
Review Cycle
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
Delivery
Allowable Order Change Tolerances
Use?
Percent
Units
Replenishment Dates
Activate Date
Deactivate Date
Stock Values
Presentation Stock
Demo Stock
Lead Times
Supplier Lead Time
Days
Pickup to Location
Days
Warehouse to Locn
Days
OK
OK + Repeat
Refresh
Cancel

2. In the Group Type field, select the type of grouping mechanism or location.
3. In the Value field, enter the ID of the group or location, or click the LOV button and select a group or location.
4. In the Replenishment Attribute Maintenance Action field, select Activate.
5. In the Stock Category field, select type of stock that the item is.
6. In the Order Control field, select how replenishment orders are created for the item.
7. 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.

Note: You do not specify a source warehouse when the stock category of the item is Direct to Store.

To specify the supplier and origin country for the replenishment of the item:

> **Note:** You do not specify a supplier and origin country when the stock category of the item is Warehouse Stocked.

8. In the Supplier field, enter the ID of the supplier for the item, or click the LOV button and select a supplier.
9. In the Origin Country field, enter the code of the country of origin, or click the LOV button and select a country.

> **Note:** The Supplier and Origin Country fields are automatically filled in with primary supplier and origin country of the item. However, you can change this information for replenishment purposes.

To select a replenishment method:

10. In the Replenishment Method field, select the replenishment method for the item.
11. Enter the replenishment parameters in the associated replenishment fields.
12. In the Exempt from Scaling field, select whether supplier scaling is performed replenishment orders for the item.
13. In the Max Scale Amount field, enter the maximum scaling amount.

To define a replenishment review cycle:

14. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
15. 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 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.

To define allowable order change tolerances:

16. In the Use? field, select whether replenishment order quantities can be changed.

17. 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 Amount field, enter the amount by which you can change the order quantity.

    Note: You can enter only a percentage or only an amount or both a percentage and an amount.

To specify the replenishment dates:

18. 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.
19. In the Deactivate Date field, enter the date on which the replenishment attributes are no longer effective for the item, or click the calendar button and select the date.

To specify presentation stock and demonstration stock quantities:

20. In the Presentation Stock field, enter the quantity of presentation stock for the item.
21. In the Demo Stock field, enter the quantity of the demonstration stock for the item.

    Note: This field is not required when you are adding replenishment attributes for an item at a warehouse.

To specify the lead times for the item:

22. In the 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.

23. In the Warehouse to Lcn 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.

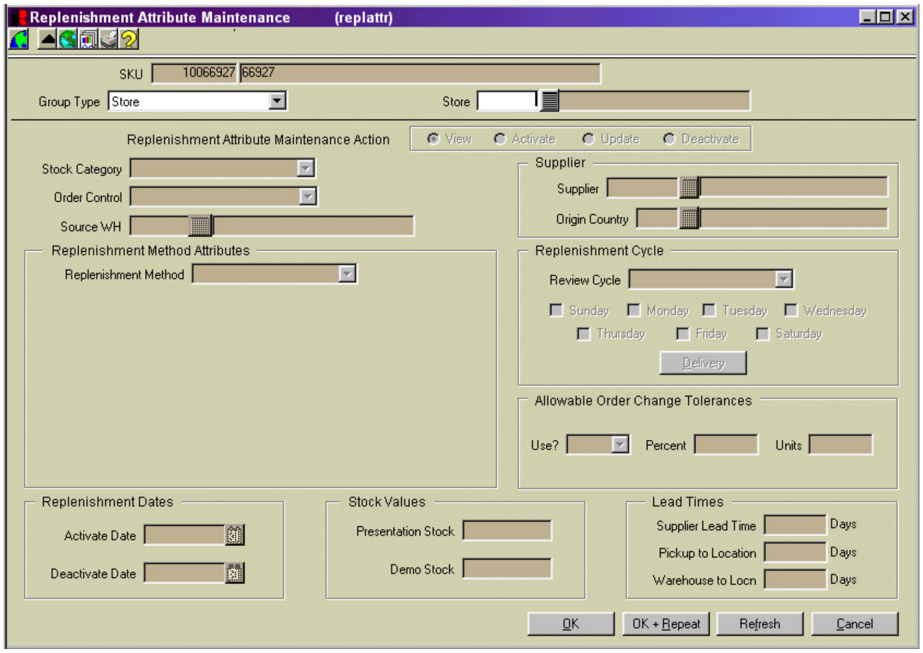
24. Click OK to exit.

Add Replenishment Attributes to a Fashion Style

> **Note:** When you add replenishment attributes to a fashion style, the attributes are automatically added to the fashion SKUs of the style.

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Replenishment → Maintenance. The Replenishment Attribute Maintenance window is displayed.


Replenishment Attribute Maintenance (replattr)
Store
Replenishment Attribute Maintenance Action
View
Activate
Update
Deactivate
Stock Category
Order Control
Source WH
Supplier
Supplier
Origin Country
Replenishment Method Attributes
Replenishment Method
Replenishment Cycle
Review Cycle
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Delivery
Allowable Order Change Tolerances
Use?
Percent
Units
Replenishment Dates
Activate Date
Deactivate Date
Stock Values
Presentation Stock
Demo Stock
Lead Times
Supplier Lead Time
Days
Pickup to Location
Days
Warehouse to Locn
Days
OK
OK + Repeat
Refresh
Cancel

SKU 10066927 66927

Group Type Store

2. In the Group Type field, select the type of grouping mechanism or location.
3. In the Value field, enter the ID of the group or location, or click the LOV button and select a group or location.
4. In the Replenishment Attribute Maintenance Action field, select Activate.
5. In the Stock Category field, select type of stock that the item is.
6. In the Order Control field, select how replenishment orders are created for the item.
7. 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.

> **Note:** You do not specify a source warehouse when the stock category of the item is Direct to Store.

To specify the supplier and origin country for the replenishment of the item:

Note: You do not specify a supplier and origin country when the stock category of the item is Warehouse Stocked.

8. In the Supplier field, enter the ID of the supplier for the item, or click the LOV button and select a supplier.
9. In the Origin Country field, enter the code of the country of origin, or click the LOV button and select a country.

Note: The Supplier and Origin Country fields are automatically filled in with primary supplier and origin country of the item. However, you can change this information for replenishment purposes.

To select a replenishment method:

10. In the Replenishment Method field, select the replenishment method for the item.
11. Enter the replenishment parameters in the associated replenishment fields.
12. In the Exempt from Scaling field, select whether supplier scaling is performed replenishment orders for the item.
13. In the Max Scale Amount field, enter the maximum scaling amount.

To define a replenishment review cycle:

14. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
15. 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 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.

To define allowable order change tolerances:

Note: Order changer tolerances do not apply to replenishment transfers.

16. In the Use? field, select whether replenishment order quantities can be changed.
17. 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 Amount field, enter the amount by which you can change the order quantity.

Note: You can enter only a percentage or only an amount or both a percentage and an amount.

To specify the replenishment dates:

18. 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.
19. In the Deactivate Date field, enter the date on which the replenishment attributes are no longer effective for the item, or click the calendar button and select the date.

To specify presentation stock and demonstration stock quantities:

20. In the Presentation Stock field, enter the quantity of presentation stock for the item.
21. In the Demo Stock field, enter the quantity of the demonstration stock for the item.

Note: This field is not required when you are adding replenishment attributes for an item at a warehouse.

To specify the lead times for the item:

22. In the 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.

23. In the Warehouse to Lcn field, enter the number of days it takes for the item to reach the store.

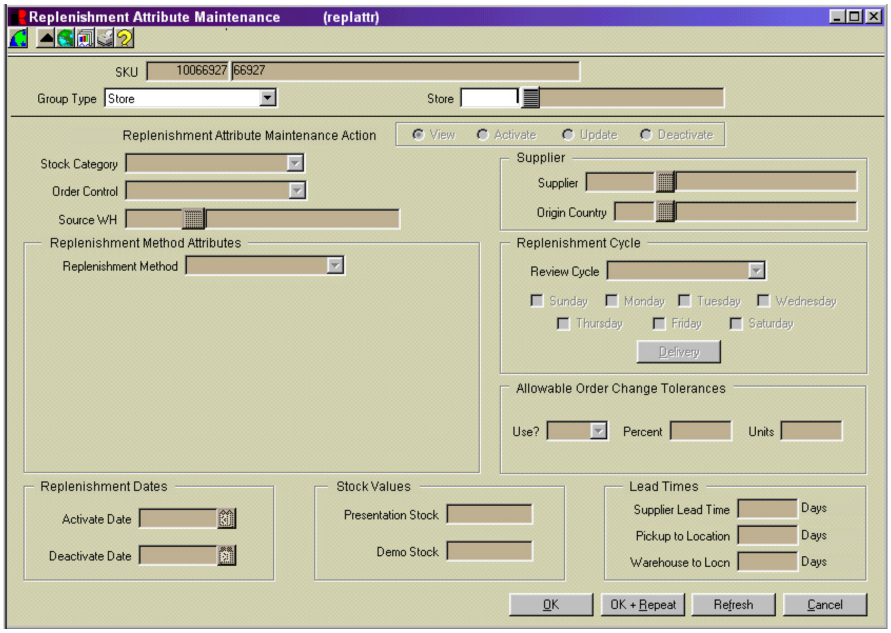
    Note: This field is required for cross-docked and warehouse stocked items.

24. Click OK to exit.

Add Replenishment Attributes to a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed. The fashion style for the fashion SKU you searched for is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select the fashion SKU to which you want to add replenishment attributes.
3. From the Options menu, select Replenishment → Maintenance. The Replenishment Attribute Maintenance window is displayed.



Replenishment Attribute Maintenance (replattr)
Replenishment Attribute Maintenance Action
○ View ○ Activate ○ Update ○ Deactivate
Stock Category
Order Control
Source WH
Supplier
Supplier
Origin Country
Replenishment Method Attributes
Replenishment Method
Replenishment Cycle
Review Cycle
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday
Delivery
Allowable Order Change Tolerances
Use?
Percent
Units
Replenishment Dates
Activate Date
Deactivate Date
Stock Values
Presentation Stock
Demo Stock
Lead Times
Supplier Lead Time Days
Pickup to Location Days
Warehouse to Locn Days
OK
OK + Repeat
Refresh
Cancel

SKU 10066927 66927

Group Type Store

Store

4. In the Group Type field, select the type of grouping mechanism or location.
5. In the Value field, enter the ID of the group or location, or click the LOV button and select a group or location.
6. In the Replenishment Attribute Maintenance Action field, select Activate.
7. In the Stock Category field, select type of stock that the item is.
8. In the Order Control field, select how replenishment orders are created for the item.

9. 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.

   Note: You do not specify a source warehouse when the stock category of the item is Direct to Store.

To specify the supplier and origin country for the replenishment of the item:

Note: You do not specify a supplier and origin country when the stock category of the item is Warehouse Stocked.

10. In the Supplier field, enter the ID of the supplier for the item, or click the LOV button and select a supplier.
11. In the Origin Country field, enter the code of the country of origin, or click the LOV button and select a country.

    Note: The Supplier and Origin Country fields are automatically filled in with primary supplier and origin country of the item. However, you can change this information for replenishment purposes.

To select a replenishment method:

12. In the Replenishment Method field, select the replenishment method for the item.
13. Enter the replenishment parameters in the associated replenishment fields.
14. In the Exempt from Scaling field, select whether supplier scaling is performed replenishment orders for the item.
15. In the Max Scale Amount field, enter the maximum scaling amount.

To define a replenishment review cycle:

16. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
17. 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 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.

To define allowable order change tolerances:

Note: Order changer tolerances do not apply to replenishment transfers.

18. In the Use? field, select whether replenishment order quantities can be changed.
19. To define the amount of change allowed:
    a. In the Percent field, enter the percentage by which you can change the order quantity.
    b. In the Amount field, enter the amount by which you can change the order quantity.

Note: You can enter only a percentage or only an amount or both a percentage and an amount.

To specify the replenishment dates:

20. 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.
21. 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.

Note: This field is when you are adding replenishment attributes for an item at a warehouse.

To specify presentation stock and demonstration stock quantities:

22. In the Presentation Stock field, enter the quantity of presentation stock for the item.
23. In the Demo Stock field, enter the quantity of the demonstration stock for the item.

Note: This field is not required when you are adding replenishment attributes for an item at a warehouse.

To specify the lead times for the item:

24. 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.

25. In the Warehouse to Lcn 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.

26. Click OK to exit.

Change Replenishment Item Attributes by Item List

➲ **Navigate:** 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 → Replenishment. The Replenishment Attribute Maintenance window is displayed.
2. In the Group Type field, select the type of grouping mechanism or location.
3. In the Value field, enter the ID of the group or location, or click the LOV button and select a group or location.
4. In the Replenishment Attribute Maintenance Action field, select Activate.
5. In the Stock Category field, select type of stock that the item is.
6. In the Order Control field, select how replenishment orders are created for the item.
7. 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.

Note: You do not specify a source warehouse when the stock category of the item is Direct to Store.

To specify the supplier and origin country for the replenishment of the item:

Note: You do not specify a supplier and origin country when the stock category of the item is Warehouse Stocked.

8. In the Supplier field, enter the ID of the supplier for the item, or click the LOV button and select a supplier.
9. In the Origin Country field, enter the code of the country of origin, or click the LOV button and select a country.

Note: The Supplier and Origin Country fields are automatically filled in with primary supplier and origin country of the item. However, you can change this information for replenishment purposes.

To select a replenishment method:

10. In the Replenishment Method field, select the replenishment method for the item.
11. Enter the replenishment parameters in the associated replenishment fields.
12. In the Exempt from Scaling field, select whether supplier scaling is performed replenishment orders for the item.
13. In the Max Scale Amount field, enter the maximum scaling amount.

To define a replenishment review cycle:

14. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.
15. 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 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.

To define allowable order change tolerances:

Note: Order changer tolerances do not apply to replenishment transfers.

16. In the Use? field, select whether replenishment order quantities can be changed.
17. 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 Amount field, enter the amount by which you can change the order quantity.

Note: You can enter only a percentage or only an amount or both a percentage and an amount.

To specify the replenishment dates:

18. 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.
19. In the Deactivate Date field, enter the date on which the replenishment attributes are no longer effective for the item, or click the calendar button and select the date.

To specify presentation stock and demonstration stock quantities:

20. In the Presentation Stock field, enter the quantity of presentation stock for the item.
21. In the Demo Stock field, enter the quantity of the demonstration stock for the item.

Note: This field is not required when you are adding replenishment attributes for an item at a warehouse.

To specify the lead times for the item:

22. In the 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.

23. In the Warehouse to Lcn field, enter the number of days it takes for the item to reach the store.

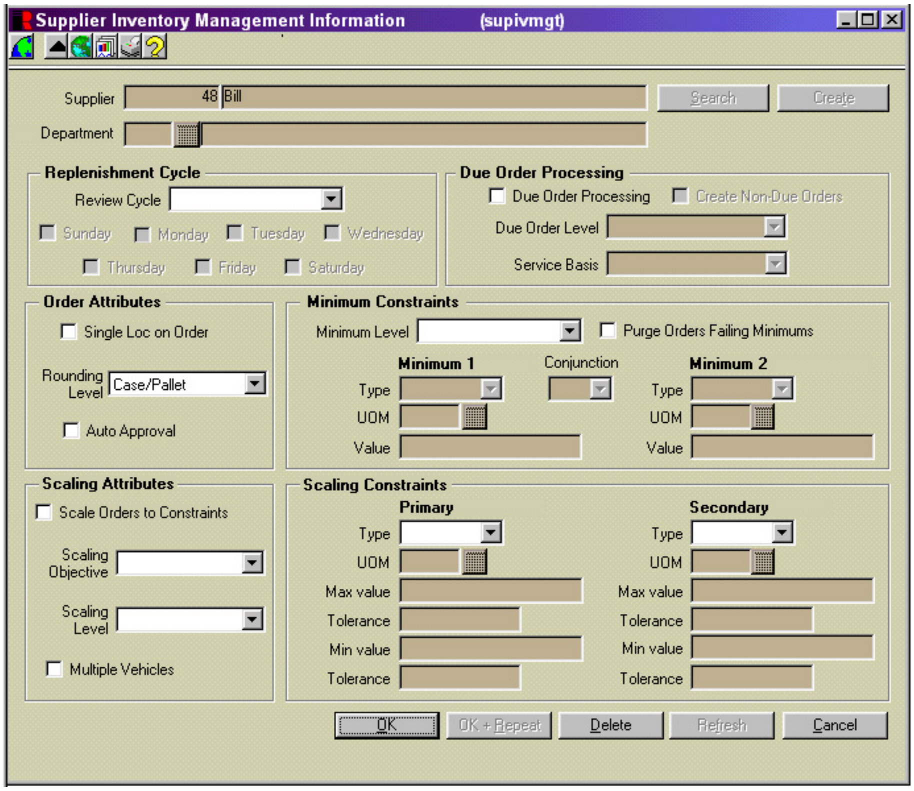
Note: This field is required for cross-docked and warehouse stocked items.

24. Click OK to exit.

Add Inventory Management Information for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

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



Supplier Inventory Management Information (supivmgt)

Supplier 48 Bill

Rounding Level Case/Pallet

Department
Search
Create
Replenishment Cycle
Review Cycle
☐ Sunday
☐ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
Due Order Processing
☐ Due Order Processing
☐ Create Non-Due Orders
Due Order Level
Service Basis
Order Attributes
☐ Single Loc on Order
☐ Auto Approval
Minimum Constraints
Minimum Level
☐ Purge Orders Failing Minimums
Minimum 1
Conjunction
Minimum 2
Type
UOM
Value
Scaling Attributes
☐ Scale Orders to Constraints
Scaling Objective
Scaling Level
☐ Multiple Vehicles
Scaling Constraints
Primary
Secondary
Type
UOM
Max value
Tolerance
Min value
Tolerance
OK
OK + Repeat
Delete
Refresh
Cancel

2. Click the Create button. The inventory management fields are enabled.

To define a replenishment review cycle:

3. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.

4. To select the day on which the item is reviewed:
   1. If the review cycle is every day, all the days of the week are selected automatically for the delivery schedule.
   2. If the review cycle is every week, select the day of the week.

   Note: You can select more than one delivery day if the frequency is every week.

   3. If the frequency is every two or more weeks, select the day of the week.

To define due order processing parameters:

5. Select the Due Order Processing checkbox to have due order processing is performed for replenishment items due order processing is performed for replenishment items from the supplier.
6. Select the Create Non-Due orders checkbox to have purchase order are created in Worksheet status for items that are not due to be ordered.
7. In the Due Order Level field, select the level at which the due order processing is based.
8. In the Service Basis field, select the parameter that is used in calculating the stock out levels.

To specify order attributes:

9. Select the Single Loc on Order checkbox to have replenishment purchase orders for items from the supplier are created for a single location.
10. In the Rounding Level field, select the unit to which order quantities for an item are rounded.
11. Select the Auto Approval checkbox to have replenishment purchase orders for items from the supplier are created in Approved status.

To define minimum order constraints:

12. In the Minimum Level field, select the level at which the minimum order requirements of the supplier must be met.
13. In the Purge Orders Failing Minimums, select the checkbox to have replenishment purchase orders that do not meet the minimum order requirements of the supplier are purged.

14. To add the first minimum order requirement:
    a. In the Minimum 1 Type field, select how the first minimum order requirement is expressed
    b. In the Minimum 1 UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

    c. In the Minimum 1Value field, enter the value of the first minimum order requirement of the supplier.
15. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
16. To add a second minimum order requirement:
    a. In the Minimum 2 Type field, select how the first minimum order requirement is expressed
    b. In the Minimum 2 UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

    c. In the Minimum 2 Value field, enter the value of the first minimum order requirement of the supplier.

To specify scaling attributes:

17. Select the Scale Order to Constraints checkbox to have items on purchase orders for the supplier are scaled to meet the scaling constraints.
18. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
19. In the Scaling Level field, select the level at which the scaling is performed
20. Select the Multiple Vehicles checkbox to indicate that multiple vehicles may be used when delivering the order.

To define scaling constraints:

21. To add the first scaling constraint:
    a. In the Primary Type field, select how first scaling constraint is expressed
    b. In the Primary UOM field, select the unit of measure for the minimum order type.

Note: This field is only required when the type is Mass or Volume.

   c. In the Primary Max Value field, enter the maximum value of the first scaling constraint.

   d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.

   e. In the Primary Min Value field, enter the minimum value of the first scaling constraint.

   f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.

22. To add the second scaling constraint:

   a. In the Primary Type field, select how second scaling constraint is expressed

   b. In the Primary UOM field, select the unit of measure for the minimum order type.

Note: This field is only required when the type is Mass or Volume.

   c. In the Primary Max Value field, enter the maximum value of the second scaling constraint.

   d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.

   e. In the Primary Min Value field, enter the minimum value of the second scaling constraint.

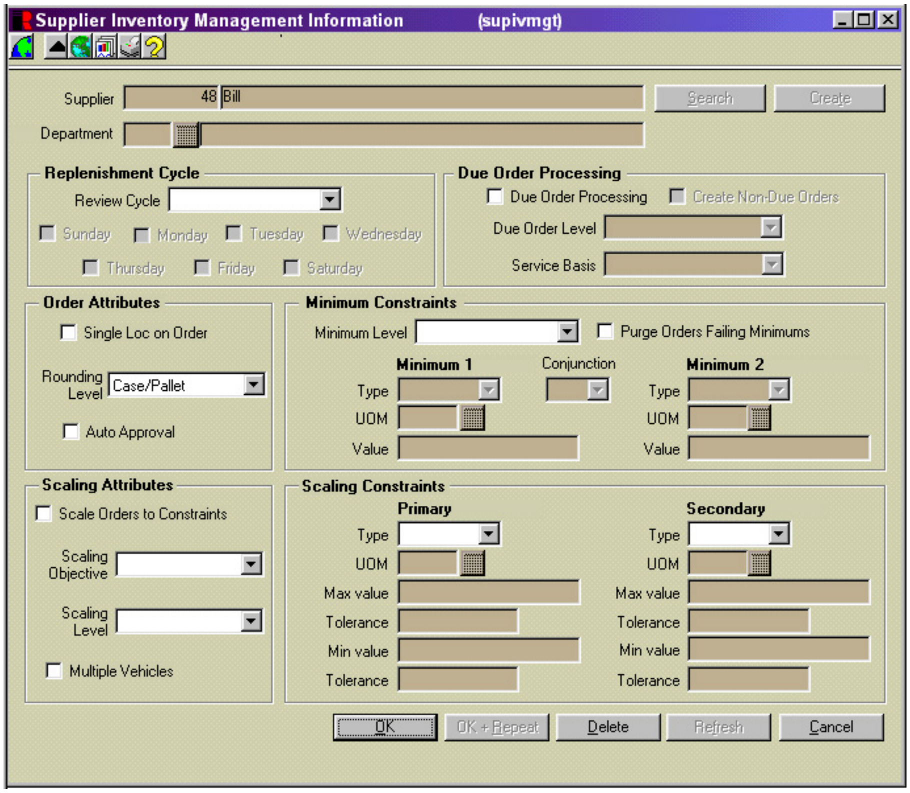
   f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.

23. Click OK to exit.

Add Inventory Management Information for a Department and Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

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


Supplier Inventory Management Information
(supivmgt)
Search
Create
Department
Replenishment Cycle
Review Cycle
☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday
☐ Thursday ☐ Friday ☐ Saturday
Due Order Processing
☐ Due Order Processing
☐ Create Non-Due Orders
Due Order Level
Service Basis
Order Attributes
☐ Single Loc on Order
☐ Auto Approval
Minimum Constraints
Minimum Level
☐ Purge Orders Failing Minimums
Minimum 1
Conjunction
Minimum 2
Type
UOM
Value
Type
UOM
Value
Scaling Attributes
☐ Scale Orders to Constraints
Scaling Objective
Scaling Level
☐ Multiple Vehicles
Scaling Constraints
Primary
Secondary
Type
UOM
Max value
Tolerance
Min value
Tolerance
Type
UOM
Max value
Tolerance
Min value
Tolerance
OK
OK + Repeat
Delete
Refresh
Cancel

Supplier: 48 Bill

Rounding Level: Case/Pallet

2. In the Department field, enter the ID of the department, or click the LOV button and select the department.
3. Click the Create button. The inventory management fields are enabled.

To define a replenishment review cycle:

4. In the Review Cycle field, select the frequency that the item is reviewed for replenishment.

5. 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 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.

To define due order processing parameters:

6. Select the Due Order Processing checkbox to have due order processing is performed for replenishment items due order processing is performed for replenishment items from the supplier.
7. Select the Create Non-Due orders checkbox to have purchase order are created in Worksheet status for items that are not due to be ordered.
8. In the Due Order Level field, select the level at which the due order processing is based.
9. In the Service Basis field, select the parameter that is used in calculating the stock out levels.

To specify order attributes:

10. Select the Single Loc on Order checkbox to have replenishment purchase orders for items from the supplier are created for a single location.
11. In the Rounding Level field, select the unit to which order quantities for an item are rounded.
12. Select the Auto Approval checkbox to have replenishment purchase orders for items from the supplier are created in Approved status.

To define minimum order constraints:

13. In the Minimum Level field, select the level at which the minimum order requirements of the supplier must be met.
14. In the Purge Orders Failing Minimums, select the checkbox to have replenishment purchase orders that do not meet the minimum order requirements of the supplier are purged.

15. To add the first minimum order requirement:
    1. In the Minimum 1 Type field, select how the first minimum order requirement is expressed
    2. In the Minimum 1 UOM field, select the unit of measure for the minimum order type.

       Note: This field is only required when the type is Mass or Volume.

    3. In the Minimum 1 Value field, enter the value of the first minimum order requirement of the supplier.
16. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
17. To add a second minimum order requirement:
    1. In the Minimum 2 Type field, select how the first minimum order requirement is expressed
    2. In the Minimum 2 UOM field, select the unit of measure for the minimum order type.

       Note: This field is only required when the type is Mass or Volume.

    3. In the Minimum 2 Value field, enter the value of the first minimum order requirement of the supplier.

To specify scaling attributes:

18. Select the Scale Order to Constraints checkbox to have items on purchase orders for the supplier are scaled to meet the scaling constraints.
19. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
20. In the Scaling Level field, select the level at which the scaling is performed
21. Select the Multiple Vehicles checkbox to indicate that multiple vehicles may be used when delivering the order.

To define scaling constraints:

22. To add the first scaling constraint:
    a. In the Primary Type field, select how first scaling constraint is expressed
    b. In the Primary UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

    c. In the Primary Max Value field, enter the maximum value of the first scaling constraint.
    d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
    e. In the Primary Min Value field, enter the minimum value of the first scaling constraint.
    f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
23. To add the second scaling constraint:
    a. In the Primary Type field, select how second scaling constraint is expressed
    b. In the Primary UOM field, select the unit of measure for the minimum order type.

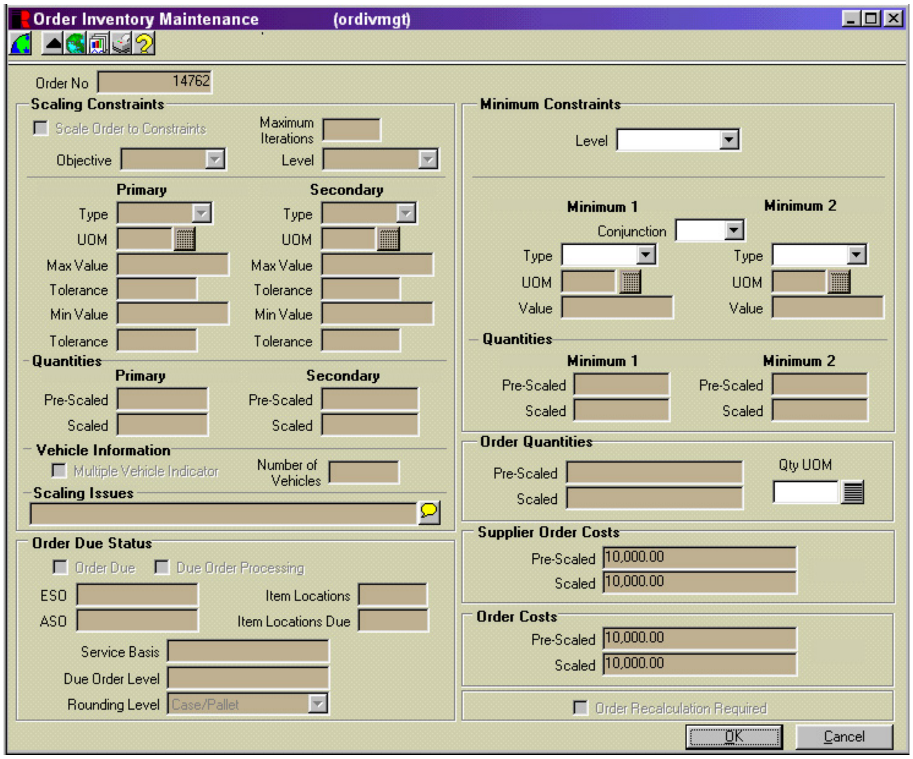
    Note: This field is only required when the type is Mass or Volume.

    c. In the Primary Max Value field, enter the maximum value of the second scaling constraint.
    d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
    e. In the Primary Min Value field, enter the minimum value of the second scaling constraint.
    f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
24. Click OK to exit.

Edit Scaling Constraints for a Purchase Order

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

1. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window is displayed.


Order Inventory Maintenance (ordivmgt)
Scaling Constraints
Scale Order to Constraints
Maximum Iterations
Objective
Level
Primary
Secondary
Type
UOM
Max Value
Tolerance
Min Value
Tolerance
Quantities
Pre-Scaled
Scaled
Vehicle Information
Multiple Vehicle Indicator
Number of Vehicles
Scaling Issues
Order Due Status
Order Due
Due Order Processing
ESO
ASO
Item Locations
Item Locations Due
Service Basis
Due Order Level
Rounding Level
Minimum Constraints
Level
Minimum 1
Minimum 2
Conjunction
Type
UOM
Value
Quantities
Order Quantities
Qty UOM
Supplier Order Costs
Order Costs
Order Recalculation Required
OK
Cancel

Order No 14762

Rounding Level: Case/Pallet

Supplier Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

2. In the Qty UOM field, enter the code for the unit of measure in which to display the pre-scaled and scaled quantities on the purchase order, or click the LOV button and select the unit of measure.
3. Select the Scale Order to Constraints checkbox to have items on purchase orders for the supplier are scaled to meet the scaling constraints.
4. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
5. In the Scaling Level field, select the level at which the scaling is performed
6. In the Maximum Iterations field, enter the maximum number of times that the scaling process is performed for the purchase order.

7. To add the first scaling constraint:
    a. In the Primary Type field, select how first scaling constraint is expressed
    b. In the Primary UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

    c. In the Primary Max Value field, enter the maximum value of the first scaling constraint.
    d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
    e. In the Primary Min Value field, enter the minimum value of the first scaling constraint.
    f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
8. To add the second scaling constraint:
    a. In the Primary Type field, select how second scaling constraint is expressed
    b. In the Primary UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

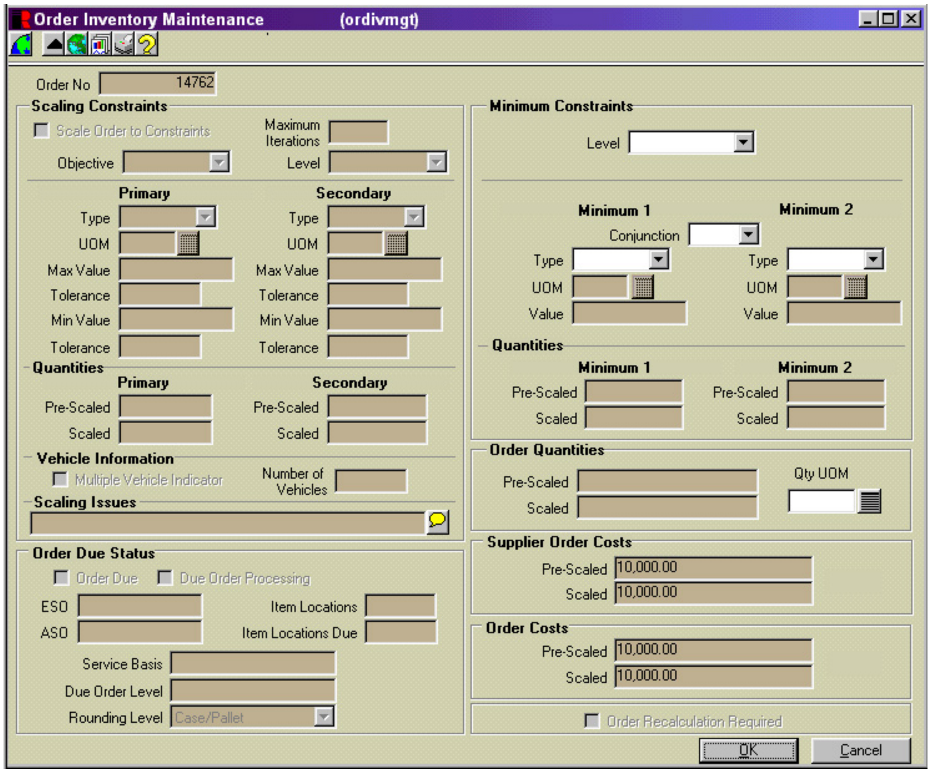
    c. In the Primary Max Value field, enter the maximum value of the second scaling constraint.
    d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
    e. In the Primary Min Value field, enter the minimum value of the second scaling constraint.
    f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
9. Select the Multiple Vehicles Indicator checkbox to indicate that multiple vehicles may be used when delivering the order.
10. Click OK to exit the Order Inventory Maintenance window.
11. Click the Recalculate button on the PO Header Maintenance window. The Recalculate Options window is displayed.
12. Select the Order Scaling checkbox.
13. Click the Recalculate button. The quantities are recalculated.

Edit Minimum Order Requirements for a Purchase Order

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

> **Note:** Restrict the search to purchase orders in Worksheet status.

1. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window is displayed.



Order Inventory Maintenance (ordivmgt)
Scaling Constraints
Scale Order to Constraints
Maximum Iterations
Objective
Level
Primary
Secondary
Type
UOM
Max Value
Tolerance
Min Value
Tolerance
Quantities
Pre-Scaled
Scaled
Vehicle Information
Multiple Vehicle Indicator
Number of Vehicles
Scaling Issues
Order Due Status
Order Due
Due Order Processing
ESO
ASO
Item Locations
Item Locations Due
Service Basis
Due Order Level
Minimum Constraints
Minimum 1
Minimum 2
Conjunction
Value
Order Quantities
Qty UOM
Order Recalculation Required
OK
Cancel

Order No 14762

Rounding Level: Case/Pallet

Supplier Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

2. In the Qty UOM field, enter the code for the unit of measure in which to display the pre-scaled and scaled quantities on the purchase order, or click the LOV button and select the unit of measure.

3. In the Minimum Level field, select the level at which the minimum order requirements of the supplier must be met.

4. To add the first minimum order requirement:
    a. In the Minimum 1 Type field, select how the first minimum order requirement is expressed
    b. In the Minimum 1 UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

    c. In the Minimum 1 Value field, enter the value of the first minimum order requirement of the supplier.
5. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
6. To add a second minimum order requirement:
    a. In the Minimum 2 Type field, select how the first minimum order requirement is expressed
    b. In the Minimum 2 UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

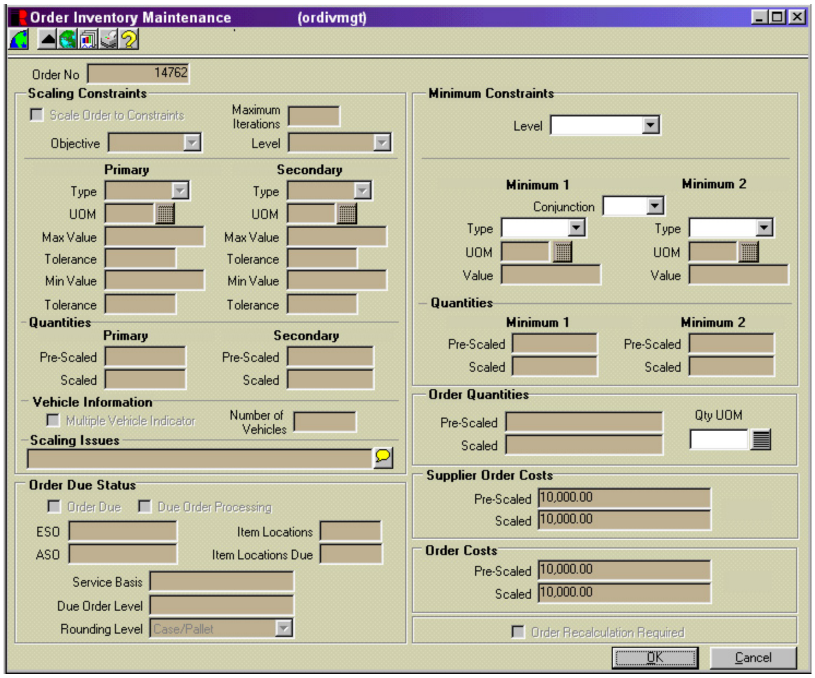
    c. In the Minimum 2 Value field, enter the value of the first minimum order requirement of the supplier.
7. Click OK to exit the Order Inventory Maintenance window.
8. Click the Recalculate button on the PO Header Maintenance window. The Recalculate Options window is displayed.
9. Select the Replenishment checkbox.
10. Click the Recalculate button. The quantities are recalculated.

Edit Scaling Constraints for an Item on a Purchase Order

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

Note: Restrict the search to purchase orders in Worksheet status.

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Select an item on the table.
3. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window is displayed.


Order Inventory Maintenance (ordivmgt)
Scaling Constraints
Scale Order to Constraints
Maximum Iterations
Objective
Level
Primary
Secondary
Type
UOM
Max Value
Tolerance
Min Value
Tolerance
Quantities
Pre-Scaled
Scaled
Vehicle Information
Multiple Vehicle Indicator
Number of Vehicles
Scaling Issues
Order Due Status
Order Due
Due Order Processing
ESO
ASO
Item Locations
Item Locations Due
Service Basis
Due Order Level
Rounding Level
Minimum Constraints
Level
Minimum 1
Minimum 2
Conjunction
Type
UOM
Value
Quantities
Pre-Scaled
Scaled
Order Quantities
Qty UOM
Supplier Order Costs
Order Costs
Order Recalculation Required
OK
Cancel

Order No 14762

Rounding Level Case/Pallet

Supplier Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

4. In the Qty UOM field, enter the code for the unit of measure in which to display the pre-scaled and scaled quantities on the purchase order, or click the LOV button and select the unit of measure.
5. Select the Scale Order to Constraints checkbox to have items on purchase orders for the supplier are scaled to meet the scaling constraints.
6. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.
7. In the Scaling Level field, select the level at which the scaling is performed
8. In the Maximum Iterations field, enter the maximum number of times that the scaling process is performed for the purchase order.

9. To add the first scaling constraint:
   - a. In the Primary Type field, select how first scaling constraint is expressed.
   - b. In the Primary UOM field, select the unit of measure for the minimum order type.

     Note: This field is only required when the type is Mass or Volume.

   - c. In the Primary Max Value field, enter the maximum value of the first scaling constraint.
   - d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
   - e. In the Primary Min Value field, enter the minimum value of the first scaling constraint.
   - f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
10. To add the second scaling constraint:
    - a. In the Primary Type field, select how second scaling constraint is expressed.
    - b. In the Primary UOM field, select the unit of measure for the minimum order type.

      Note: This field is only required when the type is Mass or Volume.

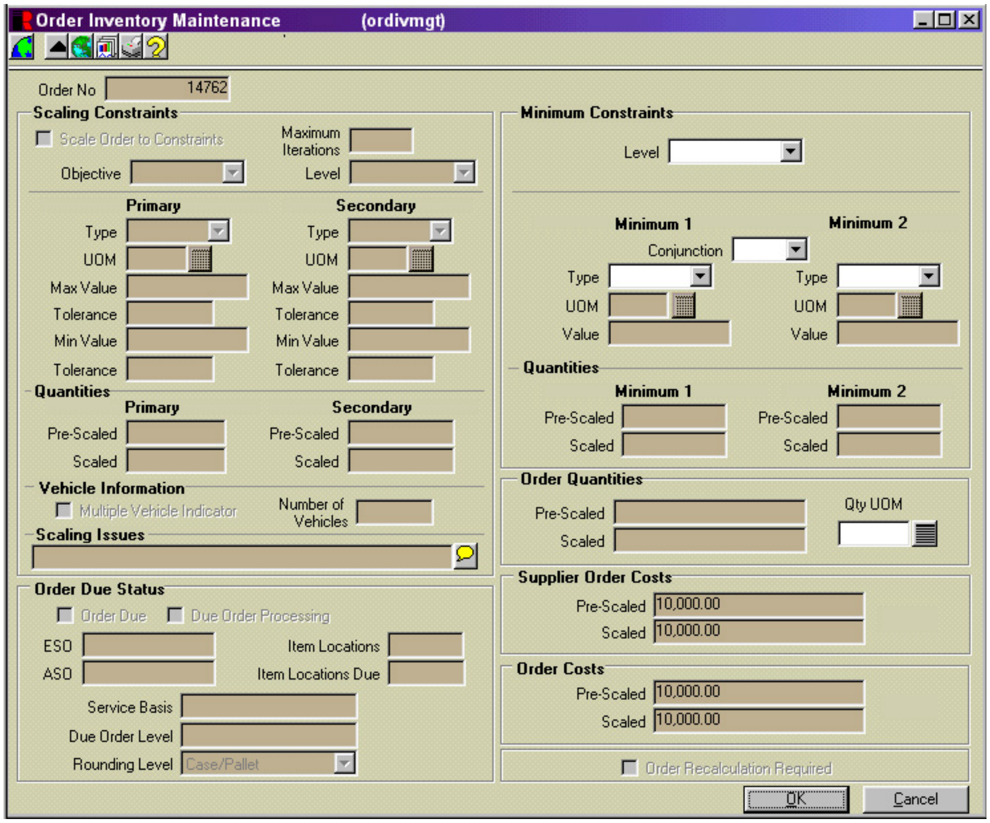
    - c. In the Primary Max Value field, enter the maximum value of the second scaling constraint.
    - d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
    - e. In the Primary Min Value field, enter the minimum value of the second scaling constraint.
    - f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
11. Select the Multiple Vehicles Indicator checkbox to indicate that multiple vehicles may be used when delivering the order.
12. From the Options menu, select Scaling + Scale Order to Constraints.
13. When prompted to scale the order quantities, click the Yes button. The quantities are recalculated.

Edit Minimum Order Requirements for an Item on a Purchase Order

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

Note: Restrict the search to purchase orders in Worksheet status.

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Select an item on the table.
3. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window is displayed.


Scaling Constraints
☐ Scale Order to Constraints
Maximum Iterations
Objective
Level
Primary
Secondary
Type
UOM
Max Value
Tolerance
Min Value
Tolerance
Quantities
Pre-Scaled
Scaled
Vehicle Information
☐ Multiple Vehicle Indicator
Number of Vehicles
Scaling Issues
Order Due Status
☐ Order Due
☐ Due Order Processing
ESO
ASO
Item Locations
Item Locations Due
Service Basis
Due Order Level
Minimum Constraints
Level
Minimum 1
Minimum 2
Conjunction
Value
Order Quantities
Qty UOM
☐ Order Recalculation Required
OK
Cancel

Order Inventory Maintenance (ordivmgt)

Order No 14762

Rounding Level Case/Pallet

Supplier Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

4. In the Qty UOM field, enter the code for the unit of measure in which to display the pre-scaled and scaled quantities on the purchase order, or click the LOV button and select the unit of measure.
5. In the Minimum Level field, select the level at which the minimum order requirements of the supplier must be met.

6. To add the first minimum order requirement:
    1. In the Minimum 1 Type field, select how the first minimum order requirement is expressed.
    2. In the Minimum 1 UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

    3. In the Minimum 1 Value field, enter the value of the first minimum order requirement of the supplier.
7. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
8. To add a second minimum order requirement:
    1. In the Minimum 2 Type field, select how the first minimum order requirement is expressed.
    2. In the Minimum 2 UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

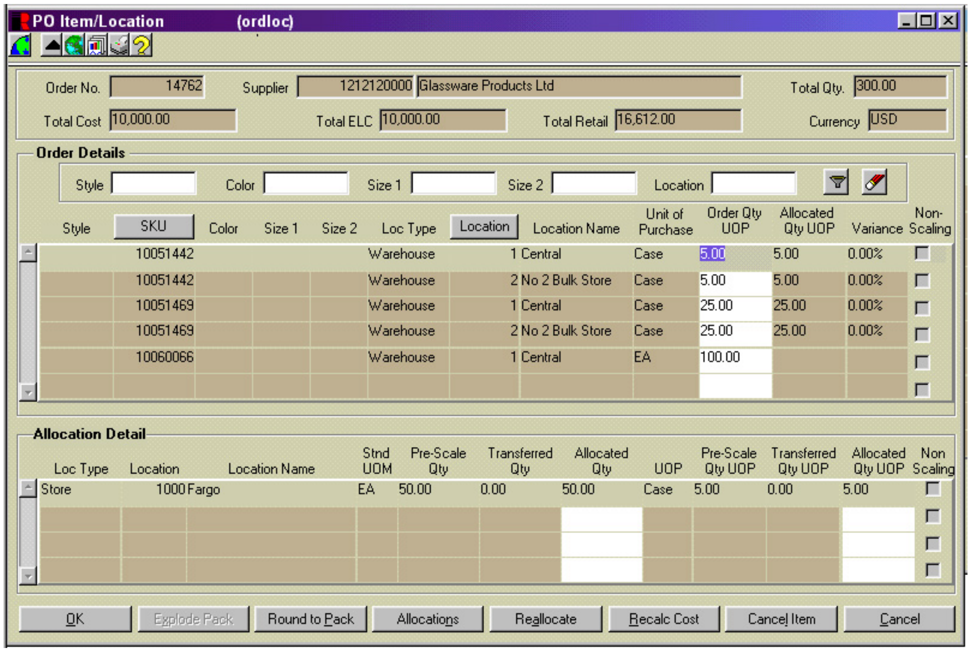
    3. In the Minimum 2 Value field, enter the value of the first minimum order requirement of the supplier.
9. From the Options menu, select Replenishment → Recalculate Replenishment.
10. When prompted to recalculate the order quantities, click the Yes button. The quantities are recalculated.

Edit Scaling Constraints for a Location on a Purchase Order

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

> **Note:** Restrict the search to purchase orders in Worksheet status.

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Click the Locations button. The PO Item/Location window is displayed.


PO Item/Location (ordloc)
Order Details
Allocation Detail
OK
Explode Pack
Round to Pack
Allocations
Reallocate
Recalc Cost
Cancel Item
Cancel

Order No. 14762
Supplier 1212120000 Glassware Products Ltd
Total Qty. 300.00
Total Cost 10,000.00
Total ELC 10,000.00
Total Retail 16,612.00
Currency USD

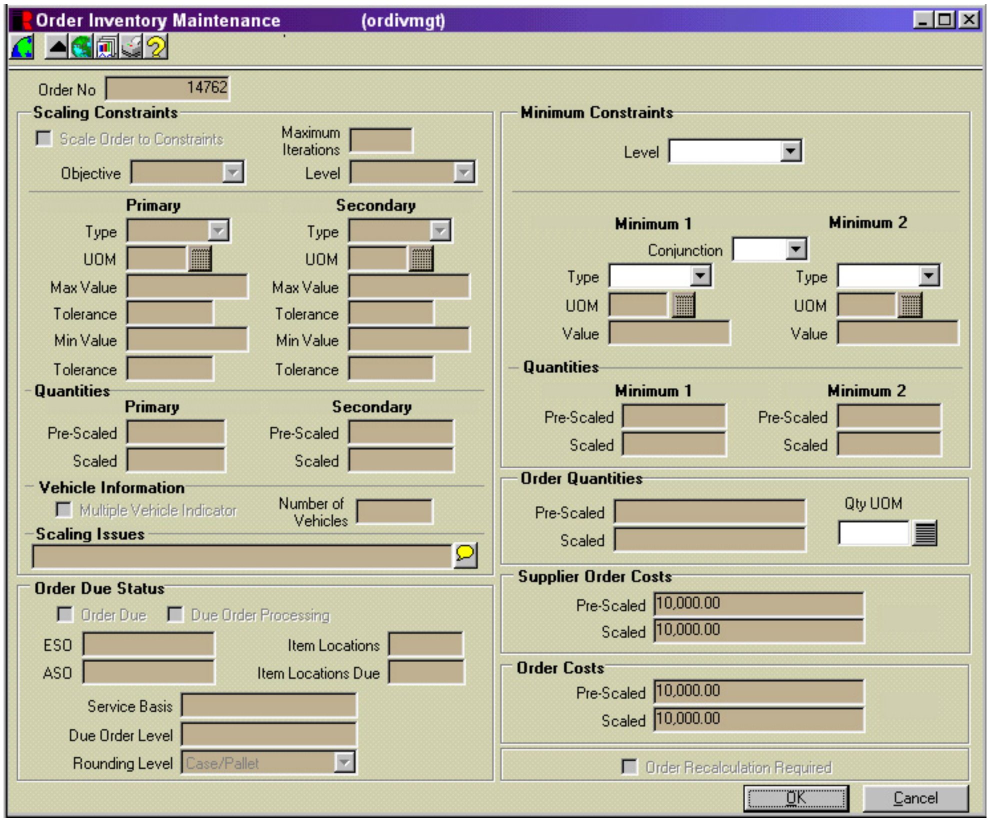
Style
Color
Size 1
Size 2
Location

Style	SKU	Color	Size 1	Size 2	Loc Type	Location	Location Name	Unit of Purchase	Order Qty UOP	Allocated Qty UOP	Variance	Non-Scaling
	10051442				Warehouse	1	Central	Case	5.00	5.00	0.00%	☐
	10051442				Warehouse	2	No 2 Bulk Store	Case	5.00	5.00	0.00%	☐
	10051469				Warehouse	1	Central	Case	25.00	25.00	0.00%	☐
	10051469				Warehouse	2	No 2 Bulk Store	Case	25.00	25.00	0.00%	☐
	10060066				Warehouse	1	Central	EA	100.00			☐
												☐

Loc Type	Location	Location Name	Stnd UOM	Pre-Scale Qty	Transferred Qty	Allocated Qty	UOP	Pre-Scale Qty UOP	Transferred Qty UOP	Allocated Qty UOP	Non Scaling
Store	1000	Fargo	EA	50.00	0.00	50.00	Case	5.00	0.00	5.00	☐
											☐
											☐
											☐

3. Select a location on the Allocation Detail table.

4. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window is displayed.


Order Inventory Maintenance (ordivmgt)
Scaling Constraints
☐ Scale Order to Constraints
Maximum Iterations
Objective
Level
Primary
Secondary
Type
UOM
Max Value
Tolerance
Min Value
Tolerance
Quantities
Primary
Secondary
Pre-Scaled
Scaled
Vehicle Information
☐ Multiple Vehicle Indicator
Number of Vehicles
Scaling Issues
Order Due Status
☐ Order Due
☐ Due Order Processing
ESO
ASO
Item Locations
Item Locations Due
Service Basis
Due Order Level
Minimum Constraints
Level
Minimum 1
Minimum 2
Conjunction
Type
UOM
Value
Quantities
Minimum 1
Minimum 2
Pre-Scaled
Scaled
Order Quantities
Pre-Scaled
Scaled
Qty UOM
☐ Order Recalculation Required
OK
Cancel

Order No 14762

Rounding Level Case/Pallet

Supplier Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

5. In the Qty UOM field, enter the code for the unit of measure in which to display the pre-scaled and scaled quantities on the purchase order, or click the LOV button and select the unit of measure.

6. Select the Scale Order to Constraints checkbox to have items on purchase orders for the supplier are scaled to meet the scaling constraints.

7. In the Scaling Objective field, select whether purchase orders are scaled to the minimum or maximum values of the scaling constraints.

8. In the Scaling Level field, select the level at which the scaling is performed

9. In the Maximum Iterations field, enter the maximum number of times that the scaling process is performed for the purchase order.

10. To add the first scaling constraint:
    a. In the Primary Type field, select how first scaling constraint is expressed.
    b. In the Primary UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

    c. In the Primary Max Value field, enter the maximum value of the first scaling constraint.
    d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
    e. In the Primary Min Value field, enter the minimum value of the first scaling constraint.
    f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
11. To add the second scaling constraint:
    a. In the Primary Type field, select how second scaling constraint is expressed.
    b. In the Primary UOM field, select the unit of measure for the minimum order type.

    Note: This field is only required when the type is Mass or Volume.

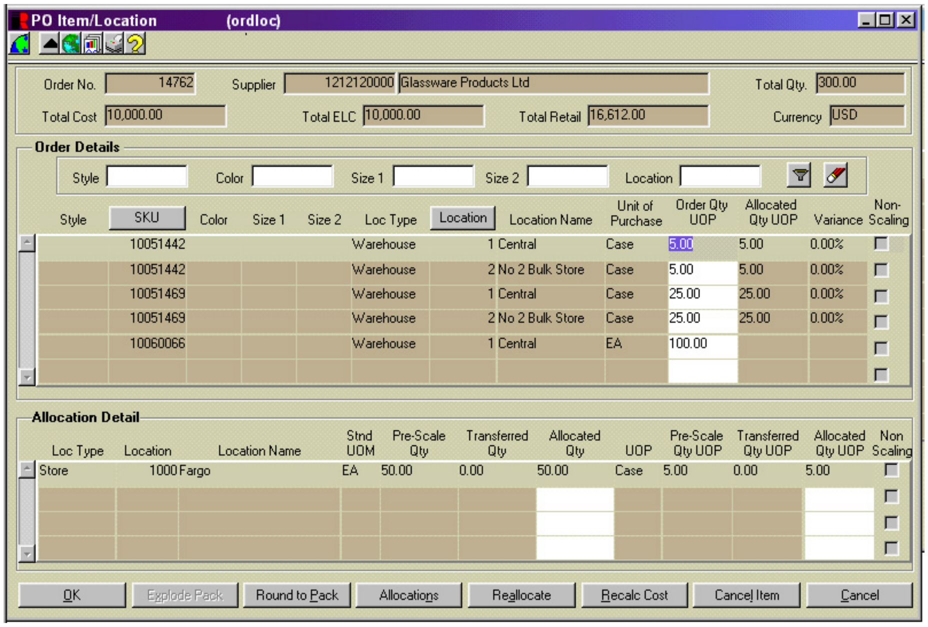
    c. In the Primary Max Value field, enter the maximum value of the second scaling constraint.
    d. In the Primary Max Tolerance field, enter the allowable deviation from the maximum value of the scaling constraint.
    e. In the Primary Min Value field, enter the minimum value of the second scaling constraint.
    f. In the Primary Min Tolerance field, enter the allowable deviation from the minimum value of the scaling constraint.
12. Select the Multiple Vehicles Indicator checkbox to indicate that multiple vehicles may be used when delivering the order.
13. Click OK to exit the Order Inventory Maintenance window.
14. From the Options menu, select Scaling → Scale Order to Constraints.
15. When prompted to scale the order quantities, click the Yes button. The quantities are recalculated.

Edit Minimum Order Requirements for a Location on a Purchase Order

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

> **Note:** Restrict the search to purchase orders in Worksheet status.

1. Click the Items button. The PO Item Maintenance window is displayed.
2. Click the Locations button. The PO Item/Location window is displayed.


PO Item/Location (ordloc)
Order Details
Style
Color
Size 1
Size 2
Location
Allocation Detail
OK
Explode Pack
Round to Pack
Allocations
Reallocate
Recalc Cost
Cancel Item
Cancel

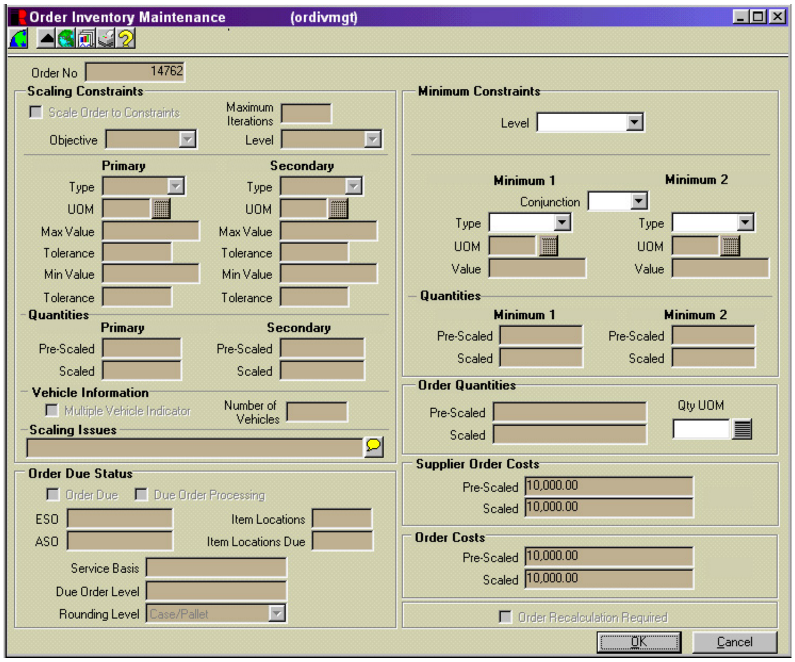
Order No. 14762
Supplier 1212120000 Glassware Products Ltd
Total Qty. 300.00
Total Cost 10,000.00
Total ELC 10,000.00
Total Retail 16,612.00
Currency USD

Style	SKU	Color	Size 1	Size 2	Loc Type	Location	Location Name	Unit of Purchase	Order Qty UOP	Allocated Qty UOP	Variance	Non-Scaling
	10051442				Warehouse	1	Central	Case	5.00	5.00	0.00%	☐
	10051442				Warehouse	2	No 2 Bulk Store	Case	5.00	5.00	0.00%	☐
	10051469				Warehouse	1	Central	Case	25.00	25.00	0.00%	☐
	10051469				Warehouse	2	No 2 Bulk Store	Case	25.00	25.00	0.00%	☐
	10060066				Warehouse	1	Central	EA	100.00			☐
												☐

Loc Type	Location	Location Name	Stnd UOM	Pre-Scale Qty	Transferred Qty	Allocated Qty	UOP	Pre-Scale Qty UOP	Transferred Qty UOP	Allocated Qty UOP	Non Scaling
Store	1000	Fargo	EA	50.00	0.00	50.00	Case	5.00	0.00	5.00	☐
											☐
											☐
											☐

3. Select a location on the Allocation Detail table.

4. From the Options menu, select Inventory Mgmt Info/Totals. The Order Inventory Maintenance window is displayed.


Order Inventory Maintenance (ordivmgt)
Scaling Constraints
Scale Order to Constraints
Maximum Iterations
Objective
Level
Primary
Secondary
Type
UOM
Max Value
Tolerance
Min Value
Tolerance
Quantities
Pre-Scaled
Scaled
Vehicle Information
Multiple Vehicle Indicator
Number of Vehicles
Scaling Issues
Order Due Status
Order Due
Due Order Processing
ESO
ASO
Item Locations
Item Locations Due
Service Basis
Due Order Level
Minimum Constraints
Minimum 1
Minimum 2
Conjunction
Value
Order Quantities
Qty UOM
Supplier Order Costs
Order Costs
Order Recalculation Required
OK
Cancel

Order No 14762

Rounding Level Case/Pallet

Supplier Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

Order Costs
Pre-Scaled 10,000.00
Scaled 10,000.00

5. In the Qty UOM field, enter the code for the unit of measure in which to display the pre-scaled and scaled quantities on the purchase order, or click the LOV button and select the unit of measure.

6. In the Minimum Level field, select the level at which the minimum order requirements of the supplier must be met.

7. To add the first minimum order requirement:

   a. In the Minimum 1 Type field, select how the first minimum order requirement is expressed.

   b. In the Minimum 1 UOM field, select the unit of measure for the minimum order type.

   Note: This field is only required when the type is Mass or Volume.

   c. In the Minimum 1 Value field, enter the value of the first minimum order requirement of the supplier.

8. When you define two minimum order requirements, select the relationship between the requirements in the Conjunction field.
9. To add a second minimum order requirement:
   a. In the Minimum 2 Type field, select how the first minimum order requirement is expressed.
   b. In the Minimum 2 UOM field, select the unit of measure for the minimum order type.

   Note: This field is only required when the type is Mass or Volume.

   c. In the Minimum 2 Value field, enter the value of the first minimum order requirement of the supplier.
10. Click OK to exit the Order Inventory Maintenance window.
11. From the Options menu, select Replenishment + Recalculate Replenishment.
12. When prompted to recalculate the order quantities, click the Yes button. The order quantities are recalculated.

Edit Replenishment Attributes of an Item on a Purchase Order

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

Note: Restrict the search to purchase orders in Worksheet status.

1. From the Options menu, select Replenishment Results. The Replenishment Results List window is displayed.
2. Select an item on the table.
3. Click the Repl Detail button. The Replenishment Results Detail window is displayed.
4. In the Recalculation options, select the Use Replenishment Attributes. The replenishment fields are enabled.
5. In the Replenishment Method field, select the replenishment method for the item.
6. Enter the replenishment parameters in the associated replenishment fields.
7. In the Exempt from Scaling field, select whether supplier scaling is performed replenishment orders for the item.
8. In the Max Scale Amount field, enter the maximum scaling amount.
9. In the Pres field, enter the quantity of presentation stock for the item.
10. In the Demo 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.

11. Enter the lead times for the purchase order:

    a. In the Supplier field, enter the number of days it takes for the supplier receive the purchase order and then prepare the purchase order for shipment.

    Note: This field is required for direct to store and cross-docked items.

    b. 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.

    c. In the Warehouse to Lcn 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.

12. In the Next Order Lead Time field, enter the number of days for the next lead time of the replenishment purchase order.

    Note: This field is enabled for items that use a forecasting replenishment method.

13. In the Review Time field, enter the number of times the item is reviewed for replenishment during each review cycle.
14. Click OK to exit the Replenishment Results Detail window.
15. From the Option menu, select Recalculate Replenishment.
16. When prompted to recalculate the order quantities, click the Yes button. The order quantities are recalculated.

Chapter 9: Financial Management

Budgets

The Finance section of the RMS main menu has several windows for viewing and maintaining budget information. RMS maintains two different types of budget information: month-level and half-level. Both month and half maintain the budget information at the department/location level. However, the actual fields that are tracked for both are very different.

Month-Level Budget Information

Month level budget information mimics the inventory fields kept on the monthly stock ledger. Most of the budget information tracked at the month level is kept in monetary amounts as opposed to the percentages kept at the half-level. Examples of month level budget fields are opening stock (cost and retail), net sales (cost and retail), closing stock (cost and retail) and gross margin percent. All budget information captured at this level are for informational and reporting purposes only.

Half-Level Budget Information

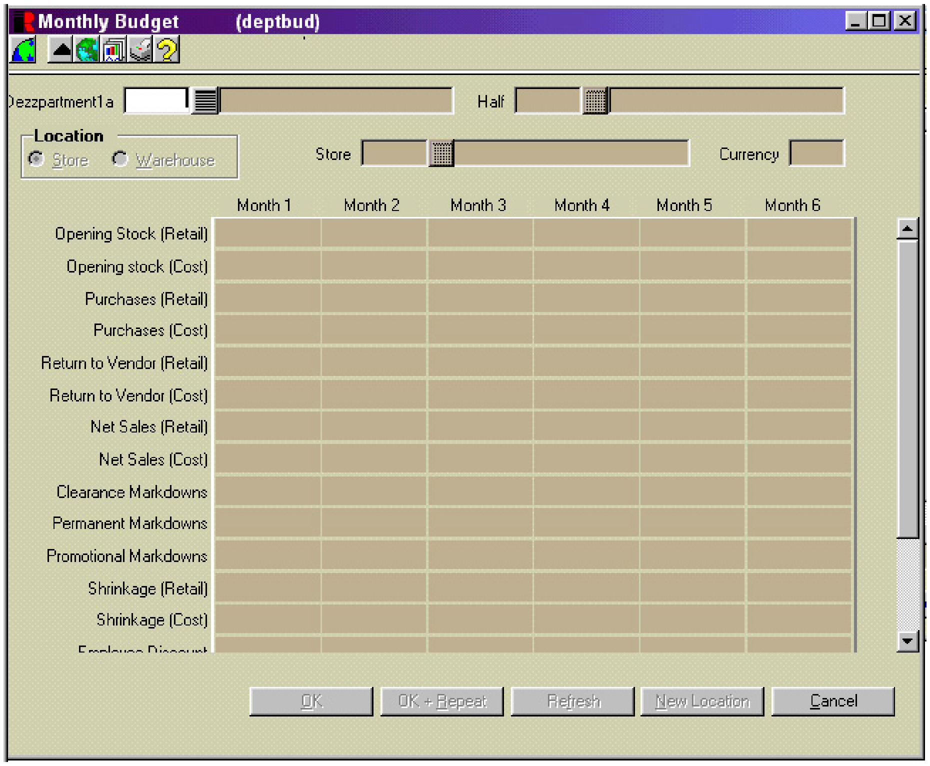
Half-level budget information allows budgets to be entered for cumulative markon percent, markdowns as a percent of sales, shrinkage as a percent of sales and gross margin percentage. These budget fields apply for the entire half for a particular department and location.

All of the budget fields at the half-level are for reporting purposes only, with the exception of shrinkage percent. A system option can be set which will determine whether budgeted shrink or calculated shrink will be used to calculate ending inventory. If the system option is set such that budgeted shrink will be used, then shrinkage as a percent of sales budgeted at the half-level for a department/location is used to calculate the shrinkage dollars, which is used to reduce the ending inventory for a period. If budgeted shrink is not to be used then this field becomes informational only.

Edit a Month-Level Budget

➲ **Navigate:** From the main menu, select Finance → Monthly Budget Information → Edit.

1. In the Monthly Budget window, enter or select a department category, half number, and location for which you want to edit budget information. All existing budget information for the department/half will then be displayed in the lower part of the window.



Monthly Budget (deptbud)
Dezzpartment1a
Half
Location
○ Store
○ Warehouse
Store
Currency
Month 1
Month 2
Month 3
Month 4
Month 5
Month 6
Opening Stock (Retail)
Opening stock (Cost)
Purchases (Retail)
Purchases (Cost)
Return to Vendor (Retail)
Return to Vendor (Cost)
Net Sales (Retail)
Net Sales (Cost)
Clearance Markdowns
Permanent Markdowns
Promotional Markdowns
Shrinkage (Retail)
Shrinkage (Cost)
Employee Discount
OK
OK + Repeat
Refresh
New Location
Cancel

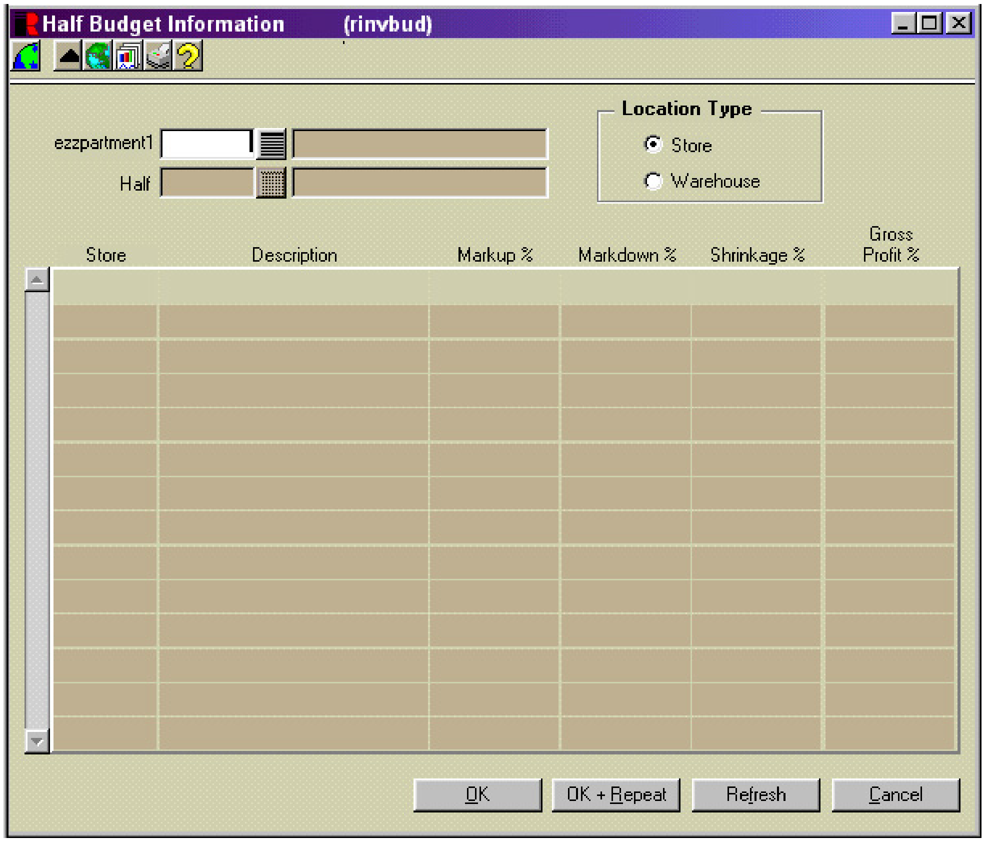
2. Edit the budget information.

3. Click OK to exit.

Edit a Half-Level Budget

➲ **Navigate:** From the main menu, select Finance → Half Budget Information → Edit.

1. In the Half Budget Information window, enter or select a department category and the half number for which you want to edit budget information. All existing budget information for the department/half will then be displayed in the lower part of the window.


Half Budget Information (rinvbud)
ezzpartment1
Half
Location Type
● Store
○ Warehouse
Store
Description
Markup %
Markdown %
Shrinkage %
Gross Profit %
OK
OK + Repeat
Refresh
Cancel

2. Edit the budget information. To switch back and forth between store and warehouse, change the selection of the location type radio buttons between store and warehouse.

3. Click OK to exit.

Stock Ledger

The RMS Stock Ledger monitors the actual financial performance of the retailing operations.

Transactions

The financial transactions associated with all merchandising activities, such as sales, purchases, transfers, and markdowns, are captured in the Stock Ledger, and inventory and gross margin are calculated on a weekly and monthly basis.

Supported Accounting Methods

The stock ledger supports both the retail and cost methods of accounting, which can be different for different departments. With the cost method of accounting, you have the option of implementing either average cost method or standard cost method, by setting a system level option, standard/average indicator. With the retail method of accounting, you can choose to implement the retail components of all transactions as either VAT inclusive or VAT exclusive, by setting a system level option, Stock Ledger retail VAT inclusive indicator.

Budget Shrinkage

Another system-level indicator, budget shrinkage indicator, is used to determine whether budgeted shrinkage amount or actual shrinkage amount is used to reduce ending inventory amount as ending inventory amount for each week or month is calculated.

Calendars

The RMS Stock Ledger supports both the 454 and regular calendar. If you use the regular calendar, inventory and gross margin is not available on a weekly basis. That is, the Stock Ledger batch process can only be run on a monthly basis.

Implementation

The Stock Ledger is implemented at subclass/location level, which means that subclass/location is the LOWEST level at which inventory, cumulative markon and gross margin numbers are calculated. These numbers are stored on the Stock Ledger tables at this level, and can be consolidated to higher levels, such as department/all locations, for viewing and reporting. You can view the consolidated Stock Ledger information online at higher levels, such as department/all locations. However, it requires customization work to calculate and store inventory and gross margin at any level other than subclass/location.

Stock Ledger Transactions

Following are the valid types of transactions and their assigned transaction codes. Transaction codes 90-99 are reserved for customization.

01 - Net Sales (retail & cost)

04 - Customer Returns (retail & cost)

11 - Markup (retail only)

12 - Markup cancel (retail only)

13 - Permanent Markdowns (retail only)

14 - Markdown cancel (retail only)

15 - Promotional Markdowns (retail only)

16 - Clearance Markdowns (retail only)

20 - Purchases (retail and cost)

22 - Stock adjustment (retail and cost)

24 - Return To Vendor (retail and cost)

*26 - Freight (cost only) - for retail method use only

30 - Transfers IN (retail and cost)

32 - Transfers OUT (retail and cost)

34 – Reclassification IN (retail and cost)

36 – Reclassification OUT (retail and cost)

*60 - Employee discount (retail only)

70 - Cost variance (cost only) - used for standard cost method only

*80 - Workroom/Other Cost of Sales (retail only)

*81 - Cash discount (retail only)

For those transactions with an asterisk (*), there is no process in place to capture the data because the transactions must be provided through external interfaces. These transactions are included in the

- Batch processes to roll-up transaction level data to the subclass/location/week and subclass/location/month levels
- Inventory and gross margin calculation formulas.

Cost Method Calculations

Following are the cost method calculations involved in transactions tracked in the Stock Ledger.

Average Cost Method

Inventory is valued based on average cost or WAC

Weighted average cost (WAC) at the item/location level is recalculated from the existing WAC whenever an item is received for a purchase order or shipped for a transfer.

WAC recalculated (from old WAC) when receiving a PO item

= ((quantity received * purchase cost)

+ (quantity on hand * old WAC))

/ (quantity received + quantity on hand)

A system option, Calculate using Landed Cost Indicator, is used to determine if the purchase cost is just the merchandise cost or the landed cost.

WAC recalculated for the destination location when shipping a transfer item

= ((quantity transferred * WAC from transfer's source location)

+ (quantity on hand * old WAC)) / (quantity transferred + quantity on hand))

/ (quantity transferred + quantity on hand)

Cost of sales

= WAC * net quantity sold

In the periods where no stock count has occurred:

Shrinkage at cost

= net sales at cost * budgeted shrinkage %

(if client uses budgeted shrinkage)

Or

= - (stock adjustment at cost)

(if client does not use budgeted shrinkage)

If a stock count has occurred during a week or month, the Stock Count batch module updates the weekly and monthly ending inventory with the actual shrinkage calculated from stock count results.

Transfers at cost
= WAC of transfer’s source location
* Quantity transferred

Gross margin
= net sales at retail - cost of sales

Period ending inventory at cost
= Period beginning inventory at cost
+ Purchases at cost - RTV at cost
- net sales at cost - shrinkage at cost
+ Transfers in at cost - transfers out at cost
+ Reclassification in at cost - reclassification out at cost

Standard Cost Method

Inventory is valued based on standard cost

Standard cost method is similar to average cost method, but it has the following differences.

- Instead of using WAC in the above formulas, a standard cost is used. Standard cost is the current primary supplier cost for an item. For example:

cost of sales = standard cost * net quantity sold

transfers at cost = standard cost * quantity transferred

- A transaction type:cost variance is captured when the primary supplier cost is changed or when a PO is received or a RTV is shipped with a cost that differs from the standard cost. Cost variance is included in the ending inventory calculation as follows.

Period ending inventory at cost
= period beginning inventory at cost
+ purchases at cost - RTV at cost
- net sales at cost - shrinkage at cost
+ transfers in at cost - transfers out at cost
+ Reclassification in at cost - reclassification out at cost
- cost variance

Retail Method Calculations

Following are the retail method calculations involved in transactions tracked in the Stock Ledger.

Inventory Value Based on Retail price

For each period (week or month):

Total markdowns at retail for the period
= permanent markdowns at retail
+ promotional markdowns at retail
+ clearance markdown at retail
- markdown cancellations at retail

Inventory additions at retail
= purchases at retail – RTV at retail
+ markups at retail – markup cancellations at retail
+ transfers in at retail – transfers out at retail
+ reclassification in at retail - reclassification out at retail

Inventory additions at cost
= purchases at cost – RTV at cost
+ freight cost + transfers in at cost - transfers out at cost
+ reclassification in at cost – reclassification out at cost

In the periods where no stock count has occurred :

Shrinkage at retail
= net sales at retail * budgeted shrinkage %
(if a client uses budgeted shrinkage)
Or
= - (stock adjustment at retail)
(if a client does not use budgeted shrinkage)

If a stock count has occurred during a week or month, the Stock Count batch module updates the weekly and monthly ending inventory with the actual shrinkage calculated from stock count results.

Inventory reductions at retail
= net sales at retail + total markdowns at retail
+ employee discount at retail + shrinkage at retail

GAFS = Goods Available For Sale, or sometimes called Total Merchandise Handled (since the beginning of a season)

(Season-to-date) GAFS at retail
= beginning of season inventory at retail
+ season to date(inventory additions at retail)

(Season-to-date) GAFS at cost
= beginning of season inventory at cost
+ season to date(inventory additions at cost)

Cumulative markon %
= (GAFS at retail – GAFS at cost) / GAFS at retail

Period ending inventory at retail
= period beginning inventory at retail
+ inventory additions at retail
- inventory reductions at retail

Period ending inventory at cost
= period ending inventory at retail
* (1 - cumulative markon %)

COGS (Cost of goods sold for the period)
= period beginning inventory at cost
+ inventory addition at cost
- period ending inventory at cost

Gross margin
= net sales at retail – COGS - workroom cost
+ cash discount

Gross margin %
= gross margin / net sales at retail

Transfers at cost
= transfers at retail
* (1 - cumulative markon % of source location)
where cumulative markon % is at subclass/store/week level

Note: that the stock ledger is a seasonal, not annual. That is, cumulative merchandise statistics and Goods Available For Sale (GAFS) are kept on a seasonal (or half) basis and the beginning of season inventory value is reset at the beginning of each season.

Stock Ledger Calculations at the Summary Level

With the retail method of accounting, certain rules are followed when rolling up stock ledger data from a subclass to a summary level, for example, to class in the hierarchy. To sum the inventory at retail and cost from subclass to class and re-derive the percentage and cumulative markon percentage at the summary level, requires the following formula.

Cumulative markon % at the class level
= (sum of inventory at retail for all subclasses in the class
- sum of inventory at cost for all subclasses in the class)
/ sum of inventory at retail for all subclasses in the class

Markup Cancellations

When an error occurs in creating markups to the original retail price, you must reduce or eliminate the markup to eliminate the error. This is known as a markup cancellation. A markup cancellation is used to correct an unintentional error in pricing. Price reductions are treated as markdowns and not as markup cancellations. To do otherwise, is to conceal markdowns. This potential abuse is so troublesome that some controllers deem it desirable not to recognize markup cancellations at all.

Markdown Cancellations

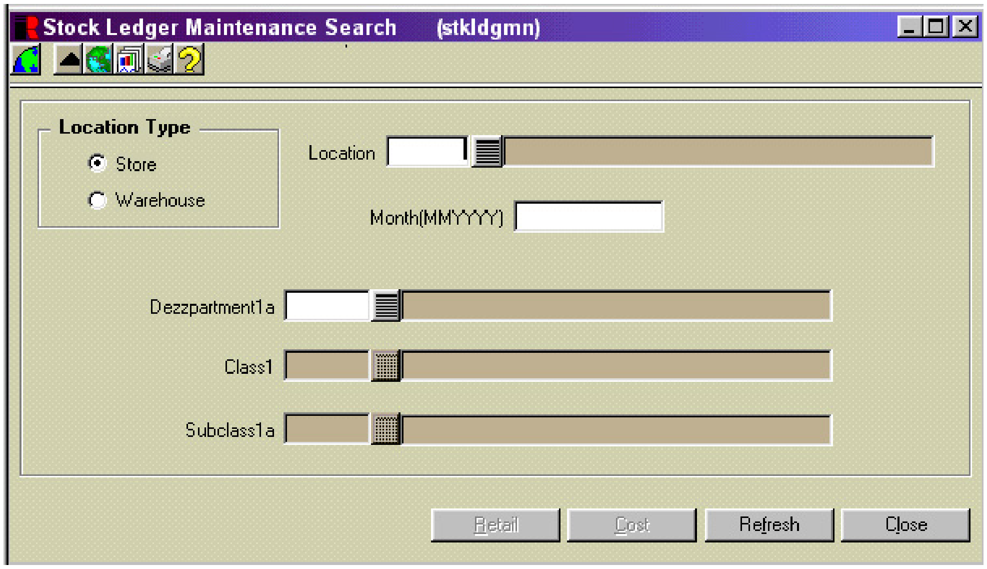
Markdown cancellations are applicable only when they offset markdowns taken within a season. Restoration of retail prices on merchandise marked down prior to the beginning of the season are considered markups rather than markdown cancellations.

Interstore Transfer Pricing

Under the retail method of inventory control, net transfers to or from a location should be reported in the stock ledger as an adjustment to Goods Available For Sale for the season. The merchandise should be transferred out at its last retail. Cost is calculated from cumulative markon percentage at the subclass level. If merchandise is moved to a new location for sale at a lower price, many retailers first record the markdown at the sending location and then transfer the merchandise at the new, lower retail value. This assigns the diminution in value to the location where it occurred rather than penalizing the receiving location.

Edit the Stock Ledger

➲ **Navigate:** From the main menu, select Finance → Stock Ledger Maintenance → Edit. The Stock Ledger Maintenance window is displayed.


Stock Ledger Maintenance Search (stkldgmn)
Location Type
● Store
○ Warehouse
Location
Month(MMYYYY)
Dezzpartment1a
Class1
Subclass1a
Retail
Cost
Refresh
Close

1. In the Type of Location field, select either Store or Warehouse.
2. In the Location field, enter the ID of a specific store or warehouse, or click the LOV button and select a store or warehouse.
3. In the Month field, 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 of each level, or click the LOV button and select a member.
5. To edit retail information, click the Retail button.

   To edit cost information, click the Cost button.

   A Stock Ledger Maintenance window is displayed that allows you to edit a variety of cost or retail data affecting the stock ledger.

6 Edit the data as needed; then click OK to exit.

> **Note:** If you are editing the retail information, click the Next button to view and edit additional fields.

7 Click OK to exit.

Open to Buy

The Open to Buy (OTB) module monitors the available weekly purchasing budget at a subclass level and provides a warning before approving orders that exceed this budget. Generally, these budgets are maintained outside of the RMS using data extracted from the RMS in a planning tool.

Revised budget figures can be uploaded to the RMS in a flat interface file. The new OTB position will be immediately reflected in the purchasing module budget checks and can be viewed in the OTB reports provided. Adjustment and entry of purchase budgets is also possible on-line through this dialog.

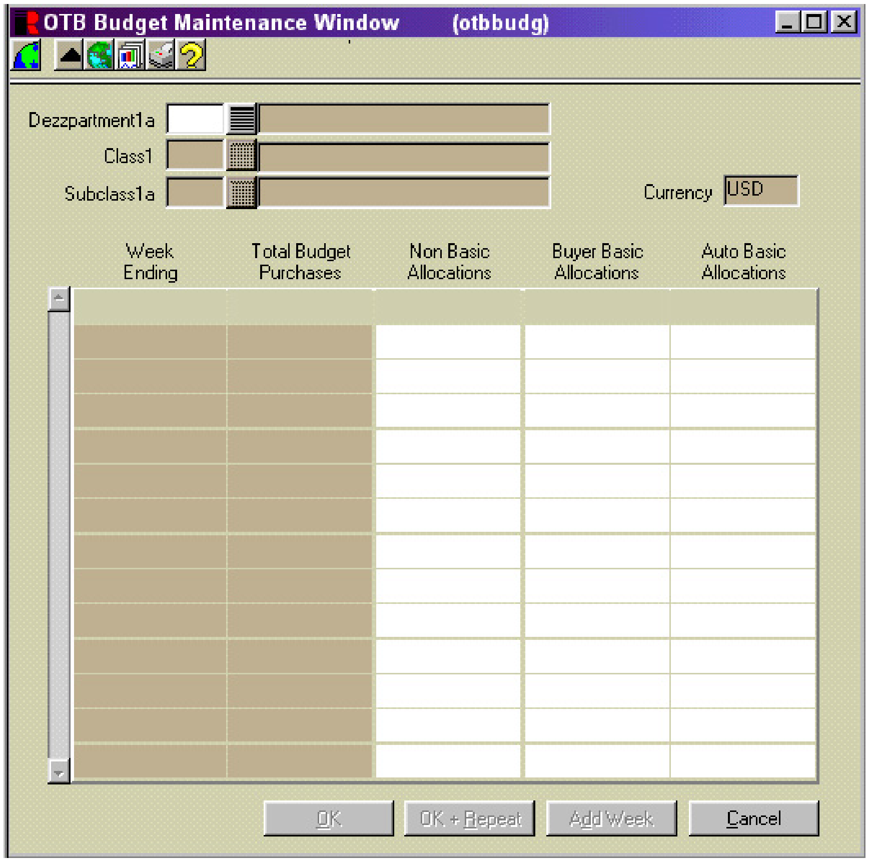
Users have three categories available for budget purposes, equivalent to the three order categories ‘Order of Non-Basic Goods’ (N/B), ‘Buyer Replenishment of Basic Goods’ (BRB), and ‘Automatic Replenishment of Basic Goods’ (ARB). Budgeted purchases in each of the three categories are held separately.

To allow management control of future commitments, users can impose a forward limit that puts a ceiling on the amount of the budget that can be committed in the form of Purchase Orders at any point in the future. This is intended to prevent buyers from committing too much of their available funds too early in the season, leaving no flexibility should conditions change or profitable opportunities arise unexpectedly.

Using the reporting provided with the Open to Buy module, users can view the purchase budget, approved order amounts and receipts against orders at subclass/week level. These reports can also be rolled up to display the higher merchandise levels of class and department.

Create Open to Buy Budgets

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

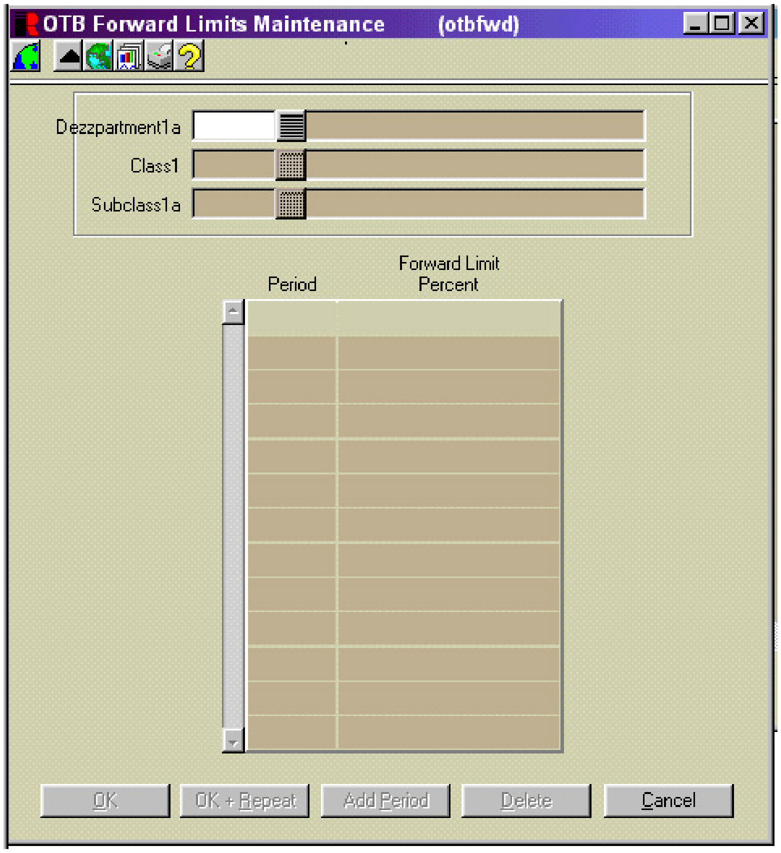

OTB Budget Maintenance Window (otbbudg)
Dezzpartment1a
Class1
Subclass1a
Week Ending
Total Budget Purchases
Non Basic Allocations
Buyer Basic Allocations
Auto Basic Allocations
OK
OK + Repeat
Add Week
Cancel

Currency USD

1. Enter the department, class, and subclass for which you want to view OTB budgets.
2. Add and edit purchase budgets by week.
3. Click OK to exit.

Create Forward Limits

➲ **Navigate:** From the main menu, select Finance → OTB → Forward Limits. The OTB Forward Limits Maintenance window is displayed.


OTB Forward Limits Maintenance (otbfwd)
Dezzpartment1a
Class1
Subclass1a
Period
Forward Limit Percent
OK
OK + Repeat
Add Period
Delete
Cancel

1. Enter the department, class, and subclass for which you want to create or edit forward limits.

   Note: If your company uses a custom hierarchy, the names of these fields will differ.

2. To add forward limits, add a period ahead (the number of periods into the future the limit percentage should be applied to) and a forward limit percentage. Or, edit values as needed. To delete a forward limit, select the forward limit from the list and click the Delete button.
3. Click OK to exit.

Sales Taxes

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.

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.

The association of the tax codes and stores with a geocode determines which tax codes are effective at a specific store. You associate stores with a geocode. You then associate the tax codes with a geocode. As a result, all of the tax codes associated with a geocode are effective at all of the stores associated with a geocode. When an item is sold at a specific store, the tax rates of the applicable tax codes are applied to the item.

You apply a tax code to items, departments, and item lists. You can create tax product group item lists that include items that share the same tax codes. The tax codes that are ultimately applied to an item at a store are determined by the tax codes that the item shares with the store. The tax codes of a store are determined by the tax codes that are associated with the geocode to which the store belongs.

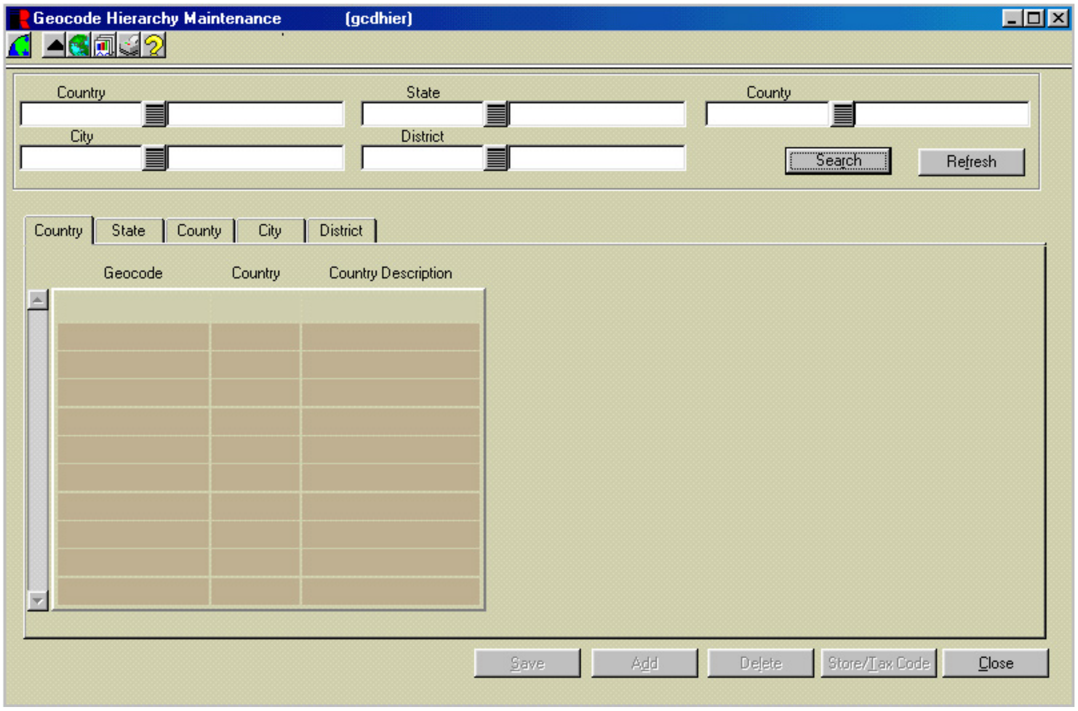
You can view the tax rates that apply to the item at a specific store, or you can view all of the tax codes associated with an item, department, or item list. You can only view item lists that are tax product groups.

You can also generate four types of sales tax reports:

- Tax Rate Report: This report displays the tax jurisdictions, tax levels, tax types, and tax rates that apply to the item, department, or item list.
- Items With No Tax Codes: This report displays all of the items without a tax code applied to them at a store or geocode level. You can generate the report by store or by geocode.
- Tax Rates by Location: This report displays the geocode level, stores, and the tax codes effective at the stores. You can generate the report by store or by geocode.
- Tax Rates by Item/Department: This report displays the geocode level, stores, departments or items, and the tax codes associated with the item or department.

Search for a Geocode

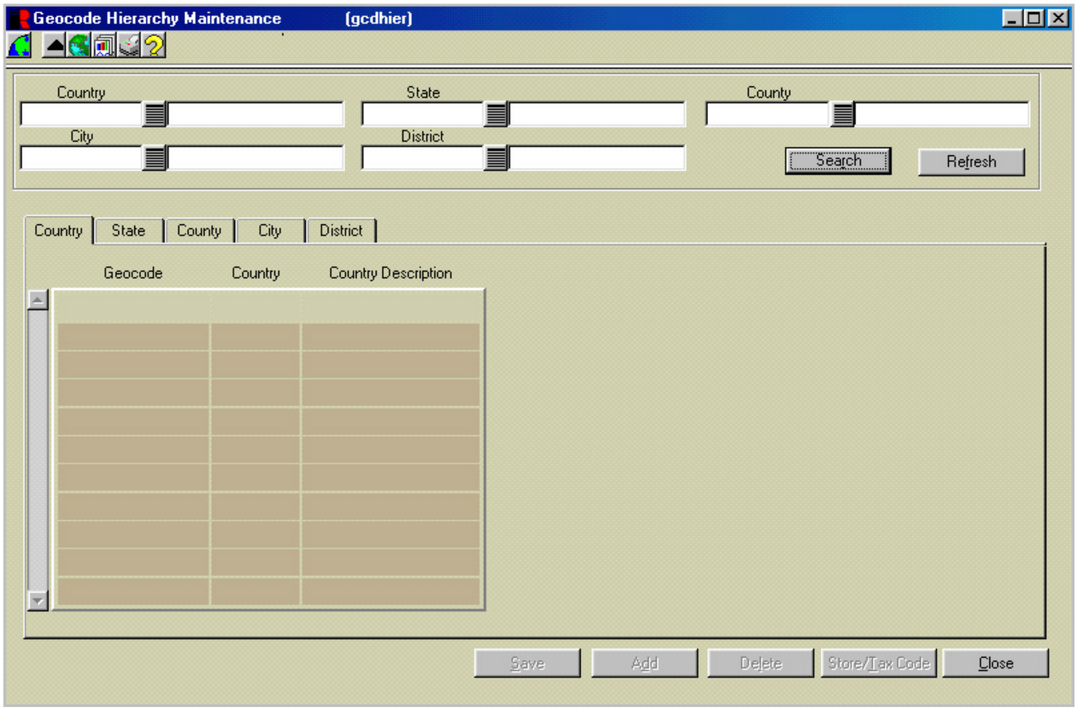
➲ **Navigate:** From the main menu, select Control → Sales Tax → Geocode Maintenance → Edit or View. The Geocode Hierarchy Maintenance window is displayed.


Geocode Hierarchy Maintenance (gcdhier)
Country
State
County
City
District
Search
Refresh
Country
State
County
City
District
Geocode
Country
Country Description
Save
Add
Delete
Store/Tax Code
Close

1. Enter search criteria as desired to make the search more restrictive.
2. Click the Search button. The geocodes that match the search criteria are displayed on the results table.
3. Click the appropriate tab in order to display the geocode level with which you want to work.
4. Click Close to exit. When prompted to save any changes, click the Yes button to save or the No button 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.


Geocode Hierarchy Maintenance (gcdhier)
Country
State
County
City
District
Search
Refresh
Country
State
County
City
District
Geocode
Country
Country Description
Save
Add
Delete
Store/Tax Code
Close

1. Click the Search button. The geocode tables and buttons are enabled.
2. To add a geocode at the country level:
    a. Click the Add button.
    b. In the Country field, enter the geocode for the country.
    c. In the Country Description field, enter the description of the country.
3. To add a geocode at the state level:
    a. Click the State tab.
    b. Click the Add button.
    c. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
    d. In the State field, enter the geocode for the state.
    e. In the State Description field, enter the description of the state.

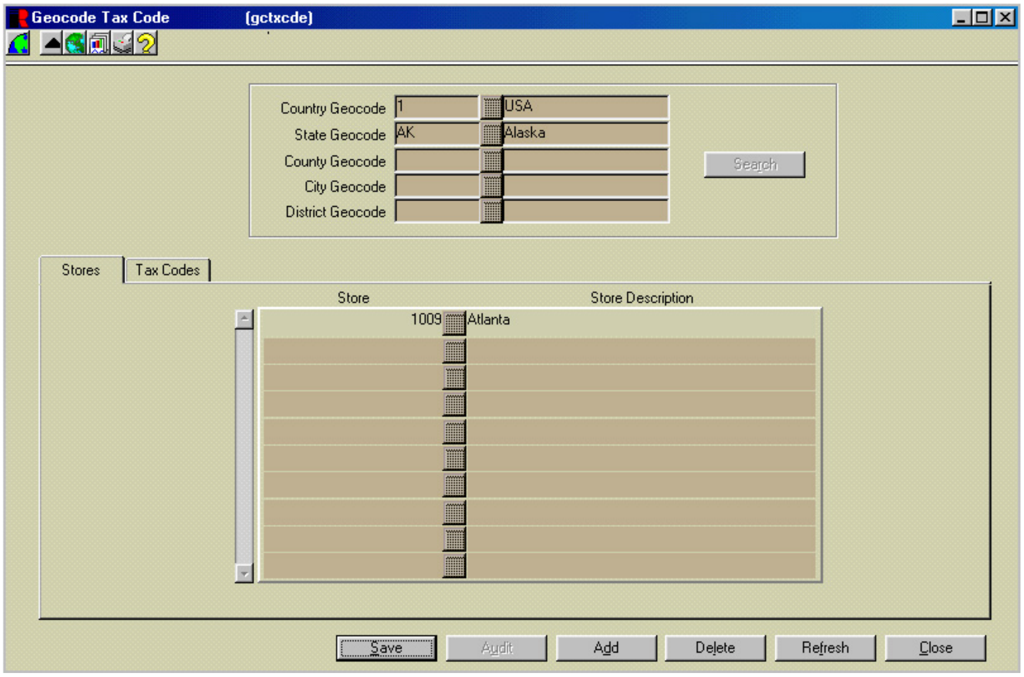
4. To add a geocode at the county level:
   a. Click the County tab.
   b. Click the Add button.
   c. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
   d. In the State field, enter the geocode of the state, or click the LOV button and select a state.
   e. In the County field, enter the geocode for the county.
   f. In the County Description field, enter the description of the county.
5. To add a geocode at the city level:
   a. Click the City tab.
   b. Click the Add button.
   c. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
   d. In the State field, enter the geocode of the state, or click the LOV button and select a state.
   e. In the County field, enter the geocode of the county, or click the LOV button and select the county.
   f. In the City field, enter the geocode for the city.
   g. In the City Description field, enter the description for the city.

6. To add a geocode at the district level:
    a. Click the District tab.
    b. Click the Add button.
    c. In the Country field, enter the geocode of the country, or click the LOV button and select a country.
    d. In the State field, enter the geocode of the state, or click the LOV button and select a state.
    e. In the County field, enter the geocode of the county, or click the LOV button and select the county.
    f. In the City field, enter the geocode of the city, or click the LOV button and select the city.
    g. In the District field, enter the geocode for the district.
    h. In the District Description field, enter a description for the district.
7. Click Close to exit. When prompted to save the changes, click the Yes button.

Associate a Store with a Geocode

➲ **Navigate:** From the main menu, select Control → Sales Tax → Geocode Maintenance → Edit. The Geocode Hierarchy Maintenance window is displayed.

1. Click the Search button. The geocode tabs and buttons are enabled.
2. Click the appropriate tab in order to display the geocode level at which you want to associate a store.
3. Select the geocode with which you want to associate a store.
4. Click the Store/Tax Code button. The Geocode Tax Code window is displayed.



Geocode Tax Code (gctxcde)

Country Geocode: 1 USA
State Geocode: AK Alaska
County Geocode:
City Geocode:
District Geocode:

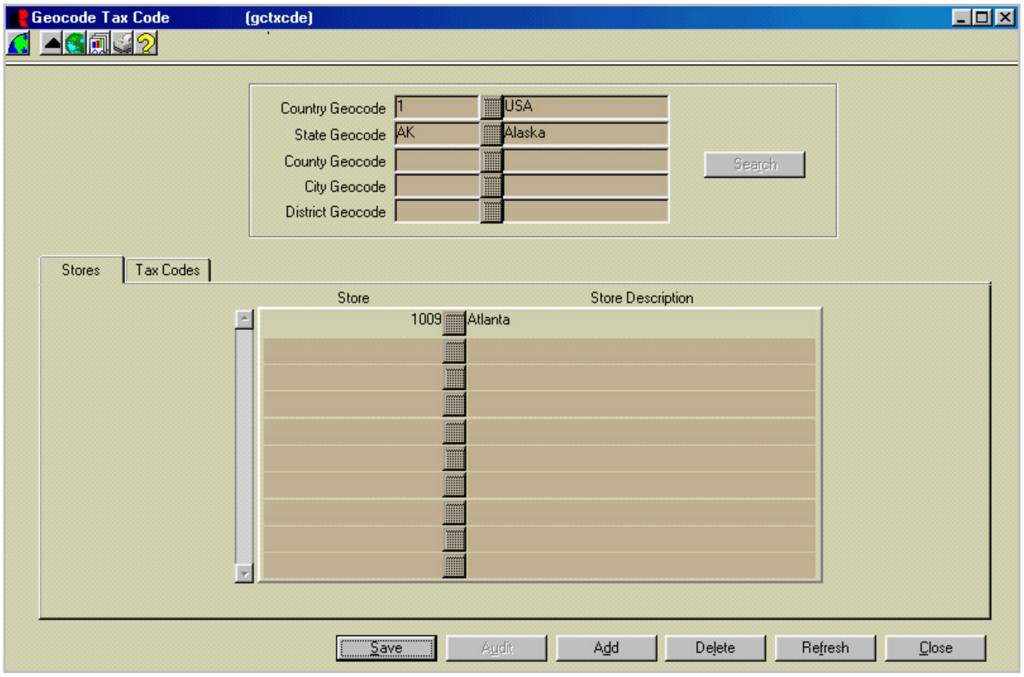
Store	Store Description
1009	Atlanta

5. Click the Add button.
6. In the Store field, enter the ID of the store, or click the LOV button and select a store.
7. Click Close to exit. When prompted to save the changes, click the Yes button.

Associate a Tax Code with a Geocode

➲ **Navigate:** From the main menu, select Control → Sales Tax → Geocode Maintenance → Edit. The Geocode Hierarchy Maintenance window is displayed.

1. Click the Search button. The geocode tabs and buttons are enabled.
2. Click the appropriate tab in order to display the geocode level at which you want to associate a tax code.
3. Select the geocode with which you want to associate a tax code.
4. Click the Store/Tax Code button. The Geocode Tax Code window is displayed.



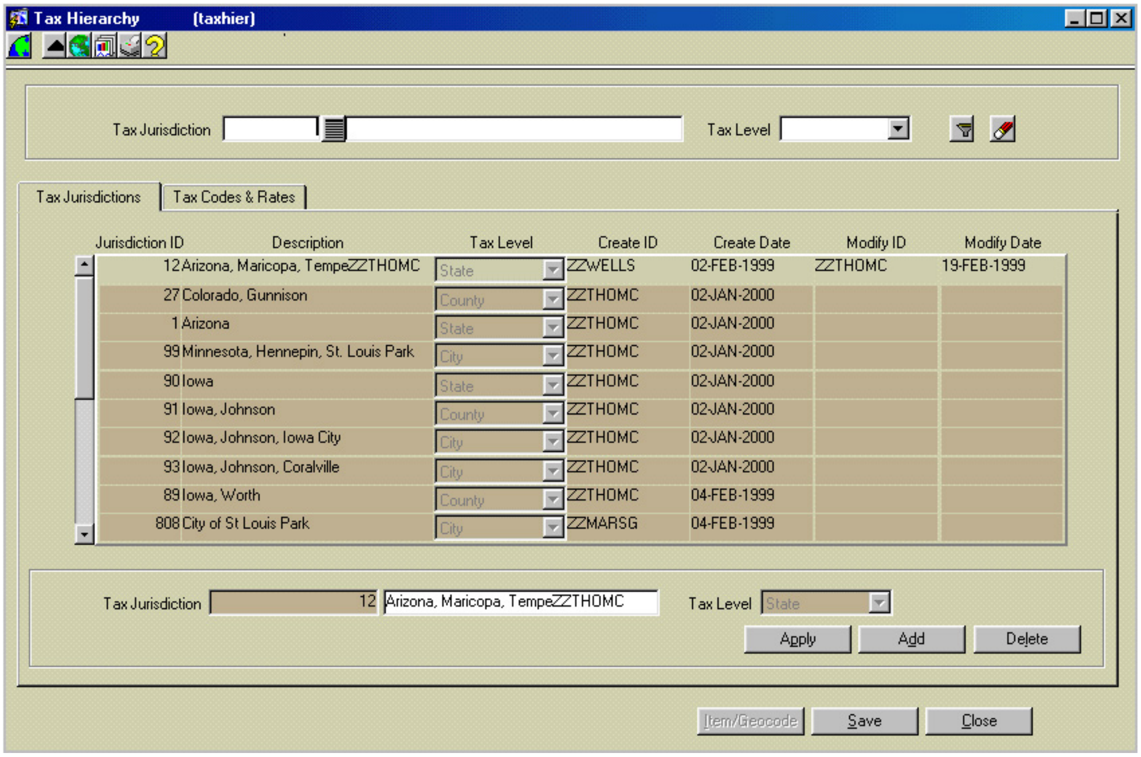
Country Geocode	1	USA
State Geocode	AK	Alaska
County Geocode		
City Geocode		
District Geocode		

Store	Store Description
1009	Atlanta

5. Click the Tax Codes tab.
6. Click the Add button.
7. In the Tax Jurisdiction field, click the LOV button and select a tax code.
8. In the Start Date field, enter the date on which the tax code is valid for the geocode, or click the calendar button and select a date.
9. Click Close to exit. When prompted to save the changes, click the Yes button.

Create a Tax Jurisdiction

➲ **Navigate:** From the main menu, select Control → Sales Tax → Tax Rate Maintenance → Edit. The Tax Hierarchy window is displayed.



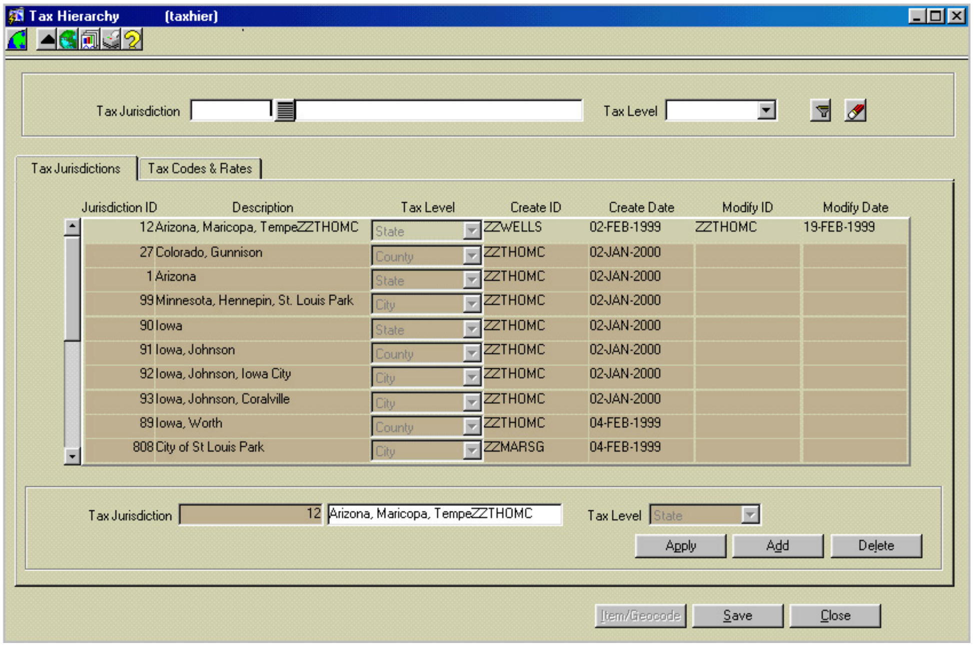
Jurisdiction ID	Description	Tax Level	Create ID	Create Date	Modify ID	Modify Date
12	Arizona, Maricopa, TempeZZTHOMC	State	ZZWELLS	02-FEB-1999	ZZTHOMC	19-FEB-1999
27	Colorado, Gunnison	County	ZZTHOMC	02-JAN-2000		
1	Arizona	State	ZZTHOMC	02-JAN-2000		
99	Minnesota, Hennepin, St. Louis Park	City	ZZTHOMC	02-JAN-2000		
90	Iowa	State	ZZTHOMC	02-JAN-2000		
91	Iowa, Johnson	County	ZZTHOMC	02-JAN-2000		
92	Iowa, Johnson, Iowa City	City	ZZTHOMC	02-JAN-2000		
93	Iowa, Johnson, Coralville	City	ZZTHOMC	02-JAN-2000		
89	Iowa, Worth	County	ZZTHOMC	04-FEB-1999		
808	City of St Louis Park	City	ZZMARSG	04-FEB-1999		

Tax Jurisdiction 12 Arizona, Maricopa, TempeZZTHOMC Tax Level State

1. Click the Add button. 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 the Apply button. The tax jurisdiction is added to the table.
5. Click Close to exit. When prompted to save the changes, click the Yes button.

Create a Tax Code

➲ **Navigate:** From the main menu, select Control → Sales Tax → Tax Rate Maintenance → Edit. The Tax Hierarchy window is displayed.



Jurisdiction ID	Description	Tax Level	Create ID	Create Date	Modify ID	Modify Date
12	Arizona, Maricopa, TempeZZTHOMC	State	ZZWELLS	02-FEB-1999	ZZTHOMC	19-FEB-1999
27	Colorado, Gunnison	County	ZZTHOMC	02-JAN-2000		
1	Arizona	State	ZZTHOMC	02-JAN-2000		
99	Minnesota, Hennepin, St. Louis Park	City	ZZTHOMC	02-JAN-2000		
90	Iowa	State	ZZTHOMC	02-JAN-2000		
91	Iowa, Johnson	County	ZZTHOMC	02-JAN-2000		
92	Iowa, Johnson, Iowa City	City	ZZTHOMC	02-JAN-2000		
93	Iowa, Johnson, Coralville	City	ZZTHOMC	02-JAN-2000		
89	Iowa, Worth	County	ZZTHOMC	04-FEB-1999		
808	City of St Louis Park	City	ZZMARSG	04-FEB-1999		

Tax Jurisdiction: 12 Arizona, Maricopa, TempeZZTHOMC
Tax Level: State

1. On the Tax Jurisdictions tab, select a tax jurisdiction.
2. Click the Tax Codes & Rates tab.
3. Click the Add Code button.
4. In the Tax Type field, select the type of tax.
5. Click the Add Rate button.
6. In the Tax Rate field, enter the tax rate.
7. In the Start Date field, enter the date on which the tax rate is effective, or click the calendar button and select the date.
8. When applicable, enter the date on which the tax rate ends in the End Date field, or click the calendar button and select the date.

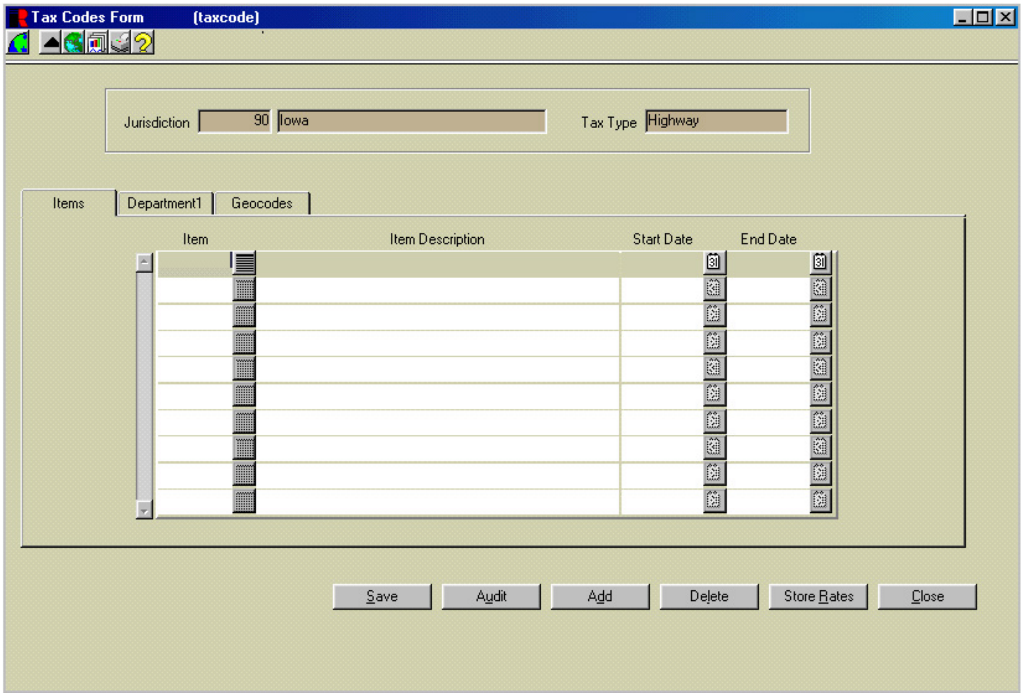
   Note: Tax rates for the same tax type cannot have overlapping start and end dates.

9. Click Close to exit. When prompted to save the changes, click the Yes button.

Associate an Item with 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 the Tax Codes & Rates tab.
3. Select a tax type in the tax type table.
4. Click the Item/Geocode button. The Tax Codes Form window is displayed.


Tax Codes Form (taxcode)
Items
Department1
Geocodes
Item
Item Description
Start Date
End Date
Save
Audit
Add
Delete
Store Rates
Close

Jurisdiction 90 Iowa

Tax Type Highway

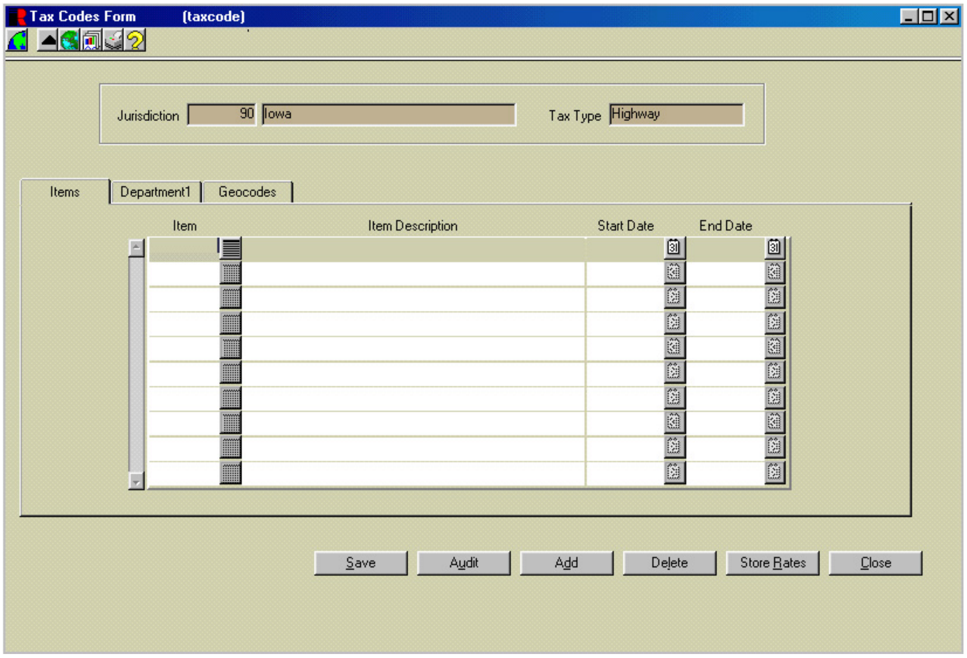
5. Click the Add button.
6. In the Item field, enter the item number, or enter a partial description of the item and click the LOV button to select an item.
7. In the Start Date field, enter the date on which the tax code is effective for the item, or click the calendar button and select a date.
8. When applicable, enter the date on which the tax code ends in the End Date field, or click the calendar button and select the date.
9. Click Close to exit. When prompted to save the changes, click the Yes button.

Associate a Department with a Tax Code

Note: Tax codes for a department are applied when an item is sold at the department level.

➲ **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 the Tax Codes & Rates tab.
3. Select a tax type in the tax type table.
4. Click the Item/Geocode button. The Tax Codes Form window is displayed.


Tax Codes Form (taxcode)
Items
Department1
Geocodes
Item
Item Description
Start Date
End Date
Save
Audit
Add
Delete
Store Rates
Close

Jurisdiction 90 Iowa

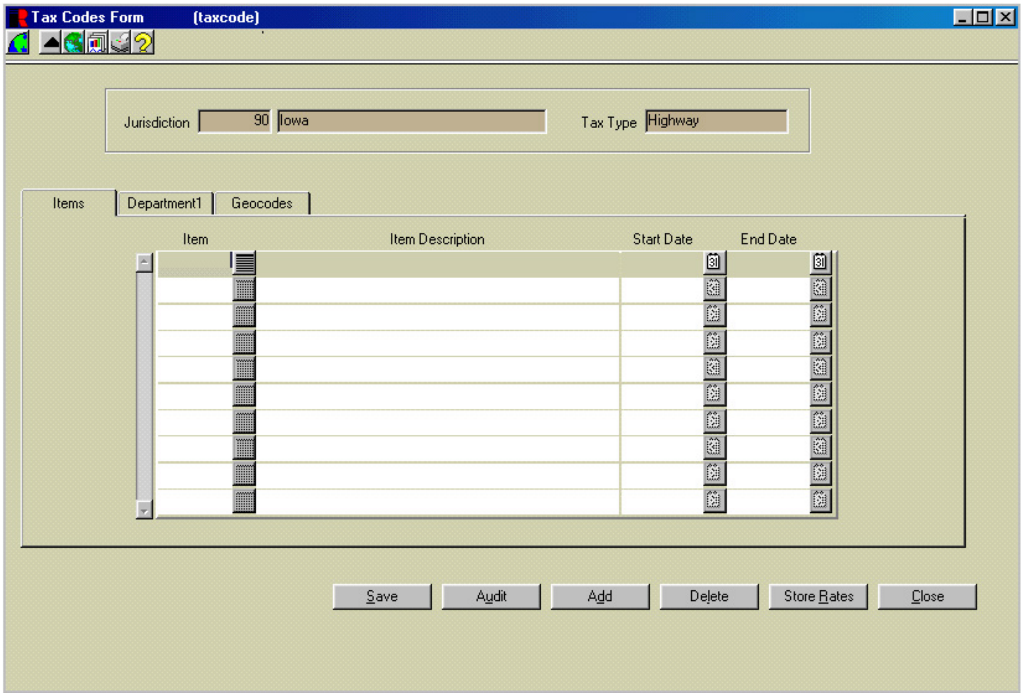
Tax Type Highway

5. Click the Department tab.
6. Click the Add button.
7. In the Department field, enter the ID of the department, or click the LOV button and select a department.
8. 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.
9. 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.
10. Click Close to exit. When prompted to save the changes, click the Yes button.

Associate a Geocode with 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 the Tax Codes & Rates tab.
3. Select a tax type in the tax type table.
4. Click the Item/Geocode button. The Tax Codes Form window is displayed.


Tax Codes Form (taxcode)
Items
Department1
Geocodes
Item
Item Description
Start Date
End Date
Save
Audit
Add
Delete
Store Rates
Close

Jurisdiction 90 Iowa

Tax Type Highway

5. Click the Geocodes tab.
6. Click the Add button.
7. In the Department field, enter the ID of the department, or click the LOV button and select a department.
8. To associate a country geocode with a tax code:
    a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.

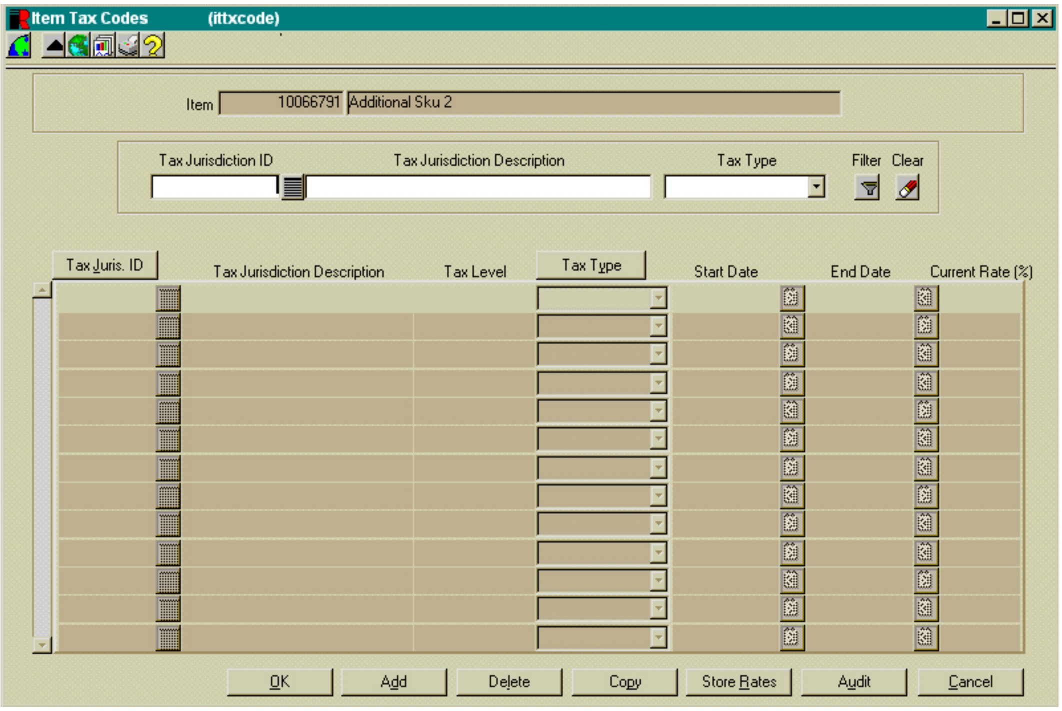
9. To associate a state geocode with a tax code:
    a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
    b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
10. To associate a county geocode with a tax code:
    a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
    b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
    c. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
11. To associate a city geocode with a tax code:
    a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
    b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
    c. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
    d. In the City field, enter the geocode of the city, or click the LOV button and select a city.
12. To associate a district geocode with a tax code:
    a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
    b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
    c. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
    d. In the City field, enter the geocode of the city, or click the LOV button and select a city.
    e. In the District field, enter the geocode of the district, or click the LOV button and select a district.

13. 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.
14. 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.
15. Click Close to exit. When prompted to save the changes, click the Yes button.

Add a Task Code to a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Apply Tax Codes. The Item Tax Codes window is displayed.


Item Tax Codes (ittxcode)
Tax Jurisdiction ID
Tax Jurisdiction Description
Tax Type
Filter
Clear
Tax Juris. ID
Tax Jurisdiction Description
Tax Level
Tax Type
Start Date
End Date
Current Rate (%)
OK
Add
Delete
Copy
Store Rates
Audit
Cancel

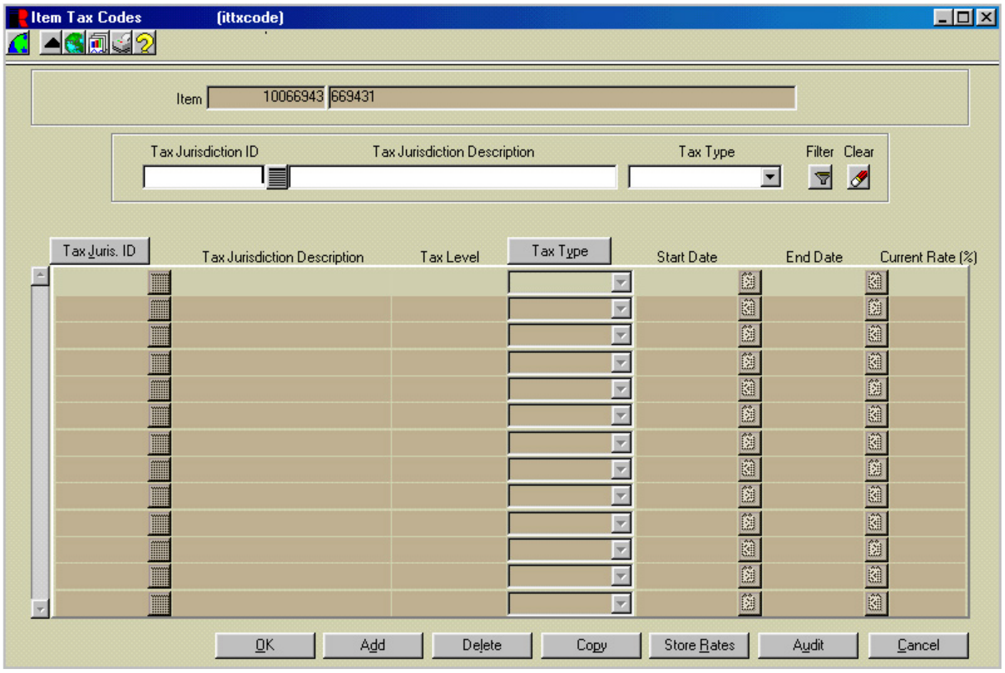
Item 10066791 Additional Sku 2

2. Click the Add button.
3. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
4. In the Tax Type field, select the type of tax.
5. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
6. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
7. Click OK to exit.

Add a Tax Code to a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Apply Tax Codes. The Item Tax Codes window is displayed.


Item Tax Codes (ittxcode)
Tax Jurisdiction ID
Tax Jurisdiction Description
Tax Type
Filter
Clear
Tax Juris. ID
Tax Jurisdiction Description
Tax Level
Tax Type
Start Date
End Date
Current Rate (%)
OK
Add
Delete
Copy
Store Rates
Audit
Cancel

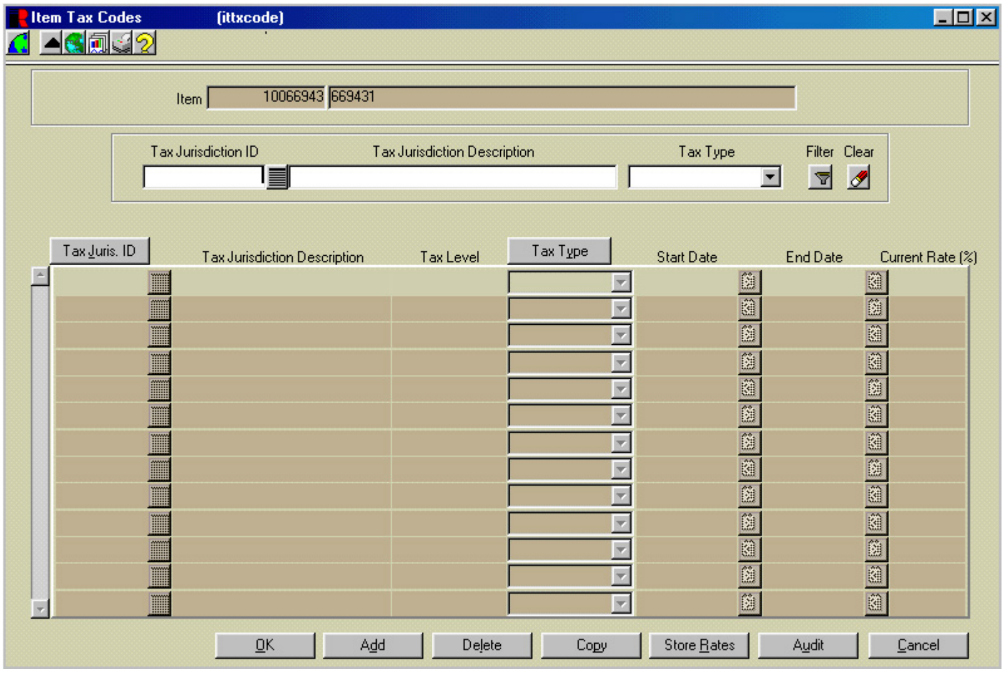
Item 10066943 669431

2. Click the Add button.
3. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
4. In the Tax Type field, select the type of tax.
5. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
6. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
7. Click OK to exit.

Add a Tax Code to a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed. The Fashion Style for the Fashion SKU you searched for is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select the fashion SKU to which you want to apply a tax code.
3. From the Options menu, select Apply Tax Codes. The Item Tax Codes window is displayed.


Item Tax Codes (ittxcode)
Tax Jurisdiction ID
Tax Jurisdiction Description
Tax Type
Filter
Clear
Tax Juris. ID
Tax Jurisdiction Description
Tax Level
Tax Type
Start Date
End Date
Current Rate (%)
OK
Add
Delete
Copy
Store Rates
Audit
Cancel

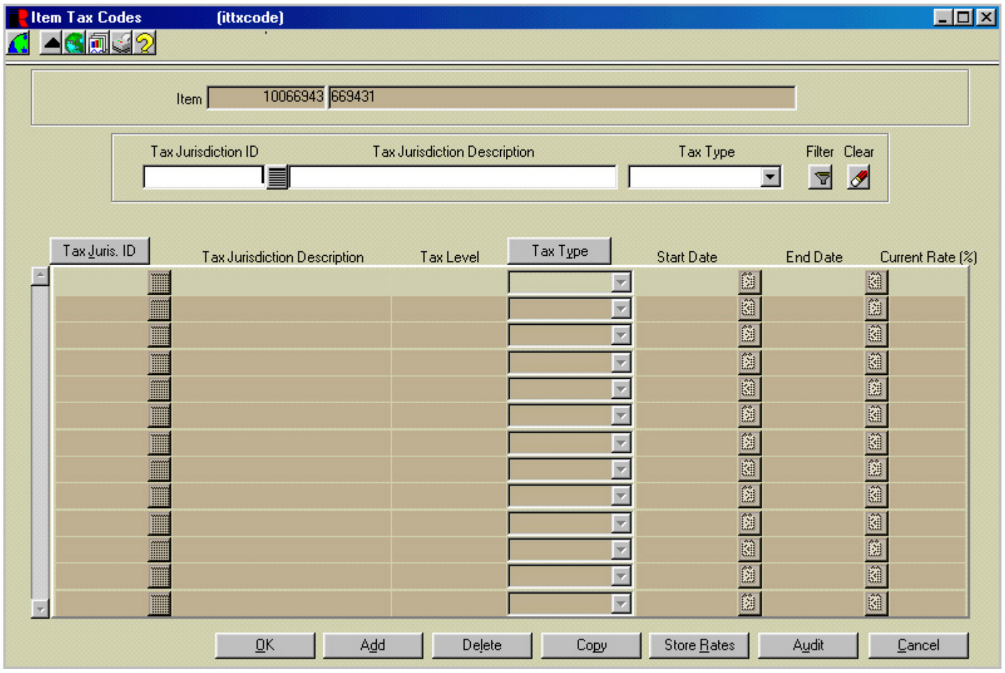
Item 10066943 669431

4. Click the Add button.
5. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
6. In the Tax Type field, select the type of tax.
7. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
8. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
9. Click OK to exit.

Add a Tax Code to a Sellable Pack

➲ **Navigate:** Search for and retrieve a sellable pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Apply Tax Codes. The Item Tax Codes window is displayed.



Item Tax Codes
(ittxcode)
Tax Jurisdiction ID
Tax Jurisdiction Description
Tax Type
Filter
Clear
Tax Juris. ID
Tax Jurisdiction Description
Tax Level
Tax Type
Start Date
End Date
Current Rate (%)
OK
Add
Delete
Copy
Store Rates
Audit
Cancel

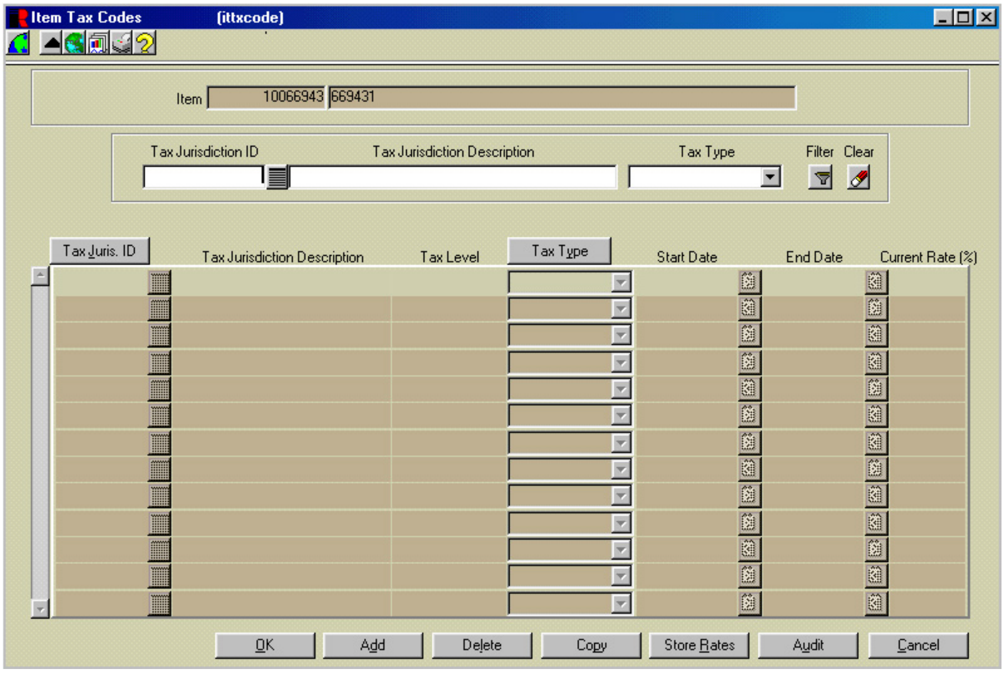
Item 10066943 669431

2. Click the Add button.
3. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
4. In the Tax Type field, select the type of tax.
5. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
6. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
7. Click OK to exit.

Add a Tax Code to a Department

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

1. Select Department on the tree structure. The departments are displayed in the table.
2. Select a department and click the Edit button. The Department Maintenance window is displayed.
3. From the Options menu, select Apply Tax Codes. The Item Tax Codes window is displayed.


Item Tax Codes
(ittxcode)
Tax Jurisdiction ID
Tax Jurisdiction Description
Tax Type
Filter
Clear
Tax Juris. ID
Tax Jurisdiction Description
Tax Level
Tax Type
Start Date
End Date
Current Rate (%)
OK
Add
Delete
Copy
Store Rates
Audit
Cancel

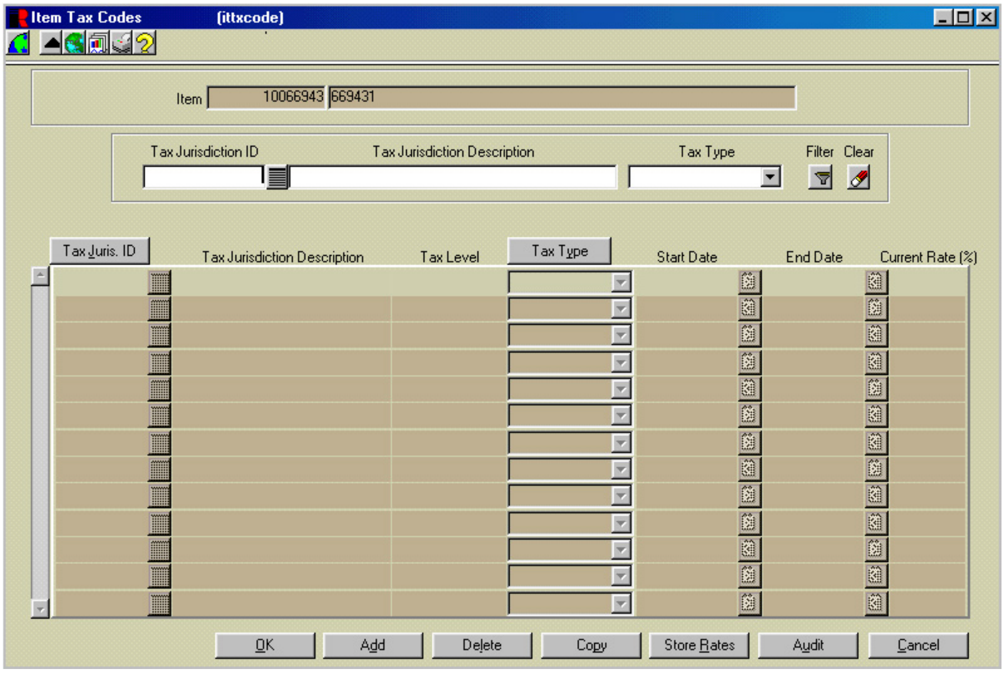
Item 10066943 669431

4. Click the Add button.
5. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
6. In the Tax Type field, select the type of tax.
7. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
8. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
9. Click OK to exit.

Add a Tax Code to a Tax Product Group Item List

➲ **Navigate:** Search for and retrieve an item list in Use mode. The Item List Header window is displayed.

1. From the Options menu, select Create Tax Code Change. The Item Tax Codes window is displayed.

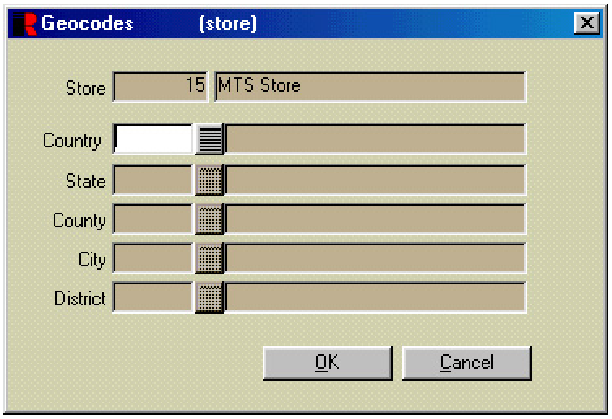

Item Tax Codes (ittxcode)
Item 10066943 669431
Tax Jurisdiction ID
Tax Jurisdiction Description
Tax Type
Filter
Clear
Tax Juris. ID
Tax Jurisdiction Description
Tax Level
Tax Type
Start Date
End Date
Current Rate (%)
OK
Add
Delete
Copy
Store Rates
Audit
Cancel

2. Click the Add button.
3. In the Tax Juris ID field, enter the ID of the tax jurisdiction, or click the LOV button and select the tax jurisdiction.
4. In the Tax Type field, select the type of tax.
5. In the Start Date field, enter the date on which the tax code becomes effective, or click the calendar button and select the date.
6. When applicable, enter the date on which the tax code end in the End Date field, or click the calendar button and select the date.
7. Click OK to exit.

Associate a Geocode with 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. The stores are displayed in the table.
2. Select a store and click the Edit button. The Store Maintenance window is displayed.
3. From the Options menu, select Geocodes. The Geocodes window is displayed.



Store 15 MTS Store

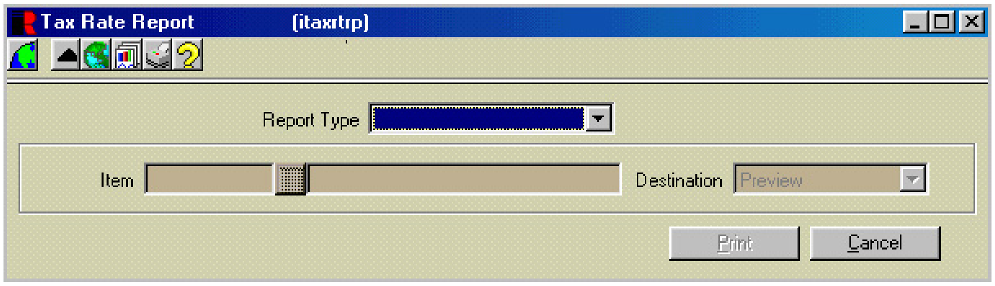
4. To associate a country geocode with a store:
   a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
5. To associate a state geocode with a store:
   a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
6. To associate a county geocode with a store:
   a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
   c. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
7. To associate a city geocode with a store:

   a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
   c. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
   d. In the City field, enter the geocode of the city, or click the LOV button and select a city.

8. To associate a district geocode with a store:
   a. In the Country ID field, enter the geocode of the country, or click the LOV button and select a country.
   b. In the State ID field, enter the geocode of the state, or click the LOV button and select a state.
   c. In the County ID field, enter the geocode of the county, or click the LOV button and select a county.
   d. In the City field, enter the geocode of the city, or click the LOV button and select a city.
   e. In the District field, enter the geocode of the district, or click the LOV button and select a district.
9. Click OK to exit.

Generate a Tax Rate Report

➲ **Navigate:** From the main menu, select Control → Sales Tax → Reports → Current Tax Rates. The Tax Rate Report window is displayed.


Tax Rate Report
(itaxrtrp)
Report Type
Item
Destination
Preview
Print
Cancel

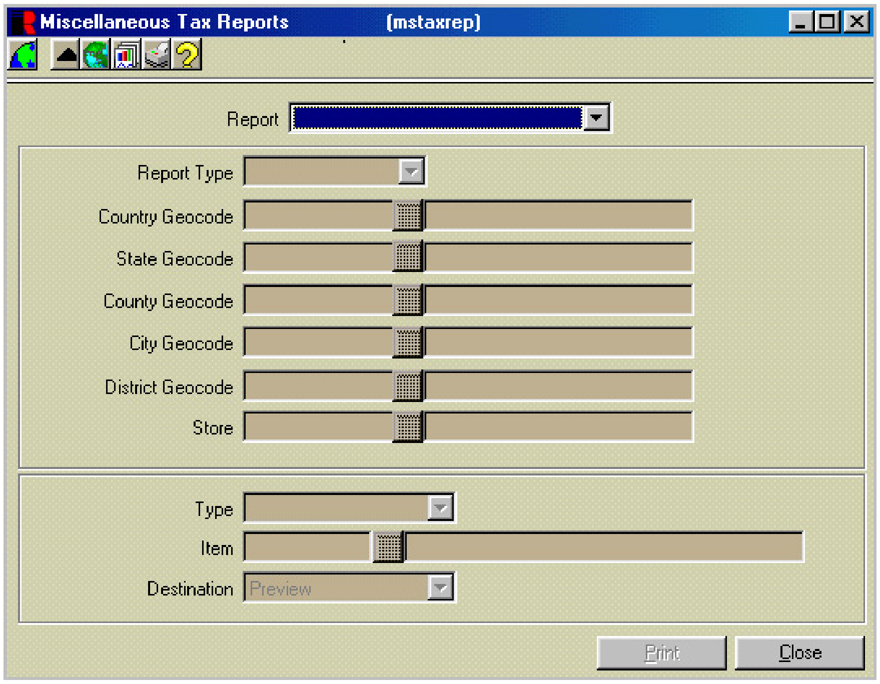
1. In the Report Type field, select the type of report.
2. In the value field, enter the ID of the item, department, or item list, or click the LOV button and select the value.

   Note: The label for the value field depends on what you select in the Report Type field.

3. In the Destination field, select where you want the finished report to be sent.
4. Click the Print button. The report is generated and delivered to the destination that you selected in the Destination field.

Generate a Miscellaneous Tax Report

➲ **Navigate:** From the main menu, select Control → Sales Tax → Reports → Miscellaneous. The Miscellaneous Tax Reports window is displayed.


Miscellaneous Tax Reports
(mstaxrep)
Report
Report Type
Country Geocode
State Geocode
County Geocode
City Geocode
District Geocode
Store
Type
Item
Destination
Preview
Print
Close

1. In the Report field, select which report you want to generate.
2. In the Report Type field, select either Store or Geocode.
3. Enter the parameters for the report in the enabled fields.
4. In the Destination field, select where you want the finished report to be sent.
5. Click the Print button. The report is generated and delivered to the destination that you selected in the Destination field.

VAT Maintenance

RMS supports the use of value-added tax, or VAT. To use VAT, two indicators must be set during the installation of RMS. One indicator enables the use of VAT throughout the system. The other indicator determines how VAT is recorded in the stock ledger.

To use the VAT feature, VAT codes must be set up first. All VAT codes are user defined. You can designate a VAT code type as Cost, Retail, or Both. Cost VAT codes are applied when purchasing items. Retail VAT codes are applied when selling items. The VAT code type of Both indicates that the VAT rates for purchasing and selling are the same.

VAT rates are associated with VAT codes. VAT rates indicate the specific rate of the VAT applied to an item. VAT rates can be updated as needed, and an active date specifies when the VAT is valid.

You also need to establish VAT regions. When creating VAT regions, you designate VAT regions as one of the following types:

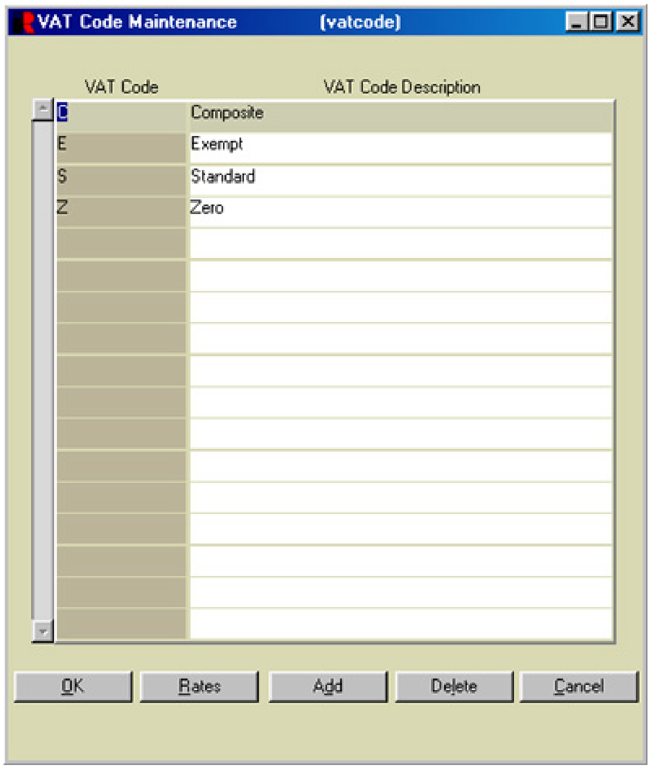
- Base EU Region – Indicates that the VAT region encompasses the entire European Union. Only one VAT region can be designated as the Base EU Region.
- EU Member – Indicates a VAT region located within the European Union.
- Non-EU Country – Indicates that the VAT region is located within a country that is not a member of the European Union.

The VAT region type determines which VAT region’s rates are applied and if VAT is charged to an invoice.

VAT regions are associated with departments, stores, warehouses, suppliers, and bill-to locations. When you associate a VAT region with one of these entities, you also include the VAT codes used in that VAT region with that entity. The combination of the VAT region, VAT code, and entity determines what VAT is applied to an item. However, the VAT rate applied to an item can also be modified at the item level.

Add a VAT Code

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

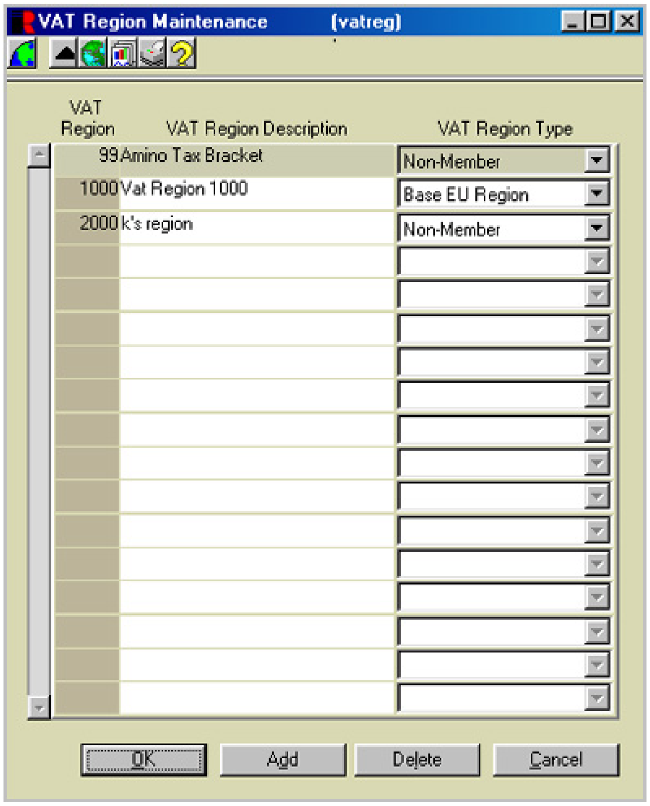


VAT Code	VAT Code Description
C	Composite
E	Exempt
S	Standard
Z	Zero

1. Click the Add button.
2. On the next available line, enter a unique ID in the VAT Code field.
3. In the VAT Code Description field, enter a description for the VAT Code.
4. Click the Rates button. The Rate Maintenance window is displayed.
5. In the Rate (%) field, enter the VAT rate.
6. In the Active Date field, enter the date on which the VAT rate is valid.
7. Click OK to return to the VAT Code Maintenance window.
8. Click OK to exit.

Create a VAT Region

➲ **Navigate:** From the main menu, select Control → Setup → VAT Region Maintenance → Edit. The VAT Region Maintenance window is displayed.



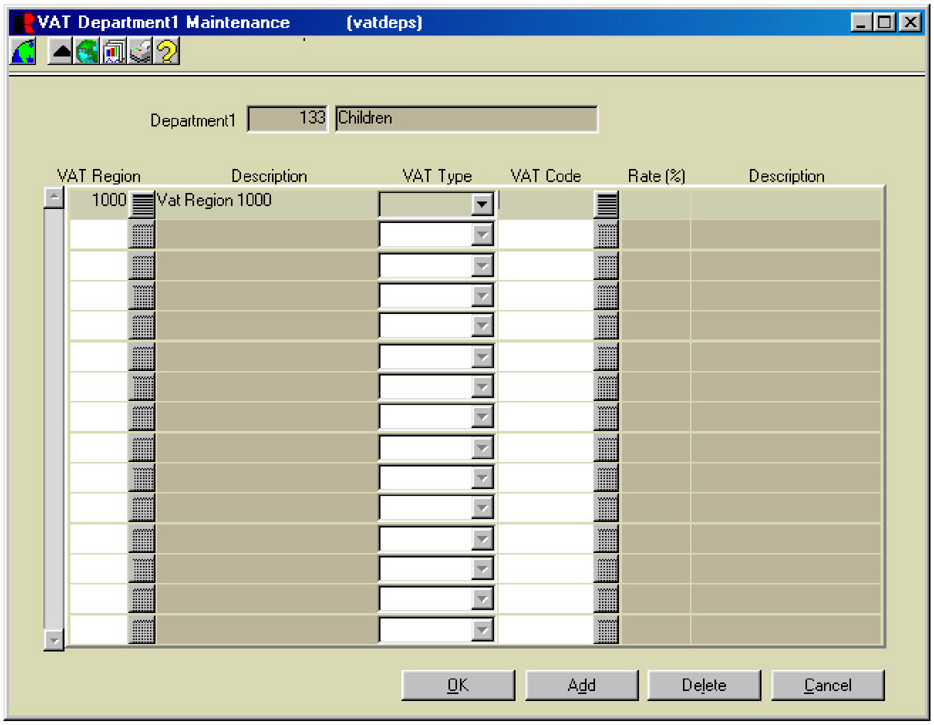
VAT Region	VAT Region Description	VAT Region Type
99	Amino Tax Bracket	Non-Member
1000	Vat Region 1000	Base EU Region
2000	k's region	Non-Member

1. Click the Add button.
2. On the next available line, enter a unique ID in the VAT Region field.
3. In the VAT Region Description field, enter a description for the VAT Region.
4. Select the VAT Region Type.
5. Click OK to exit.

Add a VAT Region to a Department

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

1. Select Department on the tree structure. The departments are displayed on the table.
2. Select a department and click the Edit button. The Department Maintenance window is displayed.



Department1 133 Children

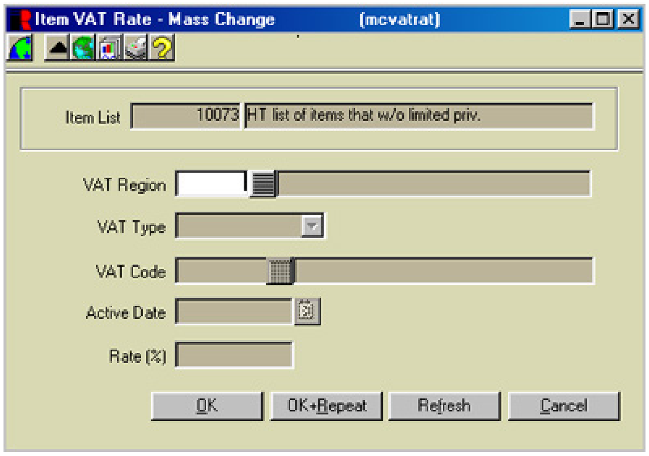
VAT Region	Description	VAT Type	VAT Code	Rate (%)	Description
1000	Vat Region 1000				

3. From the Options menu, select VAT Maintenance. The VAT Department Maintenance window is displayed.
4. Click the Add button.
5. On the next available line, in the VAT Region field, enter the ID of the VAT region, or click the LOV button and select a VAT region.
6. In the VAT Type field, select a VAT type.
7. In the VAT Code field, enter the VAT code, or click the LOV button and select a VAT code.
8. Click OK to exit.

Change VAT Rate by an Item List

➲ **Navigate:** Search for an item list in the Use mode.

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


Item VAT Rate - Mass Change (mcvatrat)
VAT Region
VAT Type
VAT Code
Active Date
Rate (%)
OK
OK+Repeat
Refresh
Cancel

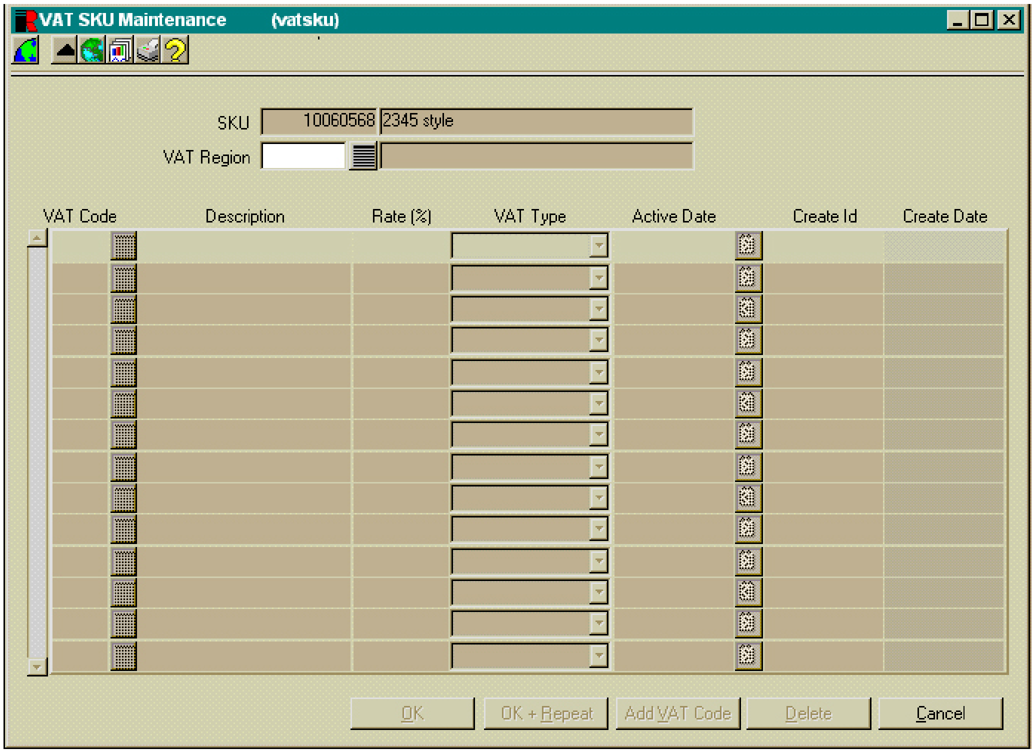
Item List 10073 HT list of items that w/o limited priv.

2. In the VAT Region field, enter the VAT region ID, or click the LOV button and select the VAT region.
3. In the VAT Type field, select the VAT type.
4. In the VAT Code field, enter the VAT code ID, or click the LOV button and select the VAT code.
5. In the Active Date field, enter the active date for the VAT change, or click the calendar button and select the active date.
6. Click the OK + Repeat button to change another VAT rate for the item list, or click OK to exit.

Add a VAT Code to a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select VAT Maintenance. The VAT SKU Maintenance window is displayed.



SKU 10060568 2345 style

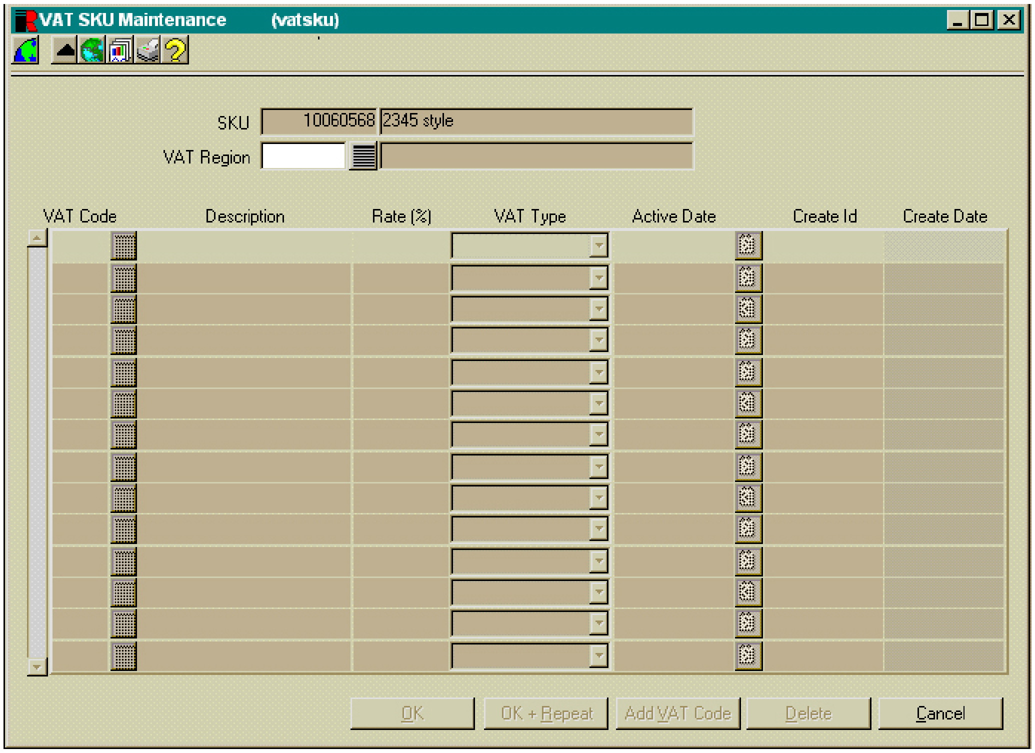
VAT SKU Maintenance (vatsku)
VAT Region
VAT Code
Description
Rate (%)
VAT Type
Active Date
Create Id
Create Date
OK
OK + Repeat
Add VAT Code
Delete
Cancel

2. In the VAT Region field, enter the ID of the VAT region, or click the LOV button and select the VAT region.
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 VAT Type field, select the type of VAT.
5. In the Active Date field, enter the date that the VAT code is valid, or click the calendar button and select the date.
6. Click the OK + Repeat button to change another VAT code for the staple item, or click OK to exit.

Add a VAT Code to a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select VAT Maintenance. The VAT SKU Maintenance window is displayed.



SKU 10060568 2345 style

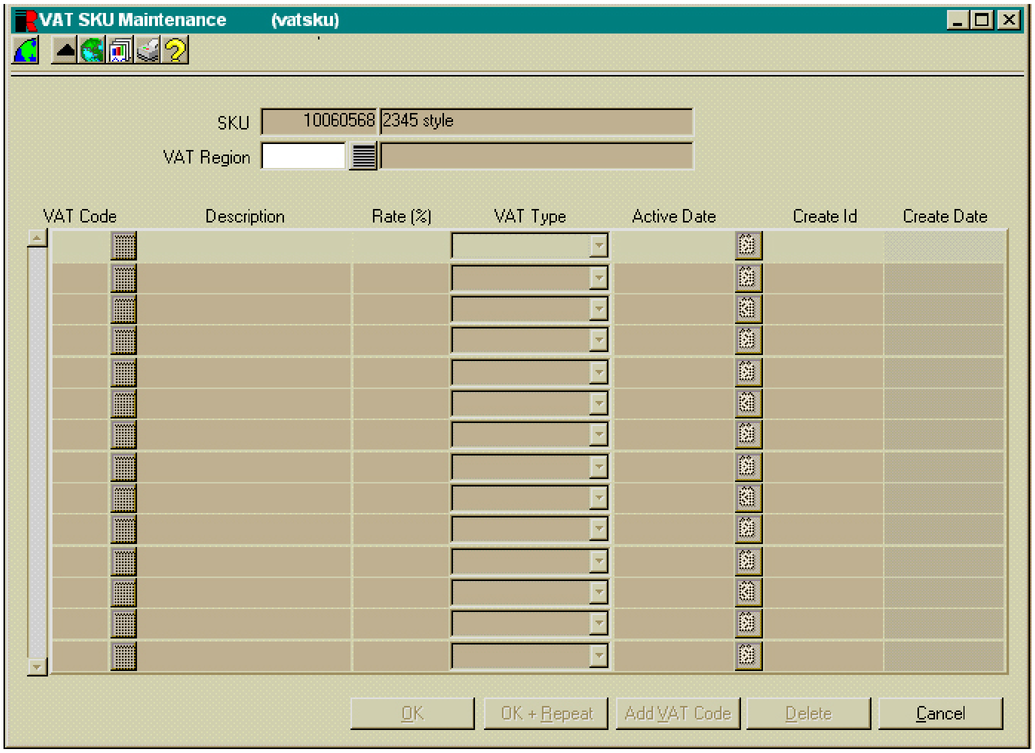
VAT SKU Maintenance (vatsku)
VAT Region
VAT Code
Description
Rate (%)
VAT Type
Active Date
Create Id
Create Date
OK
OK + Repeat
Add VAT Code
Delete
Cancel

2. In the VAT Region field, enter the VAT region ID, or click the LOV button and select the VAT region.
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 VAT Type field, select the type of VAT.
5. In the Active Date field, enter the date that the VAT code is valid, or click the calendar button and select the date.
6. Click the OK + Repeat button to change another VAT region for the fashion style, or click OK to exit.

Add a VAT Code to a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed. The Fashion Style for the Fashion SKU you searched for is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.


VAT SKU Maintenance (vatsku)
VAT Code
Description
Rate (%)
VAT Type
Active Date
Create Id
Create Date
OK
OK + Repeat
Add VAT Code
Delete
Cancel

SKU 10060568 2345 style

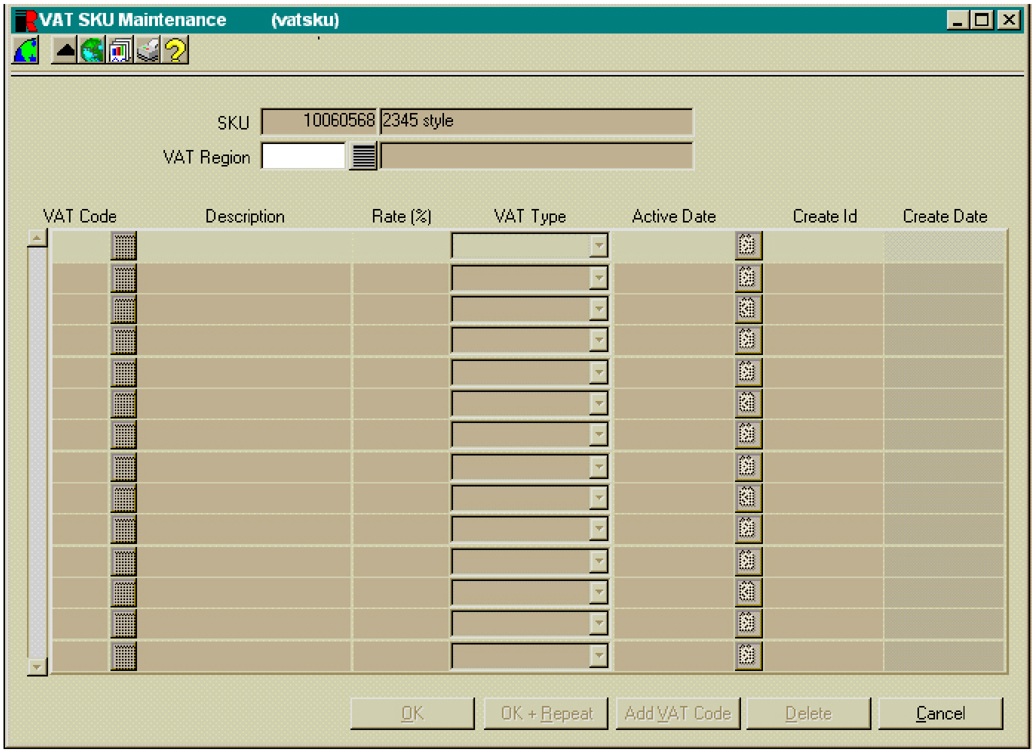
VAT Region

2. Select the fashion SKU with which you want to add a VAT code.
3. From the Options menu, select VAT Maintenance. The VAT SKU Maintenance window is displayed.
4. In the VAT Region field, enter the VAT region ID, or click the LOV button and select the VAT region.
5. In the VAT Code field, enter the code for the VAT, or click the LOV button and select the VAT code.
6. In the VAT Type field, select the type of VAT.
7. In the Active Date field, enter the date that the VAT code is valid, or click the calendar button and select the date.
8. Click the OK + Repeat button to change another VAT code for the staple item, or click OK to exit.

Add a VAT Code to a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select VAT Maintenance. The VAT SKU Maintenance window is displayed.


VAT SKU Maintenance (vatsku)
VAT Code
Description
Rate (%)
VAT Type
Active Date
Create Id
Create Date
OK
OK + Repeat
Add VAT Code
Delete
Cancel

SKU 10060568 2345 style

VAT Region

2. In the VAT Region field, enter the VAT region ID, or click the LOV button and select the VAT region.
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 VAT Type field, select the type of VAT.
5. In the Active Date field, enter the date that the VAT code is valid, or click the calendar button and select the date.
6. Click the OK + Repeat button to change another VAT region for the fashion style, or click OK to exit.

Chapter 10: User and Grouping Tools

Item Lists

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

You can use an item list to enter, track, or create:

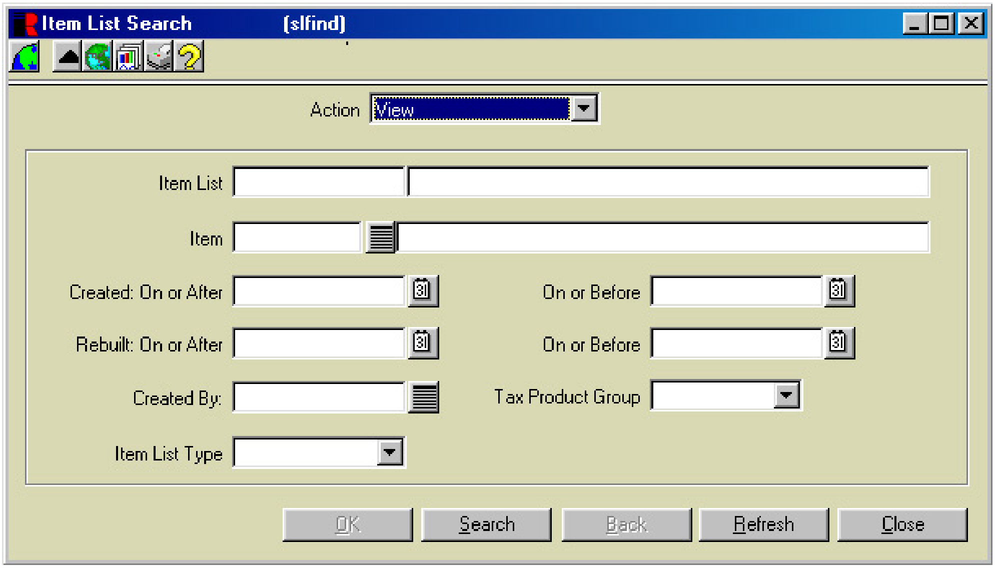
- Cycle counts
- Price changes
- Competitive shopping lists
- Cost changes
- Purchase orders
- Purchase orders with contracts
- Tax code changes

You can use an item list to make mass changes to:

- Reclassifications
- Item attributes
- Replenishment
- VAT rates
- Store locations
- Warehouse locations
- User defined attributes
- Seasons and phases
- Ticket types

Search for an Item List

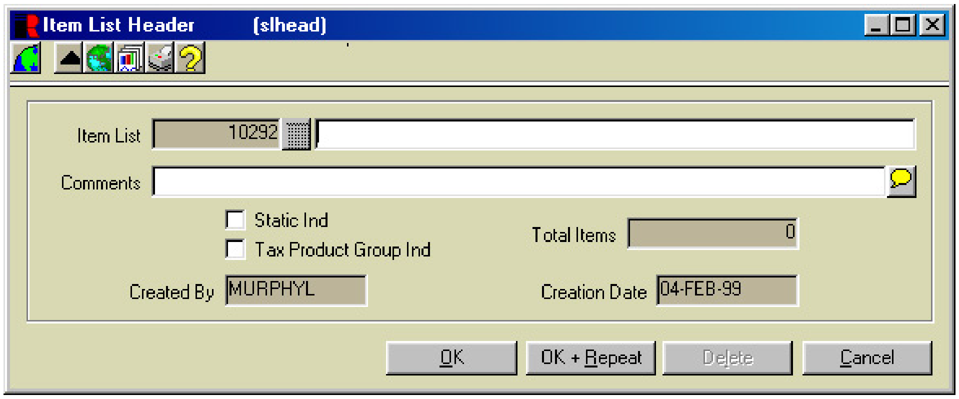
➲ **Navigate:** From the main menu, select Items →Item List. The Item List Search window is displayed.


Item List Search (slfind)
Action View
Item List
Item
Created: On or After
On or Before
Rebuilt: On or After
On or Before
Created By:
Tax Product Group
Item List Type
OK
Search
Back
Refresh
Close

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 the Search button. The Item List Search window displays the item lists that match the search criteria.
4. Select a task:
   - To perform another search, click the Refresh button.
   - To display an item list, select a record and click OK. The Item List Header window is displayed.
5. Click Close to exit.

Create an Item List

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



Item List 10292

Comments

☐ Static Ind

☐ Tax Product Group Ind

Total Items 0

Created By MURPHYL

Creation Date 04-FEB-99

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. In the List Number field, enter the description of the item list.
4. Enter optional information in the remaining fields as necessary.

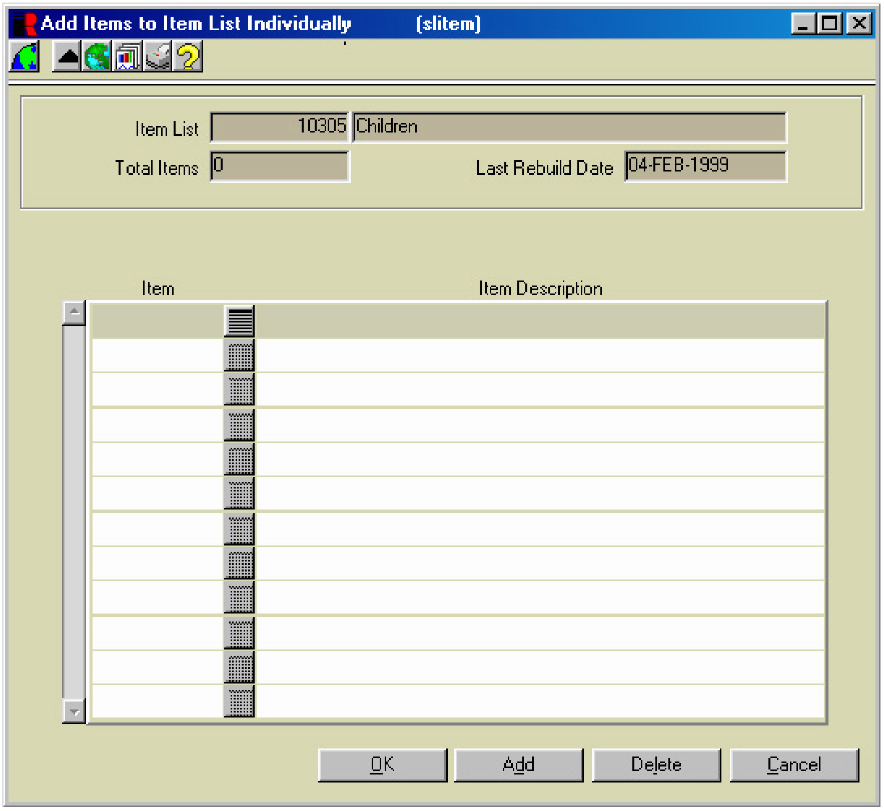
5. To add items individually:

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

    b. Click the Add button.

    c. On the next available line enter the SKU in the Item field, or click the LOV button and select the item.

    d. Click OK to exit.



Add Items to Item List Individually (slitem)
Item
Item Description
OK
Add
Delete
Cancel

Item List 10305 Children

Total Items 0

Last Rebuild Date 04-FEB-1999

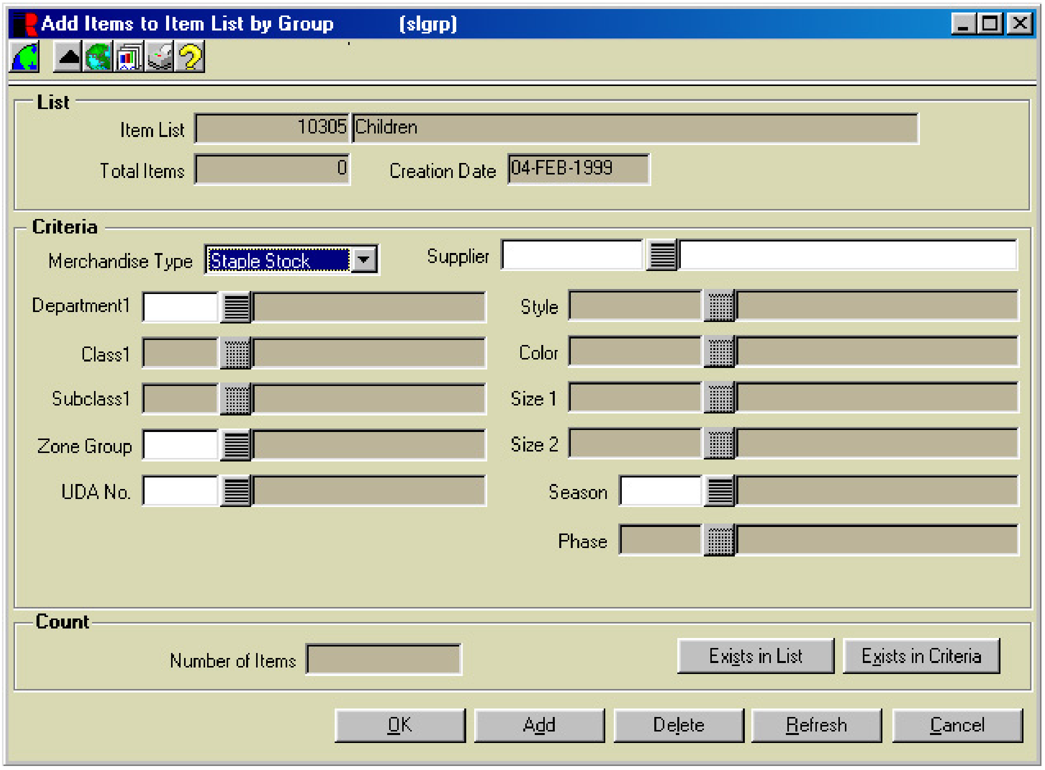
6. To add items by group:

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

   b. Select or enter the criteria in the Criteria fields.

   c. Click the Add button. The items that match the criteria are added to the item list.

   d. Click OK to exit.



Add Items to Item List by Group (slgrp)

List

Item List 10305 Children

Total Items 0

Creation Date 04-FEB-1999

Criteria

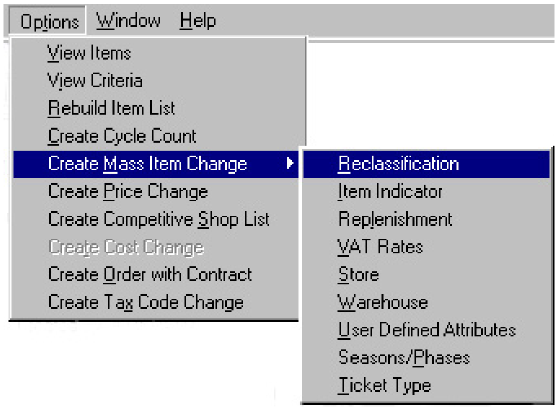
Merchandise Type Staple Stock

Supplier
Department1
Class1
Subclass1
Zone Group
UDA No.
Style
Color
Size 1
Size 2
Season
Phase
Count
Number of Items
Exists in List
Exists in Criteria
OK
Add
Delete
Refresh
Cancel

7. Click the OK + Repeat button to create another item list, or click OK to exit.

Use an Item List

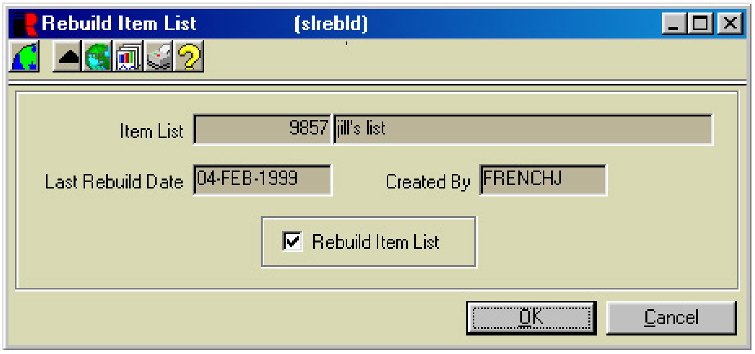
➲ **Navigate:** Search for and retrieve an item list in Use mode.


Options
Window
Help
View Items
View Criteria
Rebuild Item List
Create Cycle Count
Create Mass Item Change
Create Price Change
Create Competitive Shop List
Create Cost Change
Create Order with Contract
Create Tax Code Change
Reclassification
Item Indicator
Replenishment
VAT Rates
Store
Warehouse
User Defined Attributes
Seasons/Phases
Ticket Type

1. To use the item list to make changes to items, select the type of change from the Options → Create Mass Item Change menu.
2. To use the item list to perform a task, select the task from the Options menu.
3. Click the OK + Repeat button to use another item list, or click OK to exit.

Rebuild an Item List

➲ **Navigate:** Search for and retrieve an item list in Edit mode.



Item List 9857 jill's list

Last Rebuild Date 04-FEB-1999

Created By FRENCHJ

☑ Rebuild Item List

1. From the Options menu, select Rebuild Item List. The Rebuild Item List window is displayed.
2. Select the Rebuild Item List checkbox.
3. Click OK to exit.
4. Click the OK + Repeat button to edit another item list, or click OK to exit.

Note: Whenever you select an item list in any window, you can rebuild the list. From the Options menu, select Rebuild Item List. This ensures that all items in a department are included on the list. You cannot rebuild a static item list.

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.

Location lists can be used when you:

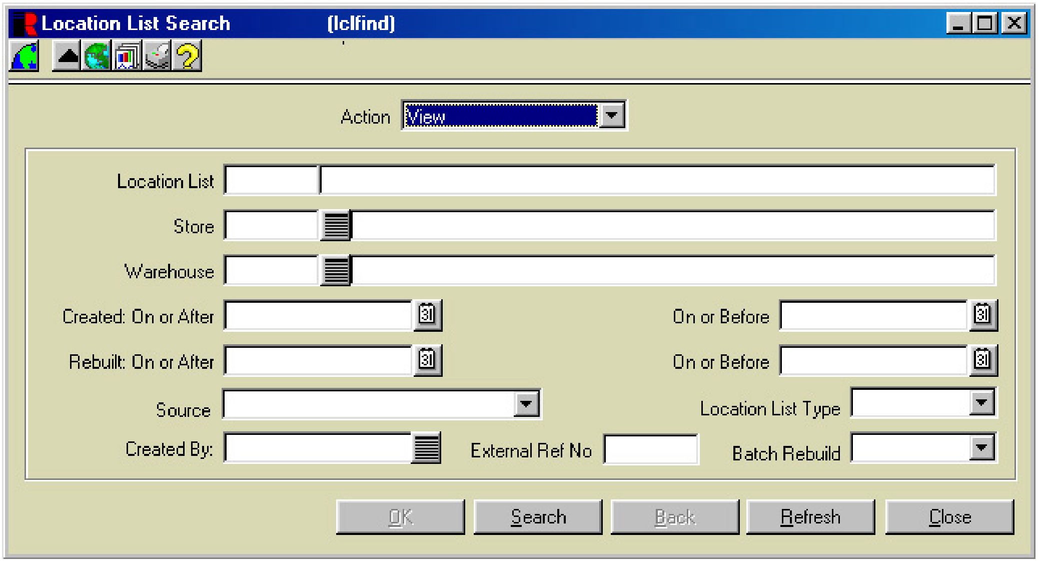
- Edit warehouse and store attributes by item or by item list.
- Identify store locations for a fashion, pack, or staple item.
- Add stores to a promotion.
- Add stores to a price change event.
- Apply a mask to an order, allocation, transfer, or contract.
- Add stores and warehouses to a mask.
- Edit replenishment parameters by item or by item list.
- View replenishment parameters by item.
- Request a stock count for warehouses and stores.
- Edit the shipping schedule from a warehouse to multiple stores.
- Edit the retail price of a store-priced item.
- Add stores to a store grade in a store grade group.

You can use a location list to make mass changes to:

- Price and cost zone groups
- Store attributes
- Location traits

Search for a Location List

➲ **Navigation:** From the main menu, select Control → Location List. The Location List Search window is displayed.

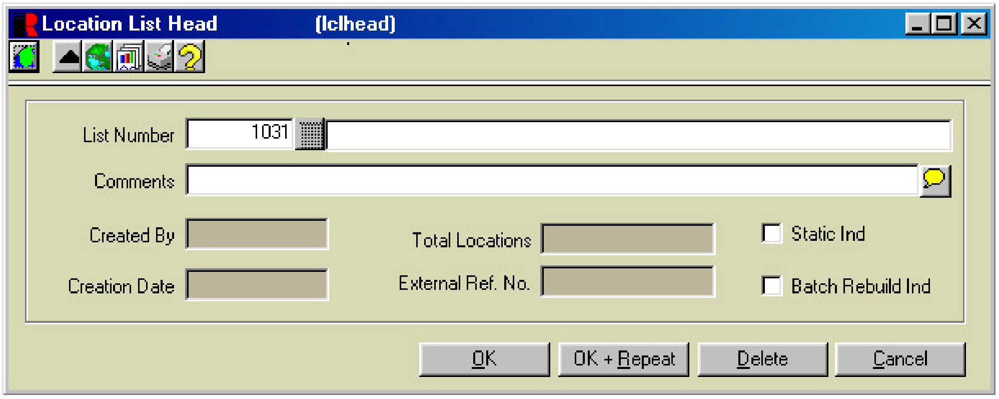

Location List Search (lclfind)
Action
View
Location List
Store
Warehouse
Created: On or After
On or Before
Rebuilt: On or After
On or Before
Source
Location List Type
Created By:
External Ref No
Batch Rebuild
OK
Search
Back
Refresh
Close

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 the Search button. The Location List Search window displays the location lists that match the search criteria.
4. Select a task:
    - To perform another search, click the Refresh button.
    - To display a location list, select a record and click OK. The Location List Head window is displayed.
5. Click Close to exit.

Create a Location List

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

1. In the Action field, select New.
2. Click OK. The Location List Head window is displayed. The ID of the location list is filled in automatically.


Location List Head (lclhead)
Comments
Created By
Creation Date
Total Locations
External Ref. No.
Static Ind
Batch Rebuild Ind
OK
OK + Repeat
Delete
Cancel

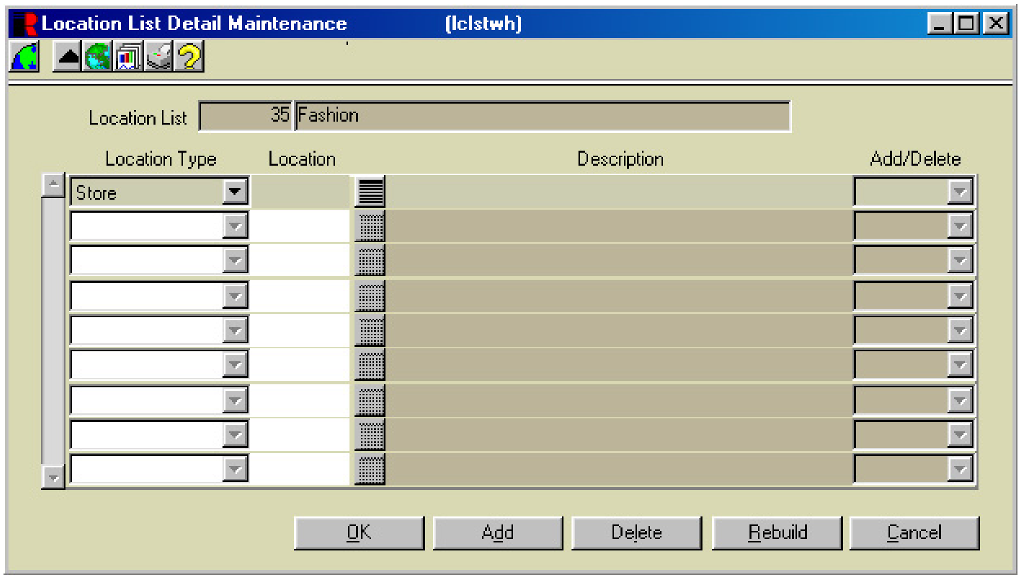
List Number 1031

☐ Static Ind

☐ Batch Rebuild Ind

3. In the List Number field, enter the description of the location list.
4. Enter optional information in the remaining fields as necessary.

5. To add locations individually:
    a. From the Options menu, select Locations. The Location List Detail Maintenance window is displayed.
    b. Click the Add button.
    c. In the Location Type field, select either Store or Warehouse.
    d. In the Location field, enter the ID of the location, or click the LOV button and select the location.
    e. Click OK to exit.


Location List Detail Maintenance (lclstwh)
OK
Add
Delete
Rebuild
Cancel

Location List 35 Fashion

Location Type	Location	Description	Add/Delete
Store			

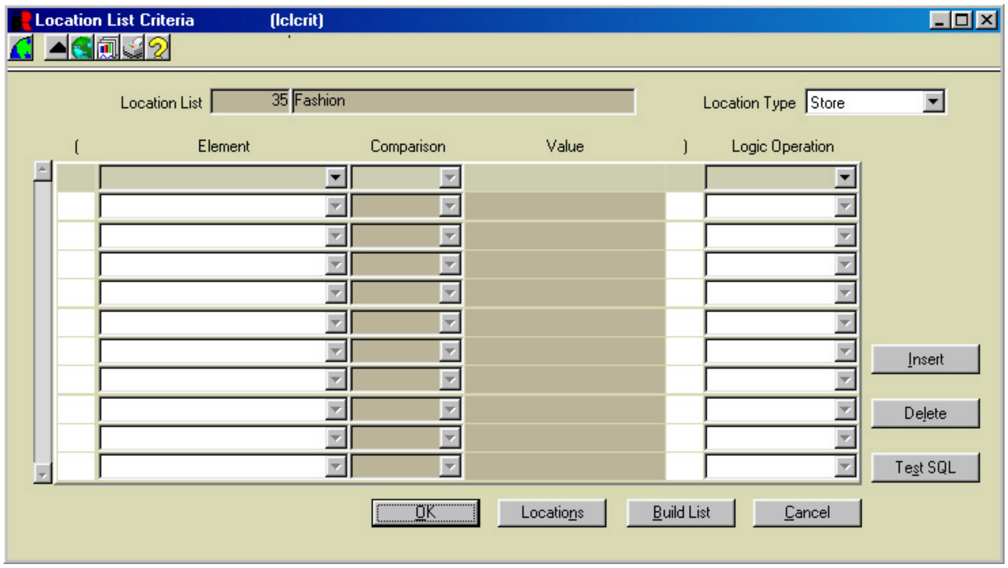
6. To add locations by group:

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

    b. In the Location Type field, select either Store or Warehouse.

    c. Click the Insert button.

    d. Enter the criteria in the enabled fields as necessary.



Location List Criteria (lclcrit)

Location List: 35 Fashion

Location Type: Store

(
Element
Comparison
Value
)
Logic Operation
Insert
Delete
Test SQL
OK
Locations
Build List
Cancel

Note: Each record in the table is the equivalent of a condition in the Where clause of a SQL statement.

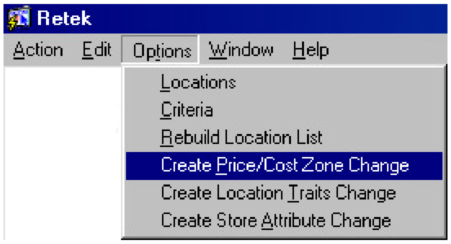
    e. Click the Test SQL button to test the validity of the criteria. You are prompted if any errors occur.

    f. Click OK to exit.

7. Click the OK + Repeat button to create another location list, or click OK to exit.

Use a Location List

➲ **Navigation:** Search for and retrieve a location list in Use mode.


Retek
Action
Edit
Options
Window
Help
Locations
Criteria
Rebuild Location List
Create Price/Cost Zone Change
Create Location Traits Change
Create Store Attribute Change

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.

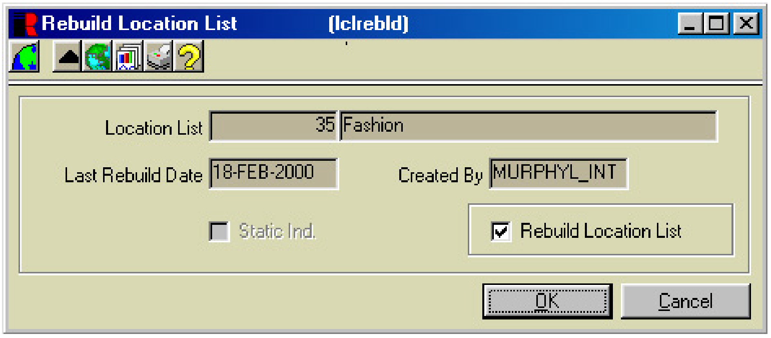
   To change the locations traits, select Create Location Trait Change from the Options menu. The Location Traits - Mass Change window is displayed.

   To change the store attributes, select Create Store Attribute Change from the Options menu. The Store Attribute - Mass Change window is displayed.

2. Click the OK + Repeat button to use another location list, or click OK to exit.

Rebuild a Location List

➲ **Navigate:** Search for and retrieve a location list in Edit or Use mode.



Location List 35 Fashion

Last Rebuild Date 18-FEB-2000

Created By MURPHYL_INT

☐ Static Ind.

☑ Rebuild Location List

1. From the Options menu, select Rebuild Location List. The Rebuild Location List window is displayed.
2. Select the Rebuild Location List checkbox.
3. Click OK to exit the Rebuild Location List window.
4. Click the OK + Repeat button to edit another location list, or click OK to exit.

Note: Whenever you select a location list in any window, you can rebuild the list. From the Options menu, select Rebuild Location List. This ensures that all locations that match the criteria are included on the list. You cannot rebuild a static location list.

Attributes

The Attributes feature provides a way to record specific information about stores, warehouses, items, and purchase orders. In some cases, attributes affect how the entity 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.

You can record attributes for the following entities:

- Stores
- Warehouses
- Suppliers
- Fashion styles
- Staple items

You can also change attributes for all the stores on a location list. You can record grocery attributes, such as wastage and ticket information, for staple items and fashion styles.

You can change information, such as item status and supplier, for the following relationships:

- Fashion style/store
- Fashion style/warehouse

You can record import attributes for the following entities:

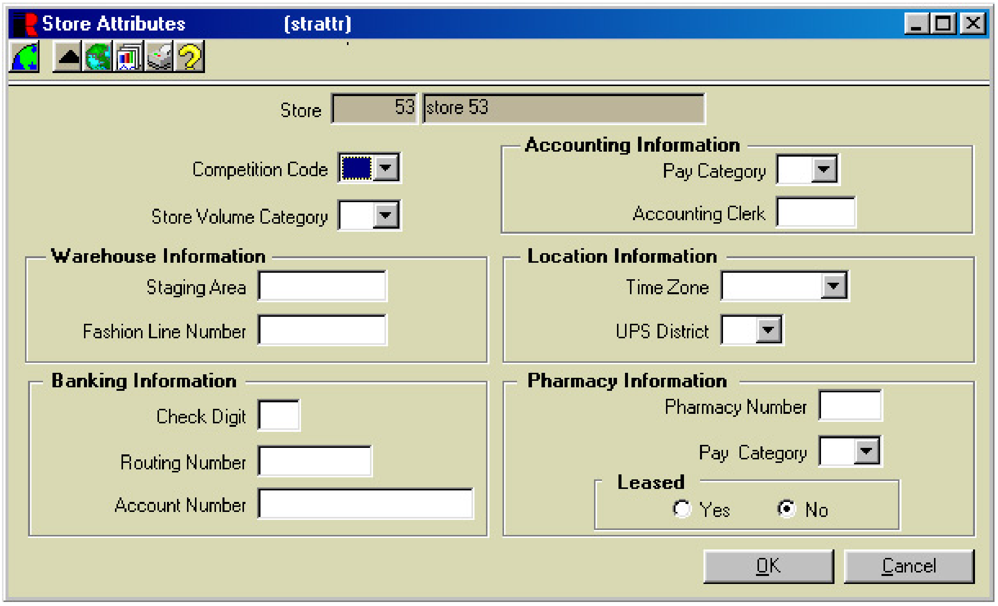
- Purchase orders
- Staple items
- Fashion items

In RMS, you can record the bill-to location and the freight contract number for the purchase order. If Retek Trade Management is installed with RMS, you can also record the additional information about the purchase order, such as lading port, discharge port, factory, and agent. Because lading port, discharge port, agent, and factory affect HTS assessments and expenses, changing purchase order attributes will result in the recalculation of these assessments and expenses for the purchase order.

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 the Edit button. The Store Maintenance window is displayed.
3. From the Options menu, select Attributes. The Store Attributes window is displayed.


Store Attributes
(strattr)
Competition Code
Store Volume Category
Accounting Information
Pay Category
Accounting Clerk
Warehouse Information
Staging Area
Fashion Line Number
Location Information
Time Zone
UPS District
Banking Information
Check Digit
Routing Number
Account Number
Pharmacy Information
Pharmacy Number
Pay Category
Leased
○ Yes
● No
OK
Cancel

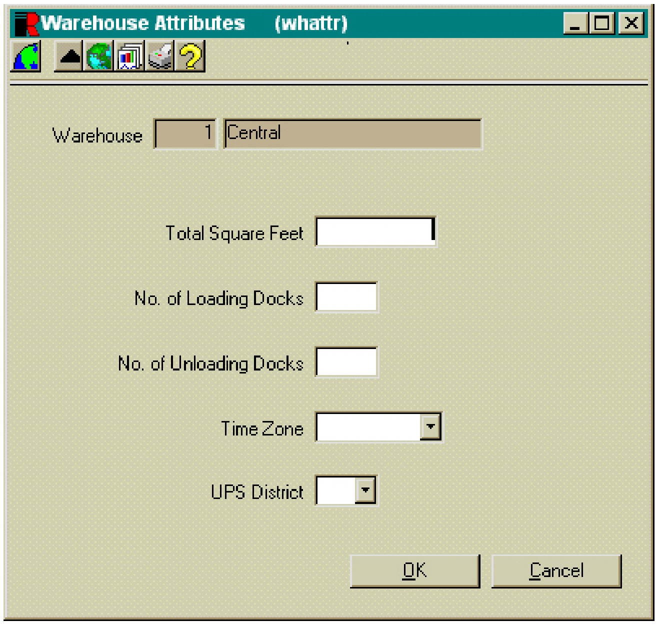
Store 53 store 53

4. Enter or select the attributes that apply to the current store.
5. Click OK to exit.

Record Attributes for a Warehouse

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

1. Select Warehouse on the tree structure.
2. Select a warehouse on the table and click the Edit button. The Warehouse Maintenance window is displayed.
3. From the Options menu, select Attributes. The Warehouse Attributes window is displayed.



Warehouse 1 Central

Total Square Feet

No. of Loading Docks

No. of Unloading Docks

Time Zone

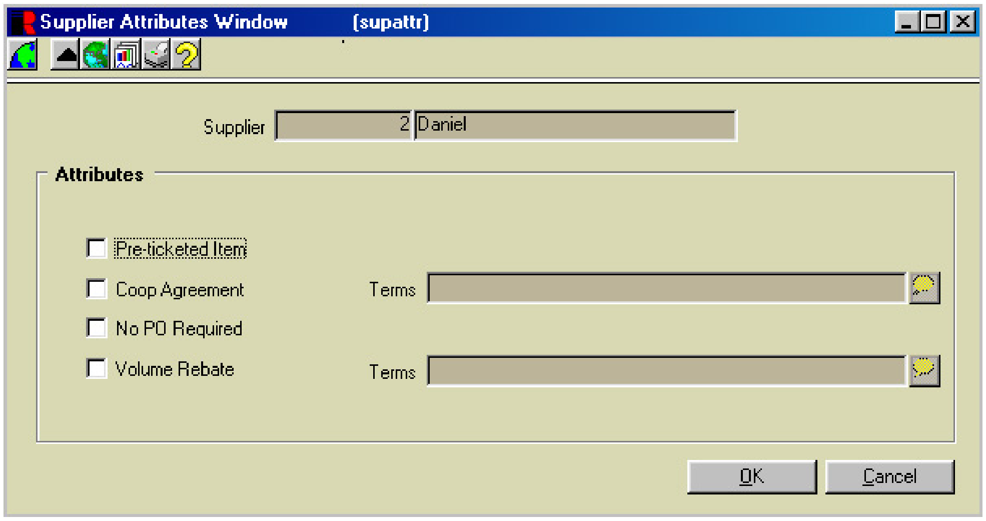
UPS District

4. Enter or select the attributes that apply to the current warehouse.
5. Click OK to exit.

Record Attributes for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

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



Supplier 2 Daniel

Attributes

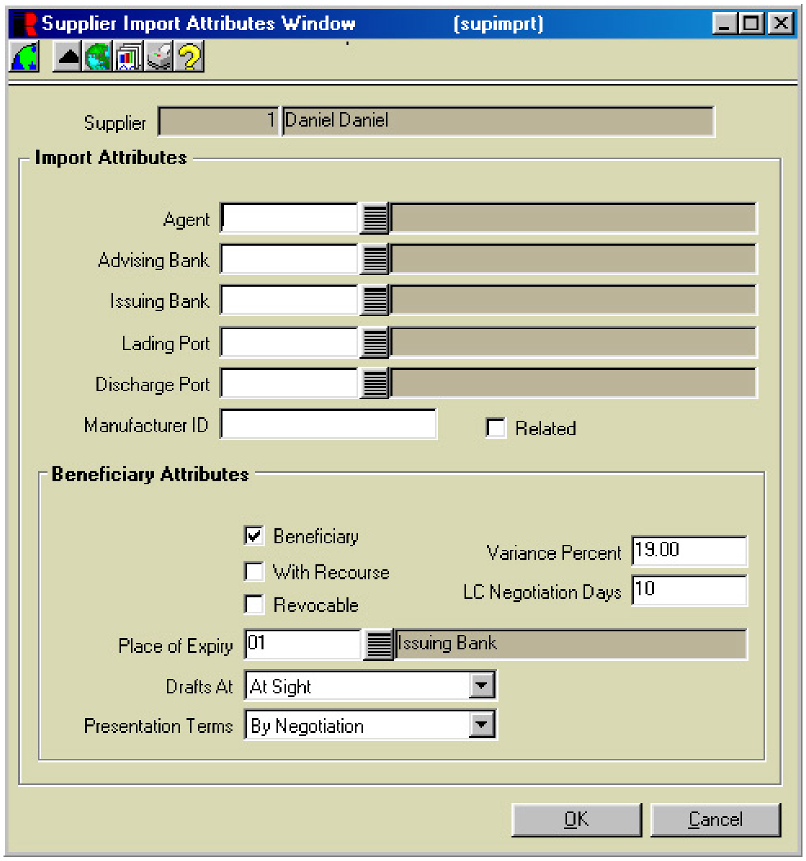
☐ Pre-ticketed Item
☐ Coop Agreement Terms
☐ No PO Required
☐ Volume Rebate Terms

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

Record Import Attributes for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

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


Supplier Import Attributes Window
(supimprt)
Import Attributes
Beneficiary Attributes
OK
Cancel

Supplier 1 Daniel Daniel

Agent

Advising Bank

Issuing Bank

Lading Port

Discharge Port

Manufacturer ID

☐ Related

☑ Beneficiary

☐ With Recourse

☐ Revocable

Variance Percent 19.00

LC Negotiation Days 10

Place of Expiry 01 Issuing Bank

Drafts At At Sight

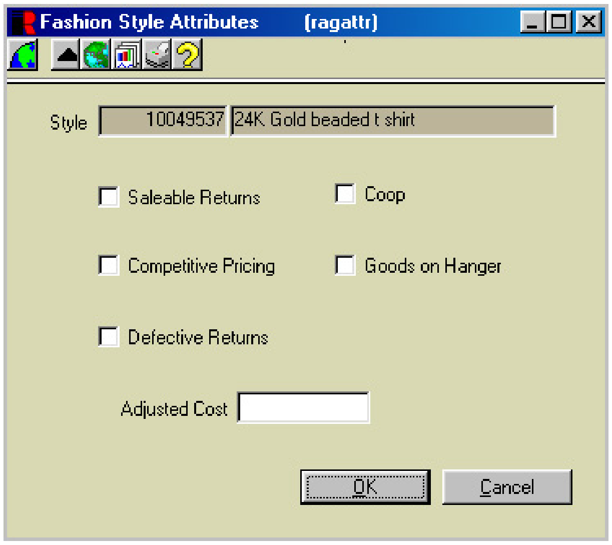
Presentation Terms By Negotiation

2. Enter or select the import attributes that apply to the current supplier.
3. Click OK to exit.

Record Attributes for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Attributes. The Fashion Style Attributes window is displayed.



Style 10049537 24K Gold beaded t shirt

☐ Saleable Returns
☐ Coop
☐ Competitive Pricing
☐ Goods on Hanger
☐ Defective Returns

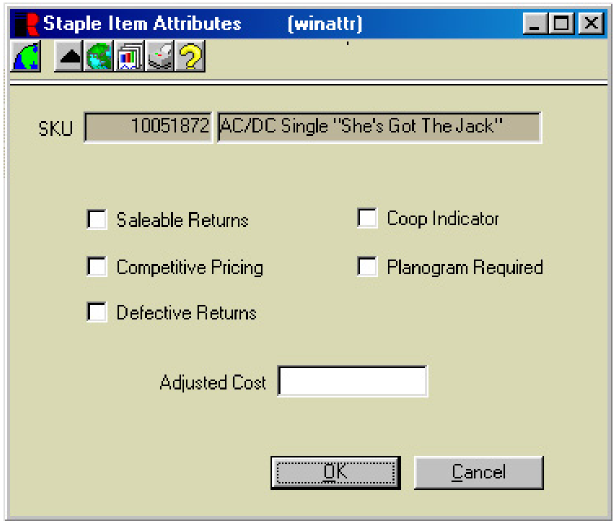
Adjusted Cost

2. Enter or select the attributes that apply to the current fashion style.
3. Click OK to exit.

Record Attributes for a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

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


Staple Item Attributes (winattr)
☐ Saleable Returns
☐ Coop Indicator
☐ Competitive Pricing
☐ Planogram Required
☐ Defective Returns
Adjusted Cost
OK
Cancel

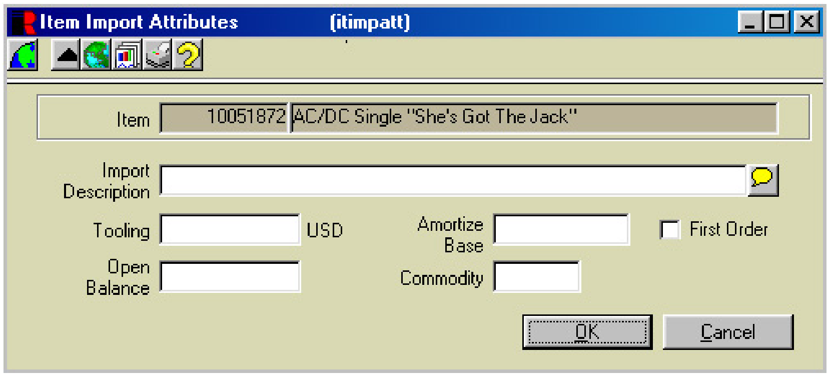
SKU 10051872 AC/DC Single "She's Got The Jack"

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

Record Import Attributes for a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Import Attributes. The Staple Item Attributes window is displayed.


Item Import Attributes (itimpatt)
Import Description
Tooling
USD
Amortize Base
☐ First Order
Open Balance
Commodity
OK
Cancel

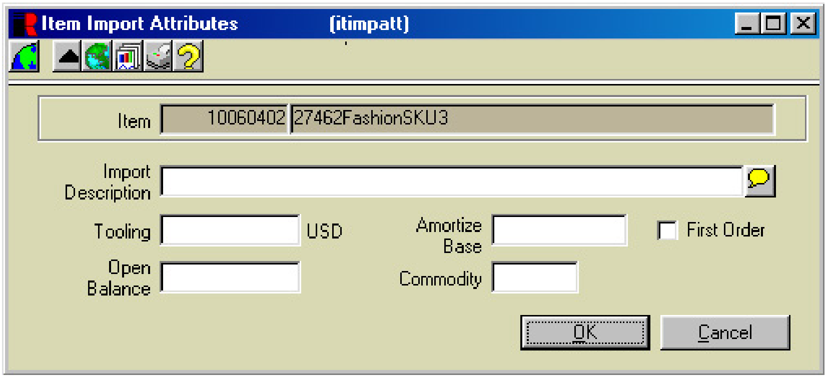
Item 10051872 AC/DC Single "She's Got The Jack"

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

Record Import Attributes for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

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



Item 10060402 27462FashionSKU3

Import Description

Tooling USD

Amortize Base

☐ First Order

Open Balance

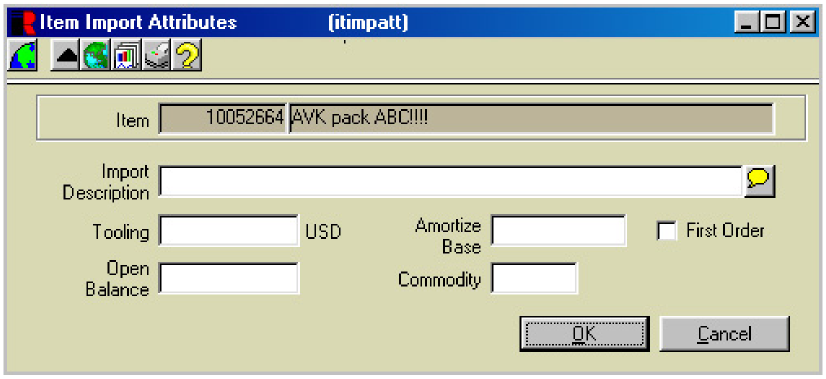
Commodity

2. Enter or select the attributes that apply to the current fashion style.
3. Click OK to exit.

Record Import Attributes for a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

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



Item Import Attributes (itimpatt)
Import Description
Tooling
USD
Amortize Base
☐ First Order
Open Balance
Commodity
OK
Cancel

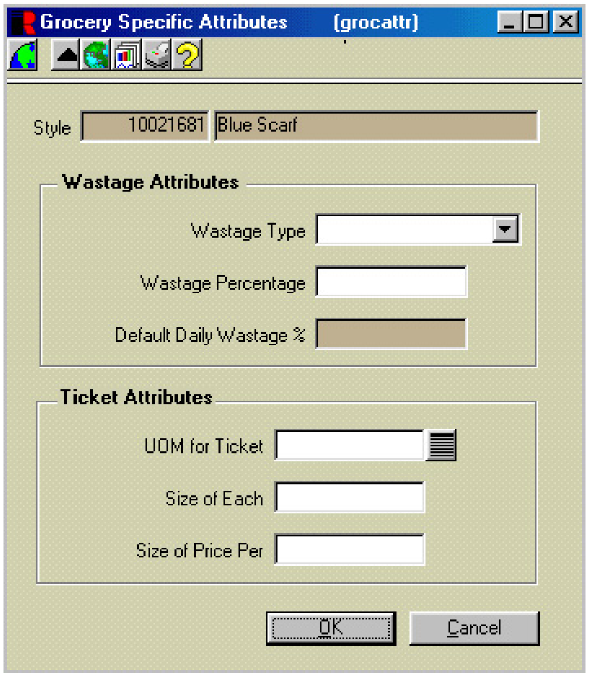
Item 10052664 AVK pack ABC!!!!

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

Record Wastage Attributes for a Staple Item

➲ **Navigate:** Create a staple item. The Staple Item Maintenance window is displayed.

1. Select the Wastage checkbox.
2. From the Options menu, select Grocery Attributes. The Grocery Specific Attributes window is displayed.


Grocery Specific Attributes (grocattr)
Wastage Attributes
Wastage Type
Wastage Percentage
Default Daily Wastage %
Ticket Attributes
UOM for Ticket
Size of Each
Size of Price Per
OK
Cancel

Style 10021681 Blue Scarf

3. In the Wastage Type field, select the type of waste.
4. In the Wastage Percentage field, enter the percentage of waste for the grocery item.
5. In the Default Daily Wastage % field, enter the default percentage to use when creating new item/location relationships for a spoilage item.

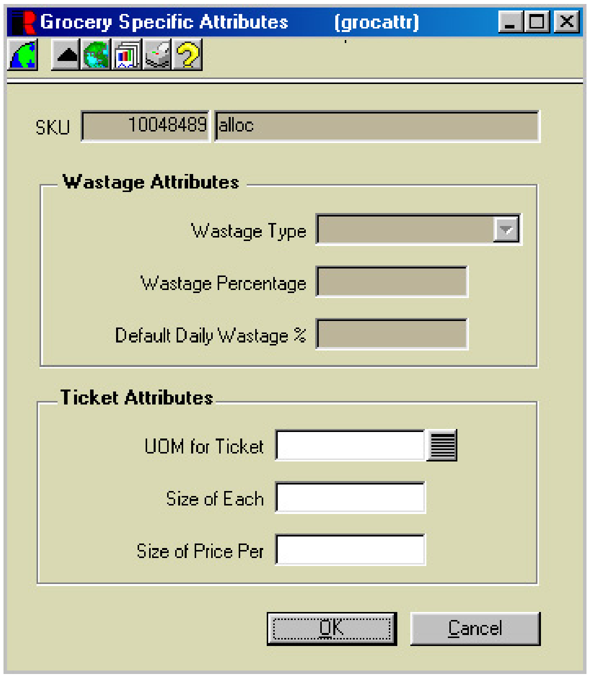
   Note: This field is used only for items with a wastage type of spoilage.

6. Click OK to exit.

Record Ticket Attributes for a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Grocery Attributes. The Grocery Specific Attributes window is displayed.


Grocery Specific Attributes (grocattr)
Wastage Attributes
Wastage Type
Wastage Percentage
Default Daily Wastage %
Ticket Attributes
UOM for Ticket
Size of Each
Size of Price Per
OK
Cancel

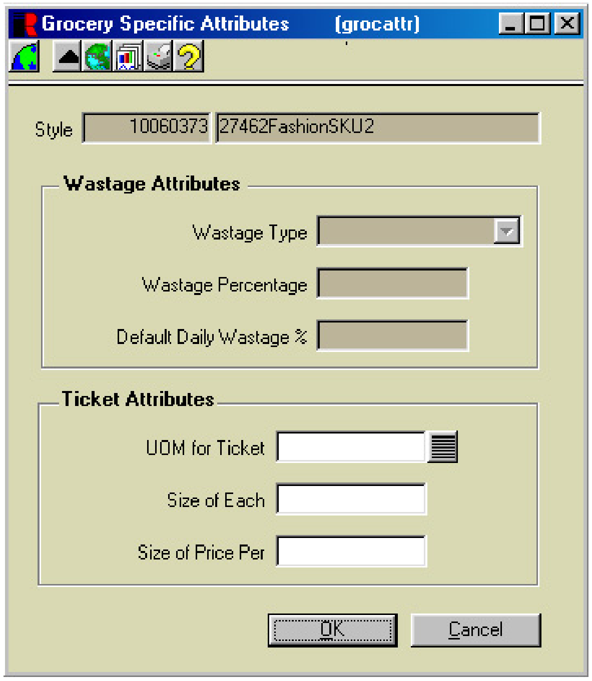
SKU 10048489 alloc

2. In the UOM for Ticket field, enter the unit of measure, or click the LOV button and select the unit of measure.
3. In the Size of Each field, enter the size of one item for the unit of measurement specified in the UOM for Ticket field.
4. In the Size of Price Per field, enter the size at which the price per unit of measure will be printed on the ticket.
5. Click OK to exit.

Record Wastage Attributes for a Fashion Style

➲ **Navigate:** Create a fashion style. The Fashion Style Maintenance window is displayed.

1. Select the Wastage checkbox.
2. From the Options menu, select Grocery Attributes. The Grocery Specific Attributes window is displayed.


Grocery Specific Attributes (grocattr)
Wastage Attributes
Wastage Type
Wastage Percentage
Default Daily Wastage %
Ticket Attributes
UOM for Ticket
Size of Each
Size of Price Per
OK
Cancel

Style 10060373 27462FashionSKU2

3. In the Wastage Type field, select the type of waste.
4. In the Wastage Percentage field, enter the percentage of waste for the grocery item.
5. In the Default Daily Wastage % field, enter the default percentage to use when you create new item/location relationships for a spoilage item.

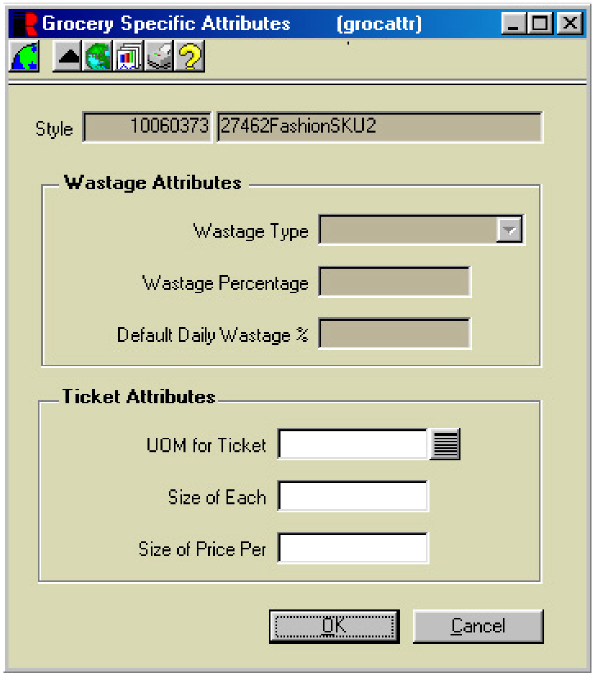
   Note: This field is used only for items with a wastage type of spoilage.

6. Click OK to exit.

Record Ticket Attributes for a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Grocery Attributes. The Grocery Specific Attributes window is displayed.



Grocery Specific Attributes (grocattr)
Wastage Attributes
Wastage Type
Wastage Percentage
Default Daily Wastage %
Ticket Attributes
UOM for Ticket
Size of Each
Size of Price Per
OK
Cancel

Style 10060373 27462FashionSKU2

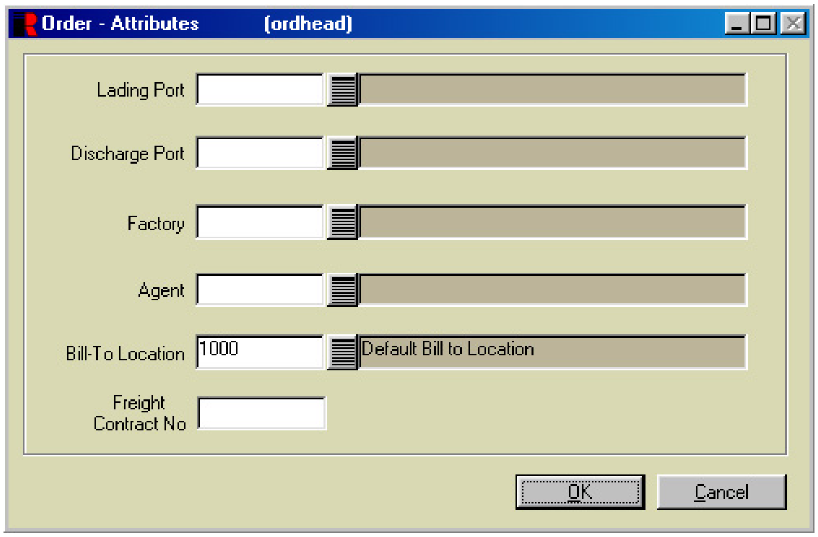
2. In the UOM for Ticket field, enter the unit of measure, or click the LOV button and select the unit of measure.
3. In the Size of Each field, enter the size of one item for the unit of measurement specified in the UOM for Ticket field.
4. In the Size of Price Per field, enter the size at which the price per unit of measure will be printed on the ticket.
5. Click OK to exit.

Record Attributes for a Purchase Order

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

> **Note:** You can record attributes for purchase orders in Worksheet status only.

1. From the Options menu, select Attributes. The Order - Attributes window is displayed.



Bill-To Location 1000 Default Bill to Location

Freight Contract No

2. Enter or select the import attributes that apply to the current purchase order.

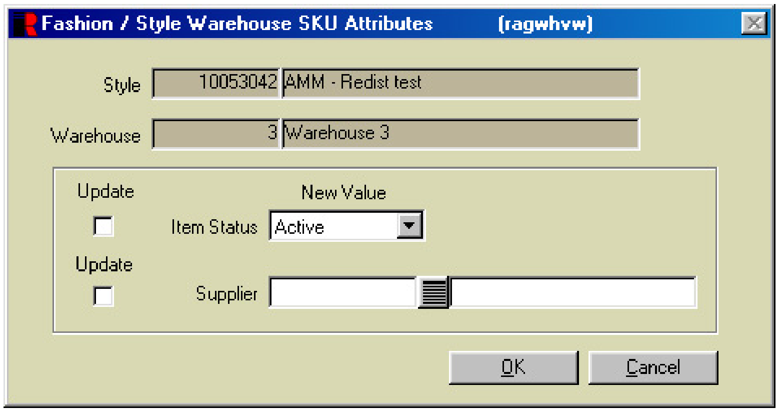
> **Note:** In RMS, you can record the bill-to location and the freight contract number for the purchase order. If Retek Trade Management (RTM) is installed with RMS, you can also record the lading port, discharge port, factory, and agent for the purchase order. When you are using RTM with RMS, the Bill-To Location field is required.

3. Click OK to exit.

Change Attributes for a Fashion Style at a Warehouse

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Warehouse → Detail. The Fashion/Style Warehouse Detail window is displayed.
2. Select the warehouse for which you want to change the attributes for a fashion style.
3. From the Option menu, select Update SKU Attributes. The Fashion/Style Warehouse SKU Attributes window is displayed.


Fashion / Style Warehouse SKU Attributes (ragwhvw)
Update
New Value
Update
OK
Cancel

Style 10053042 AMM - Redist test

Warehouse 3 Warehouse 3

☐ Item Status Active

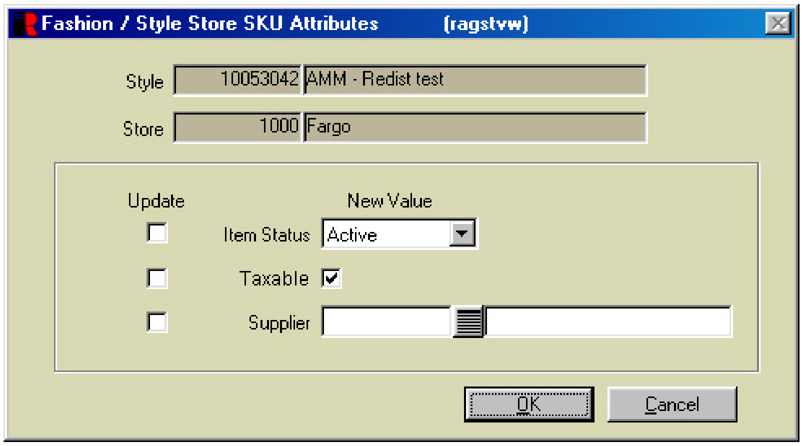
☐ Supplier

4. Select the checkboxes next to the fields of the values you want to change.
5. Select the values in the appropriate new value fields.
6. Click OK to exit.

Change Attributes for a Fashion Style at a Store

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Store → Detail. The Fashion/Style Store Detail window is displayed.
2. Select the store for which you want to change the attributes for a fashion style.
3. From the Options menu, select Update SKU Attributes. The Fashion/Style Store SKU Attributes window is displayed.



Fashion / Style Store SKU Attributes (ragstvw)

Style 10053042 AMM - Redist test

Store 1000 Fargo

☐ Item Status Active

☐ Taxable ☑

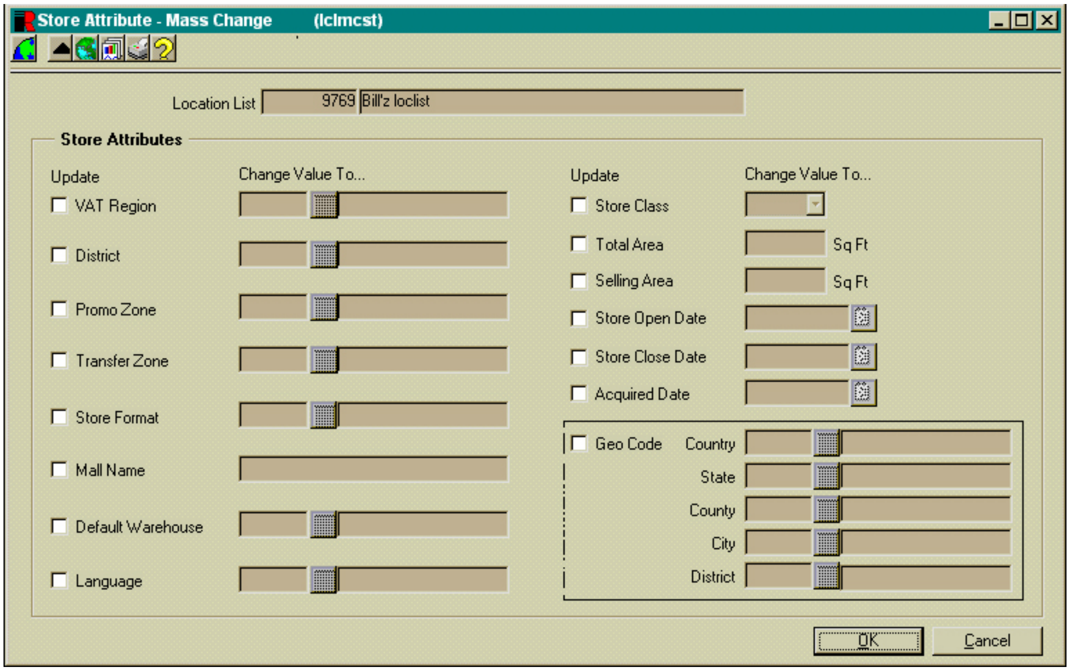
☐ Supplier

4. Select the checkboxes next to the fields of the values you want to change.
5. Select the values in the appropriate new value fields.
6. Click OK to exit.

Change Store Attributes by Location List

➲ **Navigate:** Search for and retrieve a location list in Use mode. The Location List Head window is displayed.

1. From the Options menu, select Create Store Attribute Change. The Store Attribute - Mass Change window is displayed.


Store Attribute - Mass Change (lclmcst)
Store Attributes
Update
Change Value To...
☐ VAT Region
☐ District
☐ Promo Zone
☐ Transfer Zone
☐ Store Format
☐ Mall Name
☐ Default Warehouse
☐ Language
Update
Change Value To...
☐ Store Class
☐ Total Area
Sq Ft
☐ Selling Area
Sq Ft
☐ Store Open Date
☐ Store Close Date
☐ Acquired Date
☐ Geo Code
Country
State
County
City
District
OK
Cancel

Location List 9769 Bill'z loclist

2. In the Update columns, select the checkbox by each attribute that you want to change.

3. In the Change Value To columns, enter the new values for the selected attributes.

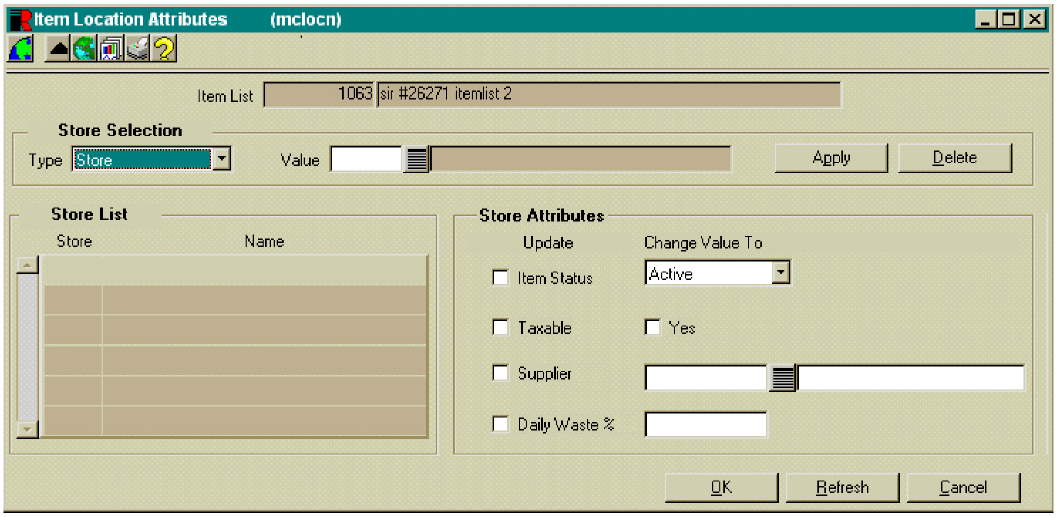
> **Note:** If you update the VAT Region, District, Language, Store Class, or Store Open Date fields, you must enter a new value. For the other fields, the new value can be left blank.

4. Click OK to exit.

Change Item Attributes at Multiple Stores by Item List

➲ **Navigate:** 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 → Store. The Item Location Attributes window is displayed.



Item Location Attributes (mclocn)
Store Selection
Apply
Delete
Store List
Store
Name
Store Attributes
Update
Change Value To
Supplier
Daily Waste %
OK
Refresh
Cancel

Item List: 1063 sir #26271 itemlist 2

Type: Store

Value:

☐ Item Status: Active

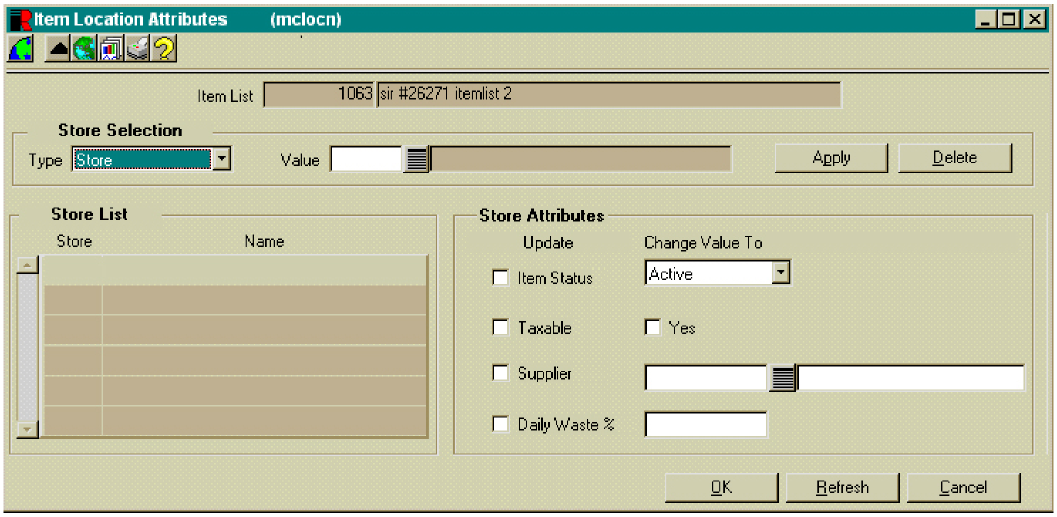
☐ Taxable: ☐ Yes

2. To add stores to the list of stores at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Apply button.
3. To delete stores from the list of stores at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Delete button.
4. Select the checkboxes next to the Update fields you want to change.
5. Select or enter the values in the appropriate Change Value To fields.
6. Click OK to exit.

Change Attributes for a Staple Item at Multiple Stores

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, Store → Mass Change. The Item Location Attributes window is displayed.



Item Location Attributes (mclocn)

Item List: 1063 sir #26271 itemlist 2

Type: Store

Item Status: Active

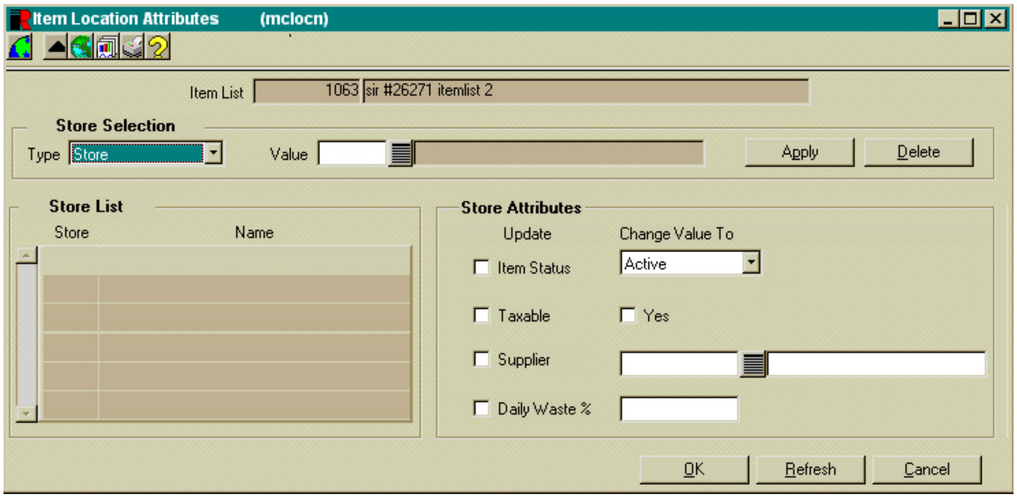
Store Selection
Value
Apply
Delete
Store List
Store
Name
Store Attributes
Update
Change Value To
☐ Item Status
☐ Taxable
☐ Yes
☐ Supplier
☐ Daily Waste %
OK
Refresh
Cancel

2. To add stores to the list of stores at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Apply button.
3. To delete stores from the list of stores at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Delete button.
4. Select the checkboxes next to the Update fields you want to change.
5. Select or enter the new values in the appropriate Change Value To fields.
6. Click OK to exit.

Change Attributes for a Fashion Style at Multiple Stores

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Store → Mass Change. The Item Location Attributes window is displayed.


Item Location Attributes (mclocn)
Store Selection
Value
Apply
Delete
Store List
Store
Name
Store Attributes
Update
Change Value To
Supplier
Daily Waste %
OK
Refresh
Cancel

Item List 1063 sir #26271 itemlist 2

Type Store

☐ Item Status Active

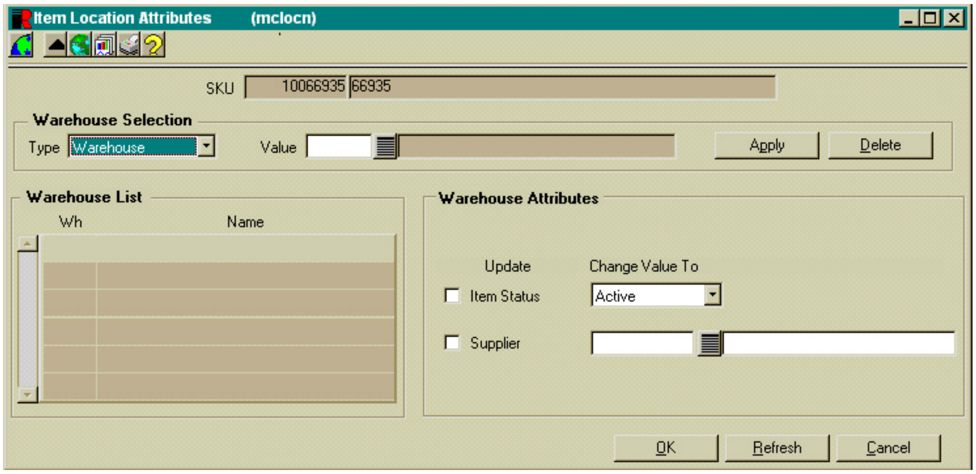
☐ Taxable ☐ Yes

2. To add stores to the list of stores at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Apply button.
3. To delete stores from the list of stores at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Delete button.
4. Select the checkboxes next to the Update fields you want to change.
5. Select or enter the new values in the appropriate Change Value To fields.
6. Click OK to exit.

Change Attributes for a Staple Item at Multiple Warehouses

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, Warehouse → Mass Change. The Item Location Attributes window is displayed.


Item Location Attributes (mclocn)
Warehouse Selection
Value
Apply
Delete
Warehouse List
Wh
Name
Warehouse Attributes
Update
Change Value To
Supplier
OK
Refresh
Cancel

SKU 10066935 66935

Type Warehouse

☐ Item Status Active

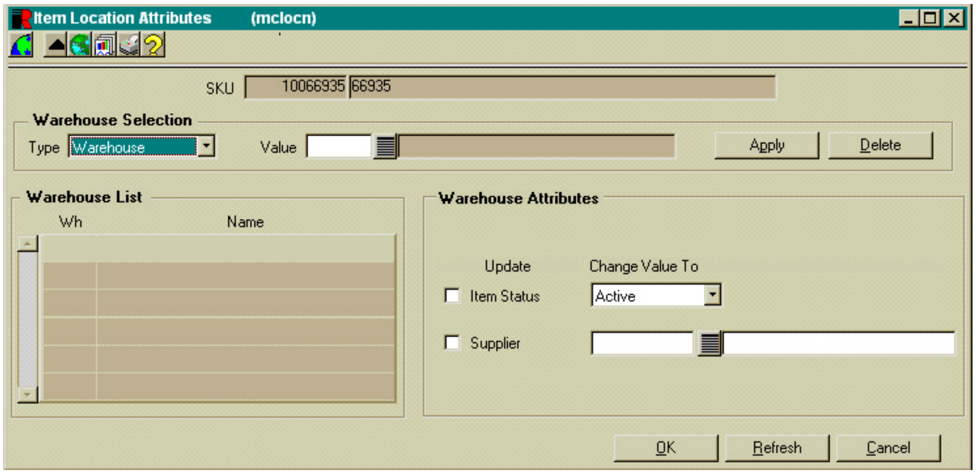
☐ Supplier

2. To add warehouses to the list of warehouses for which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Apply button.
3. To delete warehouses from the list of warehouses for which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Delete button.
4. Select the checkboxes next to the Update fields you want to change.
5. Select or enter the new values in the appropriate Change Value To fields.
6. Click OK to exit.

Change Attributes for a Fashion Style at Multiple Warehouses

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, Warehouse → Mass Change. The Item Location Attributes window is displayed.


Item Location Attributes (mclocn)
Warehouse Selection
Value
Apply
Delete
Warehouse List
Wh
Name
Warehouse Attributes
Update
Change Value To
OK
Refresh
Cancel

SKU 10066935 66935

Type Warehouse

☐ Item Status Active

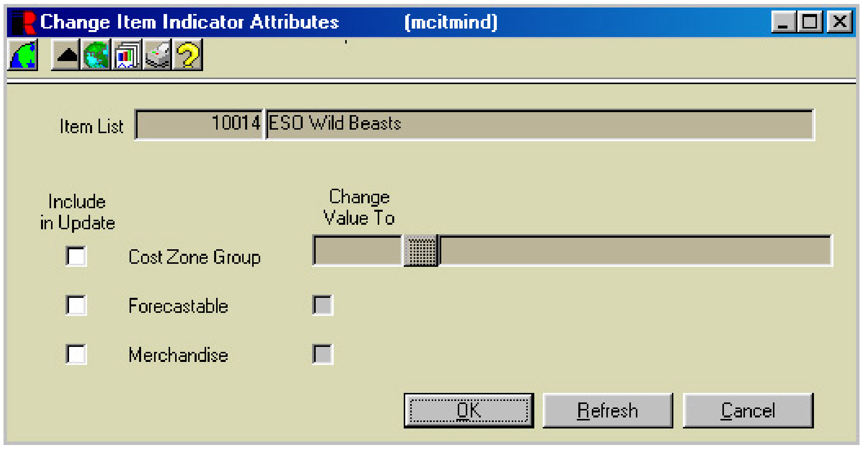
☐ Supplier

2. To add warehouses to the list of warehouses at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Apply button.
3. To delete warehouses from the list of warehouses at which you are changing attributes:
   a. In the Type field, select the type of location or group.
   b. In the Value field, enter the ID of the location or group, or click the LOV button and select a location or group.
   c. Click the Delete button.
4. Select the checkboxes next to the Update fields you want to change.
5. Select or enter the new values in the appropriate Change Value To fields.
6. Click OK to exit.

Change Item Attributes by Item List

- **Navigate:** 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.


Change Item Indicator Attributes (mcitmind)
Include in Update
Change Value To
OK
Refresh
Cancel

Item List 10014 ESO Wild Beasts

☐ Cost Zone Group
☐ Forecastable ☐
☐ Merchandise ☐

2. Select the checkboxes next to the Include in Update fields you want to change.
3. Select or enter the new values in the appropriate Change Value To fields.
4. Click OK to exit.

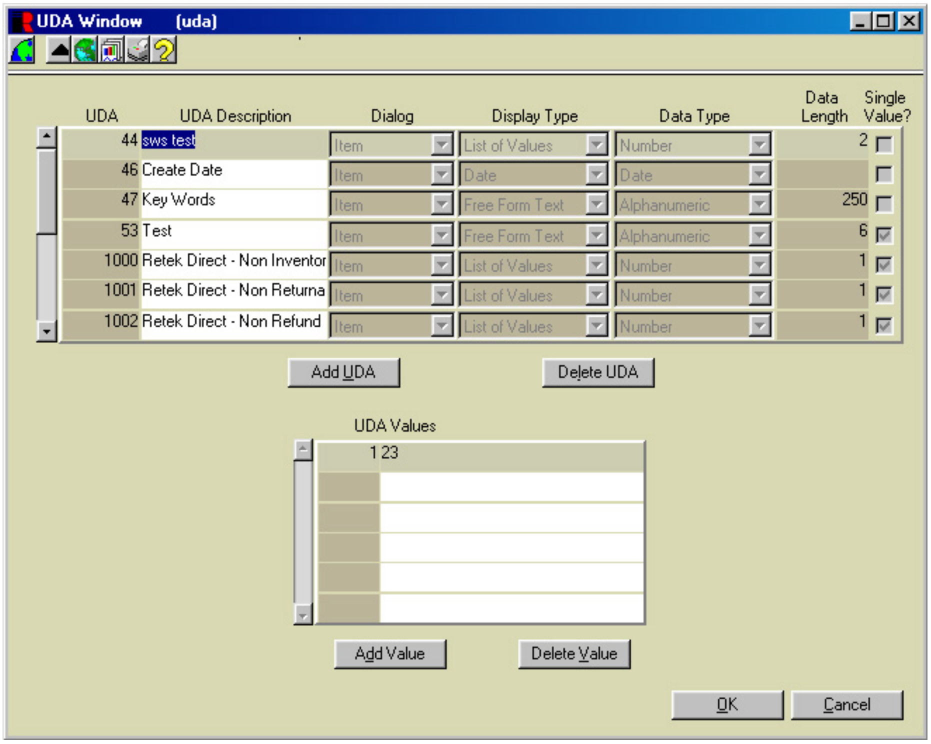
User Defined Attributes

The User Defined Attributes (UDA) feature provides a method for defining attributes and associating the attributes to 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.

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.

Add a User Defined Attribute

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



UDA	UDA Description	Dialog	Display Type	Data Type	Data Length	Single Value?
44	sws test	Item	List of Values	Number	2	☐
46	Create Date	Item	Date	Date		☐
47	Key Words	Item	Free Form Text	Alphanumeric	250	☐
53	Test	Item	Free Form Text	Alphanumeric	6	☑
1000	Retek Direct - Non Inventor	Item	List of Values	Number	1	☑
1001	Retek Direct - Non Returna	Item	List of Values	Number	1	☑
1002	Retek Direct - Non Refund	Item	List of Values	Number	1	☑

UDA Values

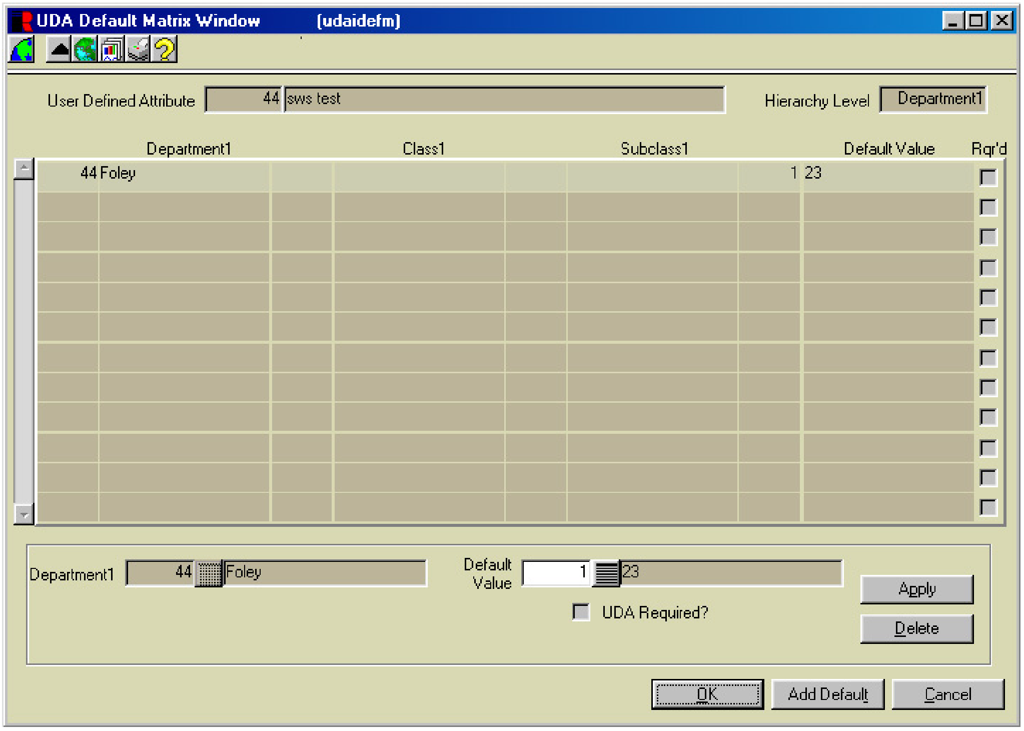
1 23

1. Click the Add UDA button. 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. If you want to limit the field to a single value, select the Single Value? checkbox.
8. To add a value to a list of values type of UDA:
    a. Click the Add Value button. The ID is filled in automatically.
    b. Enter the description of the UDA value.
9. Click OK to exit.

Add a Department 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 Department. The UDA Default Matrix window is displayed.



User Defined Attribute: 44 sws test

Hierarchy Level: Department1

Department1	Class1	Subclass1	Default Value	Rqr'd
44 Foley			1 23	☐

Department1: 44 Foley

Default Value: 1 23

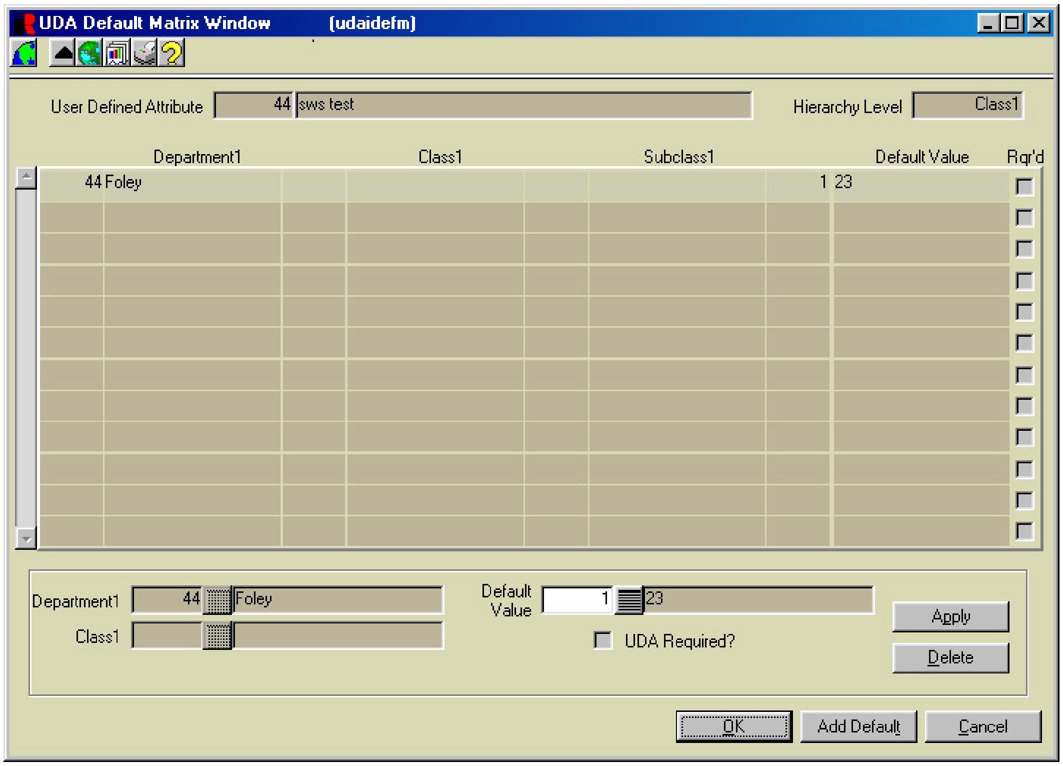
☐ UDA Required?

3. Click the Add Default button. 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? checkbox.
7. Click the Apply button. The department and value information are added to the table.
8. Click OK to exit.

Add a Class 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 Class. The UDA Default Matrix window is displayed.



User Defined Attribute: 44 sws test

Hierarchy Level: Class1

Department1		Class1		Subclass1		Default Value		Rqr'd
44	Foley					1	23	☐

Department1: 44 Foley

Class1:

Default Value: 1 23

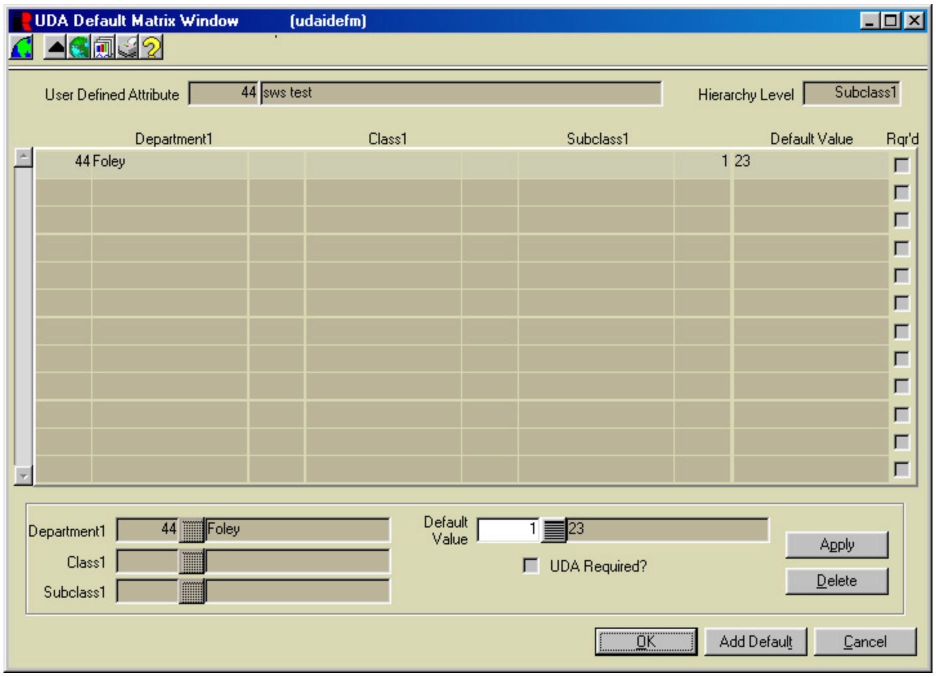
☐ UDA Required?

3. Click the Add Default button. 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? checkbox.
8. Click the Apply button. The class and value information are added to the table.
9. Click OK to exit.

Add a Subclass 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 Subclass. The UDA Default Matrix window is displayed.



User Defined Attribute: 44 sws test

Hierarchy Level: Subclass1

Department1		Class1		Subclass1		Default Value		Rqr'd
44	Foley					1	23	☐

Department1: 44 Foley

Class1:

Subclass1:

Default Value: 1 23

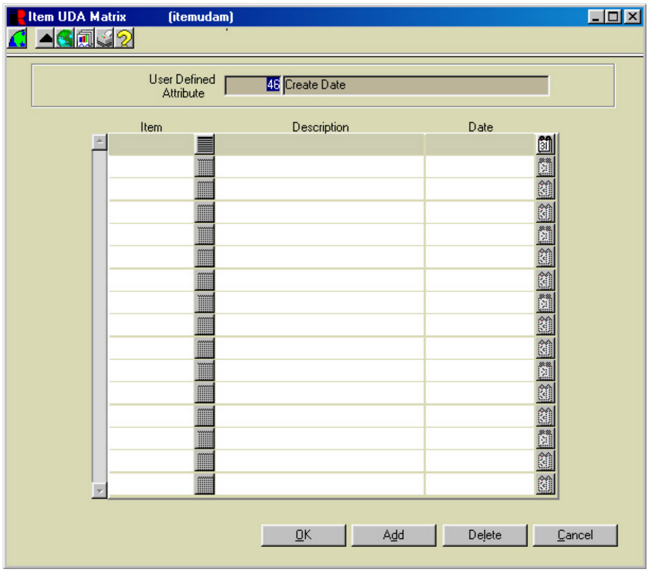
☐ UDA Required?

3. Click the Add Default button. 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? checkbox.
9. Click the Apply button. The subclass and value information are added to the table.
10. Click OK to exit.

Add an Item to a User Defined Attribute

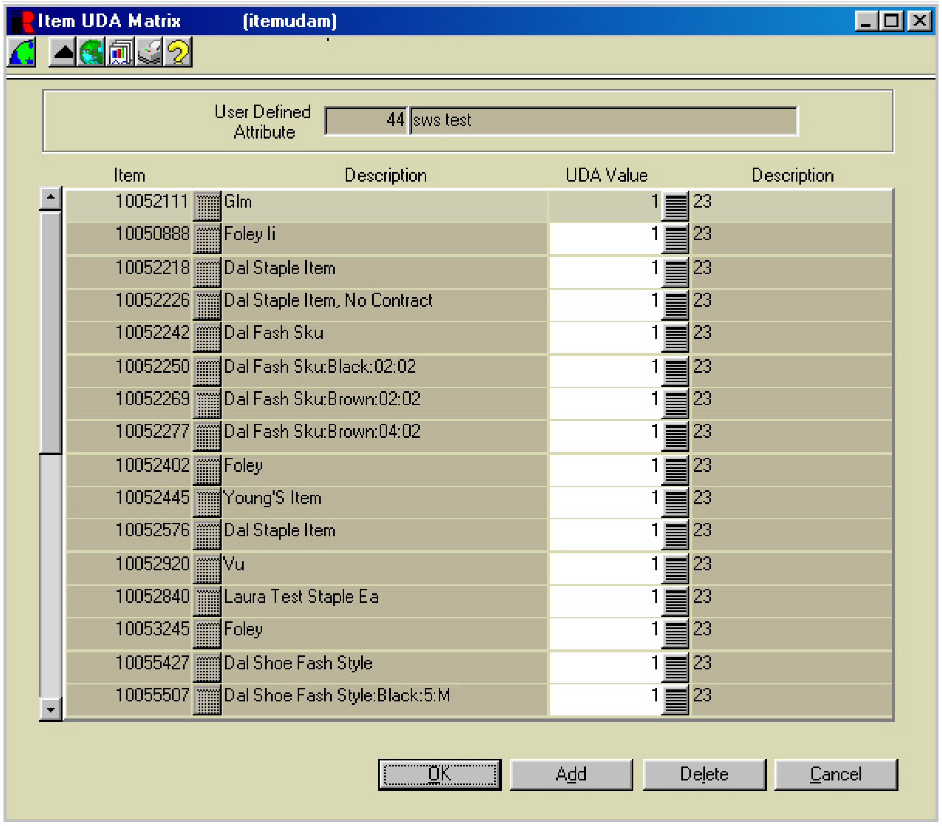
➲ **Navigate:** From the main menu, select Items → User Defined Attributes → Edit. The UDA window is displayed.

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


Item UDA Matrix (itemudam)
Item
Description
Date
OK
Add
Delete
Cancel

User Defined Attribute: 46 Create Date

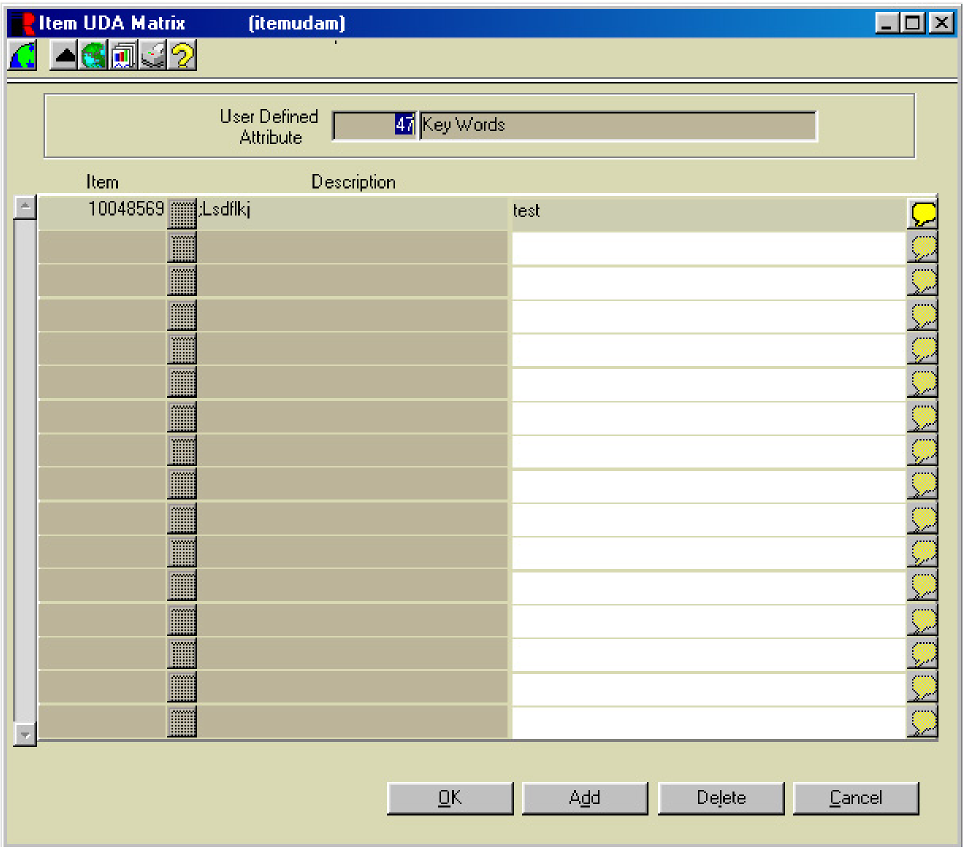
Date Attributes



User Defined Attribute: 44 sws test

Item	Description	UDA Value	Description
10052111	Glm	1	23
10050888	Foley Ii	1	23
10052218	Dal Staple Item	1	23
10052226	Dal Staple Item, No Contract	1	23
10052242	Dal Fash Sku	1	23
10052250	Dal Fash Sku:Black:02:02	1	23
10052269	Dal Fash Sku:Brown:02:02	1	23
10052277	Dal Fash Sku:Brown:04:02	1	23
10052402	Foley	1	23
10052445	Young'S Item	1	23
10052576	Dal Staple Item	1	23
10052920	Vu	1	23
10052840	Laura Test Staple Ea	1	23
10053245	Foley	1	23
10055427	Dal Shoe Fash Style	1	23
10055507	Dal Shoe Fash Style:Black:5:M	1	23

List of Values Attributes



User Defined Attribute: 47 Key Words

Item	Description	
10048569	;Lsdflkj	test

Free Form Text Attributes

3 Click the Add button. The next available line becomes enabled.

4. In the Item field, enter the ID of the item, or click the LOV button and select the item.

5. Enter the applicable information:

   a. In the UDA Value field, enter the ID of the default value, or click the LOV button and select the value.

   b. In the Date field, enter the default date, or click the calendar button and select the date.

   c. In the Comments field, enter the default text, or click the comments button and enter the text.

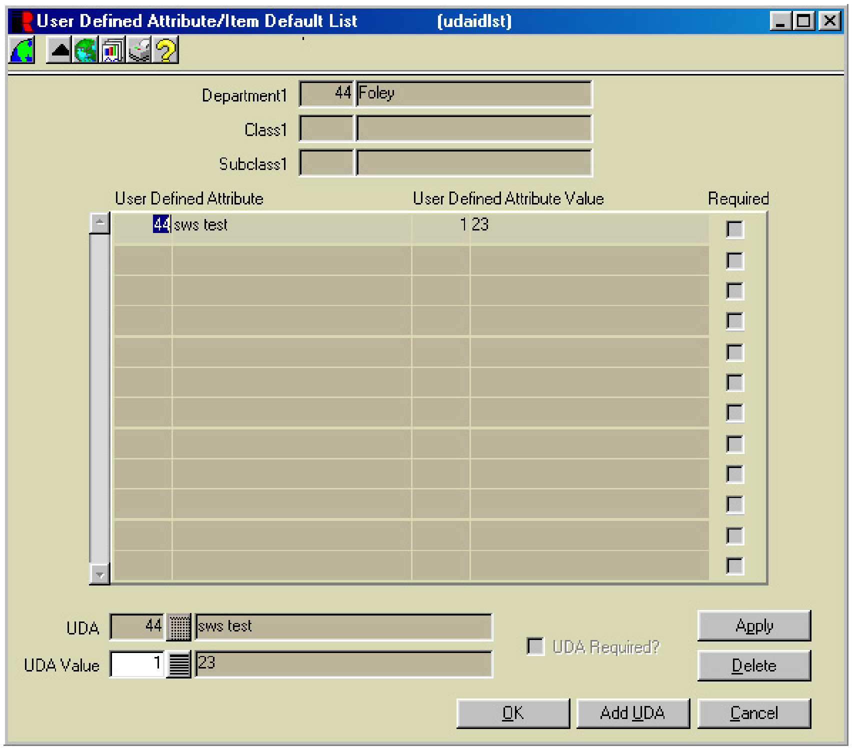
Note: The field that is displayed depends on the type of user defined attribute.

6. Click OK to exit.

Add a User Defined Attribute to a Department

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

1. Select Department on the tree structure. The departments are displayed on the table.
2. Select a department and click the Edit button. 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.



Department1 44 Foley
Class1
Subclass1

User Defined Attribute	User Defined Attribute Value	Required
44 sws test	1 23	☐

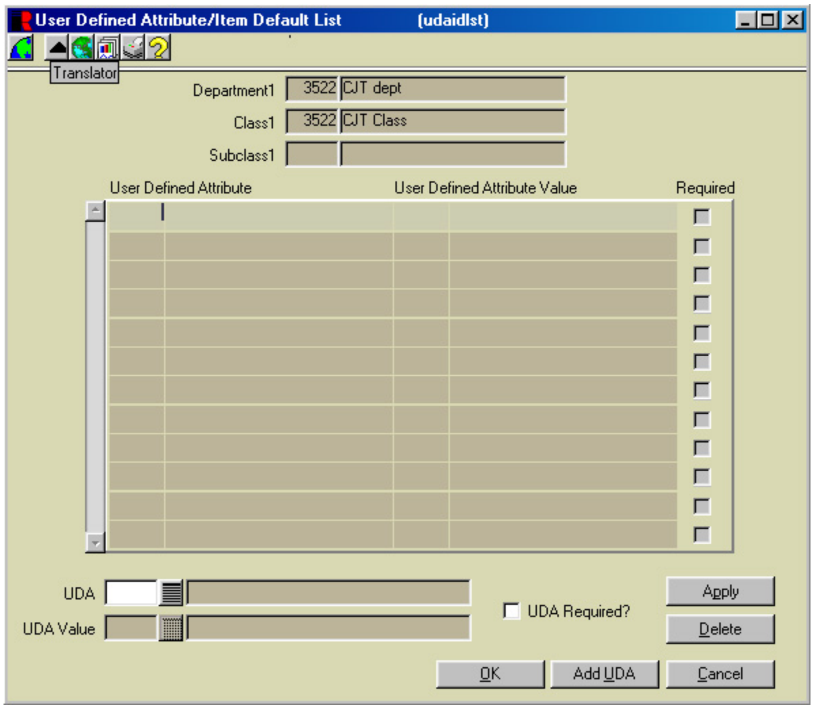
UDA 44 sws test
UDA Value 1 23
☐ UDA Required?

4. Click the Add UDA button. 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? checkbox.
8. Click the Apply button. The UDA is added to the table.
9. Click OK to exit.

Add a User Defined Attribute to a Class

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

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 the Edit button. 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.


User Defined Attribute/Item Default List (udaidlst)
Translator
User Defined Attribute
User Defined Attribute Value
Required
UDA
UDA Value
UDA Required?
Apply
Delete
OK
Add UDA
Cancel

Department1 3522 CJT dept

Class1 3522 CJT Class

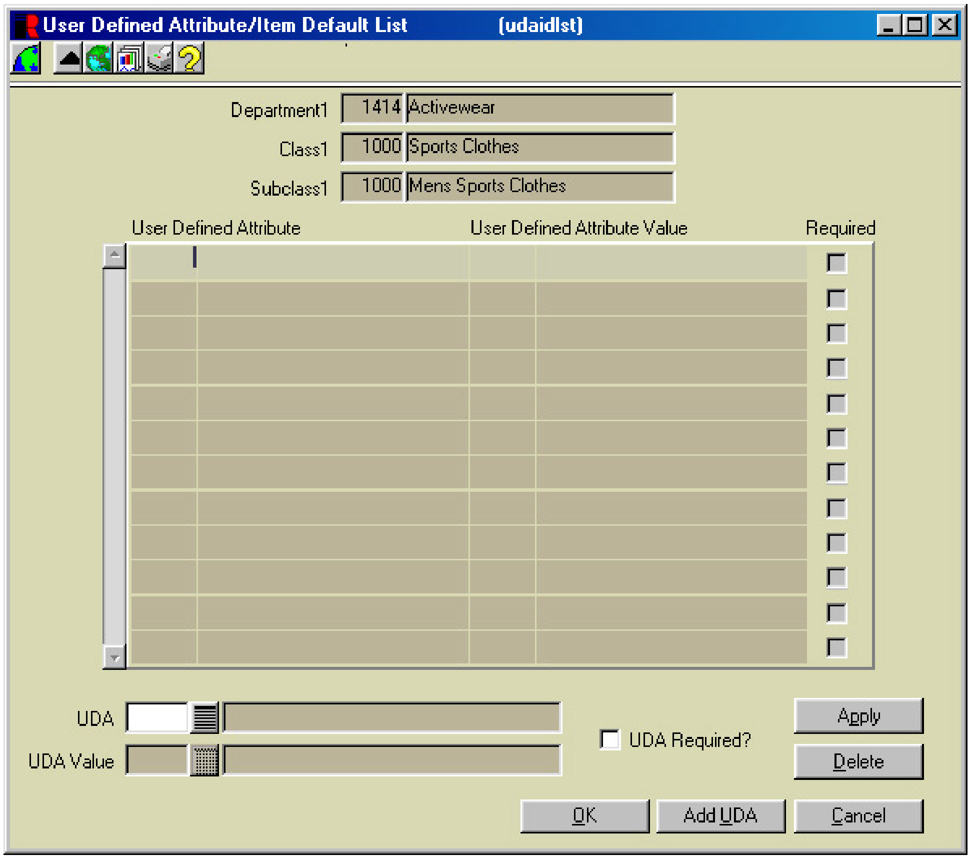
Subclass1

6. Click the Add UDA button. 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? checkbox.
10. Click the Apply button. The UDA is added to the table.
11. Click OK to exit.

Add a User Defined Attribute to a Subclass

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

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 the Edit button. 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.


User Defined Attribute/Item Default List (udaidlst)
User Defined Attribute
User Defined Attribute Value
Required
UDA
UDA Value
UDA Required?
Apply
Delete
OK
Add UDA
Cancel

Department1 1414 Activewear
Class1 1000 Sports Clothes
Subclass1 1000 Mens Sports Clothes

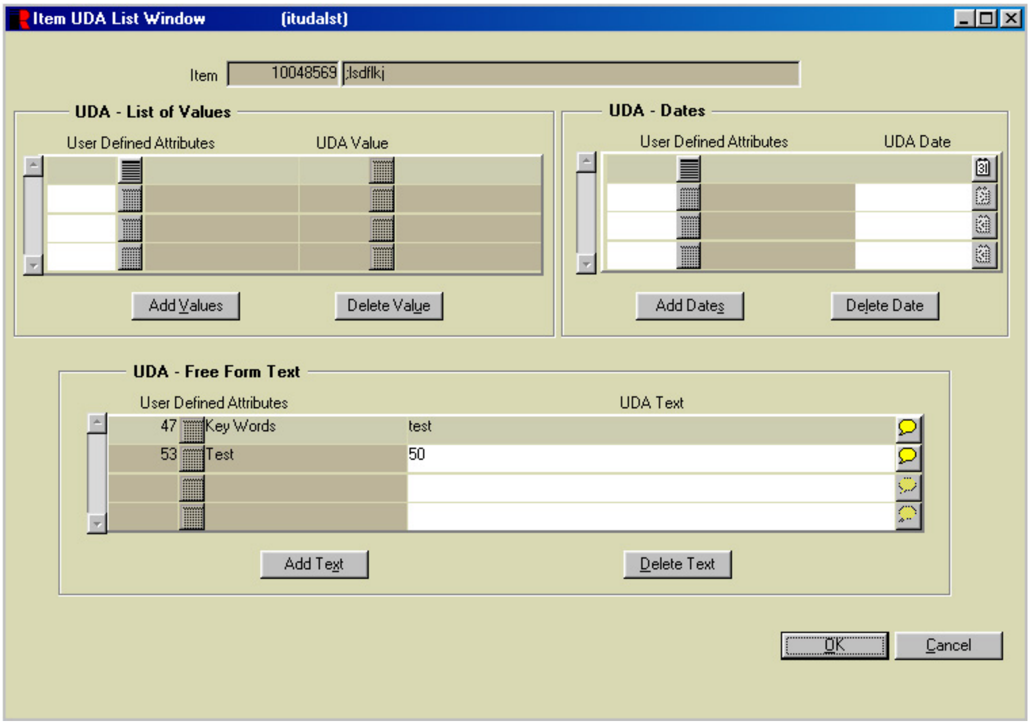
7. Click the Add UDA button. The fields in the Apply area are cleared.
8. In the UDA field, enter the ID of the UDA, or click the LOV button and select the UDA.

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? checkbox.
11. Click the Apply button. The UDA is added to the table.
12. Click OK to exit.

Add a User Defined Attribute to a Staple SKU

➲ **Navigate:** Search for and retrieve a staple SKU in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select User Defined Attributes. The Item UDA List window is displayed.


Item UDA List Window (itudalst)
UDA - List of Values
User Defined Attributes
UDA Value
Add Values
Delete Value
UDA - Dates
User Defined Attributes
UDA Date
Add Dates
Delete Date
UDA - Free Form Text
Add Text
Delete Text
OK
Cancel

Item 10048569 ;lsdflkj

User Defined Attributes		UDA Text
47	Key Words	test
53	Test	50

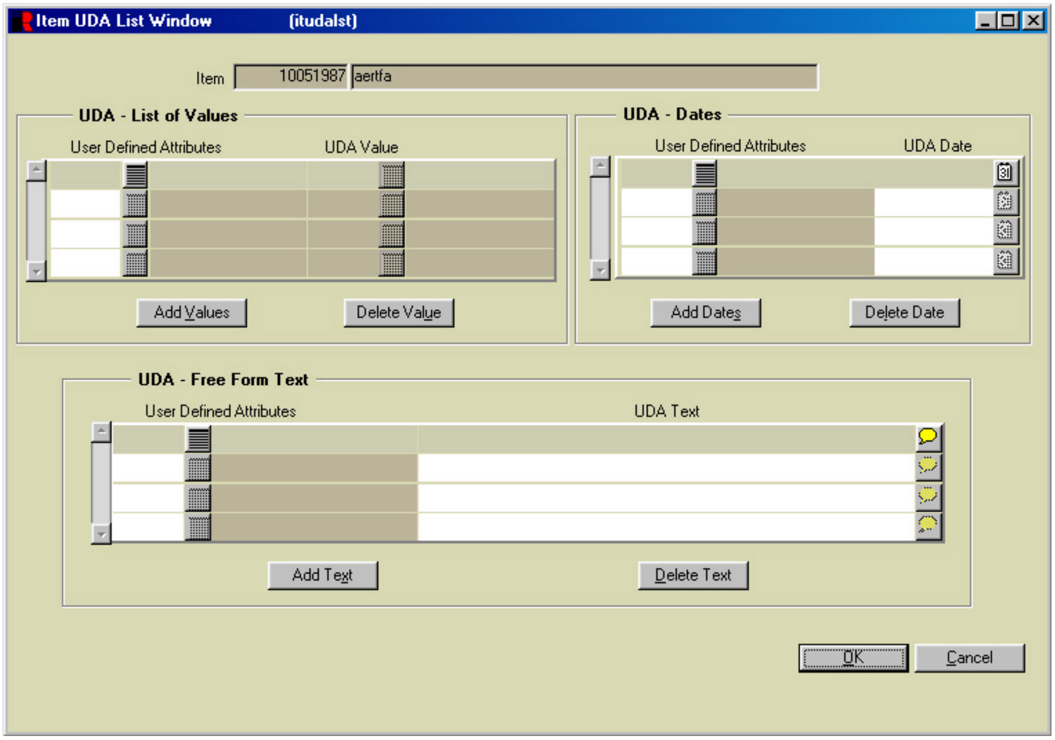
2. To add a list of values type of UDA:
   a. Click the Add Values button.
   b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
   c. In the UDA Value field, enter the ID of the value, or click the LOV button and select the value.
3. To add a date type of UDA:
   a. Click the Add Dates button.
   b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
   c. In the UDA Date field, enter the date, or click the calendar button and select the date.

4. To add a free form text type of UDA:
    a. Click the Add Text button.
    b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
    c. In the UDA Text field, enter the text, or click the comments button and enter the text.
5. Click OK to exit.

Add a User Defined Attribute to a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select User Defined Attributes. The Item UDA List window is displayed.


Item UDA List Window (itudalst)
UDA - List of Values
User Defined Attributes
UDA Value
Add Values
Delete Value
UDA - Dates
User Defined Attributes
UDA Date
Add Dates
Delete Date
UDA - Free Form Text
User Defined Attributes
UDA Text
Add Text
Delete Text
OK
Cancel

Item 10051987 aertfa

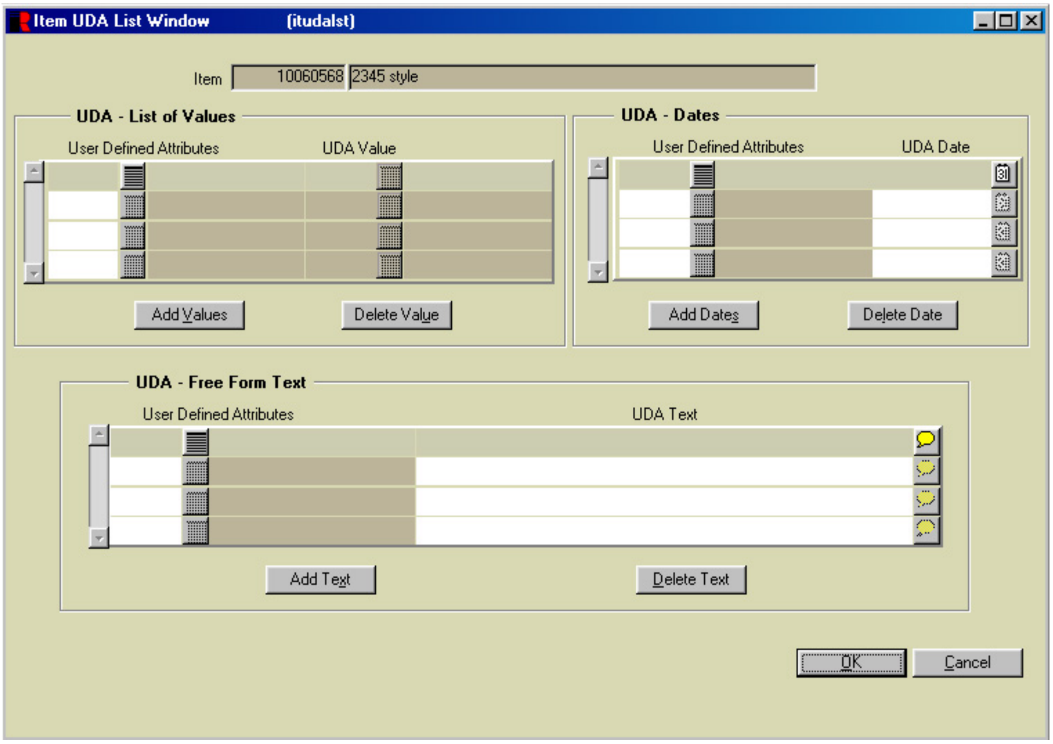
2. To add a list of values type of UDA:
   a. Click the Add Values button.
   b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
   c. In the UDA Value field, enter the ID of the value, or click the LOV button and select the value.
3. To add a date type of UDA:
   a. Click the Add Dates button.
   b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
   c. In the UDA Date field, enter the date, or click the calendar button and select the date.

4. To add a free form text type of UDA:
    a. Click the Add Text button.
    b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
    c. In the UDA Text field, enter the text, or click the comments button and enter the text.
5. Click OK to exit.

Add a User Defined Attribute to a Fashion SKU

- **Navigate:** Search for and retrieve a fashion style or SKU in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select a SKU.
3. From the Options menu, select User Defined Attributes. The Item UDA List window is displayed.



Item UDA List Window (itudalst)

Item 10060568 2345 style

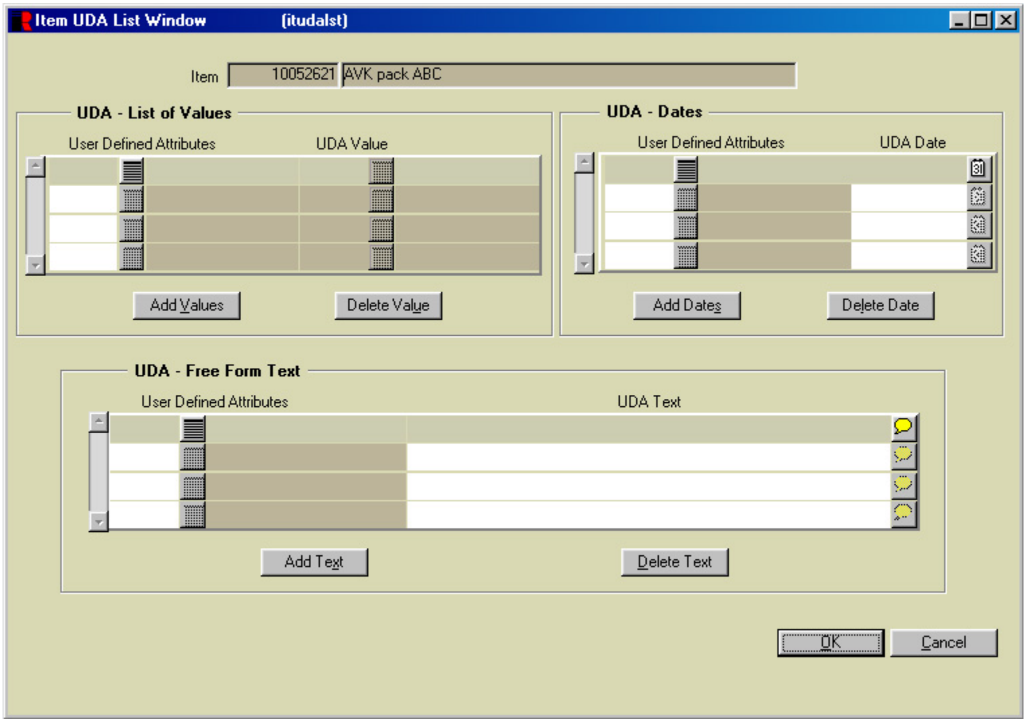
UDA - List of Values
User Defined Attributes
UDA Value
Add Values
Delete Value
UDA - Dates
User Defined Attributes
UDA Date
Add Dates
Delete Date
UDA - Free Form Text
User Defined Attributes
UDA Text
Add Text
Delete Text
OK
Cancel

4. To add a list of values type of UDA:
   a. Click the Add Values button.
   b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
   c. In the UDA Value field, enter the ID of the value, or click the LOV button and select the value.

5. To add a date type of UDA:
   a. Click the Add Dates button.
   b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
   c. In the UDA Date field, enter the date, or click the calendar button and select the date.
6. To add a free form text type of UDA:
   a. Click the Add Text button.
   b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
   c. In the UDA Text field, enter the text, or click the comments button and enter the text.
7. Click OK to exit.

Add a User Defined Attribute to a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.


Item UDA List Window (itudalst)
UDA - List of Values
User Defined Attributes
UDA Value
Add Values
Delete Value
UDA - Dates
User Defined Attributes
UDA Date
Add Dates
Delete Date
UDA - Free Form Text
User Defined Attributes
UDA Text
Add Text
Delete Text
OK
Cancel

Item 10052621 AVK pack ABC

1. From the Options menu, select User Defined Attributes. The Item UDA List window is displayed.
2. To add a list of values type of UDA:
    a. Click the Add Values button.
    b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
    c. In the UDA Value field, enter the ID of the value, or click the LOV button and select the value.
3. To add a date type of UDA:
    a. Click the Add Dates button.
    b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
    c. In the UDA Date field, enter the date, or click the calendar button and select the date.

4. To add a free form text type of UDA:
    a. Click the Add Text button.
    b. In the User Defined Attributes field, enter the ID of the UDA, or click the LOV button and select the UDA.
    c. In the UDA Text field, enter the text, or click the comments button and enter the text.
5. Click OK to exit.

Traits

The Traits feature provides you with a way to group locations and suppliers by common characteristics. There are two types of traits: location traits and supplier traits. Location traits are associated with areas, regions, districts, and stores. Supplier traits are associated with suppliers. The traits are user-defined.

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 only be deleted only at the level of organizational hierarchy to 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:

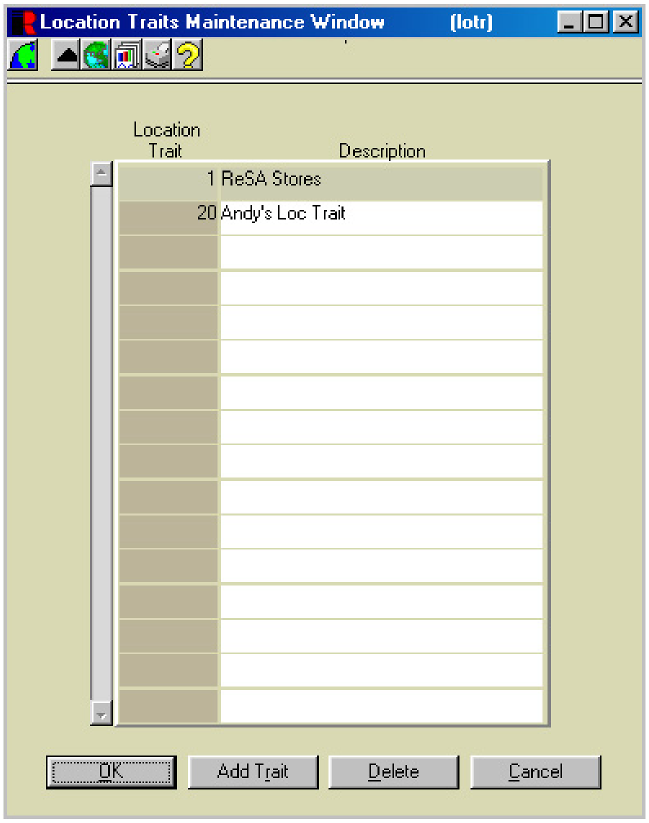
- Edit store attributes for an item or item list.
- Identify store locations for a staple, fashion, or pack item.
- Add stores to a promotion.
- Add stores to a price change event.
- Add stores to a mask.
- Edit replenishment parameters by item or by item list.
- View replenishment parameters by item.
- Edit the shipping schedule from a warehouse to multiple stores.
- Edit a retail price of a store-priced item.
- Add stores to a store grade in a store grade group.

Supplier Traits

With supplier traits, you can group suppliers based on a trait. You can also group suppliers by associating them with a trait that indicates that they share a master supplier. A master supplier is an outside source that provides merchandise to your suppliers, such as a manufacturer or distributor. You can also enter an external ID for the master supplier. Based on the traits you associate with your suppliers, you can create reports.

Add a Location Trait

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


Location Traits Maintenance Window (lotr)
OK
Add Trait
Delete
Cancel

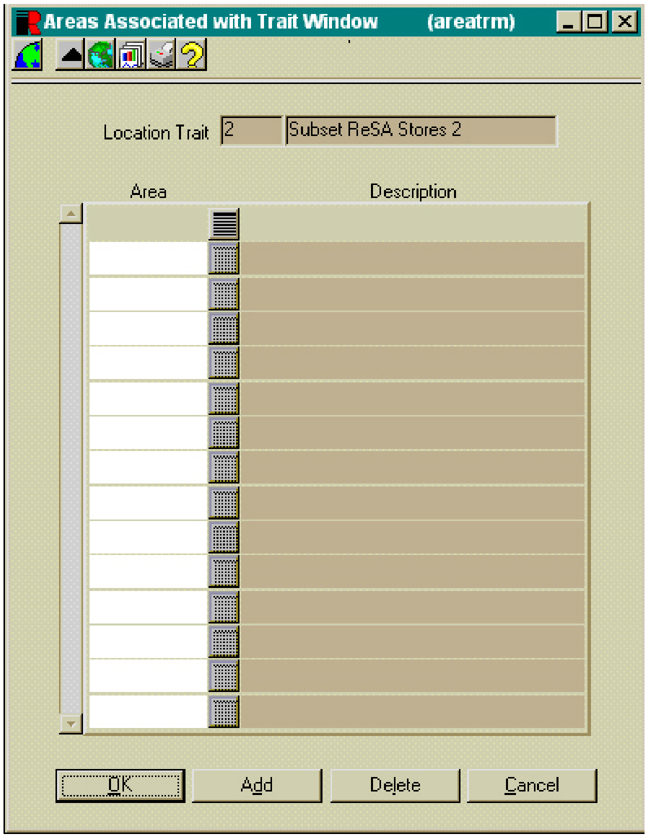
Location Trait	Description
1	ReSA Stores
20	Andy's Loc Trait

1. Click the Add Trait button. On the next available line, the Location Trait field is filled in automatically with a unique ID number.
2. In the Description field, enter a description for the trait.
3. Click OK to exit.

Associate an Area 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 Area. The Areas Associated with Trait window is displayed.


Areas Associated with Trait Window (areatrm)
Area
Description
OK
Add
Delete
Cancel

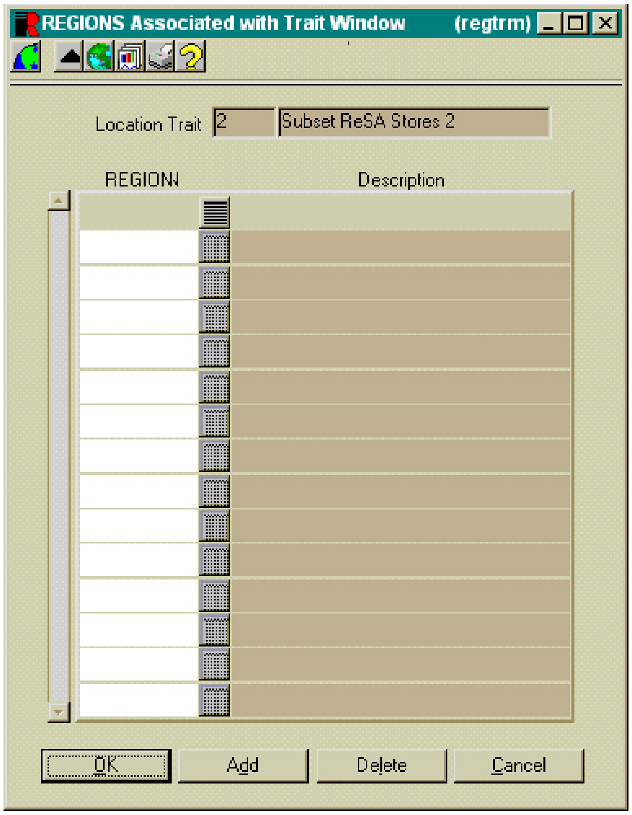
Location Trait 2 Subset ReSA Stores 2

3. Click the Add button.
4. In the next available line, enter the ID of the area, or click the LOV button and select the area.
5. Click OK to exit.

Associate a Region 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 Region. The Regions Associated with Trait window is displayed.


REGIONS Associated with Trait Window (regtrm)
REGION
Description
OK
Add
Delete
Cancel

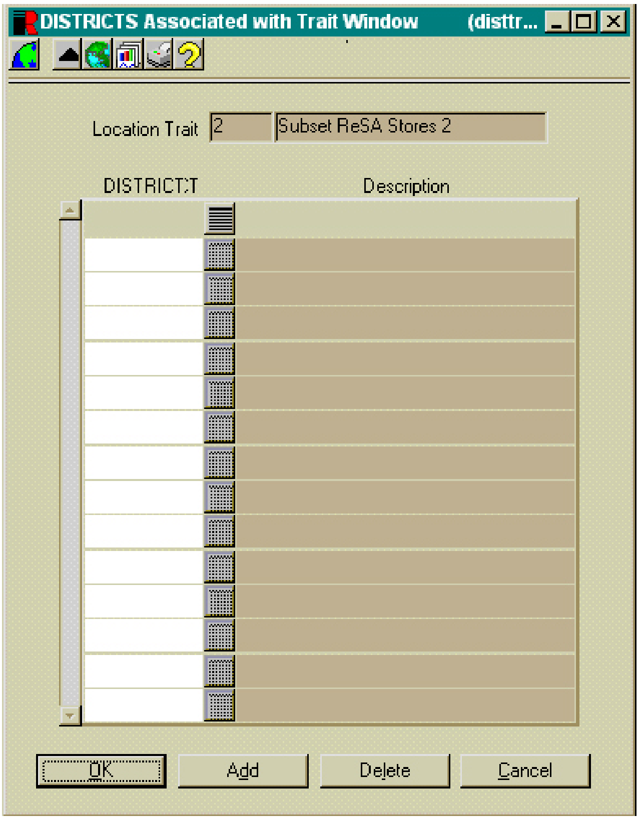
Location Trait 2 Subset ReSA Stores 2

3. Click the Add button.
4. In the next available line, enter the ID of the region, or click the LOV button and select the region.
5. Click OK to exit.

Associate a District 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 District. The Districts Associated with Trait window is displayed.


DISTRICTS Associated with Trait Window (disttr...
DISTRICT:T
Description
OK
Add
Delete
Cancel

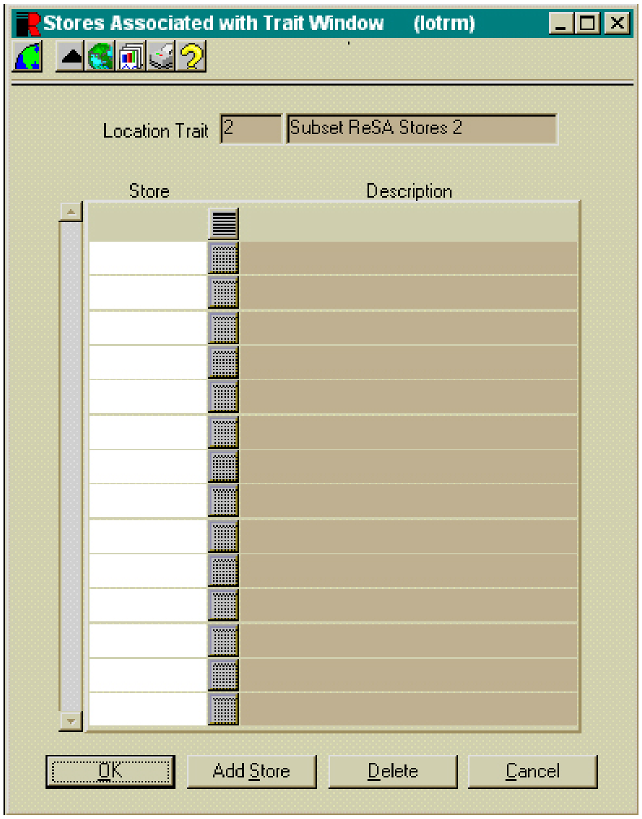
Location Trait 2 Subset ReSA Stores 2

3. Click the Add button.
4. In the next available line, enter the ID of the district, or click the LOV button and select the district.
5. Click OK to exit.

Associate a Store 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 Store. The Stores Associated with Trait window is displayed.


Stores Associated with Trait Window (lotrm)
Store
Description
OK
Add Store
Delete
Cancel

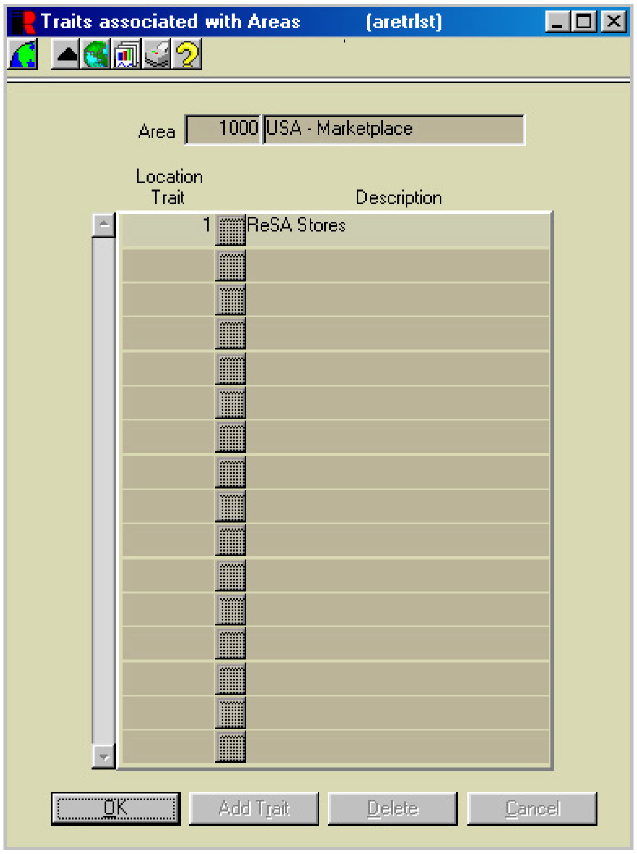
Location Trait 2 Subset ReSA Stores 2

3. Click the Add Store button.
4. In the next available line, enter the ID of the store, or click the LOV button and select the store.
5. Click OK to exit.

Associate a Location Trait with an Area

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

1. Select Area on the tree structure, and click the Edit button. 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.



Area 1000 USA - Marketplace

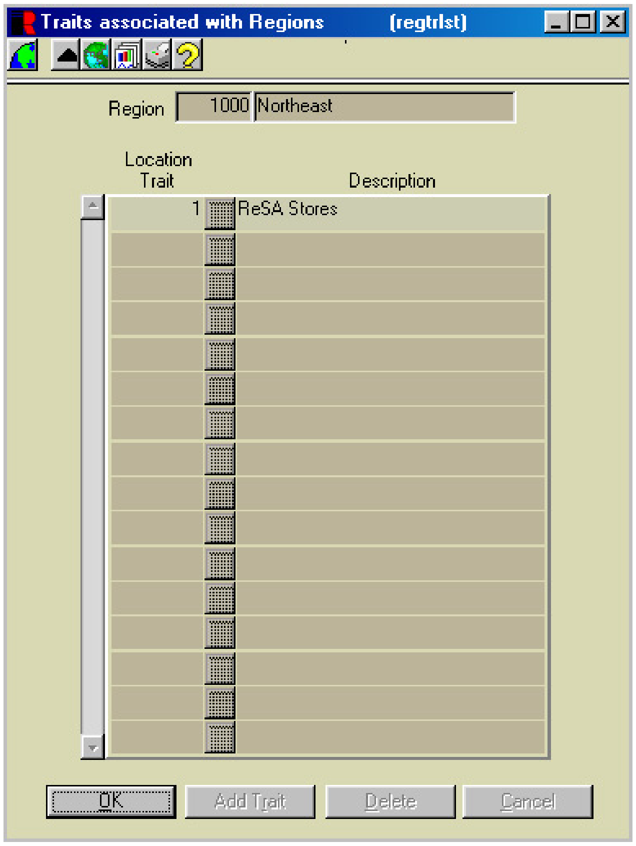
Location Trait	Description
1	ReSA Stores

4. Click the Add Trait button.
5. In the next available line, enter the ID of the location trait, or click the LOV button and select the location trait.
6. Click OK to exit.

Associate a Location Trait with a Region

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

1. Select Region on the tree structure, and click the Edit button. The Region Maintenance window is displayed.
2. Select a region.
3. From the Options menu, select Location Traits. The Traits Associated with Regions window is displayed.



Region 1000 Northeast

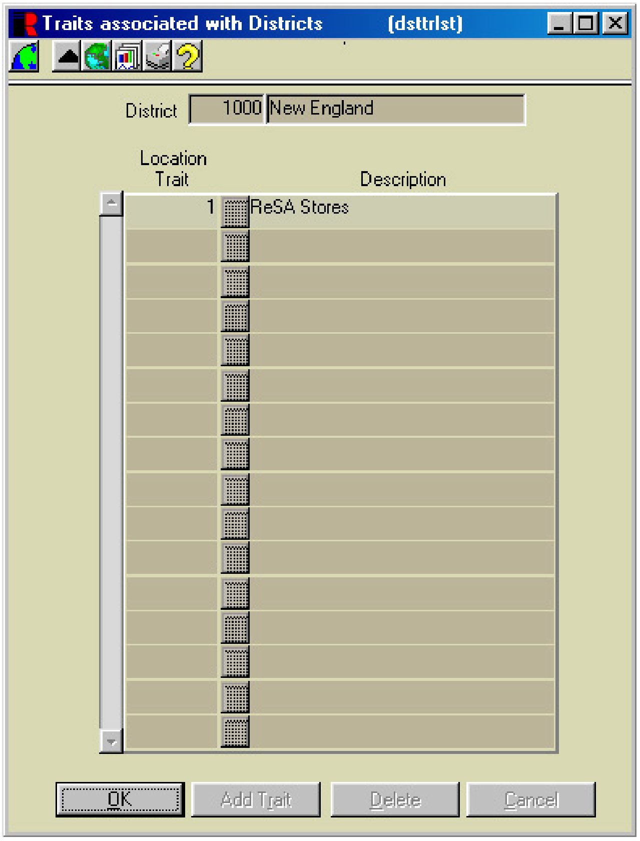
Location Trait	Description
1	ReSA Stores

4. Click the Add Trait button.
5. In the next available line, enter the ID of the location trait, or click the LOV button and select the location trait.
6. Click OK to exit.

Associate a Location Trait with a District

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

1. Select District on the tree structure, and click the Edit button. The District Maintenance window is displayed.
2. Select a district.
3. From the Options menu, select Location Traits. The Traits Associated with Districts is displayed.


Traits associated with Districts (dsttrlst)
OK
Add Trait
Delete
Cancel

District 1000 New England

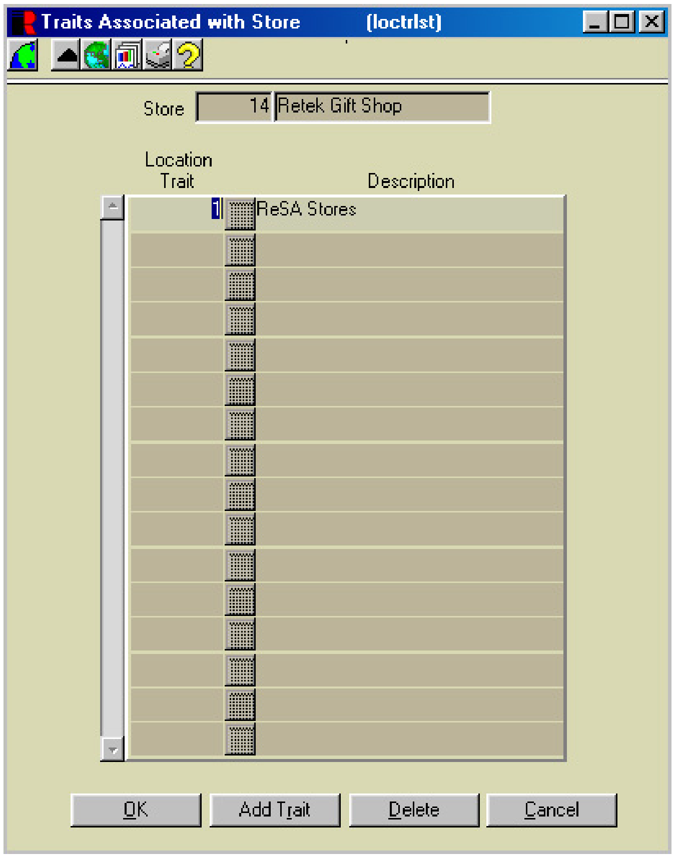
Location Trait	Description
1	ReSA Stores

4. Click the Add Trait button.
5. In the next available line, enter the ID of the location trait, or click the LOV button and select the location trait.
6. Click OK to exit.

Associate a Location Trait with 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 the Edit button. The Store Maintenance window is displayed.
3. From the Options menu, select Location Traits. The Traits Associated with Store window is displayed.



Store 14 Retek Gift Shop

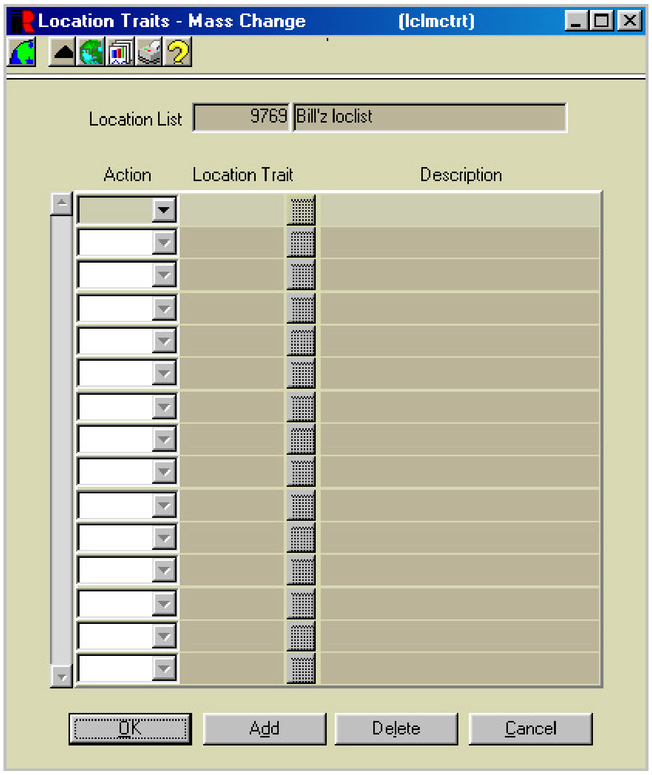
Location Trait	Description
1	ReSA Stores

4. Click the Add Trait button.
5. In the next available line, enter the ID of the location trait, or click the LOV button and select the location trait.
6. Click OK to exit.

Change Location Traits by Location List

➲ **Navigate:** Search for and retrieve a location list in Use mode. The Location List Head window is displayed.

1. From the Options menu, select Create Location Traits Change. The Location Traits - Mass Change window is displayed.


Location Traits - Mass Change (lclmctrt)
Action
Location Trait
Description
OK
Add
Delete
Cancel

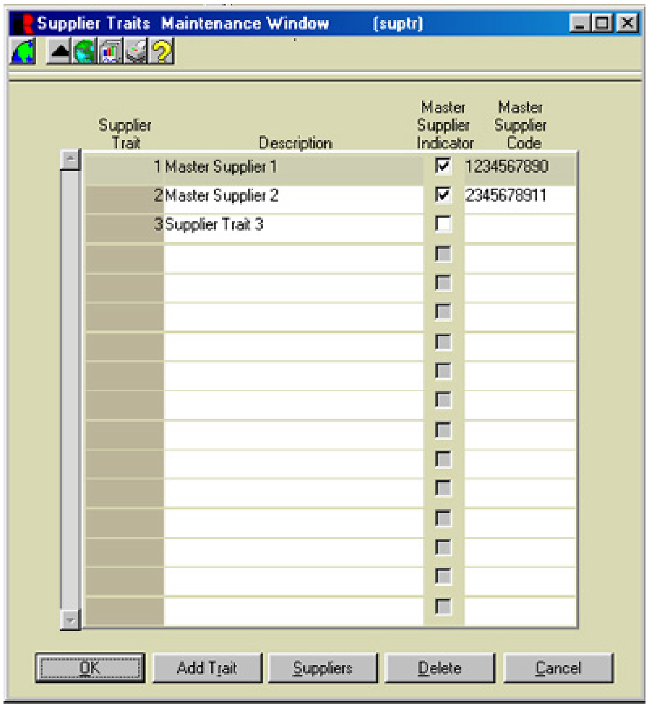
Location List 9769 Bill'z loclist

2. In the Action field on the first line of the table, select whether you want to add or delete the trait.
3. In the Location Trait field, enter the ID of the trait, or click the LOV button and select a trait.
4. To add another mass change request for the location list:
    a. Click the Add button.
    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.

5. To delete a mass change request from the location list:
    a. Select the mass change request.
    b. Click the Delete button.
6. Click OK to exit.

Add a Supplier Trait

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


Supplier Traits Maintenance Window (suptr)
OK
Add Trait
Suppliers
Delete
Cancel

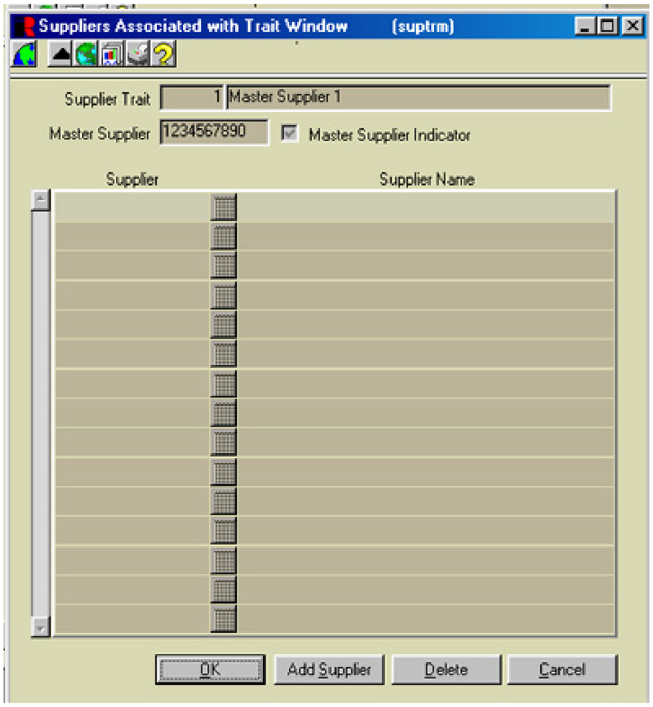
Supplier Trait	Description	Master Supplier Indicator	Master Supplier Code
1	Master Supplier 1	☑	1234567890
2	Master Supplier 2	☑	2345678911
3	Supplier Trait 3	☐	

1. Click the Add Trait button.
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 exit.

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.

1. Select a supplier trait.
2. Click the Suppliers button. The Suppliers Associated with Trait window is displayed.



Suppliers Associated with Trait Window (suptrm)
Supplier Trait
1
Master Supplier 1
Master Supplier
1234567890
☑ Master Supplier Indicator
Supplier
Supplier Name
OK
Add Supplier
Delete
Cancel

3. Click the Add Supplier button.
4. In the Supplier field, enter the ID of the supplier, or click the LOV button and select a supplier.
5. Click OK to exit.

Masks

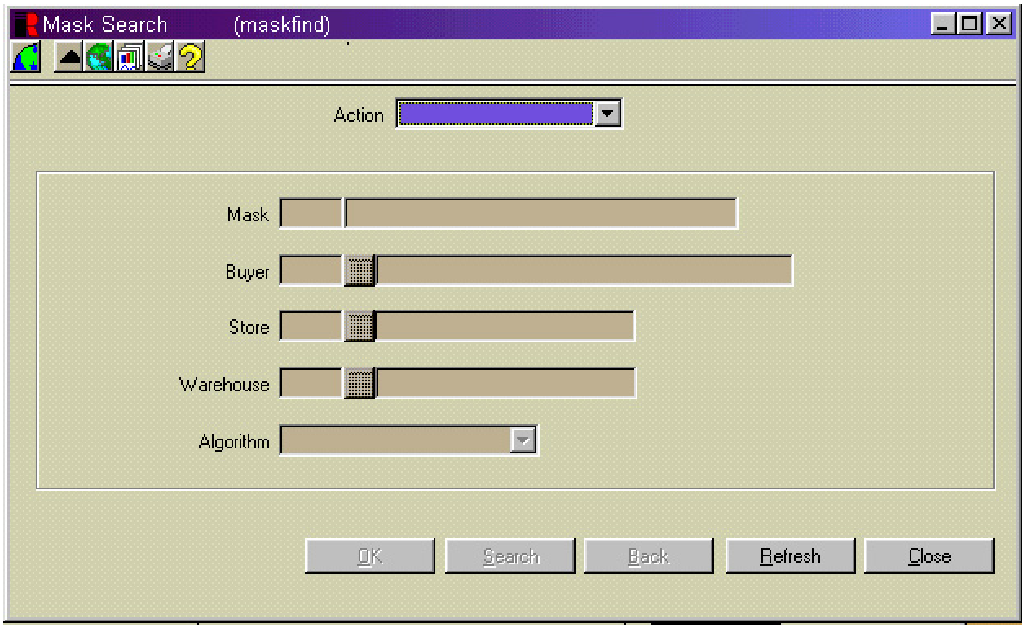
A mask contains a predefined set of locations and sales criteria. A mask can be used to distribute merchandise on a purchase order, contract, allocation, or transfer allocation based on past sales history or future sales predictions. The mask provides a reusable and flexible template that a buyer can use to distribute merchandise more accurately and efficiently.

The primary criterion associated with a mask is the algorithm. The algorithm that you select determines how percentages and ultimately quantities are calculated for each location. The types of algorithms are:

- Manual: Depends on user-defined percentages for each location.
- Sales history: Depends on the sales history for each location.
- Days of supply: Depends on the average daily sales rate for each location.
- Forecasted sales: Depends on forecasted units for each location.
- Planned sales: Depends on planned sales units for each location.

Search for a Mask

➲ **Navigate:** From the main menu, select Ordering → Masks. The Mask Search window is displayed.


Mask Search (maskfind)
Action
Mask
Buyer
Store
Warehouse
Algorithm
OK
Search
Back
Refresh
Close

1. In the Action field, select either View, Edit, or New from Existing.

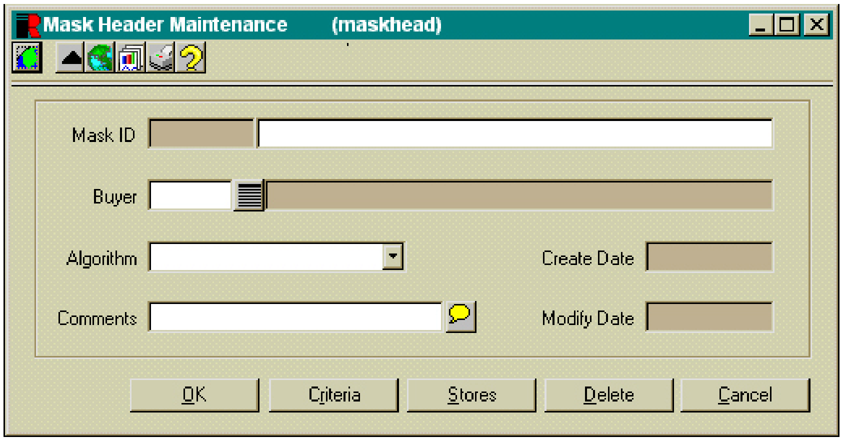
   Note: Apply is displayed automatically in the Action field when you are applying a mask to a purchase order, contract, allocation, or transfer allocation.

2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Mask Search window displays the masks that match the search criteria.
4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the details of the mask, select a record and click OK. The Mask Header Maintenance window is displayed.
5. Click Close to exit.

Create a Mask

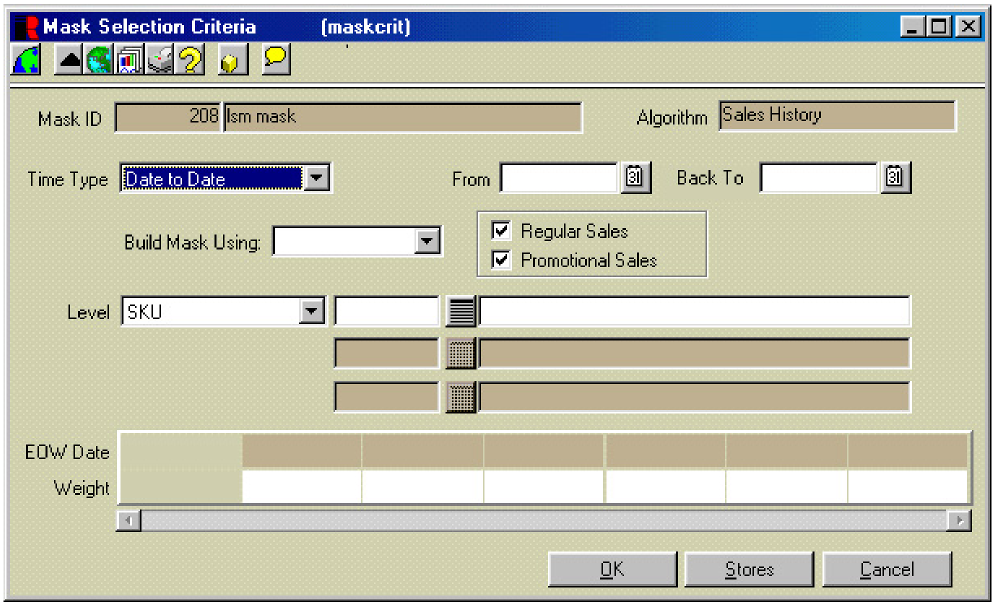
➲ **Navigate:** From the main menu, select Ordering → Masks. The Mask Search window is displayed.

1. In the Action field, select New.
2. Click OK. The Mask Header Maintenance window is displayed. A mask ID is filled in automatically.


Mask Header Maintenance (maskhead)
Mask ID
Buyer
Algorithm
Create Date
Comments
Modify Date
OK
Criteria
Stores
Delete
Cancel

3. In the Mask ID field, enter a description of the mask.
4. In the Buyer field, enter the ID of the buyer, or click the LOV button and select the buyer.
5. In the Algorithm field, select the algorithm on which you want to base the mask.
6. In the Comments field, enter any additional information as necessary, or click the comments button and enter the information.

7. Click the Criteria button. The Mask Selection Criteria window is displayed.



Mask Selection Criteria (maskcrit)

Mask ID 208 lsm mask

Algorithm Sales History

Time Type Date to Date

From

Back To

Build Mask Using:

☑ Regular Sales

☑ Promotional Sales

Level SKU

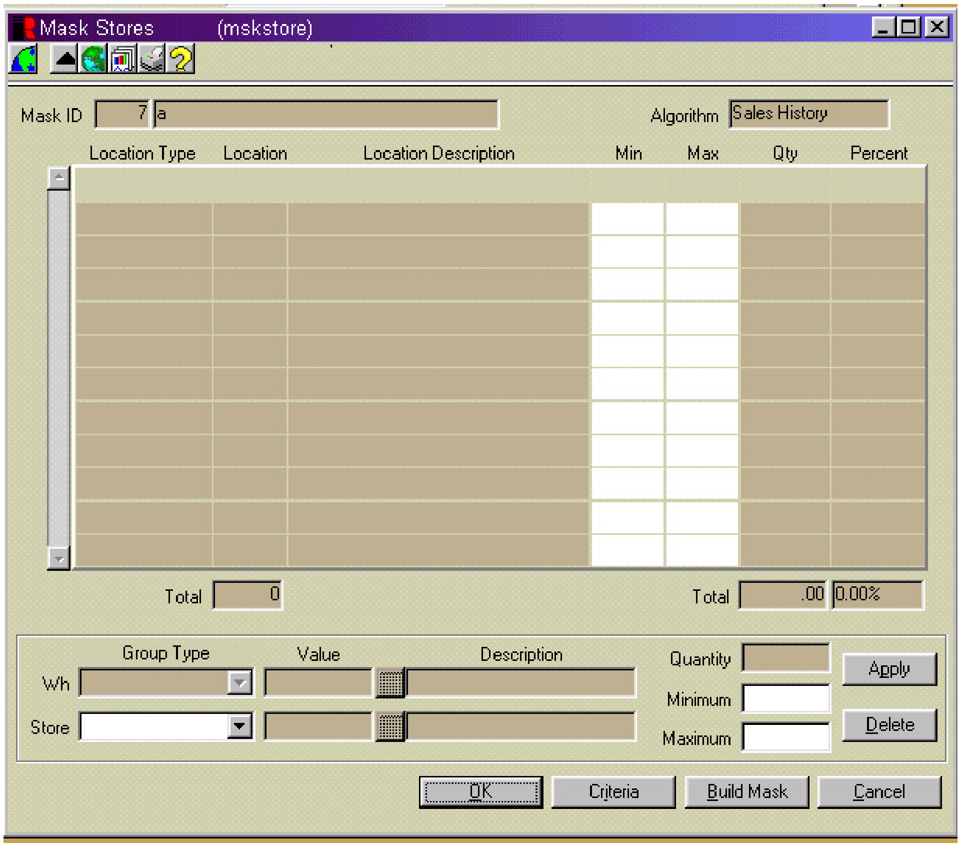
EOW Date

Weight

Note: Sales criteria are not used for a manual algorithm.

8. Enter the sales criteria in the enabled fields.

9. Click the Stores button. The Mask Stores window is displayed.


Mask Stores (mskstore)
Location Type
Location
Location Description
Min
Max
Qty
Percent
Group Type
Value
Description
Wh
Store
Quantity
Minimum
Maximum
Apply
Delete
OK
Criteria
Build Mask
Cancel

Mask ID 7 a

Algorithm Sales History

Total 0

Total .00 0.00%

10. Enter the location criteria in the enabled fields.

11. Click the Build Mask button. The mask is built based on the selected criteria.

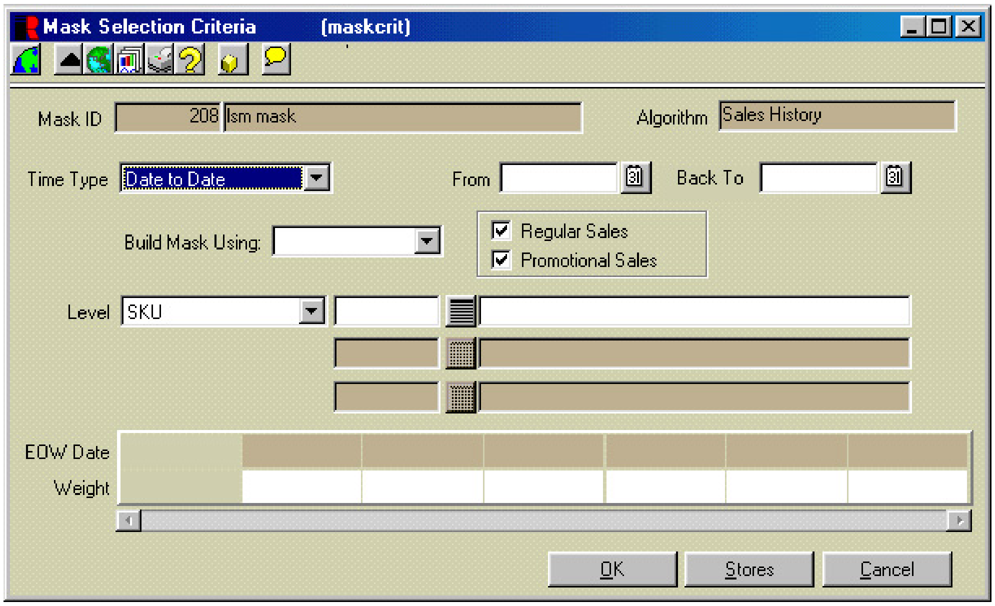
12. Click OK to exit the Mask Stores window.

13. Click OK to exit.

Copy a Mask

➲ **Navigate:** From the main menu, select Ordering → Masks. The Mask Search window is displayed.

1. In the Action field, select New from Existing.
2. Click OK. The Mask Header Maintenance window is displayed. A mask ID is filled in automatically.
3. In the Mask ID field, enter a description of the mask.
4. Edit the enabled fields as necessary.
5. Click the Criteria button. The Mask Selection Criteria window is displayed.

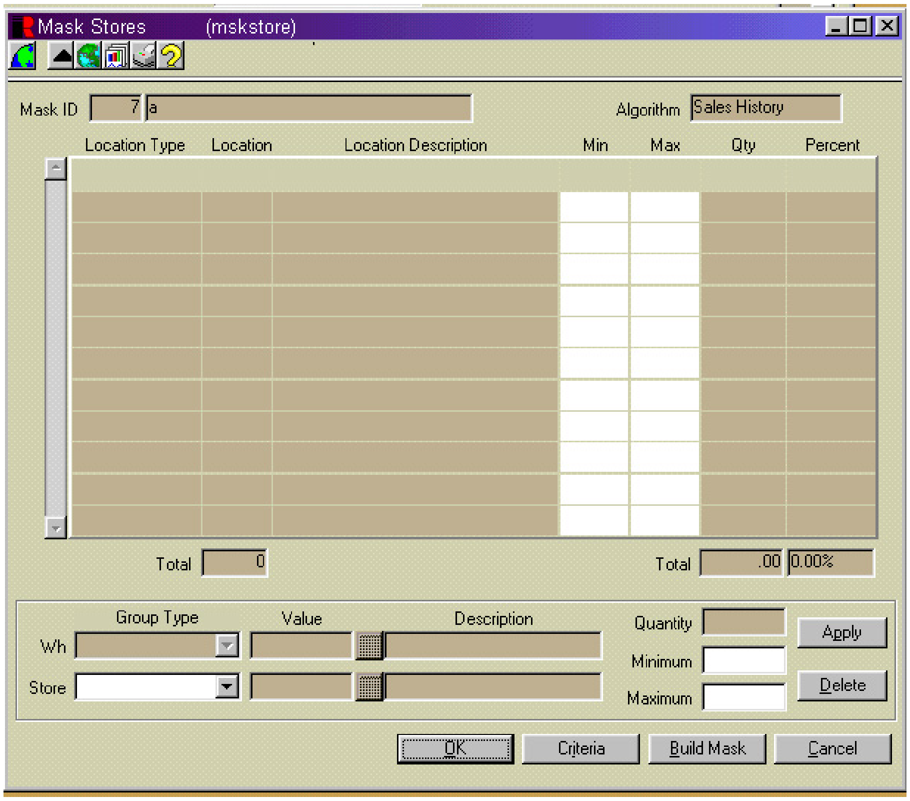


Mask ID 208 lsm mask
Algorithm Sales History
Time Type Date to Date
From
Back To
Build Mask Using:
☑ Regular Sales
☑ Promotional Sales
Level SKU
EOW Date
Weight

Note: Sales criteria are not used for a manual algorithm.

6. Edit the sales criteria as necessary.

7. Click the Stores button. The Mask Stores window is displayed.



Mask Stores (mskstore)
Mask ID
Algorithm
Location Type
Location
Location Description
Min
Max
Qty
Percent
Total
Group Type
Value
Description
Wh
Store
Quantity
Minimum
Maximum
Apply
Delete
OK
Criteria
Build Mask
Cancel

Mask ID: 7 a

Algorithm: Sales History

Total: 0

Total: .00 0.00%

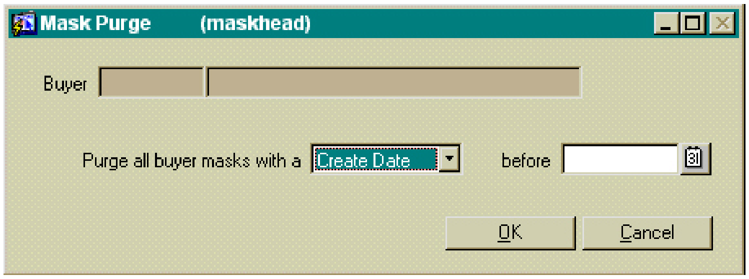
8. Edit the location criteria as necessary.
9. Click the Build Mask button. The mask is built based on the current criteria.
10. Click OK to exit the Mask Stores window.
11. Click OK to exit.

Purge Multiple Masks

➲ **Navigate:** Search for and retrieve a mask in Edit or View mode.

Note: Restrict the search to the buyer whose masks you want to purge.

1. From the Options menu, select Mask Purge. The Mask Purge window is displayed.


Mask Purge (maskhead)
Buyer
Purge all buyer masks with a
Create Date
before
OK
Cancel

2. In the Purge All Buyer Masks field, select either Create Date or Modify Date.
3. In the Before field, enter the date, or click the calendar button and select the date.
4. Click OK to exit. The masks that match the criteria are purged by a regularly scheduled batch program.

Apply a Mask to a Purchase Order

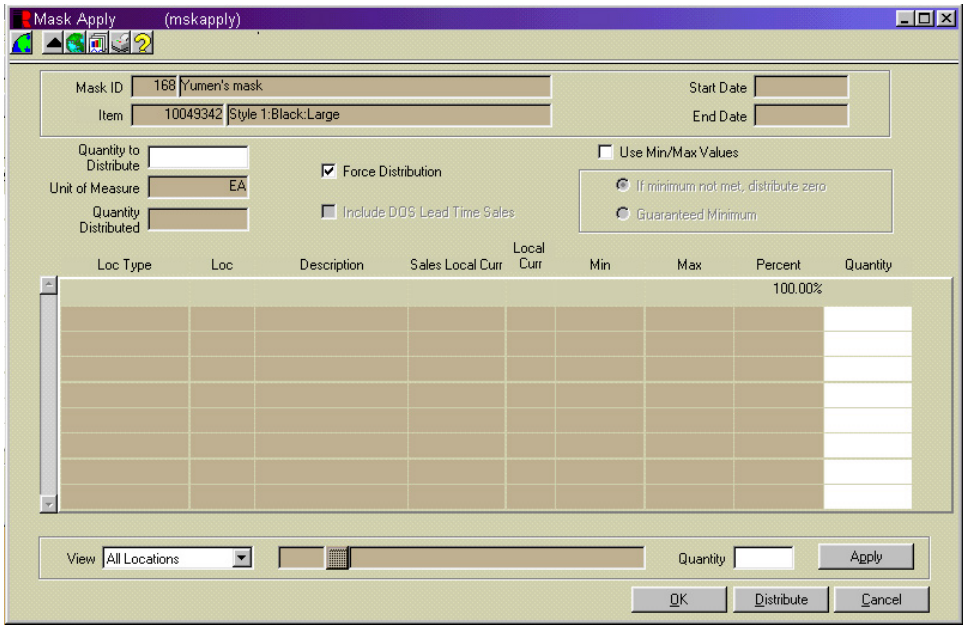
➲ **Navigate:** Search for and retrieve a purchase order in Edit mode.

> **Note:** Restrict the search to purchase orders in worksheet status.

1. Click the Items button. The Ordering Distribution Matrix window is displayed.

   > **Note:** If the PO Item Maintenance window is displayed, you cannot apply a mask because the items are already distributed.

2. Filter the items as necessary.
3. Click the Apply Mask button. The Mask Search window is displayed.
4. Enter additional criteria as desired to make the search more restrictive.
5. Click the Search button. The Mask Search window displays the masks that match the search criteria.
6. Select a mask and click the OK button. The Mask Apply window is displayed.



Mask Apply (mskapply)

Mask ID 168 Yumen's mask

Item 10049342 Style 1:Black:Large

Unit of Measure EA

☑ Force Distribution

☐ Include DOS Lead Time Sales

☐ Use Min/Max Values

● If minimum not met, distribute zero

○ Guaranteed Minimum

Percent 100.00%

View All Locations

Start Date
End Date
Quantity to Distribute
Quantity Distributed
Loc Type
Loc
Description
Sales Local Curr
Local Curr
Min
Max
Percent
Quantity
Quantity
Apply
OK
Distribute
Cancel

7. To distribute a quantity among all the locations based on percentages:
   a. In the Quantity to Distribute field, enter the number of units.
   b. Click the Distribute button.

8. To distribute the same quantity to a subset of the locations:
    a. In the View field, select the grouping mechanism.
    b. In the next field, enter the ID of the group, or click the LOV button and select the group.
    c. In the Quantity field, enter the number of units to be distributed to each location in the group.
    d. Click the Apply button.
9. To edit the distribution quantities, edit the Quantity field next to each location in the table.

    Note: Quantity refers to the number of units for all algorithms except Days of Supply. For Days of Supply, Quantity refers to the number of days of supply.

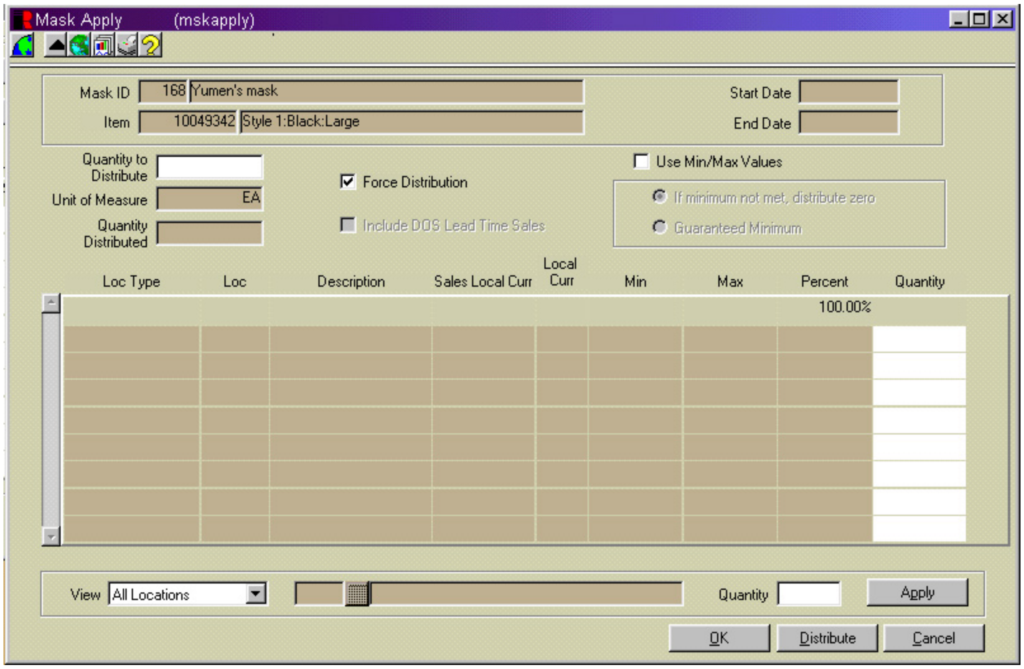
10. Click OK to exit the Mask Apply window. The amounts and locations are displayed on the Ordering Distribution Matrix window.
11. Click OK to exit.

Apply a Mask to a Contract

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

> **Note:** Restrict the search to Type B contracts in worksheet status.

1. Click the Detail button. The Contract Details Maintenance window is displayed.
2. Click the Distribute button. The Contract Distribution window is displayed.
3. Filter the items as necessary.
4. Click the Apply Mask button. The Mask Search window is displayed.
5. Enter additional criteria as desired to make the search more restrictive.
6. Click the Search button. The Mask Search window displays the masks that match the search criteria.
7. Select a mask and click the OK button. The Mask Apply window is displayed.



Mask ID 168 Yumen's mask

Item 10049342 Style 1:Black:Large

Unit of Measure EA

☑ Force Distribution

☐ Include DOS Lead Time Sales

☐ Use Min/Max Values

Percent 100.00%

View All Locations

Mask Apply (mskapply)
Start Date
End Date
Quantity to Distribute
Quantity Distributed
If minimum not met, distribute zero
Guaranteed Minimum
Loc Type
Loc
Description
Sales Local Curr
Local Curr
Min
Max
Quantity
Apply
OK
Distribute
Cancel

8. To distribute a quantity among all the locations based on percentages:
   a. In the Quantity to Distribute field, enter the number of units.
   b. Click the Distribute button.

9. To distribute the same quantity to a subset of the locations:
    - a. In the View field, select the grouping mechanism.
    - b. In the next field, enter the ID of the group, or click the LOV button and select the group.
    - c. In the Quantity field, enter the number of units to be distributed to each location in the group.
    - d. Click the Apply button.
10. To edit the distribution quantities, edit the Quantity field next to each location in the table.

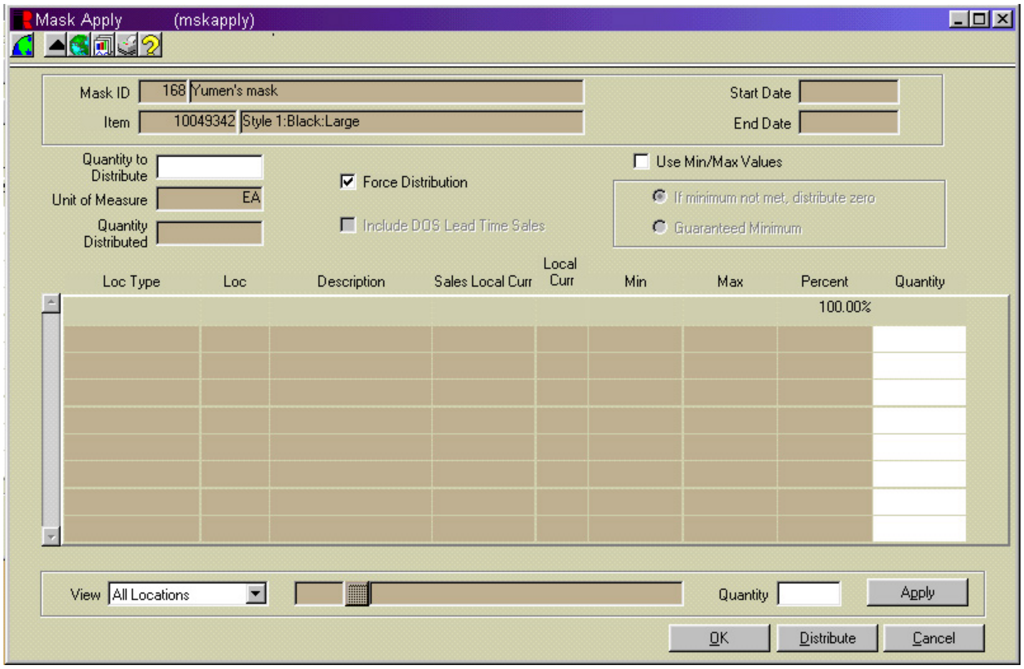
    Note: Quantity refers to the number of units for all algorithms except Days of Supply. For Days of Supply, Quantity refers to the number of days of supply.
11. Click OK to exit the Mask Apply window. The amounts and locations are displayed on the Contract Distribution window.
12. Click OK to exit.

Apply a Mask to a Transfer Allocation

➲ **Navigate:** Search for and retrieve a transfer in Edit mode.

> **Note:** Restrict the search to a transfer type of Stock Allocation.

1. Click the Allocate button. The Transfer Allocation Detail window is displayed.
2. Click the Apply Mask button. The Mask Search window is displayed.
3. Enter additional criteria as desired to make the search more restrictive.
4. Click the Search button. The Mask Search window displays the masks that match the search criteria.
5. Select a mask and click the OK button. The Mask Apply window is displayed.



Mask Apply (mskapply)

Mask ID 168 Yumen's mask

Item 10049342 Style 1:Black:Large

Unit of Measure EA

☑ Force Distribution

☐ Include DOS Lead Time Sales

☐ Use Min/Max Values

Percent 100.00%

View All Locations

Start Date
End Date
Quantity to Distribute
Quantity Distributed
○ If minimum not met, distribute zero
○ Guaranteed Minimum
Loc Type
Loc
Description
Sales Local Curr
Local Curr
Min
Max
Percent
Quantity
Quantity
Apply
OK
Distribute
Cancel

6. To distribute a quantity among all the locations based on percentages:
   a. In the Quantity to Distribute field, enter the number of units.
   b. Click the Distribute button.

7. To distribute the same quantity to a subset of the locations:
   a. In the View field, select the grouping mechanism.
   b. In the next field, enter the ID of the group, or click the LOV button and select the group.
   c. In the Quantity field, enter the number of units to be distributed to each location in the group.
   d. Click the Apply button.
8. To edit the distribution quantities, edit the Quantity field next to each location in the table.

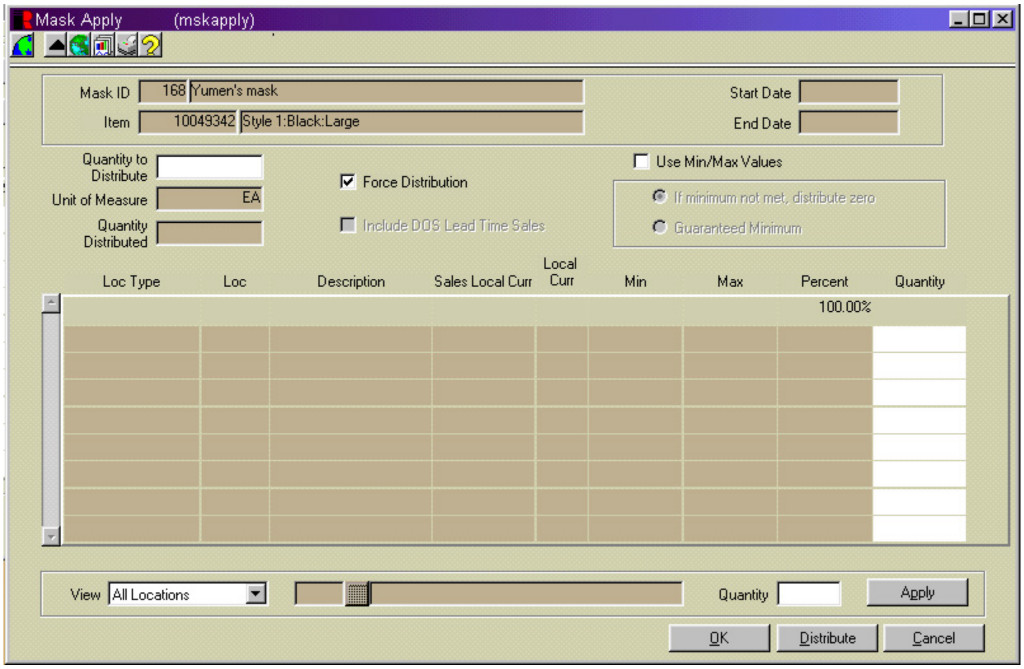
   Note: Quantity refers to the number of units for all algorithms except Days of Supply. For Days of Supply, Quantity refers to the number of days of supply.

9. Click OK to exit the Mask Apply window. The amounts and locations are displayed on the Transfer Allocation Detail window.
10. Click OK to exit.

Apply a Mask to an Allocation

➲ **Navigate:** Create an allocation but don't identify the locations.

1. Click the Apply Mask button. The Mask Search window is displayed.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The Mask Search window displays the masks that match the search criteria.
4. Select a mask and click the OK button. The Mask Apply window is displayed.



Mask Apply (mskapply)

Mask ID 168 Yumen's mask

Item 10049342 Style 1:Black:Large

Unit of Measure EA

☑ Force Distribution

☐ Include DOS Lead Time Sales

☐ Use Min/Max Values

○ If minimum not met, distribute zero

○ Guaranteed Minimum

Percent 100.00%

View All Locations

Start Date
End Date
Quantity to Distribute
Quantity Distributed
Loc Type
Loc
Description
Sales Local Curr
Local Curr
Min
Max
Percent
Quantity
Quantity
Apply
OK
Distribute
Cancel

5. To distribute a quantity among all the locations based on percentages:
   a. In the Quantity to Distribute field, enter the number of units.
   b. Click the Distribute button.
6. To distribute the same quantity to a subset of the locations:
   a. In the View field, select the grouping mechanism.
   b. In the next field, enter the ID of the group, or click the LOV button and select the group.
   c. In the Quantity field, enter the number of units to be distributed to each location in the group.
   d. Click the Apply button.

7. To edit the distribution quantities, edit the Quantity field next to each location in the table.

   Note: Quantity refers to the number of units for all algorithms except Days of Supply. For Days of Supply, Quantity refers to the number of days of supply.

8. Click OK to exit the Mask Apply window. The amounts and locations are displayed on the Allocations Maintenance window.
9. Click OK to exit.

Timelines

A timeline is a schedule of events. To track the life cycle of an activity, you can attach a timeline to the activity.

Some preliminary setup is required before timelines are available for use. First, you must define the steps that are included in the different types of timelines. Next, you must define the types of timelines. To do this, select the steps to include in the timelines.

Finally, you can associate timelines with a variety of activities in RMS and Retek Trade Management (RTM). Timelines can be attached to activities in the following modules:

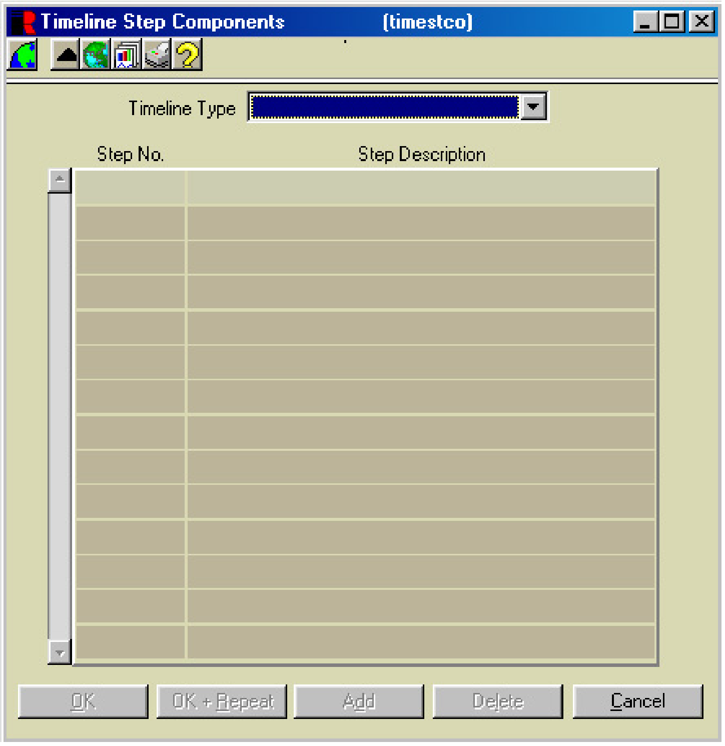
- Purchase orders
- Items
- Items on a purchase order

Note: Timelines can be associated with items on a purchase order through the purchase order module in RMS; however, if you are using Retek Trade Management (RTM), you may want to use the transportation module to associate a timeline to items on a purchase order.

- Customs entry records
- Transportation records
- Containers
- Bills of lading or air waybills
- Commercial invoices

Define a Timeline Step

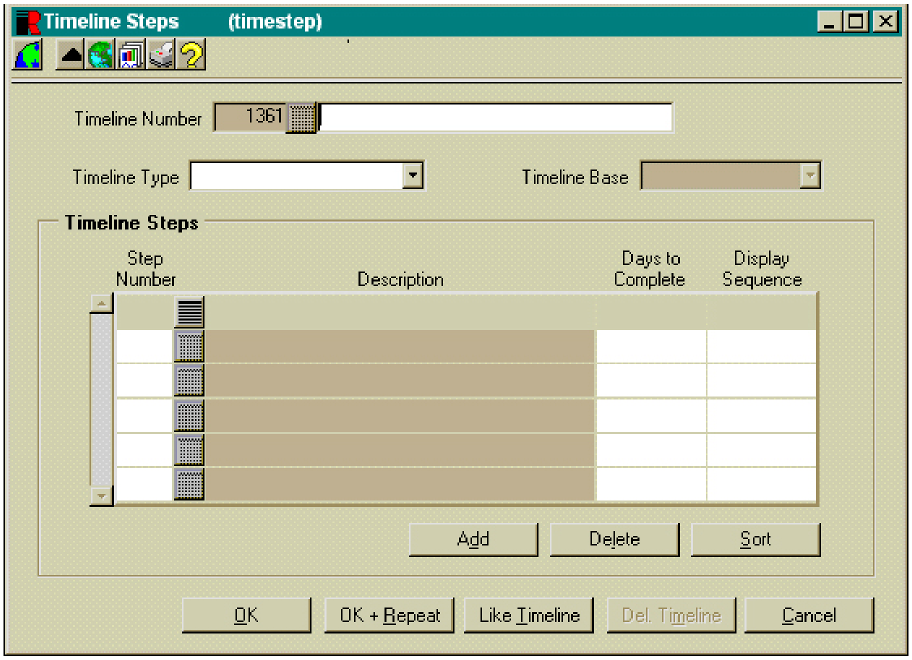
➲ **Navigate:** From the main menu, select Control → Setup → Timeline Step Components → Edit. The Timeline Step Components window is displayed.


Timeline Step Components
(timestco)
Timeline Type
Step No.
Step Description
OK
OK + Repeat
Add
Delete
Cancel

1. In the Timeline Type field, select the activity for which you want to define a timeline step.
2. Click the Add button. The step number is filled in automatically in the Step No. field.
3. In the Step Description field, enter a description of the step.
4. Click OK + Repeat to define a step for another type of timeline, or click OK to exit.

Define a Timeline

➲ **Navigate:** From the main menu, select Control → Setup → Timeline → New. The Timeline Steps window is displayed.

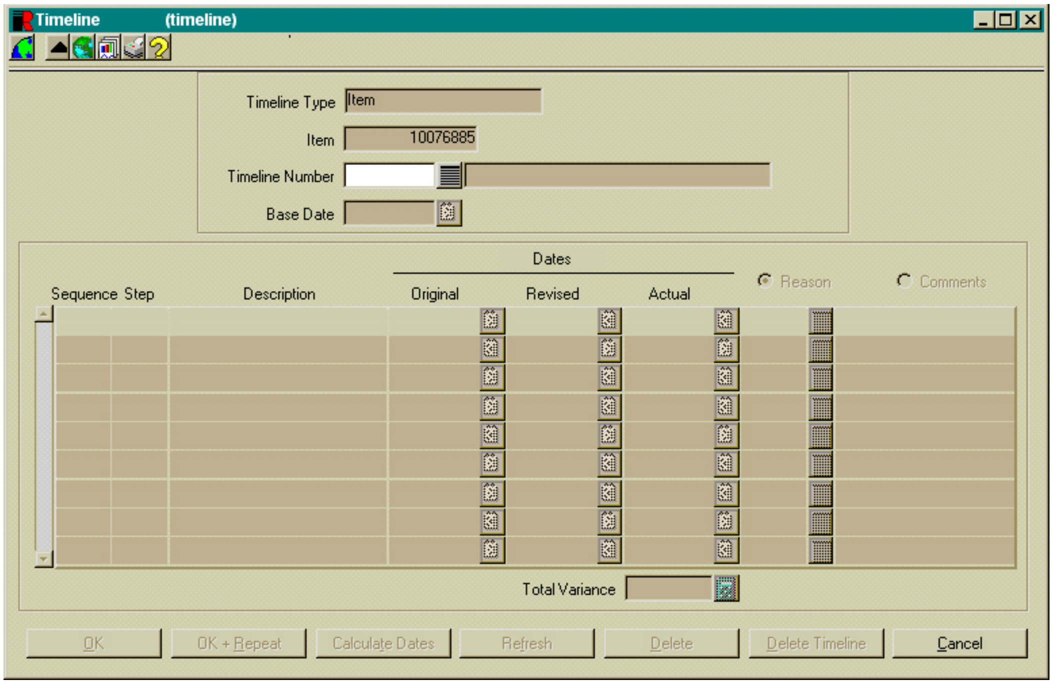

Timeline Steps (timestep)
Timeline Number
1361
Timeline Type
Timeline Base
Timeline Steps
Step Number
Description
Days to Complete
Display Sequence
Add
Delete
Sort
OK
OK + Repeat
Like Timeline
Del. Timeline
Cancel

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 the OK + Repeat button to define another timeline, or click OK to exit.

Associate a Timeline with a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in Edit mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Timelines → New. The Timeline window is displayed.


Timeline (timeline)
Dates
Sequence Step
Description
Original
Revised
Actual
Reason
Comments
Total Variance
OK
OK + Repeat
Calculate Dates
Refresh
Delete
Delete Timeline
Cancel

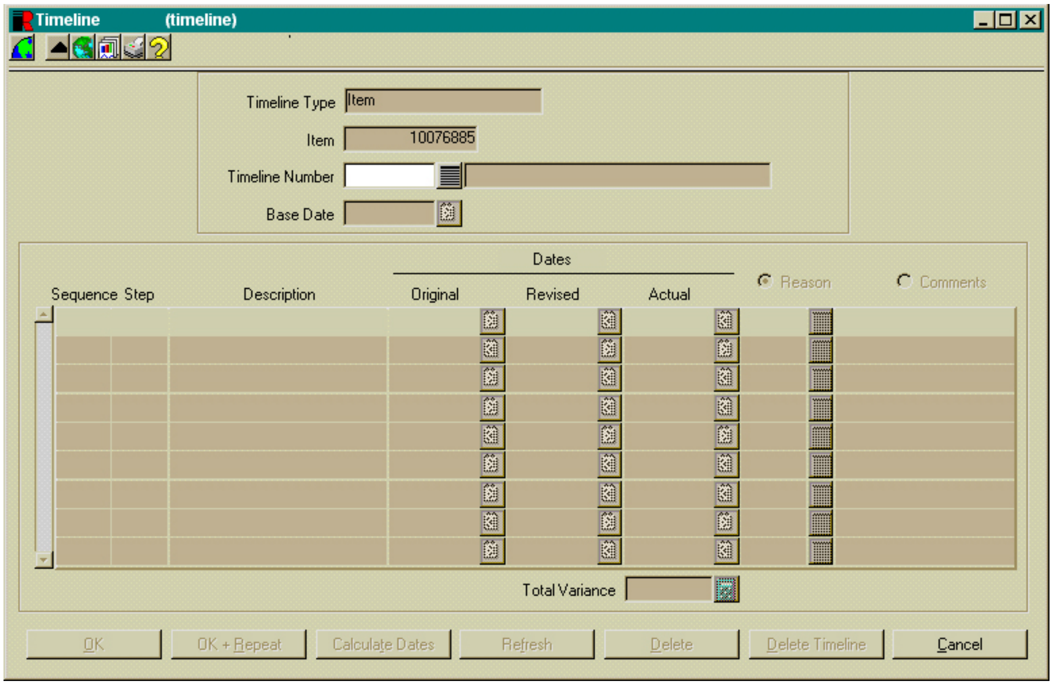
Timeline Type: Item
Item: 10076885
Timeline Number:
Base Date:

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 the Calculate Dates button. 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 exit.

Associate a Timeline with a Fashion Style

➲ **Navigate:** Search for and retrieve a fashion style in Edit mode. The Fashion Style Maintenance window is displayed.

1. From the Options menu, select Timelines → New. The Timeline window is displayed.


Timeline (timeline)
Sequence Step
Description
Dates
Original
Revised
Actual
Reason
Comments
Total Variance
OK
OK + Repeat
Calculate Dates
Refresh
Delete
Delete Timeline
Cancel

Timeline Type: Item
Item: 10076885
Timeline Number:
Base Date:

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 the Calculate Dates button. The Base Date field and remaining Original Date fields are filled in automatically.

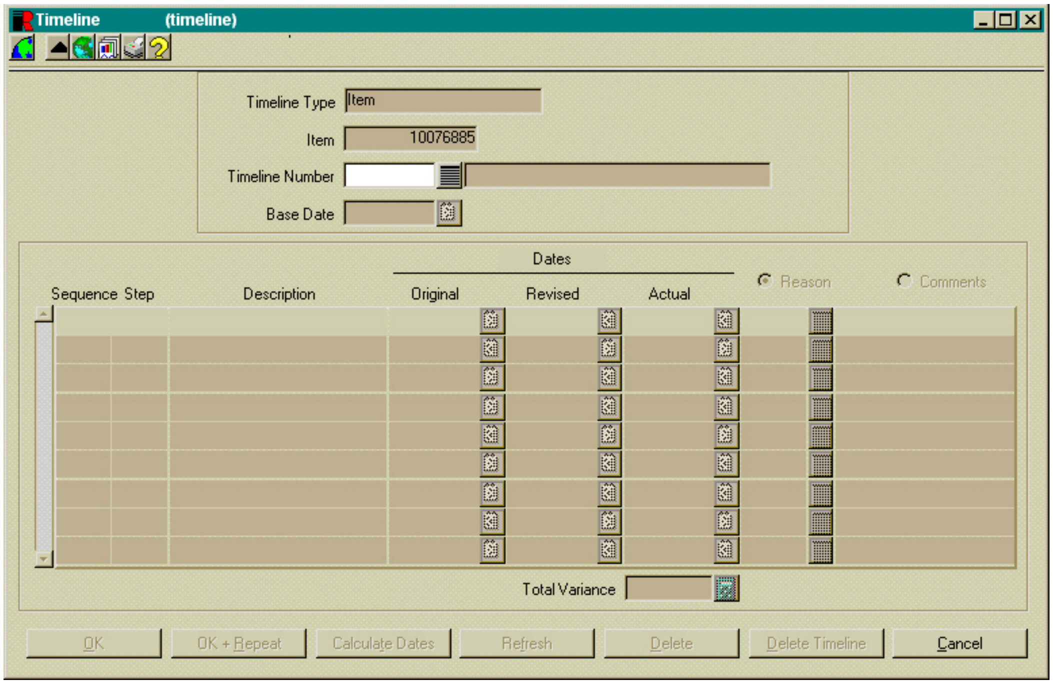
4. To add a comment to a step, select the Comments option. Then type the comment in the Comments field, or click the comments button and enter the comment.

5. Click OK to exit.

Associate a Timeline with a Pack Item

➲ **Navigate:** Search for and retrieve a pack item in Edit mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Timelines → New. The Timeline window is displayed.


Timeline (timeline)
Dates
Sequence Step
Description
Original
Revised
Actual
Reason
Comments
Total Variance
OK
OK + Repeat
Calculate Dates
Refresh
Delete
Delete Timeline
Cancel

Timeline Type: Item

Item: 10076885

Timeline Number:

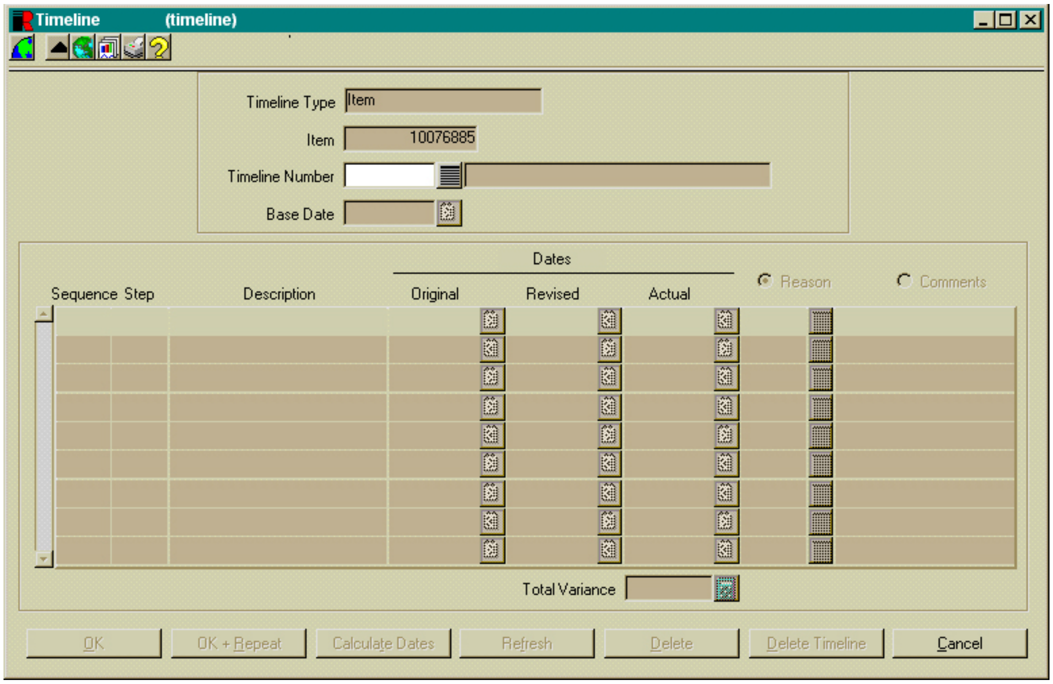
Base Date:

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 the Calculate Dates button. 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 exit.

Associate a Timeline with a Purchase Order

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

1. From the Options menu, select Timelines → New. The Timeline window is displayed.



Timeline Type: Item

Item: 10076885

Timeline (timeline)
Timeline Number
Base Date
Dates
Sequence Step
Description
Original
Revised
Actual
● Reason
○ Comments
Total Variance
OK
OK + Repeat
Calculate Dates
Refresh
Delete
Delete Timeline
Cancel

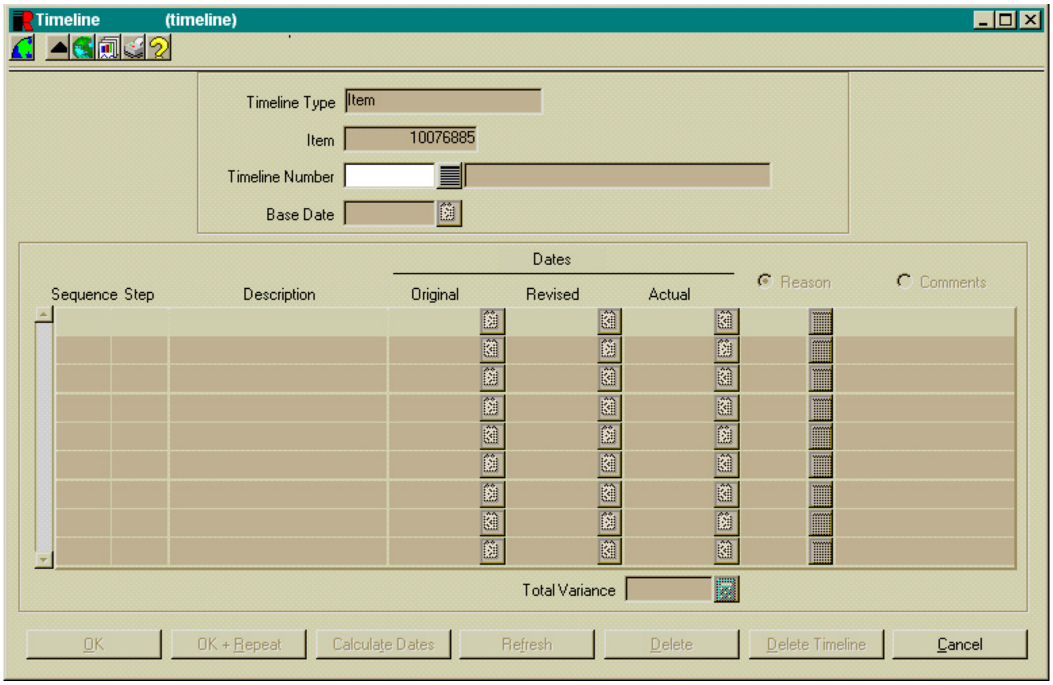
2. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.
3. Choose one of the following methods to enter the original dates.
    - In the Base Date field, enter the date on which to begin the timeline, or click the calendar button and select the date. The original dates for each step are filled in automatically.
    - In any one of the Original Date fields, enter a date; then click the Calculate Dates button. 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 exit.

Associate a Timeline with a PO/Item

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

> **Note:** Timelines can be associated with a PO/item in any status except closed.

1. Click the Item button. The PO Item Maintenance window is displayed.
2. Select the item with which you want to associate a timeline.
3. From the Options menu, select Timelines → New. The Timeline window is displayed.



Timeline Type: Item

Item: 10076885

Timeline
(timeline)
Timeline Number
Base Date
Dates
Sequence Step
Description
Original
Revised
Actual
Reason
Comments
Total Variance
OK
OK + Repeat
Calculate Dates
Refresh
Delete
Delete Timeline
Cancel

4. In the Timeline Number field, enter the ID of the timeline, or click the LOV button and select the timeline.

5. 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 the Calculate Dates button. The Base Date field and remaining Original Date fields are filled in automatically.
6. 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.
7. Click OK to exit.

Document Maintenance

The Document Maintenance feature allows you to create, edit, and view documents required for letter of credit processing. You can then add or delete required documents associated with the following entities:

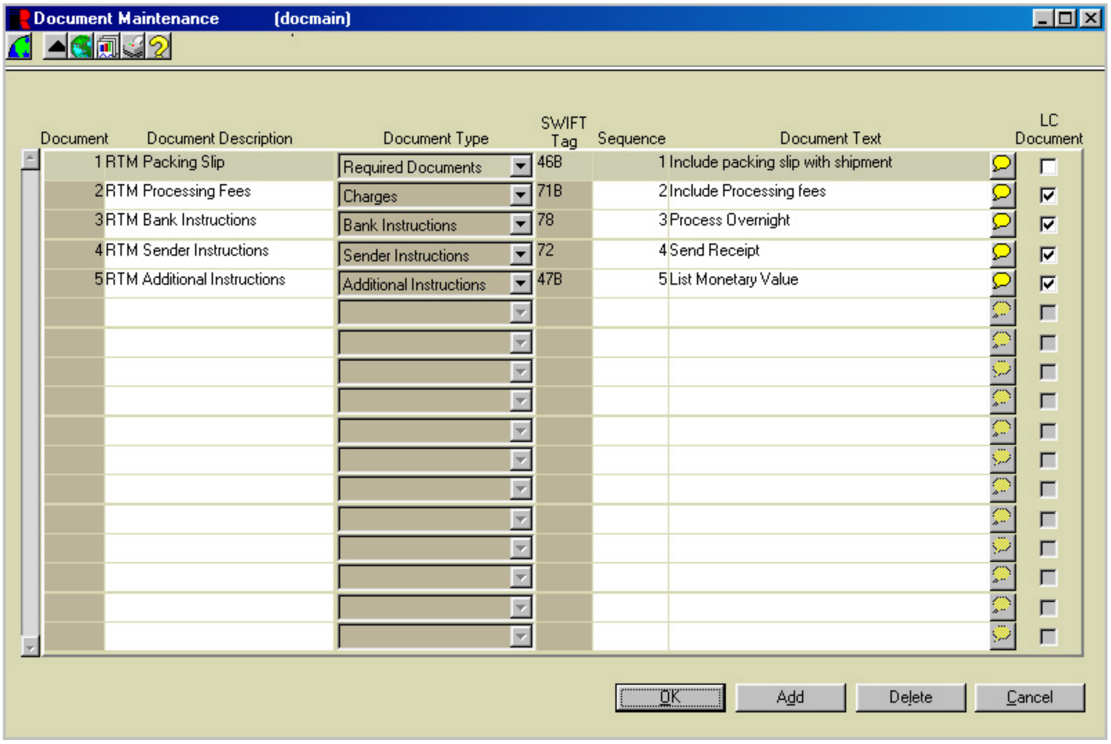
- Suppliers
- Partners
- Countries
- HTS chapters
- Letters of credit
- Staple items
- Fashion styles
- Fashion SKUs
- Pack items
- Purchase orders

Any documents associated with these entities are attached to a purchase order when you create it. When you attach a letter of credit to a purchase order, 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.

Note: Using RMS, you can add required documents to all of the entities above except letters of credit. To access to letter of credit functionality, you must have Retek Trade Management software installed on your system.

Add a Document

➲ **Navigate:** From the main menu, select Control → Document Maintenance → New. The Document Maintenance window is displayed.



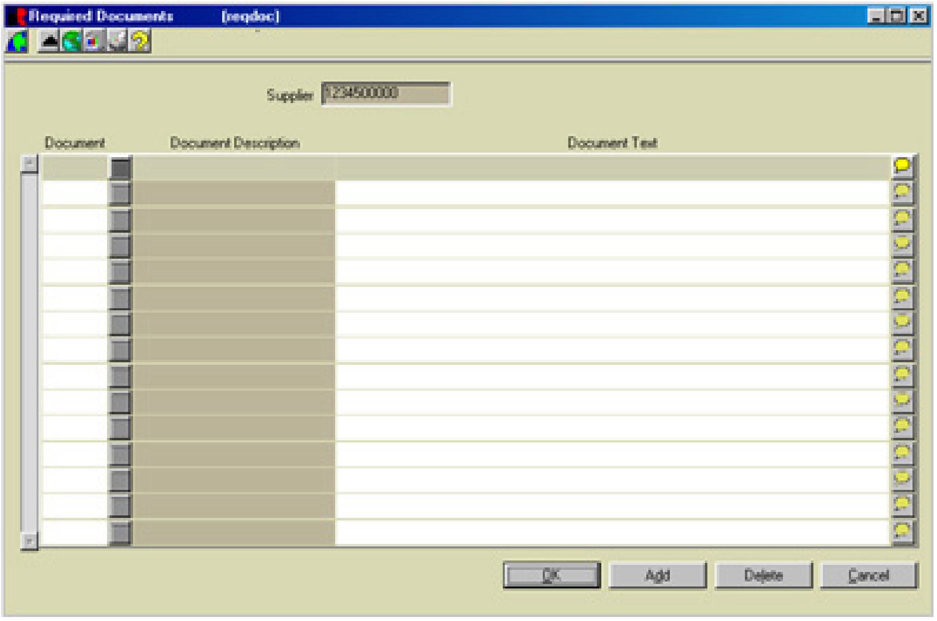
Document	Document Description	Document Type	SWIFT Tag	Sequence	Document Text	LC Document
1	RTM Packing Slip	Required Documents	46B	1	Include packing slip with shipment	☐
2	RTM Processing Fees	Charges	71B	2	Include Processing fees	☑
3	RTM Bank Instructions	Bank Instructions	78	3	Process Overnight	☑
4	RTM Sender Instructions	Sender Instructions	72	4	Send Receipt	☑
5	RTM Additional Instructions	Additional Instructions	47B	5	List Monetary Value	☑

1. Click the Add button. 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. Click Add to add another document.
7. Click OK to exit.

Add a Required Document to a Supplier

➲ **Navigate:** Search for and retrieve a supplier in the Edit mode. The Supplier Maintenance window is displayed.

1. From the Options menu, select Documents. The Required Documents window is displayed.


Required Documents (reqdoc)
Document
Document Description
Document Text
OK
Add
Delete
Cancel

Supplier 1234500000

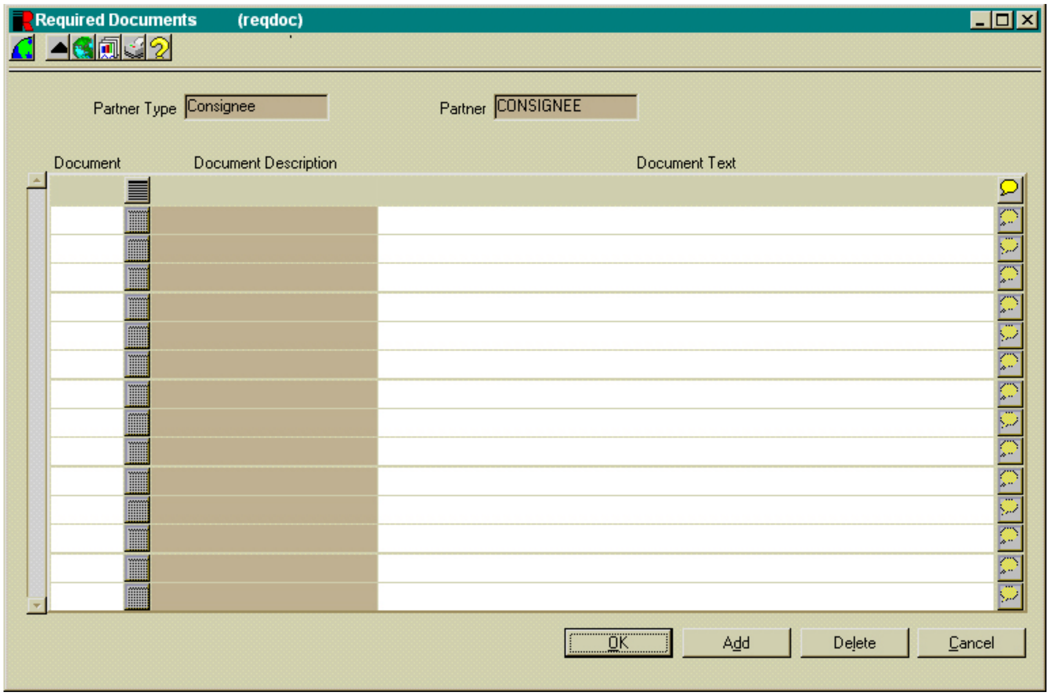
2. Click the Add button.
3. In the Document field, enter the Document ID, or click the LOV button to select the document.
4. Click OK to exit.

Add a Required Document to a Partner

➲ **Navigate:** Search for and retrieve a partner in the Edit mode. The Partner Maintenance window is displayed.

> **Note:** You can add required documents to only importers, brokers, factories, consolidators, applicants, and consignees.

1. From the Options menu, select Documents. The Required Documents window is displayed.



Required Documents (reqdoc)

Partner Type: Consignee

Partner: CONSIGNEE

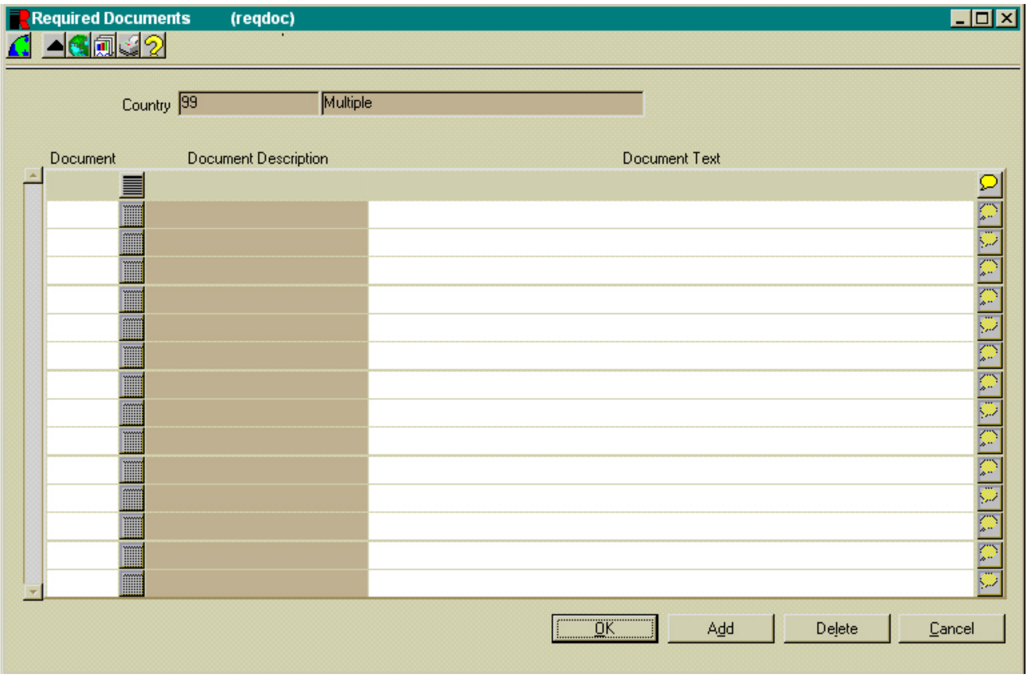
Document
Document Description
Document Text
OK
Add
Delete
Cancel

2. Click the Add button.
3. In the Document field, enter the Document ID, or click the LOV button to select the document.
4. Click OK to exit.

Add a Required Document to a Country

➲ **Navigate:** From the main menu, select Control → Setup → Country → Edit. The Country Maintenance window is displayed.

1. Select the country.
2. From the Options menu, select Documents. The Required Documents window is displayed.


Required Documents (reqdoc)
Document
Document Description
Document Text
OK
Add
Delete
Cancel

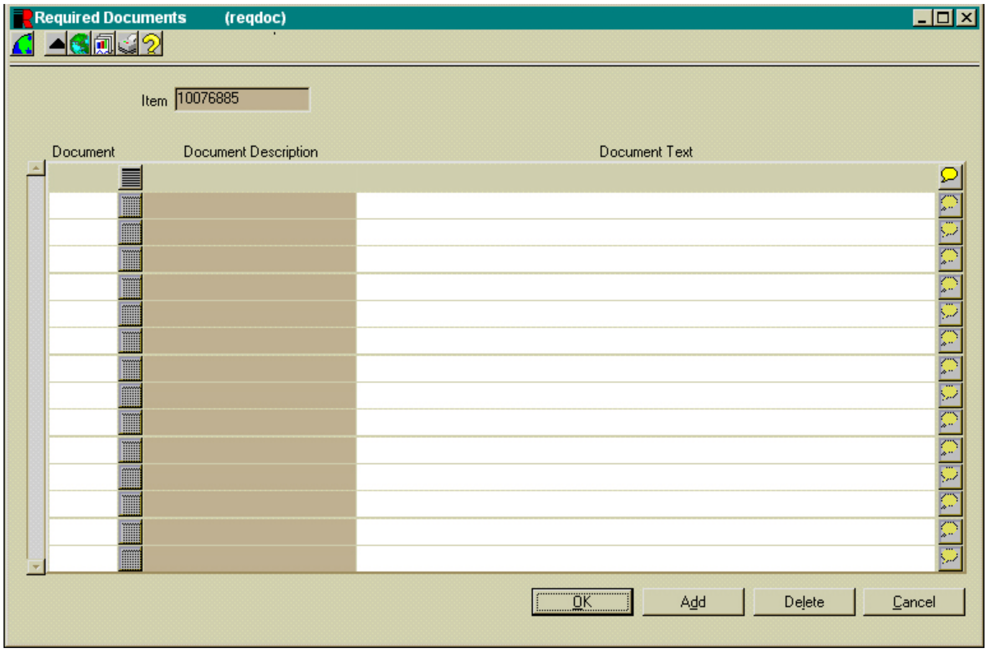
Country 99 Multiple

3. Click the Add button.
4. In the Document field, enter a document number, or click the LOV button to select a document.
5. Click OK to exit.

Add a Required Document to a Staple Item

➲ **Navigate:** Search for and retrieve a staple item in the Edit Item mode. The Staple Item Maintenance window is displayed.

1. From the Options menu, select Required Documents. The Required Documents window is displayed.


Required Documents (reqdoc)
Document
Document Description
Document Text
OK
Add
Delete
Cancel

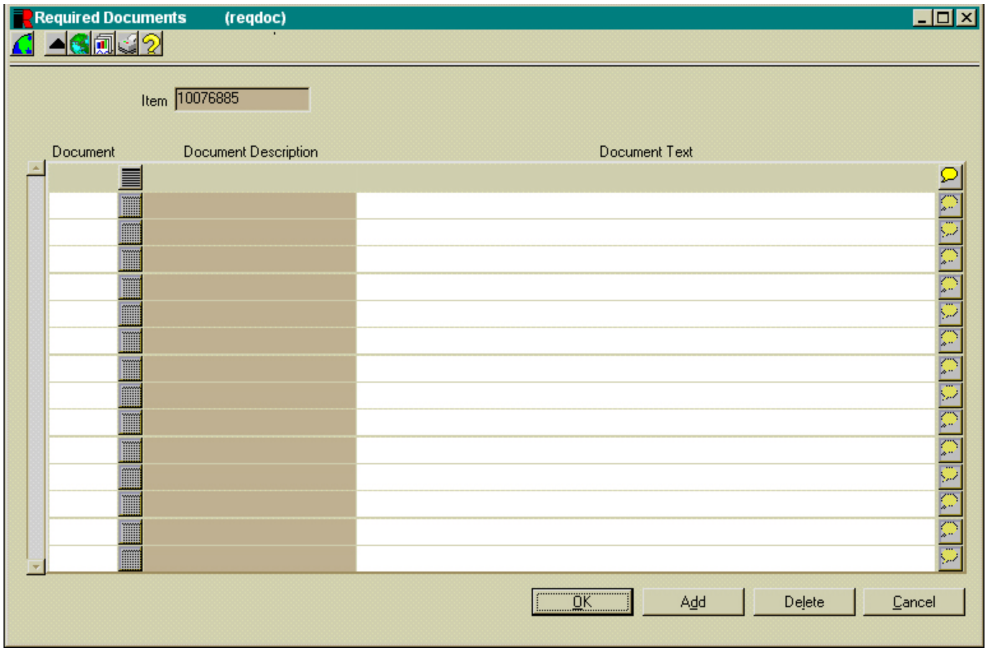
Item 10076885

2. Click the Add button.
3. In the Document field, enter a document number, or click the LOV button to select a document.
4. Click OK to exit.

Add a Required Document to a Fashion SKU

➲ **Navigate:** Search for and retrieve a fashion SKU in Edit mode. The Fashion Style Maintenance window is displayed. The fashion style for the fashion SKU you searched for is displayed.

1. From the Options menu, select SKU List. The Fashion SKU List window is displayed.
2. Select the fashion SKU.
3. From the Options menu, select Required Documents. The Required Documents window is displayed.


Required Documents (reqdoc)
Document
Document Description
Document Text
OK
Add
Delete
Cancel

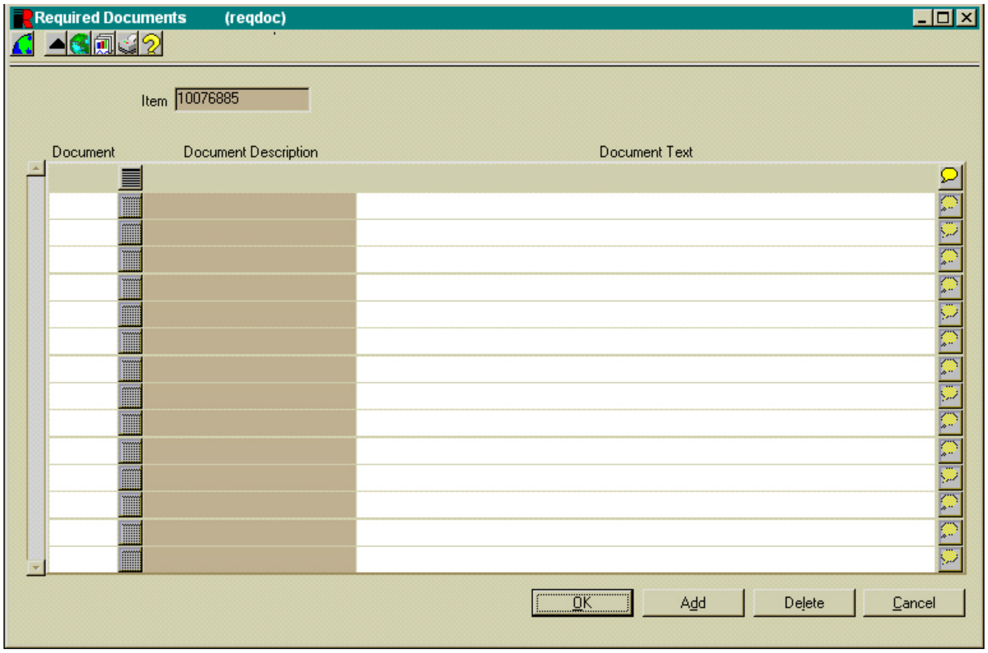
Item 10076885

4. Click the Add button.
5. In the Document field, enter a document number, or click the LOV button and select a document.
6. Click OK to exit.

Add a Required Document to a Pack Item

➲ **Navigate:** Search for and select a pack item in the Edit Item mode. The Pack Item Maintenance window is displayed.

1. From the Options menu, select Required Documents. The Required Documents window is displayed.


Required Documents (reqdoc)
Document
Document Description
Document Text
OK
Add
Delete
Cancel

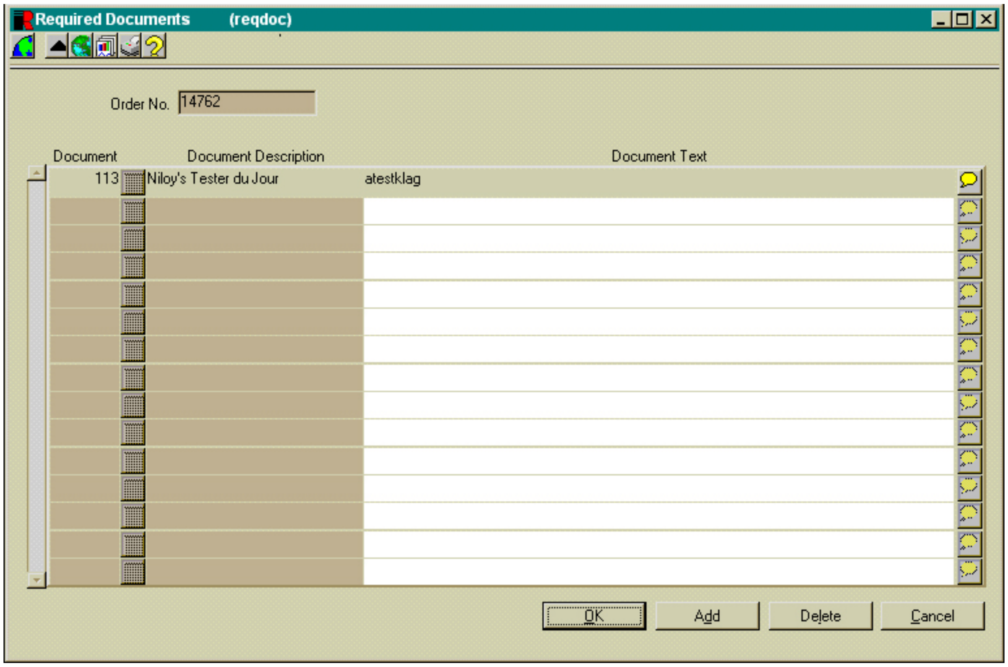
Item 10076885

2. Click the Add button.
3. In the Document field, enter a document number, or click the LOV button to select a document.
4. Click OK to exit.

Add a Required Document to a Purchase Order

➲ **Navigate:** Search for and select a purchase order in the Edit Order mode. The PO Header Maintenance window is displayed.

1. From the Options menu, select Required Documents. The Required Documents window is displayed.



Order No. 14762

Document	Document Description	Document Text
113	Niloy's Tester du Jour	atestklag

2. Click the Add button.
3. In the Document field, enter a document number, or click the LOV button to select a document.
4. Click OK to exit.

Chapter 11: System Administration

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.

System Variables

Many of the system variables must be set during installation and cannot be changed without major implications. Most system variables are specific to functional areas such as ordering, pricing, transfers, stock ledger and history. While some indicators dictate the level at which these functions will perform, others indicate the length of time that the data will be 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.

Code Maintenance

The codes function allows you to change the values that are displayed in drop-down lists throughout the system. This allows clients to modify the system in order to use their own terminology. However, caution must be used when customizing the descriptions. If a code is required by the system and used in performing certain functions, changing the description seen by the user could have some implications.

Batch Maintenance

The batch module allows you to monitor and control 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.

Dynamic Hierarchies

The Dynamic Hierarchies feature allows you to enter your own labels and abbreviations for the organizational, merchandise, and supplier hierarchies. 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.

Tree Administration

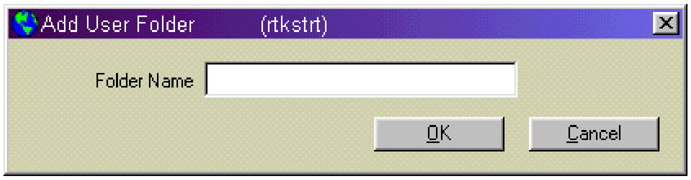
The main menu is very flexible. You can add and delete folders and elements on the tree structure. Some examples of elements are forms, internal items, Oracle reports, user applications, and web pages. You can secure any type of element so that only selected user roles have access to the element. Users inherit the permissions that are associated with their user role.

Users also can customize the main menu for their own use. As a user, you can add folders and elements in order to personalize your workspace.

Add a User Folder

➲ **Navigate:** On the Retek Enterprise Start window, navigate to the location on the main menu where you want to add the folder.

1. Click the Add User Folder icon. The Add User Folder window is displayed.

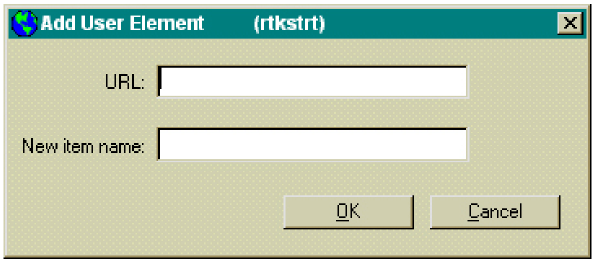

Add User Folder (rtkstrt)
Folder Name
OK
Cancel

2. In the Folder Name field, enter the name of the folder as you want it to appear on the main menu.
3. Click OK to exit.

Add a User Element

➲ **Navigate:** On the Retek Enterprise Start window, navigate to the location on the main menu where you want to add the element.

1. Click the Add User Element icon. The Add User Element window is displayed.

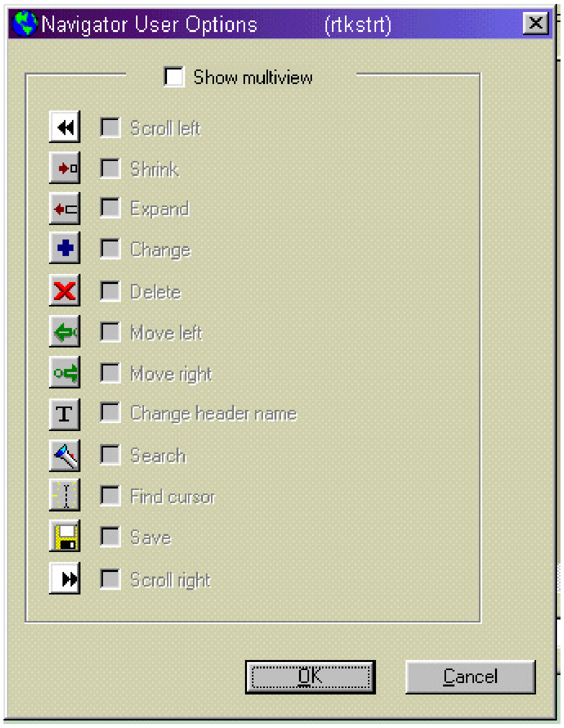

Add User Element (rtkstrt)
URL:
New item name:
OK
Cancel

2. If the element is a web page, enter the URL in the URL field.
3. In the New Item Name field, enter the name of the element as you want it to appear on the main menu.
4. Click OK to exit.

Add the Navigator Toolbar

➲ **Navigate:** Close all windows except the Retek Enterprise Start window.

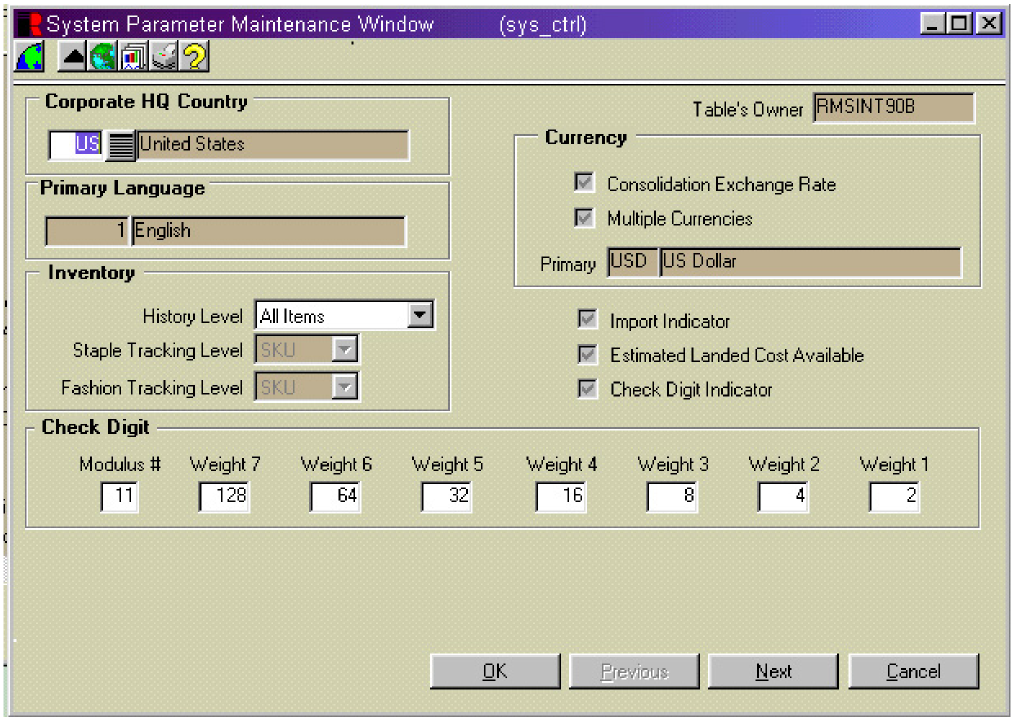
1. From the Options menu, select Start Options. The Navigator User Options window is displayed.


Navigator User Options (rtkstrt)
☐ Show multiview
☐ Scroll left
☐ Shrink
☐ Expand
☐ Change
☐ Delete
☐ Move left
☐ Move right
☐ Change header name
☐ Search
☐ Find cursor
☐ Save
☐ Scroll right
OK
Cancel

2. Select the Show Multiview checkbox. The icon checkboxes are enabled.
3. Select the checkbox next to each icon that you want to include on the toolbar.
4. Click OK to exit. The toolbar is displayed on all windows.

Edit System Variables

➲ **Navigate:** From the main menu, select Control → System → System Variables. The System Parameter Maintenance window is displayed.



Corporate HQ Country: US United States

Primary Language: 1 English

Inventory
History Level: All Items
Staple Tracking Level: SKU
Fashion Tracking Level: SKU

Table's Owner: RMSINT90B

Currency
☑ Consolidation Exchange Rate
☑ Multiple Currencies
Primary: USD US Dollar

☑ Import Indicator
☑ Estimated Landed Cost Available
☑ Check Digit Indicator

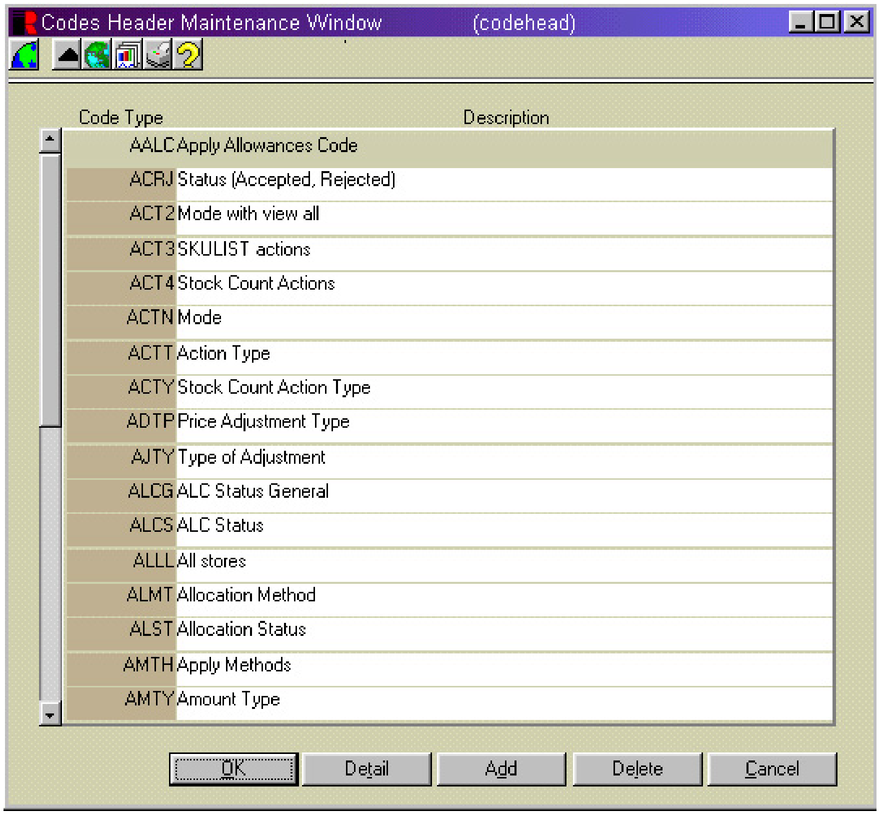
Check Digit

Modulus #	Weight 7	Weight 6	Weight 5	Weight 4	Weight 3	Weight 2	Weight 1
11	128	64	32	16	8	4	2

1. Edit options and enter values as needed.
2. There are several screens associated with this window.
   a. To view and edit the next screen, click the Next button.
   b. To view and edit the previous screen, click the Previous button.
3. Click OK to exit.

Add a System Code Type

➲ **Navigate:** From the main menu, select Control → System → Codes Maintenance → Edit. The Codes Header Maintenance window is displayed.

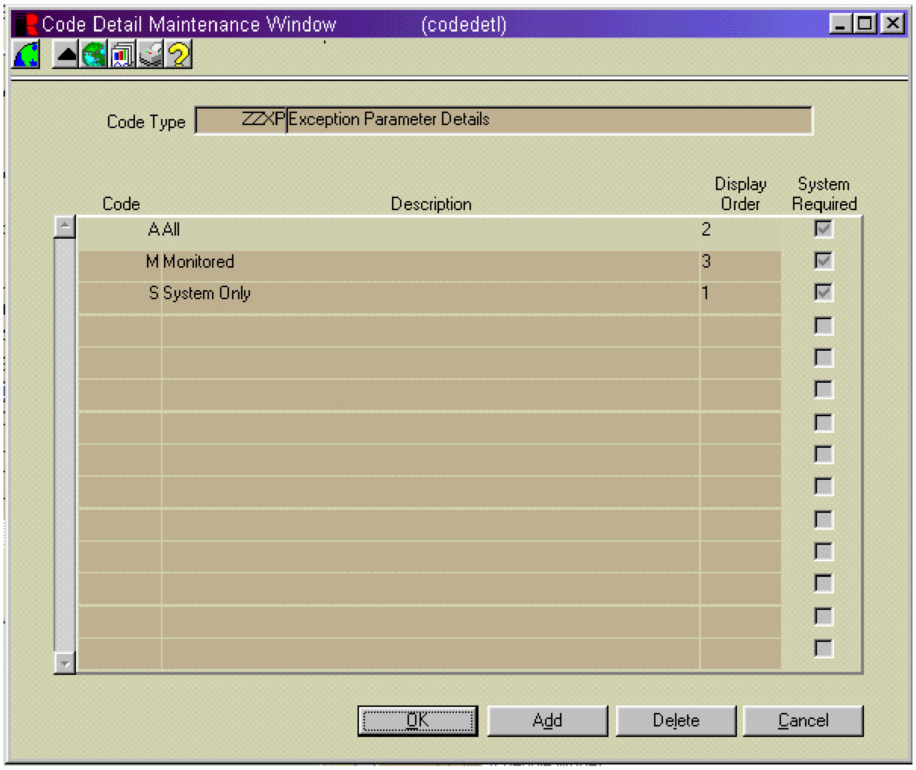


Code Type	Description
AALC	Apply Allowances Code
ACRJ	Status (Accepted, Rejected)
ACT2	Mode with view all
ACT3	SKULIST actions
ACT4	Stock Count Actions
ACTN	Mode
ACTT	Action Type
ACTY	Stock Count Action Type
ADTP	Price Adjustment Type
AJTY	Type of Adjustment
ALCG	ALC Status General
ALCS	ALC Status
ALLL	All stores
ALMT	Allocation Method
ALST	Allocation Status
AMTH	Apply Methods
AMTY	Amount Type

1. Click the Add button. The next available line is enabled.
2. In the Code Type field, enter an ID for the code type.
3. In the Description field, enter a description of the code type.

4. To add values to a code type:

    a. Select the code type and click the Detail button. The Code Detail Maintenance window is displayed.



Code Type ZZXP Exception Parameter Details

Code	Description	Display Order	System Required
A	All	2	☑
M	Monitored	3	☑
S	System Only	1	☑
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐
			☐

    b. Click the Add button. The next available line is enabled.

    c. In the Code field, enter an ID for the value.

    d. In the Description field, enter the value as you want it to appear in throughout the system.

    e. In the Display Order field, enter a number to indicate in which order you want the value to appear in drop-down lists throughout the system.

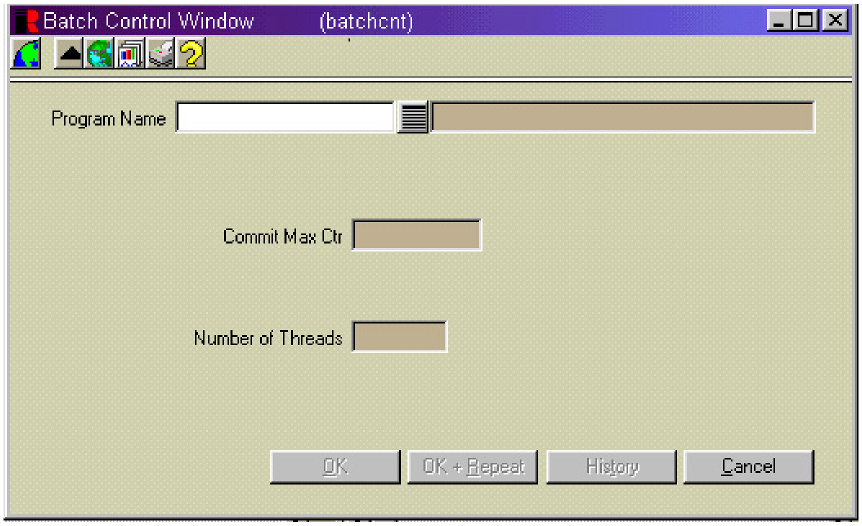
    f. Select the System Required checkbox as necessary.

    g. Click OK to exit the Code Detail Maintenance window.

5. Click OK to exit.

Edit a Batch Control

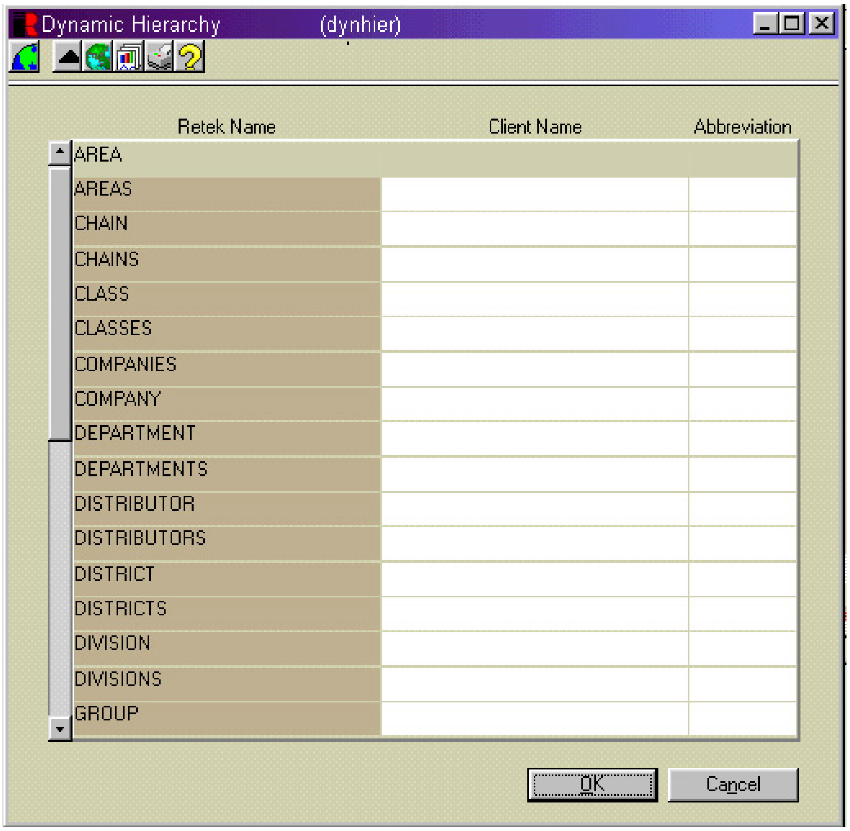
➲ **Navigate:** From the main menu, select Control → System → Batch Maintenance → Batch Control. The Batch Control window is displayed.


Batch Control Window (batchcnt)
Program Name
Commit Max Ctr
Number of Threads
OK
OK + Repeat
History
Cancel

1. In the Program Name field, enter the name of a batch program, or click the LOV button and select a batch program.
2. In the Commit Max Ctr field, enter the maximum value for the commit counter as necessary.
3. In the Number of Threads field, enter the number of threads.
4. To view details about previous executions of the batch program, click the History button. The Batch Control History window is displayed.
5. Click OK to exit the Batch Control History window.
6. Click the OK + Repeat button to edit another batch program or click OK to exit.

Edit the Dynamic Hierarchy

➲ **Navigate:** From the main menu, select Control → System → Dynamic Hierarchies → Edit. The Dynamic Hierarchy window is displayed.

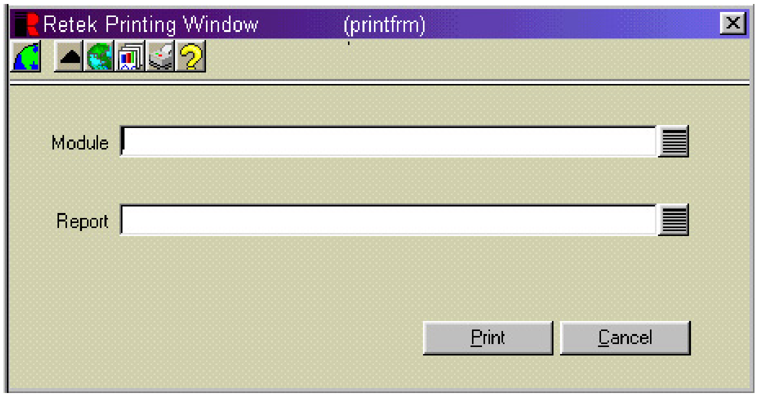


Retek Name	Client Name	Abbreviation
AREA		
AREAS		
CHAIN		
CHAINS		
CLASS		
CLASSES		
COMPANIES		
COMPANY		
DEPARTMENT		
DEPARTMENTS		
DISTRIBUTOR		
DISTRIBUTORS		
DISTRICT		
DISTRICTS		
DIVISION		
DIVISIONS		
GROUP		

1. In the Client Name and Abbreviation fields, enter custom names and abbreviations for each Retek Name as necessary.
2. Click OK to exit.

Generate a Report

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



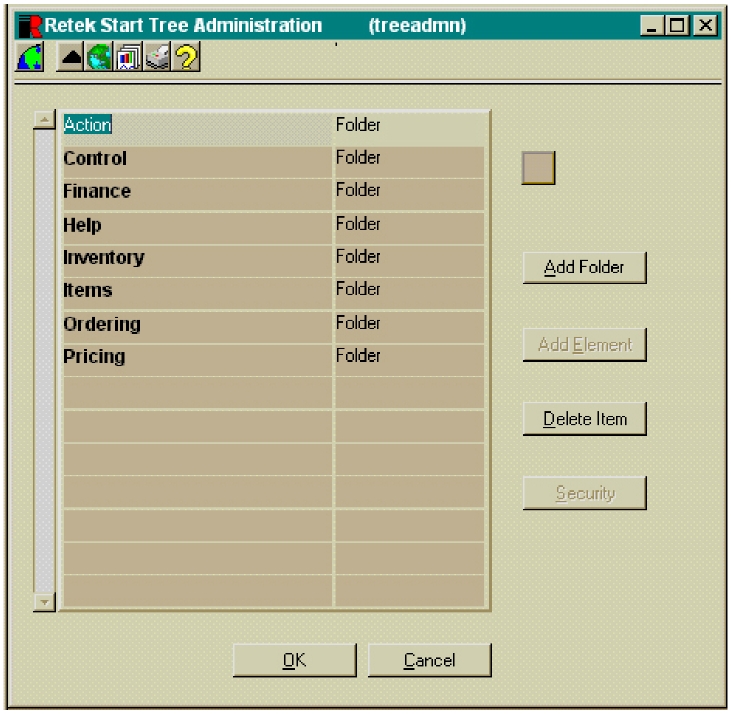
1. In the Module field, click the LOV button and select the module from which you want to generate a report.
2. In the Report field, click the LOV button and select the report.

   Note: If you selected a module, only reports associated with the module are listed in the List of Reports. Otherwise, all reports are listed when you click the Report LOV button.

3. Click the Print button. The Report Parameter web page is displayed.
4. In the Destination Type field, select where you want the finished report to be sent. Select Cache to view the report online.
5. If you are prompted for parameters to further define the report, enter the data in the appropriate fields.
6. Click the Submit Query button. The report is generated and sent to the destination that you selected.

Secure an Element on the Main Menu

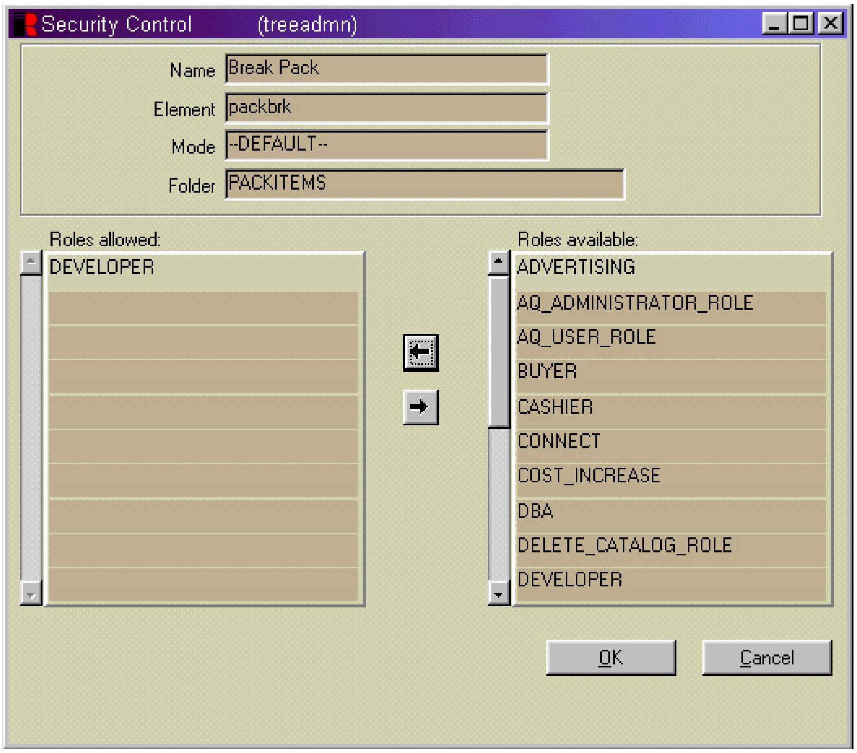
➲ **Navigate:** From the main menu, select Control → System → Tree Administration. The Retek Start Tree Administration window is displayed.



Retek Start Tree Administration (treeadmn)
Action | Folder
Control | Folder
Finance | Folder
Help | Folder
Inventory | Folder
Items | Folder
Ordering | Folder
Pricing | Folder
Add Folder
Add Element
Delete Item
Security
OK
Cancel

1. Navigate to the element that you want to secure.

2. Select the element and click the Security button. The Security Control window is displayed.



Name: Break Pack

Element: packbrk

Mode: --DEFAULT--

Folder: PACKITEMS

Roles allowed:

DEVELOPER

Roles available:

ADVERTISING

AQ_ADMINISTRATOR_ROLE

AQ_USER_ROLE

BUYER

CASHIER

CONNECT

COST_INCREASE

DBA

DELETE_CATALOG_ROLE

DEVELOPER

3. To allow access to the current element, select one or more user roles in the Roles Available table and click the move left button.

   To deny access to the current element, select one or more user roles in the Roles Allowed table and click the move right button.

4. Click OK to exit.

Audit Trail

The Audit Trail features provides a flexible method for monitoring changes made to tables and fields within the system. When setting up an audit trail, you specify which tables are to be tracked and the specific fields, if any, on the table that must be monitored. You can track the changes to a table or field value along with the system ID of the user who made the change.

Audit Tables and Triggers

As you identify the tables to be audited, both an audit table and an Oracle trigger are created for each table that is tracked. The trigger created exists on the audited table and writes a record to the audit table each time an update occurs to the monitored table. Customized reports can then be created to report the changes that have occurred on the audited tables.

The purge frequency of the audit tables is determined at the time the when you set up the audit.

Create an Audit Trail

- ➲ **Navigate:** From the main menu, select Control → System → Audit Trail → New. The Audit Trail Field Selection window is displayed.

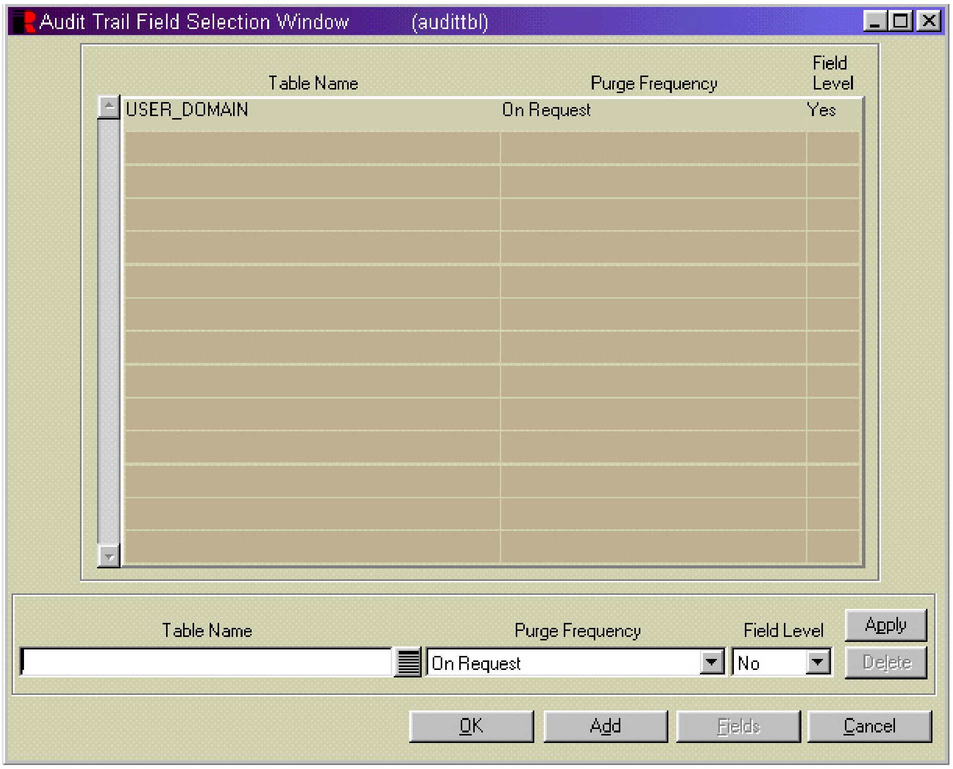
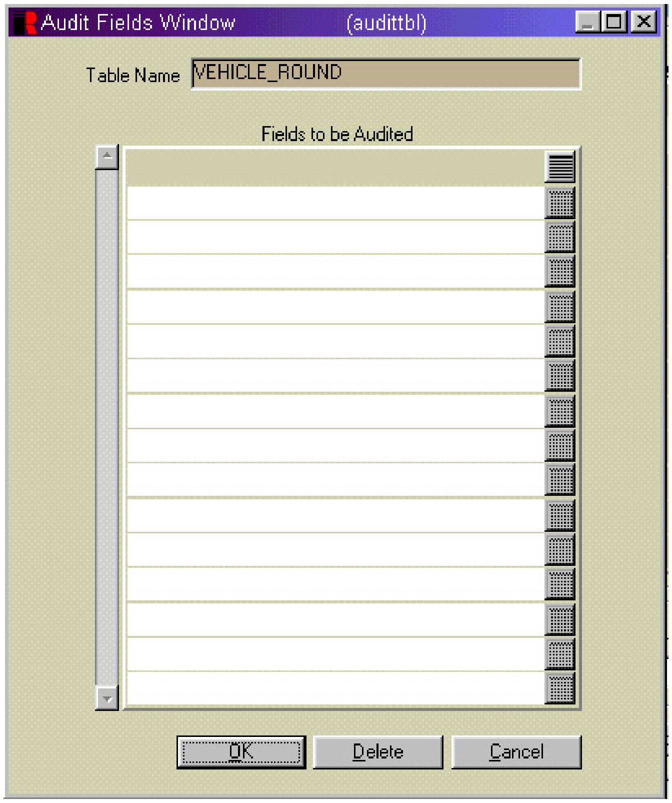

Audit Trail Field Selection Window (audittbl)
Apply
Delete
OK
Add
Fields
Cancel

Table Name	Purge Frequency	Field Level
USER_DOMAIN	On Request	Yes

Table Name:
Purge Frequency: On Request
Field Level: No

1. In the Table Name field, enter the name of the table to be audited, or click the LOV button and select the table.
2. In the Purge Frequency field, select the appropriate option.
3. To include one or more fields in the audit, select Yes in the Field Level field.
4. Click the Apply button. The table is added to the audit.

5. If you selected Yes in the Field Level field, select the table and click the Fields button. The Audit Fields window is displayed.



Audit Fields Window (audittbl)
Table Name
Fields to be Audited
OK
Delete
Cancel

Table Name VEHICLE_ROUND

6. In the Fields to be Audited field, enter the name of the field, or click the LOV button and select the field.

7. Click OK to exit.

Security

The Security feature provides a method for protecting product, location, and price zone records. You can give users either full or limited access. Users with limited access can be linked to one or more groups. The users within the groups share the same permissions to view, add, edit, and delete records in specified functional areas, merchandise levels, organizational levels, and price zones. The users must be valid system users.

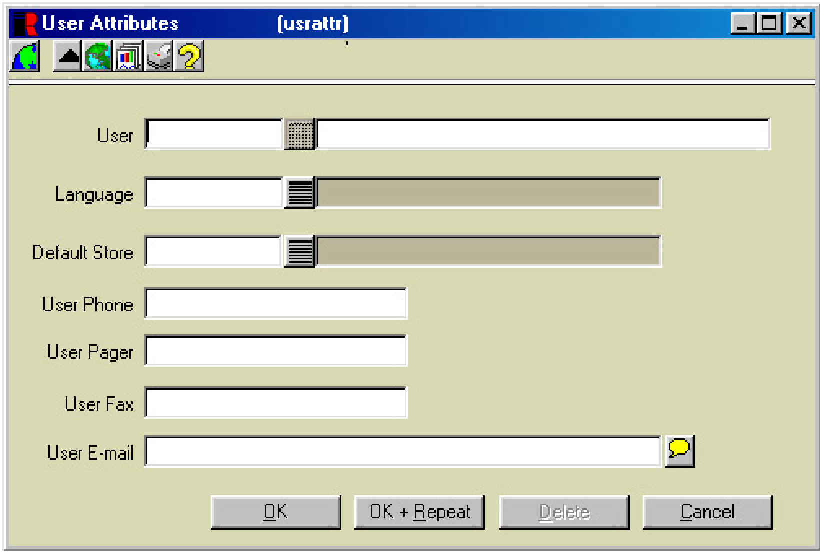
To secure records:

- Add the users.
- Add the security groups.
- Add users to the security groups
- Add product level security by group.
- Add location level security by group.
- Add price zone security by group.

The security restrictions that you set up at the group level are applied to all users that are linked to the group. Any changes that you make to the security settings become effective after a scheduled or ad hoc batch program rebuilds the security records.

Add a User

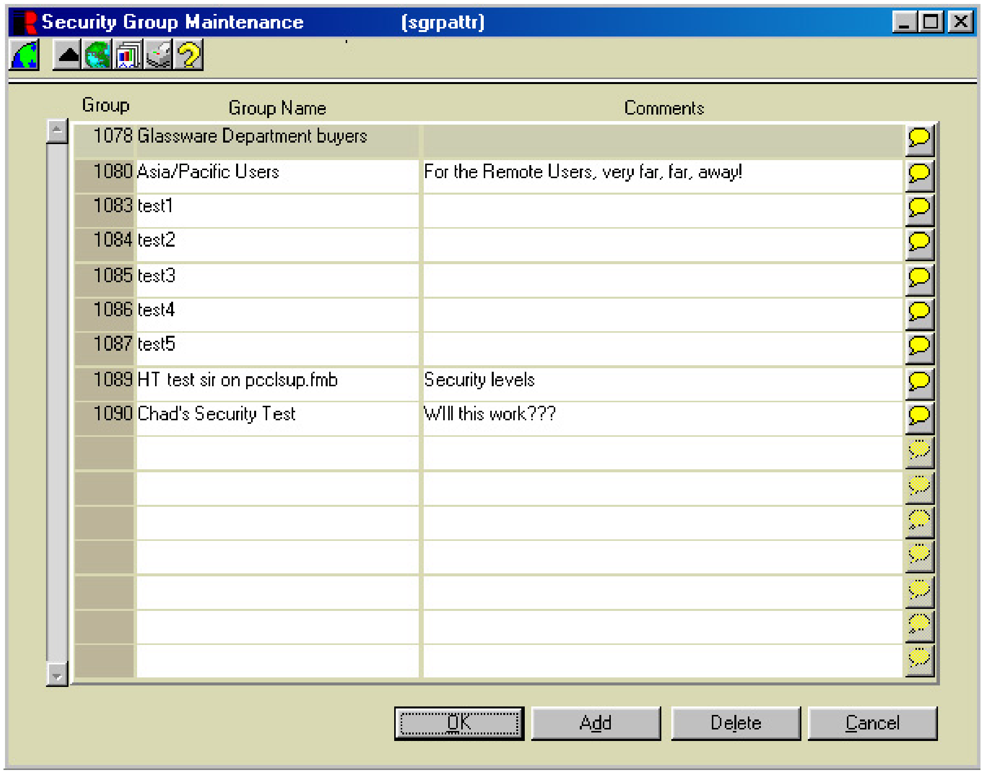
➲ **Navigate:** From the main menu, select Control → Setup → User Attributes → New. The User Attributes window is displayed.


User Attributes (usrattr)
User
Language
Default Store
User Phone
User Pager
User Fax
User E-mail
OK
OK + Repeat
Delete
Cancel

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 exit.
5. Click the OK + Repeat button to add another user, or click OK to exit.

Add a Security Group

➲ **Navigate:** From the main menu, select Control → System → Location/Product Security → Group → Edit. The Security Group Maintenance window is displayed.

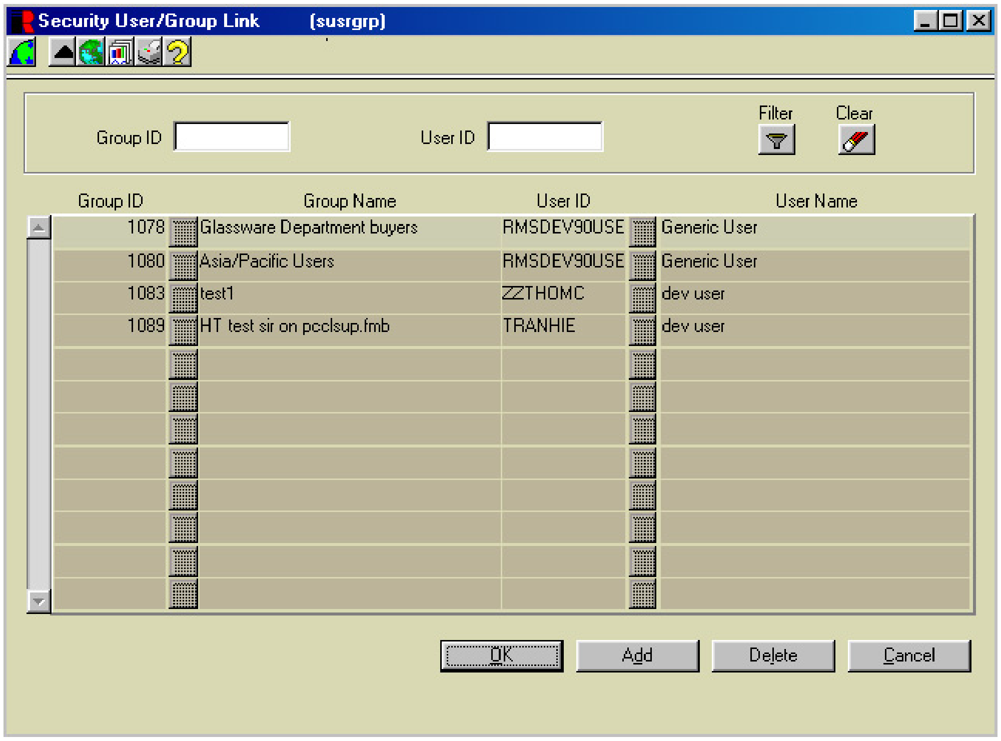


Group	Group Name	Comments
1078	Glassware Department buyers	
1080	Asia/Pacific Users	For the Remote Users, very far, far, away!
1083	test1	
1084	test2	
1085	test3	
1086	test4	
1087	test5	
1089	HT test sir on pcclsup.fmb	Security levels
1090	Chad's Security Test	WIll this work???

1. Click the Add button. The Group ID is filled in automatically.
2. In the Group Name field, enter a description of the security group.
3. In the Comments field, enter a comment, or click the comments button and enter the comment.
4. Click OK to exit.

Add a User to a Security Group

➲ **Navigate:** From the main menu, select Control → System → Location/Product Security → User/Group Link → Edit. The Security User/Group Link window is displayed.



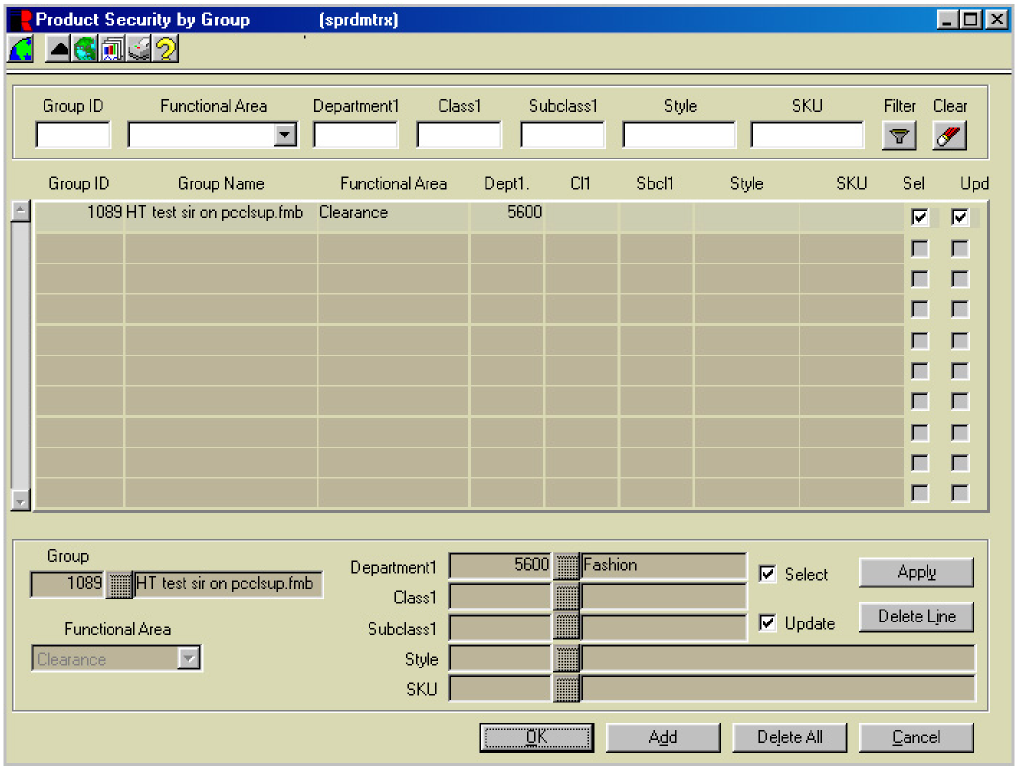
Group ID	Group Name	User ID	User Name
1078	Glassware Department buyers	RMSDEV90USE	Generic User
1080	Asia/Pacific Users	RMSDEV90USE	Generic User
1083	test1	ZZTHOMC	dev user
1089	HT test sir on pcclsup.fmb	TRANHIE	dev user

Note: You can also access the Security User/Group Link window when you add or edit a user or a group. From the Security menu, select User/Group Link.

1. Click the Add button.
2. On the next available line, enter the ID of the security group in the Group ID field, or click the LOV button and select the group.
3. In the User ID field, enter the ID of the user, or click the LOV button and select the user.
4. Click OK to exit.

Add Product Security by Group

➲ **Navigate:** From the main menu, select Control → System → Location/Product Security → Product Security Matrix → Edit. The Product Security by Group window is displayed.


Product Security by Group (sprdmtrx)
Group ID
Functional Area
Department1
Class1
Subclass1
Style
SKU
Filter
Clear
Apply
Delete Line
OK
Add
Delete All
Cancel

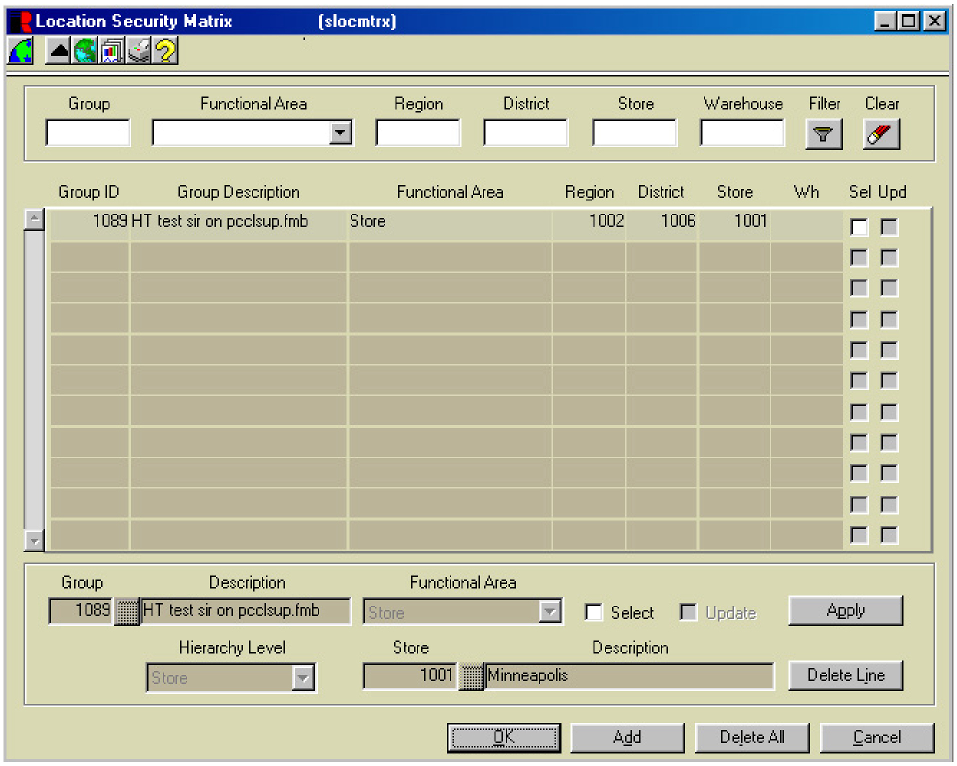
Group ID	Group Name	Functional Area	Dept1.	Cl1	Sbcl1	Style	SKU	Sel	Upd
1089	HT test sir on pcclsup.fmb	Clearance	5600					☑	☑

Group: 1089 HT test sir on pcclsup.fmb
Functional Area: Clearance
Department1: 5600 Fashion
Class1:
Subclass1:
Style:
SKU:
☑ Select
☑ Update

1. Click the Add button. 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, Subclass, Style, or SKU as necessary.
6. Select the Select checkbox in order to allow the group of users to view the selected entities.
7. Select the Update checkbox in order to allow the group of users to add, edit, and delete the selected entities.
8. Click the Apply button. The selected group and entities are added to the table.
9. Click OK to exit.

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.


Location Security Matrix (slocmtrx)
Group
Functional Area
Region
District
Store
Warehouse
Filter
Clear
Apply
Delete Line
OK
Add
Delete All
Cancel

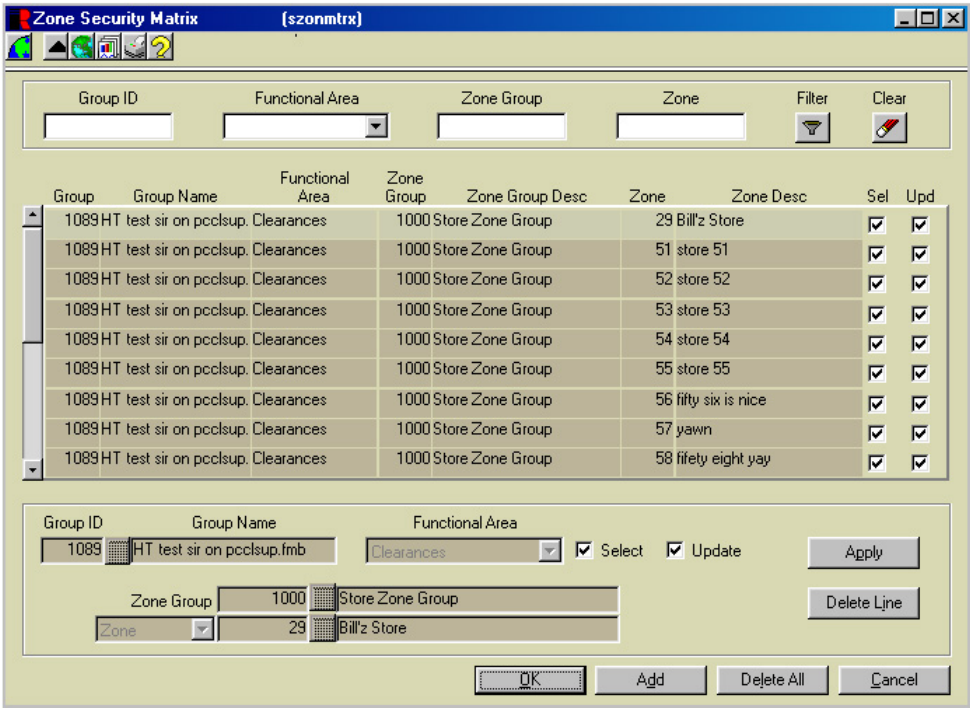
Group ID	Group Description	Functional Area	Region	District	Store	Wh	Sel	Upd
1089	HT test sir on pcclsup.fmb	Store	1002	1006	1001		☐	☐

Group: 1089
Description: HT test sir on pcclsup.fmb
Functional Area: Store
☐ Select
☐ Update
Hierarchy Level: Store
Store: 1001
Description: Minneapolis

1. Click the Add button. 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 checkbox in order to allow the group of users to view the selected entities.
5. Select the Update checkbox 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 the Apply button. The selected group and entities are added to the table.
9. Click OK to exit.

Add Price Zone Security by Group

➲ **Navigate:** From the main menu, select Control → System → Location/Product Security → Zone Security Matrix → Edit. The Zone Security Matrix window is displayed.



Group	Group Name	Functional Area	Zone Group	Zone Group Desc	Zone	Zone Desc	Sel	Upd
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	29	Bill'z Store	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	51	store 51	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	52	store 52	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	53	store 53	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	54	store 54	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	55	store 55	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	56	fifty six is nice	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	57	yawn	☑	☑
1089	HT test sir on pcclsup.	Clearances	1000	Store Zone Group	58	fifety eight yay	☑	☑

Group ID: 1089
Group Name: HT test sir on pcclsup.fmb
Functional Area: Clearances
☑ Select
☑ Update
Zone Group: 1000 Store Zone Group
Zone: 29 Bill'z Store

1. Click the Add button. 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 checkbox in order to allow the group of users to view the selected entities.
5. Select the Update checkbox 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 the Apply button. The selected group and entities are added to the table.
10. Click OK to exit.

Internationalization

The Internationalization module provides support in the areas of language, country, currency, and unit of measure.

Language

English is the default primary language. The data entered by users, however, can be entered in any language that the organization selects. If a value has been translated to a language that matches the preferred language of the user, it is displayed in the user’s preferred language. If it has not been translated, the user sees the information in the primary language.

Country

You can maintain a list of country codes and description. The country codes are used throughout the system.

Currency

Monetary amounts can be displayed in multiple currencies throughout the system. For each currency, you must define the number of decimal places to display and the format for both cost and retail amounts.

Each currency code has two active rates that are used to convert currencies:

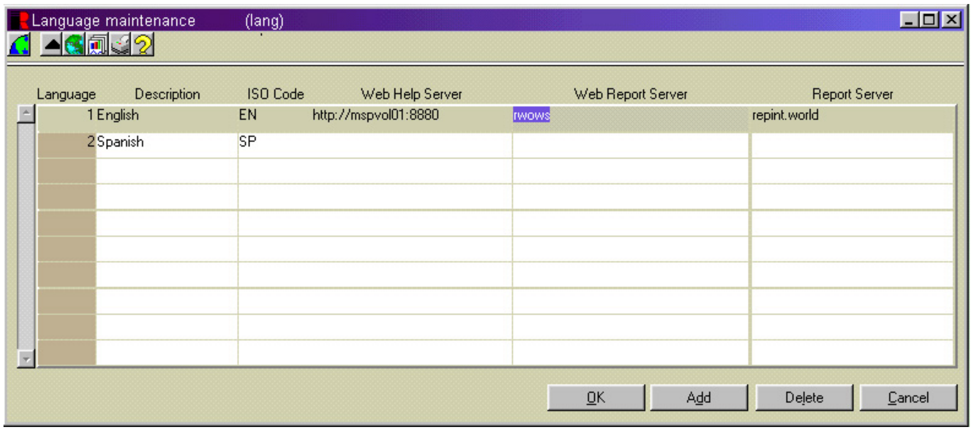
- Operational rate: Used to convert currency values online.
- Consolidation rate: Used to report if the system-level consolidation rate is set to Yes.

Unit of Measure

You can review the abbreviations and descriptions of the units of measure that are used throughout the system.

Add a Language

➲ **Navigate:** From the main menu, select Control → Setup → Language Maintenance → Edit. The Language Maintenance window is displayed.

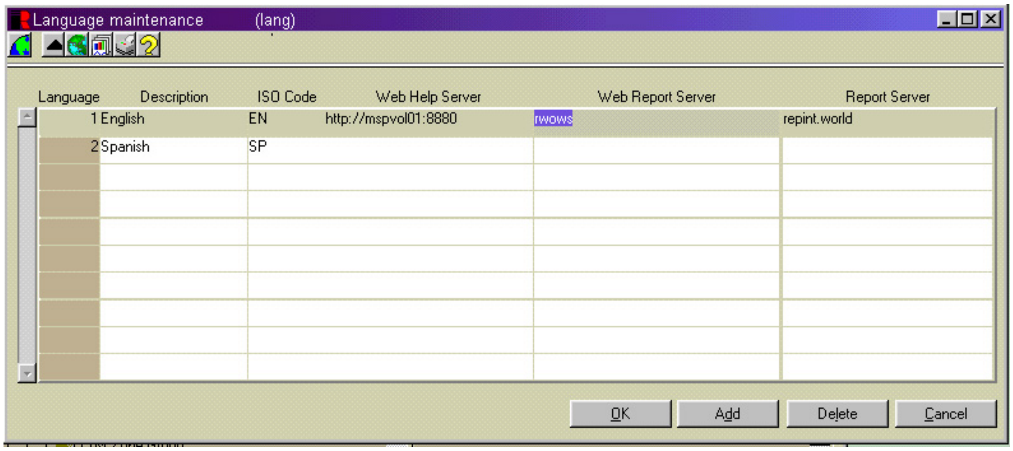


Language	Description	ISO Code	Web Help Server	Web Report Server	Report Server
1	English	EN	http://mspvol01:8880	rwows	repint.world
2	Spanish	SP			

1. Click the Add button. The next available blank line becomes enabled.
2. In the Language field, enter an ID for the language.
3. In the Description field, enter a description of the language.
4. Enter any additional information in the enabled fields as necessary.
5. Click OK to exit.

Translate Values into a Target Language

➲ **Navigate:** From the main menu, select Control → System → Language Translation. The Language Translation window is displayed.



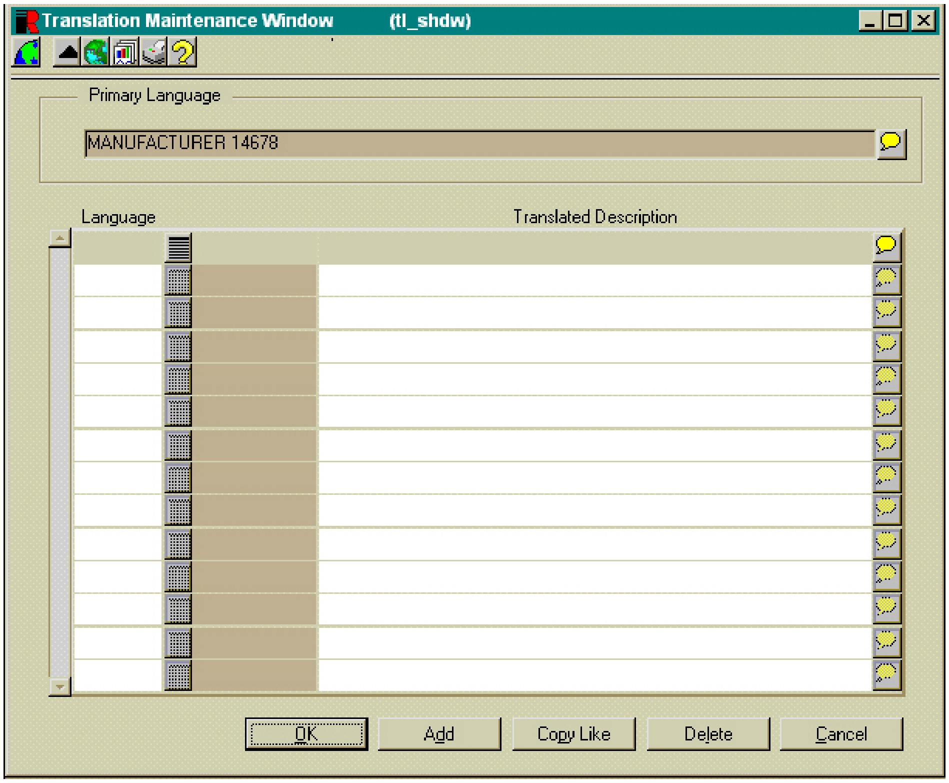
Language	Description	ISO Code	Web Help Server	Web Report Server	Report Server
1	English	EN	http://mspvol01:8880	rwows	repint.world
2	Spanish	SP			

1. In the Action field, select New.
2. In the Language to Translate Into field, enter the ID of the target language, or click the LOV button and select the language.
3. In the Description Type to Translate field, enter the ID of the type of description to be translated, or click the LOV button and select the type of description.
4. To restrict the search, enter the range of elements that you want to include in the translation in the From and To fields. These entries are in the primary language.
5. Click the Search button. The elements that match the search criteria are displayed.
6. In target language field, enter the translation for each element.
7. Click OK to exit.

Translate a Value into Multiple Languages

➲ **Navigate:** Place the cursor in the Description field of a window.

1. Click the Translator toolbar button. The Translation Maintenance window is displayed. The value in the Description field is also displayed in the Primary Language field.

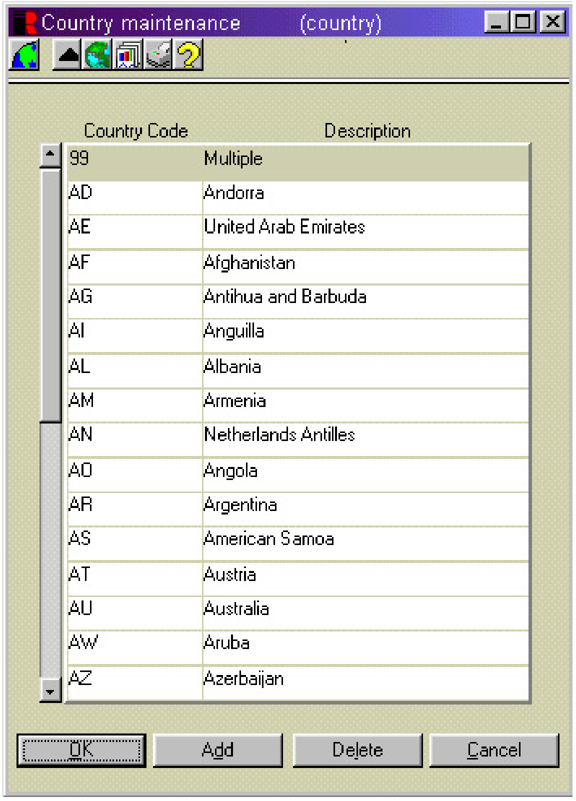

Translation Maintenance Window (tl_shdw)
Language
Translated Description
OK
Add
Copy Like
Delete
Cancel

Primary Language: MANUFACTURER 14678

2. Click the Add button.
3. In the Language field, enter the ID of the target language, or click the LOV button and select a language.
4. In the Translated Description field, enter the description in the target language. For extended translations, click the comment button and enter the translation.
5. Repeat steps 3 through 5 for each additional translation.
6. Click OK to exit.

Add a Country

➲ **Navigate:** From the main menu, select Control → Setup → Country → Edit. The Country Maintenance window is displayed.

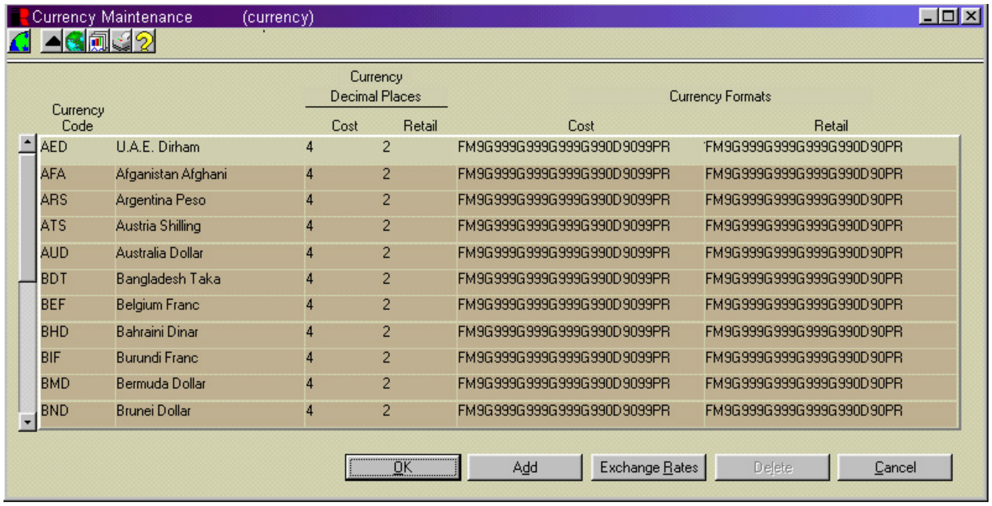


Country Code	Description
99	Multiple
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Antihua and Barbuda
AI	Anguilla
AL	Albania
AM	Armenia
AN	Netherlands Antilles
AO	Angola
AR	Argentina
AS	American Samoa
AT	Austria
AU	Australia
AW	Aruba
AZ	Azerbaijan

1. Click the Add button. The next available line is enabled.
2. In the Country Code field, enter the standard code for the country.
3. In the Description field, enter the description of the country.
4. Click OK to exit.

Add a Currency

➲ **Navigate:** From the main menu, select Control → Setup → Currency → Edit. The Currency Maintenance window is displayed.



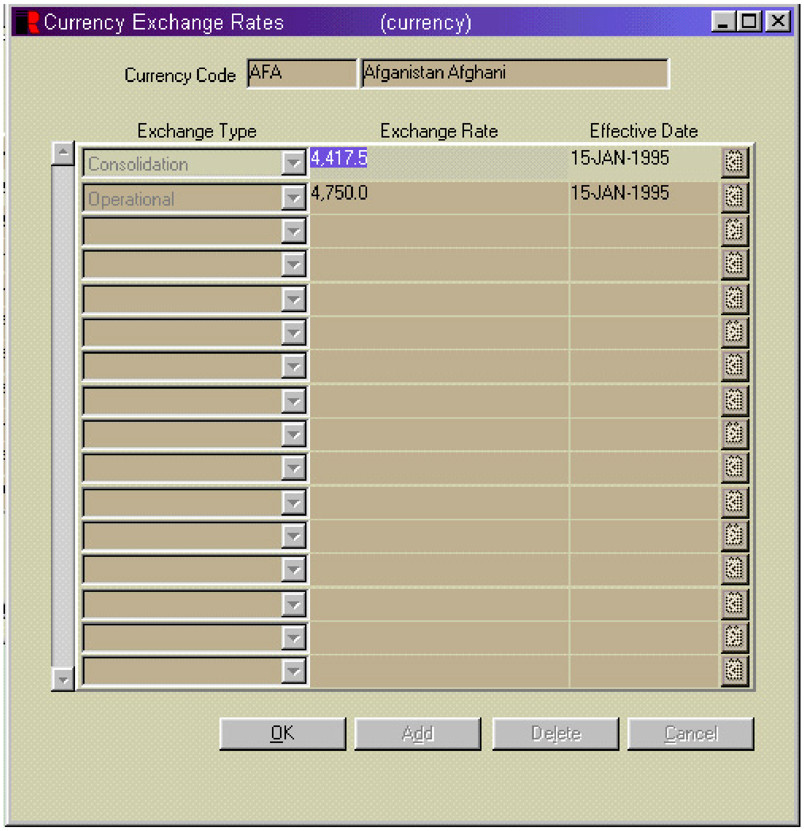
Currency Code		Currency Decimal Places		Currency Formats	
		Cost	Retail	Cost	Retail
AED	U.A.E. Dirham	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
AFA	Afganistan Afghani	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
ARS	Argentina Peso	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
ATS	Austria Shilling	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
AUD	Australia Dollar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BDT	Bangladesh Taka	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BEF	Belgium Franc	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BHD	Bahraini Dinar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BIF	Burundi Franc	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BMD	Bermuda Dollar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR
BND	Brunei Dollar	4	2	FM9G999G999G999G990D9099PR	FM9G999G999G999G990D90PR

1. Click the Add button. The next available line is enabled.
2. In the Currency Code field, enter the code for the currency.
3. In the next field, enter the description of the currency.
4. In the Currency Decimal Places fields, enter the number of decimal places for the cost and retail amounts.
5. In the Currency Formats fields, enter the formats for the cost and retail currency amounts.
6. Click OK to exit.

Add a Currency Exchange Rate

➲ **Navigate:** From the main menu, select Control → Setup → Currency → Edit. The Currency Maintenance window is displayed.

1. Select a currency and click the Exchange Rates button. The Currency Exchange Rates window is displayed.



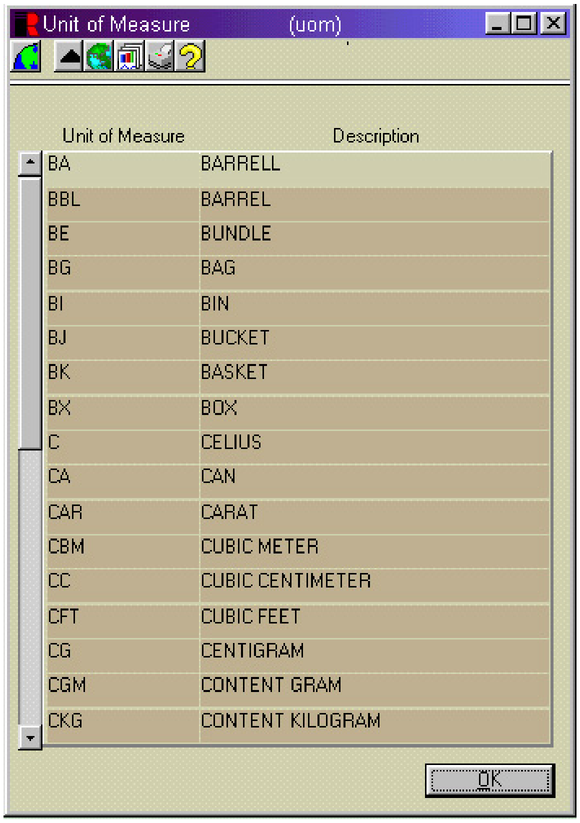
Currency Code AFA Afganistan Afghani

Exchange Type	Exchange Rate	Effective Date
Consolidation	4,417.5	15-JAN-1995
Operational	4,750.0	15-JAN-1995

2. Click the Add button. The next available line is enabled.
3. In the Exchange Type field, select the type of currency exchange.
4. In the Exchange Rate field, enter the rate of exchange to use for currency conversions.
5. In the Effective Date field, enter the date on which the exchange rate becomes effective.
6. Click OK to exit.

View Units of Measure

➲ **Navigate:** From the main menu, select Control → Setup → Unit of Measure. The Unit of Measure window is displayed.



Unit of Measure	Description
BA	BARRELL
BBL	BARREL
BE	BUNDLE
BG	BAG
BI	BIN
BJ	BUCKET
BK	BASKET
BX	BOX
C	CELIUS
CA	CAN
CAR	CARAT
CBM	CUBIC METER
CC	CUBIC CENTIMETER
CFT	CUBIC FEET
CG	CENTIGRAM
CGM	CONTENT GRAM
CKG	CONTENT KILOGRAM

- Click OK to exit.

Electronic Data Interchange

Electronic data interchange (EDI) transmissions from suppliers can be acted upon within RMS. You can review and accept both cost changes and changes to the item catalog.

Cost Changes

You can view supplier cost changes by selecting the EDI Cost Changes option under Items on the RMS main menu. After entering the supplier number and the date on which the supplier created the cost changes, all cost changes transmitted by the supplier are displayed. Cost changes can be accepted or rejected.

- If you accept a cost change, a cost change event is created based on the new cost and active date.
- If you reject a cost change, the cost change remains in the system for a predetermined number of days before being removed.

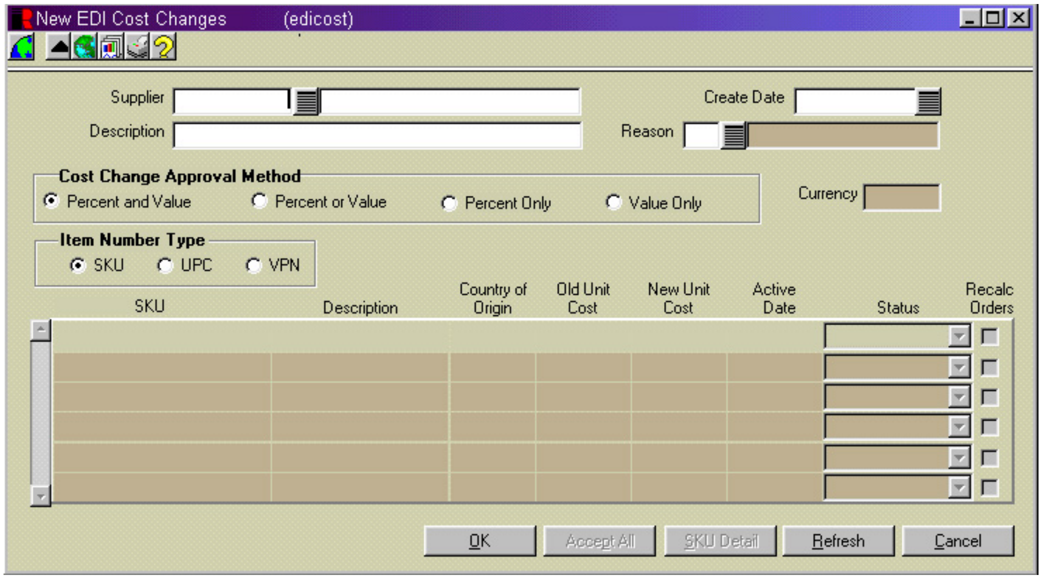
Item Changes

You can view additions and edits to the item catalog by selecting the EDI New Items option under Items on the RMS main menu. After entering a supplier number, along with other optional search criteria, and clicking the Search button, the new and edited items are displayed on the window. New items and edits to existing items can be accepted or rejected.

- If you accept a new item, records are created for the item in RMS.
- If you accept an altered item, the item details are updated.
- If you reject a new or edited item, the item information remains in the system for a predetermined number of days before being removed.

Accept Cost Changes Received from a Supplier Via EDI

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


New EDI Cost Changes (edicost)
Supplier
Create Date
Description
Reason
Currency
SKU
Description
Country of Origin
Old Unit Cost
New Unit Cost
Active Date
Status
Recalc Orders
OK
Accept All
SKU Detail
Refresh
Cancel

Cost Change Approval Method
● Percent and Value ○ Percent or Value ○ Percent Only ○ Value Only

Item Number Type
● SKU ○ UPC ○ VPN

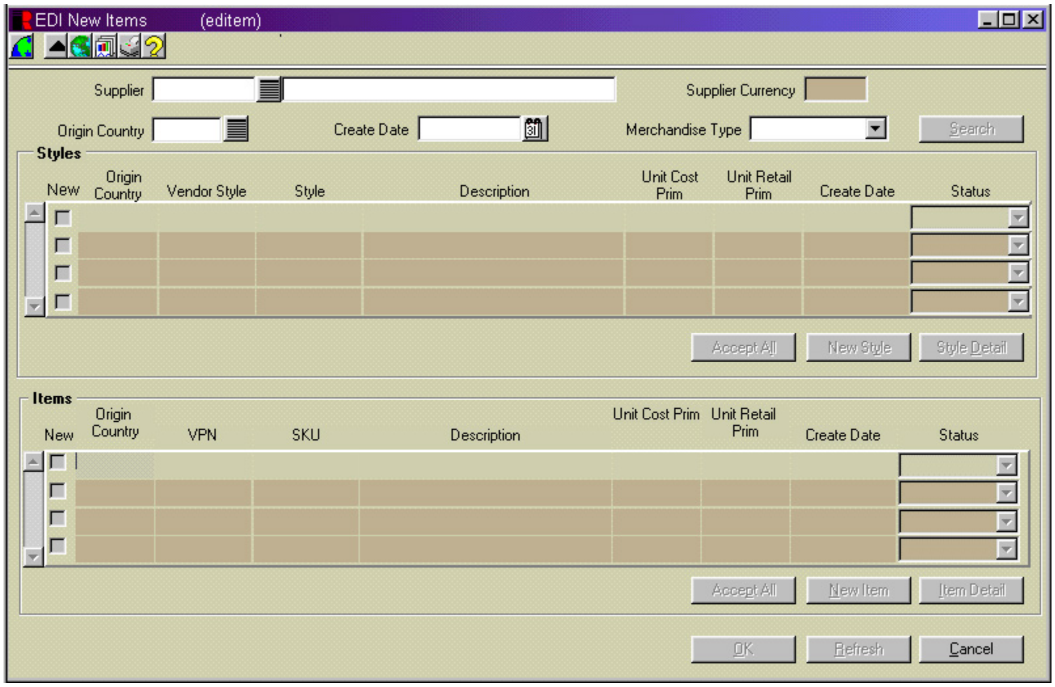
1. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
2. In the Create Date field, enter the date on which the cost changes were received, or click the calendar button and select the date. The affected items are displayed.
3. In the Description field, enter a description of the cost change.
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 the Accept All button.

7. Select the Recalc Orders checkbox next to each cost change as necessary.
8. Click OK to exit.

Accept Item Information Received from a Supplier Via EDI

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


EDI New Items (editem)
Supplier
Supplier Currency
Origin Country
Create Date
Merchandise Type
Search
Styles
New
Origin Country
Vendor Style
Style
Description
Unit Cost Prim
Unit Retail Prim
Create Date
Status
Accept All
New Style
Style Detail
Items
New
Origin Country
VPN
SKU
Description
Unit Cost Prim
Unit Retail Prim
Create Date
Status
Accept All
New Item
Item Detail
OK
Refresh
Cancel

1. Enter search criteria in the Supplier, Origin Country, Create Date and Merchandise Type fields.
2. Click the Search button. The affected items are displayed.
3. To process new items:
    a. Select the item and click the New Style or New Item button. The New Style or New Item window is displayed.
    b. Enter the information in the enabled fields.
    c. Click OK to exit the New Style or New Item window.
4. In the Status fields, select either Accepted or Rejected.
5. Click OK to exit.

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:

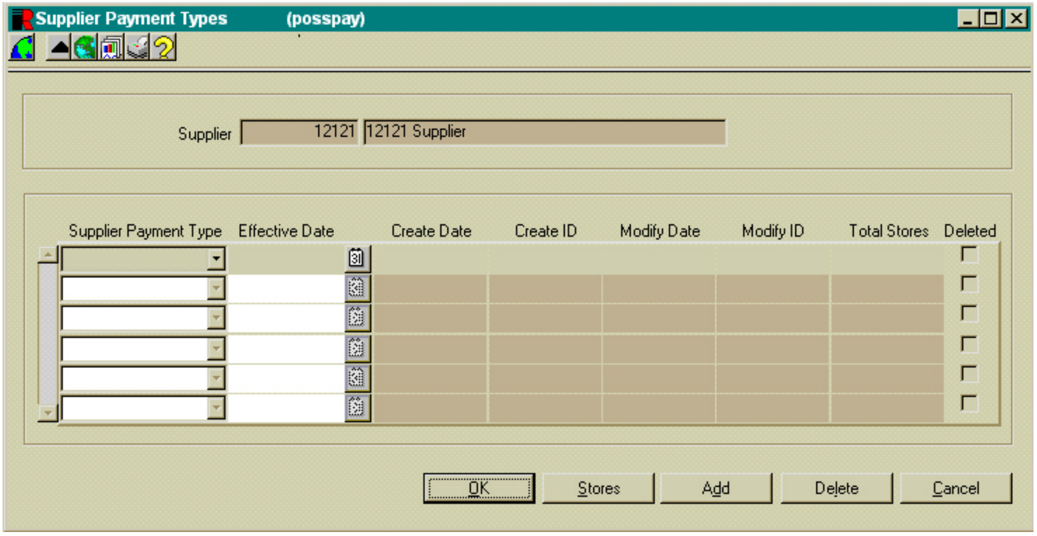
- Touch button: You can use this configuration to determine the appearance of touch buttons on the point of sale register. You can associate items with each button.
- Coupon: You can create a configuration for each expense coupon that can be used at stores. You can also indicate the items for which the 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.

You can associate stores with all of the configurations. The configurations then are downloaded to the POS registers of the associated stores in a nightly batch process. How the coupon configuration is interpreted depends on the type of POS system your organization uses and how your organization chooses to set up the configurations.

Add a Payment Type Configuration for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

1. From the Options menu, select Supplier Payment Types. The Supplier Payment Types window is displayed.



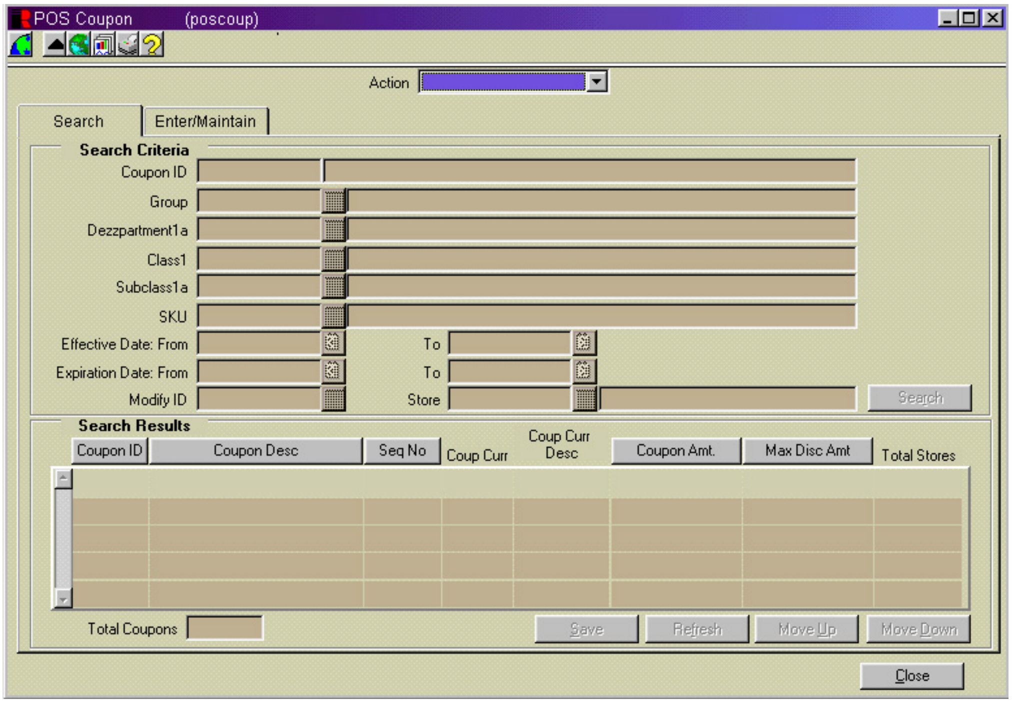
Supplier Payment Types (posspay)
Supplier Payment Type
Effective Date
Create Date
Create ID
Modify Date
Modify ID
Total Stores
Deleted
OK
Stores
Add
Delete
Cancel

Supplier 12121 12121 Supplier

2. Click the Add button.
3. In the Supplier Payment Type field, select the type of payment.
4. In the Effective Date field, enter the date on which the payment type is valid, or click the calendar button and select the date.
5. To associate stores with the payment type configuration:
    a. Select the payment type configuration.
    b. Click the Stores button. The Store window is displayed.
    c. In the Location Type field, select Store or the type of store group.
    d. Enter the ID of the store or the store group that you want to associate with the POS configuration, or click the LOV button and select the store or store group.
    e. Click the Apply button.
    f. Click OK to exit.
6. Click OK to exit.

Search for a Coupon Configuration

➲ **Navigate:** From the main menu, select Control → POS Configuration → Coupon. The Coupon window is displayed.

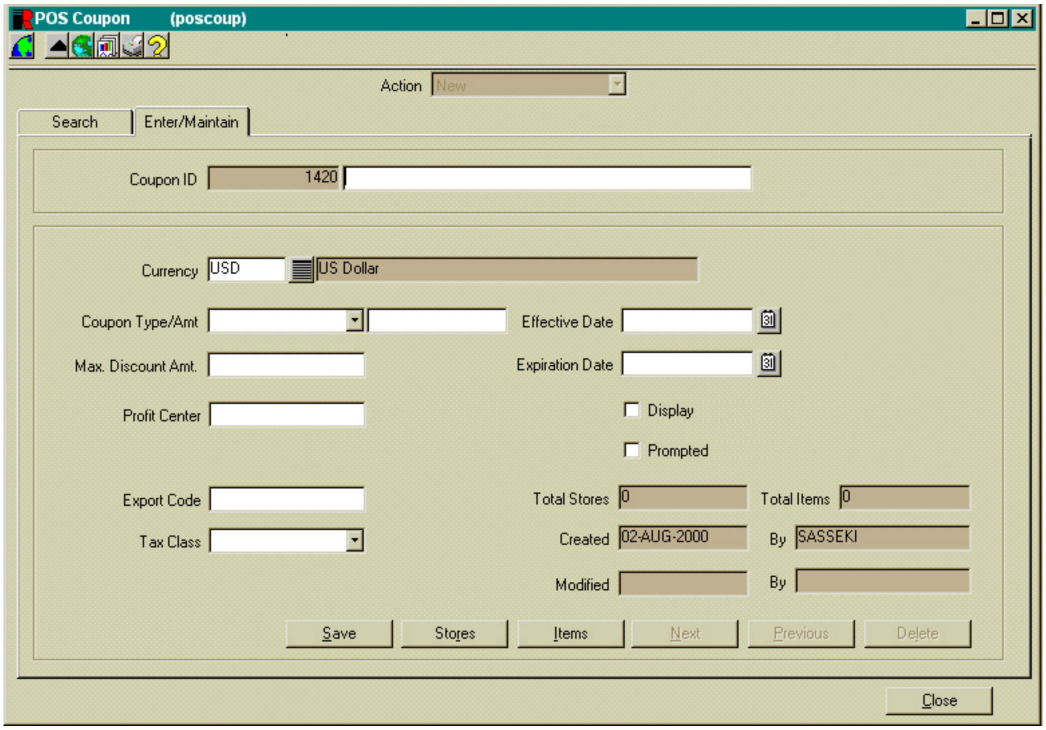

POS Coupon (poscoup)
Action
Search
Enter/Maintain
Search Criteria
Coupon ID
Group
Dezzpartment1a
Class1
Subclass1a
SKU
Effective Date: From
To
Expiration Date: From
To
Modify ID
Store
Search
Search Results
Coupon ID
Coupon Desc
Seq No
Coup Curr
Coup Curr Desc
Coupon Amt.
Max Disc Amt
Total Stores
Total Coupons
Save
Refresh
Move Up
Move Down
Close

1. In the Action field, select Edit, Create From Existing, or View.
2. Enter criteria as desired to make the search more restrictive.
3. Click the Search button. The configurations that match the search criteria are displayed on the table.
4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the coupon information, select the coupon, and then click on the Enter/Maintain tab.
5. Click Close to exit.

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.


POS Coupon (poscoup)
Search
Enter/Maintain
Coupon Type/Amt
Effective Date
Max. Discount Amt.
Expiration Date
Profit Center
☐ Display
☐ Prompted
Export Code
Tax Class
Modified
By
Save
Stores
Items
Next
Previous
Delete
Close

Action: New

Coupon ID: 1420

Currency: USD US Dollar

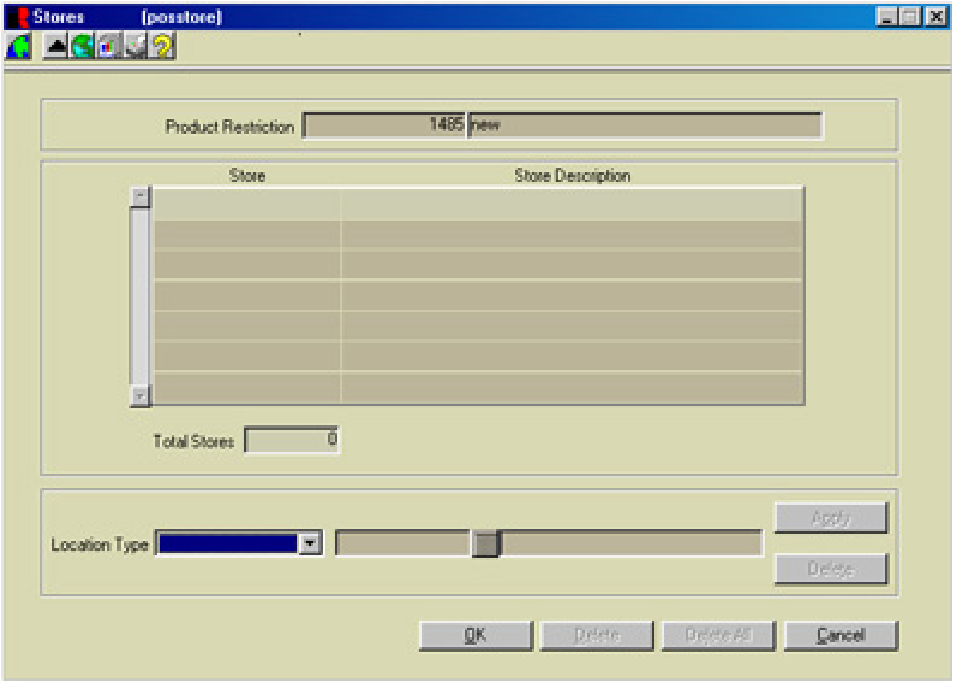
Total Stores: 0

Total Items: 0

Created: 02-AUG-2000 By: SASSEKI

2. In the Coupon ID field, enter a description for the coupon.
3. In the Currency Code field, enter the code for the currency, or click the LOV button and select a currency.
4. In the Coupon Type/Amt field, select the type of coupon. Then enter the value of the coupon.
5. In the Tax Class field, select the tax code for the coupon.
6. In the Effective Date field, enter the date on which the coupon configuration is active, or click the calendar button and select a date.
7. In the Expiration Date field, enter the date on which the coupon configuration expires, or click the calendar button and select a date.

8. Enter optional information as necessary.
9. To associate stores with the configuration:
    a. Click the Stores button. The Stores window is displayed.



Stores
[posstore]
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

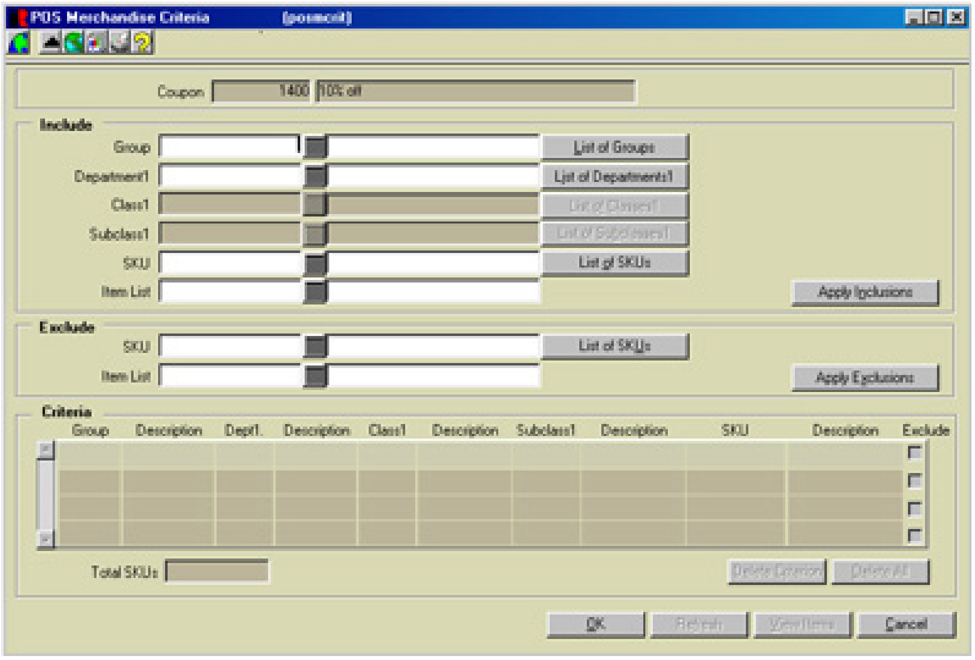
Product Restriction 1485 new

Total Stores 0

    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 the Apply button.
    d. Click OK to exit.

10. To associate items with the coupon configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.


POS Merchandise Criteria (posmcrit)
Include
Group
Department1
Class1
Subclass1
SKU
Item List
List of Groups
List of Departments1
List of Classes1
List of Subclasses1
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Dept1.
Description
Class1
Description
Subclass1
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

Coupon 1400 10% off

    b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

    c. Click the Apply Inclusions button.

11. To exclude items from the coupon configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.

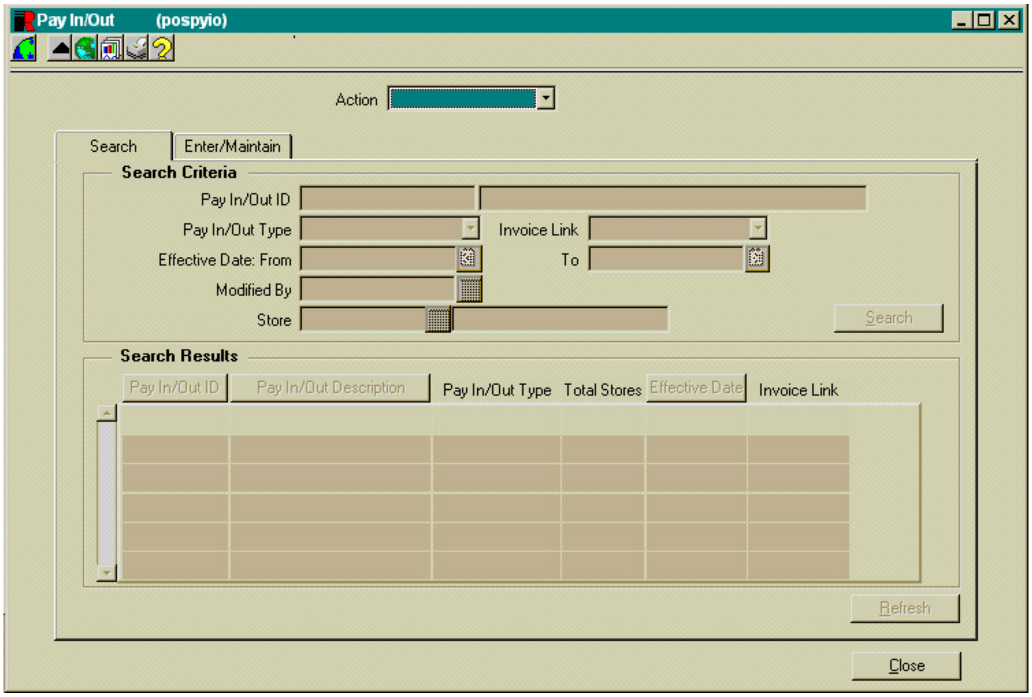
    b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

    c. Click the Apply Exclusions button.

12. Click Save to exit.

Search for a Pay In/Pay Out Configuration

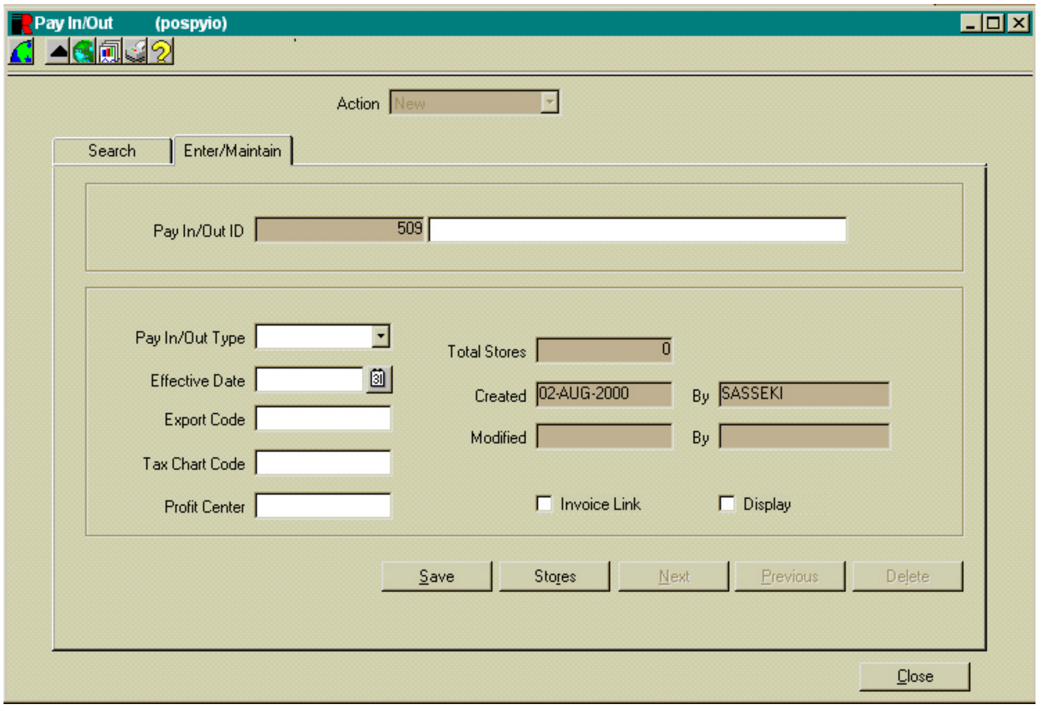
➲ **Navigate:** From the main menu, select Control → POS Configuration → Pay In/Pay Out. The Pay In/Out window is displayed.


Pay In/Out (pospyio)
Action
Search
Enter/Maintain
Search Criteria
Pay In/Out ID
Pay In/Out Type
Invoice Link
Effective Date: From
To
Modified By
Store
Search
Search Results
Pay In/Out ID
Pay In/Out Description
Pay In/Out Type
Total Stores
Effective Date
Invoice Link
Refresh
Close

1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The configurations that match the criteria are displayed in the search results table.
4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click Close to exit.

Create a Pay in/Pay out Configuration

➲ **Navigate:** From the main menu, select Control → POS Configuration → Pay In/Pay Out. The Pay In/Out window is displayed.


Pay In/Out (pospyio)
Search
Enter/Maintain
Pay In/Out Type
Effective Date
Export Code
Tax Chart Code
Profit Center
Modified
By
Save
Stores
Next
Previous
Delete
Close

Action: New

Pay In/Out ID: 509

Total Stores: 0

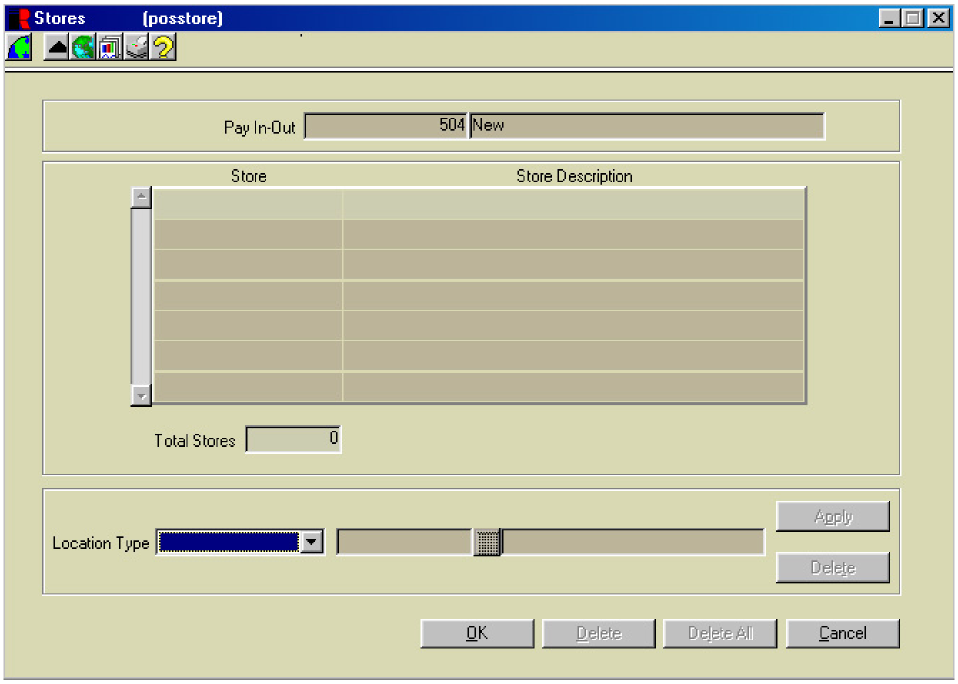
Created: 02-AUG-2000 By: SASSEKI

☐ Invoice Link ☐ Display

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 the Stores button. The Stores window is displayed.



Stores (posstore)

Pay In-Out: 504 New

Total Stores: 0

Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

   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.

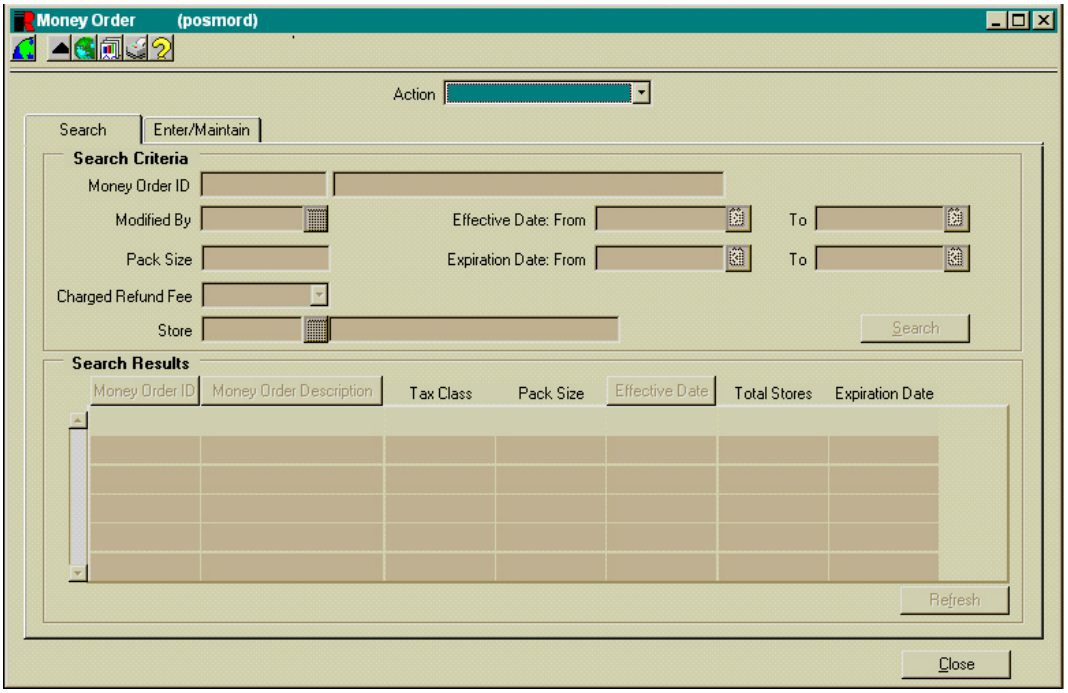
   c. Click the Apply button.

   d. Click OK to exit.

7. Click Save to exit.

Search for a Money Order Configuration

➲ **Navigate:** From the main menu, select Control → POS Configuration → Money Order. The Money Order window is displayed.

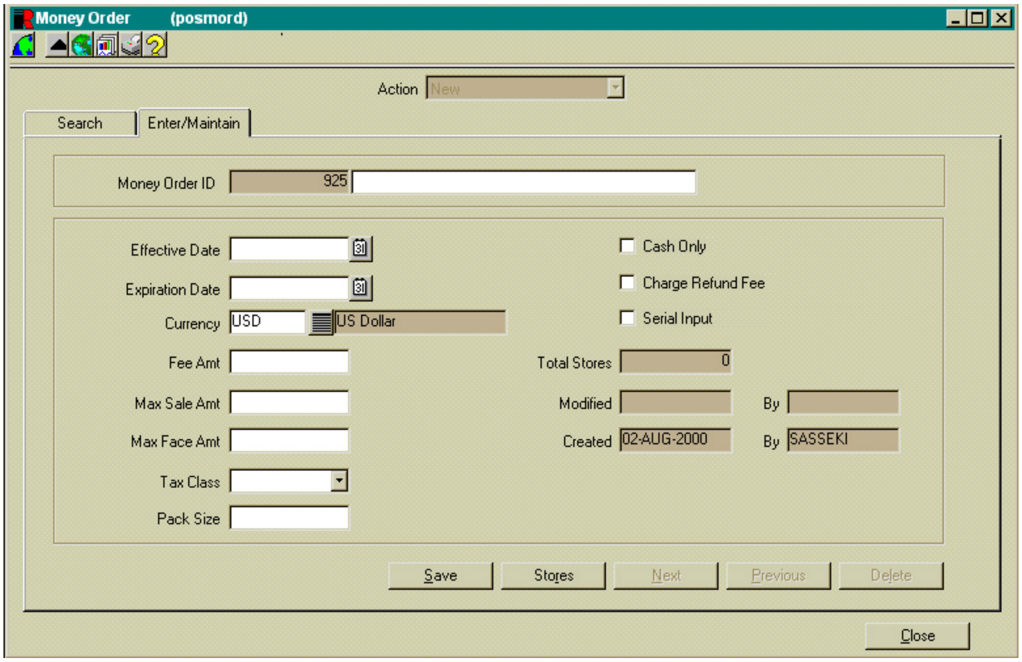

Money Order (posmord)
Action
Search
Enter/Maintain
Search Criteria
Money Order ID
Modified By
Effective Date: From
To
Pack Size
Expiration Date: From
To
Charged Refund Fee
Store
Search
Search Results
Money Order ID
Money Order Description
Tax Class
Pack Size
Effective Date
Total Stores
Expiration Date
Refresh
Close

1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The configurations that match the criteria are displayed in the search results table.
4. Select a task:
    - To perform another search, click the Refresh button.
    - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click Close to exit.

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.


Money Order (posmord)
Search
Enter/Maintain
Effective Date
Expiration Date
Fee Amt
Max Sale Amt
Max Face Amt
Tax Class
Pack Size
Modified
By
Save
Stores
Next
Previous
Delete
Close

Action: New

Money Order ID: 925

Currency: USD US Dollar

☐ Cash Only

☐ Charge Refund Fee

☐ Serial Input

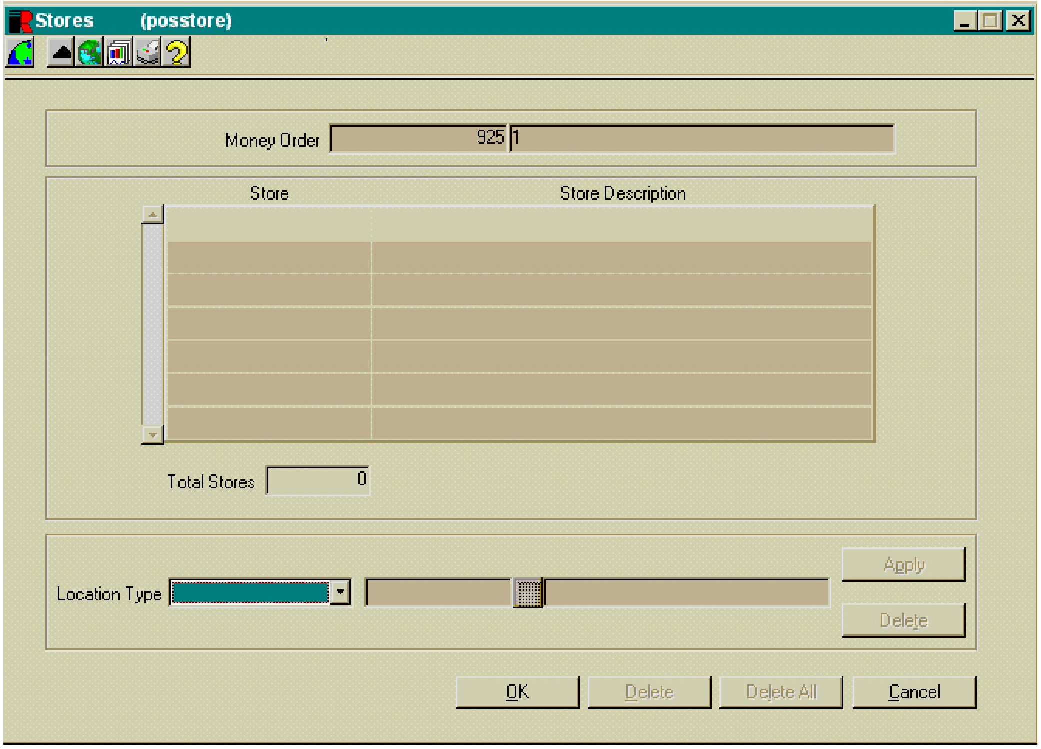
Total Stores: 0

Created: 02-AUG-2000 By: SASSEKI

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 the Stores button. The Stores window is displayed.



Stores (posstore)
Store
Store Description
Apply
Delete
OK
Delete
Delete All
Cancel

Money Order 925 1

Total Stores 0

Location Type

    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.

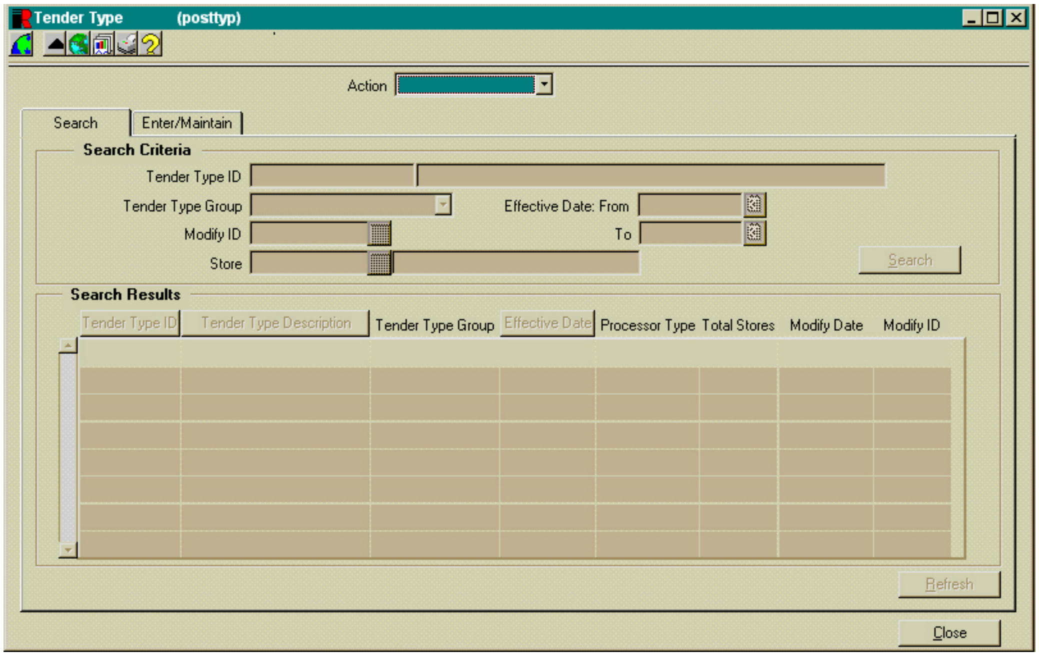
    c. Click the Apply button.

    d. Click OK to exit.

11. Click Save to exit.

Search for a Tender Type Configuration

➲ **Navigate:** From the main menu, select Control → POS Configuration → Tender Type. The Tender Type window is displayed.

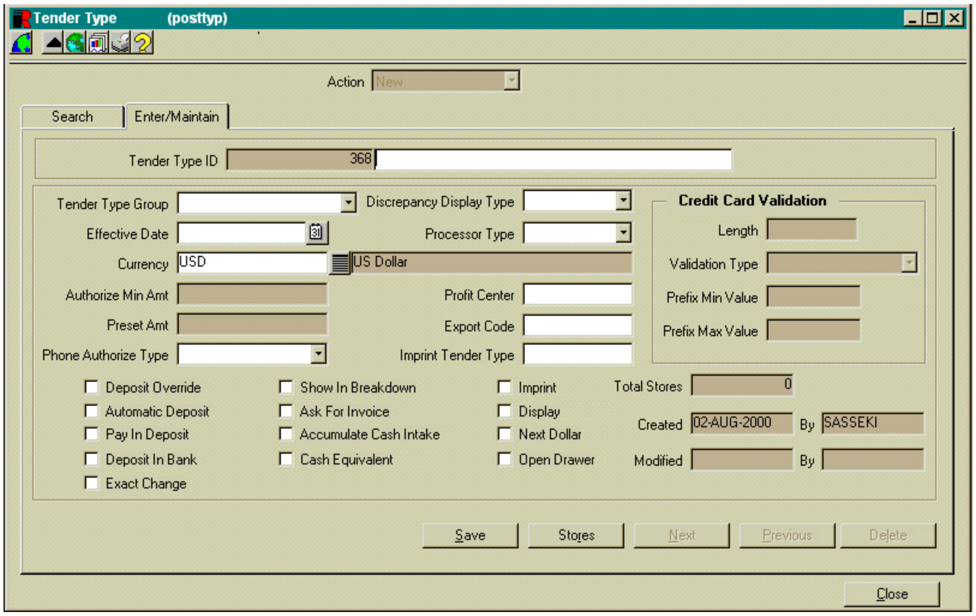

Tender Type (posttyp)
Action
Search
Enter/Maintain
Search Criteria
Tender Type ID
Tender Type Group
Effective Date: From
To
Modify ID
Store
Search
Search Results
Tender Type ID
Tender Type Description
Tender Type Group
Effective Date
Processor Type
Total Stores
Modify Date
Modify ID
Refresh
Close

1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The configurations that match the criteria are displayed in the search results table.
4. Select a task:
   - To perform another search, click the Refresh button.
   - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click Close to exit.

Create a Tender Type Configuration

- 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.


Tender Type (posttyp)
Search
Enter/Maintain
Tender Type Group
Effective Date
Authorize Min Amt
Preset Amt
Phone Authorize Type
Discrepancy Display Type
Processor Type
Profit Center
Export Code
Imprint Tender Type
Credit Card Validation
Length
Validation Type
Prefix Min Value
Prefix Max Value
☐ Deposit Override
☐ Automatic Deposit
☐ Pay In Deposit
☐ Deposit In Bank
☐ Exact Change
☐ Show In Breakdown
☐ Ask For Invoice
☐ Accumulate Cash Intake
☐ Cash Equivalent
☐ Imprint
☐ Display
☐ Next Dollar
☐ Open Drawer
Modified
By
Save
Stores
Next
Previous
Delete
Close

Action: New

Tender Type ID: 368

Currency: USD US Dollar

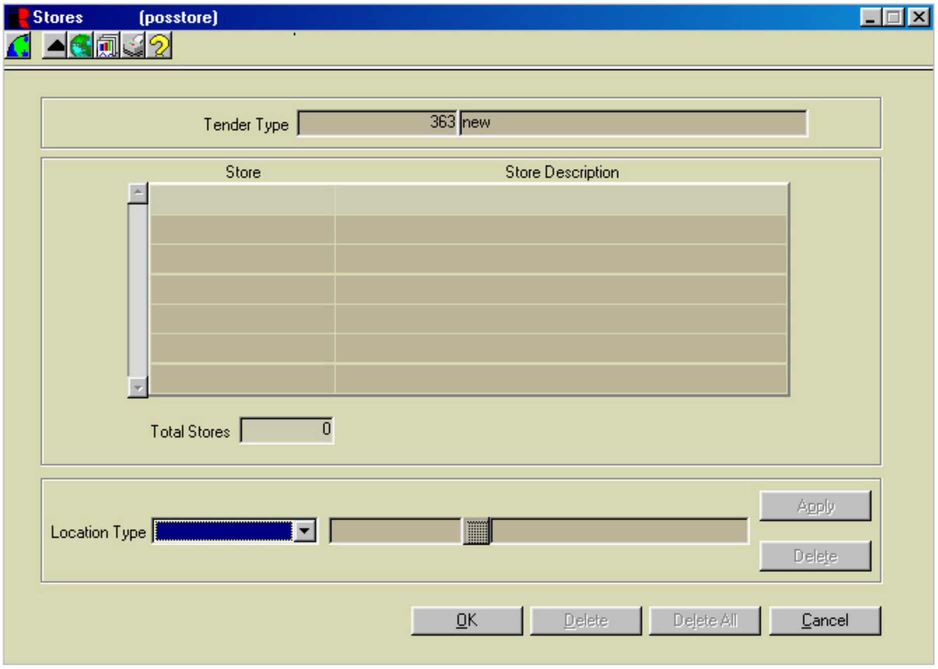
Total Stores: 0

Created: 02-AUG-2000 By: SASSEKI

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 the Stores button. The Stores window is displayed.



Stores (posstore)
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

Tender Type 363 new

Total Stores 0

    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.

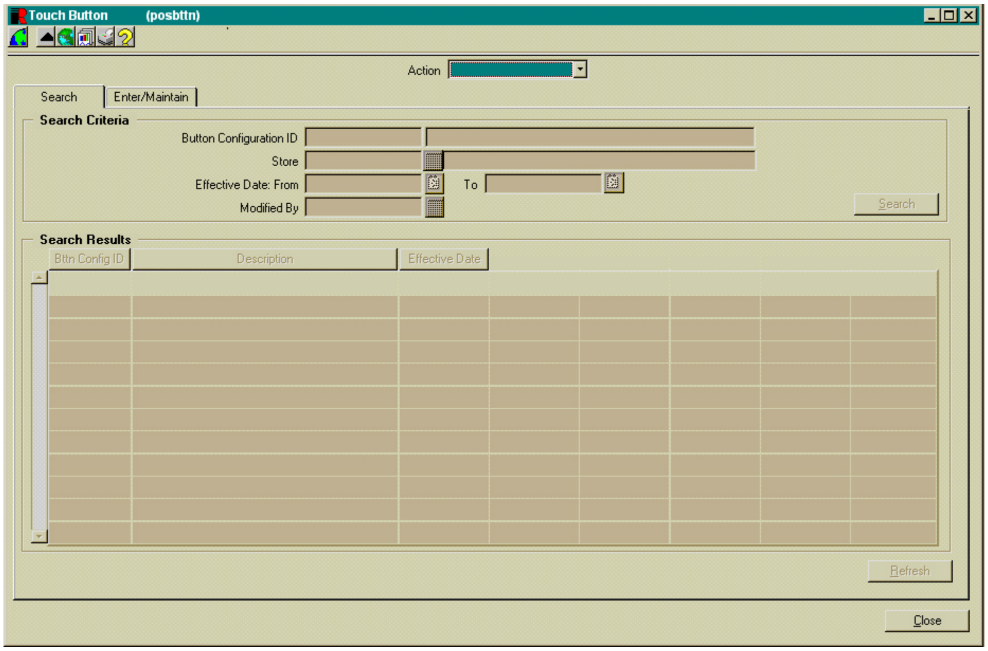
    c. Click the Apply button.

    d. Click OK to exit.

9. Click Save to exit.

Search for a Touch Button Configuration

➲ **Navigate:** From the main menu, select Control → POS Configuration → Touch Button. The Touch Button window is displayed.

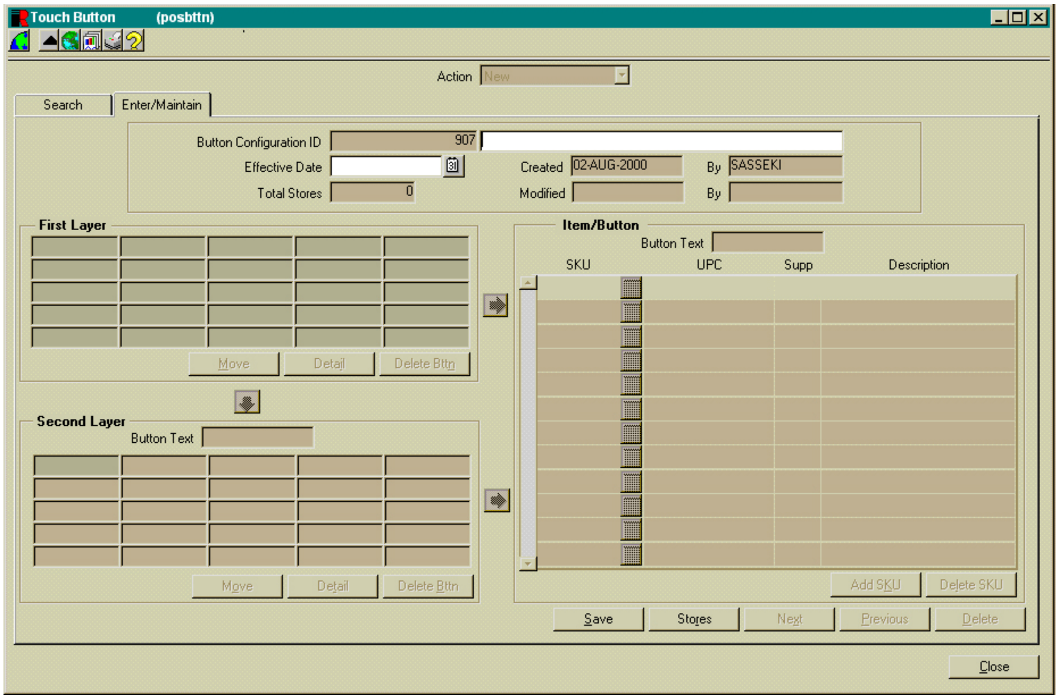

Touch Button (posbttn)
Action
Search
Enter/Maintain
Search Criteria
Button Configuration ID
Store
Effective Date: From
To
Modified By
Search
Search Results
Bttn Config ID
Description
Effective Date
Refresh
Close

1. In the Action field, select Edit, View, or Create from Existing.
2. Enter additional criteria as desired to make the search more restrictive.
3. Click the Search button. The configurations that match the criteria are displayed in the search results table.
4. Select a task:
    - To perform another search, click the Refresh button.
    - To display the configuration information, select a configuration and click on the Enter/Maintain tab.
5. Click Close to exit.

Create a Touch Button Configuration

➲ **Navigate:** From the main menu, select Control → POS Configuration → Touch Button. The Touch Button window is displayed.

1. In the Action field, select New. The Enter/Maintain tab is displayed.

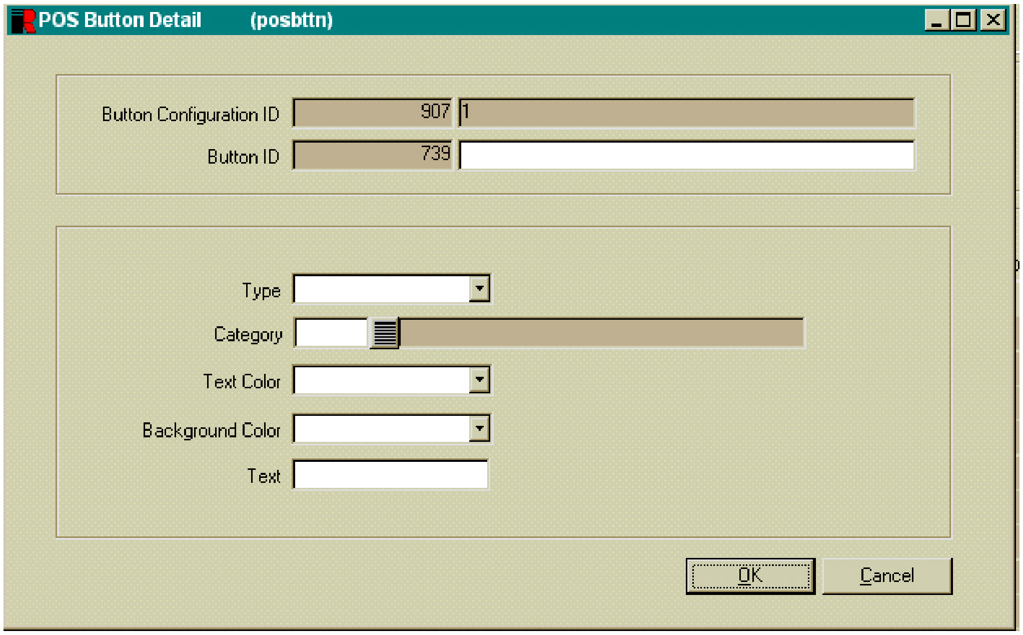

Touch Button (posbttn)
Search
Enter/Maintain
Effective Date
Modified
By
First Layer
Move
Detail
Delete Bttn
Second Layer
Button Text
Item/Button
Button Text
SKU
UPC
Supp
Description
Add SKU
Delete SKU
Save
Stores
Next
Previous
Delete
Close

Action New
Button Configuration ID 907
Total Stores 0
Created 02-AUG-2000 By SASSEKI

2. In the Button Configuration ID field, enter a description for the touch button configuration.
3. In the Effective Date field, enter the date on which the configuration is active at the stores, or click the calendar button and select a date.

4. To add a primary touch button to the First Layer palette:

   a. Select a block and click the Detail button. The POS Button Detail window is displayed.



POS Button Detail (posbttn)

Button Configuration ID 907 1

Button ID 739

   b. In the Button ID field, enter the description of the touch button.

   c. In the Type field, select the type of touch button.

   d. In the Text Color field, select the color of the text on the touch button.

   e. In the Background Color field, select the color of the touch button.

   f. In the Text field, enter the text that is displayed on the touch button.

   g. Click OK to exit.

5. To add a secondary touch button to the Second Layer palette:

   a. Select a touch button on the First Layer palette.

   b. Click the Down Arrow button.

   c. Select a block and click the Detail button. The POS Button Detail window is displayed.

   d. In the Button ID field, enter the description of the touch button.

   e. In the Type field, select the type of touch button.

   f. In the Text Color field, select the color of the text on the touch button.

   g. In the Background Color field, select the color of the touch button.

   h. In the Text field, enter the text that is displayed on the touch button.

   i. Click OK to exit.

6. To associate items with a touch button:

   > **Note:** You can associate items with a primary button when it has no secondary buttons.

   a. Select a touch button on the First or Second Layer palette.

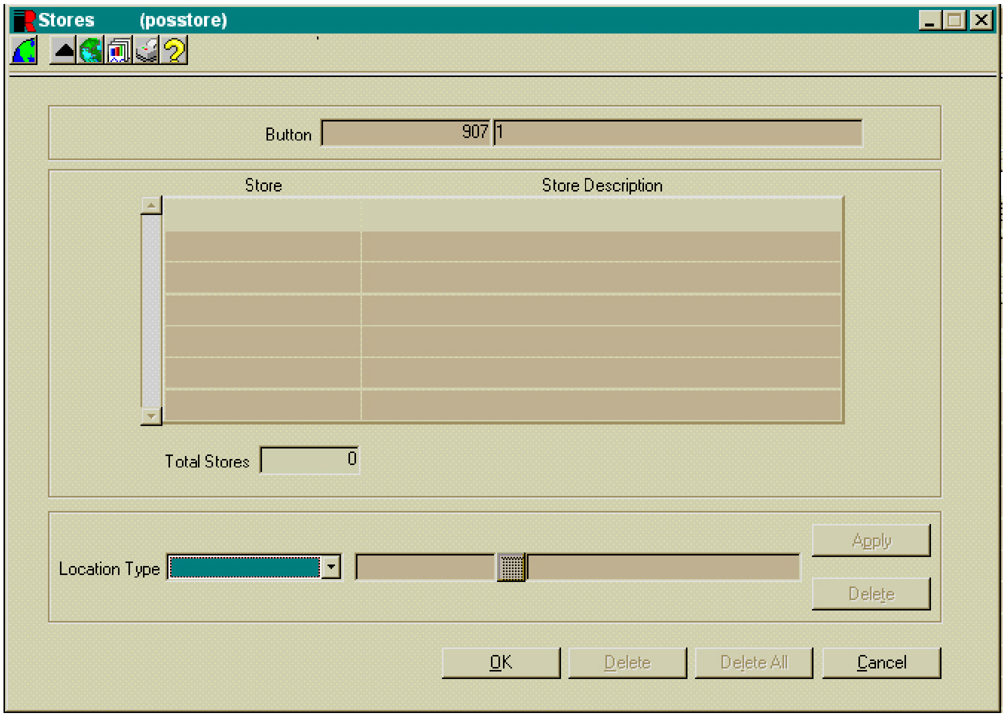
   b. Click the appropriate Right Arrow.

   c. Click the Add SKU button.

   d. In the SKU field, enter the item number of the item. You can also enter a partial description of the item in the Description field, and click the LOV button to select an item.

7. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.


Stores (posstore)
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

Button 907 1

Total Stores 0

   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 the Apply button.

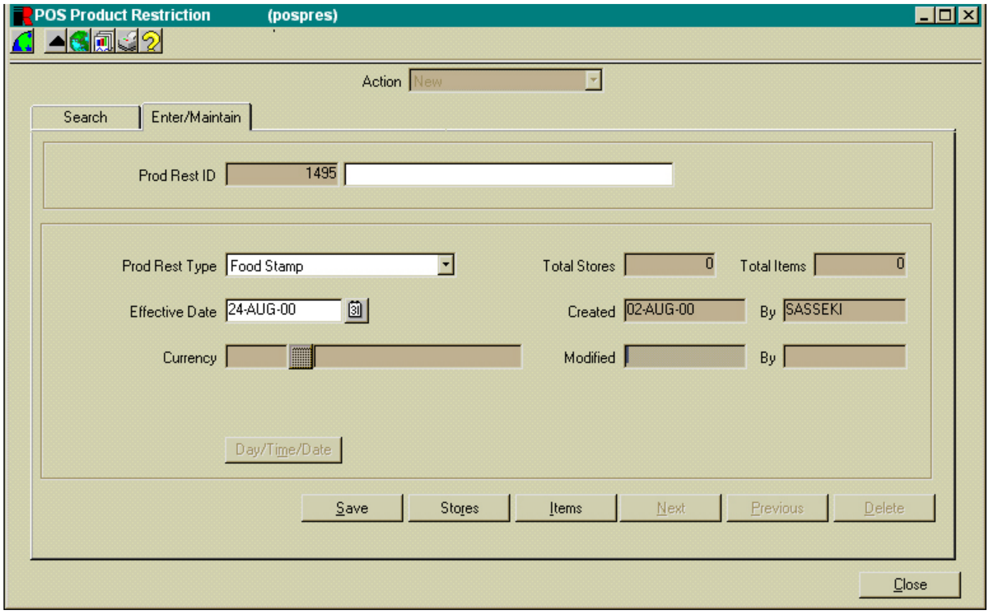
   d. Click OK to exit.

8. Click Save to exit.

Create a Product Restriction Configuration with a Food Stamp Restriction

➲ **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.

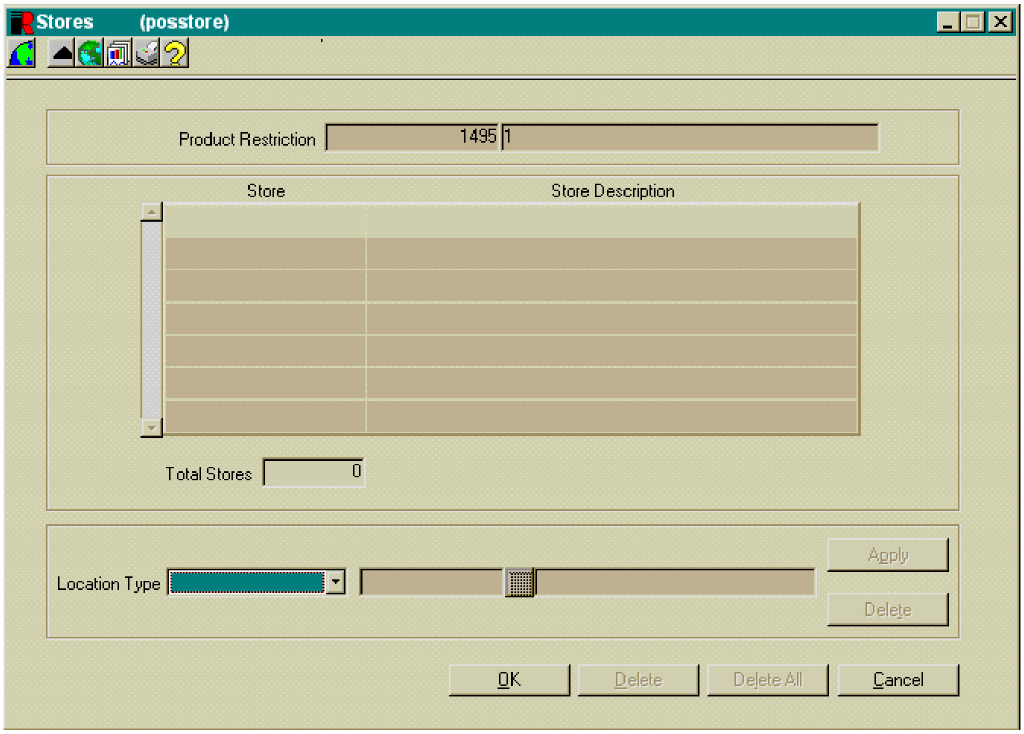

POS Product Restriction (pospres)
Search
Enter/Maintain
Currency
Modified
By
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

Action: New
Prod Rest ID: 1495
Prod Rest Type: Food Stamp
Total Stores: 0
Total Items: 0
Effective Date: 24-AUG-00
Created: 02-AUG-00 By: SASSEKI

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Food Stamp.
4. Enter optional information as necessary.

5. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.


Stores (posstore)
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

Product Restriction 1495 1

Total Stores 0

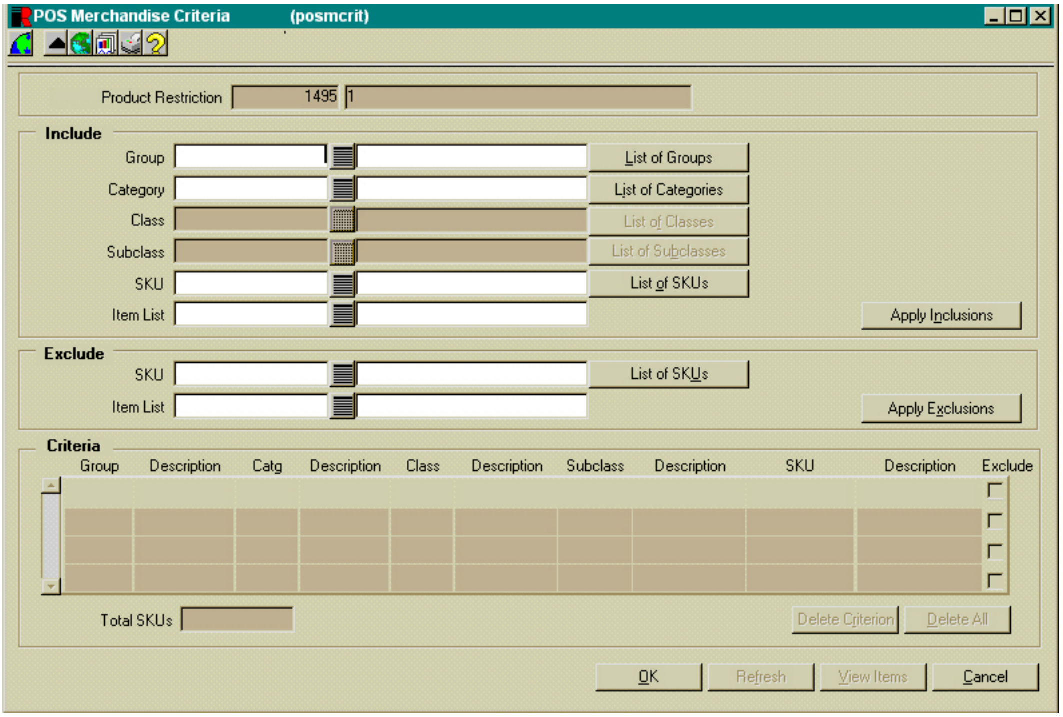
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

   c. Click the Apply button.

   d. Click OK to exit.

6. To associate items with the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.



Product Restriction 1495 1

POS Merchandise Criteria (posmcrit)
Include
Group
Category
Class
Subclass
SKU
Item List
List of Groups
List of Categories
List of Classes
List of Subclasses
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Catg
Description
Class
Description
Subclass
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

    b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

    c. Click the Apply Inclusions button.

7. To exclude items from the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.

    b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

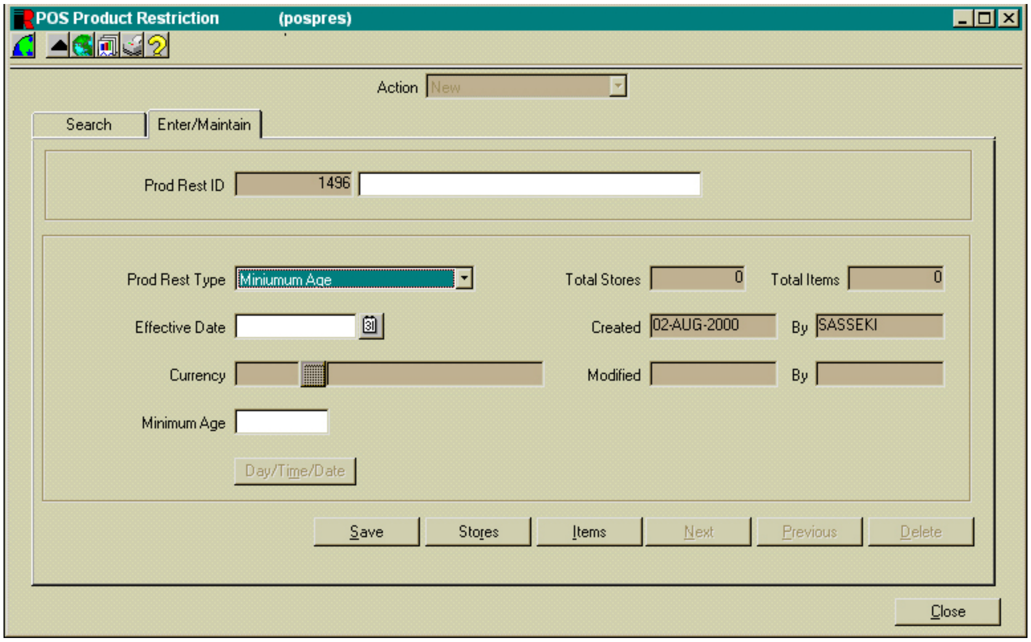
    c. Click the Apply Exclusions button.

8. Click Save to exit.

Create a Product Restriction Configuration with a Minimum Age Restriction

➲ **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.



POS Product Restriction (pospres)

Action: New

Prod Rest ID: 1496

Prod Rest Type: Miniumum Age

Total Stores: 0

Total Items: 0

Effective Date:

Created: 02-AUG-2000 By: SASSEKI

Currency:

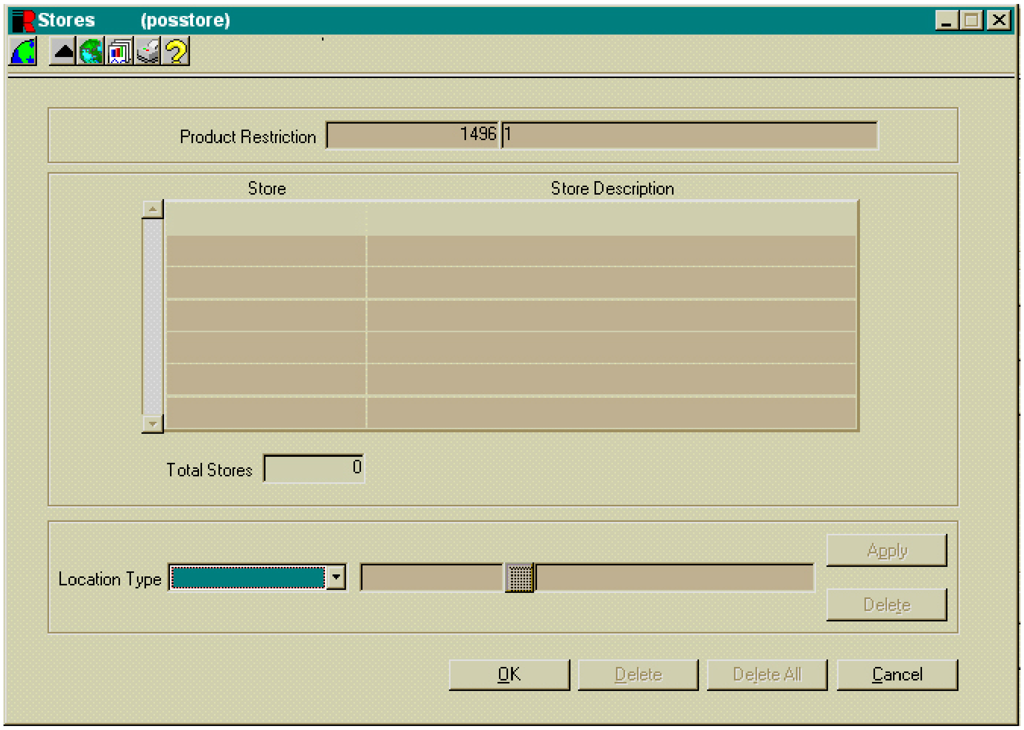
Modified: By:

Minimum Age:

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Minimum Age.
4. In the Minimum Age field, enter the minimum age that the customer must be in order to purchase the product.
5. Enter optional information as necessary.

6. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.


Stores (posstore)
Store
Store Description
Apply
Delete
OK
Delete
Delete All
Cancel

Product Restriction 1496 1

Total Stores 0

Location Type

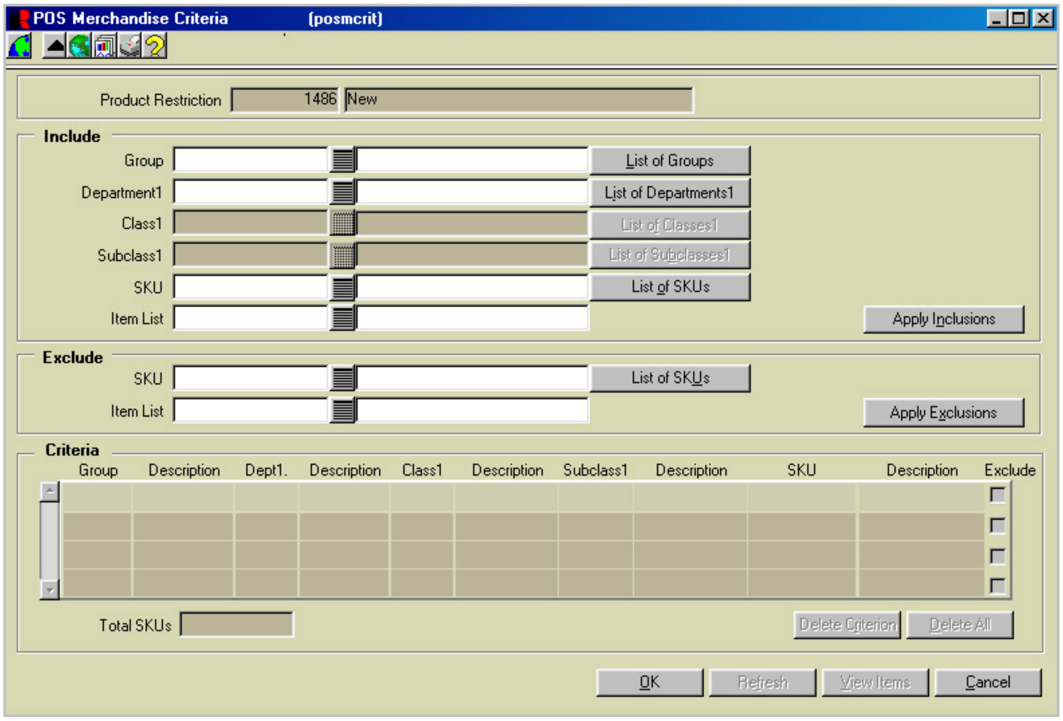
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

   c. Click the Apply button.

   d. Click OK to exit.

7. To associate items with the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.


POS Merchandise Criteria (posmcrit)
Include
Group
List of Groups
Department1
List of Departments1
Class1
List of Classes1
Subclass1
List of Subclasses1
SKU
List of SKUs
Item List
Apply Inclusions
Exclude
SKU
List of SKUs
Item List
Apply Exclusions
Criteria
Group
Description
Dept1.
Description
Class1
Description
Subclass1
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

Product Restriction 1486 New

    b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

    c. Click the Apply Inclusions button.

8. To exclude items from the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.

    b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

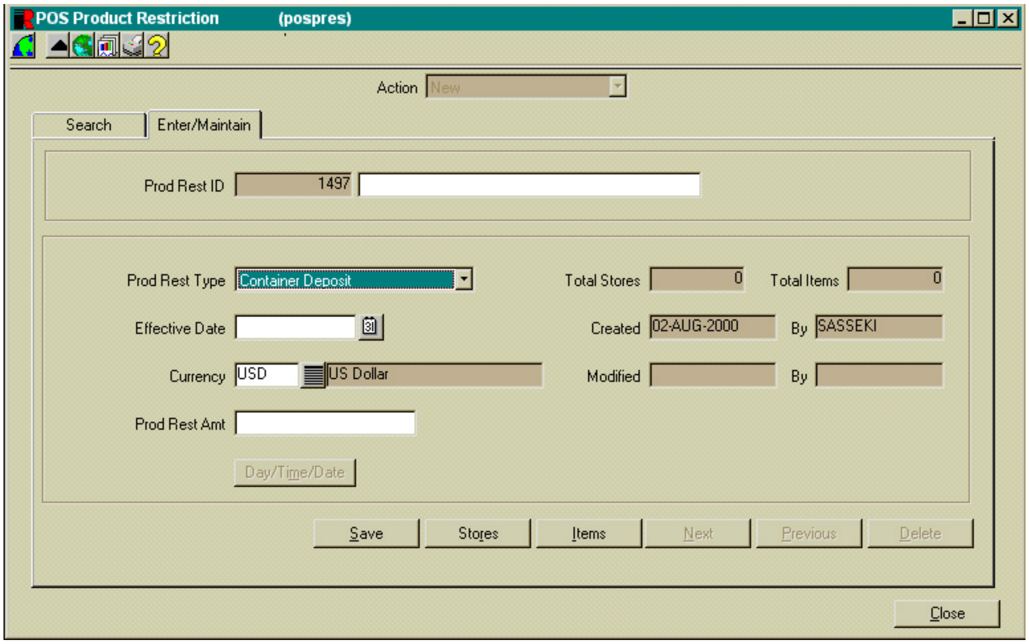
    c. Click the Apply Exclusions button.

9. Click Save to exit.

Create a Product Restriction Configuration with a Container Deposit Restriction

➲ **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.

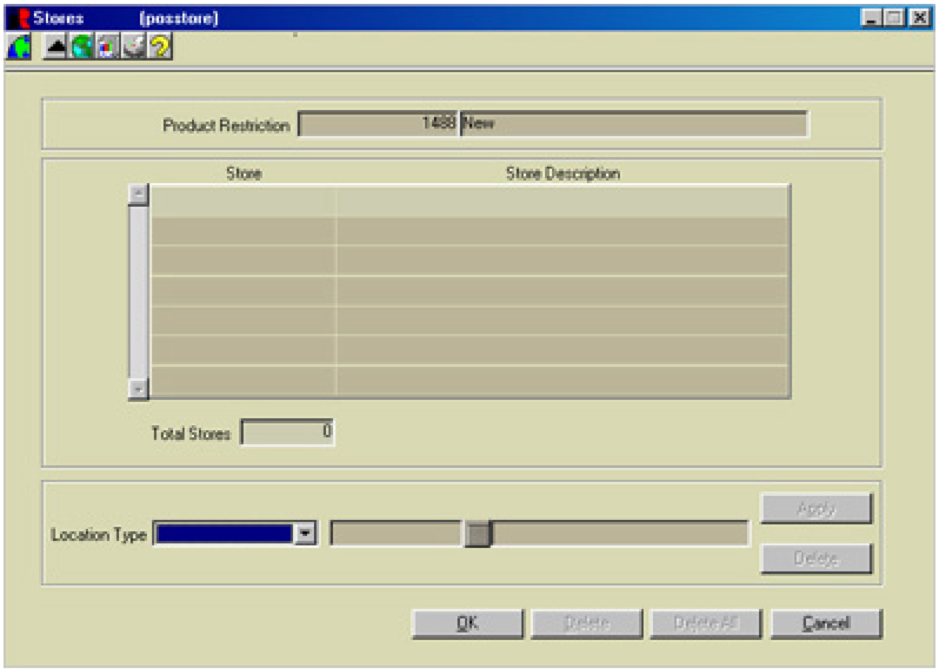

POS Product Restriction (pospres)
Search
Enter/Maintain
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

Action: New
Prod Rest ID: 1497
Prod Rest Type: Container Deposit
Total Stores: 0
Total Items: 0
Effective Date:
Created: 02-AUG-2000 By: SASSEKI
Currency: USD US Dollar
Modified: By:
Prod Rest Amt:

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Container Deposit.
4. In the Currency field, enter the currency code of the configuration, or click the LOV button and select a currency.
5. In the Prod Rest Amt field, enter the deposit amount.
6. Enter optional information as necessary.

7. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.



Stores [posstore]

Product Restriction 1488 New

Total Stores 0

Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

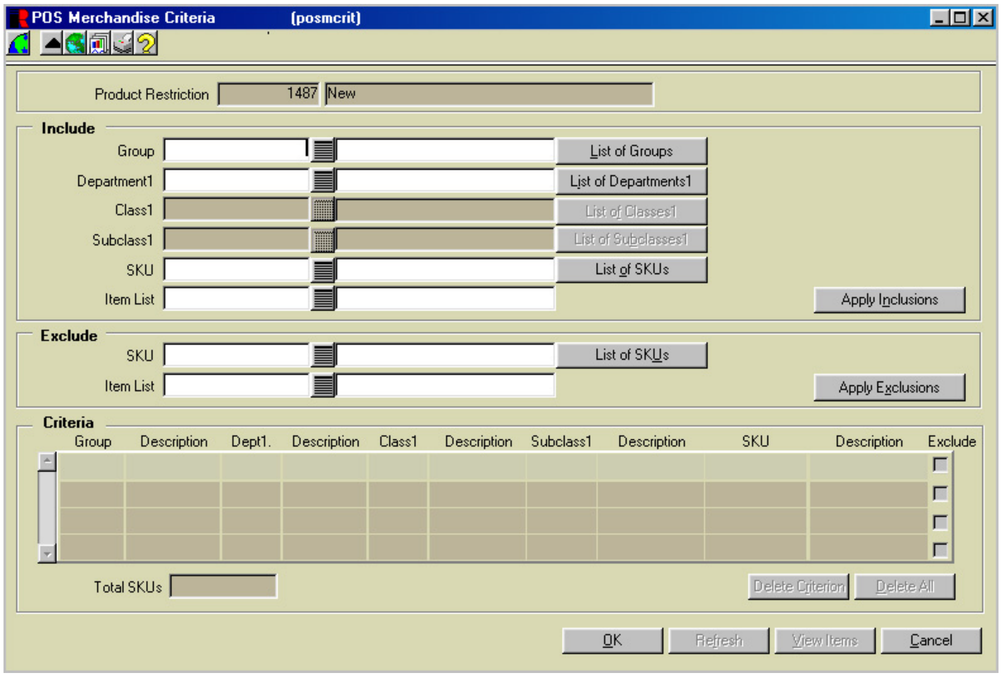
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

   c. Click the Apply button.

   d. Click OK to exit.

8. To associate items with the configuration:

a. Click the Items button. The POS Merchandise Criteria window is displayed.


POS Merchandise Criteria (posmcrit)
Product Restriction 1487 New
Include
Group
List of Groups
Department1
List of Departments1
Class1
List of Classes1
Subclass1
List of Subclasses1
SKU
List of SKUs
Item List
Apply Inclusions
Exclude
SKU
List of SKUs
Item List
Apply Exclusions
Criteria
Group Description Dept1. Description Class1 Description Subclass1 Description SKU Description Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

c. Click the Apply Inclusions button.

9. To exclude items from the configuration:

   a. Click the Items button. The POS Merchandise Criteria window is displayed.

   b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

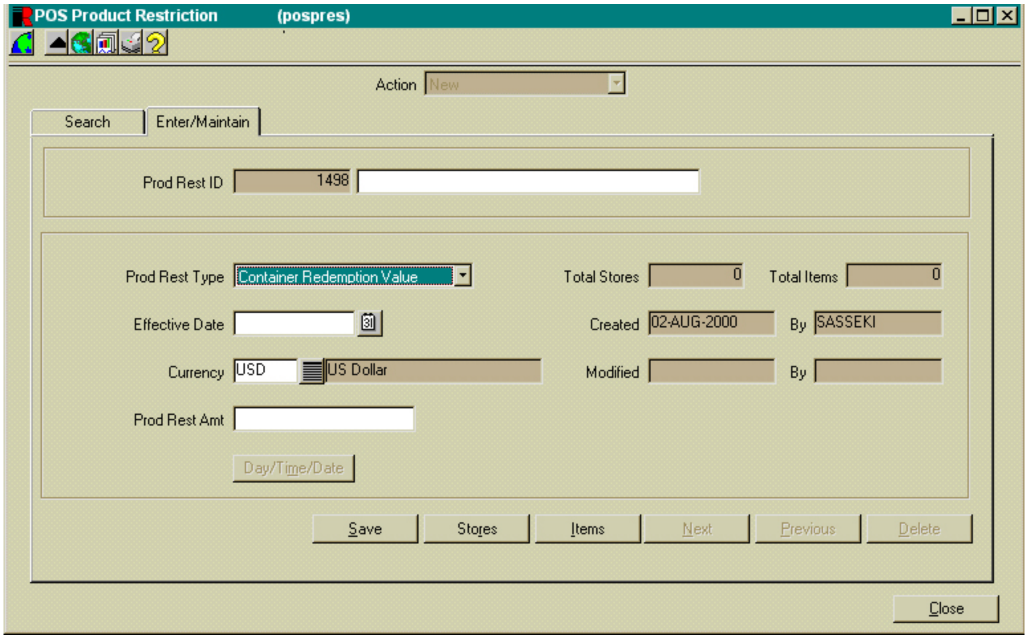
   c. Click the Apply Exclusions button.

10. Click Save to exit.

Create a Product Restriction Configuration with a Container Redemption Value Restriction

➲ **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.


POS Product Restriction (pospres)
Search
Enter/Maintain
Effective Date
Prod Rest Amt
Modified
By
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

Action: New

Prod Rest ID: 1498

Prod Rest Type: Container Redemption Value

Total Stores: 0

Total Items: 0

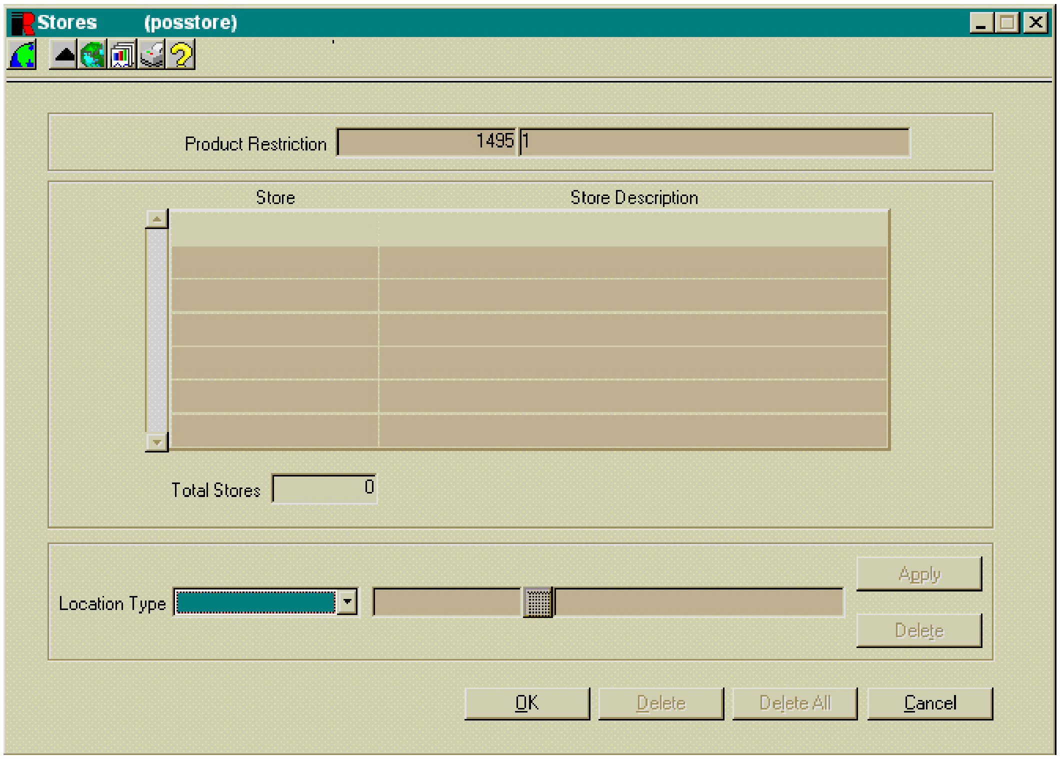
Created: 02-AUG-2000 By: SASSEKI

Currency: USD US Dollar

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Container Redemption Value.
4. In the Currency field, enter the currency code of the configuration, or click the LOV button and select a currency.
5. In the Prod Rest Amt field, enter the amount.
6. Enter optional information as necessary.

7. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.


Stores (posstore)
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

Product Restriction 1495 1

Total Stores 0

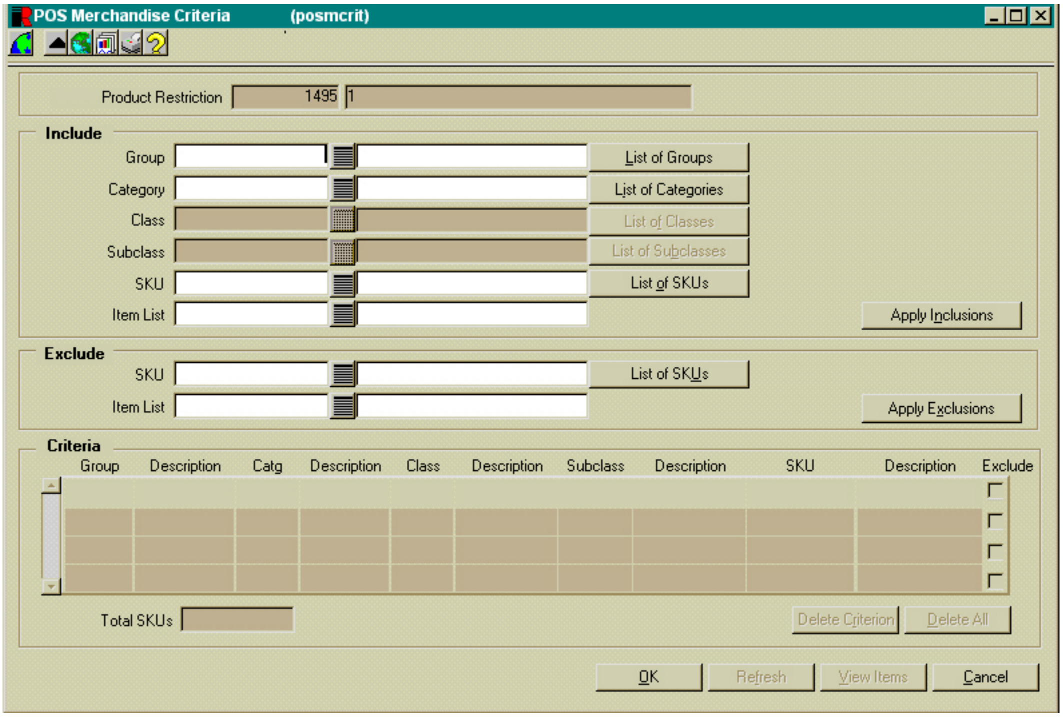
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

   c. Click the Apply button.

   d. Click OK to exit.

8. To associate items with the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.



Product Restriction 1495 1

POS Merchandise Criteria (posmcrit)
Include
Group
Category
Class
Subclass
SKU
Item List
List of Groups
List of Categories
List of Classes
List of Subclasses
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Catg
Description
Class
Description
Subclass
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

    b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

    c. Click the Apply Inclusions button.

9. To exclude items from the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.

    b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

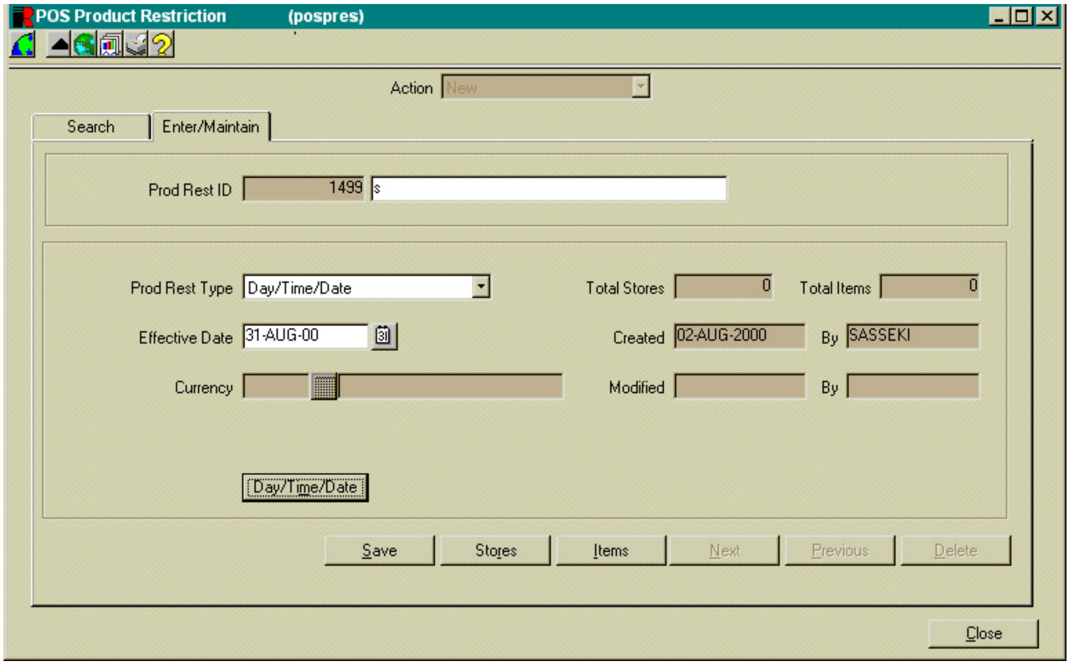
    c. Click the Apply Exclusions button.

10. Click Save to exit.

Create a Product Restriction Configuration with a Day/time/Date Restriction

➲ **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.


POS Product Restriction (pospres)

Action: New

Prod Rest ID: 1499 s

Prod Rest Type: Day/Time/Date

Total Stores: 0

Total Items: 0

Effective Date: 31-AUG-00

Created: 02-AUG-2000 By: SASSEKI

Currency:

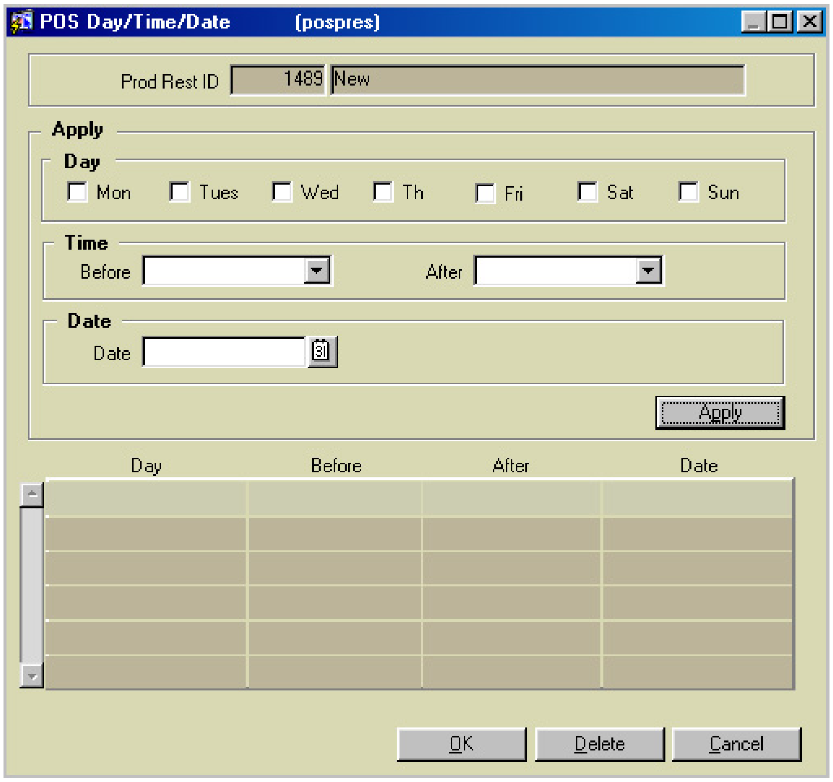
Modified: By:

Search
Enter/Maintain
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

2. In the Prod Rest ID field, enter a description for the product restriction configuration.

3. In the Prod Rest Type field, select Day/Time/Date.

4. Click the Day/Time/Date button. The POS Day/Time/Date window is displayed.

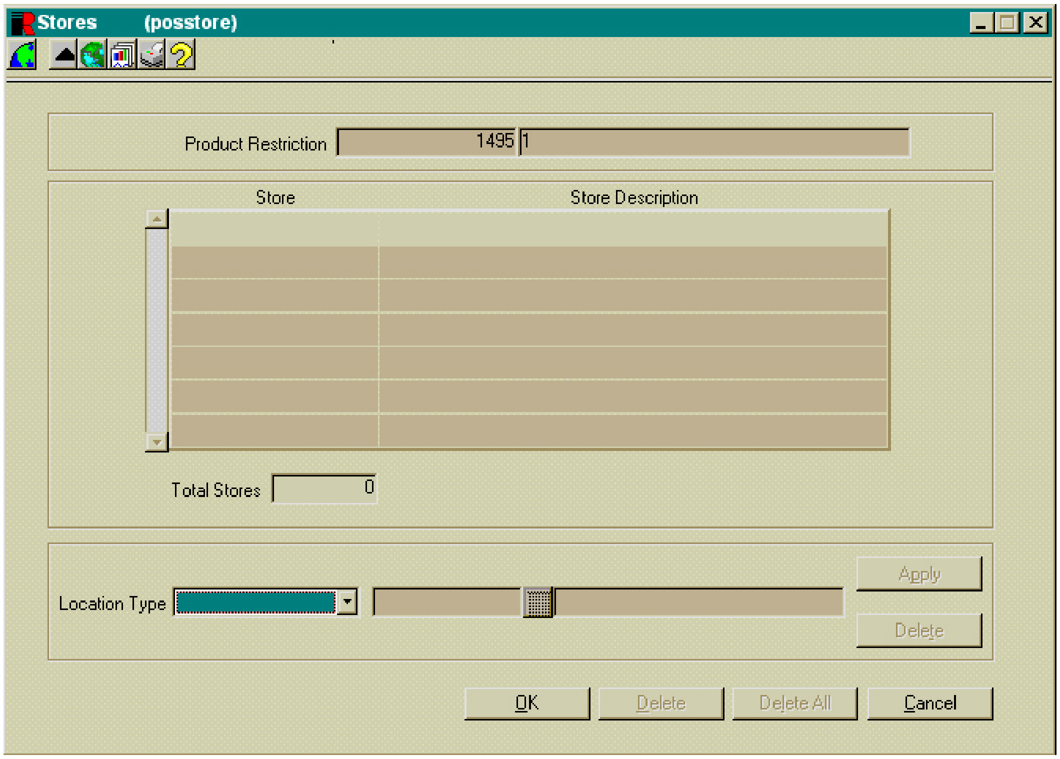

POS Day/Time/Date (pospres)
Apply
Day
☐ Mon
☐ Tues
☐ Wed
☐ Th
☐ Fri
☐ Sat
☐ Sun
Time
Before
After
Date
Date
Apply
Day
Before
After
Date
OK
Delete
Cancel

Prod Rest ID 1489 New

5. To specify times, days of the week, and dates on which the items cannot be sold:
    a. In the Day field, select one or more days of the week on which the items cannot be sold.
    b. In the Time Before field, select the time before which the items cannot be sold.
    c. In the Time After field, select the time after which the items cannot be sold.
    d. In the Date field, enter the date on which the items cannot be sold, or click the calendar button and select the date.
    e. Click the Apply button.
    f. Click OK to exit.

Note: You can specify a single day, time, or date restriction, or you can select a combination of day, time, and date restrictions.

6. Enter optional information as necessary.
7. To associate stores with the configuration:
   a. Click the Stores button. The Stores window is displayed.



Stores (posstore)
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

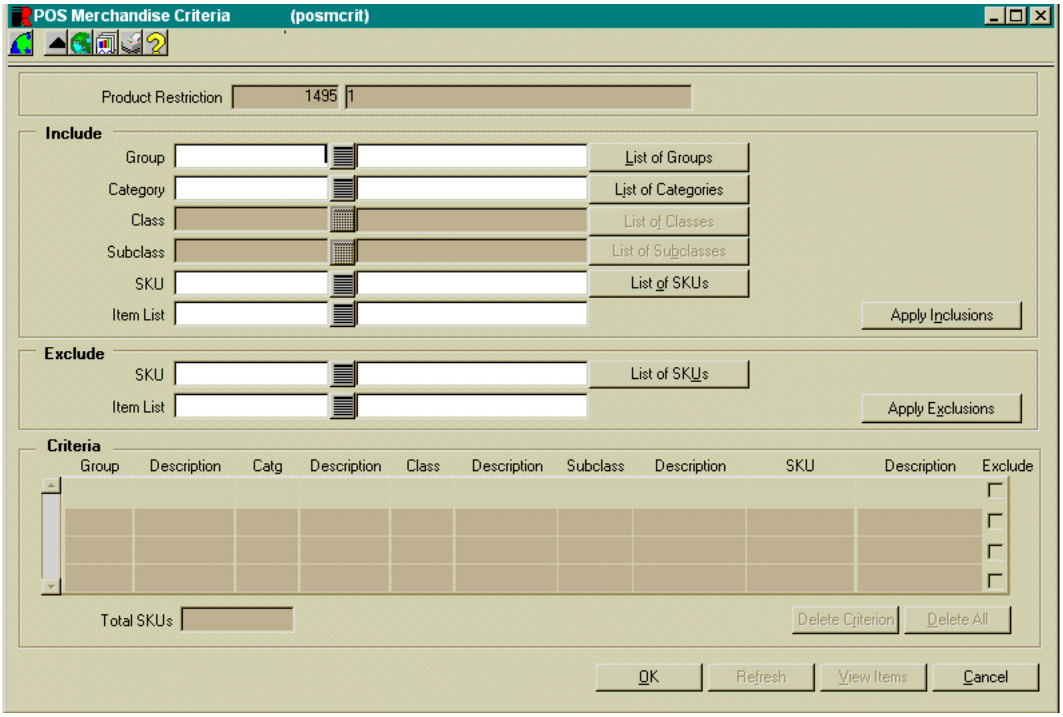
Product Restriction 1495 1

Total Stores 0

   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 the Apply button.
   d. Click OK to exit.

8. To associate items with the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.



Product Restriction 1495 1

POS Merchandise Criteria (posmcrit)
Include
Group
Category
Class
Subclass
SKU
Item List
List of Groups
List of Categories
List of Classes
List of Subclasses
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Catg
Description
Class
Description
Subclass
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

    b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

    c. Click the Apply Inclusions button.

9. To exclude items from the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.

    b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

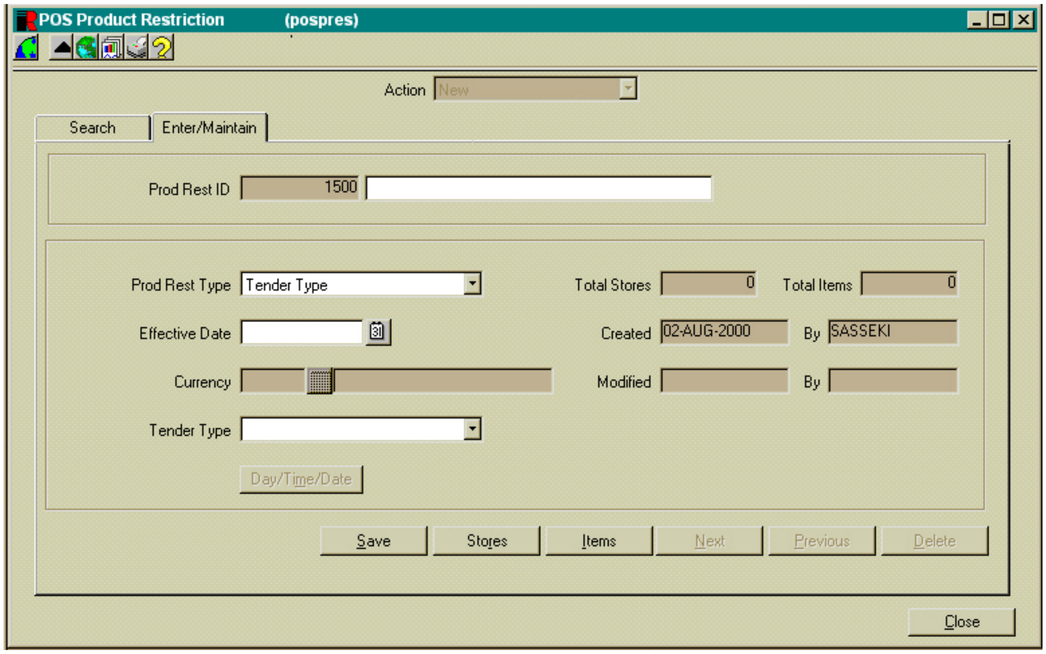
    c. Click the Apply Exclusions button.

10. Click Save to exit.

Create a Product Restriction Configuration with a Tender Type Restriction

➲ **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.



POS Product Restriction (pospres)
Search
Enter/Maintain
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

Action: New

Prod Rest ID: 1500

Prod Rest Type: Tender Type

Effective Date:

Currency:

Tender Type:

Total Stores: 0

Total Items: 0

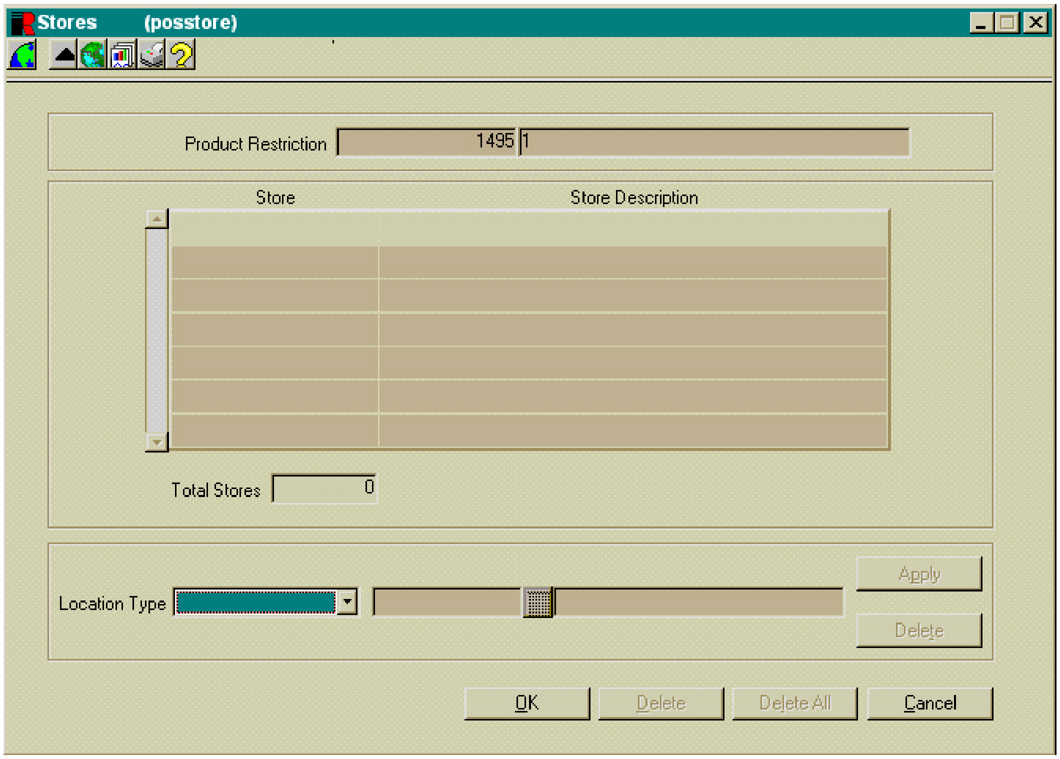
Created: 02-AUG-2000 By: SASSEKI

Modified: By:

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Tender Type.
4. In the Tender Type field, select the tender that cannot be used to purchase the associated items.
5. Enter optional information as necessary.

6. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.



Stores (posstore)

Product Restriction 1495 1

Total Stores 0

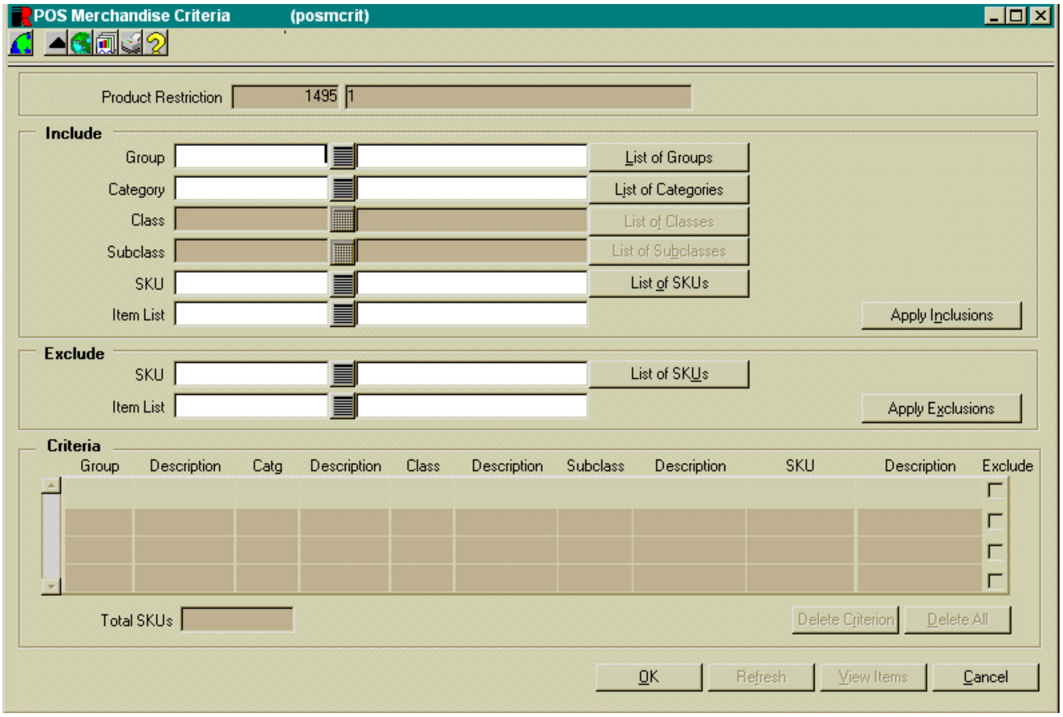
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

   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 the Apply button.

   d. Click OK to exit.

7. To associate items with the configuration:
    a. Click the Items button. The POS Merchandise Criteria window is displayed.



POS Merchandise Criteria (posmcrit)
Include
Group
Category
Class
Subclass
SKU
Item List
List of Groups
List of Categories
List of Classes
List of Subclasses
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Catg
Description
Class
Description
Subclass
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

Product Restriction 1495 1

    b. In the Include area, select the merchandise level or item that you want to associate with the configuration.
    c. Click the Apply Inclusions button.

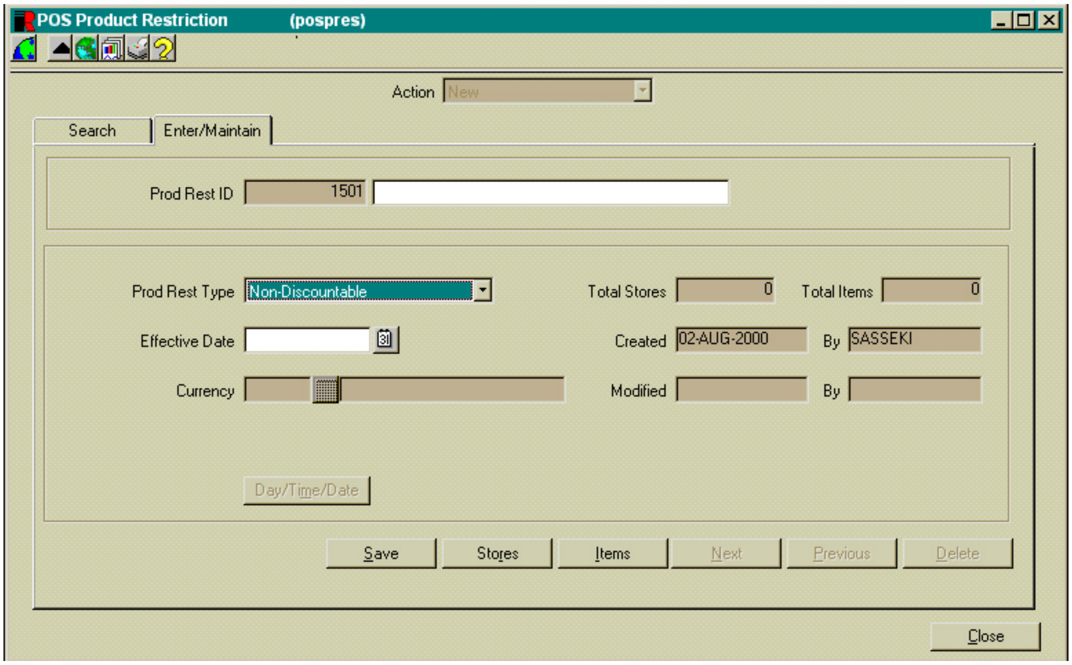
8. To exclude items from the configuration:
    a. Click the Items button. The POS Merchandise Criteria window is displayed.
    b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.
    c. Click the Apply Exclusions button.

9. Click Save to exit.

Create a Product Restriction Configuration with a Non-Discountable Restriction

- **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.


POS Product Restriction (pospres)
Search
Enter/Maintain
Effective Date
Currency
Modified
By
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

Action New

Prod Rest ID 1501

Prod Rest Type Non-Discountable

Total Stores 0

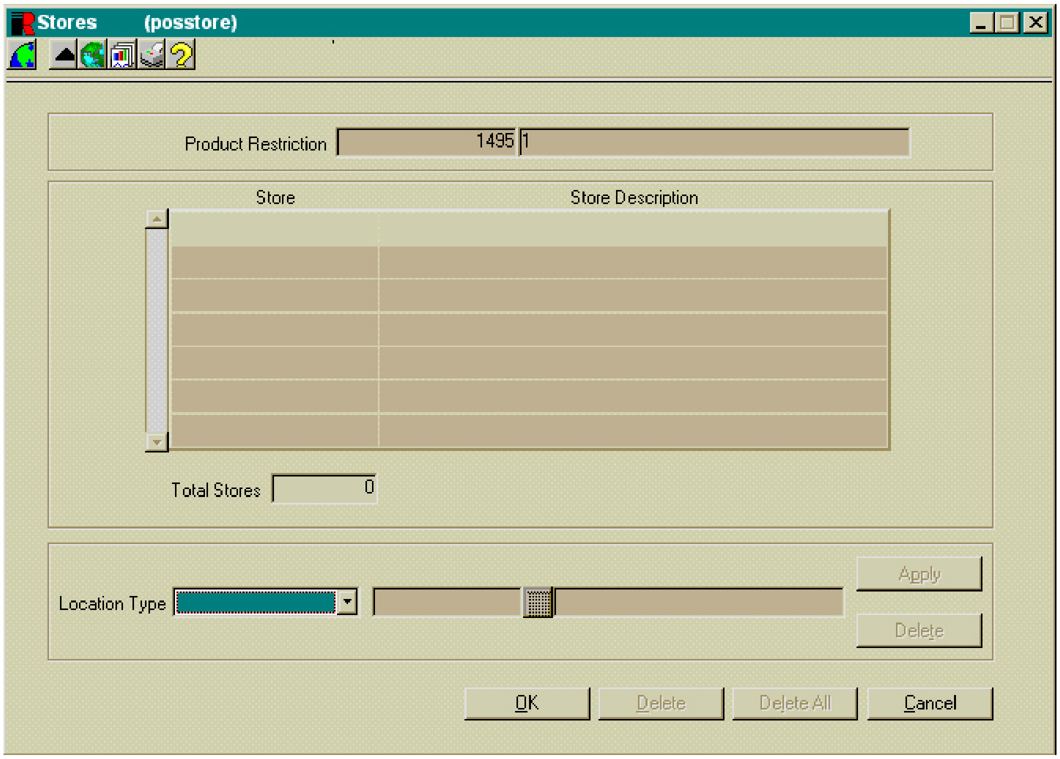
Total Items 0

Created 02-AUG-2000 By SASSEKI

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Non-Discountable.
4. Enter optional information as necessary.

5. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.


Stores (posstore)
Store
Store Description
Apply
Delete
OK
Delete
Delete All
Cancel

Product Restriction 1495 1

Total Stores 0

Location Type

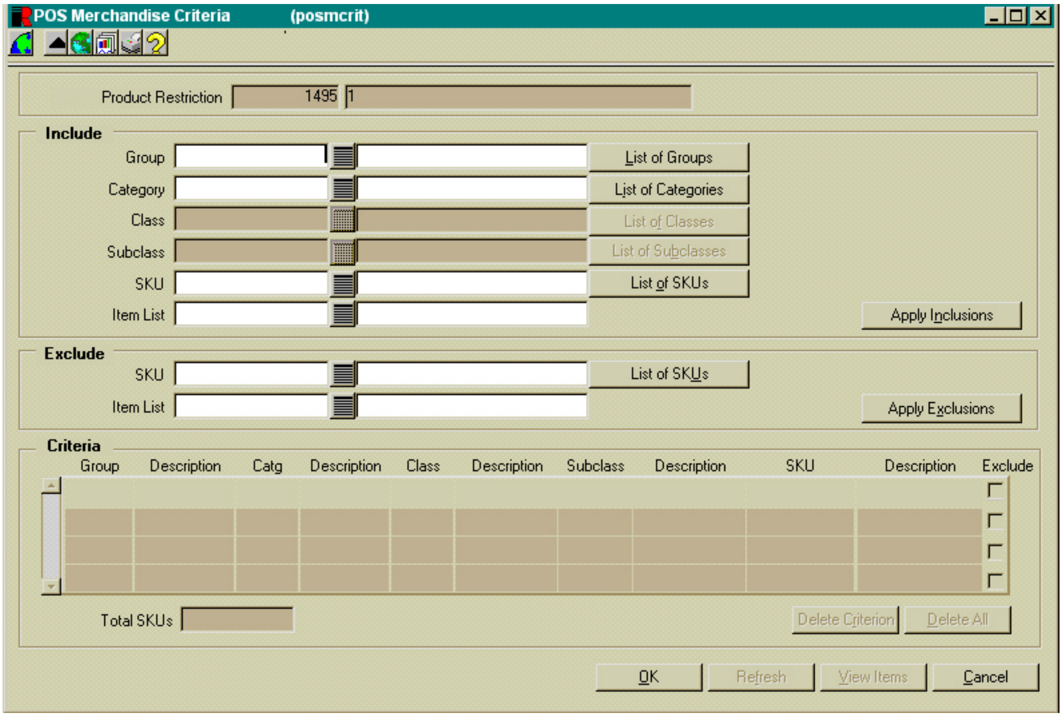
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

   c. Click the Apply button.

   d. Click OK to exit.

6. To associate items with the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.


POS Merchandise Criteria (posmcrit)
Include
Group
Category
Class
Subclass
SKU
Item List
List of Groups
List of Categories
List of Classes
List of Subclasses
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Catg
Description
Class
Description
Subclass
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

Product Restriction 1495 1

    b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

    c. Click the Apply Inclusions button.

7. To exclude items from the configuration:

    a. Click the Items button. The POS Merchandise Criteria window is displayed.

    b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

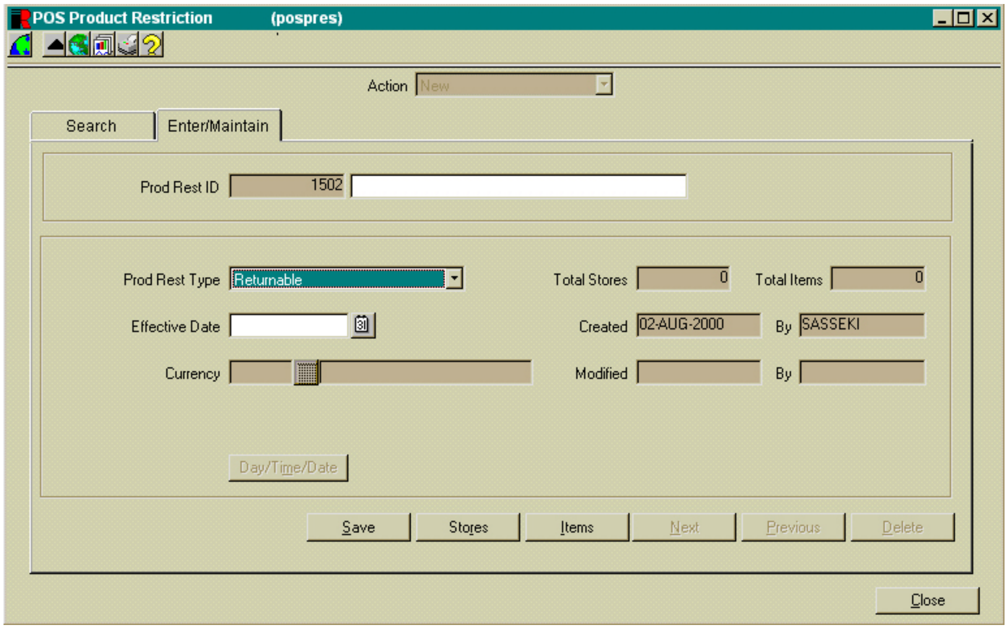
    c. Click the Apply Exclusions button.

8. Click Save to exit.

Create a Product Restriction Configuration with a Returnable Restriction

➲ **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.


POS Product Restriction (pospres)
Search
Enter/Maintain
Effective Date
Currency
Modified
By
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

Action New

Prod Rest ID 1502

Prod Rest Type Returnable

Total Stores 0

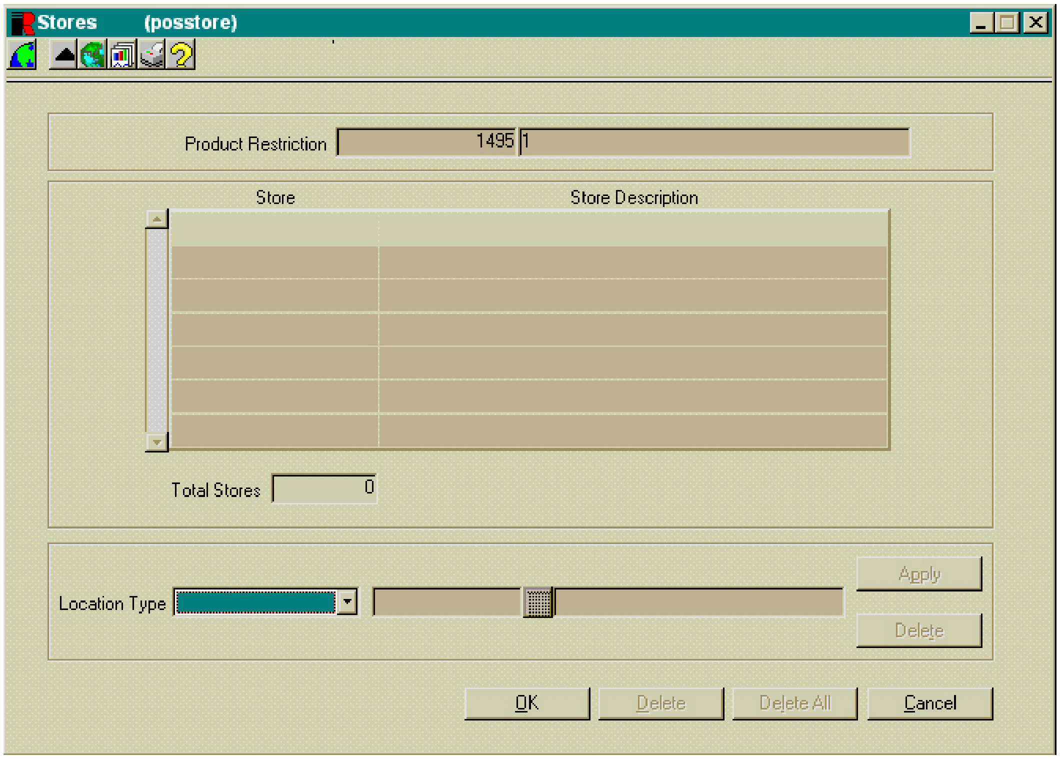
Total Items 0

Created 02-AUG-2000 By SASSEKI

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Returnable.
4. Enter optional information as necessary.

5. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.



Stores (posstore)
Store
Store Description
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

Product Restriction 1495 1

Total Stores 0

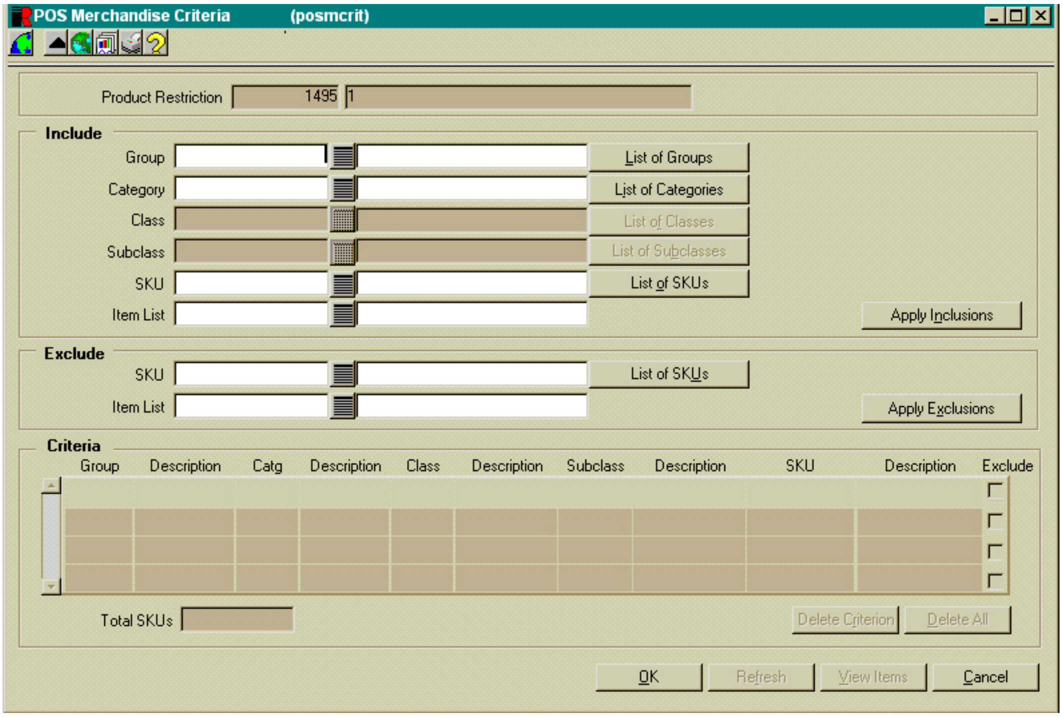
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

   c. Click the Apply button.

   d. Click OK to exit.

6. To associate items with the configuration:

   a. Click the Items button. The POS Merchandise Criteria window is displayed.



Product Restriction 1495 1

POS Merchandise Criteria (posmcrit)
Include
Group
Category
Class
Subclass
SKU
Item List
List of Groups
List of Categories
List of Classes
List of Subclasses
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Catg
Description
Class
Description
Subclass
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

   b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

   c. Click the Apply Inclusions button.

7. To exclude items from the configuration:

   a. Click the Items button. The POS Merchandise Criteria window is displayed.

   b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

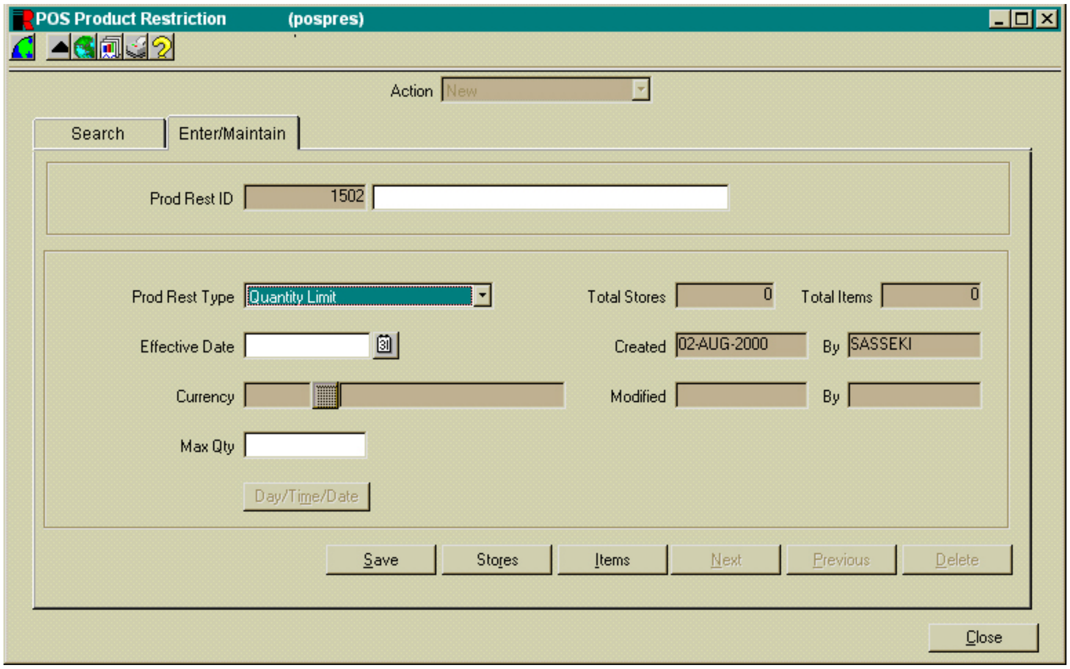
   c. Click the Apply Exclusions button.

8. Click Save to exit.

Create a Product Restriction Configuration with a Quantity Limit Restriction

➲ 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.



POS Product Restriction (pospres)

Action: New

Prod Rest ID: 1502

Prod Rest Type: Quantity Limit

Total Stores: 0

Total Items: 0

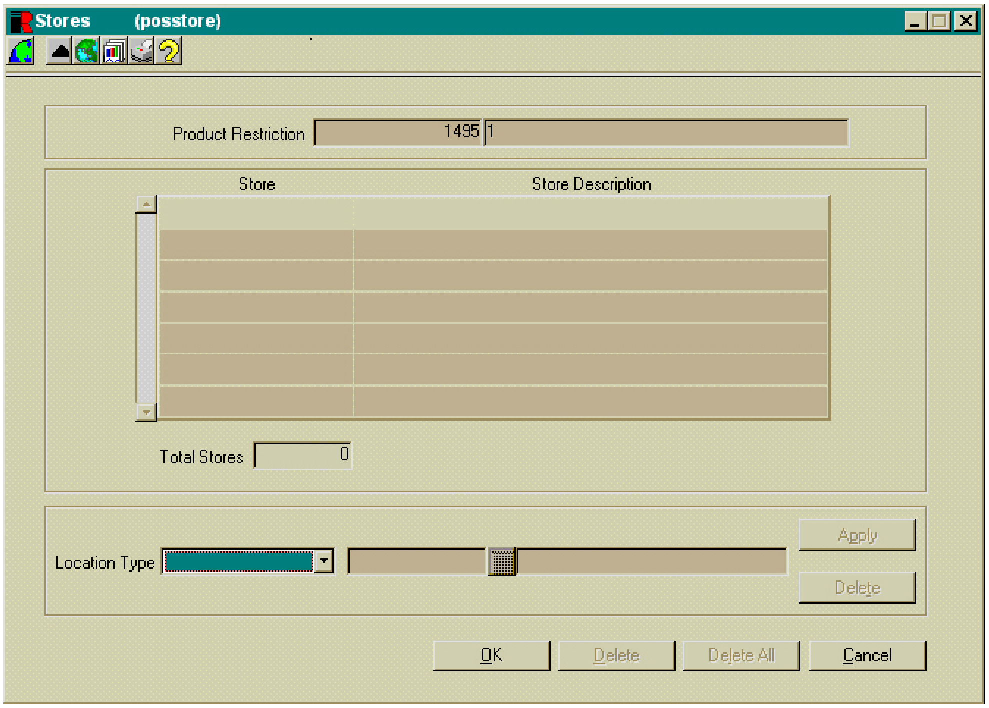
Created: 02-AUG-2000 By: SASSEKI

Search
Enter/Maintain
Effective Date
Currency
Max Qty
Modified
By
Day/Time/Date
Save
Stores
Items
Next
Previous
Delete
Close

2. In the Prod Rest ID field, enter a description for the product restriction configuration.
3. In the Prod Rest Type field, select Quantity Limit.
4. In the Max Qty field, enter the maximum number of items that can be purchased in one sale.
5. Enter optional information as necessary.

6. To associate stores with the configuration:

   a. Click the Stores button. The Stores window is displayed.


Stores (posstore)
Product Restriction
1495
1
Store
Store Description
Total Stores
0
Location Type
Apply
Delete
OK
Delete
Delete All
Cancel

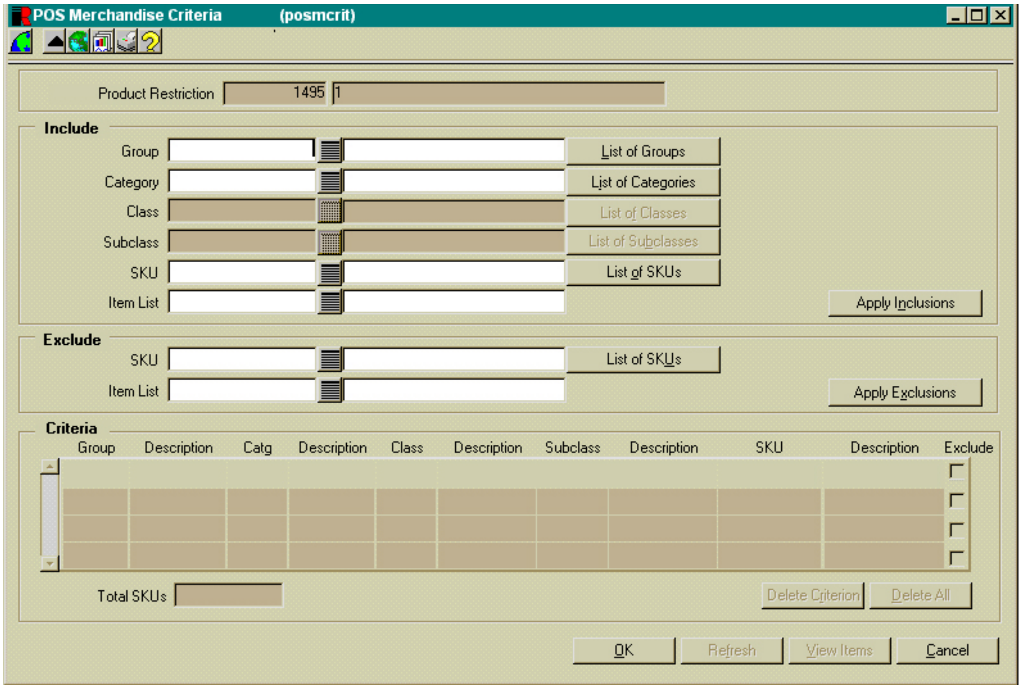
   b. In the Location Type field, enter the ID of the location or group, or click the LOV button and select a location or group.

   c. Click the Apply button.

   d. Click OK to exit.

7. To associate items with the configuration:

   a. Click the Items button. The POS Merchandise Criteria window is displayed.



POS Merchandise Criteria (posmcrit)
Include
Group
Category
Class
Subclass
SKU
Item List
List of Groups
List of Categories
List of Classes
List of Subclasses
List of SKUs
Apply Inclusions
Exclude
SKU
Item List
List of SKUs
Apply Exclusions
Criteria
Group
Description
Catg
Description
Class
Description
Subclass
Description
SKU
Description
Exclude
Total SKUs
Delete Criterion
Delete All
OK
Refresh
View Items
Cancel

Product Restriction 1495 1

   b. In the Include area, select the merchandise level or item that you want to associate with the configuration.

   c. Click the Apply Inclusions button.

8. To exclude items from the configuration:

   a. Click the Items button. The POS Merchandise Criteria window is displayed.

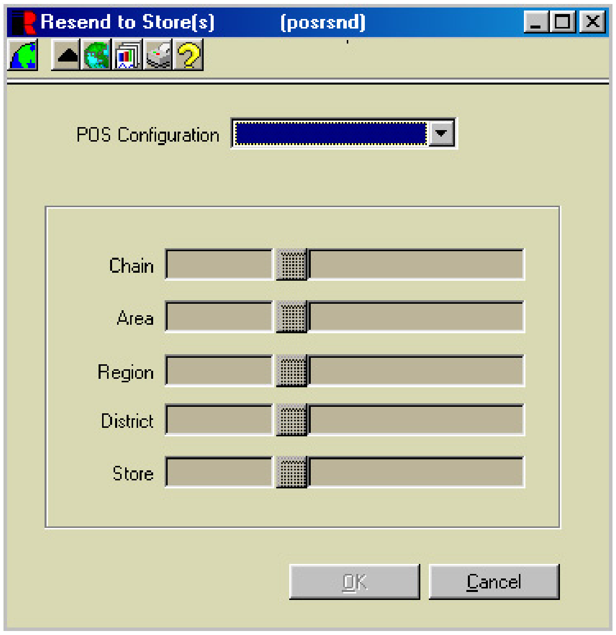
   b. In the Exclude area, enter the item number in the SKU, or enter a partial description of the item and click the LOV button to select an item.

   c. Click the Apply Exclusions button.

9. Click Save to exit.

Resend a POS Configuration to Stores

➲ **Navigate:** From the main menu, select Control → POS Configuration → Resend to Stores. The Resend to Stores window is displayed.



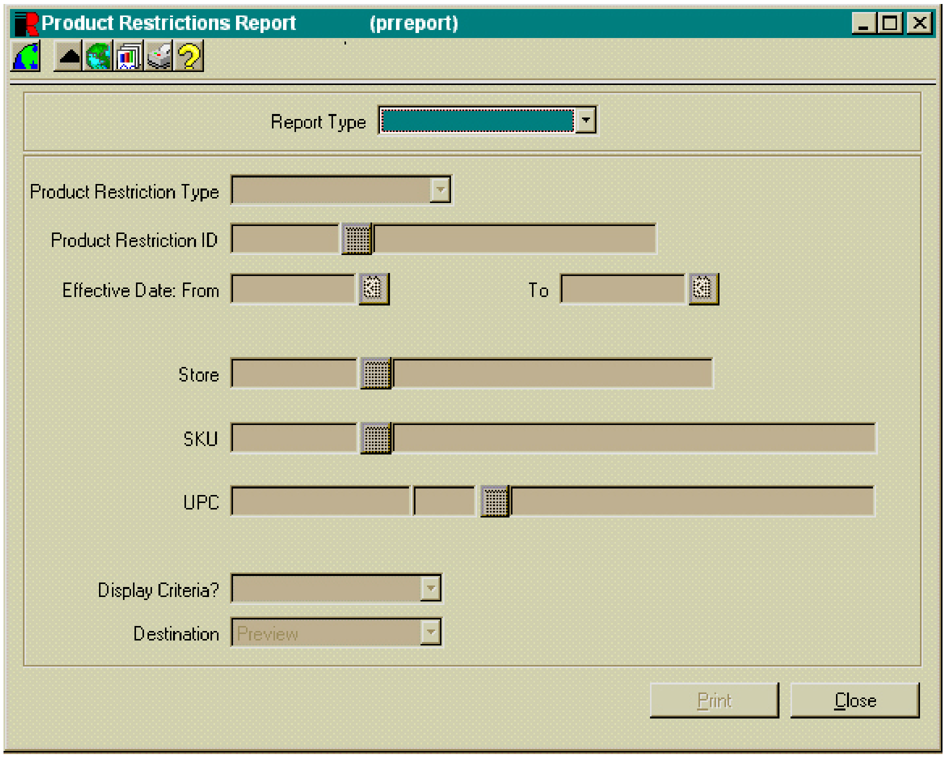
1. In the POS Configuration field, select the type of configurations you want to send to the store.

   Note: To send all of the configuration types, select All.

2. To send the configurations to all the stores in a chain, enter the ID of the chain, or click the LOV button and select a chain in the Chain field.
3. To send the configurations to all the stores in an area, enter the ID of the area, or click the LOV button and select an area in the Area field.
4. To send the configurations to all the stores in a region, enter the ID of the region, or click the LOV button and select a region in the Region field.
5. To send the configurations to all the stores in a district, enter the ID of the district, or click the LOV button and select the district,
6. To send the configuration to a single store, enter the ID of the store, or click the LOV button and select the store.
7. Click OK to exit.

Generate a Product Restriction Configuration Report

➲ **Navigate:** From the main menu, select Control → POS Configuration → Reports → Product Restrictions. The Product Restrictions Report window is displayed.

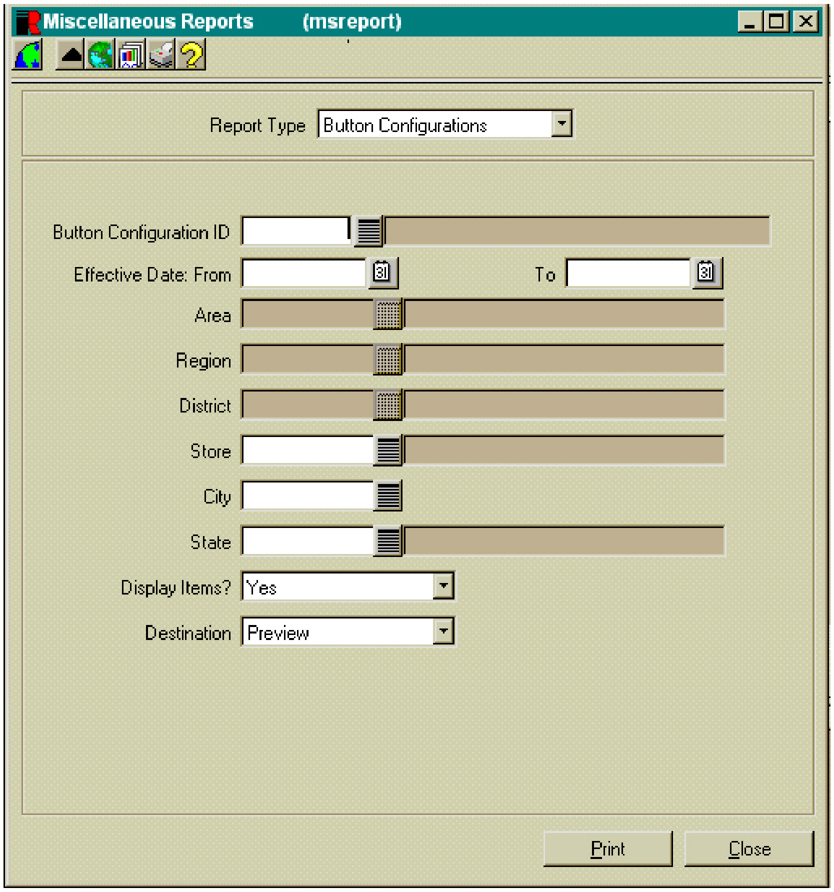

Product Restrictions Report (prreport)
Report Type
Product Restriction Type
Product Restriction ID
Effective Date: From
To
Store
SKU
UPC
Display Criteria?
Destination
Print
Close

Destination Preview

1. In the Report Type field, select the type of report that you want to generate.
2. Enter additional criteria as desired to limit the information on the report.
3. In the Destination field, select how you want to view the report.
4. Click the Print button to generate the report.

Generate a Touch Button Configuration Report

➲ **Navigate:** From the main menu, select Control → POS Configuration → Reports → Miscellaneous. The Miscellaneous Reports window is displayed.


Miscellaneous Reports (msreport)
Button Configuration ID
Effective Date: From
To
Area
Region
District
Store
City
State
Print
Close

Report Type: Button Configurations

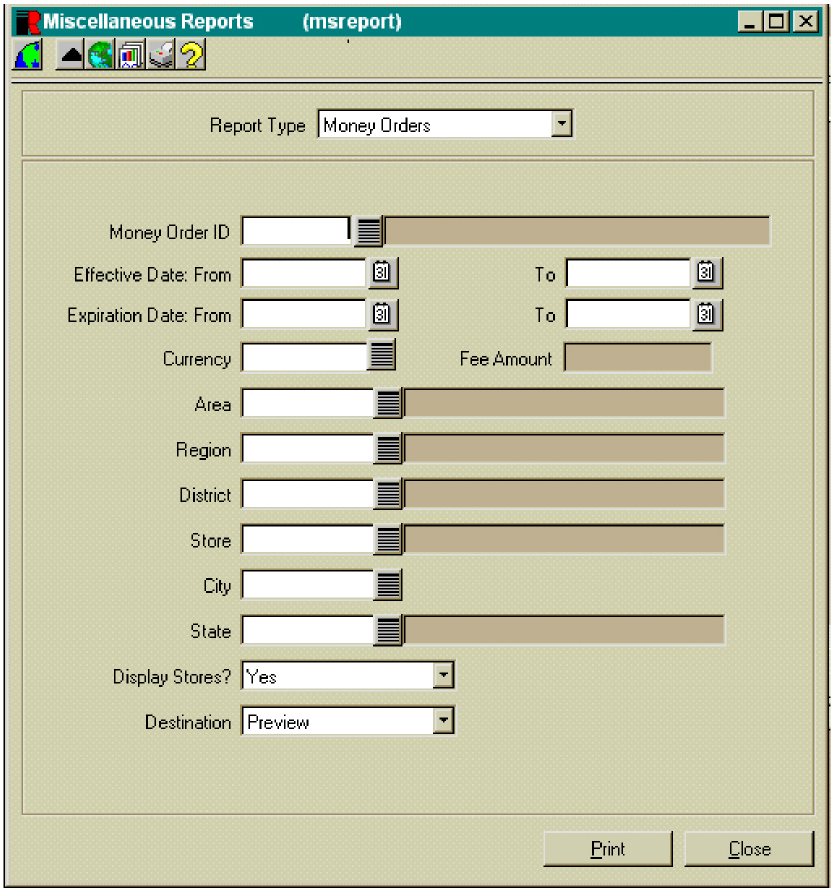
Display Items?: Yes

Destination: Preview

1. In the Report Type field, select Button Configurations.
2. Enter additional criteria as desired to limit the information on the report.
3. In the Destination field, select how you want to view the report.
4. Click the Print button to generate the report.

Generate a Money Order Configuration Report

➲ **Navigate:** From the main menu, select Control → POS Configuration → Reports → Miscellaneous. The Miscellaneous Reports window is displayed.


Miscellaneous Reports (msreport)
Money Order ID
Effective Date: From
To
Expiration Date: From
To
Currency
Fee Amount
Area
Region
District
Store
City
State
Print
Close

Report Type: Money Orders

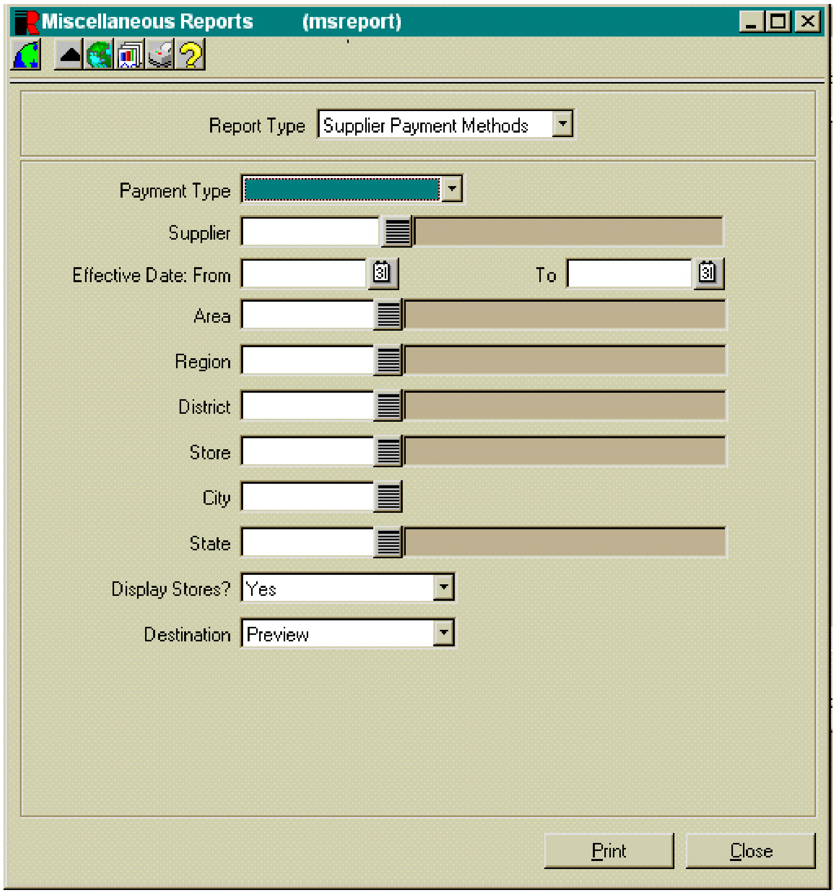
Display Stores?: Yes

Destination: Preview

1. In the Report Type field, select Money Orders.
2. Enter additional criteria as desired to limit the information on the report.
3. In the Destination field, select how you want to view the report.
4. Click the Print button to generate the report.

Generate a Supplier Payment Type Configuration Report

➲ **Navigate:** From the main menu, select Control → POS Configuration → Reports → Miscellaneous. The Miscellaneous Reports window is displayed.



Report Type Supplier Payment Methods

Payment Type

Supplier

Effective Date: From

To

Area

Region

District

Store

City

State

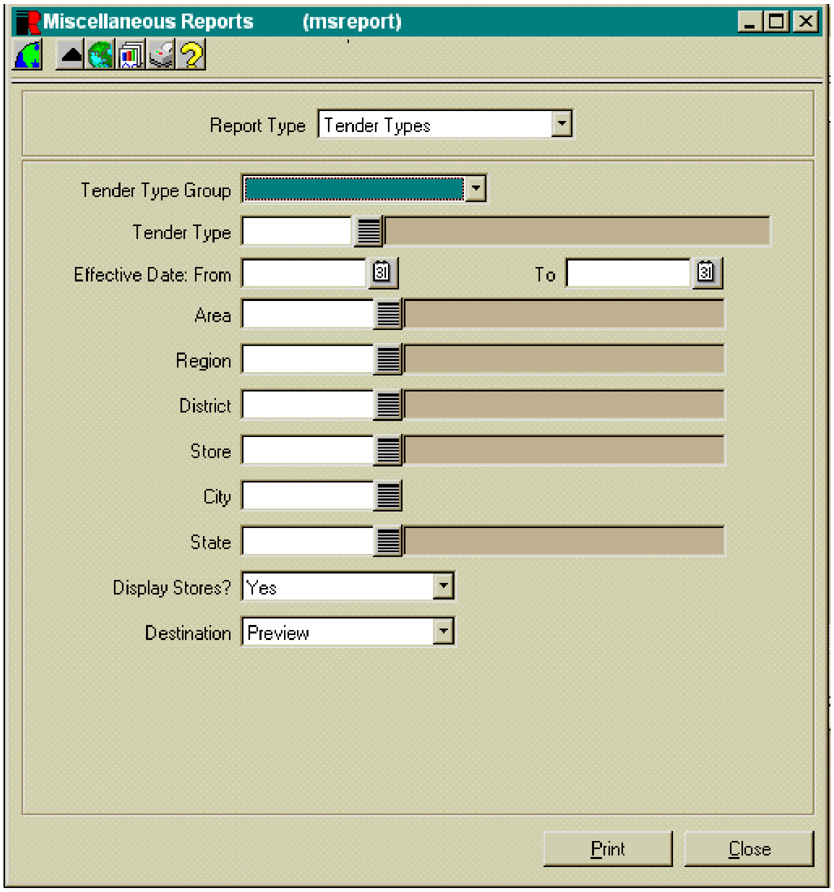
Display Stores? Yes

Destination Preview

1. In the Report Type field, select Supplier Payment Methods.
2. Enter additional criteria as desired to limit the information on the report.
3. In the Destination field, select how you want to view the report.
4. Click the Print button to generate the report.

Generate a Tender Type Configuration Report

➲ **Navigate:** From the main menu, select Control → POS Configuration → Reports → Miscellaneous. The Miscellaneous Reports window is displayed.



Report Type: Tender Types

Tender Type Group

Tender Type

Effective Date: From / To

Area

Region

District

Store

City

State

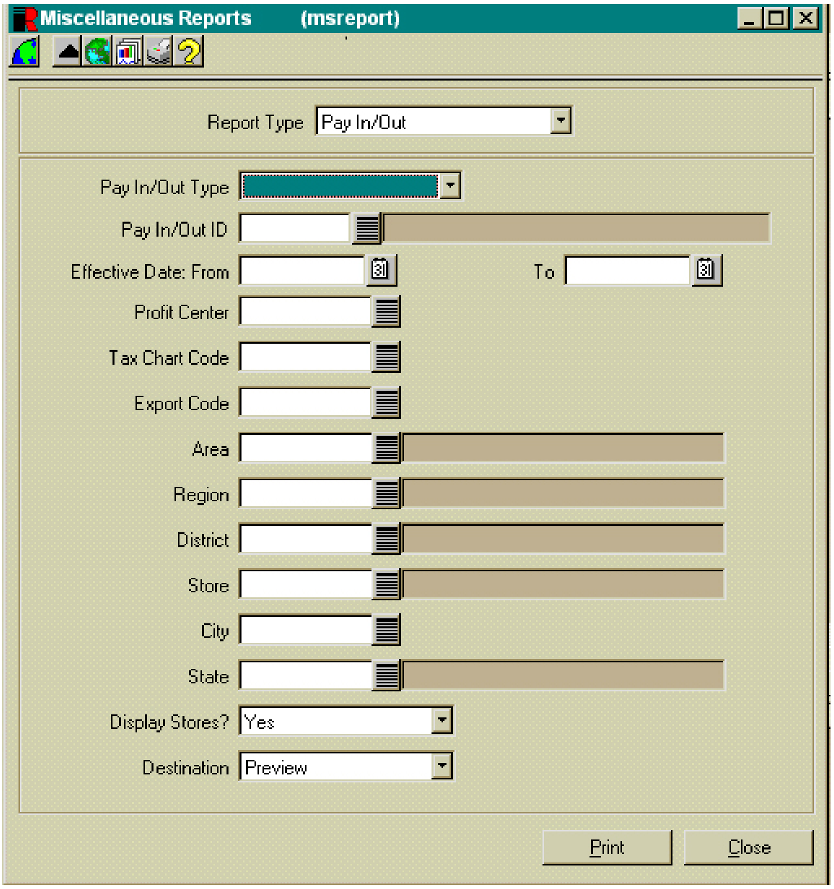
Display Stores?: Yes

Destination: Preview

1. In the Report Type field, select Tender Types.
2. Enter additional criteria as desired to limit the information on the report.
3. In the Destination field, select how you want to view the report.
4. Click the Print button to generate the report.

Generate a Pay in/Pay out Configuration Report

- From the main menu, select Control → POS Configuration → Reports → Miscellaneous. The Miscellaneous Reports window is displayed.


Miscellaneous Reports (msreport)
Pay In/Out Type
Pay In/Out ID
Effective Date: From
To
Profit Center
Tax Chart Code
Export Code
Area
Region
District
Store
City
State
Print
Close

Report Type: Pay In/Out

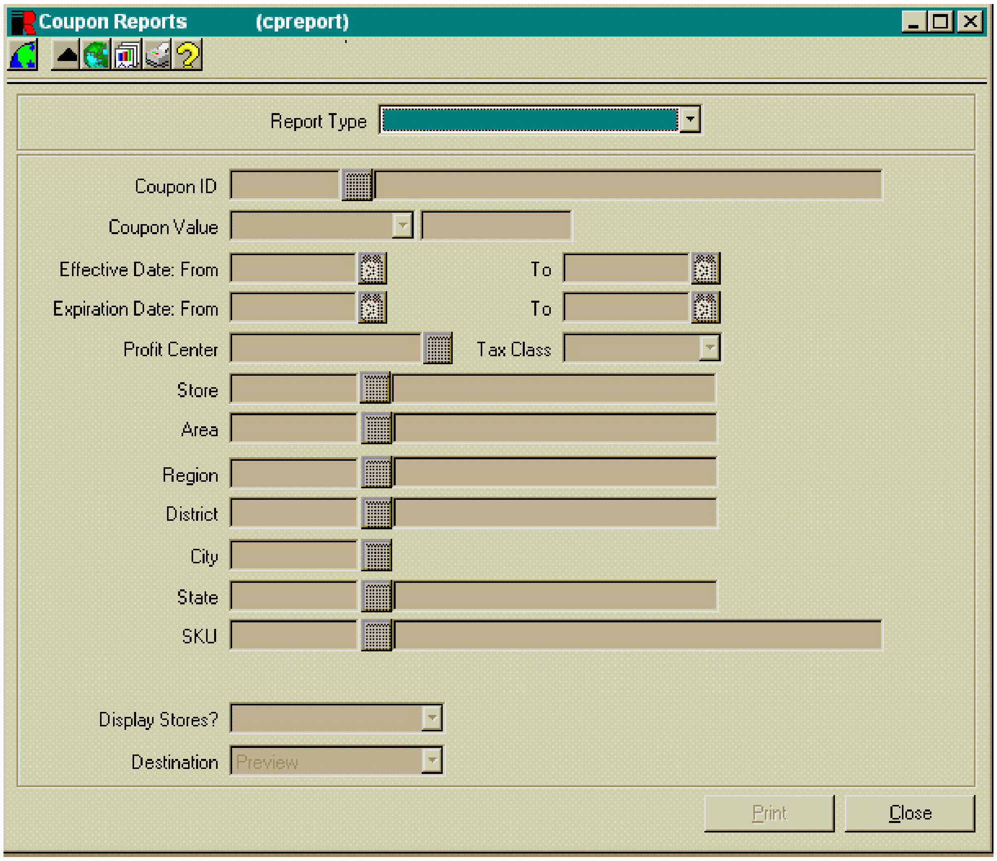
Display Stores?: Yes

Destination: Preview

1. In the Report Type field, select Pay In/Out.
2. Enter additional criteria as desired to limit the information on the report.
3. In the Destination field, select how you want to view the report.
4. Click the Print button to generate the report.

Generate a Coupon Configuration Report

➲ **Navigate:** From the main menu, select Control → POS Configuration → Reports → Coupons. The Coupon Reports window is displayed.


Coupon Reports (cpreport)
Report Type
Coupon ID
Coupon Value
Effective Date: From
To
Expiration Date: From
To
Profit Center
Tax Class
Store
Area
Region
District
City
State
SKU
Display Stores?
Destination
Preview
Print
Close

1. In the Report Type field, select the type of report that you want to generate.
2. Enter additional criteria as desired to limit the information on the report.
3. In the Destination field, select how you want to view the report.
4. Click the Print button to generate the report.

Chapter 12: Invoice Matching

Invoice Matching allows you to verify your received supplier shipments (receipts) against invoices, to confirm that the goods received are within cost and quantity tolerances defined for that supplier.

Invoice matching is performed in two ways. Automatic invoice matching is performed by RMS without user intervention. Manual invoice matching is performed by employees. All invoice matching uses a set of cross-reference numbers, including receipt numbers, purchase order numbers, locations, and/or advance shipping notice (ASN) numbers.

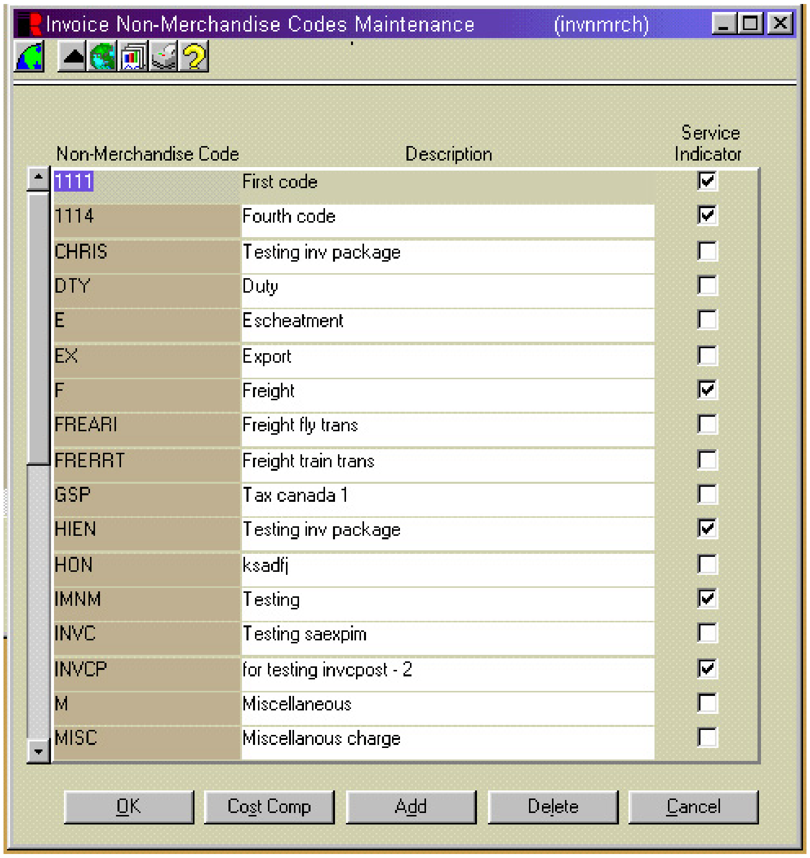
Invoice matching allows you to define tolerances for specific suppliers and to perform summary-level and detail-level matches between invoices and receipts. RMS allows you to define different tolerances for discrepancies in the supplier's favor than for discrepancies in your favor. Summary-level matching involves total monetary and merchandise quantity amounts (and total VAT taxes) only. Detail-level matching involves reconciling discrepancies in invoice line items.

After an invoice is matched and approved, it is ready to be pulled into your accounts payable system for processing. You can also force-pay an invoice, approving payment before the invoice has been matched.

Invoices can be received from a supplier in one of two ways: via an electronic data interface (EDI) or on paper. Information from paper invoices must be manually entered onto RMS.

Add a Non-Merchandise Code

➲ **Navigate:** From the main menu, select Control → Setup → Invoice Non-Merchandise Codes → Edit. The Invoice Non-Merchandise Codes Maintenance window is displayed.



Non-Merchandise Code	Description	Service Indicator
1111	First code	☑
1114	Fourth code	☑
CHRIS	Testing inv package	☐
DTY	Duty	☐
E	Escheatment	☐
EX	Export	☐
F	Freight	☑
FREARI	Freight fly trans	☐
FRERRT	Freight train trans	☐
GSP	Tax canada 1	☐
HIEN	Testing inv package	☑
HON	ksadfj	☐
IMNM	Testing	☑
INVC	Testing saexpim	☐
INVCP	for testing invcpost - 2	☑
M	Miscellaneous	☐
MISC	Miscellanous charge	☐

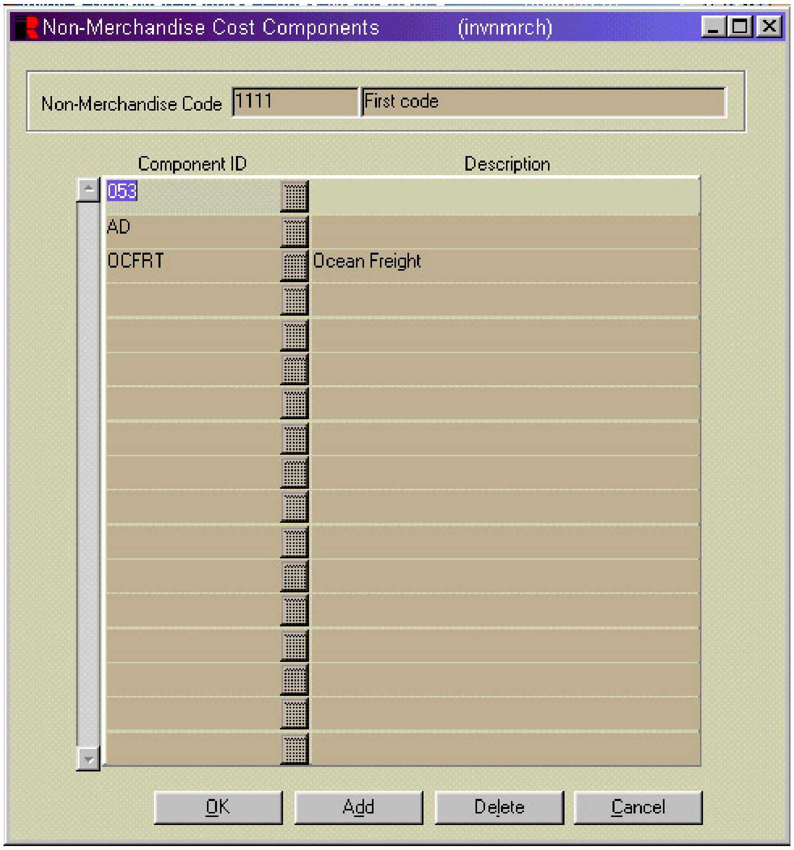
1. Click the Add button.
2. On the next available line, enter a unique ID in the Non-Merchandise Code field.
3. In the Description field, enter a description for the non-merchandise code.
4. When applicable, select the Service Indicator checkbox.
5. Click OK to exit.

Add a Cost Component for a Non-Merchandise Code

> **Note:** This window is only available when you are using Retek Trade Management with RMS.

➲ **Navigate:** From the main menu, select Control → Setup → Invoice Non-Merchandise Codes → Edit. The Invoice Non-Merchandise Codes Maintenance window is displayed.

1. Select a non-merchandise code in the table.
2. Click the Cost Comp button. The Non-Merchandise Cost Components window is displayed.



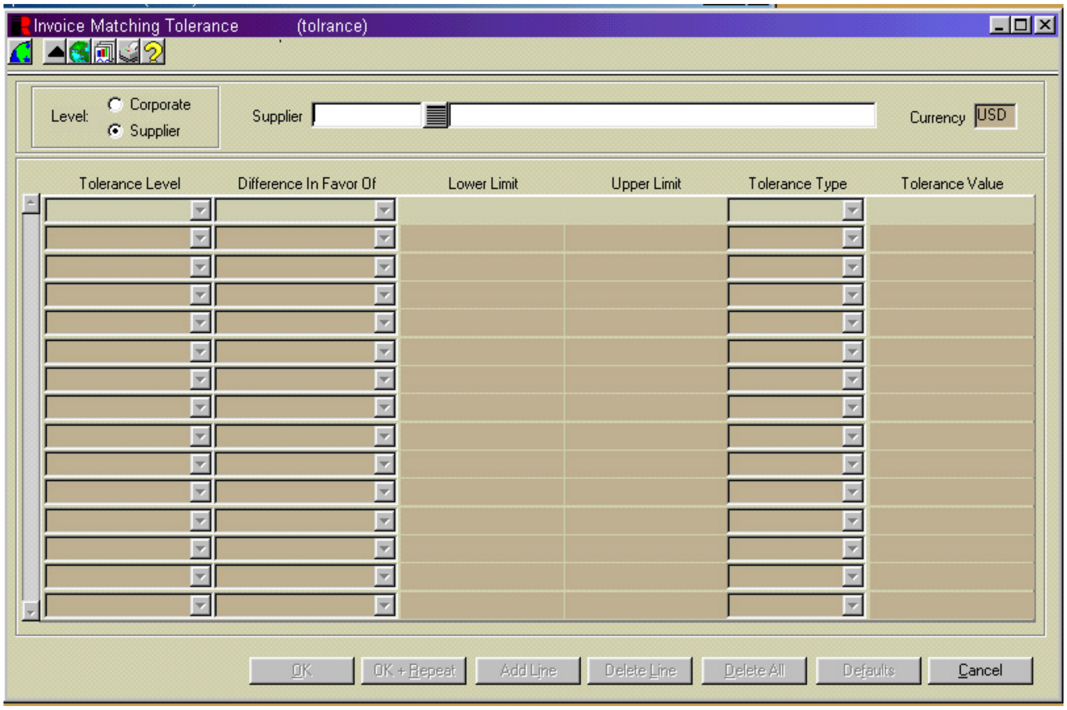
Non-Merchandise Code 1111 First code

Component ID	Description
053	
AD	
OCFRT	Ocean Freight

3. Click the Add button.
4. On the next available line, enter the ID of the cost component in the Component ID field, or click the LOV button and select a cost component.
5. Click OK to exit.

Add an Invoice Matching Tolerance for a Supplier

➲ **Navigate:** From the main menu, select Control → Setup → Invoice Matching Tolerances → Edit. The Invoice Matching Tolerance window is displayed.



Level: ○ Corporate ● Supplier

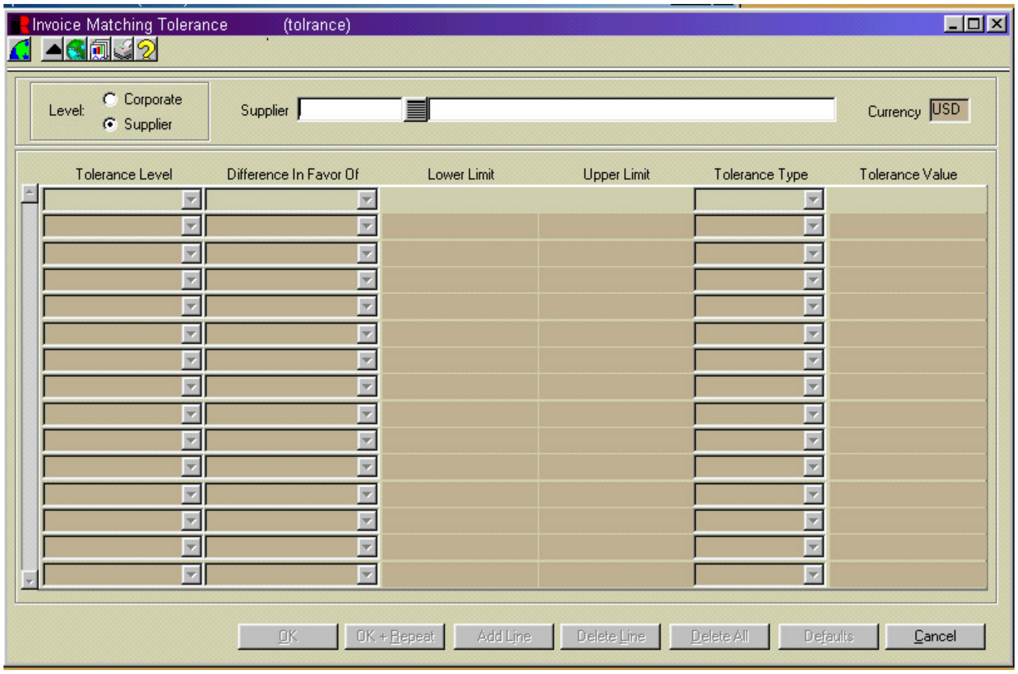
Currency USD

Invoice Matching Tolerance (tolrance)
Supplier
Tolerance Level
Difference In Favor Of
Lower Limit
Upper Limit
Tolerance Type
Tolerance Value
OK
OK + Repeat
Add Line
Delete Line
Delete All
Defaults
Cancel

1. In the Level field, select Supplier.
2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
3. Click the Add Line button.
4. On the next available line, select the level for the tolerance in the Tolerance Level field.
5. In the Difference In Favor Of field, select whether the tolerance is for differences in favor of the supplier or your organization.
6. In the Lower Limit field, enter the lower threshold for the tolerance level.
7. In the Upper Limit field, enter the upper threshold for the tolerance level.
8. In the Tolerance Type field, select the type of tolerance.
9. In the Tolerance Value field, enter the value of the tolerance.
10. Click OK to exit.

Copy Default Invoice Matching Tolerances to a Supplier

➲ **Navigate:** From the main menu, select Control → Setup → Invoice Matching Tolerances → Edit. The Invoice Matching Tolerance window is displayed.

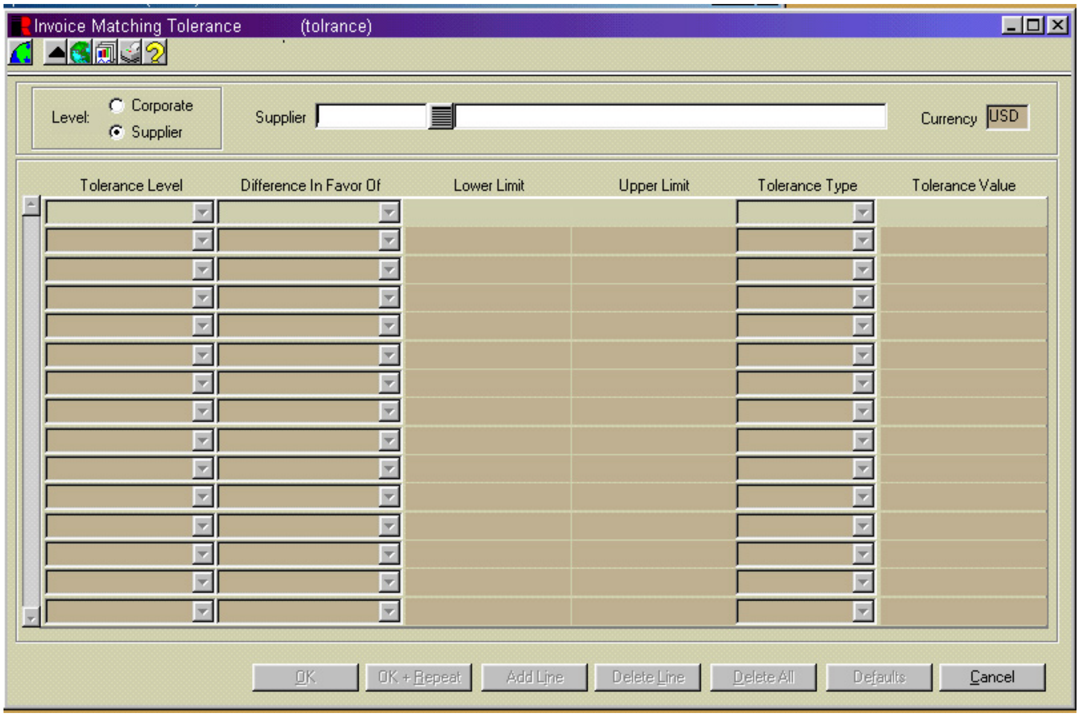

Invoice Matching Tolerance (tolrance)
Level:
○ Corporate
● Supplier
Supplier
Currency
USD
Tolerance Level
Difference In Favor Of
Lower Limit
Upper Limit
Tolerance Type
Tolerance Value
OK
OK + Repeat
Add Line
Delete Line
Delete All
Defaults
Cancel

1. In the Level field, select Supplier.
2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select the supplier.
3. Click the Defaults button. The table is automatically filled in with the default tolerances.
4. Click OK to exit.

Add a Default Invoice Matching Tolerance

Note: Default invoice matching tolerances are added at the corporate level.

➲ **Navigate:** From the main menu, select Control → Setup → Invoice Matching Tolerances → Edit. The Invoice Matching Tolerances window is displayed.



Level: ○ Corporate ● Supplier

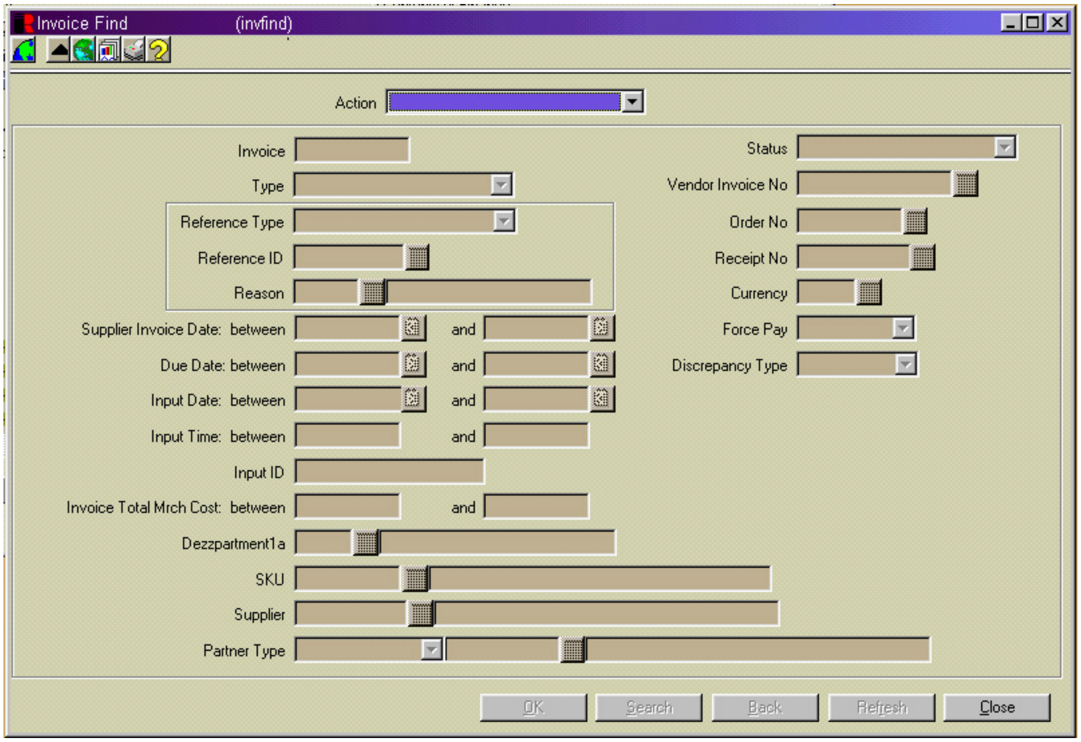
Currency USD

Invoice Matching Tolerance (tolrance)
Supplier
Tolerance Level
Difference In Favor Of
Lower Limit
Upper Limit
Tolerance Type
Tolerance Value
OK
OK + Repeat
Add Line
Delete Line
Delete All
Defaults
Cancel

1. In the Level field, select Corporate.
2. Click the Add Line button.
3. On the next available line, select the level for the tolerance in the Tolerance Level field.
4. In the Difference In Favor Of field, select whether the tolerance is for differences in favor of the supplier or your organization.
5. In the Lower Limit field, enter the lower threshold of the tolerance.
6. In the Upper Limit field, enter the upper threshold of the tolerance.
7. In the Tolerance Type field, select the type of tolerance.
8. In the Tolerance Value field, enter the value of the tolerance.
9. Click OK to exit.

Search for an Invoice Document

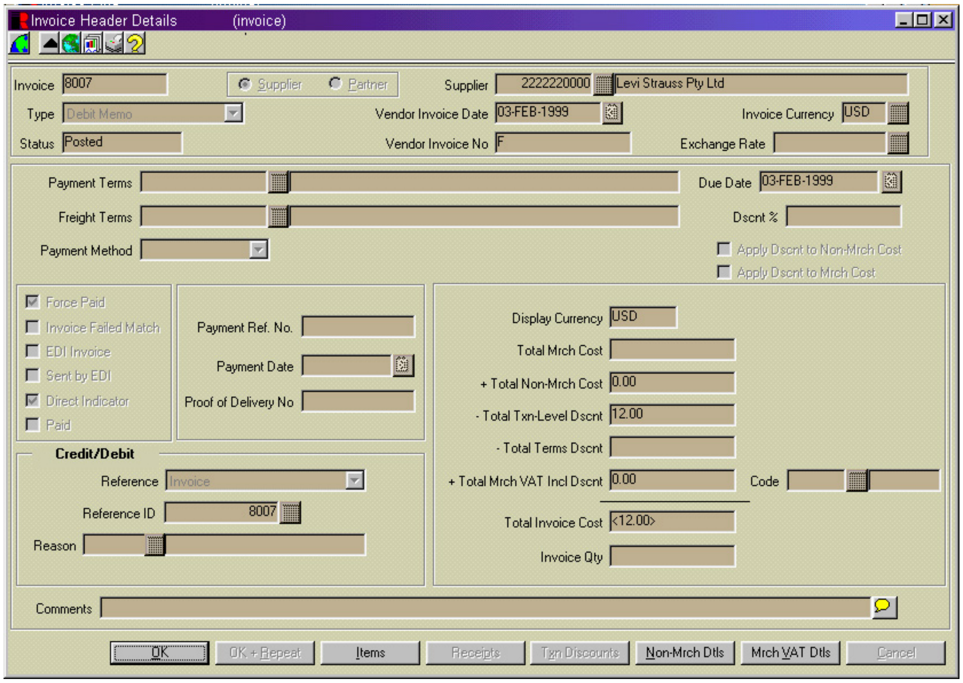
➲ **Navigate:** From the main menu, select Finance → Invoice Matching. The Invoice Find window is displayed.


Invoice Find (invfind)
Action
Invoice
Type
Reference Type
Reference ID
Reason
Supplier Invoice Date: between
and
Due Date: between
and
Input Date: between
and
Input Time: between
and
Input ID
Invoice Total Mrch Cost: between
and
Dezzpartment1a
SKU
Supplier
Partner Type
Status
Vendor Invoice No
Order No
Receipt No
Currency
Force Pay
Discrepancy Type
OK
Search
Back
Refresh
Close

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

Approve an Invoice Document

➲ **Navigate:** Search for and retrieve an invoice document in Edit mode. The Invoice Header Details window is displayed.


Invoice Header Details (invoice)
OK
OK + Repeat
Items
Receipts
Txn Discounts
Non-Mrch Dtls
Mrch VAT Dtls
Cancel

Invoice 8007
● Supplier ○ Partner
Supplier 2222220000 Levi Strauss Pty Ltd
Type Debit Memo
Vendor Invoice Date 03-FEB-1999
Invoice Currency USD
Status Posted
Vendor Invoice No F
Exchange Rate
Payment Terms
Due Date 03-FEB-1999
Freight Terms
Dscnt %
Payment Method
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☑ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☑ Direct Indicator
☐ Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency USD
Total Mrch Cost
+ Total Non-Mrch Cost 0.00
- Total Txn-Level Dscnt 12.00
- Total Terms Dscnt
+ Total Mrch VAT Incl Dscnt 0.00
Code
Total Invoice Cost <12.00>
Invoice Qty

Credit/Debit
Reference Invoice
Reference ID 8007
Reason
Comments

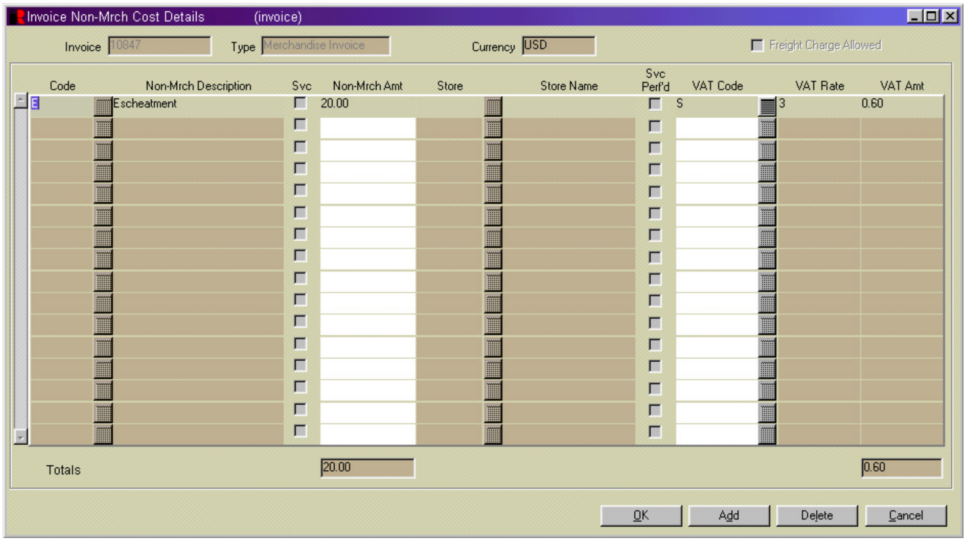
1. From the Options menu, select Approve. The Status field changes to Approved.
2. Click OK to exit.

Add a Non-Merchandise Cost to an Invoice Document

> **Note:** Use this procedure to add non-merchandise costs to merchandise invoices, credit notes, credit note requests, debit memos, and credit memos before they are posted to the financial application.

➲ **Navigate:** Search for and retrieve an invoice document in Edit mode. The Invoice Header Details window is displayed.

1. Click the Non-Mrch Dtls button. The Invoice Non-Mrch Cost Details window is displayed.



Invoice 10847
Type Merchandise Invoice
Currency USD
☐ Freight Charge Allowed

Code	Non-Mrch Description	Svc	Non-Mrch Amt	Store	Store Name	Svc Perf'd	VAT Code	VAT Rate	VAT Amt
E	Escheatment	☐	20.00			☐	S	3	0.60

Totals 20.00 0.60

2. In the Code field, enter the ID of the cost component, or click the LOV button and select a cost component.
3. In the Non-Mrch Amt field, enter the amount of the non-merchandise cost.
4. In the Store field, enter the ID of the store, or click the LOV button and select a store.

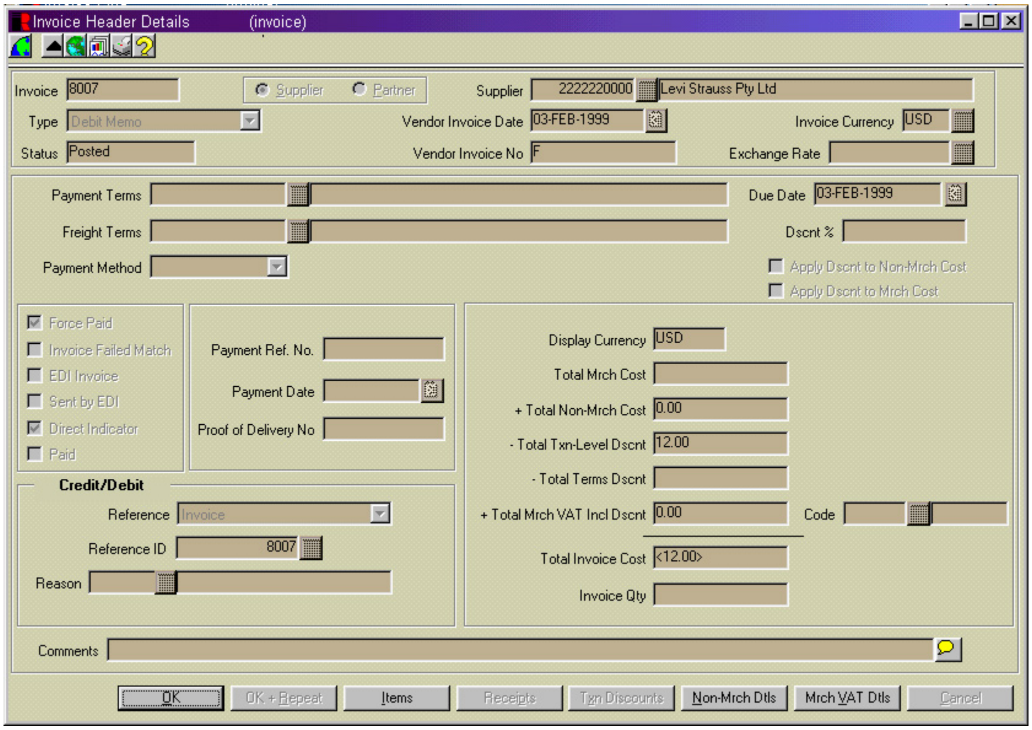
> **Note:** This field is not required when the non-merchandise cost is not a service.

5. When applicable, select the Svc Perf’d checkbox.
6. When required, enter the VAT code in the VAT Code field, or click the LOV button and select a VAT code. The VAT Amt field is filled in automatically based on the VAT code you select.
7. Click OK to exit.

Add a VAT Code to an Invoice Document

Note: Use this procedure to add VAT codes to merchandise invoices, credit notes, credit note requests, debit memos, and credit memos before they are posted to the financial application.

➲ **Navigate:** Search for and retrieve an invoice document in Edit mode. The Invoice Header Details window is displayed.



Invoice Header Details (invoice)

Invoice 8007
● Supplier ○ Partner
Supplier 2222220000 Levi Strauss Pty Ltd
Type Debit Memo
Vendor Invoice Date 03-FEB-1999
Invoice Currency USD
Status Posted
Vendor Invoice No F
Exchange Rate
Payment Terms
Due Date 03-FEB-1999
Freight Terms
Dscnt %
Payment Method
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☑ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☑ Direct Indicator
☐ Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency USD
Total Mrch Cost
+ Total Non-Mrch Cost 0.00
- Total Txn-Level Dscnt 12.00
- Total Terms Dscnt
+ Total Mrch VAT Incl Dscnt 0.00
Code
Total Invoice Cost <12.00>
Invoice Qty
Credit/Debit
Reference Invoice
Reference ID 8007
Reason
Comments

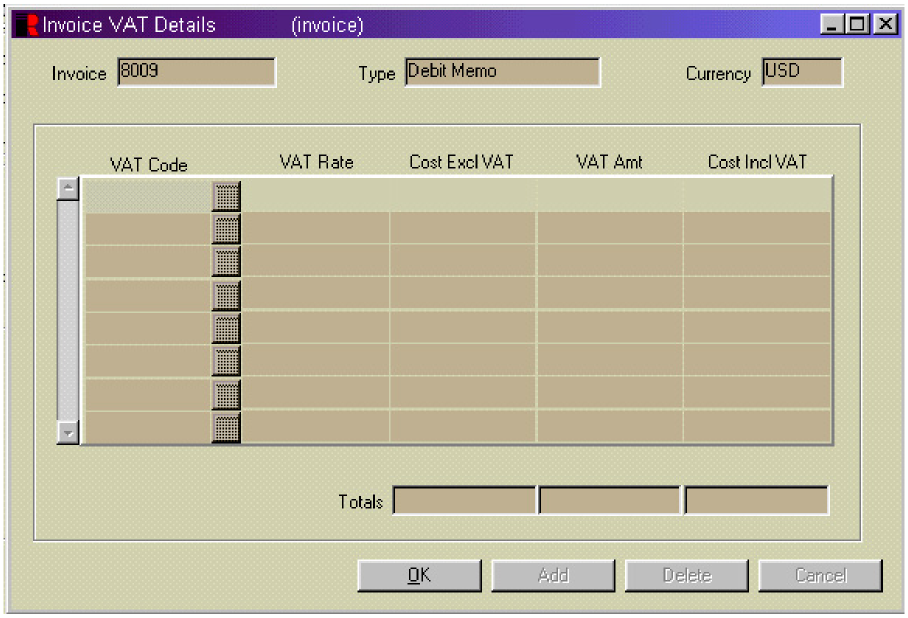
1. To add the cost of a single VAT code to the merchandise invoice:

    a. In the Total Mrch VAT Incl Dscnt field, enter the amount of the VAT.

    b. In the Code field, enter the code for the VAT, or click the LOV button and select a VAT.

2. To add multiple VAT code costs to a merchandise invoice:

    a. Click the Mrch VAT Dtls button. The Invoice VAT Details window is displayed.



Invoice VAT Details (invoice)
VAT Code
VAT Rate
Cost Excl VAT
VAT Amt
Cost Incl VAT
Totals
OK
Add
Delete
Cancel

Invoice 8009
Type Debit Memo
Currency USD

    b. In the VAT Code field, enter the VAT code, or click the LOV button and select a VAT code.

    c. In the Cost Excl VAT field, enter the amount of the invoice without the VAT. The VAT Amt field and the Cost Incl VAT fields are filled in automatically.

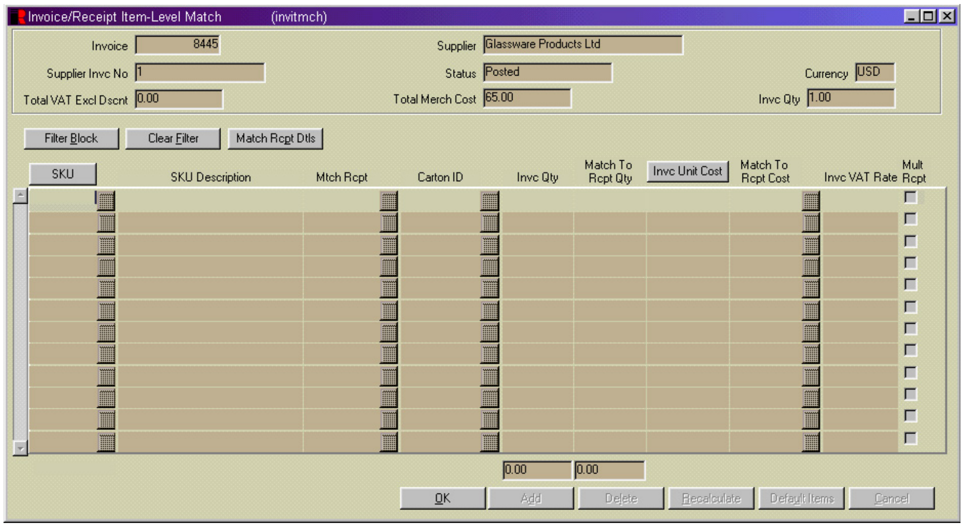
3. Click OK to exit.

Add Item Details to an Invoice Document

> **Note:** Use this procedure to add item details to merchandise invoices, credit notes, credit note requests, debit memos, and credit memos before they are posted to the financial application.

➲ **Navigate:** Search for and retrieve an invoice document in Edit mode. The Invoice Header Details window is displayed.

1. Click the Item button. The Invoice/Receipt Item-Level Match window is displayed.


Invoice/Receipt Item-Level Match
(invitmch)
Filter Block
Clear Filter
Match Rcpt Dtls
SKU
SKU Description
Mtch Rcpt
Carton ID
Invc Qty
Match To Rcpt Qty
Invc Unit Cost
Match To Rcpt Cost
Invc VAT Rate
Mult Rcpt
OK
Add
Delete
Recalculate
Default Items
Cancel

Invoice: 8445
Supplier: Glassware Products Ltd
Supplier Invc No: 1
Status: Posted
Currency: USD
Total VAT Excl Dscnt: 0.00
Total Merch Cost: 65.00
Invc Qty: 1.00
0.00 0.00

2. To add an item to the invoice document:

    a. Click the Add button.

    b. In the SKU field, enter the SKU or item number of the item, or enter a partial description of the item and click the LOV button to select the item.

    c. In the Mtch Rcpt field, enter the number of the receipt, or click the LOV button and select a receipt.

    d. In the Invc Qty field, enter the quantity of the item on the invoice document.

    c. In the Invc Unit Cost field, enter the cost of the item.

3. When an item on a receipt has more than one cost:

    a. In the Match Rcpt Qty field, enter the quantity of the item with which you are matching.

    b. In the Match to Rcpt Cost field, enter the cost of the item for the invoice document, or click the LOV button and select the cost.

4. To add all of the items on the associated receipts to the invoice document:
    a. Click the Default Items button. The items are automatically filled in.
    b. Edit the Invc Qty and Invc Unit Cost fields to match the invoice document quantities and costs.

Note: When you add all of the items on the associated receipts to the invoice document, the Invc Qty and Invc Unit Cost fields are filled in automatically and cannot be edited.

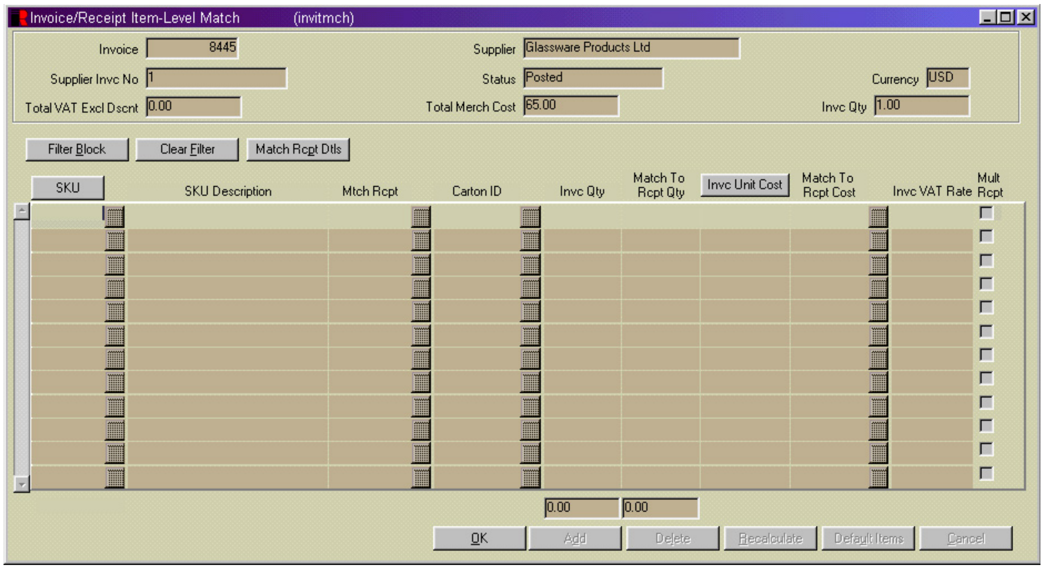
5. When required, enter the VAT code in the VAT Code field, or click the LOV button and select a VAT code. The VAT Amt field is filled in automatically based on the VAT code you select.
6. Click OK to exit.

Add Item Details on Multiple Receipts to an Invoice Document

Note: Use this procedure to add item details on multiple receipts to merchandise invoices, credit notes, credit note requests, debit memos, and credit memos before they are posted to the financial application.

➲ **Navigate:** Search for and retrieve an invoice document in Edit mode. The Invoice Header Details window is displayed.

1. Click the Item button. The Invoice/Receipt Item-Level Match window is displayed.



Invoice/Receipt Item-Level Match (invitmch)

Invoice: 8445
Supplier: Glassware Products Ltd
Supplier Invc No: 1
Status: Posted
Currency: USD
Total VAT Excl Dscnt: 0.00
Total Merch Cost: 65.00
Invc Qty: 1.00

Filter Block
Clear Filter
Match Rcpt Dtls
SKU
SKU Description
Mtch Rcpt
Carton ID
Invc Qty
Match To Rcpt Qty
Invc Unit Cost
Match To Rcpt Cost
Invc VAT Rate
Mult Rcpt
0.00
0.00
OK
Add
Delete
Recalculate
Default Items
Cancel

2. To add an item to the invoice document:

   a. Click the Add button.

   b. In the SKU field, enter the SKU or item number of the item, or enter a partial description of the item and click the LOV button to select the item.

   c. In the Invc Qty field, enter the quantity of the item on the invoice document.

   d. In the Invc Unit Cost field, enter the cost of the item.

3. Click the Match Rcpt Dtls button. The Invoice Match Receipt Details window is displayed.

4. Click the Add button.

5. In the Match Rcpt field, enter the number of the first receipt for the item, or click the LOV button and select the receipt.

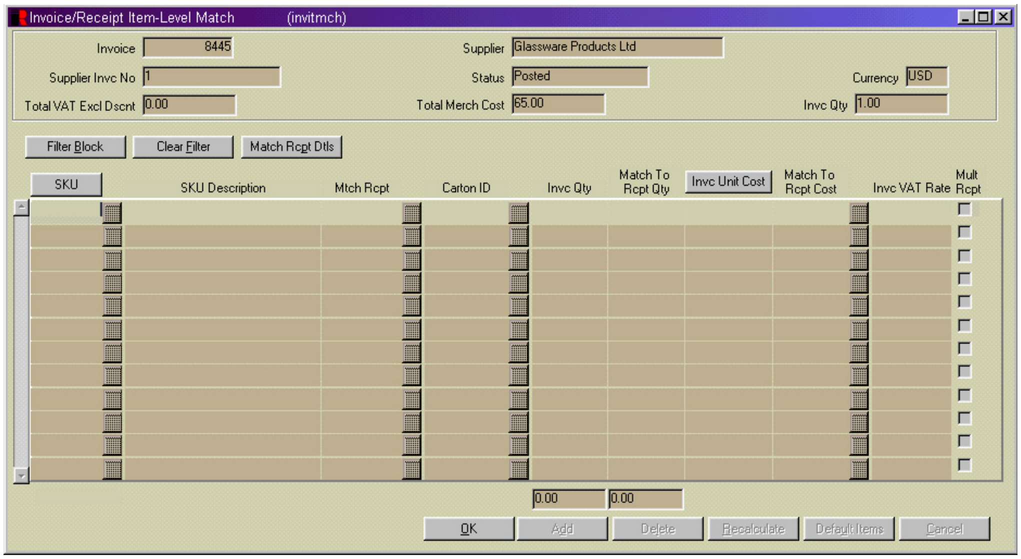
6. In the Invc Qty field, enter the quantity of the item on the invoice document.
7. When the item on a receipt has more than one cost:
    a. In the Match Rcpt Qty field, enter the quantity of the item at a particular cost on the receipt.
    b. In the Match to Rcpt Cost field, enter the cost of the item for the invoice document, or click the LOV button and select the cost.
8. Click OK to exit.

Filter Item Details on an Invoice Document

Note: Use this procedure to filter item details on multiple receipts to merchandise invoices, credit notes, credit note requests, debit memos, and credit memos.

➲ **Navigate:** Search for and retrieve an invoice document in Edit or mode. The Invoice Header Details window is displayed.

1. Click the Item button. The Invoice/Receipt Item-Level Match window is displayed.


Invoice/Receipt Item-Level Match (invitmch)
Filter Block
Clear Filter
Match Rcpt Dtls
SKU
SKU Description
Mtch Rcpt
Carton ID
Invc Qty
Match To Rcpt Qty
Invc Unit Cost
Match To Rcpt Cost
Invc VAT Rate
Mult Rcpt
OK
Add
Delete
Recalculate
Default Items
Cancel

Invoice 8445
Supplier Invc No 1
Total VAT Excl Dscnt 0.00
Supplier Glassware Products Ltd
Status Posted
Total Merch Cost 65.00
Currency USD
Invc Qty 1.00

0.00 0.00

2. Click the Filter Block button. The Invoice/Receipt Item Level Filter window is displayed.

3. To add criteria to the filter:

   a. Enter or select criteria by which you want to filter in the Filter By section.

   b. Click the Add Filter Criteria button. The filter criteria is added to the Filter Criteria table.

4. To delete criteria from the filter:

   a. Select the criteria you want to delete.

   b. Click the Delete button.

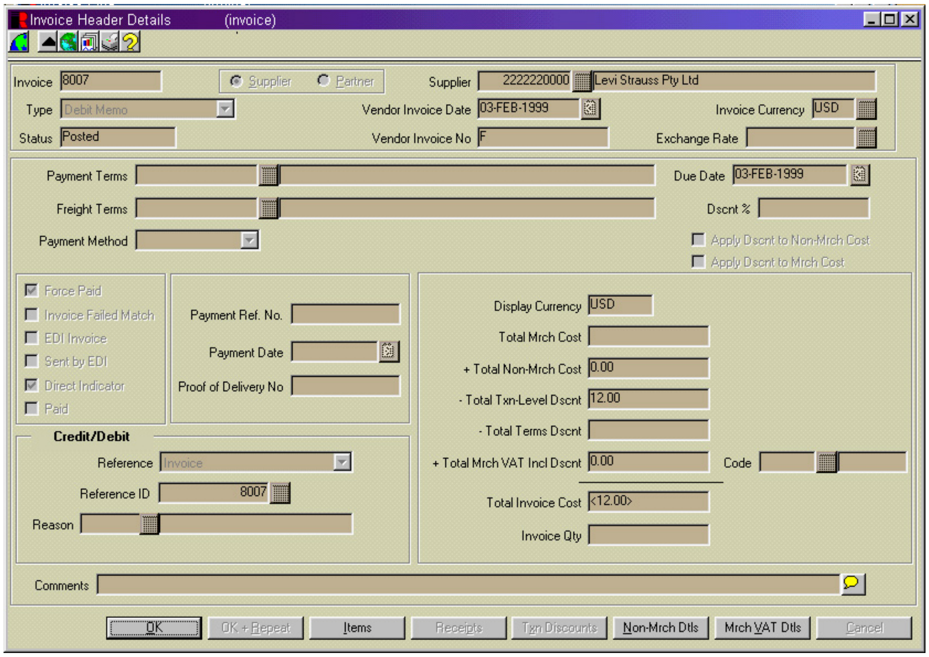
   c. When prompted to delete the criteria, click the Yes button.

5. Click the Apply Filter button. The Invoice/Receipt Item Level Match Filter window is closed, and the items on the Invoice/Receipt Item-Level Match window are filtered by the criteria you specified.

Create a Merchandise Invoice

➲ **Navigate:** From the main menu, select Finance → Invoice Matching. The Invoice Find window is displayed.

1. In the Action field, select New and click OK. The Invoice Header Details window is displayed.



Invoice 8007
● Supplier ○ Partner
Supplier 2222220000 Levi Strauss Pty Ltd
Type Debit Memo
Vendor Invoice Date 03-FEB-1999
Invoice Currency USD
Status Posted
Vendor Invoice No F
Exchange Rate
Payment Terms
Due Date 03-FEB-1999
Freight Terms
Dscnt %
Payment Method
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☑ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☑ Direct Indicator
☐ Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency USD
Total Mrch Cost
+ Total Non-Mrch Cost 0.00
- Total Txn-Level Dscnt 12.00
- Total Terms Dscnt
+ Total Mrch VAT Incl Dscnt 0.00
Code
Total Invoice Cost <12.00>
Invoice Qty
Credit/Debit
Reference Invoice
Reference ID 8007
Reason
Comments

2. In the Supplier field, enter the ID of the supplier, or click the LOV button and select a supplier.

3. In the Vendor Invoice Date field, enter the date of the invoice from the vendor, or click the calendar button and select the date.

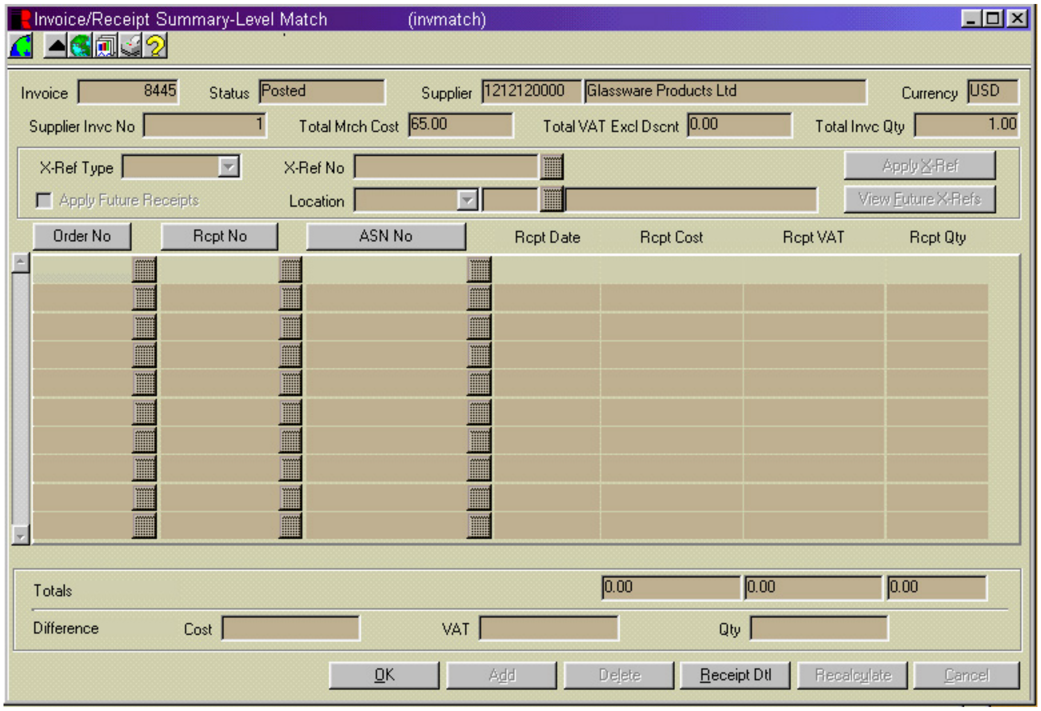
4. In the Vendor Invoice Number field, enter the number of the invoice from the vendor.

5. In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.

6. In the Total Invoice Cost field, enter the total cost of the invoice.

7. To associate a receipt with the invoice:

   a. Click the Receipts button. The Invoice/Receipt Summary-Level Match window is displayed.


Invoice/Receipt Summary-Level Match (invmatch)
X-Ref Type
X-Ref No
Apply X-Ref
☐ Apply Future Receipts
Location
View Future X-Refs
Order No
Rcpt No
ASN No
Rcpt Date
Rcpt Cost
Rcpt VAT
Rcpt Qty
Difference
Cost
VAT
Qty
OK
Add
Delete
Receipt Dtl
Recalculate
Cancel

Invoice 8445
Status Posted
Supplier 1212120000 Glassware Products Ltd
Currency USD
Supplier Invc No 1
Total Mrch Cost 65.00
Total VAT Excl Dscnt 0.00
Total Invc Qty 1.00
Totals 0.00 0.00 0.00

   b. In the Receipt No field, enter the number of the receipt, or click the LOV button and select a receipt.

   c. Click OK to exit the Invoice/Receipt Summary-Level Match window.

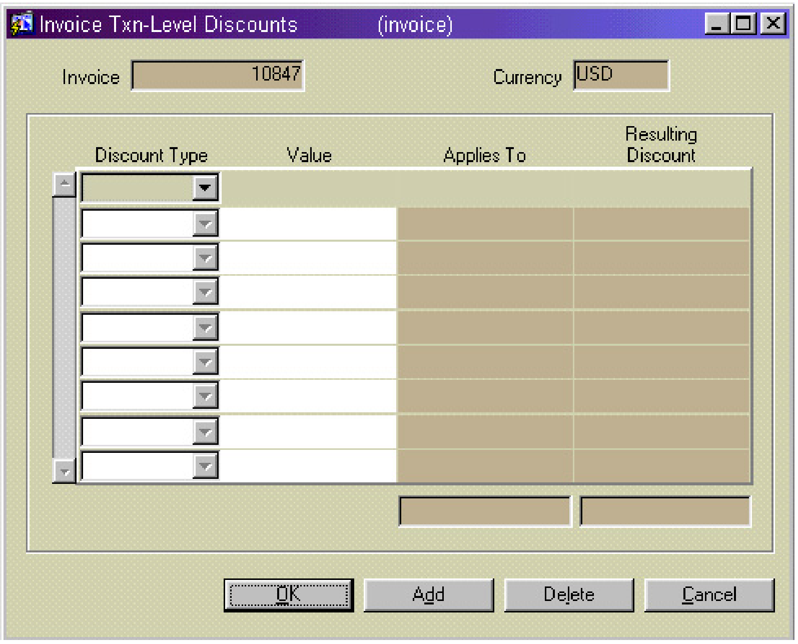
8. Click OK to exit.

Add a Transaction Discount to a Merchandise Invoice

Note: You can only add transaction discounts before a merchandise invoice is approved.

➲ **Navigate:** Search for and retrieve a merchandise invoice in Edit mode. The Invoice Header Details window is displayed.

1. Click the Txn Discounts button. The Invoice Txn-Level Discounts window is displayed.


Invoice Txn-Level Discounts (invoice)
Discount Type
Value
Applies To
Resulting Discount
OK
Add
Delete
Cancel

Invoice 10847

Currency USD

2. In the Discount Type field, select the type of discount.
3. In the Value field, enter the amount of the discount.
4. When the discount type is Percent, enter the amount of the invoice to which the discount applies in the Applies To field.

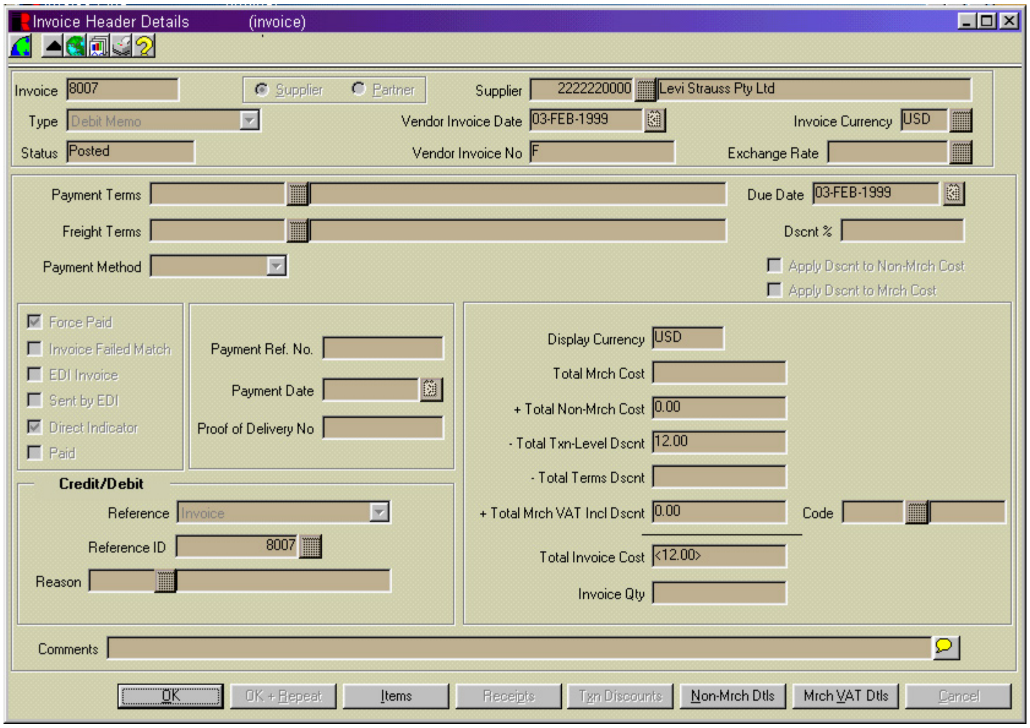
Note: This field is not required when the discount type is Amount.

5. Click OK to exit.

Force Pay a Merchandise Invoice

> **Note:** You can force pay unmatched and partially matched merchandise invoices.

➲ **Navigate:** Search for and retrieve a merchandise invoice in Edit mode. The Invoice Header Details window is displayed.


Invoice Header Details (invoice)
Payment Terms
Freight Terms
Payment Method
Dscnt %
Exchange Rate
Payment Ref. No.
Payment Date
Proof of Delivery No
Total Mrch Cost
- Total Terms Dscnt
Invoice Qty
Code
Reason
Comments
OK
OK + Repeat
Items
Receipts
Txn Discounts
Non-Mrch Dtls
Mrch VAT Dtls
Cancel

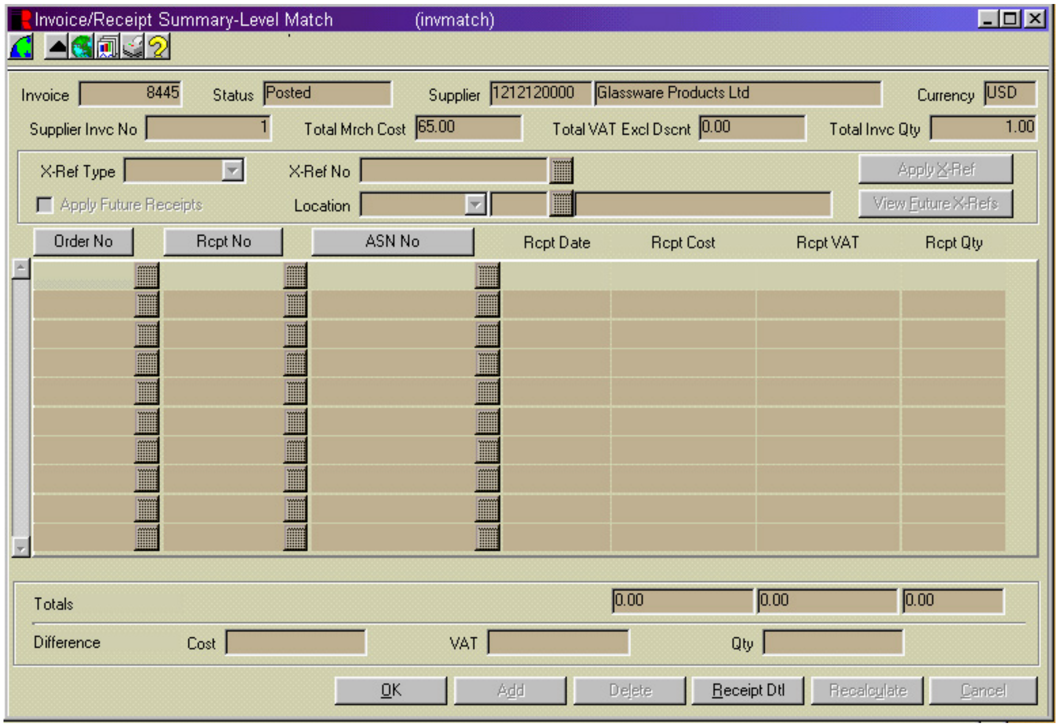
Invoice 8007
● Supplier ○ Partner
Supplier 2222220000 Levi Strauss Pty Ltd
Type Debit Memo
Vendor Invoice Date 03-FEB-1999
Invoice Currency USD
Status Posted
Vendor Invoice No F
Due Date 03-FEB-1999
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☑ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☑ Direct Indicator
☐ Paid
Display Currency USD
+ Total Non-Mrch Cost 0.00
- Total Txn-Level Dscnt 12.00
+ Total Mrch VAT Incl Dscnt 0.00
Total Invoice Cost <12.00>
Credit/Debit
Reference Invoice
Reference ID 8007

1. From the Options menu, select Force Pay Invoice. The Force Paid checkbox on the Invoice Header Details window is selected.
2. Click OK to exit.

Perform a Summary Level Match for a Merchandise Invoice

➲ **Navigate:** Search for and retrieve an unmatched merchandise invoice in Edit mode. The Invoice Header Details window is displayed.

1. Click the Receipts button. The Invoice/Receipt Summary-Level Match window is displayed.


Invoice/Receipt Summary-Level Match (invmatch)
X-Ref Type
X-Ref No
Apply X-Ref
Apply Future Receipts
Location
View Future X-Refs
Order No
Rcpt No
ASN No
Rcpt Date
Rcpt Cost
Rcpt VAT
Rcpt Qty
Difference
Cost
VAT
Qty
OK
Add
Delete
Receipt Dtl
Recalculate
Cancel

Invoice 8445
Status Posted
Supplier 1212120000 Glassware Products Ltd
Currency USD
Supplier Invc No 1
Total Mrch Cost 65.00
Total VAT Excl Dscnt 0.00
Total Invc Qty 1.00
Totals 0.00 0.00 0.00

2. From the Options menu, select Summary Match. The status changes to Matched.

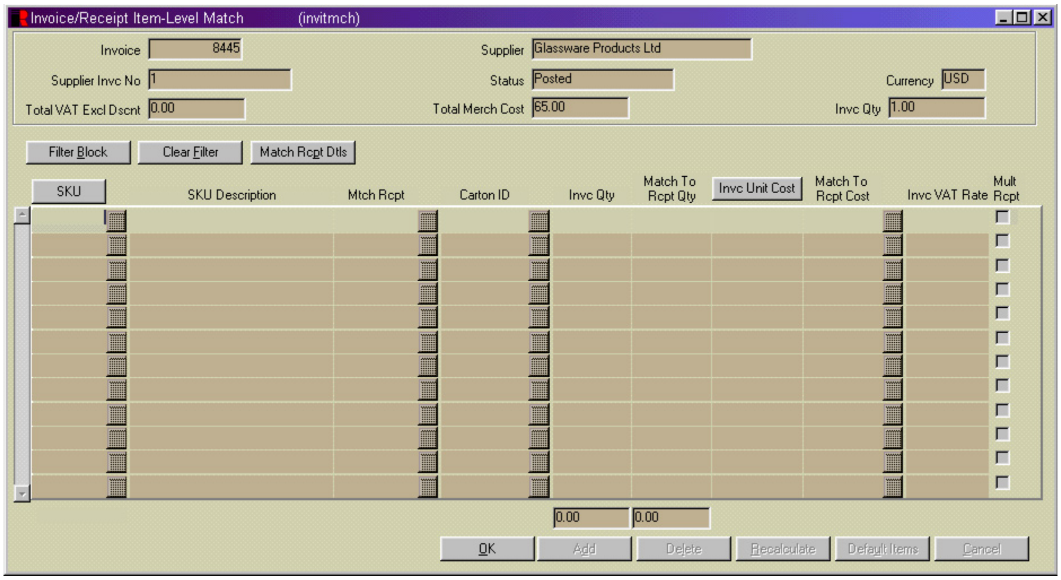
When the summary-level match fails, perform an item-level match by invoice.

> **Note:** You can perform item-level matches when there are item details for the merchandise invoice.

3. When you receive the error message, click the OK button.

4. Click the OK button to exit the Invoice/Receipt Summary-Level Match window. The Invoice Header Details is displayed.

5. Click the Items button. The Invoice/Receipt Item-Level Match window is displayed.


Invoice/Receipt Item-Level Match (invitmch)
Filter Block
Clear Filter
Match Rcpt Dtls
SKU
SKU Description
Mtch Rcpt
Carton ID
Invc Qty
Match To Rcpt Qty
Invc Unit Cost
Match To Rcpt Cost
Invc VAT Rate
Mult Rcpt
OK
Add
Delete
Recalculate
Default Items
Cancel

Invoice: 8445
Supplier: Glassware Products Ltd
Supplier Invc No: 1
Status: Posted
Currency: USD
Total VAT Excl Dscnt: 0.00
Total Merch Cost: 65.00
Invc Qty: 1.00

0.00 0.00

6. Edit the Invc Qty and Invc Cost fields as necessary.
7. To edit the quantity and cost of an item on multiple receipts:
    a. Click the Item button. The Invoice/Receipt Item-Level Match window is displayed.
    b. Edit the Invc Match Qty field as necessary.
    c. Click OK to exit the Invoice/Receipt Item-Level Match window.
8. From the Options menu, select Match → Invoice. The status changes to Matched.

When the summary-level match fails, perform an item-level match by item.

9. Select the item you want to match.
10. Edit the Invc Qty and Invc Cost fields for the item as necessary.
11. From the Options menu, select Match → Line Item. The status of the item changes to Matched.

When the item-level match by item fails due to a discrepancy in the cost or quantity of an item on the invoice, resolve the discrepancy by creating credit note request or a debit memo.

12. Select the item with the discrepancy.

13. From the Options menu, select Options → Write Crdt Req or Debit Memo. A credit note request or a debit memo is automatically created for the cost of the discrepancy.

    Note: Whether you can create a credit note request or a debit memo depends on the invoice attributes for the supplier.

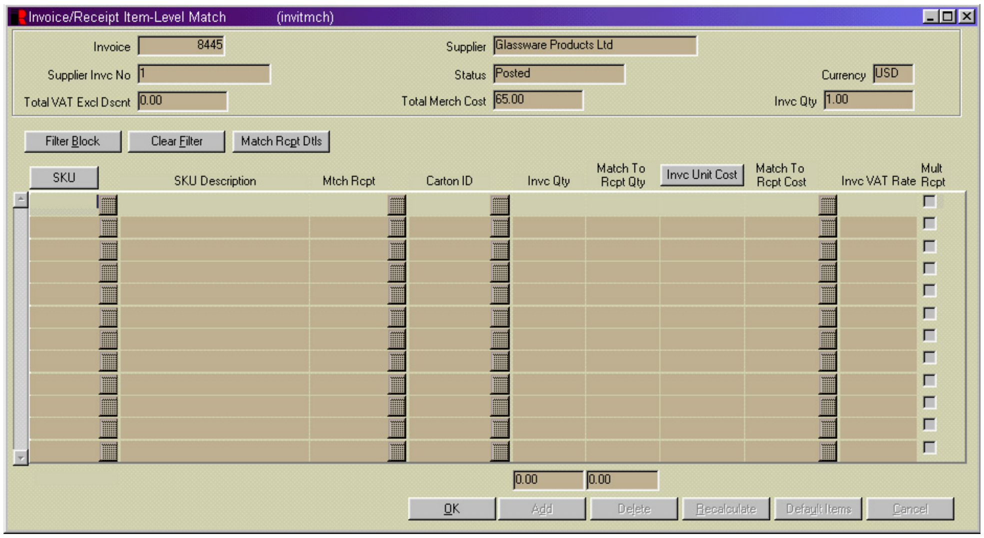
14. Click OK to exit.

Perform an Item-Level Match for a Merchandise Invoice

➲ **Navigate:** Search for and retrieve an unmatched merchandise invoice in Edit mode. The Invoice Header Details window is displayed.

> **Note:** You can perform item-level matches when there are item details for the merchandise invoice.

1. Click the Items button. The Invoice/Receipt Item-Level Match window is displayed.


Invoice/Receipt Item-Level Match (invitmch)
Filter Block
Clear Filter
Match Rcpt Dtls
SKU
SKU Description
Mtch Rcpt
Carton ID
Invc Qty
Match To Rcpt Qty
Invc Unit Cost
Match To Rcpt Cost
Invc VAT Rate
Mult Rcpt
OK
Add
Delete
Recalculate
Default Items
Cancel

Invoice 8445
Supplier Glassware Products Ltd
Supplier Invc No 1
Status Posted
Currency USD
Total VAT Excl Dscnt 0.00
Total Merch Cost 65.00
Invc Qty 1.00

0.00 0.00

2. Edit the Invc Qty and Invc Cost fields as necessary.
3. To edit the quantity and cost of an item on multiple receipts:
   a. Click the Item button. The Invoice/Receipt Item-Level Match window is displayed.
   b. Edit the Invc Match Qty field as necessary.
   c. Click OK to exit the Invoice/Receipt Item-Level Match window.
4. From the Options menu, select Match → Invoice. The status changes to Matched.

When the summary-level match fails, perform an item-level match by item.

5. Select the item you want to match.
6. Edit the Invc Qty and Invc Cost fields for the item as necessary.

7. From the Options menu, select Match → Line Item. The status of the item changes to Matched.

When the item-level match by item fails due to a discrepancy in the cost or quantity of an item on the invoice, resolve the discrepancy by creating credit note request or a debit memo.

8. Select the item with the discrepancy.
9. From the Options menu, select Options → Write Crdt Req or Debit Memo. A credit note request or a debit memo is automatically created for the cost of the discrepancy.

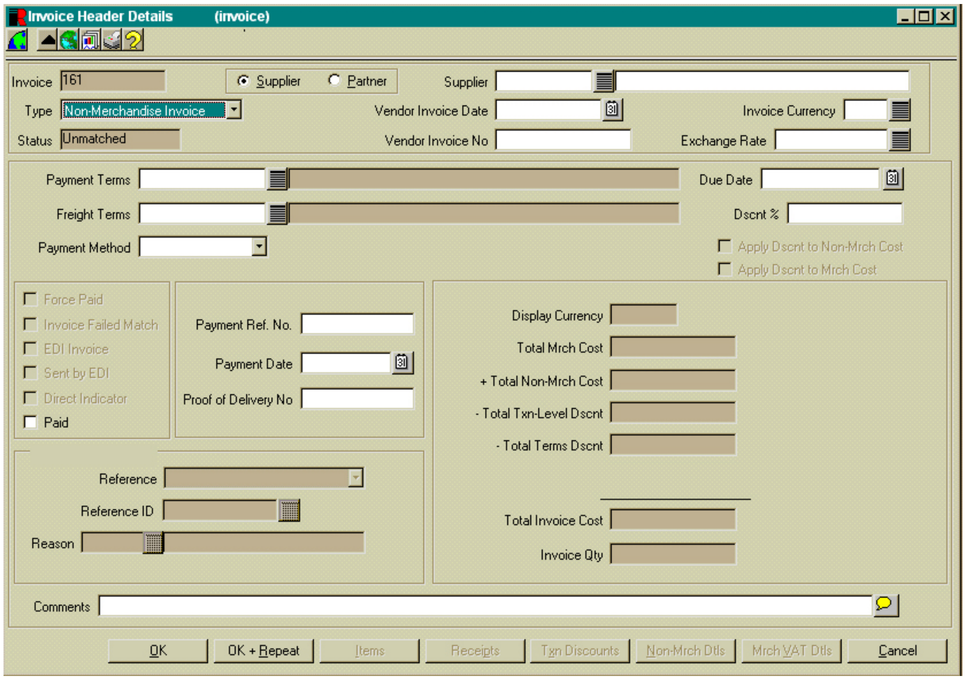
Note: Whether you can create a credit note request or a debit memo depends on the invoice attributes for the supplier.

10. Click OK to exit.

Create a Non-Merchandise Invoice

➲ **Navigate:** From the main menu, select Finance → Invoice Matching. The Invoice Find window is displayed.

1. In the Action field, select New and click OK. The Invoice Header Details window is displayed.


Invoice Header Details (invoice)

Invoice 161

● Supplier ○ Partner

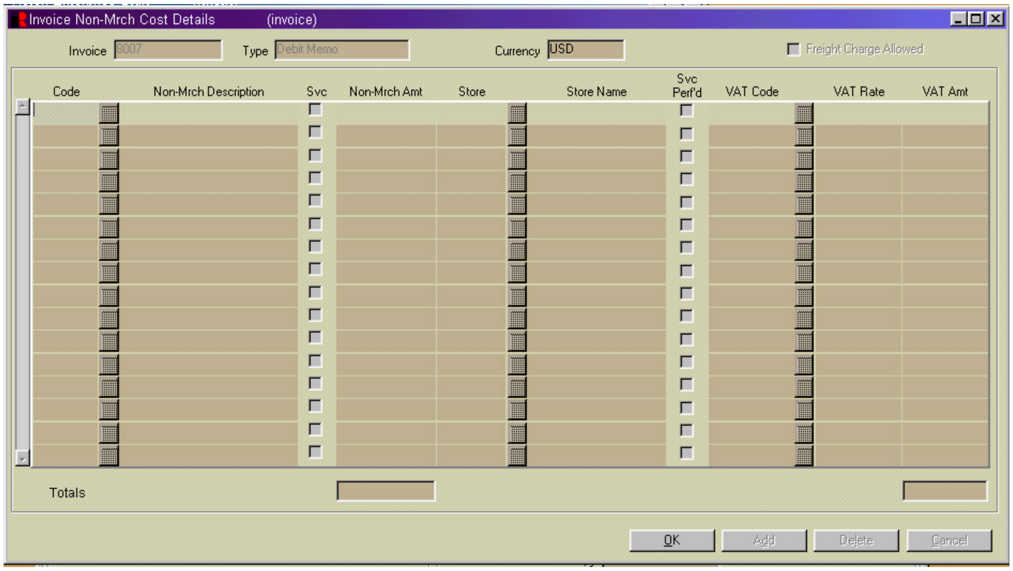
Type Non-Merchandise Invoice

Status Unmatched

Supplier
Vendor Invoice Date
Invoice Currency
Vendor Invoice No
Exchange Rate
Payment Terms
Due Date
Freight Terms
Dscnt %
Payment Method
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☐ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☐ Direct Indicator
☐ Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency
Total Mrch Cost
+ Total Non-Mrch Cost
- Total Txn-Level Dscnt
- Total Terms Dscnt
Total Invoice Cost
Invoice Qty
Reference
Reference ID
Reason
Comments
OK
OK + Repeat
Items
Receipts
Txn Discounts
Non-Mrch Dtls
Mrch VAT Dtls
Cancel

2. In the Type field, select Non-Merchandise Invoice.
3. Select the type of vendor and identify the vendor:
   a. Select either the Partner or Supplier option.
   b. If you select Partner, select the type of partner in the Partner Type field.
   c. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
4. In the Vendor Invoice Date field, enter the date of the invoice from the vendor, or click the calendar button and select the date.
5. In the Vendor Invoice Number field, enter the number of the invoice from the vendor.

6. Click the Non-MrchDtls button. The Invoice Non-Mrch Cost Details window are displayed.


Invoice Non-Mrch Cost Details (invoice)
☐ Freight Charge Allowed
Code
Non-Mrch Description
Svc
Non-Mrch Amt
Store
Store Name
Svc Perf'd
VAT Code
VAT Rate
VAT Amt
Totals
OK
Add
Delete
Cancel

Invoice 8007
Type Debit Memo
Currency USD

7. Click the Add button.

8. In the Code field, enter the code for the non-merchandise cost, or click the LOV button and select the cost.

9. In the Non-Mrch Amt field, enter the amount of the non-merchandise cost.

10. In the Store field, enter the ID of the store, or click the LOV button and select a store.

    Note: This field is optional.

11. When applicable, select the Svc Perf’d checkbox.

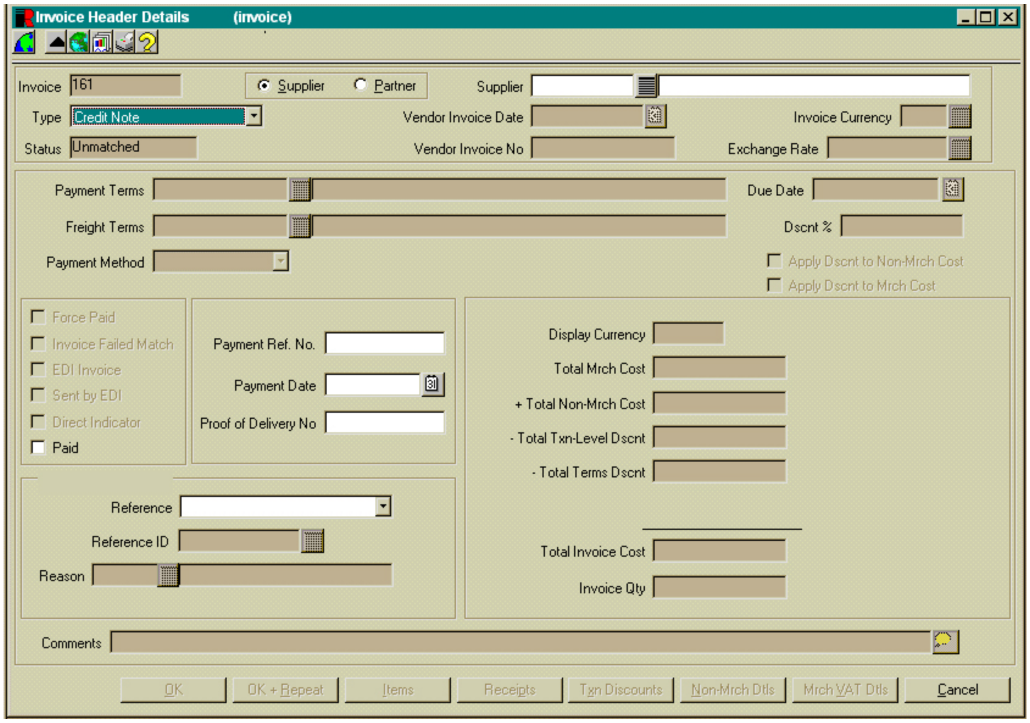
12. When required, enter the VAT code in the VAT Code field, or click the LOV button and select a VAT code. The VAT Amt field is filled in automatically based on the VAT code you select.

13. Click OK to exit.

Create a Credit Note

➲ **Navigate:** From the main menu, select Finance → Invoice Matching. The Invoice Find window is displayed.

1. In the Action field, select New and click OK. The Invoice Header Details window is displayed.


Invoice Header Details (invoice)
Supplier
Vendor Invoice Date
Vendor Invoice No
Invoice Currency
Exchange Rate
Payment Terms
Freight Terms
Payment Method
Due Date
Dscnt %
Apply Dscnt to Non-Mrch Cost
Apply Dscnt to Mrch Cost
Force Paid
Invoice Failed Match
EDI Invoice
Sent by EDI
Direct Indicator
Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency
Total Mrch Cost
+ Total Non-Mrch Cost
- Total Txn-Level Dscnt
- Total Terms Dscnt
Total Invoice Cost
Invoice Qty
Reference
Reference ID
Reason
Comments
OK
OK + Repeat
Items
Receipts
Txn Discounts
Non-Mrch Dtls
Mrch VAT Dtls
Cancel

Invoice 161

● Supplier ○ Partner

Type Credit Note

Status Unmatched

2. In the Type field, select Credit Note.
3. Select the type of vendor and identify the vendor:
   a. Select either the Partner or Supplier option.

   Note: For credit notes referenced by a invoice or RTV order, you can only select a supplier.

   b. If you select Partner, select the type of partner in the Partner Type field.
   c. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
4. In the Reference field, select the reference type for the credit note.
5. In the Reference ID field, enter the ID of the reference, or click the LOV button and select the reference.

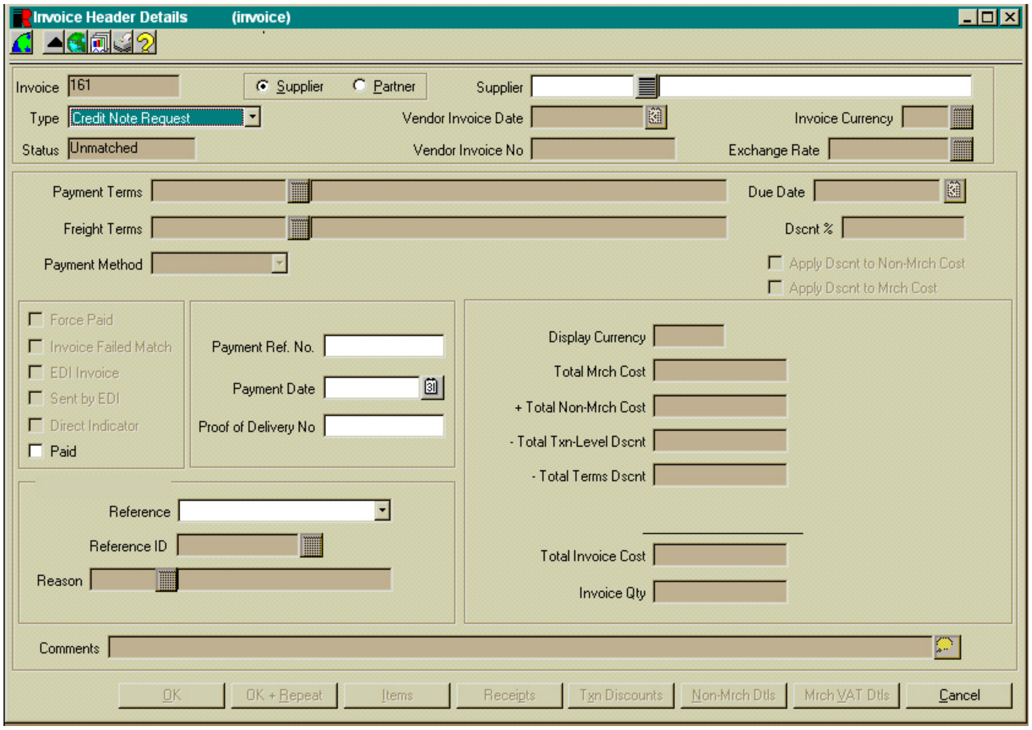
   Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit

6. In the Reason field, enter the code for the reason, or click the LOV button and select a reason.
7. In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
8. When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.
9. In the Total Invoice Cost field, enter the total cost of the invoice.
10. Click OK to exit.

Create a Credit Note Request

- **Navigate:** From the main menu, select Finance → Invoice Matching. The Invoice Find window is displayed.

1. In the Action field, select New and click OK. The Invoice Header Details window is displayed.



Invoice Header Details (invoice)

Invoice 161

Type Credit Note Request

Status Unmatched

● Supplier ○ Partner

Supplier
Vendor Invoice Date
Vendor Invoice No
Invoice Currency
Exchange Rate
Payment Terms
Freight Terms
Payment Method
Due Date
Dscnt %
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☐ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☐ Direct Indicator
☐ Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency
Total Mrch Cost
+ Total Non-Mrch Cost
- Total Txn-Level Dscnt
- Total Terms Dscnt
Total Invoice Cost
Invoice Qty
Reference
Reference ID
Reason
Comments
OK
OK + Repeat
Items
Receipts
Txn Discounts
Non-Mrch Dtls
Mrch VAT Dtls
Cancel

2. In the Type field, select Credit Note Request.
3. Select the type of vendor and identify the vendor:
    a. Select either the Partner or Supplier option.

    Note: For credit notes referenced by an invoice or RTV order, you can only select a supplier.

    b. If you select Partner, select the type of partner in the Partner Type field.
    c. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
4. In the Reference field, select the reference type for the credit note.
5. In the Reference ID field, enter the ID of the reference, or click the LOV button and select the reference.

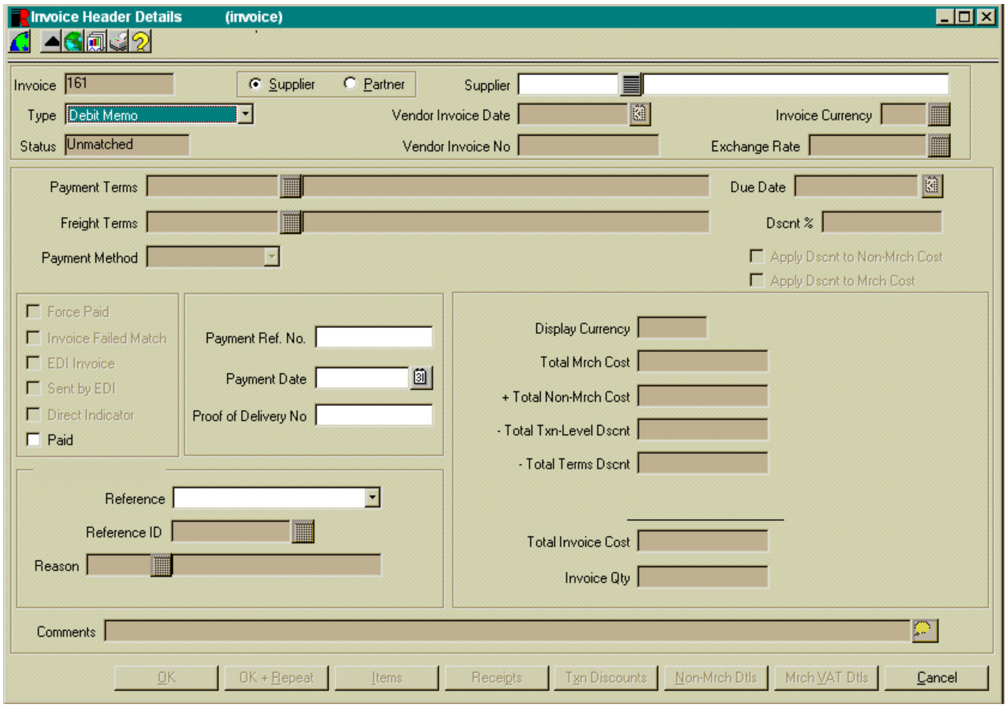
Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit

6. In the Reason field, enter the code for the reason, or click the LOV button and select a reason.
7. In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
8. When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.
9. In the Total Invoice Cost field, enter the total cost of the invoice.
10. Click OK to exit.

Create a Debit Memo

➲ **Navigate:** From the main menu, select Finance → Invoice Matching. The Invoice Find window is displayed.

1. In the Action field, select New and click OK. The Invoice Header Details window is displayed.



Invoice Header Details (invoice)

Invoice 161

Type Debit Memo

Status Unmatched

● Supplier ○ Partner

Supplier
Vendor Invoice Date
Vendor Invoice No
Invoice Currency
Exchange Rate
Payment Terms
Freight Terms
Payment Method
Due Date
Dscnt %
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☐ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☐ Direct Indicator
☐ Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency
Total Mrch Cost
+ Total Non-Mrch Cost
- Total Txn-Level Dscnt
- Total Terms Dscnt
Total Invoice Cost
Invoice Qty
Reference
Reference ID
Reason
Comments
OK
OK + Repeat
Items
Receipts
Txn Discounts
Non-Mrch Dtls
Mrch VAT Dtls
Cancel

2. In the Type field, select Debit Memo.
3. Select the type of vendor and identify the vendor:
   a. Select either the Partner or Supplier option.

   Note: For credit notes referenced by a invoice or RTV order, you can only select a supplier.

   b. If you select Partner, select the type of partner in the Partner Type field.
   c. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
4. In the Reference field, select the reference type for the credit note.
5. In the Reference ID field, enter the ID of the reference, or click the LOV button and select the reference.

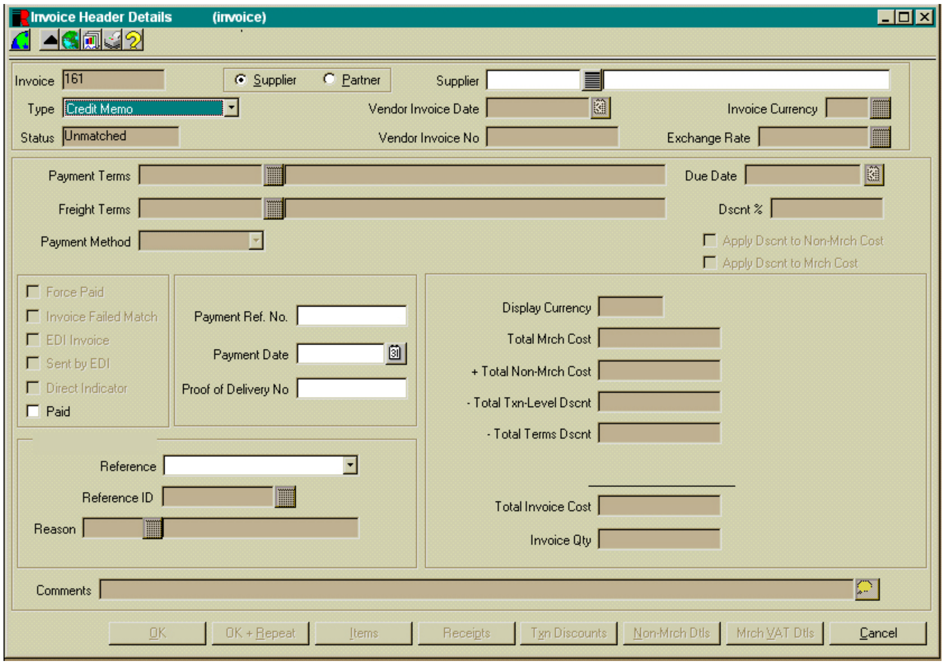
   Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit.

6. In the Reason field, enter the code for the reason, or click the LOV button and select a reason.
7. In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
8. When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.
9. In the Total Invoice Cost field, enter the total cost of the invoice.
10. Click OK to exit.

Create a Credit Memo

- ➲ **Navigate:** From the main menu, select Finance → Invoice Matching. The Invoice Find window is displayed.

1. In the Action field, select New and click OK. The Invoice Header Details window is displayed.



Invoice Header Details (invoice)

Invoice 161

Type Credit Memo

Status Unmatched

● Supplier ○ Partner

Supplier
Vendor Invoice Date
Vendor Invoice No
Invoice Currency
Exchange Rate
Payment Terms
Freight Terms
Payment Method
Due Date
Dscnt %
☐ Apply Dscnt to Non-Mrch Cost
☐ Apply Dscnt to Mrch Cost
☐ Force Paid
☐ Invoice Failed Match
☐ EDI Invoice
☐ Sent by EDI
☐ Direct Indicator
☐ Paid
Payment Ref. No.
Payment Date
Proof of Delivery No
Display Currency
Total Mrch Cost
+ Total Non-Mrch Cost
- Total Txn-Level Dscnt
- Total Terms Dscnt
Total Invoice Cost
Invoice Qty
Reference
Reference ID
Reason
Comments
OK
OK + Repeat
Items
Receipts
Txn Discounts
Non-Mrch Dtls
Mrch VAT Dtls
Cancel

2. In the Type field, select Credit Memo.
3. Select the type of vendor and identify the vendor:
   a. Select either the Partner or Supplier option.

   Note: For credit notes referenced by a invoice or RTV order, you can only select a supplier.

   b. If you select Partner, select the type of partner in the Partner Type field.
   c. In the Partner or Supplier field, enter the ID of the vendor, or click the LOV button and select the vendor.
4. In the Reference field, select the reference type for the credit note.
5. In the Reference ID field, enter the ID of the reference, or click the LOV button and select the reference.

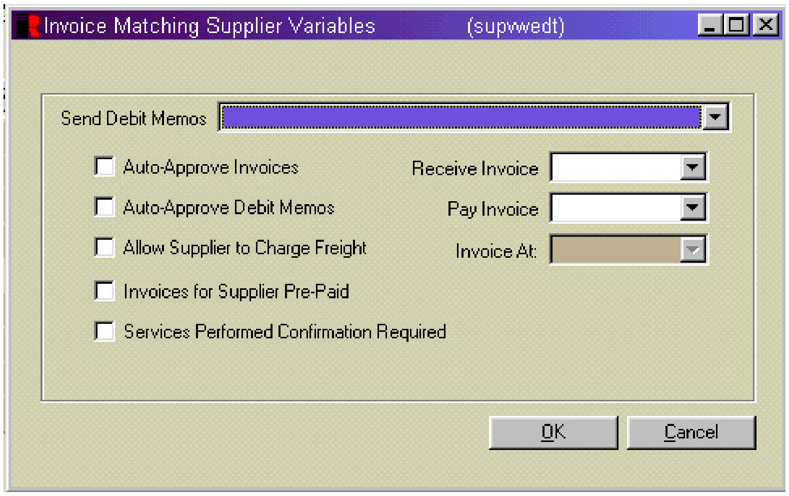
   Note: You do not specify a reference ID when the reference is Stand Alone Debit/Credit

6. In the Reason field, enter the code for the reason, or click the LOV button and select a reason.
7. In the Total Mrch Cost field, enter the total cost of the merchandise on the invoice.
8. When applicable, enter the total VAT amount in the Total Mrch VAT Incl Dscnt field.
9. In the Total Invoice Cost field, enter the total cost of the invoice.
10. Click OK to exit.

Record Invoice Matching Attributes for a Supplier

➲ **Navigate:** Search for and retrieve a supplier in Edit mode. The Supplier Maintenance window is displayed.

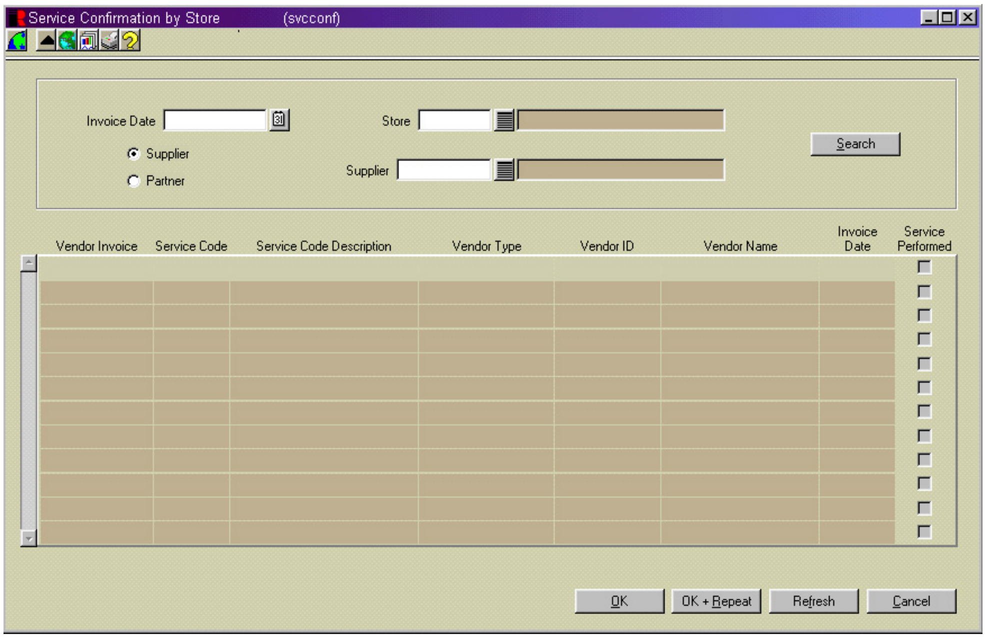
1. From the Options menu, select Invoice Matching Attributes. The Invoice Matching Supplier Variables window is displayed.


Invoice Matching Supplier Variables (supwedt)
Send Debit Memos
☐ Auto-Approve Invoices
☐ Auto-Approve Debit Memos
☐ Allow Supplier to Charge Freight
☐ Invoices for Supplier Pre-Paid
☐ Services Performed Confirmation Required
Receive Invoice
Pay Invoice
Invoice At:
OK
Cancel

2. Select the invoice matching attributes that apply to the current supplier.
3. Click OK to exit.

Confirm Performance of Service

➲ **Navigate:** From the main menu, select Finance → Service Confirmation by Store. The Service Confirmation by Store window is displayed.


Service Confirmation by Store (svcconf)
Invoice Date
Store
Supplier
Search
Vendor Invoice
Service Code
Service Code Description
Vendor Type
Vendor ID
Vendor Name
Invoice Date
Service Performed
OK
OK + Repeat
Refresh
Cancel

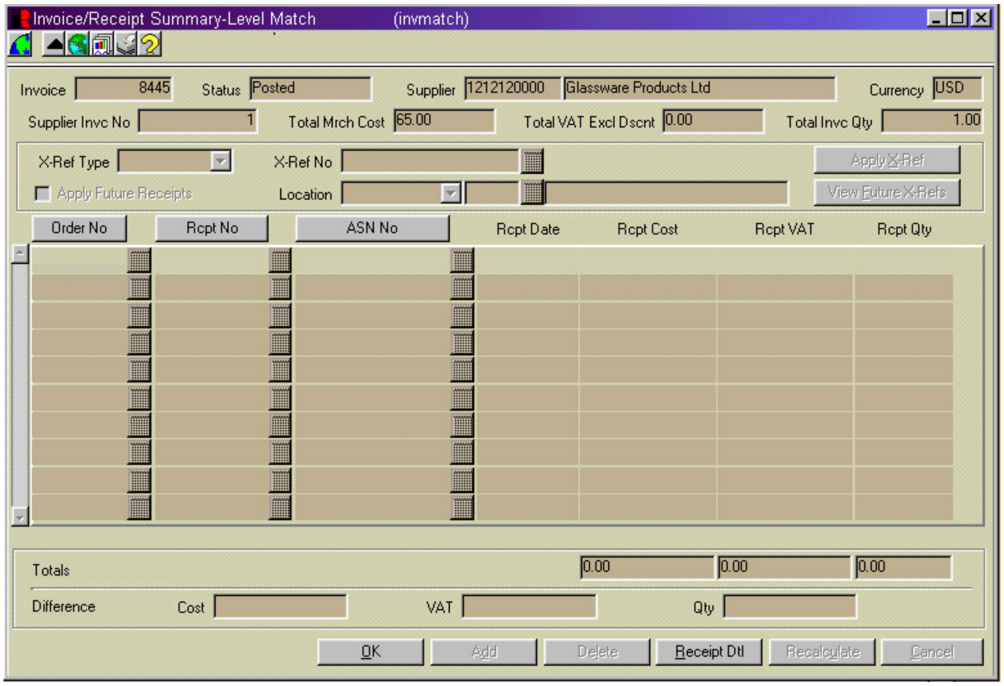
● Supplier
○ Partner

1. In the Store field, enter the ID of the store at which the service was performed, or click the LOV button and select the store.
2. To further limit the services that are displayed:
   a. In the Invoice Date field, enter the date of the invoice document, or click the calendar button and select the date.
   b. Select the type of vendor, either Partner or Supplier.
   c. When the vendor is a partner, select the type of partner in the Partner field. In the next field, enter the ID of the partner or click the LOV button and select a partner.
   d. When the vendor is a supplier, enter the ID of the supplier in the Supplier field, or click the LOV button and select the supplier.
3. Click the Search button.
4. Select the Service Performed checkbox for the service that has been performed.
5. Click OK to exit.

Apply Receipts from a Purchase Order or Advanced Shipment Notice to a Merchandise Invoice

➲ **Navigate:** Search for and retrieve a merchandise invoice in Edit mode. The Invoice Header Details window is displayed.

1. Click the Receipts button. The Invoice/Receipt Summary-Level Match window is displayed.


Invoice/Receipt Summary-Level Match (invmatch)
X-Ref Type
X-Ref No
Apply X-Ref
☐ Apply Future Receipts
Location
View Future X-Refs
Order No
Rcpt No
ASN No
Rcpt Date
Rcpt Cost
Rcpt VAT
Rcpt Qty
Difference
Cost
VAT
Qty
OK
Add
Delete
Receipt Dtl
Recalculate
Cancel

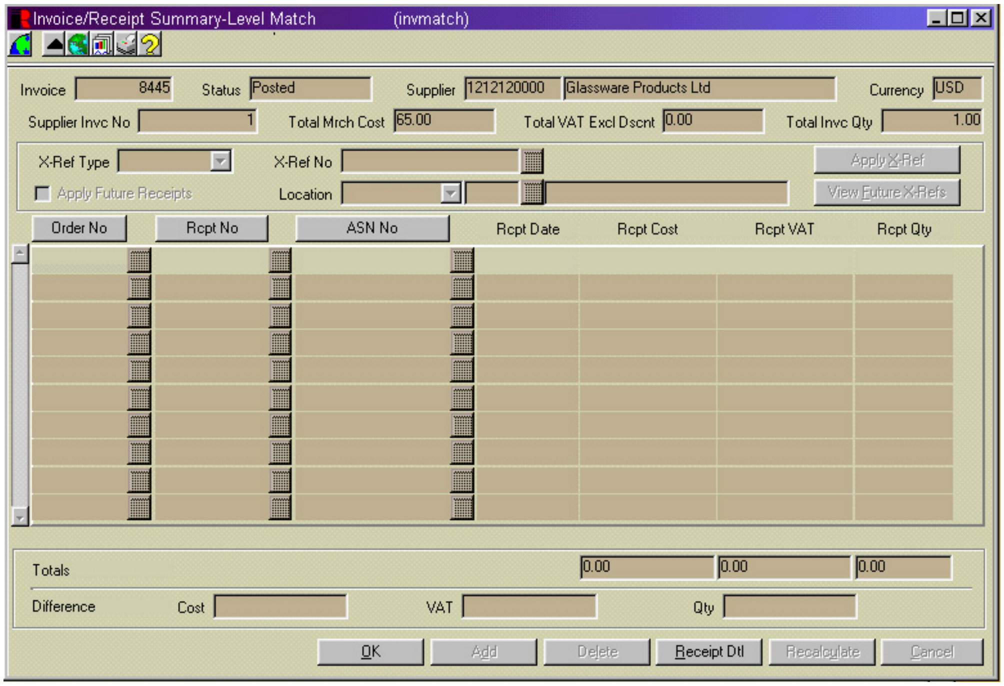
Invoice 8445
Status Posted
Supplier 1212120000 Glassware Products Ltd
Currency USD
Supplier Invc No 1
Total Mrch Cost 65.00
Total VAT Excl Dscnt 0.00
Total Invc Qty 1.00
Totals 0.00 0.00 0.00

2. In the X-Ref Type field, select the type of document you want to reference.
3. In the X-Ref No field, enter the number of the purchase order or advanced shipment notice, or click the LOV button and select it.
4. To limit the receipts applied to receipts from a specific location:
    a. In the Location field, select the type of location.
    b. In the next field, enter the ID of the location, or click the LOV button and select a location.
5. Click the Apply X-Ref button. The receipts are automatically added to the merchandise invoice.
6. Click OK the exit.

Apply Future Receipts from Purchase Order or Advanced Shipment Notice to a Merchandise Invoice

➲ **Navigate:** Search for and retrieve a merchandise invoice in Edit mode. The Invoice Header Details window is displayed.

1. Click the Receipts button. The Invoice/Receipt Summary-Level Match window is displayed.



Invoice 8445
Status Posted
Supplier 1212120000 Glassware Products Ltd
Currency USD
Supplier Invc No 1
Total Mrch Cost 65.00
Total VAT Excl Dscnt 0.00
Total Invc Qty 1.00
Totals 0.00 0.00 0.00

Invoice/Receipt Summary-Level Match (invmatch)
X-Ref Type
X-Ref No
Apply X-Ref
☐ Apply Future Receipts
Location
View Future X-Refs
Order No
Rcpt No
ASN No
Rcpt Date
Rcpt Cost
Rcpt VAT
Rcpt Qty
Difference
Cost
VAT
Qty
OK
Add
Delete
Receipt Dtl
Recalculate
Cancel

2. Select the Apply Future Receipts checkbox.
3. In the X-Ref Type field, select the type of document you want to reference.
4. In the X-Ref No field, enter the number of the purchase order or advanced shipment notice, or click the LOV button and select it.
5. To limit the receipts applied to receipts from a specific location:
   a. In the Location field, select the type of location.
   b. In the next field, enter the ID of the location, or click the LOV button and select a location.
6. Click the Apply X-Ref button.
7. Click OK the exit.

Chapter 13: Quick Navigation

Invoice Matching Quick Navigation

Window	Form	Navigation
Invoice Cross Reference List	invmatch.fmb	Finance + Invoice Matching + New/Edit/View + Receipts
Invoice Dates	invoice.fmb	Finance + Invoice Matching + New/Edit/View + Options + Invoice Dates
Invoice Find	invfind.fmb	Finance + Invoice Matching
Invoice Header Details	invoice.fmb	Finance + Invoice Matching + New/Edit/View
Invoice Match Receipt Details	invitmch.fmb	Finance + Invoice Matching + New/Edit/View + Items
Invoice Matching - Vendor Address	invoice.fmb	Finance + Invoice Matching + New/Edit/View + Options + Address
Invoice Matching Supplier Variables	supvwedt.fmb	Control + Supplier + Maintenance + Edit/View + Options + Invoice Matching Attributes
Invoice Matching Tolerance	tolrance.fmb	Control + Setup + Invoice Matching Tolerances + Edit/View
Invoice Non-Mrch Cost Details	invoice.fmb	Finance + Invoice Matching + New/Edit/View + Non-Mrch Dtls
Invoice Non-Mrch Cost Details	quordent.fmb	Ordering + Orders + New + Quick Order Entry + Non-Merch Expenses
Invoice VAT Details	invoice.fmb	Finance + Invoice Matching + New/Edit/View + Mrch VAT Dtls
Invoice/Receipt Item -Level Match	invitmch.fmb	Finance + Invoice Matching + New/Edit/View + Items
Invoice/Receipt Summary-Level Match	invmatch.fmb	Finance + Invoice Matching + New/Edit/View + Receipts
Invoicing Attributes	partner.fmb	Control + Partner + New/Edit/View + Options + Invoicing Attributes
Non-Merchandise Cost Codes	invnmrch.fmb	Control + Setup + Invoice Non-Merchandise Codes + Edit/View
Non-Merchandise Cost Components	invnmrch.fmb	Control + Setup + Invoice Non-Merchandise Codes + Edit/View + Cost Comp
Service Confirmation by Store	svcconf.fmb	Finance + Service Confirmation by Store

Retek Merchandising System Quick Navigation

Window	Form	Navigation
Organizational Hierarchy		
Address (store)	store.fmb	Action + Organizational Hierarchy
Area Maintenance (area)	area.fmb	Action + Organizational Hierarchy
Chain Maintenance (chain)	chain.fmb	Action + Organizational Hierarchy
Company Maintenance (company)	company.fmb	Action + Merchandise Hierarchy; Action + Organizational Hierarchy
District Maintenance Window (district)	district.fmb	Action + Organizational Hierarchy
Like Store (store)	store.fmb	Action + Organizational Hierarchy
Organization Hierarchy Main Form (hierorg)	hierorg.fmb	Action + Organizational Hierarchy
Region Maintenance Window (region)	region.fmb	Action + Organizational Hierarchy
Store Department Square Footage Area (stdparea)	stdparea.fmb	Action + Merchandise Hierarchy; Action + Organizational Hierarchy
Store Format Maintenance (storefmt)	storefmt.fmb	Control + Setup + Store Format + Edit/View
Store Grade (stgrdgrp)	stgrdgrp.fmb	Control + Setup + Store Grade Group + Edit/View
Store Grade Group (stgrdgrp)	stgrdgrp.fmb	Control + Setup + Store Grade Group + Edit/View
Store Grade Store Detail (stgrdgrp)	stgrdgrp.fmb	Control + Setup + Store Grade Group + Edit/View
Store Maintenance Window (store)	store.fmb	Action + Organizational Hierarchy
Warehouse Maintenance (warehse)	warehse.fmb	Action + Organizational Hierarchy
Zoning Locations (store)	store.fmb	Action + Organizational Hierarchy
Zoning Locations (warehse)	warehse.fmb	Action + Organizational Hierarchy
Merchandise Hierarchy		
Class Maintenance Window (class)	class.fmb	Action + Merchandise Hierarchy
Department Maintenance (dept)	dept.fmb	Action + Merchandise Hierarchy
Division Maintenance (division)	division.fmb	Action + Merchandise Hierarchy
Group Maintenance (group)	group.fmb	Action + Merchandise Hierarchy
Merchandise Hierarchy Main Form (hiermrch)	hiermrch.fmb	Action + Merchandise Hierarchy
Subclass Maintenance Window (subclass)	subclass.fmb	Action + Merchandise Hierarchy

Window	Form	Navigation
Vendor Management		
Supplier EDI Information (supvwedt)	supvwedt.fmb	Control + Supplier
Supplier Maintenance (supvwedt)	supvwedt.fmb	Control + Supplier
Supplier Minimums (supvwedt)	supvwedt.fmb	Control + Supplier
Supplier Search Window (supfind)	supfind.fmb	Control + Supplier
Buyers and Merchandisers		
Buyer Maintenance (buyer)	buyer.fmb	Control + Buyer + Edit/New/View
Merchandiser Maintenance (merch)	merch.fmb	Control + Merchandiser + Edit/New/View
Partners and Outside Locations		
Outside Locations (outlocs)	outlocs.fmb	Control + Setup + Outside Locations + Edit/New/View
Partner Find (partfind)	partfind.fmb	Control + Partner
Partner Maintenance (partner)	partner.fmb	Control + Partner
Staple Items		
Image View (image)	image.fmb	Items + Quick Item Entry Items + Items
Item Image (image)	image.fmb	Items + Quick Item Entry Items + Items
Item Retail Price by Zone Window (skuretl)	skuretl.fmb	Items + Quick Item Entry Items + Items
Item Search Window (itemfind)	itemfind.fmb	Items + Items
Item Supplier Window (skusupp)	skusupp.fmb	Items + Quick Item Entry Items + Items
Item Wizard (qitemadd)	qitemadd.fmb	Items + Quick Item Entry
Item/Supplier/Origin Country List (itsuplst)	itsuplst.fmb	Control + Supplier Availability + Edit/View Items + Quick Item Entry Items + Items
Item/Supplier/Origin Country Maintenance (itsupcnt)	itsupcnt.fmb	Items + Quick Item Entry Items + Items
Item/Supplier/Unit of Measure (itsupuom)	itsupuom.fmb	Items + Items
Like SKU (skuwin)	skuwin.fmb	Items + Items
POs Associated with Staple SKU (skuords)	skuords.fmb	Items + Items

Window	Form	Navigation
Quick Item Entry Window (qitemadd)	qitemadd.fmb	Items + Quick Item Entry
Staple Item Maintenance Window (skuwin)	skuwin.fmb	Items + Items Ordering + Orders Ordering + Contracts Pricing + Retail/Cost Changes
Staple Item Store Addition (stradds)	stradds.fmb	Items + Quick Item Entry Items + Items
Staple Item Store Maintenance (strchgs)	strchgs.fmb	Items + Items
Staple Item Warehouse Add (whadds)	whadds.fmb	Items + Quick Item Entry Items + Items
Staple Item Warehouse Maintenance (whchgs)	whchgs.fmb	Items + Items
Fashion Items		
Color List (clrlist)	clrlist.fmb	Items + Items (fashion)
Fashion / Style Store Detail (ragstvw)	ragstvw.fmb	Items + Items
Fashion / Style Warehouse Detail (ragwhvw)	ragwhvw.fmb	Items + Items
Fashion Item Store Addition (straddf)	straddf.fmb	Items + Items
Fashion Item Warehouse Addition (whaddf)	whaddf.fmb	Items + Items
Fashion SKU Addition (ragskadd)	ragskadd.fmb	Items + Items
Fashion SKU List (ragskls)	ragskls.fmb	Items + Items
Fashion Store SKU Detail (ragstch)	ragstch.fmb	Items + Items
Fashion Store SKU List (ragstch)	ragstch.fmb	Items + Items
Fashion Style Maintenance Window (ragstyle)	ragstyle.fmb	Items + Items Ordering + Orders Ordering + Contracts
Fashion Warehouse SKU Detail (ragwhch)	ragwhch.fmb	Items + Items
Fashion Warehouse SKU List (ragwhch)	ragwhch.fmb	Items + Items
Like Style (ragstyle)	ragstyle.fmb	Items + Items

Window	Form	Navigation
POs Associated with Fashion Style (ragord)	ragord.fmb	Items + Items
Pack Items		
Break Pack Build (packbrk)	packbrk.fmb	Inventory + Pack Items + Break Pack
Item Pack Query (skupack)	skupack.fmb	Items + Item Pack Query
Pack Item Addition - Store (straddp)	straddp.fmb	Items + Items
Pack Item Detail Maintenance (packdetl)	packdetl.fmb	Items + Items
Pack Item Maintenance (packhead)	packhead.fmb	Items + Items Ordering + Orders
Pack Item Store Maintenance (strchgp)	strchgp.fmb	Items + Items
Pack Item Warehouse Add (whaddp)	whaddp.fmb	Items + Items
Pack Item Warehouse Maintenance (whchgp)	whchgp.fmb	Items + Items
Sellable Pack Build (packbld)	packbld.fmb	Inventory + Pack Items + Build Sellable Pack
Supplier Pack-Template description (packdetl)	packdetl.fmb	Items + Items
Colors and Sizes		
Colors (color)	colour.fmb	Items + Fashion + Color + Edit/View
Copy Like Color Range Maintenance Window (ragclrng)	ragclrng.fmb	Items + Fashion + Color Range + Edit/New/View
Copy Like Size Range Maintenance Window (ragszrng)	ragszrng.fmb	Items + Fashion + Size Range + Edit/New/View
Fashion Color Range Maintenance Window (ragclrng)	ragclrng.fmb	Items + Fashion + Color Range + Edit/New/View
Fashion Size Range Maintenance Window (ragszrng)	ragszrng.fmb	Items + Fashion + Size Range + Edit/New/View
Fashion Sizes (fashsize)	fashsize.fmb	Items + Fashion + Size + Edit/View
Like Prepack Template (packtmpl)	packtmpl.fmb	Items + Fashion + Pack Templates + Edit/New/View
Like Size Ratio (szrthead)	szrthead.fmb	Control + Size Ratio
Prepack Template Maintenance (packtmpl)	packtmpl.fmb	Items + Fashion + Pack Templates + Edit/New/View
Size Group Maintenance Window - Detail (sizegrp)	sizegrp.fmb	Items + Fashion + Size Group + Edit/View

Window	Form	Navigation
Size Group Maintenance Window (sizegrp)	sizegrp.fmb	Items + Fashion + Size Group + Edit/View
Size Ratio Detail Maintenance (szrtdetl)	szrtdetl.fmb	Control + Size Ratios
Size Ratio Find (szrtfind)	szrtfind.fmb	Control + Size Ratios
Size Ratio Head (szrthead)	szrthead.fmb	Control + Size Ratios
Size Template (sizetmpl)	sizetmpl.fmb	Items + Fashion + Size Template + New/Edit/View
Store (no form name)	szrtdetl.fmb	Control + Size Ratios
Reclassification		
Reclassification View (reclass)	reclass.fmb	Items + Reclassification + View/Maintain
Reclassification View/Maintain - Detail (reclass)	reclass.fmb	Items + Reclassification + View/Maintain
Reclassify Item (mcmrhier)	mcmrhier.fmb	Items + Item List Items + Reclassification + Reclassify one item
UPC		
Item Number Type Displays (fm_item)	fm_item.fmb	Options + Item Number Type (found whenever you are on a form with an item/SKU field)
Item Number Type Selection (fm_item)	fm_item.fmb	Options + Item Number Type (found whenever you are on a form with an item/SKU field)
UPC Add (upcadd)	upcadd.fmb	Items + Quick Item Entry Items + Items
UPC Change (upcchg)	upcchg.fmb	Items + Items
UPC Supplier Add (upcspadd)	upcspadd.fmb	Items + Items
UPC Supplier Change (upcspchg)	upcspchg.fmb	Items + Quick Item Entry Items + Items
Purchase Orders		
Fashion Prepack (fashpack)	fashpack.fmb	Ordering + Orders
Fashion Prepack Filter (fashpack)	fashpack.fmb	Ordering + Orders
New Fashion Template (ordmtxws)	ordmtxws.fmb	Ordering + Orders
Order - Buyer Information (ordhead)	ordhead.fmb	Ordering + Orders
Order - Dates (ordhead)	ordhead.fmb	Ordering + Orders
Order - Mass Item Cancel (ordhead)	ordhead.fmb	Ordering + Orders

Window	Form	Navigation
Order - Shipping Information (ordhead)	ordhead.fmb	Ordering + Orders
Order - Supplier Address (ordhead)	ordhead.fmb	Ordering + Orders
Order Distribution Filter (ordmtxws)	ordmtxws.fmb	Ordering + Orders
Order Fashion SKUs (ordfash)	ordfash.fmb	Ordering + Orders
Order Selection (ordfind)	ordfind.fmb	Ordering + Orders
Order Style/Color Summary (ordscsum)	ordscsum.fmb	Ordering + Orders
Ordering - Cross Dock (ordmtxws)	ordmtxws.fmb	Ordering + Orders
PO Customer Maintenance (ordcust)	ordcust.fmb	Ordering + Orders Inventory + Transfer
PO Header Maintenance (ordhead)	ordhead.fmb	Finance + Payment + Letter of Credit Inventory + Transportation Selection Inventory + Transportation + Maintenance Items + Items; Ordering + Orders
PO Item Maintenance (ordsku)	ordsku.fmb	Ordering + Orders; Ordering + Contracts
PO Item/Location (ordloc)	ordloc.fmb	Ordering + Orders; Ordering + Contracts
PO Revisions (ordrev)	ordrev.fmb	Ordering + Orders
PO Summary By Locations (ordlocs)	ordlocs.fmb	Ordering + Orders
PO Summary By SKUs (ordskus)	ordskus.fmb	Items + Item List; Ordering + Orders
Pre Issue of Order Numbers Window (ordpre)	ordpre.fmb	Ordering + Pre Issue Order Numbers
Quick Order Entry (quordent)	quordent.fmb	Ordering + Orders
Reject Reason (ordhead)	ordhead.fmb	Ordering + Orders
User Role Privileges (rolepriv)	rolepriv.fmb	Control + Setup + User Role Privileges
Build Orders From Contracts (orddtl)	orddtl.fmb	Items + Item List
Contracts		
Contract Copy (cntrcost)	cntrcost.fmb	Ordering + Contracts
Contract Cost History (costhist)	costhist.fmb	Ordering + Contracts
Contract Cost Maintenance (cntrcost)	cntrcost.fmb	Ordering + Contracts
Contract Detail Filter (cntrdetl)	cntrdetl.fmb	Ordering + Contracts
Contract Details Maintenance (cntrdetl)	cntrdetl.fmb	Ordering + Contracts

Window	Form	Navigation
Contract Filter (cntrcost)	cntrcost.fmb	Ordering + Contracts
Contract Header - Dates (cntrhead)	cntrhead.fmb	Ordering + Contracts
Contract Header (cntrhead)	cntrhead.fmb	Ordering + Contracts
Contract Search (cntrfind)	cntrfind.fmb	Ordering + Contracts
Contract Style/Color Summary (ctrscsum)	ctrscsum.fmb	Ordering + Contracts
Contracted Items Order Locations (contlocs)	contlocs.fmb	Items + Item List
Contracted Items to be Ordered (orditem)	orditem.fmb	Items + Item List; Ordering + Orders
Copy Contract Details (cntrdetl)	cntrdetl.fmb	Ordering + Contracts
List of POs by Contract (ordlist)	ordlist.fmb	Ordering + Contracts
Order - Mass Item Cancel (ordlist)	ordlist.fmb	Ordering + Contracts
Supplier Availability Maintenance (supavail)	supavail.fmb	Control + Supplier Availability + Edit/View
Deals Management		
Add Deal Item/Location (dealmain)	dealmain.fmb	Ordering + Deals Management
Deal Find (dealfind)	dealfind.fmb	Ordering + Deals Management
Deal Maintenance (dealmain)	dealmain.fmb	Ordering + Deals Management
Fixed Deals (fixdeal)	fixdeal.fmb	Ordering + Fixed Deals + Edit/View
Order Transaction-Level Discounts (ordtxnds)	ordtxnds.fmb	Ordering + Orders + Edit/View
PO Item Level Deals (orddscnt)	orddscnt.fmb	Finance + Invoice Matching Ordering + Orders
Retek Deal Wizard (dealmain)	dealmain.fmb	Ordering + Deals Management
Allocations		
Allocations Maintenance (alloc)	alloc.fmb	Ordering + Orders; Ordering + Allocations
Allocations Search (allcfind)	allcfind.fmb	Ordering + Allocations
Color Distribution (clrdist)	clrdist.fmb	Items + Items; Items + Fashion + Pack Templates + Edit/New/View Ordering + Contracts
Contract Distribution (cntrdist)	cntrdist.fmb	Ordering + Contracts
Contract Distribution Filter (cntrdist)	cntrdist.fmb	Ordering + Contracts
Copy Allocation from Existing Allocation (alloc)	alloc.fmb	Ordering + Allocations

Window	Form	Navigation
Date Distribution (datedist)	datedist.fmb	Ordering + Contracts
Location Distribution (locdist)	locdist.fmb	Ordering + Orders
Order Redistribution/Reallocation List (ordredst)	ordredst.fmb	Ordering + Orders
Ordering - Distribution Matrix (ordmtxws)	ordmtxws.fmb	Ordering + Orders
Size Distribution (sizedist)	sizedist.fmb	Items + Items; Items + Fashion + Pack Templates + Edit/New/View Ordering + Contracts
Store Grade Distribution (stgrdist)	stgrdist.fmb	Ordering + Orders
Costs and Retail Prices		
Cost and Retail Change By SKU - Detail (costsku)	costsku.fmb	Items + Items
Cost and Retail Change by SKU - Header (costhead)	costhead.fmb	Items + Items; Pricing + Retail/Cost Change
Cost and Retail Change By Supplier (suppsku)	suppsku.fmb	Items + Item List; Pricing + Retail/Cost Change
Cost Change Reason Maintenance (rsncost)	rsncost.fmb	Control + Setup + Cost Change Reason + Edit/View
Cost Zone Groups (costzone)	costzone.fmb	Control + Setup + Cost Zone Group + Edit/View
Cost Zone Locations (costzone)	costzone.fmb	Control + Setup + Cost Zone Group + Edit/View
Cost Zones (costzone)	costzone.fmb	Control + Setup + Cost Zone Group + Edit/View
Locations (costzone)	costzone.fmb	Control + Setup + Cost Zone Group + Edit/View
Markdown Reason Code Maintenance (rsnmkd)	rsnmkd.fmb	Control + Setup + Markdown Reason + Edit/View
Pending Price Change Details (pcbysku)	pcbysku.fmb	Pricing + Retail/Cost Change
Pending Price Changes (pcpend)	pcpend.fmb	Picing + Retail/Cost Change
Price Change Impact (pcsku)	pcsku.fmb	Pricing + Retail/Cost Change
Price Change Locations Maintenance (pcstore)	pcstore.fmb	Items + Items; Pricing + Retail/Cost Change Pricing + Clearance
Price Change Overlap (pcoverlp)	pcoverlp.fmb	Picing + Retail/Cost Change
Price Change Search (pcfind)	pcfind.fmb	Pricing + Retail/Cost Change
Price Change Worksheet (pcwksht)	pcwksht.fmb	Pricing + Retail/Cost Change

Window	Form	Navigation
Price Point History (pchist)	pchist.fmb	Pricing + Price Point History
Price Point Maintenance (prcpoint)	prcpoint.fmb	Control + Setup + Price Point + Edit/View
Price/Cost Zone - Mass Change (lclmczn)	lclmczn.fmb	Control + Location List
Pricing Zone Group Maintenance (zonehead)	zonehead.fmb	Control + Setup + Price Zone Group + Edit/New/View
Pricing Zone Group Maintenance by Store (zonestr)	zonestr.fmb	Control + Setup + Price Zone Group + Edit/New/View Items + Quick Item Entry; Items + Items
Pricing Zone Group Maintenance Detail (zonedetl)	zonedetl.fmb	Control + Setup + Price Zone Group + Edit/New/View
Retail Change Impact (costhead)	costhead.fmb	Items + Items
Retail Change Impact (suppsku)	suppsku.fmb	Items + Item List Pricing + Retail/Cost Change
Retail Price Change by Item/Location (pcstbysk)	pcstbysk.fmb	Items + Items Pricing + Retail/Cost Change
Retail Price Change Header (pcskust)	pcskust.fmb	Items + Items Items + Item List Pricing + Retail/Cost Change
Retail Price Change Item Maintenance (pcsku)	pcsku.fmb	Items + Items; Pricing + Retail/Cost Change
Estimated Landed Costs		
Average Cost Adjustment (avcstadj)	avcstadj.fmb	Finance + Receiver Cost Adjustment Finance + Average Cost Adjustment
Cost Component Maintenance (elccomp)	elccomp.fmb	Control + Landed Cost + Cost Component Maintenance + Edit/New/View
Country Tariff Treatment (cnttartr)	cnttartr.fmb	Control + Setup + Country + Edit/View
CVB Details (cvbmaint)	cvbmaint.fmb	Control + Landed Cost + CVB Maintenance + New/View
CVB Maintenance (cvbmaint)	cvbmaint.fmb	Control + Landed Cost + CVB Maintenance + New/View
Expense Profile Maintenance (expprof)	expprof.fmb	Control + Partner Control + Supplier + Maintenance Control + Setup + Country + Edit/View
Item Eligible Tariff Treatment (itelitar)	itelitar.fmb	Items + Quick Item Entry; Items + Items
Item Expense Maintenance (itemexp)	itemexp.fmb	Items + Quick Item Entry; Items + Items

Window	Form	Navigation
Order Item Expense Maintenance (ordexp)	ordexp.fmb	Ordering + Orders Ordering + Contracts
Receiver Cost Adjustment Window (recctadj)	recctadj.fmb	Finance + Receiver Cost Adjustment
Competitive Pricing		
Competitive Shopper Maintenance (cmpshopr)	cmpshopr.fmb	Control + Competitive Shopper
Competitor (cmptitor)	cmptitor.fmb	Control + Competitor
Competitor Price Entry (cmplsted)	cmplsted.fmb	Pricing + Competitive Pricing + Competitive Price Entry
Competitor Price History (cmphist)	cmphist.fmb	Pricing + Competitive Pricing + Competitive Price History
Competitor Shop Request (cmpshprq)	cmpshprq.fmb	Items + Item List
Competitor Store Association (cmpstst)	cmpstst.fmb	Action + Organizational Hierarchy
Competitor Store maintenance (cmpstore)	cmpstore.fmb	Control + Competitor
Promotions		
Ad Move (promsumm)	promsumm.fmb	Pricing + Promotions
Mix and Match Promotions Window (mixmatch)	mixmatch.fmb	Pricing + Promotions
Promotion Department Entry Window (promdept)	promdept.fmb	Pricing + Promotions
Promotion Events Maintenance Window (promevt)	promevt.fmb	Pricing + Promotion Events + Edit/View
Promotion Header Maintenance Window (promhead)	promhead.fmb	Pricing + Promotions
Promotion Item Entry Window (promsku)	promsku.fmb	Pricing + Promotions
Promotion Item List Entry Window (promskul)	promskul.fmb	Pricing + Promotions
Promotion Price Change (promsumm)	promsumm.fmb	Pricing + Promotions
Promotion Search Window (promfind)	promfind.fmb	Pricing + Promotions
Promotion Store Maintenance Window (promst)	promst.fmb	Pricing + Promotions
Promotion Summary Window (promsumm)	promsumm.fmb	Pricing + Promotions

Window	Form	Navigation
Promotion Zone Maintenance - Location Query (pzloenq)	pzloenq.fmb	Control + Seutp + Promotional Zone + Edit/View
Promotion Zone Maintenance Window (promzone)	promzone.fmb	Control + Setup + Promotional Zone + Edit/View
Promotions Impact Request (promhead)	promhead.fmb	Pricing + Promotions + New/Edit/View + Options + Impact Request
Promotions Impact Worksheet (prmwksht)	prmwksht.fmb	Pricing + Promotions + New/Edit/View + Options + Impact Worksheet
Threshold Promotion Department Window (threshld)	threshld.fmb	Pricing + Promotions
Threshold Promotions Items Window (threshld)	threshld.fmb	Pricing + Promotions
Threshold Promotions Window (threshld)	threshld.fmb	Pricing + Promotions
Clearances		
Clearance - Item List (pcclsku)	pcclsku.fmb	Pricing + Clearance
Clearance Event by Item / Location (pcclsup)	pcclsup.fmb	Pricing + Clearance
Clearance Event Stock View (pcclstck)	pcclstck.fmb	Pricing + Clearance
Clearance Header Maintenance (pcclhead)	pcclhead.fmb	Pricing + Clearance
Clearance Search (pcclfind)	pcclfind.fmb	Pricing + Clearance
Department / Class Clearance Strategy (pccclss)	pccclss.fmb	Pricing + Clearance Default + Edit/New/View
Shipping and Receiving		
ASN Shipment Receipt Matching (shpmatch)	shpmatch.fmb	Inventory + ASN/Receipt Matching
ASN/Carton level receiving (asncartn)	asncartn.fmb	Inventory + Receiving + Carton Shipments
Carton Detail Records (asncartn)	asncartn.fmb	Inventory + Receiving + Carton Shipments
Company Close (cmpcls)	cmpcls.fmb	Control + Setup + Location Activity Schedule + Company Closings + Edit.
Conflicting Stores (whstrasg)	whstrasg.fmb	Control + Setup + Warehouse/ Store Assignment + Create Assignments + Edit/View
Location Close (locclose)	locclose.fmb	Action + Organizational Hierarchy + Store Action + Organizational Hierarchy + Warehouse Control + Setup + Location Activity Schedule + Location Closings + Edit/View

Window	Form	Navigation
Location Exceptions (cmclexcp)	cmclexcp	Control + Setup + Location Activity Schedule + Company Closings + Edit
Quality Control (qltyctrl)	qltyctrl.fmb	Inventory + Quality Control
Receiver Unit Adjustment (recutadj)	recutadj.fmb	Inventory + Receiving + Receiving Unit Adjustment
Shipment Details Maintenance (shipdet)	shipdet.fmb	Inventory + Shipments
Shipment Discrepancies By Item (shpdisc)	shpdisc.fmb	Inventory + ASN/Receipt Matching
Shipment Discrepancies By Shipment (shpdiscs)	shpdiscs.fmb	Inventory + ASN/Receipt Matching
Shipment Discrepancies Search (shpdsfnd)	shpdsfnd.fmb	Inventory + ASN/Receipt Matching
Shipment Header Maintenance (shipment)	shipment.fmb	Finance + Invoice Matching; Inventory + Shipments
Shipment Receiving Window (recfbshp)	recfbshp.fmb	Inventory + Receiving + Shipments; Inventory + Transfer
Shipment Search (shipfind)	shipfind.fmb	Inventory + Shipments
Shipments for PO (ordship)	ordship.fmb	Ordering + Orders
Store Ship Schedule Maintenance (mainschd)	mainschd.fmb	Control + Store Ship Schedule + Store Ship Schedule
Store Shipment Schedule Dates (sdtsched)	sdtsched.fmb	Control + Store Ship Schedule + Ship Schedule By Ship Date + Edit/View
Store Shipment Schedule Stores (strsched)	strsched.fmb	Control + Setup + Store Ship Schedule + Ship Schedule By Store + Edit/View
View All Shipments (shipall)	shipall.fmb	Inventory + Shipments
Warehouse Store Assignment (whstrasg)	whstrasg.fmb	Control + Setup + Warehouse/ Store Assignment + Create Assignments + Edit/View
Warehouse Store Assignment View (whstrasv)	whstrasv.fmb	Control + Setup + Warehouse/ Store Assignment + View
Transfers		
Locations within Transfer Zone Maintenance (tsfzloc)	tsfzloc.fmb	Control + Setup + Transfer zone + Edit/View
Transfer Allocation Detail (tsfaldet)	tsfaldet.fmb	Inventory + Transfer
Transfer Allocation Style/Color Summary (talscsum)	talscsum.fmb	Inventory + Transfer
Transfer Allocations (tsfalloc)	tsfalloc.fmb	Inventory + Transfer
Transfer Maintenance Window - Detail (tsf)	tsf.fmb	Inventory + Transfer

Window	Form	Navigation
Transfer Maintenance Window - Header (tsf)	tsf.fmb	Inventory + Transfer
Transfer Maintenance Window - Totals (tsf)	tsf.fmb	Inventory + Transfer
Transfer Requests by Location (tsfbystr)	tsfbystr.fmb	Inventory + Transfer
Transfer Search Window (tsffind)	tsffind.fmb	Inventory + Transfer
Transfer Style/Color Summary (tsfscsum)	tsfscsum.fmb	Inventory + Transfer
Transfer Zone Maintenance (tsfzone)	tsfzone.fmb	Control + Setup + Transfer Zone + Edit/View
Transfers View by SKU (tsfbysku)	tsfbysku.fmb	Inventory + Transfer
Warehouse Issues View (whissue)	whissue.fmb	Items + Items
Work Order (workord)	workord.fmb	Ordering + Orders; Inventory + Transfer
Inventory Adjustments		
Inventory Adjustment by Item (invadjsk)	invadjsk.fmb	Inventory + Inventory Adjustments + By Item
Inventory Adjustment by Location (invadjst)	invadjst.fmb	Inventory + Inventory Adjustments + By Store/Warehouse
Inventory Adjustment Reason Code Maintenance Window (rsninvad)	rsninvad.fmb	Control + Setup + Inventory Adjustment Reason + Edit/View
Inventory Status Types (invstyps)	invstyps.fmb	Control + Setup + Inventory Status Types + Edit/View
Product Transformation (prodtsfm)	prodtsfm.fmb	Inventory + Inventory Adjustments + Product Transformation
Unavailable Inventory (unavlinv)	unavlinv.fmb	Items + Items
Returns to Vendors		
RTV Maintenance Window (rtv)	rtv.fmb	Inventory + Quality Control; Inventory + Return to Vendor
RTV Search Window (rtvfind)	rtvfind.fmb	Inventory + Return to Vendor
Shipment Info (rtv)	rtv.fmb	Inventory + Quality Control Inventory + Return to Vendor
Stock Counts		
Stock Count Request Maintenance Window (stkrqst)	stkrqst.fmb	Items + Item List
Stock Count Results - Dollar Changes Window (stkdeptd)	stkdeptd.fmb	Inventory + Stock Count

Window	Form	Navigation
Stock Count Results - Dollar View Window (stkvwdlr)	stkvwdlr.fmb	Inventory + Stock Count
Stock Count Results Maintenance Window (stkvwedt)	stkvwedt.fmb	Inventory + Stock Count
Stock Count Schedule (stksched)	stksched.fmb	Inventory + Stock Count Schedule + Edit/View
Stock Count Schedule (stksched)	stksched.fmb	Inventory + Stock Count Schedule + Edit/View
Stock Count Search Window (stkfind)	stkfind.fmb	Inventory + Stock Count
Stock Count Variance Window (stkvarnc)	stkvarnc.fmb	Inventory + Stock Count
Bills of Lading		
BOL Maintenance (ladchg)	ladchg.fmb	Inventory + Bill of Lading
BOL Search (ladfind)	ladfind.fmb	Inventory + Bill of Lading
Layaways		
Layaway Customer (laycust)	laycust.fmb	Inventory + Layaway + View; Inventory + Layaway + Edit
Layaway - History (laycust)	laycust.fmb	Inventory + Layaway + View
Layaway Addition (layadd)	layadd.fmb	Inventory + Layaway + New
Layaway Daily Totals (laytot)	laytot.fmb	Inventory + Layaway + Daily Totals
Layaway Fixture (layfix)	layfix.fmb	Inventory + Layaway + Fixture
Layaway Item Information (layitem)	layitem.fmb	Inventory + Layaway + View
Layaway Items Maintenance (layaddsk)	layaddsk.fmb	Inventory + Layaway + New
Layaway Payment (laypay)	laypay.fmb	Inventory + Layaway + Payment
Layaway Price Adjustment (layadj)	layadj.fmb	Inventory + Layaway + Edit
Layaway Refund (layref)	layref.fmb	Inventory + Layaway + Refund + Return to Stock Inventory + Layaway + Refund + Customer
Layaway Return (layrts)	layrts.fmb	Inventory + Layaway + Return
Layaway Search (laysrch)	laysrch.fmb	Inventory + Layaway + View Inventory + Layaway + Return Inventory + Layaway + Payment Inventory + Layaway + Fixture Inventory + Layaway + Edit Inventory + Layaway + Refund + Return to Stock Inventory + Layaway + Refund + Customer

Window	Form	Navigation
Tickets and Labels		
Item Ticket Detail (skutickt)	skutickt.fmb	Items + Quick Item Entry Items + Items Items + Item List
Request Manual Ticketing (rqsttckt)	rqsttckt.fmb	Items + Request Tickets
Ticket Items (ticket)	ticket.fmb	Items + Ticket Type + Edit/View
Ticket Types (ticket)	ticket.fmb	Items + Ticket Type + Edit/View
Replenishment		
Delivery Schedule (suplocsc)	suplocsc.fmb	Control + Supplier Delivery Schedule + Edit/View
Delivery Schedule (suplocsc)	suplocsc.fmb	Control + Supplier Delivery Schedule + Edit/View
Exceptions (suplocsc)	suplocsc.fmb	Control + Supplier Delivery Schedule + Edit/View
Exceptions (suplocsc)	suplocsc.fmb	Control + Supplier Delivery Schedule + Edit/View
Existing Deals (vbodeal)	vbodeal.fmb	Ordering + Suggested Orders + Edit/View
Item Season - Mass Change (mcseason)	mcseason.fmb	Items + Item List
Item/Season Matrix (itemseas)	itemseas.fmb	Items + Quick Item Entry Items + Items
Order Inventory Management (ordivmgt)	ordivmgt.fmb	Ordering + Orders
Replenishment Attribute Maintenance (replattr)	replattr.fmb	Items + Items; Items + Item List
Replenishment Attribute View (rplattrv)	rplattrv.fmb	Items + Replenishment Items + Items
Replenishment Results Detail - Costs (rplrsltd)	rplrsltd.fmb	Ordering + Orders
Replenishment Results Detail - Dates (rplrsltd)	rplrsltd.fmb	Ordering + Orders
Replenishment Results Detail - Forecast (rplrsltd)	rplrsltd.fmb	Ordering + Orders
Replenishment Results Detail - Inventory (rplrsltd)	rplrsltd.fmb	Ordering + Orders
Replenishment Results Detail (rplrsltd)	rplrsltd.fmb	Ordering + Orders

Window	Form	Navigation
Replenishment Results List (rplrsltl)	rplrsltl.fmb	Ordering + Orders
Substitute Items (substitm)	substitm.fmb	Items + Items
Suggested Order Maintenance (vbosgord)	vbosgord.fmb	Ordering + Suggested Orders + Edit/View
Supplier Inventory Management Information (supivmgt)	supivmgt.fmb	Control + Supplier
Budgets		
Half Budget Information (rinvbud)	rinvbud.fmb	Finance + Half Budget Information + Edit/View
Monthly Budget (deptbud)	deptbud.fmb	Finance + Monthly Budget Information + Edit/View
View Monthly Budget (deptbudv)	deptbudv.fmb	Finance + Monthly Budget by Budget Type
Stock Ledger		
General Ledger Search (glfind)	glfind.fmb	Finance + GL Cross Reference
GL Cross Reference (glcrossr)	glcrossr.fmb	Finance + GL Cross Reference
Stock Ledger Maintenance (stkldgmn)	stkldgmn.fmb	Finance + Stock Ledger Maintenance + Edit/View
Stock Ledger Maintenance Search (stkldgmn)	stkldgmn.fmb	Finance + Stock Ledger Maintenance + Edit/View
Stock Ledger Search (stkldgrv)	stkldgrv.fmb	Finance + Stock Ledger View
Stock Ledger View (stkldgrv)	stkldgrv.fmb	Finance + Stock Ledger View
Store Sales (stsale)	stsale.fmb	Items + Items
Transaction Data (trandata)	trandata.fmb	Finance + Transaction Data View Finance + Receiver Cost Adjustment Finance + Average Cost Adjustment
Transaction Data Detail (trandata)	trandata.fmb	Finance + Transaction Data View
Open to Buy		
OTB Budget Maintenance Window (otbbudg)	otbbudg.fmb	Finance + OTB + Budgets
OTB Forward Limits Maintenance (otbfwd)	otbfwd.fmb	Finance + OTB + Forward Limits
OTB Status Query Reports Window (otbrpt)	otbrpt.fmb	Finance + OTB + Status Query
Sales Taxes		
Audit (gctxcde)	gctxcde.fmb	Control + Sales Tax + Geocode Maintenance + Edit/View

Window	Form	Navigation
Audit (ittxcode)	ittxcode.fmb	Items + Items Action + Merchandise Hierarchy (dept) Items + Item List
Audit window (taxcode)	taxcode.fmb	Control + Sales Tax + Tax Rate Maintenance + Edit/View
Copy (ittxcode)	ittxcode.fmb	Items + Items Action + Merchandise Hierarchy (dept) Items + Item List
Geocode Hierarchy Maintenance (gcdhier)	gcdhier.fmb	Control + Sales Tax + Geocode Maintenance + Edit/View
Geocode Tax Code (gctxcde)	gctxcde.fmb	Control + Sales Tax + Geocode Maintenance + Edit/View
Geocodes (store)	store.fmb	Action + Organizational Hierarchy (store)
Item Tax Codes (ittxcode)	ittxcode.fmb	Items + Items Action + Merchandise Hierarchy (dept) Items + Item List
Miscellaneous Tax Reports (mstaxrep)	mstaxrep.fmb	Control + Sales Tax + Reports + Miscellaneous
Tax Codes Form (taxcode)	taxcode.fmb	Control + Sales Tax + Tax Rate Maintenance + Edit/View
Tax Hierarchy (taxhier)	taxhier.fmb	Control + Sales Tax + Tax Rate Maintenance + Edit/View
Tax Rate Report (itaxrtrp)	itaxrtrp.fmb	Control + Sales Tax + Reports + Current Tax Rates
Tax Rate View (taxratev)	taxratev.fmb	Items + Item List Control + Sales Tax + Tax Rate View
VAT Maintenance		
Item VAT Rate - Mass Change (mcvatrat)	mcvatrat.fmb	Items + Item List
Rates Maintenance (vatcode)	vatcode.fmb	Control + Setup + VAT Codes Maintenance + Edit/View
VAT Code Maintenance (vatcode)	vatcode.fmb	Control + Setup + VAT Codes Maintenance + Edit/View
VAT Department Maintenance (vatdeps)	vatdeps.fmb	Action + Merchandise Hierarchy
VAT Region Maintenance (vatreg)	vatreg.fmb	Control + Setup + VAT Region Maintenance + Edit/View
VAT SKU Maintenance (vatsku)	vatsku.fmb	Items + Quick Item Entry Items + Items

Window	Form	Navigation
Item Lists		
Add Items to Item List by Group (slgrp)	slgrp.fmb	Items + Item List
Add Items to Item List Individually (slitem)	slitem.fmb	Items + Item List
Item List Criteria (slcrit)	slcrit.fmb	Items + Items
Item List Header (slhead)	slhead.fmb	Items + Item List
Item List Search (slfind)	slfind.fmb	Items + Item List
Items not Added to TPG (slnadd)	slnadd.fmb	Items + Item List
Rebuild Item List (slrebld)	slrebld.fmb	Items + Item List Pricing + Retail/Cost Change Pricing + Promotions Inventory + Stock Count Inventory + Transfer
View Items in Item List (slsku)	slsku.fmb	Items + Item List
Location Lists		
Location List Criteria (lclcrit)	lclcrit.fmb	Control + Location List
Location List Detail Maintenance (lclstwh)	lclstwh.fmb	Control + Location List
Location List Head (lclhead)	lclhead.fmb	Control + Location List
Location List Search (lclfind)	lclfind.fmb	Control + Location List
Rebuild Location List (lclrebld)	lclrebld.fmb	Control + Location List
SQL Statement (lclcrit)	lclcrit.fmb	Control + Location List
Attributes		
Change Item Indicator Attributes (mcitmind)	mcitmind.fmb	Items + Item List
Fashion / Style Store SKU Attributes (ragstvw)	ragstvw.fmb	Items + Items
Fashion / Style Warehouse SKU Attributes (ragwhvw)	ragwhvw.fmb	Items + Items
Fashion Style Attributes (ragattr)	ragattr.fmb	Items + Items
Grocery Specific Attributes (grocattr)	grocattr.fmb	Items + Quick Item Entry; Items + Items
Item Import Attributes (itimpatt)	itimpatt.fmb	Items + Quick Item Entry; Items + Items
Item Location Attributes (mclocn)	mclocn.fmb	Items + Items; Items + Item List
Order - Attributes (ordhead)	ordhead.fmb	Ordering + Orders
Staple Item Attributes (winattr)	winattr.fmb	Items + Quick Item Entry; Items + Items

Window	Form	Navigation
Store Attribute - Mass Change (lclmcst)	lclmcst.fmb	Control + Location List
Store Attributes (strattr)	strattr.fmb	Action + Organizational Hierarchy
Supplier Attributes Window (supattr)	supattr.fmb	Control + Supplier + Maintenance
Supplier Import Attributes Window (supimprt)	supimprt.fmb	Control + Supplier
Warehouse Attributes (whattr)	whattr.fmb	Action + Organizational Hierarchy
User Defined Attributes		
Item UDA - Mass Change (mcuda)	mcuda.fmb	Items + Item List
Item UDA List Window (itudalst)	fm_ituda.fmb	Called differently for 9 forms
Item UDA Matrix (itemudam)	itemudam.fmb	Items + User Defined Attributes
UDA - Date Default (itudalst)	fm_ituda.fmb	Called differently for 9 forms
UDA - Free Form Default (itudalst)	fm_ituda.fmb	Called differently for 9 forms
UDA - List of Values Default (itudalst)	fm_ituda.fmb	Called differently for 9 forms
UDA Default Matrix Window (udaidefm)	udaidefm.fmb	Items + User Defined Attributes + Edit/View
UDA Window (uda)	uda.fmb	Items + User Defined Attributes + Edit/View
User Defined Attribute/Item Default List (udaidlst)	udaidlst.fmb	Action + Merchandise Hierarchy (dept, class, and subclass levels)
Traits		
Areas Associated with Trait Window (areatrm)	areatrm.fmb	Control + Traits + Location Traits + Edit/View
Districts Associated with Trait Window (disttrm)	disttrm.fmb	Control + Traits + Location Traits + Edit/View
Location Traits - Mass Change (lclmctrt)	lclmctrt.fmb	Control + Location List
Location Traits Maintenance Window (lotr)	lotr.fmb	Control + Traits + Location Traits + Edit/View (Associated with Area, Region, District, Store)
Regions Associated with Trait Window (regtrm)	regtrm.fmb	Control + Traits + Location Traits + Edit/View
Stores Associated with Trait Window (lotrm)	lotrm.fmb	Control + Traits + Location Traits + Edit/View
Supplier Traits List (suptrlst)	suptrlst.fmb	Control + Supplier
Supplier Traits Maintenance Window (suptr)	suptr.fmb	Control + Traits + Supplier Traits + Edit/View
Suppliers Associated with Trait Window (suptrm)	suptrm.fmb	Control + Traits + Supplier Traits + Edit/View

Window	Form	Navigation
Traits Associated with Area (aretrlst)	aretrlst.fmb	Action + Organizational Hierarchy
Traits Associated with District [dsttrlst)	dsttrlst.fmb	Action + Organizational Hierarchy
Traits Associated with Region (regtrlst)	regtrlst.fmb	Action + Organizational Hierarchy
Traits Associated with Store (loctrlst)	loctrlst.fmb	Action + Organizational Hierarchy
Masks		
Mask Apply (mskapply)	mskapply.fmb	Ordering + Orders; Ordering + Contracts; Ordering + Allocations; Inventory + Transfer
Mask Header Maintenance (maskhead)	maskhead.fmb	Ordering + Masks
Mask Purge (maskhead)	maskhead.fmb	Ordering + Masks
Mask Search (maskfind)	maskfind.fmb	Ordering + Masks; Ordering + Allocations; Inventory + Transfer
Mask Selection Criteria (maskcrit)	maskcrit.fmb	Ordering + Masks
Mask Stores (mskstore)	mskstore.fmb	Ordering + Masks
Calculate Dates (timeline)	timeline.fmb	Inventory + Transportation Selection Inventory + Transportation + Maintenance Items + Quick Item Entry Items + Items Ordering + Orders Inventory + Customs Entry
Timelines		
Copy Like Timeline Step (timestep)	timestep.fmb	Control + Setup + Timeline + Edit/New/View
Timeline (timeline)	timeline.fmb	Inventory + Transportation Selection Inventory + Transportation + Maintenance Items + Quick Item Entry Items + Items Ordering + Orders Inventory + Customs Entry
Timeline Step Components (timestco)	timestco.fmb	Control + Setup + Timeline Step Components + Edit/View
Timeline Steps (timestep)	timestep.fmb	Control + Setup + Timeline + Edit/New/View
Document Maintenance		
Document Maintenance (docmain)	docmain.fmb	Control + Document Maintenance + New/View

Window	Form	Navigation
Required Documents (reqdoc)	reqdoc.fmb	Control + Partner; Control + Supplier + Maintenance; Control + Setup + Country + Edit/View Control + Landed Cost + HTS Maintenance + HTS Chapter Maintenance + Edit/View Finance + Payments + Letter of Credit; Items + Quick Item Entry Items + Items; Ordering + Orders
System Variables		
About Retek (rtkstrt)	rtkstrt.fmb	Help + About Retek
Add a Toolbar Favorite (rtkstrt)	rtkstrt.fmb	Options + Edit Toolbar (Accessible when only the Retek Enterprise Start window is open)
Add User Element (rtkstrt)	rtkstrt.fmb	Add User Element button
Add User Folder (rtkstrt)	rtkstrt.fmb	Add User Folder button
Batch Bookmark Window (batchrst)	batchrst.fmb	Control + System + Batch Maintenance + Batch Restart
Batch Control History Window (batchcnt)	batchcnt.fmb	Control + System + Batch Maintenance + Batch Control
Batch Control Window (batchcnt)	batchcnt.fmb	Control + System + Batch Maintenance + Batch Control
Batch Restart Window (batchrst)	batchrst.fmb	Control + System + Batch Maintenance + Batch Restart
Code Detail Maintenance Window (codedetl)	codedetl.fmb	Control + System + Codes Maintenance + Edit/View
Codes Header Maintenance Window (codehead)	codehead.fmb	Control + System + Codes Maintenance + Edit/View
Dynamic Hierarchy (dynhier)	dynhier.fmb	Control + System + Dynamic Hierarchies + Edit/View
Edit Toolbar Favorites (rtkstrt)	rtkstrt.fmb	Options + Edit Toolbar (Accessible when only the Retek Enterprise Start window is open)
Error Message Search Window (msgsear)	msgsear.fmb	Control + System + Message Search Tool
Half (half)	half.fmb	Control + Setup + Half + Edit/View
Multisearch Editor (mfind40)	mfind40.fmb	Control + System + Multiview Search Tool
Multview Edit (medit40)	medit40.fmb	Control + System + Multiview Search Tool
Navigator User Options (rtkstrt)	rtkstrt.fmb	Options + Edit Toolbar (Accessible when only the Retek Enterprise Start window is open)
New Item (treeadmn)	treeadmn.fmb	Control + System + Tree Administration Control + Setup + Retek Start Tree Administrator

Window	Form	Navigation
Preview Parameter (msgsear)	msgedit.fmb	Control + System + Message Search Tool
Preview Parameter (msgsear)	msgsear.fmb	Control + System + Message Search Tool
Rename Toolbar Favorite (rtkstrt)	rtkstrt.fmb	Options + Edit Toolbar (Accessible when only the Retek Enterprise Start window is open)
Retek Enterprise Start (rtkstrt)	rtkstrt.fmb	Appears by default when program starts
Retek Printing Window (printfrm)	printfrm.fmb	Action + View Reports
Retek Start Tree Administration (treeadmn)	treeadmn.fmb	Control + System + Tree Administration Control + Setup + Retek Start Tree Administrator
RMS Logon (no form code)	logon.fmb	Appears at system startup
Security Control (treeadmn)	treeadmn.fmb	Control + System + Tree Administration Control + Setup + Retek Start Tree Administrator
System Parameter Maintenance Window (sys_ctrl)	sys_ctrl.fmb	Control + System + System Variables
Audit Trail		
Audit Fields Window (audittbl)	audittbl.fmb	Control + System + Audit Trail + Edit/New/View
Audit Trail Field Selection Window (audittbl)	audittbl.fmb	Control + System + Audit Trail + Edit/New/View
Security		
Location Security Matrix (slocmtrx)	slocmtrx.fmb	Control + System + Location/Product Security + Location Security Matrix + Edit/View
Product Security by Group (sprdmtrx)	sprdmtrx.fmb	Control + System + Location/Product Security + Product Security Matrix + Edit/View
Security Group Maintenance (sgrpattr)	sgrpattr.fmb	Control + System + Location/Product Security + Group + Edit/View
Security User/Group Link (susgrp)	susrgrp.fmb	Control + System + Location/Product Security + Group + Edit/View Control + System + Location/Product Security + User/Group Link + Edit/View Control + Setup + User Attributes + Edit/New/View
User Attributes (usrattr)	usrattr.fmb	Control + Setup + User Attributes + Edit/New/View
User Privileges (usrattr)	usrattr.fmb	Control + Setup + User Attributes + Edit/New/View
Zone Security Matrix (szonmtrx)	szonmtrx.fmb	Control + System + Location/Product Security + Zone Security Matrix + Edit/View
Internationalization		

Window	Form	Navigation
Country maintenance (country)	country.fmb	Control + Setup + Country + Edit/View
Currency Exchange Rates (currency)	currency.fmb	Control + Setup + Currency + Edit/View
Currency Maintenance (currency)	currency.fmb	Control + Setup + Currency + Edit/View
Language maintenance (lang)	lang.fmb	Control + Setup + Language Maintenance + Edit/View
Language Translation Window (tl_lang)	tl_lang.fmb	Control + System + Language Translation
Like Description (tl_shdw))	tl_shdw.fmb	Translator icon on the toolbar
Translation Maintenance Window (tl_shdw)	tl_shdw.fmb	Translator icon on the toolbar
Unit of Measure (uom)	uom.fmb	Control + Setup + Unit of Measure
EDI		
EDI New Items (editem)	editem.fmb	Items + EDI New Items
Item Detail (editem)	editem.fmb	Items + EDI New Items
New EDI Cost Changes (edicost)	edicost.fmb	Items + EDI Cost Changes
New Item (editem)	editem.fmb	Items + EDI New Items
New Style (editem)	editem.fmb	Items + EDI New Items
Style Detail (editem)	editem.fmb	Items + EDI New Items
POS Configurations		
Class (posmcrit)	posmcrit.fmb	Control + POS Configuration + Product Restriction Control + POS Configuration + Coupon
Coupon Reports (cpreport)	cpreprot.fmb	Control + POS Configuration + Reports + Coupons
Department (posmcrit)	posmcrit.fmb	Control + POS Configuration + Product Restriction Control + POS Configuration + Coupon
Group (posmcrit)	posmcrit.fmb	Control + POS Configuration + Product Restriction Control + POS Configuration + Coupon
List of Included SKUs (posmcrit)	posmcrit.fmb	Control + POS Configuration + Product Restriction Control + POS Configuration + Coupon
List of SKUs (posmcrit)	posmcrit.fmb	Control + POS Configuration + Product Restriction Control + POS Configuration + Coupon

Window	Form	Navigation
Miscellaneous Reports (msreport)	msreport.fmb	Control + POS Configuration + Reports + Miscellaneous
Money Order (posmord)	posmord.fmb	Control + POS Configuration + Money Order
Pay In/Out (pospyio)	pospyio.fmb	Control + POS Configuration + Pay In/Pay Out
POS Button Detail (posbttn)	posbttn.fmb	Control + POS Configuration + Touch Button
POS Button Move (posbttn)	posbttn.fmb	Control + POS Configuration + Touch Button
POS Coupon (poscoup)	poscoup.fmb	Control + POS Configuration + Coupon
POS Day/Time/Date (pospres)	pospres.fmb	Control + POS Configuration + Product Restriction
POS Merchandise Criteria (posmcrit)	posmcrit.fmb	Control + POS Configuration + Product Restriction; Control + POS Configuration + Coupon
POS Product Restriction (prospres)	pospres.fmb	Control + POS Configuration + Product Restriction
Product Restrictions Report (prreport)	prreport.fmb	Control + POS Configuration + Reports + Product Restrictions
Resend to Store(s) (posrsnd)	posrsnd.fmb	Control + POS Configuration + Resend to Stores
Stores (posstore)	posstore.fmb	Control + POS Configuration + Touch Button Control + POS Configuration + Product Restriction Control + POS Configuration + Pay In/Pay Out Control + POS Configuration + Money Order Control + POS Configuration + Coupon Control + Supplier Control + POS Configuration + Tender Type
Subclass (posmcrit)	posmcrit.fmb	Control + POS Configuration + Product Restriction Control + POS Configuration + Coupon
Supplier Payment Types (posspay)	posspay.fmb	Control + Supplier
Tender Type (posttyp)	posttyp.fmb	Control + POS Configuration + Tender Type
Touch Button (posbttn)	posbttn.fmb	Control + POS Configuration + Touch Button