PeopleSoft®

PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only page elements, such as fields and check boxes, that require additional explanation. If a page element is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

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

You might also want to complete at least one PeopleSoft introductory training course, if applicable.

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

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

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft applications. For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most PeopleSoft product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across one or more product lines. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

See Also

PeopleSoft Customer Connection, https://www.peoplesoft.com/corp/en/login.jsp

Additional Resources

The following resources are located on the PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation & Software, Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade, Implementation Guide, Implementation Documentation and Software, Pre-built Integrations for PeopleSoft Enterprise and PeopleSoft EnterpriseOne Applications
Minimum technical requirements (MTRs) (EnterpriseOne only)	Implement, Optimize + Upgrade, Implementation Guide, Supported Platforms
PeopleBook documentation updates	Support, Documentation, Documentation Updates
PeopleSoft support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Prerelease Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction

Resource	Navigation
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter *O*.
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

If the note is preceded by *Important!,* the note is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Cross-References

PeopleBooks provide cross-references either under the heading “See Also” or on a separate line preceded by the word *See.* Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: “(FRA) Hiring an Employee”

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements Used in PeopleBooks

Address Book Number Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code

Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.

Batch Number

Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).

Batch Date

Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.

Batch Status

Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:

Blank: Batch is unposted and pending approval.

A: The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.

D: The batch posted successfully.

E: The batch is in error. You must correct the batch before it can post.

P: The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.

U: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

Branch/Plant

Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.

Business Unit

Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.

Category Code

Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Currency Code

Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.

Document Company

Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.

If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.

If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.

Document Number — Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.

Document Type — Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:

P: Accounts payable documents.

R: Accounts receivable documents.

T: Time and pay documents.

I: Inventory documents.

O: Purchase order documents.

S: Sales order documents.

Effective Date — Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:

- The date on which a change of address becomes effective.
- The date on which a lease becomes effective.
- The date on which a price becomes effective.
- The date on which the currency exchange rate becomes effective.
- The date on which a tax rate becomes effective.

Fiscal Period and **Fiscal Year** — Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).

G/L Date (general ledger date) — Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Sales Order Management Preface

This preface discusses:

- PeopleSoft products
- PeopleSoft application fundamentals
- Common elements used in this PeopleBook

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft Product: Sales Order Management.

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called*PeopleSoft EnterpriseOne Inventory Management 8.11*.

See Also

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "PeopleSoft EnterpriseOne Inventory Management Preface"

Common Elements Used in PeopleSoft Sales Order Management 8.11

Account Number Enter the customer's account number with the credit card company or bank. The first of three fields available to record credit card transactions.

Amount Specifies the number of units multiplied by the unit price.

Apply Freight Select to specify the system performs freight calculations during processing. Clear for no freight calculations.

Approved Displays a code that indicates the active status of a price.

Approved Rejected By Displays the approver ID.

Approve/Reject Date Displays the date of approval.

Associated Substitute Amount	Displays the amount of the total associated state tax ID in occurrences when the tax ID is from a substitute.
Attachments	Click to access Media Objects Viewer and add an attachment to the order.
Authorization No. (authorization number)	Enter a number issued by the credit card company or bank which issued the card to identify the transaction.
Base	Enter a code that specifies the currency of the transaction. This can be any code defined for the system in the Designate Currency Codes program.
Cancel	Click to cancel the order and close the order entry form.
Cancel Date	Enter the date that the order should be canceled if the goods have not been sent to the customer or the goods have not been received from the supplier. This is a memo-only field and does not cause the system to perform any type of automatic processing.
Cancel line	Click to cancel the selected line or lines.
Carrier Number	Enter the address number for the preferred carrier of the item. The customer might prefer a certain carrier due to route or special handling requirements.
Carrier Type	Reserved by PeopleSoft.
Check Availability	Click to display the Line Availability tab and availability information for the selected row.
Check Price	Click to check the price of an item.
City Code	Enter the city code associated with the state and city name. The code that you enter must exist in the GIA City Code table (F76B132). The code is required in the GIA extraction.
CNAE	Enter the CNAE (Classificacao Nacional de Atividades Ecomonicas - Fiscal) code for a fiscal company.
Company	Enter the company whose data you want to work with.
Company Profile	Enter the name of the profile that you set up to identify the fiscal companies with data extracted for GIA reporting. The Company Profile and the GIA Keyword comprise the GIA identification. You set up Company Profiles by using the Company Profile program (P76B129).
Company Voucher	Enter the company voucher.
Copy to Sales Order	Click to access Update Sales Order - Header First - Enter New Order and create a sales order from a quote order.
Copy or Convert	Click to access Update Sales Order - Header First - Enter New Order and copy the current order header and detail information to a new order. The system displays the copied information in a new order.
Credit Check	Click to access Update Sales Order - Header First - Credit Check and check customer credit.
Cross Reference	Click to access Substitute/Complimentary Items and enter substitute, associated, and promotional items.

Cross Reference Type — Enter a user defined code (UDC) (41/DT) that identifies the type of cross-reference set up for this customer. Examples of cross-reference types include:

Substitutes

Replacements

Bar codes

Customer item numbers

Supplier item numbers

Currency — Enter a code specifying the currency of the company that the transaction is associated with. This can be any code defined for the system on in Designate Currency Codes program.

Cust Price Grp (customer price group) — Enter a UDC (40/PC) identifying the pricing group associated with this customer or supplier:

- For sales orders, you assign a pricing group to a customer through the Customer Billing Instructions. Groups typically contain customers with common pricing characteristics, such as retailers, wholesalers, and so forth.
- For purchase orders, you assign a pricing group to a supplier through the Supplier Billing Instructions.

Customer PO (customer purchase order) — Enter an alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.

Date Updated — Displays the date that specifies the last update to the file record.

Detail Branch/Plant — Enter an alphanumeric code to identify a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

Delivery Date — Enter the date on which the shipment to the customer is confirmed as shipped. During shipment confirmation, the system updates the Sales Order Detail table (F4211) with this date.

Departure Time — Enter the amount of time that has elapsed between the date and time that you enter the maintenance request and the date and time that you assign the maintenance request.

DIPAM-B Code — Enter a code that indicates a grouping of transaction nature codes. The code that you enter must exist in the GIA Valid DIPAM-B Code table (F76B127A). If you enter a code that already exists in the GIA Valid DIPAM-B Code table (F76B127A), you add additional cross-references to the existing code. If you are not sure if a particular DIPAM-B code has been set up, click Search next to the DIPAM-B Code field, and then click Find on the Electronic GIA DIPAM-B Search & Select form to display existing codes.

DIPAM-B Description	Displays the legal text associated with a DIPAM-B code.
Display VM (display volume)	(Optional) Enter a UDC (00/UM) that identifies the unit of measure that the system uses to display volume for this branch/plant. The system inputs a value in this field from Branch/Plant Constants - Page 2 (P410012). You can override this default value.
Display WT (display weight)	Enter a UDC (00/UM) that identifies which unit of measure the system should use to display the weight of individual order lines and the order as a whole for this customer when you use the order summary form.
Edit Full Header	Click to access Order Header Revisions and add additional order header information.
Effective From	Enter the date when a transaction, contract, obligation, preference, or policy rule becomes effective.
Effective Thru (effective through)	Enter the date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.
Exchange Rate	Enter a number (exchange rate) that a foreign currency amount is multiplied by or divided by to calculate a domestic currency amount. The number in this field can have a maximum of seven decimal positions. If more are entered, the system adjusts to the nearest seven decimal positions.
Expiration Date	Displays the expiration date that represents the date a given credit card account number used by customers will no longer be valid. It is for information purposes only.
F/Invoice Report (flag/invoice report)	The date when the invoice was recorded in the Sales IVG Ledger.
F/Mag Invoice Report (flag magnetic invoice report)	Displays the date in which the invoice was recorded in the magnetic Sales IVG Ledger.
Fiscal Date	Enter the date of the *nota fiscal.*
Fiscal Tax Type Code	Enter a code from the Fiscal Tax Type Code UDC table (76B/TI).
Foreign	Enter a code that specifies whether amounts are in the domestic currency of the company that the transaction is associated with or in the foreign currency of the customer. The system uses this value as the default value. Values are: *D:* Domestic *F:* Foreign
Free Good Catalog	Click to access the Free Good Catalog and verify free goods associated with an item.
Free Port Discount	Enter the amount of the discount available to a free port zone customer.
Freight Code	Enter a UDC (42/FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to the company's dock, or you could pick up the shipment at the supplier's dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of

goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.

From — Enter the initial date in the range of dates that the system uses when selecting the *notas fiscais* in the Fiscal Books that are processed in the GIA extraction.

Future Flag — Displays a code that indicates if the voucher was recorded in the Sales IV Ledger.

Gross Weight — Displays the weight of one unit of an item, expressed in the primary unit of measure.

Hold Code — Enter a UDC (42/HC) that identifies why an order is on hold. The system can also enter this during order processing.

ICMS Basis (Imposto sobre Circulação de Mercadorias e Serviços tax amount) — Displays the amount on which ICMS taxes are assessed.

ICMS Code — Displays a code that indicates how ICMS tax is applied. You set up the codes that you need in the ICMS Code - Fiscal Value UDC (76/II). The system uses the code when it calculates ICMS tax, and when printing fiscal books.

ICMS Exempt — Displays the amount that is not subject to ICMS tax.

ICMS Other — Displays any merchandise value amount that is classified as Other for ICMS taxing purposes.

ICMS Rate — Enter a number that identifies the percentage of tax that should be assessed or paid to the corresponding tax authority, based on the tax area.

Enter the percentage as a whole number and not as the decimal equivalent. For example, to specify 7 percent, enter 7, not .07.

ICMS Reduction Amount — Displays the amount on which ICMS taxes are assessed. In this case, the ICMS taxable amount is reduced due to the sale of given products.

ICMS Tax — Displays the ICMS tax amount that is printed on the *nota fiscal.*

ICMS Tax Amount — Displays the total of the ICMS tax amount in the GIA reporting period.

ICMS Tax Situation — Enter a code that indicates a product's ICMS tax eligibility. The value that you enter for the first character of the code specifies the origin of the product, based on the BORI edit rules. The values you enter for the second and third characters of the code specify how the product will be taxed by ICMS. Values are:

0: Domestic Goods

1: Foreign product, direct import

2: Foreign product, purchased in local market

The values to specify the ICMS tax condition of a product are:

00: Pay full tax

10: Pay ICMS and ICMS Sub. Markup

20: Reduced base for tax calculation

30: Exempt/Not ICMS; Pay ICMS Substitution

40: Exempt

50: Suspended

51: Deferred

70: With reduction of Base of Calculation and ICMS charged previously for substitution tax

90: Others (Codigo de Situacao Tributaria)

ICMS Tax Substitute Amount Displays the total of the substitute ICMS tax amount.

ICMS Tax Substituted Amount Displays the total amount of the substituted ICMS tax.

ICMS Tax Substitution Amount Displays the total of the ICMS Tax Substitution amounts for the GIA reporting period.

ICMS Taxable Displays the amount on which ICMS taxes are assessed.

Invoice Date Displays the date the invoice was printed. The system updates this date when you run the invoice print program in Sales Order Management.

Invoice Number Enter the PeopleSoft internal document number.

IPI Basis Displays the amount on which IPI taxes are assessed.

IPI Exempt Displays the amount that is not subject to IPI tax.

IPI Other Displays any merchandise value amount that is classified as Other for IPI taxing purposes.

IPI Recoverable Displays the IPI tax amount that is eligible for recovery.

IPI Taxable Displays the IPI tax amount that is printed on the *nota fiscal.*

IPI Taxable Displays the amount on which IPI taxes are assessed.

IR Tax Displays the IR tax amount that is printed on the *nota fiscal.*

IR Taxable Displays the amount on which IR taxes are assessed.

ISS Basis Displays the amount on which ISS taxes are assessed.

ISS Tax Displays the ISS tax amount that is printed on the *nota fiscal.*

ISS Taxable The amount on which ISS taxes are assessed.

Issue Date Displays the date that the log entry was issued. For example, the effective date for an insurance policy is entered in the Issue Date field.

Issuing Series Displays the issuing series represents a defined group of vouchers that a voucher originates from.

Item Number Enter a number that the system uses to identify an item. It can be in short, long, or third item number format.

2nd Item Number Enter a number that identifies the item. The system provides three separate item numbers plus an extensive cross-reference capability to alternative item numbers. The three types of item numbers are:

Item Number (short)

An 8-digit, computer-assigned item number.

2nd Item Number

A 25-digit, user defined, alphanumeric item number.

3rd Item Number

Another 25-digit, user defined, alphanumeric item number.

In addition to these three basic item numbers, the system provides an extensive cross-reference search capability. You can define numerous cross-references to alternative part numbers. For example, you can define substitute item numbers, replacements, bar codes, customer numbers, or supplier numbers.

Keyword Enter text, that along with the company profile, identifies the GIA record. You associate a keyword with a company profile when you generate a GIA or manually create a GIA.

Kits/Configured Items Click to access Kit Selection and enter kit or configured items.

Last Status Displays a UDC (40/AT) specifying the last step in the processing cycle that this order line has successfully completed.

Legal Arguments Displays the explanation of why a sub-item code was used. You complete this field on the Electronic GIA Sub-Item Codes form.

The system completes the Legal Arguments and Occurrence Description field on the Electronic GIA Occurrences form with the text from the GIA Sub-Item Code table (F76B128A).

Legal Company Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Legal Document Type Enter a UDC (H76/DT) that identifies the legal document type of the transaction. For example, a invoice or voucher.

License Plate No Displays the license plate number of a given truck in the truck assignment system.

Line Number Displays a number that identifies multiple occurrences, such as line numbers on a sales order or other document. Generally, the system assigns this number, but in some cases you can override it.

Line Type Enter a code to control how the system processes lines on a transaction. It controls transaction interfaces with General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management. It also specifies the conditions under which a line prints on reports, and it is included in calculations. Some common codes are:

S: Stock item

J: Job cost

N: Non-stock item

F: Freight

T: Text information

M: Miscellaneous charges and credits

W: Work order

Make — Display a number that provides an audit trail for specific transactions, such as an asset, supplier number, or document number.

Message Text — Displays an internal counter used by order processing programs to determine the order in which the lines of a print message appear.

Mode of Trans (mode of transportation) — Enter a UDC (00/TM) that describes the nature of the carrier being used to transport goods to the customer. For example, by rail, by road, and so on.

Net Weight — Displays the weight of goods sold which contribute to a sales rebate.

Next Order Date — Enter the next date that a recurring order is to be processed.

Next Status — Displays a UDC (40/AT) indicating the next step in the order flow of the line type.

NF Expenses — Enter the amount of the total financial expenses that is printed on the *nota fiscal.*

NF Freight — Displays a complementary expense to the customer. The system prorates this expense amount among each of the *notas fiscais* listed and adds the prorated amount to the ICMS taxable amount for each document.

NF Insurance — Enter the insurance amount that you charge the client as complementary expense. This amount must be included on the *nota fiscal.*

N.F. Number (nota fiscal) — Displays a six-character number that identifies a nota fiscal. The number consists of the nota fiscal. number and the nota fiscal series.

NF Series — Displays a two-character number that along with the nota fiscal number, identifies a *nota fiscal.* The Nota Fiscal Series field is the second key that the system uses to access a specific *nota fiscal.*

NF Source — Enter a code that identifies how a nota fiscal was generated in the system. You select a code from the Nota Fiscal Source UDC (76/NF). The codes are hard-coded. Values are:

1: Stand-alone Nota Fiscal - PO

2: Complementary Nota Fiscal - PO

3: 2-Way Match Nota Fiscal - PO

4: 3-Way Match Nota Fiscal - PO

5: Stand-along Nota Fiscal - SO

6: Complementary Nota Fiscal - SO

7: Nota Fiscal - SO

Nt Sf (transaction nature suffix) — Enter a value for this two-character field in conjunction with the Transaction Nature code to identify the complementary implications of a type of

transaction. For example, the suffix might indicate that a certain type of transaction represents a inventory change, or that a transaction is eligible for a certain type of tax.

Values might include:

*01*Bonus

*02*Demo

*03*Sample

*04*Return merchandise

*05*Back order

*06*Donation

Examples of Transaction Nature codes with suffixes:

511 01 In-state sale, bonus

511 05 In-state sale, back order

Number Displays an alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the contract number or special catalog number.

O Displays a code that indicates whether a component is standard or optional within a bill of material or for kit processing. Codes are:

S: Standard. The item is always included in any transaction involving the bill of material.

O: Optional. In order entry, you can specify whether the item will be included in a particular sale.

F: Feature. The item has features that you must specify at order entry.

The default value is S

Occurrence Description Displays brief information about an occurrence that is associated with a sub-item code.

The system completes the Occurrence Description field on the Electronic GIA Occurrences form with the text from the GIA Sub-Item Code table (F76B128A).

OP Allow Multi Source (order promising allow multiple source) Displays a code to indicate whether the system enables order promising to source different detail lines from different branch/plants. A blank or N value indicate that all line items are sourced from one branch/plant.

OP Backorders Allowed (order promising backorders allowed) Displays a code to indicate whether the system enables backorders to ship the quantity that is available on the requested date if the Partial Line Shipments value is Y. The remaining quantity is shipped on the available date. If the Partial Line Shipments value is N, the entire quantity is shipped on the date that it becomes available. Clear to ship the available quantity on the requested date

OP Business Objective (order promising business objective) Displays a value that specifies a default business objective to send outbound to order promising before an order has been promised. A business objective is a grouping of business rules that fulfill a sales order. For sales order detail lines, this value specifies the business objective that is selected by order promising after an order has been promised.

OP Partial Order Shipments Allowed (order promising partial order shipments allowed)
Displays a code to indicate whether the system enables the line items to be delivered on different dates. Clear to specify the delivery date to the customer will be the date of the latest line items' availability.

OP Partial Shipments Allowed (order promising partial shipments allowed)
Displays a code to indicate whether the system can split the sales order line item in order promising, deliver part of the requested inventory one day, and deliver the rest on another day. Clear to specify order promising cannot split the sales order line item. This option works with the Allow Backorders option.

OP Substitutes Allowed (order promising substitutes allowed)
Displays a code to indicate whether the system enables the product to be substituted if it is unavailable. Clear to specify the product cannot be substituted.

Online Invoice
Click to access Update Sales Order - Detail First - Work With Online Invoice and create an online invoice.

Order Address
Click to access Update Sales Order - Detail First - Order Address Information and verify the customer address.

Order Company
Enter a number that, along with order number and order type, uniquely identifies an order document (such as a purchase order, a contract, a sales order, and so on).

If you use the Next Numbers by Company/Fiscal Year facility, the Automatic Next Numbers program (X0010) uses the order company to retrieve the correct next number for that company. If two or more order documents have the same order number and order type, the order company lets you locate the desired document.

If you use the regular Next Numbers facility, the order company is not used to assign a next number. In this case, you probably would not use the order company to locate the document.

Order Date
Displays the date that the order is entered into the system. This date determines which effective level the system uses for inventory pricing.

Order Frequency
Indicates how often a recurring order is automatically generated.

Order Number
Displays a number that identifies an original document. This document can be a voucher, a sales order, an invoice, unapplied cash, a journal entry, and so on.

Order Template
Enter a value for a list of items that you frequently order. The items are often grouped based on the product type, such as fuels, lubricants, and packaged goods.

Order Suffix
Identifies multiple transactions for an original order in the Sales Order system.

For sales orders with multiple partial receipts against an order, the first receiver used to record receipt has a suffix of 000, the next has a suffix of 001, the next 002, and so on.

Ordered By
(Optional) Enter the name of the customer placing the order.

Password
Enter a series of characters that you must enter before the system updates a table.

In Distribution, the password secures commissions setup and the release of held orders. Only users with access to the password can release an order. The

	system does not display the password on the form. You should not enter blanks anywhere in the password
Payment Instrument	Enter a UDC (00/PY) value that specifies how payments are made by the customer. For example, C for check or T for Electronic funds transfer.
Payment Terms	Enter a code that specifies the terms of payment, including the percentage of discount available if the invoice is paid by the discount due date. Use a blank code to indicate the most frequently-used payment term. You define each type of payment term on the Payment Terms Revisions form. Examples of payment terms might include Net 15, due upon receipt, due on the 10th day of every month, or 1/10 net 3. This code prints on customer invoices.
Period Number	Enter a code that specifies the period of time for which the tax is reported. Values vary, based on the calendar year for which you report the tax. Values for *notas fiscais* dated in 2003 are: *1:* The *nota fiscal* date is between the 1st and 10th of the month. *2:* The *nota fiscal* date is between the 11th and 20th of the month. *3:* The *nota fiscal* date is between the 21st and 31st of the month. Values for *notas fiscais* dated in 2004 are: *1:* The *nota fiscal* date is between the 1st and 15th of the month. *2:* The *nota fiscal* date is between the 16th and the 31st of the month. Values for *notas fiscais* dated in 2005 are: *1:* The *nota fiscal* date is between the 1st and the 31st of the month.
Price Effective	Displays the date the system uses to determine the base price and all advanced price adjustments. The value loaded in this date is stored in the System Constants File (F4009).
Price History	Click to access Price History and check the price history.
Print Message	Displays a UDC (40/PM) that represents a predefined message set up on the Print Message Revisions form. You can print the message on sales orders, purchase orders, and so forth.
Print Pick Slip	Click to access Printer Selection and print a pick slip.
Promised Delivery	Enter the date an item will be delivered to the customer.
Quantity	Displays accumulated quantity of goods sold which contribute to a sales rebate.
Quantity	Enter the amount of units.
Quantity Ordered	Displays the amount of units requested for a transaction.
Qty Avail (quantity available)	Displays the number of on-hand units minus the number of units committed to prior orders.
Reason Code	Enter a UDC (42/RC) that explains the purpose for a transaction. For example, you can indicate the reason that you are returning items.

Recalculate	Click to calculate the changes to the order. You can recalculate changes by selecting the option for New and Changed Lines or Summarize Complete Order.
Reference	Displays an alphanumeric value used as a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.
Refresh	Click to update item availability.
Related Sales Orders	Click to review related sales orders.
Repasse Discount	Displays an additional discount granted to the client on interstate sales. It is based on the tax rate difference among states.
Requested Date	Enter the date that an item is to arrive or that an action is to be complete.
Requested Time	Enter the time requested for delivery. Enter the time using the 24-hour time format (HHMMSS). For example, enter 6:00 a.m. as 060000, and enter 7:00 p.m. as 190000.
Revised By	Displays a code that identifies a user profile.
Revision Number	Displays the number of times this order has been modified. You can locate a specific change order number to review the fields that were modified.
RMA Type (return material authorization type)	Enter a user defined code (00/DT) that indicates the document type of the secondary or related order. For example, a purchase order might be document type OP and might have been created to fill a related work order with document type WO.
Route Code	Enter a UDC (42/RT) that represents the delivery route on which the customer resides. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order. For picking, use the route code with the stop and zone codes to group all of the items that are to be loaded onto a delivery vehicle for a specific route. You set up a default for each of these fields on the Customer Billing Instruction form.
Scheduled Pick	Enter the day that the item ships from the warehouse. The Supply and Demand Programs use this date to calculate available to promise information. This value can be automatically calculated during sales order entry.
Sel (select)	Displays an option that specifies the type of processing for an event.
Select Inventory	Click to access inventory items.
Ship From	Enter the address number of the supplier from which you want to ship this order. The system determines the address of the supplier, including street, city, state, zip code, and country based on the record that you enter for the supplier in the Address Book.
Ship To	Enter the address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.
Shipment Status	Click to access Update Sales Order - Detail First - Shipment Tracking and review the status of the shipment.

Shipped Date	Displays the date on which you confirm that a specific order line was shipped.
Sold To	Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
SOP flag. mag inv (Sales Order Processing flag magnetic invoice)	Displays a code that indicates if the voucher was recorded in the Sales IVG Ledger flat file.
State	Enter a UDC (00/S) that specifies the state or province. This code is usually a postal service abbreviation.
State Tax ID	Displays the system calculated State Tax ID field on the Electronic GIA Occurrences with the ID number of the Fiscal Company.
Stop Code	Enter a UDC (42/SP) that represents the stop on a delivery route. This field is one of several factors used by the freight summary facility to calculate potential freight charges for an order. For picking, you can use the stop code with the route and zone codes to group all items that are to be loaded onto a delivery vehicle for a specific route. You set up the default for each of these fields on the Customer Billing Instructions form.
Sub-Item Code	Enter the code that applies to the occurrence. The code that you enter must exist in the GIA Sub-Item table (F76B128A).
Submit and Close	Click to submit the order and close the current order entry form.
Submit and Enter New	Click to submit the order and clear all fields on the sales order entry form. The order number displays in the Previous Order Number field.
Substitute State Tax ID	Displays the state tax ID number for the company.
Substitute Tax	Displays the ICMS Substitute amount that the customer must remit in advance if they are subject to Tax Substitution Mark-up.
Substitute Taxable	Displays the amount on which ICMS Substitute tax is assessed. Products that are eligible for ICMS Substitute tax are listed in ICMS government directive 14.
Substitution Basis	Displays the amount on which ICMS Substitute tax is assessed. Products that are eligible for ICMS Substitute tax are listed in ICMS government directive 14.
Substitution Tax	Displays the ICMS Substitute amount that the customer must remit in advance if they are subject to Tax Substitution Mark-up.
Summarize Order	Click to display the Order Summary Tab and recalculate the entire order.
Suspend Date	Enter the date when a recurring order is no longer to be processed.
Tax	Displays the amount assessed and payable to tax authorities. It is the total of the VAT, use, and sales taxes (PST).
Tax Area/Code	Displays a code that identifies a tax or geographic area that has common tax rates and tax authorities. The system validates the code you enter against the Tax Areas table (F4008). The system uses the tax rate area in conjunction

	with the tax explanation code and tax rules to calculate tax and general ledger distribution amounts when you create an invoice or voucher.
Tax Certificate No. (tax certificate number)	Displays the number that tax authorities issue to tax-exempt individuals and companies to identify their tax-exempt status.
Taxation Rules	Enter a code that indicates the taxation rules for a fiscal company. The code that you enter must exist in the Taxation Rules (76B/G1) UDC table.
Thru (through)	Enter the ending date in the range of dates that the system uses when selecting the notas fiscais in the Fiscal Books that are processed in the GIA extraction. This date is also used to define the GIA Reference Date. It appears in this format: YYYYMM
Time Updated	Displays the computer clock in hours:minutes:seconds.
Trade Discount	Enter a percentage by which the system reduces the price of each item. This is the only discount that will be applied. You can override it if you enter a price. Enter the percentage as a whole number (that is, 5 for 5 percent).
Trn Nat (transaction nature)	Enter this three-character code to indicate different types of transactions for tax purposes. You can associate a transaction nature code to only one DIPAM-B code. If you enter a transaction nature code that is already associated to a DIPAM-B code, the system displays an error message. To enter values for the Transaction Nature code, use this convention: X.YY Use a value for X to define the origin of the transaction (inbound or outbound). Values for X are: *1:* Inbound, inside the state *2:* Inbound, other states *3:* Inbound, import *5:* Outbound, inside state *6:* Outbound, other states *7:* Outbound, export Use values for YY to define the transaction as a whole, such as a sales transaction. Examples of Transaction Nature codes: *511* In state sale *611* Out of state sale
Type	Displays the description of the equipment used to move materials.
UBE (Universal Batch Engine)	Enter a Universal Batch Application within the EnterpriseOne system.
UoM (unit of measure)	Displays a UDC (00/UM) to indicate the quantity in which to express an inventory item, for example, CS (case) or BX (box).
Unit Price	Displays the list or base price to be charged for one unit of this item. In sales order entry, all prices must be set up in the Item Base Price File table (F4106).

User	Displays the user ID that the system uses automatically. If you leave this blank, the system uses this version for all users.
Voiding (cancellation) Code	Enter a reason why you are voiding the next legal numbers range.
Voiding (cancellation) Detail	Enter additional text for the reason you are voiding the next legal numbers range.
Voiding Date	Displays the date a voucher is voided.
Voucher Type	Enter the PeopleSoft internal document type.
Zone Number	Enter a UDC (40/ZN) that represents the delivery area in which the customer resides. This field is one of several factors used by freight summary facility to calculate potential freight charges for an order. For picking you can use the zone code with the route and stop codes to group all item that are to be loaded onto a delivery vehicle for a specific route. You set up the default for each of these fields on the Customer Billing Instructions form.

CHAPTER 1

Getting Started with PeopleSoft EnterpriseOne Sales Order Management

This chapter discusses:

- Sales Order Management overview
- Sales Order Management business processes
- Sales Order Management integrations
- Sales Order Management implementation

Sales Order Management Overview

Sales order management involves much more than taking an order and shipping it. Today's requirements include sophisticated order management, inventory allocation, kits and configurations, and promotional pricing. The Sales Order Management system enables you to accomplish all of this.

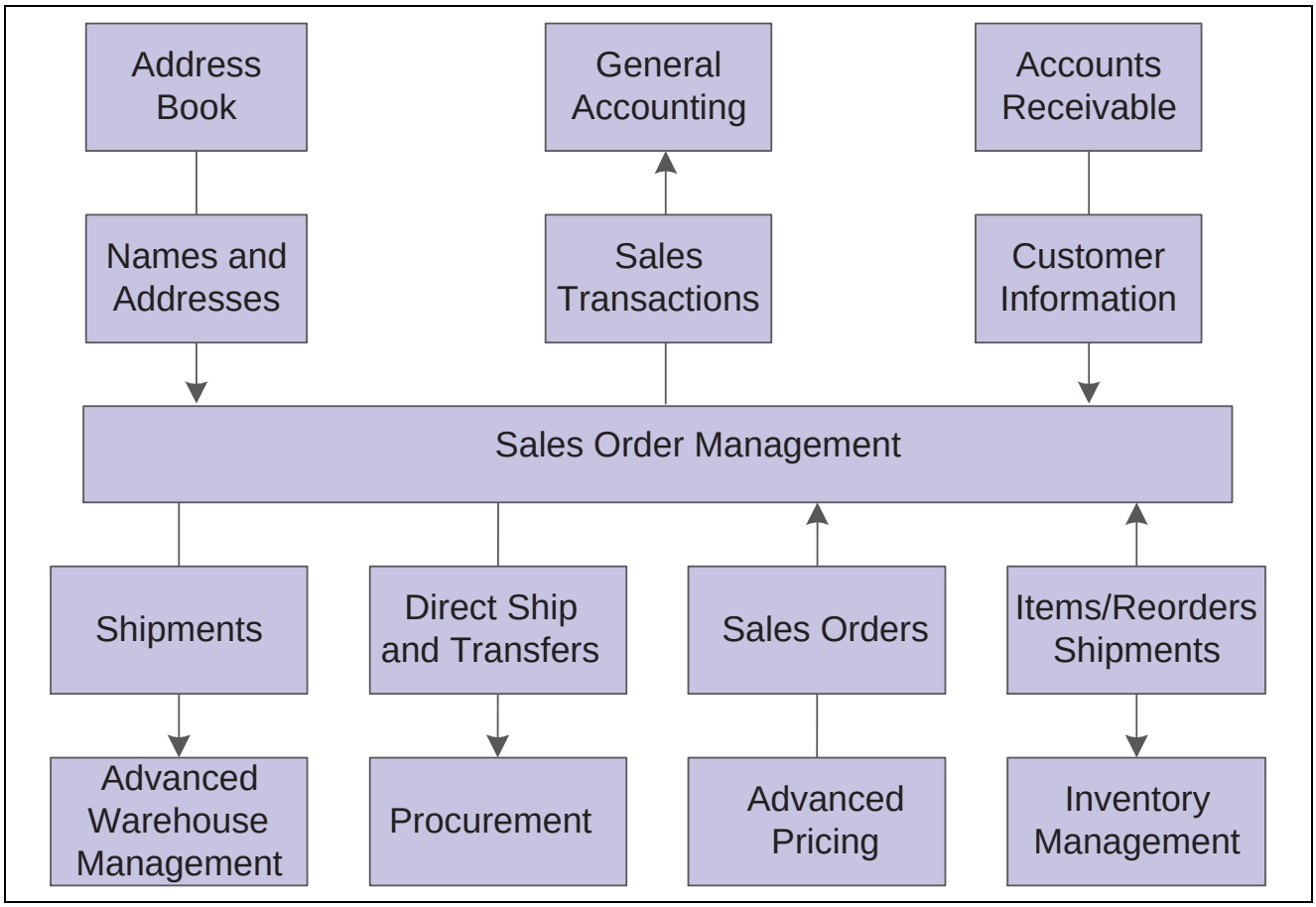
You can enhance customer service by using the Sales Order Management system to create order templates, standing or blanket orders, and quote orders. Also, the Sales Order Management system provides additional customer service support through online displays that provide:

- Pertinent order, inventory, transportation, and financial information
- Net profitability of a product line when promotions, discounts, and allowances are applied

You must manage pricing efficiently, given the complexity of customer- and market-specific contracts, special promotions, allowances, and date effectiveness. The Sales Order Management system enables you to set up a flexible base pricing structure. You can then define price adjustments to revise and update prices when necessary

Sales Order Management Business Processes

This process flow illustrates the Sales Order Management business processes:

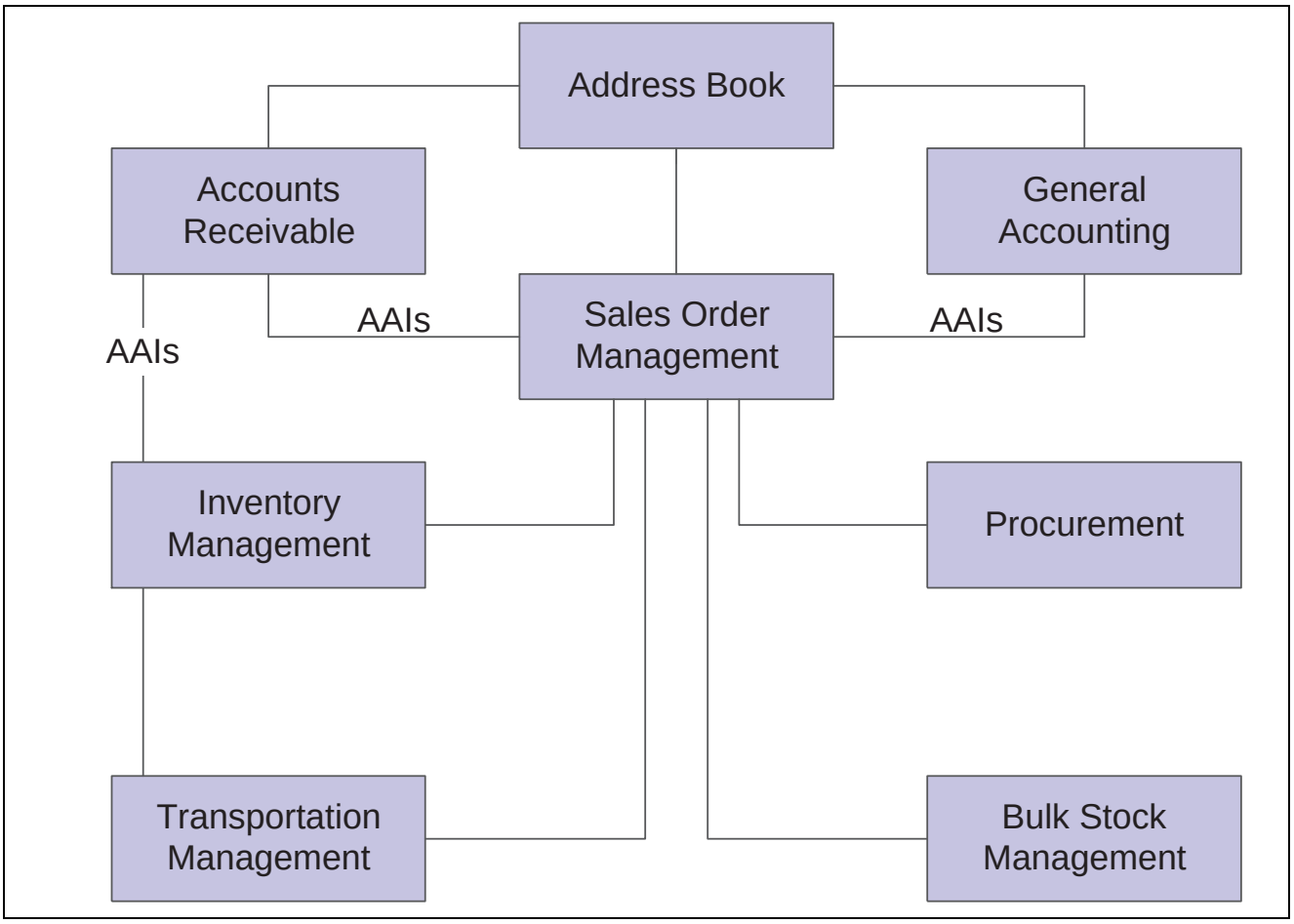


Sales Order Management process flow

We discuss these business processes in the business process chapters in this PeopleBook.

Sales Order Management Integrations

The Sales Order Management system integrates with these EnterpriseOne systems:



Systems that integrate with Sales Order Management

PeopleSoft EnterpriseOne Sales Order Management system works with other distribution, logistics, and manufacturing systems to ensure that customer demand is met. Supply and demand components must balance to ensure that this takes place. The key is integration and the proactive use of distribution and logistics information. We discuss integration consideration in the implementation chapters in this PeopleBook.

Address Book

The Address Book system stores up-to-date customer billing and warehouse address information.

General Accounting

The central point of integration is the General Accounting system which tracks sales order accounting. All distribution systems interface with the General Accounting system through the use of automatic accounting instructions (AAIs).

Accounts Receivable

Integrating with the Accounts Receivable system, you can access information about customer accounts. For example, you can use the Credit Check program (P42050) to compare a customer's total accounts receivable and open orders with their credit limit. You update the sales information on a daily basis to keep accounts receivable records current.

Inventory Management

The Inventory Management system stores item information for the Sales Order Management, Purchase Management, and manufacturing systems. It also stores sales and purchasing costs and quantities available by location and tracks holds for locations that should not be sold from. Any change in inventory valuation, count variances, or movement updates the general ledger.

Procurement

The Procurement system supports direct ship order and transfer order processing. You can use the system to release receipts to backordered items.

Transportation Management

Sales Order Management can be closely integrated with the Transportation Management system to provide carrier, shipment, and advanced sales order (ECS) functionality.

If you set up the Sales Order Management system to interface with Transportation Management, you process sales orders to:

- Build trips
- Load and deliver bulk and packaged items
- Calculate freight charges

At load and delivery confirmation, the system retrieves cost information and relieves inventory from the Inventory Management system. This retrieval information is based on any sales orders that are load and delivery confirmed as reported by the Sales Order Management system.

In addition, the system updates the general ledger based on these scenarios:

If you create this scenario:	The system will perform these tasks:
Load confirm only with an invoice date in the future	• Create in-transit entries • Cycle Billing creates deferred costs of goods sold, revenue, and accounts receivable entries
Load confirm only without a future invoice date	Create in-transit entries
Load and delivery confirm with an invoice date in the future	Cycle Billing creates inventory, deferred costs of goods sold, and Accounts Receivable entries

Bulk Stock

Sales Order Management can be integrated with the Bulk Stock system. You can set up different document types to identify orders for bulk products. The system automatically creates shipment for an order based on the order type and line type combination that you define. From there you can revise or add to the shipment or even create loads with the shipments on them.

Sales Order Management Implementation

This section provides an overview of the steps that are required to implement Sales Order Management.

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resources appears in the preface in *About these PeopleBooks* with information about where to find the most current version of each.

Implementation Steps

This table lists the implementation steps for Sales Order Management:

Step	Reference
1. Set up global user defined codes.	*PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*
2. Set up companies, fiscal date patterns, and business units.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization"
3. Set up next numbers.	*PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook*
4. Set up accounts, and the chart of accounts.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Accounts"
5. Set up the General Accounting constants.	*PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook*, "Setting Up the General Accounting System"
6. Set up multicurrency processing, including currency codes and exchange rates.	• *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up General Accounting for Multicurrency Processing" • *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Setting Up Exchange Rates"
7. Set up ledger type rules.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up Ledger Type Rules for General Accounting"
8. Enter address book records.	*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records"
9. Set up inventory information such as branch/plant constants, default locations and printers, manufacturing and distribution AAIs, and document types.	*PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*, "Setting Up the Inventory Management System"
10. Set up shop floor calendars.	*PeopleSoft EnterpriseOne Shop Floor Management 8.11 PeopleBook*, "Setting Up Shop Floor Management"
11. Set up order activity rules.	Chapter 2, "Setting Up the System for Sales Order Management," page 7
12. Set up customers in the Address Book.	*PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records," Entering Address Book Records

Step	Reference
13. Set up branch/plants.	• *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records," Entering Address Book Records • *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Setting Up an Organization," Setting Up Business Units
14. Set up the customer in the Customer Master by Line of Business.	*PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Setting Up Customer Master Information"
15. Set up user defined codes (UDCs), related addressed, customer billing instructions, branch/plant constants, order line types, order activity rules, order templates, date-sensitive customer sets, order hold information, commission information, commission constants, branch sales markups, automatic accounting instructions, record reservations, self-service for customers and suppliers, product hierarchies for self-service, and Uniform Commercial Code 128 compliance.	Chapter 2, "Setting Up the System for Sales Order Management," page 7
16. Set up base prices, base pricing structures, complex price groups, standard price adjustments	Chapter 3, "Setting Up Base and Standard Pricing," page 85
17. Set up UDCs, next numbers for fiscal books, opening and closing terms for fiscal books, cross reference for transaction nature codes, and versions for sales returns.	Chapter 4, "(BRA, CHL, PER) Setting Up the System for Brazil, Chile and Peru," page 101
18. Set up return material authorization defaults and return material authorizations.	Chapter 17, "Setting Up Returned Material Authorization," page 493

CHAPTER 2

Setting Up the System for Sales Order Management

This chapter provides an overview of the system setup for Sales Order Management and discusses how to:

- Set up User Defined Codes (UDCs).
- Set up related addresses.
- Set up customer billing instructions.
- Convert customer limit amounts.
- Set up branch/plant constants.
- Set up order line types.
- Set up order activity rules.
- Set up order templates.
- Set up date-sensitive customer sets.
- Set up order hold information.
- Set up commission information.
- Set up commission constants.
- Assign commission information.
- Set up branch sales markups
- Set up AAIs (automatic accounting instructions).
- Define flexible account numbers.
- Set up record reservations.
- Set up UCC (Uniform Code Council) 128 compliance.

Understanding System Setup for Sales Order Management

Before you use Sales Order Management, you need to define certain information that the system uses during processing. You use this information to customize the system for to meet the company's business needs. For example, you might want to set up default customer information to simplify the order entry process and avoid repetition.

See *PeopleSoft EnterpriseOne Customer Relationship Management Application Fundamentals 8.11 PeopleBook*, "Generating Proposals".

This table describes the information that you must set up for this system:

Setup Information	Description
UDCs	You can set up UDCs to customize the system for order processing.
Related Addresses	You can designate related addresses - Ship To, Sold To, and Parent - or a parent address for a customer, such as invoicing addresses, in addition to the Ship To address.
Customer billing instructions	You can set up customer information that the system uses as default order, shipping, billing, and freight information. The system retrieves this information every time you enter an order for a customer.
Constants	You set up constants to provide the system with these types of default information: • System constants determine which functions to perform. • Batch control constants determine whether an application requires management approval and batch control. • Branch/plant constants control day-to-day transactions within a branch/plant. • Location format determines how you identify item storage locations in a branch/plant. • Item availability defines how the system calculates the number of items that each branch/plant contains.
Order line types	You can define codes that determine how the system processes a detail line in an order.
Order activity rules	You can establish the sequence of steps to process an order.
Order templates	You create and assign order templates to speed up the order entry process. A template contains information about frequently ordered items.
Order hold information	You can set up the information that the system uses to place sales orders on hold.
Commission information	You can set up commission information for a specific salesperson or a group of sales people.
Branch sales markups	You can define the additional costs that are associated with interbranch sales orders.

Setup Information	Description
AAIs	You set up AAIs to provide PeopleSoft EnterpriseOne Sales Order Management with accounting information and general ledger relationships that are necessary to interact with PeopleSoft EnterpriseOne General Accounting.
Flexible accounting numbers	You use flexible sales accounting for account numbers that use the standard PeopleSoft EnterpriseOne format, which is businessunit.object.subsidiary. The flexible format lets you customize each segment of the account number.

Setting Up UDCs

This section provides an overview of UDCs and discusses how to set up particular UDCs for Sales Order Management.

UDCs enable you to customize the way the system operates order promising. You must add these code types in the UDC tables.

Auto TP Rollback Level - (00/AT)

Enter a value of *1* in the Special Handling field of this UDC to temporarily place data in the F41021WF table. The system updates the data into the Item Location File table and deletes data from the work file table after the commitment is successful.

See Chapter 9, "Processing Sales Orders," Understanding Transaction Processing, page 300.

Status Codes for Prepayments (00/SP)

These statuses, which are hard-coded, have been predefined for you:

- Blank Pre-authorization
- *01:* Sent for Authorization
- *02:* Authorized
- *03:* Ready to Settle
- *04:* Sent for Settlement
- *05:* Settled
- *06:* Authorization Declined/Error
- *07:* Settlement Declined/Error

Payment Instruments (00/PY)

To identify transactions for prepayment processing, you must use payment instruments that are assigned special handling codes. These payment terms are listed according to whether they are hard-coded.

Hard-Coded Codes:

- *X* to use electronic data interchange (EDI) Remote Draft (A/R & A/P).
- *Y* to use EDI Remove Wire (A/R & A/P).

- *Z* to use EDI Remote Check (A/R & A/P).
- *?* to use credit card payment.

Soft-Coded Codes:

- *C* for check - 8 3/4 (A/R & A/P).
- *D* for draft by invoice (A/R & A/P).
- *N* for note.
- *T* for electronic funds transfer (EFT) (A/R & A/P).
- *W* for check - 8 1/2 (A/R & A/P).

Prepayment Special Handling Codes for 00/PY

Prepayment processing is driven by values in the special handling code column for the payment instrument type. That is, if you set up a handling code for a payment type, the system processes the transaction through the authorization and settlement cycle. PeopleSoft EnterpriseOne has predefined payment types with these special handling codes:

- *11* for cash payment
- *12* for check payment
- *13* for credit card payment

Hold Codes (42/HC)

PeopleSoft EnterpriseOne provides you with a default code *AH* (Approval Hold), which is set up in UDC (42/HC), to use for approval processing. You can add other approval hold codes provided that you specify a special handling code of 1.

Order Promising Enabled - (42B/OP)

You can create different versions of the Sales Order Entry program (P4210) to support the different modes of generating delivery date proposals.

Set up a code for each version of Sales Order Entry that you use or set the Description 1 field in this manner:

- Leave blank and the system does not use order promising.
- Enter *1* to use order promising with the auto promise mode.

Display Before Accept - (42B/DB)

If you enter sales orders and promising delivery dates in scenario manager mode, set this code to indicate whether the system displays the order for you to review after it has been promised. Enter one of these values in the Description 1 field:

- *0:* Do not display the order after promising delivery dates.
- *1:* Display the order after promising delivery dates.

Setting Up Related Addresses

This section provides an overview of related addresses and discusses how to:

- Set up related addresses
- Define the invoicing address
- Define default address types

Understanding Related Addresses

When you create a sales order, you must specify the address to which you send the invoice (sold to address) and the address to which you send the shipment (ship to address). These two addresses can be different.

You can simplify the process of entering more than one address for a sales order by defining default addresses for each customer. For a given ship-to address, you can define a related sold to address. For a sold-to address, you can define a related ship-to address. When you enter either address in a sales order, the system automatically fills in the other.

You can also designate other related addresses or a parent address for a customer. For example, a customer might have a parent address to which you send all invoices and multiple subsidiary addresses to which you send shipments.

The F0101 enables you to maintain information about all the companies and people with whom you do business. For each customer, you must define any and all of these related addresses in the Address Book Revisions program (P01012):

- Ship-To
- Sold-To
- Parent

A related address must have an assigned number from the address book before it can be included on the Address Book Revision form. If no related addresses exist, these fields contain the same address book number that is assigned to the customer.

Defining the Invoicing Address

After you enter related addresses in the address book, you must define the address to which you will send all invoices. You must also enter the parent address here, if you have not entered it in the address book.

Defining Default Address Types

You can simplify the process of entering more than one address for a sales order by defining default address information. You can define which of these address types the system uses as the default for a customer:

- Bill to address only (Billing Address Type B).
- Ship to address only (Billing Address Type S).
- Bill to and ship to address (Billing Address Type X).

You can also define a related address in the customer billing instructions. This is the same as the related address in the address book.

Note. The bill-to address is synonymous with the sold-to address.

Prerequisites

Before you complete the tasks in this section:

- Verify that the customer address and all related addresses have been entered in the F0101 table.

See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records," Entering Address Book Records.

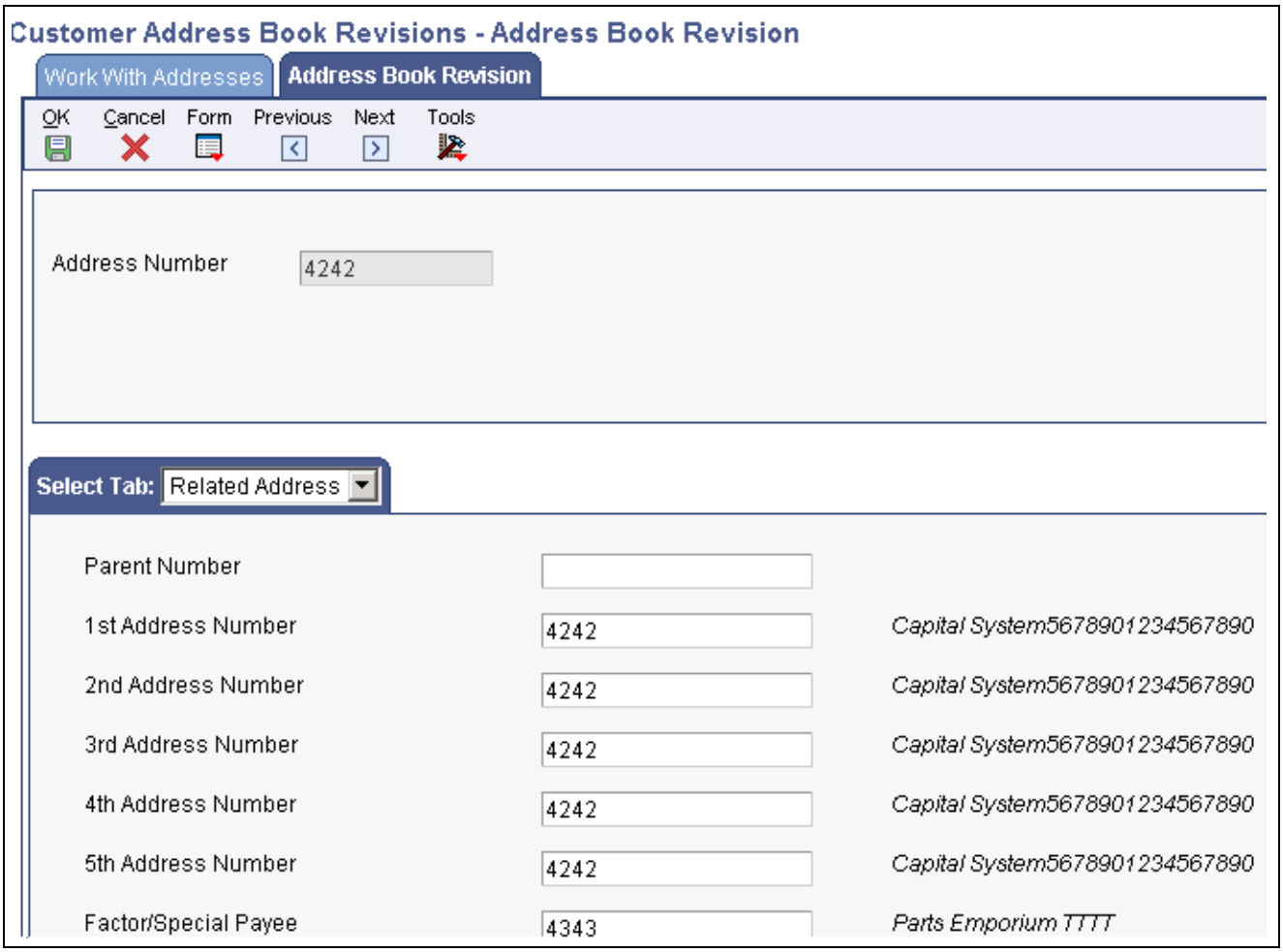
- Verify that the customer has been set up in the F03012 table.

Forms Used to Set Up Related Addresses

Form Name	Form ID	Navigation	Usage
Work With Addresses	W01012B	Customer Revisions (G4221), Customer Address Book Revisions	Review and select address book records.
Address Book Revision	W01012A	Select an address book record on Work With Addresses.	Add and revise address book information, specifically the related addresses.
Work With Customer Master	W03013A	Customer Revisions (G4221), Customer Master Information	Review and select customer master records.
Customer Master Revision	W03013B	Select a customer master record on Work With Customer Master.	Add and revise customer master information, specifically the parent number, and complete the Send Invoice to field.
Billing Information	W03013E	Select Billing Information from the Form menu on Customer Master Revision.	Add and revise billing information for the customer, specifically these default address type fields: Billing Address Type Related Address Number Credit Check Level

Setting Up Related Addresses

Access the Address Book Revision form and select the Related Address tab.



Address Book Revision form

Parent Number

Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the F0150 table for the blank structure type. This address number must exist in the F0101 table for validation purposes. Examples of address book records that would have a parent number include:

- Subsidiaries with parent companies.
- Branches with a home office.
- Job sites with a general contractor.

1st Address Number

Enter an alternate address number in the address book. You can use this field for any secondary business address that relates to the primary address. For example:

- Salesperson
- Law firm
- Accountant
- Securities agent
- Bonding agent

If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

Factor/Special Payee Enter a number in the address book that identifies a special payment address for accounts payable.

This number must exist in the F0101 table for validation purposes. If you leave this field blank on an entry form, the system supplies the primary address from the Address Number field.

Defining the Invoicing Address

Access the Customer Master Revision form.

Send Invoice to Enter a code that identifies the billing name and address to print on the invoice. Values are:

C: Customer (AN8)

N: Do not print

PeopleSoft EnterpriseOne Real Estate Management ignores this value; it uses the value of the Print Invoice field from the billing record or lease.

P: Parent (PA8)

R: Payor (PYR)

1: 1st Address Number (AN81)

2: 2nd Address Number (AN82)

3: 3rd Address Number (AN83)

4: 4th Address Number (AN84)

5: Factor Special/Payee (AN85)

6: 5th Address Number (AN86)

Note. With the exception of Payor, which you set up in the customer record in the Alternate Payee field (AYPR), all of these odes correspond to related address information that you set up in the address book record.

Note. If you have a Who's Who entry that is set up with type code B (for billing), the system overrides the billing name with the entry from the Who's Who record.

Defining Default Address Types

Access the Billing Information form.

Billing Address Type Enter a code to use this address as a sold to address, a ship to address, or both. Codes are:

X: Indicates a bill to and a ship to address

S: Indicates a ship to address only.

B: Indicates a bill to address only.

Related Address Num (related address number)

Enter a related address number. Use this in instances where the customer asks us to ship to a variety of locations across the country, but wants to send all invoices to a single address. In that case, you have an address for each shipping destination. Each address is coded with an S (for ship to only). The billing instruction record for each of these addresses would, in turn, point to a common related address number. Values 1 through 5 point to one of the five related addresses.

Credit Check Level

Enter a code that controls the way the system conducts credit checking. Values are:

P: The credit check is based on the customer's parent number. The system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. Use this option when a customer with multiple offices or branches wants all credit checking to be reflected in a single account.

C: Check credit against the customer number only.

S: Check credit against the customer number only.

Note. Even though credit checking can be conducted at the parent or customer number level, all accounts receivable are posted to the customer number (SDAN8) when you run Update Customer Sales program (R42800).

Setting Up Customer Billing Instructions

This section provides an overview of customer billing instructions and discusses how to:

- Set up customer billing information.
- Enter freight and delivery information.
- Enter item restrictions.
- Enter commission information.
- Enter credit information.

Understanding Customer Billing Instructions

Before you process sales orders, you must set up default customer billing information.

Customer billing information includes bill-to and ship-to address information, freight and delivery information, item restrictions, and commission information.

For example, if a customer wants you to bill the parent company for items that are shipped to several branch offices, you can specify this information in the customer billing instructions. The system retrieves this default information every time that you enter an order for this customer.

Credit Information

The credit information that specifically pertains to Sales Order Management are the ABC rating fields. All other fields on the Credit tab of the Customer Master Revision form are documented in the PeopleSoft EnterpriseOne Accounts Receivable PeopleBook.

See *PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook*, "Setting Up Credit and Collections Management".

Prerequisites

Before you complete the tasks in this section:

- Verify that address book records exist for customers.
- Verify that you have specified default and related addresses for each customer. You must specify the address to which you send the invoice and the address to which you send the shipment.

  See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Related Addresses, page 10.

See Also

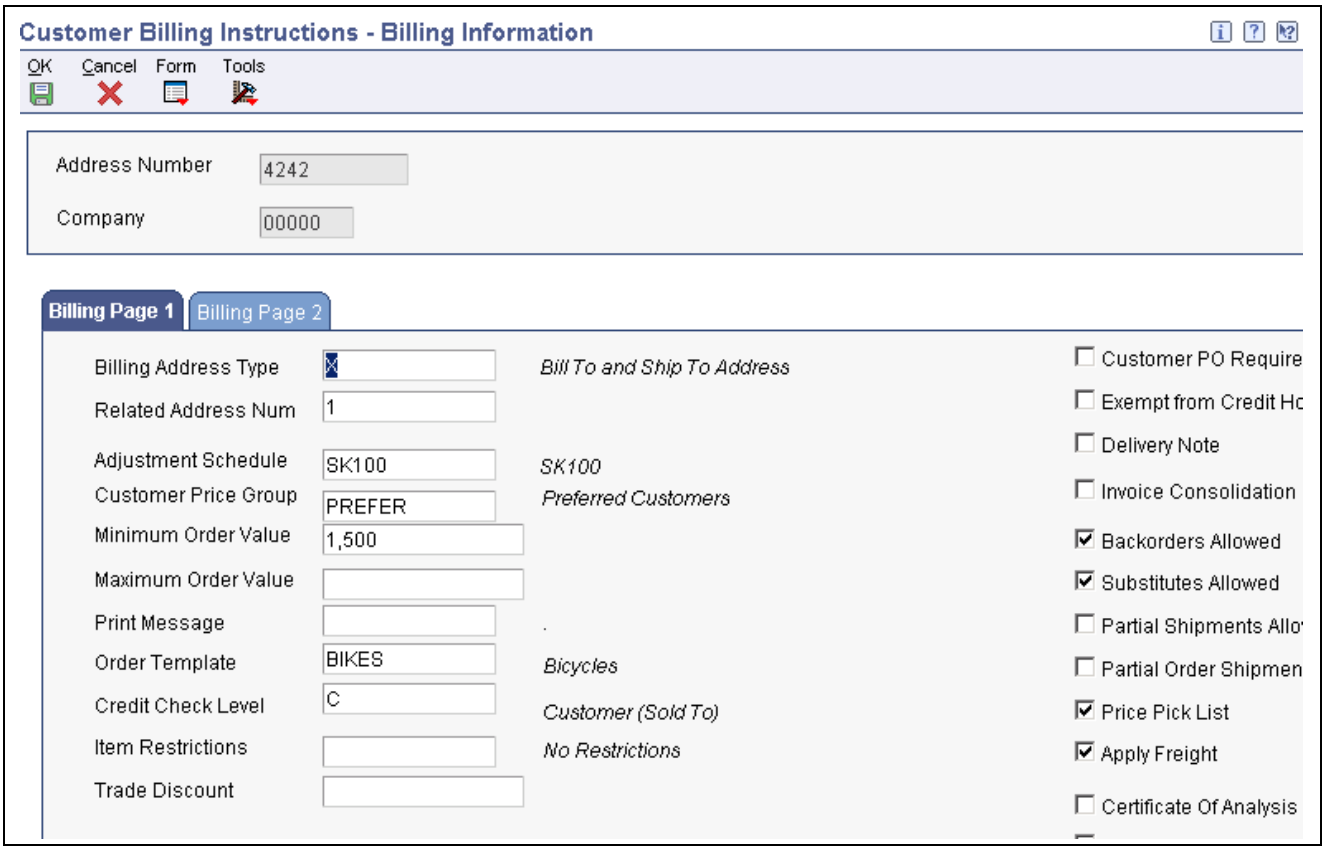
PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, "Setting Up Customer Master Information"

Forms Used to Set Up Customer Billing Information

Form Name	Form ID	Navigation	Usage
Work With Customer Master	W03013A	Customer Revisions (G4221), Customer Billing Instructions	Review and select customer master records.
Billing Information	W03013E	Select Billing Information from the Form menu on Customer Master Revision.	Add and revise billing information for the customer.
Item Restriction Revisions	W40131B	Select Item Restriction from the Form menu on Customer Master Revision.	Add and revise item restrictions. Depending on the value of the Item Restrictions field on the Billing Information form, the system either excludes or includes only the items listed on the Item Restriction Revisions form.
Customer Master Commission Lookup	W42140A	Select Commission Codes from the Form menu on Billing Information.	Add or revise commission information for the sales representative or group.

Setting Up Customer Billing Information

Access the Billing Information form.



Billing Information form: Billing Page 1 tab

Billing Page 1

Select the Billing Page 1 tab

Trade Discount Enter a percentage by which the system reduces the price of each item. This is the only discount that is applied. You can override it if you enter a price.

Enter the percentage as a whole number (that is, 5 for five percent).

Maximum Order Value Enter the value above which an order is placed on hold. If you enter an order whose total is more than the maximum order value, the system displays an error message.

This field is maintained as an integer without decimals.

Minimum Order Value Enter the value below which an order is placed on hold. If you enter an order whose total is less than the minimum order value, the system displays an error message.

This field is maintained as an integer without decimals.

Credit Check Level Enter a code that specifies the method to conduct credit checking.

Codes are:

P: Check credit based on the customer's parent number.

C: Check credit against the customer number only.

S: Check credit against the customer number only.

If you use method *P*, the system compares the open accounts receivable and open sales orders for the sum of the children and the parent against the credit limit for the parent number. Use this option when a customer with multiple offices or branches wants all credit checking to be reflected in a single account.

Note. Even though credit checking can be conducted at the parent or customer number level, all accounts receivable are posted to the customer number (SDAN8) during Sales Update (P42800).

Item Restrictions Enter a code that designates whether restrictions have been placed on the sale of items to this customer. Values are:

Leave blank and there are no restrictions.

Enter *I* and a customer can be sold only those items that are set up on the Item Restrictions screen.

Enter *E* and a customer cannot be sold the items that are set up on the Item Restrictions screen.

Customer PO Required (customer purchase order required) Select to indicate that the customer requires the Customer Purchase Order Number field be completed during sales order entry.

Exempt from Credit Hold Select to indicate if the customer is exempt from credit checking in the Sales Order Processing cycle.

Invoice Consolidation Select to consolidate invoices for a customer.

Backorders Allowed Select to allow backorders for this item. You can allow backorders by item using the Item Master (P4101) or Item Branch/Plant (P41026) programs, by customer using the Customer Billing Instructions program (P03013), or by branch/plant using the Branch/Plant Constants program (P41001).

Substitutes Allowed Select to specify that customer accepts substitute items.

Price Pick List Select to indicate the price information on the customer's pick list, purchase order, or sales order.

Billing Page 2

Select the Billing Page 2 Tab

Invoice Copies Enter the number of invoice copies that are required by the customer. The system prints the number of invoices specified in this field. The system always prints at least one invoice.

Hold Orders Code Enter the UDC (42/HC) to identify why an order is on hold.

Priority Processing Code Enter a code to handle this customer's orders on a priority basis. Use this value to set up print pick slips so you can print them on a priority basis. This code is assigned from the Customer Billing Instructions.

In addition, the Backorder Print report and automatic batch release program can be sequenced by this code to release those orders first with the highest priority.

Entering Freight and Delivery Information

Access the Billing Information form.

Billing Page 1

Select the Billing Page 1 Tab

Delivery Note Select to specify that the system prints delivery notes for this customer on the invoice.

Partial Shipments Allowed Select to indicate that the customer accepts partial line shipments.

Partial Order Shipments Allowed Select to indicate that the customer accepts multiple partial shipments.

Note. This feature is activated only when adding orders in sales order entry with availability checking is on, because sales order entry is the only time that all lines can be grouped together as an order. Availability checking that is performed on pick slips or at shipment confirmation does not guarantee that all lines are together for the order.

Apply Freight Select to specify that the system performs freight calculations during processing.

Delivery Instructions Enter delivery instructions.

Billing Page 2

Select the Billing Page 2 Tab

Freight Handling Code Enter a UDC (42/FR) to designate the method by which supplier shipments are delivered. For example, the supplier could deliver to the company's dock, or you could pick up the shipment at the supplier's dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.

Route Code Enter a UDC (42/RT) that represents the delivery route on which the customer resides. This field is one of several factors that is used by the freight summary facility to calculate potential freight charges for an order.

For picking, enter the route code with the stop and zone codes to group all of the items that are loaded onto a delivery vehicle for a specific route.

Set up a default for each of these fields on the Customer Billing Instruction form.

Stop Code Enter a UDC (42/SP) that represents the stop on a delivery route. This field is one of several factors that is used by the freight summary facility to calculate potential freight charges for an order.

For picking, enter the stop code with the route and zone codes to group all items that are loaded onto a delivery vehicle for a specific route.

Set up the default for each of these fields on the Customer Billing Instructions form.

Zone Number Enter a UDC (40/ZN) that represents the delivery area in which the customer resides. This field is one of several factors that is used by freight summary facility to calculate potential freight charges for an order.

For picking, enter the zone code with the route and stop codes to group all item that loaded onto a delivery vehicle for a specific route.

Set up the default for each of these fields on the Customer Billing Instructions form.

Carrier Number Enter the address number for the preferred carrier of the item. The customer might prefer a certain carrier due to route or special handling requirements.

Volume Display U/M (volume display unit of measure) Enter a UDC (00/UM) that identifies the unit of measure that the system uses to display volume for this branch/plant. The system inputs a value in this field from Branch/Plant Constants - Page 2 (P410012). You can override this default value.

Weight Display U/M (weight display unit of measure) Enter a UDC (00/UM) that identifies which unit of measure the system uses to display the weight of individual order lines and the order as a whole for this customer when you use the order summary form.

Entering Item Restrictions

Access the Item Restriction Revisions form.

Item Number Enter the number that the system assigns to an item. It can be in short, long, or third item number format.

Entering Commission Information

Access the Customer Master Commission Lookup form.

Sales Rep or Group (sales representative or group) Enter the first of two salespeople who have responsibility for or can receive a commission on sales to this customer.

You create this code by using the address book or the Related Salesperson form.

Commission Percentage Enter the percentage commission rate that the system uses in computing commission liability on sales made by salesperson 01.

Flat Commission Amount Enter a value that specifies a commission amount. Enter the per-unit amount to calculate commission amounts against the invoice, gross margin, or cost.

Per Unit Amount Enter the amount per unit of the item.

Commission Code Type Enter a code that designates whether the system calculates commission using Invoice Amount or Gross Margin. No matter which item the system uses, you should consider an amount as the starting point in the commission calculation and apply loading factors, fixed costs, minimum margins and so on.

Entering Credit Information

Access the Customer Master Revision form.

Credit

Select the Credit tab.

Credit Limit Enter the total amount that you allow the customer to spend on purchases before the system sends a workflow message. This value is used throughout the credit management programs. The system maintains the credit limit at the customer (child) level, not the parent level. The system sends workflow messages for each customer who is over their credit limit. When you set up or change the credit limit, the system sends a workflow message to the credit manager that the change is pending approval. The change to the credit limit is not reflected in the customer record until it is approved by the credit manager.

ABC Code Sales Enter a grade that indicates the level of sales activity for a customer or inventory item. This grade documents the 80/20 principle (80 percent of the significant results are attributable to 20 percent of the business effort). The possible grades are *A* (best) to *F* (worst).

ABC Code Margin Enter a code that represents an item's ranking by average investment. You can assign a code or let the system assign it. Values are:

A: Assign this item to the first amount ranking.

B: Assign this item to the second amount ranking.

C: Assign this item to the third amount ranking.

D: Skip this item in the ABC Analysis.

If you leave this field blank, the system assigns the code when you run the ABC Analysis program (R4164) based on an item's value as follows:

- Total Item Average Investment divided by Business Unit Average.
- Investment equals the Item's Calculated Value Total.

ABC Code Average Days Enter a grade that indicates the average number of days a customer takes to pay a bill. This code documents the 80/20 principle. The possible grades are *A* (best) to *F* (worst).

Converting Customer Limit Amounts

This section provides an overview of converting customer limit amounts and discusses how to:

- Run the Address Book Conversion - F03012 program.
- Set processing options for Address Book Conversion - F03012 (R8903012E).

Understanding Currency Conversion for Customer Limit Amounts

To convert limit amounts for multiple customers from one currency to another, you can run the Address Book Conversion - F03012 program. This program converts customer currency codes and address book amounts. In Sales Order Management, the address book amounts are the customer minimum and maximum order values and credit limits.

When you enter minimum and maximum order values and credit limits for a customer, you typically enter them as rounded numbers, which are stored without decimals in the Customer Master table. When you convert these amounts to a different currency, you can specify a rounding factor in the processing options. For example, to round converted minimum and maximum order amounts to the nearest 50, you specify a rounding factor of 50.

Example: Rounding Converted Limit Amounts

Limit amounts are credit limit amounts and minimum and maximum order amounts that you assign to a customer or supplier master record. Limit amounts are usually rounded numbers and are stored without decimals.

This example describes how the Address Book Conversion - F03012 and Address Book Conversion - F0401 (R890401E) programs round converted limit amounts when converting from Canadian dollars (CAD) to U.S. dollars (USD), if you enter a rounding factor in the processing options.

In this example, the exchange rate is 1 CAD = 0.63492 USD and the rounding factor is 50. The conversion programs round converted limit amounts up or down, as described in this table:

Converted Limit Amounts	Description
Round Up	The conversion program converts 8,000 CAD to 5,079.36 USD. It rounds 5,079.36 USD up to 5,100 based on this calculation: Converted Amount ÷ Rounding Factor = Q with a remainder of R. If R is greater than or equal to one-half of the rounding factor, then subtract R from the rounding factor and add that amount to the converted amount. In this example, 5,079 USD ÷ 50 = 101 with a remainder of 29, which is greater than one-half of 50. Subtract 29 from 50 (50 − 29 = 21) and add 21 to 5,079 to get a rounded value of 5,100.
Round Down	The conversion program converts 12,000 CAD to 7,619.05 USD. It rounds 7,619.05 down to 7,600 based on this calculation: Converted Amount ÷ Rounding Factor = Q with a remainder of R. If R is less than one-half of the rounding factor, then subtract R from the converted amount. In this example, 7,619 USD ÷ 50 = 152 with a remainder of 19, which is less than one-half of 50. Subtract 19 from 7,619 to get a rounded value of 7,600.

See Also

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up Accounts Receivable for Multicurrency Processing," Understanding Customer Currency Conversions

Running the Address Book Conversion - F03012 Program

Enter *BV* in the Fast Path. Enter R8903012E in the Batch Application field on Work with Batch Versions – Available Versions.

Setting Processing Options for Address Book Conversion - F03012 (R8903012E)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Update

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Update Customer Master balances Enter *1* to update customer master balances. If you leave this processing option blank, the system does not update customer master balances.

2. Exchange Rate Date Enter a date as the exchange rate date. If you leave this processing option blank, the system uses the current date as the default.

Currency

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

3. Update address book currency code Enter a currency to update the address book currency code and amounts in the customer master table. If you leave this processing option blank, the system does not update address book currency code and amounts.

4. Updated Currency Code Customer Master Enter a currency to update the currency code in the customer master file. If you leave this processing option blank, the system does not update currency code.

Rounding

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Amount - Credit Limit Enter the desired rounding factor. For example, a value of 100 rounds the converted amount to the nearest hundred, 50 to the nearest 50, and so forth. If you leave this processing option blank, the system does not round values.

Minimum Order Value Enter the desired rounding factor. For example, a value of 100 rounds the converted amount to the nearest hundred, 50 to the nearest 50, and so forth. If you leave this processing option blank, the system does not round values.

Maximum Order Value Enter the desired rounding factor. For example, a value of 100 rounds the converted amount to the nearest hundred, 50 to the nearest 50, and so forth. If you leave this processing option blank, the system does not round values.

Setting Up Branch/Plant Constants

This section provides an overview of branch/plant constants and describes how to:

- Set up branch/plant constants.
- Set up item availability.
- Set up system constants.
- Set up batch control constants.
- Set up location formats.
- Set up locations in branch/plants.

Understanding Branch Plant Constants

A constant is a piece of information that you associate with a branch/plant. The system uses constants as default information in many PeopleSoft EnterpriseOne systems. After you determine the information to use throughout the system, you can enter the appropriate values or change any predefined values.

Branch/plant constants enable you to customize the processing of daily transactions for each branch/plant in the distribution and manufacturing systems.

Note. If you use Warehouse Management, you must define the warehouse information on the Branch Location Definition form of the Branch/Plant Constants program. Otherwise, you should at least define location length information.

Item Availability

You must define how to calculate item availability for each branch/plant. Item availability affects how the system calculates back orders, cancellations, and customer delivery times.

Note. If you use PeopleSoft EnterpriseOne Configuration Management, you must set the Check Availability field in Configurator Constants (P3209) to check availability during sales order entry. If the system finds the exact item and string match, a window displays all locations containing the specific configuration.

System Constants

You define system constants to determine which functions to perform. For example, assume that you have several branch/plants and you use different units of measure for the items in each branch/plant. You can set a system constant to automatically convert units of measure by branch.

System constants apply to all branch/plants. You cannot customize the settings for each branch/plant.

Batch Control Constants

You define batch control constants to prevent the system from applying changes that unauthorized personnel make to the general ledger. Also, you can define a constant that requires you to enter batch control information before the system runs a batch-processing job. You might enter batch control information to compare the anticipated size of the job to the end result.

You must define management approval and batch control separately for each distribution and manufacturing system that you use.

Location Control

You can designate location information that is specific to each branch/plant. In each branch/plant, you can set up unique information about specific item locations.

Location control is a PeopleSoft EnterpriseOne feature that you activate through the branch/plant constants. Location control is required for Warehouse Management, but optional for all other distribution systems.

Location Format

Defining the location format enables you to determine how to set up item locations. You can define elements that contain more specific information about the actual location. For example, an element can represent an aisle, bin, shelf, or any other location that you use in a branch/plant.

You can define a location format using up to 10 different elements, such as aisle, shelf, and bin. For each element, you can define:

- Length

  The total length of all elements, including separators, cannot exceed 20 characters. The system does not store separators in the tables, but uses separators to edit a location on a form or report. If you do not want to use separators, leave the separator field blank. The system displays the location as one string of characters.
- Justification
- Separator character

If you are using PeopleSoft EnterpriseOne Warehouse Management, you must also define default units of measure for volumes, dimensions, and weights.

Locations in Branch/Plants

After you have defined the format for the locations, you must define all of the locations in a warehouse. To locate items more easily, you can create a hierarchy of locations within the warehouse and enter information about zones.

You can define a primary location to store basic information about items in a warehouse. A primary location is not an actual physical location. For example, you could designate a primary location as Location A and then assign every time in the warehouse to a location that begins with A.

You can also define a blank location as the primary location for inventory items. How the system displays the primary location depends on the location format specifications that you define for the branch/plant.

Prerequisites

Before you complete the tasks in this section:

- Create an address book record for the branch/plant.
- Set up a branch/plant named ALL.
- Set up the branch/plant as a business unit.

See Also

PeopleSoft EnterpriseOne Advanced Pricing 8.11 PeopleBook, "Setting Up PeopleSoft EnterpriseOne Advanced Pricing," Setting Up System Constants

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, "Managing Suppliers," Reviewing Supplier Performance Information

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Reviewing Item and Quantity Information," Reviewing Performance Information

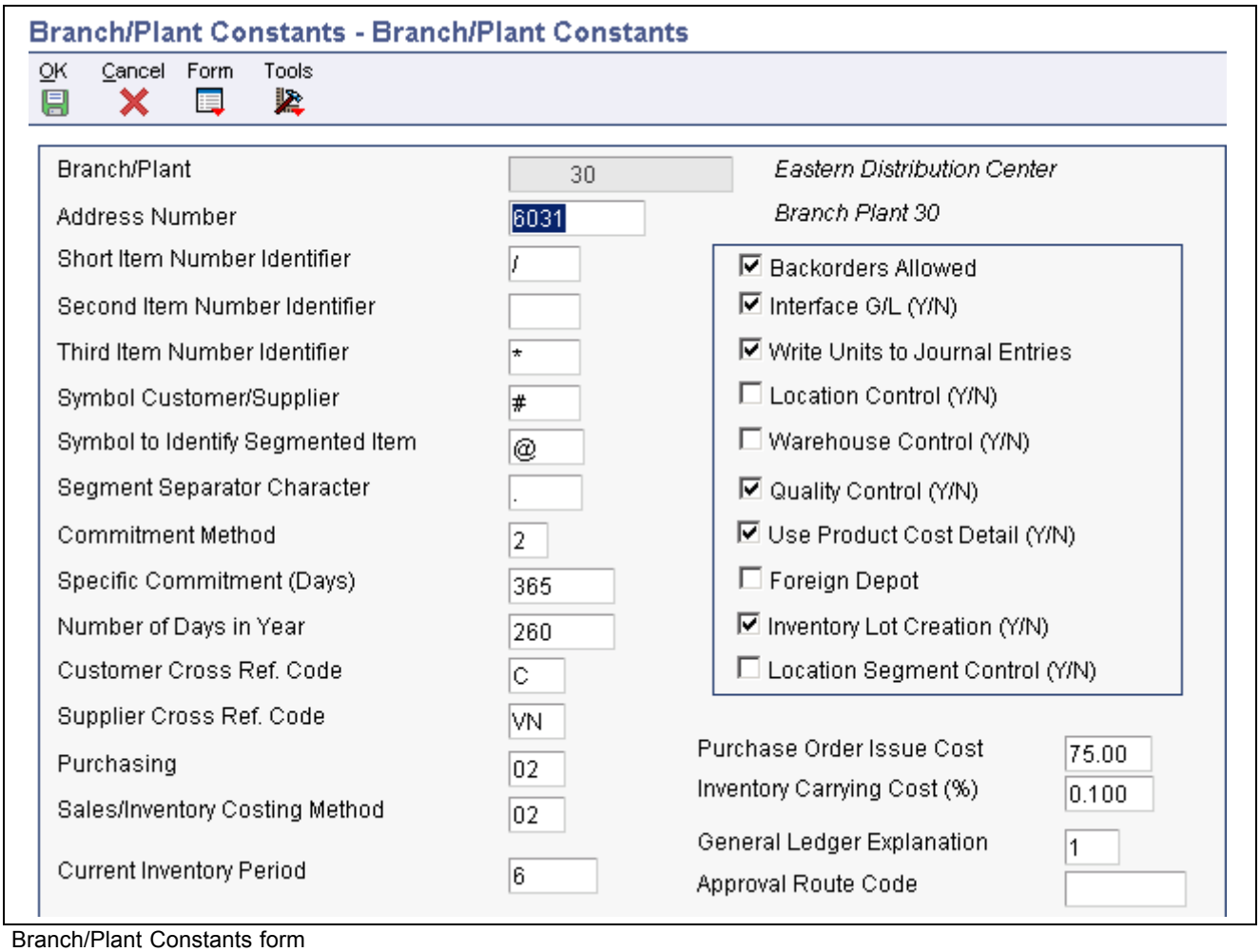
PeopleSoft EnterpriseOne Configurator 8.11 PeopleBook, "Setting Up Configurator," Setting Up Configurator Constants

Forms Used to Set Up Branch/Plant Constants

Form Name	Form ID	Navigation	Usage
Work With Branch/Plant Constants	W41001B	Sales Order Management Setup (G4241), Branch/Plant Constants.	Review and select branch/plant constant records.
Branch/Plant Constants	W41001H	Click Add on Work With Branch/Plant Constants.	Add and revise branch/plant constant records.
Item Availability Definition	W41001G	Select the branch/plant constant record, and then select Availability from the Row menu on Work With Branch/Plant Constants.	Add and revise item availability definitions.
System Constants	W41001F	Select Sys. Constants (system constants) from the Form menu on Work With Branch/Plant Constants.	Add and revise system constants.
Application Constants	W41001E	Select Application Constants from the Form menu on Work With Branch/Plant Constants.	Add and revise batch control constants.
Branch Location Definition	W41001A	Select the branch/plant constant record, and then select Location Definition from the Row menu on Work With Branch/Plant Constants.	Add and revise location definitions.
Enter Location Information	W4100B	Select the branch/plant constant record, and then select Locations from the Row menu on Work With Branch/Plant Constants.	Add and revise location information for branch/plant.

Setting Up Branch/Plant Constants

Access the Branch/Plant Constants form.



Branch/Plant Constants form

Short Item Number Identifier

Enter a symbol to identify the eight-character short item number when you do not want to use it as the primary number.

A blank in this field indicates that you want to use this item number as the primary number. That is, you use it most often to enter or review information.

If this is not the primary number, you must enter a special symbol to identify it. Use a symbol that is not significant for any other purposes of entry such as /, *, or &. Do not use a period or a comma as a symbol. When you enter this item number on any other form, you must include this symbol as the first character.

Note. Only one of the fields for item number symbols (SYM1, SYM2, SYM3, or SYM6) can be blank to identify it as the primary number. All others must include a unique symbol.

Number of Days in Year

Enter the number of days in a year that the company is open for business. This field is required. You must specify a number from 252 to 365. The PeopleSoft EnterpriseOne Procurement system uses this number to calculate the Economic Order Quantity (EOQ).

Purchasing Costing Method

Enter a UDC (40/CM) that indicates the cost method that the system uses to determine the cost of the item for purchase orders. Cost methods 01-19 are reserved.

Interface G/L (Y/N) (interface general ledger (yes/no))
Select to indicate inventory transactions that are processed through this branch/plant create general ledger entries.

Location Control (Y/N) (location control (yes/no))
Select to indicate that the system uses only locations in the Location Master table. You use location control to use only locations that are in the F4100 table. When the Warehouse Control option is selected, the Location Control option must also be selected. Clear the option and the system does not restrict locations to those in the F4100 table. The system uses all locations that conform to the location format that are defined on the Branch/Plant Constants - Page 2 form.

Current Inventory Period
Enter *1* to *14* to identify the current accounting period. The system uses this number to generate error messages, such as PBCO (posted before cut off) and PACO (posted after cut off).

Purchase Order Issue Cost
Enter the amount that PeopleSoft EnterpriseOne Procurement uses to calculate the Economic Order Quantity (EOQ). This cost should be the estimate of the cost of materials, labor, and overhead that you incur when you issue a single purchase order. The default value is 00.

This example shows how EOQ is determined using the Purchase Order Issue Cost method:

S: Purchase Order Issue Cost = 15.0

I: Inventory Carrying Cost = .09 (9 percent)

Y: Annual Sales in Units = 3,000

C: Unit cost of Item = 10.0

EOQ = the square root of ((2S/I) x (Y/C))

The square root of [(2)(15) ÷ 0.09] × 3,000 ÷ 10.0 = 316.23

Inventory Carrying Cost (%)
Enter the percentage of inventory investment that Procurement uses to calculate EOQ. The default is .00. Enter the percentage as a decimal value.

This example shows how EOQ is determined using the Inventory Carrying Cost Percentage:

S: Purchase Order Issue Cost = 15.0

I: Inventory Carrying Cost = .09 (9 percent)

Y: Annual Sales in Units = 3,000

C: Unit Cost of Item = 10.0

EOQ = Square root of ((2S/I) × (Y/C)) = the square root of (2(15) ÷ .09)) × (3000 ÷ 10) = 316.23

Note. Access field help for the Economic Order Quantity field for more information about the EOQ formula.

Setting Up Item Availability

To specify items to exclude from the item availability calculation, click any of the options under the Subtract heading. To specify items to include in the item availability calculation, click any of the options under the Add heading.

Access the Item Availability Definition form.

Quantity Soft Committed to SO & WO (quantity soft committed to sales order and work order) — Select to indicate the number of units that are soft-committed to sales orders or work orders to include in the item availability calculation.

Quantity Hard Committed to SO (quantity hard committed to sales order) — Select to indicate the number of units that are hard-committed to a specific location and the lot for sales orders that is included in the item availability calculation.

Quantity Future Committed to SO (quantity future committed to sales order) — Select to include the quantity on any sales order in which the requested shipment date is beyond the specific commitment days.

Quantity Hard Committed to WO (quantity hard committed to work order) — Select to indicate the number of units that are hard-committed to a specific location and the lot for work orders that is included in the item availability calculation.

Other Quantity 1 SO (other quantity 1 sales order) — Select to include the quantity specified as an additional reduction in the item availability calculation.

Other Quantity 2 SO (other quantity 2 sales order) — Select to include this quantity as an additional reduction in the item availability calculation.

Quantity on Hold — Select to include the number of units on hold in the item availability calculation.

Safety Stock — Select to include the number of units that are reserved as safety stock in the item availability calculation.

Quantity on Purchase Order Receipts — Select to include the number of units on purchase orders in the item availability calculation.

Quantity on PO - Other 1 (quantity on purchase order - other 1) — Select to indicate the number of units on other purchase orders in the item availability calculation.

Quantity on Work Order Receipts — Select to include the number of units on work orders in the item availability calculation.

Quantity in Transit — Select to include the number of units in transit in the item availability calculation.

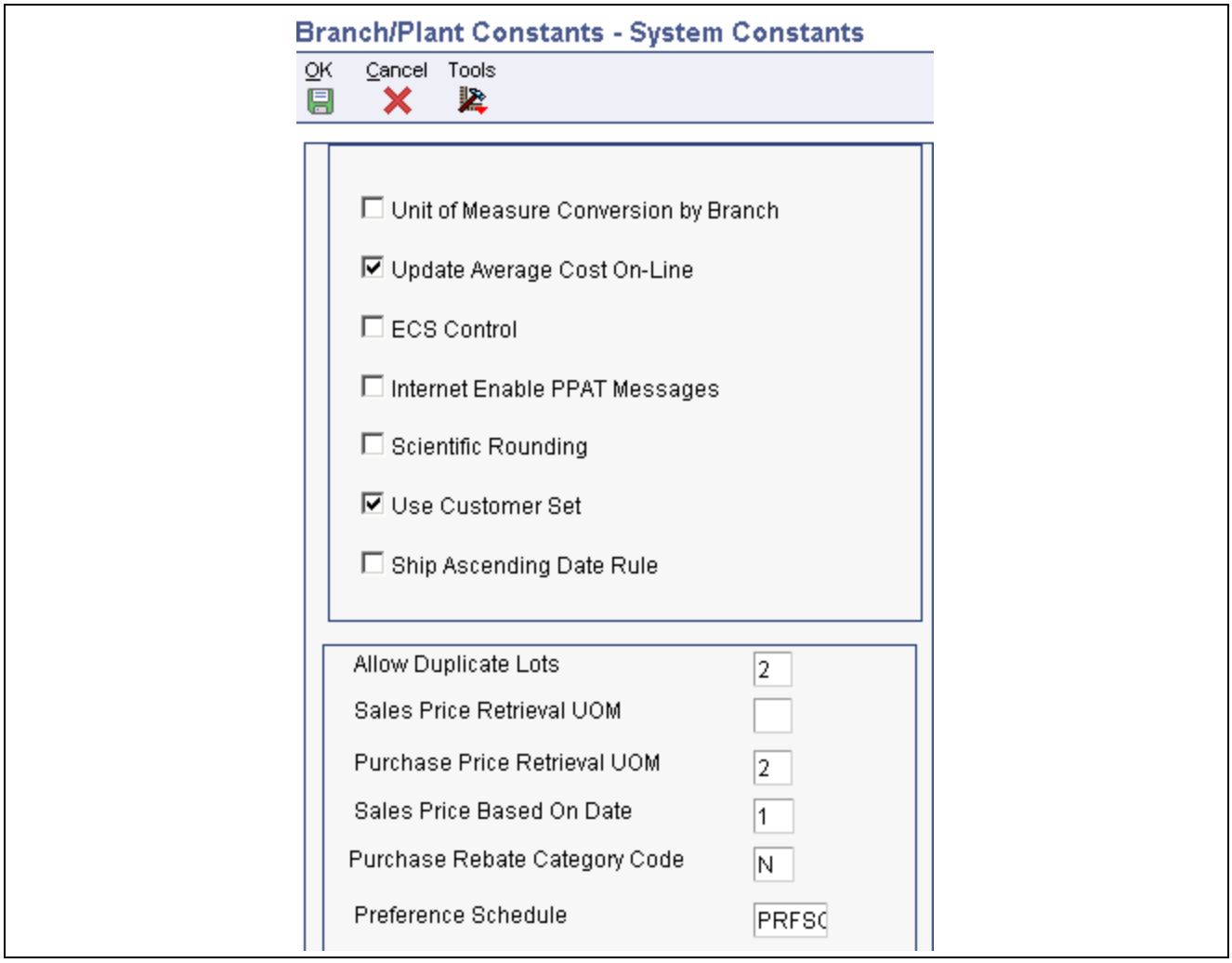
Quantity in Inspection — Select to include the number of units in inspection in the item availability calculation.

Quantity in Operation 1 — Select to include the number of units in one operation of the receipt routing process in the item availability calculation. You define which operation from receipt routing corresponds to this field.

Quantity in Operation 2 — Select to include the number of units in one operation of the receipt routing process in the item availability calculation. You define which operation from receipt routing corresponds to this field.

Setting Up System Constants

Access the System Constants form.



System Constants form

Unit of Measure Conversion by Branch

Select to display the item-specific conversion table when you add an item to a specific branch/plant. Clear this option and the system displays the item-specific conversion table for all branch/plants from the Item Master table.

Update Average Cost On-Line

Select to calculate a new average cost immediately after any transaction occurs that affects the average cost of an item.

Clear to indicate all processes that affect average cost create transactions to the F41051 table. The system calculates a new average cost when you run the Average Cost Update program.

ECS Control (energy and chemical system control)

Select to use Energy and Chemical Systems.

Internet Enable PPAT Messages (internet enable people places and things messages)

Select to send any email messages that are generated by distribution programs.

Scientific Rounding Select to perform scientific rounding.

Currently this feature is only enabled for Quality Management Test Results.

Use Customer Set Select to use the customer set.

Ship Ascending Date Rule Select to apply the ship ascending date rule by customer and by item during the sales order entry, pick slip/commitment processing, and ship confirmation processes. When the system applies the Ship Ascending Date rule, the system sorts shipping customers' lots in ascending order by expiration date, sell by date, or best before date.

Allow Duplicate Lots Enter a value to determine whether the system assigns the same lot to multiple items. Values are:

1: Do not allow duplicate lots. The lot is restricted to one item and one branch/plant.

2: Allow duplicate lots. You can create a lot that contains multiple items and branch/plants.

3: Do not allow duplicate lots. The lot is restricted to one item, but can contain quantities in multiple branch/plants.

Sales Price Retrieval UOM (sales price retrieval unit of measure) Enter a code that specifies the unit of measure for retrieving base prices and price adjustments for sales order processing, service and warranty management, and ship and debit processing. The system enables users to define base prices in the F4106 and price adjustments in the F4072 table in various units of measure.

If the base price or price adjustments are not found in the specified unit of measure, the system uses the primary unit of measure for the item.

Purchase Price Retrieval UOM (purchase price retrieval unit of measure) Enter a code that represents the unit of measure for the purchase base price during purchase order processing.

If you specify the unit of measure for transaction or pricing and the system does not find a record in that unit of measure, the system repeats the process using the primary unit of measure of the item.

Sales Price Based On Date Enter a code that determines how the system updates the price effective date in the F4201 and F4211 tables. In Sales Order Management, the system uses the price effective date to retrieve the base price from the F4106 table and price adjustments from the F4072 table.

Purchase Rebate Category Code Enter a number that determines which category code the system uses in the criteria for inclusion comparison.

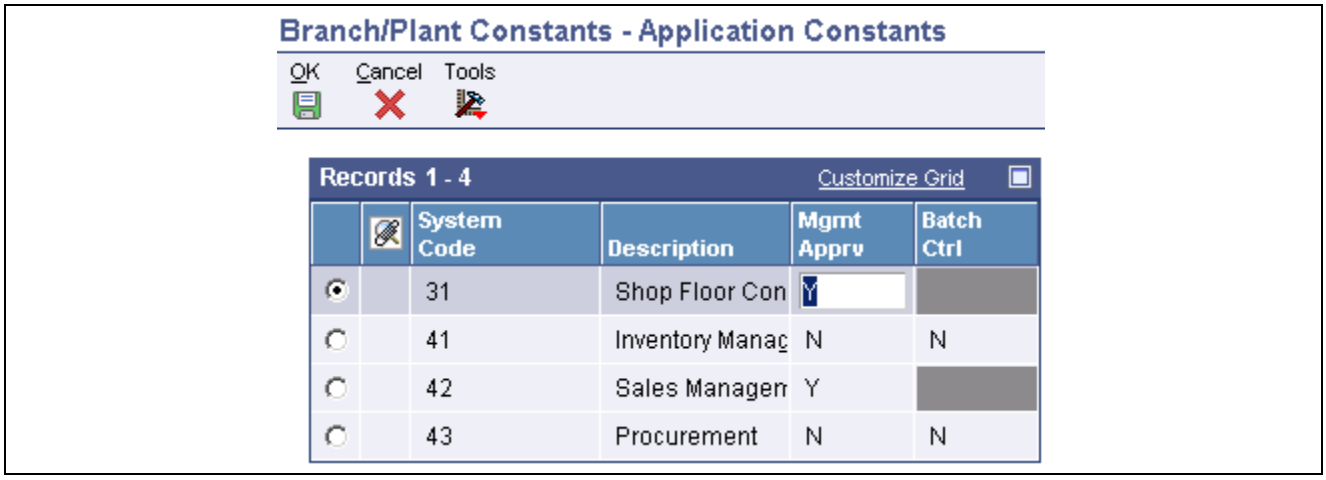
Preference Schedule Enter a UDC (40/AP) that identifies the advanced preference schedule that the system uses when resolving preferences. The advanced preference schedule determines which preferences the system resolves when using the advanced preference functionality. You cannot maintain preference schedules directly through UDCs, but you can maintain preference schedules by using the Price Adjustment Schedule program (P4070).

Pref Retrieval UOM (preference retrieval unit of measure) Enter a code that specifies the unit of measure that the system uses for retrieving advanced preference adjustments during sales order processing. The system enables you to define the advanced preference adjustments in the F4072 table in various unit of measures.

If you specify the unit of measure for transaction or pricing and the system does not locate a record in that unit of measure, the system repeats the process using the primary unit of measure of the item.

Setting Up Batch Control Constants

Access the Application Constants form.



Application Constants form

System Code Enter a UDC (98/SY) that identifies a system. Values are:

01: Address Book

03B: Accounts Receivable

04: Accounts Payable

09: General Accounting

11: Multicurrency

Mgmt Apprv (management approval) Enter a code that indicates whether you require approval of batches before they can be posted to the general ledger. Values are:

Y: Yes, assign a status of Pending to each batch that you create within the listed systems.

N: No, assign a status of Approved to each batch.

Bath Ctrl (batch control) Enter a code that indicates whether to require entry of batch control information.

For each batch, the system displays a batch control form on which you must enter information about the number of documents and the total amount of the transactions that you expect in the batch. The system uses these totals to edit and display differences from the actual transactions you entered. This field applies only to PeopleSoft Enterprise One Inventory Management and Purchase Order Management. In Inventory Management, *Y* indicates that the system displays a batch control form before you issue, adjust, or transfer inventory.

In Purchase Order Management, *Y* indicates that the system displays a batch control form before you enter receipts. Values are:

Y: Yes, require entry of batch control information.

N: No, do not require entry of batch control information.

Setting Up Location Formats

If you do not use Warehouse Management, do not complete the fields on the Warehouse Control tab.

Location Format Specification

Select the Location Format Specification tab.

Location Separator Character

Enter a character that divides the elements of the location when you display them on forms or reports. For example, you might use a / as a separator character to divide elements such as aisle, bin, and shelf in a location code.

The location code can contain up to 20 characters, including separators.

Separators are not stored in the tables, but are used to edit a location on a form or report. If you do not want to use separators, leave this field blank.

However, you must enter characters and spaces to equal the correct length of each element in the location code. The system then displays the location as one string of characters.

The system uses the character you enter in this field to separate the combination of tank/owner and aisle/bin as it appears on forms or reports.

Companies commonly use a . (period) as the separator character.

Aisle

Enter a number that identifies the number of characters to represent the tank (or aisle for packaged stock). Values are numbers *1* through *8*.

Bin

Enter a number that identifies the number of characters to represent the owner for commingled bulk stock (or bin for packaged stock). Values are numbers *1* through *8*.

Code 3

Enter the number of characters to represent Code 3 in the location format specification.

Code 4

Enter the number of characters to represent Code 4 in the location format specification.

Code 5

Enter the number of characters to represent Code 5 in the location format specification.

Code 6

Enter the number of characters to represent Code 6 in the location format specification.

Code 7

Enter the number of characters to represent Code 7 in the location format specification.

Code 8

Enter the number of characters to represent Code 8 in the location format specification.

Code 9

Enter the number of characters to represent Code 9 in the location format specification.

Code 10

Enter the number of characters to represent Code 10 in the location format specification.

Warehouse Control tab

Select the Warehouse Control tab

Request Inclusion Version Enter a UDC (40/RV) that identifies an inclusion rule to use for this branch/plant. Manufacturing and Warehouse Management use inclusion rules as follows:

- For Manufacturing, enables multiple versions of resource rules for running MPS, MRP, or DRP.
- For Warehouse Management, enables multiple versions of inclusion rules for running putaway and picking. The system processes only those order lines that match the inclusion rule for a specified branch/plant.

Dimension Unit of Measure Enter a UDC (00/UM) that identifies the unit of measure to display dimensions for the warehouse. The system provides the ability to establish inches, centimeters, meters, and so forth, as a measuring standard.

Receiving Location Enter the area in the warehouse where you receive inventory. The format of the location is user defined and you enter the location format for each branch/plant.

Shipping Location Enter the location that the system uses as the default when you pick inventory and move the inventory for shipping. The format of the location is user defined by branch/plant (P410012).

Setting Up Locations in Branch/Plants

You can set up locations for branch/plants after you have defined the location format for the branch/plant.

Access the Enter Location Information form.

Location Enter the area in the warehouse where you receive inventory. The format of the location is user defined and you enter the location format for each branch/plant.

A location format comprises elements and, optionally, a separator character.

Elements represent more specific locations in a branch/plant. If the tank contains commingled stock, include the separator character defined on Branch/Plant Constants - Page 2 and identify the owner.

The total length of all elements in this field, including separators, cannot exceed 20 characters. The location for a single tank can contain up to the number of characters identified in the Length of Tank/Aisle field on Branch/Plant Constants - Page 2.

The owner ID can contain up to the number of characters identified in the Length of Owner/Bin field on Branch/Plant Constants - Page 2.

If you leave this field blank and do not use a separator character, the system displays the location as an asterisk. If you use a separator character, the system displays the location with the correct number of spaces for each element, followed by the separator character.

Pick Zone Enter a UDC (46/ZN) that identifies an area from which items are picked for shipment.

Put Zone (putaway zone) Enter a UDC (46/ZN) that identifies areas in the warehouse where goods are put away or stored.

Replen Zone (replenishment zone)	Enter a UDC (46/ZN) that identifies replenishment zones, which are areas in the warehouse from which items are retrieved to replenish or refill picking locations. You assign zones to locations using Location Master.
LOD (level of detail)	Enter a code that summarizes or classifies locations and provides a hierarchy of locations for review purposes. For example, you can assign aisles to level 2, and individual bins within the aisle as level 3. Use the Detail Level field to specify the beginning level of detail that you want the system to display for the location.
Aisle	Enter a code that identifies a location in a warehouse. This code is used in conjunction with a bin and lot identifier, to indicate a specific, tangible storage area within a warehouse or yard.
Bin	Enter a specific storage location within a warehouse or store. The system uses the bin with an aisle location to identify a storage area whose width, depth, and height can be readily measured.
Loc 03 (location 03)	Enter a code that the system uses for one of two purposes: • To identify a specific location within a Branch/Plant as part of the location identifier. • To use as a general reporting code for location information.

Setting Up Order Line Types

This section provides an overview of order line types and discusses how to set up order line types.

Understanding Order Line Types

When you enter detail information for a sales or purchase order, you enter the quantity, price, and cost for each item or service. You can also enter a credit item, a non-stock item, and text information in the same sales or purchase order.

Each entry is a line. A line is the information for an item or service that you are ordering as it pertains to the order. The system processes each line based on a line type.

A line type is a code that the system uses to process each detail line that you enter for a specific order type. For example, you can specify line type S for stock items. The system determines whether it should increase or decrease the quantity of the item in inventory. You can specify line type F for freight charges. The system determines from the definition of the line type that this item is not an inventory item.

You can specify how the system uses line types in the general ledger and within Inventory Management. For example, when you purchase or sell an inventory item, you might assign a line type for stock items. The system records the transaction according to the information that you specified for the line type. In this case, the system reflects the cost or price of the item in the general ledger. The transaction line also affects item availability in Inventory Management.

The line types that you define are applicable throughout distribution systems. For example, the system processes line types in the same way for Sales Order Management as it processes line types for Procurement.

Adding A Message using a Text Line Type

During order entry, you can enter a message on order detail line by using a text line type. For example, you can enter an order detail line for a stock item, such as a bike, and then enter an order detail line for text, such as *Some Assembly Required*. This order detail line functions like a message. Based on the line type definition, the information in an order detail line with a line type that is denoted by the text feature is a memo-only line. The system does not verify the information in the item field, which is the message, against information in the F4102 and the transaction does not interface with any other PeopleSoft EnterpriseOne systems, such as Accounts Receivable and Accounts Payable.

Assigning a Line Type for Non-Stock Items

You can set up the line type for non-stock items that retrieves information from the Item Master but does not commit quantities.Edit Item Master for Non-Stock Items controls whether the system validates the sales order line's item against the Item Master table. This flag is only used with non-stock inventory interfaces.

During order entry, the system verifies the item number in the Item Branch File table and the cost and price information in the F4105 table and Item Base Price File tables. However, the system does not create commitments or perform availability checks.

Forms Used to Set Up Order Line Types

Form Name	Form ID	Navigation	Usage
Work With Line Types	W40205A	Sales Order Management Setup (G4241), Order Line Types	Review and select order line type records.
Line Type Constants Revisions	W40205B	Click Add on Work With Line Types.	Add and revise order line type records.

Setting Up Order Line Types

Access the Line Type Constants Revisions form.

Inv. Interface (inventory interface) Enter a code that identifies the type of interface to Inventory Management. Values are:

Y: The dollar or unit value of any activity containing this line type is reflected in inventory. The system also edits the item that you enter to ensure that it is a valid item. Y is the default.

A: The system recognizes the number that you enter as a GL account number. The system uses this code in purchasing only.

B: The system performs edits when using format 4 in purchase order entry.

The system retrieves price data from the inventory tables, but does not update the quantity on the purchase order. This code is valid only when you have set the G/L Interface field to Y (yes). Budget checking is fully functional when you use this interface code.

D: The item in this line is an inventory item that does not affect availability or quantities.

N: The item is not an inventory item.

To verify whether the item exists in the Item Master file, use Inventory Interface N in conjunction with the flag, Edit the Item Master for Non-Stock Items.

G/L Offset (general ledger offset)

Enter a UDC (41/9) that identifies the GL offset for the account to which the system posts the transaction. If you do not want to specify a class code, enter **** (four asterisks) in this field.

You can use AAIs to predefine classes of automatic offset accounts for Inventory Management, Procurement, and Sales Order Management. You might assign GL class codes as follows:

- IN20 Direct Ship Orders
- IN60 Transfer Orders
- IN80 Stock Sales

The system can generate accounting entries based upon a single transaction. For example, a single sale of a stock item can trigger the generation of accounting entries similar to this:

- Sales-Stock (Debit) xxxxx.xx
- A/R Stock Sales (Credit) xxxxx.xx
- Posting Category: IN80
- Stock Inventory (Debit) xxxxx.xx
- Stock COGS (Credit) xxxxx.xx

The system uses the class code and the document type to find the AAI.

Include in Tax 1

Enter a code that indicates whether the monetary value of this order line is subject to applicable taxes and which taxes to apply. Values are:

Y: The line is subject to applicable taxes.

N: The line is not subject to applicable taxes.

3-8: Yes, the line is subject to applicable taxes at the rate indicated by the group number (3-8). The system uses group numbers for value added tax (VAT).

Sales Journal Col (sales journal column)

Enter a value to indicate which of the four columns on this line receives the sales value.

Values are:

1: Column 1 receives the sales value (if any).

2: Column 2 receives the sales value (if any).

3: Column 3 receives the sales value (if any).

4: Column 4 receives the sales value (if any).

G/L Interface (general ledger interface)

Select to reflect the monetary amount or unit value of any activity that contains this order line type in the general ledger.

A/R Interface (accounts receivable interface)

Select to reflect the monetary amount or unit value of any activity that contains this order line type in Accounts Receivable.

A/P Interface (accounts payable interface)

Select to reflect the monetary amount or unit value of any activity that contains this order line type in Accounts Payable.

S/WM Interface (sales/warehouse management)
Select to display this order line on the second document in a series of four documents that relate to this order. For example, it might be necessary to include receiving information in a purchase order that provides instructions about the desired disposition of goods. Although this information is vital to the proper handling of the order, it should not appear on the purchase order that is delivered to the supplier.

Text Line
Select to indicate that the information with this order line type contains only text information.

Reverse Sign
Select to reverse the sign of the quantity in the line. Use this code to enable easy entry of credit memos.

Apply Freight
Select to perform freight calculations during processing.

Clear and the system does not perform freight calculations during processing.

Apply Retainage
Select to include the item's values in the calculation of an accounts payable retainage. Use this field only if the interface between PeopleSoft EnterpriseOne Procurement and Accounts Payable is active.

Generate Workorder
Select to automatically generate an internal work order for this order detail line.

Include in Cash Discount
Select to include the extended monetary amount of the transaction in the cash discount or payment terms discount calculation.

Include Sales/COGS for Gross Profit (include sales/cost of goods sold for gross profit)
Select to include sales and cost of goods sold in gross profit calculations.

Voucher Match Variance Account
Select to indicate that a variance that is generated during voucher match should be booked to the account. Clear to book any variance to the expense account for the order detail line.

Note. This field is used in conjunction with an inventory interface of A or B in Procurement only.

Edit Item Master for Non-Stock Item
Select to validate the sales order line's item against the Item Master table. Use this in conjunction with the non-stock inventory interface only.

Protect Price on Sales Order
Select to indicate that this order line appears on the first document in a series of four documents that relate to this order.

Generate Purchase Order
Select to generate a purchase order. Use this with the D and N Inventory Interface

Call Materials Issue
Select to activate the materials issue function when performing the receipts into stock function.

You use this option only for Procurement and when you are using Engineering Project Management.

Procurement Receipt Required
Select to require receipts for purchase orders lines. If you select this option, the purchase order line must be received before the voucher match process. If you clear this option, you can match purchase order lines without requiring a receipt.

Setting Up Order Activity Rules

This section provides an overview of order activity rules and discusses how to set up order activity rules.

Understanding Order Activity Rules

To advance an order line through the order process, you must create order activity rules. The system uses order activity rules to establish a sequence of steps for processing.

The system processes an order line based on the order activity rules that you set up for the order type and line type combination. For example, you could set up the order activity rules for stock line types in sales orders as:

- Enter order
- Print pick slip
- Confirm shipment

For stock line types on purchase orders, you could set up the order activity rules as:

- Enter order
- Approve order
- Print

You must assign a status code for every step in the order process. A status code is a number that the system uses to identify the current status of an order line. You must also identify next status codes that determine the next step to which the system advances the order. You must arrange status codes in ascending numerical order for the system to establish the sequence of steps.

You can change the progression of steps or include alternate steps in the order activity rules. For example, you can set up order activity rules for non-stock items in sales orders so that the system bypasses the step to print pick slips and advances the order line to shipment confirmation.

You can specify at which point in the order process the system writes records to the general ledger for sales and purchasing.

In order processing, you can use the order activity rules to:

- Locate the status of an order.
- Select orders for batch processing.
- Prepare reports that are based on the current status of an order.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set up status codes in UDC table 40/AT.

  See PeopleSoft EnterpriseOne Tools 8.94 Foundation PeopleBook

- Verify that you have set up order types in UDC table 00/DT.

  See PeopleSoft EnterpriseOne Tools 8.94 Foundation PeopleBook

- Verify that you have set up order line types.

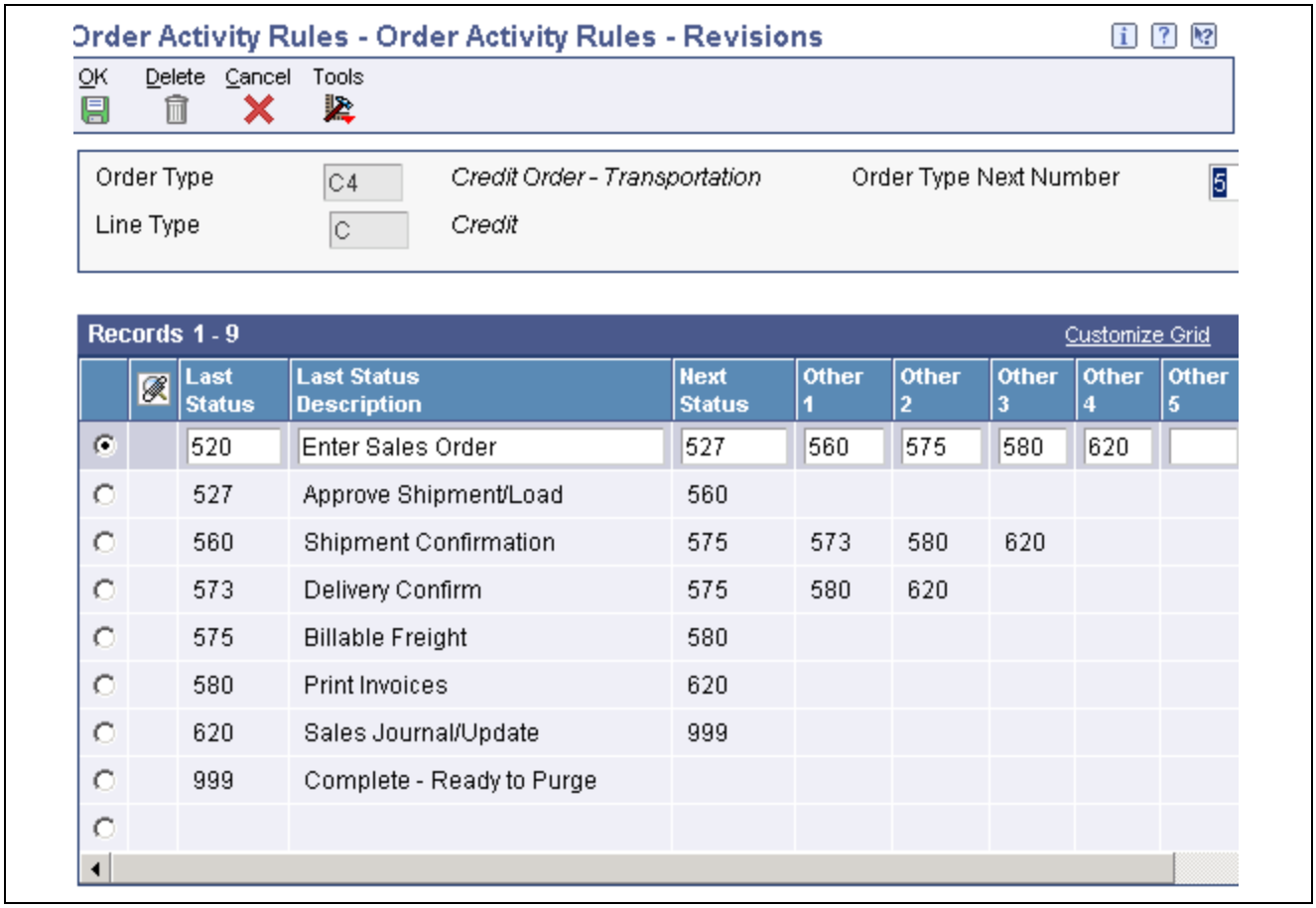
See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Related Addresses, page 10.

Forms Used to Set Up Order Activity Rules

Form Name	Form ID	Navigation	Usage
Work With Order Activity Rules	W40204B	Sales Order Management Setup (G4241), Order Activity Rules	Review and select order line type records.
Order Activities Rules -Revisions	W40204A	Click Add on Work With Order Activity Rules.	Add and revise order activity rule records.

Setting Up Order Activity Rule

Access the Order Activity Rules - Revisions form.



Order Activity Rules - Revisions form

Order Type Enter a UDC (00/DT) to identify the type of document. This code also indicates the origin of the transaction. There are reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

These are defined document types and should not be changed:

P: Accounts Payable documents.

R: Accounts Receivable documents.

T: Payroll documents.

I: Inventory documents.

O: Purchase Order Processing documents.

J: General Accounting/Joint Interest Billing documents.

S: Sales Order Processing documents.

Order Type Next Number Enter a code to indicate which next number series to use when creating order numbers for this order type. There are ten available Next Number series.

This field addresses:

- Purchase requisitions that carry order numbers that are different from bid requests and purchase orders.
- Blanket sales orders that are numbered in a different number range from standard sales orders.

Other 1 (Optional) Enter a number to indicate a status that can be performed as the next step in the order process. Although this is not the preferred or expected next step, this field is an allowable override. The system does not allow you to initiate an order line step or status that is not defined as either the expected next status or an allowed status. Other allowed status codes let you bypass processing steps. These codes are often referred to in processing options as override next status codes.

Ledger Y/N (ledger yes/no) Enter a value to write a record to the F42199 table. Values are:

Y: Write a record for selected fields to the history table

N: Do not write a record to the history table

Setting Up Order Templates

This section provides an overview of order templates and describes how to:

- Set processing options for Customer Template Revisions (P4015).
- Create a standard template.
- Create a system-generated template.
- Set processing options for Customer History Template Rebuild (R42815).

Understanding Order Templates

You create and assign order templates to speed up the order entry process. A template contains information about frequently ordered items.

A standard template applies to all customers. For example, you might want to create an *Office* template that lists the most frequently ordered office supplies. Or, you could identify a standard template that lists all of the most frequently ordered items, regardless of their classification.

You should regularly update existing order templates to ensure that the order entry process remains accurate and efficient. For example, you might need to change the quantities or sequences on an existing template.

After a customer has an established ordering history, you can automatically create order templates. The Customer History Template Rebuild program is a standard PeopleSoft EnterpriseOne batch program. After you have entered orders for a customer and run the Sales Update program, the system creates a record of the customer's ordering history in the F42119. You can identify the appropriate data selection criteria and run the Customer History Template Rebuild program to:

- Create a standard template based on sales history.
- Update a template based on current sales patterns.

Standard Templates

You create a template for frequently ordered items to speed the order entry process. You can create a standard template that applies to all customers and assign it to display every time you enter an order. You can create as many standard templates as you need. If you enter a template name in the processing options for Sales Order Entry, the system displays the template that is specified in the processing options each time you enter an order.

You assign one standard template to a customer through Customer Master. This template appears each time you enter an order for the customer. A customer-specific template contains the customer's address book number and includes only that customer's most frequently ordered items and quantities. You can create multiple templates for a customer, or you can use the same template for more than one customer.

You can access any templates during sales order entry and select one that is appropriate to the customer's needs.

Maintaining Templates

To ensure the accuracy and efficiency of the order entry process, you should maintain current templates. You can change the items, quantities, or sequences on any existing template at any time.

Prerequisites

Before you complete the tasks in this section:

- Create a UDC name for all templates.
- Verify that orders exist for the customer in the Sales Order History File table.

Forms Used to Create and Update a Standard Template

Form Name	Form ID	Navigation	Usage
Work With Available Order Templates	W4015A	Sales Order Advanced & Technical Ops (operations) (G4231), Customer Template Revisions	Review and select order templates.
Order Template Revisions	W4015B	Click Add on Work With Available Order Templates.	Add and revise order templates.
Work With Sales Order History	W40215E	Select Order History from the Form menu on Order Template Revisions.	Copy the details from a sales order to use on the template by selecting the sales order. **Note.** The order format processing option must be set to 1 (Sold To) or 2 (Ship To) or the system displays the Work With Purchase Order History form.

Setting Processing Options for Customer Template Revisions (P4015)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Desired format for order templates Enter *1* for Sold To, *2* for Ship To, *3* for Suppliers, or *4* to User.

2. Customer Self-Service Mode Leave blank for standard processing. Enter *1* for customer self-service mode for Java/HTML or *2* for customer self-service mode for Windows.

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Customer Service Inquiry (P4210) Enter a version for Customer Service Inquiry (P4210). If you leave this processing option blank, the system uses ZJDE0001.

2. Open Purchase Orders (P4310) Enter a version for Open Purchase Orders (P4310). If you leave this processing option blank, the system uses ZJDE0001.

Creating a Standard Template

Access the Order Template Revisions form.

Usual Quantity Enter the quantity that is usually ordered.

Seq No. (sequence number) Enter the sequence by which users can set up the order in which their valid environments are displayed.

Item Description Enter a remark about an item.

Supplier Name Enter a name or remark.

Creating a System-Generated Template

You can use the Customer History Template Rebuild program to automate the process of creating templates. Customer History Template Rebuild is a batch program that creates a template from a customer's established ordering history.

Select Sales Order Advanced & Technical Ops menu (G4231), Customer Template Rebuild.

Setting Processing Options for Customer History Template Rebuild (R42815)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process 1

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter Order Template to be created. Enter a UDC 40/OT, for a list of items that you frequently order. The item groups are often based on the product type, such as fuels, lubricants, and packaged goods.

2. Enter template sequence selection. Enter *1* for version sequence or *2* for most frequently ordered.

3. Enter maximum number of lines. Enter a maximum number of lines to include. Leave blank and the system includes all lines.

4. Enter minimum number of lines. Enter the minimum number of lines to include. Leave blank and the system includes all lines.

5. Effective From Date. (optional) Enter the effective dates to use on the template.

6. Effective Thru Date. (optional) Enter the effective dates to use on the template.

Process 2

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Order Template Address Selection for Sold To and Ship To Enter *1* for Sold To or *2* for Ship To.

2. Average Quantity in Usual Quantity Enter *1* to use the value in the Average Quantity in the Usual Quantity field.

Setting Up Date-Sensitive Customer Sets

This section provides an overview of date-sensitive customer sets and describes how to set up date-sensitive customer sets.

Customer sets are collections of entities who are assigned to roles that are associated with sales order processing. Typically, a customer set consists of these entities:

- Who placed the order.
- To whom the order is shipped.
- To whom the order is delivered.
- Who receives the invoice.
- Who pays for the order.
- Who receives invoice copies (usually, the same entity who pays for the order).

Setting up date-sensitive customer sets is useful when you are entering sales orders that frequently involve the same entities.

You can assign effective dates and expiration dates to each customer set. By assigning effective dates, you can set up customer sets that contain various combinations of the same entities, provided that the effective dates and expiration dates do not overlap. When you are entering a sales order and specify the entity who is placing the order and the entity to whom the order is shipped, the system searches for customer sets that contain those same two entities. The system then automatically populates the remaining entities from the customer set, provided that the date when you are placing the order falls within the effective date and expiration date for the customer set.

After you have set up the date-sensitive customer sets, you must activate the customer set functionality by setting the appropriate system constant in the Branch/Plant Constants program.

Prerequisites

Before you complete the tasks in this section:

- Ensure that address book records exist for each entity in the customer set.

- Ensure that you have set up customer billing instructions for each entity in the customer set.

Forms Used to Set Up Date-Sensitive Customer Sets

Form Name	Form ID	Navigation	Usage
Work with Customer Sets	W42430A	Sales Order Management Setup (G4241), Customer Sets	Review and select customer set records.
Customer Set Revision	W42430B	Click Add on Work with Customer Sets.	Add and revise customer sets.

Setting Up Date-Sensitive Customer Set

Access the Customer Set Revision form.

Delivered To Enter a name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number, such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Invoiced To Enter a name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number, such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Paid By Enter a name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number, such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Forwarded To Enter a name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number, such as the long address

or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type *TOTAL into the field, and the system would return 4100.

Address for Tax

Enter *1* and the system uses the ship to address number for tax purposes.

Enter *2* and the system uses the deliver to address number for tax purposes.

Address for Transport/Intrastat

Enter *1* and the system uses the ship to address number for transportation and intrastat purposes.

Enter *2* and the system uses the deliver to address number for transportation and intrastat purposes.

Setting Up Order Hold Information

This section provides an overview of order hold information and discusses how to:

- Set up order hold codes.
- Assign hold codes to orders.
- Assign hold codes to customer billing instructions.

Understanding Order Hold Information

You can put an order on hold to prevent the order from being processed. You might want to do this because the order:

- Does not meet the minimum order amount.
- Exceeds the customer's credit limit.
- Does not meet or exceeds the sales margin.
- Is for an inactive customer.

You can define the conditions that the system uses to place orders on hold and attach those conditions to a hold code. For example, you can define minimum and maximum order values. If the total order amount is not within this range, the system assigns the hold code to the order to place the order on hold and stop further processing.

You can also define sales margin and credit holds. Based on this information, the system places an order on hold if the order or order line does not meet the sales margin. The system also places an order on hold if the order exceeds the customer's credit limit.

See Chapter 7, "Entering Additional Orders, Holding and Releasing Orders," Releasing Held Orders, page 218.

Order Hold Codes

You can set up order hold information that the system uses to place orders on hold. The system applies this information if you set the appropriate processing options for the Sales Order Entry program.

Additionally, you can use hold codes in conjunction with the Product Allocation preference. This way, you can restrict the amount of an item or item group that a customer or customer group can purchase.

You must set up the Product Allocation preference in the Preference Master program (P40070), and activate the preference through the Preference Processing Options program (R40400). In the Order Hold Constants program (P42090), you set up the hold code (UDC 42/HC) and define the hold information. In the processing options for Sales Order Entry you must enter the product allocation hold code to activate order hold processing and activate preference profile processing.

See Chapter 18, "Understanding Custom Preference Types," Product Allocation Preference, page 521.

Order Hold Codes for Minimum and Maximum Order Amounts

You can set minimum and maximum order amounts that the customer must order before the system advances the order through the processing cycle. For example, you might offer the customer a trade discount if the customer orders a minimum amount.

You define a range between the minimum and maximum order amounts in the billing instructions for the customer master record or you can define a minimum or maximum amount. Then, you set up hold codes for the system to compare the order or line amount against the values that you defined on the customer master record.

To set up order checking for a range of amounts, enter the hold code in the Order Minimum Value Check and Order Maximum Value Check processing options, on the Order Holds tab of the sales order entry program. If the order amount is not within the range defined, the system displays an error message and does not process the order.

Order Hold Codes for Credit Checking

You can set up a credit hold code to automatically compare the credit limit that you set up on the customer master record against the order and any outstanding balances in accounts receivable. For example, you can set a customer's credit limit to 1,000 USD. If the customer has an accounts receivable balance of 100 USD, the order must be 900 USD or less or the system will place the order on hold.

You can also specify a hold based on the percentage of the outstanding balance in accounts receivables. You must specify aging periods, such as 0 to 30 days or 31 to 60 days, to verify balance information. If you specify the 31 to 60 day period, the system does not include balance information from the first period in its comparison.

For example, a customer has a total accounts receivable balance of 6,000 USD; 5,000 USD in the 0 to 30 day period and 1,000 USD in the 31 to 60 day period. You set up a hold based on the percentage of the outstanding balance to be 20 percent of the total accounts receivable balance. You specify the 31 to 60 day aging period for the system to compare against the allowable percentage. Based on this information, the maximum allowable outstanding balance for the 31 to 60 day period is 1,200 USD. With an outstanding balance of 1,000 USD in the 31 to 60 day aging period, this customer would pass a credit check.

You set up the order code for credit checking by entering the hold code in the Customer Credit Check processing option, located on the Order Holds tab, for the Sales Order Entry program.

Order Hold Codes for Inactive Customers

You can set up a hold code for inactive customers (for example, customers to whom you no longer sell to, who have filed bankruptcy, or to whom you sell to infrequently). You can set up an inactive hold code to automatically prevent the order from being processed for inactive customers. You can also set up an inactive hold code to display an error message for orders for infrequent customers.

Note. This type of order hold applies to the entire order. The system does not place order detail lines on hold, but rather places the entire order on hold.

After you set up the hold code (42/HC) for inactive customers, you must set the Search Type field to a user defined inactive customer type on the Address Book tab in the Address Book Revisions program. Additionally, you must set the Inactive Customer Hold processing option and enter the search type in the Inactive Customer Search Type processing option on the Order Holds tab in Sales Orders Entry.

If you select the option Use Customer Set in the branch plant constants and you enter an inactive customer on an order, the system displays a warning but does not place the order on hold.

See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, "Entering Address Book Records".

After you set up the hold codes 42/HC and 00/CM for infrequent customers, you must also set the Temporary Credit Message field to inactive customer on the Credit Tab in the Customer Billing Instructions program. Additionally, you must enter the values that you set up in the UDCs for 42/HC and 00/CM in the Inactive Customer processing options on the Order Holds tab in PeopleSoft EnterpriseOne Sales Orders Entry. When you enter an order for an infrequent customer and the system places the order on hold, you can process the order with the appropriate approvals.

Order Hold Codes for Margin Checking

You can set up a hold code to verify that all sales orders or sales order detail lines meet any margin that you specify.

The system uses this equation to calculate margin:

((Price) – (Cost)) ÷ (Price) = (Margin)

For example, if you purchase an item for .42 USD and sell it for 1.00 USD, the calculation is:

(1 – .42) ÷ 1 = .58 or 58 percent

You can set up a hold code that verifies the sales margin percentage of a detail line or an entire order. If you set up a hold code that compares the sales margin to detail lines in the sales order, the system verifies that each detail line is between the minimum and maximum margins that you specify. For example, if the sales margin is between 25 percent and 27 percent, but the margin for one item is 28 percent, the system places the order on hold.

You can set up hold code information that verifies the sales margin of the order total. The system verifies that the order total meets the minimum and maximum margins that you specify. For example, if the sales margin is between 25 percent and 27 percent, and the margin for one item is 28 percent, but the margin for the order total is 25 percent, the system does not place the order on hold.

You set up the order code for margin checking by entering the hold code in the Order Margin Check or Order Line Margin Check processing option, located on the Order Holds tab, for the sales order entry program (P4210).

Order Hold Codes for Partial Order Holds

You can set up a hold code so that if quantity is not available to complete an order detail line, the system places the entire order on hold until the quantity is available. Use this order hold when backorders and partial shipments are allowed.

If the system does not have the quantity available to fill an order detail line, the system backorders or cancels available quantities based on backorder information in the Customer Billing program (P03013).

If the customer does not allow backorders, the system cancels the order detail line. With a partial order hold, the system holds the order detail line until quantity is available. If the customer does not allow backorders, but does allow partial orders or line shipments, you can set up a partial order hold so that the system does not cancel the order detail line.

A partial order hold is a hold in which there is not enough quantity to fill an order detail line, but the customer does allow partial orders. A partial order hold is not a backorder, you can release a partial order hold at any time, whereas you can only release a backorder when quantity for an order detail line is available.

You set up the order code for partial order hold by entering the hold code in the Partial Order Hold processing option, located on the Order Holds tab, for the Sales Order Entry program.

Order Hold Codes for Prepayments

You can set up order hold information that the system uses to place orders on hold. The system applies this information if you set the appropriate processing options for the Sales Order Entry program. It is recommended that you define these hold codes for prepayment transactions:

- Settlement holds, identified by hold code, CS.
- Authorization holds, identified by hold code, CA.

See Chapter 12, "Processing Prepayments," page 383.

See Also

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Customer Billing Instructions , page 15

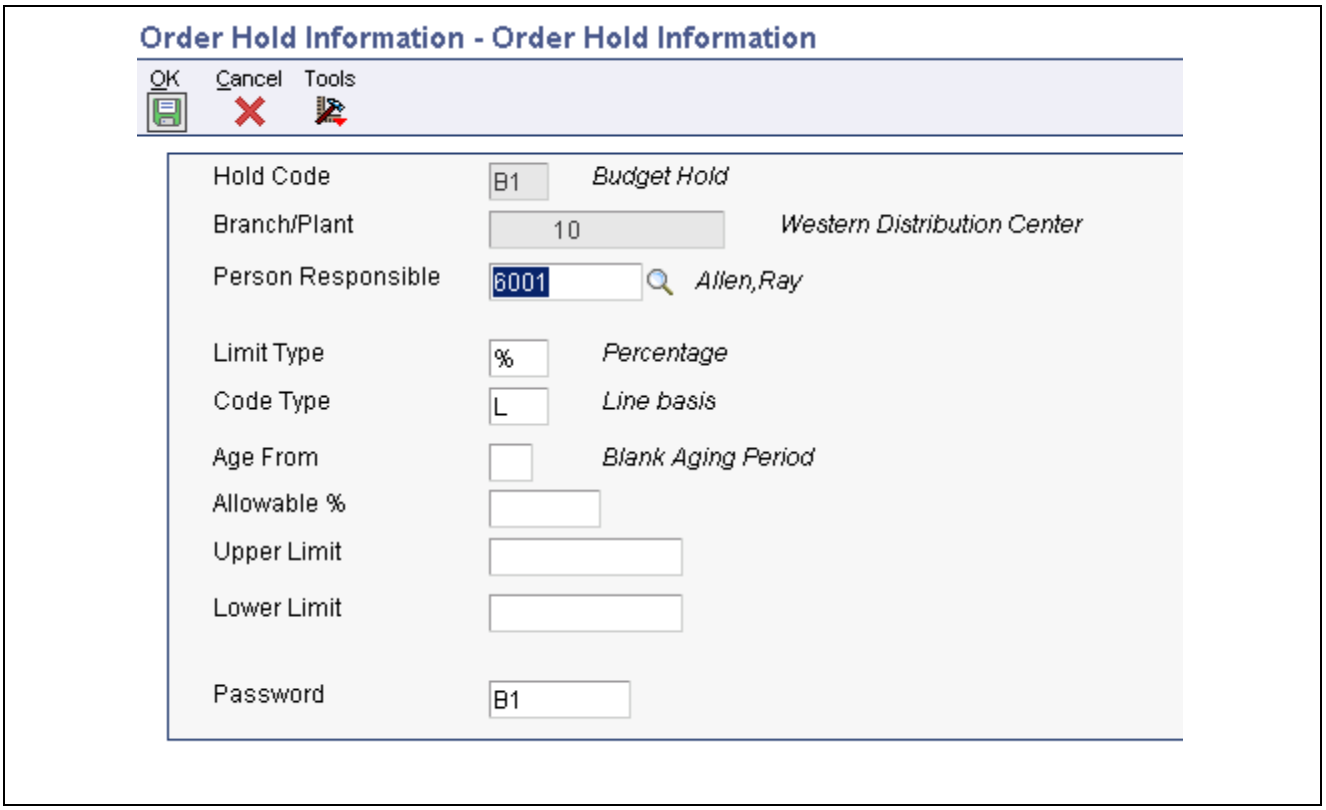
Chapter 5, "Entering Sales Orders," Setting Processing Options for Sales Order Entry (P4210), page 124

Forms Used to Set Up Order Hold Codes

Form Name	Form ID	Navigation	Usage
Work With Hold Order Constants	W42090A	Sales Order Management Setup (G4241), Order Hold Information	Review and select hold order codes.
Order Hold Information	W42090B	Click Add on Work With Hold Order Constants.	Add and revise hold order codes.
Customer Billing Instructions - Work With Customer Master	W03013A	Sales Order Management Setup (G4241), Customer Billing Instructions	Select and review customers.
Customer Billing Instructions - Customer Master Revision	W03013B	Enter a value in the Temporary Credit Message field and click OK on the Credit Tab on Customer Billing Instructions - Customer Master Revision.	Add and revise customer information.

Setting Up Order Hold Codes

Access the Order Hold Information form.



Order Hold Information form

Person Responsible Enter the address book number of the person who is responsible for reviewing and releasing orders placed on hold.

Limit Type Enter an *A* to indicate is an amount limit, or a *%* to indicate there is a percentage limit for the order. Limit type typically applies only on order or line gross margin limits.

Code Type Enter an *L* to apply a hold to an individual line within an order or an *O* to apply a hold to the order as a whole. For credit holds, the hold code applies to the whole order. For margin holds, you can apply the hold code to a line or the whole order.

Age From Enter a number that designates the aging period the system should use when you specify a credit check based on the aging of the customer's accounts receivable.

Allowable % Enter a number to indicate what percentage of total receivables to accept in the column specified in the Age From field. When aging credit checking is used, the Allowable % field is required entry.

For example, the customer has a total AR balance of 10,000 and 2,500 of that is in the 31 to 60 day column. The Age From value is 3 (31 to 60 days) and the Acceptable % value is 10 (10 percent). Therefore, this customer could have as much as 1,000 (10,000 × 10%) in columns 3 through 6 and still pass this credit check. Since the customer has more, the system places its orders on hold.

Upper Limit Enter a number that indicates the upper limit of acceptable margin percentages or amounts. Use this code to establish a maximum gross margin percentage or amount for an order or an individual order line.

Lower Limit Enter a number that indicates the lower limit of acceptable margin percentages or amounts. You can establish a minimum gross margin percentage or amount for an order or for an individual order line.

Assigning Hold Codes to Orders

You must specify hold codes in the sales order entry processing options to activate hold codes. The system automatically compares the information in the order, such as accounts receivable information, order and line margin percentages, and partial orders, against every order. To exempt specific customers from credit checking, you must activate the Exempt from Credit Hold option in the Customer Billing Instructions program. If the system places an order on hold, you must release all orders in the Held Order Release program (P43070).

Additionally, you can manually enter a hold code in the order heading information. A value in the hold code field prevents the system from processing that specific order.

If you have activated the workflow process, JDESOENTRY, the system processes the order through order hold checking. After you click OK to accept the order, the system checks the processing options for hold codes and compares the order against the order hold information.

If the system puts the order on hold, an action message is sent to the address book number that is defined in the hold code as the *person responsible*. This message indicates that the order is on hold. The person responsible for releasing the orders can review messages that were sent during the workflow process and access orders-to-release by way of the work center.

See Chapter 5, "Entering Sales Orders," Understanding Sales Order Header Information, page 119.

Assigning Hold Codes to the Customer Billing Instructions

You can specify a hold code in customer billing instructions. The system does not process the customer's orders until the person responsible for reviewing that customer's orders releases the order into the processing cycle.

You can use the Batch Order Holds program (R42642) to update a customer's existing order with the hold code that was entered in customer billing instructions. For example, if you entered an order before you reconciled administrative issues with a customer, you can withdraw the order from the processing cycle by placing the order on hold.

After you set up the hold code in customer billing instructions, you can run the Batch Order Holds program to update a customer's open sales orders. You can run this batch program on an individual customer or all customers with hold code fields that are non-blank.

See Setting Up Customer Billing Instructions

Setting Up Commission Information

This section provides overviews of commission setup and sales groups, and discusses how to set up a sales group.

Understanding Commission Setup

To define commission information in the Sales Order Management system, you must associate one or more salespersons or sales groups, a commission percentage, a customer, and an order type.

You can set up the commission information to reflect the company's sales environment. You can assign one or more salespeople or sales groups to each customer. You can have the salesperson receive a commission based on the whether the customer number is in the Sold To, Ship To, or both fields on the order entry form. After you enter an order and update customer sales, the system applies a calculated commission amount to the salesperson's address book number or the address book number of each salesperson in the sales group. After the sales update, you can review commission information to ensure that the salespeople receive the correct amount.

Note. If you set the Sales Order Constants to base the commission on the customer in both the Sold To and Ship To fields and enter the same customer number in the Sold To and Ship To fields, the salesperson receives a double commission.

You can set up a sales group to distribute commissions to a group of two or more salespeople who contribute to a customer's sale. For example, if the sales group consists of a sales manager, account representative, and sales assistant, you assign a group code that represents the three salespeople. Sales groups are useful for identifying salespeople who are responsible for a customer's orders and maintaining multiple commission percentages.

You can set up commission percentages according to the company's commission payment policies. You can distribute commissions by entering a fixed commission percentage or variable commission percentages. When you set a fixed commission percentage, the system applies the same percentage for any order type that generates a commission.

You can also set variable commission percentages for an individual salesperson. The system includes variables, such as effective dates, order types, fixed costs and minimum amounts, before calculating commissions. For example, you might have a different commission percentage for sales orders than you have for blanket orders. Or, you might need to deduct fixed costs from an order before you calculate commissions.

If you assign one or more sales groups to a customer, you can distribute commissions on a fixed commission percentage. You can set a fixed percentage that distributes the same commission percentage to each salesperson within a group.

You can also set a variable commission percentage for the group or variable commission percentages for salespeople within the sales group. If commission percentages differ within a group, you can set up different commission percentages for each salesperson. For example, a manager might have a higher rate of commission than a sales assistant.

Understanding Sales Groups

You set up a sales group to distribute commissions to a group of two or more salespeople who are responsible for a customer's order. For example, if the sales group consists of a sales manager, account representative, and sales assistant, you assign a group code that represents the three salespeople.

After you enter an order and update customer sales, the system applies the corresponding commission amounts to the address book numbers of the salespeople in the sales group.

You can set a variable commission percentage for the group or variable commission percentages for salespeople within the sales group. If commission percentages differ within a group, you can set up different commission percentages for each salesperson. For example, a manager might have a higher rate of commission than a sales assistant.

Prerequisites

Before you complete the tasks in this section:

- Verify that address book numbers exist for all salespeople.

- Verify that you have set the processing options for the Sales Update program to update the commission information.

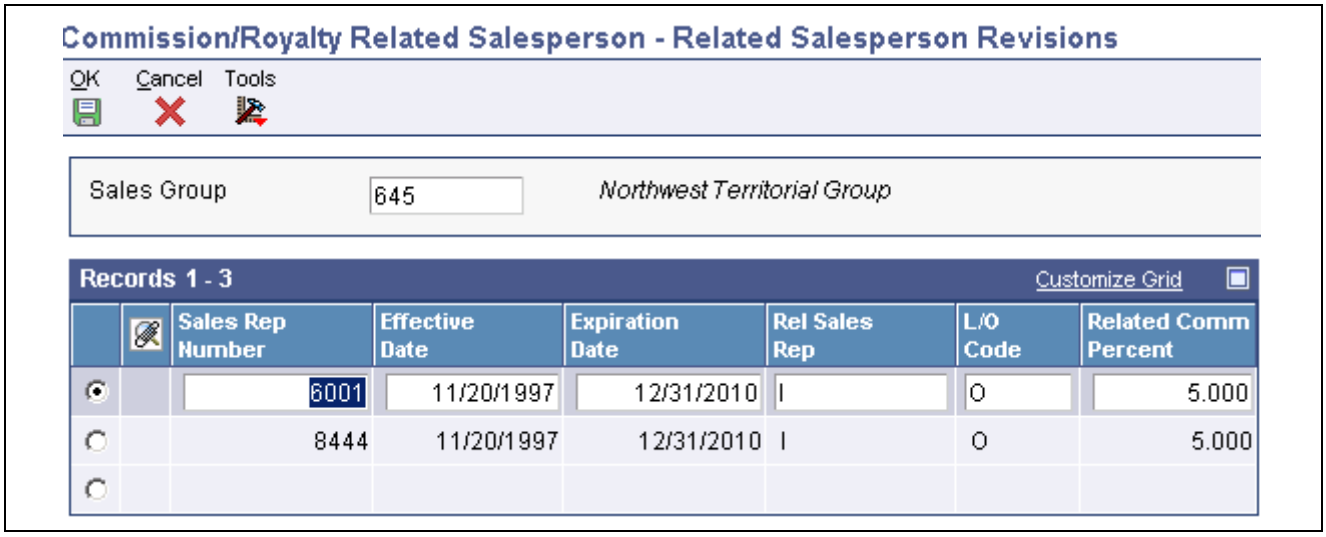
  See Chapter 16, "Running the End of Day Processes," Updating Customer Sales, page 464.
- Verify that you have set up a code for the sales group in UDC table (42/ RS).
- Verify that you have set up address book numbers for salespeople and sales groups in the address book.

Forms Used to Set Up a Sales Group

Form Name	Form ID	Navigation	Usage
Work with Related Salesperson	W42100F	Commission/Royalty Management (G4223), Commission/Royalty Related Salesperson	Review and select related salesperson records.
Related Salesperson Revisions	W42100E	Click Add on Work with Related Salesperson.	Add and revise related salesperson records.

Setting Up a Sales Group

Access the Related Salesperson Revisions form.



Related Salesperson Revisions form

Sales Group Enter a code that you use in place of the salesperson number when more than two salespersons are responsible for an order.

Sales Rep Number (sales representative number) Enter an address book number for the sales representative.

The standard for commission calculations requires a maximum of two salespersons and respective commission rates for each order line.

To create a commission liability for more than two salespersons, you can relate individuals or entities (for royalties) to a single order line. To do so, set up a sales/commission/salesperson code that represents not one but many salespersons in the related salesperson file. The system inserts this code in the billing instructions record for any customer or during sales order entry

	to create multiple commission records at the appropriate point in the order processing cycle (one record for each related salesperson).
Effective Date	Enter the date on which a level within a pricing method takes effect. There can be multiple records within a pricing method that have the same level identifier, discount percentage, and so forth, with the only difference being the effective date. This may occur due to special promotion periods.
Rel Sales Rep (related sales representative)	Enter a code to designate whether the system calculates commissions using invoice amount or gross margin.
L/O Code (line/order code)	Enter *O* to base commissions on order totals or *L* to base commissions on line amounts.
Related Comm Percent (related commission percent)	Enter the percent of the sale for which a related salesperson is responsible. A related salesperson is any salesperson in a designated (related) sales group. For a given group, the percent of the sale does not have to equal 100 percent.

Setting Up Commission Constants

This section provides an overview of commission constants and discusses how to set up commission constants.

Understanding Commission Constants

You can include additional information before calculating the commission amount for a salesperson, a sales group, or salespeople within a group. The system compares the additional commission information such as order type, fixed costs, and effective dates against the order information before calculating the commission percentage. You can designate different commission percentages for order types. For example, you can designate that a salesperson earns five percent commission on a sales order, two percent on a direct ship order, and seven percent on a blanket order.

You can also designate commission percentages for a limited period of time with variables that apply during the effective dates. For example, you might specify that a sales trainee earns a seven percent commission on sales order totals during the training period. During that time, the order must meet a minimum gross margin amount or the system does not calculate commissions. If the order qualifies for a commission, then you must deduct fixed costs before calculating the commission percentage. After the training period, the salesperson earns a five percent commission on the gross margin of all orders after the system deducts the fixed costs. You can enter multiple commission percentages at one time when you anticipate changes in the future.

As an alternative to entering a commission percentage, you can enter a commission amount for an invoice, cost, or gross amount.

You can assign additional information to a sales group or salespeople within a group. To specify additional commission information for the group, you must assign the additional information to the group code. For example, you can specify that the group must meet the assigned minimum gross margin before the system calculates the commission. To calculate additional commission information for salespeople within the group, you can assign additional information to each salesperson's number.

After you have set up a commission constant, you cannot delete it. However, you can change the expiration date.

You must use the Sales Order Constants (P42460) to set up the Sold To Ship To Default. This determines whether the salesperson receives a commission based on the whether the customer number is in the Sold To, Ship To, or both fields on the order entry form.

Prerequisites

Before you complete the tasks in this section:

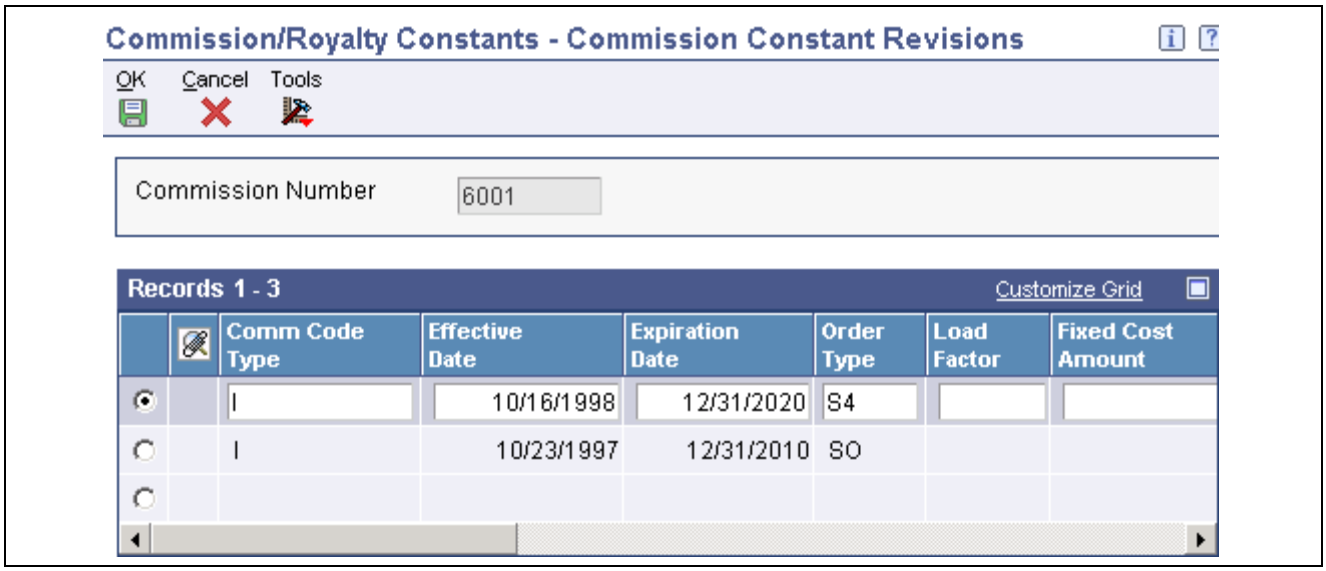
- Verify that you set up a code for the salesperson group in UDC table (42/RS).
- Verify that the commission rate codes are blank for each customer in the Customer Master.
- Set up UDC 42B/CD to determine if the system bases commissions on the customer number in theSold To, Ship To, or both fields when entering the order.
- Set up Sold To Ship To Default in the Sales Order Constants. Enter P42460 in the fastpath to access the Sales Order Constants.

Forms Used to Set Up Commission Constants

Form Name	Form ID	Navigation	Usage
Work With Commission Constants	W42110E	Commission/Royalty Management (G4223), Commission/Royalty Constants	Review and select commission constant records.
Commission Constant Revisions	W42110D	Click Add on Work With Commission Constants.	Add and revise commission constant records.

Setting Up Commission Constants

Access the Commission Constant Revisions form.



Commission Constant Revisions form

Comm Code Type (commission code type) Enter a code to designate whether the system calculates commission using the invoice amount or gross margin. No matter which item the system uses, you

should consider an amount as the starting point in the commission calculation and apply loading factors, fixed costs, minimum margins and so on

Load Factor Enter the factor that the system uses as multiplier of product cost.

Fixed Cost Amount Enter the dollar amount of processing overhead per order.

Min. Gross Margin ($) (minimum gross margin ($)) Enter the order-based minimum gross margin. If the gross margin is not equal to at least this amount, then the order does not qualify for a commission.

Commission (%) Enter the percentage of an order sales amount that is payable to the salesperson.

Flat Commission Amount Enter a value to specify a commission amount. Enter a flat commission amount instead of a commission percentage. You must enter the per-unit amount to calculate commission amounts against the invoice, gross margin, or cost.

Per Unit Amount Enter the dollar amount per unit of the item.

Category Code Enter one of thirty reporting codes that you can assign to an address in the address book. Use these codes to group address book records for reports, mailings, and so on. Category codes are user defined (system 01, types 01 through 30). Examples include:

- Category code 01
- Location or Branch
- Category code 02
- Salesperson
- Category code 03
- Product
- Category code 04
- Credit officer

Geographic Region Enter one of thirty reporting codes that you can assign to an address in the address book. Use these codes to identify addresses for reports, mailings, and so on. Category codes are user-defined (system 01, types 01 through 30). Examples include:

- Category code 01 - Location or Branch.
- Category code 02 - Salesperson.
- Category code 03 - New tenant.
- Category code 04 - Credit officer.

Freight Handling Code Enter a UDC (42/FR) designating the method by which supplier shipments are delivered. For example, the supplier could deliver to the company's dock, or you could pick up the shipment at the supplier's dock. You can also use these codes to indicate who has responsibility for freight charges. For example, you can have a code indicating that the customer legally takes possession of goods as soon as they leave the supplier warehouse and is responsible for transportation charges to the destination.

Assigning Commission Information

This section provides an overview of assigning commission information and discusses how to assign commission information.

Understanding Assigning Commission Information

You can set up the commission information to reflect the company's sales environment. You can assign one or more salespeople or sales groups to each customer. You can have the salesperson receive a commission based on the whether the customer number is in the Sold To, Ship To, or both Sold To and Ship To fields on the order entry form. After you enter an order and update customer sales, the system applies a calculated commission amount to each salesperson's address book number or the address book number of each salesperson in the sales group.

Note. If you set the Sales Order Constants to base the commission on the customer in both the Sold To and Ship To fields and enter the same customer number in the Sold To and Ship To fields, the salesperson assigned to the customer receives a double commission.

When you assign commission information as you are entering a sales order, the system processes the commission information based on whether you are using preferences. If you are not using preferences, then the system retrieves commission information from the F42160 table, which uses the information from the F42150 and F42140 tables, respectively.

If you use basic preferences, the system retrieves commission information from the Sales Order Detail Commission Information table, which displays the information from the F40344 table. If there is no commission information in the F40344 table, the system retrieves default commission information from the F42150 table. Note that you can also use advanced preferences to retrieve commission information.

You can set up commission percentages according to the company's commission payment policies. You can distribute commissions by entering a fixed commission percentage or variable commission percentages.

When you set a fixed commission percentage, the system applies the same percentage rate for any order. If you assign a group of salespeople to a customer, you can distribute commissions on a fixed commission percentage. However, when you assign a fixed commission percentage in the customer billing instructions for a group, the system distributes the commission amount to the group number. You can use this option if you distribute commissions to an entity, such as a branch office. The system does not automatically divide the fixed commission percentage between the salespeople within the group.

When you assign a fixed commission percentage on the customer master record, the system calculates the commission amount based on the order total.

You cannot assign commission percentages for a salesperson on the customer master record if you want to calculate variable commission percentages or set up additional commission information. To distribute the same commission percentage to the salespeople within a group, you must specify the commission percentage for each salesperson.

See Also

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Customer Billing Instructions , page 15

Setting Up Branch Sales Markups

This section provides an overview of branch sales markups and discusses how to set up branch sales markups.

You use branch sales markups to set up the additional costs that are associated with an interbranch sales order. You enter an interbranch sales order to fill a sales order from a different branch/plant than where you placed the order. For example, if the company sells from one location but fills and ships orders from another location, such as a central supply warehouse, you can ship the order from the central supply warehouse directly to the customer.

Companies can apply additional costs to interbranch sales. The additional costs that you set in the Branch Transfer Markup program (P3403) are the amounts that the branch/plant charges in addition to the base price.

You can use the Branch Transfer Markup program to set the markup amount for any interbranch sales order. You can also define the relationship between the selling branch/plant and the supplying branch/plant. For example, if you are setting up the branch sales markup table from the perspective of a central supply warehouse, you can define the amount that you charge every location that places an order.

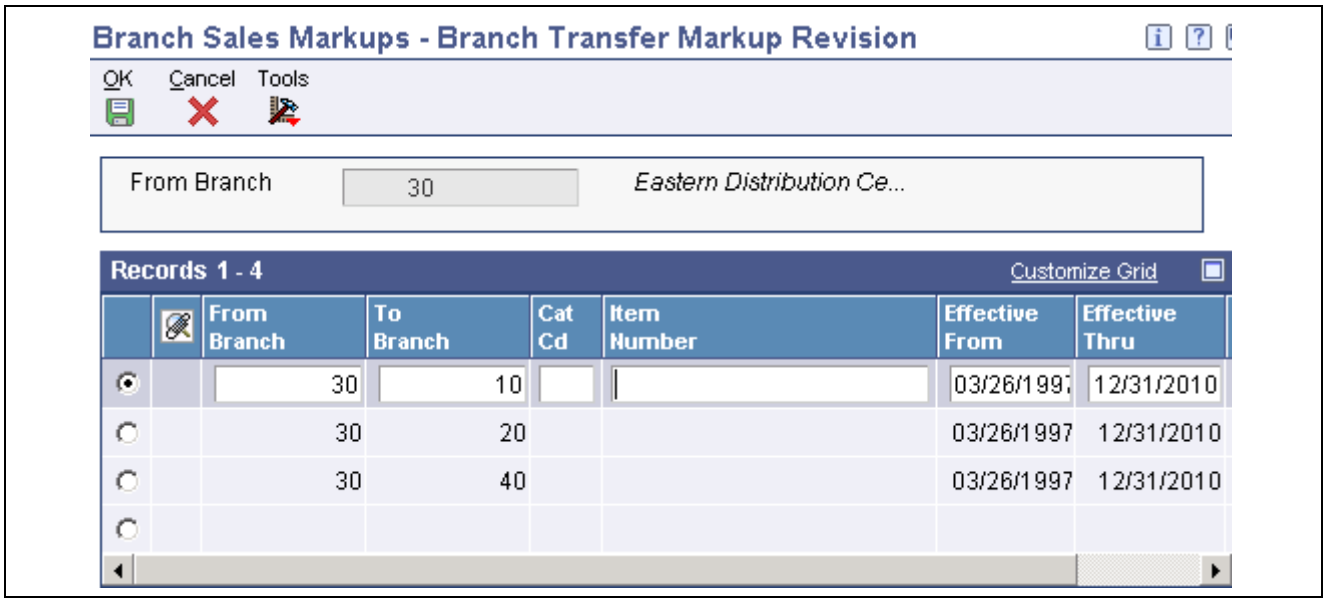
You can also set markup amounts that are specific to either an item or an item group. For example, any time you fill an order that contains an item with an additional markup amount, the system adds the markup amount for that item to the order total. Or, any time that you fill an order that contains an item from a specific group, the system adds the markup amount for the group. You cannot set a markup for both an item and a markup for a group that includes the item.

Forms Used to Set Up Branch Sales Markups

Form Name	Form ID	Navigation	Usage
Work With Branch Transfer Markup	W3403C	Sales Order Management Setup (G4241), Branch Sales Markups	Review and select branch transfer markup records.
Branch Transfer Markup Revision	W3403A	Select a branch to revise and click OK on Branch Transfer Markup Revision.	Add and revise branch transfer markup records.

Setting Up Branch Sales Markups

Access the Branch Transfer Markup Revision form.



Branch Transfer Markup Revision form

From Branch

Enter an alphanumeric code that identifies a separate entity within a business for which you want to track costs. For example, a business unit might be a warehouse location, job, project, work center, branch, or plant.

You can assign a business unit to a document, entity, or person for purposes of responsibility reporting. For example, the system provides reports of open accounts payable and accounts receivable by business unit to track equipment by responsible department.

Business unit security might prevent you from viewing information about business units for which you have no authority.

To Branch

Enter an accounting entity, such as a profit center, department, warehouse location, job, project, work center, and so on, required for management reporting.

Effective From

Enter a date that indicates:

- When a component part goes into effect on a bill of material.
- When a routing step goes into effect as a sequence on the routing for an item.
- When a rate schedule is in effect.

The default is the current system date. You can enter future effective dates to plan for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in PeopleSoft EnterpriseOne Product Costing, Shop Floor Management, and Capacity Requirements Planning. Material Requirements Planning determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data that is based on the effectivity dates you enter.

Effective Thru (effective through)

Enter a date that indicates:

- When a component part is no longer in effect on a bill of material.
- When a routing step is no longer in effect as a sequence on the routing for an item.

- When a rate schedule is no longer active.

The default is December 31 of the default year that is defined in the data dictionary for the Century Change Year field. You can enter future effective dates to plan for upcoming changes. Items that are no longer effective in the future can still be recorded and recognized in Product Costing, Shop Floor Management, and Capacity Requirements Planning. Material Requirements Planning determines valid components by effectivity dates, not by the bill of material revision level. Some forms display data based on the effectivity dates that you enter.

Percent Markup Enter the percent for the percent the cost is to be marked up when the item is transferred from one branch to another.

Setting Up AAIs

This section provides an overview of AAIs and discusses how to set up AAIs for Sales Order Management.

Understanding AAIs for Sales Order Management

AAIs are the links between the day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute GL entries that the system generates. For example, in Sales Order Management, AAIs indicate how to record the transaction when you sell a stock item to a customer.

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

If you are required to collect taxes on customer invoices, you must distribute the tax amounts to the correct GL accounts. When you set up AAIs for a specific type of tax, such as VAT or use tax, you designate which accounts you want to debit and credit for an invoice tax amount.

The system stores AAIs in the F4095 table.

AAIs for Sales Order Management

This table describes the AAIs to set up for Sales Order Management:

AAI	Description
Cost of Goods (COGS) Sold (4220)	Provides the expense or cost amount to the cost of goods sold account.
Revenue (4230)	Provides the actual sales price of inventory in the sales revenue account.
Inventory (4240)	Credits the cost amount to an inventory account.
A/R Trade (4245)	Debits the sales amount to an accounts receivable account. The system writes the accounts receivable offset entries to the general ledger only if the accounts receivable update option is turned off.

AAI	Description
Tax Liability (4250)	Provides journal entries to tax liability accounts that were created during a sales update.
Price Adjustments (4270)	Provides the journal entries for individual price adjustments that were created during a sales update.
Rebates Payable (4280)	Provides the offset entries of accrued accounts.
Ship and Debit (4234)	Adjusts the profit margins affected by ship and debit agreements.

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

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "Setting Up Tax Information," Setting Up AAIs for Taxes

Forms Used to Set Up AAIs for Sales Order Management

Form Name	Form ID	Navigation	Usage
Work With AAIs	W40950B	Sales Order Management Setup (G4241), Automatic Accounting Instr	Review and select AAI tables.
Account Revisions	W40950D	Select an AAI table and then select Details from the Row menu on Work With AAIs.	Add and revise account information for the selected AAI table.

Setting Up AAIs for Sales Order Management

Access the Account Revisions form.

Defining Flexible Account Numbers

This section provides an overview of flexible account numbers and discusses how to set up a flexible account number.

Understanding Flexible Account Numbers

You use flexible sales accounting to create a flexible format for account numbers in the chart of accounts. Flexible account numbers use the standard PeopleSoft EnterpriseOne format, which has three segments, and the business unit.object.subsidiary. The flexible format lets you customize each segment of the account number.

For example, you might use a format that includes more information, such as, salesperson, branch, sales territory, and other address book category codes. Or, you can set up the structure of the flexible account number based on how you track the performance of items and customers through sales detail and the general ledger.

The standard account structure is formatted with these segments:

- Business unit
- Object account
- Subsidiary account
- Subledger

Flexible format accounts have the same segments. The length of all segments cannot exceed 34 characters. Each segment of the flexible format account has a character limit:

- Business unit: 12 characters
- Object account: 6 characters
- Subsidiary account: 8 characters
- Subledger: 8 characters

To create a flexible account number, you define one or more of these segments. Each of these fields is hard-coded in UDC table 40/DI. You can view valid fields on Flexible Sales Accounting. To do this, you associate one or more pieces of information with each segment. Each piece of information is associated with a field and is stored in one of these tables:

- Address Book Master
- Price Adjustment Type (F4071)
- Item Master
- Item Branch File
- Sales Order Detail File

To associate information with a segment, you must know the data item name, or alias, that is associated with the corresponding field in the table.

Note. To use a field that is not included in these tables, you must develop custom programming.

You cannot define an object segment. You must define the object account through AAIs.

The subledger account is not visible online, but is stored in the F0911 table.

You activate flexible sales accounting through the processing options for the Sales Update program.

Before you create a flexible account number, consider these points:

- Use a consistent account structure.

  You must use the same account structure for all companies and all business units in the organization. This is necessary for multi-company consolidations and automated intercompany settlements.

  If you use flexible accounting in PeopleSoft EnterpriseOne Financial Management, the business unit and subsidiary account that you define through distribution flexible sales accounting must have the same number of characters as the business unit and subsidiary account that you define through financial flexible accounting.

- Define one subledger per account.

  You can define only one subledger type for each account. It is important that you review the account structure before you set up flexible accounts to determine how you will use subledgers.

Example: Flexible Account Number

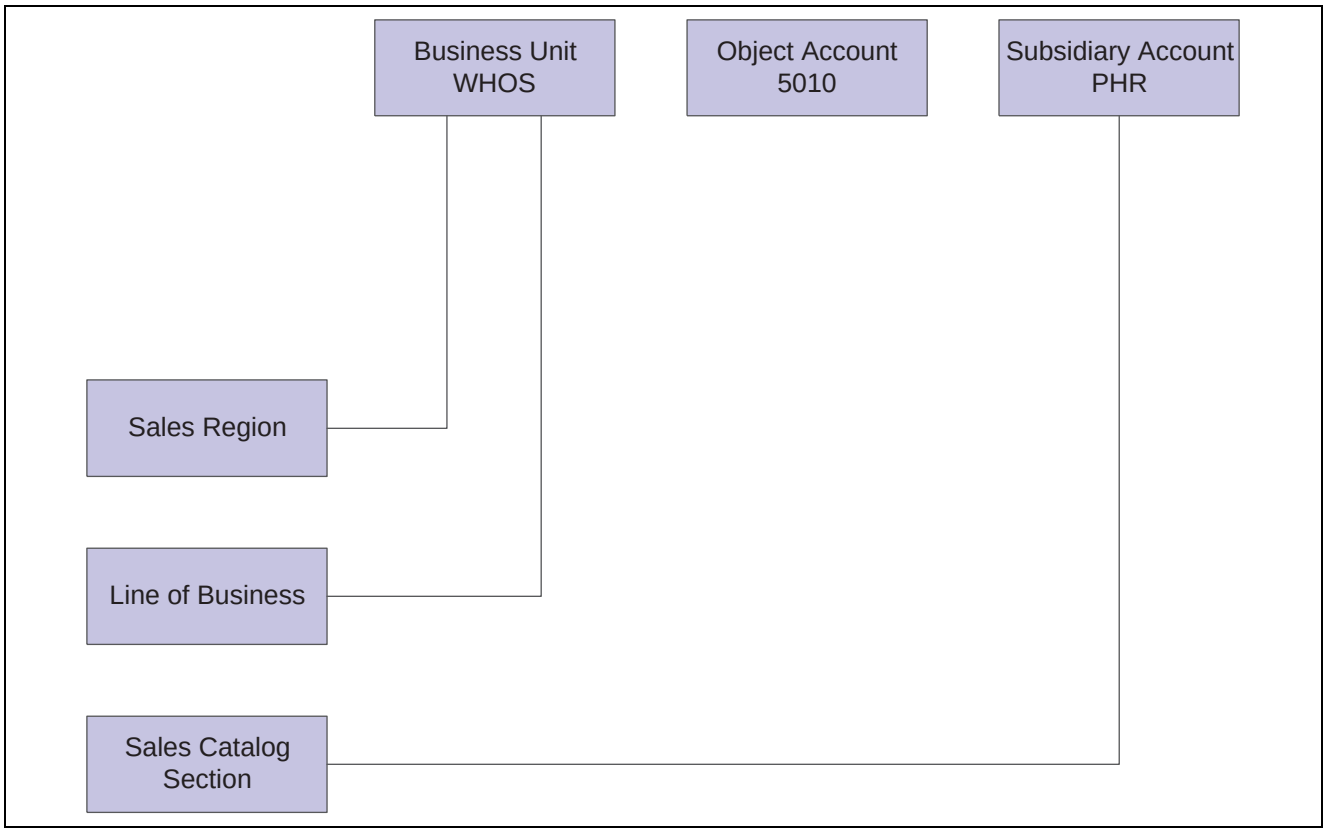
A pharmaceutical company sells its products nationwide to hospitals and pharmacies. It also sells non-prescription products to retail outlets.

The company tracks sales by region of the country, hospital versus retail pharmacies, and pharmacy (prescription) versus over-the-counter (non-prescription) sales. The company can direct the sales, COGS, and inventory charges to accounts that are made up of different combinations of these three categories to track their sales information.

The company could define the flexible account number as:

- Business unit, in two segments:
  - Address book category code, such as sales region (for example, W for West).
  - Address book category code, such as line of business (for example, HOS for hospital or RET for retail).
- General ledger object account from the AAI, such as 5010.
- Subsidiary account, in one segment (optional). Item master reporting code, such as sales catalog section (for example, PHR for pharmacy, or OTC for over-the-counter).

This graphic illustrates and example of a hospital that buys a prescription drug for its pharmacy, the revenue would go to the WHOS.5010.PHR account, as indicated:



Flexible account number

Base Sales Order Management AAIs

You can define a flexible account number only for these base sales order management AAI tables:

- 4220 (Cost of Goods Sold)

- 4230 (Sales)
- 4240 (Inventory)
- 4250 (Sales Tax Payable)

When the system searches for an account for these AAIs, it searches the F4096 table in this order:

1. The system checks for a flexible account number that has been defined for a specific AAI and a specific company.
2. If no account has been defined for a specific AAI and a specific company, the system checks for an account that has been defined for a specific AAI and company 00000.

Advanced Pricing AAIs

You can define a flexible account number for only these advanced pricing AAI tables:

- 4270 (Adjustments)
- 4280 (Accruals)

When the system searches for an account for these AAIs, it searches the F4096 table in this order:

1. The system checks for a flexible account number that has been defined for a specific AAI, a specific company, and an adjustment name.
2. If no account has been defined for a specific AAI, a specific company, and an adjustment name, the system checks for a flexible account number that has been defined for a specific AAI and a specific company.
3. If no account has been defined for a specific AAI and a specific company, the system checks for a flexible account number that has been defined for a specific AAI, company 00000, and an adjustment name.
4. If no account has been defined for a specific AAI, company 00000, and an adjustment name, the system checks for a flexible account number that has been defined for a specific AAI and company 00000.

Locating Account Information from the AAI

When you process a transaction that requires the system to record information to the general ledger, it searches for each part of the flexible account number as illustrated in this table:

Account Segment	Search Hierarchy
Business Unit	To locate the business unit, the system: • Searches for the business unit in the AAI. • If no business unit has been defined in the AAI, the system uses the flexible format business unit you define. • If no flexible format business unit exists, the system uses the business unit that you specify through the processing options of the sales update program.

Account Segment	Search Hierarchy
Subsidiary Account	To locate the subsidiary account, the system: • Searches for a subsidiary account that has been defined in the AAI. • If no subsidiary account has been defined in the AAI, the system uses the flexible format subsidiary account that you define.
Subledger	To locate the subledger, the system: • Searches for the subledger account that you specified in sales order detail. • If no subledger account has been specified in sales order detail, the system uses the flexible format subledger account that you define. • If no flexible format subledger account exists, the system uses the subledger that you specify through the processing options of the sales update program.

If you have set up the appropriate processing options in the Sales Update program, the system searches for flexible account information.

Prerequisites

Before you complete the tasks in this section:

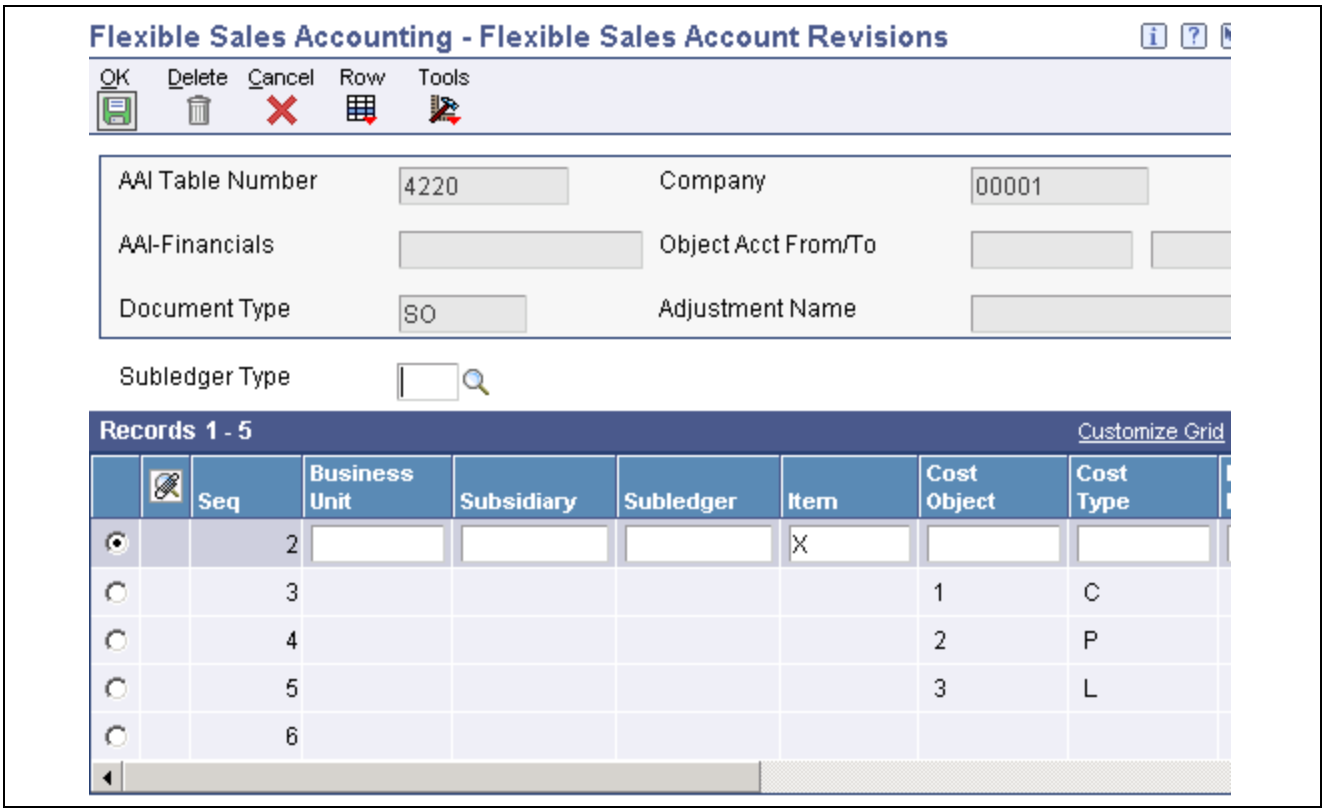
- Determine the information that you want to associate with each segment of the account number.
- Define AAIs with object account information only.

Forms Used to Set Up a Flexible Account Number

Form Name	Form ID	Navigation	Usage
Work With Flexible Sales Accounts	W40296A	Sales Order Management Setup (G4241), Flexible Sales Accounting	Review and select flexible account number records.
Flexible Sales Account Revisions	W40296C	Click Add on Work With Flexible Sales Accounts.	Add and revise flexible account number records.

Setting Up a Flexible Account Number

Access the Flexible Sales Account Revisions form.



Flexible Sales Account Revisions form

Setting Up Record Reservations

If the business receives a large number of sales orders every day and you work with various programs to efficiently manage the sales orders, you might want to limit users' access to the programs after the sales orders have been entered to preserve data integrity. Having multiple users who update data at the same time can result in inaccuracies.

PeopleSoft EnterpriseOne provides you with record reservation capability, which when activated, enables only one user at a time to update information that is contained in the Sales Order Detail File table. After one user finishes updating information, another user is able to access the appropriate program to continue updating information.

By accessing the UDC table (00/RR) for record reservations, you can specify that record reservation be activated for a particular program by entering *1* in the Special Handling field.

You can activate record reservations for these Sales Order Management programs:

- Sales Order Entry
- Shipment Confirmation (P4205)
- Backorder Release (P42117)
- Backorder Release and Report (R42118)
- Print Pick Slips (R42520)
- Inventory Commitment (R42997)

- Packaged Pick Slip (R42521)
- Control Pick Slips (R42522)

See Also

PeopleSoft EnterpriseOne Tools 8.94 Foundation PeopleBook

Setting Up Self-Service for Customers and Suppliers

This section provides an overview of setting up self-service processing for customers and suppliers and discusses how to:

- Address security issues.
- Activate processing options for customer self-service.

Understanding Self-Service Setup for Customers and Suppliers

Before customers and suppliers can use self-service to access information, you must provide a method for them to:

- Access item information.
- Review account information.
- Review existing orders and shipments.
- Access product and warranty information.
- Review information about existing calls.
- Review service orders.

When you set up user profiles for customers and suppliers, you can limit their access to only the self-service menus, based on their user IDs. Customers and suppliers cannot use self-service to add or modify address book, customer master, or supplier master information.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set up address book for customers.

  See *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*, “Entering Address Book Records,” Entering Address Book Records.

- Verify that you have set up customer master records for customers.
- Assign a branch/plant and default location to each customer. When customers inquire on products, pricing and availability, the system retrieves the information based on the branch/plant that you assign to the customer’s user ID.

  See *PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*, “Setting Up the Inventory Management System,” Setting Up Default Location Information.

- If you are using Transportation Management, set up routing entries to include self-service routing options.

See *PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook*, "Setting Up Routes," Setting Up Routing Entries.

Addressing Security Issues

After you set up address book and master records for customers and suppliers, you must set up user profiles to limit customers' and suppliers' access to the system. Customers and suppliers must have profiles before they can log on to any self-service applications.

In the user profile, enter this information for a customer or supplier:

- User ID
- Password
- Preferences, such as language and localization information.

You must also specify the menu that you want the supplier or customer to be able to access. Suppliers and customers can access only the programs that are on the menu that you specify in the user profiles. Specify one of these menus, depending on the type of user:

- Daily Customer Self-Service Processing (G1715), for customers who need access to self-service programs in Service Management.
- Customer Self-Service (G42314), for customers who need access to self-service programs in Sales Order Management.
- Supplier Self-Service (G43S11), for suppliers who need access to self-service programs in Procurement.

When a customer or supplier enters information using self-service programs, the system stores product selections and other information in a memory cache file. The customer or supplier can move between programs and the cache file retains the current contents of the order or quote.

See Also

PeopleSoft EnterpriseOne Tools 8.94 System Administration PeopleBook

Activating Processing Options for Customer Self-Service

To enable customers to use the website to enter and review orders and review order statuses and account information, you must activate the customer self-service processing options for these programs:

- Sales Order Entry
- Customer Ledger Inquiry (P03B2002)
- Item Availability (P41202)

If you use Transportation Management, activate the customer self-service processing options for these programs:

- Shipment Tracking (P4947)
- Work with Shipments (P4915)
- Work With Loads (P4960)

The system displays only those fields that are useful to customers. It hides fields that are confidential.

Setting Up Product Hierarchies for Self-Service

This section provides an overview of product hierarchy setup for self-service order entry and discusses how to:

- Set processing options for Item Hierarchy (P4101H).
- Set up product hierarchies.

Understanding Product Hierarchy Setup for Self-Service Order Entry

When customers use the self-service website, you can allow them to view products by group and hierarchy. By assigning items to product groups and hierarchies, you relieve the customers from having to scroll through a complete list of the inventory.

You define a product group by selecting a category code from either the Item Master table or the Item Branch File table. Items that have the same assigned category code belong to a group. For example, a bicycle manufacturer might create a group called *Bikes* that contains subgroups for mountain bikes, road bikes, BMX bikes, and so on. The system assigns hierarchies based on the sequence number and the parent directory that you specify. For example, the group *Bikes* would have a higher sequence number than the group *Mountain Bikes*. The resulting tree-like structure can have any number of levels.

If you have defined item restrictions for a customer in the Customer Master program, that customer is not able to view the restricted items, although the items remain part of the product groups and hierarchies that you assign.

Forms Used to Set Up Product Hierarchies

Form Name	Form ID	Navigation	Usage
Product Hierarchy Maintenance	W4101HD	Sales Order Management Setup (G4241), Item Hierarchy Manager	Review and select product hierarchy groups.
Product Hierarchy Revisions	W4101HE	Click Add on Product Hierarchy Maintenance.	Add and revise product hierarchies.
Directory Search	W4101HF	Select Parent Directory from the Form menu on Product Hierarchy Revisions.	Locate and select a parent hierarchy.

Setting Processing Options for Item Hierarchy (P4101H)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Structure Type Enter a UDC (01/TS) that identifies a type of organizational structure that has its own hierarchy in the Address Book system (for example, email). When you create a parent/child relationship for Accounts Receivable, the structure type must be blank.

SO Entry Version (P4210)sales order entry version (P4210) Enter a version of the sales order entry program.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Item Restrictions (1/0) Enter *0* or leave blank and the system does not perform item restriction checking for whether an item can be sold to the customer. Enter *1* to check for item restrictions.

2. Check Availability (1/0) Enter *0* or leave blank and the system does not perform availability checking for each ordered item. Enter *1* and the system performs availability checking.

3. Item File Leave blank to use item master or enter *1* to use item/branch.

Setting Up Product Hierarchies

Access the Product Hierarchy Revisions form.

Setting Up UCC 128 Compliance

This section provides an overview of UCC 128 compliance, UCC identification codes, bar code labels, shipping labels, hierarchical configurations, and item information for UCC 128, and discusses how to:

- Set up hierarchical configurations.
- Set up shipping information.
- Set up item information for UCC 128.

See Also

PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook, "Planning Transportation," Planning Transportation Shipments

Understanding UCC 128 Compliance

To reduce cycle times, limit inventory, and increase profitability, most large retailers require that their suppliers receive electronic purchase orders and send electronic invoices.

The UCC in the United States, the Electronic Commerce Council of Canada (ECCC), and the International Article Numbering Association (EAN) have established standard identification and information transmission procedures. These standards, known as UCC 128 Compliance, facilitate uniform product identification and the exchange of shipment information between suppliers and customers (retailers).

To adopt UCC 128 Compliance practices, suppliers and retailers adopt these standards:

- Identification Codes: A defined structure for each code.
- Bar Code Labels: Fixed or variable codes that encode information for a single product unit, a consumer pack, or a collection or packages for shipment.
- Shipping Labels: Labels that follow the specific standard of the UCC Common Label.

  This standard sets up specific label segments and the information that is contained in each segment.
- EDI (Electronic Data Interchange): The electronic exchange of structured machine-readable information.

For large retailers, the benefits of being UCC 128 compliant are:

- Improved Sales: By reducing warehouse cycle time, retailers can get their products on the shelf more quickly.

  A retailer can increase the sell-through revenue by moving the product to the customer faster.
- Reducing Safety Stock: By receiving information on shipments prior to arrival, companies can react more quickly to shortages and maintain less safety stock in inventory.
- Increased Forecasting Accuracy: Retailers are able to more accurately measure lead time of shipments.

  This can reduce safety stock.
- Reduced Receiving Costs: By scanning shipping labels, the retailer can collect bar-coded data faster than by manually entering data.

  Scanning shipping labels is less labor-intensive and results in fewer errors and omissions of data.
- Improved Warehouse Management: Retailers can gather better shipping statistics, reduce warehouse cycle time, and more efficiently plan floor space and labor schedules.

For suppliers, the benefits of being UCC 128 compliant are:

- Improved cash flow: By reducing the payment cycle times with retailers, suppliers can reduce borrowing requirements and improve cash flow.
- Improved sales: Retailers penalize suppliers that cannot adopt UCC 128 Compliance procedures.

  Typically, this penalty is per transaction. If the supplier cannot adopt UCC 128 Compliance practices within a given time frame, the supplier can lose business with the retailer.

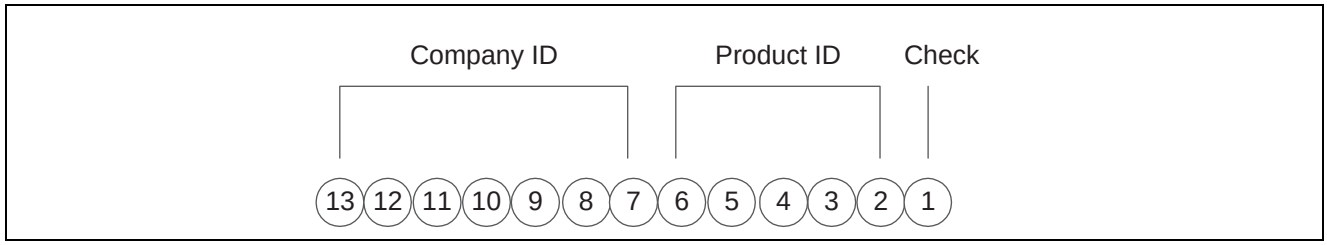
Understanding UCC Identification Codes

Each company can assign product identification codes. The Uniform Code Council (UCC), the Electronic Commerce Council of Canada (ECCC), and the EAN (outside of Canada and the United States) assign member companies the company identification. In the company identification codes, the first digit is the region code. For North America, the region code is 0. Therefore, the company identification can be seven digits, if you include the first digit as zero (0). Because each UCC code contains the company number, all numbers are unique.

Universal Product Code (UPC)

Each company can assign the Universal Product Code (identified as UPC in North America and EAN-13 outside of North America) to both a consumer unit and the lowest saleable unit for a specific product. For example, a can of soda would have the UPC identification on the can because it can be sold individually. The UPC code is a fixed code that identifies one unit of a specific product.

This example shows the structure of a UPC code:



UPCEAN-13 code structure

The UPC code consists of a:

- Seven-digit company (or manufacturer) ID that is assigned by the UCC/EAN.

  For North American companies, the company ID is represented by only six characters, since the leading seventh digit is always zero (0) and can be left off the code.

- Five-digit product ID that is assigned by the company.
- Single-digit check character.

Typically, a company maintains its own product identification codes for internal use but cross-references the internal product identification codes to the UPC code.

Shipping Container Code (SCC)

Companies assign the Shipping Container Code (identified as the SCC-14 in North America and EAN-14 outside of North America) to an intermediate pack for a specific product. For example, cans of soda are sold in various configurations. One possible configuration is four six-packs in each case. Therefore, the case would have an intermediate pack identifier (SCC-14) on it.

The Shipping Container Code, like the UPC, is a fixed code that identifies the specific number of consumer packs of a specific product. The SCC code on the case of soda represents four consumer packs, each with six sodas or a total of 24 sodas.

The SCC-14 code consists of:

- A single-digit packaging indicator that identifies the packaging.

  This identifier is assigned by the company and may vary from product to product. This identifier is fixed and has these values:

  - Zero (0) indicates that the product ID on the SCC is not the same as the product identification on the UPC codes that are contained within the package.
  - Codes 1 - 8 indicate company-defined packaging. For example, a 1 might mean a case containing six packs and a 2 might mean a case containing 12-pack boxes.
  - Code 9 indicates that the amount of product inside the package varies from package to package even though there is the same product identification in the UPC codes of the consumer pack that is contained within the package.

- A seven-digit company (or manufacturer) ID that is assigned by the UCC/EAN.

- A five-digit product ID that is assigned by the company.
- A single-digit check character.

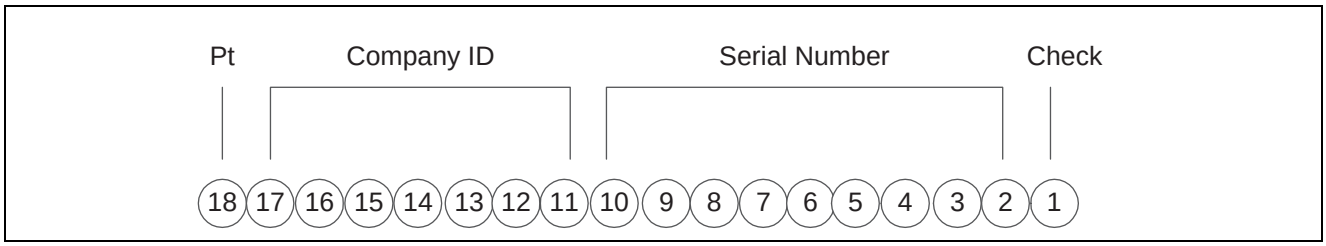
In the system, an SCC code is equivalent to an item code for a specific unit of measure. For any item, there is one UPC code but several SCC codes.

Serial Shipping Container Code (SSCC)

Serial Shipping Container Code (SSCC-18) is a unique serial number that is assigned to cartons or shipping containers, including entire truckloads or shipments.

The SSCC code is a variable code that can be a hierarchical structure of SCCs and UPCs. The code is a key to a database record. For example, an SSCC can be put on a pallet that has 10 cases of soda and 10 cases of juice.

This example shows the structure of a SSCC-18 code:



SSCC - 18 code structure

The SSCC-18 code consists of:

- A single-digit packaging type. This identifier is fixed and has these values:
  - Zero (0) indicates that the shipping container is a case or carton.
  - Code 2 indicates that shipping container is a pallet (larger than a case).
  - Code 3 indicates that the shipping container is undefined.
  - Code 4 indicates the shipping container that is used internally for intracompany use.
  - Codes 5 - 9 are reserved for future use.
- A seven-digit company (or manufacturer) ID that is assigned by UCC/EAN.
- A nine-digit serial number that identifies the shipping method that is assigned by the company.
- A single-digit check character.

Understanding Bar Code Labels

Bar codes are machine-readable symbols that encode information on physical product, intermediate packages, and collections of packages for shipment.

Bar Code Labels for UPC/EAN-13

This example shows the structure of a UPC label:

UPC Code Example

The UPC symbology has different formats, depending on business needs:

- UPC-A: A format that displays all 12 or 13 digits.
- UPC-E: A format that compresses the 12 or 13 digit numbers to eight by removing zeroes from the number.

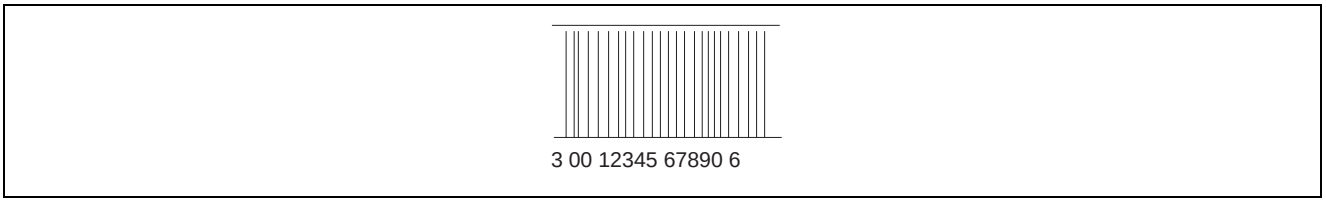
  Although the UPC-E version displays only eight digits, when the code is scanned and decoded by the bar reader, the transmission includes all digits to the computer.

Bar Code Labels for SCC-14/EAN-14

The Shipping Container Code has different formats, depending on where you print the label and the information that you want to include. For example, you can use the Interleaved 2-of-5 (ITF) format if you print the bar codes on corrugated cartons. You might want to use the UPC/EAN-128 if you encode an Application Identifier (AI) prefix. An AI prefix is important when scanning multiple bar codes on a shipping label as they allow the scanner to identify what the encoded number represents.

The Interleaved 2-of-5 (ITF) format encodes the 14 digits and is often used on corrugated cartons because it can be printed more reliably than UPC/EAN-128.

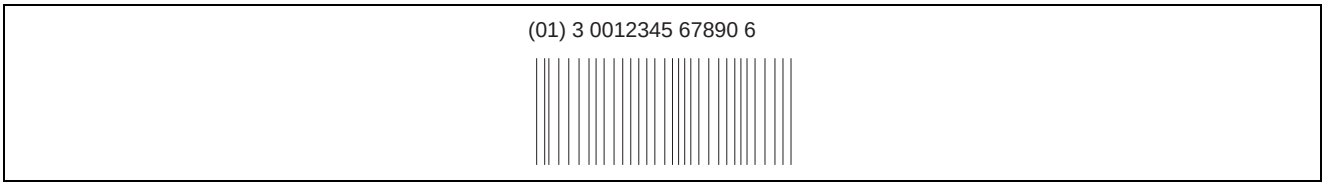
This example shows the structure of a SCC–14/EAN–14 label:



Bar code label SSC-14/EAN-14

The UPC/EAN 128 format encodes the 14 digits of the SCC and an AI prefix.

This example shows the structure of a UPC/EAN 128 label:



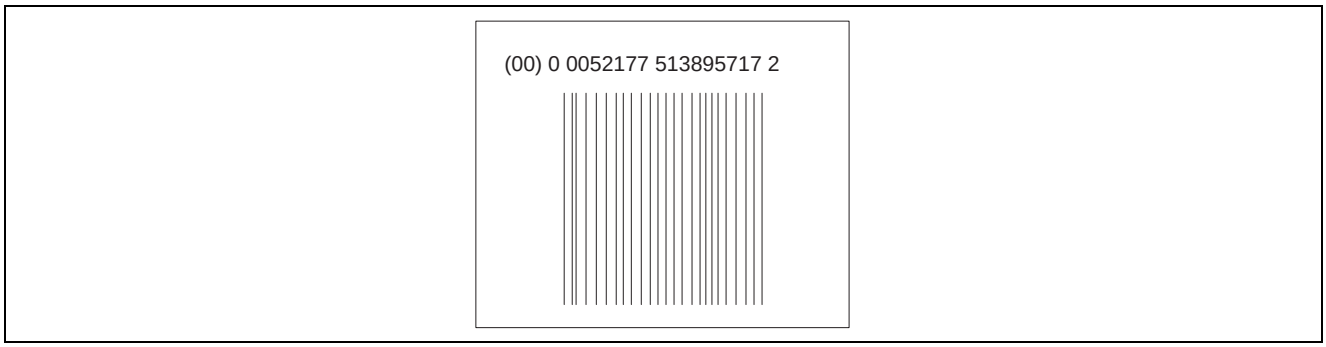
Bar code label UPC/EAN128

Bar Code Labels for Serial Shipping Container Code (SSCC-18)

The Serial Shipping Container Code is encoded with the UPC/EAN-128 standard. This standard encodes both the 18 digits of SSCC-18 code and an AI prefix. The AI identifies the type of information that is encoded. An AI of 00 identifies the bar code as an SSCC-18.

The SSCC is the label that is affixed to the shipment, the pallet, or a container. It might be applied as the shipment is being assembled or at the dock as the shipment is being loaded for transport to the customer.

This example shows the structure of a SSCC–18 label:



Bar code label SSCC - 18

Understanding Shipping Labels

Although they can vary in size, shape, and content, shipping labels follow a specific standard, the UCC Common Label. This standard specifies label segments and defines the type of information that is contained in each segment.

This example illustrates a shipping label:

Shipping label

This table illustrates the segments within the previous graphic, and the information contained in each:

Zones	Zones
Zone A - Ship From Contents: The Ship From name and address. Characteristics: Conditional for full trailer shipments, mandatory for other shipments.	Zone B - Ship To Contents: Ship To name and address. Characteristics: Conditional for full trailer shipments, mandatory for other shipments.
Zone C - Carrier Routing Bar Code Contents: Ship To postal code or PRO Number bar code. Characteristics: Conditional.	Zone D - Carrier Contents: Carrier Name, SCAC Bill of Lading Number, PRO Number Carrier Assigned Packaged ID, Carrier Assigned Shipper ID. Characteristics: Conditional.
Zone E - Trading Partner Data Contents: The agreed-upon data for the trading partners. Both bar code and text data can appear in this zone. For example, you can enter purchase order numbers, serial numbers, and product numbers. Characteristics: Optional.	None
Zone F - Trading Partner Data Contents: This is the agreed-upon data for the trading partners. This data is supplemental to the data that is in Zone E. Characteristics: Optional.	None
Zone G - Final Destination Code Contents: Can be large human-readable location number or bar code. For example, you can use this zone for the Mark-For number. Characteristics: Conditional.	Zone H - Final Destination Code Contents: The Final Destination ID, Mark-For name and address. Characteristics: Conditional.
Zone I - SSCC-18 Bar Code Contents: The Serial Shipping Container Code Characteristics: Mandatory.	

Understanding Hierarchical Configurations

When you transmit order information, you can establish a format that relays the information about the shipment, the orders within the shipment, and the items within the order. You define hierarchical configurations to transmit information that meets the customers' needs.

You can set up any structure based on the business needs. This tables shows examples of hierarchical structures:

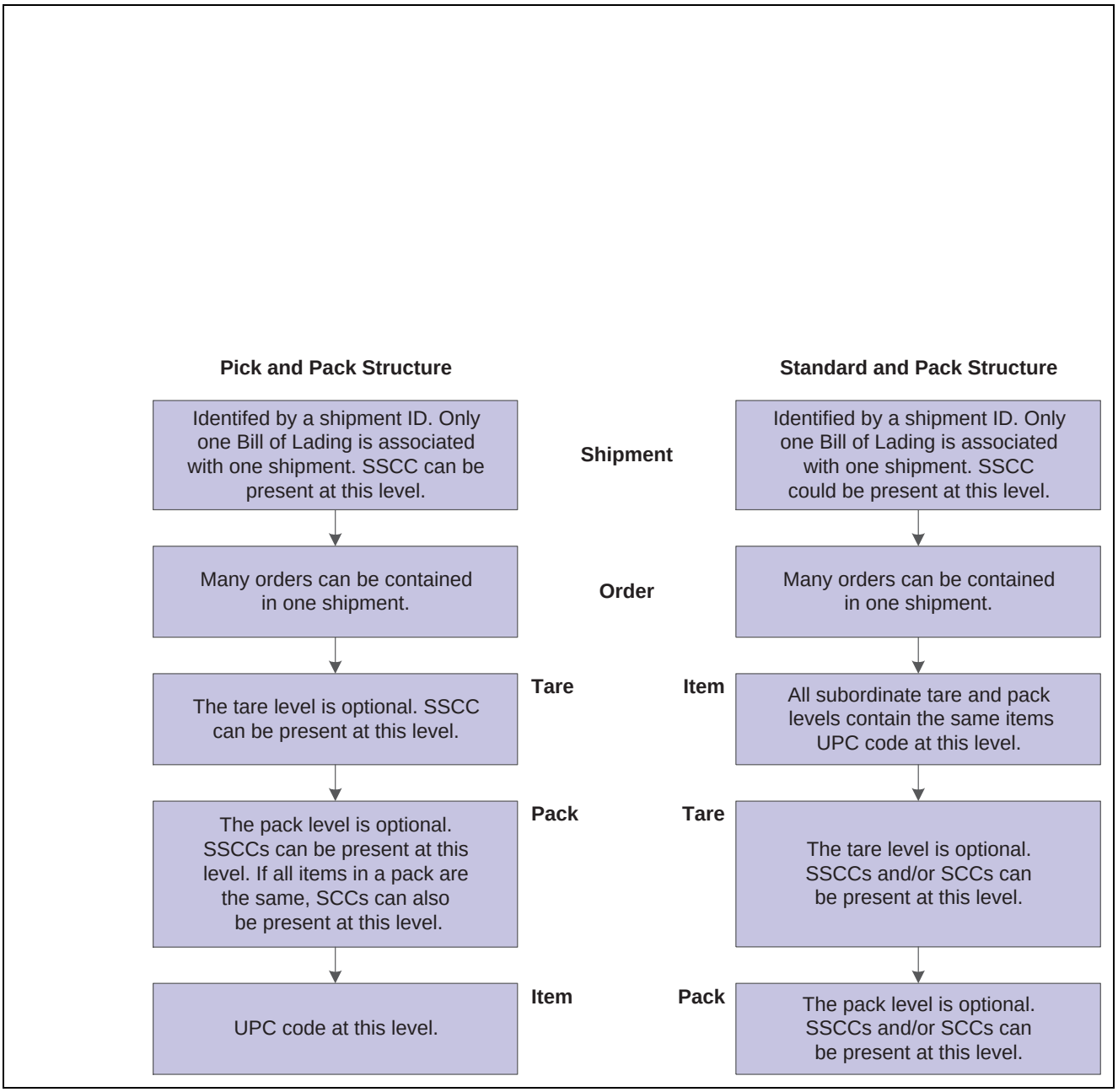
Structure	Description
Pick and Pack	This is the most flexible configuration because you can combine products at the tare and pack levels.
Standard Carton Pack	Within this configuration, there can only be one UPC present in subordinate tare and pack levels.

Within the configurations, you can define hierarchies based on the customer preferences. This table shows examples of configuration levels:

Configuration Level	Description
Shipment (S)	There can only be one Shipment level in each transaction set that is transmitted. This contains information such as the bill of lading number, ship to, and sold from information.
Order (O)	The order level contains information that is related to the supplier's sales order and the customer's purchase order.
Tare (T)	The optional tare level contains information that is related to pallets and other large product collections.
Pack (P)	The optional pack level contains information that is related to intermediate packs.
Item (I)	The item level contains information about the product that is shipped, such as UPC number and quantity.

One customer might need shipment and order, item information in that order, while another might prefer shipment, order, tare, pack, and item information, in that order. You define hierarchical configurations to transmit information that meet the customer's needs.

This diagram shows hierarchical configurations:



Hierarchical configurations

Understanding Item Information for UCC 128

You must provide the system with information about the items that you stock. When you enter item master information, you provide the system with details such as:

- Item identifiers
- Item descriptions

For UCC 128 processing, the item identifiers can be the UPC or SCC codes that you assign to the product unit and intermediate packs.

Package Indicators

If you are setting up the SCC, use these Packaging Indicators to identify the type of packaging:

- Zero (0) indicates that the Product ID on the SCC is not the same as the product identification on the UPC contained within the package.

  You can use this product identifier for kits.

- Codes 1-8 indicate company-defined packaging.

  For example, a 1 might mean a case containing six packs and a 2 might mean a case containing 12-pack boxes.

- Code 9 indicates that the amount of product inside the package varies from package to package, even though there is the same product identification in the UPC of the consumer pack contained within the package.

  The system does not support variable unit of measures.

Aggregate SCCs

You can set up aggregate SCCs to represent kits with non-inventory components. A kit is a collection of inventory items, called components, that are associated with a description name, called a parent item. The aggregate SCC represents the parent item. You can access the Item Cross-Reference Revisions form to assign component UPCs to the aggregate SCC for the kit. You only enter cross-reference information for non-inventory items. For example, you do not stock bandages, an item for which you do not record inventory or UPCs. You do sell first aid kits, which include bandages. Depending on the customer requirements, you can enter the aggregate SCC for the first aid kit and item cross-reference information for the components, such as bandages, that make up the first aid kit.

If the components are inventory items, you do not have to enter cross-references. When you enter an order for a kit, the system retrieves the kit information, which includes the component UPCs, from the Item Master table.

To set up identification for kits with non-inventory items, you can set up an SCC with a product identifier equal to 0 (zero), which indicates that the SCC is not the same as the product identification on the UPC it contains. To assign the UPC to the aggregate, you can enter information in the Item Cross-Reference field.

On Item Cross Reference, you must enter the cross-reference type, UP, to indicate UPC. The cross-reference item number is the UPC code and the cross-reference description is the unit of measure.

Prerequisites

Before you complete the tasks in this section:

- Set up the UCC-assigned vendor number in UDC (41/UC).
- Verify that you have set up the shipping document types in UDC (49/SD).

Forms Used to Set Up UCC 128 Processing

Form Name	Form ID	Navigation	Usage
Hierarchical Configuration Definition Revisions	W47HLD	Shipping Notice (G47215), Hierarchical Configuration Definition. Click Add on Work With Hierarchical Configuration Definition.	Define hierarchical configurations to transmit information that meets the customers' needs.
Customer Master Revision	W03013B	Sales Order Management Setup (G4241), Customer Billing Instructions. Select a customer, and then click Select on Work With Customer Master.	Set up customer specifications for UCC 128 Compliance. These specifications might include the customer-specific format for transmitted information and additional UCC 128 processing information, such as transportation equipment, routing, and reference numbers
Storage/Shipping	W4101D	Inventory Master/Transactions (G4111), Item Master Select an item and then select Storage/Shipping from the Row menu on Work With Item Master Browse.	Assign UPC or SCC codes to product unit and intermediate packs as item identifiers.
Item Cross Reference Revisions By Item	W4104C	Select Item Cross Ref. from the Form menu on Storage/Shipping	Assign UPCs for non-inventory components to the aggregate SCC.

Setting Up Hierarchical Configurations

Access the Hierarchical Configuration Definition Revisions form.

Address Number Enter a number that identifies an entry in address book, such as employee, applicant, participant, customer, supplier, tenant, or location.

Hierarchical Configuration Enter the EDI 856 transaction set hierarchy configuration codes that specify the levels present in the Ship Notice/Manifest. This field is made up of a combination of two character hierarchical level codes (values from the X12 specification for data element 735 - Hierarchical Level Code). There can be up to nine combinations of HLC codes in this field.

Hierarchical Structure Code Enter a code indicating the hierarchical application structure of an EDI transaction set that utilizes the HL segment to define the structure of the transaction set.

Level Enter a number to organize the table into a logical group for online viewing and reporting.

Field Name Enter a data dictionary item name. Examples include F#MMCO or F#CO for company; F#MMCU or F#MCU for business unit; and F#RP01-30 for business unit category codes 01 through 30.

Special characters are not allowed as part of the data item name, with the exception of #, @, $.

To create protected data names that software updates will not overwrite, use $xxx and @xxx, where xxx is user defined.

Note. For DREAM Writer: On the Processing Options Setup form, the field name is used during data entry to edit the field size and other field attributes.

Ascending Descending Enter a code to designate sorting sequence as ascending or descending. Values are:

A: Ascending

D: Descending

Note. For use within OPNQRYF command to designate the UNIQUEKEY parameter. The number of key sequence fields specified with these codes represent the number assigned to the UNIQUEKEY parameter. This parameter eliminates duplicate records for the specified keys.

U: Ascending

V: Descending

Total Level Enter a level break. (Do *not* confuse this with account master or business unit master level of detail concept (see LDA and LDM respectively). You might specify the level of totaling to place on this field. Up to nine levels of totals are permissible. If levels of totals are not specified in an order that is consistent with the sequence parameters, unpredictable results will occur.

For example:

Level 01 - Department Totals - Sort Sequence 03 Level 02 - Branch Totals - Sort Sequence 02 Level 03 - Division Totals - Sort Sequence 01 Level 10 - Grand Totals If you specify the same totaling level on more than one data field, you must enter a *1* in the first position of total level for all secondary fields.

For example:

Level 01 - Business Unit (description comes from here)

Level 11 - Object (description ignored)

Level 11 - Subsidiary (description ignored)

Setting Up Shipping Information

Access the Customer Master Revision form.

Select the Customer Ship Notice tab.

Shipping Label Program Enter the name of the program that is used to print shipping labels for a customer.

Pick & Pack Config (pick and pack configuration) Enter the default pick and pack configuration required by a customer.

Standard Carton Pack Config (standard carton pack configuration) Enter the default standard carton pack configuration that is required by a customer.

None, Pick & Pack, Standard Carton Enter the default configuration that is required by a customer.

1: pick and pack configuration is the default

2: standard carton configuration is the default.

Leave blank and UCC-128 processing is not be performed for this customer

Packaging Code Select to indicate a packaging code is required for this customer.

Transportation Method Select to indicate a transportation method is required for this customer.

Requires Equipment Select to indicate an equipment code is required for this customer.

Identification Code 1 Select to indicate an ID code 1 is required for this customer.

Weight Select to indicate a weight code is required for this customer.

Reference Number 1 Select to indicate a reference number 1 is required for this customer.

Setting Up Item Information for UCC 128

Access the Storage/Shipping form.

Select the UCC 128 tab.

UPC/UOM (universal product code/unit of measure) Enter the unit of measure at the universal product code level.

UPC/UCC Code (universal product code/uniform code council) Enter the universal product code number that must conform to the UCC structure for UPC numbers.

SCC(PI=1) (shipping container code/packaging indicator equals 1) Enter the unit of measure that is associated with an SCC pack that has a packaging indicator of 1.

Default Aggregate UPC UOM (default aggregate universal product code unit of measure) Enter the unit of measure code to use for each universal product code quantity that is contained in the aggregate service class code pack.

SCC(PI=0) (shipping container code/packaging indicator equals zero (0)) Enter the unit of measure that is associated with an SCC pack that has a packaging indicator of zero (0).

Note. In the system, an SCC is equivalent to an item code at a specific unit of measure. For any item, there is one UPC, but several SCCs.

You can enter UPCs and SCCs with product identifiers 1-8.

To set up item information for a kit, complete only the Default Aggregate UPC UOM and SCC (PI=0) fields.

CHAPTER 3

Setting Up Base and Standard Pricing

This chapter provides an overview of pricing and discusses how to:

- Set up a base pricing structure.
- Set up bases prices.
- Set up complex price groups.
- Set up standard price adjustments.

Understanding Pricing

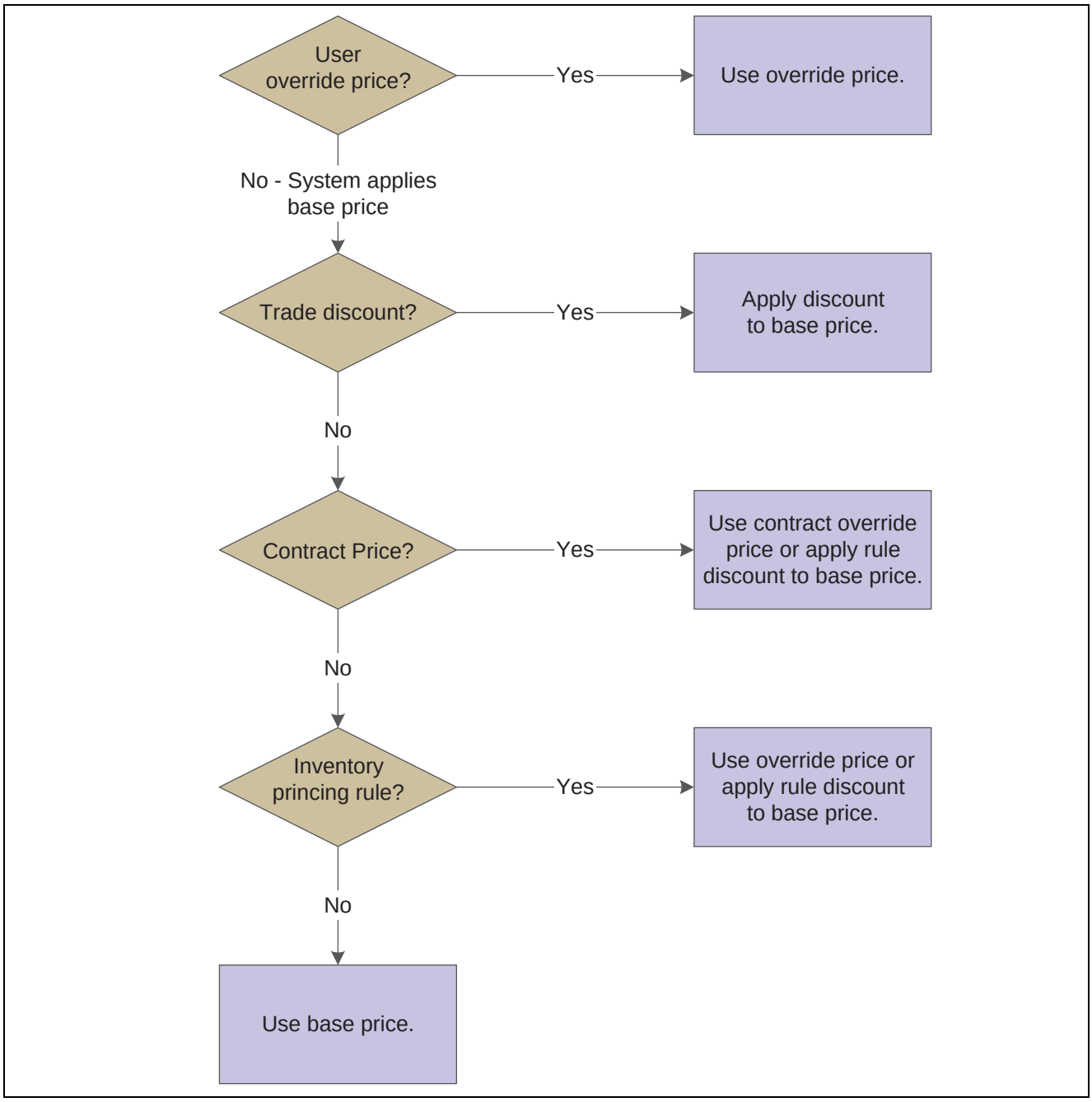
For each item that you want to sell, you must define the price at which you want to sell it. You use Sales Order Management pricing to define the base prices that the system retrieves when you enter items on a sales order.

You can set up a pricing structure before you define base prices. The system uses this pricing structure to retrieve base prices. The base price structure must be flexible enough to accommodate the pricing schemes that you set up for various combinations of items and customers. You can set up customer groups and item groups and assign prices to any combination of items, item groups, customers, or customer groups. You define a hierarchy to determine how the system searches for prices.

After you establish a base price, you can set up additional types of price calculations:

- Price adjustments for groups of items.
- Contract pricing, which applies special pricing for an item to a single customer or customer group.
- Trade discount pricing, which is a discount percentage on all items for a specific customer.
- Cash discount pricing, which you can apply to individual sales order detail lines.

This process flow illustrates how the system calculates prices:



Calculating prices

Pricing can be based on the Parent, Ship To, or Sold To address. You can define base prices with effective dates, so that you can define prices for future use or for limited time promotions and specials. You can also define credit prices to use when items are returned.

To provide greater flexibility in the pricing structure, you can define complex customer and item groups. Within each customer or item group, you can create subgroups based on specific address book records and item category codes.

After you define base prices, you can update them as needed (for example, to change a price or create a price that will be effective on a future date). You can use the Base Price Revisions program (P4106) to update base prices individually. Or, you can run the Base/Price Maintenance - Batch program (R41830) to update multiple prices at one time.

You use the Sales Order Batch Price/Cost Update program (R42950) to update prices for a customer. You can also use this process to update the unit and extended costs of items on sales orders with the most current costs. If multicurrency processing is activated in the system, the system also updates the Foreign Unit and Extended Costs fields.

Setting Up a Base Pricing Structure

This section provides an overview and discusses how to set up a base pricing structure group.

Understanding Base Pricing Structure

For each item that you sell, you must define the base price at which you want to sell it. The system retrieves this price when you enter an item on a sales order.

You can define the base price for an item or any combination of items, item groups, customers, or customer groups. To simplify the process of defining and maintaining base prices, you set up price groups for customers and items with similar characteristics.

When the system retrieves prices, it uses the hierarchy for the Base Price Preference (51) to determine the order in which the system searches for base price records. If you create item and customer groups, you can define the search sequence of the Base Price Preference Hierarchy so that the system searches item and customer group combinations as well as item and customer combinations.

Customer Price Groups

You set up customer price groups to apply pricing schemes to specific groups of customers. Price groups are an optional way of organizing pricing schemes. You can set up customer price groups to enter and update price information for multiple customers at once rather than individually.

For example, you can create a customer price group for preferred customers, named PREFER, who can purchase a bike for 420.00 USD, while other customers buy the bike at 450.00 USD.

A simple price group is a group of customers that are assigned to the same group name in the customer billing instructions. In Base Pricing, a customer can belong to only one customer price group.

To allow for greater pricing flexibility, you can set up complex customer price groups. Complex price groups are groups of customers that are assigned to a group name, but might be part of a different subgroup. You can define subgroups in a complex price group with values that you assign to category codes such as customer geographic location, line of business, or sales volume.

With complex price groups, customers can belong to the same group but have different prices based on category codes, such as geographic location.

In Advanced Pricing, a customer can belong to a customer group without being attached to that group in customer billing instructions. A customer can belong to numerous groups, depending on the customer's category codes.

Item Price Groups

Item price groups are similar to customer price groups. You set up item price groups so that you can define base price information for a group of items rather than for many items on an individual basis.

You can set up item price groups to enter and update price information for multiple items rather than updating items individually. For example, you can group similar bikes of different colors, named BIKES, and define one price for this group.

A simple price group is a group of items that are assigned to the same group name in the Item Master (P4101) or Item Branch (P41026). In Base Pricing, an item can belong to only one item price group.

To allow for greater pricing flexibility, you can set up complex item price groups. Complex price groups are groups of items that are assigned to a group name, but might be part of a different subgroup. You can define subgroups in a complex price group with values that you assign to category codes, such as commodity class or item pool code.

With complex price groups, customers can belong to the same group but have different prices based on category codes, such as geographic location.

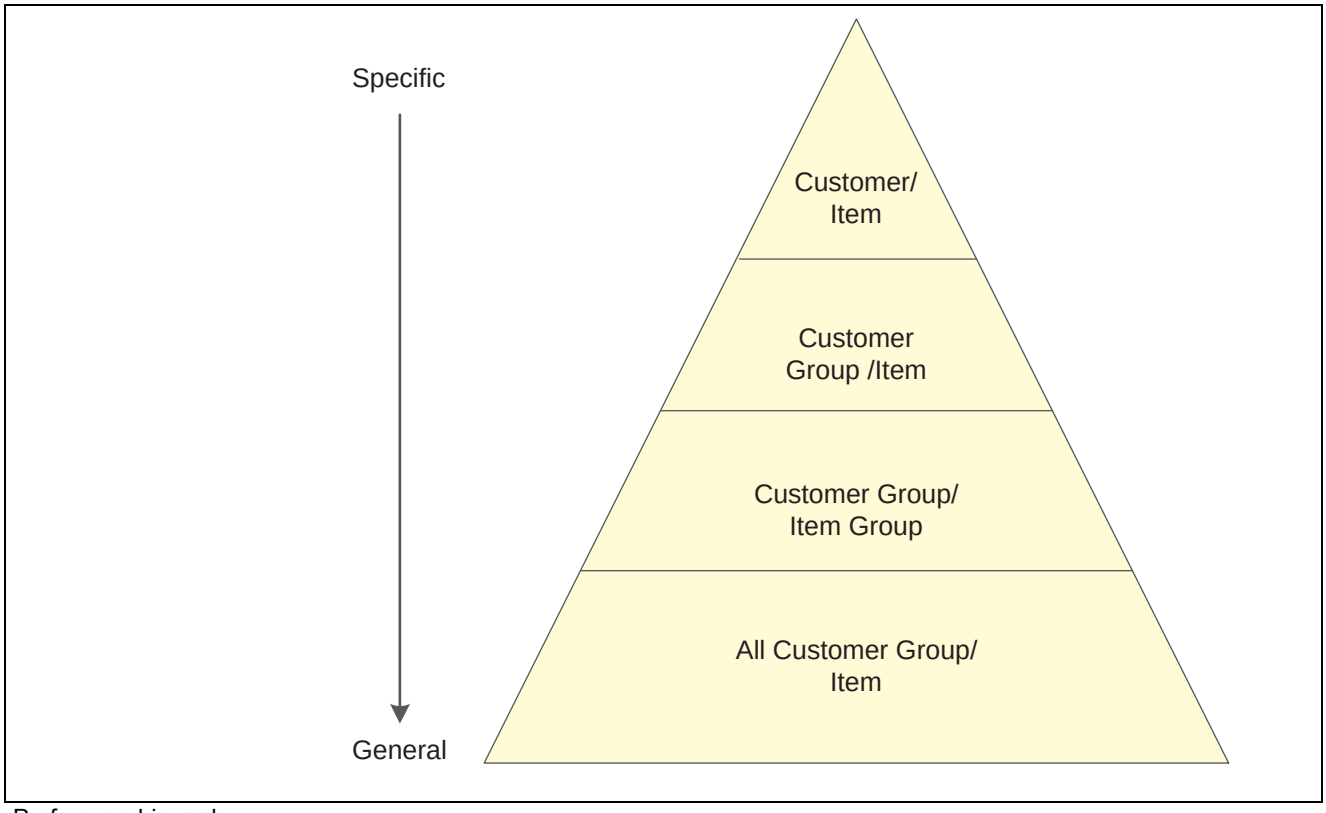
In Advanced Pricing, an item can belong to a detail group without being attached to that group in Item Branch. An item can belong to numerous groups, depending on the category codes.

Pricing Hierarchy

When the system retrieves the base price, it uses the hierarchy that you set up for the Base Price Preference (51) to determine the sequence that it searches base price records. The base price hierarchy is a matrix comprised of combinations of customers and items and customer and item price groups. You use the intersection of the rows and columns to determine the sequence with which the system retrieves the base price.

It is recommended that you set up the pricing hierarchy from most specific pricing to the most general.

This example illustrates a most specific item/customer pricing hierarchy:



Preference hierarchy

Important! It is possible to enter up to 14 numbers in the preference hierarchy. However, you should limit the hierarchy to three or four numbers. Each number represents a search by the system through F4106. Therefore, each number that you add to the hierarchy increases the system processing time.

Prerequisites

Before you complete the tasks in this section:

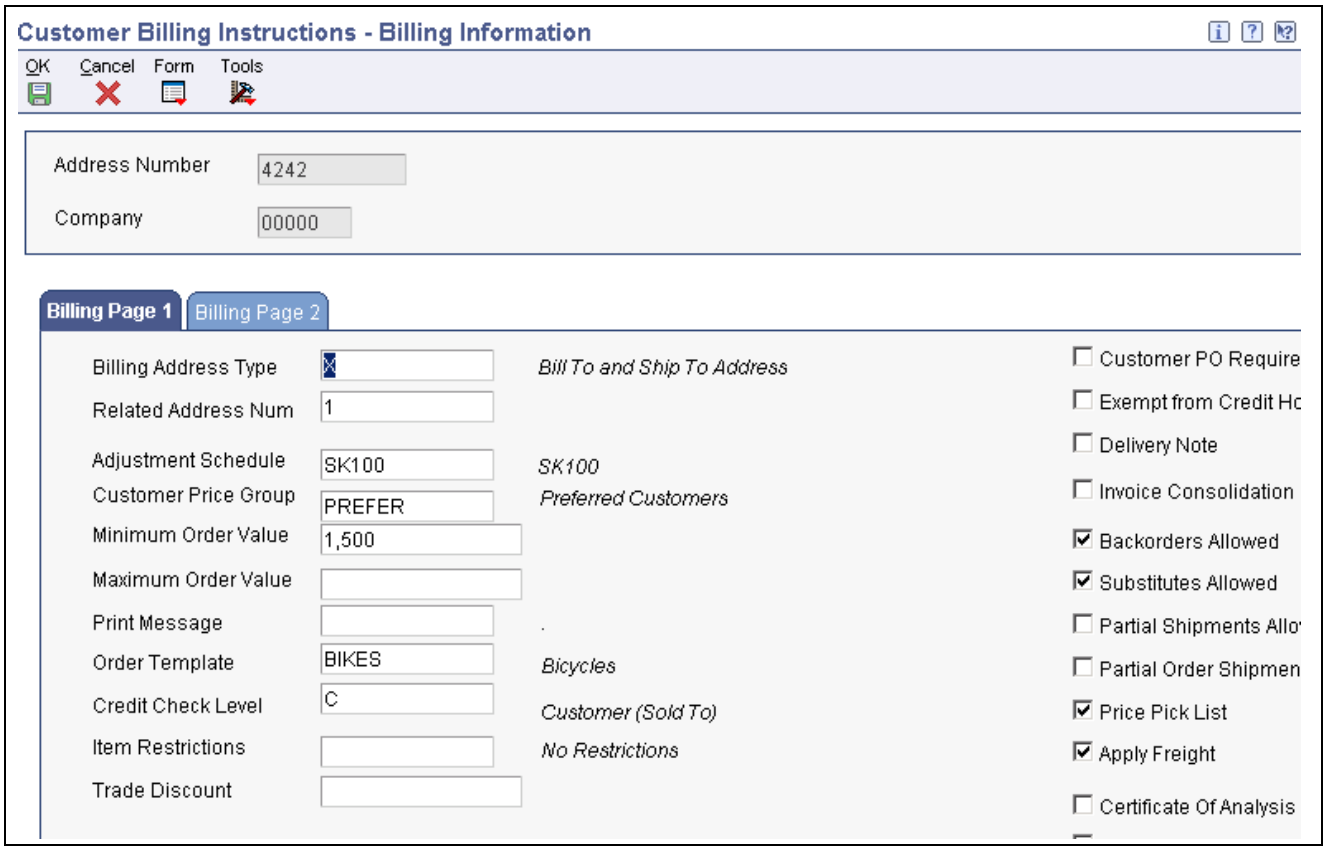
- Verify that you have set up Customer Price Groups in the user defined codes table (40/PC).
- Verify that you have set up Item Price Groups in the user defined codes table (40/PI).

Forms Used to Set Up a Base Pricing Structure Group

Form Name	Form ID	Navigation	Usage
Billing Information	W03013E	Sales Order Management Setup menu (G4241), Customer Billing Instructions. Select Billing Information from the Form menu on Customer Master Revision.	Set up customer price groups and assign category codes.
Item Branch/Plant Info	W41026A	Inventory Master/Transactions menu (G4111), Item Branch/Plant. Select Item/Branch Info from the Row menu on Work with Item Branch.	Set up item price groups and assign category codes.
Preference Hierarchy Revisions	W40073D	Price Management menu (G4222), Preference Hierarchy. Select Preference Type 51 (Base Price)	Define a pricing hierarchy. Enter consecutive numbers at the intersections of rows and columns to define the base pricing hierarchy (51).

Setting Up a Base Pricing Structure Group

Access the Billing Information form.



Billing Information form

Setting Up Base Prices

This section provides an overview and discusses how to set up base prices.

Understanding Base Prices

The system retrieves the base price information when you enter the item on a sales order. You can define base prices for any combination of items, item groups, customers, or customer groups.

When you enter an item in F4101, you should enter the sales price level. The sales price level determines how you define the base price for an item. You can define prices at these levels:

Level	Description
Item	Define one overall price for an item. You cannot include branch/plant, lot, or location information.
Item/Branch	Define different prices for each item/branch combination. You cannot include location and lot information.
Item/Branch/Location	If you define pricing by location and lot, you can also define branch/plant information.

When you define any special pricing or discounts for an item or customer, the system bases the calculation of the discounted price on the base price.

You can assign effective dates when you define the base price for an item. If you do not assign effective dates, the system will assign them. You also specify the sales price based-on date in the system constants to determine which date on the sales order to compare to the effective dates. The sales price based-on date can be the promised date, the order date, or the date that you define in the system constants. The system retrieves the price whose effective date range includes this sales price based-on date.

You can also use effective dates to enter a new price while an old price is still in effect. For example, you can overlap the dates for the base price and the dates for a discount price that you are offering for a limited period. When you set up date ranges that overlap, the system retrieves the price that expires first.

For every price, you can also define a credit price to use for negative quantities.

You can use Sales Order Management pricing to add prices for items in the domestic currency and as many other currencies as necessary. For example, you can set up base prices for one item in U.S. dollars and the euro. Currency code and unit of measure are both keys to the Item Base Price File table. If you are using multicurrency, the system searches for a price in this sequence:

- Customer's currency and the user-specified unit of measure.
- Customer's currency and the item's primary unit of measure.
- Domestic currency and the user-specified unit of measure.
- Domestic currency and the item's primary unit of measure.

If the system does not find a match, it moves to the next level in the pricing hierarchy structure and searches in the same sequence.

You can copy base price information for an item that belongs to an item group. The system duplicates pricing information but does not duplicate the item group information.

Prerequisite

Verify that the pricing hierarchy has been defined.

See *PeopleSoft EnterpriseOne Advanced Pricing 8.11 PeopleBook*, "Working with Schedules and Adjustments," Defining a Pricing Hierarchy.

See Also

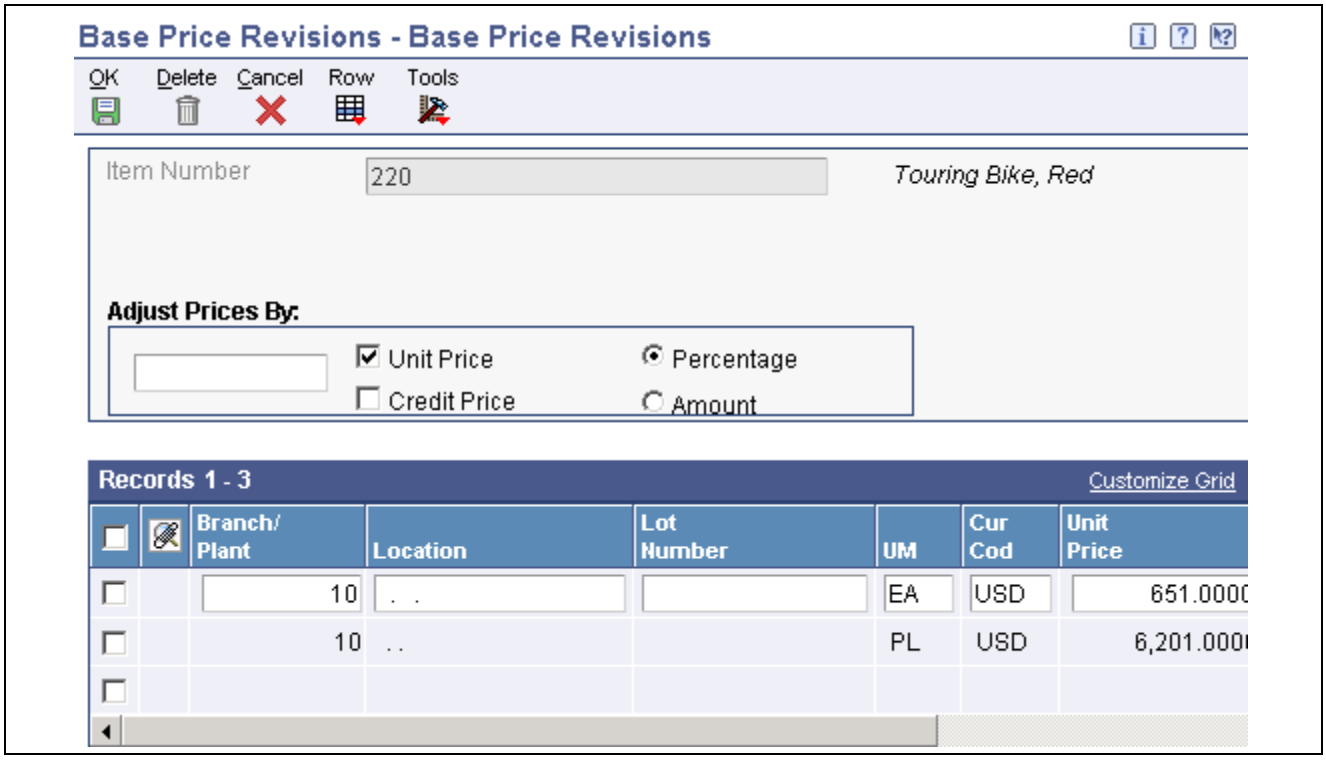
Chapter 14, "Updating Prices," Generating New Base Prices in a Different Currency, page 445

Form Used to Set Up Base Prices

Form Name	Form ID	Navigation	Usage
Base Price Revisions	W4106K	Price Management menu (G4222), Base Price Revisions. Select Copy Row from the Row menu to copy a base price. Select Adjust Price from the Row menu to adjust the base price.	Set up base prices. The fields on the Base Price Revisions form are based on the preference hierarchy selection. For example, if you define a price for a customer group and item group, the system prompts you for the group information.

Setting Up Base Prices

Access the Base Price Revisions form.



Base Price Revisions form

Customer Price Group Enter a user defined code (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.

Item Price Group Enter a user defined code (40/PI) that identifies an inventory price group for an item.

Inventory price groups have unique pricing structures that direct the system to incorporate discounts or markups on items on sales and purchase orders. The discounts or markups are based on the quantity, dollar amount, or weight of the item ordered. When you assign a price group to an item, the item takes on the same pricing structure that is defined for the inventory price group.

	You must assign an inventory price group to the supplier or customer, as well as to the item, for the system to interactively calculate discounts and markups on sales orders and purchase orders.
Unit Price	Select to update the unit price columns. Clear the Unit Price check box to prevent the unit price from being updated.
Credit Price	Select to update the credit price column. Clear the Credit Price check box to prevent the credit price from being updated.
Percentage	Select to indicate that the Factor Value is a multiplier (%) when applied to an order's price.

Setting Up Complex Price Groups

This section provides an overview and discusses how to:

- Set up complex price groups.
- Generate price group relationships.

Understanding Complex Price Groups

To allow for greater flexibility in the pricing structure, you can define complex customer and item groups. Within each customer or item group, you can create subgroups based on attached category codes, such as specific item type, customer geographic location, line of business, or sales volume.

Customer Groups

You can set up complex customer groups to provide greater flexibility in the pricing structures. You can use up to ten category codes to set up complex customer groups.

The category code sequence you enter determines how the system displays the category code fields on the related forms. The order in which you choose category codes does not affect how the system searches for prices.

You can make changes to the category codes for a price group that has already been assigned to customers; however, if you change the customer price group definition, you must run a price group generation batch application.

Item Groups

You can also set up complex item groups to provide greater flexibility in the pricing structures. You can use up to ten category codes to define complex item groups.

For example, if you have two types of pens (marker and ball point) within the group PENS, you can specify a different price for each type of pen. When you enter an order for pens, the system checks the category codes that are assigned to the item to determine if the pen is a marker or a ball point and then retrieves the appropriate price.

The category code sequence that you enter determines how the system displays the category code fields on the related forms. The order in which you choose category codes does not affect how the system searches for prices.

Note. You can define up to ten category codes for each group definition.

After you create complex price groups and attach the group name to the customer, you must generate price group relationships.

Price Group Relationship Generation

After you set up price groups and assign the group names to customers and items, you can also generate customer and item price group relationships. You generate price group relationships to define the possible combinations of customer and item groups to use for pricing.

You use two batch programs to generate price group relationships:

- Generate Customer Price Groups (R40932).
- Generate Item Price Groups (R40931).

These programs generate records in F4093, which contains the allowable combinations for customer or item groups and category codes. You can set the processing options to specify up to five group codes for which you want to create detail records. If you do not specify any codes, the system generates relationships for all groups.

After you generate price group combinations, the system produces a report indicating any errors. A blank report indicates that no errors occurred during the generation process.

Prerequisite

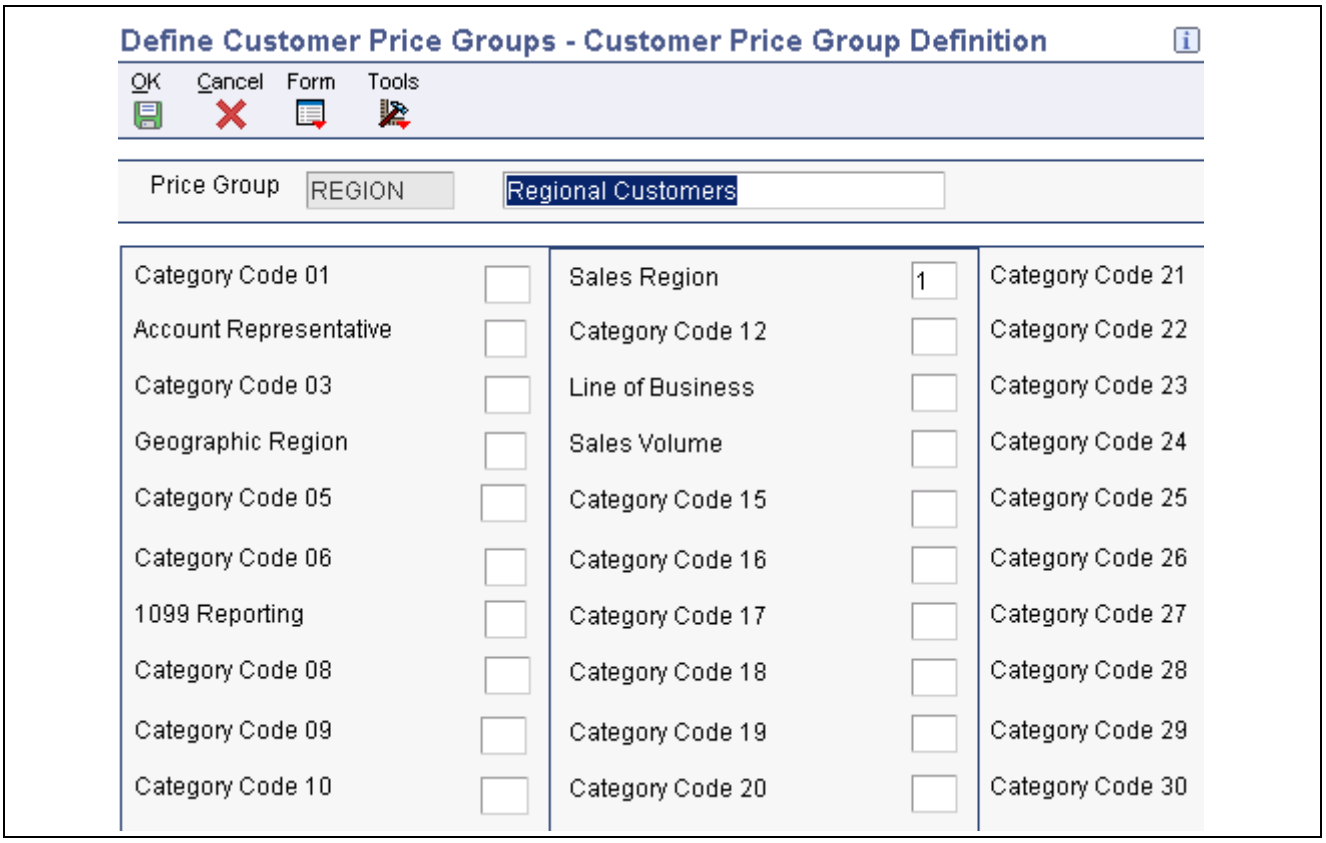
Verify that you have set up Customer Price Groups in the user defined codes table (40/PC).

Forms Used to Set Up Complex Price Groups

Form Name	Form ID	Navigation	Usage
Customer Price Group Definition	W4092G	Price Management menu (G4222), Define Customer Price Groups. Click Add.	Set up complex customer groups. Select up to ten category codes in numerical order.
Billing Information	W03013E	Sales Order Management Setup menu (G4241), Customer Billing Instructions. Select a customer. Select Billing Information from the Form menu on Customer Master Revision.	Assign a customer to a price group.
Item Price Group Definition	W4092C	Price Management menu (G4222), Define Item Price Groups. Click Add.	Set up complex item groups. Select up to ten category codes in numerical order.
Item/Branch Plant Info	W41026A	Inventory Master/Transactions menu (G4111), Item Branch/Plant. Select a branch/plant and then select Item/Branch Info from the Row menu on Work With Item Branch.	Assign an item to an item group.

Setting Up Complex Price Groups

Access the Customer Price Group Definition form.



Customer Price Group Definition form

Price Group Enter a user defined code (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.

Generating Price Group Relationships

Access the Generate Price Group programs from the Price Management menu (G4222).

Setting Up Standard Price Adjustments

This section provides an overview and describes how to set up price adjustments.

Understanding Standard Price Adjustments

After you define base prices, you can set up additional types of price adjustments:

- Price adjustments for groups of items.
- Contract pricing, which applies special pricing for an item to a single customer or customer group.

The system prices an order in this sequence:

- Any item price that you enter in the order overrides the base price that the system retrieves. You can set processing options in Sales Order Entry (P4210) to protect the sales order detail price fields as well as price related fields.
- A trade discount that you define through customer billing instructions overrides all other pricing or repricing.
- A contract price for a specific customer takes precedence over a contract price for a group of customers. It also overrides other inventory pricing rules. If a contract price for a specific customer does not exist, the system searches for a contract price for a customer group.
- The system retrieves inventory pricing rules for a specific customer, if you have defined them, before it retrieves rules defined for a group of customers.
- If you do not define trade discounts, contract prices, or inventory pricing rules, the system retrieves the base price.

Inventory Pricing Rules

You define pricing rules to set up a pricing scheme for an item or a group of items. An inventory pricing rule is a pricing rule that defines a price and quantity for a customer or customer group. For each item or item group, you define levels of pricing. You can determine price breaks by quantity. You can indicate whether the price adjustment is a markup or discount. You can set up contract prices to guarantee a price for a particular customer. You can also enter a price to override the base price for a specified period.

The system does not adjust prices until you assign a customer or customer group to an inventory pricing rule.

When you define inventory pricing rules, you enter the user defined codes that you previously set up for item price groups. To create new user defined codes for item price groups, you can select Setup Inventory Pricing Groups from the Price Management menu (G4222).

Trade Discounts

A trade discount is the simplest way to offer a discount to a customer. The system applies the discount to all items sold to the customer. The trade discount overrides all other pricing. If a trade discount exists for a customer, the system does not apply any other discounts. You set up trade discount pricing through the customer billing instructions. You enter a flat percentage that the system applies to the order total.

Note. Trade discounts do not function with configured items that are entered on a sales order.

Contract Pricing

You can set up contract prices to guarantee a price for a particular customer. When you enter an order for a contract item, the system checks the remaining quantity to be sold at the contract price.

If the quantity on the order exceeds the remaining quantity allowed, the system writes two lines on the order:

- One line for the quantity at the contract price.
- One line for the quantity at the regular price.

You set up contract pricing by defining an inventory pricing rule and assigning the rule to a customer.

Note. You must use the item's short ID number in the user defined code table (40/PI) to identify the pricing rule.

Prerequisites

Before you complete the tasks in this section:

- Verify that item price groups have been set up.

- Verify that customer price groups have been set up.
- Verify that you have set up item price group pricing rules in user defined code table (40/PI).

See Also

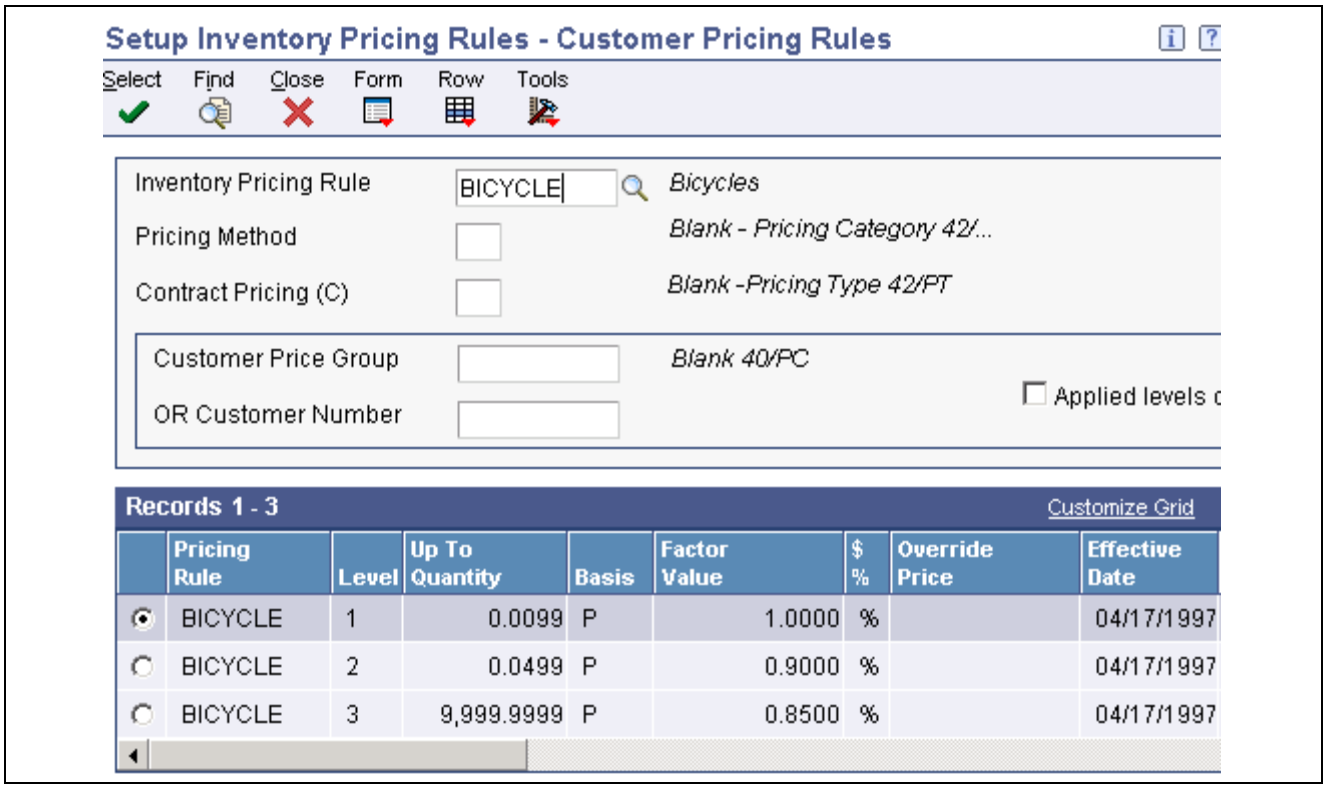
Chapter 3, "Setting Up Base and Standard Pricing," Understanding Base Pricing Structure, page 87

Forms Used to Set Up Standard Price Adjustments

Form Name	Form ID	Navigation	Usage
Inventory Pricing Rules	W4271A	Price Management menu (G4222), Setup Inventory Pricing Rules or Setup Customer Pricing Rules. Select Customer Rules from the From menu. Select Apply Level from the Row menu to set the pricing level.	Set up pricing rules for inventory. Set up contract pricing. Assign pricing rules to customers and customer groups.
Billing Information	W03013E	Sales Order Management Setup menu (G4241), Customer Billing Instructions. Select Billing Information from the Form menu on Customer Master Revision.	Set up trade discounts.

Setting Up Standard Pricing Adjustments

Access the Customer Pricing Rules form.



Customer Pricing Rules form

Level

Enter an alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.

Up To Quantity

Enter the volume or quantity breaks that are commonly used in pricing tables. If the quantity on the first level of a rule is 5, then the pricing logic on this level applies only to sales of five or fewer items. If the quantity in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. 99,999,999 indicates all quantities.

Basis

Enter a costing method on which the system bases the net price of the order.

For pricing and repricing, values are:

1: Last-In Cost

5: Future Cost

P: Unit Price

2: Average Cost

6: Lot Cost

3: Memo Cost 1

7: Standard Cost

4: Current Cost

The system uses the method that you enter here to determine the order's net price.

In sales order repricing, the system bases all reprice calculations on either the unit cost or price in the sales detail. Specify *P* to use unit price in the sales order as the basis for reprice calculations.

Otherwise, specify a value between *1* to *8* to use the unit cost in the sales detail as the base on value for all reprice calculations.

Factor Value The discount that the system uses when it calculates the price of an item that is attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10 percent discount would be expressed as .90. You can use the same factor for markups over cost. For example, a 10 percent markup would be expressed as 1.10.

Type Select a value that indicates whether the factor value is a multiplier (%) or an additional/deductible cash amount ($) when applied to an order's price.

Override Price Enter a price. Any price you enter here overrides all other rules or prices.

Reprice Line This field is applicable only if you are using pricing method *R* (Basket Repricing). Enter *Y* to apply the pricing rule to the unit and calculate the extended price. Enter *N* to write a new order detail line for the amount of the additional discount into the sales order.

The Order Repricing Program (P421301) provides an option to reprice orders that had already been repriced. You can alter the results of this process by adjusting this field. If you would like to revise the discount based on the original unit price, you must set this field to *N* or blank *prior to* repricing the order. However, to revise the discount based on the discounted unit price, set this field to *Y* to adjust the individual detail lines. For more detail on this process, please refer to the help instructions of the Order Repricing Program.

Base UOM (base unit of measure) Enter a code that indicates that the quantity limit is based on a special unit of measure. The default is *1* (primary unit of measure). Values are:

1: Primary unit of measure

2: Secondary unit of measure

3: Purchasing unit of measure

4: Pricing unit of measure

5: Shipping unit of measure

#: Weight

$: Monetary (not quantity) limit

Contract Quantity This quantity is established in the inventory pricing rules as the number of items that the customer may purchase at this contract price.

Quantity Taken The number of units that have passed through the Sales Update process. In Work Order Processing, this field identifies the total quantity completed or consumed on a work order to date basis.

Contract Reference Enter the number or identifier of the document on which this contract is based.

Complete this field only if you are creating a contract price between you and a specific customer.

Related Price	The price of a related item in a pricing or discount policy. For example, with a policy of buy one, get one free, the free item is the related item. Enter this price in the unit of measure of the related item quantity.
Free Goods Item Number	A number that the system assigns to an item. It can be in short, long, or third item number format.
Free Good Item Description	Enter a remark about an item.

CHAPTER 4

(BRA, CHL, PER) Setting Up the System for Brazil, Chile and Peru

This chapter discusses how to:

- (BRA) Set up versions for sales returns.
- (BRA) Set up UDCs (user defined codes).
- (BRA) Set up next numbers for fiscal books.
- (BRA) Set up opening and closing terms for fiscal books.
- (BRA) Set up a cross-reference for transaction nature codes.
- (CHL) Setting up the system for Chile.
- (PER) Voiding legal numbers.

See Also

PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook, "(CHL and PER) Setting Up Your System for Chile and Peru Legal Requirements"

(BRA) Setting Up Versions for Sales Returns

This section discusses how to:

- Set up ship-to returns versions.
- Set up ship-from returns versions.

Setting up Ship-To Returns Versions

Set up the Sales Ledger Inquiry program (P42025) with a version that matches the version of Sales Order Entry (P4210) that you use to process the return. For example, version ZJDE7003 of the Sales Order Entry program in the base Sales Order Management software is set up for processing sales order returns when the buyer receives and then returns merchandise. If you use this version for processing the return, you must set up a version ZJDE7003 in the Sales Ledger Inquiry program.

Set up the Sales/Purchase Returns - Brazil program (P76B805) with a version that matches the version of the Sales Order Entry program that you use to process the return. For example, version ZJDE7003 of the Sales Order Entry program in the base Sales Order Management software is set up for processing sales order returns when the buyer receives and then returns merchandise. If you use this version for processing the return, you must set up a version ZJDE7003 in the Sales/Purchase Returns - Brazil program.

Setting up Ship-From Return Versions

Set up the Sales Ledger Inquiry program with a version that matches the version of the Sales Order Entry program that you use to process the return. For example, version ZJDE7004 of the Sales Order Entry program in the base Sales Order Management software is set up for processing sales order returns when the buyer did not receive the merchandise. If you use this version for processing the return, you must set up a version ZJDE7004 in the Sales Ledger Inquiry program.

Set up the Sales/Purchase Returns - Brazil program with a version that matches the version of the Sales Order Entry program that you use to process the return. For example, version ZJDE7004 of the Sales Order Entry program in the base Sales Order Management software is set up for processing sales order returns when the buyer did not receive the merchandise. If you use this version for processing the return, you must set up a version ZJDE7004 in the Sales/Purchase Returns - Brazil program.

(BRA) Setting up UDCs

This section discusses how to set up UDCs for sales orders in Brazil.

The PeopleSoft EnterpriseOne system provides several UDCs that are specifically for fiscal books and electronic GIA (Guia de Informação Apuração de ICMS). You must set up these UDCs for the system to produce accurate fiscal books.

Fiscal Book Code (76/FB)

The system uses the Fiscal Book Code UDC to identify types of fiscal books. It also includes a code that you use to identify text for a correction request to a nota fiscal.

These codes are hard-coded:

Codes	Description 01
CC	Correction Letter.
DG	Transaction Journal.
IS	ISS (Imposto sobre Serviços) Outbound Registry.
L3	Production and Stock Control.
RC	ICMS (Imposto sobre Circulação de Mercadorias e Serviços Substituto)Verification.
RE	Inbound Registry.
RI	Inventory Registry.
RP	IPI (Imposto sobre Productos Industrializados) Verification.
RS	Outbound Registry.

Flag - Free Port Zone (76/FR)

Set up free port zone codes to indicate whether a company is located in a free port zone. For example, you can set up these free port zone codes:

Codes	Description 01
0	Non-Free Port
1	Free Port Zone
2	Free Commerce Zone

Sales Reverse - Brazil (76/RD)

Set up receive document types for sales reverse to indicate which line types you use to reverse a sale. For example, you can set up document type: VC - Sales Reverse - Brazil

Sales Return - Brazil (76/SR)

Set up return document types for sales return to indicate which line types you use for sales returns. For example, you can set up these document types:

Codes	Description 01
VR	Sales Return - Brazil
VS	Purchase Return - Brazil

DIPI Annual Movements Report (76B/DA)

The system uses the DIPI Annual Movements Report UDC table (76B/DA) to determine how to write data to the DIPI Annual Movements report (R76B4011). The DIPI Annual Movements report lists the customers who comprise the top 80 percent of the sales that are generated for a company.

The value in the Codes field in the UDC table is the transaction nature code (data item BRNOP). The values in the Description 01 and the Description 02 fields are the Ficha numbers (section numbers within the DIPI Annual Movements report) to which the system writes the customer information.

The system reads the value in field BRNOP in the table (F76111B and compares it to the values in the 76B/DA UDC table. It then determines the Ficha section where data about the customer is included.

This table lists examples of codes:

Codes	Description 01	Description 02
111	25	26
211	25	26
521	27	28
699	27	28
717	27	28

Decendio (76B/DE)

Use these codes to group IPI taxes for a 10-day period. Several fiscal book programs use these codes.

DIPI Inbound Report Line Definitions (76B/DI)

The system uses the DIPI Inbound Report Line Definitions UDC table (76B/DI to determine how to write data to the FICHA 23 - Entradas e Crédititos report that is produced by the DIPI Summaries and Statements program (R76B4006).

The value in the Codes field in the UDC table is the transaction nature code (data item BRNOP). The value in the Description 01 field is the Ficha (report), and the value in the Description 02 field is the line number of the report.

When you run the DIPI Summaries and Statements program, the system reads the value in the Transaction Nature Code field from the Nota Fiscal - Detail (Fiscal Books) table and compares it to the values in the 76B/DI UDC table. It then determines the report and line for which to print the data.

This table lists examples of codes:

Codes	Description 01	Description 02
111	23	01
114	23	05
211	23	01
235	23	04
312	23	08
394	23	10

DECLAN Codes (76B/DM)

Use these codes to group tax amounts for the DECLAN Annual Report (R76B4015). In the Codes field, enter a code that is a concatenation of each transaction nature, plus a suffix. You must enter the demonstrative code, by which the tax amounts are summed, in the Description 01 field. To sum the tax amounts by more than one demonstrative code, enter all of the codes in the Description 01 field and separate them with spaces.

This table shows an example of DECLAN codes:

Codes	Description 01
11100	001 006
21100	002 008

DIPI Outbound Report Line Definitions (76B/DO)

The system uses the DIPI Outbound Report Line Definitions UDC table (76B/DO) to determine how to write data to the FICHA 24 - Saidas e Débitos report that is produced by the DIPI Summaries and Statements program.

The value in the Codes field in the UDC table is the transaction nature code (data item BRNOP). The value in the Description 01 field is the Ficha (report), and the value in the Description 02 field is the line number of the report.

The system reads the value in the Transaction Nature Code field from the Nota Fiscal - Detail (Fiscal Books) table and compares it to the values in the 76B/DO UDC table. It then determines the report and line for which to print the data.

This table lists examples of codes.

Codes	Description 01	Description 02
511	24	01
517	24	02
688	24	05
711	24	07
712	24	08
799	24	10

Invoice Type (76B/IT)

You use the Invoice Type UDC (76B/IT) to specify whether a transaction was completed as a cash or an installment transaction. The values are hard-coded:

Code	Description
1	Cash Transactions
2	Installment Transactions

Related to Energy and Petroil (76B/NS)

The system uses the codes in the Related to Energy and Petroil UDC table to accumulate amounts on notas fiscais that are related to energy and petrol. The Codes field contains a code that is a concatenation of a transaction nature code plus a suffix. The system uses these codes in the Inbound Interstate Operation form (R76B4009) and the Outbound Interstate Operation form (R76B1010) programs.

These values are hard coded for Brazilian localization:

Codes	Description 01
11100	Procurement Transaction
11101	Procurement Transaction
51105	Sales Transaction
51108	Sales Transaction

Resumes and Demonstratives (76B/RD)

Use these codes to group tax amounts for the DIPI - Resumes and Demonstratives program. In the Code field, enter a code that is a concatenation of each transaction nature plus a suffix. You must enter the demonstrative code by which the tax amounts are summed in the Description 1 field. If you need to sum the tax amounts by more than one demonstrative Code, enter all of the codes in the Description 1 field and separate them with spaces.

This table shows examples of resumes and demonstratives codes:

Code	Description 01
11100	101
12100	102
21100	103

Demonstration Codes - Verification (76B/TD)

Use demonstration codes to identify debit and credits for the Verification of IPI report (R76B4002) and the Verification of ICMS report (R76B4003). For example, you could set up these codes as indicated in the table:

Codes	Description 01
001	Inbound from national market
002	Inbound from external market
003	Outbound to external market

Fiscal Tax Type (76B/TI)

Use this code to specify the type of fiscal book information that the system processes when you add information in the inbound or outbound Nota Fiscal maintenance program (P76B1001).

Activity/Status Codes (40/AT)

To advance an order line through the order process, you must create order activity rules to establish a sequence of processing steps.

Note. You must set up codes 997 for canceled notas fiscais.

The system processes an order line based on the order activity rules that you set up for the order type and line type combination. For example, you can set up these order activity rules for Brazil:

Codes	Description 01	Description 02
425	Freight, Insurance & Expenses	Brazil Purchasing
430	Close Nota Fiscal	
595	Generate Nota Fiscal	

Codes	Description 01	Description 02
597	Freight, Insurance & Expenses	Brazil Sales
598	Print Nota Fiscal	
617	Generate Tax Lines	
998	Reversed Nota Fiscal	

Documents Using Text Messages (40/OR)

Set up codes to identify programs that use text messages. The system uses these codes when you use the Preference Inquiry Profiles by Customer/Item program (P40300).

Sintegra (Systema Integrado de Informacoes) CFOP Cross-Reference (76B/TN)

Use these codes to associate a transaction nature/suffix combination with a nota fiscal model. The Generating ICMS Magnetic Files - Sintegra program (R76B201) uses the codes that you set up, or the program uses 01 if the transaction nature/suffix combination is not in this UDC table.

The system calculates the ICMS Tax Situation code by displaying a one-digit value from the Item Origin UDC (76/IO) along with a calculated two-digit value that is based on the ICMS tax criterion of the item. The three-digit value is the ICMS Tax Situation Code.

The algorithm for calculating the ICMS Tax Situation code uses the special handling code in the Transaction Nature UDC (76/TN) to determine the ICMS Tax Situation code when an item is not taxed or has deferred tax. The algorithm then populates the Tax Situation field (data item BST1) with a three-digit tax situation code.

The system uses the ICMS Tax Situation code for the accounting of deferred ICMS taxes in the fiscal books.

For example, you could set up these codes:

Codes	Description 01	Description 02
11199	22	NF Telecommunication
51199	07	NF Freight
99999	01	NF Normal

State & Province Codes (00/S)

You set up the State & Province Codes (00/S) UDC so that system associates a two-digit code to the state or province. When you use the Print GIA program (R76B131) and the Send GIA program (R76B132) to create the flat file to send for ICMS tax reporting, the State & Province Codes UDC table must also include a special handling code so that the system can provide numeric characters for the state.

For example, you can set up these state and province codes for Brazil:

Codes	Description 01	Special Handling Code
AM	Amazonas	04

Codes	Description 01	Special Handling Code
RJ	Rio de Janeiro	22
SP	São Paulo	26

GIA Taxation Rules (76B/G1)

You associate taxation rules to the companies that you include in company profiles that you create for ICMS tax reporting. You set up values in the GIA Taxation Rules UDC (76B/G1) to specify how a company is taxed. For example, you might set up these codes:

Codes	Description 01
01	RPA - Released from Assessment
02	RES - Assessment by Estimate

GIA Type (76B/G2)

You use the GIA Type UDC (76B/G2) to specify whether a GIA is a substitute submission. For example, you might set up these codes:

Codes	Description 01
01	Normal
02	GIA Substitute

GIA CFOP for Oil & Energy (76B/G3)

Set up this UDC with the transaction nature codes that you use for the oil and energy industries. The system uses the codes that you set up when it processes ICMS Tax Substitution amounts for transactions involving oil and energy. For example, you might set up these codes:

Codes	Description 01
1111	In-state purchase

GIA Occurrence Type (76B/G4)

You use the GIA Occurrence Type UDC (76B/G4) to specify whether a transaction is assessed by tax substitution. For example, you might set up these codes:

Codes	Description 01
0	Assessment on own transaction
1	Assessment by tax substitution

GIA Record Type (76B/G6)

The electronic GIA must be sent in a government-required layout that contains specified record types. The data for each record type is sent to the government in a flat file. The record types for the electronic GIA are:

Record Type	Description
01	Master Record
05	Fiscal Document Header
10	CFOP Detail
14	Interstate Detail
18	ZFM/ALC
20	Occurrences
25	Ship from State Tax ID
26	Substitute Tax ID
27	Substituted Tax ID
30	DIPAM-B
31	Exportation Record

(BRA) Setting Up Next Numbers for Fiscal Books

This section provides an overview of next numbers for fiscal books and discusses how to set up next numbers for fiscal books.

Understanding Next Numbers for Fiscal Books

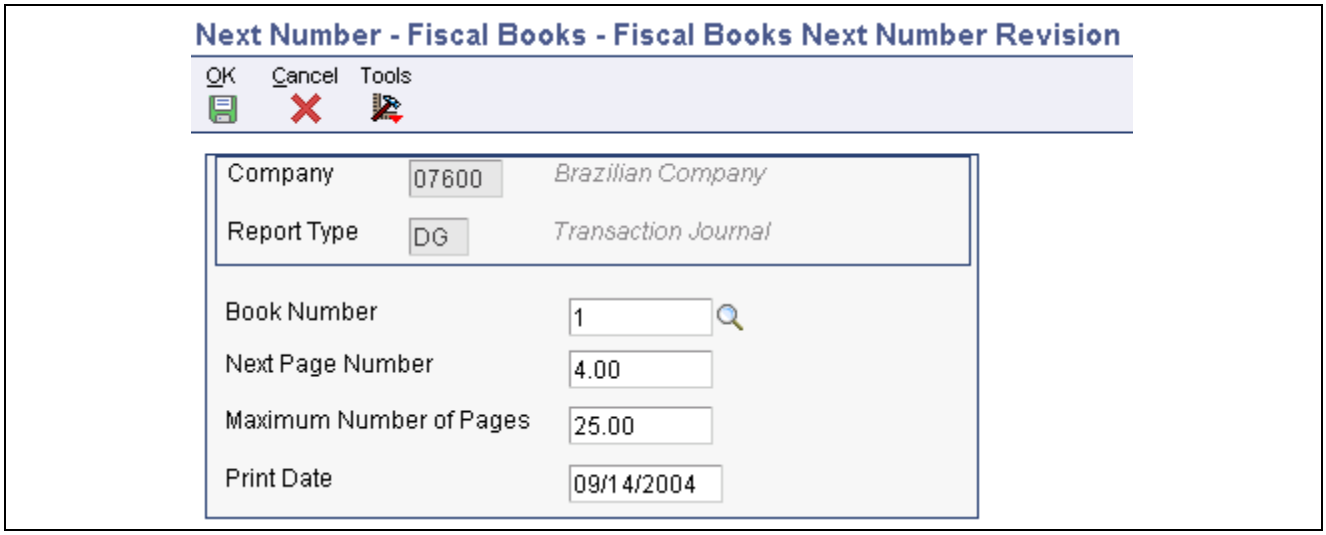
Each type of fiscal book that you generate must be sequentially numbered and can contain no more than 500 pages. You use the Fiscal Books Next Number program (P7602B) to specify the book number, the starting page number, and the maximum number of pages for each book.

Forms Used to Set Up Next Numbers for Fiscal Books

Form Name	Form ID	Navigation	Usage
Fiscal Books Next Number Revision	W7602BB	Brazilian Localization Setup (G76B41B), Next Number - Fiscal Books Click Add on Work With Fiscal Books Next Number.	Specify the book number, the starting page number, and the maximum number of pages.

(BRA) Setting up Next Numbers for Fiscal Books

Access the Fiscal Books Next Number Revision form.



Fiscal Books Next Number Revision form

Report Type Enter a code from the Fiscal Book Code UDC (76/FB) that identifies the type of fiscal book.

Book Number Enter the next number that the system uses to automatically assign numbers. Next numbers can be used for many types of documents; they include voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, and so on. You must adhere to the next numbers that have been preestablished unless custom programming is provided.

Next Page Number Enter the number of the page that follows the opening statement. The system automatically inserts the opening statement beginning on page one.

Maximum Number of Pages Enter the maximum number of pages in the fiscal book. Brazilian government regulations limit the size of a fiscal book to 500 pages.

Print Date The date the fiscal book is printed.

(BRA) Setting Up Opening and Closing Terms for Fiscal Books

This section provides and overview of opening and closing terms and discusses how to add opening or closing terms for fiscal books.

Understanding Opening and Closing Terms

Before writing any fiscal book, you must include the opening term and the closing term for the book on the first and last pages of the book, respectively.

The opening term of the book should include this information:

- Purpose of the book.

- Number of the book.
- Number of pages.
- Business to which the book pertains.
- Business address
- Number assigned to the book by the Junta Comercial and the date when the number was assigned.
- CGC tax ID number.

These examples of an opening term and a closing term were taken from Departmento Fiscal Modelo (Ribeiro, Wanderlei Ban, São Paulo: Informações Objetivas Publicações Jurídicas Ltda., 1994, pp.1-2 in the section titled IV-Dos Livros Fiscais). This model is an opening term:

Termo de Abertura

Este livro que servirá como Diário Geral, n° 3, contém 200 folhas, numeradas tipograficamente, da São José Ltda., sita na Rua São Joaquim, 33, na Cidade de Cruz Torta-SP, registrada na Junta Comercial sob o n° 456378957, na seção de 23.12.66, inscrita no Cadastro Geral de Contribuintes sob o n° 56.678.978/0001-90 e na Fazenda Estadual sob o n° 122.345.234.111.

The closing term is simpler. It contains the:

- Purpose of the book.
- Number of the book.
- Number of pages.
- Name of the company.

This model is a closing term:

Termo de Encerramento

O presente livro serviu como Diário Geral, n° 3, com 200 folhas, numeradas tipograficamente, da São José Ltda..

Both the opening and closing terms should contain the date and signature of the business owner and the business' accountant.

Use these variables if you want the system to enter default values into the opening or closing terms:

- ###### (six # signs) - Use a default book number when you run the Transaction Journal report.
- @@@@@@ (six @ symbols) - Add the page number of the closing term to the statement.
- $$$$$$ (six $ signs) - Add either the issue date or the current date to the term.

You enter the opening and closing terms in the Media Object form.

Forms Used to Set Up Opening and Closing Terms

Form Name	Form ID	Navigation	Usage
Next Number - Fiscal Books - Work With Fiscal Books Next Number	W7602BA	Brazilian Localization Setup (G76B41B), Next Number - Fiscal Books Select a record, click either Opening Statement or Closing Statement, and then select Opening Statement or Closing Statement from the Row menu on Work With Fiscal Books Next Number.	Add an opening or closing statement

Adding an Opening or Closing Statement

Access the Media Objects form.

(BRA) Setting Up a Cross-Reference for Transaction Nature Codes

This section provides an overview of the cross-reference for transaction nature codes and discusses how to set up a cross-reference.

Understanding Cross-References for Transaction Nature Codes

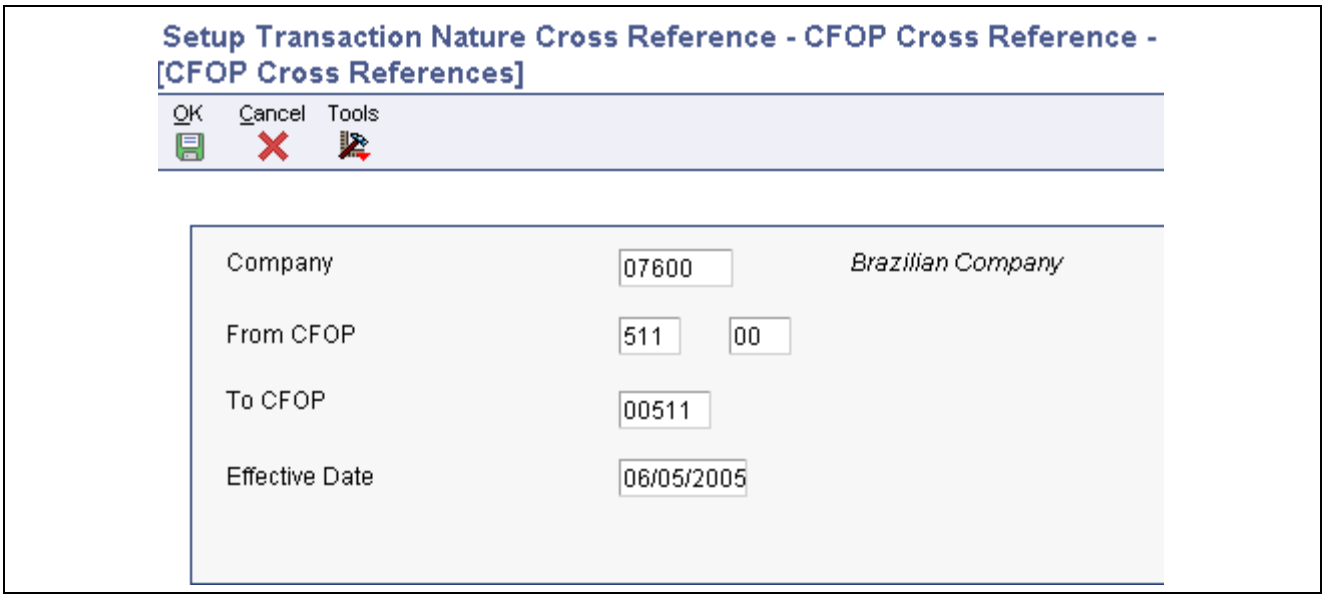
PeopleSoft EnterpriseOne uses three digits for transaction nature codes. Some states in Brazil require a five-digit code. You can use the Setup Transaction Nature Cross Reference program (P76B2001) to create a cross-reference between the three-digit codes in EnterpriseOne and the five-digit codes that you enter in this program. You set up the cross-references by Company.

Forms Used to Set Up a Cross-Reference

Form Name	Form ID	Navigation	Usage
CFOP Cross References	W76B2001B	Fiscal Reports - Brazil (G76B111), Setup Transaction Nature Cross Reference Click Add on Work With CFOP Cross References.	Add a cross-reference between a three-digit and a five-digit transaction nature code.

Setting Up a Cross-Reference for Transaction Nature Codes

Access the CFOP Cross References form.



CFOP Cross References form

From CFOP Enter a three-character code that for tax purposes, identifies a type of transaction. To enter values for the transaction nature code, use this convention: X.YY X defines the origin of the transaction (inbound or outbound). Values for X are:

1: Inbound, inside the state.

2: Inbound, other states.

3: Inbound, import.

5: Outbound, inside state.

6: Outbound, other states.

7: Outbound, export.

YY defines the transaction as a whole, such as a sales transaction.

Examples of transaction nature codes:

511 In-state sale.

611 Out-of-state sale.

Suffix Complete this two-character field in conjunction with the transaction nature code to identify the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents a inventory change, or that a transaction is eligible for a certain type of tax.

Values might include:

01 Bonus

02 Demo

03 Sample

04 Return merchandise

05 Back order

06 Donation

Examples of transaction nature codes with suffixes:

511 01 In-state sale, bonus.

511 05 In-state sale, back order.

To CFOP Use this three-character code to indicate different types of transactions for tax purposes. To enter values for the transaction nature code, use the convention: X.YY Use a value for X to define the origin of the transaction (inbound or outbound).

Values for X are:

*1:*Inbound, inside the state

*2:*Inbound, other states

*3:*Inbound, import

*5:*Outbound, inside state

*6:*Outbound, other states

*7:*Outbound, export

Use values for YY to define the transaction as a whole, such as a sales transaction. Examples of transaction nature codes:

511 In state sale

611 Out of state sale

Effective Date Enter the date on which you confirm that a specific order line was shipped.

(CHL) Setting Up the System for Chile

This section discusses how to:

- Void legal numbers.
- Set up line of business.

Voiding Legal Numbers

Using the Next Legal Numbers Setup program, you can void a sequence of legal numbers. You specify the reason for voiding legal numbers using a UDC each time you void legal numbers.

The system stores records for voided legal numbers in these files:

- F76H001
- F76H3B20

See Also

Chapter 8, “Working with Sales Order Information,” page 235

Set Up Line of Business

You must set up the system to ensure the customer's activity or line of business appears on the legal vouchers.

Forms Used to Set Up the System for Chile

Form Name	Form ID	Navigation	Usage
Legal Numbers Set Up - Work with Next Number	W76H001A	Sales menu (G76H42), Legal Numbers Set Up. Select a sequence of legal numbers and click OK on Legal Numbers Set Up - Work with Next Number.	Locate a sequence of legal numbers to void.
Legal Numbers Set Up - Edit Next Number	W76H001B	Enter a number in the Next Legal Number - From field and click OK.	Edit the legal number.
Legal Numbers Set Up - Generate Invoice Not Printed	W76H001D	Enter a reason code in the Cancellation Code field and click OK on Legal Numbers Set Up - Generate Invoice Not Printed.	Enter the reason for voiding the legal number.
Legal Numbers Set Up - Work with Next Number	W76H001A	Sales menu (G76H42), Legal Numbers Set Up	Locate a sequence of legal numbers to void.
Legal Numbers Set Up - Change Status	W76H001C	Select a sequence of legal numbers and click Status Change from the Row menu on Legal Numbers Set Up - Work with Next Number.	Change the status of legal numbers to Closed (voided).
Legal Numbers Set Up - Generate Invoice Not Printed	W76H001D	Enter a reason code in the Cancellation Code field and click OK on Legal Numbers Set Up - Generate Invoice Not Printed.	Enter the reason for voiding the legal number.
Legal Company Constants - Work With Legal Company Constants	W76P002A	General Configuration G76P00, Legal Company Constants	Add and revise company constants.
Legal Company Constants - Enter Legal Company Constants	W76P002B	Enter a value in the Activity Category Code Nr (number) and click OK on Legal Company Constants - Work With Legal Company Constants.	Add a line of business to a company.

Voiding Legal Numbers

Access the Legal Numbers Set Up - Work with Next Number form.

Set Up Line of Business

Access the Legal Company Constants - Work With Legal Company Constants form.

(PER) Voiding Legal Numbers

This section provides an overviews of voiding legal numbers and discusses how to void legal numbers:

Using the Next Legal Numbers Setup program, you can void a sequence of legal numbers. You specify the reason for voiding legal numbers using a UDC each time you void legal numbers.

The system stores records voided legal numbers in these files:

- F76H001
- F76H3B20

See Also

Chapter 8, "Working with Sales Order Information," Review Voided Legal Documents, page 259

Forms Used to Void Legal Numbers

Form Name	Form ID	Navigation	Usage
Legal Numbers Set Up - Work with Next Number	W76H001A	Sales menu (G76H42), Legal Numbers Set Up. Select a sequence of legal numbers and click OK on Legal Numbers Set Up - Work with Next Number.	Locate a sequence of legal numbers to void.
Legal Numbers Set Up - Edit Next Number	W76H001B	Enter a number in the Next Legal Number - From field and click OK.	Edit the legal number.
Legal Numbers Set Up - Generate Invoice Not Printed	W76H001D	Enter a reason code in the Cancellation Code field and click OK on Legal Numbers Set Up - Generate Invoice Not Printed.	Enter the reason for voiding the legal number.
Legal Numbers Set Up - Work with Next Number	W76H001A	Sales menu (G76H42), Legal Numbers Set Up	Locate a sequence of legal numbers to void.
Legal Numbers Set Up - Change Status	W76H001C	Select a sequence of legal numbers and click Status Change from the Row menu on Legal Numbers Set Up - Work with Next Number.	Change the status of legal numbers to Closed (voided).
Legal Numbers Set Up - Generate Invoice Not Printed	W76H001D	Enter a reason code in the Cancellation Code field and click OK on Legal Numbers Set Up - Generate Invoice Not Printed.	Enter the reason for voiding the legal number.

Voiding Legal Numbers

Access the Legal Numbers Set Up - Work with Next Number form.

CHAPTER 5

Entering Sales Orders

This chapter provides an overviews of sales order entry and discusses how to:

- Enter sales order header and detail information.
- Update header information to the detail form.
- Copy sales orders.
- Enter Sales Orders with templates.
- Enter substitute, associated, and promotional items.
- Activate notifications for volume-based upselling.
- Activate subsystem processing in sales order entry.
- Promise orders in sales order entry.
- Generate the audit log and approval processing.
- Enter orders for kits and configured items.
- Process recurring sales orders.
- (BRA) Enter additional sales order information for Brazil.
- (ARG) Enter sales order for Argentina.
- (RUS) Enter sales orders for Russia.

Understanding Sales Order Entry

You enter sales orders to input information about customers and the items that they order. When you complete the required fields for the sales order, the system retrieves the appropriate customer, item, and preference records from a set of tables. These tables include but are not limited to:

- Address Book Master (F0101).
- Customer Master by Line of Business (F03012).
- Item Master (F4101).
- Item Location (F41021).
- Preference Master (P40070).

The system also retrieves the base price information when you enter the item on a sales order.

You can review the information on an order and make any necessary changes. If you change the default information in an order, the new values do not affect information in the master records. To change the default information, you can access the appropriate form.

You can also generate a sales proposal during order entry. Since a proposal is used heavily during contract negotiation, you can use proposals to expedite order entry.

See *PeopleSoft EnterpriseOne Customer Relationship Management Application Fundamentals 8.11 PeopleBook*, "Generating Proposals".

You can enter international sales orders using the same procedures as domestic sales orders if you activate the multi-currency conversion option.

During order entry, the system can evaluate orders in a variety of ways, including order hold information. When you enable order hold processing, the system evaluates order information to determine whether to place an order on hold. If the system determines the order should be on hold, it issues an order hold warning to the user prior to processing the order.

A sales order has two types of information:

- Header information

  This information relates to an entire order. The system maintains this information in the Sales Order Header table (F4201). The system also retrieves information from the Address Book Master table and the billing instructions in the Customer Master by Line of Business table to complete the order.

- Detail information

  This information primarily relates to individual lines in a sales order and to items. The system maintains this information in the Sales Order Detail File table (F4211). The system also retrieves information from the Sales Order Header, the Item Master, the Item Location, and the Customer Master by Line of Business tables to complete the order.

You can enter header information and detail information separately. Depending on the volume of orders that you have and the amount of header information that you need to enter, use menu options to select one of these methods to enter sales orders:

- Enter header information first, followed by detail information.
- Enter detail information and a subset of header information.

  The system then enters the remaining header information based on default values.

When you enter a sales order, the system creates entries in the two primary sales order tables, the Sales Order Header and the Sales Order Detail tables.

If you create sales orders from the Daily Sales Force Automation Processing (G90CA01) menu, you maintain and process those sales orders from the EnterpriseOne Sales Order Management menu (G4211).

See Also

Chapter 6, "Entering Sales Orders for Customer Service Representatives," page 181

Prerequisites

Before you complete the tasks in this section:

- For ECS (Energy and Chemical System) processing, select ECS Control in the System Constants of the Branch/Plant Constants program (P41001).
- Address information for each customer in the Address Book Master table.

- Billing instructions for each customer in the Customer Master by Line of Business table.

  See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Customer Billing Instructions , page 15.

- Item Information in the Item Master and Bulk Item Master (F41011) tables.

  See *PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*, "Entering Item Inventory Information," Entering Item Master Information.

- Branch/plant information for each of the branch/plants in the Inventory Constants table (F41001).

  See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Branch/Plant Constants, page 24.

- Item and branch/plant information in the Item Branch File table (F4102), the Item Location File table, and the Item Master table for each item that you stock.
- Preferences for customer and item combinations.

  See Chapter 18, "Understanding Custom Preference Types," page 507.

- Default location and printers for the terminal or user profile in the Default Location/Printers table (F40095).
- Multicurrency, if you are processing orders using different currencies.

  See *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook*, "Understanding Multicurrency Processing".

Entering Sales Order Header and Detail Information

This section provides overviews of sales order header information, sales order detail information, and the workflow processes, and discusses how to:

- Set processing options for Enter Sales Order (P4210).
- Enter sales order header information.
- Enter sales order item information.
- Enter default line information.

Understanding Sales Order Header Information

Each sales order has header information that can pertain to the entire order, including:

- Billing address.
- Currency code and exchange rate.
- Payment terms and payment instrument.
- Order hold codes.
- Order dates.

Header information also contains information about the conditions that affect how the system processes a sales order, such as billing instructions and delivery dates.

Most of the remaining header information, such as tax code and area, shipping address, and freight information, consists of default values from the Address Book Master table, and the customer master billing instructions stored in the Customer Master by Line of Business table. During order header entry, you can review and change the values that apply to a specific order. To change the information that the system retrieves for future orders, you can access the appropriate form to change the master information. The only header information that you cannot change is the order keys (order number, order type, order company) because this information uniquely identifies the order record.

In addition to the header information that you enter, you can create a message and attach it to a sales order so that it appears on the sales order header when you print it.

The processing options are the same for both header and detail information on sales orders.

Related Addresses

When you set up customer billing instructions and other customer master information, you define the address to which you send the invoice as the sold-to address and the address to which you send the shipment as the ship-to address. You can define related addresses for a customer if the order information, such as the shipping requirements, differs from the billing information, such as invoice copies and payment terms. The system completes the sold-to address whenever you enter the ship -to address.

During order entry, the system retrieves accounts receivable information, such as tax explanation codes and rate areas, from the Customer Master by Line of Business table. For direct ship, transfer orders, or sales orders with differing sold to and ship to addresses, the system retrieves the tax explanation code from the sold-to address and the tax rate/area from the ship-to or deliver to address depending on the system setup. The system also retrieves other accounts receivable information based on how you have set up customer billing instructions, such as billing address type (sold to, ship to, or both), credit information, and invoice copies.

Reviewing Credit Information

When you enter an order, you can verify the accounts receivable and aging balances for the sold-to address. You can use this information to assist the customer on the current order.

You access the Credit Check program (P42050) to review information about a customer's account and credit status. You can compare the customer's total accounts receivable and open orders to the customer's current credit limit assigned in the customer master record table to determine if the credit limit has been exceeded.

Using the Credit Check program, you can access this type of information:

- Accounts receivable (for example, any balances that are currently due).
- Account history (for example, customer ABC ranking, invoice, and payment information).
- Open sales orders (for example, order dates and amounts).

See Chapter 8, "Working with Sales Order Information," Reviewing Customer and Sales Information, page 249.

Entering Commission Information

The system enters default header commission information from the Customer Master Commission Lookup (F42140) and the Commission Constants (F42004). During order entry, you can access the header commission information by means of the Form exit and make modifications.

Note. After you enter order information using the Enter Orders Header - Work With Sales Order Headers form, the system prompts you to review header information before accepting the order header. This is only a reminder. After you accept the order header information, the system displays the Sales Order Detail Revisions form.

Understanding Sales Order Detail Information

After you add header information to a sales order, you add detail information about the items on the order, such as item identifiers, quantities, prices, and costs. You can specify information that prints on the customer's invoice, such as backordered and shipped quantities. You can also add messages to individual detail lines.

Because the system retrieves most of the detail information from other tables, you need to enter only a minimum of information. You can review and change the values as necessary.

You can enter the required customer and order information on either the header or detail information form. You might choose to access header information before accessing detail information to review the default values before you enter the order. To locate and review orders, you might want to directly access the detail information.

Based on the processing option selection, you can enter header information before you enter detail information.

When you enter sales order detail information, the system retrieves default information from various tables including:

- Sales Order Header (F4201).
- Item Master (F4201).
- Customer Master by Line of Business (F03012).
- Item Branch File (F4102).
- Item Location File (F42021).
- Item Cost File (F4105).
- Item Base Price File (F4106).

The information in the sales order detail is specific to the item and customer combination. Changes in the detail form affect only the order detail line to which you have made the change.

Because the system retrieves most of the information from the sales order header and other tables, you need to enter only the item number for stock items.

Entering Item and Quantity Information

If you do not know the item number, you can click the visual assist in the Item Number field to access the Item Search form to find it. The system can retrieve item information using any of the product identifiers, and the replacement, substitute, or cross-reference numbers, such as supplier's or customer's part number. The cross-reference information must be set up in the Item Cross Reference program (P4104).

Retrieving a Base Price

When you enter an item in the Item Master table, you specify the level at which the system maintains a standard price for an item, or whether that price differs between branch/plants or locations and lots within the branch/plant. If you use multicurrency, you must set the pricing level so that the system maintains prices for the item based on the branch/plant or the location and lots within each branch/plant.

The unit price that you enter during sales order entry overrides pricing that you have set up in the Base Price Revisions form. If you do not enter a unit price during sales order entry, the system retrieves a price based on pricing hierarchy.

The hierarchy that you set up for the Base Price Preference (51) determines the sequence that it searches the Item Base Price File table. The base price hierarchy is a matrix comprised of combinations of customers and items and customer and item price groups. You use the intersection of the rows and columns to determine the hierarchy sequence.

The system retrieves price information based on entries in the Customer Billing Instructions program and the Item Base Price File table in this manner:

- If you have entered a trade discount in the Customer Master, which is a flat percentage that is calculated against the order total, the system calculates the percentage against the price for the item based on the branch/plant from which it is sold, and no other discount or pricing agreement applies.

  If you have not entered a trade discount, the system then searches for a contract price based on the base price preference hierarchy.
- If you have entered a contract price, which is an agreed-upon price between you and the customer for a specific item, the system applies the price that you have defined for the item and customer combination.

  The order date must be within the effective dates of the contract price. The system retrieves the contract price based on the base price preference hierarchy and uses the price with the earliest expiration date. If you have not set up a contract price, the system searches for an inventory pricing rule.
- If you have set up an inventory pricing rule, which is an agreed-upon price between you and the customer for discounts based on quantities of items purchased, the system applies the price that you have defined for the item or item group and customer or customer group combination.

  The order date and quantities must be within the effective dates and levels of the inventory pricing rule.
- The system then searches item or item group and customer or customer group combinations based on the base price preference hierarchy, and uses the price with the earliest expiration date and corresponding currency code.

  The system searches for the item price based on the pricing level that you define in the Item Master table.
- If the price adjustments do not apply to the order, the system retrieves the price that you define for an item within a branch/plant or a location within a branch/plant.
- If the system does not find a price for the item within a branch/plant or location (depending on the pricing level), you receive an error message indicating that no base price is in effect.

During order entry, you can check the price and availability of an item before selecting a price for an item.

See *PeopleSoft EnterpriseOne Advanced Pricing 8.11 PeopleBook*, “Using Base Pricing”.

Changing Tax Information

During order entry, the system retrieves the tax explanation code and rate areas from the Customer Master (F0301). For direct ship, transfer orders, or sales orders with alternate sold to and ship to addresses, the system retrieves the tax explanation code from the sold to address and the tax rate and area from the ship to address, but you can override this rate.

If the system retrieves the tax explanation code and tax rate and area from the header information, but the Sales Taxable option in Item Branch/Plant Information for the item in the detail line is set to N, the system does not calculate tax for this detail line.

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, “Mapping Fields from Vertex Sales Tax Q Series System to PeopleSoft EnterpriseOne Software”.

Processing Serial Number Requirements

Based on the serial number requirements that you have defined for an item in Item Branch (P41026), these rules apply if a serial number is required during sales order entry:

- The transaction unit of measure must be the same as the primary unit of measure for the serialized item.
- The quantity must be equal to 1 when you enter a location and serial number combination.

- You must enter a valid and available location and serial number combination.

You might receive an error because a location or serial number, and item combination that you enter is not available or because the quantity on hand is zero. Serial numbers are unavailable if the quantity for the item/location/serial number combination is:

- In Inspection
- In Operation 1
- In Operation 2
- In Transit

See Chapter 9, "Processing Sales Orders," Processing Serial Number Information, page 309.

Entering Commission Information

The system applies commission information from the header to the detail. To apply salespersons or sales groups and commission information to a single line within an order, you can select Detail Commissions from the Row menu and revise the commission information.

If you have activated the JDESOENTRY Workflow process, an action message is sent to the salesperson responsible for the hold code if the current order is placed on hold. The message is sent following the system's completion of hold code processing. If the system does not put the order on hold, an action message is sent to the salesperson, as defined in Commission Maintenance (P42120), with the sold-to number indicating that the order is being processed. You can view messages sent during the workflow process in the Work Center (P012501).

Entering Default Line Information

Default line information is useful when you need to specify pick, ship, and requested dates and times, as well a branch/plant other than the branch/plant in the header information. This is very useful if you do not enter header information before you enter detail information or if you have an alternate branch/plant for many detail lines. You can use this feature only when you add sales orders.

After you enter default line information, complete the steps to enter item information.

Note. Although you can override the information as you enter each detail line, the system will not update the information for each order detail line if you inquire and change the sales detail line defaults.

Understanding Workflow Processing During Sales Order Entry

The system processes the order through order hold checking. After you click OK to accept the order, the system checks the processing options for hold codes and compares the order against the order hold information.

If you have activated the JDESOENTRY Workflow process, after the system puts the order on hold, an action message is sent to the person responsible for the hold code notifying them that the current order is on hold. If the system does not put the order on hold, an action message is sent to the salesperson, as defined in Commission Maintenance, with the sold-to number indicating that the order is being processed. You can view messages sent during the workflow process in the Work Center.

Note. The JDESOENTRY process can affect performance. You cannot enter another order until the system has processed the previous order and terminated the workflow process.

Prerequisites

Before you complete the tasks in this section:

- Verify that the processing options in the Sales Order Entry program are set up to display header information before the detail information.
- Verify that you have activated or deactivated the workflow process, JDESOENTRY.

See Also

Chapter 5, "Entering Sales Orders," Promising Orders in Sales Order Entry, page 160

PeopleSoft EnterpriseOne Demand Scheduling Execution 8.11 PeopleBook, "Working with Firm Demand," Creating Demand Scheduling Sales Orders

Forms Used to Enter Sales Order Information

Form Name	Form ID	Navigation	Usage
Work With Sales Order Headers	W4210H	Sales Order Processing (G4211), Enter Orders Header	Review and select sales order header records.
Sales Order Header	W4210G	Click Add on the Work With Sales Order Headers form.	Add and revise sales order header information.
Sales Order Detail Revisions	W4210A	Click OK on the Sales Order Header form.	Add and revise item information in the detail portion of the form. Enter line default information in addition to item information when you do not enter sales order headers.
Order Acceptance	W42232A	Click OK on the Sales Order Detail Revisions form.	Click the appropriate button to place the order or to revise the order.
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Sales Order Detail	Review and select sales order detail records.

Setting Processing Options for Sales Order Entry (P4210)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options specify default values, such as the document type, that the Sales Order Entry program uses when other values are not entered for the transaction.

Except for the required order type, these defaults apply during order entry only. If you are inquiring on written records, the system retrieves orders based on the order information in the form header first, and then it uses the parameters that you define in Inquiry processing options.

You can override information that appears on the header and detail forms. If information is hidden, the system processes orders based on the default information that is set up in the processing options or the master tables.

1. Order Type (Required)

Enter the type of document. Certain document type codes are reserved for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in User Defined Code (UDC) 00/DT.

If you use this version of the Sales Order Entry program in other programs, the default values for the program in which the original order is created override the default values for the sales order. For example, if you use this version of the Sales Order Entry program in the Blanket Order Release program (P42216), the order line type in the blanket order overrides the default line type in the sales order.

2. Line Type

Enter a code that controls how the system processes lines on a transaction. Line types control the systems with which the transaction interfaces (such as General Accounting, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). Values are defined on the Line Type Constants Revisions form (P40205) and include:

S: For stock item.

J: For job cost.

N: For non-stock item.

D: For direct ship item.

F: For freight.

T: For text information.

M: For miscellaneous charges and credits.

W: For work order.

On the Line Type Constants Revisions form, you can set up a line type for non-stock items that retrieves information from the Lot Master table (F4108), but does not commit quantities. The option, Edit the Item Master for Non-Stock Items, is used when the Inventory Interface is set for a non-stock item, such as *D* or *N*.

When you enter a direct ship item line type, the system uses a version of the Purchase Order Entry program (P4310) to create the purchase order that is related to this sales order. Specify the version in the Purchase Order Entry processing option on the Version tab of the processing options for the Sales Order Entry program.

When you enter a work order line type, the system creates the work order using the version of the Work Order Entry program (P48013) that you specify in the Work Order Entry processing option on the Versions tab of the processing options for the Sales Order Entry program.

If you use this version of the Sales Order Entry program in other programs, the default values for the program in which the original order is created override the default values for the sales order. For example, if you use this version of the Sales Order Entry program in the Blanket Order Release program (P42216), the order line type in the blanket order overrides the default line type in the sales order.

3. Beginning Status

Enter a UDC to indicate the current point in the order process.

You must specify a UDC (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using.

The combination of the beginning status and the next status must be a valid last status/next status combination in the Order Activity Rules table.

4. Override Next Status

Enter a UDC to indicate the next step in the order process. You must specify a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using.

The override status is another allowed step in the process. The combination of the beginning status and the override next status must be a valid last status and next status combination in the Order Activity Rules table (F40203).

5. Line Number Increment

Enter the increment the system uses to automatically number the order lines. You should select a whole number because other processes, such as kit entry, create decimal increments.

6. Reason Code

Enter a value that has been set up in UDC (42/RC). This is memo-only field for reporting purposes.

Note. Reason Code 6 is reserved.

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7. Override Transaction Unit of Measure

Enter the unit of measure for an item in an order. Values are defined in UDC 00/UM.

If you do not enter a value for this processing option, the system retrieves the primary unit of measure that is defined in the Item Master table.

8. Default Transaction Unit of Measure

Enter *1* and the system uses the pricing unit of measure or leave blank and the system uses the primary unit of measure. The system retrieves the transaction unit of measure when the override transaction unit measure is blank.

9. Address Book Revisions

Use this processing option to specify whether the system prompts users to add new customers to the Address Book system during sales order entry. If you enter a customer address book number in the Sold To or the Ship To field that the system does not recognize, the system does not allow you to enter an order. Values are:

Leave blank and you must manually access Address Book Revisions and add customer information before entering an order.

Enter *1* and the system automatically displays Address Book Revisions.

Whether you access Address Book Revisions from a Form menu option or select the option to automatically add customers, the system uses the Address Book Revisions, version ZJDEC003.

10. Update Header to Detail

Use this processing option to specify whether the system updates corresponding information in the detail information form if you change the header information. Use Define Header Columns to Detail (P40HDR) application to identify the fields that system uses to update to the detail form. Values are:

Leave blank and the system does not update information in Sales Order Detail Revisions unless you select the Populate option from the Header to Detail form menu.

Enter *1* and the system automatically updates the detail lines to reflect changes that you make to header information.

11. Header Branch/Plant

Use this processing option to specify the value with which the system selects the default branch/plant for tracking costs. You can set up header branch/plant defaults based on the user ID or terminal, or based on the business unit for the ship to address in Address Book Revisions (P0101). Values are:

Leave blank and the system uses the default location based on the user ID or terminal ID and displays the branch/plant in the order header form.

You set up the default branch/plant based on the user or terminal ID in Default Location and Printers (P400951).

Enter *1* and the system uses the business unit that you specify on the Address Book Revisions form for the customer to which you are shipping the goods.

12. Default Branch/Plant

Specify the default branch/plant that appears in the order header.

13. Order Template

Enter a standard template that applies to all customers. You can create a standard template that lists frequently ordered items. Although the system displays this template for every order, you do not have to apply any or all of the items during order entry.

14. Customer Self Service Structure Type

Enter the UDC (01/TS) for the organizational structure type that you want to use. In the application, you can select an address book number from a list of addresses associated with your own address book number. You specify this address book number either as a related address in the address book record or you associate it with you through the organizational structure type. The system uses the organizational structure type to recognize the relationship between your address book number and other address book numbers that belong to the organization.

Leave blank and the system enables you to select a value from the list of related address numbers specified in the address number record.

15. User ID default (CSS only) (user ID default (Customer Self-Service only)

Enter *1* and the system displays the user ID in the Ship To header. Leave blank and the system displays the user ID in the Sold To header.

16. Override Sold To and Ship To Header (CSS only)

Enter *1* to enable users to override the Sold To and Ship To fields in customer self service mode at the header level. Leave blank and the system does not allow override.

17. Override Carrier Number (CSS only)

Use this processing option to override the carrier in the header information in the customer self–service mode. Values are:

Leave blank and the system does not override the carrier.

Enter *1* to override the carrier number.

Note. CSS only designated processing options do not apply to non-customer self-service order entry.

Duplication

These processing options specify values, such as the document type, that the Sales Order Entry program uses when you duplicate a sales order. If you click Copy on the tool bar in the Customer Service Inquiry form, the system duplicates information based on the processing option selection.

1. Order Type

Enter a UDC (00/DT) to specify the order type of a duplicated document.

When you click Copy on the tool bar in the Browse/Inquiry form, the system creates a duplicate order with this order type. Certain document type codes are reserved for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program.

You must enter a value that has been set up in UDC 00/DT.

If you leave this processing option blank, the system uses values in this version that are from the Order Type processing option on the Defaults tab of the processing options for the Sales Order Entry program.

2. Beginning Status

Enter a UDC (40/AT) to indicate the current status for the duplicated line. When you click Copy on the tool bar in the Browse/Inquiry form, the system creates a duplicate order at this status. You must use a UDC (UDC) (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The combination of the beginning status and the next status must be a valid last status/next status combination in the Order Activity Rules table.

3. Next Status

Enter a UDC (40/AT) to indicate the next step in the order process for the duplicate order. You specify a UDC (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The override status is another allowed step in the process. The combination of the beginning status and the override next status must be a valid last status/next status combination in the Order Activity Rules table.

4. Copy Associated Text

Use this processing option to specify which messages and associated text are copied when you duplicate orders. Values are:

Leave blank and the system does not copy associated text or messages.

Enter *1* and the system copies messages and text that are attached to an order detail line.

Enter *2* and the system copies messages or text attached to the header, as well as messages attached to the order detail line.

Enter *3* and the system copies messages or text attached to the header, but not a particular order detail line.

Order Holds

These processing options activate order hold processing. You must specify the hold code in any of these processing options to activate order hold processing. You set up hold parameters in Hold Order Constants (P42090). Multiple hold codes might result in multiple holds for a single order. You must release the sales order from all holds before the system can process the order.

1. Customer Credit Check

Enter a credit hold code the system uses to automatically compare the credit limit that you set up for the customer in Customer Master Information against the order and any outstanding balances in accounts receivable.

You define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code.

You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that has been set up in UDC 42/HC.

2. Order Margin Check

Enter a UDC (42/HC) to identify an order margin check the system uses to verify that all sales orders meet a specific margin.

The system uses this equation to calculate margin:

(Price – Cost) /Price × 100 = Margin

You can define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code.

You must specify the hold code in this processing option to activate the order hold processing.

You must enter a value that has been set up in UDC (42/HC).

3. Order Line Margin Check

Enter a UDC (42/HC) to identify an order line margin check the system uses to verify that all order detail lines meet a specific margin.

The system uses this equation to calculate margin:

(Price – Cost) /Price × 100 = Margin

You can define the conditions that the system uses to place orders on hold in Order Hold information (P42090) and attach those conditions to a hold code.

You must specify the hold code in this processing option to activate the order hold processing.

You must enter a value that has been set up in UDC (42/HC).

4. Order Minimum Value Check

Enter a UDC (42/HC) to identify a code the system uses to automatically compare the order minimum that you set up for the customer in Customer Billing Instructions against the order total.

You can define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code.

You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that has been set up in UDC (42/HC).

5. Order Maximum Value Check

Enter a UDC (42/HC) to identify a code the system uses to automatically compare the order maximum that you set up for the customer in Customer Billing Instructions against the order total.

You can define the conditions that the system uses to place orders on hold and attach those conditions to a hold code. You must specify the hold code in this processing option to activate the hold code.

You must enter a value that has been set up in UDC (42/HC).

6. Partial Order Hold

Enter a UDC (42/HC) to identify a code the system uses to hold an entire order if quantity is not available to fill an order detail line. You can release a partial order hold at any time. The system can then backorder, cancel, or ship available quantities based on backorder information in the Customer Billing Instructions, Item Master Information, Item Branch/Plant Information, and Branch/Plant Constants.

You must enter a value that has been set up in UDC (42/HC).

7. Product Allocation Hold

Enter a UDC (42/HC) to specify a hold code the system uses to restrict the amount of an item or item group that a customer or customer group can purchase.

You must set up the product allocation preference in the Preference Master (P40070), activate the preference through the Preference Selection (R40400), set up the hold code information in Order Hold Information, and then activate preference profile processing in the P4210, Versions, Preference Profile processing option.

You must enter a value that has been set up in UDC (42/HC).

8. Authorization Hold for Prepayment Processing

Enter the default value hold code for the authorization code in Prepayment Processing.

9. Settlement Hold for Prepayment Processing

Enter the default hold code for Settlement Prepayment Processing.

10. Order Process Hold

Enter a hold code that the system uses to prevent the order from going through various stages of sales order processing.

This hold code does not have any special processing associated with it, such as Credit Check, Minimum/Maximum Margin Check, and so forth. It can be used to create an additional approval step for sales orders.

You must enter a value that has been set up in UDC (42/HC).

11. Approval Hold

Enter a code that the system uses to place the sales order on hold when revisions to an order require approval. The code that you enter can be AH or other values that have characteristics similar to AH. Regardless of the hold code that you specify, it must be set up in the Hold Order Constants program (P42090). The Hold Order Constants setup must be completed with a code type of *L* (line) and a limit type of *A* (amount).

12. Exclusive Adjustment Hold

Enter a UDC (42/HC) to specify whether the system places a sales order on hold when mutually exclusive price adjustments have been applied to a sales detail line and the conflict is not resolved. The system issues a warning if mutually exclusive adjustments exist. You can resolve conflicts by canceling or modifying exclusive adjustments using the Price History row exit. If

conflicts exist when the order is accepted, the order will be placed on hold if this processing option is populated.

The code that you enter can be AH or other values that have characteristics similar to AH. Regardless of the hold code that you specify, this code must be set up in the Hold Order Constants program (P42090). The Hold Order Constants setup must be completed with a code type of *L* (line) and a limit type of *A* (amount).

You can define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code.

You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that is already set up in UDC table 42/HC.

Display

These processing options control whether the system displays certain types of sales order information, such as cost and price fields, closed lines and kits, and whether you can change the information.

Note. The processing options on this tab apply only to the Sales Order Entry program (P4210). If you use the Customer Service Representative Sales Order Entry program (P42101), the Display Options tab in P4210 will be overridden by the P42101 Display tab options.

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1. Display or Hide Cost Fields

Use this processing option to indicate whether the system protects or hides cost fields.

Leave blank and the cost fields appear on the form and the information can be overridden.

Enter *1* and the system protect costs from change. If you protect the cost fields from changes, the costs are visible on the form, but cannot be changed.

Enter *2* and the system hides the cost fields. If you hide the cost fields, the cost fields do not appear on the form. However, the system still writes cost information from the Item Cost Ledger (F4105) to the Sales Order Detail table.

The system retrieves default cost information from the Item Cost Ledger table (F4105).

2. Display or Hide Price Fields

Use this processing option to indicate whether the system protects or hides price fields.

Leave blank and price fields remain visible and entry-enabled. You can override the information for this order only.

Enter *1* and the system protect prices from change. The unit and extended price will be visible on the form, but you will not be able to override the information.

Enter *2* and the system does not display price information. If you hide the price fields, the system still writes the price information to the Sales Order Detail table.

3. Disable Pricing Related Fields

Use this processing option to indicate whether the system disable pricing related fields that affect the calculated price.

Leave blank and pricing related fields remain visible and entry-enabled.

Enter *1* and the system displays pricing related fields but you can not override the information.

4. Disable or Hide Status Codes

Use this processing option to indicate whether the system protects or hides status codes.

Leave blank to override the information for this order only. If you enter status codes, they must be set up as an other allowed status code in the Order Activity Rules for the document type and line type combination. Additionally, combination of the beginning status and the next status must be a valid last status/next status combination in the Order Activity Rules table.

Enter *1* and the system protects status codes from change. If you protect the status codes from being changed, the current and next status will be visible on the form, but you will not be able to override the information.

Enter *2* and the system hides the status codes. If you hide the status codes, the last and next status codes do not display. The system processes orders based on the current and next status that is set up in the Order Activity Rules.

5. Hide Closed Detail Lines

During inquiry, you might choose to review active order detail lines only. Use this processing option to indicate whether the system displays active, closed, or canceled detail lines.

Leave blank and the system displays all order detail lines that will appear on the detail form.

Enter *1* and any line with a status of 999 will not appear on the detail form. However, the record for the line still remains in the Sales Order Detail table or Sales Order Detail - History (F42119).

6. Hide Credit Card Information

Use this processing option to indicate whether a user can access customer credit card information.

Leave blank to access credit card information during order entry.

Enter *1* you can not access credit card information during order entry.

7. Hide Freight and Carrier Information

Use this processing option to specify whether the system displays freight and carrier information fields. You can standardize the freight and carrier information fields so that freight rate calculations are accurately calculated for the appropriate route, stop, and zone or that a preferred carrier is always responsible for delivering the item to a customer.

Leave blank and freight and carrier information fields do appear on the order detail form and can be overridden.

Enter *1* and freight and carrier information fields do not appear on the order detail form. The system processes orders based on the default information that is set up in the Customer Billing Instructions or the Item Master Information.

8. Hide Commission Information

Use this processing option to indicate whether the system displays commission information.

Leave blank to review commission information and override default information that affects the current order only.

Enter *1* and the system does not display commission information. Orders are processed based on the default information that is set up in Commissions Table (F42005) and cannot be accessed or modified.

9. Hide Kit Components

Use this processing option to indicate whether kit components appear on the Sales Order Detail Revisions form either after you select features and options in the kit or when you reinquire on the order.

Leave blank and the system displays the parent item, as well as selected features and options, when you reinquire on the order.

Enter *1* to display only the parent line after you select the features and options during order entry or when you reinquire on the order. However, the parent line and all component lines are written to the Sales Order Detail table.

Commitment

Use these processing options to activate availability checking and commitments to generic buckets. Based on the item availability calculations for each branch/plant, commitment calculation affects how the system calculates backorders, cancellations, and customer delivery time.

To determine how the system calculates item availability, you define the factors that subtract from or add to the available quantity of an item. Factors that subtract from an item's availability include sales orders and work orders. Factors that add to an item's availability include purchase orders that are in transit. You define the various factors on the Availability Calculations form, which you can access from Branch/Plant Revisions.

1. Activate Availability Checking

Use this processing option to indicate whether the system verifies the available quantity for requested items. Values are:

Leave blank and the system does not perform availability checking. You might choose this option for blanket or quote order entry.

Enter *1* and the system performs availability checking. If quantity is unavailable, the system issues a warning that the quantity for this item exceeds the available quantity. The system automatically backorders or cancels any quantity that is unavailable, based on backorder information that is set up in Item Master, Item Branch/Plant, Branch/Plant Constants, and Customer Billing Instructions.

Enter *2* and the system performs availability checking. If quantity is unavailable, the system issues a warning that the quantity for this item exceeds the available quantity. However, the system does not backorder or cancel any quantity. The quantity remains shippable.

You can allow backorders by item, or by customer, and specify whether the backorders are allowed at a specific branch/plant. To backorder an item, you must set the option, Backorders Allowed, in Item Master, Item Branch/Plant, Branch/Plant Constants, and Customer Billing Instructions. If you allow backorders, the system holds the order detail line until quantity is available. If you do not allow backorders, the system cancels the order detail line.

After the system processes an order detail line, you can review backordered, canceled, and shipped information in the appropriate fields in the order detail lines.

2. Commit to Quantity 1 or Quantity 2

Use this processing option to indicate the generic buckets to which the system commits quantities. Commonly used for orders that do not affect the item availability, you can use these buckets to anticipate demand or forecast future sales. For example, you can set up a version of Sales Order Entry for quote orders and commit quantities to bucket, Quantity 1. For blanket orders, you can set up another version of Sales Order Entry and commit quantities to

bucket, Quantity 2. You can review availability information on the Summary Availability form. Values are:

Leave blank and the system commits the quantity based on the factors that you define for sales orders in the Availability Calculations form in the Branch/Plant Constants.

Enter *1* and the system commits quantities to bucket Quantity 1.

Enter *2* and the system commits quantities to bucket Quantity 2.

You determine how the system calculates item availability by defining the factors that subtract from the available quantities (such as sales or work orders), add to the available quantities (such as purchase orders that are in transit), or do not affect available quantities (such as blanket and quote orders) in Branch/Plant Constants.

If the system neither adds nor subtracts quantities from these orders from available inventory, clear the Sales Order Entry, Commitment tab, Activate Availability Checking processing option so that the system does not perform availability checking.

3. Display Supply and Demand Inquiry Form

Use this processing option to indicate whether the system automatically displays the Supply/Demand Inquiry form when quantity for an item is not available. Values are:

Leave blank and the system does not display the Supply and Demand Inquiry form and backorders or cancels the order detail line when quantity is not available. However, you can manually access this information from the Sales Order Detail Revisions form to monitor information about how many items are on demand, available in supply, and available to be promised.

Enter *1* and the system automatically displays the Supply and Demand Inquiry form when quantity is not available. The system uses the version of the Supply and Demand Inquiry form that you enter in the corresponding processing option on the Versions tab.

4. Enter Allowed Lot Status Group to Validate

Enter the allowed lot status group to validate. During sales order processing, the system validates the nonblank lot status codes against the user defined status code values. If the nonblank lot status codes exist in the Allowed Lot Status table (F41081), then the system treats the user defined lot status codes as blank and the on-hold item shall continue through the print pick slip, shipment confirmation, and warehouse location selection processes.

Currency

These processing options enable you to specify information about the tolerance percentage, currency code for as if amounts, and the as of date for processing the exchange rate for as if amounts.

1. Tolerance Limit

Enter a tolerance limit for multicurrency orders. If you enter an option in Set Daily Transaction Rates (F00151) to allow spot rates, you can manually enter or override an exchange rate during order entry. If the currency rate that you enter is outside this tolerance limit, the system issues a warning.

2. Currency Code

Enter the currency code in which the system displays transactions.

3. As Of Date

Enter the date with which the system retrieves the exchange rate for the as if currency. If you leave this option blank, the system uses the system date.

Process

These processing options control whether the Sales Order Entry program performs as follows:

- Enables changes to orders that are past a certain point in the process.
- Activates subsystem processing.
- Displays the Sales Order Header Revisions form before the Sales Order Detail Revisions form.
- Prompts you to review order information before the system creates an order.
- Enables automatic order-repricing to recalculate order totals.
- Activates order template processing based on the sold to or ship to address.
- Enables orders to be processed against existing agreements, blanket, and quote orders.
- Indicates whether the system applies the specified markup to the unit cost or price.

1. Status Code Limit for Changes

Enter a status at which you can not make changes to an order detail line. If you enter an order in a version of Sales Order Entry in which there is a defined status code limit, you can not reinquire and make changes to the order if the order is past this status.

If you enter an order in a version of Sales Order Entry where there is a defined status code limit, but reinquire on another version in which this processing option is not activated, you can make changes to the order regardless of the status.

You must specify a UDC (00/AT) that has been set up in the Order Activity Rules based on the order type and the line type combination.

2. Subsystem Processing

Use this processing option to activate subsystem processing. Subsystem processing enables you to bypass standard system processing. For example, you can use subsystem processing if you want to print a pick slip or invoice immediately after the order entry process. Values are:

Enter *1* and the system performs subsystem processing to print pick slips. On the Version tab of the P4210 processing options, you must also specify the corresponding version in the processing option for Pick Slip Print Subsystem (R42520).

Enter *2* and the system performs subsystem processing to print invoices. On the Version tab of the P4210 processing options, you must also specify the corresponding version in the processing option for Print Invoice (P42565).

Enter *3* and the system performs subsystem commitment processing and does not commit inventory until you complete the order. After you accept the order, the system processes the order through the subsystem batch program while you enter another order.

Enter *4* and the system performs online commitment processing. The system does not process order detail lines asynchronously. After you enter the order, the system processes commitments for the complete order before you can enter another order, which enables you to review commitments online (R42997) as the system processes availability for each order detail line in the order.

Enter *5* and the system performs subsystem processing for entering and processing orders in store-and-forward mode. You must also identify the appropriate version of the program, Sales Order Batch Transaction Editor

(R4210Z), in the P4210 processing options, Versions tab, Sales Order Batch Transaction Editor (R4210Z) processing option.

3. Display Header or Detail

Use this processing option to determine whether the system first displays the Sales Order Header Revisions form or the Sales Order Detail Revisions when you add an order. You can enter header information before detail information and edit default information that affects the order. Values are:

Leave blank and the system displays the Sales Order Detail Revisions form first. It creates an order header record based on the branch/plant and customer information that you set up for the sold to and ship to address entered in the detail information form. You can access Sales Order Header Revisions to override default information, as necessary.

Enter *1* and the system displays Sales Order Header Revisions form first. You review or override the default order information the system enters for the sold to and ship to addresses, such as billing instructions, delivery dates, and payment terms.

4. Auto Order Repricing

Use this processing option to indicate whether the system uses auto order repricing to recalculate order totals. The system evaluates the items and quantities and makes adjustment based on the entire order. Values are:

Leave blank and the system does not use auto-order repricing.

Enter *1* and the system uses auto-order repricing to recalculate order totals. The system uses the version of Advanced Order/Reprice (R42750) that you specify in Sales Order Entry, on the Versions tab, the Basket/Order Reprice processing option. If you use Advanced Pricing, you must enter a version of Advanced Order/Reprice (R42750).

5. Display Before Accept Prompt

You use this processing option to indicate whether the system prompts you to review the order before creating a record in the Sales Order Detail table. Review is a good way to ensure accuracy when you enter or change orders. Values are:

Leave blank and the system does not prompt you to review the order, but creates a record in the Sales Order Detail table when you click OK.

Enter *1* and the system displays the order, order total, taxes and applicable discounts for you to review the order before creating a record in the Sales Order Detail table. You can return to Sales Order Detail Revisions to make changes. The system does not create a record in the Sales Order Detail table until you select the option from the Form menu to accept the order.

Note. The Display Before applies only to the P4210 Sales Order Entry application, the P42101 Customer Service Sales Order Entry Application contains an online order summary and does not utilize the Display Before Accept (P42232) application.

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6. Order Template Processing

Use this processing option to indicate which template the system uses during order entry. A template contains information about frequently ordered items. You create and assign order templates to speed up the order entry process. Values are:

Leave blank and the system does not use order template processing.

Enter *1* and the system displays the order template that you have assigned to the sold to address in the Customer Billing Instructions.

Enter *2* and the system displays the order template that you have assigned to the ship to address in the Customer Billing Instructions.

You can set up a customer template based on order history in Customer Template Rebuild (R42815) or you can create a template for the customer in Customer Template Revisions (P4015). Assign an order template to the sold to address and the ship to address in the Customer Billing Instructions.

7. Blanket/Quote Order Processing

Use this processing option to indicate whether the system processes sales orders against blanket or quote orders. Use a quote order when a customer requests pricing information but is not ready to commit to a sales order. Use a blanket order when a customer agrees to purchase a quantity of an item over a specified period of time. When you use blanket or quote order processing, the system locates applicable blanket or quote orders from which you can create either multiple sales orders for partial quantities or a single sales order when you release the complete quantity. Values are:

Leave blank and the system does not use blankets or quote order processing.

Enter *1* and the system processes blanket/quote orders based on the ship to address.

Enter *2* and the system processes blanket/quote orders based on the sold to address.

Enter *3* and the system processes blanket/quote orders based on the sold to address and customer PO.

Enter *4* and the system processes blanket/quote orders based on the ship to address and customer PO.

Enter *5* and the system processes blanket/quote orders based on the deliver to address.

Enter *6* and the system processes blanket/quote orders based on the deliver to address and customer PO.

You can have multiple blanket or quote orders for the sold to address or the ship to address. After you enter a detail line, the system displays a check mark in the row header and column to indicate a blanket or quote order exists.

You can view the blanket or quote order on the Blanket Release form and select the appropriate order from which the system can create a related sales order.

8. Agreement Processing

Use this processing to indicate whether the system processes sales orders against agreements in the Agreement Management System. Values are:

Leave blank and the system does not use agreement processing.

Enter *1* and the system searches all available agreements and automatically assigns the sales order to an agreement.

Enter *2* and the system searches all available agreements, and displays a check mark in the row header and column to indicate multiple agreements exists. On the Agreement Selection window, the system displays agreements that meet the criteria.

Enter *3* and the system searches on all available agreements and automatically assigns the sales order to the agreement with the earliest expiration date.

When you enter a sales order, the system selects agreements that meet this criteria:

- The item on the sales order and agreement must be the same.
- The due to on the agreement must be *P* (partner), which indicates that product is due to the partner for this product and agreement.
- The sold to or ship to on the sales order must be the same as the destination on the agreement.
- The detail branch/plant or its owner on the sales order must be the source on the agreement.
- The date on the sales order is within the active date range for the agreement.
- For agreements that have quantity control activated, the quantity on the sales order does not exceed the quantity remaining to be fulfilled before the system selects the agreement.

9. Customer Self-Service Functionality

This code indicates whether you are creating an order in standard order entry mode or Shopping Cart mode. If you select Shopping Cart mode, you can select items from multiple applications before using Sales Order Entry to create an order. You might use this feature if you are entering orders in a Customer Self-Service environment. Values are:

Leave blank and the system does not use shopping cart functionality.

Enter *1* and the system uses shopping cart functionality.

10. Cost or Base Price Markup

Use this processing option to indicate whether the system applies a markup based on cost or price. You use branch sales markups to set up the additional costs that are associated with an interbranch or transfer sales order. The transfer price is the amount the supplying branch/plant is selling the item to the receiving branch/plant. Values are:

Leave blank and the system does not apply an additional cost, but retrieves the cost defined in the Item Cost Ledger (F4105).

Enter *1* and the system retrieves the markup from the Branch Sales Markup table (P3403) and recalculates the transfer price with the included markup. This markup is applied to the inventory cost.

Enter *2* and the system applies the base price that is set by the supplying branch/plant, defined in Base Price Revisions table (F4106).

11. Ship and Debit Processing

Use this processing option to specify whether the system will use subsystem or batch processing (R45100) to identify and adjust ship and debit agreements. Values are:

Leave blank and there is no subsystem or batch processing.

Enter *1* to use subsystem processing.

Enter *2* to use batch processing.

12. Issue Warning for Default Free Good

Leave blank and the system does not issue a warning or enter *1* to issue a warning when the user selects a good that is by default the free good that is already being awarded.

13. Adjust Accumulated Values in the Volume Transaction

Leave blank and the system does not adjust or enter *1* to readjust the accumulated values in the Volume Transaction Summary table (F4078) and the Volume Transaction Detail table (F4079) when entering Credit Orders.

14. Prompt for Customer Segment Items

Enter *1* to display the Customer Segment Items form. When this option is left blank, the system does not display the Customer Segment Items form.

15. Display Warning/Error for Ascending Date Rule Check

Use this processing option to specify whether the system issues a warning or an error when the ascending ship-date rule check fails during sales order entry. Values are:

Leave blank to display a warning.

Enter *1* to display an error.

16. Default Selection for Multiple Blanket Orders

Use this processing option to specify whether the system will manually or automatically release a selected blanket order if more than one blanket order is available. Values are:

Leave blank and the system will not release a blanket order when more than one blanket order is available. You will need to manually select and release blanket orders.

Enter *1* and the system will select and release the blanket order with the earliest cancel date. If more than one blanket order has the same cancel date, the system will process releases based on the earliest requested date.

17. Default Selection for Single Blanket Orders

Use this processing option to specify whether the system will manually or automatically release a selected blanket order if only one matching blanket order exists. Values are:

Leave blank and the system will release a blanket order if only one matching blanket order exists.

Enter *1* and the system will not release a blanket order if only one matching blanket order exists. You will need to manually select and release blanket orders.

Cross Reference

These processing options specify the cross-reference types for substitute, replacement, complementary, and associated items. You create the cross-reference information in Item Cross Reference program. Cross-references associate the internal item numbers with other internal item numbers or those from other entities. Use this processing option to identify the code with which the system searches cross-reference information for substitute items. Substitute items are goods that are sold in place of the original item when you do not have the quantity on hand for the original item. This code is typically S in the Item Cross Reference program. You can only use substitutions for customers who, in the Customer Billing Instructions, allow substitutes.

1. Substitute Items

Enter a UDC (41/DT) with which the system searches cross-reference information for substitute items. Substitute items are goods which are sold in place of the original item when you do not have the quantity on hand for the original item. This code is typically S in the Item Cross Reference Revisions program. You can only use substitutions for customers who, in the Customer Billing Instructions, allow substitutes.

If you have a substitute item, the system displays a check mark in the row header and column. Optionally, you can access Substitute/Complementary Items form to sell the substitute item in place of the original item. If you enter a quantity for the substitute item, the system creates a second order detail line with the substitute item information.

You must enter a value that has been set up in UDC table (41/DT).

2. Complementary Items

Enter a UDC to identify the code with which the system searches cross-reference information for complementary items. Complementary items are recommended items as part of the sale. Complementary items are not free goods, but are sold in addition to the original item. This code is typically C in the Item Cross Reference Revisions program.

If you have a complementary item, the system displays a check mark in the row header and column. Optionally, you can access Substitute/Complementary Items form to sell the complementary item with the original item. If you enter a quantity for the complementary item, the system creates a second order detail line with the complementary item information.

You must enter a value that has been set up in UDC table (41/DT).

3. Replacement Items

Enter a UDC to identify the code with which the system searches cross-reference information for replacement items. Replacement items are goods which are sold in place of the original item when you or the supplier discontinues an item. The replacement code is typically R in Item Cross Reference Revisions program. You can only create replacement cross-references for those items whose stocking type in the Item Master or Item Branch Plant is O (obsolete) or U (use up).

You must enter a value that has been set up in UDC table (41/DT).

4. Pricing for Substitute Items

Use this processing option to indicate which price the system retrieves when you sell substitute items. Substitute items are goods which are sold in place of the original item when you do not have the quantity available for the original item. If you substitute an item, you can charge the customer the price for the item that was originally ordered or you can use the price that you set up for the substitute item. Values are:

Leave blank and the system uses the price of the original item, defined in the Base Price Revisions table (F4106).

Enter *1* and the system retrieves the price of the substitute item, defined in Base Price Revisions table (F4106).

5. Promotional Items

Enter a UDC (41/DT) with which the system searches cross-reference information for promotional items. Promotional items are goods which are awarded in place of the original item. This code is typically P in the Item Cross Reference Revisions program.

You must enter a value that has been set up in UDC table (41/DT).

Versions

These processing options specify the version that the system uses when you select the associated option from the Row or Form menu on Sales Order Header or Detail forms.

Versions control how programs display and process information. Therefore, for a version to meet the company's needs, you might need to indicate specific versions in the processing options.

1. Pick Slip Print Subsystem (R42520)

Enter the version of Print Pick Slip program (PF2520) that the system uses to process pick slips through the subsystem after order entry. Ensure that you specify the version that is set up for subsystem processing. If you leave this processing option blank, the system uses version ZJDE0001.

2. Supply and Demand Inquiry (P4021)

Enter the version of Supply and Demand Inquiry (P4021) that the system uses to verify commitments and availability.

The system calls this version whether you automatically display this form when quantity is not available or manually access Supply and Demand Inquiry form from the Sales Order Detail Revisions form. If you leave this processing option blank, the system uses version ZJDE0001.

To automatically display the Supply and Demand Inquiry form when quantity is not available, select the appropriate option in the Sales Order Entry, Commitment tab, Display Supply and Demand Inquiry processing option.

3. Pick Slip Print On Demand (R42520) from Customer Service Inquiry

Enter the version of the Print Pick Slip On Demand program (R42520) is available to you from the Customer Service Inquiry form. If you leave this processing option blank, the system uses version ZJDE0003.

4. Adv Order/Basket Reprice (R42750) (advanced order/basket reprice (R42750))

Enter the version Advanced Order/Reprice (R42750) that the system uses to calculate order totals.

If you use Advanced Pricing, you must enter a version of Advanced Order/Reprice (R42750). If you leave this processing option blank, and you have set the Sales Order Entry, Process tab, Auto order repricing processing option to auto order reprice, the system uses version ZJDE0001.

5. Online Invoice Inquiry (P42230)

Enter the version of Online Invoice Inquiry program (P42230) that the system uses to display billing information. If you leave this processing option blank, the system uses version ZJDE0001.

If you inquire by sales order number, the system displays open lines that have not gone through sales update. If you inquire by invoice number, the system displays only those lines that have been assigned the invoice number, either through the Print Invoices (R42565) or Sales Update (R42800).

6. Preference Profile (R40400)

Enter the version of the Preference Profiles program (R40400) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001.

7. Check Price and Availability (P41261)

Enter the version of Check Price and Availability that the system uses to retrieve price adjustment information. If you do not use the Advanced Pricing system to set up price adjustments, you must enter a version of Standard Check Price and Availability (P41261). If you set up advanced price adjustments in the Advanced Pricing system, you must enter a version of Advanced Check Price and Availability (P4074).

If you leave this processing option blank, the system uses version ZJDE0001 of the program that is appropriate to the system.

8. Purchase Order Entry (P4310)

Enter the version of Purchase Order Entry (P4310) that the system uses to create related direct ship and transfer orders. The system does not use all default information that is set up in the processing options for Purchase Order Entry. For example, when the system creates the related purchase order, the

sales order line type overrides the default purchase order line type when the order is an interbranch order and the line stocking type is nonstock.

If you leave this processing option blank, the system uses version ZJDE0001.

9. Sales Ledger Inquiry (P42025)

Enter the version of Sales Ledger Inquiry (P42025) that the system uses to create a credit order from a previous order.

The system retrieves order information from the Sales Order Detail Ledger (F42199).

If you leave this processing option blank, the system uses version ZJDE0001.

10. Bill of Material Inquiry (P30200)

Enter the version of Bill of Material Inquiry (P30200) that the system uses to retrieve information all features and options that are related to the kit. In the distribution systems, a bill of material is used to locate and assemble a group of items.

If you leave this processing option blank, the system uses version ZJDE0001.

11. Work Order Entry (P48013)

Enter the version of Work Order Entry (P4801) that the system uses to create work orders. When you enter a sales order with a line type W, the system automatically generates a work order in the Manufacturing system.

If you leave this processing option blank, the system uses version ZJDE0001.

12. Print Invoice (R42565)

Enter the subsystem version of the Print Invoice program (R42565) for printing invoices through the subsystem. You must activate the processing option in the Process tab, Subsystem Processing to print invoices and specify the version of the Print Invoice program (R42565).

13. Online/Subsystem Commitment (R42997)

Enter the version of the Commitments program the system uses for either online or subsystem commitments. You must activate the appropriate processing option in the Process tab, Subsystem processing for either online or subsystem commitments and specify the version of the corresponding Commitments program.

If you leave this processing option blank, the system uses version ZJDE0001.

14. Configured Items (P32942)

Enter the version of Configured Items (P32942) that the system uses when you enter an order for a configured item.

If you leave this processing option blank, the system uses version ZJDE0001.

15. Sales Order Batch Transaction Editor (R4210Z)

Enter the version of Sales Order Batch Transaction Editor (R4210Z) that the system uses when you are enter sales orders in a store and forward environment.

If you leave this processing option blank, the system uses version ZJDE0001.

16. Credit Check (P42050)

Enter a version of the Credit Check program. When this processing option is left blank, the system uses the default ZJDE0001 version.

17. Work with Shipments (P4915)

Enter a version of the Work with Shipments program (P4915). If you leave this option blank, the system uses ZJDE0001.

18. Customer Master (P03013)

Enter the version that the system uses for Customer Master Information when you select Receivables from the Form menu. If you leave this option blank, the system uses ZJDE0001.

19. Ship and Debit (R45100) Enter the version of subsystem or batch processing (R45100) that the system uses to identify and adjust ship and debit agreements.

20. Apply Volume Level Adjustment (R45900) Enter the version of the Re-Apply Volume Level Pricing program (R45900) that the system uses.

21. Automatic Document Generation (P90CA24) Enter the version of the Generated Document Revisions program (P90CA24) that the system uses during automatic document generation. If you leave this option blank, the system uses version ZJDE0001.

22. Customer Segment Items (P42440) Enter the version of Customer Segment Items (P42440) that the system uses to display customer segment items in the Sales Order Entry program. If you leave this processing option blank, the system uses version ZJDE0001.

The system displays this form only if you set the Prompt for Customer Segment Items processing option on the Process tab.

23. Product Variants (P41902) Enter a version of the Matrix Order Entry program (P41902) that is available to you from the Sales Order application or leave blank and the system uses version ZJDE0001.

24. Order Processing (R31410) Enter the version of Order Processing (R31410) the system uses. If you leave this option blank, the system uses version XJDE0007.

Preference

These processing options determine whether preference profile processing is activated for this version of Sales Order Entry. A preference is a piece of information that you define for a customer, an item, or any combination of customer (sold to, ship to, or parent addresses), customer group, item, and item group. The system uses preferences to override normal customer and item setup information when you enter orders.

To work with preferences, you must set two separate processing options in Sales Order Entry. Under the Preferences tab, activate the Preference Profile Processing option. Under the Versions tab, specify the version of the Preference Processing Options application (R40400) that you have set up to select the preferences that you want to run.

1. Preference Profile Processing Use this processing option to specify that you want to use preference profile processing. If you use preference profile processing, you must use preference profile processing in all of the versions of order entry programs. Values are:

Leave blank and the system does not use preference profile processing.

Enter *1* and the system uses preference profile processing After you activate the Preference Profile Processing processing option, specify the version of Preferences Selection (R40400) in Sales Order Entry, Versions tab, Preferences processing option. In that version of Preferences Selection (R40400), select the preferences in the processing options that you want to run.

Preference Selection (R40400) does not include Inventory Commitment or Print Message preferences.

2. Inventory Commitment Preference Use this processing option to specify that you want the inventory commitment preference to operate independently of other preference processing. You use inventory commitment to specify that each order line be filled from one or more branch/plants, based on the customer or customer group, or item or item group. You can specify the branch/plants from which you want products shipped, determine the percentage of the order that must exist at a branch/plant

before the quantity is filled at that branch/plant, or specify the mode of transportation and carrier information in the sales detail line. Values are:

Leave blank and the system does not use the inventory commitment preference.

Enter *1* to use inventory commitment preference processing only for current orders. The system performs inventory commitment preference only for those orders that are inside the commitment window of the header branch/plant. Orders that are outside the window of the header branch/plant are future committed to the header branch/plant.

Enter *2* to use inventory commitment preference processing for all orders (current and future). The system performs inventory commitment preference for all orders, regardless of the commitment window of the header branch/plant.

3. Override Schedule For Advanced Preferences

Enter the override schedule for advanced preferences. Use this processing option if you are using the Advanced Preferences function and want to specify an override preference schedule for the system to use instead of the default preference schedule that is defined in the system Distribution Constants. If you are using Advanced Preferences, this schedule controls preference processing.

Note. Preference schedules can only be modified with the Advanced Preferences Schedule Revisions program (P4070) on the Advanced Preferences menu (G40311).

Transfers

These processing options determine whether transfer order processing is activated for this version of Sales Order Entry. You enter a transfer order to ship inventory between branch/plants within the company and to maintain an accurate on-hand inventory amount. When you create a transfer order, the system:

- Creates a purchase order for the shipping location that represents the supplier
- Creates a sales order for the receiving location that represents the customer

1. Activate Transfer Order Entry

Use this processing option to indicate transfer order entry. When you enter transfer orders, you must enter a from branch/plant and a to branch/plant, as well as information for the related purchase order. Values are:

Leave blank and the system does not process transfer order information.

Enter *1* and the system displays a transfer order entry form on which you enter the origination and destination branch/plants, as well as purchase order information, such as a purchase order number, landed cost rule, and exchange rates for the sales and purchase orders. The system automatically creates a purchase order based on the version that you specify in Sales Order Entry, Versions, Purchase Order Entry processing option.

2. Sales and Purchase Order Taxable

Use this processing option to indicate whether the system applies taxes to sales and purchase orders. Values are:

Leave blank and the system retrieves tax explanation codes and rate areas from the Customer Master Information. For direct ship, transfer orders, or sales orders with alternate sold to and ship to addresses, the system retrieves the tax explanation code from the sold to address and the tax rate/area from the ship to or deliver to address based on system setup, but this rate can be overridden.

Enter *1* and the system does not reference the sales taxable or purchase taxable flags that you set up in the Item Branch Plant Information.

3. Mandatory Landed Cost Use this processing option to indicate whether a landed cost for a related purchase order is required. Values are:

Leave blank and the system does not require you to enter a landed cost.

Enter *1* and you must enter a landed cost before entering the order. If you do not enter a landed cost, the system issues an error.

Order Inquiry

These processing options specify how you want the system to search for orders on the Customer Service Inquiry form.

Note. The processing options on this tab apply only to the Sales Order Entry program (P4210). If you use the Sales Order Entry program (P42101), you must set the processing options on the Order Inquiry Tab in Sales Order Entry program (P42101).

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1. From Status Enter a UDC (40/AT) to indicate the current point in the order process.

You must specify a UDC (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using.

The combination of the beginning status and next status must be a valid last status/next status combination in the Order Activity Rules table.

During order inquiry, the system does not display orders that are not within the beginning and next status range.

2. To Status Enter a UDC (40/AT) to indicate the next step in the order process. You must specify a UDC (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using.

The combination of the beginning status and next status must be a valid last status/next status combination in the Order Activity Rules table.

During order inquiry, the system does not display orders that are not within the beginning and next status range.

3. Search on Last or Next Status Use this processing option to specify which status codes the system uses to choose information to display on this screen.

Leave blank to display all orders with a Last status that falls within this range.

Enter *1* to display all orders with a Next status that falls within this range.

4. Date Range Use this processing option to indicate the date value with which the system searches on orders. Values are:

Enter *1* and the system retrieves orders based on the order entry date.

Enter *2* and the system retrieves orders based on the promised ship date that is populated during order entry.

Enter *3* and the system retrieves orders based on the original promised date that is populated during order entry.

Enter *4* and the system retrieves orders based on the date that the order was confirmed for shipment. The system retrieves only those orders that have been processed through the Shipment Confirmation (P4205) program.

Enter *5* and the system retrieves orders based on the date that the invoice was printed for the customer. The system retrieves only those orders that have been processed through the Print Invoice (R42565) or Sales Update (R42800) program and have an invoice number assigned.

Enter *6* and the system retrieves orders based on the date that you enter in the memo-only, cancel field during order entry.

Enter *7* and the system retrieves orders based on the G/L date. The system retrieves only those orders that have been processed through the Sales Update (R42800) program.

Enter *8* the system retrieves orders based on the date that is entered as the promised deliver date during order entry.

5. Display Text Lines

Use this processing option to indicate whether the system displays text lines.

Text lines are order detail lines with a line type T, characterized by the code in the Order Line Type Revisions that contains memo-only information.

When you inquire on an order, it might or might not be necessary to view text line information.

Leave blank and the system does not display text lines. If you created text lines during order entry, the text lines remain in the Sales Order Detail table.

Enter *1* and the system displays text lines.

6. Display Backordered/Canceled lines

Use this processing option to indicate whether the system displays backordered or canceled lines when you inquire on an order. Values are:

Enter *1* and the system displays backordered lines.

Enter *2* and the system displays canceled lines.

Enter *3* and the system displays both backordered and canceled lines.

Enter *4* and the system does not display either backordered or canceled lines.

7. Customer Cross Reference Type

Enter a UDC (41/DT) to indicate the code with which the system searches cross-reference information using a customer item number. Cross-references associate the internal item numbers with the customer's item numbers. You set up items in Item Master Information and create the cross-reference information in Item Cross Reference Revisions program.

You must enter a value that has been set up in UDC 41/DT.

Warehouse

These processing options are used in conjunction with the Warehouse Management system. If you use Warehouse Management, you can specify the mode for pick request processing, and the version of the Location Selection Driver program (R46171).

1. Request Processing Mode

Use this processing option to create a pick request in the Warehouse Management system. If you use Warehouse Management, the system can generate a pick request, then process the request through the subsystem. A pick request is used to process a suggestion to pick the inventory for an order from a particular location. Values are:

Leave blank and the system does not generate pick requests.

Enter *1* and the system generates requests only.

Enter *2* and the system generates requests and creates the pick request through the subsystem

2. Subsystem Print Pick Request Use this processing option if you generate warehouse management pick requests through the subsystem. Specify the version of Print Pick Request (P46171) that is set up for subsystem processing.

3. Override Next Status Enter an alternative step in the order process. You must specify a UDC (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using. The combination of the beginning status and the override status must be a valid last status/next status combination in the Order Activity Rules table.

Store & Fwd (forward)

Use these processing option to identify the mode in which you enter orders. You can choose one of these four modes to process orders:

Note. The processing options on this tab apply only to the Sales Order Entry program (P4210).

- Sales order entry mode.

  The system performs inventory commitments, preference processing, and verifies order information against the master tables.

- Partial edit store and forward mode.

  The system does not perform preference processing or inventory commitments, and only performs necessary sales order processing.

- Full edit store and forward mode.

  The system does not perform preference processing or inventory commitments, but performs order processing.

- Price only store and forward mode.

  The system only processes information that is necessary for pricing.

Note. If UDC 42/PO has a Special Handing code of 1, preference processing is executed regardless of editing mode

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1. Mode Use this processing option to indicate whether you are entering orders in a store and forward environment. Values are:

Leave blank for sales order entry mode.

Enter *1* for partial edit store and forward mode.

Enter *2* for full edit store and forward mode.

Enter *3* for Price Only store and forward mode.

Workflow

Use these processing options to determine how the system processes workflow.

1. Email Work Order Planner Leave blank and the system does not send email or enter *1* to send email.

2. Sales Order Entry Workflow Enter *1* to activate the Sales Order Entry workflow process (JDESOENTRY) for this version of the Sales Order Entry program. The specific version of JDESOENTRY must be activated through the Process Master program (P98800). Leave blank and the system does not activate workflow.

Multiples

Use this processing option to determine how the system processes multiple schedules.

Note. The processing options on this tab apply only to the Sales Order Entry program (P4210).

1. Multiple Schedule Leave blank to bypass multiple schedules or enter *1* to activate multiple schedules.

2. Schedule Line (Future) Enter a line type search code.

Interbranch

These processing options identify the order types for interbranch orders. You can use an interbranch order to fill an order for a customer from a branch/plant other than the selling branch/plant. This is helpful if the company sells from one location but fills and ships orders from another location, such as a central supply warehouse. An intercompany order is an order that tracks the transactions between the supplying and selling branch/plant.

Note. The processing options on this tab apply only to the Sales Order Entry program (P4210).

1. Intercompany Invoice An intercompany order is an order that keeps track of the transactions between the supplying and selling branch/plant. While the interbranch order is the sales order to the customer, the intercompany order is the purchase order to the supplying branch/plant to fill the customer's sales order. Values are:

Leave blank and the system does not create an intercompany invoice.

Enter *1* and the system creates an intercompany invoice.

2. Interbranch Order Types Enter the order types for interbranch orders.

Use an interbranch order to fill a sales order from a branch/plant other than the selling branch/plant. This is helpful if the company sells from one location but fills and ships orders from another location, such as a central supply warehouse.

You must enter a UDC (00/DT) that identifies the type of document. Enter multiple codes without punctuation or spaces. To accurately update all interbranch orders, you should also enter all order types for interbranch orders in Sales Update (R42800), Interbranch tab, Order Type for Interbranch Orders processing options.

Interop (Interoperability)

These processing options control whether the system captures transaction information prior to changes to a transaction and whether the system performs export processing.

1. Transaction Type Enter a valid transaction type defined in UDC 00/TT.

2. Before/After Image Processing Leave blank to write after image only records of data for interoperability consumption.

Enter *1* to write before and after records of data for interoperability consumption.

Prepayment

These processing options control whether you can record payment information for orders.

Prepayment of an order takes place when a seller receives a form of payment from the customer at the time of order entry. There are many types of prepayments that a customer can use, such as cash, check, and credit card. When you make any type of prepayment, the system records transaction information for each order detail line, and indicates the payment on the invoice.

During order entry, you can validate credit information when you accept a credit card as a means of payment. By way of the middleware solution, the system retrieves authorization and updates the prepayment transaction in the system. If the authorization is unsuccessful, then the order is put on authorization hold and the system does not allow further order processing.

When a settlement is performed, the middleware solution releases funds from a customer's account to the merchant account. If the settlement transactions contain errors, the order is put on settlement hold and the system does not allow further order processing.

In order for either hold to be removed, the authorization or settlement process must be successfully run in batch mode of the appropriate prepayment transaction version.

Note. The processing options on this tab apply only to the Sales Order Entry program (P4210).

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1. Prepayment Processing

Leave blank and the system does not update prepayment processing files and you can not access the prepayment window from the row exit.

Enter *1* and the system does update the prepayment processing files and you can access the prepayment window.

2. Process Authorization

Use this processing option to identify the method of processing. Values are:

Enter *1* and the system processes the authorization interactively.

Enter *2* and the system processes the authorization in batch or subsystem mode, based on the version.

Leave blank and the system does not process the authorization.

3. Process Settlement

Use this processing option to identify the settlement processing method. Values are:

Enter *1* and the system processes the settlement interactively.

Enter *2* and the system processes the settlement in batch or subsystem mode, based on the version.

Leave blank and the system does not process the settlement.

4. Authorize Prepayment Transaction version

Enter the version of authorize prepayment transaction.

5. Settle Prepayment Transaction version

Enter the version of settle prepayment transaction.

6. Authorized lines

Enter the override Next Status Code for order lines that have been successfully authorized during the credit card process.

7. Settled lines Enter the override Next Status Code for order lines that have been successfully settled in the credit card process.

Audit Log

These processing options determine whether the system creates an audit log for changes that you make to sales orders and how the system processes the changes.

1. Use Audit Log for Sales Order Changes Use this processing option to specify whether to activate the audit logging process for sales order changes. Values are:

Leave blank and the system does not activate audit logging.

Enter *1* to activate audit logging.

Note. You can override this processing option by using the Bypass Audit Logging field defined in the customer billing Instruction. For example, if you set this processing option to a 1, but the customer specified in the sales order had Bypass Audit Logging set, then the system performs no audit logging for that order or any order for which that customer is specified.

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2. Reason Code required for Sales Order Changes Use this processing option to specify whether a revision reason code is required for sales order changes. Values are:

Leave blank and the system does not require a revision reason code.

Enter *1* to require a revision reason code.

3. Approval process required for Sales Order changes Use this processing option to specify whether the approval process is required on the changes made to the sales order. The Use Audit Log for Sales Order Changes processing option on the Audit Log tab must be set to 1 to enable the approval process. However, you can enable audit logging without setting the Approval Process Required for Sales Order Changes processing option. When approval process is required, the system does not record changes to the order. Instead, the system retains the original values and places the order on hold. The new values are pending in the Audit Log table until an approval or rejection decision has been made. The new values are recorded for the order only if the order is approved. Values are:

Leave blank and the approval process is not required.

Enter *1* and the approval process is required.

Volume Upsell

This processing option determines whether you receive an alert based on the tolerance percentage that you specify.

1. Alert for Volume Based Up-Sell within Tolerance Enter a percentage of tolerance in order for the system to suggest an upsell. This percentage is based on the increase in quantity that the customer would have to order to meet the next level-break.

Profit Margin

These processing options determine:

- Whether the system performs gross profit margin pricing

- Which adjustment reason code to use for overrides to pricing information
- Whether to resolve and test the gross profit percentage

1. Enable Gross Profit Margin Pricing

Enter *1* to enable the percent profit margin column. Enabling this column enables you to enter the gross profit margin percentage. Leave blank and the system does not allow you to enter the gross profit margin percentage.

2. Adjustment Reason Code for Overrides

Enter a UDC (40/AR) to identify the reason an adjustment was changed. The system updates this value to the Gross Profit Margin price adjustment when the system calculates and updates the price adjustment with the amount necessary to achieve the specified profit margin percentage. This calculation occurs when the profit margin percentage has been changed manually in Sales Order Entry.

You must enter a value that has been set up in UDC table 40/AR.

3. Resolve and Test Target Gross Profit Percentage

Enter *1* to generate a warning if the gross profit margin percentage is outside of the range that you specified in the Target Gross Profit Preference processing option. Also, if the gross profit margin percentage is not within the defined margins, and the Line Level Margin Hold Code processing option is set, the system places the order on hold using the line level margin hold code that you specified in the processing option. Leave blank and the system does not generate a warning if the gross profit margin percentage is outside of the range that you specified in the Target Gross Profit Preference.

Promotion ID

This processing option determines whether the system assigns a promotion identification number.

1. Default Promotion ID

Use this processing option to specify whether the system assigns a promotion ID number to a sales order line item to which a promotion ID number has not been manually assigned. Values are:

Leave blank and the system does not assign a promotion ID.

Enter *1* and the system assigns a promotion ID.

Note. If you set this option to 1, the system assigns a promotion ID from the Promotion Deal Detail table (F40P011). If the system locates multiple promotion IDs, it assigns a promotion ID based on the value from the Promotion ID Resolution Constant in the Distribution/Manufacturing Constants table (F4009). The system might require more processing time to assign this ID automatically.

Order Promising

This processing option controls whether the system enables the order promising process and determines the mode of processing.

1. Order Promising

Use this processing option to specify the mode of order promising that the system uses to promise a delivery date for an order. Values are:

Leave blank and the system does not use order promising.

Enter *1* and the system uses the auto promising mode of order promising.

Matrix

This processing option controls whether the system displays the matrix window during the matrix order entry process.

Note. The processing options on this tab apply only to the Sales Order Entry program (P4210).

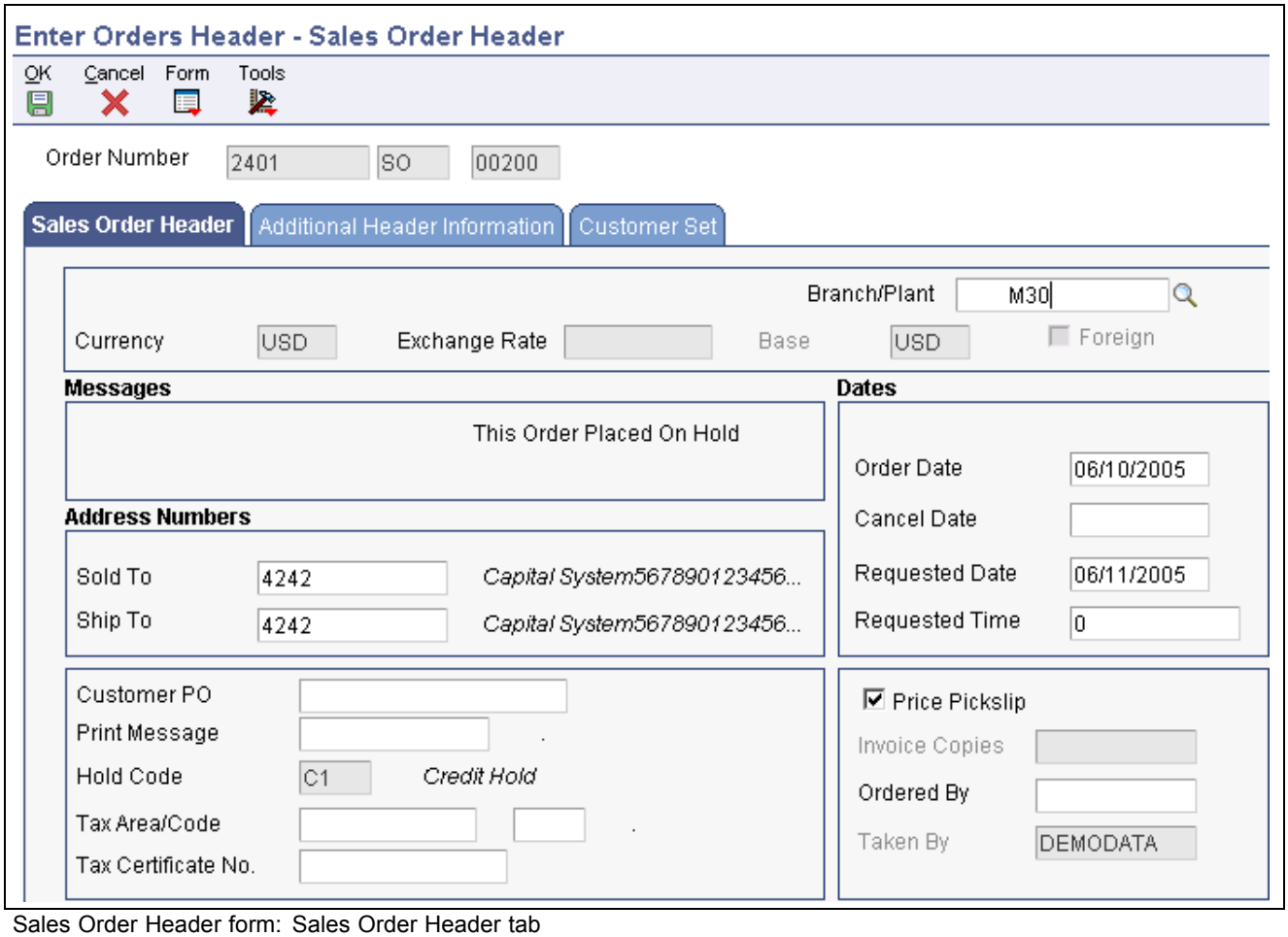
1. Inventory Parent Use this processing option to specify whether the system displays the Matrix Order form when you are working with a matrix parent item. Values are:

Leave blank and the system displays the Matrix Order form.

Enter *1* and the system does not display the Matrix Order form.

Entering Sales Order Header Information

Access the Sales Order Header form.

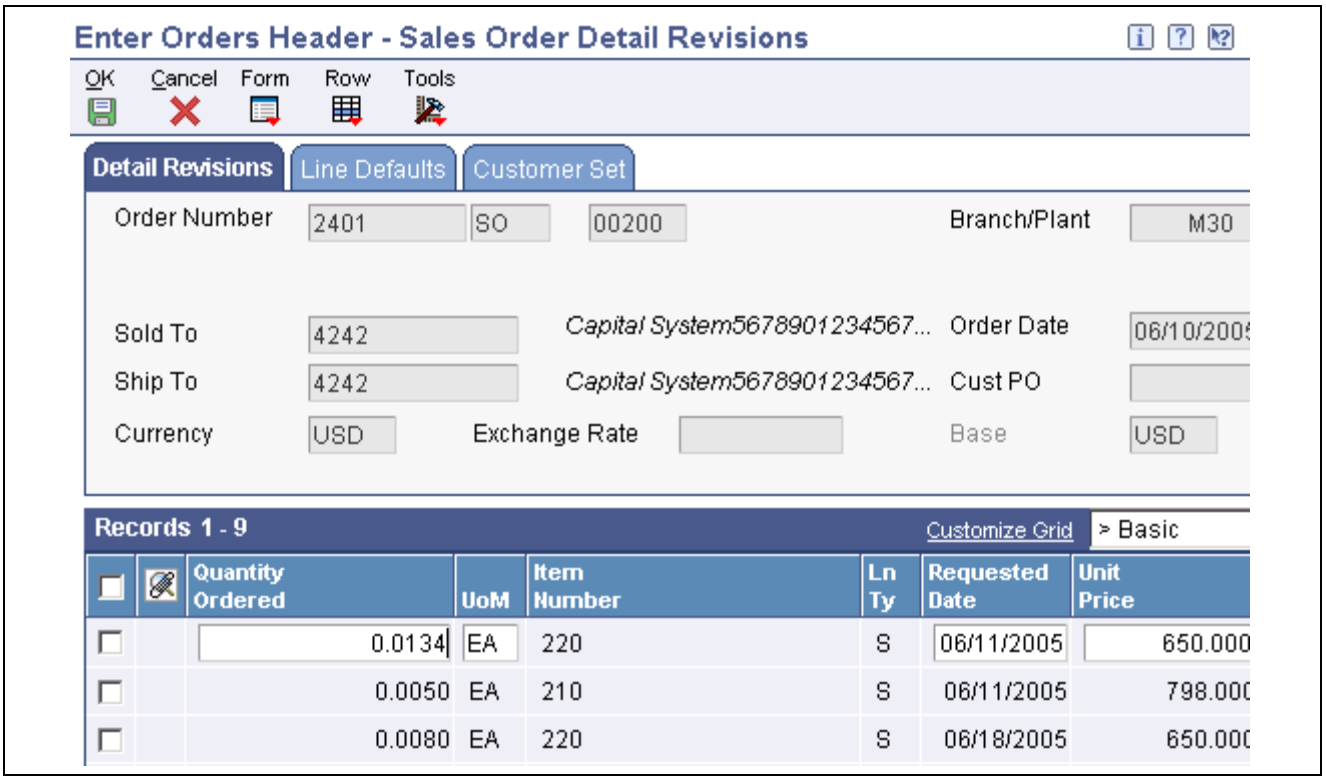


Sales Order Header form: Sales Order Header tab

Entering Sales Order Item Information

After you enter header information on the Sales Order, you enter the detail information (items) to the sales order. Because the system retrieves most of the detail information from other tables, you need to enter only a minimum of information. You can review and change the values as necessary.

Access the Sales Order Detail Revisions form.



Sales Order Detail Revisions form

Entering Default Line Information

Access the Sales Order Detail Revisions form.

Updating Header Information to the Order Detail

This section provides an overview of the methods available to update the header information to the sales order detail and discusses how to update header information.

Understanding the Process to Update Header Information to the Detail Form

Most of the header information consists of default values from the customer master record, and the address book master record, such as tax code and area, shipping address, and freight information. You can override this information when you enter an order or when you revise on an order. If you change header information after you locate an order, you can ensure that changes to the header information are reflected in the detail information by updating the header information to the sales order detail.

Note. If you have set the Status Code Limit for Changes processing option on the Process tab, in Sales Order Entry, you can only make changes to orders that are not at the defined status.

You must set the processing option in Sales Order Entry to automatically load header changes to detail lines. You can use either method on the Form menu to update the header information to the sales order detail:

- Define: Use this to automatically update fields before you make changes to the order header.
- Populate: Use this to automatically update fields after you make changes to the order header.

Forms Used to Update Header Information to the Detail Form

Form Name	Form ID	Navigation	Usage
Work With Sales Order Headers	W4210H	Sales Order Processing (G4211), Enter Orders Header	Review and select sales order header records.
Sales Order Header	W4210G	Revise sales order header information, and click Header to Detail, then Define from the Form menu on Sales Order Headers.	Add and revise sales order header information, and access the Define Header Columns to Detail form.
Define Header Columns to Detail Table	W40HDRA	Select the fields to update to the sales order detail form and click OK on Define Header Columns to Detail Table.	Select the fields to update to the sales order detail form.

Updating Header Information

Access the Sales Order Header form.

Copying Sales Orders

This section provides an overview of copying sales orders and discusses how to copy sales orders.

Understanding Copying Sales Orders

You can streamline sales order entry by copying both header and detail information and adding it to a new sales order. Or, to send the same order to another ship to address or invoice another sold to address, you can copy only the detail information and change the ship to or sold to information.

Depending on how the processing options are set, this information might differ between the original and the duplicate sales order:

- Document type
- Beginning status code

The order number for the duplicate sales order is always different from the original order.

You can copy item information to sales orders from any sales order entry program. For example, you can set up the duplication processing options for the Blanket Order version of Sales Order Entry so that when you copy order and line information from a blanket order, the system creates a new sales order.

Prerequisite

Verify that you have activated the duplication processing options for Sales Order Entry for new document types or statuses.

Copying Sales Orders

Access the Sales Order Header form.

Entering Sales Orders with Templates

This section provides an overview of using templates with order processing and discusses how to enter a sales order using a template.

Understanding the Use of Templates with Order Processing

You can use templates to speed order processing by displaying the customer's most frequently ordered items. A template is a system-generated prediction about what the customer will order. Using templates also reduces errors and redundant data entry.

You can set up a default template, a template that is specific for the customer, or select from any available template that is set up on the system. The processing options for Sales Order Entry allow you to specify a default template to use or whether to retrieve the template based on the sold-to or ship-to address from the customer's billing instructions. The system displays the order template form when you enter the sales order using the Sales Order Detail entry program.

You can complete order information using templates in this way:

- Copy all items and quantities on the template
- Change item and quantity information on a line-by-line basis
- Leave quantity information blank for those items that you do not want to add to the sales order

Prerequisites

Before you complete the tasks in this section:

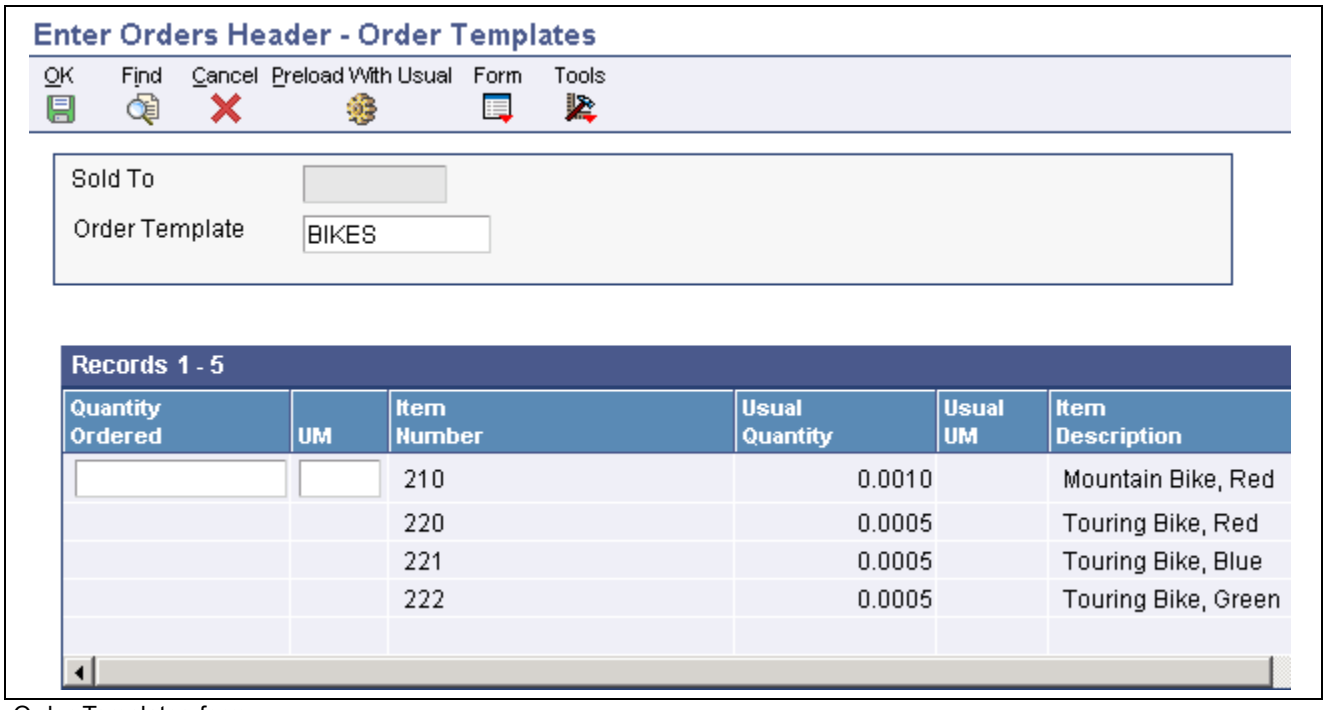
- Verify that the processing options for the Sales Order Entry program are set to permit order template processing.
- Verify that standard and customer templates are set up for the system.

Forms Used to Enter a Sales Order Using a Template

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Sales Order Detail	Review and select sales order detail records.
Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Enter the sales order.
Order Templates	W40215A	Enter the sales order and click OK on Sales Order Detail Revisions.	Enter quantities for the items on the template, or select a different template.
Work With Available Order Templates	W4015A	Select Available Template from the Form menu on Order Templates.	Select an order template.

Entering a Sales Orders Using a Template

Access the Order Templates form.



Order Templates form

Entering Substitute, Associated, and Promotional Items

This section provides an overview of substitute, associated, and promotional items and discusses how to enter substitute, associated, or promotional items.

Understanding Substitute, Associated, and Promotional Items

If only part of the quantity for an item is available, you can use a substitute item to provide the quantity that you need to complete an order. For example, a customer orders a standard bike chain, but you find that they are backordered. You can specify a substitute item, such as an equivalent bike chain from another manufacturer, to fill the order.

Substituting an item on a sales order cancels any quantities for the original item that are backordered. After you add a substitute item, the original order line displays a Canceled by Substitution status, and the new order line displays a Sold as a Substitute status. Order lines show the split between the original and the substituted items. Use substitutions to replace obsolete items on a sales order if the item and a replacement for it are set up with Item Cross Reference.

If the company sells items in association with each other, you can set up the system to prompt you before adding the associated items to the order. For example, you can associate a tire pump with a tire repair kit. When you enter the item number for tire pump on a sales order, the system displays a check mark in the row header and column to indicate that associated items exist. If you choose to add the associated item, such as the tire repair kit, the system adds the order detail line to the sales order.

For promotional items, the system automatically replaces the original item with the promotional item and cancels the original item order line.

You activate the system to check for substitutions, associated, replacement, and promotional items in the cross-reference processing options for the Sales Order Entry program.

You can set up substitute or complementary items during sales order entry by choosing Item XRef from the Form menu in the Substitute/Complementary Items program (P42260). You can specify that the system should offer the best or lowest price. This price is the lowest price after applicable promotions or discounts. It also can be the original item's price or the substitute item's price.

After you enter a detail line, the system indicates additional information processing. For substitute and complementary items, the system displays a check mark in the row header and column and displays a warning. For promotional items, the replacement is automatic.

Prerequisites

Before you complete the tasks in this section:

- Verify that cross-reference processing options are set in the Sales Order Entry program to display item cross-reference information for substitute, associated, replacement, and promotional items.
- Verify that you have activated availability checking in the Sales Order Entry processing options.
- Verify that the customer accepts substitute items in the Customer Billing Instructions.

Forms Used to Enter Substitute, Associated, or Promotional Items

Form Name	Form ID	Navigation	Usage
Work With Sales Order Headers	W4210H	Sales Order Processing (G4211), Enter Orders Header	Review and select sales order header records.
Sales Order Header	W4210G	Click Add on Work With Sales Order Headers.	Add and revise sales order header information.
Sales Order Detail Revisions	W4210A	Click OK on Sales Order Header.	Add and revise item information in the detail portion of the form.
Substitute/Complimentary Items	W42260A	Select an item and select Subst/Compl Items (Substitute/Complimentary Items) from the Row menu on Sales Order Detail Revision.	Select the item that you want to substitute, or use as a complimentary, or promotional item.

Entering Substitute, Associated, or Promotional Items

Access the Substitute/Complimentary Items form.

Activating Notifications for Volume-Based Upselling

This section provides an overview of volume-based upselling and discusses how to create volume-based upselling prices.

Understanding Volume-Based Upselling

If you want to recommend that customers purchase a larger quantity to receive a lower price, you can specify adjustments and a percentage tolerance that determine when the system issues a notification that an order line qualifies for an upsell notification.

To activate upselling notifications, you must enter a tolerance percentage in the Alert for Volume Based Up-Sell within Tolerance processing option on the Volume UpSell tab in the Sales Order Entry program. This tolerance percentage specifies how sensitive the system is when issuing the notification. The system checks for upsell opportunities by increasing the quantity ordered on the sales order line by the upsell percent you specify, and then determines whether another quantity break is achieved using the increased quantity.

For example, assume an upsell adjustment has a quantity break specified for 10 EA (each) with the tolerance percentage set to 15 percent. If you enter a qualifying order for 9 EA, the system displays the upsell alert because 9 EA increased by 15 percent equals 10.35 EA, which qualifies for the next level break on the adjustment. In this case, if you set the tolerance percentage to 10 percent, the system does not display the upsell alert, because 9 EA increased by 10 percent equals 9.9 EA. In this example, you use this calculation:

(Quantity Ordered × Tolerance %) + Quantity Ordered

(9 × 15%) + 9 = 10.35

The system uses the Price Adjustment Type table (F4071) to process volume-based upselling information.

Creating Volume-Based Upselling Prices

When the system issues the notification, you can view this information on the Adjustment Type Quantity Breaks form and create upselling prices for sales orders and price history. When you select a new level break, the system changes the quantity for that order line to the amount required for the new level break in sales order entry. Additionally, the system searches for new line-level price adjustments that were not applied during the initial order due to lack of quantity. If a sales order has several adjustments with opportunities for an upsell, the system displays a list of the adjustments, as well as the level breaks for the adjustment, if you select it.

Prerequisites

Before you complete the tasks in this section:

- Specify a percentage tolerance limit in the Alert for Volume Based Up-Sell within Tolerance processing option on the Volume UpSell tab in the Sales Order Entry program.
- Specify in Price Adjustment Definition program (P4071) whether the adjustment is included in the search for upselling opportunities during Sales Order Entry.

Forms Used to Create Volume-Based Upselling Prices

Form Name	Form ID	Navigation	Usage
Work With Sales Order Headers	W4210H	Sales Order Processing (G4211), Enter Orders Header	Review and select sales order header records.
Sales Order Header	W4210G	Click Add on Work With Sales Order Headers.	Add and revise sales order header information.
Sales Order Detail Revisions	W4210A	Click OK on Sales Order Header.	Add and revise item information in the detail portion of the form.
Adjustment Type Quantity Breaks	W40722E	Select Volume Based Upsell from the Row menu on Sales Order Detail Revisions.	Enter the reason and choose the level break to adjust the price of the quantity entered.
Work with Volume Upselling	W40722B	Select a row and then select Volume Based Upsell.	Enter the reason and choose the level break to adjust the price of the quantity entered.

Creating Volume-Based Upselling Prices

Access the Sales Order Detail Revisions form.

Activating Subsystem Processing in Sales Order Entry

This section provides an overview of subsystem processing and discusses how to activate subsystem processing.

Understanding Activating Subsystem Processing

If you need a pick slip or invoice when you finish the order entry process, you can set up and activate the subsystem. You might want this instant print capability if you:

- Operate in an environment that has a high volume of same-day-delivery orders, and you want to create the pick slip as soon as you enter the order
- Have many counter sales, where the customer expects to leave the premises with both the merchandise and the invoice for that merchandise

To end subsystem processing, you must locate and select the appropriate server on which the subsystem is running. Select Subsystem Jobs from the Row menu, select the appropriate job, and then select End Subsystem Job from the Row menu.

Important! You must stop the subsystem processing before performing end of day processing. You can also stop one or more jobs in the subsystem at any time.

Prerequisite

Create a new version of Sales Order Entry specifically for subsystem processing.

Activating Subsystem Processing

You activate subsystem processing by entering a value in the Subsystem Processing processing option on the Process tab of Sales Order Entry program for one of these programs:

- Print Pick Slips (R42520)
- Print Invoices (R42565)
- Inventory Commitment (R42997)
- Batch Edit and Creation (R4210Z)

You must identify the corresponding subsystem version of the program to run in the corresponding processing option on the Versions tab.

For example, to activate subsystem processing to print pick slips immediately after order entry, you would set the value in the processing options to print pick slips and then identify the version of the Print Pick Slips program.

Promising Orders in Sales Order Entry

This section provides an overview of order promising and discusses how to select the promised delivery dates.

Understanding Order Promises

You activate order promising by completing the processing option on the Order Promise tab for the Sales Order Entry (P4210) program.

You use the order promising feature to track supply and demand history and to calculate either an available-to-promise (ATP) or capable-to-promise (CTP) delivery date when you enter a sales order. When determining the promise date for an order, the system performs an ATP or CTP calculation and enters the result into the Scheduled Pick Date field on the Sales Order Detail Revisions form. The system also calculates the delivery leadtime, and adds the result to the Scheduled Pick Date, the Promised Ship Date, and the Promised Delivery fields. The promised delivery date is the date when the customer will receive their order.

Order promising calculates on an item-by-item basis for each detail line in the sales order. Any time the order changes the system updates tables immediately so that subsequent orders reflect actual supply and demand.

When entering sales orders that require an ATP or CTP date, remember that the steps to enter order header and order detail information are the same. Order promising is a feature in the Sales Order Management system and can be used with these processes and options:

- Partial orders
- Backorders
- Partial shipments
- Substitutes
- Multisourcing

Generating Delivery Proposals with Order Promising

Order Promising can generate several delivery proposals to meet a customer's requested date of delivery for an order. After you have entered header and detail information, you initiate Order Promising. Then you select the auto promise mode. The system uses XAPI (external application program interface) functions to initiate, update, and send the request to promise.

While the system is sending this information, you will be unable to modify the open sales order.

When you select the auto promise mode to promise a delivery date, the system generates several proposals, automatically selects the one with the earliest delivery date, and then supplies that date.

Customizing Order Promising Proposals

You can customize the options that Order Promising considers as it creates delivery date proposals. Proposals can be very restrictive, or very flexible, depending upon how you have entered the customer's information and the sales order information.

Order Promising uses default information from existing system setup whenever possible.

This table outlines the codes, fields, and values that Order Promising uses for proposal data:

Code, Field, or Value	Indications
Business Objective	Which set of inclusion rules does the system use to promise the order? Order Promising uses the default information from the customer's billing instructions to associate a business objective to the customer.
Partial Order Shipments Allowed	Can line items be shipped on different dates? Order Promising uses the default information from the Billing Instructions in the Customer Master.

Code, Field, or Value	Indications
Backorders Allowed	Can line items be shipped later than the requested date? Order Promising uses the values from the Customer Billing Instructions and Branch/Plant Constants. Backorders Allowed must be enabled on both forms in order for backorders to be allowed.
Partial Line Shipment Allowed	Can line item shipments be split? Order Promising uses the default information from the Billing Instructions in the Customer Master.
Substitutes Allowed	Will the customer accept substitute items? Order Promising uses the default information from the Billing Instructions in the Customer Master.
Multi-Sourcing Allowed	Can items be shipped to a customer from different branch/plants? The system determines a customer's preference for single source branch/plant delivery through the setup of Order Promising. Otherwise, multisourcing is allowed.
Shipping Group	Is the item to be shipped part of a group that must ship together on the same date? If the customer requests a shipping group, you can indicate that preference in the Order Promising Scenario Manager.
Planning Unit of Measure	What is the smallest possible planning unit of measure that can be shipped as part of an order? The system uses the unit of measure entered in the sales order. Order Promising never suggests a delivery proposal with a fraction of the unit of measure indicated on the sales order.

If you are using Order Promising to calculate ATP or CTP delivery dates, from the Form menu, select Order Promising and then select Auto Promise.

The system generates delivery proposals to meet the customer's requested delivery date.

See Also

Integrating PeopleSoft EnterpriseOne 8.11 with Supply Chain Planning PeopleBook

Forms Used to Select Promised Delivery Dates

Form Name	Form ID	Navigation	Usage
Work With Sales Order Headers	W4210H	Sales Order Processing (G4211), Enter Orders Header	Review and select sales order header records.
Sales Order Header	W4210G	Click Add on Work With Sales Order Headers.	Add and revise sales order header information.
Sales Order Detail Revisions	W4210A	Click OK on Sales Order Header.	Add and revise item information in the detail portion of the form.
Order Acceptance	W42232A	Select Order Promising from the Form menu, and then select Auto Promise on Sales Order Detail Revisions.	Click the appropriate button to place the order or to revise the order.

Selecting the Promised Delivery Dates

Access the Sales Order Header form.

Generating the Audit Log and Approval Processing

This section provides overviews of the audit log and approval processing, and discusses how to review the audit log.

Understanding the Audit Log

The Sales Order Management system provides you with a method of reviewing and tracking manual changes that have been made to an order. Provided that you have activated the appropriate processing options, the system creates a revision for every manual change that users make to sales order information and enables you to review information about the changes when you access the Order Revision History program (P42420). You can review the revision number during order entry. The system creates a new revision number each time a user changes an order. You can access the Order Revision History program when you are working with these programs:

- Sales Order Entry.
- Shipment Confirmation (P4205).
- Held Order Release (P43070).
- Backorder Release (P42117).
- Sales Order Speed Status Update (P42040).

The Order Revision History program provides you with these types of information about an order:

- Revision number.
- Whether approval processing is required, and if so, the order’s status.
- Reason for the revision.

- Date and time when the revision was made.
- Who made the revision.
- Items that are on the order and associated item information.

The system also creates an audit log for the change. The system stores information about all changes in the Audit Log Transaction table (F42420). The audit log contains information such as the user ID of the person who made the change and a reason code, provided that you have set the processing option accordingly, that describes why the change was made.

Although you might want to track changes for most of the customers, you also can bypass the generation of the audit log for specific customers by setting the Bypass Audit Logging option in the Customer Billing Instructions.

Understanding Approval Processing

Approval processing is a workflow process (JDESOCHNG) that enables you to control whether manual changes to certain types of information require approval. PeopleSoft EnterpriseOne provides you with a default workflow process, which you can customize to meet the business requirements.

You can activate approval processing through the Approval process required for Sales Order changes processing option in the Sales Order Entry program. However, in order to use approval processing, you must also activate the audit log.

When a user changes information for an existing sales order detail line, the system alerts the user in the Sales Order Entry program that the change must be approved before the order can be processed. The system uses the workflow process (JDESOCHNG) to perform these steps:

1. Places the order on hold.
2. Sends the approval request through the system's work center to the person responsible defined in the Order Hold Information (P42090) program.
3. Writes a record of the order in the Held Orders table (F4209).
4. Processes the approval based on whether the change has been approved or rejected.
5. Records the approval processing information in the Audit Log Transaction table.

After the change has been accepted or rejected, the system continues using the workflow process to remove the order hold and notify the user who initiated the change with a message in the system's work center that indicates whether the change was accepted or rejected.

You can require approvals for manual changes to these types of information:

- Transaction quantity
- Price
- Requested date
- Promised delivery date
- Payment terms

PeopleSoft EnterpriseOne provides you with a default code AH (Approval Hold), which is set up in UDC (42/HC), to use for approval processing. You can add other approval hold codes provided that you specify a special handling code of 1. If you choose to use the default code, AH, verify these settings in the Order Hold Information program:

- The person responsible for approvals.

- Code type is L (line basis).
- Limit type is A (amount).

If you need to customize the workflow process, you must use the system's Solution Modeler tool.

Prerequisites

Before you complete the tasks in this section:

- Set the appropriate processing options on the Audit Log tab in the Sales Order Entry program.
- Set up UDC 42/HC for approval processing.
- Verify the Hold Order Constants if the approval code you use is AH.

See Also

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Order Hold Information, page 47

EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools

Forms Used to Review the Audit Log

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Sales Order Detail	Review and select sales order detail records.
Order Revision History	W42420B	Select an order, and then select Item from the Form menu, and then select Revision History on Customer Service Inquiry.	Review changes that were made to an order.

Reviewing the Audit Log

Access the Order Revision History form.

Entering Orders for Kits and Configured Items

This section provides overviews of kits and configured items, kit order entry, and configured item orders, and discusses how to enter kit orders.

Understanding Kits and Configured Items

You can enter sales orders for kits and configured items. A kit is a collection of inventory items, called components, which are associated with a description name, called a parent item. For example, you might store several computer components, such as the monitor, hard drive, keyboard, and mouse. When you sell the items, you might sell them collectively as a computer system.

In a manufacturing environment, a manufacturer assembles a large variety of end products from relatively few components. A configured item is comprised of different features that are requested by a customer. For example, if you manufacture and sell automobiles, you might offer the same automobile type with a variety of features and options, such as engine size or transmission type. When you set up a configured item, you define segments (the features and options) to represent characteristics of a configured item, such as an optional paint color or power type. You can also set up a configured subassembly within a configured item. For example, the configured item, automobile, contains a configured subassembly of the transmission.

Understanding Configured Item Orders

You can manage the manufacturing and production process in conjunction with the sales to ensure that customer demand is being met. For example, if you manufacture and sell automobiles, you might offer the same automobile type with a variety of features and options.

You can use the Sales Configurator system in conjunction with the Sales Order Management system to sell items that:

- Are complex.
- Require routings that change based on features or options.
- Include features that are not compatible with other features.
- Require multiple work orders to define an assembly.

When you enter a sales order for a configured item, the Sales Configurator system automatically prompts you to enter values for the segments of that configured item. A segment is a feature of a configured item, such as color, size, fabric, or power type. The system verifies each segment value against user-defined information, such as rules and UDC tables of choices. If the configuration is valid, the system processes the order.

After you have entered a sales order and generated work orders for a configured item, use these programs in the Sales Order Management system to complete the sales order processing cycle:

- Print Pick Slips (R42050)
- Shipment Confirmation (P4205)
- Print Invoices (R42565)
- Sales Update (R42800)

Kit Components

A kit is typically made up of several types of inventory items:

Inventory Item	Description
Parent item	A parent item represents the assembled item. Generally, the system does not carry inventory for a parent item. You must set up a parent item in the Item Master and designate it with a stocking type of K (for kit). The Item Master determines how the system calculates the price.

Inventory Item	Description
Components	Components are the actual inventory items that are contained in the kit. You set up components in the Item Master as regular stock items.
Features and options	Features and options are additional items for the kit. Feature items have a stocking type of F (for feature). The system recognizes feature items as second-level parent items, because the system does not carry inventory for the feature items. You set up the actual inventory items in the bill of material.

Assume that a kit consists of a stereo, which is the parent item, and these components and options:

- Stereo (first level parent item).

  Wiring jacks (component).

  Receiver (component).

  Speakers (component).

  Cassette deck (option)
- CD player (second-level parent item).

  Five-platter CD player (option).

  Single CD player (option).

Example: Feature

Assume that a compact disk (CD) player is a feature in the kit. With a feature, you can select one of these options:

- Five-platter CD player
- Single CD player

Understanding Kit Order Entry

When you enter a sales order for an item number that is a kit, the system displays the Kit Selection window automatically. You can review the preselected items and quantities that make up the kit. You can also select any optional items that you want to include on the sales order. You can only process fully configured kits. The system backorders the entire kit if any of the components are backordered.

You cannot enter kit information on a direct ship or transfer order. To enter an order for kits, use the regular sales order entry programs to process kits.

You can change quantity and price information for the parent item on kit orders. The system recalculates the price. Any price changes affect only the current order. You make permanent price changes in the base price records.

When you cancel a parent item, the system cancels all component lines that are associated with that kit item.

Kit Restrictions

These preferences do not function with kit items:

- Print Message
- Product Allocation
- Inventory Commitment

You cannot set up automatic freight calculations for the parent item. You must set up automatic freight calculations for each component for the system to calculate the appropriate charge.

You cannot perform item cross-reference checking for kit parent items or the associated components.

Work Orders for Kits

If you create a work order for a kit during sales order entry, the parent item can be built and stocked in inventory after you process and complete the work order. When you process and complete the work order, the system subtracts the components from the on-hand quantity, then adds the parent item into on-hand quantity in inventory. This is the only time that a parent item is stocked in inventory.

You must specify a T line type for all components in the processing options of the Work Order Processing program (R31410). This line type must be set up as a text line type to avoid writing journal entries for costs of goods sold and Inventory for the components at the time of sales update. This also ensures that the system does not subtract components again during shipment confirmation or sales update.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set or cleared the processing option that suppresses kit component lines in the Sales Order Entry program.
- Verify that kit items have been set up.

  See *PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*, “Using Kits,” Entering Kit Information.

See Also

PeopleSoft EnterpriseOne Shop Floor Management 8.11 PeopleBook, “Work Order and Rate Schedule Information”

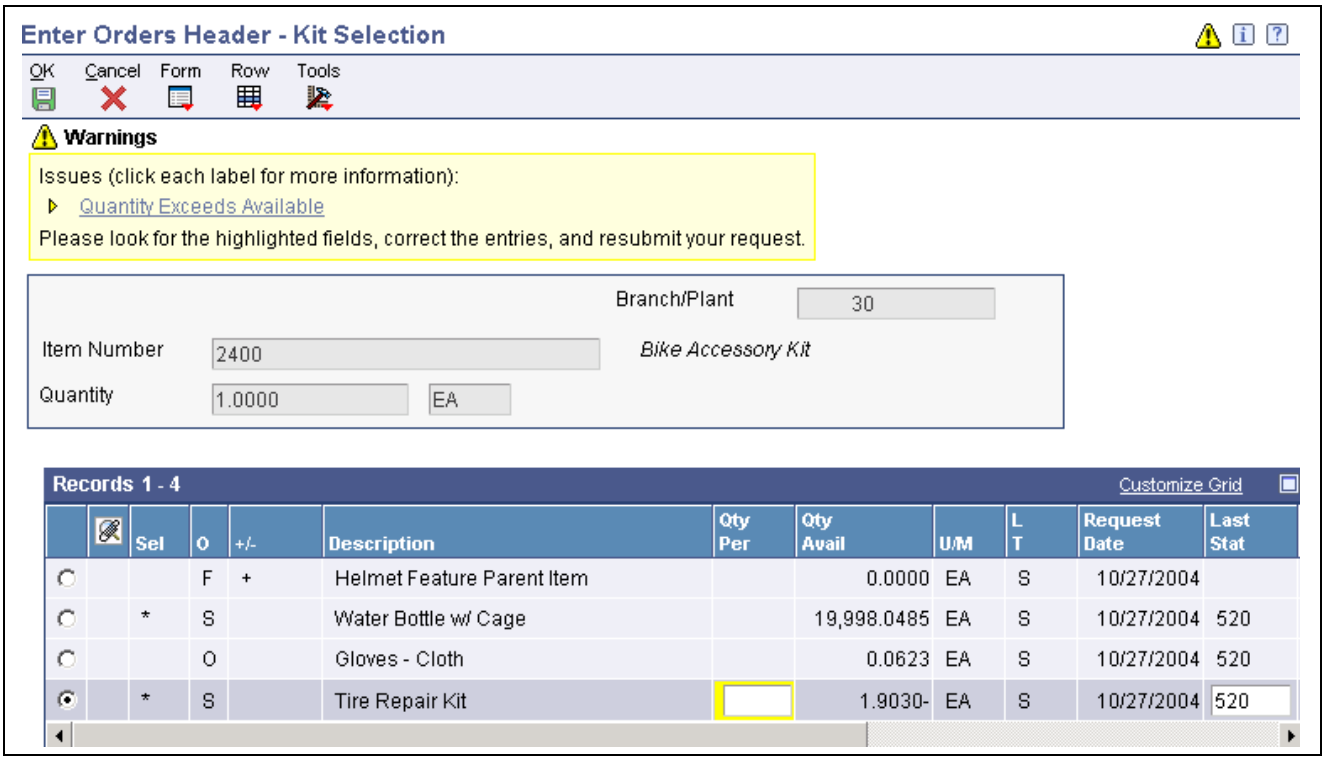
PeopleSoft EnterpriseOne Configurator 8.11 PeopleBook, “Working with Configured Item Revisions,” Entering Orders for Configured Items

Forms Used to Enter Kit Orders

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Sales Order Detail	Review and select sales order detail records.
Sales Order Detail Revisions	W4210A	Click OK on Sales Order Header.	Add and revise item information in the detail portion of the form. Enter line default information in addition to item information when you do not enter sales order headers.
Kit Selection	W41351A	Enter an order for an item that is a kit on Sales Order Detail Revisions.	Select the items in the kit to order.

Entering Kit Orders

Access the Kit Selection form.



Kit Selection form

Process Recurring Sales Orders

This section provides an overview of recurring sales orders and discusses how to:

- Set processing options for Recurring Orders (P4004Z).
- Enter a recurring sales order.
- Process recurring order.
- Set processing options for Recurring Orders Edit and Creation (R40211Z).

Understanding Recurring Sales Orders

You streamline order entry by creating recurring orders using the Recurring Order Entry form. By creating recurring orders, you avoid manually reentering orders that are always the same. You can have the system automatically reenter an order on a weekly, monthly, or yearly basis.

You can define the frequency that the system uses to processes orders as follows:

- If you specify a daily frequency (D), you can indicate which day of the week the system should process the order.
- If you specify a weekly (W) or monthly (M) frequency, the system calculates the future dates to process orders based on the next order date that you enter.

After you enter a recurring sales order, you must process the order through the Recurring Orders Edit and Creation (R40211Z) program. The system edits the information that you entered and creates orders on the designated date. To ensure the integrity of the data, the system creates sales orders for recurring orders only after the editing process is complete.

Any of the orders that contain errors remain in the batch receiver tables as unprocessed. You must correct this information and then run the Recurring Orders Edit and Creation batch program again.

Forms Used to Enter a Recurring Sales Order

Form Name	Form ID	Navigation	Usage
Work With Store and Forward Order	W4004ZC	Additional Order Processes (G4212), Recurring Order Entry	Review and select store-and-forward sales orders.
Store and Forward Order Revisions	W4004ZA	Click Add on Work With Store and Forward Order.	Add and revise store-and-forward sales orders, and access the recurring order application.
Recurring Order Information	W4004ZE	Select Recurring Order from the Form menu on Store and Forward Order Revisions.	Add and revise recurring information about the sales order.

Setting Processing Options for Recurring Orders (P4004Z)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

1. Order Type Enter *S* for Sales Order Processing documents. This is a UDC (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. There are reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

2. Line Type Enter a code to specify how the system processes lines on a transaction. Line types control the systems with which the transaction interfaces (such as General Accounting, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). Values are defined on the Line Type Constants Revisions form (P40205) and include:

S: For stock item.

J: For job cost.

N: For nonstock item.

D: For direct ship item.

F: For freight.

T: For text information.

M: For miscellaneous charges and credits.

W: For work order.

3. Beginning Status Enter a UDC (40/AT) specifying the last step in the processing cycle that this order line has successfully completed.

4. Override Next Status Enter a UDC (40/AT) indicating the next step in the order flow of the line type.

5. Line Number Increment Enter a value to designate the incremental value to increment sales order detail lines.

Versions

1. Sales Order Entry Master Business Function Enter a Sales Order Entry (P4210) program version to control how application and report business logic is executed.

2. Batch Transaction Editor (R40211Z) Enter a sequence to identify a version of certain menu selections (for example, reports).

3. Order Templates (P4015W) Enter the version of the Order Templates program (P4015W) that the system uses when calling the Order Templates program from the Add Recurring Order form. If you leave this processing option blank, the system uses the ZJDE0001 version.

Process

1. Automatically submit the batch order to the Batch Transaction Editor

Enter *1* to automatically submit the batch order to the Batch Transaction Editor in subsystem mode or enter *2* to call the Batch Transaction Editor in online mode.

2. Process in full or partial edit mode

Enter *1* to process in full edit mode or leave blank for partial editing.

Customer Self-Service

1. Customer Self-Service Functionality (CSS only)

Enter *1* to activate Customer Self-Service functionality or leave blank to bypass Customer Self-Service functionality.

2. Customer Self Service Address Structure Type (CSS only)

Leave blank and the system enables the user to select a value from the list of related address numbers specified in the user's address number record. Enter the UDC (01/TS) for the organizational structure type and the system enables the user to select from the list of addresses associated with the user's address number through the structure type. In the application, the user can select an address book number from a list of addresses associated with his own address book number. Such an address number is either defined as a related address in the user's address book record or associated with the user through the organizational structure type. The system uses the organizational structure type to recognize the relationship between the user's address book number and other address book numbers belonging to the user's organization.

3. User address default (CSS only)

Leave blank and the system enters the user ID in sold to header or enter *1* and the system enters the user ID in the ship to header.

4. Allow override of Sold To and Ship To address (CSS only)

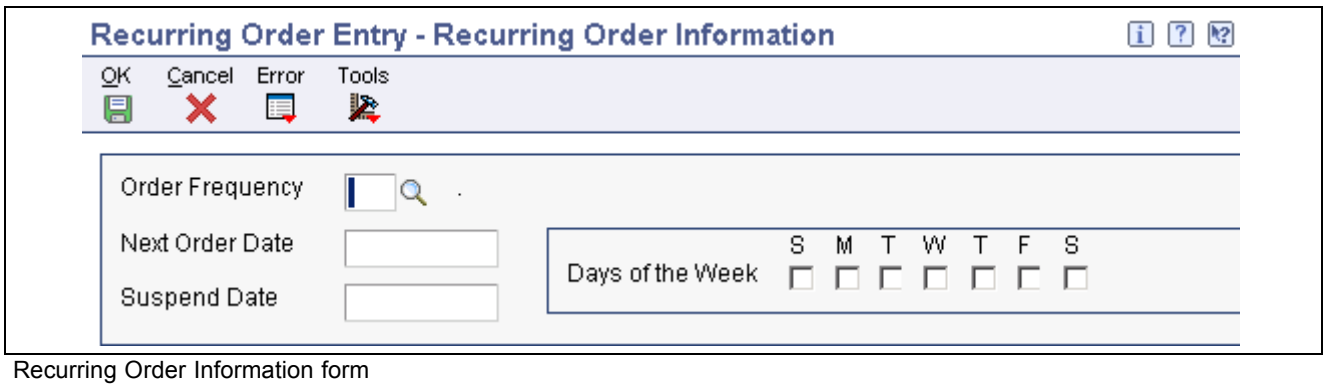
Leave blank and the system does not allow overrides. Enter *1* to override the Sold To and Ship To fields in customer self service mode at the header level.

5. Customer Item Cross Reference Type (CSS only)

Enter a value that has been set up in UDC 41/DT. Use this processing option to indicate the code with which the system searches cross-reference information using a customer item number. Cross-references associate the internal item numbers with the customer's item numbers. You set up items in Item Master Information (F4101) and create the cross-reference information in Item Cross Reference Revisions program (P4104).

Entering a Recurring Sales Order

Access the Recurring Order Information form.



Recurring Order Information form

Processing Recurring Orders

Select Additional Order Processes (G4212), Recurring Orders Edited and Creation.

Setting Processing Options for Recurring Orders Edit and Creation (R40211Z)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

1. Perform Availability Check and Kit Balancing Enter *1* to perform availability check and kit balancing or leave blank and the system does not perform availability check and kit balancing.

2. Override prices Enter *1* to override prices, or leave blank to use the unit price in the F4106 table.

3. Orders to process Leave blank to process recurring orders or *1* to process pending sales orders in disconnected mode.

Versions

1. Version of Sales Order Entry Enter a Sales Order Entry (P4210) program version to control how application and report business logic is executed.

2. Quote Order Version Enter a version of quote orders or leave blank to use ZJDE0003.

Configurator

This processing option controls the system displays the matrix window during the matrix order entry process.

Configured Item Inventory Split. Use this processing option to indicate the splitting options for configured items during the order creation process. Values are:

Leave blank to disable splitting.

Enter *1* to enable a single split.

Enter *2* to enable multiple splits.

(BRA) Entering Additional Sales Order Information for Brazil

This section provides an overview of additional sales order information and discusses how to:

- Set processing options for Sales Order Brazilian Additional Information - Brazil (P4210BR)
- Enter additional information for Brazilian sales orders.

Understanding Additional Sales Order Information

When you enter new sales orders and the country that is specified in the user display preferences is Brazil, the system automatically runs the S.O. Brazilian Information program and displays these additional information forms to complete:

- S.O. Brazilian Additional Information Header.
- S.O. Brazilian Information Detail.

The system automatically uses the version of P4210BR that matches the version of the Sales Entry program. If a matching version of P4210BR is not set up, the system uses version ZJDE0001.

Prerequisite

Before you complete the tasks in this section:

- Verify that you have selected Brazil (BR) in the user display preferences.
- Verify that the processing options in the Sales Order Entry program are set up to display header information before the detail information.
- To determine the transaction nature default, you need to indicate whether the item was manufactured or purchased. For Brazil, this information can be stored in an item master category code. Use UDC 76/CN to determine which category code you can use by entering SRP6, SRP7, SRP8, SRP9, or SRP0 for the code NATUR. For example, one data dictionary option for NATUR is SRP6. Data dictionary item SRP6 has values in UDC 41/06, so it is ready for you to use when you enter sales orders.
- Verify that you have set up the processing options for the Sales Order Brazilian Additional Information program (P4210BR).

Forms Used to Enter Additional Information for Brazilian Sales Orders

Form Name	Form ID	Navigation	Usage
Work With Sales Order Headers	W4210H	Sales Order Processing - Brazil (G76B4211), Enter Sales Orders Header	Review and select sales order header records.
Sales Order Header	W4210G	Click Add on Work With Sales Order Headers.	Add and revise sales order header information.
Sales Order Detail Revisions	W4210A	Click OK on Sales Order Header.	Add and revise item information in the detail portion of the form. Enter line default information in addition to item information when you do not enter sales order headers.
Order Acceptance	W42232A	Click OK on Sales Order Detail Revisions.	Click the appropriate button to place the order or to revise the order.
S.O. Brazilian Information Header	W4210BRL	Click Place Order on Order Acceptance.	Add and revise the transaction nature code and transaction nature suffix.
S.O. Brazilian Information Detail	W4210BRQ	Click OK on S.O. Brazilian Additional Information Header.	Add and revise additional detail information for the Brazilian sales order.

Setting Processing Options for Sales Order Brazilian Additional Information - Brazil (P4210BR)

You access the processing options using interactive versions.

Defaults

This processing option controls the system displays the matrix window during the matrix order entry process.

1. Transaction Nature Code Enter the three-character code for the transaction nature. You set up transaction nature codes in the Transaction Nature program (P7615B). Enter the Transaction Nature code using this convention: XYY X defines the origin of the transaction (inbound or outbound). YY defines the transaction as a whole, such as a sales transaction. Values for X are:

1: For Inbound, inside the state.

2: For Inbound, other states.

3: For Inbound, import.

5: For Outbound, inside state.

6: For Outbound, other states.

7: For Outbound, export.

Examples of transaction nature codes include: 511 In-state sale 611 Out-of-state sale. If you leave this processing option blank, the system uses 511 for the transaction nature.

2. Transaction Nature Suffix

Enter the default transaction nature suffix. Complete this two-character field in conjunction with the transaction nature code to identify the complementary implications of a type of transaction. For example, the suffix might indicate that a certain type of transaction represents an inventory change or that a transaction is assessed a certain type of tax. Transaction Nature suffixes are set up using the Transaction Nature - Brazil (P7615B) program. If you do not complete this field, the system uses a value of 00. Values include:

01: Bonus

02: Demo

03: Sample

04: Return merchandise

05: Back order

06: Donation

These examples are Transaction Nature codes with suffixes: 511 01 In state sale, bonus and 511 05 In state sale, back order.

Edits

This processing option controls the system displays the matrix window during the matrix order entry process.

1. Branch A/B Number Validation (branch address book number validation)

Enter *1* and the system uses the Address Book number to validate the Branch Address Book number. Leave blank and the system uses the Inventory Constants file (F41001) for validation.

Entering Additional Information for Brazilian Sales Orders

Access the S.O. Brazilian Additional Information Header form.

(ARG) Entering Sales Orders for Argentina

This section provides an overview of entering sales orders for Argentina and discusses how to:

- Set processing options for PO Sales Order Entry (P76A4210).
- Enter sales orders for Argentina.

Understanding Sales Order Entry for Argentina

In some situations, you might need to enter a credit order or another sales order that corresponds to a previous sales order which has already been associated with an invoice. For example, you might need to create an invoice for something that was missing from the original sales order, or you might need to create an invoice for a larger amount. In this situation, you can enter a new sales order and associate it with an existing invoice by using either the internal number or the legal number of the invoice, which enables the system to consider the tax calculations from the previous invoice.

Note. Any changes made to the order affect the whole order. All documents that are associated with the order are affected by the change. You are responsible for any changes made.

Prerequisites

Before you complete the tasks in this section:

- Set up the user preferences with a Localization Country code of AR (Argentina).

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "Setting Up Your System for Country-Specific Functionality," Setting Up User Display Preferences.

- Review the steps for entering a standard sales order.

  See Chapter 5, "Entering Sales Orders," Entering Sales Order Header Information, page 152.

- Complete the processing option on the PO Sales Order Entry program (P76A4210).
- Set up identically named versions of the Enter Orders Header program and the PO Sales Order Entry program.

Forms Used to Enter Sales Orders for Argentina

Form Name	Form ID	Navigation	Usage
Work With Sales Order Headers	W4210H	Sales Order Processing - Brazil (G4211), Enter Orders Header	Review and select sales order header records.
Sales Order Header	W4210G	Click Add on Work With Sales Order Headers.	Add and revise sales order header information.
Sales Order Detail Revisions	W4210A	Click OK on Sales Order Header.	Add and revise item information in the detail portion of the form. Enter line default information in addition to item information when you do not enter sales order headers.
Order Acceptance	W42232A	Click OK on Sales Order Detail Revisions.	Click the appropriate button to place the order or to revise the order.
NC/ND Related to Invoice	W76A0180A	Click Place Order on Order Acceptance.	Assign the sales order to the original invoice by using either the internal number or the legal number of the invoice.

Setting Processing Options for PO Sales Order Entry (P76A4210)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

NC/ND Related

This processing option controls the system displays the matrix window during the matrix order entry process.

Invoice related to NC/ND (invoice related to note credit/note debit) Enter *1* to enter an invoice related to NC/ND, otherwise, leave blank.

Entering Sales Orders for Argentina

Access the NC/ND Related to Invoice form.

PeopleSoft Internal Number Select to specify the type of processing for an event.

Legal Number Enter the legal number of the document.

(RUS) Entering Sales Orders for Russia

This section provides an overview of sales order entry and discusses how to set processing options for Sales Order - PO (P7424210).

Understanding Sales Order Entry

You use the standard Sales Order Entry (P4210) program to generate sales orders. Before you generate sales orders, you set the processing options for the Sales Order - PO (P7424210) program. This program exists solely to contain processing options. The system uses the processing options you set for the Sales Order - PO program as additional parameters for the Sales Order Entry program.

Setting Processing Options for Sales Order - PO (P7424210)

The system uses the values from the Sales Order - PO program when you run the Sales Order Entry program (P4210).

Related Invoices

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Related Invoices Enter *1* to allow the entry of related invoices for a debit or credit note. Leave this processing option blank to disallow the entry of related invoices.

2. Multiple Related Invoices Complete this processing option if you entered *1* in the Related Invoices processing option.

	Enter *1* to allow the entry of multiple related invoices for a credit or debit note. Leave this processing option blank to allow the entry of only one related invoice.
3. Require Entry of Related Invoices	Enter *1* to require the entry of a related invoice. If no related invoice is entered, the system displays an error message and does not allow the user to continue until a related invoice is entered. Leave this processing option blank to have the system display a warning message when no related invoice is entered. The warning message enables the user to continue without entering a related invoice.
4. Allow Different Address Number	Enter *1* to allow the entry of a related invoice that has a different address book number from the credit or debit note. Leave this processing option blank to have the system display an error message if the user enters a related invoice with a different address book number.

CHAPTER 6

Entering Sales Orders for Customer Service Representatives

This chapter describes how to:

- Enter sales order header and detail information for Customer Service Representatives.
- Copy sales orders for Customer Service Representatives
- Enter Sales Orders with Templates for Customer Service Representatives
- Enter substitute, associated, and promotional items for Customer Service Representatives
- Activate notifications for volume-based upselling for Customer Service Representatives
- Activate subsystem processing in sales order entry for Customer Service Representatives.
- Promise orders in sales order entry for Customer Service Representatives.
- Generating the audit log and approval processing for Customer Service Representatives.
- Enter orders for kits and configured items for Customer Service Representatives.

Understanding Sales Order Entry for Customer Service Representatives

As a Customer Service Representative, you might need to enter a high volume of sales orders quickly and efficiently. As an alternative from the standard order entry selections on the EnterpriseOne Sales Order Management (G4211) menu, you can use menu selections for Creating or Updating several types of orders. These menu selections allow you to execute the P42101 interactive application to enter or update orders with more flexibility and ease of use.

The fields and buttons are arranged to help expedite order entry and modification. You can click on links and choose options on the drop down menus to quickly locate additional types of information that relate to sales orders, such as:

- Order Holds
- Free Goods
- Item Availability
- Order Summary

If you create sales orders from the Daily Sales Force Automation Processing (G90CA01) menu, you can use the menu selections for Creating or Updating orders on the EnterpriseOne Sales Order Management (G4211) menu to maintain and process those sales orders.

See Chapter 5, “Entering Sales Orders,” Understanding Sales Order Entry, page 117.

Prerequisites

Before you complete the tasks in this section, verify that this information is set up prior to entering sales orders: :

- Set the processing options for Enter Sales Order (P4210).
-

See Chapter 5, “Entering Sales Orders,” Setting Processing Options for Sales Order Entry (P4210), page 124.

Entering Sales Order Header and Detail Information for Customer Service Representatives

This section provides overviews of sales order header information, sales order detail information, and the workflow processes, and discusses how to:

- Set processing options for Enter Sales Order (P42101).
- Enter sales order header information.
- Enter sales order detail information.
- Enter default line information.

Understanding Sales Order Header Information

You enter order header information on the Create Sales Order – Header First– Order Header Revisions form in the same way as on the Sales Order Header form.

See Chapter 5, “Entering Sales Orders,” Entering Sales Order Header and Detail Information, page 119.

Edit Full Header

At anytime during order entry, you can change the information in the order header. If you change header information after you locate an order, you can ensure that changes to the header information are reflected in the detail information by updating the header information to the sales order detail. You can use the *Edit Full Header* button to change order information on the header.

Understanding Sales Order Detail Information

After you add header information to a sales order, you add detail information about the items on the order, such as item identifiers, quantities, prices, and costs. You enter order detail information on the Create Sales Order – Header First– Enter New Order form in the same way as on the Sales Order Detail Revisions form.

See Chapter 5, “Entering Sales Orders,” Understanding Sales Order Detail Information, page 121.

Forms Used to Enter Sales Order Information

Form Name	Form ID	Navigation	Usage
Create Sales Order - Header First - Order Header Revisions	W42101E	Sales Order Processing (G4211), Create Sales Order - Header First	Add sales order header information.
Create Sales Order - Header First - Enter New Order	W42101D	Click Save and Continue on Create Sales Order - Header First - Order Header Revisions.	Add and revise sales order header and detail information
Update Sales Orders – Header First – Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Sales Orders – Header First	Revise order header and order detail records.

Setting Processing Options for Sales Order Entry (P42101)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Note. The system disregards all processing options on the Display, Order Inquiry, Workflow, Multiples, Interbranch, and Prepayments tabs in Sales Order Entry program (P4210) when you use the Sales Order Entry program (P42101). The system also disregards these processing options in the Sales Order Entry program (P4210):

Defaults Tab: 14. Customer Self Service Structure Type, 15. User ID Default (CSS only), 16. Override Sold To and Ship To Header (CSS only), and 17. Override Carrier Number (CSS only).

Process Tab: 3. Display Header or Detail, 5. Display Before Accept Prompt, 8. Agreement Processing, and 9. Customer Self Service Functionality.

Transfers Tab: 1. Activate Transfer Order Entry, 2. Sales and Purchase Order Taxable, and 3. Mandatory Landed Cost.

Display

These processing options specify how you want the system to search for orders on the Customer Service Inquiry form.

Note. The processing options on this tab apply only to the Sales Order Entry program (P42101).

---

1. Display or Hide Cost Fields Use this processing option to indicate whether the system protects or hides cost fields.

Leave blank and the cost fields appear on the form and the information can be overridden.

Enter *1* and the system protect costs from change. If you protect the cost fields from changes, the costs are visible on the form, but cannot be changed.

Enter *2* and the system hides the cost fields. If you hide the cost fields, the cost fields do not appear on the form. However, the system still writes cost information from the Item Cost Ledger (F4105) to the Sales Order Detail table.

The system retrieves default cost information from the Item Cost Ledger table (F4105).

2. Display or Hide Price Fields

Use this processing option to indicate whether the system protects or hides price fields.

Leave blank and price fields remain visible and entry-enabled. You can override the information for this order only.

Enter *1* and the system protect prices from change. The unit and extended price will be visible on the form, but you will not be able to override the information.

Enter *2* and the system does not display price information. If you hide the price fields, the system still writes the price information to the Sales Order Detail table.

3. Disable Pricing Related Fields

Use this processing option to indicate whether the system disable pricing related fields that affect the calculated price.

Leave blank and pricing related fields remain visible and entry-enabled.

Enter *1* and the system displays pricing related fields but you can not override the information.

4. Disable or Hide Status Codes

Use this processing option to indicate whether the system protects or hides status codes.

Leave blank to override the information for this order only. If you enter status codes, they must be set up as an other allowed status code in the Order Activity Rules for the document type and line type combination. Additionally, combination of the beginning status and the next status must be a valid last status/next status combination in the Order Activity Rules table.

Enter *1* and the system protects status codes from change. If you protect the status codes from being changed, the current and next status will be visible on the form, but you will not be able to override the information.

Enter *2* and the system hides the status codes. If you hide the status codes, the last and next status codes do not display. The system processes orders based on the current and next status that is set up in the Order Activity Rules.

5. Hide Closed Detail Lines

During inquiry, you might choose to review active order detail lines only. Use this processing option to indicate whether the system displays active, closed, or canceled detail lines.

Leave blank and the system displays all order detail lines that will appear on the detail form.

Enter *1* and any line with a status of 999 will not appear on the detail form. However, the record for the line still remains in the Sales Order Detail table or Sales Order Detail - History (F42119).

6. Hide Credit Card Information

Use this processing option to indicate whether a user can access customer credit card information.

Leave blank to access credit card information during order entry.

Enter *1* you can not access credit card information during order entry.

7. Hide Freight and Carrier Information

Use this processing option to specify whether the system displays freight and carrier information fields. You can standardize the freight and carrier information fields so that freight rate calculations are accurately calculated for the appropriate route, stop, and zone or that a preferred carrier is always responsible for delivering the item to a customer.

Leave blank and freight and carrier information fields do appear on the order detail form and can be overridden.

Enter *1* and freight and carrier information fields do not appear on the order detail form. The system processes orders based on the default information that is set up in the Customer Billing Instructions or the Item Master Information.

8. Hide Commission Information

Use this processing option to indicate whether the system displays commission information.

Leave blank to review commission information and override default information that affects the current order only.

Enter *1* and the system does not display commission information. Orders are processed based on the default information that is set up in Commissions Table (F42005).

9. Hide Kit Components

Use this processing option to indicate whether kit components appear on the Sales Order Detail Revisions form either after you select features and options in the kit or when you re-inquire on the order.

Leave blank and the system displays the parent item, as well as selected features and options, when you re-inquire on the order.

Enter *1* to display only the parent line after you select the features and options during order entry or when you re-inquire on the order. However, the parent line and all component lines are written to the Sales Order Detail table.

Order Inquiry

These processing options specify how you want the system to search for orders on the Customer Service Inquiry form.

Note. The processing options on this tab apply only to the Sales Order Entry program (P42101).

---

1. From Status

Use this processing option to indicate the current point in the order process.

You must specify a user defined code (UDC) (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using.

The combination of the beginning status and next status must be a valid last status/next status combination in the Order Activity Rules table.

During order inquiry, the system does not display orders that are not within the beginning and next status range.

2. To Status

Use this processing option to indicate the next step in the order process. You must specify a UDC (40/AT) that has been set up in the Order Activity Rules based on the order type and the line type that you are using.

The combination of the beginning status and next status must be a valid last status/next status combination in the Order Activity Rules table.

During order inquiry, the system does not display orders that are not within the beginning and next status range.

3. Search on Last or Next Status

Use this processing option to specify which status codes the system uses to choose information to display on this screen.

Leave blank to display all orders with a Last status that falls within this range.

Enter *1* to display all orders with a Next status that falls within this range.

4. Date Range

Use this processing option to indicate the date value with which the system searches on orders.

Enter *1* and the system retrieves orders based on the order entry date.

Enter *2* and the system retrieves orders based on the promised ship date that is populated during order entry.

Enter *3* and the system retrieves orders based on the original promised date that is populated during order entry.

Enter *4* and the system retrieves orders based on the date that the order was confirmed for shipment. The system retrieves only those orders that have been processed through the Shipment Confirmation (P4205) program.

Enter *5* and the system retrieves orders based on the date that the invoice was printed for the customer. The system retrieves only those orders that have been processed through the Print Invoice (R42565) program.

Enter *6* and the system retrieves orders based on the date that you enter in the memo-only, cancel field during order entry.

Enter *7* and the system retrieves orders based on the G/L date. The system retrieves only those orders that have been processed through the Sales Update (R42800) program.

Enter *8* and the system retrieves orders based on the date that is entered as the promised deliver date during order entry.

5. Display Text Lines

Use this processing option to indicate whether the system displays text lines.

Text lines are order detail lines with a line type T, characterized by the code in the Order Line Type Revisions that contains memo-only information.

When you inquire on an order, it might or might not be necessary to view text line information.

Leave blank and the system does not display text lines. If you created text lines during order entry, the text lines remain in the Sales Order Detail table.

Enter *1* and the system displays text lines.

6. Display Backordered/Canceled lines

Use this processing option to indicate whether the system displays backordered or canceled lines when you inquire on an order.

Enter *1* and the system displays backordered lines.

Enter *2* and the system displays canceled lines.

Enter *3* and the system displays both backordered and canceled lines.

Enter *4* and the system does not display either backordered or canceled lines.

7. Customer Cross Reference Type

Enter the UDC 41/DT which the system uses to search cross-reference information using a customer item number. Cross-references associate the internal item numbers with the customer's item numbers. You set up items in Item Master Information and create the cross-reference information in Item Cross Reference Revisions program.

You must enter a value that has been set up in UDC 41/DT.

Versions

These processing options specify how you want the system to search for orders on the Customer Service Inquiry form.

1. Sales Order Model Version

Enter the Sales Order Model version, which is a version of sales order entry (P4210), to control the business process logic execution in P42101.

Task Flow

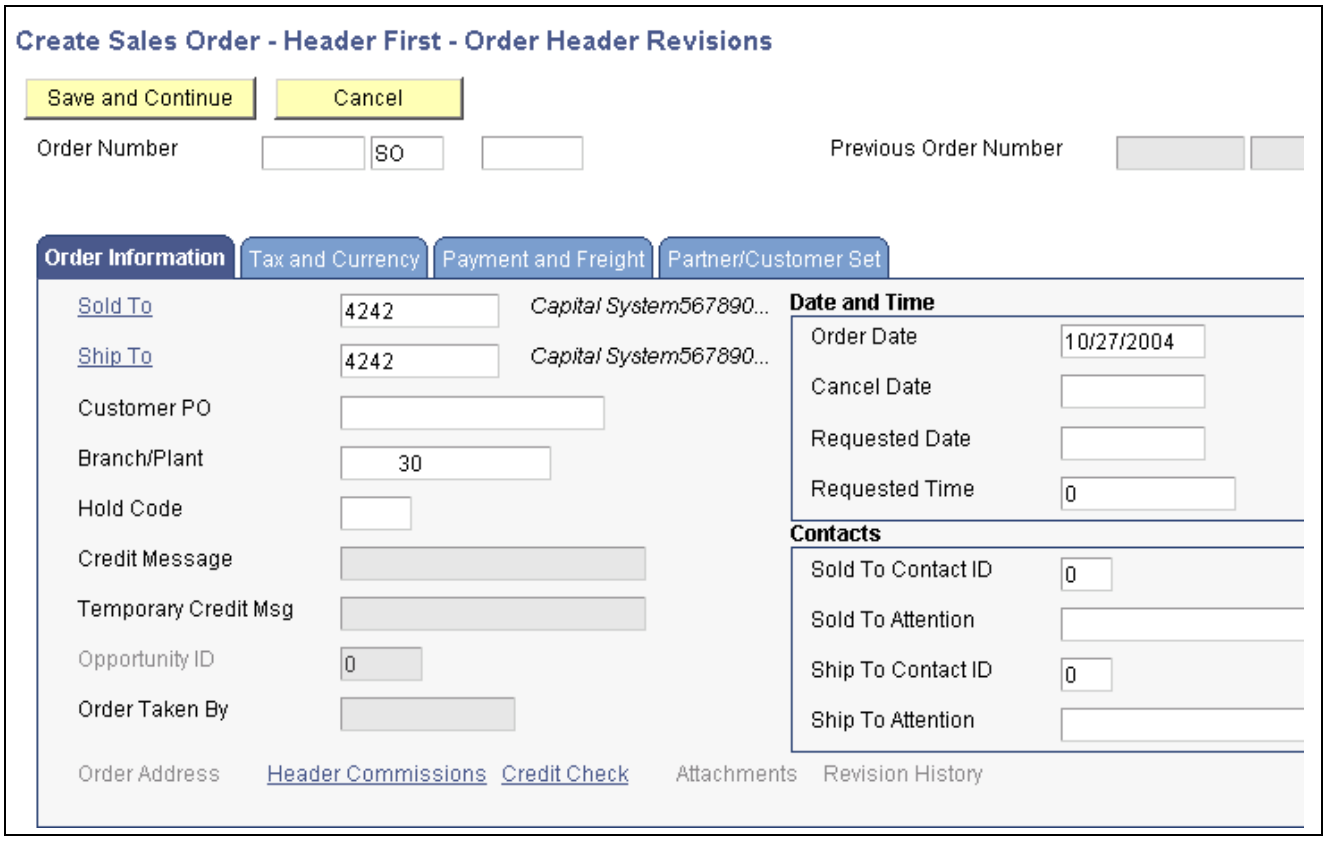
These processing options specify how you want the system to search for orders on the Customer Service Inquiry form.

Display Header or Detail Blank

Leave blank to add detail first or enter *1* to add header first.

Entering Sales Order Header Information

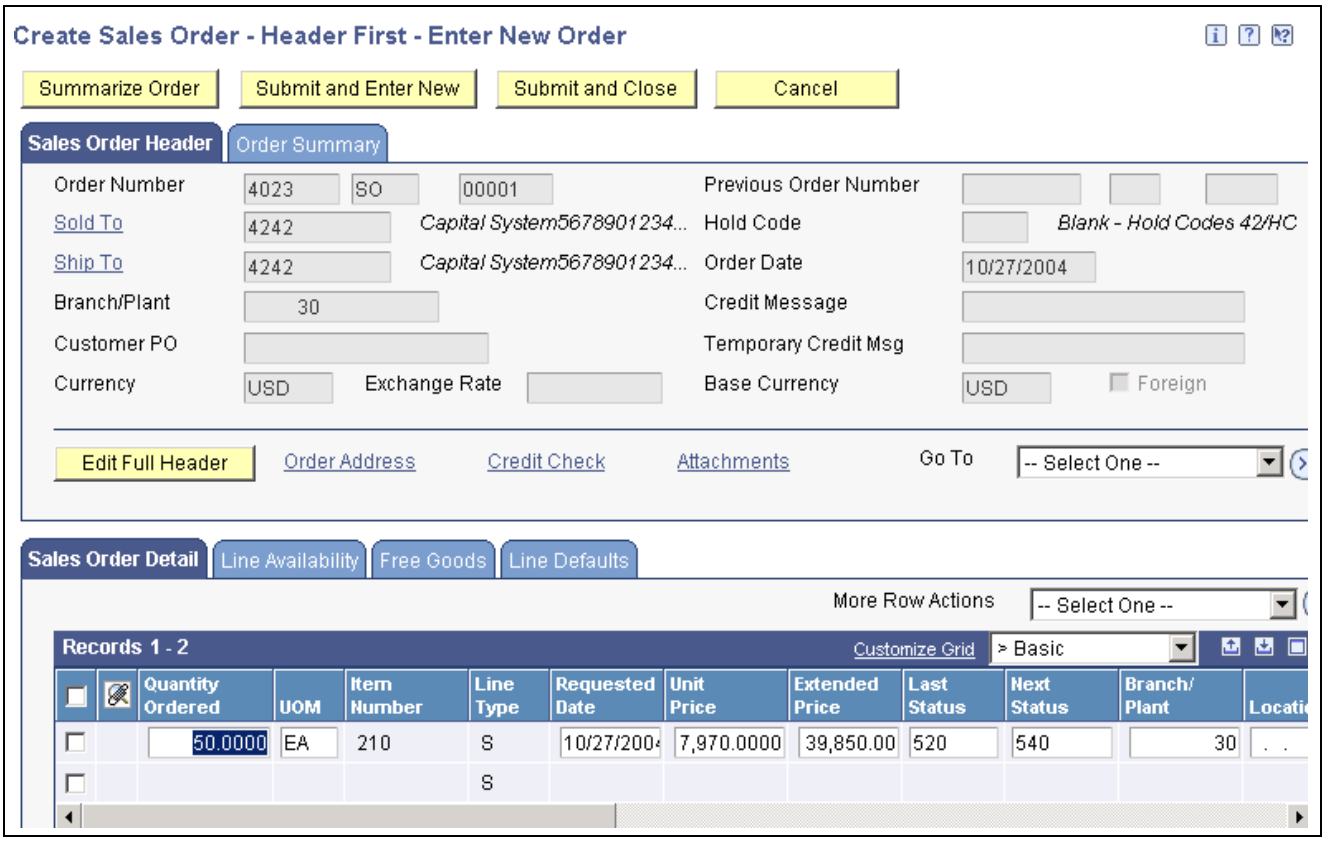
Access the Create Sales Order - Header First - Order Header Revisions form.



Create Sales Order - Header First - Order Header Revisions form

Entering Sales Order Item Information

Access the Create Sales Order - Header First - Enter New Order form.



Create Sales Order - Header First - Enter New Order form

Entering Default Line Information

Access the Create Sales Order - Header First - Enter New Order form. Click the Line Defaults tab.

Copying Sales Orders for Customer Service Representatives

This section provides an overview of copying sales orders and discusses how to copying sales orders.

Understanding Copying Sales Orders

You can streamline sales order entry by copying both header and detail information and adding it to a new sales order. You copy sales orders on the Create Sales Order – Header First– Manage Existing Order form in the same way as on the Sales Order Header form.

See Chapter 5, “Entering Sales Orders,” Copying Sales Orders, page 154.

Copying Sales Orders

Access the Create Sales Order - Header First - Manage Existing Order form. Click Copy and Convert. Depending on the system setup, you might receive a warning when you attempt to copy sales orders.

Entering Sales Orders with Templates for Customer Service Representatives

This section provides an overview of using templates with order processing and describes how to enter a sales order using a template.

Understanding the Use of Templates with Order Processing

You can use templates to speed order processing by displaying the customer's most frequently ordered items. You enter sales orders using templates on the Create Sales Order – Header First– Enter New Order in the same way as on the Sales Order Detail Revisions form.

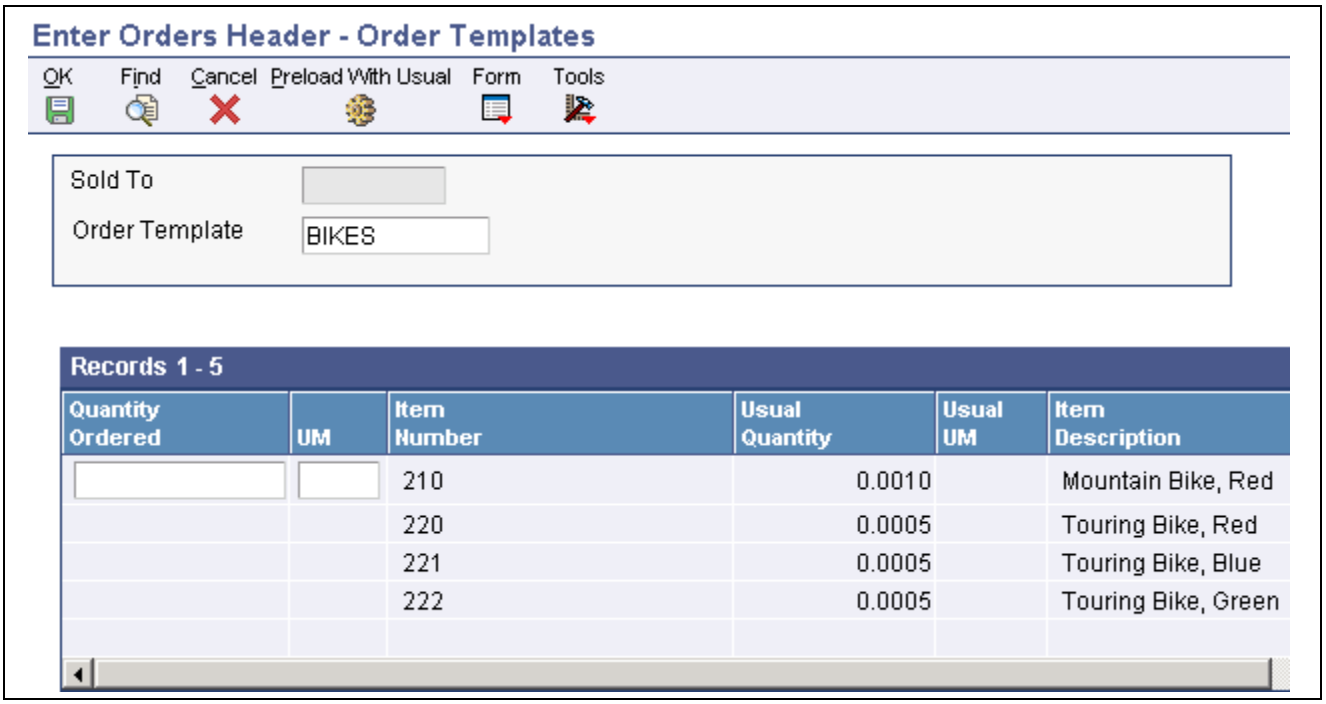
See Chapter 5, "Entering Sales Orders," Entering Sales Orders with Templates, page 155.

Forms Used to Enter a Sales Order Using a Template

Form Name	Form ID	Navigation	Usage
Create Sales Order - Header First - Order Header Revisions	W42101E	Sales Order Processing (G4211), Create Sales Order - Header First	Add sales order header records.
Create Sales Order – Header First – Enter New Order	W42101D	Click Save and Continue on Create Sales Order – Header First – Order Header Revisions.	Add or revise sales order header information.
Order Template	W40215A	Click Save and Continue on Create Sales Order – Header First – Order Header Revisions.	Enter quantities for the items on the template, or select a different template.
Work With Available Order Templates	W4015A	Select Templates on Order Templates.	Select an order template.

Entering a Sales Orders using a Template

Access the Create Sales Order - Header First - Order Header Revisions form.



Enter Orders Header, Order Templates form

Entering Substitute, Associated and Promotional Items for Customer Service Representatives

This section provides an overview of substitute, associated, and promotional items and describes how to enter substitute, associated, or promotional items.

Understanding Substitute, Associated, and Promotional Items

If only part of the quantity for an item is available, you can use a substitute item to provide the quantity that you need to complete an order. You enter substitute items on the Create Sales Order – Header First– Enter New Order in the same way as on the Sales Order Detail Revisions form.

See Chapter 5, “Entering Sales Orders,” Entering Substitute, Associated, and Promotional Items, page 156.

Forms Used to Enter Substitute, Associated, or Promotional Items

Form Name	Form ID	Navigation	Usage
Create Sales Order - Header First - Order Header Revisions	W42101E	Sales Order Processing (G4211), Create Sales Order - Header First	Add sales order header records.
Create Sales Order – Header First – Enter New Order	W42101D	Click Save and Continue on Create Sales Order – Header First – Enter New Order	Add or revise sales order header information.
Substitute/Complimentary Items	W42260A	Select a row and then click Cross Reference.	Select the item that you want to substitute, or use as a complimentary, or promotional item.

Entering Substitute, Associated, or Promotional Items

Access the Create Sales Order - Header First - Enter New Order form. Click Cross Reference.

Activating Notifications for Volume-Based Upselling for Customer Service Representatives

This section provides an overview of volume-based upselling and describes how to create volume-based upselling prices.

Understanding Volume-Based Upselling

If you want to recommend that customers purchase a larger quantity to receive a lower price, you can specify adjustments and a percentage tolerance that determine when the system issues a notification that an order line qualifies for an upsell notification. You activate notifications for volume-based upselling on the Create Sales Order – Header First– Enter New Order in the same way as on the Sales Order Detail Revisions form.

See Chapter 5, “Entering Sales Orders,” Activating Notifications for Volume-Based Upselling, page 158.

Forms Used to Create Volume-Based Upselling Prices

Form Name	Form ID	Navigation	Usage
Create Sales Order - Header First - Order Header Revisions	W42101E	Sales Order Processing (G4211), Create Sales Order - Header First	Add sales order header records.
Create Sales Order – Header First – Enter New Order	W42101E	Click Save and Continue on Create Sales Order – Header First – Enter New Order	Add or revise sales order header information.
Work with Volume Upselling	W40722B	Select a row and then select Volume Based Upsell.	Enter the reason and choose the level break to adjust the price of the quantity entered.

Creating Volume-Based Upselling Prices

Access the Create Sales Order - Header First - Order Header Revisions form.

Activating Subsystem Processing in Sales Order Entry for Customer Service Representatives

This section provides an overview of activating subsystem processing and discusses how to activate subsystem processing.

Understanding Activating Subsystem Processing in Sales Order Entry for Customer Service Representatives

If you need a pick slip or invoice when you finish the order entry process, you can set up and activate the subsystem. You activating the subsystem process for Sales Order Entry (P42101) in the same way as you do for Sales Order Entry (P4210).

See Chapter 5, “Entering Sales Orders,” Activating Subsystem Processing in Sales Order Entry, page 159.

Promising Orders in Sales Order Entry for Customer Service Representatives

This section provides an overview of order promising and discusses how to select the promised delivery dates.

Understanding Order Promises

You activate order promising by completing the processing option on the Order Promise tab for the Sales Entry program.

You use the order promising feature on the Create Sales Order – Header First– Order Header Revisions form in the same way as on the Sales Order Detail Revisions form.

See Chapter 5, "Entering Sales Orders," Promising Orders in Sales Order Entry, page 160.

Forms Used to Select Promised Delivery Dates

Form Name	Form ID	Navigation	Usage
Create Sales Order - Header First - Order Header Revisions	W42101E	Sales Order Processing (G4211), Create Sales Order - Header First	Add sales order header information.
Create Sales Order - Header First - Order Header Revisions	W42101E	Click the Order Promising Overrides tab on Create Sales Order - Header First - Order Header Revisions.	Add and revise order promising information.

Selecting the Promised Delivery Dates

Access the Create Sales Order - Header First - Order Header Revisions form. Click the Order Promising Overrides tab.

Generating the Audit Log and Approval Processing for Customer Service Representatives

This section provides overviews of the audit log and approval processing, and discusses how to review the audit log.

Understanding the Audit Log

The Sales Order Management system provides you with a method of reviewing and tracking manual changes that have been made to an order. Provided that you have activated the appropriate processing options, the system creates a revision for every manual change that users make to sales order information and enables you to review information about the changes when you access the Order Revision History program (P42420). You can review the revision number during order entry.

You use the audit log feature on the Create Sales Order – Header First– Manage Existing Order form in the same way as on the Sales Order Detail Revisions form.

See Chapter 5, "Entering Sales Orders," Generating the Audit Log and Approval Processing, page 163.

Forms Used to Review the Audit Log

Form Name	Form ID	Navigation	Usage
Update Sales Order – Header First – Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Sales Order - Header First	Review or revise sales order information.
Order Revision History	W42420B	Select an order, and then select Item and then Revision History from the Row menu on Update Sales Order - Header First - Manage Existing Order.	Review changes that were made to an order.

Reviewing the Audit Log

Access the Update Sales Order – Header First – Manage Existing Order form.

Entering Orders for Kits and Configured Items for Customer Service Representatives

This section provides overviews of kits and configured items and discusses how to enter kit orders.

Understanding Kits and Configured Items

You can enter sales orders for kits and configured items. A kit is a collection of inventory items, called components, which are associated with a description name, called a parent item. A configured item is comprised of different features that are requested by a customer.

You select kits and configured items on the Create Sales Order – Header First– Enter New Order form in the same way as on the Sales Order Detail Revisions form.

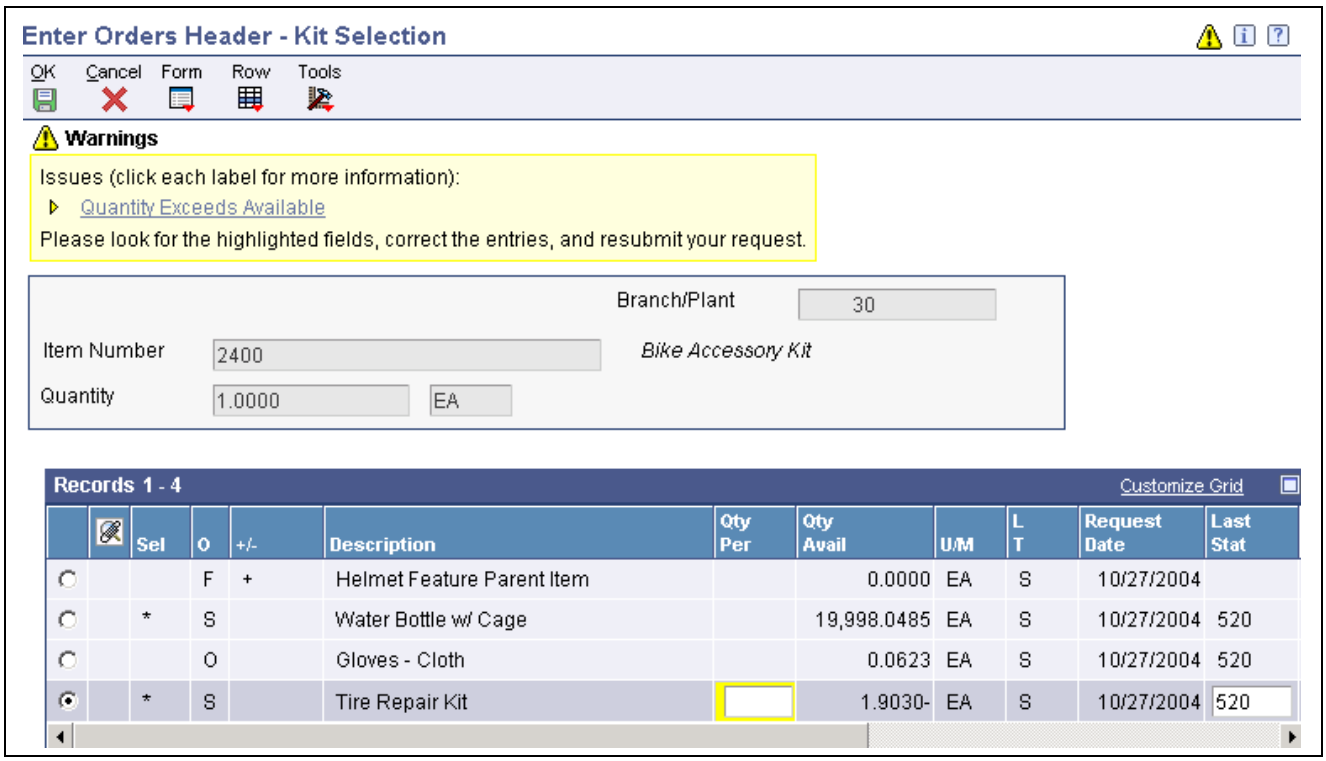
See Chapter 5, "Entering Sales Orders," Entering Orders for Kits and Configured Items, page 165.

Forms Used to Enter Kit Orders

Form Name	Form ID	Navigation	Usage
Create Sales Order - Header First - Order Header Revisions	W42101E	Sales Order Processing (G4211), Create Sales Order - Header First	Add sales order header records.
Create Sales Order – Header First – Enter New Order	W42101D	Click Save and Continue on Create Sales Order – Header First – Enter New Order	Add or revise sales order information.
Kit Selection	W40722E	Select a row and then select Kits/Configurator.	Enter kit or configured items.

Entering Kit Orders

Access the Create Sales Order - Header First - Order Header Revisions form. Click Kits/Configurator.



Enter Order Headers, Kit Selection form

CHAPTER 7

Entering Additional Orders, Holding and Releasing Orders

This chapter provides an overview of entering additional orders and discusses how to:

- Enter credit orders.
- (PER) Process credit notes and debit notes related to documents.
- (CHL) Process credit notes and debit notes related to documents.
- Enter transfer orders.
- Enter direct ship orders.
- Enter blanket orders.
- Enter quote orders.
- Enter interbranch and intercompany orders.
- Hold orders.
- Release held orders.
- Release backorders.
- Release blanket orders.
- Release quote orders.

Understanding Additional Order Entry

The Sales Order Management system provides different order types to accommodate specific ordering situations. Although you enter these additional orders in the same way that you enter a basic sales order, the system processes each order type differently.

You use order releases to return the order to the processing cycle or to initiate the sales order process. For example, you could place a customer's order on hold for credit reasons and then release the order when the customer's credit status changes. Or, you can create sales orders from blanket orders or quote orders by releasing the blanket order or the quote order.

When the system places an order on hold, the order is taken out of the processing cycle. When you release an order, you return it to the order processing cycle.

You use transfer orders to ship inventory between branch/plants within the company and to maintain an accurate on-hand inventory amount. When you create a transfer order in either the Procurement system or the Sales Order Management system, you ship and receive goods. Transfer orders enable you to account for markups, freight costs, and transport time.

You use credit orders when a customer returns goods that you want to return to inventory. You can also use credit orders when a customer returns damaged goods that you cannot return to inventory. In both cases, you must issue the necessary credits and make adjustments for the returned merchandise.

You use direct ship orders to record the sale of an item that you purchased from another supplier. The supplier sends the item directly to the customer. Because the supplier ships the item directly to the customer, the system does not process the order quantities through your inventory.

You use blanket orders when you have an agreement with a customer to release an item multiple times over a specified period. For example, you can place an order for 100 items that will be delivered over a period of four months in increments of 25 items per month. At the agreed-upon time, the quantity that you enter in an actual sales order is subtracted from the blanket order.

You use quote orders to record price quotes. You can:

- Access quote orders through the same review, maintenance, and inquiry form that you use to work with sales orders.
- Convert an entire or partial quote order to a sales order.
- Use quote orders to ensure effective controls over price guarantees.
- Use quote orders to avoid committing inventory until the customer authorizes the order.

You can use intercompany orders to fill a sales order from a branch/plant other than the selling branch/plant. Intercompany orders are helpful if the company places an order from one location but fills and ships the order from another location, such as a central supply warehouse.

Entering Credit Orders

This section provides an overview of credit orders and discusses how to:

- Set processing options for Sales Ledger Inquiry (P42025).
- Enter credit orders from history.

Understanding Credit Orders

You use credit orders when a customer returns goods that you might return to inventory, or when damaged goods are returned that you cannot return to inventory. In both cases, you need to issue the necessary credits and make adjustments for the returned merchandise.

You enter a credit order manually to record a returned item and credit the current price to the customer. You can override the default pricing information. You enter credit orders in the same way that you enter sales orders.

When the system generates a credit order, it retrieves the credit information from the F42199 table. The credit order amount is based on the unit price that the customer actually paid instead of the current price.

For credit orders, you might want to define not only the price that you refund the customer for the return, but also the process with which you receive goods into inventory.

You can set up a specific document type for credit orders to track credits in specific general ledger accounts and to record a separate credit history. You can set up automatic accounting instructions to direct entries to special accounts that are based on the credit order document type. These features enable the system to track returns and create general ledger entries for credits when you run the Sales Update program (R42800).

To set up a credit order line type, you must activate the reverse sign option in line type definitions. When you enter a sales order, the system subtracts the quantity from available inventory. When you enter a credit order, the system does not subtract the quantity from available inventory.

You can set up a document type that identifies credit orders, and then set up status codes for the credit order document type and line type combination. Status codes define the steps in which the system must process an order.

If you use price adjustments, you must set up negative quantity breaks to account for items in credit orders.

Entering System-Generated Credit Orders

When you create a credit order from history, you retrieve the original order information and issue the customer credit for the amount based on the unit price that the customer actually paid. This price might be different from the current price. The system retrieves the order information from the F42199 table.

Note. When you create a credit order from history, the system enables you to ship a quantity greater than what was originally sold, picked, and shipped to the customer. The system does not check whether the total quantity credited matches the original quantity sold.

Prerequisite

Verify that you have set up a line type for credit orders.

See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Order Line Types, page 35.

See Also

Chapter 5, "Entering Sales Orders," page 117

Forms Used to Generate Credit Orders from History

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Additional Order Processes (G4212), Credit Orders from History	Review and select orders.
Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Access the credit memo form menu.
Work With Sales Ledger Inquiry	W42025A	Select Credit Memo from the Form menu on Sales Order Detail Revisions.	Add a credit memo.

Setting Processing Options for Sales Ledger Inquiry (P42025)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Order Type A user defined code (UDC) (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. These are reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

Status Code - From A code (40/AT) specifying the last step in the processing cycle that this order line has successfully completed.

Status Code - To A UDC (40/AT) indicating the next step in the order flow of the line type.

Credit Memo

These options are only in use if this application is called from Sales Order Entry (P4210) and the Select Order row exit is used to select all the order lines for processing.

1. Retrieving Credit Orders Enter the status code to select when retrieving credit orders.

2. Based on Status Enter *1* if the status code is based on the last status, or leave blank and the status code is based on the next status.

Versions

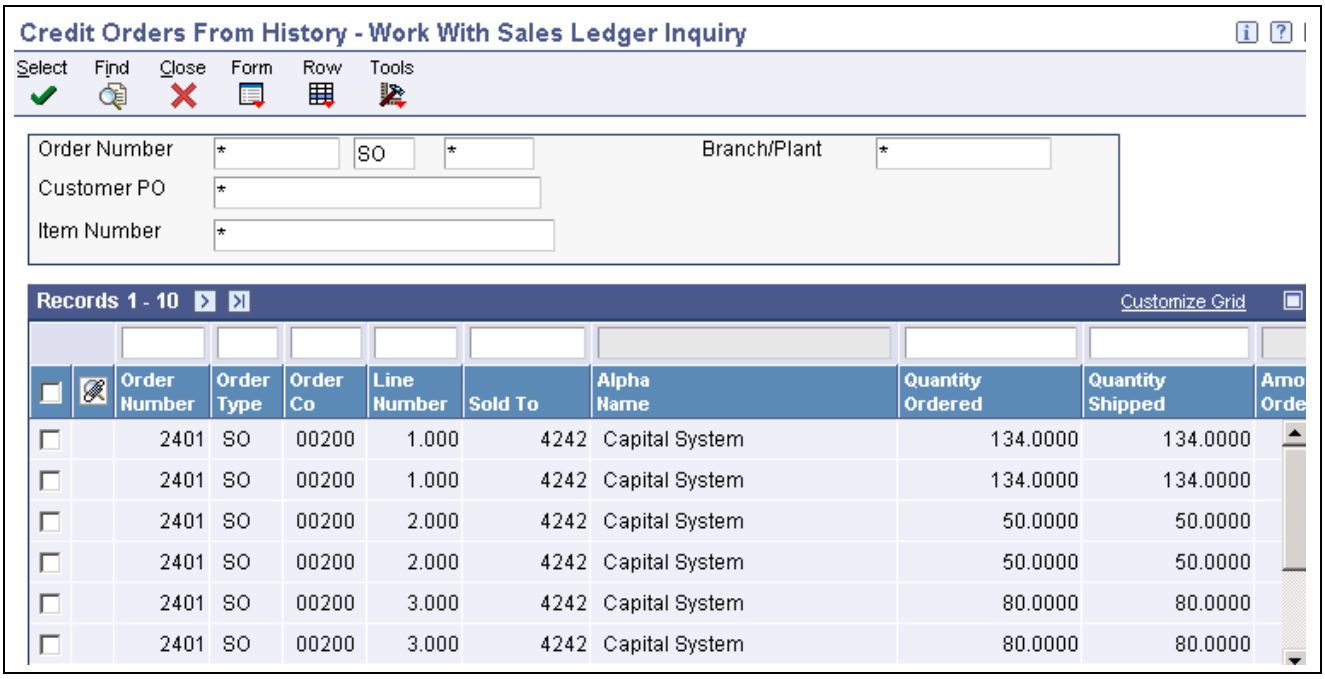
These options are in use only when this application is *not* called from Sales Order Entry (P4210).

Credit Order Entry Version Enter the version of the credit order entry program.

Sales Order Entry Version Enter the version of the sales order entry program.

Entering Credit Orders from History

Access the Work With Sales Ledger Inquiry form.



Work With Sales Ledger Inquiry form

(PER) Processing Credit Notes and Debit Notes Related to Documents

This section provides an overview of relating credit notes and debit notes to documents and discusses how to:

- Set processing options for Process Credit Notes and Debit Notes Related to Documents.
- Process credit notes and debit notes related to documents.

You can inquire on legal document numbers and relate them to a sales order. For example, you can relate a credit note to one or more invoices, or you can relate a debit note to one or more credit notes.

You must enter *1* in the processing options of P76H4210 to relate sales orders to a credit note or to one or more invoices.

Note. Any changes that you make by using this program affect the entire order. When you relate one or more invoices to a credit order and legal numbers of related invoices, this information prints in the credit note. By law, invoices related to credit notes must belong to the same customer.

The system stores records for credit notes or debit notes related to invoices or credit notes in the F76H215 table.

If the tax rate changes when the program generates a credit or debit note related to an invoice; the credit note that the program creates must be the same tax rate in the related document. You must create and relate a credit note with a tax area with the same tax rate as the related invoice.

Prerequisites

Verify that the processing option for P76H4210 is active.

Verify that P4210 and P76H4210 have the same version name.

Forms Used to Process Credit Notes and Debit Notes Related to Documents

Form Name	Form ID	Navigation	Usage
Enter Order Headers	W4210H	Sales Order Processing (G4210), Enter Order Headers	Review and select sales orders.
NC/ND Related to Sales Orders	W76H4210A	Select an order and select Document Inquiry from the form menu on NC/ND Related to Sales Orders.	Select an order to attach a credit note.
Select Related Order Document	W76H4210B	Select an order and click Close on Select Related Order Document.	Relate an order to a credit note. The system places a check mark on the row with order to indicate there is a related credit note.

Setting Processing Options for Process Credit Notes and Debit Notes Related to Documents

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Related Sales Order Enter *1* to enter related sales orders.

Process Credit Notes and Debit Notes Related to Documents

Select Sales Order Management (G76H41), PO – Sales Order Entry.

(CHL) Processing Credit Notes and Debit Notes Related to Documents

This section provides an overview of relating credit notes and debit notes to documents and discusses how to:

- Set processing options for Enter Credit Notes and Debit Notes Related to Documents.
- Process credit notes and debit notes related to documents.

Understanding Credit Notes and Debit Notes Related to Documents

You can locate legal document numbers and relate them to a sales order. For example, you can relate a credit note to one or more invoices or you can relate a debit note to one or more credit notes.

You must enter *1* in the processing options of P76H4210 to relate sales orders to credit notes or to one or more invoices when you enter a sales order.

Note. Any changes that you make by using this program affect the entire order. When you relate one or more invoices to a credit order and legal numbers of related invoices, this information prints in the credit note. By law, invoices related to credit notes must belong to the same customer.

The system stores records for credit note or debit note related to invoices or credit notes in the F76H215 table.

If the tax rate changes when the program generates a credit or debit note related to an invoice; the credit note that the program creates must be the same tax rate in the related document. You must create and relate a credit note with a tax area with the same tax rate as the related invoice.

According to Chilean legislation (Decree-law 825), VAT generated by returned credit notes of invoices greater than three months must be posted to an expense account. Under these circumstances, VAT cannot be posted as a minor tax debit.

You can use PO – Sales Order Entry to verify a valid relationship between the return credit note and the invoice with an invoice issue date greater than three months of the return date (sales order issue date). The system modifies the tax explanation code to an *S* for all the sales order lines.

When the system posts a credit note with an *S* in the legal explanation code in the sales order lines, the system uses ICA 4250 (Tax Liability) to account the amount of the credit note, instead of using the ICA RTxxxx.

The system stores records for return credit notes in the F76H008 table.

Set up Sales 4250 (Tax Liability) for the company, return credit note type and tax area G/L Class, with the expenses account to allocate VAT of the credit memo.

If the program relates a credit memo to one or more invoices, the system verifies whether there is any voucher with an invoice date versus a credit memo date greater than the number of days and months of the company setup. If the date of any invoice exceeds the number of days and months, the system changes the tax explanation code in all lines of the credit memo to the code that is set up in the legal company constants.

Prerequisites

Verify that the processing option for P76H4210 is active.

Verify that P4210 and P76H4210 have the same version name.

Activate the functionality in the returns credit notes processing option (P76H4210).

Set up the number of days or months to be considered when applying the legal explanation code to the credit in Legal Company constants. The legal explanation code must also be set up with an *S* when entering the credit note.

Forms Used to Process Credit Notes and Debit Notes Related to Documents

Form Name	Form ID	Navigation	Usage
Enter Order Headers	W4210H	Sales Order Processing (G4210), Enter Order Headers	Review and select sales orders.
NC/ND Related to Sales Orders	W76H4210A	Select an order and click Document Inquiry from the form menu on NC/ND Related to Sales Orders.	Select an order to attach a credit note.
Select Related Order Document	W76H4210B	Select an order and click Close on Select Related Order Document.	Relate an order to a credit note. The system places a check mark on the row with order to indicate there is a related credit note.

Setting Processing Options for Enter Credit Notes and Debit Notes Related to Documents

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Related Sales Order Enter *1* to enter related sales orders.

2. VAT Reimbursement for Return Credit Notes Enter *1* to activate VAT Reimbursement for Return Credit Notes (Chilean functionality). Leave blank and VAT Reimbursement for Return Credit Notes is not active.

Process Credit Notes and Debit Notes Related to Documents

Select Sales Order Management (G76H41), PO – Sales Order Entry.

Entering Transfer Orders

This section provides an overview of transfer orders and discusses how to enter transfer orders.

Understanding Transfer Orders

You enter a transfer order to ship inventory between branch/plants within the company and to maintain an accurate on-hand inventory amount. When you create a transfer order, the system:

- Creates a purchase order for the supplier, which is the branch/plant that ships the items.
- Creates a sales order for the supplying branch/plant to the customer, which is the receiving branch/plant.
- Processes the inventory amounts on the transfer order as a formal purchase and sale of goods.
- Creates documents, such as pick slips or invoices, that are necessary to complete the transfer.

You can record a transfer transaction by using either the Inventory Transfers program (P4113) in the Inventory Management system or the Transfer Order Processing program (P4210) in either the Procurement or the Sales Order Management system.

When you create an inventory transfer in the Inventory Management system, the system moves inventory from one location to another and the records the transaction immediately. The system does not create sales or purchase order documents; therefore, you do not have a paper trail for tracking inventory. At the most, you might require management approval.

When you create a transfer order in either the Procurement or the Sales Order Management system, you can ship and receive goods. In this way, you can account for markups, freight costs, and transport time. The system creates the paper trail by generating a sales order and a related purchase order. The system processes each order based on the order activity rules that you set up for the document type and line type combination.

When you create a transfer order, the Transfer Order Processing program creates records in these tables:

- F4201
- F4211
- F4301
- F4311

Note. You cannot enter configured items or kit information on a transfer order. To enter an order for kits, use the regular sales or purchase order entry programs.

The system does not allow you to assign Commit to Other 1 or Commit to Other 2 to a sales transfer order. These commitment options are available only to quote and blanket orders.

Prerequisite

Verify that you have set the processing options for the version of the Sales Order Entry program (P4210) that you use for transfer orders.

See Also

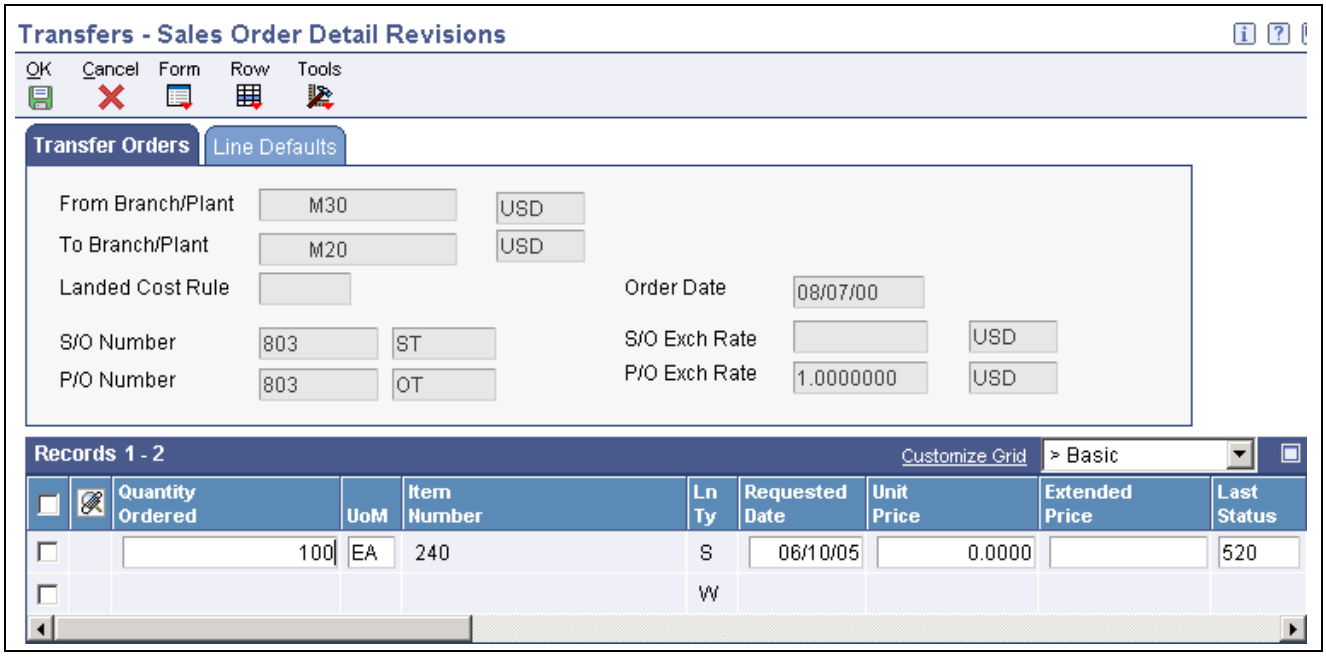
PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, “Entering Orders,” Entering Order Detail Information

Forms Used to Enter Transfer Orders

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Transfers	Review and select orders.
Transfers - Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Add and revise transfer orders.

Entering Transfer Orders

Access the Sales Order Detail Revisions form.



Sales Order Detail Revisions form

When you are entering transfer orders, be aware that the system does not allow you to enter header information prior to entering detail information, regardless of how you have set the processing options.

Entering Direct Ship Orders

This section provides overviews of direct ship orders and maintaining integrity between related sales and purchase orders, and discusses how to enter direct ship orders.

Understanding Direct Ship Orders

A direct ship order is the sale of an item that you purchase from a supplier, who then sends the item directly to the customer. The quantity and item information of a direct ship order does not affect the inventory.

When you enter a direct ship order, the system simultaneously creates a sales order for the customer and a purchase order for the supplier. The purchase order specifies that you want the supplier to ship the item directly to the customer. If you activate the commitment processing option in the Sales Order Entry program (P4210) to commit to Other Quantity 1 or Other Quantity 2, the system does not create a purchase order, even if you use the non-stock line type that you have set up for direct ship orders. When you release a sales order against the direct ship quote, the system creates a purchase order.

Note. You cannot enter a direct ship order for a kit or configured item. To enter an order for kits, use the regular sales or purchase order entry programs.

When you set up line types for direct ship orders, you must define the inventory interface for direct ship orders as *D* and select the Edit Item Master for Non-Stock Item. During direct ship order entry, the system verifies the item number in the F4102 table, and the cost and price information in the F4105 and F4106 tables. However, the system does not create inventory commitments or perform availability checks.

The program creates records in these tables:

- F4201
- F4211
- F4301
- F4311

When you change information on either the sales or the purchase order, the system updates the corresponding order with this information:

- Promise date.
- Quantity ordered.
- Primary unit of measure (changes purchasing unit of measure).
- Weight and volume (when a change is made to quantity).
- Unit price.

You enter a direct ship order in the same manner that you enter a regular sales order. You can use the Direct Ships – Customer Service Inquiry form, the Create Direct Ships – Enter New Order form, or the Update Direct Ships – Enter New Order form.

Understanding Integrity Between Related Sales and Purchase Orders

When you enter a sales order using the Direct Ships – Customer Service Inquiry form and the direct ship line type (D), the system creates a corresponding purchase order. If the system puts the order on hold, both the sales and purchase order are withheld from the sales order and purchase order process. If you cancel the order or the order detail line on a sales order, the system cancels the corresponding purchase order detail line or purchase order.

Changing information on the sales order might affect purchase order processing. Likewise, changing the purchase order might affect sales order information. The system automatically updates the corresponding order if you make changes to information in these fields:

Field	Description of Change
Status	When you close or cancel either a purchase or a sales order, the system updates the status of the corresponding order. The system updates the sales order status when the supplier ships goods to the customer and the goods have been formally received. If a line is partially received, the system updates only the sales order status for the portion of the items that are received. The remaining quantity remains at the current status level.
Cost	The system maintains the original cost in the purchase order. The system does not update the cost on the purchase order when the cost on the receipt is different. However, any changes to the cost during receipts are updated to the sales order detail line, unless you use standard costing.
Lot/Serial Number	When the supplier enters a receipt and specifies a lot or serial number, the system updates the sales order detail line with the lot and serial number information. For multiple items, the system splits the sales and purchase order for each lot and serial number. If you reverse a lot or serial number, the system issues a warning message indicating the reversal in the sales order.
Dates	When the supplier ships the goods to the customer, the supplier enters the receipt date to indicate that the customer has received the item. The system updates the actual ship date in the sales order detail line.

Receipts

When the supplier ships goods to the customer, the supplier can enter a receipt to indicate that the customer has received the item. During receipts processing, any changes in the cost are updated to the corresponding sales order detail line, unless the standard costing method is used.

For partial receipts, the system splits the sales order detail lines to reflect the quantity that remains to be received. For receipt of lots and serialized information, the system splits the sales order detail line to correspond with lot and serial information on the purchase order.

When you reverse the receipt of an order detail line, the system updates the status of the sales order detail line.

Voucher Match

When the supplier enters a voucher for the invoice, the system updates the cost on the sales order detail line with the new cost, if the order detail line in the sales order is not closed or purged.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set the processing options for the version of the Sales Order Entry program (P4210) that you use for direct ship orders.
- Verify that you have set up a line type for direct ship orders.

See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Order Line Types, page 35.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, "Entering Orders," Entering Order Detail Information

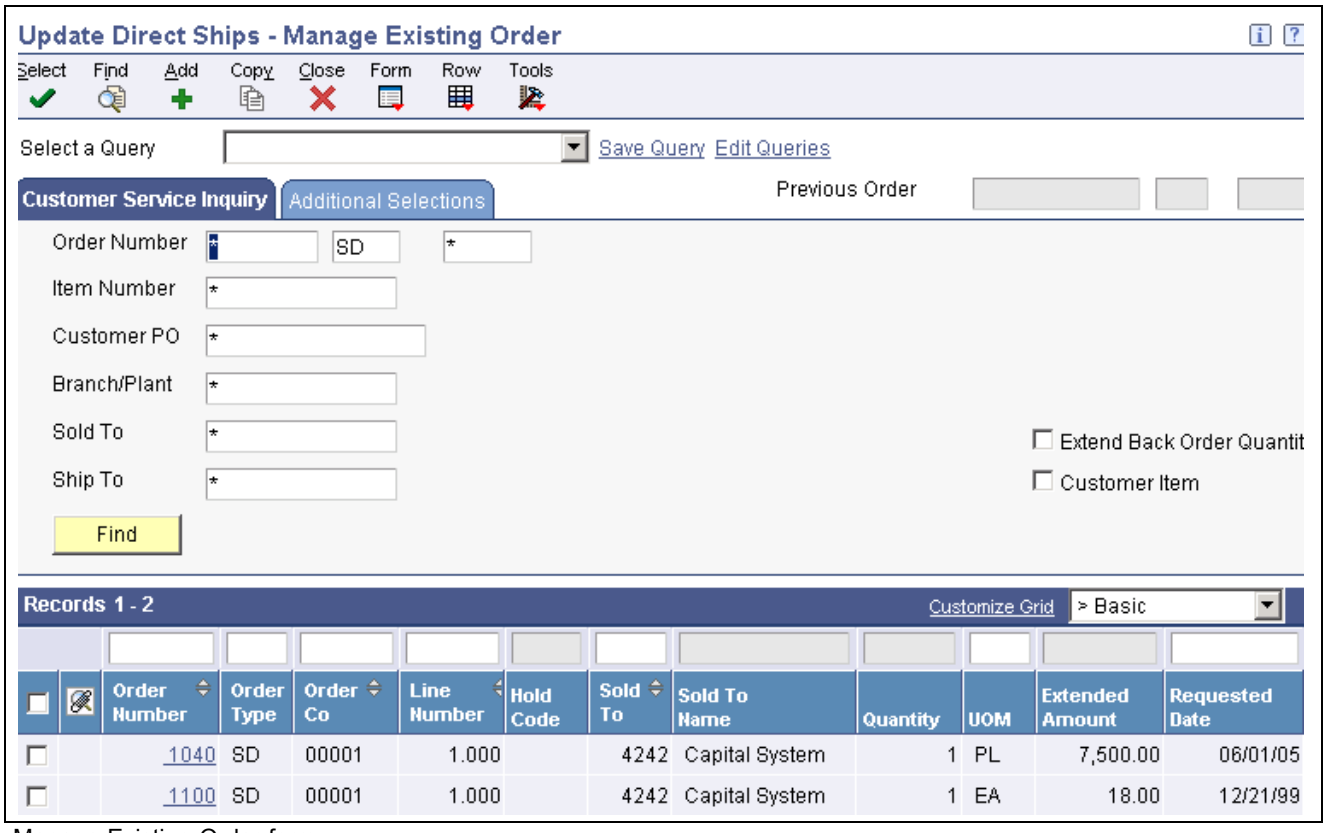
Forms Used to Enter Direct Ship Orders

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Direct Ships	Review and select orders.
Direct Ships - Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Add and revise direct ship orders.
Create Direct Ships — Enter New Order	W42101D	Sales Order Processing (G4211), Create Direct Ships	Add direct ship orders.
Update Direct Ships - Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Direct Ships	Revise direct ship orders for customer service representatives.

Entering Direct Ship Orders

You use the same steps to enter a direct ship order as you use to enter a regular sales order. You can select Direct Ships, Create Direct Ships or Update Direct Ships on the Sales Order Processing menu.

Access the Sales Order Detail Revisions form, the Create Direct Ships – Enter New Order form, or the Update Direct Ships – Manage Existing Order form.



Manage Existing Order form

Entering Blanket Orders

This section provides an overview of blanket orders and discusses how to enter a blanket order.

Understanding Blanket Orders

Use a blanket order when a customer agrees to purchase a quantity of an item over a specified period of time. You can enter the blanket order as one line with a requested date that reflects the last day of the agreement. Then, at agreed-upon times, you create sales orders for partial quantities of the blanket order.

You can either enter a sales order directly to deduct the partial quantity from the blanket order, or you can release the blanket order. You can view the original quantity ordered on the blanket order, the associated released orders, and the remaining quantities.

You can set the commitment control processing option in Sales Order Entry (P4210) so that the system does not commit inventory when you create blanket orders. If you set this processing option, the system ignores the Inventory Commitment Preference field.

You can create a blanket order in the same way that you enter a sales order, except that the quantity that you enter represents the *entire* quantity to release during the blanket order period. In the same way, the requested date that you enter represents the *last* date on which the blanket order is effective. You can use the Blanket Order – Customer Service Inquiry form, the Create Blanket – Enter New Order form, or the Update Blanket – Enter New Order form.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set the processing option in the Sales Order Entry program (P4210) to process blanket orders and releases.
- Set up a UDC for blanket orders in UDC table 40/BT.
- Verify that you have created a blanket order for the processing criteria.
- Verify that you have created a UDC for blanket orders in table 40/BT.
- Verify that you have enabled blanket and quote order processing.

  Specify correct values in these processing options on the Process tab in the Sales Order Entry (P4210) program:
- Blanket/Quote Order Processing.
- Default Selection for Multiple Blanket Orders.
- Default Selection for Single Blanket Orders.

See Also

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Setting Up the Inventory Management System," Setting Up Default Location Information

Chapter 5, "Entering Sales Orders," Understanding Sales Order Detail Information, page 121

Chapter 7, "Entering Additional Orders, Holding and Releasing Orders," Releasing a Blanket Order, page 231

Forms Used to Enter Blanket Orders

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Blankets	Review and select orders.
Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Add and revise a blanket order.
Create Blanket – Enter New Order	W42101D	Sales Order Processing (G4211), Create Blankets	Add blanket orders.
Update Blankets – Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Blankets	Revise blanket orders.

Entering a Blanket Order

You use the same steps to enter a blanket order as you use to enter a regular sales order. You can use either the Blankets – Customer Service Inquiry form or the Create Blanket – Enter New Order form.

On Blankets – Customer Service Inquiry, after you enter a detail line, the system indicates additional information processing. For blanket orders, the system displays a check mark in the row header if these conditions exist:

- Multiple blankets exist.
- The order line quantity requested is over the amount left on a blanket order.

Access the Sales Order Detail Revisions form, the Create Blanket – Enter New Order form, or the Update Blanket – Manage Existing Order form.

Entering Quote Orders

This section provides an overview of quote orders and discusses how to enter a quote order.

Understanding Quote Orders

You use quote order entry when a customer requires a formal price quote but is not ready to commit to a sales order. Quote orders can be designated to relieve or not relieve quantity through the Document Type Master program (P40040). You enter quote orders to:

- Provide prices and availability on a large number of items.
- Record the quantity and price quotes for future reference.
- Hold the quote until the customer authorizes the order.
- Collect information about the price and availability of items.
- Honor an obligation for a quoted price for a period of time.

When the customer confirms the order, you convert the quote order into an actual sales order.

You can generate a sales proposal based on a quote order.

You enter a quote order in the same way that you enter a sales order, using the Quotes – Customer Service Inquiry form. You can also use the Create Quotes – Enter New Order form or the Update Quotes - Enter New Order form. You do not convert the quote order into a sales order until the customer confirms the order.

You can set up a version of the Print Invoices program (R42565) to print an invoice for a quote order. Also, you can set a processing option that prints a message on the invoice to inform the customer that the invoice is a quote.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have specified how quote orders affect inventory availability in the processing options for quote orders.
- Verify that you have set up the order type for quote orders in the UDC table 40/BT.
- Verify that you have set up the Blanket/Quote Order processing option to accommodate quote orders.

  You set this option on the Process tab in the Sales Order Entry processing options (P4210).

See Also

PeopleSoft EnterpriseOne Customer Relationship Management Application Fundamentals 8.11 PeopleBook, "Generating Proposals"

Forms Used to Enter Quote Orders

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Quotes	Review and select orders.
Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Add and revise a quote order.
Create Quotes - Enter New Order	W42101D	Review and select orders.	Add a quote order for customer service representatives.
Update Quotes - Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Quotes	Revise a quote order for customer service representatives.

Entering a Quote Order

You use the same steps to enter a quote order as you use to enter a regular sales order.

Access the Sales Order Detail Revisions form, Create Quotes – Enter New Order form, or Update Quotes - Manage Existing form.

Entering Interbranch and Intercompany Orders

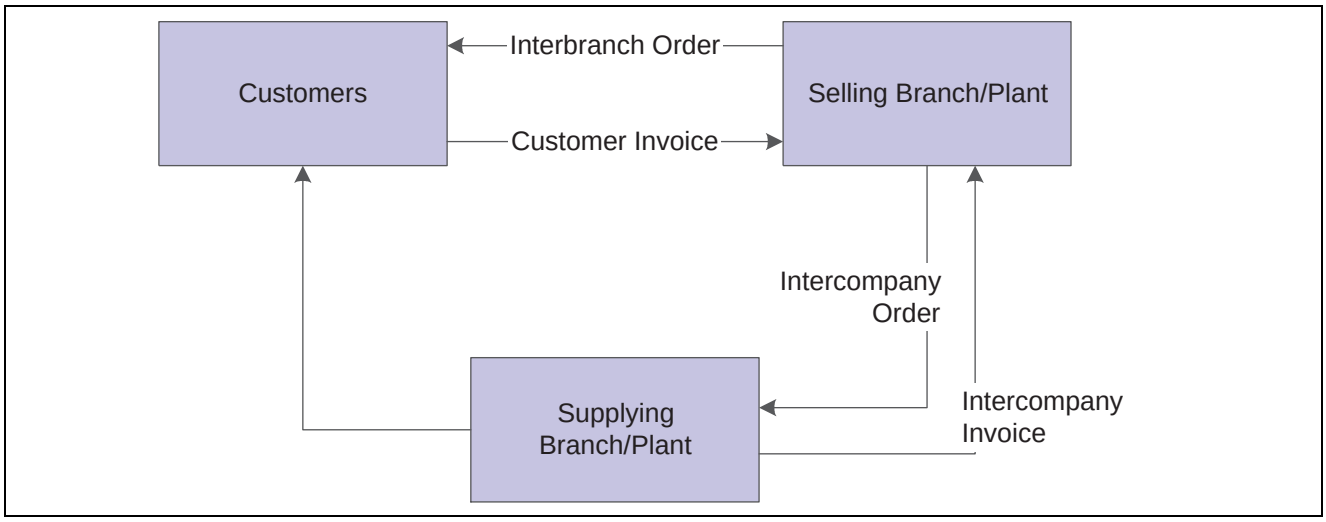
This section provides overviews of interbranch and intercompany orders and discusses how to enter interbranch orders.

Understanding Interbranch and Intercompany Orders

You use interbranch orders to fill orders for customers from a branch/plant other than the selling branch/plant. Interbranch orders are helpful if the company sells from one location but fills and ships orders from another location, such as a central supply warehouse.

An intercompany order is an order that tracks the transactions between the supplying and selling branch/plant. While the interbranch order is the sales order to the customer, the intercompany order is the purchase order to the supplying branch/plant. The difference between a direct ship order and an intercompany order is the supplier is the supplying warehouse, the sold to address is the selling branch/plant, and the ship to address is the customer number. Additionally, the intercompany order is not created until shipment confirmation.

This graphic illustrates the difference between an interbranch order and an intercompany order:



Interbranch versus intercompany orders

The system processes interbranch orders based on the document type and line type combination that you set up for interbranch orders. For intercompany orders that are created during shipment confirmation, the system enters the last status as *914* (Added in Shipment Confirmation). You can edit order activity rules to continue order processing for interbranch and intercompany orders.

You can set up a line type for interbranch orders as a non-inventory item by selecting Edit Item Master for Non-Stock. With these line type features, you can verify the item number in the F4102 table and the cost and price information in the F4105 and F4106 tables, and write transactions to a GL offset account for a line type that is unique to intercompany orders. As with a direct ship order, the system does not create commitments or perform availability checks at the selling branch/plant.

Understanding Default Information in Interbranch Orders

For interbranch and intercompany orders, the system retrieves price information based on the price method that you specify in the processing options in Sales Order Entry (P4210). Whether you choose the base price or the cost plus markup, the system retrieves the price as follows:

- For the interbranch order, the system retrieves price information from the F4106 table for the supplying branch/plant based on the base price preference hierarchy.

  The base price preference hierarchy can be defined to search for prices based on the ship to or the sold to address book number.
- The system retrieves cost information from the F4105 table based on the detail branch/plant (supplier).
- When you create an intercompany order during shipment confirmation, the unit cost of the interbranch order is the unit price of the intercompany order.

You can override the currency information for the customer, which is helpful if you process international orders in different currencies. For multicurrency, this processing occurs:

- For the intercompany invoice, the system retrieves exchange rate information from the currency code that is set up in the Customer Master for the Selling Branch as customer (F03012) for the supplying branch/plant to the selling branch/plant sales order.
- For the interbranch (customer) invoice, the system retrieves exchange rate information from the currency code that is set up in the Customer Master for the Sold To customer for the selling branch/plant to the customer.

You can override order information, including price and cost, during order entry or you can set up preferences to override other default information.

Understanding Interbranch Order Entry

To enter intercompany orders, verify that you have set the processing options in Sales Order Entry (P4210) to use the appropriate pricing method and intercompany order types, and verify that you have specified whether the system creates intercompany invoices in addition to customer invoices.

Processing option combinations can indicate one of these options:

- Use the cost markup price, but do not generate an intercompany invoice.
- Use the cost markup price and generate an intercompany invoice.
- Use the interbranch price, but do not generate an intercompany invoice.
- Use the interbranch price, and generate an intercompany invoice.

You can set up base prices in the F4106 table for interbranch orders based on ship to or sold to information at the supplying branch/plant. The cost markup is a specific price that you set up in the F3403 table between the selling and supplying branch/plant. This markup is applied to the inventory cost.

Note. If you generate an intercompany invoice, you must specify the same intercompany document types in Sales Order Entry (P4210), Print Invoices (R42565), and Sales Update (R42800).

Creating Intercompany Orders During Shipment Confirmation

An intercompany order is an order that tracks the transactions between the supplying and selling branch/plant. While the interbranch order is the sales order to the customer, the intercompany order is the purchase order to the supplying branch/plant. The difference between a direct ship order and an intercompany order is that the supplier is the supplying warehouse, the sold to address is the selling branch/plant, and the ship to address is the customer number. Additionally, the intercompany order is not created until shipment confirmation.

When you confirm an interbranch sales order, the system verifies the processing options in Ship Confirm Batch Application (R42500) to determine whether the system creates an intercompany order and the version. The amount in the cost field of the interbranch order is passed in as the price of the intercompany order. The system creates an intercompany order from the version of Create Intercompany Sales Orders (R4210IC).

After the intercompany order is created, any changes to the interbranch or intercompany order in Sales Order Entry (P4210) triggers a warning message that indicates that you must make changes to the corresponding order to maintain integrity.

See Chapter 9, “Processing Sales Orders,” Confirming Shipments, page 313.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set markup costs in the F3403 table, if necessary.

  See Chapter 2, “Setting Up the System for Sales Order Management,” Setting Up Branch Sales Markups, page 59.

- Verify that you have set the processing options in Sales Order Entry (P4210) to use the appropriate pricing method, intercompany order types, and whether to create intercompany invoices.

- To relieve on-hand inventory during shipment confirmation, verify that an order type is set up for interbranch sales orders in the UDC table (40/IU).
- Verify that you have created order types, line types, and order activity rules for the corresponding purchase order of the intercompany order.

  The intercompany purchase order must be created using a line type to create the appropriate accounting entries during Voucher Match (P4314).

Forms Used to Enter Interbranch Orders

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Sales Order Detail	Review and select orders.
Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Add and revise an intercompany order.

Entering Interbranch Orders

Access the Sales Order Detail Revisions form.

Holding Orders

This section provides an overview of holding orders and discusses how to set processing options for the Batch Credit Hold (R42542) program.

Understanding Holding Orders

During order entry, the system can evaluate orders in a variety of ways, including order hold information. When you enable order hold processing, the system evaluates order information to determine whether to place an order on hold. If the system determines the order should be on hold, it issues an order hold warning to the user prior to processing the order.

The system can perform credit checking when you enter an order and can place an order on credit hold. Occasionally you might need to verify a customer's credit limits against existing sales orders and place the orders on credit hold. You can use the Batch Credit Hold program (R42542) to hold existing sales orders that are beyond credit limits. You must set the Highest Next Status processing option for the system to review sales orders with multiple lines at different statuses. If all sales order detail lines are at a status lower than or equal to the value that you enter in this processing option, the entire sales order is put on credit hold.

For example, a sales order includes line one with a next status of *590* and line two with a next status of *540*. You enter *560* in the Highest Next Status processing option. The order is not put on hold because the status of line one is higher than the value you entered in the processing option.

Setting Processing Options for Batch Credit Hold (R42542)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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You access the processing options using batch versions.

Default

1. Status Code - From Enter a UDC (40/AT) to specify the beginning status code range that the system uses to select orders for batch credit hold. You must use a status that has been set up in UDC table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid combination of last status and next status in the Order Activity Rule table for the order type and the line type that you are processing.

2. Status Code - To Enter a UDC (40/AT) to specify the status code range that the system uses to select orders for batch credit hold. You must use a status that has been set up in UDC table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid last status and next status combination in the Order Activity Rule table for the order type and the line type that you are processing.

3. Based On Status Enter *1* to select the Sales Order Detail table according to the last status or *2* to select the Sales Order Detail table according to the next status.

4. Override Next Status Enter a UDC (40/AT) to indicate the next step in the order process. The UDC that you specify (40/AT) must have been set up in the order activity rules based on the order type and the line type that you are using. The override status is another allowed step in the batch credit hold process and is optional. The combination of the beginning status and the override next status must be a valid last status and next status combination in the Order Activity Rules table.

5. Prevent Next Status Update Leave blank to update the next status from the existing order activity rules.

Enter *1* to prevent the system from the updating the next status from the order activity rules. The UDC that you specify (40/AT) must have been set up in the order activity rules based on the order type and the line type that you are using.

6. Highest Next Status Enter a UDC (40/AT) to indicate the highest next status that sales order detail lines can have for the system to apply a credit hold to the sales order. Next statuses above this value will not be evaluated for credit holds.

7. Hold Orders Code Enter a UDC (42/HC) that the system uses to automatically compare the credit limit that you set up for the customer in Customer Master Information against the order and any outstanding balances in accounts receivable. You define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code. You must specify the hold code in this processing option to activate order hold processing. You must enter a value that has been set up in UDC 42/HC.

Releasing Held Orders

This section provides an overview of order releases and discusses how to:

- Set processing options for Release Holds (P43070).
- Release orders on hold.
- Release credit holds in a batch.
- Set processing options for Batch Release Credit Holds (R42550).

Understanding Order Releases

You might have orders on hold for several reasons. For example, you might place orders on hold that do not meet margin requirements, as well as orders that exceed a customer's credit limit. When an order is on hold, it must be released back into the processing cycle for any additional processing to take place. This is accomplished using the Release Backorders Online (P42117) or Release Backorders (R42118) batch programs.

The system can withhold an order or order line from the processing cycle if you do not have the quantity to fill the order or order line. This type of hold is a backorder. When an order or order line is placed on backorder, you must release backorders into the processing cycle when inventory becomes available.

If you have activated the JDESOENTRY workflow process, the system processes the order through order hold checking. After you click OK to accept the order, the system checks the processing options for hold codes and compares the order against the order hold information.

If the system puts the order on hold, an email message is sent to the address book number defined in the hold code as the person responsible. This message indicates that the order is on hold. The person responsible for releasing the orders can use the work center to review messages sent during the workflow process and to access the orders to release. When the order is released, an email message is sent to the salesperson, defined in the commission fields, as well as the sold to number, indicating that the order is being processed.

You release an order to return it to the processing cycle. For example, if you enter an order for a customer who has exceeded their credit limit, the system places the order on hold. When the customer makes a payment, their credit status changes and their orders can be filled. However, the system does not process this customer's orders until you release them. You must have appropriate security access to release an order.

You can place a variety of holds on an order, including:

- Customer holds, such as credit holds.
- Item holds, such as detail lines that do not meet the margin requirements.
- Order holds, such as orders that do not meet minimum amounts or that exceed maximum limits.

You can release items and orders for customers as many times as necessary. You can print the Print Held Sales Order report (R42640) to review all sales orders that are on hold.

To speed up the order release process, you can select and release orders based on the parent address book number.

Additionally, you can use Batch Release Credit Holds (R42550) to release sales orders on credit hold. The program releases sales orders based on the pick date and customer credit limit. When the customer submits a payment to satisfy outstanding invoices, and has a credit balance to apply towards the existing sales order, the program reviews sales order detail lines by pick date. The program releases sales orders from hold using the earliest pick date on the order detail line.

See Chapter 2, “Setting Up the System for Sales Order Management,” Setting Up Branch Sales Markups, page 59.

Prerequisites

Verify that you have set up status codes and order activity rules for additional types of orders.

See Chapter 2, “Setting Up the System for Sales Order Management,” Setting Up Branch Sales Markups, page 59.

Verify that you have set up the line types related to credit orders and direct ship orders.

See Chapter 2, “Setting Up the System for Sales Order Management,” Setting Up Order Line Types, page 35.

Verify that you have set up the document types for additional types of orders.

Forms Used to Release Orders on Hold

Form Name	Form ID	Navigation	Usage
Work With Held Orders	W43070A	Additional Order Processes (G4212), Release Holds	Review and select orders on hold.
Password Confirmation	W43070B	Select an order and select Release from the Row menu on Work With Held Orders.	Enter a password to release the held order.

Setting Processing Options for Release Holds (P43070)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Order Type Enter the UDC value for the order type that you want to release.

2. Release Code Enter the UDC value for the release code.

Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Display Sales Orders or Purchase Orders Enter *1* to display sales orders. Leave blank to display purchase orders.

2. Display Previously Released Orders Enter *Y* to display previously released orders.

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Sales Order Entry (P4210) Enter the version for the Sales Order Entry program. If you leave this processing option blank, the system uses ZJDE0001.

2. Purchase Order Entry (P4310) Enter the version for the Purchase Order Entry program. If you leave this processing option blank, the system uses ZJDE0001.

3. Print Pick Slip (R42520) Enter the version for the Print Pick Slip program. If you leave this processing option blank, the system uses ZJDE0001.

4. Ship and Debit (R45100) Enter the version for the Ship and Debit program. If you leave this processing option blank, the system uses ZJDE0001.

5. Manufacturing Work Order (P48013) Enter the version for the Manufacturing Work Order program. If you leave this processing option blank, the system uses ZJDE0001. This processing option is applicable to release of sales orders only.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Automatic Printing of Pick Slip Enter *1* to automatically print pick slips.

2. Release Status Code of Work Order Enter the UDC value for the status of the work order.

3. Ship and Debit Processing Enter *1* to use the subsystem mode or enter *2* to use the batch mode. If you leave this processing option blank, the system does not use R45100.

4. Parent or Ship To Credit Hold Release Processing (Sales Only) Enter *1* to allow parent or ship to credit hold release. If you leave this processing option blank, the system does not allow a parent or ship to credit hold release.

Note. This processing option is available for sales order credit held orders only.

Warehouse

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Request Processing Mode Leave blank to indicate no pick request. Enter *1* to generate requests only. Enter *2* to generate requests and process using the subsystem.

2. Processing Pick Requests If you are processing pick requests using the subsystem, enter the version.

3. Override Next Status Enter the next status to override sales order lines for which requests have been generated.

Prepayment

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Release Authorization Hold and Advance Prepayment Status Enter the UDC value for the hold code.

2. Release Settlement Hold and Advance Prepayment Status Enter the UDC value for the hold code.

Releasing Orders on Hold

Access the Work With Held Orders form.

Person Responsible Enter the address book number of the person who is responsible for reviewing and releasing orders placed on hold.

Supplier/Customer Enter a second, 30-character description, remark, or explanation.

Parent Number Enter the address book number of the parent company. The system uses this number to associate a particular address with a parent company or location. Any value that you enter in this field updates the F0150 table for the blank structure type. This address number must exist in the F0101 table for validation purposes. Examples of address book records that have a parent number include subsidiaries with parent companies, branches with a home office, or job sites with a general contractor.

Ship To Enter the address number of the location to which you want to ship this order. The address book provides default values for customer address, including street, city, state, zip code, and country.

Releasing Credit Holds in a Batch

You can release orders on credit hold using Batch Release Credit Holds (R42550). The Batch Release Credit Holds program releases sales orders held in the F4209 table and removes the order hold code on the order in the F4201 table based on customer credit limit and amount due.

Enter *BV* in the Fast Path. Enter R42550 in the Batch Application field on Work with Batch Versions – Available Versions.

Setting Processing Options for Batch Release Credit Holds (R42550)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Status Code - From Use this processing option to specify the beginning status code range that the system uses to select orders. You must use a status that has been set up in UDC table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid combination of last status and next status in the Order Activity Rule table for the order type and the line type that you are processing.

Status Code - To Use this processing option to specify the status code range that the system uses to select orders. You must use a status that has been set up in UDCs table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid last status and next status combination in the Order Activity Rule table for the order type and the line type that you are processing.

Based On Status Use this processing option to specify whether the system selects the Sales Order Detail table according to the last status or next status. Enter *1* to select according to last status or *2* to select according to next status.

Release Code Enter a UDC (40/RC). to indicate the identifier of the party responsible for releasing held orders. When the held order is released, the program updates this value to the F4209 table.

Credit Hold Code Enter a UDC (42/HC) that identifies why an order was placed on hold (for example, credit, budget, or margin standards were exceeded).

Proof or Final mode (Future Use) Leave blank to run the report in proof mode or *1* to run the report in final mode.

Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Print Amounts Leave blank to print financial amounts on the report or enter *1* to suppress printing the financial amounts on the report.

Releasing Backorders

This section provides an overview of releasing backorders and discusses how to:

- Set processing options for Release Backorders – Online (P42117).
- Release backorders online.
- Release backorders in a batch.

- Set processing options for Backorder Release and Report (R42118).

Understanding Backorder Releases

The system can withhold an order or order line from the processing cycle if you do not have the quantity to fill the order or order line. This type of hold is a backorder. You release backorders when inventory becomes available. When releasing backorders, you can enter a quantity that is greater than the backordered amount.

The system updates these tables with the amount:

- F4201 - Order Total.
- F4211 - Order Quantity.
- F03012 - Customer Open Order Amount.
- F41021 - Item Balance.

If the payment instrument type for the sales order is cash, the system does not update the Customer Master table.

You can locate backorder information for a specific customer, item, or order before you release a backorder.

Note. If you configure the grid sequence in either of the backorder release forms and you set the display processing options to show only those backorders that can be completely filled, you should set up the other grid sequence to be consistent.

Releasing Backorders in a Batch

You can release multiple backorders at one time using the Backorder Release and Report program (R42118). When inventory becomes available, the system releases backorders until the available inventory is completely committed.

The system automatically establishes the order in which backorders are filled. By default, the system fills the quantity for the order with the earliest date first. To fill an order based on the priority code that you set up in customer billing instructions, you can create an alternative version of the Backorder Release and Report program and edit the data sequence values. This version fills any orders with priority codes first, then any orders with a specified request date.

If you use the Demand Scheduling system, the report displays the Promised Delivery Time (RSDT) information on the report in a column labeled Date/Time.

Forms Used to Release Backorders Online

Form Name	Form ID	Navigation	Usage
Work With Backorders	W42117M	Additional Order Processes (G4212), Release Backorders - Online	Review and select backorders on hold.
Release Backorders - Online - Release Backorders	W42117I	Locate the backorders to release and select Release Shown Rows from the Form menu on Work With Backorders.	Release all orders displayed. Release a single backorder.

Setting Processing Options for Release Backorders – Online (P42117)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Next Status for Released Orders

Use this processing option to indicate the line status to be used as the next status on released orders. You must use a status that has been set up in UDC table (40/AT) of the order activity rules based on the order type and the line type combination.

Note. If you do not enter a status or enter an invalid status, the system does not update the order status.

Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Total Fill Only

Enter *1* to show only lines that can be totally filled. Leave blank to show all lines.

2. Kit Components

Enter *1* to display kit components in backorder release. Leave blank and kit components will not display in backorder release.

Note. If kit components are displayed, kit balancing is turned off and you can release components separate from the total kit.

3. Held Orders

Enter *1* to display held orders on the Backorder Release Revisions form and to allow the release of the held orders. If you leave this processing option blank, no held orders display on the Backorder Release Revisions form.

Edits

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

4. Enter Allowed Lot Status Group to Validate

Enter the allowed lot status group to validate. During sales order processing, the system validates the non-blank lot status codes against the user defined status code values. If the non-blank lot status codes exist in the F41081 table,

the system treats the user defined lot status codes as blank and the on-hold item continue through the sales order process.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Backorder Quantity as Available Quantity

Enter *1* to add the backorder quantity to the quantity available. If you leave this processing option blank, backorder quantity is not added to quantity available.

2. Commitments

Enter *1* to call the Commitment program to hard commit released orders to inventory locations. If you leave this processing option blank, the system does not call the Commitment program and only soft commits orders that are released.

Note. If you release amounts over the quantity available, the order may be backordered again.

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3. Release when Quantity to Ship Exceeds Backordered Quantity

Enter *1* to allow release of amounts that are greater than the original backordered quantity. If you leave this processing option blank, the system does not allow the release of amounts that are greater than the original quantity.

4. Zero On-Hand Quantity

Enter *1* to allow the release of orders when the on-hand quantity is zero. If you leave this processing option blank, the system does not allow the release when the on-hand quantity is zero.

Note. This processing option can cause inventory levels to negative quantities, which affects average costing.

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5. Cost Update

Enter *1* to update released orders with the current costs. This processing option enables you to update costs for items that might have changed costs during the interval between the placement of the order and release of the backordered amounts. If you leave this processing option blank, the system does not update costs.

Note. The system does not change sale price.

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6. Ship and Debit Processing

Enter *1* to use the subsystem or *2* to use batch processing (R45100) to identify and adjust ship and debit agreements when you run the Backorder Release program. Leave blank to use normal processing.

Order Holds

Use subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Backorder Release program.

1. Credit Check Hold Code

Enter a value that has been set up in UDC table (42/HC). Use this processing option to identify the credit hold code that the system uses to automatically compare the credit limit that you set up for the customer in Customer Master Information against the order and any outstanding balances in accounts receivable. You define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions

to a hold code. You must specify the hold code in this processing option to activate order hold processing.

2. Partial Order Hold Code Enter a value that has been set up in UDC (42/HC). Use this processing option to identify the code that the system uses to hold an entire order if quantity is not available to fill an order detail line. You must enter the partial order hold code for backorder release to release the hold when the order is completely filled. The system can then release and remove the hold according to information in the Customer Billing Instructions, Item Master Information, Item Branch/Plant Information, and Branch/Plant Constants forms. If you do not enter a correct partial hold code, the backorder release does not release the held order.

Print

Use subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Backorder Release program.

1. Automatic Print Enter *1* to automatically print pick slips. Enter *2* to automatically print invoices. If you leave this processing option blank, neither invoices nor pick slips print.

Note. Use the processing option on the Versions tab to indicate a specific version of Print Pick Slips (R42520) or Print Invoices (R42565).

Versions

Use subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Backorder Release program.

1. Sales Order Entry (P4210) Specify the version of the Sales Order Entry program that you want to use to review orders when you choose Sales Detail from the Row menu.

2. Customer Service Inquiry (P4210) Specify the version of Customer Service Inquiry (P4210) that you want to use to review orders when you choose Customer Service Inquiry from the Form menu.

3. Item Availability (P41202) Specify the version of Item Availability (P41202) that you want to use to review item information when you choose Item Availability from the Form menu.

4. Subsystem Print Invoice (R42565) Specify the version of Invoice Print (R42565) that is set up for subsystem processing. Use this processing option if you generate invoices through the subsystem.

Note. To use this processing option, you must enter *2* in the Automatic Print processing option on the Print tab to automatically print invoices for the Backorder Release program.

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5. Subsystem Print Pickslip (R42520) Specify the version of Print Pick Slip (R42520) that is set up for subsystem processing. Use this processing option if you generate invoices through the subsystem.

Note. To use this processing option, you must enter *1* in the Automatic Print processing option on the Print tab to automatically print pick slips for the Backorder Release program.

6. Ship and Debit (R45100) Specify the version of subsystem or batch processing (R45100) that the system uses to identify and adjust ship and debit agreements when you run the Backorder Release program.

Warehouse

Use subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Backorder Release program.

1. Request Processing Mode Enter *1* to create a pick request in Warehouse Management. Enter *2* to generate a pick request, then process the request through the subsystem in Warehouse Management. If you leave this processing option blank, the system does not generate pick requests.

A pick request is used to process a suggestion to pick the inventory for an order from a particular location.

2. Subsystem Print Pick Request Specify the version of Print Pick Request (P46171) that is set up for subsystem processing. Use this processing option if you generate warehouse management pick requests through the subsystem.

3. Override Next Status Enter a UDC (40/AT) to define an alternative status in the order process. This must be set up in the order activity rules based on the order type and the line type combination. The combination of the beginning status and the override status must be a valid last status and next status combination in the Order Activity Rules table.

Releasing Backorders Online

If you use Demand Scheduling, when you release the backorder, the system displays the information for the requested delivery time of the order, as well as the scheduled pick time. This information enables you to release the product based on a date and time.

Access the Work With Backorders form.

Releasing Backorders in a Batch

Access Release Backorders – Batch.

Setting Processing Options for Backorder Release and Report (R42118)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options determine default values, such as the document type, that the Backorder Release and Report program (R42118) uses when other values are not entered for the transaction.

1. Next Status for Released Orders Use this processing option to indicate the line status to be used as the next status on released orders. You must use a status that has been set up in UDC table (40/AT) of the order activity rules based on the order type and the line type combination.

Note. If you do not enter a status or enter an invalid status, the system does not update the order status.

Edits

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

4. Enter Allowed Lot Status Group to Validate Enter the allowed lot status group to validate. During sales order processing, the system validates the non-blank lot status codes against the user defined status code values. If the non-blank lot status codes exist in the F41081 table, the system treats the user defined lot status codes as blank and the on-hold item continues through the sales order process.

Process

These processing options control whether the Sales Order Entry program (P4210):

- Enables you to include the backordered quantity as available quantity.
- Activates commitment processing.
- Enables you to release an order when the quantity to ship exceeds the backordered quantity.
- Enables you to release an order when the on-hand quantity is zero.
- Enables you to update costs with the most current cost.

1. Proof or Final Mode Use this processing option to specify if you want to run the backorder release report in proof or final mode. Leave blank to run in proof mode and no changes are made to any sales order lines and no backorders are filled. The proof mode only shows you what sales order lines you have enough inventory to fill. Enter *1* to run in final mode and the program updates and fills backordered lines.

2. Backorder Quantity as Available Quantity Enter *1* to specify that you want the backorder quantity added to the quantity available. This option gives you more quantity available to fill orders. If you leave this processing option blank, no backorder quantity is added to quantity available.

3. Commitments Enter *1* to specify that the system calls the Commitment program to hard commit released orders to inventory locations. If you leave this processing

option blank, the system does not call the commit program and only soft commits orders that are released.

Note. If you release amounts over the quantity available, the order may be backordered again.

4. Release when Quantity to Ship Exceeds Backordered Quantity

Enter *1* to specify that you want to allow the release of orders when the quantity on hand is zero. If you leave this processing option blank, the system does not allow the release of orders when the quantity on hand is zero.

Note. This option can drive inventory levels to negative quantities, which affects average costing.

5. Cost Update

Enter *1* to update released orders with the current costs. This option enables you to update costs for items that might have changed costs during the interval between the placement of the order and release of the backordered amounts. If you leave this processing option blank, the system does not update costs.

Note. The system does not change sale price.

6. Ship and Debit Processing

Enter *1* to use the subsystem or *2* to use batch processing (R45100) to identify and adjust ship and debit agreements when you run the Backorder Release program. If you leave this processing option blank, the system does not use the subsystem or batch processing.

Order Holds

These processing options activate order hold processing. You must specify the hold code in any of these processing options to activate order hold processing. You set up hold parameters in Hold Order Constants (P42090). Multiple hold codes might result in multiple holds for a single order. You must release the sales order from all holds before the system processes the order.

1. Credit Check Hold Code

Use this processing option to identify the credit hold code that the system uses to automatically compare the credit limit that you set up for the customer in Customer Master Information against the order and any outstanding balances in accounts receivable.

You define the conditions that the system uses to place orders on hold in Order Hold Information (P42090) and attach those conditions to a hold code.

You must specify the hold code in this processing option to activate order hold processing.

You must enter a value that has been set up in UDC table (42/HC).

2. Partial Order Hold Code

Use this processing option to identify the code that the system uses to hold an entire order if quantity is not available to fill an order detail line. You must enter the partial order hold code for backorder release to release the hold when the order is completely filled. The system can then release and remove the hold according to information in the Customer Billing Instructions, Item Master Information, Item Branch/Plant Information, and Branch/Plant Constants forms. If you do not enter a correct partial hold code, the backorder release does not release the held order.

Enter a value that has been set up in UDC (42/HC).

Print

These processing options indicate whether the system prints order information for those orders that can be completely filled, orders that are on hold, or components of kits.

1. Total Fill Orders Leave blank to print all lines or enter *1* to print only the lines that can be totally filled.

2. Print Held Orders Enter *1* to print held orders and allow the release of the held orders. If you leave this processing option blank, the system does not print held orders.

3. Print Kit Component Lines Enter *1* to print kit components in a backorder release. If you leave this processing option blank, the system does not print kit components.

Note. If kit components are displayed, kit balancing is turned off and you can release components separate from the total kit.

Versions

These processing options determine the version that the system uses during backorder release processing. If you leave a processing option blank, the system uses the ZJDE0001 version.

1. Subsystem Print Invoice (R42565) If you generate invoices through the subsystem, specify the version of Invoice Print (R42565) that is set up for subsystem processing.

2. Subsystem Print Pickslip (R42520) If you generate pick slips through the subsystem, specify the version of Print Pick Slip (R42520) that is set up for subsystem processing.

3. Ship and Debit (R45100) Specify the version of subsystem processing (R45100) that the system uses to identify and adjust ship and debit agreements when you run the Backorder Release program.

Warehouse

These processing options are used in conjunction with Warehouse Management. If you use Warehouse Management, you can specify the mode for pick request processing, the version of Print Pick Request (R46171), and the override next status value.

1. Request Processing Mode Enter *1* to generate only pick requests or *2* to generate pick requests and then process the request through the subsystem. A pick request is used to process a suggestion to pick the inventory for an order from a particular location. If you leave this processing option blank, the system does not generate pick requests.

2. Subsystem Print Pick Request If you generate warehouse management pick requests through the subsystem, specify the version of Print Pick Request (P4617) that is set up for subsystem processing.

3. Override Next Status To indicate an alternative step in the order process, specify UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type combination. The combination of the beginning status and the override status must be a valid last status and next status combination in the Order Activity Rules table.

Releasing a Blanket Order

This section provides an overview of releasing blanket orders and discusses how to:

- Set processing options for Release Blankets (P420111).
- Release a blanket order.

Understanding Blanket Order Release

You can create sales orders for customers with blanket orders or quotes. You use the Release Blankets program (P420111) to manually deduct item quantities from a blanket order. The system creates a sales order for the quantity that you specify. The system maintains any remaining balance on the blanket order for future orders. The system also indicates when the sales order quantity exceeds the blanket order quantity.

The system consolidates order lines based on sold to, branch/plant, and currency code information. The order numbers that a user enters can be consolidated in the same way as the system-generated sales orders. For example, if you select multiple records to release and enter a new order number for the first record only, the system consolidates the orders.

When you release a blanket order, you can specify the sales order number when you verify the release date and quantity. The system checks the order number and line type combinations for duplicates. If duplicates are found, the system stops processing the order and displays an error message that the document number already exists. You must assign a unique number to the order before the system processes the sales order. If you do not enter an order number, the system generates the sales order number.

The system lets you release single or multiple blanket orders automatically or manually, and you can specify whether a blanket order is selected by default in the event that multiple blankets meet the identification criteria.

If there are multiple blanket orders for a customer, such as orders received using electronic purchase orders (EDI 850 orders), you can ensure that the system automatically identifies a sales order blanket to be released. To reduce the chances of multiple blankets meeting the processing criteria, you can process blanket orders based on these values:

- Sold to and Item.
- Ship to and Item.
- Sold to, Item, and Customer PO.
- Ship to, Item, and Customer PO.
- Delivered to and Item.
- Delivered to, Item, and Customer PO.

You can release multiple blanket orders at one time and release the full item quantity in each blanket order without verifying the release quantity and date or specifying a sales order number. To do so, select Release Full Quantity from the Row menu. The system generates a sales order for the full quantity and assigns a sales order number through the Next Number Revisions program (P0002).

If you are using the Customer Self-Service version of the Sales Blanket Order Release program, you can partially release quantities from multiple blanket orders and from multiple lines on blanket orders provided that you have set the appropriate processing options. When the system creates the sales orders, you can review each sales order number that results. You can also cancel a single line that has been released (as opposed to having to cancel all of the lines that have been released).

To create a sales order from a blanket order, you must use the unit of measure from the original blanket order. If the units of measure in the sales order do not match the units of measure in the blanket order, the system does not initiate blanket order release.

See Chapter 7, "Entering Additional Orders, Holding and Releasing Orders," Entering Blanket Orders, page 210.

Forms Used to Release a Blanket Order

Form Name	Form ID	Navigation	Usage
Work With Order Blanket Release	W420111B	Additional Order Processes (G4212), Release Blankets	Review and select blanket orders. Release all orders by selecting Release Full Qty (Quantity) from the Row menu. Generate the sales order from the quote by selecting SO (Sales Order) Generation from the Form menu.
Blanket Order Revisions	W420111A	Select a Blanket Order on Work With Order Blanket Release.	Release the selected blanket order.

Setting Processing Options for Sales Blanket Order Release (P420111)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Order Type Enter the UDC (00/DT) for the order type that you want to select.

2. Outgoing Document Type Enter the UDC (00/DT) for the outgoing document type.

3. Line Number Increment Enter the line number to increment.

Version

Enter the version for each application. If left blank, the system uses ZJDE0001.

1. Sales Order Entry Enter the version of the Sales Order Entry (P4210) program to use for releasing blanket orders.

2. Customer Service Inquiry Enter the version of the Customer Service Inquiry (P4210) program to use for releasing blanket orders.

Customer Self Service

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Customer Self-Service Functionality Enter *1* to activate Customer Self-Service functionality or leave blank to bypass Customer Self-Service functionality.

2. Organization Structure Type Enter the structure type to show addresses for that structure type, or leave blank to show all related addresses.

3. Customer Cross Reference Type Enter the UDC (41/DT) for the customer cross-reference type code.

4. Display/Hide Change Enter *1* to display the change button. Leave blank to hide the change button.

Releasing a Blanket Order

Access the Blanket Order Revisions form.

Release Quantity Specify the quantity to release from the open order quantity. This quantity reduces the open order quantity on the original blanket order

Request Date Specify the requested date that should be applied to the released line during sales order generation.

New Order Number This field enables the user to specify an order number to be used. This order number becomes the generated sales order's number after the sales order generation.

Releasing a Quote Order

This section provides an overview of releasing an order quote and describes how to release order quotes.

Understanding Quote Order Release

You release a quote order in the same manner that you release a blanket order; you use the Release Blankets program (P420111) to release any of the items on a quote order and to create a sales order. If you release only part of the quantity or some of the items on the quote order, the system maintains the balance remaining on the original quote order. The next time that you display the quote order, you see the adjusted quantity.

If you have more than one order for the same customer and item, all orders appear on the Work With Order Blanket Release form. The quantity fields do not contain values. You must enter the quantity for the appropriate order.

When you release a quote order, you can specify the sales order number when you verify the release date and quantity. The system checks the order number and line type combinations for duplicates. If duplicates are found, the system stops processing the order and displays an error message that the document number already exists. You must assign a unique order number to the order before the system processes the sales order. If you do not enter a unique order number, the system generates the sales order number.

The system consolidates order lines based on sold to, branch/plant, and currency code information. The order numbers that a user enters can be consolidated in the same way as the system-generated sales orders. For example, if you select multiple records to release and enter a new order number for the first record only, the system consolidates the orders.

If you have created a quote order and the customer authorizes the purchase of the quoted items, you can use the quote to create a sales order. You use this method to create a sales order that reflects all or most of the quantities and items on a quote order.

You can release multiple quote orders at one time by selecting Release Full Quantity from the Row menu of the Work With Order Blanket Release form.

The system releases the full item quantity in each quote order and attempts to consolidate multiple order selections to a single order if possible. To create a sales order from a quote order, you must use the unit of measure in the original quote order. If the unit of measure in the sales order does not match the unit of measure in the quote order, the system does not initiate quote order release. To generate the sales order choose SO (Sales Order) Generation from the Form menu.

Forms Used to Release a Quote Order

Form Name	Form ID	Navigation	Usage
Work With Order Blanket Release	W420111B	Additional Order Processes (G4212), Release Quotes	Review and select quote orders. Release all orders by selecting Release Full Qty (Quantity) from the Row menu. Generate the sales order from the quote by selecting SO Generation from the Form menu.
Blanket Order Revisions	W420111A	Select Blanket Order from the Row menu on Work With Order Blanket Release.	Release the selected quote order.

Releasing Quote Orders

Access the Blanket Order Revisions form.

CHAPTER 8

Working with Sales Order Information

This chapter provides an overview of sales order information and discusses how to:

- Review item information.
- Review customer and sales information.
- (PER) Inquire on sales orders.
- (CHL) Inquire on sales orders.
- (RUS) Inquire on sales orders.
- Review commission information.
- Work with billing information.
- (PER) Work with billing information for Peru.
- (CHL) Work with billing information for Chile.
- (RUS) Work with sales order management processes for Russia.
- (RUS) Print legal documents.

Understanding Sales Order Information

You review and analyze sales order information to track the status of sales orders and invoices and accurately plan for future needs. For example, you can monitor quantity information to identify how many items on a sales order are back ordered. You can also review the present status of any order, such as orders that are on hold.

When entering or reviewing a sales order, you can quickly access item information, such as item number, availability, quantity cost-breaks, and so on. This is helpful when you are working directly with the customer.

You can also access additional item information that helps you accurately plan for future needs, such as summary availability and supply and demand for an item. For example, you can locate information about how many items are on demand, available in supply, and available to be promised.

You can access information about customer accounts and open and closed sales orders. For example, you can use the Check Credit program (P42050) to compare a customer's total accounts receivable and open orders with their credit limit. You can also access and review sales history information.

You can review billing information that doesn't print on the invoice that the customer receives, such as the status of any related orders. This is helpful when you must provide information to a customer during order entry.

In addition to accessing this information from the Customer Service Inquiry form on the Sales Order Inquiries (G42112) menu, you can access this information by selecting the Update Sales Order - Header First - Manage Existing Order form.

Reviewing Item Information

This section provides an overview of sales order duplication and discusses how to:

- Set processing options for Check Price and Availability (P4074).
- Review price and availability information.
- Set processing options for Item Availability (P41202).
- Locate quantity information.
- Review availability calculations.
- Set processing options for Supply and Demand Inquiry (P4021).

See Also

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Reviewing Item and Quantity Information," Locating Quantity Information

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Reviewing Item and Quantity Information," Locating Item Information

Understanding Sales Order Duplication

You can streamline sales order entry by copying both header and detail information and adding it to a new sales order. Or, to send the same order to another ship to address or invoice another sold to address, you can copy only the detail information and change the header ship to or sold to information.

Depending on how the processing options are set, this information can differ between the original and the duplicate sales order:

- Document type.
- Beginning status code.

The order number for the duplicate sales order is always different from the original order.

You can copy item information to sales orders from any sales order entry program (P4210). For example, you can set up the duplication processing options for the Blanket Order version of Sales Order Entry so that when you copy order and line information from a blanket order, the system creates a new sales order.

Forms Used to Work with Item Information

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Inquiries (G42112), Customer Service	Copy both header and detail information from an existing sales order to a new sales order. Before you duplicate a sales order, verify that you have activated the duplication processing option for Sales Order Entry (P4210) for new document types or statuses.
Update Sales Order - Header First - Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Sales Order - Header First	Click Copy or Convert to copy both header and detail information from an existing sales order to a new sales order. Before you duplicate a sales order, verify that you have activated the duplication processing option for Sales Order Entry (P4210) for new document types or statuses.
Check Price and Availability	W4074C	Sales Order Inquiries (G42112), Advanced Check Price & Availability	If you used Advanced Pricing to set up prices for item and customer combinations, use the Check Price and Availability program (P4074) to locate information about the pricing and availability of specific inventory items that are sold to specific customers or that are part of customer group and item group combinations. This program displays information from the Item Location table and the Price by Customer table (F4208).
Work With Price and Availability	W41261A	Sales Order Inquiries (G42112), Standard Check Price & Availability	Review standard price adjustment information, such as inventory pricing rules. To obtain quantity cost-break information, check the Work With Price and Availability form for a sales order detail line.

Page Name	Object Name	Navigation	Usage
Work With Item Availability	W41202A	Sales Order Inquiries (G42112), Summary Availability	Review quantity information and determine current and future inventory needs. The system calculates item availability and quantity information based on the options that you select for the branch/plant.
Detail Availability	W41202C	Select Detail Avail (availability) from the Row menu on Work With Item Availability.	Review how availability is calculated for each branch/plant. The system retrieves quantity information based on the item availability definition for the branch/plant.
Work With Supply and Demand	W4021B	Sales Order Inquiries (G42112), Supply/Demand	Review supply and demand information. The highlighted available-to-promise lines indicate the company's uncommitted available inventory. Available-to-promise inventory is available for sale or distribution within a specified period.

Setting Processing Options for Check Price and Availability (P4074)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Preference

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

Version Enter a version of Sales Order Entry (P4210). This controls the preference profile. If left blank, ZJDE0001 is used.

Reviewing Price and Availability Information

Access the Work With Price and Availability form.

Contract Pricing Click this option to search for contract prices.

Lvl (level) Enter an alphanumeric code that determines the sequence in which the system displays the rules within the pricing group. You define levels when you set up the pricing groups.

Up to Qty (up to quantity) Enter the volume or quantity breaks commonly used in pricing tables. If the quantity on the first level of a rule is 5, then the pricing logic on this level applies only to sales of five or fewer items. If the quantity in the next level is 10, then the pricing logic applies to sales of 6 through 10 items. A value of 99,999,999 indicates all quantities.

Override Unit Price Enter a price. Any price that you enter here overrides all other rules or prices.

Factor Enter the discount that the system uses when it calculates the price of an item attached to this inventory pricing rule. Discounts can be expressed as multipliers, additional amounts, or deductible amounts. For example, a 10 percent discount would be expressed as *.90*. You can use the same factor for markups over cost. For example, a 10 percent markup would be expressed as *1.10*.

Type Enter a code that indicates whether the factor value is a multiplier (%) or an additional/deductible cash amount ($) when applied to an order's price.

Contract Flag Enter a code that indicates a special pricing relationship between the item and one or more of the customers. The inventory pricing rule code for a contract is the item number. Values are:

Leave blank to indicate no contract.

Enter *C* to indicate a contract price.

If you indicate that a pricing type is a contract, you must enter the quantity that may be sold at this contract price and the contract number, if there is one.

You must also attach the contract pricing rule to the customer or customer group for the rule to become effective.

Setting Processing Options for Item Availability (P41202)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Versions

These processing options enable you to specify the versions for various programs that you access from the Item Availability program (P41202). Versions control how the system processes and displays information. Therefore, you might need to set the processing option to meet the company's specific needs.

1. Item Master Enter the version that the system uses when you access the Item Master program (P4101). If you leave this processing option blank, the system uses version ZJDE0001.

2. Item Notes Enter the version that the system uses when you access the Item Notes program (P40163). If you leave this processing option blank, the system uses version ZJDE0001.

3. Item Search Enter the version that the system uses when you access the Item Search program (P41200). If you leave this processing option blank, the system uses version ZJDE0001.

4. Purchase Order Inquiry Enter the version that the system uses when you access the Purchase Order Inquiry program (P430301). If you leave this processing option blank, the system uses version ZJDE0001.

5. Customer Service Inquiry Enter the version that the system uses when you access the Customer Service Inquiry (Misc. Windows) program (P42045). If you leave this processing option blank, the system uses version ZJDE0001.

6. Open Work Orders Enter the version that the system uses when you access the Open Work Orders program (R31400). If you leave this processing option blank, the system uses version ZJDE0001.

7. Supply and Demand Enter the version that the system uses when you access the Supply and Demand Inquiry program (P4021). If you leave this processing option blank, the system uses version ZJDE0001.

8. Bill of Material Enter the version that the system uses when you access the Bill of Material Inquiry program (P30200). If you leave this processing option blank, the system uses version ZJDE0001.

9. Lot Availability Enter the version that the system uses when you access the Lot Master Availability program (P41280). If you leave this processing option blank, the system uses version ZJDE0001.

10. Item Ledger Enter the version that the system uses when you access the Item Ledger Inquiry (CARDEX) program (P4111). If you leave this processing option blank, the system uses version ZJDE0001.

11. Branch/Plant Item Information Enter the version that the system uses when you access the Branch/Plant Constants program (P41001). If you leave this processing option blank, the system uses version ZJDE0001.

12. Location Master Enter the version that the system uses when you access the Location Master program (P4100). If you leave this processing option blank, the system uses version ZJDE0001.

13. Item Location Information Enter the version that the system uses when you access the Item Location Type program (P41023). If you leave this processing option blank, the system uses version ZJDE0001.

Display

These processing options enable you to specify whether the system displays certain types of information and how the system calculates certain information.

1. Grade Information Use this processing option to determine whether the system displays grade information. Values are:

Leave blank and the system does not display grade information.

Enter *1* to display grade information.

2. Potency Information Use this processing option to specify whether the system displays potency information. Values are:

Leave blank and the system does not display potency information.

Enter *1* to display potency information.

3. Quality Management Use this processing option to specify whether the system displays information from the Quality Management system. Values are:

Leave blank and the system does not display quality management information.

Enter *1* to display quality management information.

4. Quantity - Primary Units of Measure Use this processing option to specify whether the system displays quantity information in primary units of measure. Values are:

Leave blank and the system does not display quantities in primary units of measure.

Enter *1* to display quantities in primary units of measure.

5. Truncate/Round Use this processing option to specify the manner in which the system truncates or rounds the information in the detail area. Values are:

Leave blank to round the information in the detail area. The system uses normal mathematical rounding. For example, with no display decimals specified, 2.3 remains 2 and 2.6 is rounded up to 3.

Enter *1* to truncate the information in the grid. The system always removes additional positions. For example, with no display decimals specified, 2.3 and 2.6 are both truncated to 2.

Enter *2* to round up the information in the grid. The system always rounds to the next higher number. For example, with no display decimals specified, 2.3 and 2.6 are both rounded up to 3.

6. Customer Self-Service Use this processing option to specify whether the system uses the standard mode or customer self-service functionality. Values are:

Leave blank to bypass customer self-service functionality and to use the standard mode.

Enter *1* to activate customer self-service functionality.

Lot Options

These processing options enable you to specify whether the system displays fields for advanced lot processing and to specify the default date for calculating the number of days until a lot expires.

1. Display Percent of Life Remaining Enter a value to display the Percent of Life Remaining field. If you leave this blank, the system does not display the Percent of Life Remaining field.

2. Display Number of Days Remaining Enter a code to display the Number of Days Remaining field. If you leave this blank, the system does not display the Number of Days Remaining field.

3. Calculation Date Enter a date that the system uses to calculate the remaining number of days until a lot expires. If you leave this field blank, the system uses today's date.

Locating Quantity Information

Access the Work With Item Availability form.

Complete the fields on the Item Availability and Additional Selections 1 tab before you click Find.

Grade Range Enter a user defined code (UDC) (40/LG) that indicates the minimum grade that is acceptable for an item.

The system displays a warning message if you try to purchase or issue items with grades that do not meet the minimum grade acceptable. The system does not allow you to sell items with grades that do not meet the minimum acceptable level.

Potency Range Enter a number that indicates the minimum potency or percentage of active ingredients acceptable for an item.

The system displays a warning message if you try to purchase or issue items that do not meet the minimum acceptable potency. The system does not allow you to sell items that do not meet the minimum acceptable potency.

Summary Only Select to display information that is summarized by item, company, currency code, and cost rule.

Clear this option, and the system displays individual receipt records.

Omit Zero Quantities Select this option, and the system does not display information with zero on-hand quantities.

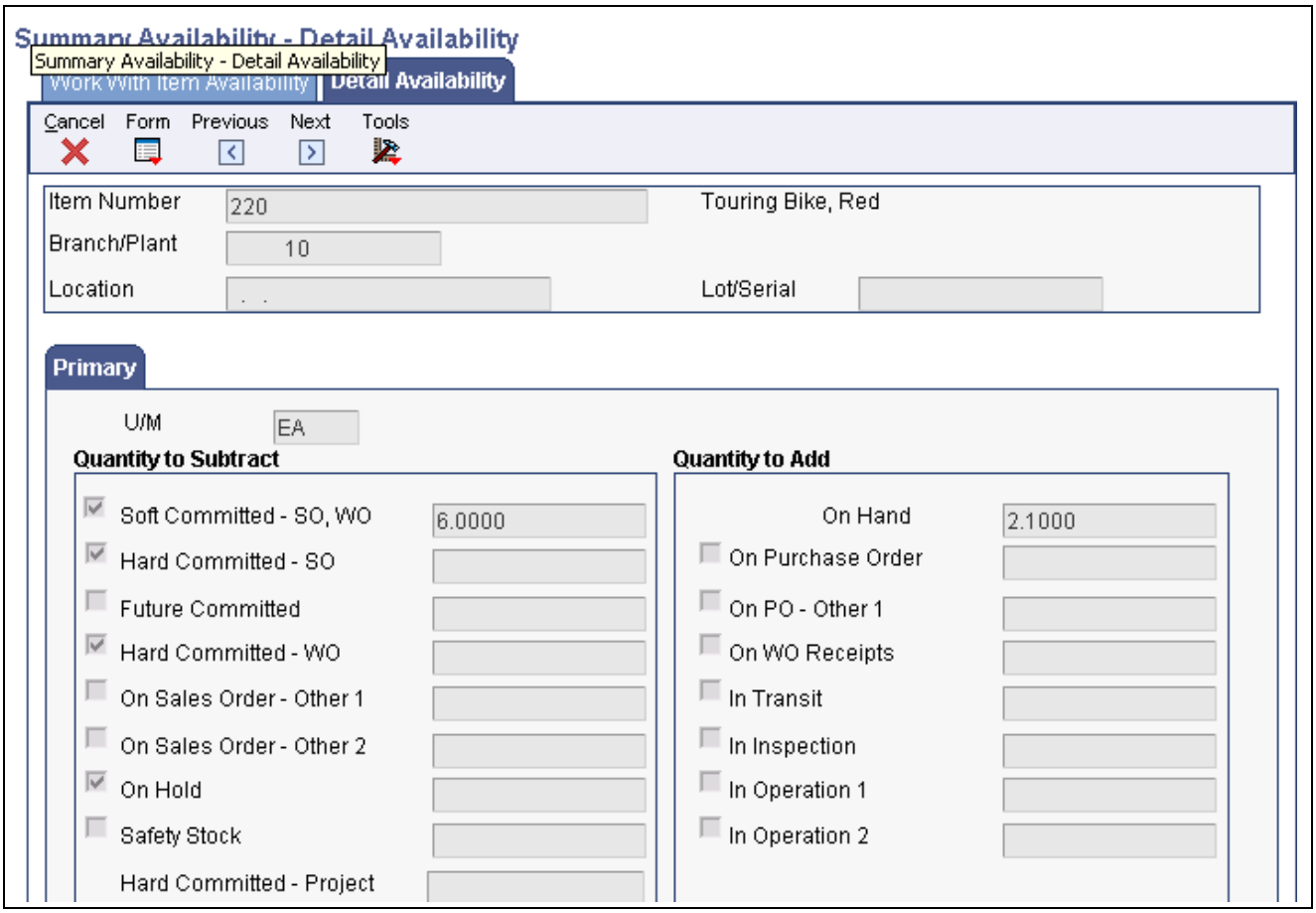
Clear to display information with zero on-hand quantities.

See Also

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Reviewing Item and Quantity Information," Locating Quantity Information

Reviewing Availability Calculations

Access the Detail Availability form.



Detail Availability form

Setting Processing Options for Supply and Demand Inquiry (P4021)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process

Use these processing options to control processing for the Supply/Demand Inquiry program, such as which quantities and document types and which forecast and planning data are included in the inquiry.

1. Deduct Safety Stock From Available Quantity

Use this processing option to specify whether the system displays the safety stock line and decreases the safety stock from the available quantity. Values are:

Leave blank and the system does not deduct safety stock.

Enter *1* and the system deducts safety stock.

2. Receipt Routing Quantities Considered As On Hand

Leave blank and the system does not consider quantities as on hand.

Enter *1* for the system to consider quantities as on hand.

Quantity in Transit

Use this processing option to specify whether the system considers the Quantity in Transit part of the on-hand quantity. In a manufacturing environment, sometimes it is necessary to establish where stock is, in order to determine whether it is available for immediate use. Values are:

Leave blank and the system displays the Quantity in Transit for the appropriate date.

Enter *1* and the system includes the Quantity in Transit in the on-hand inventory.

Quantity In Inspection

Use this processing option to specify whether the system considers the Quantity in Inspection part of the on-hand quantity. In a manufacturing environment, sometimes it is necessary to establish where stock is, in order to determine whether it is available for immediate use. Values are:

Leave blank and the system displays the Quantity in Inspection for the appropriate date.

Enter *1* and the system includes the Quantity in Inspection in the on-hand inventory.

User Defined Quantity 1

Use this processing option to specify whether the system considers the User Defined Quantity 1 part of the on-hand quantity. This quantity is defined in the Update Operation 1 field on the Receipt Routing Definition form. In a manufacturing environment, sometimes it is necessary to establish where stock is in order to determine whether it is available for immediate use. Values are:

Leave blank and the system displays the User Defined Quantity 1 for the appropriate date.

Enter *1* and the system includes the User Defined Quantity 1 in the on-hand inventory.

User Defined Quantity 2

Use this processing option to specify whether the system considers the User Defined Quantity 2 part of the on-hand quantity. This quantity is defined in the Update Operation 2 field on the Receipt Routing Definition form. In a manufacturing environment, sometimes it is necessary to establish where stock is in order to determine whether it is available for immediate use. Values are:

Leave blank and the system displays the User Defined Quantity 2 for the appropriate date.

Enter *1* and the system includes the User Defined Quantity 2 in the on-hand inventory.

3. Supply/Demand Inclusion Rules

Enter the supply and demand inclusion rules version for the system to use. These rules define the order type, line type, and line status. Inclusion rule version is a UDC (40/RV) that identifies the version to use for processing. Enter an inclusion rule to use as the default value or choose it from the Select User Define Code form.

4. Subtract Expired Lot Quantities

Use this processing option to specify whether the system deducts the expired lot quantities from the available quantity. Values are:

Leave blank and the system does not reduce the available quantity.

Enter *1* and the system reduces the available quantity.

This processing option does not work with available to promise lines. If you choose value 1 in this processing option, you must set the Available to Promise Line Flag processing option, under the Process 1 Tab, to either blank or *2*.

5. Enable Engineer to Order (ETO)

Use this processing option to specify whether the system enables ETO functionality. Values are:

Leave blank and the system does not enable ETO functionality.

Enter *1* to enable ETO functionality.

6. Include Past Due Supply In Quantity Available

Use this processing option to specify if past due quantities are considered while calculating available quantity. Values are:

Leave blank and the system does not include past due quantities.

Enter *1* to include past due quantities.

7. Rate Based Schedule Type

Enter a UDC (31/ST) to specify the rate-based schedule type for the system to display. Rate-based schedule type is a UDC (31/ST) that identifies the schedule type. Enter the type to use as the default value or choose it from the Select User Define Code form. If you leave this field blank, the system does not display any rate-based schedules.

8. Include MPS/MRP/DRP Planned Orders (include master production schedule/material requirements planning/distribution requirements planning planned orders)

Use this processing option to specify whether the system displays planned orders from MPS/MRP/DRP generations. Values are:

Leave blank and the system does not display planned orders.

Enter *1* and the system displays planned orders.

9. Forecast Types (5 Types Maximum)

Enter a value to specify which forecast types, up to five, that the system includes in the inquiry. If you leave this field blank, the system does not include any forecast records. Enter multiple forecasts as follows: To enter 01, 02, and BF, type 0102BF.

10. Days From Today To Include Forecast

Enter the number of days (+ or -) from the system date that you want the system to include forecast records. If you leave this field blank, the system uses the system date.

11. Exclude Bulk Items

Use this processing option to specify whether the system displays bulk stocking type records. Values are:

Leave blank and the system displays bulk stocking type records.

Enter *1* and the system does not display bulk stocking type records.

12. Include Past Due Rates as a supply

Use this processing option to specify whether the system considers open quantities from past due rate schedules as supply. When you enter *1*the system includes past due rate orders in the display. Values are:

Leave blank and the system does not use open quantities from past due rate orders as supply.

Enter *1* to use open quantities from past due rate orders as a supply.

13. Forecast Start Date

Use this processing option to determine the Start Date. Values are:

Leave blank to use the system date.

Enter *1* to use the start date of the current forecast period.

Note. If you enter a *1* the Enable Engineer to Order processing option must be blank.

14. Lot Hold Codes (up to 5)

Specify the lots to be included in the calculation of on-hand inventory. You can enter a maximum of 5 lot hold codes (41/L). Values are:

Leave blank and the system does not include held lots in calculation of on-hand inventory

Enter * to include all held lots in calculation of on-hand inventory.

Display

Use these processing options to control how certain information appears on the Work With Supply and Demand form. For example, a processing option controls whether quantities appear after they are converted to standard potency.

1. Convert Quantities To Standard Potency

Use this processing option to specify whether the system converts quantities to the standard potency. Values are:

Leave blank and the system does not convert the quantities.

Enter *1* and the system converts the quantities.

2. Display ATP Line (display available to promise line)

Use this processing option to specify whether the system displays an available to promise line, a cumulative available to promise line, or neither. Values are:

Leave blank and the system does not display either line.

Enter *1* and the system displays the available to promise line.

Enter *2* and the system displays the cumulative available to promise line.

If you choose to display the available to promise line (value 1) in this processing option, you cannot use the Display 3 Tab, Reduce Expired Lot Quantities processing option.

3. Summarize All In Receipt Routing Steps

Use this processing option to specify whether the system summarizes all quantities for the In Receipt routing steps into one line. Values are:

Leave blank and the system does not summarize.

Enter *1* and the system summarizes the In Receipt routing steps.

4. Summarize Item Balance Quantity Records

Use this processing option to specify whether the system summarizes all the quantities in the item location records into one line. Values are:

Leave blank and the system does not summarize.

Enter *1* and the system summarizes all the quantities in the item location records.

5. Display Data In Window Mode

Use this processing option to specify whether the system displays the Supply & Demand Inquiry program (P4021) in the window format if called from another program. Values are:

Leave blank and the system displays the program in the full form format.

Enter *1* and the system displays the program in the window format.

5. Summarize Pegging and Parts List Demand

Use this processing option to specify whether the system summarizes pegging and parts list demand. Values are:

Leave blank and the system does not summarize.

Enter *1* and the system summarizes the pegging and parts list demand.

Versions

Use these processing options to specify the version of each program that the system accesses. If you leave the option blank, the system uses the ZJDE0001 version of the program.

1. Purchase Order Entry (P4310)

Enter the version of the Purchase Order Entry program (P4311) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Purchase Order Entry program.

Versions control how the Purchase Order Entry program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

2. Purchase Order Inquiry (P4310)

Enter the version of the Purchase Order Inquiry program (P430301) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Purchase Order Inquiry program.

Versions control how the Purchase Order Inquiry program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

3. Sales Order Entry (P4210)

Enter the version of the Sales Order Entry program (P4210) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Sales Order Entry program.

Versions control how the Sales Order Entry program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

4. Sales Order Inquiry (P4210)

Enter the version of the Sales Order Inquiry program (P42045) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Sales Order Inquiry program.

Versions control how the Sales Order Inquiry program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

5. Scheduling Work Bench (P31225)

Enter the version of the Scheduling Workbench program (P31225) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Scheduling Workbench program.

Versions control how the Scheduling Workbench program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

6. MPS/MRP/DRP Pegging Inquiry (P3412)

Enter the version of the MPS/MRP/DRP Pegging Inquiry program (P3412) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Pegging Inquiry program.

Versions control how the Pegging Inquiry program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

7. MPS/MRP/DRP Time Series (P3413)

Enter the version of the MPS Time Series program (P3413) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the MPS Time Series program.

Versions control how the MPS Time Series program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

8. MPS/MRP/DRP Msg (message) Detail (P3411)

Enter the version of the MPS/MRP Detail Message Revisions program (P3411) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the MPS/MRP Detail Message Revisions program.

Versions control how the MPS/MRP Detail Message Revisions program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

9. Bill of Material Inquiry (P30200)

Enter the version of the Bill of Material Inquiry program (P30200) program that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Bill of Material Inquiry program.

Versions control how the Bill of Material Inquiry program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

10. Item Branch (P41026)

Enter the version of the Item Branch program (P41026) that the system uses when you access the program from row and form exits on the Work With Supply and Demand form. If you leave this option blank, the system uses the ZJDE0001 version of the Item Branch program. Versions control how the Item Branch program displays information.

11. Mfg WO Processing (P48013) (manufacturing work order processing (P48013)

Enter the version of the Manufacturing Work Order Processing program (P48013) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Manufacturing Work Order Processing program.

Versions control how the Manufacturing Work Order Processing program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

12. Enter/Change Rate Schedule (P3109)

Enter the version of the Enter/Change Rate Schedule program (P3109) that the system uses when called from row and form exits from the Work With Supply

and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Enter/Change Rate Schedule program.

Versions control how the Enter/Change Rate Schedule program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

13. Item Availability (P41202)

Enter the version of the Item Availability program (P41202) that the system uses when called from row and form exits from the Work With Supply and Demand form. If you leave this field blank, the system uses the ZJDE0001 version of the Item Availability program.

Versions control how the Item Availability program displays information; therefore, you might need to set the processing options to specific versions to meet the company's needs.

Reviewing Customer and Sales Information

This section provides overviews of customer account information, sales order information, and sales ledger information, and discusses how to:

- Review customer account information.
- Review sales orders.
- Set processing options for Sales Ledger Inquiry (P42025).
- Set processing options for Delivery Notes Inquiry (P42290).
- (ARG) Review sales order information for Argentina.

See Also

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, "Working with Customer Ledger Information"

Understanding Customer Account Information

You can use the Check Credit program (P42050) to review information about a customer's account and credit status. You can compare the customer's total accounts receivable and open orders to the customer's current credit limit assigned in the Customer Master table (F0301) to determine if the credit limit has been exceeded.

You can access this type of information:

- Accounts receivable (for example, any balances that are currently due).
- Account history (for example, customer ABC ranking, invoice, and payment information).
- Open sales orders (for example, order dates and amounts).

Additionally, you can check credit at these levels:

- Customer (C).
- Parent (P).
- Line of Business (L).

If you do business with a company that operates in multiple lines of business, you can differentiate the customers based on product, division, or geography. When you perform credit checking at the Line of Business (LOB) level, you can define different default processing instructions for the same customer for different lines of business.

Understanding Sales Order Information

You use the Customer Service program (P4210) to review sales order, customer, and item information in the Sales Order Detail File (F4211) or Sales Order History File (F42119) tables. The Customer Service Inquiry program enables you to review this information:

- Open sales order information.
- Closed sales order information.
- Information at the sales order, customer, and item levels.

Use * as a wildcard character in some fields, such as invoice number and item number, to have the system search on all values for the field. You can enter the first few letters or numbers of the item number followed by * to locate all items that start with the values that you enter. For example, if you enter 10*, the system displays all numbers that begin with 10.

Sales Orders in an "As If" Currency

Whether you enter a sales order in a domestic or foreign currency, you can review amounts as if they were entered in a specific currency. "As if" currency processing enables you to review sales orders as if they were entered in a currency other than the currency in which they were actually entered. For example, a Canadian company that enters a foreign currency sales order in the euro can review the sales order amounts as if they were entered in the Japanese yen (JPY) and then compare the JPY amounts to the domestic (CAD) and foreign (EUR) currency amounts.

One of the advantages of as if currency processing is that it does not impact disk space. The as if currency amounts are not written to a table; instead, they are stored in temporary memory. Although this has no impact on disk space, it can impact processing time.

To review sales order amounts in an as if currency, you must enter a default currency code and an exchange rate date in the processing options for the Customer Service Inquiry program (P4210). This activates the As If Currency field on the Customer Service Inquiry form.

The system retrieves the exchange rate from the Currency Exchange Rates table (F0015) and calculates the "as if" currency amounts based on the base (domestic) currency of the sales order. The "as if" currency amount that you review might not be the same amount as the actual invoice or receipt because of fluctuating exchange rates.

Understanding Sales Ledger Information

You can review sales ledger information for any orders that have been processed through the sales order process. Use sales ledger information to track sales orders and to determine when an order was entered or printed. You can also use this information for internal audit purposes.

The system writes information to the S.O. Detail Ledger File table (F42199) based on the order activity rules. You can determine at which point the system writes order information to the table through status codes. For example, you might want to record information to the table during sales order entry, invoicing, and sales update.

When you create a credit order from history, you retrieve the original order from the S.O. Detail Ledger File. You must specify a version of the Sales Ledger Inquiry in the version of Sales Order Entry (P4210) that has been set up for credit orders.

Forms Used to Review Customer and Sales Information

Form Name	Form ID	Navigation	Usage
Credit Check	W42050B	Sales Order Inquiries (G42112), Check Credit Select a customer and click Select on Work with Customer Master.	Review information about a customer's account and credit status. Before you use this form, you must activate A/R - Line of Business processing in the Enhanced A/R Constants.
Work with Customer Ledger Inquiry	W03B2002A	Customer Invoice Entry (G03B11), Customer Ledger Inquiry	Review invoices and receipts or audit a customer's transaction history.
Standard Invoice Entry	W03B11A	Select a detail line and click Select on Work with Customer Ledger Inquiry.	Review information for a specific invoice.
Customer Service Inquiry	W4210E	Sales Order Inquiries (G42112), Customer Service	Review sales order, customer, and item information in the Sales Order Detail File (F4211) or Sales Order History File (F42119) tables. For Argentinian sales orders, the system displays the legal number in the Customer PO field (VR01).
Update Sales Order - Header First - Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Sales Order - Header First	Review sales order, customer, and item information in the Sales Order Detail File (F4211) or Sales Order History File (F42119) tables.
Work With Sales Ledger Inquiry	W42025A	Sales Order Inquiries (G42112), Sales Ledger History Inquiry	Track sales orders and determine when an order was entered or printed. Before you access this form, verify that the correct status codes are set up to record an entry in the S.O. Detail Ledger File table (F42199).
Sales Ledger Detail	W42025B	On Work With Sales Ledger Inquiry, select a record and then select Sales Ledger Dtl (sales ledger detail) from the Row menu.	Review detail information for individual ledger items.

Page Name	Object Name	Navigation	Usage
Sales Orders Inquiry by Legal Number	W76A8240A	Select a record and then select Regional Info (information) from the Form menu on Customer Service Inquiry. Or select a record and then select Regional Info (information) from the Form menu on Work With Sales Ledger Inquiry. The system displays this form only if you have set up the user preferences with a Localization Country code of AR (Argentina).	Review and select Argentinian sales orders based on the invoice or shipment note's legal number.
Work With Delivery Notes	W42290A	Sales Order Inquiries (G42112), Delivery Notes Inquiry	Delivery personnel can use delivery notes to compare what they deliver to what they have on the truck. Use this form to review information about items that are transported. Before you access this form, verify that the customer billing instructions for the customer are set up to print delivery notes and verify that the Delivery Notes Print program (R42535) has been run.

Reviewing Customer Account Information

Access the Credit Check form.

Amount Due Displays the balance or amount due on an open invoice or voucher.

In the Address Book Master table (F0101), the amount due is a memo amount that the system uses to determine whether a particular order exceeds a credit limit. See the documentation for the Order Processing system.

Open Order Amount Displays the total amount of open orders for a supplier or customer. The system uses the list price from the Item Location (F41021) table, adjusted by the discount tables or any override price. You cannot override this amount.

Total Exposure Displays an amount of the total accumulated amount account receivables that is due and the total accumulated open order amounts for a given customer.

Credit Limit Displays the total amount that you allow the customer to spend on purchases before the system sends a workflow message. This is the value that the system uses throughout the credit management programs. The system maintains the credit limit at the customer (child) level, not at the parent level. The system sends workflow messages for customers over their credit limits. When you set

	up or change the credit limit, the system sends a workflow message to the credit manager, indicating that the change is pending approval. The system does not accept the change to the credit limit in the customer record until the credit manager approves the change.
Over Credit Limit	Displays the portion of a customer's total amount due that exceeds that customer's available credit limit.

See Also

PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up Accounts Receivable for Multicurrency Processing," Setting Up Customer Records for Multicurrency Processing

Reviewing Sales Orders

Access the Customer Service Inquiry form.

From the Form and Row menus, you can choose options to locate additional types of information that relate to sales orders, such as:

- Order holds.
- Online invoices.
- Customer information.
- Item availability.
- Supply and demand information.
- Item cross-references.
- Order header revision information.
- Order detail revision information.
- Shipment information.
- Pricing history.
- Rebate history.

Extend Back Order Quantity	Select this option to indicate that the system includes the back order quantity as part of the total amount for the order detail line.
Customer Item	Select this option to display the cross reference item number; otherwise, the cross reference item number is not required.

Setting Processing Options for Sales Ledger Inquiry (P42025)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Use these processing options to specify the default values that the system uses.

Order Type Enter *S* for Sales Order Processing documents. This is a UDC (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. These are reserved document type codes for vouchers, invoices, receipts, and time sheets, all of which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

Status Code From Enter a UDC (40/AT), indicating the next step in the order flow of the line type.

Status Code Thru Enter a UDC (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

Credit Memo

These options are only in use if this application is called from Sales Order Entry (P4210), and the Select Order row exit is used to select all the order lines for processing.

1. Enter the status code to select when retrieving credit orders. Enter a UDC (40/AT), specifying the last step in the processing cycle that this order line has successfully completed.

2. Enter '1' if the status code is based on the Last Status. If left blank, the status code is based on the Next Status. Enter a code to identify which status codes that you want the system to use when it selects information to display on this screen. If you set up this code, the system retrieves it from the processing options. Leave this blank to display all orders whose next status falls within this range. Enter *1* to display all orders whose last status falls within this range.

Versions

These options are in use only when this application is *not* called from sales order entry (P4210).

Credit Order Entry Version Enter a version of the credit order entry (P4210) program. A version identifies a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters. Versions that begin with XJDE or ZJDE are set up in PeopleSoft systems.

Sales Order Entry Version Enter a version of the sales order entry (P4210) program. A version identifies a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters. Versions that begin with XJDE or ZJDE are set up in PeopleSoft systems.

Setting Processing Options for Delivery Notes Inquiry (P42290)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Versions

Use these processing options to specify the default values that the system uses. A version is a user-defined set of specifications to control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must choose a version.

1. Customer Service Inquiry Enter a version of the Customer Service inquiry (P4210) program to utilize through Delivery Notes Inquiry.

2. Sales Ledger Inquiry Enter a version of the sales ledger inquiry (P42025) program to utilize through Delivery Notes Inquiry.

(ARG) Reviewing Sales Order Information for Argentina

Access the Sales Orders Inquiry by Legal Number form.

Shipment Note Legal Number Enter a 15 position code that is reserved for the user.

Invoice Legal Number Record reference numbers, such as the supplier's bid document number, quote document, sales order, work order, or job number.

(PER) Inquiring on Sales Orders

This section provides an overview of sales order inquiries for Peru and discusses how to:

- Set processing options for Order Inquiry by Legal Document (P76H2012).
- Locate customer sales orders and items.
- Review the sales ledger history.
- Inquire by internal document number.
- Inquire by legal document number.
- Review sales order by batch.
- Review voided legal documents.

Understanding Sales Order Inquiries for Peru

Sales Order Management inquiries must meet Peruvian legal requirements. Using the localized inquiries enables you to display vouchers legal numbers (invoice, ticket, export invoice, and so on) and the shipping guide, with the internal number generated by the sales order number and type.

Customer Service

You use the Customer Service program to check the information for a customer's sales orders and items in the Sales Orders Detail (F4211) table or in the Historical Sales Orders Detail (F42119) table. Using the localization menu selections, you can display the legal document number and type (invoices, tickets, shipping guides, and so on) with a sales order.

Sales Ledger History

You can review information in the Sales Ledger for any order that has been through the sales order process. You can also view the legal document number with a sales order using this inquiry.

Orders Inquiry by Internal Document

Using Orders Inquiry by Internal Document, you can access the legal document numbers and document types for a sales order. You can inquire by internal document type and document number or by sales order number and type.

Note. When you review a sales order line, there is a row for each voucher line. For example, there are two rows for order line 1000: one line corresponding to the legal invoice number and the other to the legal shipping guide number.

Order Inquiry by Legal Document

You can inquire on a sales order using the legal number. You can also inquire by legal document type and number, order type and number, and invoice internal document type and number.

Sales Order – Batch Inquiry

You can use this inquiry to locate sales orders by batch.

Voided Documents Inquiry

You can use this inquiry to locate voided legal documents for the Accounts Receivable system and the Sales orders Management system.

Prerequisites

Verify that all voucher types for UDC 76H/DG are set up.

Forms Used for Sales Order Inquiries

Form Name	Form ID	Navigation	Usage
Customer Service - Customer Service Inquiry	W4210E	Sales Orders Inquiry (G42112), Customer Service	Locate customer sales orders and items.
Sales Legal Document Inquiry by Internal Document	W76H2011A	Select an order and then select Order, Regional Information from the Row menu on Customer Service - Customer Service Inquiry.	Review regional information for an order.
Sales Ledger History Inquiry - Work With Sales Ledger Inquiry	W42025A	Sales Orders Inquiry (G42112), Sales Ledger History Inquiry	Review sales ledger information.
Sales Legal Document Inquiry by Internal Document	W76H2011A	Select an order and select Regional Information from the Row menu on Sales Ledger History Inquiry - Work With Sales Ledger Inquiry.	Review regional information for an order.
Sales Legal Document Inquiry by Internal Document	W76H2011A	Sales menu (G76H42), Sales Legal Document Inquiry by Internal Document	Review sales order legal document numbers and types associated.
Sales Legal Document Inquiry by Legal Number	W76H2012A	Sales menu (G76H42), Sales Legal Document Inquiry by Legal Number	Review sales orders by legal number.
Sales Order /Lot Inquire	W76H2013A	Sales menu (G76H42), Order Lot – Inquiry	Locate sales orders by batch.
Void Invoices - Work with Legal Next Numbers for Cancelation	W76H3B20A	Sales menu (G76H42), Void Invoices	Locate voided legal documents for the Accounts Receivable and Sales Order systems.
Void Invoices - Work with Invoices not Printed	W76H3B20C	Select an invoice and then select Invoices not Printed from the Row menu on Void Invoices - Work with Legal Next Numbers for Cancelation.	Review voided legal documents.

Setting Processing Options for Order Inquiry by Legal Document (P76H2012)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

You must enter document types in the UDC 76H/DG to inquire by legal number by document type. Enter the value without spaces and commas in each processing option. For example, if you want the shipping guide number of an order to display in column 1 and the invoice or ticket number in column 2, you might enter *08* for column 1 and *0102* for column 2.

2. Legal document types group of UDC 76H/DG for column 1 Enter a legal document type.

3. Legal document types group of UDC 76H/DG for column 2 Enter a legal document type.

4. Legal document types group of UDC 76H/DG for column 3 Enter a legal document type.

Versions

Enter the program version that you want to use for order inquiry.

Enter the version for Header review of OV (P4210) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for Detail review of OV (P4210) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for OV Date (P42045) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for OV Address numbers (P42045) Enter a version or leave blank to use ZJDE0001.

Enter the version for OV Line Detail (P42045) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for Customer Service (P4210) Enter a version or leave this field blank to use ZJDE0001.

Locate Customer Sales Orders and Items

Access the Customer Service - Customer Service Inquiry form.

Review the Sales Ledger History

Access the Sales Ledger History Inquiry - Work With Sales Ledger Inquiry form.

Inquire by Internal Document Number

Access the Sales Legal Doc. Inquiry by Int. Doc - Sales Legal Document Inquiry by Internal Document form.

Inquire by Legal Document Number

Access the Sales Legal Doc. Inquiry by Legal Number - Sales Legal Document Inquiry by Legal Number form.

Review Sales Order by Batch

Access the Order Lot - Inquiry - Sales Order Lot Inquire form.

Review Voided Legal Documents

Access the Void Invoices - Work with Invoices not Printed form.

(CHL) Inquiring on Sales Orders

This section provides an overview of sales order inquiries for Chile and how to:

- Locate customer sales orders and items.
- Review the sales ledger history.
- Inquire by internal document number.
- Inquire by legal document number.
- Set processing options for Order Inquiry by Legal Document (P76H2012).
- Review sales order by batch.
- Review voided legal documents.

Understanding Sales Order Inquiries for Chile

Sales Order Management inquiries must meet Chilean legal requirements. Using the localized inquiries enables you to display vouchers legal numbers (invoice, ticket, export invoice, and so on) and the shipping guide, with the internal number generated by the sales order number and type.

Customer Service

You use the Customer Service program to check the information for a customer's sales orders and items in the Sales Orders Detail (F4211) table or in the Historical Sales Orders Detail (F42119) table. Using the localization menu selections, you can display the legal document number and type (invoices, tickets, shipping guides, and so on) with a sales order.

Sales Ledger History

You can review information in the Sales Ledger for any order that has been through the sales order process. You can also view the legal document number with a sales order using this inquiry.

Orders Inquiry by Internal Document

Using Orders Inquiry by Internal Document, you can access the legal document numbers and document types for a sales order. You can inquiry by internal document type and document number or by sales order number and type.

Note. When you review a sales order line, there is a row for each voucher line. For example, there are two rows for order line 1000: one line corresponds to the legal invoice number and the other to the legal shipping guide number.

Order Inquiry by Legal Document

You can inquire on a sales order using the legal number. You can also inquire by legal document type and number, order type and number, and invoice internal document type and number

Sales Order – Batch Inquiry

You can use this inquiry to locate sales orders by batch.

Voided Documents Inquiry

You can use this inquiry to locate voided legal documents for the Accounts Receivable system and the Sales orders Management system.

Prerequisites

Verify that all voucher types for UDC 76H/DG are set up.

Forms Used for Sales Order Inquiries

Form Name	Form ID	Navigation	Usage
Customer Service - Customer Service Inquiry	W4210E	Sales Orders Inquiry (G42112), Customer Service	Locate customer sales orders and items.
Sales Legal Document Inquiry by Internal Document	W76H2011A	Select an order and then select Order, Regional Information from the Row menu on Customer Service - Customer Service Inquiry.	Review regional information for an order.
Sales Ledger History Inquiry - Work With Sales Ledger Inquiry	W42025A	Sales Orders Inquiry (G42112), Sales Ledger History Inquiry	Review sales ledger information.
Sales Legal Document Inquiry by Internal Document	W76H2011A	Select an order and select Regional Information from the Row menu on Sales Ledger History Inquiry - Work With Sales Ledger Inquiry.	Review regional information for an order.
Sales Legal Document Inquiry by Internal Document	W76H2011A	Sales menu (G76H42), Sales Legal Document Inquiry by Internal Document	Review sales order legal document numbers and types associated.
Sales Legal Document Inquiry by Legal Number	W76H2012A	Sales menu (G76H42), Sales Legal Document Inquiry by Legal Number	Review sales orders by legal number.
Sales Order /Lot Inquire	W76H2013A	Sales menu (G76H42), Order Lot – Inquiry	Locate sales orders by batch.
Void Invoices - Work with Legal Next Numbers for Cancelation	W76H3B20A	Sales menu (G76H42), Void Invoices	Locate voided legal documents for the Accounts Receivable and Sales Order systems.
Void Invoices - Work with Invoices not Printed	W76H3B20C	Select an invoice and then select Invoices not Printed from the Row menu on Void Invoices - Work with Legal Next Numbers for Cancelation.	Verify the legal invoice is void.

Setting Processing Options for Order Inquiry by Legal Document (P76H2012)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you can set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

You must enter document types in the UDC 76H/DG to inquire by legal number by document type. Enter the value without spaces and commas in each processing option. For example, if you want the shipping guide number of an order to display in column 1 and the invoice or ticket number in column 2, you might enter *08* for column 1 and *0102* for column 2.

2. Legal document types group of UDC 76H/DG for column 1 Enter a legal document type.

3. Legal document types group of UDC 76H/DG for column 2 Enter a legal document type.

4. Legal document types group of UDC 76H/DG for column 3 Enter a legal document type.

Versions

Enter the program version that you want to use for order inquiry.

Enter the version for Header review of OV (P4210) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for Detail review of OV (P4210) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for OV Date (P42045) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for OV Address numbers (P42045) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for OV Line Detail (P42045) Enter a version or leave this field blank to use ZJDE0001.

Enter the version for Customer Service (P4210) Enter a version or leave this field blank to use ZJDE0001.

Locate Customer Sales Orders and Items

Access the Customer Service - Customer Service Inquiry form.

Review the Sales Ledger History

Access the Sales Ledger History Inquiry - Work With Sales Ledger Inquiry form.

Inquire by Internal Document Number

Access the Sales Legal Doc. Inquiry by Int. Doc - Sales Legal Document Inquiry by Internal Document form.

Inquire by Legal Document Number

Access the Sales Legal Doc. Inquiry by Legal Number - Sales Legal Document Inquiry by Legal Number form.

Review Sales Order by Batch

Access the Order Lot - Inquiry - Sales Order Lot Inquire form.

Review Voided Legal Documents

Access the Void Invoices - Work with Invoices not Printed form.

(RUS) Inquiring on Sales Orders

This section provides an overview of inquiring on sales orders and discusses how to:

- Search for sales orders by document type.
- Search for sales orders by legal number.
- Set processing options for Sales Legal Document Inquiry by Legal Number (P7420002).

Understanding Inquiring on Sales Orders

After you locate the sales order that you want by using these processes, you can use Form and Row exits to access basic information, such as header and detail information.

Forms Used to Inquire on Sales Orders

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Inquiries (G42112), Customer Service Select an existing sales order line that generated a legal document and then select Regional Info from the Form menu.	Select an existing sales order line.
Sales Legal Document Inquiry by Internal Document	W7420001A	Enter a sales order and order type and click Find to display legal documents related to the sales order.	Search for sales order lines associated with a legal document number.
Work With Sales Ledger Inquiry	W42025A	Additional Order Additional Order Processing (G4212), Sales Ledger Inquiry Select an existing sales order line that generated a legal document and then select Regional Info from the Form menu.	Select a record.
Sales Legal Document Inquiry by Legal Number	W7420002A	Click OK on the processing options.	Search for invoices and shipment notes by sales order or by legal number for each legal document.

Searching for Sales Orders by Document Type

Access the Sales Legal Document Inquiry by Internal Document form.

Searching for Sales Orders by Legal Number

Access the Sales Legal Document Inquiry by Legal Number form.

Issue Place Enter the place of issue of the legal document for which you want to locate sales orders. The value that you enter must exist in the F7400004 table.

Setting Processing Options for Sales Legal Document Inquiry by Legal Number (P7420002)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

These processing options specify default values that the program uses when displaying information in the forms for the program.

1. Legal Document Group Column 1 Specify a legal document type that the system uses to select records to display in column 1 in the Sales Legal Document Inquiry by Legal Number form. The value that you enter must exist in the Legal Document Type Group (74/DG) UDC table.

2. Legal Document Group Column 2 Specify a legal document type that the system uses to select records to display in column 2 in the Sales Legal Document Inquiry by Legal Number form. The value that you enter must exist in the Legal Document Type Group (74/DG) UDC table.

3. Legal Document Group Column 3 Specify a legal document type that the system uses to select records to display in column 3 in the Sales Legal Document Inquiry by Legal Number form. The value that you enter must exist in the Legal Document Type Group (74/DG) UDC table.

Versions

These processing options specify the versions that the system uses when it displays forms after you use a Form or Row exit on the Sales Legal Document Inquiry by Legal Number form.

Sales Order Header Revision	Specify the version of the Sales Order Entry (P4210) program that the system uses when displaying the Sales Order Header (W4210G) form. If you do not complete this processing option, the system uses version ZJDE0001.
Sales Order Detail Revision	Specify the version of the Sales Order Entry (P4210) program that the system uses when displaying the Sales Order Detail Revisions (W4210A) form. If you do not complete this processing option, the system uses version ZJDE0001.
Sales Order Dates	Specify the version of the Customer Service Inquiry (P42045) program that the system uses when displaying the Dates (W42045G) form. If you do not complete this processing option, the system uses version ZJDE0001.
Sales Order Address Number	Specify the version of the Customer Service Inquiry (P42045) program that the system uses when displaying the Address Numbers (W42045F) form. If you do not complete this processing option, the system uses version ZJDE0001.

Customer Service Inquiry	Specify the version of the Customer Service Inquiry (P42045) program that the system uses when displaying the Customer Service Inquiry (W4210E) form. If you do not complete this processing option, the system uses version ZJDE0001.
CS Inquire	Specify the version of the Sales Order Entry (P4210) program that the system uses. If you do not complete this processing option, the system uses version ZJDE0001.

Reviewing Commission Information

This section provides an overview of commission information and discusses how to:

- Review sales order commission information.
- Review commission accruals.

Understanding Commission Information

You can set up the commission information to reflect the company's sales environment. You can assign multiple salespeople or sales groups to each customer. After you enter an order and run the Sales Update program (R42800), the system applies a calculated commission amount to the salesperson's address book number or the address book number of each salesperson in the sales group.

After the sales update, you can review commission information to ensure that the salespeople receive the correct amount. If necessary, you can modify existing information if you have proper security access.

Prerequisites

Before you complete the tasks in this section:

- Before you review commission information, run the Sales Update program (R42800).
- Ensure that the processing option for hiding commission information, which is located on the Display tab in the Sales Order Entry program (P4210), is not activated.

Forms Used to Review Commission Information

Form Name	Form ID	Navigation	Usage
Work With Commission Maintenance	W42120D	Commission/Royalty Management (G4223), Commission/Royalty Maintenance	Review and select commission records.
Commission Maintenance Revisions	W42120C	Select a commission record on Work with Commission Maintenance.	Review and revise commission information.
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Sales Order Detail	Locate and select sales orders for further review.
Update Sales Order - Header First - Manage Existing Order	W42101C	Sales Order Processing (G4211), Update Sales Order - Header First	Locate and select sales orders for further review.
Sales Order Detail Revisions	W4210A	Select a sales order and select Order, then SO (sales order) Detail Revision from the Row menu on Customer Service Inquiry.	Review detail information for a sales order.
Sales Order Header Commission Lookup	W42150A	Select Header Commissions from the Form menu on Sales Order Detail Revisions.	Review sales order commission information.
Sales Order Detail Commission Lookup	W42150B	Select a record and then select Detail Commissions from the Row menu on the Sales Order Detail Revisions form.	Review sales order commission information.
Commission Accruals Lookup	W42170A	Select a sales order and select Order, then Online Invoice from the Row menu on Customer Service Inquiry. Select Commission Accruals from the Form menu on Work With Online Invoice.	Review commission accruals for a sales order.

Reviewing Sales Order Commission Information

Access the Sales Order Header Commission Look up form or the Sales Order Detail Commission Lookup form.

Flat Commission Amount Enter a value that specifies a commission amount. Enter a flat commission amount instead of a commission percentage. The per-unit amount must be entered to calculate commission amounts against the invoice, gross margin, or cost.

Per Unit Amount Enter the dollar amount per unit of the item.

Comm Code Type (commission code type) Enter a code that designates whether the system calculates commission using invoice amount or gross margin. No matter which item the system uses, you

should consider an amount as the starting point in the commission calculation and apply loading factors, fixed costs, minimum margins, and so on

Reviewing Commission Accruals

Access the Commission Accruals Look up form.

Salesprsn Code (salesperson code)
Enter the standard for commission calculations, which requires a maximum of two salespersons and respective commission rates for each order line.

To create a commission liability for more than two salespersons, you can relate individuals or entities (for royalties) to a single order line. To do so, set up a sales/commission/salesperson code that represents not one but many salespersons in the related salesperson file. The system inserts this code in the billing instructions record for any customer or during sales order entry to create multiple commission records at the appropriate point in the order processing cycle (one record for each related salesperson).

Commission Percentage
Enter the percentage of an order sales amount payable to the salesperson.

Flat Commission Amount
Enter a value that specifies a commission amount. Enter a flat commission amount instead of a commission percentage. The per-unit amount must be entered to calculate commission amounts against the invoice, gross margin, or cost.

Per Unit Amount
Enter the dollar amount per unit of the item.

Comm Code Type (commission code type)
Enter a code that designates whether the system calculates commission using invoice amount or gross margin. No matter which item that the system uses, you should consider an amount as the starting point in the commission calculation and apply loading factors, fixed costs, minimum margins, and so on.

Line Amount
Enter the total dollar value of the extended list price for the item on this line minus any applicable discounts.

Commission Amount
The system computes this dollar amount as a potential commission liability.

Based upon the sales amount at the order or line level, this amount might be the result of cost of sales, overhead load factor, minimum gross margin, and so on.

See Commission Constants.

Order Total
Displays the cost of sales amount. The system subtracts this amount from the order sales amount to calculate the gross profit amount for this order.

Total Comm Amount (total commission amount)
Displays a dollar amount computed by the system. This is a potential commission liability.

Based upon the sales amount at the order or line level, this amount might be the result of cost of sales, overhead load factor, minimum gross margin, and so on.

See Commission Constants.

Working with Billing Information

This section provides overviews of online invoices and order acknowledgement printing and discusses how to:

- Set processing options for Online Invoice Inquiry (P42230).
- (ARG) Review tax calculations for Argentina.
- Print order acknowledgements.
- Set processing options for Print Invoices (R42565).

Understanding Online Invoices

You use the Online Invoice Inquiry program (P42230) to review invoice information about an order that has not been invoiced or that has been only partially invoiced. The program displays the same information that appears on a printed invoice.

You can also use Online Invoice Inquiry to:

- Review open and closed invoice information.
- Display the invoice with or without back ordered lines.
- Review information about shipping conditions, discounts, payment terms, and taxes.
- Review transaction dates of lines within the invoice.
- Review commission accruals for a sales order.

You can set the processing options for the Online Invoice Inquiry program to display back ordered items in this way:

- Without quantity and extended price information.
- With quantity information only.
- With quantity and extended price information.

You can also display tax summary information based on one of these criteria:

- Tax group - total taxable amount.
- Tax area - tax rate area, such as a state.
- Tax authority - tax authority with jurisdiction in the tax area, such as a county or city.

If the order has items that are taxed at different rates, the system calculates the taxes, but displays *N/A* (not applicable) instead of a tax rate.

Note. You cannot inquire on interbranch or intercompany orders until you have printed invoices for the orders.

Understanding Order Acknowledgement Printing

You print order acknowledgements to send to the customer to confirm that you are processing the order. You can include the same information that is on the sales invoice, such as:

- Item quantities, including back ordered or canceled items.
- Total price, taxes, and discounts.

- Delivery date.
- Payment terms.
- Associated text and print messages.
- Charge references for detached adjustments and flat rates.

You usually print order acknowledgements for those order lines that are ready to print on a pick slip. You should set up a separate status code for printing order acknowledgements in the order activity rules. You do this to prevent the system from bypassing the status for printing pick slips.

When you print acknowledgements, the system uses a version of the Print Invoices program (R42565). You can specify whether the system assigns invoice numbers when you print invoices or order acknowledgements by setting the appropriate processing option for each version. You can run or copy the proof version for other functions, such as invoice reprints.

Important! When you run a version of Print Invoices in proof mode, the system does not perform updates to status codes or any files. To properly process sales order acknowledgements, you must run version XJDE0005 or run a copy of this version.

Forms Used to Work with Billing Information

Form Name	Form ID	Navigation	Usage
Work With Online Invoice	W42230A	Sales Order Inquiries (G42112), Online Invoice	Review invoice information about an order that has not been invoiced or that has been only partially invoiced. The program displays the same information that appears on a printed invoice.
Dates	W42045G	Select a detail line and then select Order Dates from the Row menu on Work With Online Invoice.	Review dates for a detail line.
Sales Order Line Detail	W42045A	Select a detail line and then select Order Detail from the Row menu on Work With Online Invoice.	Review the detail information for the order line that you select.
Price History	W4074C	Select a detail line and then select Pricing History from the Row menu on Work With Online Invoice.	Review the price history for the item.
Legal Tax Amount Detail	W76A230B	Select Regional Info from the Form menu on Work With Online Invoice. The system displays this form only if you have set up the user preferences with a Localization Country code of AR (Argentina).	Review the tax calculations that are based on the fiscal setup for Argentina. Review detailed tax calculations by tax code and order line.

Setting Processing Options for Online Invoice Inquiry (P42230)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Order Type

Enter a UDC (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. PeopleSoft has reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.) The following document types are defined by PeopleSoft and should not be changed:

- *P:* Accounts Payable documents
- *R:*Accounts Receivable documents
- *T:*Payroll documents
- *I:*Inventory documents
- *O:*Purchase Order Processing documents
- *J:*General Accounting/Joint Interest Billing documents
- *S:*Sales Order Processing documents

2. Status Code From

Enter a UDC (40/AT), indicating the next step in the order flow of the line type.

3. Status Code Thru

Enter a UDC (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

4. Based on Status

Enter *1* for the last status. Leave this field blank for the next status.

5. Backorders

Enter *1* to exclude back orders, enter *2* to include back orders, quantities only or enter *3* to include back orders, quantities and prices.

6. Customer Self Service Functionality

Leave this field blank to bypass customer self service, or enter *1* to activate customer self-service functionality for use in JAVA/HTML.

Freight

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Process Freight Estimate Leave blank and the system does not display freight estimate or enter *1* to display freight estimate.

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Enter version for Print Invoices Enter a version for print invoices. A version identifies a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters. Versions that begin with XJDE or ZJDE are set up by J.D. Edwards.

Commissions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Bypass Commission Processing Leave this field blank to process commissions, or enter *1* and the system does not process commissions.

(ARG) Reviewing Tax Calculations for Argentina

Access the Legal Tax Amount Detail form.

Important! For the tax calculations to appear, the Sales Order Taxes at Order Level option on the Tax Rules Revisions form must be turned on.

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "Setting Up Tax Information," Setting Up Tax Rules.

Printing Order Acknowledgements

Select Sales Order Reports (G42111), Print Acknowledgements.

Setting Processing Options for Print Invoices (R42565)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

Use these processing options to specify the default values that the system uses.

1. Status Code - From

Enter the beginning status code range that the system uses to select orders for printing invoices.

You must use a status that has been set up in the UDC table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid combination of last status and next status in the Order Activity Rule table for the order type and the line type that you are processing.

2. Status Code - To

Enter the status code range that the system uses to select orders for printing invoices.

You must use a status that has been set up in the UDC table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid last status/next status combination in the Order Activity Rule table for the order type and the line type that you are processing.

3. Based On Status

Use this processing option to specify whether the system selects the Sales Order Detail table according to the last status or next status. Values are:

Enter *1* to select according to last status or *2* to select according to next status.

4. Override Next Status Code

Enter the next step in the order process. The UDC that you specify (40/AT) must have been set up in the Order Activity Rules based on the order type and the line type that you are using.

The override status is another allowed step in the invoicing process and is optional. The combination of the beginning status and the override next status must be a valid last status/next status combination in the Order Activity Rules table.

5. Prevent Next Status Update

Use this processing option to specify whether to prevent the system from updating the next status from the Order Activity Rules. The UDC that you specify (40/AT) must have been set up in the Order Activity Rules based on the order type and the line type that you are using. Values are:

Leave blank to update the next status.

Enter *1* to prevent the next status update.

If you leave this processing option blank, the system updates the next status according to the existing order activity rules.

6. Prevent A/R Number Assignment

Use this processing option to prevent the system from assigning an A/R number to the transaction when running an invoice in proof mode. Values are:

Leave blank and the system does not prevent A/R number assignment.

Enter *1* to prevent A/R number assignment.

When you run this program in proof mode, set this processing option to *1*.

7. Assign A/R Next Number

Enter the index number that the system uses when assigning an A/R next number. You can choose from 10 different sequencing buckets for A/R next number assignments. If you leave this option blank, the system assigns *01*.

8. Invoice Document Type

Enter the document type that the system assigns to the invoice.

You must use a document type that has been set up in the UDC table 00/DT. If you leave this option blank, the system uses document type *RI*.

Print

Use these processing options to specify the data that the system prints.

1. Invoice Date

Enter the date that appears on the invoice. If you leave this processing option blank, the system date prints.

2. Print Backordered/Cancelled Lines

Use this processing option to specify whether the system prints back ordered lines or canceled lines or both on the invoice. Values are:

Enter *1* to print back ordered lines.

Enter *2* to print canceled lines.

Enter *3* to print both back ordered and canceled lines.

Enter *4* and the system does not print back ordered or canceled lines.

3. Extend Price on Backordered Lines

Use this processing option to specify whether the system prints the extended price of back ordered items. Values are:

Leave blank and the system does not print the extended price of back ordered items.

Enter *1* to print the extended price of back ordered items.

4. Print Backordered Lines Once Only

Use this processing option to specify whether the system prints back ordered and canceled lines one time or multiple times. Values are:

Leave blank to print back ordered lines multiple times.

Enter *1* to print back ordered lines one time only.

5. Print Extended Cost

Use this processing option to specify whether the system prints the extended cost and profit margin. Values are:

Leave blank and the system does not print the extended cost and profit margin.

Enter *1* to print the extended cost and profit margin.

If you have set this processing option to *1,* you must print in landscape format to view the extended cost.

6. Print Available Discount

Use this processing option to specify whether the system prints discounts available to a customer. Values are:

Leave blank and the system does not print available discounts.

Enter *1* to print available discounts.

7. Print Kit Component Lines

Use this processing option to specify whether the system prints kit component lines. Values are:

Leave blank and the system does not print kit component lines.

Enter *1* to print kit component lines.

If you are using Sales Configurator, set this option to *1*.

8. Print Future Committed Lines

Use this processing option to specify whether the system prints future committed lines. Values are:

Leave this field blank, and the system does not print future committed lines.

Enter *1* to print future committed lines.

9. Print Item Number

Use this processing option to specify whether the system prints the customer's item numbers along with the item numbers. Values are:

Enter *1* to print our item numbers only.

Enter *2* to print ours and the customer's item numbers.

If you leave this option blank, the system prints only the item numbers.

10. Customer Cross Reference

Enter the cross-reference code that identifies the customer item number, if you choose to print the customer item number on the invoice. You must enter a value from the UDC table (41/DT).

11. Item Summary

Use this processing option to specify whether the system prints summaries of multiple line items for the same item if the item number, cost, and price of each line item are identical. For example, if you ship the same item to multiple locations, you might want to summarize line items for the invoice that is sent to the bill to location. Values are:

Enter *1* to print summaries of items only.

Enter *2* to print summaries of items split by commitments.

If you set this option to *1,* the summarization is based on these fields: 2nd Item Number, Unit Price, Unit of Measure, Line Type, Pricing Unit of Measure, Document Number, Document Type, and Document Company.

If you set this option to *2,* the summarization is based on these fields: Order Number, Order Type, Order Company, Line Number, Unit Price, Unit of Measure, Line Type, and Pricing Unit of Measure.

When working with kits, set this option to *1*.

12. Print Serial Numbers

Use this processing option to specify whether the system will print serial numbers on the invoice. Values are:

Leave blank and the system does not print serial numbers.

Enter *1* to print serial numbers.

13. Print in Foreign Currency

Use this processing option to specify whether the system prints foreign currency. Values are:

Leave blank and the system does not print foreign currency.

Enter *1* to print foreign currency.

14. Print Tax Summary

Use this processing option to specify whether the system prints tax summary information on an invoice. The system summarizes the tax information according to how you have set this option. Values are:

Leave blank and the system does not print tax summary information.

Enter *1* to print tax summary information by group.

Enter *2* to print tax summary information by area.

Enter *3* to print tax summary information by authority.

15. Global Print Message

Enter a UDC (40/PM) to specify the global print message that the system prints on each invoice.

You must use a message that has been set up in the UDC table 40/PM.

16. Print Associated Text

Use this processing option to specify whether the system prints sales order associated text on an invoice. Values are:

Leave blank and the system does not print associated text.

Enter *1* to print associated text.

If you set this option to *1,* the system prints the associated text for both the sales order header and the sales order detail.

17. Print Drafts

Use this processing option to specify whether the system prints drafts. Values are:

Leave blank and the system does not print drafts.

Enter *1* to print drafts.

18. Draft Origination

Specify the city name from where the draft originates. If you enter a city name here, it appears on the draft.

19. Print Message Preference

Use this processing option to specify whether the system prints a user-defined print message preference for the combination of item number and customer number that appeared in the sales order. Values are

Leave blank and the system does not print user-defined print message preference

Enter *1* to print a user-defined print message preference.

20. As If Currency Code

Specify an as if currency in which to print net, sales tax, and total order amounts on the invoice. The Print Invoice program uses as if currency processing to calculate and print amounts as if they were entered in a currency other than the domestic or foreign currency.

21. As If Print Tax Summary

Use this processing option to print tax summary amounts in an as if currency. Values are:

Leave blank and the system does not print tax summary information in an as if currency.

Enter *1* to print tax summary information in an as if currency. The program uses the currency code specified in the As If Currency processing option and the format specified in the Print Tax Summary processing option.

22. Print Additional Header Text

Use this processing option to specify whether to print the additional header text on the page header of the report. The additional header text identifies the document as an original or a reprint. Values are:

Leave blank and the system does not print additional header text.

Enter *1* to print additional header text to indicate that the document is original.

Enter *2* to print additional header text to indicate that the document is a reprint.

23. Print copy for Forwarded To address

Specify whether to print a copy of the invoice for the Forward To address.

Cost/Price Update

Use these processing options to specify how the system processes cost and to specify the version of the cost program to use.

1. Update Cost

Use this processing option to indicate whether the system updates costs prior to printing an invoice. The system updates all selected sales orders with current costs, exchange rates, and prices. To ensure that the system accurately calculates the profit margins, you can run a sales cost update. Run this update if the purchasing or manufacturing costs change frequently, or if orders have been in the system for an extended period before being updated. Values are:

Leave blank and the system does not update costs for the item.

Enter *1* to update costs with the Sales Order Batch Price/Cost Update program (R42950).

2. Sales Price/ Cost Update Version (R42950)

Specify the version of Sales Order Batch Price/Cost Update (R42950) that the system uses to update costs prior to printing invoices. If you leave this option blank, the system uses version ZJDE0001.

For interbranch orders, you must set the processing options in R42950 to update the price information, and specify the exchange rate for the branch/plants that are involved in the transaction.

Prepayment

Use this processing option to specify whether the system displays prepayments.

1. Display Prepayments on Invoice

Use this processing option to specify whether the system displays prepayment information on an invoice. Values are:

Leave blank and the system does not display prepayment information.

Enter *1* to display prepayment information.

Process

Use these processing options to specify how the system processes the next order status.

1. Enable Next Order Status Preference

For future use.

Use this processing option to enable advance preferences for all sales order detail records that the system processes when printing invoices. Values are:

Leave blank and the system does not use Next Order Status Preference.

Enter *1* to use Next Order Status Preference.

2. Printing Invoice Selection

For future use.

Use this processing option to enable advance preferences for all sales order detail records that the system processes when printing invoices. Values are:

Leave blank and the system does not use Next Order Status Preference.

Enter *1* to use Next Order Status Preference.

EDI

Use these processing options to specify how the system processes edit information.

1. EDI Processing Selection

Use this processing option to indicate the method of processing that the system uses for EDI transactions. Values are:

Leave blank to use Invoice Print processing only.

Enter *1* to use EDI and Invoice Print processing.

Enter *2* to use EDI processing only.

2. EDI Transaction Type Use this processing option to specify the EDI transaction type. Values are:

Enter *1* for invoice.

Enter *2* for purchase order acknowledgement.

Enter *3* for request for quotation.

3. EDI Document Type Specify the document type for EDI transactions.

You must use a document type that has been set up in the UDC table 00/DT.

4. EDI Transaction Set Number Specify the transaction set number in EDI processes. You must use a transaction set number that has been set up in the UDC table 40/ST.

5. EDI Translation Format Specify the translation format for EDI transactions.

6. Trading Partner ID Specify the identification number of the EDI trading partner.

7. Transaction Set Purpose Specify the transaction set purpose for the EDI transactions. You must use a transaction set purpose that has been set up in the UDC table 47/PU.

8. Extended EDI Invoice Processing For future use.

Use this processing option to specify that the system should populate the EDI Invoice Expanded Header (F470462) and EDI Invoice Expanded Detail (F470472) tables when printing invoices. Values are:

Leave blank and the system does not populate the tables.

Enter *1* to populate the tables.

9. Reference Qualifier 1 For future use.

Enter a UDC (41/X6) to apply the reference qualifier that the system uses to locate the corresponding shipment reference number.

10. Reference Qualifier 2 For future use.

Enter a UDC (41/X6) to apply the reference qualifier that the system uses to locate the corresponding shipment reference number.

11. Reference Qualifier 3 For future use.

Enter a UDC (41/X6) to apply the reference qualifier that the system uses to locate the corresponding shipment reference number.

12. Reference Qualifier 4 For future use.

Enter a UDC (41/X6) to apply the reference qualifier that the system uses to locate the corresponding shipment reference number.

13. Reference Qualifier 5 For future use.

Enter a UDC (41/X6) to apply the reference qualifier that the system uses to locate the corresponding shipment reference number.

Demand Scheduling

Use these processing options to specify how the system processes demand scheduling.

1. Party Type 1 Specify the party type qualifier for retrieving the values for the party type name and ID number. The system populates the EDI Invoice Expanded Header (Sales) table (F470462) with the party type name and ID number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

2. Party Type 2 Specify the party type qualifier for retrieving the values for the party type name and ID number. The system populates the EDI Invoice Expanded Header (Sales) table (F470462) with the party type name and ID number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

3. Party Type 3 Specify the party type qualifier for retrieving the values for the party type name and ID number. The system populates the EDI Invoice Expanded Header (Sales) table (F470462) with the party type name and ID number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

4. Party Type 4 Specify the party type qualifier for retrieving the values for the party type name and ID number. The system populates the EDI Invoice Expanded Header (Sales) table (F470462) with the party type name and ID number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

5. Party Type 5 Specify the party type qualifier for retrieving the values for the party type name and ID number. The system populates the EDI Invoice Expanded Header (Sales) table (F470462) with the party type name and ID number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

Email

Use these processing options to specify how the system processes emails.

1. Email Acknowledgement Selection Use this processing option to indicate whether system sends email acknowledgements when you run the Print Invoices program (R42565). Values are:

Leave blank and the system does not send email acknowledgements.

Enter *1* and the system sends email acknowledgements.

2. Electronic Address Type Enter the code that the system uses when creating and defining the email address from the Who's Who contact information. The system then uses the email address for acknowledgements. If you leave this processing option blank, the system uses a default value of *E*.

3. Include Amounts on Email Use this processing option to specify whether the system prints line amounts and totals (such as total order amount, price, extended amount, and tax) on the email acknowledgement. Values are:

Leave blank and the system does not print all line amounts and totals.

Enter *1* and the system prints all line amounts and totals.

4. Email Heading Message Enter a UDC (40/PM) to define which global print message that the system includes on the email acknowledgement. If you leave this processing option blank, the system does not include a global print message.

5. Email Subject Line	Enter a UDC (40/PM) to define the text that the system prints in the subject line when sending an email acknowledgement. If you leave this processing option blank, the system leaves the subject line blank.
6. Email Sender Address Number	Enter the address number that specifies the name and email address of the sender of the email acknowledgement.

(PER) Work with Billing Information for Peru

This section provides an overview of the billing process and printing legal documents and discusses how to:

- Set processing options for printing invoices and shipping guides (P76H2565).
- Set processing options for lot inquiry (P76H3B50).
- Inquire on batch vouchers.
- Inquire on sales orders by status by batch.

See Also

PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook, "(CHL and PER) Setting Up Your System for Chile and Peru Legal Requirements"

Understanding Billing Information

Printing legal documents such as invoices is localized in the Sales Order Management and Accounts Receivable systems in order to meet Peruvian legal requirements. Printing shipping guides is also in the Sales Order Management system.

The billing process in Sales Order Management consists of:

1. Running the Print Invoices program (R42565).

   This program generates the corresponding invoices, taking into account printing one invoice per page and considers all necessary data according to Peruvian legal requirements. At the end of the process, the system issues a .pdf document with the print batch number containing all the invoices generated by during this process.

2. Numbering legal vouchers.

   With the batch number generated by the Print Invoices program, you can access the print program and number the legal vouchers in the batch to prior to printing. The system performs validation for numbering.

3. Printing vouchers.

   After the voucher is numbered, you can print vouchers.

According to Peruvian legislation, identifiable goods sold or lent in use require that the serial or motor number be included in the invoice, ticket, or shipping guide. In order to comply with the legal requirement, these items must be set up and you must assign the batch or serial number in the order line.

In order to issue shipping guides, set the processing options for Print Invoice to the version that does not update the Accounts Receivable module. Entering an internal document type is not necessary.

We recommend that you set up a specific version of Print Invoices to process invoice and sales tickets and another for export invoices.

Invoice Summarizations by Item and Invoice Consolidation by Customer is not included in the Peruvian localization. You must disable this in the processing option for Print Invoice (R42565). You cannot run Billing or Shipping Guides Generation in proof mode.

You can number and print one batch at a time. A batch cannot be numbered with a status of *O* (open) if there is a previous batch that is not at the status of *C* (closed). This enables the user to continue working while the system numbers vouchers.

You cannot delete batches generated in the Sales Order Management system because the system generates these batches in the Print Invoice program. You must delete the invoices by generating a credit note. You can delete batches that were generated from the Accounts Receivable system if the batch and the voucher have an open status. You must renumber vouchers the same day that you print them. You must renumber vouchers printed on prior dates.

Billing Process Features

Billing process features include:

- The ability to generate shipping guides.
- A print batch containing shipping guides and invoices.

  By running the Print Invoices program, the system generates a print batch containing shipping guides and invoices. You must use this program to comply with the Peruvian legal requirement that states that the shipping guide must have the same number as the invoice number, and the invoice must contain the shipping guide number.
- The ability for different users to run the Print Invoices program at the same time to generate invoices, credit and debit notes, export invoices, and so on.
- Automatic invoice voiding when renumbering.

  For example, if there is an invoice printing problem, the system enables you to review the invoice, void it, renumber it, and reprint it. When renumbering invoices, the system automatically sends the voided document to a voided documents table.
- A flexible design that enables you to customize an invoice.

Generating Shipping Guides and Invoices

The Print Invoices program calls the Printing Invoices and Shipping Guides (P76H2565) program containing the localization parameters for generating legal documents.

These Peruvian legal documents are generated by running Printing Invoices and Shipping Guides:

- Invoices.
- Tickets.
- Shipping guides.
- Credit notes.
- Debit notes.
- Export invoices.
- Export credit and debit notes.

The Printing Invoices and Shipping Guides program generates:

- A print batch.

Each print batch consists of various documents (invoices, shipping guides, or shipping guides and invoices together), depending on the parameters that you set in the localized program processing options. Users locate the batch and number and print the documents in the batch.

- A .pdf file containing the number for the batch and the number of document processed.

  For example, the program generates batch 428, containing 1,000 invoices.

- Invoices, taking into account space limits by document.

  Depending on the setup, these invoices can contain discounts, attached data, shipping guide numbers, and all required legal information.

- Internal document type and number.

  Vouchers do not have a legal number assigned. To enter the legal number and print the voucher, you must use the Lot Review Inquiry.

- A .pdf document with a warning to address the work center to verify errors if the program does not run successfully.

  Users must correct sales orders, correct their statuses, and then run the program again. Sales orders with billing errors have a *last* status of 931 and *next* status of 831 or the statuses specified by the user in the processing options. This enables you to easily identify incorrect sales orders, correct them, and reprocess them.

Localized Tables

Tables the system uses for localized data include:

- F76H3B10 Legal documents Header.
- F76H211 Shipping Guide/Invoices.
- F76H3B50 Print Batch Header.
- F76H3B51 Print Batch Detail.
- F76H3B31 Print Header Image.
- F76H3B32 Print Detail Image.
- F76H3B33 Tax Detail.
- F76H3B34 Sales Order Lines.
- F76H3B35 Sales Order Price Adjustments Detail.
- F76H3B36 Attached Data Detail.
- F76H3B38 Shipping Guide Detail.

Inquiring on Sales Orders by Status by Batch

You can access the internal voucher type and number of the voucher using the voucher legal number.

You can also update the next status of orders in the batch after voucher printing (shipping guide or invoice). Renumbering vouchers does not update sales orders status.

Additionally, you can inquire on batches according to sales order status. You can choose to display or hide batches that belong to a sales order status range according to the processing options on the Sales Order Processing (SOP) tab. The batches that are not in the status range appear in light gray, and you can inquire on the detailed information, but you cannot number, renumber, or print the batch. This enables you to inquire on the batches that are in the status range that you entered in the processing options and other batches from the same batch version.

Prerequisites

Before you complete the tasks in this section:

- Verify that sales orders have a correct status code to print shipping guides and invoices.
- Set up legal document types.
- Set up print layout.
- Set the processing options for the Print Invoices and Printing Invoices and Shipping Guides program.

  You must enter the same version in the processing option.
- Set up legal document types relationship.
- Verify localized tax area information.
- Set up activity rules for sales order types.
- Set up status codes.
- Set the processing options for Lot Inquiry (P76H3B50).

Forms Used to Work with Billing Information

Form Name	Form ID	Navigation	Usage
Lot Review	W76H3B50A	Sales menu (G76H42), Lot of Printing Review	Locate sales order batches.
Edit Lot	W76H3B50B	Select the batch, and select Sales Legal Document Inquiry from the Row menu on Edit Lot.	Display sales orders in which a legal document relates to a print batch.
Lot Review	W76H3B50A	Sales menu (G76H42), Lot of Printing Review	Locate sales order batches.
Get Internal Number From Legal Number	W76H3B50I	Select the batch, and select Get Internal Number from the Form menu on Lot Review.	Attach a legal number to a document.
Lot Review	W76H3B50A	Click OK and then click Find on Lot Review.	Locate the batch that contains the sales order with internal number.

Setting Processing Options for Printing Invoices and Shipping Guides (P76H2565)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you can set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Document to be generated	Enter *1* for invoice, ticket, C/N, or D/N. Enter *2* for shipping guide. Enter *3* for simultaneous invoice and shipping guide.
2. Issuing Series	Enter *001* for invoice, shipping guide, or simultaneous invoice and shipping guide.
3. Internal type document	Enter the internal document type (DCT) for the legal types relationship. For example, enter *GD* for the legal types relationship for the shipping guide or enter *FD* for invoice generation.
4. Shipping Guide	Enter the internal document type (DCT) for the legal types relationship. For example, enter *GD* for the legal types relationship for the shipping guide or enter *FD* for invoice generation.

Shipping Guides

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Weight Unit of Measure for Print	Enter the weight unit of measure for printing. For example, enter *KG* for shipping guides and simultaneous invoice and shipping guide.
2. Volume Unit of Measure for print	Enter the volume unit of measure for printing. For example, enter *M3* for shipping guides and simultaneous invoice and shipping guide.
3. Item unit price or Shipping Guides	3. Enter *1* to print the item unit price for shipping guides. This processing option does not apply for Peru.

Error Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Last Status Invoices	Enter the last status code to be used in invoices when errors are found. If you leave this processing option blank, the default value is *931*.
Next Status Invoices	Enter the next status code to be used in invoices when errors are found. If you leave this processing option blank, the default value is *831*.
Last Status Shipping Guides	Enter the last code status to be used in shipping guides when errors are found. If you leave this blank, the default value is *931*.

Next Status Shipping Guides Enter the next code status to be used in shipping guides when errors are found. If you leave this blank, the default value is *832*.

Setting Processing Options for Lot Inquiry (P76H3B50)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Enter the reason code for invoices that were not printed due to printing errors Enter a UDC for defining the reasons why a legal document was canceled.

2. Transaction Originator AR/SOP Enter the system that generates the invoice.

SOP

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. From Status Code Enter the code that specifies what step in the processing cycle was last completed successfully for this order line.

2. Thru (through) Status Code Enter a UDC (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

3. Based on Status Enter *1* to use the status code from the From Status Code processing option as the last status, or enter *2* to use the status code from the Thru (through) Status Code processing option as the next status.

4. Modify next status code to Enter a UDC (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

5. Avoid next status update Enter *1* to prevent the next status update or leave this blank to update the next status.

Accounts Receivable

We recommend that you use the Lot Review Inquiry (P76H3B50) version set up that does not update sales order status for batch print and voucher numbering inquiries. Otherwise, the system updates the status of sales orders each time that a voucher is renumbered.

1. Submit Print Invoice after the legal number is been generated

Enter *1* to enter voucher numbers and print vouchers for batches created in the Accounts Receivable system. Vouchers are printed from voucher printing screen when this process finishes.

2. Stop Print Invoice for error with Legal Number generation

Enter *1* to stop the legal numbering process.

During the numbering process, the system numbers vouchers in the batch unit when it detects a voucher with an error. The system sets the status of the voucher with the error to an error status. All subsequent vouchers are set to an open status. You must resolve the error for the voucher before you can number the open vouchers.

Leave this blank, and the system numbers all vouchers in the batch except for the voucher with problems. This problem voucher will contain an error status.

3. Create lot with invoices of different Emission Serial.

Enter *1* to create lot with invoices with different issuing series. The lot definition overwrites the Emission Serial of the legal number.

Inquire on Batch Vouchers

Access the Lot Review Inquiry form.

Inquire on Sales Orders by Status by Batch

Access the Lot Review Inquiry form.

(CHL) Work with Billing Information for Chile

This section provides an overview of the billing process and printing legal documents and discusses how to:

- Set processing options for printing invoices and shipping guides (P76H2565).
- Set processing options for lot inquiry (P76H3B50).
- Inquire on batch vouchers.
- Inquire on sales orders by status by batch.

See Also

PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook, "(CHL and PER) Setting Up Your System for Chile and Peru Legal Requirements"

Understanding Billing Information

Printing legal documents such as invoices is localized in the Sales Order Management and Accounts Receivable systems in order to meet Chilean legal requirements. Printing shipping guides is also in the Sales Order Management system.

The billing process in Sales Order Management consists of:

1. Running the Print Invoices program (R42565).

   This program generates the corresponding invoices, taking into account printing one invoice per page. The program considers all necessary data according to Chilean legal requirements. At the end of the process, the system issues a .pdf document with the print batch number containing all the invoices generated by during this process.

2. Numbering legal vouchers.

   With the batch number generated by the Print Invoices program, you can access the print program and number the legal vouchers in the batch prior to printing. The system performs validation for numbering.

3. Printing vouchers.

   After the voucher is numbered, you can print vouchers.

In order to issue shipping guides, set the processing options for print invoice to the version that does not update the Accounts Receivable module. Entering an internal document type is not necessary.

We recommend that you set up a specific version of the Print Invoices program to process invoice and sales tickets and external services (duty free).

Invoice Summarizations by Item and Invoice Consolidation by Customer is not included in the Chilean localization; you must disable this in the processing option for Print Invoice (R42565). You cannot run Billing or Shipping Guides Generation in proof mode.

You can number and print one batch at a time. A batch cannot be numbered with a status of *O* (open) if there is a previous batch that is not at the status of *C* (closed). This enables the user to continue working while the system numbers vouchers.

You cannot delete batches generated in the Sales Order Management system because the system generates these batches in the Print Invoice program. You must delete the invoices by generating a credit note. You can delete batches that were generated from the Accounts Receivable system if the batch and the voucher have an open status. You must renumber vouchers the same day that you print them. You must renumber vouchers printed on prior dates.

Billing Process Features

Billing process features include:

- Generating Shipping Guides.
- The ability to generate a print batch containing shipping guides and invoices.
- This is done by running the Print Invoices program.
- The ability for different users to run the Print Invoices program at the same time to generate invoices, credit and debit notes, export invoices, and so on.
- Automatic invoice voiding when renumbering.

  For example, if there is an invoice printing problem, the system enables you to review the invoice, void it, renumber it, and reprint it. When renumbering invoices, the system automatically sends the voided document to a voided documents table.

- Flexible design that enables you to customize an invoice.

Generating Shipping Guides and Invoices

The Print Invoices program calls the Printing Invoices and Shipping Guides (P76H2565) program containing the localization parameters for generating legal documents.

These Chilean legal documents are generated by running Printing Invoices and Shipping Guides:

- Invoices.
- Tickets.
- Shipping guides.
- Credit notes.
- Debit notes.
- Export invoices.
- Export credit and debit notes.
- Tax-free goods and service invoices (duty free).
- Tax-free goods and services tickets (duty free).

The Printing Invoices and Shipping Guides program generates:

- A print batch.

  Each print batch consists of various documents (invoices, shipping guides, or shipping guides and invoices together), depending on the parameters that you set in the localized program processing options. Users locate the batch and number and print the documents in the batch.
- A .pdf file containing the number for the batch and the number of documents processed.

  For example, the program generates batch 428 containing an 1,000 invoices.
- Invoices, taking into account space limits by document.

  Depending on the setup, these invoices can contain discounts, attached data, shipping guide numbers, and all required legal information.
- Internal document type and number.

  Vouchers do not have a legal number assigned to them. To enter the legal number and print the voucher, you must use the Lot Review Inquiry.
- A .pdf document with a warning to address the work center to verify errors if the program does not run successfully.

  Users must correct sales orders, correct their statuses, and then run the program again. Sales orders with billing errors have a *last* status of 931 and *next* status of 831 or the statuses specified by the user in the processing options. This enables you to easily identify incorrect sales orders, correct them, and reprocess them.

Localized Tables

Tables that the system uses for localized data include:

- F76H3B10 Legal documents Header.
- F76H211 Shipping Guide/Invoices.
- F76H3B50 Print Batch Header.
- F76H3B51 Print Batch Detail.

- F76H3B31 Print Header Image.
- F76H3B32 Print Detail Image.
- F76H3B33 Tax Detail.
- F76H3B34 Sales Order Lines.
- F76H3B35 Sales Order Price Adjustments Detail.
- F76H3B36 Attached Data Detail.
- F76H3B38 Shipping Guide Detail.

Inquiring on Sales Orders by Status by Batch

You can access the internal voucher type and number of the voucher using the voucher legal number.

You can also update the next status of orders in the batch after voucher printing (shipping guide or invoice). Renumbering vouchers does not update sales order status.

Additionally, you can inquire on batches according to sales order status. You can choose to display or hide batches that belong to a sales order status range according to the processing options on the SOP batch tab. The batches that are not in the status range appear in light gray, and you can inquire on the detailed information. However, you cannot number, renumber, or print the batch. This enables you to inquire on the batches that are in the status range that you entered in the processing options and other batches from the same batch version.

Prerequisites

Before you complete the tasks in this section:

- Verify that sales orders have a correct status code to print shipping guides and invoices.
- Set up legal document types.
- Set up print layout.
- Set the processing options for the Print Invoices and Printing Invoices and Shipping Guides program.

  You must enter the same version in the processing option.
- Set up legal document types relationship.
- Verify localized tax area information.
- Set up activity rules for sales order types.
- Set up status codes.
- Set the processing options for Lot Inquiry (P76H3B50).

Forms Used to Work with Billing Information

Form Name	Form ID	Navigation	Usage
Lot Review	W76H3B50A	Sales menu (G76H42), Lot of Printing Review	Locate sales order batches.
Edit Lot	W76H3B50B	Select the batch, and select Sales Legal Document Inquiry from the Row menu on Edit Lot.	Display sales orders in which a legal document relates to a print batch.
Lot Review	W76H3B50A	Sales menu (G76H42), Lot of Printing Review	Locate sales order batches.
Get Internal Number From Legal Number	W76H3B50I	Select the batch, and select Get Internal Number from the Form menu on Lot Review.	Attach a legal number to a document.
Lot Review	W76H3B50A	Click OK and then click Find on Lot Review.	Locate the batch that contains the sales order with an internal number.

Setting Processing Options for Printing Invoices and Shipping Guides (P76H2565)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Document to be generated Enter *1* for invoice, ticket, C/N, or D/N. Enter *2* for shipping guide. Or enter *3* for simultaneous invoice and shipping guide.

2. Issuing Series Enter a value, if necessary for invoice, shipping guide, or simultaneous invoice and shipping guide.

3. Internal type document Enter the internal document type (DCT) for the legal types relationship. For example, enter *GD* for the legal types relationship for the shipping guide, or enter *FD* for invoice generation.

4. Shipping Guide Enter the internal document type (DCT) for the legal types relationship. For example, enter *GD* for the legal types relationship for the shipping guide, or enter *FD* for invoice generation.

Shipping Guides

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Weight Unit of Measure for Print

Enter the weight unit of measure for printing. For example, enter *KG* for shipping guides and simultaneous invoice and shipping guide.

2. Volume Unit of Measure for print

Enter the volume unit of measure for printing. For example, enter *M3* for shipping guides and simultaneous invoice and shipping guide.

3. Item unit price or Shipping Guides

According to Chilean legal requirements, under certain circumstances the shipping guide must contain a price. In order to comply with this legal requirement, you must enter *1* in processing option number 3 on the Shipping Guide tab in the localized Print Invoice program.

For sales orders with or without discounts, the system enters the item net price in the shipping guide.

For transfer orders among warehouses (for example, ST/OT), the system enters the list price for the item from the Base Price Revisions table (4106) in the shipping guide.

For orders with zero price (free merchandise), the system enters the list price for the item from the Base Price Revisions table in the shipping guide.

Error Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Last Status Invoices

Enter the last status code to be used in invoices when errors are found. If you leave this blank, the default value is *931*.

Next Status Invoices

Enter the next status code to be used in invoices when errors are found. If you leave this blank, the default value is *831*.

Last Status Shipping Guides

Enter the last code status to be used in shipping guides when errors are found. If you leave this blank, the default value is *931*.

Next Status Shipping Guides

Enter the next code status to be used in shipping guides when errors are found. If you leave this blank, the default value is *832*.

Setting Processing Options for Lot Inquiry (P76H3B50)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options, such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Enter the reason code for invoices that were not printed due to printing errors

Enter a UDC for the reasons that a legal document was canceled.

2. Transaction Originator AR/SOP

Enter *AR* for only AR batches, *SOP* for only sales batches, or leave this field blank for both AR and SOP batches.

SOP

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time that you run a program.

1. From Status Code

Enter the code that specifies what step in the processing cycle was last completed successfully for this order line.

2. Thru Status Code

Enter a UDC (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

3. Based on Status

Enter *1* to use the status code from the From Status Code processing option as the last status or *2* to use the status code from the Thru (through) Status Code processing option as the next status.

4. Modify next status code to

Enter a UDC (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

5. Avoid next status update

Enter *1* to prevent next status update or leave this blank to update the next status.

Accounts Receivable

We recommend that you use the Lot Review Inquiry (P76H3B50) version set up that does not update sales order status for batch print and voucher numbering inquiries. Otherwise, the system updates the status of sales orders each time that a voucher is renumbered.

1. Submit Print Invoice after the legal number is been generated

Enter *1* to enter voucher numbers and print vouchers for batches created in the Accounts Receivable system. Vouchers are printed from voucher printing screen when this process finishes.

2. Stop Print Invoice for error with Legal Number generation

Enter *1* to stop the legal numbering process.

During the numbering process, the system numbers vouchers in the batch unit when it detects a voucher with an error. The system sets the status of the voucher with the error to an error status. All subsequent vouchers are set to an open status. You must resolve the error for the voucher before you can number the open vouchers.

Leave this blank, and the system numbers all vouchers in the batch except for the voucher with problems. This problem voucher will contain an error status.

3. Create lot with invoices of different Emission Serial. Enter *1* to create lot with invoices with different issuing series. The lot definition overwrites the Emission Serial of the legal number.

Inquire on Batch Vouchers

Access the Lot Review Inquiry form.

Inquire on Sales Orders by Status by Batch

Access the Lot Review Inquiry form.

(RUS) Working with Sales Order Management Processes for Russia

This section provides an overview of the localization programs and legal documents for Sales Order Management and discusses how to inquire on sales orders using different methods.

Understanding Sales Order Processes for Russia

This section provides an overview of sales order processes and lists prerequisites.

(RUS) Signature Role (74R/RL)

You specify in a processing option for legal documents the text that appears by the signature line on the document. You select one of the values that you set up in this UDC for the processing option. For example, you might set up a signature role for the person approving the document, an attorney, the head accountant, and so on.

Sales Order Processes

You use standard PeopleSoft EnterpriseOne Sales Order Management to work with sales orders. You use country-specific programs to print legal documents. To work with sales orders for Poland and Russia, complete these tasks:

Process	Description
Set processing options for the Sales Order - PO program (P7424210).	You set these processing options to specify additional parameters for the Sales Order Entry program (P4210).
Enter sales orders.	You use the Sales Order Entry program (P4210) to enter sales orders.
Set processing options for the Print Invoice/Invoice Correction - PO program (P7420565).	You set these processing options to specify additional parameters for the Standard Invoice Print program (R42565). This functionality is used for invoices and correction invoices.
Search for sales order lines associated with a legal document number.	You use the Sales Legal Doc. Inquiry by Int. Doc (Sales Legal Document Inquiry by Internal Document) program (P7420001) to locate information about sales orders using the document type.

Process	Description
Search for invoices and shipment notes by sales order.	You use the Sales Legal Doc. Inquiry by Legal Number program (P7420002) to locate information about sales orders by using the legal document number.
Enter invoices related to credit or debit notes.	You use the Invoice Related to CN/DN Sales Order - COMM - 42 program (P7420015) to enter one or more legal documents that are related to a sales order.
Update sales.	When you run the Sales Update program for Polish transactions, the system populates certain fields in the F03B11 table with values from the F7430010 table. When it populates the F03B11 table, the system: • Right justifies the value in the Issue Place field in the F7430010 table. • Converts the legal number in the F7430010 table to a string and pads the values with zeros to the left of the value. • Concatenates the values in the Issue Place and Legal Number fields and writes the value to the Reference field (VR01) in the F03B11 table. • Copies the Invoice Date from the F7430010 table to the Invoice Date - Julian field in the F03B11 table.

Understanding the Invoice Print - Russia (R74R3030) Program

You must generate a tax invoice when you sell inventory items or services to customers. The system produces the tax invoice when you run the Print Invoices (R42565) program, or when you enter an invoice into the Accounts Receivable system. The Print Invoices program completes the validations and tax calculations and launches the Invoice Print - Russia program (R74R3030). The Invoice Print - Russia program assigns the legal number and produces the report.

You can set up customer billing instructions to allow consolidated invoices. If you do so, the system assigns one invoice number for all selected sales orders for the same customer. The system also summarized all lines with the same item number in one line if you set up the system to do so.

You set processing options for the Invoice Print - Russia program by creating a version of the Print Invoice - PO program (P7420565) for tax invoices.

Understanding the Stock Delivery Note Report (R74R3032)

You produce the Stock Delivery Note report (R74R3032) to confirm shipment of goods to a customer. You can select multiple sales orders for which you print one stock delivery note. When you select multiple sales orders, the system assigns the same delivery number to each sales order if the customer bill instructions allow consolidated invoices. The system also summarized all lines with the same item number in one line if you set up this functionality.

To print the Stock Delivery Note report, you run the Print Invoices program (R42565). The Print Invoices program completes the validations and tax calculations and launches the Stock Delivery Note program. The Stock Delivery Note program assigns the legal number and produces the report.

You set processing options for the Stock Delivery Note program by creating a version of the Print Invoice - PO program (P7420565) for stock delivery note documents.

Understanding the Goods Dispatch Note Report (R74R3031)

In some situations, you might ship goods without selling the goods. You produce the Goods Dispatch Note report (R74R3031) to confirm the shipment of materials to a contractor or to another business unit when the materials are shipped but not sold. You can select multiple sales orders for which you print one good dispatch note. When you select multiple sales orders, the system assigns the same delivery number to all sales order selected if the customer bill instructions allow consolidated invoices. The system also summarized all lines with the same item number in one line if you set up this functionality.

To print the Goods Dispatch Note report, you run the Print Invoices program (R42565). The Print Invoices program completes the validations and tax calculations and launches the Goods Dispatch Note program. The Goods Dispatch Note program assigns the legal number and produces the report.

You set processing options for the Goods Dispatch Note program by creating a version of the Print Invoice - PO program (P7420565) for goods dispatch note documents.

Understanding the Stock Movement Note Report (R74R3033)

PeopleSoft EnterpriseOne software provides a Stock Movement Note report (R74R3033) that a branch that is issuing a stock transfer generates. PeopleSoft EnterpriseOne software also provides a Stock Movement Note report (R74R6001) that the branch that is receiving a stock transfer generates.

For each transfer of merchandise and finished goods, both the sender and the receiver of the stock must produce a stock movement note to confirm the movement of the stock between warehouses or stock keepers. This means that when you transfer goods to another warehouse or other stock holding place, you must send a stock movement note with the goods to confirm that the stock left the location, and when you receive transferred goods, you complete a stock movement note to confirm that you received the goods.

PeopleSoft EnterpriseOne provides two versions of the Stock Movement Note report: one each for outbound and for inbound transfers. The outbound version (R74R3033) is based on the F4211 table. When you print one stock movement note for multiple transfer orders, the system assigns the same delivery number to each transfer order if the customer billing instructions are set up to consolidate invoices. The system also consolidates all lines with the same item number into one line if you set up this functionality.

To print the Stock Movement Note report, you run the Print Invoices program (R42565). The Print Invoices program completes the validations and tax calculations and launches the Stock Movement Note program, based on the version of the Print Invoices program that you specified. The Stock Movement Note program assigns the legal number and produces the report.

You set processing options for the Stock Delivery Note program by creating a version of the Print Invoice- PO program (P7420565) for stock delivery note documents.

Prerequisites

Before you complete the tasks in this section:

- Verify that the localization country code in the User Display Preferences is set to the appropriate localization code.
- Verify that a version with the same name exists for program P7420565 and the Print Invoices (R42565) program for each legal document type.

(RUS) Printing Legal Documents

This section provides an overview of the print process for legal documents and discusses how to set processing options for the P7420565 program.

Note. The program for printing legal documents (P7420565) appears on the Sales Order menus for Poland and Russia under these names:

(RUS) Print Invoice - PO.

(RUS) Print Stock Delivery Note - PO.

(RUS) Print Goods Dispatch Note - PO.

(RUS) Print Stock Movement Note - PO.

Understanding the Print Process for Legal Documents

(RUS) When you print legal documents for Russia, the system uses the legal numbering setup to determine the print format, attachments, and legal number to print for these documents:

- Goods dispatch note.
- Stock movement note (outbound).
- Stock delivery note.
- Invoices.

(RUS) The system looks at the customer billing instructions to determine how many copies of the report to print and whether the customer enables consolidated invoices. The system also looks at the address book data for information to use for the footer section of the report.

You use the P7420565 program to set up versions for each of the legal documents that you print. You must also set up a matching version for each legal document type in the Print Invoices program (R42565). When you run the Print Invoices program, the system uses the document type that you specified in the processing options for the P7420565 program to determine which legal document to print.

Setup Notes

When you run the P7420565 program in proof mode, you should set the processing options so that the system does not update accounts receivable tables and does not update the sales order status. In final mode, set the processing options so that the system updates accounts receivable tables.

When you set up legal documents:

- (RUS) Assign SN (shipment note) as the document type group for goods dispatch notes and stock delivery notes, specify that the system calculates and discriminates taxes, and specify that the system not break on payment terms.
- (RUS) Assign SN (shipment note) as the document type group for outbound stock movement notes, and specify that the system not calculate taxes and not break on payment terms.
- (RUS) Assign IN (invoice) as the document type group for invoices, specify that the system calculates and discriminates taxes, and specify that the system breaks on payment terms.

When you run the P7420565 program from the menu, you can choose an existing version from the Batch Versions form. If you choose an existing version, the system displays a message after you click Select on Batch Versions and closes the program. If you choose version ZJDE0001, you copy the version, name it, and set processing options that are saved for the new version.

Setting Processing Options for Invoice Print - PO (P7420565)

Use these processing options to specify default values for Russia and Poland that the system uses when you run the Print Invoices (R42565) program to print legal documents. The programs are:

- (RUS) Print Invoice - PO.
- (RUS) Print Stock Delivery Note - PO.
- (RUS) Print Goods Dispatch Note - PO.
- (RUS) Print Stock Movement Note - PO.

General

1. Document Issue Place	Specify the legal document issue place. The value that you enter must exist in the F7400004 table.
2. Internal Document Type for Invoices	Specify the document type that you use for the business purposes to identify invoices. The value that you enter must exist in the Document Type (00/DT) UDC table and should be the document type that you specified for invoices in the Legal Doc. Types Relationship program (R74R0003).
3. Internal Document Type for Shipment Notes	Specify the document type that you use for the business purposes to identify shipment notes. The value that you enter must exist in the Document Type (00/DT) UDC table and should be the document type that you specified for shipment notes in the Legal Doc. Types Relationship program (R74R0003).
4. Mode	Enter *1* to print in final mode. Leave this processing option blank to print in proof mode.
5. Summarize Sales Order Lines by Item	Enter *1* to summarize sales order lines by item. Leave this processing option blank to have the system print all sales order lines.
6. Automatic Printing	Leave this processing option blank to automatically send the legal document to a printer. Generally, you leave this option blank. Enter *1* to suppress printing.

Shipment Notes

1. Weight Unit of Measure	Specify the unit of measure that the system uses to print the weight of the shipment. The value that you enter must exist in the Unit of Measure (00/UM) UDC table. If you do not complete this processing option, the system uses *Item* as the unit of measure.
2. Volume Unit of Measure	Specify the unit of measure that the system uses to print the volume of the shipment. The value that you enter must exist in the Unit of Measure (00/UM) UDC table. If you do not complete this processing option, the system uses *Item* as the unit of measure.

Error Processing

1. Last Status Code for Invoices	Specify the last status code that invoices should have attained. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the invoice has not attained the status code that you specify, the system displays an error message. If you leave this processing option blank, the system uses *931* as the last status code.
2. Next Status Code for Invoices	Specify the next status code to which invoices will be moved. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the invoice does not move to the status code that you specify, the system displays an error message. If you leave this processing option blank, the system uses *831* as the last status code.
3. Last Status Code for Shipment Notes	Specify the last status code that shipment notes should have attained. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the shipment note does not attained the status code that you specify, the system displays an error message. If you leave this processing option blank, the system uses *932* as the last status code.
4. Next Status Code for Shipment Notes	Specify the next status code to which shipment notes will be moved. The value that you enter must exist in the Activity/Status Codes (40/AT) UDC table. If the shipment note does not move to the status code that you specify, the system displays an error message. If you leave this processing option blank, the system uses *832* as the last status code.

CHAPTER 9

Processing Sales Orders

This chapter provides overviews of the tasks to perform after entering the sales order and transaction processing, and discusses how to:

- Update status codes.
- Print picking documents.
- Process serial number information.
- Confirm shipments.
- Print shipping documents.
- Process shipments according to UCC 128.

Understanding How to Process Sales Orders

After you enter sales orders, they advance through the processing cycle in this sequence:

1. Print pick slips.
2. Confirm shipment.
3. Generate invoices.
4. Update information to the general ledger (GL).

Picking documents are documents that warehouse personnel use for picking inventory to fill sales orders. After warehouse personnel pick the appropriate items to fill an order, you can verify that the billing and shipping information on the sales order is correct. You can enter any changes, such as additional charges for freight or taxes, on the sales order before the merchandise leaves the warehouse.

You set up a status code for each of the steps in the sales order process using order activity rules. The system uses these codes to track the status of an order within the sales order process. For example, an order that is confirmed for shipment has a status code of 560.

You can set up as many status codes as the company needs to complete the sales order process. For example, you can set up an additional status code for credit approval between sales order entry and printing pick slips.

You can also skip steps in the processing cycle by manually advancing the status code on order lines. This is helpful if you have customers who come to the warehouse and purchase items directly. After you enter their order, you can bypass the picking and shipment confirmation steps by advancing the status code on the order line to the status code for processing invoices.

Understanding Transaction Processing

Transaction processing ensures data integrity for specific programs and tables. In the event of a database error or failure of a server while inventory is being committed to the database, all table updates that are related to a sales order must be rolled back from the database to maintain data integrity. Transaction processing enables data to be stored in a queue until a commit command is issued, at which time the data is moved to the corresponding table.

The F41021 reflects on-hand and committed quantities of items by branch/plant, location and lot/serial number. It is extremely important to maintain F41021 accurately. Transaction processing ensures that you do not commit items to a sales order prior to having a valid, processed order. If an item or order is held up for any reason, the order will not be committed.

The system places the data in F41021WF; this table is identical to F41021, except it only holds the data temporarily. The update of F41021 is performed outside of the transaction boundary to ensure data integrity. The system updates the data into F41021 and deletes data from the work file table once the commitment is successful.

You can specify for the work file to be populated by entering a value of 1 in the Special Handling field of user defined code (UDC) 00/AT (Auto Transaction Processing Rollback Level).

Transaction processing works with these programs:

- Sales Order Entry (P4210)
- Shipment Confirmation (P4205)
- Backorder Release (P42117)

When performing transaction processing, the system considers the data contained in these tables:

- F4201
- F4211
- F41021
- F41021WF
- F41021
- F42150
- F42160
- F42199
- F4301
- F4311
- F3201
- F38012
- F40UI74
- F4801
- F76422

Updating Status Codes

This section provides an overview of updating status codes and discusses how to:

- Set processing options for Status Code Update (P42040).
- Update status codes.

Understanding Status Codes

You can use the Status Code Update program (P42040) to manually advance the status codes for order lines that you select. This enables you to manage steps in the order process that are unique to the company. For example, you can bypass credit approval for several order lines by processing them through the Status Code Update program.

You can also manually change a single line's status code to the next status code. However, if an order or order line is on hold, you must first release the order. Advancing the status of a held order does not automatically release the order.

You can only bypass the status codes that are set up in the system's order activity rules.

Note. You cannot use the Status Code Update program to advance order lines to a closed status, such as 999, or to a restricted status that is specified during sales order entry. To assign a closed status to a sales order, you must advance the order through all of the steps in the sales order process. To cancel an order, you must inquire on the order and cancel each order detail line.

Prerequisite

Verify that the status codes are set up in order activity rules (40/AT).

Forms Used to Update Status Codes

Form Name	Form ID	Navigation	Usage
Work With Sales Speed Status Update	W42040A	Additional Order Processes (G4212), Status Code Update	Review and select the orders to process to update. After completing the Update to Status Code field, click Select to update the status code.
Sales Order Speed Status Update Additional Selections	W42040B	Select Added Selection from the Form menu on Work With Sales Speed Status Update.	Enter additional selection criteria to locate the orders for the range of statuses to update.

Setting Processing Options for Status Code Update

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Status Code (From) Use this processing option to indicate the current point in the order process. You must specify a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using. The combination of the beginning status and the next status must be a valid last status and next status combination in the order activity rules table.

2. Status Code (Thru) Use this processing option to indicate the next step in the order process. You must specify a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using. The override status is another permitted step in the process. The combination of the beginning status and the override next status must be a valid last status and next status combination in the Order Activity Rules table.

3. Based On Status Use this processing option to specify how the system processes statuses. Values are:

Leave blank to use the next status to process the status of this order.

Enter *1* to use the last status to process the status of this order.

4. Default Next Status Code to Update Enter the next status in the order processing of the line type.

5. Option For future use.

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Sales Order Entry Version Enter the version of the Sales Order Entry program (P4210) that the system uses to create sales orders.

Warehouse

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Request Processing Mode Use this processing option to create a pick request in PeopleSoft Warehouse Management. If you use Warehouse Management, the system can generate a pick request and then process the request through the subsystem. A pick request is used to process a suggestion to pick the inventory for an order from a particular location. Values are:

Leave blank and the system does not generate pick requests.

Enter *1* to generate requests only.

Enter *2* to generate requests and create the pick request through the subsystem.

2. If processing pick requests uses the subsystem, enter the version

Enter the version of the Location Selection Driver program (P46171) to generate warehouse management pick requests through the subsystem. The P46171 program processes all movement requests for the Warehouse Management system, including pick requests.

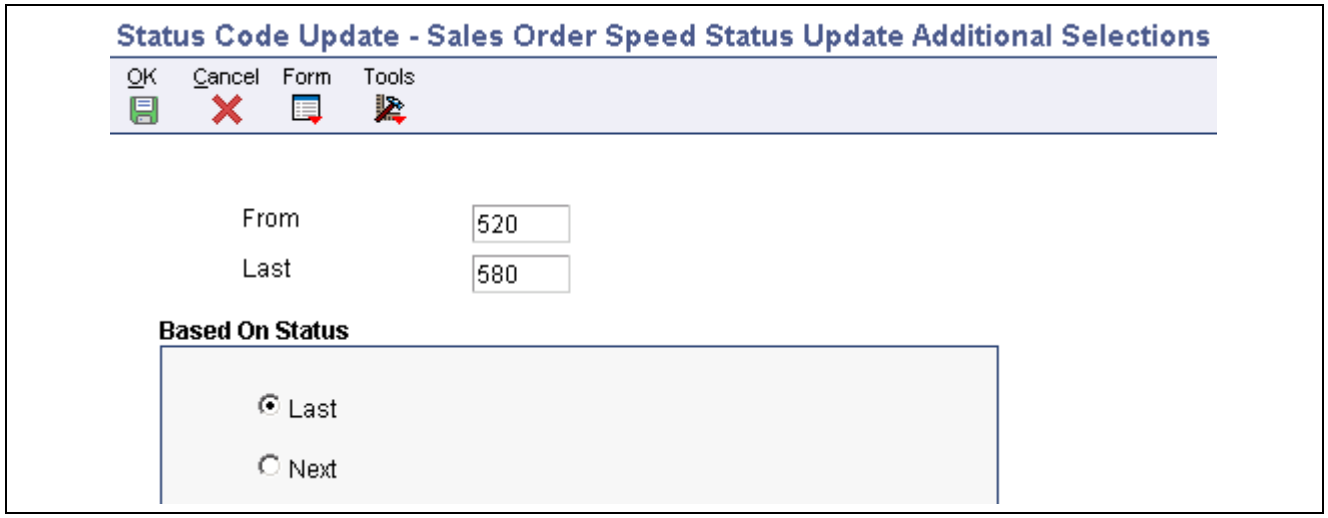
Note. You must specify a version that has been set up for subsystem processing.

3. Override Next Status for Sales Order Lines for which requests have been generated

Enter an alternative step in the order process. You must specify a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using. The combination of the beginning status and the override status must be a valid last status and next status combination in the Order Activity Rules table.

Updating Status Codes

Access the Sales Order Speed Status Update Additional Selections form.



Sales Order Speed Status Update Additional Selections form

Update to Status Code

Enter a UDC (40/AT) that specifies what the next standard step is in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

Printing Picking Documents

This section provides an overview of the types of picking documents that you can print and discusses how to:

- Print pick slips
- Set processing options for Print Pick Slips (R42520)

Understanding Picking Documents

Warehouse personnel can print documents to retrieve inventory from the warehouse to fill a customer's order, shipment, or load. Additionally, you can print lists to pick items for multiple sales orders. A control pick slip, or a pick list, enables warehouse personnel to fill multiple sales orders efficiently.

You can use the Print Pick Slips program (R42520) to print these documents for the warehouse personnel to use to retrieve inventory:

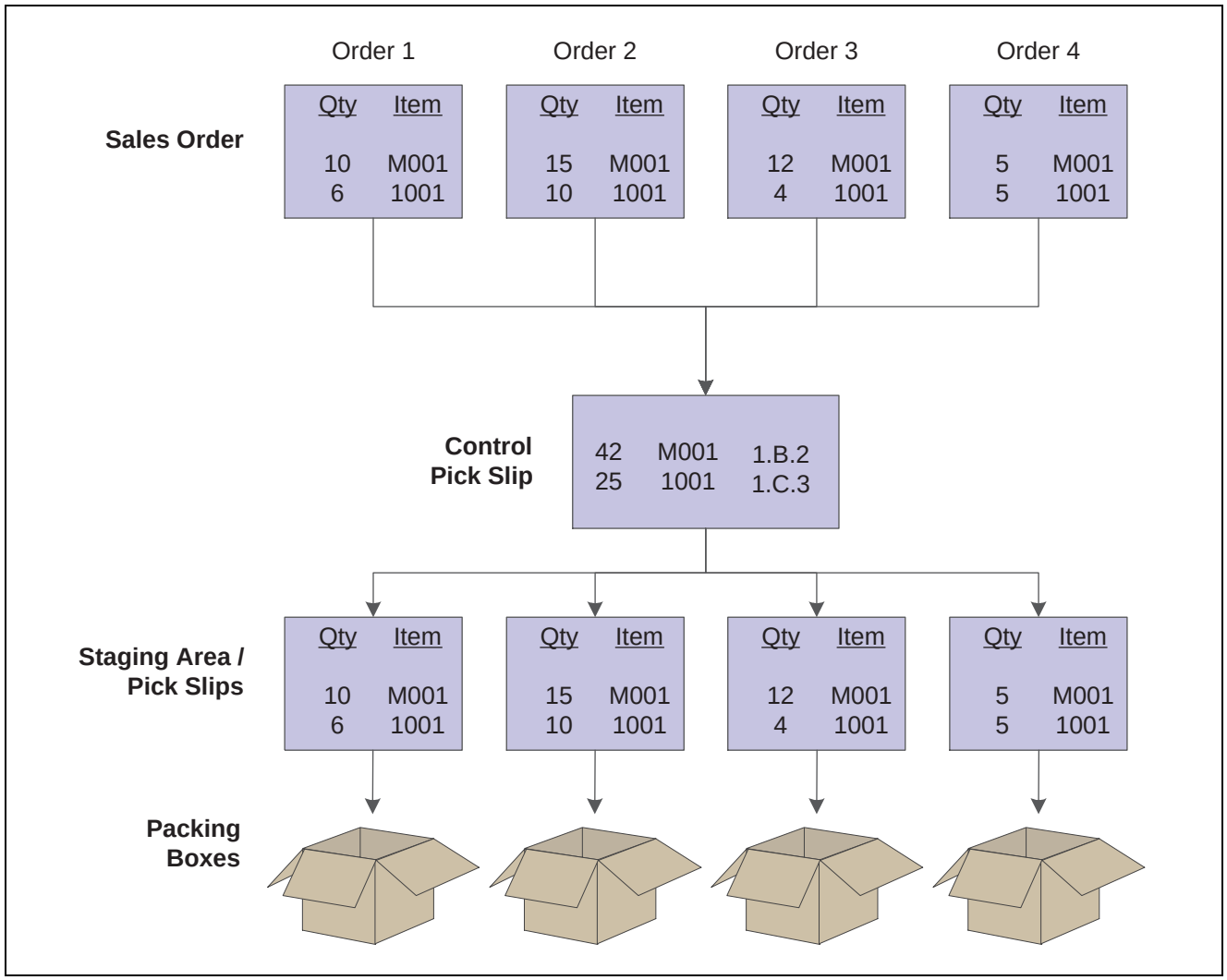
Document	Description
Pick Slips	A pick slip is a document that contains information about the items to be shipped, such as quantity and location, for a single sales order. Use pick slips in these ways: • Review prices for line items and the entire order. • Identify delivery personnel. • Verify that a customer has signed for the items at the time of delivery. • Use as a receipt if the customer returns any items. If you hard-commit inventory when you print pick slips, a pick slip can include several locations from which you can pick items. It lists the primary location of an item first. If the primary location is out of stock, it lists the secondary location. The system assigns the pick slip number by order number and prints the total number of items for that order.
Control pick list	A control pick list has information about the items to be shipped for multiple sales orders. The control pick list groups the items by item number and sequences them by quantity and location. Control pick lists enable warehouse personnel to fill multiple sales orders efficiently; reducing the amount of time that is spent locating necessary quantities. The system assigns the pick slip number by location and prints the total number of items for that location.
Packaged Pick Slip	A packaged pick slip enables warehouse personnel to pick inventory to fill a certain shipment or load. The system assigns the pick slip number by shipment or load number and prints the total number of items for the shipment.

If you print a control pick slip first instead of a pick slip, you can later print a pick slip for each sales order on the control pick list. The warehouse personnel can use these pick slips to determine the items and quantities to pack for each of the sales orders that they are shipping. The pick slips help warehouse personnel work efficiently because they can pack multiple orders from one area. The system assigns a number to each pick slip that you can later use to confirm a shipment.

If you use the Demand Scheduling (40R) system, the report displays the Scheduled Pick Time (PDTT) information on the report in a column labeled Date/Time. This report also displays charge references for detached adjustments and flat rates.

You can assign a priority code to customers in the customer billing information to have the system fill customer orders and generate pick lists according to the priority of the customer. This helps to ensure that you have sufficient inventory for certain customers.

This graphic illustrates how the system uses a list, a control pick slip, and pick slips to fill orders.



Using lists, control pick slip, and pick slips

You can reprint pick slips if the printing process is interrupted or if you need additional copies. To do this, select Print Pick Slips from the Sales Order Processing menu. The system reprints the pick slip without advancing the status codes for that order.

You must set the processing options to identify the type of pick slip to print.

Printing Pick Slips

Select Sales Order Processing (G4211), Print Pick Slips.

Setting Processing Options for Print Pick Slips (R42520)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Edits

These processing options specify how the system processes status codes when you run the Print Pick Slips program.

1. Next Status From (Required)

Enter the status code range that the system uses to select orders for pick slip processing.

You find status codes in UDC table 40/AT. Status codes must be set up in the order activity rules for each combination of order type and line type that you use.

2. Next Status Thru (Required)

Enter the highest line status that the system uses to select orders for pick slip processing. You must specify a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using.

3. Override Next Status

Enter the next status code that the system uses to select orders for pick slip processing. The override status is another allowed step in the process.

You must specify a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using.

4. Updating Next Status

Use this processing option to specify whether the system updates the status of the order detail line. Values are:

Leave blank to update the line status.

Enter *1* and the system does not update the line status.

5. Edits

Enter the allowed lot status group to validate. During print pick slips, the system validates the non-blank lot status codes against the user defined status code values. If the non-blank lot status codes exist in F41081, the system treats the user defined lot status codes as blank and the on-hold item continues through the print pick slips process.

Display

These processing options control whether the system prints certain types of information, such as print messages or associated text, kit components, back-ordered items and customer cross-references.

1. Global Print Message

Enter a UDC (40/PM) to specify whether the system prints a global print message on all pick slips. You must enter a value that is set up in UDC table (40/PM).

2. Print Associated Text

Use this processing option to specify whether the system prints text lines that are associated with the sales order. You can specify whether to print text that is associated with the sales order header, sales order detail, or both. Values are:

Leave blank and the system does not print associated text.

Enter *1* to print text that is associated with header and detail lines.

Enter *2* to print text that is associated with the header only.

Enter *3* to print text that is associated with detail lines only.

3. Print Kit Components

Use this processing option to specify whether the system prints kit components. Values are:

Enter *1* to print kit components.

Enter *2* and the system does not print kit components.

4. Future Committed Lines

Use this processing option to specify whether the system processes future committed lines and prints the information on the pick slip. When processing future committed lines during the pick slip process, the system updates order detail line information such as status codes. Values are:

Leave blank and the system does not print or process future commitments.

Enter *1* to process future committed lines.

Enter *2* to process and print future committed lines

Enter *3* to print future committed lines

5. Backordered Lines

Use this processing option to specify whether the system processes backordered lines and prints the information on the pick slip. When processing backordered lines during the pick slip process, the system updates order detail line information such as status codes. Values are:

Leave blank and the system does not print or process backorder information.

Enter *1* to process backordered lines.

Enter *2* to process and print backordered lines.

Enter *3* to print backordered lines.

6. Print Detail Text

Use this processing option to specify whether the system prints sales order detail text lines on the pick slip. Text lines are order detail lines that have a text line type in the Line Type field and contain only text. Values are:

Enter *1* to print text lines.

Enter *2* and the system does not print text lines.

7. Print Item Number

Use this processing option to specify which item numbers the system prints on the pick slip. Values are:

Enter *1* to print only our item numbers.

Enter *2* to print both ours and the customer item number.

If you leave this option blank, the system prints only our item numbers.

8. Customer Cross Reference

Enter a UDC to specify the cross-reference code that identifies the customer item number, if you print the customer item number on the pick slip. You must enter a value from UDC table (41/DT).

9. Print Additional Header Text

Use this processing option to specify whether the system prints additional header text on the page header of the report. The additional header text indicates whether the document is an original or a reprint. Values are:

Leave blank and they system does not print additional header text.

Enter *1* to print additional header text to indicate that the document is original.

Enter *2* to print additional header text to indicate that the document is a reprint.

10. Print Shipment Number

Use this processing option to specify whether the system prints the shipment number for the sales order that is associated with the Print Pick Slips report (R42520). Values are:

Leave blank and the system does not print the shipment number on the report.

Enter *1* to print the shipment number on the report.

Process

These processing options control how the system performs certain processes when you run the Print Pick Slip program. For example, you can specify how to commit inventory. You can also create a workfile or specify how the system processes ship and debit agreements.

1. Hard Commit Inventory

Use this processing option to specify whether the system hard-commits order detail lines. Values are:

Enter *1* to hard commit inventory.

Enter *2* to bypass the commitment process.

When the system commits inventory, some lines may be backordered or canceled.

2. Preference Commit

Use this processing option to specify whether the system commits order detail lines using preference processing. The system commits inventory according to how you have set up Customer Preferences (P40071) and Item Preferences (P40072). Values are:

Leave blank and the system does not commit inventory using preference processing.

Enter *1* to commit inventory using preference processing.

3. Create Work File

Use this processing option to specify whether the system creates a workfile with this version of the Print Pick Slips program (R42520). When you create a workfile, the system processes all of the order detail lines through the pick slip process. To use this processing option, you must create a report in Report Design Aid and specify F42UI520 and F42UI521. Values are:

Leave blank and the system does not create a workfile.

Enter *1* to create a workfile.

4. Ship and Debit Processing

Use this processing option to specify whether the system uses subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Print Pick Slips program. Values are:

Leave blank and the system does not use subsystem or batch processing.

Enter *1* to use subsystem processing.

Enter *2* to use batch processing.

Currency

This processing option specifies whether the system prints foreign or domestic currency on the pick slip.

1. Domestic or Foreign Currency Use this processing option to specify whether the system prints foreign or domestic currency on the pick slip. Values are:

Leave blank to print domestic currency.

Enter *1* to print foreign currency.

Enter *2* to print foreign and domestic currency.

Versions

This processing option determines the version that the system uses when performing ship and debit processing.

Versions control how programs display information. Therefore, for the version to meet the company's needs, you might need to set the processing options for specific versions.

1. Ship and Debit (R45100) Enter the version of subsystem processing (R45100) that the system uses to identify and adjust ship and debit agreements when you run the Print Pick Slips program.

Processing Serial Number Information

This section provides overviews of how the system processes serial number information that you enter and how to enter serial numbers for items in a specific branch/plant, and discusses how to:

- Set processing options for Serial Number Inquiry (P4220).
- Enter serial numbers for a branch/plant.

Understanding Serial Number Processing

You use serial numbers to uniquely identify a single item and track it through the system. Serial numbers can help track information for a specific part, such as when it arrived in the warehouse, when it was received, when and to whom it was sold, and when it was shipped.

Depending on serial number requirements, you can add serial numbers to the branch/plant at the time you receive an item. When you sell the item, you must enter the serial number during order entry and verify the serial number during shipment confirmation.

In other instances, you can add serial numbers into the system when you ship the products. For example, you can enter a serial number during shipment confirmation to identify a warranty period for an item. To assign serial numbers within the branch/plant, you access the Basic Serial Numbers program (P4220).

The functionality for serial number processing is an enhancement to lot processing. The system processes serial numbers as lots with a quantity of one. A lot with the quantity of one is the lowest trackable unit. To trace and track the serial numbers through the distribution system, you can use these lot information programs:

- Lot Master (P4108)
- Location Revisions (P41024)
- Lot Master (P4108)

- Lot Master Availability (P41280)
- Item Ledger Inquiry (CARDEX) (P4111)
- Lot Track & Trace Inquiry (P41203)

The system maintains serial number information in these tables:

- F4101
- F4102
- F41021
- F4108
- F4111

Understanding Serial Number Processing in the Distribution System

If you sell serialized items, you can set up the item information and track the movement of the item from the time it enters the warehouse to the time you ship the merchandise to the customer

Entering Serial Number Requirements During Initial Item Entry

When you enter item information in F4101, which the system transfers to the F4102, you must identify the requirement for serial number assignment, lot process type, commitment method, and shelf life (in days). If you require a serial number, the lot process type indicates whether that assignment is optional or required, and, if required, the format for system-assigned serial numbers. You must specify the shelf life for the system to calculate the expiration date of the item. You can override serial number requirements for each branch/plant. The system verifies serial number processing based on information in the Work With Item Branch form.

If you enter the lot process type that indicates the serial number requirement is optional, you are not prompted to enter a serial number until shipment confirmation. You use this feature to use the serial number to identify a warranty for an item that you are extending to the customer.

You must enter a lot process type and the shelf life for all items for which a serial number entry is not optional. The system uses the lot process type and the shelf life to commit inventory. If you do not specify the shelf life, you must enter an expiration date each time you receive an item.

Accessing Serial Numbers During Purchase Order Receipts

When you receive items into the warehouse, you can record serial number information. When you enter receipts for purchase orders, you must enter the receipt option based on the lot process type that exists in Item Branch (P41026).

If you enter the lot process type that indicates that the system assigns serial numbers based on a next number format or a date format, you must enter the option to Receive into Multiple Locations. The system prompts you to enter a quantity of one as quantity received. Based on a next number format or system date format, the system creates new locations in F41021 and retrieves the expiration date based on the shelf life that you entered in Item Branch. You can also enter an expiration date for each serial number.

If you enter the lot process type that indicates that you must manually assign serial numbers, you must enter the option to Receive into Multiple Locations. The system prompts you to enter a quantity of one as quantity received, as well as the serial numbers, with which the system can create as lots in F41021, if necessary. The system retrieves the expiration date based on the shelf life that you entered in Item Branch, or you can enter an expiration date for each serial number.

You must set the processing option in PO Receipts (P4312) to record serial number information to trace and track item information by serial number.

Entering Serial Numbers During Order Entry

If you enter an order for an item that has a lot process type and that indicates that a serial number is required, you must enter a valid location and serial (lot) number during order entry.

These rules apply if a serial number is required during sales order entry:

- The transaction unit of measure must be the same as the primary unit of measure for the serialized item.
- The quantity must be equal to 1 when you enter a location/serial number combination.
- You must enter a valid and available location/serial number combination.

You might receive an error because a location/serial number and item combination that you enter is not available or because the quantity on hand is zero. Serial numbers are unavailable if the quantity for the item/location/serial number combination is:

- In inspection
- In operation 1
- In operation 2
- In transit

If an item is returned for credit or repair, you must enter a valid location and serial number. Alternately, you can use the serial number information to inquire on the existing order.

Entering Serial Numbers During Shipment Confirmation

If you enter a serial number requirement for an item, you must enter serial number information at shipment confirmation. When you confirm order detail lines during shipment confirmation, you must enter the serial number based on the lot process type that exists for the item in Item Branch (P41026).

Understanding Serial Number Setup for a Branch/Plant

You can set up serial numbers for a branch/plant before you receive items or as you ship the items from the warehouse, according to serial number requirements that are specific to the organization. If you enter the lot process type that indicates that you must manually assign serial numbers, you can predefine the serial numbers from which to select when you enter a sales order or confirm the item for shipment. If you use serial number processing as an identifier for information, such as warranties, and you have specified the lot process type as optional serial number entry, you can enter the serial number before you confirm the shipment of the item to the customer. Optionally, if you assigned a serial number to an item, you can enter a second serial number to identify a warranty.

You can inquire on serial numbers, serial numbers of different items that were sold to a customer, serial numbers within a particular type of order, or all serial numbers that are assigned to an item and have yet to be ordered or shipped.

Forms Used to Enter Serial Numbers

Form Name	Form ID	Navigation	Usage
Work With Serial Numbers	W4220B	Sales Order Inquiries (G42112), Serial Number Inquiry	Review and select orders with serial numbers. The system displays serial numbers that are not assigned to a item, with a quantity of one. The system has not created lots and locations for these items in F41021.
Serial Number Revisions	W4220C	Click Add on Work With Serial Numbers.	Add and revise serial numbers on orders for a specified branch/plant.

Setting Processing Options for Serial Number Inquiry (P4220)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Order Type Enter a UDC (00/DT) that identifies the type of document. This code also indicates the origin of the transaction. There are reserved document type codes for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Customer Service Inquiry (P4210) Enter a version. This list is generated by the use of the *VALUES keyword in data selection setup. Elements 1 and 2 are also used to contain the upper and lower value for the keyword *RANGE used by the data selection in the Dream Writer.

Entering Serial Numbers for a Branch/Plant

Access the Serial Number Revisions form.

Confirming Shipments

This section provides overviews of additional order processing during ship confirm, shipment confirmations, tare and pack information, and the ship confirm batch application, and discusses how to:

- Set processing options for Confirm Shipments (P4205).
- Confirm shipments.
- Enter tare and pack information.
- Run the Ship Confirm Batch Application.
- Set processing options for Ship Confirm Batch Application (R42500).

Understanding Additional Order Processing During Ship Confirm

When you run the ship confirmation process, the system can perform other processes for the order. These processes include updating the on-hand inventory or improving inventory accuracy with load and delivery confirmation. You can also ensure the accuracy of the order by entering serial number information or confirming test results for shipped items during ship confirmation.

Some of these additional order processes require that you are working with other PeopleSoft EnterpriseOne systems, such as Quality Management and Transportation Management.

Updating On-Hand Inventory

You can relieve the on-hand quantity for an item during shipment confirmation or sales update. The method you select affects when history files are written to the Item Ledger File (F4111).

- If you subtract the on-hand quantity from inventory during shipment confirmation, the system creates a record in the Item Ledger with the sales order as the document number and the order type as the document type. During sales update, the system overwrites the record with the invoice number and type, GL date, and batch number.
- If you subtract the on-hand quantity from inventory during sales update, the system writes the invoice number, type, and GL date to the Item Ledger file. No record is written during shipment confirmation.

You can also relieve inventory during the manufacturing process when completing configured items before shipment confirmation.

To relieve the on-hand quantity for an item during shipment confirmation, you must add order types to the UDC table (40/IU). During sales update, the system overwrites the Item Ledger record with the invoice number and type, GL date, and batch number.

Understanding Load and Delivery Confirmation

Accurate and timely load and delivery confirmation is key to successful transportation. When you confirm a load, the system verifies the products that make up the load. When you confirm a delivery, the system verifies that the load reached its final destination. The PeopleSoft EnterpriseOne Transportation Management system enables the rapid load confirmation of bulk and packaged products.

Loads are made up of one or more shipments. You confirm loads to record the actual quantities of products shipped. When you confirm a load, the system retrieves the actual ship date and time for the load date and time. You can update the actual delivery date and time, if needed.

The delivery of a product is the moment when ownership is transferred to the customer. You perform delivery confirmation to verify the quantities of product delivered, according to the specifications of the load. Confirmation can be completed for all types of deliveries, such as for bulk products, packaged products, and unscheduled deliveries. You can confirm the delivery of one trip or one order at a time, or you can confirm multiple deliveries at the same time.

The system improves inventory accuracy by:

- Making the necessary inventory adjustments to account for temperature and density readings taken during the loading process.
- Enabling you to record valid test results of a bulk product before you can successfully confirm a load.
- Changing the status of an order to be eligible for batch document printing or automatically triggering delivery document printing.
- Creating historical records of each transaction in the item ledger and preventing load confirmation if predefined requirements, such as quality standards, are not met.
- Enabling you to record the disposition of remaining bulk quantities during delivery confirmation.
- Making the necessary journal entries to the system.

You can also use the Transportation Management system to support the aviation and marine industries. When you confirm load and delivery of products for the aviation and marine industries, you can enter additional order information, such as flight or vessel numbers, fueling times, and arrival and departure times.

If you have activated the ECS Control in Sales Order Management system constants, you can track the transport of bulk or packaged goods from the warehouse or depot to the customer site. You can confirm bulk order shipments. You must complete the additional fields that are required before you confirm the shipment. The system stores the shipment confirmation information in F49211.

See *PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook*, "Planning Transportation," Confirming Delivery.

Entering Serial Number Information during Confirmation

If any type of serial number requirement exists for an item in Item Branch, you must enter serial number information at shipment confirmation. When you confirm order detail lines during shipment confirmation, you must enter the serial number based on the lot process type that exists for the item in Item Branch.

If you enter the lot process type that indicates that the system assigns serial numbers based on a next number format or a date format, you must confirm a quantity of one as the quantity shipped. Based on a next number format or system date format, the system creates new locations in F41021, if necessary. If you are shipping a quantity greater than one, you must select Select Multiple Locations from the Row menu to select serial numbers with a quantity of 1 on a line on the Select Multiple Locations form.

If you enter the lot process type that indicates that you must manually assign serial numbers, you must enter the option to Select Locations. The system prompts you to enter a quantity of 1 as quantity shipped, as well as the location serial numbers, with which the system can create as lots in F41021, if necessary. If you are shipping a quantity greater than one, the system automatically displays the Select Multiple Locations form and does not confirm a line with a quantity greater than one.

If the serial number for the item that is being shipped does not match the serial number in the system, you can change the information to accurately reflect the shipment. You can use the Serial Number Revisions form to set up a new serial number for the item.

See Chapter 9, "Processing Sales Orders," Processing Serial Number Information, page 309.

Confirming Test Results for Shipped Items

If you are working with the PeopleSoft EnterpriseOne Quality Management system and have activated Quality Control in the branch/plant constants for the shipping branch/plant, you can confirm the results of test samples at shipment confirmation. After you enter test results, the system processes them to determine if the results you collected pass the tests that you defined. The system evaluates the results against minimum and maximum values and adjusts the status of the lot for each order detail line to pass or fail. If the lot passes, the system confirms the order detail line for shipping. If the lot fails, you can access Test Results Revisions from the Row menu on the Shipment Confirmation form to search and select a lot that meets the quality criteria for the customer and item on the sales order.

Additionally, you can set processing options in the Shipment Confirmation program (P4205) to automatically print the test results on a Certificate of Analysis. A certificate of analysis (COA) is a document that lists the tests and test results for item lots sold to a customer. The system prints COA documents only for those customers whose billing instructions indicate that the customer should receive this document. Additionally, the system prints test results information on a COA based on the parameters that are defined in the test definitions.

See *PeopleSoft EnterpriseOne Quality Management 8.11 PeopleBook*, “Setting Up Quality Management”.

See *PeopleSoft EnterpriseOne Quality Management 8.11 PeopleBook*, “Processing Test Results”.

Understanding Shipment Confirmations

After warehouse personnel pick the items for an order, you must verify that the item and shipping information is correct before shipping the order. You use the Shipment Confirmation program (P4205) to verify that the inventory has left the warehouse. You can verify the location from which the item was picked, the quantity, all item and shipping information, additional charges, and serial numbers before shipping the order. You can also ship on-hold items that have an allowed lot status.

Although you cannot add inventory items to a sales order during shipment confirmation, you can add amounts for non-stock items, such as handling charges and freight, depending on how a processing option is set.

When you confirm an order, the system advances the order to the next status. For example, an order with a status of 540 advances to 560 after you confirm shipment.

If the shipment quantity is less than the order quantity, you can adjust the shipment quantity on the sales order. If the system cannot fill a quantity of items, it processes the order depending on whether the:

- Processing options for the Shipment Confirmation program (P4205) are set to backorder, cancel, or ship available items.
- Customer billing instructions allow backorders.

  Settings for the branch/plant constants, item branch, and item master allow backorders.

In Shipment Confirmation you can enter the Actual Ship Time value when confirming an order line. The system also accepts an Actual Ship Time from the Transportation Shipment Confirmation (P49645) and Transportation Load Confirmation (P49640) applications.

You can confirm the shipment of kits in these ways:

- Confirm shipments manually.

  Set a processing option to display all kit components. You must manually confirm each component and balance the remaining quantity for each component in the kit.
- Use Carton Reorganization (P4620) to confirm shipments.

You can correct carton data if the line-level reconciliation fails or a change is made to the quantity shipped during shipment confirmation. You can use the Shipment Confirmation Carton Status and the Reconcile Carton Detail to Shipment Detail processing options on the Carton Detail tab to ensure that cartons have passed the necessary edits before you confirm shipment. You can use the Row menu on Shipment Confirmation (W4205K) to access the Carton Reorganization program (P4620) and make corrections.

For example, after all the labels have been assigned to the shipment, you can change the carton status to indicate that carton detail has been reconciled to shipment detail. If all cartons for the shipment are not at that status, the system cannot confirm the shipment. This process is optional, because you can leave the status blank to proceed without checking the carton status. You can also perform this function using the batch version of Ship Confirm Batch Application (R42500). The batch version retrieves the processing options of the interactive version specified in its processing options.

- Confirm shipments automatically.

  Set a processing option to prevent the display of kit components. The system confirms the components and balances the remaining quantities for each component in the kit.

Shipping Partial Order Quantities for Kits and Configured Items

Sales orders for kits and configured items can often have large order quantities, including parts and subassemblies. Typically, as items (and their components) are completed for kit and configured sales orders, they remain in inventory until the entire order is complete. However, by shipping partial quantities of items as they are completed, you can effectively manage inventory and reduce handling costs, and you can periodically bill for the quantity completed instead of waiting for the entire order to be completed.

See *PeopleSoft EnterpriseOne Configurator 8.11 PeopleBook*, "Working with Configured Items," Understanding Shipments.

Understanding Tare and Pack Information

After creating the shipment, and picking the items for the shipment, you can record the packing information and confirm the intermediate packs or pallets.

When you perform shipment confirmation, the system verifies tare and pack information. For each shipment, you can enter the information about the way products and orders are packed. When you enter tare information, you are recording information about the pallets and large product collections that you are shipping. When you enter pack information, you are recording the intermediate packs. For example, you can record the information for a pallet that contains two different models of microwaves that are packed two to a carton. The system retrieves the UPC for each microwave and the SCC for the prepackaged carton of microwaves in the Item Master Information. To record tare and pack information, enter the type of pallet onto which the microwaves were loaded.

If you enter an aggregate SCC, the system displays two asterisks (**) to indicate the associated UPCs. To review the UPCs, you can access Item Cross Reference Revisions by Item from the UCC-128 Revisions form.

You must set the Pack Confirmation and the Pack Confirmation Version processing options in the Shipment Confirmation program (P4205) to indicate whether to enter tare and pack detail information. Setting these processing options also specifies whether the system confirms the pack when you confirm the order detail line.

Note. To generate SSCC next numbers by company, you must set up a document type in UDC table (00/DT).

Understanding the Ship Confirm Batch Application

The Ship Confirm Batch Application (R42500) enables you to confirm multiple orders at one time. This process updates F47131 and F47132. The Ship Confirm Batch Application calls the Inbound Transaction Processor (R47500), which also uses the customer order change tables.

When you confirm shipments for orders in batch mode, the system retrieves all orders at the status that you specify in the Ship Confirm Batch Application processing options.

The system does not process orders with this criteria:

- Orders that are currently on hold.
- Orders that are processed by Warehouse Management.
- Orders that were previously processed for ship confirmation.
- Orders with a future committed quantity that is greater than zero.

You can run the batch shipment confirmation in proof or final mode. When you run the batch shipment confirmation in proof mode, the system does not advance the status of the orders or update the database. The system sends any electronic error messages to the work center. You can correct errors in the Sales Order Detail Revisions form and resubmit the order for confirmation.

Whenever you run the Ship Confirm Batch Application, the system automatically runs the Inbound Transaction Processor to streamline batch processing. When you set up the processing options for the Ship Confirm Batch Application, you must specify a version of the Shipment Confirmation (P4205) program. Also, set the processing options for the Inbound Transaction Processor (R47500).

Prerequisites

Before you complete the tasks in this section:

- For the interactive ship confirm program, verify that a status code is set up for shipment confirmation.
- Create a version of Ship Confirm Batch Application (R42500) and set the processing options according to the company's business needs.

  For example, you might want to create multiple versions for proof and final mode. In this way, you can review the orders that will be confirmed before actually confirming orders and updating the database.
- Create a version of Shipment Confirmation (P4205) and set the processing options according to the company's business needs.

  See *PeopleSoft EnterpriseOne Quality Management 8.11 PeopleBook*, "Processing Test Results".
- Create a version of Inbound Transaction Processor (R47500) and set the processing options according to business needs.
- Ensure that the correct version of the Inbound Transaction Processor is indicated in the processing options for the Ship Confirm Batch Application.
- Ensure that the correct version of Shipment Confirmation is indicated in the processing options for the Inbound Transaction Processor.

See Also

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, "Setting Up Warehouse Management," Reconciling Inbound Shipment Information

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, "Setting Up Warehouse Management," Reorganizing Cartons and Items in a Shipment

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Using Lot Processing," Setting Up Allowed Lot Status Codes

Forms Used to Confirm Shipments

Form Name	Form ID	Navigation	Usage
Work with Shipment Confirmation	W4205H	Sales Order Processing (G4211), Confirm Shipments	Review and locate orders to confirm shipment.
Shipment Confirmation	W4205K	Select an order to confirm on Work with Shipment Confirmation.	Confirm the quantity and shipment order by completing the Sel = 1 field and click OK.
Pack Confirm Detail Revisions	W4216A	Confirm an order on Shipment Confirmation.	Enter and revise tare and pack information.

Setting the Processing Options for Shipment Confirmation (P4205)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Selection

These processing options specify the criteria that the system uses to select order detail lines for confirmation.

1. Next Status From (Required) Enter the Next Status Thru processing option to create a defined range of valid next statuses which ship confirm uses to determine which lines to process.

2. Next Status Thru (Required) Enter the Next Status From processing option to create a defined range of valid next statuses which ship confirm uses to determine which lines to process.

3. Sales Order Type (Required) Enter the type of document. This code also indicates the origin of the transaction. Certain document type codes are reserved for vouchers, invoices, receipts, and time sheets, which create automatic offset entries during the post program. (These entries are not self-balancing when you originally enter them.)

You must enter a value that has been set up in UDC 00/DT.

To relieve the on-hand quantity for an item during shipment confirmation, you must also add order types to UDC 40/IU. If you do not enter the order types to the UDC table, the system automatically relieves on-hand quantity for an item at sales update.

If you do add order types to UDC 40/IU, the system automatically subtracts the on-hand quantity from inventory during shipment confirmation. The system creates a record in the Cardex with the sales order as the document number and the order type as the document type. During sales update, the system adds the invoice number, invoice type, GL date, and batch number to the existing record.

Work order processing relieves inventory for configured item components and updates the SO02 field in F4211 for the sales order. This field indicates that inventory has been relieved for the line. Additionally, ship confirmation will not relieve inventory even if the UDC is set for the order type and line type combination.

If you do not add order types to UDC 40/IU, the system reviews the SO02 field in F4211 during Sales Update to determine if it needs to relive inventory. If necessary the system subtracts the on-hand quantity from inventory during sales update and writes the invoice number, type, and GL date to the Cardex. No record is written during shipment confirmation.

Defaults

These processing options specify default values, such as the document type, that the Shipment Confirmation program (P4205) uses when other values are not entered for the transaction.

1. Line Type for New Sales Detail Lines

Enter a code that controls how the system processes lines on a transaction. Line types affect the systems with which the transaction interfaces (PeopleSoft EnterpriseOne General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions for including a line on reports and in calculations. Values are defined in the Line Type Constants Revisions form (P40205) and include *S* for stock item, *D* for direct ship item, *J* for Job cost, *N* for non-stock item, *F* for freight,*T* for text information,*M* for miscellaneous charges and credits,*W* for work order.

Although you cannot add inventory items to a sales order during shipment confirmation, you can add amounts for non-stock items, such as handling charges and freight.

If you enter a non-inventory line type for new sales detail lines and set the processing option, Allow Additional Line Entry, the system displays the Additional Line Entry window after you confirm sales order detail lines.

Confirmed Sales Detail Lines

Enter a next status override code to indicate an alternate step in the order process. You must enter a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using. The combination of the next status of the sales order detail line and the override code for sales detail lines must be a valid last status/next status combination in the order activity rules.

Additional Non-inventory Line Items Entered

Although you cannot add inventory items to a sales order during shipment confirmation, you can add amounts for non-stock items, such as handling charges and freight. Enter an alternate step in the order process when you add non-inventory items at the time of Shipment Confirmation. You must enter a

UDC (40/AT) that has been set up in the order activity rules and is based on the order type and the line type that you are using. The combination of the next status of the sales order detail line and the override code for additional non inventory lines must be a valid last status/next status combination in the order activity rules.

You can only use this processing option if you have activated the processing option, Allow Additional Line Entry.

Remaining Backordered Quantities

Enter an alternate step in the order process for quantities that are unavailable at the time of shipment confirmation. On a confirmed order, the original order detail line indicates the quantity that was confirmed for shipment. If the available quantity is less than the ordered quantity, the system adds an order detail line to indicate the quantity that remains unshipped. The current status code for the new detail line is 904 (Backordered at Shipment Confirmation). The system retrieves the next status code from the order process or you can indicate an alternate status.

You must enter a UDC (40/AT) that has been set up in the order activity rules and is based on the order type and the line type that you are using.

The combination of the next status of the sales order detail line and the override code for backordered or canceled quantities must be a valid last status/next status combination in the order activity rules.

You can only use this processing option if you have activated the processing option, Backorder or Cancel Unshipped Quantity.

Authorized Lines

Enter an override status code for authorized lines. If you enter a status code, you must use a status that has been set up in the UDC table (40/AT) of the order activity rules and is based on the order type and line type combination.

Settled Lines

Enter an override status code for settled lines.

If you enter a status code, you must use a status that has been set up in the UDC table (40/AT) of the order activity rules based on the order type and line type combination.

Display

These processing options specify whether the system displays certain types of sales order information or enables you to enter additional lines during confirmation.

1. Allow Additional Line Entry

Use this processing option to indicate whether you can add non-inventory items to a sales order during shipment confirmation. For example, you can add amounts for non-stock items, such as handling charges and freight. Values are:

Leave blank and the system does not display Additional Line Entry form.

Enter *1* to display the Additional Line Entry form after sales order detail lines are confirmed.

2. Display Kit Component Lines

Use this processing option to choose whether to display component lines for kits. When you confirm the shipment of a kit, you can manually confirm the individual components of the kit or have the system confirm the components when you confirm the parent item. Values are:

Leave blank and the system does not display kit component lines, but automatically confirms each component and balances the remaining quantity

for each item in the kit. If quantity is not available for a component, the system backorders or cancels the entire kit.

Enter *1* and the system displays all kit component lines and you must manually confirm each component. If a quantity is not available for an optional component, the system backorders or cancels the component, but not the parent item.

3. Display Text Lines

Use this processing option to indicate whether the system displays text lines when you confirm the shipment of an order. Order detail lines with a text line type, typically T, contain memo information.

When you confirm the shipment of an order, it might be necessary to view text line information. Values are:

Leave blank and the system does not display text lines.

Enter *1* and the system displays text lines.

4. Item Location Hold Error

Use this processing option to indicate whether you receive an error when an item location is on hold. You can set up lot status codes and assign status codes to locations in the Item Master, Item Branch Plant, Lot Master Revisions. An approved lot or location does not have a status code. If you do not assign a status code to a location or lot, it is an approved lot or location. All other codes indicate a hold. The system might process items out of locations that appear on hold. Values are:

Leave blank and the system does not indicate an error when the item location is on hold.

Enter *1* and the system does not confirm the shipment of items from this location until the lot status is approved.

5. Pre-select Detail Lines for Confirmation

Use this processing option to indicate whether the system enters the selection value in the revisions form. You might select the option to preselect detail lines if you display kit component lines or subassemblies. Values are:

Leave blank and the system does not automatically select the detail lines for confirmation. You must enter the selection value to confirm a detail line.

Enter *1* and the system enters the selection value of 1 for all order detail lines in the Revisions form. You can then clear any lines that you do not want to confirm.

Edits

These processing options specify whether the system verifies availability before confirming the order detail line and whether the quantity can be changed.

1. Check Availability

Use this processing option to specify whether the system notifies you of quantity availability before confirming the order detail line. You might perform availability checking during shipment confirmation if you do not hard-commit inventory until shipment confirmation. Values are:

Leave blank and the system performs availability checking, but does not issue a warning that the ordered quantity exceeds the available quantity.

Enter *1* and the system performs availability checking and issues a warning that the ordered quantity exceeds the available quantity.

If you set the Ship Confirm (P4205), Process tab, Auto Backorder or Cancel Unshipped Quantity processing option to backorder or cancel unshipped quantities, the system verifies backorder information in Item Master, Item Branch/Plant, Branch/Plant Constants and Customer Billing Instructions, and automatically backorders or cancel any quantity that is unavailable. If you leave that processing option blank, the quantity remains shippable.

2. Ship from Negative On-hand Quantity

Use this processing option to indicate whether the system enables you to ship from a location when the location has a negative on-hand quantity or the order quantity drives the quantity below zero. Values are:

Leave blank and the system enables you to confirm the order detail line and ship from location which has negative on hand quantity.

Enter *1* and the system issues an error message to indicate that the location from which you are shipping does not have available quantity and does not allow you to confirm the order detail line from this location. You must select another location from which to ship.

3. Prevent Over-shipping

Use this processing option to indicate whether the system enables you to increase the quantity of an order detail line during shipment confirmation. Values are:

Leave blank and the system enables you to increase the quantity of an order detail line during shipment confirmation.

Enter *1* and the system does not allow you to increase the quantity of an order detail line during shipment confirmation.

4. Enter Allowed Lot Status Group to validate

Enter the allowed lot status group to validate. During shipment confirmation, the system validates the non-blank lot status codes against the user defined status code values. If the non-blank lot status codes exist in F41081, the system treats the user defined lot status codes as blank and the on-hold item continues through the shipment confirmation process.

Process

These processing options specify whether the Shipment Confirmation program enables you to:

- Override order information, such as the line type and ship to address.
- Relieve on-hand quantity.

1. Override Line Type

Use this processing option to specify a code that controls how the system processes lines on a transaction. Line types affect the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). It also specifies the conditions for including a line on reports and in calculations. You must enter a value that is defined in the Line Type Constants Revisions form (P40205). Values are:

Leave blank and the order line type information can be changed for this order only. If you enter another line type, it must be a non-inventory line type.

Enter *1* and the line type cannot be changed. The line type is visible on the form, but you will not be able to override the information.

2. Override Ship To Address

Use this processing option to indicate whether the default address information for the Ship To address can be changed. When you set up the

Customer Master Information and Customer Billing Instructions, you define the Sold To address as the address to which you send the invoice and the Ship To address as the address to which you send the shipment. Values are:

Leave blank and the Ship To address can not be changed.

Enter *1* and the Ship To address can be changed for this order only.

3. Backorder or Cancel Unshipped

Use this processing option to indicate whether the system backorders or cancels orders for which quantity is not available.

You can allow backorders by item or by customer and specify whether the backorders are allowed at a specific branch/plant. To backorder an item, you must set the option, Backorders Allowed, in Item Master, Item Branch/Plant,Branch/Plant Constants and Customer Billing Instructions. If you allow backorders, the system holds the order detail line until quantity is available. If you do not allow backorders, the system cancels the order detail line.

Leave blank and the system does not backorder or cancel quantity that is not shipped. All remaining quantity will be shippable when it becomes available.

Enter *1* and the system backorders or cancels quantity that is not shipped based on backorder information in Customer Billing Instructions, Item Master Information, Item Branch/Plant, and Branch/Plant Constants.

4. Relieve On Hand Inventory Override

Use this processing option to indicate whether the system enables you to relieve inventory when you confirm shipment. Values are:

Leave blank and the system relieves the on-hand quantity for the item when you confirm the shipment. You must add order types to the UDC table (40/IU).

Enter *1* and the system does not relieve the on-hand quantity for the item when you confirm the shipment. If you do not relieve on-hand quantities, the system does not perform additional processing, such as basic serial number processing, interoperability, and agreement information.

5. Ship and Debit Processing

Use this processing option to specify whether the system uses subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Confirm Shipments program. Values are:

Leave blank and the system does not use subsystem or batch processing.

Enter *1* to use subsystem processing.

Enter *2* to use batch processing.

6. Sales Order Batch Price/Cost Update

Use this processing option to specify whether the system uses subsystem processing in the Sales Order Batch Price/Cost Update program (R42950) to update prices and costs during shipment confirmation. Values are:

Leave blank and the system does not use the Sales Order Batch Price/Cost Update program.

Enter *1* to use subsystem processing.

7. Display Warning/Error for Ascending Date Rule check

Use this processing option to specify whether the system displays a warning or an error message when the system checks the ship date rule and the ship date rule fails during Shipment Confirmation. Values are:

Leave blank to display a warning message.

Enter *1* to display an error message.

8. Process New Lots for Credit Orders

Use this processing option to determine whether the system assigns new lot numbers to credit orders during shipment confirmation. Before the system can assign new lot numbers, you must deactivate lot control. Values are:

Leave blank and the system does not assign new lot numbers to credit orders.

Enter *1* to assign new lot numbers to credit orders.

9. Enable Next Order Status Preference

Use this processing option to activate the next order status preference in Shipment Confirmation (P4205). If the next order status preference is activated, the system applies it to all sales order detail records on confirmed shipments. Values are:

Leave blank and the system does not activate the next order status preference.

Enter *1*to activate the next order status preference.

Freight

These processing options specify whether the system retrieves freight information and whether you can override the freight and carrier information.

1. Freight Program (FUTURE)

Use this processing option to indicate whether the system retrieves freight information. You can standardize the freight and carrier information so that freight rate calculations are accurately calculated for the appropriate route, stop and zone. You can specify a preferred carrier for an item (Item Master and Item Branch/Plant), or a customer (Customer Billing Instructions). Values are:

Leave blank and the system does not retrieve freight information and you can enter values that affect the current order only.

Enter *1* and the system retrieves freight information and processes orders based on the default information that is set up in the Customer Billing Instructions or the Item Master Information.

2. Override Freight (FUTURE)

Use this processing option to define whether the system processes orders based on the default information. To avoid overriding freight information for an order, you can disable this information. Values are:

Leave blank and the system processes orders based on the default information that is set up in the Customer Billing Instructions or the Item Master Information.

Enter *1* and the system enables you to change default for this order only.

Print

This processing option specifies whether the system prints invoices through the subsystem.

1. Subsystem Invoice (R42565)

Use this processing option to indicate whether the system prints invoices through the subsystem. If you use subsystem processing for printing invoices, you must specify the version of the Print Invoice program (P42565) to activate subsystem processing. Values are:

Leave blank and the system does not print invoices automatically.

Enter *1* and the system prints invoices automatically.

Versions

These processing options specify the version that the system uses when you confirm an order detail line. If you leave a processing option blank, the system uses version ZJDE0001.

1. Sales Order Entry (P4210) Enter the version of Sales Order Entry (P4210) that the system uses to create additional order detail lines during shipment confirmation. If you use this version of sales order entry in other programs, the system overrides the order line type that is set up in the Shipment Confirmation processing options with the order line type from the processing options for this version of Sales Order Entry.

2. Print Invoices (R42565) Enter the version of Print Invoices (R42565) that the system uses to automatically print invoices through the subsystem. You must activate the processing option, Print Invoices Automatically, to activate subsystem processing.

If you leave this option blank, the system uses version ZJDE0001.

3. Ship and Debit (R45100) Enter the version of subsystem processing (R45100) that the system uses to identify and adjust ship and debit agreements when you run the Confirm Shipments program.

4. Sales Order Batch Price/Cost Update (R42950) Enter the version of Sales Order Batch Price/Cost Update (R42950) that the system uses after each order is processed by the Shipment Confirmation program (P4205). Ensure that the version specifies subsystem processing; otherwise the data required to create the report might not be available.

5. Carton Reorganization (P4620) Enter which version of the Carton Reorganization program (P4620) the system uses. If you leave this processing option blank, the system uses version ZJDE0001.

Warehouse

These processing options define additional processing for tare and pack confirmation. If you follow UCC 128 requirements, you can confirm tare and pack information after you confirm an order detail line.

1. Pack Confirmation Use this processing option to indicate whether you are confirming packs for shipment. Values are:

Leave blank and the system does not use pack confirmation.

Enter *1* to use pack confirmation.

The system verifies that the appropriate serial shipping container code (SSCC) and shipping container code (SCC) are entered for each record and that they correspond with the hierarchical configuration that is specified in Shipment Entry. For example, if you enter an SOTPI (Shipment, Order, Tare, Pack, Item) configuration in Shipment Entry but you have not entered a pack SSCC or an SCC, the system displays an error message.

The system verifies that the SCC and the unit of measure for each item correspond to the information in the Item Master and Item Cross-Reference Revisions. The sum of the Tare/Pack quantities must equal the shipped quantity on the sales order line. The system converts the SCC unit of measure to the UPC quantity if an SCC has been entered. For example, if you confirm the shipment of 24 cases of soda, the system verifies that you are confirming shipment of 144 cans of soda.

If you follow UCC 128 requirements, you must specify a version of Pack confirmation.

2. Pack Confirmation Version (P4216) Enter the version of Pack confirmation the system uses when you are confirming packs for shipment. This processing option is in effect only if you activate the processing option to use pack confirmation. If you leave this option blank, the system uses version ZJDE0001.

Quality

If you use Sales Order Management with the Quality Management system, these processing options specify the versions to produce test results and a certificate of analysis.

1. Test Results Revisions Version (P3711) Enter the version of Test Results Revisions (P3711) that the system uses to verify quality specifications when you confirm the shipment of an item. The system uses this version to verify item characteristics to allowed minimum and maximum values, lot status, and acceptable quantities or percentages. If a lot passes quality inspection and meets the specifications, it is available for shipment to the customer.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Certificate of Analysis Use this processing option to indicate whether the system prints a Certificate of Analysis (COA). A COA is a list of all of the tests performed and the results for lots sold to a customer. Values are:

Leave blank and the system does not automatically print a Certificate of Analysis.

Enter *1* and the system automatically prints a Certificate of Analysis.

To generate a COA, you must specify a version in the processing option, Certificate of Analysis Extract Version, to obtain the information.

3. Certificate of Analysis Extract Version (R37900) Enter the version of the Certificate of Analysis Extract program (P37900) that the system uses to generate a COA. This processing option is in effect only if you have activated the processing option to Print a Certificate of Analysis.

If you leave this option blank, the system uses version ZJDE0001.

4. Certificate of Analysis Subsystem Use this processing option to indicate whether the system prints the Certificate of Analysis through the subsystem. If you use subsystem processing, you must also specify the subsystem version of the Certificate of Analysis Extract in the processing options. Values are:

Leave blank and the system does not print the Certificate of Analysis through the subsystem process.

Enter *1* and the system prints the Certificate of Analysis in a subsystem process.

5. Evaluate Quality Tests This processing option is used when the lots being confirmed for shipment need to be re-evaluated for quality. When test results are entered for a lot, the lot status is set based on whether the test results are within quality ranges for the item. However, a customer may have different quality standards for this product.

When this option is enabled, the quality tests will be re-evaluated to determine whether the lot being shipped has passed quality standards for the customer on this order. Values are:

Enter *1* to re-evaluate test results using quality management preferences.

Leave blank and the system does not re-evaluate test results. If this option is selected, a lot may be confirmed for shipment even though it does not pass the customer's quality criteria for this product.

Agreements

If you use Sales Order Management with the Agreement Management system, these processing options define the method that the system uses to select agreements.

1. Specify Borrow Agreement Destination

If you use Agreement Management in conjunction with the Sales Order Management system, use this processing option to enter a specific delivery destination for an item that is part of an agreement. Values are:

Enter *1*and the destination can be any location defined in the agreement. Enter *2* and the system identifies the default branch/plant as the destination.

If you leave this processing option blank, you must enter a specific destination in the processing option, Specify Borrow Agreement Destination.

2. Agreement Search Method

Use this processing option to identify the method by which the system selects an agreement. Values are:

Leave blank and the system assigns an agreement based on the earliest expiration date.

Enter *1* and the system automatically assigns an agreement if only one is found.

Enter *2* and the system prompts you to assign an agreement.

Enter *3* and the system assigns an agreement based on the earliest expiration date.

Interop (interoperability)

These processing options specify whether you perform interoperability processing.

1. Interoperability Transaction Type

Use this processing option to activate interoperability processing. Values are:

Leave blank to bypass outbound interoperability.

Enter JDESC for the ship confirm transaction type.

2. Run the Outbound Subsystem UBE

Use this processing option to indicate whether the system processes outbound interoperability transactions through the subsystem. Values are:

Leave blank to bypass outbound subsystem processing.

Enter *1* to perform subsystem processing.

Bulk

This processing option specifies the method that the system uses to process temperature gain/loss records.

1. Bulk Transaction Volumes

Use this processing option to determine which bulk field the transaction quantity will represent for the transaction:

Leave blank and the transaction quantity will determine the ambient quantity.

Enter *1* and the transaction quantity will determine the standard quantity.

Enter *2* and the system computes the difference between the extension of ambient volume multiplied by price and standard volume multiplied by price. The calculation uses the pricing unit of measure.

Interbranch

These processing options specify the order types for interbranch orders.

1. Enter the version for the Create Intercompany Sales Order (R4210IC)

Enter the version of Create Intercompany Sales Orders (R4210IC) that the system uses to verify the order types for intercompany orders. Use an intercompany order to fill a sales order from a branch/plant other than the selling branch/plant. This is helpful if the company sells from one location but fills and ships orders from another location, such as a central supply warehouse.

If you leave this option blank, the system uses ZJDE0001.

2. Call the Create Intercompany Sales Order

Use this processing option to indicate whether the system creates intercompany orders. Values are:

Leave blank and the system does not create intercompany orders.

Enter *1* and the system creates orders through the Create Intercompany Orders (R4210IC) in batch mode. In batch mode, the system processes the job immediately and you will not be able to work interactively until the system has processed the order.

Enter *2* and the system creates orders through the Create Intercompany Orders (R4210IC) in subsystem mode. In subsystem mode, the system processes the job from a queue. You can continue to work interactively when you process orders in subsystem mode.

Prepayment

These processing options specify whether you can record payment information for orders.

Prepayment of an order takes place when a seller receives a form of payment from the customer at the time of order entry. Many types of prepayments are available for a customer to use, such as cash, check, and credit card. When you make any type of prepayment, the system records transaction information for each order detail line, and indicates the payment on the invoice.

If an order detail line is over shipped, or an additional order detail line is added to the order, you must receive a new authorization.

1. Prepayment Processing

Enter *1* for Prepayment Transaction to be updated. If you leave this option blank, Prepayment Transactions will not be updated.

2. Process Authorization

Enter a value to indicate how the system processes authorizations. Values are:

Enter *1* and the system processes authorizations interactively.

Enter *2* and the system processes authorizations in batch or subsystem mode, depending on the version.

Leave blank and the system does not process authorizations.

3. Process Settlement

Enter a value to indicate how the system processes settlements. Values are:

Enter *1* and the system processes the settlement interactively.

Enter *2* and the system processes the settlement in batch or subsystem mode.

Leave blank and the system does not process the settlement.

4. Authorize Prepayment Transaction Enter the version of the Authorize Prepayment Transaction UBE to Run. If left blank, authorization will not be run.

5. Settle Prepayment Transaction Enter the version of the Settle Prepayment Transaction. If you leave this option blank, the system does not run this application.

6. Authorization Hold For Prepayment Processing Enter the hold code to display on the order if the authorization process fails.

7. Settlement Hold For Prepayment Processing Enter the hold code to display on the order if the settlement process fails.

Carton Detail

Use these processing options to specify how the system processes cartons.

1. Shipment Confirmation Carton Status Enter the carton status for shipment and load confirmation. All cartons must be at this status to be confirmed. Values are chosen from the Carton Status (46/CS) UDCs. If you leave this option blank, the system does not validate carton status.

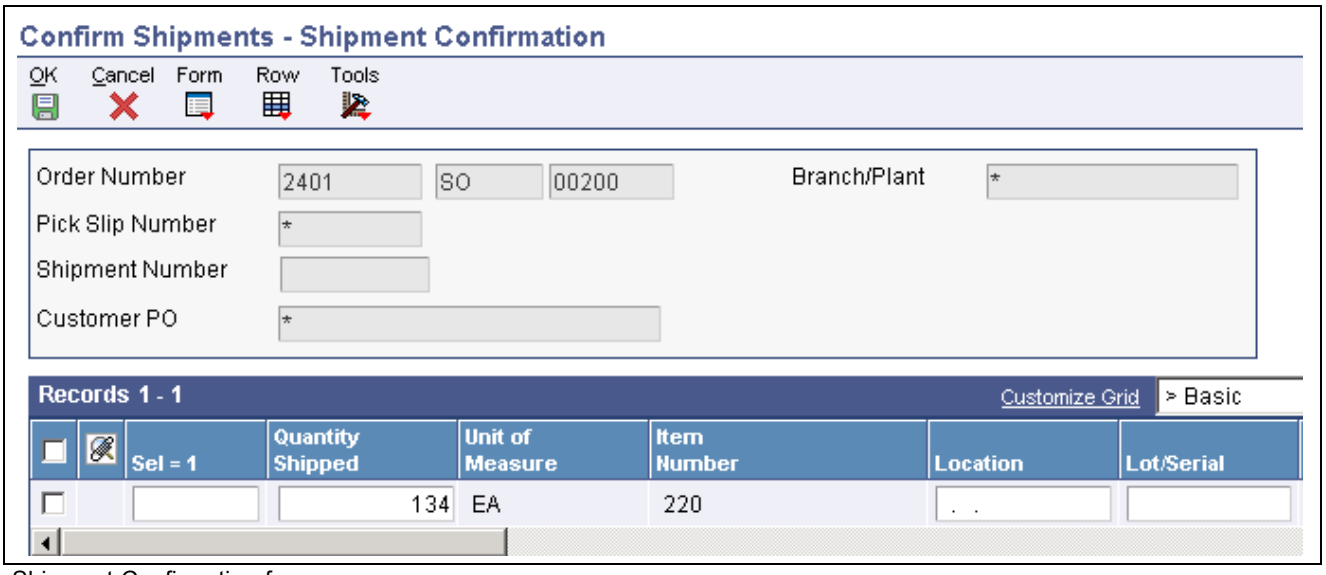
2. Reconcile Carton Detail to Shipment Detail Use this processing option to reconcile the carton detail to the shipment detail. Values are:

Enter *1* for the system to reconcile the carton detail to the shipment detail.

Leave blank and the system does not reconcile the carton detail to the shipment detail.

Confirming Shipments

Access the Shipment Confirmation form.



Shipment Confirmation form

Quantity Shipped Enter the number of units committed for shipment in Sales Order Entry, using either the entered or the primary unit of measure defined for this item.

In the Manufacturing system and Work Order Time Entry, this field can indicate completed or scrapped quantities. The quantity type is determined by the type code entered.

Lot/Serial A number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

Quantity Backordered Enter the number of units that are backordered in Sales Order Management or in Work Order Processing, using either the entered or the primary unit of measure defined for this item.

Quantity Canceled Enter the number of units canceled in Sales Order or Work Order Processing, using either the entered or the primary unit of measure defined for this item.

In manufacturing, this can also be the number of units that have been scrapped to date.

Entering Tare and Pack Information

Access Pack Confirm Detail Revisions form.

Running the Ship Confirm Batch Application (R42500)

Select Additional Order Processes menu (G4212), Ship Confirm Batch Application.

Setting Processing Options for Ship Confirm Batch Application (R42500)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Rec (required) Selection

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Next Status From (required) Enter a UDC (40/AT) that indicates the next step in the order flow of the line type.

Next Status Through (required) Enter a UDC (40/AT) that indicates the next step in the order flow of the line type.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

R47500 Version Name Enter a version for which to confirm shipments.

Printing Shipping Documents

You can print shipping documents, such as bills of lading and delivery reports, before you ship the order. Shipping documents accompany the order to its destination. Delivery personnel can use these documents to compare what they are supposed to deliver with what they are transporting.

This section describes provides overviews of printing bills of lading and printing delivery notes, and discusses how to:

- Print bills of lading.
- Set processing options for Print Shipping Documents (R42530).
- Print delivery notes.
- Set processing options for Print Delivery Notes (R42535).

Understanding Bills of Lading

A bill of lading lists this information about the order:

- Item

  Includes item description, quantity, weight, and volume.

- Billing

  Includes customer address and price.

- Shipping

  Includes shipping instructions, total weight, and total volume.

- Delivery

  Includes signature lines for the driver and the customer.

You can specify the heading that prints at the top of the document, such as Bill of Lading, when you run the program. Because a shipping document has signature lines for the delivery person and the customer, you can also use it as a receipt.

If you use PeopleSoft EnterpriseOne Demand Scheduling (40R), the report displays these fields on the report in a column labeled Date/Time:

- Requested Delivery Time (DRQT)
- Promised Delivery Time (RSDT)
- Promised Shipment Time (PMDT)

Understanding Delivery Notes

You run a version of the Print Delivery Notes program (R42535) to print information that delivery personnel can use during delivery. For example, they can compare the items that they are supposed to deliver with the items that they have on the delivery vehicle. This is helpful if the company uses its own vehicle for deliveries instead of an outside company's vehicle.

You can only provide delivery notes to a customer if the customer's billing instructions allow delivery notes.

To ensure that the customer's invoice is accurate, you can print delivery notes after shipment confirmation but before you generate a customer invoice for an order.

Prerequisites

Before you complete the tasks in this section:

- Verify that the customer billing instructions for the customer allow delivery note printing.

  See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Customer Billing Instructions , page 15.

- Verify that the order activity rules include a status code for printing delivery notes that is between shipment confirmation and printing invoices.

  See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Order Activity Rules, page 39.

Printing Bills of Lading

Select Sales Order Reports (G42111), Print Shipping Documents.

Setting Processing Options for Print Shipping Documents (R42530)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default 1

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter a Status Code Value Enter a UDC (40/AT) that indicates the next step in the order flow of the line type.

Defaults 2

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter a Override Next Status Enter a UDC (40/AT) that specifies the next standard step in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

Next Status Code Enter *1* to prevent updating the next status code from the order activity rules or leave blank to update the next status

3. Do not display future committed inventory Enter *1* and the system does not display future committed inventory.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Volume of UOM Enter a value for volume.

2. Weight of UOM Enter a value for weight.

Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. To display Prices Enter *1* to display prices.

2. Print Kit Components Enter *1*and the system does not print kit components.

3. Print both Item Number and Customer Item Number Enter *2* to print both the item number and customer item number.

4. Cross Reference to retrieve Customer Item Number Enter the type of cross reference to retrieve the customer item number.

5. Print serial numbers Enter *1* to print serial numbers. If you leave this option blank, the system does not print serial numbers.

6. Print Additional Header Text Enter *1* to print original, enter *2* to reprint, or leave blank to print no additional header text.

Currency

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Type of Currency to Print Leave blank to print domestic only, enter *1*to print foreign only, and enter *2* to print both domestic and foreign.

Printing Delivery Notes

Select Sales Order Reports (G42111), Print Delivery Notes.

Setting Processing Options for Print Delivery Notes (R42535)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter an override next status. Enter a UDC (40/AT) that specifies the next standard step in the processing cycle for this order type. You set up the steps for the processing cycle on the Order Activity Rules form.

2. Prevent update to next status Enter *1* to prevent updating the next status code from the order activity rules or leave blank to update the next status.

Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Print Kit Components Enter *1* to print kit components.

2. Print extended amount Enter *1* to print the extended amount.

3. Enter the transport reason Enter a UDC (40/CR) that indicates the reason for an engineering change order.

Display 1

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter the global print message to print on each delivery note. Enter a UDC that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions

2. Print associated text Enter *1* to print associated text.

3. Print Additional Header Text Enter *1* to print original text, enter *2* to reprint, or leave blank and no additional header text prints.

Item Number

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Print the customers item number Enter *1* to print the customer's item number.

2. Type of cross reference number to retrieve Enter the type of cross-reference number to retrieve.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Write to the Delivery Note History file Enter *1* to write to the Delivery Note History file.

Currency

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Print the amounts in foreign currency. Enter *1* to print the amounts in foreign currency.

Processing Shipments According to UCC 128

This section provides an overview of shipment processing according to UCC 128 and discusses how to:

- Set processing options for Work with Shipments (P4915).
- Enter information for shipment, packaging, and UCC 128.

Understanding Shipment Processing According to UCC 128

After you create the sales order, you can prepare the product for picking and shipment. You can transmit order and shipment detail information according to UCC 128 Compliance standards, which allow you to facilitate uniform product identification and the exchange of shipment information between suppliers and customers.

The shipment process according to UCC 128 is composed of these tasks:

- Preparing the shipment.
- Creating shipments for sales orders.
- Entering Header Information for Packaging, UCC 128, and Shipments.

Preparing the Shipment

When you send an EDI transaction that tells the customer exactly what was shipped, as well as how it was shipped, you are transmitting information that you have collected as you prepared the shipment. You must enter shipment information, such as how the product will be transported, routing instructions, and reference numbers.

Creating Shipments for Sales Orders

If you use Transportation Management, you can set up processing so that, when you enter a sales order, the system automatically creates a shipment for the order, based on the order type and line type combination that you define in the UDC table (49/SD). The shipment is a request to transport goods from the branch/plant to the customer. If you do not enter a carrier and mode of transport during order entry, the system retrieves default carrier and transport information from any of these :

- Item branch/plant information
- Customer master information

- Inventory commitment preference

When you review routing options in Transportation Management, you can review and revise the carrier and mode of transport. If you do not specify a carrier in either of the master tables or during order entry, the system populates the Carrier and Mode of Transport fields based on the carrier transportation preference.

You can also bypass rating and routing options when creating shipments, if the carrier and mode of transportation are specified. To activate this feature, set up the Bypass Rating and Routing UDC (42/FR with a special handling code of 9.

Entering Confirmation Information for Packaging, UCC 128, and Shipments

When you perform shipment confirmation, the system verifies the shipment information against customer requirements. You can enter the UCC 128 header information when you review the shipment information.

Prerequisites

Before you complete the tasks in this section:

- Verify that you have set up hierarchical configurations and UCC 128 information for the customers and items.

  See Chapter 2, "Setting Up the System for Sales Order Management," Setting Up UCC 128 Compliance, page 71.

- Verify that you have activated Transportation Management.

  See *PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook*, "Setting Up the System," Activating Transportation Management.

See Also

PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook, "Planning Transportation," Working with Loads

Forms Used to Enter Information for Shipment, Packaging, UCC-128

Form Name	Form ID	Navigation	Usage
Work with Shipments	W4915B	Shipment Management (G4911), Work with Shipments	Review and locate orders to confirm shipment.
Shipment Revisions	W4915K	Select an order to confirm on Work with Shipments.	Add and revise shipment information.
Packaging Revisions	W4916A	Select an order and select Packaging Revisions from the Row menu on Work with Shipments.	Add and revise packaging information for the order.
UCC-128 Revisions	W4916A	Select an order and select UCC-128 Revisions from the Row menu on Work with Shipments.	Add and revise UCC-128 information for the order.

Setting Processing Options for Work with Shipments (P4915)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. From Shipment Status Specify the start value for the range of a shipment status code.

Thru Shipment Status Specify the end value for the range of a shipment status.

2. Routing Status Enter the shipment routing information that the system displays. Values are:

Leave blank to display all shipments.

Enter *0* to display routed shipments.

Enter *1* to display unrouted shipments.

Enter *9* to display shipments that cannot be routed.

3. Shipments on Loads Use this processing option to determine whether the system displays all shipments or only those shipments that are not on load. Values are:

Leave blank to display all shipments.

Enter *1* to display shipments that are not on load.

4. Routing Step Use this processing option to determine how the system displays routing steps. Values are:

Leave blank to display all routing steps.

Enter *1* to display only the routing steps for the first shipment.

5. Shipments with Held Sales Orders Use this processing option to specify on which forms the system includes a notification (indicated by an X in a contrasting color) that the shipments contain held sales orders. Values are:

Enter *1* to display a notification on the Work with Shipments form.

Enter *2* to display a notification on the Shipment Detail form.

Enter *3* to display a notification on both forms.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Shipment Creation

Use this processing option to determine whether the system enables you to create shipments manually. Values are:

Leave blank and the system does not allow the manual creation of shipments.

Enter *1* to allow the manual creation of shipments.

2. Protected Shipment Status

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

3. Minimum Shipment Status - Print Delivery Documents

Specify the lowest shipment status number that prompts the system to print delivery documents.

4. Minimum Shipment Status - Delivery Confirmation (Required)

Specify the lowest shipment status number that prompts the system to confirm delivery.

5. Maximum Shipment Status - Delivery Confirmation (Required)

Specify the highest shipment status number that prompts the system to confirm delivery.

6. Self-Service Mode

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

Leave blank and the system does not activate customer self-service functionality.

Enter *1* to activate customer self-service functionality.

Enter *2* to activate carrier self-service functionality.

Approval

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Bypass Update of Sales Order Next Status

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

Leave blank to update the next status.

Enter *1* and the system does not update the next status.

2. Override Sales Order Next Status

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

3. Warehouse Request Processing Mode

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

Leave blank and the system does not generate a pick request.

Enter *1* to generate pick requests only.

Enter *2*to generate pick requests and process them using the subsystem.

4. Override Approved Shipment Status

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

5. Valid RMA Requirement

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

Enter *1* and a valid RMA is required for credit sales orders.

Enter *2* and a valid RMA is required for purchase orders.

Enter *3*and a valid RMA is required for both credit sales orders and purchase orders.

6. Update of Purchase Order Next Status

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

Leave blank to update the order next status.

Enter *1* and the system does not update the order next status.

7. Override Purchase Order Next Status

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

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

For future use.

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

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Load Build (P4960)

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

2. Shipment Tracking (P4947)

Enter which version of the Transportation Shipment Confirmation program (P49645) that the system uses for transfers. If you leave this processing option blank, the system uses version ZJDE0001.

3. Transportation Shipment Confirmation (P49645)

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

4. Deliver Confirm (P49650)

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

5. Delivery Documents (P49590)

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

6. UCC 128 Shipment Edit (R42071) Enter which version of the Batch Shipment Edit program (R42071) that the system uses. If you leave this processing option blank, the system uses version ZJDE0001.

7. Pack Confirm Detail (P4216) Enter which version of the Pack Confirm Detail program (P4216) that system uses. If you leave this processing option blank, the system uses version ZJDE0001.

8. Preference Profile (R40400) Enter which version of the Preference Profiles program (P42520) that the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001.

9. Sales Order Entry (P4210) Enter the version of Sales Order Detail (P4210) that the system uses when transferring from Work With Shipments (P4915). If you leave this processing option blank, the system uses version ZJDE0001.

10. Process Pick Request (R46171) Enter which version of the Location Selection Driver program (R46171) that the system uses for processing pick requests. If you leave this processing option blank, the system uses version XJDE0007.

11. Carton Recommendations (P4615) Enter the version of Carton Recommendations (P4615). If you leave this processing option blank, the system uses version ZJDE0001.

Manual Shipment Consolidation

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Shipment Status for Order Line Selection Use this processing option to indicate when order lines cannot be moved from an existing shipment to a new shipment because of the shipment status. Order lines on shipments that have a status at or beyond the processing option value cannot be moved to a new shipment. Values are chosen from the Shipment Status (41/SS) UDCs.

Leave blank to use Confirmed Shipment Status from Transportation Constants (P49002)

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

3. Enable Creation of Manual Shipments Eligible for Manual Shipment Consolidation Use this processing option to enable the creation of manual shipments that are eligible for shipment consolidation. Values are:

Leave blank for no.

Enter *1* for yes.

Entering Information for Shipment, Packaging, and UCC 128 Shipments

Access the Shipment Revisions form.

:

Shipment Depot Displays the origin depot for a shipment or a load.

Number of Pieces Enter the number of pieces, pallets, containers, and so on that comprise a shipment.

For shipments that do not have piece information defined in F4943, the system calculates the estimated piece count by converting the quantity in the transaction unit of measure to the shipping unit of measure.

To obtain the whole piece number, the system rounds the unit of measure down.

The weight and volume of the leftover quantities from all detail lines are added and the sum total is divided by the maximum piece weight and volume.

The system rounds the resulting piece weight or volume up to the next whole number. This number is added to the whole piece number to obtain the piece count.

Promised Ship Enter the promised shipment date for a sales order. This date represents the day that the item can be shipped from the warehouse.

Promised Delivery Enter the date an item is delivered to the customer.

Freight Handling Code In Advanced Transportation Management, you can indicate who has responsibility for freight charges by these values in the first position:

Enter *1* in the first position of the handling code. A 1 indicates that the freight charges are collected and the consignee is responsible for paying the freight charges. PeopleSoft Advanced Transportation Management does not calculate collect freight charges for outbound shipments.

Enter *2* in the first position of the handling code. A 2 indicates that the freight charges are prepaid and the shipper is responsible for paying the freight charges. Advanced Transportation Management calculates the payable freight charges for outbound shipments, but does not calculate billable freight charges.

Any other code in the first position of the handling code indicates that freight charges are prepaid and add, the shipper is responsible for paying the freight charges. Advanced Transportation Management calculates both billable and payable freight charges.

Bulk/Packed Flag This processing option indicates whether the vehicle can transport bulk liquid product or packaged products. If it is a bulk vehicle, temperature and density/gravity conversions must be performed. Therefore, product movements must be recorded using screens that are designed specifically for bulk products. Edits will be performed by transportation screens to ensure the appropriate products are being processed. Values are:

P for Packaged Item (Product).

B for Bulk Liquid Item (Product).

CHAPTER 10

(BRA) Processing Sales Orders in Brazil

This chapter provides overviews of processing sales orders in Brazil and the *nota fiscal*, and discusses how to:

- Generate outbound nota fiscais for sales orders.
- Process Programa de Integração Social/Programa de Formação do Patrimônio do Servidor Público (PIS/PASEP) and Contribuição para Financiamento da Seguridade Social (COFINS).
- Enter additional charges.
- Work with print messages for *notas fiscais.*
- Review outbound *notas fiscais.*
- Print outbound *notas fiscais.*
- Update sales in Brazil.
- Enter transfer orders for Brazil.
- Enter stand-alone *notas fiscais.*

Understanding Sales Order Processing in Brazil

In Brazil, the government requires that businesses maintain detailed information about all merchandise and associated taxes during the delivery process. The information accompanies shipments in the *nota fiscal.*

When you use the Sales Order Management system in Brazil, you associate applicable Brazilian taxes with the sales orders. You then generate and print *notas fiscais* for the orders. When you generate the *notas fiscais*, the system assigns a temporary number to the order. You can use this temporary number when you review or revise the orders. When you print *notas fiscais*, the system assigns the appropriate number from the numbering sequence that is assigned to the company by the Brazilian government. You set up the *nota fiscal* Next Number - Brazil program (P7600B) with the numbering sequence that is assigned to the company.

The system automatically creates journal entries to account for the *notas fiscais* that are created during the Sales Order Management process.

To process sales orders in the Sales Order Management system, complete these tasks in this order:

1. Enter the sales order by using the Sales Order Entry - Header - Brazil (P4210, version ZJDE7002) or the Sales Order Entry - Detail - Brazil (version ZJDE7001) programs. When you set the user display options to BR (Brazil), the forms that you use to enter Brazil-specific information automatically appear during the sales order entry process.
2. Confirm the shipment by using the Shipment Confirmation program (P4205).
3. Generate the *nota fiscal* by running the Generate *nota fiscal* - Brazil program (R76558B). This program assigns a temporary number to the *nota fiscal* and calculates Brazil tax amounts.

4. Add additional charges by using the *nota fiscal* Maintenance - Brazil program (P7610B). This program lets you add freight, insurance and other expense information to the *nota fiscal.*
5. Verify the charges on the *nota fiscal* by using the *nota fiscal* Maintenance - Brazil program.
6. Print the final *nota fiscal* by running the Print *nota fiscal* - Ship From program (R76560B). This program assigns the *nota fiscal* number according to the next numbering scheme that you set up, and then prints the *nota fiscal.*
7. Update journal entries for Brazil taxes by running the Update Sales - Brazil program (R76B803).
8. Update other sales files by running the Sales Update program (R42800).

Prerequisite

Before you complete the tasks in this section, set up the system for Brazilian taxes.

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(BRA) System Set Up for Brazil Taxes".

Understanding the Nota Fiscal for Sales Orders

In Brazil, the government requires companies to maintain additional sales order information for tax calculation purposes. This information includes:

- Transaction nature.
- Tax code.
- Fiscal classification.
- Whether the item is subject to Imposto sobre Circulação de Mercadorias e Serviços Substituto (ICMS) Substitution.
- Origin of the item.
- Type of purchase (from a client's perspective).
- Fiscal message.

When you use the Sales Order Management system, you include this additional information in the header and detail portions of the sales order.

After you enter sales orders, you print *notas fiscais* by fiscal company and series. When you print *notas fiscais,* the system creates the *notas fiscais* that you ultimately send to the customers with each shipment. Notas fiscais include this type of detailed information:

- Merchandise price.
- Applicable tax amounts.
- How the merchandise will be used.
- Origin and destination of the shipment.
- Any other expense that is associated with the transaction.

At times, you might need to create a *nota fiscal* that it is not directly attached to a purchase or sales order. In such cases, you can generate the stand-alone *nota fiscal.*

See Also

Chapter 10, "(BRA) Processing Sales Orders in Brazil," Entering Stand-Alone Notas Fiscais, page 363

Generating Outbound Notas Fiscais

This section provides an overview of generating outbound *notas fiscais,* and discusses how to:

- Run the Generate *nota fiscal* program.
- Set processing options for Generate *nota fiscal* (R76558B).

Understanding Generating Outbound Notas Fiscais

The Generate Nota Fiscal program:

- Creates one *nota fiscal* per sales order.
- Assigns a temporary *nota fiscal* number that you can use to reference the *nota fiscal* until the system assigns a permanent *nota fiscal* number when you run the Print Nota Fiscal - Sales- Brazil program (R76560B).
- Creates records in these tables:
  - Nota Fiscal Header - Brazil (F7601B).
  - Nota Fiscal Detail - Brazil (F7611B).
  - Nota Fiscal Print Message - Brazil (F7612B) tables.
- Calculates the Brazilian taxes for the *nota fiscal.*
- Produces a report that lists both the errors and the generated *notas fiscais.*

Notas fiscais include this type of detailed information:

- Merchandise price.
- Applicable tax amounts.
- How the merchandise will be used.
- Origin and destination of the shipment.
- Any other expense associated with the transaction.

Running the Generate Nota Fiscal Program

Select Sales Order Processing - Brazil menu (G76B4211), Generate Nota Fiscal.

Setting Processing Options for Generate Nota Fiscal (R76558B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select

Use these processing options to specify how the system updates status codes.

1. Next Status Code - From (Required) Enter a user defined code (UDC) (40/AT) to specify the beginning of the range of the next status of the notas fiscais that you want to select. You select a status from the Activity/Status UDC (40/AT). The status you select must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

2. Next Status Code - To (Required) Enter a UDC (40/AT) to specify the end of the range of the next status of the *notas fiscais* that you select. You select a status from the Activity/Status Codes UDC (40/AT). The status you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The combination of codes that you select for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

Defaults

Use these processing options to specify the *nota fiscal* series and the document type for the *nota fiscais* that you want to process.

1. Nota Fiscal Series Enter the *nota fiscal* series that the system uses when it creates *nota fiscal* records. The *nota fiscal* series that you enter must exist in the Nota Fiscal Next Number Control (F7600B) table. If you leave this processing option blank, the system uses 00 for the *nota fiscal* series.

2. Document Type Enter a UDC (00/DT) to identify the type of *nota fiscal* document that the system uses when it creates *nota fiscal* records. The value you enter must exist in the document type - all documents (00/DT) UDC. The same code must also exist in the document type - invoices only (00/DI) UDC. If you leave this processing option blank, the system uses NS for the document type.

Process

Use these processing options to specify how the system updates tables and handles hold orders.

1. Update Sales Order Detail File (F4211) Leave blank and the system updates the status codes in the Sales Order Detail table (F4211).

Enter *1* and the system does not update status codes in the Sales Order Detail table (F4211).

2. Override Next Status Code for F4211 (Optional) Enter a UDC (40/AT) to select an alternate status for the next step in the order process. You select a status from the Activity/Status (40/AT) UDC table. The status that you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The override status is another allowed step in the process.

3. Override Last Status Code for F7611B (Optional)

Enter a UDC (40/AT) to select an alternate status for the next step in the order process. You select a status from the Activity/Status (40/AT) UDC table. The status that you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The override status is another allowed step in the process.

4. Override Next Status Code for F7611B (Optional)

Enter a UDC (40/AT) to select an alternate status for the next step in the order process. You select a status from the Activity/Status (40/AT) UDC table. The status that you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The override status is another allowed step in the process.

5. Order Hold Code Validation

Use this processing option to identify the hold code that the system uses to prevent an order from going through the sales order process. The hold code does not have special processing associated with it, such as Credit Check, Minimum/Maximum Margin Check and so on, but it can be used to create an additional approval step for sales orders. Values are:

Leave blank and the system does not stop the process if the order is on hold.

Enter *1* to stop the process if the order is on hold.

Print

Use these processing options to specify the order in which *nota fiscal* print messages appear on the *nota fiscal.*

1. Print Message

Use this processing option to enter a valid global print message to print on each *nota fiscal.* You set up print messages in the Print Messages Revisions program (P40162).

2. Message in Processing Options

Enter a value between 1 and 7 to specify the sequence in which messages appear on the *nota fiscal.*

Message in Processing Options

Message in Sales Order Header

Message in Sales Order Detail

Message in Sales Order Detail Tag File

Message in Transaction Nature Master

Message in Fiscal Classification Master

Message in Preference Profile

3. Message in Sales Order Header

Enter a value between 1 and 7 to specify the sequence in which messages appear on the *nota fiscal.*

Message in Processing Options

Message in Sales Order Header

Message in Sales Order Detail

Message in Sales Order Detail Tag File

Message in Transaction Nature Master

Message in Fiscal Classification Master

Message in Preference Profile

4. Message in Sales Order Detail

Enter a value between 1 and 7 to specify the sequence in which messages appear on the *nota fiscal.*

Message in Processing Options

Message in Sales Order Header

Message in Sales Order Detail

Message in Sales Order Detail Tag File

Message in Transaction Nature Master

Message in Fiscal Classification Master

Message in Preference Profile

5. Message in Sales Order Detail Tag File

Enter a value between 1 and 7 to specify the sequence in which messages appear on the *nota fiscal.*

Message in Processing Options

Message in Sales Order Header

Message in Sales Order Detail

Message in Sales Order Detail Tag File

Message in Transaction Nature Master

Message in Fiscal Classification Master

Message in Preference Profile

6. Message in Transaction Nature Master

Enter a value between 1 and 7 to specify the sequence in which messages appear on the *nota fiscal.*.

Message in Processing Options

Message in Sales Order Header

Message in Sales Order Detail

Message in Sales Order Detail Tag File

Message in Transaction Nature Master

Message in Fiscal Classification Master

Message in Preference Profile

7. Message in Fiscal Classification Master

Enter a value between 1 and 7 to specify the sequence in which messages appear on the *nota fiscal.*

Message in Processing Options

Message in Sales Order Header

Message in Sales Order Detail

Message in Sales Order Detail Tag File

Message in Transaction Nature Master

Message in Fiscal Classification Master

8. Message in Preference Profile

Enter a value between 1 and 7 to specify the sequence in which messages appear on the *nota fiscal.*

Message in Processing Options
Message in Sales Order Header
Message in Sales Order Detail
Message in Sales Order Detail Tag File
Message in Transaction Nature Master
Message in Fiscal Classification Master
Message in Preference Profile

Processing PIS/PASEP and COFINS

This section provides overviews and discusses how to process PIS/PASEP and COFINS for sales order transactions, PIS/PASEP and COFINS for ship-to-sales returns, PIS/PASEP and COFINS for ship-from sales returns, and PIS/PASEP and COFINS for reversed and void transactions.

Understanding PIS/PASEP and COFINS for Sales Order Transactions

When you run the Generate Nota Fiscal - Brazil program, the system creates the outbound *nota fiscal* with the temporary *nota fiscal* number and calculates taxes. The system uses this logic to determine whether to calculate PIS/PASEP and COFINS tax credits:

1. The system compares the Purchase Use Code for each line item on the *nota fiscal* to the Purchase Use Codes in the Purchase Use Tax Setup - Brazil table (F76B003).
2. If the system finds a match between the purchase use codes, the system reads the record in table F76B003 to determine if a tax code for PIS/PASEP tax credits (data item BTPIS) or COFINS tax credits (data item BTCOF) is associated with the purchase use code. If a tax credit code is associated with a purchase use code in table F76B003, the system calculates PIS/PASEP or COFINS taxes if the Apply field for the tax specifies that the tax is to be applied. If a tax credit code is associated with the purchase use code in table F76B003 and the Apply field for the tax does not specify that the tax is to be applied, the system does not calculate the tax for the line.
3. If the system does not find a match between the purchase use code for a line item and the purchase use codes in table F76B003, the system retrieves the tax information for PIS/PASEP and COFINS tax credits (data item BRTAX1 through BRTAX8) from the supplier's address book entry from the Address Book Brazilian Tag File table (F76011) and calculates the tax, based on the code in the address book entry. If the supplier's address book entry does not contain a tax valid tax code for PIS/PASEP or COFINS tax credits, the system does not calculate these withholding taxes for the line.

Note. Tax codes for PIS/PASEP and COFINS tax credits are valid only if the Retention/Aggregation/Credit field in the Tax Code table (F76B0401) (data item BRRTA) contains a C. The Generate Nota Fiscal program ignores PIS/PASEP and COFINS tax codes that do not contain a C in the Retention/Aggregation/Credit field.

When it calculates PIS/PASEP and COFINS taxes, the system follows these steps in this order for Sales Order *notas fiscais*:

- Calculates the tax by using this formula: (Nota Fiscal Line Extended Amount + Freight + Insurance + Expenses - Discount Amount) * Rate of PIS/PASEP or COFINS tax.
- Writes records to the F76B001 table and the F76B011 table, and marks the records as unprocessed.

Understanding PIS/PASEP and COFINS for Ship-To Sales Returns

You process ship-to sales returns when a customer returns merchandise to you after the client processes the receipt of the merchandise. The customer sends a sales return *nota fiscal* for the inbound transaction.

When you create a credit memo for a Ship-To sales return, the system:

1. Retrieves the tax information from the original, outbound *nota fiscal* from the F76B011 table. The system does not calculate PIS/PASEP or COFINS taxes based on the credit order.
2. Writes records to table F76B011 to reverse the tax information from the original *nota fiscal.* The new records contain the *nota fiscal* number from the sales return *nota fiscal* that the customer sent to you and are marked in the table as "not processed". The amount that the system writes is based on the original tax amount.
3. Marks the records as processed when you run the PIS COFINS Netting Process program (R76B9011).

Understanding PIS/PASEP and COFINS for Ship-From Sales Returns

You process ship-from sales returns when a customer returns merchandise to you before the client processes the receipt of the merchandise. You produce a *nota fiscal* for the inbound transaction.

When you create a credit memo for a Ship From sales return, the system:

1. Retrieves the tax information from the original *nota fiscal* from the Nota Fiscal Taxes Detail - Brazil table (F76B011). The system does not calculate PIS/PASEP or COFINS taxes based on the credit memo.
2. Writes records to table F76B011 to reverse the tax information that appears on the original *nota fiscal.* The new records contain the *nota fiscal* number from the sales return *nota fiscal* that you printed during the ship-from sales return process. The system marks the records as "not processed". The amount that the system writes is based on the original tax amount.
3. Marks the records as processed when you run the PIS COFINS Netting Process program.

Understanding PIS/PASEP and COFINS for Reversed and Voided Transactions

If you need to cancel a sales order after generating the *nota fiscal* but before printing it, you must reverse the *nota fiscal* by using a version of the Reverse/Void Nota Fiscal - Brazil program (R76559B) that is set up for reversing non-printed *notas fiscais.* Version XJDE0001 exists for reversing non-printed *notas fiscais.* When you use version XJDE0001 or a copy of it, the system deletes the records that are associated with the *notas fiscais* which you reversed from the *nota fiscal* tables.

When you use version XJDE0001 of the Reverse/Void Nota Fiscal program to reverse a transaction, the system deletes the tax records for PIS/PASEP and COFINS information from the F76B011 table.

If you need to cancel a sales order after printing it but before running the Update Sales - Brazil program (R76B803), you must reverse the *nota fiscal* by using a version of the Reverse/Void Nota Fiscal program that is set up for reversing printed *notas fiscais.* Version XJDE0002 exists for reversing printed *notas fiscais.* When you use version XJDE0002 or a copy of it, the system retains the records that are associated with the *notas fiscais* which you reverse in the *nota fiscal* tables. You must retain these records for fiscal book reporting.

When you use version XJDE0002 of the Reverse/Void Nota Fiscal program to reverse a transaction, the system processes PIS/PASEP and COFINS records in this order:

1. Retrieves the tax information from the original *nota fiscal* from the F76B011 table.
2. Changes the processed code from "not processed" (0), to "processed" (1). The system does not process these records when you run the PIS COFINS Netting Process program.

See Also

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "(BRA) System Set Up for Brazil Taxes"

Entering Additional Charges

This section provides an overview of entering additional charges, and discusses how to enter additional charges for Nota Fiscals.

The sales order entry system for Brazil lets you enter standard sales order information, such as item and quantity of goods, and lets you enter Brazil-specific information, such as the transaction nature. You also need to enter information about freight, insurance, and other charges into the system. You enter these additional charges for items after running the Generate Nota Fiscal program (R76558B) but before running the Print Nota Fiscal - Sales - Brazil program (R76560B) in final mode. The system adds the additional charges that you enter to the *nota fiscal.*

You can enter additional charges in the *nota fiscal* inquiry programs or in the Apply Additional Charges program (P7610B, version ZJDE0003). All of these entry methods use the Nota Fiscal Maintenance - Brazil program (P7610B), but the versions that you use are different. If you enter the additional charges in the Apply Additional Charges program, the system updates the *nota fiscal* to the next status code when you click OK. If you enter the additional charges in the *nota fiscal* inquiry programs, the system does not update the status of the *nota fiscal*; you must update it at a later step in the entry process.

Prerequisites

Before you complete the tasks in this section:

- Set the processing options for Apply Landed Costs - Purchasing (P7610B, version ZJDE7004) to specify the additional charges parameters that you want to use.
- Generate nota fiscals.

Forms Used to Enter Additional Charges for Nota Fiscals

Form Name	Form ID	Navigation	Usage
Work With Nota Fiscal Headers	W7610BG	Sales Order Processing - Brazil (G76B4211), Nota Fiscal Inquiry - Header Browse	Review and select *nota fiscal* records.
Nota Fiscal Header Revision	W7610BC	Select a nota fiscal and select Header Revision from the Row on Work With Nota Fiscal Headers.	Add and revise nota fiscal header information.
Nota Fiscal Header Additional Information	W7610BH	Select Header Addl (Additional) Info (Information) from the Form menu on Nota Fiscal Header Revision.	Add and revise additional information for nota fiscal headers.

Entering Additional Charges for Nota Fiscals

Access the Nota Fiscal Header Revision form.

Working with Print Messages for Notas Fiscais

This section provides overviews of printing messages with *notas fiscais* and entering preference profiles, and discusses how to revise print messages for Nota Fiscal text.

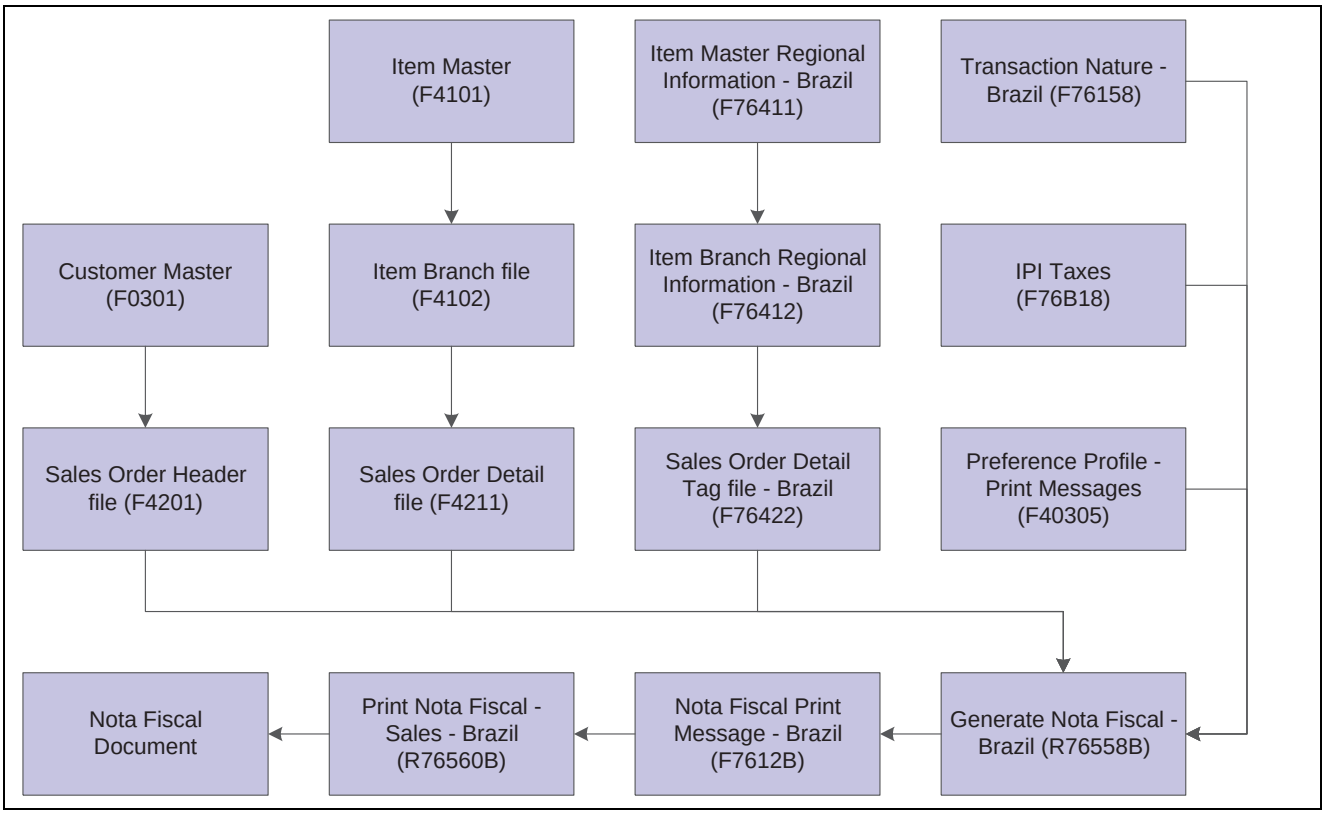
Understanding Printing Messages for Notas Fiscais

As you work with master tables, you might enter messages in the tables that you want to print on the nota fiscal for specific customers, items, or customer/item combinations. For example, you might enter in the Customer Master table (F0301) a message that is pulled into the F4201 table and which the system accesses when you run the Generate Nota Fiscal - Brazil program (R76558B).

This list shows the tables in which the system stores messages that are used by the Generate Nota Fiscal - Brazil program:

- F4201
- F4211
- Sales Order Detail Tag File - Brazil (F76422).
- IPI Taxes (F76B18).
- Transaction Nature - Brazil (F7615B).
- Preference Profile - Print Messages (F40305).

This graphic shows how print messages flow from source tables into the tables that the system reads when you run then Generate Nota Fiscal - Brazil program:



Nota Fiscal Print Messages

When you run the Generate Nota Fiscal - Brazil program, the system culls messages from these tables and writes them to the Nota Fiscal Print Message - Brazil table (F7612B). You can revise messages in this table by using the Nota Fiscal Text Revisions - Brazil program (P7612B). Additionally, you can enter a message that you want to appear on the nota fiscal in the processing options for the Generate Nota Fiscal - Brazil program. Before you run the Generate Nota Fiscal - Brazil program, set the print message processing options to specify the messages to print on the nota fiscal and the order in which the messages print. Then, when you run the Print Nota Fiscal - Sales - Brazil program (R76560B), the system prints the messages that you specified on the *nota fiscal*.

You can set up print messages by customer/item combination, item group/customer group combination, and by item. You must set up preference profiles before you can use these messages.

See Also

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, "Setting Up Customer Master Information," Entering Customer Master Records

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Entering Item Inventory Information," Entering Item Master Information

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Entering Item Inventory Information," Entering Additional Item Master Information

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "(BRA) System Set Up for Brazil Taxes," Setting Up Transaction Nature Codes

Chapter 10, "(BRA) Processing Sales Orders in Brazil," Understanding Preference Profiles for Print Messages, page 354

Chapter 10, "(BRA) Processing Sales Orders in Brazil," Setting Processing Options for Generate Nota Fiscal (R76558B), page 345

Understanding Preference Profiles for Print Messages

You can set up different messages for various customer/item and item group/customer group combinations, and by item. Before you can use these messages, you must set up preference profiles for print messages.

To set up preference profiles for print messages, perform these tasks in this order:

1. Set up the Documents Using Text Messages UDC (40/OR). You must set up a code for the Generate Nota Fiscal program (R76558B) before you can use preference profiles for print messages.
2. Set up messages.
3. Set up the Preference Master.
4. Select preference processing for Sales Order Entry in the processing options for the Sales Order Entry program.

See Also

Chapter 4, "(BRA, CHL, PER) Setting Up the System for Brazil, Chile and Peru," (BRA) Setting up UDCs, page 102

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Setting Up the Inventory Management System," Setting Up Messages

PeopleSoft EnterpriseOne Advanced Pricing 8.11 PeopleBook, "Working with Schedules and Adjustments," Setting Up a Preference Master

Forms Used to Revise Print Messages

Form Name	Form ID	Navigation	Usage
Work with Nota Fiscal Text	W7612BA	Sales Order Processing - Brazil (G76B4211), Nota Fiscal Text Revision	Review and select nota fiscal records to which you want to attach a message.
Nota Fiscal Text Revision	W7612BC	Select a nota fiscal on Work with Nota Fiscal Text.	Add and revise text messages for the *nota fiscal*.

Revising Print Messages for Nota Fiscal Text

When you run the Generate Nota Fiscal - Brazil program, the system writes text messages from other tables to the Nota Fiscal Print Message - Brazil table (F7612B). The Nota Fiscal Text Revision program (P7612B) lets you maintain the text messages that the system stores in this table. You can access the Nota Fiscal Text Revision program from a menu, or from a Form exit in the Nota Fiscal Maintenance - Brazil (P7610B) program.

Access the Nota Fiscal Text Revision form.

Reviewing Outbound Notas Fiscais

This section provides an overview of reviewing outbound *notas fiscais* and discusses how to review outbound nota fiscal information.

Understanding Reviewing Outbound Notas Fiscais

In Brazil, the government requires that businesses maintain detailed information regarding all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document named the *nota fiscal.* The nota fiscal organizes this information and places it in the header area and in the detail area.

After you generate and print (in proof mode) outbound *notas fiscais,* you can review the documents online to verify that the information is correct. If some of the data is incorrect, you can make changes online. Review *notas fiscais* by order number or by nota fiscal number.

Note. If you review *notas fiscais* documents after printing in proof mode, the *nota fiscal* number for each document is represented by a unique, system-generated next number. If you review *notas fiscais* after printing in final mode, the *nota fiscal* number is the official, government-assigned number.

See Also

Chapter 10, "(BRA) Processing Sales Orders in Brazil," Entering Stand-Alone Notas Fiscais, page 363

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, "Using Receipt Processing," Setting Processing Options for Nota Fiscal Maintenance - Brazil (P7610B)

Forms Used to Review Outbound Nota Fiscal Information

Form Name	Form ID	Navigation	Usage
Work With Nota Fiscal Headers	W7610BG	Sales Order Processing - Brazil (G76B4211), Nota Fiscal Inquiry - Header Browse.	Review and select nota fiscal records.
Nota Fiscal Header Revision	W7610BD	Select a record, and select Header Revision from the Row menu on Work With Nota Fiscal Headers.	Review nota fiscal information for freight, service tax, merchandise tax
Nota Fiscal Detail Revision	W7610BE	Select Detail Revision from the Form menu on Nota Fiscal Header Revision.	Review and revise detail information for the nota fiscal record.
Nota Fiscal Detail Additional Information	W7610BJ	Select a record, and select Detail Addl Info (Additional Information) from the Row menu on Nota Fiscal Detail Revision	Review additional information for the nota fiscal record. You cannot revise information on this form.

Reviewing Outbound Nota Fiscal Information

Access the Nota Fiscal Header Revision form.

Substitution Code A code that specifies whether a client or product is subject to tax substitution. Values are:

Y: Use list price.

Z: Use net price.

N: No.

Substitution Tax The ICMS Substitute amount that the customer must remit in advance if they are subject to Tax Substitution Mark-up.

ICMS Basis The amount on which ICMS taxes are assessed.

Substitution Basis The amount on which ICMS Substitute tax is assessed. Products that are eligible for ICMS Substitute tax are listed in ICMS government directive 14.

IPI Rate Enter a number that identifies the percentage of tax that should be assessed or paid to the corresponding tax authority, based on the tax area.

Enter the percentage as a whole number and not as the decimal equivalent. For example, to specify 7 percent, enter 7, not .07.

IPI Tax The IPI tax amount that is printed on the *nota fiscal.*

IPI Code A code that indicates how IPI tax is assessed. This code determines in which column of the Inbound/Outbound Fiscal Book the system prints the IPI tax amount. You must enter a code that already exists in the IPI Code Fiscal Value (76/IP) UDC table. Values are:

1: Taxable

2: Exempt or not taxable

	3: Other
IPI Basis	The amount on which IPI taxes are assessed.
NF Discount	The amount of the discount amount available for the *nota fiscal*.

Printing Outbound Notas Fiscais

This section provides an overview of outbound nota fiscais and discusses how to:

- Run the Print *nota fiscal* program.
- Set processing options for Print *nota fiscal* (R764560B).

Understanding Outbound Nota Fiscais

In Brazil, the government requires that businesses maintain detailed information regarding all merchandise and associated taxes during the delivery process. The information accompanies shipments in the form of a document that is referred to as *nota fiscal.*

You can also print the outbound (sales) *notas fiscais* that you send to the customers. After you generate and review the outbound nota fiscal, you can print *notas fiscais* to include in the shipments.

You can print *notas fiscais* in proof or final mode. When you print the documents in final mode, the system updates each system-assigned document number with the appropriate official nota fiscal number, based on the information that you set up in the Nota Fiscal Next Number Control - Brazil table (F7600B).

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up System Next Numbers," Setting Up Next Numbers for Notas Fiscais

Running the Print Nota Fiscal Program

Select Sales Order Processing - Brazil (G76B4211), Print Nota Fiscal.

Setting Processing Options for Print Nota Fiscal (R76560B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select

Use these processing options to specify the range of status codes from which the system selects the *notas fiscais* to print.

1. Next Status Code - From (Required) Enter a UDC (40/AT) to specify the beginning of the range of the next status of the *notas fiscais* that you want to select. You select a status from the Activity/Status UDC (40/AT). The status you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

2. Next Status Code - To (Required) Enter a UDC (40/AT) to specify the end of the range of the next status of the *notas fiscais* that you select. You select a status from the Activity/Status Codes UDC (40/AT). The status you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The combination of codes that you select for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

Defaults

Use these processing options to specify the defaults that the Print Nota Fiscal Sales - Brazil program (P76560B) uses for generating *notas fiscais.*

1. Invoice Document Type Enter a UDC (00/DI) to identify the invoice document type. The value that you enter must exist in the Document Type - Invoices Only (00/DI) UDC. The same code must also exist in the Document Type - All Documents (00/DT) UDC. If you leave this processing option blank, the system uses RI for the invoice document type.

2. Issue Date Enter the date that the system uses for the issue date of the *nota fiscal.* If you leave this field blank, the system date is used.

3. Next Status Code - Sales Order Enter a UDC (40/AT) to specify the beginning of the range of the next status of the *notas fiscais* that you want to select. You select a status from the Activity/Status UDC (40/AT). The status you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

4. Next Status Code - Nota Fiscal Enter a UDC (40/AT) to specify the beginning of the range of the next status of the *notas fiscais* that you want to select. You select a status from the Activity/Status UDC (40/AT). The status you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

Process

Use these processing option to specify whether the system prints the *notas fiscais* in final mode, and whether it summarizes *notas fiscais* detail lines by Item and Lot.

1. Mode Leave blank to print the *notas fiscais* in proof mode or enter *1* for final mode.

2. Summarize Nota Fiscal (Future) Leave blank and the system does not print an ICMS and IPI tax summary on the *nota fiscal.* or enter 1 and the system prints a tax summary.

Print

Use these processing options to specify whether the system prints an ICMS and IPI tax summary on the *notas fiscais,* and whether the nota fiscal total amount is printed in words at the end of the *nota fiscal.*

1. ICMS and IPI Tax Summary Leave blank and the system does not summarize nota fiscal detail lines by item and lot.

Enter *1* and the system summarizes by item and lot.

2. Data Edits Leave blank and the system prints the total of the *nota fiscal* in words at the end of the *nota fiscal.*or enter*1* and the system does not print the total in words.

Updating Sales in Brazil

This section provides an overview of sales update for Brazil and discusses how to:

- Run the Sales Update - Brazil program
- Set processing options for Sales Update - Brazil (R76B803)

Understanding Sales Update for Brazil

After you print *notas fiscais* in final mode, you can update the customer sales information. When you update customer sales information, the system creates Accounts Receivable records.

Note. The system does not process tax lines for PIS/PASEP and COFINS tax credits when you run the Sales Update - Brazil program.

You must update customer sales information only *after* you print *notas fiscais* in final mode so that the A/R records include the official *nota fiscal* document numbers that are required by the Brazilian government.

When you run the Sales Update - Brazil program, the system generates reports that include summary or detail information about:

- Updated information about customer sales.
- Accounts receivable and G/L entries.
- Sales for different categories, such as stock sales and freight, cost of goods sold, and profit percentages.
- Errors that result from running the program.

Depending on how you set the processing options, the system updates the F4211 and the F42119 tables from information that is stored in the F7611B table.

Note. If you do not set the processing options to update tables F4211 and F42119, you must run the Sales Update program after you run the Sales Update - Brazil program.

You must select the appropriate version of the Sales Update - Brazil program to update the tables. Select one of these versions, based on the company's process:

- Sales Update

  You can use the proof or final mode of this version when the sales order has been processed through Invoice Print and contains a document number and type in the Sales Order Detail file.

- Assign Invoice Numbers

  You must use the proof or final version when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an A/R number.

Note. Because of the number of transactions that occur when you run the Sales Update - Brazil program, it is recommended that you run the program in proof mode first to detect and correct any errors before you run it in final mode.

Prerequisites

Before you complete the tasks in this section:

- It is strongly recommended that you run the sales update when no one is on the system. When you run the program during non-business hours, you can accurately update the history files. The system does not lock records.
- Notify the system operator before you run the sales update, or consider running the program during non-business hours.
- Verify that the appropriate line types are set up and that the processing options are set to correctly interface with the G/L and accounts receivable.
- Verify that the status code for sales update and any status codes that follow are set up in the order activity rules.
- Verify that the AAIs are set up for Brazilian taxes and Additional Charges.

Running the Update Sales - Brazil Program

Select Sales Order Processing - Brazil menu (G76B4211), Sales Update - Brazil.

Setting Processing Options Update Sales - Brazil (R76B803)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Tax Line Type (Required) Specify the line type for the records that the system creates when it writes journal entries for Brazilian taxes.

2. Sales Reverse Defaults Specify the document type that the system assigns to the records it creates when you process sales reverses or sales returns. You choose a code from the Document Type - All Documents UDC table (00/DT). The code you choose must also exist in the Document Type - Invoices Only UDC table (00/DI).

Select

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Beginning Status (Optional) Enter a UDC (40/AT) to specify the current status of the notas fiscais that you want to select. You choose a status from the Activity/Status UDC (40/AT). The status you choose must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you choose for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

2. Next Status Code - From (Required) Enter a UDC (40/AT) to specify the beginning of the range of the next status of the notas fiscais that you to select. You choose a status from the Activity/Status UDC (40/AT). The status you choose must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you choose for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

3. Next Status Code - To (Required) Enter a UDC (40/AT) to specify the end of the range of the next status of the notas fiscais that you select. You choose a status from the Activity/Status Codes UDC (40/AT). The status you choose must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The combination of codes that you choose for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

4. Override Next Status (Optional) Enter a UDC (40/AT) to choose an alternate status for the next step in the order process. You choose a status from the Activity/Status (40/AT) UDC table. The status that you choose must be set up in the order activity rules based on the order type and the line type of the notas fiscais that you want to select. The override status is another allowed step in the process.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Sales Update Enter *1* and the system runs the Sales Update program (R42800) after running the Sales Update - Brazil program (R76B803). Leave blank and the system does not run sales update.

2. Sales Update Version Specify the version of the Sales Update program (R42800) that the system runs when you set the Sales Update processing option in the Sales Update - Brazil program (R76B803) to *1*. If you leave this processing option blank and enter 1 for the Sales Update processing option, the system uses version XJDE0001.

3. Sales Update Purge Enter *1* to run a version of the Sales Update (R42800) program to purge sales order records from the Sale Order Detail File (F4211) table. The system writes the purged records to the Sales Order History File (F42119) table. Leave blank and the system does not run the sales update purge.

4. Sales Update Purge Version Specify the version of the Sales Update (R42800) program to run. If you leave this processing option blank, the system runs version XJDE0001.

Freight

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Freight Enter *1* and the system creates reversing accounting entries when you process a reverse or return for notas fiscais that contain freight charges. Leave blank and the system does not create reversing entries.

2. Insurance Enter *1* to specify the system creates reversing accounting entries when you process a reverse or return for notas fiscais that contain insurance charges. Leave blank The system does not create reversing entries.

3. Additional Expenses Enter *1* and the system creates reversing accounting entries when you process a reverse or return for notas fiscais that contain additional expenses. Leave blank and the system does not create reversing entries.

4. Freight Line Type Specify the line type that the system assigns to the accounting entries it creates for freight charges. The system uses the value you enter in this processing option only when you enter 1 for the Freight processing option in R76B803.

5. Insurance Line Type Specify the line type that the system assigns to the accounting entries it creates for insurance charges. The system uses the value you enter in this processing option only when you enter 1 for the Insurance processing option in R76B803.

6. Additional Expenses Line Type Specify the line type that the system assigns to the accounting entries that it creates for additional expenses. The system uses the value that you enter in this processing option only when you enter 1 for the Additional Expenses processing option in R76B803.

Entering Transfer Orders for Brazil

This section provides an overview of transfer orders for Brazil and discusses how to enter transfer orders.

Understanding Transfer Orders for Brazil

You enter a transfer order to ship inventory between branch/plants within the company, maintain an accurate on-hand inventory amount, and provide tax information for *notas fiscais.* The transfer order program:

- Creates a sales order for the shipping location that represents the supplier.
- Creates a purchase order for the receiving location that represents the customer.
- Processes the inventory amounts on the transfer order as a formal purchase and sale of goods.
- Creates documents, such as pick slips or invoices, that are necessary to complete the transfer.

You enter transfer orders to input information about inventory that you move from one location to the other. Transfer orders are used in two situations:

- One location needs inventory from another location within the same branch plant.
- One branch plant needs inventory from another branch plant within the same company.

Note. When you generate a transfer order, the system automatically creates a purchase order with its corresponding Brazilian tag file information. The system creates this Brazilian tag file information with default values.

See *PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook*, "Entering Orders," Entering Purchase Orders for Brazil.

See *PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*, "Entering Item Inventory Information," Entering Additional Branch/Plant Information for Items for Brazil.

Prerequisite

Verify that you have selected Brazil (BR) in the user display preferences.

Forms Used to Enter Transfer Orders for Brazil

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Purchase Return (G76B4212), Transfer Orders	Review and select orders.
Sales Order Detail Revisions	W4210A	Click Add on Customer Service Inquiry.	Add and revise orders.
S.O. Brazilian Information Header	W4210BRL	Enter a sales order and click OK Sales Order Detail Revisions.	Enter transaction nature information for Brazil.
S.O. Brazilian Information Detail	W4210BRI	Enter the Brazilian Header information and click OK on S.O. Brazilian Information Header.	Review the detail information about the order.

Entering Transfer Orders for Brazil

Access the Customer Service Inquiry form.

Entering Stand-Alone Notas Fiscais

This section provides an overview of entering stand-alone *notas fiscais* and discusses how to:

- Set processing options for Stand-Alone *Notas Fiscais*.- Inbound and Outbound (P7611B)
- Enter a stand-alone *nota fiscal.*

Understanding Stand-Alone Notas Fiscais

In Brazil, the government requires that businesses maintain detailed information regarding all merchandise and associated taxes. The information accompanies shipments in the form of a document that is referred to as *nota fiscal.*

You might need to generate a *nota fiscal* apart from a purchase or sales order. For example, if a manufacturer ships merchandise into Brazil, that merchandise does not arrive with a *nota fiscal.* The receiving company in Brazil needs to generate an inbound stand-alone *nota fiscal* to begin the tracking process.

The stand-alone *nota fiscal* is not linked to any other accounting processes. For example, when you generate a stand-alone *nota fiscal*, it does not interface with general ledger, inventory, purchase order, sales order, accounts payable, or accounts receivable processes. Generate a stand-alone *nota fiscal* only when you want to print a document that does not affect any other accounting process.

When you enter a stand-alone *nota fiscal* manually, you should enter header and detail information. Once you enter this information, you can review the documents online to verify that the information is correct. You can review notas fiscais by order number or by *nota fiscal* number.

Note. If you review notas fiscais after printing a *nota fiscal* in proof mode, the *nota fiscal* number for each document is represented by a unique, system-generated next number. If you review notas fiscais after printing in final mode, the *nota fiscal* number is the official, government-assigned number.

When you run the PIS COFINS Netting Process program (P76B9011), the system does not create journal entries for the PIS/PASEP and COFINS taxes that you enter in this application. You must manually create the journal entries.

Nature of Document Type - BR (76B/ND)

You use the Nature of Document Type - BR UDC (76B/ND) to specify whether the transaction was completed by using a *nota fiscal.* These values are hard-coded:

Code	Description
I	Internal Document
F	Fiscal Document

Printing Stand-Alone Notas Fiscais

After you generate and review the *nota fiscal*, you can print notas fiscais to include in the shipments. You use the same program, Print Nota Fiscal (R76560B), to print stand-alone notas fiscais as you would notas that you generated by running the Generate Nota Fiscal program.

You can print notas fiscais in proof or final mode. When you print the documents in final mode, the system updates each system-assigned document number with the appropriate official *nota fiscal* number. This number is based on the information that you set up in the Nota Fiscal Next Number Control - Brazil table (F7600B).

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up System Next Numbers," Setting Up Next Numbers for Notas Fiscais

Prerequisite

Before you complete the tasks in this section, you should set up a matching version for the Stand Alone Nota Fiscal - Brazil program (P7611B). This program calls a version of the Generate Nota Fiscal - Brazil program (R76558B) to get the print message sequence from the processing options. The Stand Alone Nota Fiscal - Brazil program calls a version with a matching version name. If a matching version does not exist, the program calls version XJDE0001 by default.

Forms Used to Enter a Stand-Alone Notas Fiscais

Form Name	Form ID	Navigation	Usage
Work With Stand Alone Nota Fiscal Detail	W7611BJ	Stand-Alone Nota Fiscal - Brazil (G76B4321), Stand Alone Nota Fiscal - Outbound	Review and select stand-alone outbound *nota fiscal* records.
Outbound Nota Fiscal Header Revision	W7611BD	Click Add on Work With Stand Alone Nota Fiscal Detail.	Add stand-alone nota fiscals for outbound processing.
Outbound Nota Fiscal Detail Revision	W7611BF	Select Detail Revision from the Row menu on Outbound Nota Fiscal Header Revision.	Add and revise details for stand-alone outbound *nota fiscal* records.
Outbound NF Additional Information	W7611BE	Select a record on Outbound Nota Fiscal Detail Revision, and select Detail Addl Info from the Row menu.	Add and revise additional information for stand-alone outbound *nota fiscal* records.
Work With Stand Alone Nota Fiscal Header	W7611BA	Stand-Alone Nota Fiscal - Brazil (G76B4321), Stand Alone Nota Fiscal - Inbound	Review and select stand-alone inbound *nota fiscal* records.
Inbound Nota Fiscal Header Revision	W7611BD	Click Add on Work With Stand Alone Nota Fiscal Header.	Add stand-alone nota fiscals for inbound processing.
Inbound Nota Fiscal Detail Revision	W7611BF	Select Detail Revision from the Row menu on Inbound Nota Fiscal Header Revision.	Add and revise details for stand-alone inbound *nota fiscal* records.
Inbound NF Additional Information	W7611BE	Select a record on Inbound Nota Fiscal Detail Revision, and select Detail Addl Info from the Row menu.	Add and revise additional information for stand-alone inbound *nota fiscal* records.
Work With Nota Fiscal Text	W7612BA	Select Text Revision from the Form menu on Outbound Nota Fiscal Header Revision. Select Text Revision from the Form menu on Inbound Nota Fiscal Header Revision.	Review and select the record to which you want to attach message text.
Nota Fiscal Text Revision	W7612BC	Select Message Revisions from the Row menu on Work With Nota Fiscal Text.	Add and revise message text.

Setting Processing Options for Stand Alone Nota Fiscal - Inbound and Outbound (P7611B)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

Use this processing option to control display preferences.

1. Header or Detail

Use this processing option to determine whether the system first displays the Nota Fiscal Header Revisions form or the Nota Fiscal Detail Revisions when you inquire on a *nota fiscal.* You can review header information before detail information and edit default information that affects the *nota fiscal.* Values are:

Leave blank and the system displays the *Nota Fiscal* Header Revisions form first.

Enter *1* and the system displays the *nota fiscal* Detail Revisions form first.

Defaults

Use the default processing options to specify the default values that the system uses when other values are not entered for the transaction.

1. Nota Fiscal Series

Specify the *nota fiscal* series that the system uses to create and inquire upon *nota fiscal* records. If the *nota fiscal* is to be printed, you must set up the *nota fiscal* Series by using the *nota fiscal* Next Number - Brazil program (P7600B).

2. Nota Fiscal Document Type

Specify the *nota fiscal* Document Type that the system uses to create and inquire upon *nota fiscal* records. If the *nota fiscal* is to be printed, you must set up the *nota fiscal* Document Type by using the *nota fiscal* Next Number - Brazil program (P7600B). You set up values in the Document Type UDC table (00/DT).

3. Line Type

Specify how the system processes the lines of a transaction. Line types affect the systems with which the transaction interfaces (General Ledger, Job Cost, Accounts Payable, Accounts Receivable, and Inventory Management). Line Types also specify the conditions for including a line on reports and in calculations.

4. Override Last Status

Enter a UDC (40/AT) to indicate the From Status code range that the system uses for *nota fiscal* creation. You must enter a status that has been set up in the user defined codes list (40/AT) of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list. If you leave this field blank, the status codes will be retrieved from the order activity rules.

5. Override Next Status Enter a UDC (40/AT) to indicate the To Status code range that the system uses for *nota fiscal* creation. You must enter a status that has been set up in the user defined codes list (40/AT) of the order activity rules based on the order type and the line type that you are using. The combination of Status From and Status Thru must be a valid last status/next status combination in the Order Activity Rule list. If you leave this field blank, the status codes will be retrieved from the order activity rules.

6. Branch/Plant Enter a branch/plant. This is a separate entity within a business for which you want to track costs.

7. Update Nota Fiscal Header Leave blank and the system will not automatically update *nota fiscal* header.

Enter *1* and the system will automatically update *nota fiscal* header.

8. Stand-Alone Nota Fiscal Type (Required) Enter *1* and the system creates an inbound stand-alone *nota fiscal.*

Enter *5* and the system creates outbound stand-alone *nota fiscal.*

Edits

Use the Status processing options to protect the status of a field or to set a status code limit for changes.

1. Status Leave blank and the system does not disable status code fields.

Enter *1* and the system disables status code fields.

2. Status Code Limit for Changes Enter a UDC (40/AT) to indicate the status code at which detail lines cannot be changed. The detail lines will be protected if the next status is greater than or equal to the status you enter. You must specify a UDC that has been set up in the Order Activity Rules (40/AT) based on the order type and the line type that you are using.

3. Taxes and Freight Leave blank to enable users to change the taxes and freight in the header of the *nota fiscal* or enter *1* and the system does not enable users to change the taxes and freights in the header of the *nota fiscal*.

4. Branch Validation Leave blank to specify the system validates the branch against the Branch/Plant Constants file (F41001) or enter 1 and the system validates against the Business Unit Master file F0006).

Entering a Stand-Alone Nota Fiscal

When you enter inbound and outbound stand-alone *nota fiscals*, you use a different version of the same program. Although processing option settings differentiate the versions, many of the forms that appear are the same.

Access the Outbound *Nota Fiscal* Header Revision form to enter outbound stand-alone records.

Access the Inbound *Nota Fiscal* Header Revision form to enter inbound stand-alone records.

Inbound and Outbound Nota Fiscal Header Revisions form

Select the Freights tab.

Select the Services Taxes tab.

Select the Merchandise Taxes tab.

Select the Departure Dates tab.

Inbound and Outbound Nota Fiscal Detail Revisions form

These terms apply to the Inbound *Nota Fiscal* Detail Revisions form and the Outbound *Nota Fiscal* Detail Revisions form.

Location Enter the storage location from which goods will be moved.

Lot Serial Number Enter a number that identifies a lot or a serial number. A lot is a group of items with similar characteristics.

Description 1 Enter a remark about an item.

Purchasing UOM Enter a UDC 00/UM) that identifies the unit of measure in which you usually purchase the item.

Description 2 Enter a second, 30-character description, remark, or explanation.

Tax Summary Enter an auxiliary code that you use to combine ICMS and IPI tax characteristics. Values might include:

01: Taxed domestic goods (IPI and ICMS)

02: Taxed domestic goods (ICMS taxed, IPI tax rate Zero)

03: Exempt products

04: Export

05: ICMS deferred, IPI suspended

06: ICMS exempt, IPI taxed

Fiscal Classification Enter a code that specifies groups of products, as defined by the local tax authorities. The product groups are based on taxing conventions and other national statistics. The system uses this code to determine the applicable tax rate for a product.

IPI Tax Rate Enter a number that identifies the percentage of tax that should be assessed or paid to the corresponding tax authority, based on the tax area.

Enter the percentage as a whole number and not as the decimal equivalent. For example, to specify 7 percent, enter *7,* not .07.

DIPI Code Enter the DIPI Classification code. This is a four-character, alphanumeric field that you can use for tax reporting. Use this code to link the product with the Transaction Nature.

ISS Tax Rate Enter a number that identifies the percentage of tax that should be assessed or paid to the corresponding tax authority, based on the tax area.

Enter the percentage as a whole number and not as the decimal equivalent. For example, to specify 7 percent, enter *7,* not .07.

IR Tax Rate Enter a number that identifies the percentage of tax that should be assessed or paid to the corresponding tax authority, based on the tax area.

Enter the percentage as a whole number and not as the decimal equivalent. For example, to specify 7 percent, enter *7,* not .07.

II Taxable Amount Enter the amount on which II taxes are assessed.

II Tax Rate Enter a number that identifies the percentage of tax that should be assessed or paid to the corresponding tax authority, based on the tax area.

Enter the percentage as a whole number and not as the decimal equivalent. For example, to specify 7 percent, enter *7,* not .07.

II Tax Enter the II tax amount that is printed on the *nota fiscal*.

Match Type Enter a code that is attached to each purchase-order detail record or receipt record, that indicates whether a voucher exists and whether the voucher or receipt record has been reversed. Values are:

1: No voucher exists.

2: A voucher exists.

3: The voucher has been reversed.

4:

The receipt record has been reversed.

Note. Record types 3 and 4 are audit records only; you cannot access these record types for the Voucher Match program (P4314) or the PO Receipts program (P4312).

ICMS Tax Subst Mark-up (ICMS tax substitution mark-up) Enter a code that specifies whether a client or product is subject to tax substitution. Values are:

Y: Use list price.

Z: Use net price.

N: No.

Purchase Use Code Enter a code that identifies the purpose for which the merchandise was purchased. You define purchase use codes in the Purchase Use UDC table (76/PU). When you define purchase use codes, use the special handling code to specify this type of tax information:

For ICMS tax:

0: ICMS tax is nonrecoverable

1: ICMS tax is 100 percent recoverable

For IPI tax:

0: IPI tax is nonrecoverable

1: IPI tax is 50 or 100 percent recoverable, depending on the status of the ship-to and ship-from taxpayer

Cur Code (currency code) Enter a code that identifies the currency of a transaction.

Item Orig (item origin) Enter a code that specifies the origin of a product. You must select a hard-coded value from the Item Origin UDC (76/IO).

Nota Fiscal Text Revision form

These terms apply to the *nota fiscal* Text Revisions form.

Message Text The actual line of text used in the Generic Text Window program.

CHAPTER 11

(BRA) Processing Sales Order Returns, Reverses, and Voids in Brazil

This chapter provides an overview of sales order returns, reverses, and voids, and discusses how to:

- Cancel sales orders.
- Reverse *notas fiscais.*
- Process ship-to sales returns.
- Process ship-from sales returns.

Understanding Sales Order Returns, Reverses, and Cancellations

Occasionally, you need to cancel sales orders or process the return of products. You process cancellations and returns differently, depending on the processing stage at which the cancellation or return occurs. This table describes the actions that you must take at different processing stages:

Sales Order and Nota Fiscal	Action	Effect on Accounting Entries
You enter a sales order, but a *nota fiscal* is not generated.	You cancel the order by changing the order status to canceled.	None. No accounting entries were created.
You generate a *nota fiscal*, but it is not printed.	You reverse the *nota fiscal* using the version for non-printed *notas fiscais* in the Reverse/Void Nota Fiscal (R76559B) program.	The system deletes the records from these tables: • Nota Fiscal Header - Brazil table (F7601B). • Nota Fiscal Detail - Brazil table (F7611B). • Nota Fiscal Print Message - Brazil (F7612B). • Nota Fiscal Taxes Header - Brazil table (F76B001). • Nota Fiscal Taxes Detail - Brazil (F76B011). The records are not reported in the fiscal books.

Sales Order and Nota Fiscal	Action	Effect on Accounting Entries
You print the *nota fiscal* but have not run the Sales Update, and you have not shipped the products.	You reverse the *nota fiscal*, using the version for printed *notas fiscais* in the Reverse/Void Nota Fiscal program. Close the sales order.	The system does not delete *nota fiscal* records from the Nota Fiscal Header - Brazil, Nota Fiscal Detail - Brazil, Nota Fiscal Print Message - Brazil, Nota Fiscal Taxes Detail - Brazil, and Nota Fiscal Taxes Header - Brazil tables. These records are reported in the fiscal books by using the status code that you specified in the processing options for the Reverse/Void Nota Fiscal program.
You print the *nota fiscal* and run the Sales Update. You ship the products, and the products are returned to you before the buyer receives the products.	You create and print an inbound *nota fiscal* by using the Sales Return - Ship From program (version ZJDE7004).	The system creates reversing entries for items and expenses as determined by processing options, and updates inventory records.
You ship the products, and they are received by the buyer. The buyer returns some or all of the products to you.	The buyer issues an inbound *nota fiscal* to you. You use the Sales Return - Ship To program (version ZJDE7003) to enter the information from the *nota fiscal* that the buyer issued into the system. You do not print a *nota fiscal* for the return.	The system creates records in the *nota fiscal* tables for reporting in the fiscal books.

If you need to cancel a sales order before you generate the *nota fiscal*, you cancel the sales order by using the base software Sales Order Entry program to update the sales order to a closed status. Since no records are created in the *nota fiscal* tables until you generate the *nota fiscal*, you do not create any reversing accounting entries.

Reversing Notas Fiscais

This section provides an overview of reversing *notas fiscais* and discusses how to:

- Run the Reverse/Void Nota Fiscal program.
- Set the processing options for Reverse/Void Nota Fiscal - Brazil.

Understanding Nota Fiscal Reversal

If you need to cancel a sales order after generating the *nota fiscal* but before printing it, you must reverse the *nota fiscal* by using a version of the Reverse/Void Nota Fiscal program that is set up for reversing non-printed *notas fiscais.* Version XJDE0001 exists for reversing nonprinted *notas fiscais.* When you use version XJDE0001 or a copy of it, the system deletes the records that are associated with the *notas fiscais* which you reversed from the *nota fiscal* tables.

If you need to cancel a sales order after printing it but before running the Update Sales - Brazil program (R76B803), you must reverse the *nota fiscal* by using a version of the Reverse/Void Nota Fiscal program that is set up for reversing printed *notas fiscais.* Version XJDE0002 exists for reversing printed *notas fiscais.* When you use version XJDE0002 or a copy of it, the system retains the records that are associated with the *notas fiscais* which you reverse in the *nota fiscal* tables. You must retain these records for fiscal book reporting.

In addition to reversing the *nota fiscal*, you must either re-use or close the sales order. It is strongly recommended that you close the sales order.

Note. When you cancel a *nota fiscal* for which a record exists in the Nota Fiscal Taxes Detail - Brazil table, the system changes the processed flag in the record to 1 to indicate that the record is closed. When you run the *Programa de Integração Social* and *Contribuição para Financiamento da Seguridade Social* Netting Process program (R76B9011), the system does not process the record.

Running the Reverse/Void Nota Fiscal Program

Select Sales Order Processing - Brazil (G76B4211), Reverse/Void Nota Fiscal.

Setting the Processing Options for Reverse/Void Nota Fiscal - Brazil

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Select

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Generated Nota Fiscal Status Code (Required) Enter a UDC (40/AT) to specify the status of the notas fiscais that the system selects to reverse. You must choose a code from the Activity/Status Codes UDC (40/AT) table. The code you choose must be set up in the order activity rules for the order type and the line type of the notas fiscais that you want to process.

2. Printed Nota Fiscal Status Code (Required) Enter a UDC (40/AT) to specify the status code for the printed nota fiscais. The system selects and processes the nota fiscais with this status code.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Sales Order Next Status Code (Required) Enter a UDC (40/AT) to specify the status code for the printed notas fiscais. The system selects and processes the notas fiscais that are at the status you specify.

2. Nota Fiscal Next Status Code (Required) Enter a UDC (40/AT) to specify an override next status for the sales order. If you leave this processing option blank, the next status reverts to the previous status.

Processing Ship-To Sales Returns

This section provides an overview of the ship-to sales return process and discusses how to:

- Set processing options for Sales/Purchase Returns - Brazil (P76B805).
- Enter a ship-to sales return.

Understanding Ship-To Sales Returns

If you need to process the cancellation of an order after you have run the Update Sales - Brazil program, you must process the cancellation as a sales return. You must consider the price for the merchandise, and the taxes and other fees charged on the original printed *nota fiscal* when you process the return so that the appropriate reversing entries are made to the financial and inventory systems.

You use the Ship-To sales return process when the company to which you shipped the merchandise returns the merchandise after receiving it into its inventory. The returning company must send a *nota fiscal* with the returned merchandise.

Brazil requires that a *nota fiscal* accompany all products that are shipped. If the company to which you shipped the merchandise returns the merchandise after receiving it into its inventory, the company must create a *nota fiscal* to accompany the return. This type of a return is referred to as a "ship-to" sales return. When you receive the returned merchandise, you must complete these steps in this order:

1. Use the Sales Return - Ship To program (version ZJDE7003) to enter the information on the *nota fiscal* into the system, create detail lines for the returned items, and associate the original *nota fiscal* with the *nota fiscal* that is sent with the returned merchandise.
2. Run the ZJDE7002 version of the Shipment Confirm program (P4205).
3. Generate the return *nota fiscal* by running the XJDE0005 version of the Generate Nota Fiscal program (R76558B).

Note. Make a note of the value that the system provides for the Order Number field on the Create Sales Ledger Details form. You will use this number later in the return process.

To complete the ship-to return process, you must ship confirm the order and then generate the *nota fiscal.*

This table lists some considerations for the ship-to sales return process:

Program	Considerations
Sales Ledger Inquiry (P42025).	These considerations apply: • The Sales Ledger Inquiry program must have a version that matches the version that you use in Sales Order Entry. If you use version ZJDE7003 (Sales Return - Ship To) in Sales Order Entry, you must set up version ZJDE7003 in the Sales Ledger Inquiry program. • On the Defaults tab of the processing options: • For the Order Type processing option, select the code that represents a *nota fiscal* batch return. • Consider making the range of status that is specified by the Status Code - From and Status Code - Thru processing options as wide as possible. For example, if you enter 520 for the Status Code - From processing option and enter 999 for the Status Code - To processing option, the system searches over a wide range of *notas fiscais* when it uses the Sales Ledger Inquiry program. • On the Credit Memo tab of the processing options: • For the Enter Status Code processing option, enter the next status of the *nota fiscal* that was sent with the merchandise that is now being returned. For example, if 999 is the next status of an order for which the sales update is run, enter 999 for this processing option. • You do not need to enter a value for the second processing option. • On the Versions tab of the processing options: • You do not need to enter values on this tab because the Sales Ledger Inquiry program is called from the Sales Order Entry program.

Program	Considerations
Sales/Purchase Returns - Brazil (P76B805).	These considerations apply: • The Sales/Purchase Returns - Brazil program must have a version that matches the version that you use in Sales Order Entry. If you use version ZJDE7003 (Sales Order Entry - Return Order - Ship To) in Sales Order Entry, you must set up version ZJDE7003 in the Sales/Purchase Returns - Brazil program. • On the Select tab of the processing options: • Consider making the range of status that is specified by the Next Status Code - From and Next Status Code - Thru processing options as wide as possible. For example, if you enter 520 for the Next Status Code - From processing option and enter 999 for the Next Status Code - To processing option, the system searches over a wide range of *notas fiscais* when it uses the Sales/Purchase Returns - Brazil program.
Sales Return - Ship To (P4210/ZDJE7003.)	These considerations apply: • On the Defaults tab of the processing options: • For the Order Type processing option, enter the code that represents sales order returns. • For the Line Type processing option, enter the code that represents a ship-to credit. • For the Beginning Status, enter the status that represents Enter Sales Order. • On the Versions tab of the processing options: • For the Sales Ledger Inquiry processing option, enter the version that matches the version of Purchase Order Entry that you are using.

Prerequisites

Before you complete the tasks in this section:

- Verify that a matching version of the Sales Order Entry Program exists in the Sales Ledger Inquiry program. For example, if you use version ZJDE7004 of the Sales Order Entry program to process sales order returns, version ZJDE7004 must exist for returns in the Sales Ledger Inquiry program.
- Verify that a matching version of the Sales Order Entry program exists in the Sales/Purchase Returns - Brazil program. For example, if you use version ZJDE7003 of the Sales Order Entry program to process sales order returns, version ZJDE7003 must exist for returns in the Sales/Purchase Returns - Brazil program.
- Verify that the processing options and version are set up for the Sales Ledger Inquiry program.
- Verify that the processing options and version are set up for the Sales/Purchase Returns - Brazil program.
- Verify that the processing options and version are set up for the Sales Return - Ship To program (P4210/ZJDE7003).
- Verify that supplier master and purchasing instruction records exist for the client who is returning the merchandise you are processing.

See Also

Chapter 9, “Processing Sales Orders,” Confirming Shipments, page 313

Chapter 10, “(BRA) Processing Sales Orders in Brazil,” page 343

Forms Used to Enter a Ship-To Sales Return

Form Name	Form ID	Navigation	Usage
Sales Order Detail Revisions	W4210A	Sales Order Processing - Brazil (G76B4211), Sales Return - Ship To Click Add on Customer Service Inquiry.	Access Customer Service Inquiry form
Ship To Nota Fiscal Number	W76B805B	Select Credit Memo from the Form menu on Sales Order Detail Revisions.	Enter information from the *nota fiscal* that the buyer sent with the returned merchandise.
Create Sales Ledger Details	W76B805E	Click OK on Ship To Nota Fiscal Number.	Enter the *nota fiscal* number from the *nota fiscal* that accompanied the order when you shipped it to the customer
Nota Fiscal Selection	W76B805G	Select NF Selection from the Form menu on Create Sales Ledger Details.	Populate the Create Sales Ledger Details form with data from the original sales *nota fiscal*
Work With Sales Ledger Inquiry	W42025A	Select Credit Memo from the Form menu on Sales Order Detail Revisions.	Enter the order number the system displayed on the Create Sales Ledger Details form.
S.O. Brazilian Information Header	W4210BRL	Click OK on Sales Order Detail Revisions.	Verify that header information is correct
S.O. Brazilian Information Detail	W4210BRA	Click OK on S.O. Brazilian Information Header.	Verify that the detail information is correct

Setting Processing Options for Sales/Purchase Returns - Brazil (P76B805)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Display

Use this processing option to specify whether the system displays sales or purchasing *notas fiscais.*

1. Nota Fiscals Use this processing option to specify whether the system displays sales or purchasing *notas fiscais.* Values are:

Leave blank and the system display sales *notas fiscais*

Enter *1* and the system displays purchasing *notas fiscais*.

Process

Use this processing option to specify whether the system creates negative journal entries for returned merchandise.

1. Reverse sign Use this processing option to specify whether the system creates negative journal entries for returned merchandise. Values are:

Leave blank and the system does not create negative entries for the returned merchandise

Enter *1* and the system creates negative entries for the returned merchandise.

Select

Use this processing option to identify the range of *notas fiscais* to process.

Next Status Code - From Enter a UDC (40/AT) to specify the beginning of the range of the next status of the *notas fiscais* that you to select. The status you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The combination of codes that you select for this processing option and the Next Status Code - To processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

Next Status Code - Thru Enter a UDC (40/AT) to specify the end of the range of the next status of the *notas fiscais* that you select. The status you select must be set up in the order activity rules based on the order type and the line type of the *notas fiscais* that you want to select. The combination of codes that you select for this processing option and the Next Status Code - From processing option in this program must be a valid last status/next status combination in the Order Activity Rules table (F40203).

Defaults

Use these processing options to specify how the system writes inventory records for returned merchandise.

1. Inventory Location Use this processing option specify the default inventory location for returns. Values are:

Leave blank for a blank location.

Enter *1* for ship to Address Book.

Enter *2* for ship To, Nota Fiscal series.

Enter *3* for original location.

Note. Enter *3* for *nota fiscal* returns. Branch/Plant and location do not change when you enter *3*.

2. Return Branch Enter the default branch/plant that the system uses for returns.

3. Document Type Enter a UDC (00/DT) to specify the default document type for a voucher. You must enter a value that exists in the document type (00/DT) UDC table. The same code must also exist in the document type-invoices only (00/DI) UDC list table.

Edits

Use this processing option to specify whether the system validates the original ship-to document number.

1. Validate Ship To Document Number Leave blank and the system does not validate the original ship-to document number.

Enter *1* and the system validates the original ship-to document number.

Entering a Ship-To Sales Return

Access the Sales Order Detail Revisions form.

NF Series Enter a two-character number that along with the *nota fiscal* number, identifies a *nota fiscal*. The Nota Fiscal Series field is the second key that the system uses to access a specific *nota fiscal.*

Processing Ship-From Sales Returns

This section provides an overview of ship-from sales returns and discusses how to enter a ship-to sales return.

Understanding Ship-From Sales Returns

If you need to process the cancellation of an order after you have run the Update Sales - Brazil program, you must process the cancellation as a sales return. You must consider the price for the merchandise, and the taxes and other fees charged on the original printed *nota fiscal* when you process the return so that the appropriate reversing entries are made to the financial and inventory systems.

You use the Ship-From sales return process when the company to which you shipped the merchandise returns the merchandise before they received the merchandise into their inventory. You must create a *nota fiscal* to account for this type of transaction. When you process this type of sales return, you must process the return in this order:

1. Use the Sales Order Entry - Return Order - Ship From program (version ZJDE7004) to create detail lines for the returned items and associate the original *nota fiscal* with the *nota fiscal* that you create for the return.
2. Run the ZJDE7002 version of the Shipment Confirm program.
3. Generate the return *nota fiscal* by running the XJDE0003 version of the Generate Nota Fiscal program.
4. Print the *nota fiscal* for the return in final mode by using the Print Nota Fiscal - Ship From program (R76560B).

This table lists some considerations for the ship-to sales return process:

Program	Considerations
Sales Ledger Inquiry.	These considerations apply: • The Sales Ledger Inquiry program must have a version that matches the version that you use in Sales Order Entry. If you use version ZJDE7004 (Sales Return - Ship From) in Sales Order Entry, you must set up version ZJDE7004 in The Sales Ledger Inquiry program. • On the Defaults tab of the processing options: • For the Order Type processing option, select the code that represents a *nota fiscal* batch return. • Consider making the range of status that is specified by the Status Code - From and Status Code - Thru processing options as wide as possible. For example, if you enter 520 for the Status Code - From processing option and enter 999 for the Status Code - To processing option, the system searches over a wide range of *notas fiscais* when it uses the Sales Ledger Inquiry program. • On the Credit Memo tab of the processing options: • For the Enter Status Code processing option, enter the next status of the *nota fiscal* that was sent with the merchandise that is now being returned. For example, if 999 is the next status of an order for which the sales update is run, enter 999 for this processing option. • You do not need to enter a value for the second processing option. • On the Versions tab of the processing options: • You do not need to enter values on this tab because the Sales Ledger Inquiry program is called from the Sales Order Entry program.

Program	Considerations
Sales/Purchase Returns - Brazil.	These considerations apply: • The Sales/Purchase Returns - Brazil program must have a version that matches the version you use in Sales Order Entry. If you use version ZJDE7004 (Sales Return - Ship From) in Sales Order Entry, you must set up version ZJDE7004 in the Sales/Purchase Returns - Brazil program. • On the Select tab of the processing options: • Consider making the range of status specified by the Next Status Code - From and Next Status Code - Thru processing options as wide as possible. For example, if you enter 520 for the Next Status Code - From processing option and enter 999 for the Next Status Code - To processing option, the system searches over a wide range of *notas fiscais* when it uses the Sales/Purchase Returns - Brazil program.
Sales Return - Ship From (P4210/ZDJE7004).	These considerations apply: • On the Defaults tab of the processing options: • For the Order Type processing option, enter the code that represents sales order returns. • For the Line Type processing option, enter the code that represents a ship-to credit. • For the Beginning Status, enter the status that represents Enter Sales Order. • On the Versions tab of the processing options: • For the Sales Ledger Inquiry processing option, enter the version that matches the version of Sales Order Entry that you are using.

Prerequisites

Before you complete the tasks in this section:

- Verify that a matching version of the Sales Order Entry Program exists in the Sales Ledger Inquiry program. For example, if you use version ZJDE7004 of the Sales Order Entry program to process sales order returns, version ZJDE7004 must exist for returns in the Sales Ledger Inquiry program.
- Verify that a matching version of the Sales Order Entry program exists in the Sales/Purchase Returns - Brazil program. For example, if you use version ZJDE7003 of the Sales Order Entry program to process sales order returns, version ZJDE7003 must exist for returns in the Sales/Purchase Returns - Brazil program.
- Verify that the processing options and version are set up for the Sales Ledger Inquiry program.
- Verify that the processing options and version are set up for the Sales/Purchase Returns - Brazil program.
- Verify that the processing options and version are set up for the Sales Return - Ship From program (ZJDE7004).
- Verify that supplier master and purchasing instruction records exist for the client who is returning the merchandise you are processing.

See Also

Chapter 9, “Processing Sales Orders,” Confirming Shipments, page 313

Chapter 10, “(BRA) Processing Sales Orders in Brazil,” Running the Generate Nota Fiscal Program, page 345

Chapter 10, “(BRA) Processing Sales Orders in Brazil,” Printing Outbound Notas Fiscais, page 357

Forms Used to Enter Ship-From Sales Returns

Form Name	Form ID	Navigation	Usage
Sales Order Detail Revisions	W4210A	Sales Order Processing - Brazil (G76B4211), Sales Return - Ship From Click Add on Customer Service Inquiry.	Access the Sales Order Detail Revisions form
Create Sales Ledger Details	W76B805E	Select Credit Memo from the Form menu on Sales Order Detail Revisions.	Enter data about the return
Nota Fiscal Selection	W76B805G	Select NF Selection from the Form menu on Create Sales Ledger Details.	Populate the Create Sales Ledger Details form with data from the original sales *nota fiscal*
Work With Sales Ledger Inquiry	W42025A	Click OK on Create Sales Ledger Details.	Enter the new order number that was previously generated by the system, and select the lines for which you process a return
Sales Order Detail Revisions	W4210A	Click Close on Work with Sales Ledger Inquiry.	Review the lines you process for return and note the new order number
S.O. Brazilian Information Header	W4210BRL	Click OK on Sales Order Detail Revisions.	Verify header information
S.O. Brazilian Information Detail	W4210BRA	Click OK on S.O. Brazilian Information Header.	Verify detail information

Entering Ship-From Sales Returns

Access the Sales Order Detail Revisions form. :

CHAPTER 12

Processing Prepayments

This chapter provides an overview of prepayment processing and discusses how to:

- Set up prepayment processing.
- Authorize credit card transactions.
- Update prepayment transactions.
- Update the prepayment status code.
- Settle prepayment transactions.
- Work with drafts for prepayments.

Understanding Prepayment Processing

When you enter orders for customers, you can send out invoices to the customers for received goods. Occasionally, customers may make a form of payment in advance, which is immediately after order entry. With prepayment processing, you can generate an invoice as a customer receipt, with the order total noted as prepaid on the invoice.

Prepayment of an order takes place when a seller receives a form of payment from the customer at the time of order entry. There are many types of prepayments that a customer can use, such as cash, check, and credit card. When you make any type of prepayment, the system records transaction information for each order detail line, and indicates the payment on the invoice.

There are two types of prepayment transactions:

- Two-party prepayment

  Two-party prepayments are typically cash or check transactions, which occur between you and the customer. When an order is prepaid with cash or a check, the system indicates the prepayment form, transaction, and total on the invoice.

- Three-party prepayment

  Three-party prepayments are typically credit card transactions, which occur between you, the customer, and the credit card company.

  In the system, the transaction is an electronic transmission of transaction information between the bank, the credit card company, and the credit card processor.

The prepayment processing system provides an interface between PeopleSoft EnterpriseOne applications, such as Sales Order Entry (P4210), and a seller's designated credit card processor. With the prepayment processing system, you can integrate credit card authorizations and final settlements with the company's business processes, such as order entry and invoicing procedures.

For three-party prepayment transactions, the PeopleSoft system does not include middleware or credit card transaction processors. To complete credit card prepayment processes, you must select a credit card processor, a third-party vendor or a middleware solution, with which you can transmit information between EnterpriseOne, the credit card company, and the company's bank.

Prerequisite

Verify that you have performed the appropriate setup for the credit card processor. This information includes merchant ID, terminal ID, authorization and settlement phone numbers, and other information that is necessary for successful electronic transmission.

See Also

PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook, "Processing Accounts Payable Vouchers," Entering Prepayment Vouchers

Setting Up Prepayment Processing

This section provides overviews of the prepayment status codes and the prepayment hold codes.

Before you can process two- or three-party transactions, you must identify the points in the process that the system authorizes orders with the credit card company, transaction types, and the status at which you perform the settlements.

Understanding Prepayment Status Codes

Authorization usually occurs after order entry. Settlement usually occurs after shipment confirmation, but before invoicing. The system follows the order activity rules for the order type and line type combination. You can set up override status codes in the processing options for these programs:

- Sales Order Entry (P4210).
- Shipment Confirmation (P4205).
- Print Invoices (R42565).
- Held Order Release (P43070).
- Sales Update (R42800).

You inquire on orders using the Prepayment Processing Information program (P004201). On the Work with Prepayment Transactions form, you can identify the status of transactions, such as transactions that are ready to be authorized, settled, or declined, based on the prepayment status codes in the user defined code (UDC) table (00/SP). These statuses have been predefined:

- *Blank:* Pre-authorization.
- *01:* Sent for Authorization.
- *02:* Authorized.
- *03:* Ready to Settle.
- *04:* Sent for Settlement.
- *05:* Settled.

- *06:* Authorization Declined/Error.
- *07:* Settlement Declined/Error.

Understanding Prepayment Hold Codes

You can set up order hold information that the system uses to place orders on hold. The system applies this information if you set the appropriate processing options for the Sales Order Entry program (P4210). It is recommended that you define these hold codes for prepayment transactions:

- Settlement holds, identified by hold code *CS*.
- Authorization holds, identified by hold code *CA*.

Authorization Hold Codes

During order entry, you can validate credit information when you accept a credit card as a means of payment. By way of the middleware solution, the system retrieves authorization and updates the prepayment transaction in the system. If the authorization is unsuccessful, then the order is put on authorization hold and the system does not allow further order processing. For this hold to be removed, the authorization process must be successfully run in batch mode.

Settlement Hold Codes

During settlement, you can run the Settle Prepayment Transaction program (R004202) to perform settlement. By way of the middleware solution, the system retrieves settlement information and updates the prepayment transaction in the system. When a settlement is performed, the middleware solution releases funds from a customer's account to the merchant account. If the settlement transactions contain errors, the order is put on settlement hold and the system does not allow further order processing. For this hold to be removed, the settlement process must be successfully run in batch mode.

In the Hold Order Constants program (P42090), you set up the hold code in the UDC table (42/HC) and define the hold information.

In the processing options for the version of Sales Order Entry (P4210) that is defined for prepayment processing, you must enter the authorization and settlement hold codes to activate order hold processing.

See Also

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up UDCs, page 9

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Order Hold Information, page 47

Authorizing Credit Card Transactions

This section provides an overview of credit card authorization and discusses how to:

- Run the Authorize Prepayment Transactions program.
- Set processing options for Authorize Prepayment Transactions (R004201).

Understanding Credit Card Authorization

During order entry, you capture the customer's credit card transaction information and transmit the order amount through the middleware solution, a credit card processor. The processor then checks the cardholder's accounts for available funds and places a hold equivalent to the order amount on the customer's credit line. The credit card processor then returns an authorization code to you.

The authorization process varies based on the credit card processor. If the authorization is successful, the system returns an authorization code and the system updates the transaction status in the F004201 table.

Running the Authorize Prepayment Transactions Program

Select Prepayment Processing menu (G42131), Authorize Prepayment Transactions.

Setting Processing Options for Authorize Prepayment Transactions (R004201)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Authorized Lines Enter a UDC (40/AT) indicating the next step in the order flow of the line type.

Holds

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Authorization Hold for Prepayment Processing Enter a UDC (42/HC) that identifies why an order is on hold.

Updating Prepayment Transactions

This section provides an overview of prepayment transactions and discusses how to update prepayment transactions.

When you make a change to an order that affects a prepayment transaction, the system updates the transaction record and activates reprocessing, as necessary. For example, if you cancel an order, the system voids the prepayment transaction. If you increase the quantity, the system initiates the authorization process again.

You can process two-party and three-party transactions through the standard order processing cycle. When you change order information, such as increasing the quantity or canceling the order, the system updates the order with the prepayment status in the Prepayment Transaction table in addition to updating order information in the standard Sales Order Management tables, such as F4201, F4211, and F42199, depending on the order activity rules.

You must activate prepayment processing in the processing options for the Sales Order Management programs:

- Sales Order Entry (P4210).
- Shipment Confirmation (P4205).
- Print Invoices (R42565).
- Held Order Release (P43070).
- Sales Update (R42800).

See Chapter 5, "Entering Sales Orders," Setting Processing Options for Sales Order Entry (P4210), page 124.

Working with Prepayment Information during Order Entry

You can enter or update prepayment during order entry if the prepayment processing options for Sales Order Entry (P4210) are defined for prepayment processing. After you enter an order, you can access Prepayment Transaction Revisions to enter check number or credit card information. The system retrieves the order amount, plus the calculated taxes as the prepayment amount. When you enter prepayment information, the system writes a record to the F004201 table.

If you inquire on an order and change the information, you might need additional authorization. After you accept changes to the order, the system compares the order total against the authorized amount in the F004201 table. If the order amount is greater than the authorized amount, the system updates the status of the transaction to get authorization.

If an order detail line is partially backordered or canceled, then a new authorization is not necessary unless the other transactions are moved to a settled status. Only one prepayment type for the order is currently allowed.

Releasing Held Orders for Authorization and Settlement

If an order is placed on hold because it did not pass authorization or settlement, you can use the Held Order Release program (P43070) to return an order to the processing cycle. However, the system does not process this customer's orders until you release them. You must have appropriate security access to release an order.

You must set the prepayment processing options in the Held Order Release program to update the prepayment status to Ready to Authorize or Ready to Settle when an held order is released. You can print the Print Held Sales Orders report (R42640) to review all sales orders that are on hold.

Updating Transaction Status during Shipment Confirmation

If an order detail line is overshipped, or an additional order detail line is added to the order, you must receive a new authorization.

Printing Prepayment Information on Invoices

When you print invoices, you can set the processing options to print prepayment information on the document. When you activate prepayment processing in the Print Invoices program (R42565), you cannot summarize invoices.

Updating Prepayment Information at Sales Update

In Sales Update (R42800), you must activate prepayment processing options, and if the settlement transaction is valid, and no errors are found in Sales Update, then the system generates a draft, requesting funds from the credit card company's bank.

When you set up a version of Sales Update for Prepayment Transactions, you can set the processing options so that the system assigns an invoice number if you have not processed the orders through Print Invoices (R42565). However, you cannot summarize invoices.

If the processing option for prepayment processing is on and settlement of a prepayment transaction has occurred, the system writes a draft record for receivables due from the credit card company's bank. During Sales Update, call the version of Preauthorized Drafts to generate draft records. After drafts are written, they can be closed using these programs:

- Journal Entries (P0911).
- A/R Draft Collection (R03B680).

See Also

Chapter 16, "Running the End of Day Processes," Updating Customer Sales, page 464

Chapter 7, "Entering Additional Orders, Holding and Releasing Orders," Releasing Held Orders, page 218

Chapter 5, "Entering Sales Orders," Understanding Sales Order Detail Information, page 121

Chapter 13, "Invoicing," page 393

Chapter 9, "Processing Sales Orders," Understanding Shipment Confirmations, page 315

Updating the Prepayment Status Code

This section provides an overview of updates to the prepayment status code and discusses how to update the prepayment status code.

Understanding Updates to the Prepayment Status Code

You can enter or update prepayment during order entry if the prepayment processing options for Sales Order Entry (P4210) are defined for prepayment processing. After you enter an order, you can access Prepayment Transaction Revisions to enter check number or credit card information. The system retrieves the order amount, plus the calculated taxes, as the prepayment amount. When you enter prepayment information, the system writes a record to the F004201 table.

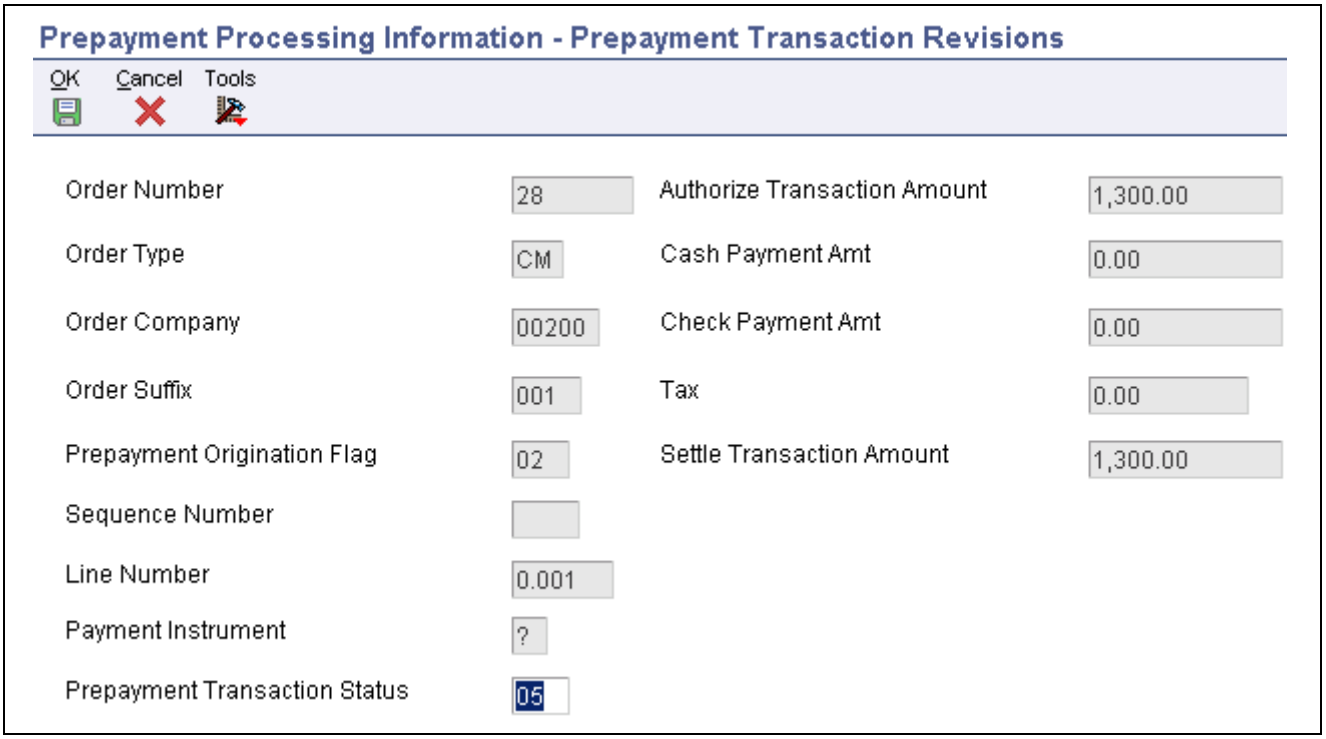
You can review prepayment status for a particular customer or status. You can modify the prepayment status of a transaction by using the Work With Prepayment Processing Information program (P004201).

Forms Used to Update the Prepayment Status Code

Form Name	Form ID	Navigation	Usage
Work with Prepayment Transactions	W004201A	Prepayment Processing (G42131), Prepayment Processing Information	Review the status of the prepayment and select records to revise.
Prepayment Transaction Revisions	W004201E	Select a transaction on the Work with Prepayment Transactions form.	Revise the Prepayment Transaction Status field.

Updating Prepayment Status Codes

Access the Prepayment Transaction Revisions form.



Prepayment Transaction Revisions form

Prepayment Origination Flag Enter a UDC (00/PO) that specifies the system from which prepayment originated. For example, *01* indicates Sales Order Entry.

Sequence Number Enter a number that specifies the sequence of information.

Prepayment Transaction Status Displays the status of the prepayment transaction.

Authorize Transaction Amount Displays the amount of the prepayment credit card authorization.

Cash Payment Amt (cash payment amount) Displays the amount that is prepaid with cash.

Check Payment Amt (check payment amount) Displays the amount that is prepaid with check.

Settle Transaction Amount Displays the amount of the prepayment settlement.

Settling Prepayment Transactions

This section provides an overview of settling prepayment transactions and discusses how to:

- Run the Settle Prepayment Transactions program.
- Set processing options for Settle Prepayment Transactions (R004202).

Final settlement occurs between you and the credit card company by way of the selected middleware software solution. At this time, you transmit all authorized transactions to the credit card processor requesting funds.

The settlement process varies based on the credit card processor. If the settlement is successful, the system returns a settlement code and updates the transaction status to *Settled* in the F004201 table.

The settlement phase should occur after shipment confirmation, but before invoicing. After you confirm shipment for the goods, you can perform a settlement. This way, when you print invoices, you can indicate that the customer has paid the amount.

Running the Settle Prepayment Transactions Program

Select Prepayment Processing (G42131), Settle Prepayment Transactions.

Setting Processing Options for Settle Prepayment Transactions (R004202)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Settled Lines Enter a next status override UDC (40/AT), indicating the next step in the order flow of the line type.

Holds

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Settlement Hold for Prepayment Processing	Enter a UDC (42/HC) that identifies why an order is on hold.

Working with Drafts for Prepayments

After the settlement process occurs successfully, you can generate drafts for receivables due from the credit card company's bank. After you write drafts, you can close the draft by entering manual journal entries or by running the A/R Draft Collection program (R03B680).

This section provides overviews of preauthorized drafts and draft collection.

Understanding Preauthorized Drafts

During Sales Update (R42800), you can generate a draft record after the prepayment settlement occurs if you have set the processing options for prepayment process and the settlement has occurred successfully. By using a version of the A/R Batch Draft Creation program (R03B671), the system selects open invoices to be paid as drafts.

Understanding Draft Collection

The bank collects the funds for the draft from the credit card company's bank on the due date of the draft. On or after the due date, both you and the credit card company recognize the transfer of cash. You update the status of the draft to show that it has been collected.

Some companies prefer to close the draft on the settlement date, while others wait until the payment appears on their bank statement. Depending on company policy, use the A/R Draft Collection program (R03B680) to run:

- Sales Order Speed Status Update (P42040) with Journal Entries on the draft due dates to create journal entries.
- Sales Order Speed Status Update without Journal Entries on the draft due dates using a pay status code of something other than P (paid).

  After you verify that payments have been collected, run Sales Order Speed Status Update with Journal Entries.

Additionally, the credit card company might assess fees for authorizations. To account for all fees, create a separate journal entry in the Journal Entries program (P0911).

You can run this batch process in either proof or final mode:

Mode	Description of Process
Proof	In proof mode, the system: • Chooses drafts with a remitted to bank status. That is, it chooses drafts that have been remitted but not yet collected. • Prints a report that shows the drafts to be updated. It shows all drafts that have a payment status of G (draft deposited not due) with a due date that you specify in a processing option.
Final	In final mode, the system works in the same way as proof mode, with these exceptions: • It changes the pay status of drafts to P (paid) or to another value that you choose. • After you collect drafts, you approve and post journal entries to the general ledger. You must run the program using this option in order to close drafts. The system creates a journal entry to debit a cash account and credit drafts remitted. • If the draft was created with a contingent liability, the system clears that account.

This process creates records in the F03B14 table and updates records in the F03B11 table.

Data Selection for Draft Collection with Status Update

You must select drafts for credit card processing on the basis of the payment instrument, which indicates credit card transactions.

See Also

PeopleSoft EnterpriseOne Accounts Receivable 8.11 PeopleBook, "Processing Accounts Receivable Drafts"

CHAPTER 13

Invoicing

This chapter provides an overview of the invoicing process and discusses how to:

- Set up invoice cycles.
- Run cycle billing.
- Print standard invoices.
- (CHN) Set up matching versions to print sales orders for China.
- (CHN) Print invoices from Sale Order Management.
- (TWN) Generate GUI/VAT information for individual sales orders.
- (TWN) Generate GUI/VAT information for selected sales orders.
- (TWN) Generate GUI/VAT information for multiple sales orders.
- (TWN) Void GUI information for sales transactions.
- (TWN) Print individual sales GUIs.
- (TWN) Print multiple sales GUIs.
- (ARG) Print invoices.
- (ARG) Print shipment notes.
- (ARG) Work with prenumbered documents.
- (PER) Select Voucher Print Universal Batch Engine (UBEs).
- (CHL) Select Voucher Print UBEs.

Understanding Invoicing

After you process a sales order detail line through ship or load confirmation and perform the required billable and payable freight calculations, you can invoice the customer for goods received. You can set up cycles to determine invoice schedules that meet customers needs. For example, one customer might prefer an invoice at the end of the month for all shipments made during that month, and another customer might want a weekly invoice for specific items.

Use the Cycle Billing Program (P49700) to calculate scheduled invoice dates. You can run the Print Invoices (R42565) program to print either an individual invoice or a batch of invoices at the appropriate time.

An invoice provides this information about an order:

- Item, quantity, and cost.
- Shipping date and payment due date.

- Additional charges and applicable discounts.

You can set up customer-specific information to facilitate the processing of invoices. Through a combination of preferences, cycle calculation rules, and schedules, you can print invoices that meet the company's business needs.

You set up invoice cycles to apply different cycle calculation rules and schedules to different customer and item combinations. To set up invoice cycles, you set up invoice cycle calculation rules and create invoice cycle preferences.

After you confirm orders for delivery, you process them through the Cycle Billing program. The Cycle Billing program calculates scheduled invoice dates based on the invoice cycle preference, invoice cycle calculation rules, and scheduled invoice date ranges.

Setting Up Invoice Cycles

This section provides an overview of invoice cycle setup and discusses how to create invoice cycle preferences.

Understanding Invoice Cycle Setup

You set up invoice cycles to control how the Cycle Billing Program (R49700) calculates scheduled invoice dates. When you set up invoice cycles, you apply different cycle calculation rules and schedules to different customer and item combinations. For example, one customer might prefer an invoice at the end of the month for all shipments made during that month, and another customer might want a weekly invoice for specific items.

You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. After you set up invoice cycles, you can assign them to customer and item combinations with the invoice cycle preference. You can later revise scheduled invoice dates, if necessary.

Invoice Cycle Calculation Rules

You set up an invoice cycle calculation rule to define the type of calculation that the system uses to compute an invoice date. For example, you can set up daily, bi-weekly, or based-on-date invoicing. You can then enter test dates to review the calculated invoice dates and ensure that you have set up the calculation correctly.

If the calculation rules are bi-weekly, semi-monthly, or at the end of each month, you must also set up scheduled invoice date ranges.

This table contains invoice cycle calculation rules that are hard-coded and require specific settings:

Calculation Rule	Required Settings
Daily invoicing	• Based On Date Name and Day of Week must be blank. • Days to Increment is optional.
Weekly invoicing	• Requires Based On Date Name and Day of Week. • Days to Increment is optional.
Bi-weekly invoicing	• Requires Based On Date Name. • Day of Week must be blank. • Days to Increment is optional.

Calculation Rule	Required Settings
Semi-monthly invoicing	• Requires Based On Date Name. • Day of Week must be blank. • Days of Increment is optional.
End-of-month invoicing	• Requires Based On Date Name • Day of Week must be blank. • Days to Increment is optional.
Based-on-date invoicing	• Requires Based On Date Name. • Day of Week must be blank. • Days to Increment is optional.

Example: Scheduled Invoice Date Calculation

This example illustrates how the Cycle Billing Program (R49700) calculates the scheduled invoice date and how the calculation affects the generation of invoices. These values are entered for the invoice cycle calculation rule:

- Based On Date is the Order or Transaction Date 9/27/05.
- Days to Increment is 0.
- Calculation Rule is End of Month.
- Scheduled Invoice Date Ranges are:
- Start Dates are 9/1/05 and 10/1/05.
- End Dates are 9/30/05 and 10/31/05.
- Invoice Dates are 9/30/05 and 10/31/05.

If the delivery confirmation occurs on 9/29/05, these events occur:

- On 9/29/05

  The Cycle Billing Program processes the order line and calculates the scheduled invoice date to be 9/30/98. Because the scheduled invoice date is greater than the system date (9/29/05), the Cycle Billing Program creates deferred journal entries.

- On 9/30/05

  Because the scheduled invoice date is less than or equal to the system date, the Cycle Billing Program generates the invoice and the Sales Update program (R42800) reverses the deferred entries and completes the required general ledger entries.

Automatic Accounting Instructions for Invoice Cycles

You must set up these automatic accounting instructions (AAIs) when processing invoice cycle information:

- 4221 - deferred cost of goods sold (COGS)
- 4231 - deferred revenue
- 4232 - unbilled accounts receivable

User Defined Codes for Invoice Cycles

You must set up these user defined codes (UDCs) tables for use with invoice cycle processing:

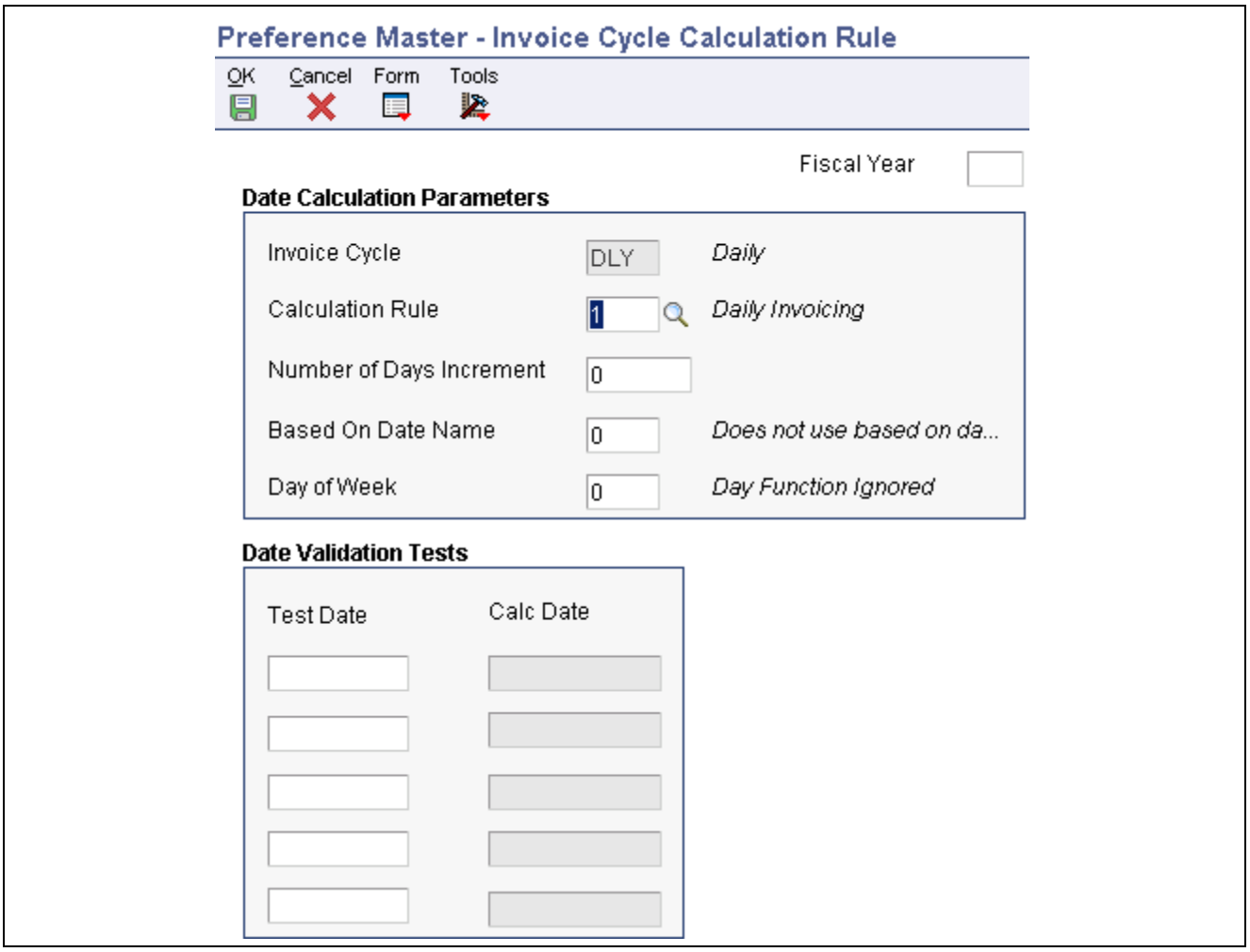
- Invoice Cycle - 40/CY
- Day of Week - 42/DW
- Based on Date Name - 42/DN
- Calculation Rule - 42/CR (hard-coded)

Forms Used to Create Invoice Cycle Preferences

Form Name	Form ID	Navigation	Usage
Work With Preference Master	W40070C	Sales Order Advanced & Technical Ops (G4231), Preference Master	Review and select preference records, specifically for invoices.
Work with Invoice Cycle	W40315A	Select the cycle invoicing preference on Work With Preference Master.	Review and select invoice cycle records. Create an invoice cycle from the selected preference combination.
Preference Hierarchy Selection	W40073F	Click Add on Work with Invoice Cycle.	Select the preference combination for the invoice cycle that you create.
Invoice Cycle Calculation Rule.	W40315F	Select a record and select Calc (calculation) Rule from the Row menu on Work with Invoice Cycle.	Add or revise the calculation parameters.
Scheduled Invoice Date	W40315D	Select Scheduled Inv (invoice) Dates from the Form menu on Invoice Cycle Calculation Rule.	Add and revise the date range for the specified invoice date.

Creating Invoice Cycle Preferences

Access the Work With Preference Master form.



Invoice Cycle Calculation Rule form

This form displays the invoice cycle calculation rule.

Invoice Cycle Enter the invoice cycle. The invoice cycle field is used in Cycle Billing to determine the method of invoicing that is used (for example, daily, weekly, monthly).

Preference Status Enter *1* to activate a preference or *2* to deactivate a preference.

Calculation Rule Enter a UDC that defines the type of calculation that the system uses to compute the scheduled invoice date.

Number of Days Increment Enter the number of days that the system adds to the based on date. For example, you might enter several days to allow for time between the order date and the delivery date. The system adds the number in this field to the based on date when the Cycle Billing program calculates the scheduled invoice date

Based On Date Name Enter a UDC (42/DN) for the name of the specific date field from either the sales order header or the sales order detail that will be used to calculate the scheduled invoice date.

For example, if the customer requires invoices at a specific date after delivery, then you would select the UDC for actual delivery date.

Running Cycle Billing

This section provides an overview of cycle billing and discusses how to:

- Run the Scheduling Invoice Cycle program
- Set processing options for Scheduling Invoice Cycle (R49700)

Understanding Cycle Billing

You use the Scheduling Invoice Cycle program (R49700) to calculate scheduled invoice dates. Scheduling Invoice Cycle is a batch program that works in conjunction with the invoice cycle preference and the invoice cycle calculation rule. If no invoice cycle preference is found, the system applies the default invoice cycle identified in the appropriate processing option.

The scheduled invoice date determines whether the system writes deferred journal entries to general ledger accounts. If the scheduled invoice date is more recent than the current date, this indicates that the invoice is on a billing cycle.

The Scheduling Invoice Cycle updates deferred general ledger accounts for COGS, revenue, and unbilled accounts receivable. You can run the program in proof mode for review purposes or in final mode to perform the updates.

Deferred entries are necessary because, although you have delivered the order to the customer, the system does not include the order in the sales update until the order has been invoiced on the next billing cycle. The system must update the records to indicate that inventory is no longer in transit, and the accounting records must reflect the deferred billing.

If the scheduled invoice date for an order is less than or equal to the current date, this indicates:

- A daily invoice cycle.
- No billing cycle.
- The current date as the cycle date.

The program does not create deferred entries because the order will be included in the sales update that night.

The system processes orders differently for cycle billing than for non-cycle billing. These tables provide examples of how the system updates different general ledger accounts for non-cycle and cycle billing. The debit and credit amounts represent sample monetary values for each transaction.

Non-Cycle Billing Journal Entries

This table describes the general ledger accounts and corresponding entries for non-cycle billing.

Program	General Ledger Account	Debit Entry	Credit Entry
Load Confirm	Inventory In-Transit	410	
	Inventory		410
Update Customer Sales	COGS	410	
	Inventory In-Transit		410

Program	General Ledger Account	Debit Entry	Credit Entry
	Billed Accounts Receivable	990	
	Revenue		990

Cycle Billing Journal Entries

This table describes the general ledger accounts and corresponding entries for cycle billing.

Program	General Ledger Account	Debit Entry	Credit Entry
Load Confirm	Inventory In-Transit	410	
	Inventory		410
Cycle Billing	Deferred COGS	410	
	Inventory In-Transit		410
	Unbilled Accounts Receivable	990	
	Deferred Revenue		990
Update Customer Sales	COGS	410	
	Deferred COGS		410
	Deferred Revenue	990	
	Revenue		990
	Unbilled Accounts Receivable		990
Invoice Post	Accounts Receivable	990	

This table describes the journal entries that the system creates for non-cycle and cycle billing when you run the corresponding program.

Type of Entry	Program and Results
Non-Cycle Billing Journal Entries	• The Load Confirm program: • Debits 410 to Inventory In-Transit. • Credits 410 to Inventory. • The Update Customer Sales program: • Debits 410 to COGS. • Credits 410 to Inventory In-Transit. • Debits 990 to Accounts Receivable. • Credits 990 to Revenue.
Cycle Billing Journal Entries	The Load Confirm program: • Debits 410 to Inventory In-Transit. • Credits 410 to Inventory. The Cycle Billing program: • Debits 410 to Deferred COGS. • Credits 410 to Inventory In-Transit. • Debits 990 to Unbilled Accounts Receivable. • Credits 990 to Deferred Revenue. The Update Customer Sales program: • Debits 410 to COGS. • Credits 410 to Deferred COGS. • Debits 990 to Deferred Revenue. • Credits 990 to Revenue. • Credits 990 to Unbilled Accounts Receivable. The Invoice Post program debits 990 to Accounts Receivable.

Note these exceptions:

- If load confirmation and delivery confirmation occur at the same time (that is, the inventory is never considered to be in transit), then the Transportation Load Confirmation program (P49640) does not create journal entries. The Scheduling Invoice Cycle program credits inventory instead of crediting Inventory In-Transit entries.
- If the Transportation Load Confirmation program prints a primary invoice, then the system does not generate deferred journal entries. The system generates non-cycle billing journal entries.

After you process orders through load confirmation and perform billable and payable freight calculations, the orders advance to cycle billing status. Depending on whether you have printed invoices with the delivery documents, the Scheduling Invoice Cycle program processes order lines as follows:

- If a sales order line has been invoiced.

  The Scheduling Invoice Cycle program changes the status of the sales order line to indicate that it is not to be included in periodic invoicing. The system advances the order line to the Update Customer Sales status.

- If a sales order line has not been invoiced.

  The Scheduling Invoice Cycle program checks the invoice cycle preference or the processing option, and calculates the scheduled invoice date. When you run the Scheduling Invoice Cycle program in final mode, the program updates the F49211 table with the invoice cycle and scheduled invoice date. It also changes the status of the order line to indicate that it is to be included in periodic invoicing. The program writes deferred accounting entries for order lines that are to be invoiced on a future date.

Reviewing the Cycle Billing Transaction Report

If you want to review the general ledger entries or determine the presence of errors, you can review the Cycle Billing Transaction report that the system generates for deferred entries. This report details the general ledger entries for a particular order line. The system enables up to four general ledger entries for a single order line. When you run the Scheduling Invoice Cycle program in proof mode, this report shows the general ledger entries that will occur when you run the program in final mode. When you run the program in final mode, the report shows the updates that have been made.

Prerequisites

Verify that a UDC for the default invoice cycle exists. The system applies this code when no preference is found for a customer and item combination.

Running the Scheduling Invoice Cycle Program

Select Invoice Processing (G42113), Scheduling Invoice Cycle.

Setting Processing Options for the Scheduling Invoice Cycle (R49700)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults 1

1. Override Next Status Invoiced Orders	Enter the value of the override next status to be used for an order that is already invoiced.
2. Override Next Status Processing Orders	Enter the value of the override next status for processing orders. If nothing is entered, the value of the next status from the Order Status Flow will be used.
3. Sales Update Version	Enter the version of Sales Update to retrieve processing options from.
4. Proof or Final mode	Enter *1* to run the program in final mode. A blank indicates proof mode.
5. Default Invoice Cycle	Enter the value of the default invoice cycle to be used for those lines for which a preference is not found.

Printing Standard Invoices

This section provides an overview of the Print Invoices program and discusses how to:

- Run the Print Invoices program.
- Set processing options for Print Invoices (R42565).

Understanding the Print Invoices Program

The Print Invoices program (R42565) updates this information in the F4211 table:

- Invoice number.
- Invoice date.
- Invoice document type.
- Status codes (the program sets the next status code to run the Sales Update program (R42800).

You must specify the next status codes that the system selects for processing.

Note. You can process and print a group of invoices in a batch using a proof or final mode. When you run Print Invoices in proof mode, the system does not perform updates to status codes or any files. You can use the proof version for other functions, such as sales order acknowledgements or invoice reprints. To properly process invoice proofs, you must run version XJDE0005 or a copy of this version.

Invoice Types

You can specify one of these types of invoices for the customers:

Invoice Type	Description
Unconsolidated invoice	The system prints a separate invoice for each order that the customer places.
Consolidated invoice	The system combines multiple sales orders on one invoice. You can set up the option to consolidate invoices in the customer's billing instructions. When you choose to consolidate invoices, the system consolidates the accounts receivable and general ledger entries. If you run consolidated invoices and prevent the system from assigning accounts receivable numbers, you must choose the version in Sales Update (R42800) that assigns invoice numbers.
Summarized invoice	The system combines multiple line items for the same item if the item number and cost and price of each line item are identical. For example, if you ship the same item to multiple locations, you might want to summarize line items for the invoice that is sent to the bill-to location.

Note. You can consolidate or summarize invoices, but you cannot do both.

Currencies

You can choose the currencies in which you want to print net, tax, and gross amounts on the invoices. The processing options for the Print Invoices program (R42565) allow you to print amounts in either the domestic or foreign currency, or in these two currencies:

- Domestic and *as if* currency.
- Foreign and *as if* currency.

The Print Invoices program uses *as if* currency processing to print invoice amounts as if they were entered in a different currency. One of the advantages of *as if* processing is that it does not affect disk space. The system temporarily stores the *as if* currency amounts in the F42565 table, and then deletes them after the invoices are processed.

To print foreign and as if currency amounts, the Print Invoices program:

- Calculates the foreign and *as if* currency amounts based on the domestic amount of the sales order.
- Uses the exchange rate on the sales order date, not the invoice date.
- Prints foreign amounts only for each detail line.

If you print invoice amounts in an *as if* currency, you can also set a processing option to print tax summary amounts in the same *as if* currency.

Taxes

You can print tax summary information in a domestic or foreign and *as if* currency based on:

- Tax group—total taxable amount.
- Tax area—tax rate area, such as a state.
- Tax authority—tax authority with jurisdiction in the tax area, such as a county or city.

If the order has items that are taxed at different rates, the system calculates the taxes, but prints N/A (not applicable) instead of a tax rate. The system calculates tax amounts only for items that you ship. Any backordered items on the invoice do not have tax amount information. If you print invoice amounts in an *as if* currency, you can also set a processing option to print tax summary amounts in the same *as if* currency.

Intercompany Invoices

The system processes intercompany sales orders in the same way as other sales orders with the exception that during invoice processing, the system prints an intercompany invoice for the selling branch/plant.

You must set the interbranch processing options for intercompany orders in Sales Order Entry (P4210) to identify the intercompany document type, which creates a sales order detail record in the F49211 table. After you process the intercompany order through Print Invoices (R42565), the system updates the F49211 table with the intercompany invoice number.

You can print intercompany invoices through the normal invoice process in the Print Invoices or Cycle Billing Program (R49700) programs. However, you cannot print an intercompany invoice with customer invoices. You can print consolidated invoices for intercompany invoices; however, you must specify this feature in the customer billing instructions for the selling branch/plant.

If you generate an intercompany invoice, you must specify the same intercompany document types in Sales Order Entry, Ship Confirm Batch Application (R42500), Print Invoices, and Sales Update (R42800).

Prerequisites

Before you complete the tasks in this section:

- Verify that sales orders have the correct status code for printing invoices.
- If you use customer sets, ensure that the system constant for customer sets is activated in the Item Branch program (P41026) so that the Print Invoices report (R42565) displays all entities that belong to the customer set.

Running the Print Invoices Program

Select Sales Order Processing (G4211), Print Invoices.

Setting Processing Options for Print Invoices (R42565)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

Use these processing options to specify the default values that the system uses.

1. Status Code - From Enter the status code to specify the beginning status code range that the system uses to select orders for printing invoices.

You must use a status that has been set up in UDC table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid combination of last status and next status in the Order Activity Rule table for the order type and the line type that you are processing.

2. Status Code - To Enter the status code to specify the status code range the system uses to select orders for printing invoices.

You must use a status that has been set up in UDC table (40/AT) of the order activity rules. The combination of Status Code - From and Status Code - To must be a valid last status/next status combination in the Order Activity Rule table for the order type and the line type that you are processing.

3. Based On Status Enter *1* to select the Sales Order Detail table according to the last status or *2* to select the Sales Order Detail table according to the next status.

4. Override Next Status Code Enter a UDC (40/AT) to indicate the next step in the order process. The UDC that you specify must have been set up in the Order Activity Rules based on the order type and the line type that you are using.

The override status is another allowed step in the invoicing process and is optional. The combination of the beginning status and the override next

status must be a valid combination of last status and next status in the Order Activity Rules table.

5. Prevent Next Status Update Enter *1* to prevent the next status update. If you leave this processing option blank, the system will update the next status according to the existing Order Activity Rules.

6. Prevent A/R Number Assignment Enter *1* to prevent accounts receivable number assignment. When you run this program in proof mode, set this processing option to *1*. If you leave this blank, the system assigns accounts receivable numbers to the transaction when processing an invoice in proof mode.

7. Assign A/R Next Number Enter a number to specify the index number that the system uses when assigning an accounts receivable next number. You can choose from ten different sequencing buckets for accounts receivable next number assignments. If you leave this option blank, the system will assign *01*.

8. Invoice Document Type Enter a UDC (00/DT) to specify the document type that the system assigns to the invoice.

You must use a document type that has been set up in UDC table 00/DT. If you leave this option blank, the system uses document type RI.

Print

Use these processing options to specify the data that the system prints.

1. Invoice Date Enter the date that appears on the invoice. If you leave this processing option blank, the system prints the system date.

2. Print Backordered/Cancelled Lines Enter *1* to print backordered lines. Enter *2* to print canceled lines. Enter *3* to print both backordered and canceled lines.

3. Extend Price on Backordered Lines Enter *1* to specify that the system prints the extended price of backordered items. Leave blank if you do not want to print the extended price of backordered items.

4. Print Backordered Lines Once Only Enter *1* to specify that the system prints backordered and canceled lines one time or leave blank to specify that the system prints backordered and canceled lines multiple times.

5. Print Extended Cost Enter *1* to specify that the system prints the extended cost and profit margin. Leave blank if you do not want the system to print the extended cost and profit margin.

If you have set this processing option to *1*, you must print in landscape format to be able to view the extended cost.

6. Print Available Discount Enter *1* to print discounts available to a customer or leave blank to specify that the system does not print available discounts.

7. Print Kit Component Lines Enter *1* to print kit component lines or leave blank to specify that the system does not print it component lines.

If you are using Sales Configurator, set this option to *1*.

8. Print Future Committed Lines Enter *1* to print future committed lines or leave blank to specify that the system does not print future committed lines.

9. Print Item Number

Enter *1* to print the customer's item numbers along with the item numbers.

If you leave this option blank, the system prints only the item numbers.

10. Customer Cross Reference

Enter a UDC (41/DT) to specify the cross-reference code that identifies the customer item number, if you choose to print the customer item number on the invoice.

11. Item Summary

Enter *1* to print summaries of multiple line items for the same item if the item number, cost, and price of each line item are identical.

If you set this option to *1*, the summarization is based on these fields: 2nd Item Number, Unit Price, Unit of Measure, Line Type,Pricing Unit of Measure,Document Number,Document Type, and Document Company.

When working with kits, set this option to *1*.

Enter *2* to print summaries of items split by commitments.

If you set this option to *2*, the summarization is based on these fields: Order Number, Order Type, Order Company,Line Number, Unit Price, Unit of Measure, Line Type, and Pricing Unit of Measure.

For example, if you ship the same item to multiple locations, you might want to summarize line items for the invoice that is sent to the bill-to location.

12. Print Serial Numbers

Enter *1* to print serial numbers on the invoice or leave blank to specify that the system does not print serial numbers on the invoice.

13. Print in Foreign Currency

Enter *1* to print foreign currency or leave blank to specify that the system does not print foreign currency.

14. Print Tax Summary

Enter *1* to print tax summary information by group on an invoice.

Enter *2* to print tax summary information by area on an invoice.

Enter *3* to print tax summary information by authority on an invoice.

Leave blank to specify that the system does not print tax summary information.

15. Global Print Message

Enter a UDC (40/PM) to specify the global print message that the system prints on each invoice.

You must use a message that has been set up in UDC table 40/PM.

16. Print Associated Text

Leave blank to specify that the system does not print sales order associated text on an invoice.

Enter *1*to print associated text.

If you set this option to 1, the system prints the associated text for both the sales order header and the sales order detail.

17. Print Drafts

Leave blank to specify that the system does not print drafts.

Enter *1* to print drafts.

18. Draft Origination

Enter the city name from where the draft originates. If you enter a city name here, it appears on the draft.

19. Print Message Preference

Leave blank and the system does not print user-defined print message preference for the combination of item number and customer number that appears in the sales order.

Enter *1* to print user-defined print message preference.

20. As If Currency Code

Enter an *as if* currency in which to print net, sales tax, and total order amounts on the invoice. The Print Invoice program uses *as if* currency processing to calculate and print amounts as if they were entered in a currency other than the domestic or foreign currency.

21. As If Print Tax Summary

Leave blank to specify that the system does not print tax summary information in an *as if* currency.

Enter *1* to print tax summary information in an *as if* currency. The program uses the currency code specified in the As If Currency processing option and the format specified in the Print Tax Summary processing option.

22. Print Additional Header Text

Leave blank to specify that the system does not print additional header text

Enter *1* to print additional header text to indicate that the document is original.

Enter *2* to print additional header text to indicate that the document is a reprint.

23. Print copy for Forwarded To Address

Enter *1* to print a copy of the invoice for the Forward To Address or leave blank and the system does not print the Forward To Address.

Cost/Price Update

Use these processing options to specify how the system processes cost and the version of the cost program to use.

1. Update Cost

Leave blank to specify that the system does not update costs for the item prior to printing an invoice.

Enter *1* to update costs with the Sales Order Batch Price/Cost Update program (R42950) prior to printing an invoice. The system updates all selected sales orders with current costs, exchange rates, and prices. To ensure that the system accurately calculates the profit margins, you can run a sales cost update. Run this update if the purchasing or manufacturing costs change frequently, or if orders have been in the system for an extended period before being updated.

2. Sales Price/Cost Update Version (R42950)

Enter the version of Sales Order Batch Price/Cost Update (R42950) that the system uses to update costs prior to printing invoices. If you leave this option blank, the system uses version ZJDE0001.

For interbranch orders, you must set the processing options in R42950 to update the price information, and specify the exchange rate for the branch/plants that are involved in the transaction.

Prepayment

Use this processing option to specify whether the system displays prepayments.

1. Display Prepayments on Invoice

Leave blank to specify that the system does not display prepayment information on an invoice.

Enter *1*to display prepayment information on an invoice.

Process

Use these processing options to specify how the system processes the next order status.

1. Enable Next Order Status Preference

For future use.

Leave blank to specify that the system does not use Next Order Status Preference.

Enter *1* to use Next Order Status Preference.

This processing option enables advance preferences for all sales order detail records that the system processes when printing invoices.

2. Printing Invoice Selection

For future use.

Leave blank to specify that the system does not use Next Order Status Preference.

Enter *1* to use Next Order Status Preference.

This processing option enables advance preferences for all sales order detail records that the system processes when printing invoices.

EDI

Use these processing options to specify how the system processes EDI information.

1. EDI Processing Selection

Leave blank to use invoice print processing only.

Enter *1* to use EDI and invoice print processing.

Enter *2* to use EDI processing only.

2. EDI Transaction Type

Enter *1* to specify an invoice.

Enter *2* to specify purchase order acknowledgement.

Enter *3* to specify request for quotation.

3. EDI Document Type

Enter a UDC (00/DT) to specify the document type for EDI transactions.

You must use a document type that has been set up in UDC 00/DT.

4. EDI Transaction Set Number

Enter a UDC (40/ST) to specify the transaction set number in EDI processes. You must use a transaction set number that has been set up in UDC table 40/ST.

5. EDI Translation Format

Specify the translation format for EDI transactions.

6. Trading Partner ID

Specify the identification number of the EDI trading partner.

7. Transaction Set Purpose

Enter a UDC (47/PU) to specify the transaction set purpose for the EDI transactions. You must use a transaction set purpose that has been set up in UDC table 47/PU.

8. Extended EDI Invoice Processing

For future use.

Use this processing option to specify whether the system should populate the EDI Invoice Expanded Header (F470462) and EDI Invoice Expanded Detail (F470472) tables when printing invoices. Values are:

Leave blank to specify that the system does not populate the tables.

Enter *1*to populate the tables.

9. Reference Qualifier 1

For future use.

Enter the reference qualifier that the system uses to locate the corresponding shipment reference number.

10. Reference Qualifier 2 For future use.

Enter the reference qualifier that the system uses to locate the corresponding shipment reference number.

11. Reference Qualifier 3 For future use.

Enter the reference qualifier that the system uses to locate the corresponding shipment reference number.

12. Reference Qualifier 4 For future use.

Enter the reference qualifier that the system uses to locate the corresponding shipment reference number.

13. Reference Qualifier 5 For future use.

Enter the reference qualifier that the system uses to locate the corresponding shipment reference number.

Demand Scheduling

Use these processing options to specify how the system processes demand scheduling.

1. Party Type 1 Enter the Party Type Qualifier for retrieving the values for the Party Type Name and ID Number. The system populates the F470462 table with the Party Type Name and ID Number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

2. Party Type 2 Enter the Party Type Qualifier for retrieving the values for the Party Type Name and ID Number. The system populates the F470462 table with the Party Type Name and ID Number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

3. Party Type 3 Enter the Party Type Qualifier for retrieving the values for the Party Type Name and ID Number. The system populates the F470462 table with the Party Type Name and ID Number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

4. Party Type 4 Enter the Party Type Qualifier for retrieving the values for the Party Type Name and ID Number. The system populates the F470462 table with the Party Type Name and ID Number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

5. Party Type 5 Enter the Party Type Qualifier for retrieving the values for the Party Type Name and ID Number. The system populates the F470462 table with the Party Type Name and ID Number if you enable the EDI Extended EDI Invoice Processing field on the EDI tab.

Email

Use these processing options to specify how the system processes emails.

1. Email Acknowledgement Selection Leave blank to specify that the system does not send email acknowledgements when you run the Print Invoices program (R42565).

Enter *1* to indicate that the system sends email acknowledgements when you run the Print Invoices program (R42565).

2. Electronic Address Type Enter a UDC (01/ET) that the system uses when creating and defining the email address from the Who's Who contact information. The system then uses the email address for acknowledgements. If you leave this processing option blank, the system uses a default value of *E*.

3. Include Amounts on Email Leave blank to specify that the system does not print all line amounts and totals (such as total order amount, price, extended amount, and tax) on the email acknowledgement.

Enter *1* to print all line amounts and totals (such as total order amount, price, extended amount, and tax) on the email acknowledgement.

4. Email Heading Message Enter a UDC (40/PM) to specify which global print message the system includes on the email acknowledgement. If you leave this processing option blank, the system does not include a global print message.

5. Email Subject Line Enter a UDC (40/PM) to specify the text that the system prints in the subject line when sending an email acknowledgement. If you leave this processing option blank, the system leaves the subject line blank.

6. Email Sender Address Number Specify the address number that specifies the name and email address of the sender of the email acknowledgement.

(CHN) Setting Up Matching Versions to Print Sales Orders for China

This section discusses how to:

- Set up a version of the GUI Interface File from Sales Order program.
- Set processing options for GUI Interface File from Sales Order (R75C421).

Setting Up a Version of the GUI Interface File from Sales Order Program

Before you run the Print Invoices program (R42565), you must set up matching versions for the GUI Interface File from Sales Order program (R75C421). For example, if you run version ZJDE0005 of the Print Invoices program, you must set up version ZJDE0005 of the GUI Interface File from Sales Order program. You can set up versions by either copying or adding versions. The GUI Interface File from Sales Order program holds the processing options that are retrieved by the other programs.

From the System Administration Tools menu (GH9011), choose Batch Version and enter *R74C421* in the Batch Application field.

Setting Processing Options for GUI Interface File from Sales Order (R75C421)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Printing Invoice Type

Leave blank and the system generates only the JinSui Interface file.

Enter *1* to generate a standard invoice only.

Enter *2* to generate a JinSui Interface file and standard invoice.

2. Number of Line Items per Invoice

Specify how many line items print on one GUI invoice. The default creates one invoice for each sales order line.

3. Item Category Code Name

Specify which field name in the F4101C table the system uses for item classification in the JinSui interface table. Values are:

- *SRP6* (default)
- *SRP7*
- *SRP8*
- *SRP9*
- *SRP0*
- *PRP6*
- *PRP7*
- *PRP8*
- *PRP9*
- *PRP0*

4. Default Item Category Value

Specify the default item category value for line items on the JinSui detail record. The value that you enter will apply when the item category code field is blank in the item branch/plant master.

5. Default Item Specification

Enter the default item specification for line items on the JinSui detail record. The value that you enter will apply when the second item description field (DSC2) is blank on the sales order

6. Checked by

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

7. Received by

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

(CHN) Printing Invoices from Sales Order Management

This section provides an overview of printing invoices for China and discusses how to run the Print Invoice from Sales Order program.

Understanding the Invoice Print Process for China

Use the Print Invoice from Sales Order program (R42565) to print the invoices for review and to create a flat file that you can submit to JinSui. When you run the Print Invoices from Sales Order program, the system also runs the Create GUI flat file from SO invoice work file - China program (R75C422), which populates the F007101 table and the F007111 table. You must use the Text File Processor to copy information from these tables to a file that you can submit to JinSui.

The Print Invoices program also produces a paper report that you can use to review the invoices before you submit them to JinSui.

Note. You can print invoices for JinSui from the Accounts Receivable system, from the Sales Order Management system, or both.

After you set up the item master, the item branch/plant, or both, you need to complete the processing option Item Category Code Name field for the Chinese GUI Interface file from Sales Order-Set Up - China program (R75C421). You must use the same value for the category code that you chose for the item master and item branch/plant.

See Also

Chapter 13, "Invoicing," Setting Processing Options for Print Invoices (R42565), page 404

PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook, "Working With the Text File Processor"

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "(CHN) JinSui Processing," Understanding JinSui Processing

Run the Print Invoice from Sales Order program

Select A/R Sales - China (G75C03), Print Invoice from Sales Order.

(TWN) Generating GUI/VAT Information for Individual Sales Orders

This section provides an overview of generating GUI/VAT information for individual sales orders and discusses how to generate GUI/VAT information for individual sales orders.

Understanding GUI/VAT Generation for Individual Sales Orders

The GUI/VAT SO Inquiry program (P75T4211) displays records from the F4211 table and the F42119 table, and associated GUI/VAT information from the F75T004 table for those records from tables F4211 and F42119 for which GUI/VAT information exists.

You use the GUI/VAT SO Inquiry program to generate GUI/VAT information for individual records that have been created in the Sales Order system but have not yet had GUI/VAT information assigned.

The GUI/VAT SO Inquiry program calls the GUI/VAT Creation from Multi-SO program (R75T004O) to generate GUI/VAT information for the record that you selected on the Work With GUI/VAT SO Inquiry form. It also produces a report of the record that is processed and the resulting GUI/VAT record. The report also lists any errors that have occurred during the process.

Note. Transactions coming from Sales Order Management system should have the GUI information generated only after the transactions have been processed through the Print Invoices program (R42565) and the invoice numbers have been assigned.

Forms Used to Generate GUI/VAT Information for Sales Orders

Form Name	Form ID	Navigation	Usage
Work With GUI/VAT SO Inquiry	W75T4211A	GUI/VAT Daily Processing (G75T110), GUI/VAT SO Inquiry	Review and select sales orders to generate the GUI/VAT information.
On GUI/VAT Creation From Single SO	W75T004OB	Select a record for which the GUI Number field is blank, and then select Create GUI/VAT from the Row menu on Work With GUI/VAT SO Inquiry.	Add and revise GUI/VAT information for the sales order.

Generating GUI/VAT Information for Individual Sales Orders

Access the Work With GUI/VAT SO Inquiry form.

Declaration Co. Enter a company. This is a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and AAI instructions. You cannot use company 00000 for transaction entries.

Declaration Site Enter a UDC (75T/DS) that identifies the site for which the VAT is declared. The code that you enter must exist in the GUI/VAT Declaration Site (75T/DS) UDC table.

Authorized Code Enter a code that controls the use of the GUI numbers by different business units or users.

Declaration YM Enter the Taiwanese calendar year and month of the GUI/VAT declaration.

GUI Transaction Date Enter a date. This is an option that specifies the type of processing for an event.

Page Break Enter the line count for page breaks.

Process Mode Enter the processing mode. This is an option that specifies the type of processing for an event.

Print Computer GUI	Enter the printer. This is an option that specifies the type of processing for an event.
Keep Working Table	Enter the working table. This is an option that specifies the type of processing for an event.

(TWN) Generating GUI/VAT Information for Selected Sales Orders

This section provides an overview of generating GUI/VAT information for selected sales orders and discusses how to:

- Set processing options for GUI/VAT Creation from Selected SO (P75T004O)
- Generate GUI/VAT information for selected sales orders

Understanding GUI/VAT Generation for Selected Sales Orders

You use the GUI/VAT Creation from Selected SO program (P75T004O) to create government uniform invoices (GUIs) for selected records that have been created in the Sales Order Management system.

The GUI/VAT Creation from Selected SO program displays records from the F4211 table and the F42119 table with related GUI/VAT. You can generate GUI/VAT information for selected records for which GUI/VAT information does not already exist.

The GUI/VAT Creation From Selected SO program calls the GUI/VAT Creation from Multi-SO program (R75T004O) to generate GUI/VAT information for the records that you selected on the Work With GUI/VAT Creation From Selected SO form.

See Chapter 13, "Invoicing," Setting Processing Options for GUI/VAT Creation From Multi-SO (R75T004O), page 421.

Note. Transactions coming from the Sales Order Management system should have the GUI information generated only after the transactions have been processed through the Print Invoices program (R42565) and the invoice numbers have been assigned.

You can use the processing options to specify whether to merge all selected records for a single customer into a GUI record, or to create separate GUI records for each selected record.

The GUI/VAT Creation from Selected SO program produces a report of the records that are processed and the resulting GUI/VAT records. The report also lists any errors that occur during the process.

Prerequisite

Before you complete the tasks in this section:

- Set up and activate a user and declaration site mapping for the user who will be running the program.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT User/Declaration Site Mapping.
- Set up a GUI/VAT number segment batch for the declaration site and declaration period that are specified in the processing options of the GUI/VAT Creation From Selected SO program (P75T004O).

See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT Number Segment Batch.

Forms Used to Generate GUI/VAT Information for Selected Sales Orders

Form Name	Form ID	Navigation	Usage
Work With GUI/VAT Creation From Selected SO	W75T004OA	GUI/VAT Daily Processing (G75T110), GUI/VAT Creation From Selected SO	Review and select sales order records for which you want to generate GUI/VAT information
Work With GUI/VAT Creation From Selected SO	W75T004OA	Select a record for which the GUI Number field is blank, and then select Select/Deselect from the Form menu on Work With GUI/VAT Creation From Selected SO. Select Create GUI/VAT from the Form menu.	The system generates GUI/VAT information using the GUI/VAT Creation From Multi SO program (R75T004O).

Setting Processing Options for GUI/VAT Creation from Selected SO (P75T004O)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

GUI/VAT

Use these processing options to specify basic information that is required for GUI/VAT declarations.

Declaration Company of GUI/VAT Specify the company for which the GUI/VAT declaration is filed.

Declaration Site of GUI/VAT Enter a UDC 75T/DS to specify the site for which the GUI/VAT declaration is filed. Values are stored in UDC 75T/DS.

Authorization Code of GUI/VAT Enter a UDC 75T/AC in this processing option to specify the Authorization Code for the GUI/VAT. Values are stored in UDC 75T/AC.

Year and Month of GUI/VAT Declaration Specify the year and month of the GUI/VAT declaration. Enter the year in this format: YYMM, where YY is the Taiwan calendar year (the international calendar year minus 1911), and MM is the two-digit number of the month. For example, September 2005 is expressed as 9409.

Option

Use these processing options to provide information that affects how the program generates GUI/VAT information.

GUI Transaction Date: Specify which date from the sales order the system uses as the GUI transaction date. Values are:

Leave blank for the invoice date. This is the default value.

Enter *1* for the general ledger date.

Enter *2* for the order/transaction date.

Enter *3* for the request date.

Merge Type: Specify whether the system merges multiple sales orders for the same customer number into one GUI. Values are:

Leave blank and the system does not merge. This is the default value.

Enter *1* to merge the sales orders into one GUI.

Page Break: Use this processing option to specify whether the system inserts a page break after a specified number of GUI detail lines. Enter a number between *1* and *99* so that the system inserts a page break after that number of lines. When the system creates a page break, it also advances the GUI number. If you do not want the system to create a page break and advance the GUI number, enter *0*.

Process Mode: Specify whether the system processes the data in proof or final mode. Values are:

Leave blank for proof mode. This is the default value.

Enter *1* for final mode.

Print Computer GUI: Specify whether the system should print the GUI in addition to writing data to the appropriate tables. Values are:

Leave blank and the system does not print the GUI. This is the default value.

Enter *1* to print the GUI.

Working Table: Specify whether the system saves the data in the F75T004Z table and the F75T005Z table after processing. You might want to save the data in these tables for troubleshooting. Values are:

Leave blank and the system does not save data in the work tables. This is the default value.

Enter *1* to save data in the work tables.

Generating GUI/VAT Information for Selected Sales Orders

Access the Work With GUI/VAT Creation from Selected SO form.

(TWN) Generating GUI/VAT Information for Multiple Sales Orders

This section provides overviews of generating GUI/VAT information for multiple sales orders and the error messages that the system might return, and discusses how to:

- Run the GUI/VAT Creation From Multi-SO program.
- Set processing options for GUI/VAT Creation From Multi-SO (R75T004O).

Understanding GUI/VAT Generation for Multiple Sales Orders

You use the GUI/VAT Creation from Multi-SO program (R75T004O) to create government uniform invoices (GUIs) for records that have been created in the Sales Order system.

Note. Transactions coming from Sales Order Management system should have the GUI information generated only after the transactions have been processed through the Print Invoices program (R42565) and the invoice numbers have been assigned.

Also note that for GUI transactions that are generated prior to being processed through the Update Customer Sales program (R42800), the Pay Item field in the F75T005 table is blank. This Pay Item field is updated during the Update Customer Sales process when the F03B11 table is updated.

The GUI/VAT Creation From Multi-SO program processes records from the F4211 table.

The GUI/VAT Creation From Multi-SO programs first creates temporary records in the F75T004Z table and the F75T005Z table from multiple records in table F4211. The program then creates GUI records in the F75T004 table and the F75T005 table from the temporary records in tables F75T004Z and F75T005Z.

You can use the processing options to specify whether to merge all records for a single customer into GUI record or to create separate GUI records for each record.

Note. The GUI/VAT Creation From Multi-SO program processes only transactions for which a GUI number does not already exist.

The system uses the F75T003 table to keep track of the last-used GUI date and next available GUI number. During the creation of GUI records, the system locks the GUI number segment that it is using to prevent other users from using the same GUI segment numbers.

When the process of creating GUI records in tables F75T004 and F75T005 is finished, the system deletes the temporary records in tables F75T004Z and F75T005Z unless you specify in the processing options of the GUI/VAT Creation From Multi-SO that the records should be saved for troubleshooting.

The GUI/VAT Creation From Multi-SO program produces a report of the records that are processed and the resulting GUI/VAT records. The report also lists any errors that occur during the process.

The programs automatically print the GUIs that they create if you set up the processing options to do so. The system uses the print program that you specified when you set up the GUI/VAT declaration site.

Note. Do not enable the Invoice Consolidation option on the Billing Information form because invoice consolidation causes multiple sales order numbers to be matched to one invoice number.

Similarly, do not use the Summarize AR Entries by Invoice processing option on the Update Customer Sales program because this option causes related sales order lines to be summarized into one invoice.

Understanding Error Messages for GUI/VAT Creation From Multi-SO (R75T004O)

This table lists and briefly explains the error messages that might appear on the GUI/VAT Creation From Multi-SO report (R75T004O).

Error Message	Description
GUI Number Existed	The transaction already has a GUI number assigned. Change the data selection to exclude transactions that have GUI numbers.
Return /Allowance Not Processed	You cannot create GUI/VAT information for return or allowance transactions that have been entered in the Sales Order system. Use Print Invoices (R42565) to create an invoice entry (document type RI) for the original transaction, if this has not been done already, and then Standard Invoice Entry (P03B11) to enter a return or allowance transaction against the original transaction in the Accounts Receivable system.
Declaration Site Not Authorized	The user who is running the program does not have an active mapping to the declaration site that is specified in the processing options. Use the GUI/VAT User/Declaration Site Mapping program (P75T001) to map the user to sales transactions for the declaration site, and change the status of the mapping to active.
Transaction Date Not Found	The GUI transaction date processing option has an invalid value. Specify a value for GUI transaction date in the processing options.
Transaction Date Not Accepted	The transaction date does not correspond to the declaration period that is specified in the processing options. Correct the declaration period in the processing options.
Print Invoice Not Done	A standard invoice has not been printed for the transaction in the Sales Order system. Use Print Invoices (R42565) to print a standard invoice for the transaction.

Error Message	Description
Invoice-To Address No. Not Found	The value in the Send Invoice to field (SITO) on the GUI/VAT Declaration Site form specifies an address number that is not populated for the transaction. For example, you might have specified that invoices should be sent to the alternate payor, but no alternate payor is specified on the transaction. Either specify the appropriate address number on the transaction, or specify a different value in the Send Invoice to field.
F03012 Category Code Not Match	You have specified *Y* in the Check Flag (Y/N) field (75TCCC) on the GUI/VAT Declaration Site form, and the category codes that are specified for the declaration site do not match the category codes that are specified for the customer. Change the category codes for either the declaration site or the customer so that they match, or specify *N* in the Check Flag (Y/N) field.
Tax Type Not Found	The tax type that is specified in the Tx Ex field (Tax Explanation-EXR)1 for the transaction is not set up in the F75T008 table. Correct the tax type on the transaction, or use GUI/VAT Tax Type Mapping (P75T008) to map the tax type that is used on the transaction.
Tax Rate Not Found	The tax rate specified in the Tax Area field (TXA1) for the transaction is not set up in the F75T008 table. Correct the tax rate on the transaction, or use GUI/VAT Tax Type Mapping (P75T008) to map the tax rate that is used on the transaction.
GUI/SRC Segment Not Assigned in F75T014	A GUI/VAT number segment has not been set up for the declaration site and declaration period that are specified in the processing options. Use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a GUI/VAT number segment for the proper declaration site and declaration period, or correct the declaration site and declaration period in the processing options.
GUI/SRC Number Segment Locked	The active GUI/VAT number segment is locked by another user who is using it to assign GUI/VAT numbers. Wait for the other user to finish and release the lock; if the lock remains because of the inappropriate termination of a program that was assigning GUI/VAT numbers, use GUI/VAT Segment Lock Review (P75T002) to release the lock.

Error Message	Description
GUI/SRC Segment Inactive	The GUI/VAT number segment that is specified in GUI/VAT Number Segment (Batch) Setup (P75T014) is inactive. Specify a different GUI/VAT number segment in GUI/VAT Number Segment (Batch) Setup, or use GUI/VAT Number Register - Sales (P75T002) to change the segment to an active status.
GUI/SRC Segment Numbers Out Of Usage	No unused GUI numbers remain in the active GUI/VAT number segment. Use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a new GUI/VAT number segment.
GUI Date Not Sequent In Order	The transaction date is earlier than the date that was last used for the active GUI/VAT number segment. Use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a GUI/VAT number segment with a date that was last used that precedes the transaction date.
GUI Date Not Located In The Effective Date Range	The transaction date is outside of the date range of the active GUI/VAT number segment batch. Correct the transaction date or use GUI/VAT Number Segment (Batch) Setup (P75T014) to activate a GUI/VAT number segment with the appropriate date range.
Authorized Code Not Match	The value in the Auth Code field (75TAUC) for the GUI/VAT number segment does not match the value in the Authorized Code of GUI/VAT processing option. Activate a GUI/VAT number segment with the appropriate authorization code, or specify the correct authorization code in the processing options.
Can't Get GUI/SRC Number From F75T003	The system cannot locate the F75T003 table. Restore table F75T003.
Can't Insert F75T004Z	The transaction exists in the F75T004Z table from a previous attempt to create GUI/VAT information for the transaction. Use GUI/VAT Working Table Review (P75T004Z) to delete the record from table F75T004Z.

Prerequisites

Before you complete the tasks in this section:

- Set up and activate a user and declaration site mapping for the user who will be running the program.

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT User/Declaration Site Mapping.

- Set up a GUI/VAT number segment batch for the declaration site and declaration period that are specified in the processing options of the GUI/VAT Creation From Selected SO program (P75T004O).

  See *PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook*, "(TWN) Setting Up Your System for GUI/VAT Processing," Setting Up a GUI/VAT Number Segment Batch.

Running the GUI/VAT Creation From Multi-SO Program

Select GUI/VAT Daily Processing (G75T110), GUI/VAT Creation From Multi-SO.

Setting Processing Options for GUI/VAT Creation From Multi-SO (R75T004O)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

GUI/VAT

Use these processing options to specify basic information that is required for GUI/VAT declarations.

Declaration Company of GUI/VAT Specify the company for which the GUI/VAT declaration is filed.

Declaration Site of GUI/VAT Enter a UDC 75T/DS to specify the site for which the GUI/VAT declaration is filed. Values are stored in UDC 75T/DS.

Authorization Code of GUI/VAT Enter a UDC 75T/AC to specify the authorization code for the GUI/VAT. Values are stored in UDC 75T/AC.

Year and Month of GUI/VAT Declaration Specify the year and month of the GUI/VAT declaration. Enter the year in this format: YYMM, where YY is the Taiwan calendar year (the international calendar year minus 1911), and MM is the two-digit number of the month. For example, September 2005 is 9409.

Option

Use these processing options to provide information that affects how the program generates GUI/VAT information.

GUI Transaction Date: Use this processing option to specify which date from the sales order that the system uses as the GUI transaction date. Values are:

Leave blank for invoice date. This is the default value.

Enter *1* for general ledger date.

Enter *2* for order/transaction date.

Enter *3* for request date.

Merge Type: Use this processing option to specify whether the system merges multiple sales orders for the same customer number into one GUI. Values are:

Leave blank and the system does not merge. This is the default value.

Enter *1* to merge the sales orders into one GUI.

Page Break: Specify whether the system inserts a page break after a specified number of GUI detail lines. Enter a number between *1* and *99* so that the system inserts a page break after that number of lines. When the system creates a page break, it also advances the GUI number. If you do not want the system to create a page break and advance the GUI number, enter *0*.

Process Mode: Use this processing option to specify whether the system processes the data in proof or final mode. Values are:

Leave blank for proof mode. This is the default value.

Enter *1* for final mode.

Print Computer GUI: Use this processing option to specify whether the system should print the GUI in addition to writing data to the appropriate tables. Values are:

Leave blank and the system does not print. This is the default value.

Enter *1* to print.

Working Table: Use this processing option to specify whether the system saves the data in the F75T004Z and the F75T005Z tables after processing. You might want to save the data in these tables for troubleshooting. Values are:

Leave blank and the system does not save data in the work tables. This is the default value.

Enter *1* to save data in the work tables.

(TWN) Voiding GUI Information for Sales Transactions

This section provides an overview of voiding GUI information and discusses how to:

- Void an individual sales GUI.
- Void multiple sales GUIs.

Understanding Voiding GUI Information for Sales Transactions

The system enables you to void government uniform invoices (GUIs) for sales transactions. When you void a GUI, the system:

- Marks the GUI number as void, which enables you to issue a new GUI for that transaction.
- Changes the value in the TT (Tax Type) field to *D* (Void or Unused).
- Removes the values in the Document Number, Document Type, Document Company, Taxable Amount, Tax Amount, and Gross Amount fields.
- Changes the color of the detail line to gray.

Note. The system also removes the GUI number from the User Reserved Reference (URRF) field in the F03B11 table.

When you void multiple GUIs, the system displays the Confirm message for each selected record.

If the sales GUI transaction itself has been voided, you must void the transaction in the Accounts Receivable system, in addition to voiding the GUI information.

You can void GUI information for individual sales transactions or for multiple sales transactions.

Note. You can void only GUI documents of type GUI or SRC (Sales Receipt). If return or allowance transactions against the GUI or SRC transaction exist, the system does not allow you to void the GUI or SRC transaction.

Use the Delete function to void other types of output tax and input tax transactions. Deleted transactions are removed from the F75T004 table and the F75T005 table.

Forms Used to Void Individual and Multiple Sales GUI

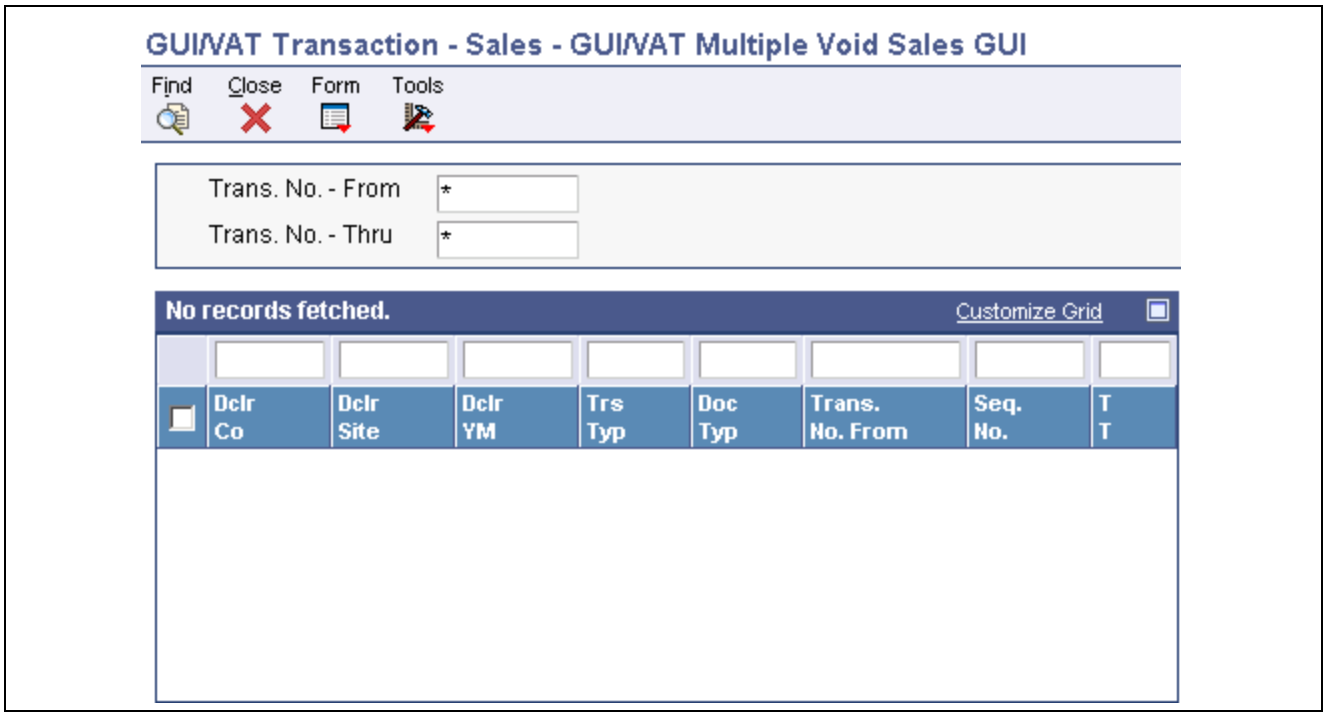
Form Name	Form ID	Navigation	Usage
Work With GUI/VAT Transaction	W75T004A	GUI/VAT Daily Processing (G75T110), GUI/VAT Transaction - Sales	Review and select the GUI or SRC (Sales Receipt) document that you want to void.
GUI/VAT Multiple Void Sales GUI	W75T004H	Select Multiple Void from the Form menu on Work With GUI/VAT Transaction. Select the document to void, and then select Void Sales GUI from the Row menu on Work With GUI/VAT Transaction.	Select records to void.

Voiding an Individual Sales GUI

Access the Work With GUI VAT Transaction form.

Voiding Multiple Sales GUIs

Access the GUI/VAT Multiple Void Sales GUI form.



GUI/VAT Multiple Void Sales GUI form

(TWN) Printing Individual Sales GUIs

This section provides an overview of printing individual sales GUIs and discusses how to print an individual sales GUI.

Understanding How to Print Individual Sales GUIs

You can print individual sales GUI documents from the GUI/VAT Transaction program (P75T004). The system uses the print program and version that you have specified for the declaration site on the GUI/VAT Declaration Site form.

Note. You can print only GUI documents of type GUI or SRC (Sales Receipt).

The system provides these sample print programs:

- GUI/VAT Computer GUI Print - Sample (R75T004G).
- GUI/VAT Computer GUI Print - Sample 1 (R75T004G1).

Form Used to Print an Individual Sales GUI

Form Name	Form ID	Navigation	Usage
Work With GUI/VAT Transaction	W75T004A	GUI/VAT Daily Processing (G75T110), GUI/VAT Transaction - Sales	Review and select the GUI or SRC (Sales Receipt) document that you want print and select Print GUI from the Row menu.

Printing an Individual Sales GUI

Access the Work With GUI/VAT Transaction form.

(TWN) Printing Multiple Sales GUIs

This section provides an overview of printing multiple sales GUIs and discusses how to:

- Run the GUI/VAT Computer GUI Print Sample program (R75T004G).
- Run the GUI/VAT Computer GUI Print - Sample 1 program (R75T004G1).

Understanding Printing Multiple Sales GUIs

You can use the GUI/VAT Computer GUI Print - Sample program (R75T004G) and the GUI/VAT Computer GUI Print - Sample 1 program (R75T004G1) to print sales GUI documents. These programs print all of the GUI documents that meet the data selection criteria.

Note. You can print only GUI documents of type GUI or SRC (Sales Receipt).

You can create custom GUI print programs or modify versions of these sample programs.

Data Selection for GUI/VAT Computer GUI Print - Sample (R75T004G) and GUI/VAT Computer GUI Print - Sample 1 (R75T004G1)

This table contains an example of the data selection that you might use when printing GUI documents:

Operator	Left Operand	Comparison	Right Operand
Where	BC GUI/VAT Transaction Type (F75T004)	is equal to	"SAL"
And	BC GUI/VAT Document Type (F75T004)	is equal to	"GUI"
And	BC VAT Tax Type (F75T004)	is not equal to	"D"

And	BC GUI/VAT Transaction Number (From) (F75T004)	is equal to	"AA10001025-AA10001030"
And	BC Returns/Allowances Sequence Number (F75T004)	is equal to	<Zero>

Running the GUI/VAT Computer GUI Print Sample Program (R75T004G)

Select GUI/VAT Daily Processing (G75T110), GUI/VAT Computer GUI Print - Sample.

Running the GUI/VAT Computer GUI Print Sample 1 Program (R75T004G1)

Select GUI/VAT Daily Processing (G75T110), GUI/VAT Computer GUI Print - Sample 1.

(ARG) Printing Invoices

This section provides overviews of printing invoices for Argentina and discusses how to set processing options for PO Invoice/Shipment Note Print (R76A565)

In Sales Order Management, the process of printing invoices has been modified to comply with Argentinian legal requirements.

Understanding the Invoice Print Program for Argentina

You can use the Invoice Print program (R42565) to print invoices that comply with the legal requirements for printing, numbering, and taxes as stipulated on General Resolution 1415.

Note. The F4211 table contains the legal number of the invoice in the Reference 2 field (VR02).

The F76A09 table contains one record for each invoice and contains the legal number of the invoice in the Supplier Invoice Number field (VINV). This table also contains the tax total; the invoice total with taxes; and, depending on the order line type, the accounts receivable self-withholding tax code in the Category Code - Address Book 18 field (AC18).

The F76A18 table contains one record for each line and tax code.

Table F76A09 controls the reprinting process.

The invoice format shows the taxes in the body of the document, one below the other and in accordance with tax code definitions. The description of the invoice taxes is obtained from the Description 01 field of UDC 76A/B3.

During invoice printing, the system prints an error report if it detects that mandatory parameters, such as legal numbering, are missing.

Note. Do not select invoice summarization.

Printing Pro Forma Invoices

Printing pro forma invoices enables you to print invoices in proof mode so that you can see a printed copy of all the invoices that are generated before the current billing without updating tables or legal numbers.

Printing pro form invoices differs from the standard invoice print process in these ways:

- No legal number is generated.
- Next numbers for accounts receivable are not updated.
- No records are generated in the F76A09 table or the F76A18 table.

To print pro forma invoices, set the first processing option on the PO Invoice/Shipment Note Print program (R76A565) to run in proof mode, and set the processing options on the Invoice Print program (R42565) to prevent next status update and accounts receivable number assignment.

Prerequisites

Before you complete the tasks in this section:

- Set up identically named versions of the Print Invoices program (R42565) and the PO Invoice/Shipment Note Print program (R76A565), and set up the processing options for these programs.
- Verify that the XJDE0001 version of the Print Invoice/Shipment Note - ARG - 42 program (R76A566) exists. Do not modify the data selection of this version.
- Verify that the ZJDE0001 version of the Generate Invoice/Shipment Note WF - ARG - 42 program (R76A567) exists. Do not modify the data selection of this version.
- Verify that the sales orders have a status code for invoice printing.
- Verify the next legal number setup for companies and issue places in the Legal Next Numbers program (P76001A).
- Verify the configuration of RG100.

  See *PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook*, "(ARG) Setting Up Your System for Argentina Legal Requirements," Setting Up Print Authorization Codes.
- Verify the tax setup.

See Also

Chapter 13, "Invoicing," Running the Print Invoices Program, page 404

Chapter 13, "Invoicing," Setting Processing Options for Print Invoices (R42565), page 404

Setting Processing Options for PO Invoice/Shipment Note Print (R76A565)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Enter 'Y' to print Shipment Notes.
Enter *Y* to print shipment notes.
Enter *N* and the system does not print shipment notes.

2. Enter Y to run in proof mode
Enter *Y* to run in proof mode.

3. Enter the Issue Place.
Enter the place where the invoice or the shipment note is printed.

4. Enter '1' to print Lot Number in Domestic Items (Not Imported).
Enter *Y* to print the lot number in domestic items.

5. Enter the maximum number of detail lines per page.
Enter a line printer parameter that specifies the number of lines per page. For example, 60 or 66.

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Status Code - Next
Enter the next status code to be used for invoices when an error is detected. If this option is left blank, the default value is 831.

Status Code - Next
Enter the next status code to be used for shipment notes when an error is detected. If this option is left blank, the default value is 832.

Receipt Invoice

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

7. Print Message 1
Enter the first global print message to be printed in each invoice receipt footer.

8. Print Message 2
Enter the second global print message to be printed in each invoice receipt footer.

Shipment Note

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

9. Weight Unit of Measure
Enter the weight unit of measure to convert all the items.

10. Volume Unit of Measure
Enter the volume unit of measure to convert all the items.

RG 100

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Voucher corresponding to RG 100 Enter *1* if you are entering a voucher corresponding to RG 100 or leave blank for vouchers not included in this regulation.

Perception

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Do you want to print the report? (Y/N) Enter *Y* to print the report or *N* and the system does not print the report.

2. Enter the version for R76A8050 (default value ZJDE0001) Enter the version for R76A8050. If you leave this option blank, the default value is ZJDE0001.

Transportation

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

Do you use transportation Y/N Enter *Y* to use transportation or *N* and the system does not use transportation.

Do you print Seals Y/N Enter *Y* to print seals or *N* and the system does not print seals.

Bulk

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

Print temperature and density information in Shipment Note Leave blank to print temperature and density information in the shipment note. Enter *1* to specify that the system prints this information only if the invoice is in standard temperature. Enter *2* to prevent the system from printing this information.

RG 889

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

Print the Autoprinter information Enter *Y* if you want to print the Autoprinter information in the shipment note, corresponding to RG 889. Leave blank or enter *N* and the system does not print.

Carrier

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

Print the information carrier Enter *Y* to print the information carrier. The default value is *N*.

Credit Invoice

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

Generate Credit Invoices Enter *1* to generate credit invoices. Leave blank and the system does not generate credit invoices.

Issue Place Enter the place where the invoice or the shipment note is printed.

Number of Copies Enter the number of copies.

(ARG) Printing Shipment Notes

This section provides overviews and discusses how to print shipment notes and print shipment notes according to RG 889.

In Sales Order Management, the process of printing shipment notes has been modified to comply with Argentinian legal requirements.

Understanding Shipment Note Print for Argentina

You can use the Invoice Print program (R42565) to print shipment notes that include legal numbering and printing formats that comply with General Resolution 1415.

Note. The F4211 table contains the legal number of shipment notes in the User Reserved Reference field (URRF) and the date of the shipment note in the User Reserved Date field (URDT).

You can reprint shipment notes.

The total weight and volume of items to be shipped is printed on the shipment note. The units are converted to the units of measurement that are specified in the processing options, which requires that all possible and required conversions be set in the general units of measurement table (UDC 00/UM).

If some of these conversions have not been included in the table, the affected item is printed on the shipment note with asterisks in the weight and volume fields, and the item is not added to the shipment note's total.

During shipment note printing, the system prints an error report if it detects that mandatory parameters, such as legal numbering, are missing.

Understanding Shipment Note Print According to RG 889

General Resolution 889/00 implements changes to the way shipment notes are printed by the responsible registered parties. The letter X that is used to identify the shipment note is replaced by the letter R, and the legal document type 39 changes to 91. The Print Authorization Code (CAI) must also appear on shipment notes.

According to Art. 3, those shipment notes, equivalent documents, or both, that were printed on or before September 30th, 2000, and issued by the registered parties on the VAT can be used until the 28thof February, 2001, or until none is left, whichever happens sooner. After this time, unused shipment notes must be clearly marked with VOID to discontinue their use.

To set up RG 889, complete these tasks:

1. Add these values to UDC 76/B1:

   R: Remito

   X: Shipping Note

2. Add these values to UDC 76A/B8:

   R: Remito

   X: Shipment Group

3. Add these value to UDC 76/DT:

   91: Remito

4. Relate the desired document type with legal document type 91 and the letter R.
5. Define the numbering for legal document type 91 for the issue place and company.
6. Enter the CAI for legal document type 91 for the desired company and issue place.
7. Assign the letter R for shipment groups to the tax groups.
8. Complete the processing option on the RG 889 tab for the PO - Invoice/Shipment Note Print - ARG - 42 program (R76A565) to specify that the shipment note being generated falls under RG889 and that the CAI number should be printed.

Prerequisites

Before you complete the tasks in this section:

- Set up identically named versions of the Print Invoices program (R42565) and the PO Invoice/Shipment Note Print program (R76A565), and set up the processing options for these programs.
- Verify that the processing options for the PO Invoice/Shipment Note Print program (R76A565) are set to print shipment notes.
- Verify that the processing options for the Print Invoices program (R42565) are set so that status is not updated and accounts receivable numbers are not generated.
- Set up the XJDE0001 version of the Print Invoice/Shipment Note - ARG - 42 program (R76A566). Do not modify the data selection of this version.
- Set up the ZJDE0001 version of the Generate Invoice/Shipment Note WF - ARG - 42 program (R76A567). Do not modify the data selection of this version.
- Verify that the sales orders have a status code for shipment note printing.
- Verify the next legal number setup for companies and issue places in the Legal Next Numbers program (P76001A).

See Also

PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook, "(ARG) Setting Up Your System for Argentina Legal Requirements," Setting Up Legal Numbering

PeopleSoft EnterpriseOne Global Options and Reports 8.11 PeopleBook, "(ARG) Setting Up Your System for Argentina Legal Requirements," Entering the CAI Number

PeopleSoft EnterpriseOne Tax Processing 8.11 PeopleBook, "(ARG) System Setup Argentinian Taxes," Setting Up Tax Groups

(ARG) Working with Prenumbered Documents

This section provides an overview prenumbered documents and discusses how to:

- Set processing options for Invoice Print (P76A715)
- Set processing options for Invoice Void (P76A725)
- Verify legal numbers
- Void printed invoices
- Unlock legal numbering
- Void a shipment note
- Reprint documents

Understanding Prenumbered Documents

The Sales Order Management system enables companies that are not autoprinters to work with prenumbered invoices and shipment notes.

When prenumbered documents are required, you can:

- Hide data that already exists in the preprinted form.
- Generate voided legal numbers for pages other than the first page.
- Void a printed invoice (new billing) for open orders.
- Void a shipment note.
- Unlock legal numbering.

Verifying Legal Numbers

You can use the Invoice Print program (P76A715) to verify that the legal number which the system assigns to the invoice and shipment notes matches the preprinted form.

Note. If the printing company is an autoprinter, do not run the process twice at the same time for the same company, issue place, and document type.

Printing on Preprinted Forms with Page Breaks

The system uses the next legal number of an invoice (for the same company, issue place, and document type) when the invoice program detects a page break. This situation ensures that the legal numbers that are assigned by the system and the preprinted forms match.

You can also hide some of the fields, such as company information, invoice letter, and other data that are already included in the preprinted invoice.

The system creates a record in the Invoice Total - ARG - 03B table (F76A09) that contains the invoice internal number and type of document for each invoice, as well as a record for each legal number that is void. The Processed (Y/N) field (PRCS) of these records has a value of *Y* (for reclassified). A legal number is used for shipment notes; no records are created in the table.

The F42199 table also saves the legal numbers of shipment notes as a backup.

Voiding Printed Invoices

You can void invoices if they are still open and are not records of voids. You can query the Invoice Total - ARG - 03B table (F76A09) to determine which invoices can be voided.

When you void an invoice, the system makes these table changes for each of the voided records:

- In the F4211 table, the system clears these fields:
- Document (Voucher, Invoice, and so forth) (DOC)
- Document Type (DCT)
- Document Company (KCO)
- Reference 2 (VR02)
- Date - Invoice (IVD)
- In table F4211, the value from Status Code - Next field (NXTR) is moved to the Status Code - Last (LTTR), and the Status Code - Next field (NXTR) is populated with the value from the Status Code - Next - Invoice processing option from the Invoice Void program (P76A725).
- In table F76A09, the invoice has a void status and the amounts are zero. The value in the Document Type field (DCT) is changed to # and the Date - For G/L and Voucher - Julian field (DGJ) is populated with the date on which the invoice was voided. The Processed (Y/N) field (PRCS) is changed to *Y*.
- The corresponding tax records are cleared from the F76A18 table.

After you void an invoice, you can print the invoice for the sales order again on a preprinted form.

Unlocking Legal Numbering

You unlock the invoicing process whenever a failure occurs in the system, or when you want to invoice a company or issue place more than once.

Voiding Shipment Notes

You can use the Shipment Note Void program (P76A725) to void shipment notes that have been previously generated.

After you void a shipment note, you can print the shipment note for the sales order again on a preprinted form and re-issue it.

When you void a shipment note, the system makes these table changes for each of the voided records:

- In the F4211 table, the system clears these fields:
- User Reserved Reference (URRF)
- User Reserved Date (URDT)
- In table F4211, the Status Code - Next field (NXTR) is populated with the value from the Status Code - Next - Shipment processing option from the Shipment Note Void program (P76A725).

Reprinting Documents

You can reprint invoices, shipment notes, and perception certificates.

The word Reprint appears at the bottom of the reprinted invoices and the shipment notes. The reprinted documents are exact copies of the original documents.

Forms Used to Work with Prenumbered Documents

Form Name	Form ID	Navigation	Usage
Prenumbered Invoice/Shipment Note Print	W76A715A	Prenumbered Setup (G76A101), Invoice Print	Verify that the legal number on the preprinted form matches the value in the Next Legal Number field.
Work With Invoice Reprint	W76A725A	Prenumbered Setup (G76A101), Invoice Void	Locate the invoice to void and select Reprint from the Form menu.
Work With Prenumbered Invoice/Shipment Note Print	W76A715BA	Prenumbered Setup (G76A101), Unlock Prenumbered Invoice/Shipment	Locate and select the invoice to unlock, and then select Unlock from the Row menu.
Work With Shipment Note Reprint	W76A725D	Prenumbered Setup (G76A101), Shipment Note Void	Locate and select the shipment note record to void, and then select Reprint from the Form menu.
Reprint Invoice Print WF - ARG	W76A0209A	Processes (G76A421), Invoice Reprint	Locate and select the documents to reprint. When you select the document, the text of the selected line changes to the color red. After selecting all of the documents to reprint, select Reprint from the Form menu.

Setting Processing Options for Invoice Print (P76A715)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Legal Number

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Company Specify the company that you use for transaction entries. The company name must identify a reporting entity that has a complete balance sheet.

2. Issue Place Specify the issue place that you use for the transaction entries.

3. DGI Transaction Document Type Specify the type of legal document given by DGI for documents.

4. Shipment Note (Y/N) Use this processing option to specify whether the shipment note you are printing is a shipment note or other document such as an invoice. Values are:

Enter *Y* to indicate that this is a shipment note.

Enter *N* to indicate that this is not a shipment note.

5. Legal Number. Use this processing option to specify whether to allow a legal number change prior to printing the invoice or shipment note. Values are:

Leave blank and the system does not allow a legal number change.

Enter *1* to allow a legal number change.

Invoice Print

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Invoice Print Version (R42565) Specify the version of the Invoice Print program (R42565) to use. If you leave this processing option blank, the system uses the version of the Invoice Print program (R42565) that has the same name as the current version of the Prenumbered Invoice/Shipment Note Print - ARG - 42 program (P76A715).

Setting Processing Options for Invoice Void (P76A725)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Status

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Status Code - Next - Invoice Enter a UDC (40/AT) to specify the next step in the order process. You must enter a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using.

2. Status Code - Next - Shipment Enter a UDC (40/AT) to specify the next step in the order process. You must enter a UDC (40/AT) that has been set up in the order activity rules based on the order type and the line type that you are using.

Verifying Legal Numbers

Access the Prenumbered Invoice/Shipment Note Print form.

Next Legal Number Displays the number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming.

Voiding Printed Invoices

Access the Work With Invoice Reprint form.

Invoice Date - From Displays the date that either you or the system assigns to an invoice or voucher. This can be either the date of the supplier's invoice to you or the date of the invoice to the customer.

Invoice Date - To Displays the date that either you or the system assigns to an invoice or voucher. This can be either the date of the supplier's invoice to you or the date of the invoice to the customer.

Legal Number - From Displays the legal document type given by DGI for documents.

To Displays the number that the system will assign next. The system can use next numbers for voucher numbers, invoice numbers, journal entry numbers, employee numbers, address numbers, contract numbers, and sequential W-2s. You must use the next number types already established unless you provide custom programming.

Unlocking Legal Numbering

Access the Work With Prenumberd Invoice/Shipment Note Print form.

Issue Place Enter the place where the invoice or the shipment note is printed.

Voiding a Shipment Note

Access the Work With Shipment Note Reprint form.

Shipment Note Number - From Displays the legal document type given by DGI for documents.

Reprinting Documents

Access the Reprint Invoice Print WF - ARG form.

(PER) Selecting Voucher Print UBEs

This section provides an overview of voucher print and discusses how to select a version of the Voucher Print program.

Understanding Voucher Print

You can create a version of the Voucher Print program (R76H3B30) by legal voucher and user. The system stores all records in the F76H3B39 table. When you print from the Lot Review Inquiry program, the system uses the version that you create for the Voucher Print Program.

Forms Used to Select Voucher Print UBEs

Form Name	Form ID	Navigation	Usage
Work with Legal Documents UBE & Versions	W76H3B39A	Sales Order Processing (G76H42), Legal Document Print UBE/Version	Add a voucher print version.
Legal Documents UBE & Versions	W76H3B39C	Click Add on the Work with Legal Documents UBE & Versions.	Add a version of Voucher Print.

Selecting a Voucher Print Version

Access the Work with Legal Documents UBE & Versions form.

(CHL) Selecting Voucher Print UBEs

This section provides an overview of voucher print and discusses how to select a version of the Voucher Print program.

Understanding Voucher Print

You can create a version of the Voucher Print program (R76H3B30) by legal voucher and by user. The system stores all records in the F76H3B39 table. When you print from the Lot Review Inquiry program, the system uses the version that you create for the Voucher Print Program.

Forms Used to Select Voucher Print UBEs

Form Name	Form ID	Navigation	Usage
Work with Legal Documents UBE & Versions	W76H3B39A	Sales Order Processing (G76H42), Legal Document Print UBE/Version	Add a voucher print version.
Legal Documents UBE & Versions	W76H3B39C	Click Addon Work with Legal Documents UBE & Versions.	Add a version of Voucher Print.

Selecting Voucher Print Version

Access the Work with Legal Documents UBE & Versions form.

CHAPTER 14

Updating Prices

This chapter discusses how to:

- Update base prices.
- Update prices for a customer.
- Convert price levels.
- Generate new base prices in a different currency.

Updating Base Prices

This section provides an overview of base price updates and discusses how to:

- Run the Base/Price Maintenance - Batch program.
- Set processing options for Base/Price Maintenance - Batch (R41830).

Understanding Base Price Updates

After you define base prices, you can update them as needed, for example, to change a price or create a price that will be effective on a future date. You can use the Base Price Revisions program (P4106) to update base prices individually, or you can run the Base/Price Maintenance - Batch program to update multiple prices at one time. When you update multiple prices in batch mode, the system either overrides the existing price with a new price or calculates an adjustment to the existing price, depending on how you set the processing options for Item Sales Price Level Conversion (R41816).

You update prices for a customer to recalculate sales orders based on the most current price or price adjustment. You might need to do this for items with volatile prices. You can also use this process to update the unit and extended costs of items on sales orders with the most current costs.

The system creates new prices based on the valid price that is selected by the batch program. When you run a version of Base/Price Maintenance - Batch in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode.

When you set up a version of this program, you choose the specific fields that you want the system to select. For example, you can set up a version to select customer, customer group, item, or item group. Or, you can exclude certain types of prices that you do not want to update.

Any new prices that the system creates are included in the report, as well as their effective dates and the old price that the system used as the basis for the new prices. You can run this program in proof mode as many times as necessary.

Changing Existing Prices

To change multiple prices, you can run the base price revisions version of the Base/Price Maintenance - Batch program. Depending on how you set the processing options, the program either overrides the existing price with a new price that you specify or calculates an adjustment to the existing price. The adjustment can be an addition, subtraction, or percentage adjustment.

When you run the base price revisions version in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode. You must set the update processing option for this program to perform updates to the F4106 table.

Creating Future Prices

To create multiple base prices that you can use on a future date, you can run the future price additions version of the Base/Price Maintenance - Batch program. This version of the program writes new price records to the Base Price table that are based on the effective dates in the price additions processing option for this program. You must specify a from date and a through date or the program ends without creating the new prices.

When you run the future price additions version in proof mode, the system generates a report that displays the updates that the program will make to the selected records when you run it in final mode.

The system creates future prices based on the existing price with the most recent expiration date. Depending on how you set the processing options, the program either overrides the existing price with a new price that you specify or calculates an adjustment to the existing price. The adjustment can be an addition, subtraction, or percentage adjustment. If you leave the adjustment type and factor blank, the system copies future prices from the current price and does not apply any adjustments.

See Also

Chapter 14, “Updating Prices,” Generating New Base Prices in a Different Currency, page 445

Running the Base/Price Maintenance - Batch Program

Select Price Management (G4222), Base/Price Maintenance - Batch (R41830).

Setting Processing Options for Base/Price Maintenance - Batch (R41830)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Update

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Update Base Price File Enter *1* to update the Base Price File. If you leave this processing option blank, the system does not update the Base Price File.

Adjustments

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Price Adjustment Type Enter *A* to adjust the price by amount. Enter *%* (percent) to adjust price by percentage. Enter an * (asterisk) to adjust price to an override price.

2. Amount Enter the amount the system uses to add, multiply, or override.

Date

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Effective From Date and **Thru Date** (Through Date) Enter the dates that the system uses for updating prices.

Updating Prices for a Customer

This section provides an overview of customer price updates and discusses how to:

- Run the Sales Order Batch Price/Cost Update program.
- Set processing options for Sales Order Batch Price/Cost Update (R42950)

Understanding Customer Price Updates

You update prices for a customer to recalculate sales orders based on the most current price or price adjustment. You might need to do this for items with volatile prices. You can also use this process to update the unit and extended costs of items on sales orders with the most current costs. If multicurrency processing is activated in the system, the system also updates the foreign unit and extended costs fields.

Use the Sales Order Batch Price/Cost Update program (R42950) to:

Task	Description
Update sales order costs.	The system replaces the unit and extended costs in any open, unshipped orders with current costs from the F4105 table.

Task	Description
Update sales order prices.	The system recalculates the unit and extended prices in the F4211 table by using the most current base price and price adjustments. The system bases this recalculation on the date that you enter in the processing options.
Replace sales order exchange rates.	You can use this program to update the currency exchange rate that the system uses to calculate costs and prices on an order. The system replaces the currency exchange rate that was in effect at the time you entered the order with the existing currency exchange rate.

You can set the processing options for the Sales Order Batch Price/Cost Update program to define which date on the sales order that the system uses to determine if it should recalculate costs or prices. For example, you can base the recalculations on the promised date. The system updates only those order lines with a promised date that is before or equal to today's date. Sales order prices can be updated more than once.

When you run the Sales Order Batch Price/Cost Update program, the system updates the order detail information for open sales orders. The system can either replace the current price in the order detail line with the new price or the system can add a non-stock line for the difference between the current price and the new price. You must specify a non-stock line type in the processing options for the system to add an additional line. If you do not specify a line type, the system overrides the original price with the new price. The program disregards any special pricing discounts that you have previously defined for the customer or item.

You can specify dates or preferences on which all base price and advanced price adjustment recalculations are based.

If you specify that recalculations are based on preferences, the system calculates the adjustment based on information in these preferences:

- Order preparation days
- Delivery date

After you run the Sales Order Batch Price/Cost Update program, you can review the Sales Order Batch Price/Cost Update report, which details the changes to the original unit price and extended price on each sales order.

Note. You can set the Sales Order Batch Price/Cost Update processing options for the Sales Update program (R42800) or Print Invoices program (R42565) to run the Sales Update program prior to creating general ledger (GL) records when you print invoices or update sales information. The system updates all selected sales orders with current costs, exchange rates, and prices before it creates GL records.

Running the Sale Order Batch Price/Cost Update

Select Price Management (G4222), Batch Update Sale Price/Cost.

Setting Processing Options for Sales Order Batch Price/Cost Update (R42950)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Cost Enter *1* to update the cost.

2. Exchange Rate Enter *1* to update the exchange rate.

3. Intercompany Exchange Rate Enter *1* to update the intercompany exchange rate.

Price Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Price Enter *1* to update the price.

2. Price Effective Date Enter the date from the sales order that the system uses to update prices. Values are:

1 Requested ship date.

2 Promised ship date.

3 Original promised date.

4 Actual ship date.

5 System date.

6 Invoice date.

* System constant.

If you leave this processing option blank, the system uses the transaction date.

3. Retain Sales Order Price Effective Date Enter *1* to use the sales order's override price effective date or price effective date from the preference. Leave blank to use the processing option price effective date.

Display/Calculation

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Update Price Change To New Line Enter a line type to update change to new sales order line with specified line type.

Leave blank to update change to original sales order line.

2. New Line's Override Next Status Specify a next status for the new order detail line.

3. Price Based On Original Quantity Enter *1* to update price based on original quantity. Leave blank to update price based on split quantities.

4. Preserve Free Goods Leave blank to update free goods. Entering *1* does not update free goods.

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Sales Order Entry (P4210) Select a version of the Sales Order Entry program that the system uses to update sales order price and costs.

Converting Price Levels

This section provides an overview of price level conversions and discusses how to:

- Run the Item Sales Price Level Conversion program.
- Set processing options for Item Sales Price Level Conversion (R41816)

Understanding Price Level Conversions

You use the Item Sales Price Level Conversion program to change the sales price level of an item or a group of items that you have previously entered in the F4101 table.

You can run this program in proof or final mode. It is recommended that you always run the Item Sales Price Level Conversion program in proof mode first to identify errors. The program generates a report that displays any problems the system encounters during sales price level conversions. You can correct these errors before you run the program in final mode.

The Item Sales Price Level Conversion program deletes all price records at the previous level and creates new price records at the new level. For example, when converting from the item/branch/plant level to the item level, the program deletes all price records for each item/branch/plant and creates a new price record for the item.

You should not attempt to access the Item Master or Item Base Price File tables when this program is running in final mode.

Running the Item Sales Price Level Conversion Program

Select Sales Order Advanced & Technical Ops (Operations) (G4231), Sales Price Level Conversion.

Setting Processing Options for Item Sales Price Level Conversion (R41816)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Price Level	Enter the price level to change the sales price level of an item or item group.
2. Branch to Default Price From	Enter a branch/plant. If updating to price level *1* in the Price Level processing option, enter the branch from which to retrieve a default price. If updating from price level *3* in the Price Level processing option, the system retrieves a default price from the primary location.
3. Proof or Final Mode	Enter *1* for final mode and to update files. Leave blank for proof mode.
4. Print Exceptions	Enter *1* to print only exceptions. Leave blank and all items print.
5. Delete Expired Records	Enter *1* to delete expired records. Leave blank and no expired records are deleted.

Generating New Base Prices in a Different Currency

This section provides an overview of new base prices in a different currency and discusses how to:

- Generate new base price/currency.
- Set processing options for Generate Base Price/Currency (R410601).

Understanding New Base Prices in a Different Currency

You can create new base prices in a different currency for multiple records at one time by running the Generate Base Price/Currency program. This program generates new base prices based on existing records.

The Generate Base Price/Currency program is especially useful if you need to create multiple base price records in a different currency. For example, you might use this program if the company is about to conduct business with a customer that uses a currency in which you do not have base price records. If you need to create a new price for an individual record, update the existing record on the Base Price Revisions form. You do not have to run the program.

When you run the Generate Base Price/Currency program, use these processing options to control the currency and exchange rate in which the new base prices are created:

- Date as of when you want to create records.

  If the expiration date of a price is greater than or equal to this date, a new base price is created.
- Currency of the existing price records.

  This is the original currency code on which you want to base the new record.
- Currency in which you want to create new records.
- Exchange rate to use to calculate the amount.

- Method (divide or multiply) to use for the exchange rate calculation.

The Generate Base Price/Currency program copies the original base price record, calculates a new amount, and creates a price record with the new currency amount. More specifically, the program:

- Creates new base price records one currency at a time to avoid confusion about which currency new records are based on.
- Creates only one new base price record for each unit of measure.

  It does not create one price record for each currency.

  For example, the program generates new base prices in the Japanese yen based on existing prices in the Canadian dollar. A record for a certain unit of measure already has a base price in the Japanese yen. The program does not generate another Japanese base price because both records for that unit of measure would have the same key. The exception to this rule is when currency codes associated with an item have different effective through dates. Depending on the dates, the program might create more than one new price record.
- Sequences the new base price records alphabetically along with the existing records.

Run the Generate Base Price/Currency program first in proof mode, and then in final mode as follows:

- Proof.

  Review the audit report to ensure that the records generated by the program are accurate. If the audit report is not accurate, change the processing option and data selection values accordingly and rerun the program in proof mode.
- Final.

  When you are satisfied with the audit report created in proof mode, run the program in final mode. Review the new base price records on the audit report. You can also review new records on the Base Price Revisions form. Notice that the new record is sequenced alphabetically along with the existing records on the form and that amounts are rounded according to the decimal places set up in the data dictionary for Unit Price (UPRC).

  If necessary, adjust the new base price records manually on the Base Price Revisions form. For example, if the program creates a new base price for 50,000 JPY as 675.1155 CAD, you might adjust the new amount to 675 CAD.

Example: Generating New Base Prices

This example describes an item with base price records before and after generating a new base price in a different currency.

Before generating new base prices, an existing item has these base price records:

Unit Price	Currency Code
1,000.00	USD
1,563.00	CAD
642.26	GBP

The processing options for the Generate Base Price/Currency program are set as follows:

- Mode = 1 (final).
- Date = 6/30/05.
- Convert to = EUR.

- Convert from = USD.
- Exchange rate = 1.02011.
- Method = 1 (multiplier).

Even though there are several currency amounts associated with the item, the program generates only one new EUR amount based on the USD price.

The Generate Base Price/Currency program generates a new price record for 1,020.11 EUR, based on the 1,000.00 USD record. The original 1,000.00 USD record remains so that you can continue to invoice customers in that currency, as needed. The existing item has new base price records:

Unit Price	Currency Code
1,020.11	EUR
1,000.00	USD
1,563.00	CAD
642.26	GBP

After the new price record is generated for 1,020.11 EUR, the program will not generate another price record for the item unless the expiration date of the existing price record is greater than or equal to the date entered in the processing option.

Data Selection for Generate Base Price/Currency

Typically, companies generate new base prices for all customers within a specific branch/plant. If the company has multiple branch/plants with different currencies, you can run the Generate Base Price/Currency program multiple times. For base prices that do not have a branch/plant, specify <blank for branch/plant in the data selection. You can also generate new base prices by item number or any other value in the data selection.

Generating New Base Price/Currency

Select Price Management (G4222), Generate Base Price/Currency.

Setting Processing Options for Generate Base Price/Currency (R410601)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Run Modes

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Proof or Final Mode Enter *1* to run in final mode. Final mode updates the file and produces an audit report. Leave blank to run in proof mode. Proof mode produces only the audit report.

Price Record Date Enter the date used to determine which price records will be generated. If the expiration date of a price is greater than or equal to the date entered, a new price record will be generated. Leave blank to use the system date.

Currency

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Currency Code To Enter the currency code to convert to.

Currency Code From Enter the currency code to convert from.

Conversion Rate Enter the currency conversion rate.

Current Conversion Rate Enter *1* to multiply the current price by the current conversion rate. Leave blank to divide the current price by the currency conversion rate entered.

CHAPTER 15

(ARG) Processing Credit Invoices for Accounts Receivable and Sales Orders

This chapter provides an overview of processing credit invoices and discusses how to:

- Set up credit invoice constants for Accounts Receivable.
- Print credit invoices.
- Accept credit invoices.
- Print credit invoice receipts.

Understanding How to Process Credit Invoices for Accounts Receivable and Sales Orders

The process for issuing and managing credit invoices in Sales and Accounts Receivable consists of these steps:

1. Issuance of credit invoices.
2. Acceptance or rejection of credit invoices.
3. Issuance of credit invoice receipts.

The issuance of credit invoices can occur at these times:

- During billing
- After billing
- For cash due
- During reprinting

Credit Invoice Issuance During Billing

To issue credit invoices during billing, complete these steps:

1. Verify that the company is set up in the General Constants program (P76A20) to issue credit invoices.
2. Verify that the customer is set up to accept credit invoices. You set up customers to accept credit invoices by specifying the category code that you set up in the General Constants program to identify customers who receive credit invoices.
3. Verify that the payment terms which you are using are not included in UDC 76A/TP, which lists payment terms that do not require a credit invoice.
4. In UDC 00/DI, specify a value of *I* in the Special Handling Code field for the document types for which credit invoices are generated.

5. Verify that the invoice amount, including taxes, is equal to or more than the minimum amount set up in the General Constants program.
6. Verify the legal number setup of the credit invoice, and enter the internal document type for credit invoices on UDC 00/DT
7. Set up corresponding versions of the AR SOP Print Credit Invoice program (R76A0023) and the Invoice Print program (R03B505) for Accounts Receivable, or the Invoice Print program (R42565) for Sales Order Processing.
8. Set up corresponding versions of the Invoice Print program (R03B505) and the PO Invoice Print program (R76A03B5) for Accounts Receivable, or set up corresponding versions of the Invoice Print Program (R42565) and the PO Invoice Print Program (R76A565) for Sales Order Processing.

Credit Invoice Issuance After Billing

To issue credit invoices outside the billing process, you must manually run the AR SOP Print Credit Invoice program (R76A0023). To enter invoices for which you will issue credit invoices after billing, complete these steps:

1. Verify that the company is set up in the General Constants program (P76A20) to issue credit invoices.
2. Verify that the customer is set up to accept credit invoices. You set up customers to accept credit invoices by specifying the category code that you set up in the General Constants program to identify customers who receive credit invoices.
3. Verify that the payment terms which you are using are not included in UDC 76A/TP, which lists payment terms that do not require a credit invoice.
4. In UDC 00/DI, specify a value of *I* in the Special Handling Code field for the document types for which credit invoices are generated.
5. Verify that the invoice amount, including taxes, is equal to or more than the minimum amount set up in the General Constants program.
6. Verify the legal number setup of the credit invoice, and enter the internal document type for credit invoices on UDC 00/DT.
7. Set up the AR SOP Print Credit Invoice program (R76A0023).

Issuing Credit Invoices for Cash Due

If you have entered invoices using payment terms that were set up in UDC 76A/TP, and those invoices have not been paid within the number of days that are legally allowed to pass between the shipment confirmation date and the invoice due date, you can issue credit invoices.

To issue credit invoices for cash due, you must manually run the AR SOP Print Credit Invoice program (R76A0023). To issue credit invoices for cash due, complete these steps:

1. Verify that the company is set up in the General Constants program (P76A20) to issue credit invoices.
2. Verify that the customer is set up to accept credit invoices. You set up customers to accept credit invoices by specifying the category code that you set up in the General Constants program to identify customers who receive credit invoices.
3. Verify that the payment term you are using is included in UDC 76A/TP.
4. In UDC 00/DI, specify a value of *I* in the Special Handling Code field for the document types for which credit invoices are generated.
5. Verify that the invoice amount, including taxes, is equal to or more than the minimum amount set up in the General Constants program.

6. Verify the legal number setup of the credit invoice, and enter the internal document type for credit invoices on UDC 00/DT.
7. Set up the AR SOP Print Credit Invoice program (R76A0023).
8. Verify that the amount of days past due is equal to or more than the Credit Invoice Limit Days specified in the General Constants program.

Setting Up Credit Invoice Constants for Accounts Receivable

This section provides an overview of credit invoice constants for Accounts Receivable and discusses how to set up credit invoice constants.

Understanding Credit Invoice Constants for Accounts Receivable

You set up credit invoice constants by company. These constants control the issuance rules for the credit invoice documents.

You must specify this information when you set up credit invoice constants for Accounts Receivable:

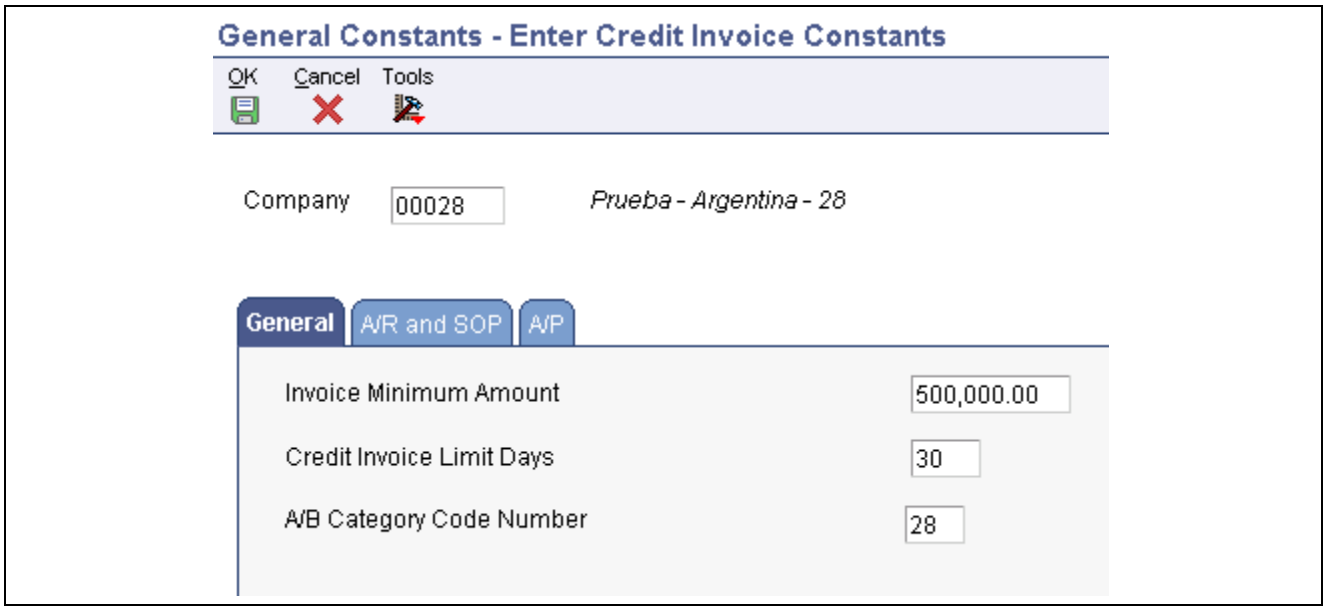
- The invoice minimum amount, which is the invoice amount (included taxes) above which a credit invoice must be issued.
- The credit invoice limit days, which is the maximum number of days that an invoice must be overdue before it is considered to be expired-thus, requiring issuance of a credit invoice.
- The category code is used to identify customers that accept credit invoices. For the credit invoice to be generated, the value of the Address Book category code must not be blank.
- Whether the company issues credit invoices.
- The status that the credit invoices will have after they are printed.
- The internal document type of credit invoices, which is used to assign legal numbers to credit invoices.
- The DGI letter that is used to assign legal numbers to credit invoices.
- The DGI letter that is used to assign legal numbers to receipts.

Forms Used to Set Up Credit Invoice Constants

Form Name	Form ID	Navigation	Usage
Work with Credit Invoice Constants	W76A20A	Credit Invoice System Set Up (G76A00D), General Constants	Review and select credit invoice constant records.
Enter Credit Invoice Constants	W76A20B	Click Add on Work with Credit Invoice Constants.	Add and revise credit invoice constant records.

Setting Up Credit Invoice Constants

Access the Enter Credit Invoice Constants form.



Enter Credit Invoice Constants form; General tab

General

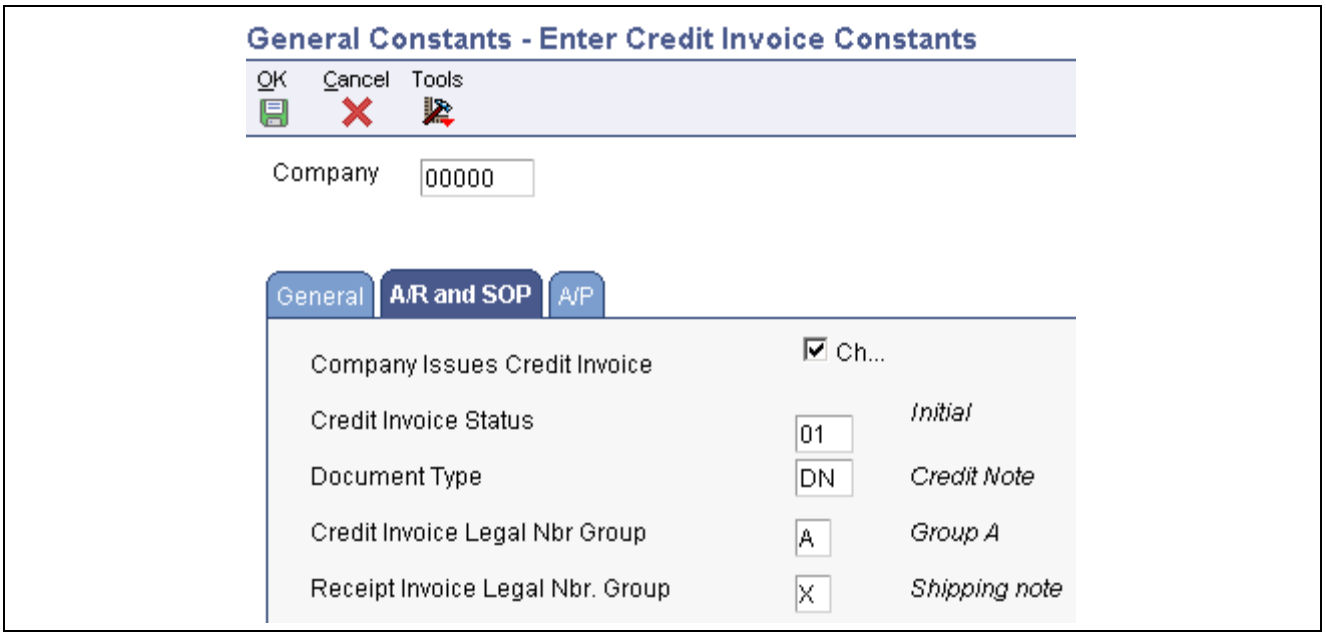
Select the General tab.

Invoice Minimum Amount Enter a number that identifies the amount that the system will add to the account balance of the associated account number. Enter credits with a minus sign (-) either before or after the amount.

Credit Invoice Limit Days Enter the number of days that the fiscal authority has established as a difference between the shipment confirmation date and the invoice due date. The specified number of days must pass before you can issue a credit invoice. If fewer than the specified number of days have passed between the shipment confirmation date and the invoice due date, then you cannot issue a credit invoice.

A/B Category Code Number Enter a code that specifies the Customer Category code number to use to determine the tax.

Access the Enter Credit Invoice Constants form.



Enter Credit Invoice Constants form; A/R and SOP tab

A/R and SOP

Select the A/R and SOP tab

Company Issues Credit Invoice Select to indicate you must print a credit invoice.

Credit Invoice Status Enter a UDC (76A/CS) for the credit invoice status.

Credit Invoice Legal Nbr Group (credit invoice legal number group) Enter a UDC (76/BI) that identifies the invoice group. Values are: *A*, *B*, or *C*.

Receipt Invoice Legal Nbr. Group (receipt invoice legal number group) Enter a UDC (76/BI) to indicate the invoice group (A,B,C).

Printing Credit Invoices

This section provides an overview of printing credit invoices and discusses how to:

- Set processing options for PO Invoice/Shipment Note Print (R76A565).
- Set processing options for PO Invoice Print (R76A03B5).
- Run the AR SOP Print Credit Invoice program.
- Set processing options for Print Credit Invoice (R76A0023).

Understanding the Credit Invoice Print Program

You run the AR SOP Print Credit Invoice program (R76A0023) from the menu if you are issuing credit invoices after billing, for cash due, or if you are reprinting credit invoices.

If you print credit invoices at the same time you print the legal invoices, the system runs the AR SOP Print Credit Invoice Program (R76A0023) when you run the Invoice Print program (R03B505) for Accounts Receivable or the Invoice Print program (R42565) for Sales Order Processing.

To print credit invoices at the same time that you print the legal invoices, you must set up the processing options for the PO Invoice Print program (R76A03B5) for Accounts Receivable or the PO Invoice/Shipment Note Print program (R76A565) for Sales Order Processing.

Setting Processing Options for PO Invoice/Shipment Note Print (R76A565)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Shipment Note (Y/N) Enter *Y* to print shipment notes or *N* and the system does not print shipment notes.

2. Proof Mode Enter Y to run in proof mode.

3. Issue Place Enter the issue place where the invoice or the shipment note is printed.

4. Print Lot Number Enter *1* to print Lot Number in Domestic Items (Not Imported).

5. Detail lines per page Enter the maximum number of detail lines per page. This is a line printer parameter that specifies the number of lines per page. For example, 60 or 66.

6. Version Enter the version of the routine to determine if there is a corresponding credit invoice. The default is ZJDE0001. (This option is OBSOLETE)

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Status Code - Next Enter a user defined code (40/AT) indicating the next step in the order flow of the line type. This is the next status code to be used for invoices when an error is detected. If it is blank, the default will be 831.

Status Code - Next Enter a user defined code (40/AT) indicating the next step in the order flow of the line type. This is the next status code to be used for Shipment Notes when an error is detected. If it is blank, the default will be 832.

Receipt Invoice

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

7. Print Message 1 Enter the first global print message to be printed in each Invoice Receipt footer. This is a code identifying the Text Message you want the system to print next to this order line on selected documents.

8. Print Message 2 Enter the second global print message to be printed in each Invoice Receipt footer. This is a user defined code that you assign to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions.

Shipment Note

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

9. Weight Unit of Measure Enter the weight unit of measure to convert all the items. This is the unit of measure that indicates the weight of an individual item. Typical weight units of measure are: GM for gram, OZ for ounce, LB for pound, KG for kilogram, and so forth.

10. Volume Unit of Measure Enter the volume unit of measure to convert all the items. This is the unit of measure for the cubic space occupied by an inventory item. Typical volume unit of measures are: ML for milliliter, OZ for fluid ounce, PT for pint, and so forth.

RG 100

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Corresponding Voucher Enter *1* if you are entering a voucher corresponding to RG 100 or leave blank for vouchers not included in this regulation.

Perception

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Print the Report Enter *Y* to print the report or *N* and the system does not print a report.

2. Version for R76A8050 Enter the version of R76A8050 the system users or leave blank and the system uses ZJDE0001.

Transportation

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Transportation Enter *Y* to use transportation or *N* and the system does not use transportation.

Print Seals Enter *Y* to print seals or *N* and the system does not print seals.

Bulk

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Bulk Leave this processing option blank and temperature and density information will be printed in shipment note.

Enter *1* and this information will be printed only if the invoice is in standard temperature.

Enter *2* and this information will not be printed.

RG 889

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Autoprinter Enter *Y* if you want to print the autoprinter information in the shipment note corresponding to RG 889.

Leave this processing option blank or enter *N* and the system does not print autoprinter information in the shipment note corresponding to RG 889.

Carrier

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Carrier Information Enter *Y* to print the carrier information or enter *N* and the system does not print carrier information.

Credit Invoice

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Credit Invoices Enter *1* to generate credit invoices.

Issue Place Enter the place where the invoice or the shipment note is printed.

Number of Copies Enter the number of invoice copies required by the customer. The system prints the number of invoices specified in this field. The system always prints at least one invoice.

Setting Processing Options for PO Invoice Print (R76A03B5)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Invoice Copies Enter the number of invoice copies required by the customer. The system prints the number of invoices specified in this field. The system always prints at least one invoice.

Allow Reprint Enter *1* to allow reprint or leave blank and the system does not allow reprints.

Detail Lines Per Page Enter the number of lines the system prints per page. For example, 60 or 66.

Print an Invoice Corresponding to the RG100 Enter *1* if you are going to print an invoice corresponding to the RG100 regulation. Otherwise, leave this processing option blank.

Receipt Invoice

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Print Message 1 Enter the first global print message to be printed in each Receipt Invoice Footer.

Print Message 2 Enter the second global print message to be printed in each Receipt Invoice footer.

Perception

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Print Report (Y/N) Enter *Y* to print the report or *N* and the system does not print the report.

R76A8050 Report Version Enter the version of R76A8050 that the system uses for the report or leave blank and the system uses ZJDE0001.

Credit Invoices

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Print Credit Invoices Enter the number of credit invoice copies the system prints.

Number of Copies Enter the number of invoice copies required by the customer. The system prints the number of invoices specified in this field. The system always prints at least one invoice.

Issue Place Enter the place where the invoice or the shipment note is printed.

Running the AR SOP Print Credit Invoice Program

Although there is a separate menu option for each program, the system runs the same program regardless of the menu option that you select.

Use one of these navigations:

Select Credit Invoice System Setup (G76A00D),AR SOP Print Credit Invoice Stand Alone.

Select Credit Invoice System Setup (G76A00D),AR SOP Print Credit Invoice Cash Due.

Select Credit Invoice System Setup (G76A00D),AR SOP Print Credit Invoice Reprint.

Setting Processing Options for AR SOP Print Credit Invoice (R76A0023)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Issue Place - Argentina Place where the invoice or the shipment note is printed.

RG100 An option that specifies the type of processing for an event.

Number of Copies Enter the number of invoice copies required by the customer. The system prints the number of invoices specified in this field. The system always prints at least one invoice.

Accepting Credit Invoices

You use the AR SOP Acceptance program (P76A21) to enter credit invoice information in the system after the customer has approved the credit invoice.

This section discusses how to:

- Set processing options for AR SOP Acceptance.
- Accept credit invoices.

Prerequisite

Before completing the tasks in this section, set up UDC 76A/CS to include the status codes for credit notes. For example, you might set up the code 10 for approved and the code 20 for rejected. The code for approved must have an A in the Special Handling Code field and the code for rejected must have an R in the Special Handling Code field.

See *PeopleSoft EnterpriseOne Accounts Payable 8.11 PeopleBook*, "(ARG) Setting Up the System for Credit Invoices for Accounts Payable," Setting Up Credit Invoice Status Rules.

Forms Used to Accept Credit Invoices

Form Name	Form ID	Navigation	Usage
Work with Credit Invoice Acceptance	W76A21A	Credit Invoice System Set Up (G76A00D), AR SOP Acceptance	Review and select credit invoices. You can reprint receipts that have already been issued but were modified if you have specified that modifications are allowed after printing in the processing options of the AR SOP Acceptance program (P76A21). Print credit invoice receipts by selecting the invoice record and choosing Print from the Row menu.
Credit Invoice Acceptance	W76A21B	Select an invoice on Work with Credit Invoice Acceptance.	Accept or reject the credit invoice.
Withholding	W76A21C	Select a record and select Withholding from the Row menu on Credit Invoice Acceptance.	Enter and revise withholding information for the credit invoice.

Setting Processing Options for AR SOP Acceptance (P76A21)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Allow modify after print. Enter a value to indiicate that the system enables modification after printing.

Receipt Credit Invoice Print Version. Enter a version of the Receipt Credit Invoice Print program that the system uses.

Accepting Credit Invoices

Access the Credit Invoice Acceptance form.

Advance Payment Enter a value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

Status Enter a code that represents the status of the credit invoice.

Reason of Rejection 1 Enter a user defined name or remark.

Reason of Rejection 2 Enter additional text that further describes or clarifies a field in the system.

Withholding Certificate Number Enter the Withholding Certificate Number.

DGI Resolution Number Enter the DGI resolution number.

Gross Amount Enter a value that specifies the total amount of the invoice or voucher pay item. The gross amount might include the tax amount, depending on the tax explanation code. The system does not decrease the gross amount when payments are applied. When you void a transaction, the system clears the gross amount field.

Printing Credit Invoice Receipts

You can print a batch of receipts by running a version of the AR SOP Print Receipt program (R76A0021).

This section discusses how to:

- Print credit invoice receipts.
- Set processing options for AR SOP Print Receipt (R76A0021).

Printing Credit Invoice Receipts

Select Credit Invoice System Set Up (G76A00D),AR SOP Print Receipt.

Processing Options for AR SOP Print Receipt (R76A0021)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

General

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Issue Place - Argentina Place where the invoice or the shipment note is printed.

RG100 An option that specifies the type of processing for an event.

Number of Copies Enter the number of invoice copies required by the customer. The system prints the number of invoices specified in this field. The system always prints at least one invoice.

CHAPTER 16

Running the End of Day Processes

This chapter provides an overview of end of day processing and discusses how to:

- Update customer sales.
- Review customer sales update reports.
- (ARG) Review the sales journal for Argentina.
- Repost orders.
- Review and approve journal entry batches.
- Post batches of journal entries.
- Purge data.
- (ARG) Purge sales orders for Argentina.

Understanding End Of Day Processing

End of day processing is the last step in sales order processing and consists of updating, verifying, and posting daily sales information. This is perhaps the most important step in the sales order processing cycle because the system updates the records in the Sales Order Management system and the records in the other systems with which it interfaces, such as the Accounts Receivable and Inventory Management systems.

You perform end of day processing each day to maintain the most accurate sales information. After you run the program, you can review and post sales information, and print reports.

When you perform end of day processing, the system provides:

- Accounts receivable transactions.
- General ledger entries for inventory, cost of goods sold (COGS), revenue, and accounts receivable.
- Inventory balances for on-hand quantities.
- Daily activity reports.
- Interim sales reports.

If you do not update the sales records on a daily basis, this information might be inaccurate:

- Inventory balances for on-hand quantities.
- Amounts posted to the sales, inventory, COGS, tax, and freight accounts.
- Amounts posted to the accounts receivable ledger.
- Reports for interim sales.

Updating Customer Sales

This section provides overviews of the Update Customer Sales program, interbranch and intercompany transactions, and automatic accounting instructions (AAIs), and discusses how to:

- Run the Update Customer Sales program.
- Set processing options for Update Customer Sales (R42800).
- (PER) Sales Close – Invoice Legal Number in Current Account.
- (CHL) Sales Close – Invoice Legal Number in Current Account.

Understanding the Update Customer Sales Program

To maintain the most accurate sales information, you can update the records daily in the Sales Order Management system. Run a version of the Update Customer Sales program each day to maintain the most accurate sales information. The system updates the records in the Sales Order Management system and the records in the other systems with which it interfaces, such as the Accounts Receivable and Inventory Management systems. After you run the program, you can review and post sales transactions and review sales reports.

Note. Because of the number of transactions that occur when you run the Update Customer Sales program, you should run the program in proof mode first to detect and correct any errors before you run it in final mode.

During sales update, the system writes warning messages as well as error messages for you to review. You can improve the performance of the system if you set the processing option to write error messages only.

Important! It is strongly recommended that you run the sales update when no one is on the system. The system does not lock records. Therefore, if a sales order record is accessed during a sales update, the record might not process correctly.

Updating Tables

When you run the Update Customer Sales program, the system generates:

- Information about customer sales.
- Accounts receivable and general ledger entries.
- Sales for different categories, such as stock sales and freight, COGS, and profit percentages.
- Errors that result from running the program.

Depending on how you set the processing options, the system updates:

- All status codes according to the order activity rules.

  For example, the system updates all order detail lines with a status of *600* to a closed status of *999*.
- The F4201 and F42019 tables.
- The F4211 and F42119 tables.
- On-hand inventory in the F41021 table, the F4115 table, and the F4111 table if the quantity is not updated during shipment confirmation.
- Invoice information, such as the dates of the first and last invoices, and year-to-date totals for invoices.

- The F0911, F03B11, and F42199 tables.
- Commission information in the F42005 table, and summaries of COGS and sales by item in the F4229 table.
- Costs with the current information in the F4105 table and prices in the F4074 table.
- Interbranch sales information.
- The F4314 table with current messages.
- On-hand inventory for bulk items in the F41021 table, and writes a record to the F41511 table.
- The F4575 table with ship and debit information.

The system also creates invoices and assigns invoice numbers to sales orders that you do not process through the Print Invoices program (R42565).

Selecting Versions and Modes for Update Customer Sales

You must choose the appropriate version of the Update Customer Sales program to update the tables. Choose a version based on the company's process:

- Sales Update

  You can use this version when the sales order has been processed through the Print Invoices program and contains an invoice number and type in the F4211 table.

- Assign Invoice Numbers

  You must use this version when the sales order has not been processed to print invoices in the Print Invoices program. The program assigns an invoice (accounts receivable) number.

Because of the number of transactions that occur when you run the Update Customer Sales program, run the program in proof mode first to detect and correct any errors before you run it in final mode. Choose one of these processing modes:

Process Mode	Description
Proof	When you run Update Customer Sales in proof mode, you can: • View the journal entries and correct any errors. • Review proof copies of an invoice journal, an online error review and, depending on the processing options, a sales journal. The system does not perform updates to status codes or any tables. You can use proof mode for either version, Sales Update or Assign Invoice Numbers to detect and correct any errors before running it in final mode. After you run the program in proof mode, you can review and correct any errors before performing a final sales update.
Final	When you run Update Customer Sales in final mode, you can review the invoice journal, a complete online error review, and depending on the processing options, a sales journal. The system updates status codes and tables and performs edits, such as checking for duplicate records, against the general ledger, accounts receivable, and accounts payable functional servers.

Updating Interbranch Sales Information

During the sales update process, you can run the Update Customer Sales program to create journal entries for interbranch sales.

Example: Accounts Receivable and Accounts Payable Entries

If you set the interbranch processing option in the Update Customer Sales program to create accounts receivable and accounts payable entries for both the selling and the supplying branch/plants, the system creates these types of batches:

- Batch type I: Debits the COGS account, and debits the receivables accounts and inventory for the supplying branch/plant and selling branch/plant.
- Batch type V: Credits the payables accounts and debits the inventory for the selling branch/plant.

Example: Accounts Receivable Entries

If the appropriate processing option is set to create only the accounts receivable entries, the system creates these types of batches:

- Batch type I: Credits the revenue accounts and inventory, and debits the COGS account of the selling branch/plant.
- Batch type ST: Credits the revenue account and inventory for the supplying branch/plant, and debits the COGS account for the supplying branch/plant. Debits the inventory for the selling branch/plant.

Updating On-Hand Inventory

You can relieve the on-hand quantity for an item during shipment confirmation or sales update. The method that you choose affects the history records that are written to the F4111 table. If you subtract the on-hand quantity from inventory during:

- Shipment confirmation, the system creates a record in the F4111 table with the sales order as the document number and the order type as the document type.

  During sales update, the system overwrites the record with the invoice number and type, general ledger date, and batch number.

- Sales update, the system writes the invoice number, type, and general ledger date to the F4111 table.

  No record is written during shipment confirmation.

To relieve the on-hand quantity for an item during shipment confirmation, you must add order types to the user defined code (UDC) table (40/IU). During sales update, the system overwrites the F4111 table record with the invoice number and type, general ledger date, and batch number.

See *PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*, "Reviewing Item and Quantity Information," Locating On-Hand Quantity Information.

Updating Energy and Chemical System Information

During the load confirmation process, the system updates the quantity of on-hand inventory for bulk items in the F41021 table.

If you do not process a detail line through the Transportation Load Confirmation program (P49640), the Sales Update program updates inventory for bulk items and writes a record to the Bulk Production Transaction File table. If you process a sales order detail line through load confirmation, the system does not update inventory quantity during sales update.

You can update quantities based on the quantity that was invoices, which can be ambient or standard. However, the item ledger is updated at standard. If you update ambient quantities, you might receive unpredictable errors.

Using Interactive Versions in Update Customer Sales Program

When you set up processing options for Update Customer Sales, you can only specify versions for accounts receivable and general ledger processing. To review the processing options that affect accounts receivable and general ledger processing, such as ledger types and VAT processing for multicurrency orders, you must inquire on the accounts receivable and general ledger interactive batch versions.

Select System Administration Tools (GH9011), Interactive Versions, and inquire on these interactive applications:

- Invoice Entry MBF Processing Options (P03B0011).

  You must use version ZJDE0002.

  On the Currency tab, this version must be set to allow Value Added Tax (VAT) processing. Enter *1*, to allow VAT processing with currency.

- Journal Entry MBF Processing Options (P0900049).

Reviewing Electronic Mail for Sales Update Errors

After you run the Update Customer Sales program, you can review and correct any errors before performing a final update. The program sends messages to your electronic mail in the Employee Work Center when there are errors and when the job completes normally. After you run the Update Customer Sales program, you should check electronic mail to determine the status of the job. If the job did not complete normally, review the error messages. Typically, one message notifies you that the job had errors, followed by one or more detailed messages that define the errors.

Note. During sales update, the system writes warning messages, as well as error messages, for you to review. You can improve the performance of the system if you set the processing option to write error messages only.

Understanding Interbranch and Intercompany Transactions

If you generate an intercompany invoice, you must specify the same intercompany document types in the Sales Order Entry (P4210), Print Invoices, and Update Customer Sales programs.

During sales update, you can choose to have the system create either:

- Accounts payable and accounts receivable journal entries for the selling branch/plant, and accounts receivable entries for the supplying branch/plant.
- Accounts receivable entries only for the selling branch/plant.

During the sales update process, you can run the Update Customer Sales program to create the journal entries for interbranch sales.

Example: Accounts Receivable and Accounts Payable Entries

If you set the interbranch processing option in the Update Customer Sales program to create accounts receivable and accounts payable entries for both the selling and the supplying branch/plants, the system creates these types of batches:

- Batch type IB

  Debits the COGS account and credits the receivables accounts and inventory for the supplying branch/plant and selling branch/plant.

- Batch type V

  Credits the payables accounts and debits the inventory for the selling branch/plant.

Example: Accounts Receivable Entries

If the appropriate processing option is set to create only the accounts receivable entries, the system creates these types of batches:

- Batch type IB

  Credits the revenue accounts and inventory, and debits the COGS account of the selling branch/plant.

- Batch type ST

  Credits the revenue account and inventory for the selling branch/plant, and debits the COGS accounts and inventory for the supplying branch/plant.

Understanding AAIs Used by Update Customer Sales

AAIs are the links between the companies day-to-day functions, chart of accounts, and financial reports. The system uses AAIs to determine how to distribute general ledger entries that the system generates. For example, in the Sales Order Management system, these AAIs indicate how to record the transaction when you sell a stock item to a customer:

AAI	Description
Cost of Goods (COGS) Sold (4220)	Provides the expense and cost amounts to the cost of goods sold account.
Revenue (4230)	Provides the actual sales price of inventory in the sales revenue account.
Inventory (4240)	Credits the cost amount to an inventory account.
A/R Trade (4245)	Debits the sales amount to an accounts receivable account. The system writes the accounts receivable offset entries to the general ledger only if the accounts receivable update option is cleared.
Tax Liability (4250)	Provides journal entries to tax liability accounts that were created during a sales update.
Price Adjustments (4270)	Provides the journal entries for individual price adjustments that were created during a sales update.
Rebates Payable (4280)	Provides the offset entries of accrued accounts.

You can direct transactions to various accounts by inserting information in these fields:

Field	Description of Use
Company Number	The system compares the company number that you specify on the sales order detail form to the appropriate AAI table. For example, if the company number is 100 and there is not a valid line in the AAI table for that company, then the system compares the number in the sales order detail form to the valid line for company 000.
Document Type	The system uses the document type of the order, such as *SO* for sales orders.
G/L Class	According to the order line types, if the Inventory Interface option is *Y,* then the system refers to the general ledger class from the F41021 table. If the Inventory Interface option is *N,* the system uses the general ledger class that is in the line type definition. For accounts receivable AAIs, the system uses the general ledger class from the customer record on the Customer Master Information form. However, a general ledger class is not required for the accounts receivable AAIs. Blank is an allowable value.

The system verifies the business unit that is associated with the account number in the AAI for that company, document type, and general ledger class. If you don't define a business unit in the AAIs, you can use the default value processing options in Update Customer Sales to specify the priority that the system uses to select the business unit to track general ledger entries for an order.

Based on the processing option selection of Update Customer Sales, the system processes the business unit in this manner:

- If the business unit in the AAI line is blank, the system uses the project number that is defined in the F0006 table for the detail branch/plant.

  The system assigns general ledger entries to the project number of the header branch/plant for accounts receivable and revenue entries. The system uses the project number from the detail branch/plant for inventory and cost of goods sold entries.
- If both the business unit in the AAI and the project numbers for the header and detail branch/plant are blank, the system uses the business unit from the header of the order for the sales cost of goods sold and accounts receivable entries and revenue, and the business unit from the detail of the order for the inventory entry.
- The system uses the sold-to address book number as the business unit part of the account.

If you bypass invoice processing, and process entries through sales update you must set up an entry in the 4245 for an offset entry. The general ledger class code is not associated with an inventory item; it is associated with the accounts receivable offset in the Customer Master Information table. In other words, the system matches the AAI 4245 in the accounts receivable offset in the Customer Master Information table to record an entry. The system only uses header level information for the 4245, not the order detail line.

If you want the information to go to a specific account, you must edit the Customer Master Information table and set up a corresponding AAI in 4245 as well as the RC (Accounts Receivable, system 03B) AAI. However, the system only records entries as invoice totals related to the customer; individual order detail lines are not recorded. You can use all asterisks; the system doesn't try to match the general ledger offset and accounts receivable offset.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up an Organization," Setting Up Business Units

Prerequisites

Before you complete the tasks in this section:

- Ensure that no one is using the system.
- Verify that the appropriate line types are set up and that the processing options are set to correctly interface with the General Ledger and Accounts Receivable systems.
- Verify that the status code for sales journal, sales update, and any status codes that follow are set up in the order activity rules.
- Verify that you have ended subsystem processing before running Update Customer Sales.
- Verify that you have set the appropriate processing option for creating the necessary types of accounting entries.
- Verify that the interbranch sales processing options are set to:
  - Recognize the order type that is used to identify interbranch orders.
  - Create necessary types of accounting entries.

Running the Update Customer Sales Program

Select End of Day Processing (G4213), Update Customer Sales.

Setting Processing Options for Update Customer Sales (R42800)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

These processing options determine the default values that the Sales Update program (P42800) uses to create general ledger and accounts receivable entries. If you enter a specific date for the accounts receivable invoice date, you must also enter a date in the Specific Date as G/L Date processing option. If you enter a date value as an accounts receivable invoice date, you must enter a date value for the general ledger date.

1. Specific Date as A/R Invoice Date

Enter the invoice date for accounts receivable.

2. Select Date Value as A/R Invoice Date

Use this processing option to specify the order processing date. Values are:

Enter *1* and the system uses the date that the invoice was printed for the customer for those orders that were processed through the Print Invoice (R42565) program.

Enter *2* and the system uses the date that the order was confirmed for shipment for those orders that were processed through the Shipment Confirmation (P4205) program.

3. Specific Date as G/L Date

Enter the general ledger date, or enter a date with which the system enters the date based on order processing information.

If you enter a specific date, you must also enter a date in the Specific Date as A/R Invoice Date processing option.

4. Select Date Value as G/L Date

Use this processing option to specify the order processing date.

Enter *1* and the system uses the date that the invoice was printed for the customer for those orders that were processed through the Print Invoice (R42565) program.

Enter *2* and the system uses the date that the order was confirmed for shipment for those orders that were processed through the Shipment Confirmation (P4205) program.

5. G/L Account Business Unit

Use this processing option to specify the business unit to which the system assigns general ledger entries if you do not specify a business unit in the AAIs. The system verifies the business unit that is associated with the account number in the AAI for that company, document type, and general ledger class.

Leave blank and the system uses a value of *3*.

Enter *1* and the system uses the detail business unit.

Enter *2* and the system uses the sold to address book number.

Enter *3* and the system uses the revenue business unit for all accounts except inventory. For inventory, the system uses the detail business unit.

6. Override Next Status Code

Enter a UDC (40/AT) that is the next step in the order process. You must specify a UDC that has been set up in the order activity rules based on the order type and the line type that you are using.

An override status is another allowed step in the process.

If you are running the Sales Update program (R42800) in final mode, you should update status codes to *999* to ensure that the system does not retrieve orders that have been previously updated and process them through the Sales Update program again.

7. Billing Remark

Use this processing option to indicate that a memo-only field is used for reporting purposes. You can enter a three-character value that has been set up in the UDC table (42/BR).

The system uses the billing remark to update the Alpha Name - Explanation field for the journal entry (F0911). You can review the billing remark in the header portion of the journal entry if you run the Sales Journal before Update program.

Update

These processing options indicate the mode in which the system runs the Sales Update program and the tables that are bypassed during the sales update process.

1. Proof or Final Mode

Use this processing option to indicate whether the system runs the Sales Update program in proof or final mode. You must use the version that is specific to the company's update process, and for any version, you must indicate whether the system uses proof or final mode.

Leave blank to run the Sales Update program in proof mode. The system does not update status codes or tables. You can print and review journal entries, review and correct errors in the Employee Work Center, and depending on processing options, review the sales journal.

Enter *1* to run Sales Update in final mode. The system updates status codes and tables, and performs edits, such as checking for duplicate records, against the general ledger, accounts receivable, and accounts payable functional servers. You can print and review journal entries, review and correct errors in the Employee Work Center, and depending on processing options, review the sales journal.

You must use the proof or final version of the Sales Update program (XJDE0001, XJDE0002) when the sales order has been processed through the Invoice Print program and contains an invoice number and type in the Sales Order Detail table.

You must use the proof or final version of the Sales Update - Assign Invoice Numbers program (XJDE0003, XJDE0004) when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an invoice (accounts receivable) number.

If you run multiple jobs, such as printing the Sales Journal before Sales Update, the system leaves the processing results, the sales journal, and the journal entries, open for review.

2. Bypass Update to Accounts Receivable (F0311)

Use this processing option to indicate whether the system updates the F03B11 table. Values are:

Leave blank and the system updates the F03B11 table.

Enter *1* and the system does not update the table. Instead, the system creates accounts receivable offset journal entries using the Distribution AAI (A/R Trade) 4245.

3. Bypass Update to Inventory (F41021/F4115)

Use this processing option to indicate whether the system updates inventory in the F41021 and F4115 tables.

Leave blank and the system updates on-hand inventory in the F41021 table, the F4115 table, and the F4111 table if the quantity is not updated during shipment confirmation.

Enter *1* and the system does not update on-hand inventory in the F41021 table, the F4115 table, and the F4111 table.

4. Bypass Update to Commissions (F42005)

Use this processing option to indicate whether the system updates the F42005 table.

Leave blank and the system updates commission information in the F42005 table.

Enter *1* and the system does not up update commission information in the F42005 table. If you don't record commission information, you may want to bypass update to the F42005 table to improve performance.

5. Bypass Update to Sales History Summary (F4229)

Use this processing option to indicate whether the system updates the F4229 table.

Leave blank and the system updates and summarizes cost of goods sold and sales by item in the F4229 table, which you can use for reporting purposes.

Enter *1* and the system does not update the F4229 table.

If you do not use the Sales History Summary for reporting, you may want to bypass update to the F4229 table to improve performance.

6. Purge to Sales Detail History (F42119)

Use this processing option to indicate whether the system updates the F42119.

Leave blank and the system updates and summarizes cost of goods sold and sales by item in the F42119 table, which you can use for reporting purposes.

Enter *1* and the system does not update the F42119 table.

If you do not use the Sales History Summary for reporting, you may want to bypass update to the F42119 table to improve performance.

7. Purge to Sales Header History (F42019)

Use this processing option to specify whether the system purges detail information from the F4211 table. When you update customer sales, the system moves detail lines from the F4211 to the F42119 table.

Leave blank and the system copies records from the F4211 to the F42119 table and then deletes the original records. This action enables the F4211 table to remain small and improves performance.

Enter *1* and the system does not copy records from the F4211 table to the F42119 table.

8. Purge Pricing Records (F4074)

Use this processing option to specify whether the system copies records from the F4201 tableto the F42019 table and then deletes the original records. Doing so enables the F4201 table to remain small and improves system performance.

Records are purged from the F4201 table only if no open detail lines with a matching order type and order number combination exist in the F4211 table.

Leave blank to copy records from the F4201 table to the F42019 table and delete the original records.

Enter *1* and the system does not copy records from the F4201 table to the F42019 table.

9. Subledger:

Use this processing option to specify whether the system purges the F4074 table.

Leave blank and the system does not purge price records from the F4074 table, and pricing history can be reviewed.

Enter *1* and the system purges pricing records from the F4074 table and does not maintain pricing history in another file.

10. A/R Next Number Index

Use this processing option to create subledger entries that are specific to the organization.

Enter *1* and the system creates subledger journal entries in the general ledger with the order number that is assigned at order entry.

Enter *2* and the system creates subledger journal entries in the general ledger with the salesperson number that is assigned in the Customer Billing Instructions program.

Enter *3* and the system creates subledger journal entries in the general ledger with the sold to number that is entered on the order.

Enter *4* and the system creates subledger journal entries in the general ledger with the ship to number that is entered on the order.

Enter *5* and the system creates subledger journal entries in the general ledger with the short item number.

11. Document Type for Invoices

Use this processing option to indicate the next number that the system uses to assign an invoice (accounts receivable) number.

You must use the version of Sales Update - Assign Invoice Numbers (XJDE0003, XJDE0004) when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns an invoice (accounts receivable) number based on this next number sequence.

12. Purge Associated Text

Use this processing option to indicate the document type that the system uses to assign to an invoice (accounts receivable) number.

You must use the version of Sales Update - Assign Invoice Numbers (XJDE0003, XJDE0004) when the sales order has not been processed to print invoices in the Print Invoice program. The program assigns a document type and an invoice (accounts receivable) number to this transaction.

13. Ship and Debit Processing

You can choose whether the system purges associated text from the F00165 table.

Leave blank and the system does not delete header and detail line attachments from the F00165 table.

Enter *1*and the system deletes header and order detail line attachments from the F00165 table.

14. Ship and Debit Accrual Use this processing option to specify whether the system uses subsystem or batch processing (R45100) to identify and adjust ship and debit agreements when you run the Update Customer Sales program.

Leave blank and the system does not use subsystem or batch processing.

Enter *1* to use subsystem processing.

Enter *2* to use batch processing.

14. Ship and Debit Accrual Use this processing option to specify whether the system uses Generate Claim and Claim Accrual Entries (R45800) processing when running the Sales Update program.

Leave blank and the system does not use R45800 processing.

Enter *1* to use R45800 processing.

Versions

These processing options determine the versions that the system uses to create entries in accounts receivable and general ledger tables. If you leave a processing option blank, the system uses the ZJDE0002 version for accounts receivable and the ZJDE0001 version for the general ledger.

1. A/R Master Business Function (P03B0011) Enter the version of A/R Master Business Function (P03B0011). To review the processing options that affect accounts receivable processing, such as ledger types and VAT tax processing for multi-currency orders, you must inquire on the appropriate accounts receivable batch version that is used for sales update. If you leave this option blank, the system uses version ZJDE0002.

If you specify a version of A/R Master Business Function (P03B0011) other than ZJDE0002, set the processing options for this version to allow VAT processing. On the Currency tab in the processing options for the A/R Master Business Function program, set the appropriate value, *1,* to allow VAT processing with currency.

2. G/L Master Business Function (P0900049) Enter the version of G/L Master Business Function (P0900049) for general ledger processing. To review the processing options that affect general ledger processing, you must inquire on the appropriate general ledger interactive batch version that you use for sales update.

The system uses G/L Master Business Function (P0900049). If you leave this option blank, the system uses version ZJDE0001.

3. Ship and Debit (R45100) Enter the version of subsystem processing (R45100) that the system uses to identify and adjust ship and debit agreements when you run the Update Customer Sales program.

4. Ship and Debit Accrual (R45800) Enter which version of the Generate Claim and Claim Accrual Entries (R45800) that the system uses when you run the Sales Update program.

Print

These processing options indicate whether the system prints the sales journal before updating journal entries, and if so, which version to use.

1. Print Sales Journal before Update

Use this processing option to indicate whether the system prints a sales journal before updating journal entries. The sales journal contains only summary information. The report includes total invoice amounts, cost of goods sold, and profit amounts and percentages. This report is helpful if you want to review how sales revenues are distributed.

Leave blank and the system does not print a sales journal before update.

Enter *1* and the system prints a sales journal before running the update.

Make sure that you have set the processing options in the version for Sales Journal Print (P42810) so that the system does not update the status codes of the sales orders.

2. Sales Journal Version (R42810)

Enter the version of Sales Journal (P42810) that the system uses to print the sales journal before running the Sales Update program. This processing option is in effect only if you activate the Print Sales Journal before Update processing option. The sales journal contains only summary information. The report includes total invoice amounts, cost of goods sold, and profit amounts and percentages. This report is helpful if you want to review how sales revenues are distributed.

If you leave this processing option blank, the system uses version ZJDE0001.

Make sure that you have set the processing options in the version for Sales Journal Print so that system does not update the status codes of the sales orders.

Summarization

These processing options indicate whether the system writes accounts receivable, general ledger, COGS, and inventory entries in summary or detail.

1. Summarize A/R entries by Invoice

Use this processing option to indicate whether the system writes accounts receivable journal entries in summary or detail. When the system creates accounts receivable entries, it creates batch type IB. In batch type IB, you can choose whether the system creates separate entries for each invoice or for each order detail line.

Leave blank and the system does not summarize accounts receivable entries and creates separate entries in the F03B11 table for each order detail line in an invoice.

Enter *1* and the system summarizes accounts receivable entries and creates entries in the F03B11 table for an invoice.

2. Summarize G/L entries by Invoice

Use this processing option to indicate whether the system writes general ledger journal entries in summary or detail. When the system creates general ledger entries, it creates batch type IB. In batch type IB, you can choose whether the system creates separate entries for each invoice or for each order detail line.

Leave blank and the system does not summarize general ledger entries. The system creates separate entries in the F0911 table for each order detail line in an invoice.

Enter *1* and the system summarizes general ledger entries and creates entries in the F0911 table for each invoice.

3. Summarize COGS and Inventory Entries

Use this processing option to indicate whether the system creates a separate batch, type G, for inventory and (COGS) entries.

Leave blank and the system does not summarize inventory and COGS entries to a separate batch. The system only creates batch type IB for posting to journals.

Enter *1* and the system creates a separate batch, G, for inventory and COGS entries in addition to batch type IB.

Cost Update

These processing options indicate whether the system updates costs prior to sales update, and the version of Sales Price/Cost Update, if applicable.

1. Update Costs

Use this processing option to specify whether the system updates costs prior to sales update. The system updates all selected sales orders with current costs, exchange rates, and prices before you create accounts receivable and general ledger records. The system does not update the costs on a sales order line that has had inventory relieved through shipment confirmation.

You might run a sales cost update if the purchasing or manufacturing costs change frequently or if orders have been in the system for quite some time before being updated. This update ensures that the system accurately calculates profit margins.

Leave blank and the system does not update inventory costs for the item.

Enter *1* and the system uses the version of Sales Price/Cost Update that you reference in the processing options to update all selected sales orders with current costs, exchange rates, and prices before creating accounts receivable and general ledger records.

2. Sales Price/Cost Update Version (R42950)

Enter the version of Sales Price/Cost Update (R42950) that the system uses to update costs prior to sales update. The default version is ZJDE0001. The system updates all selected sales orders with current costs, exchange rates, and prices before you create accounts receivable and general ledger records.

You might run a sales cost update if purchasing or manufacturing costs change frequently or if orders have been in the system for quite some time before being updated. This update ensures that the system accurately calculates the profit margins.

For interbranch orders, you must set the processing options in the Update Sales Price/Cost program (R42950) to update the price information, as well as the exchange rate for both the supplying and selling branch/plants.

Interbranch

These processing options identify the order types for interbranch orders.

1. Interbranch Order Types

Enter the UDC (00/DT) for the order types used for interbranch orders. You can list multiple order types without punctuation or spaces. To accurately update all interbranch orders, you should enter all interbranch order types that you entered in the Order Types processing option of the Sales Order Entry program.

You must enter values that have been set up in UDC table (00/DT).

2. A/R and A/P Batches Use this processing option to specify the types of batches for interbranch/intercompany orders.

Leave blank and the system creates a separate batch type ST for interbranch orders. The ST batch is used to record the transactions between the supplying and selling branch plants, and is used when intercompany orders have not been created.

Enter *1* and the system creates accounts payable and accounts receivable journal entries for the selling branch/plant and accounts receivable entries for the supplying branch/plant.

3. Voucher Match Version (P4314) Enter the version of the Voucher Match Master Business Function that the system uses to create accounts payable transaction records. For intercompany invoicing, the system creates an accounts payable entry from the selling company to the supplying company.

To review the processing options that affect accounts payable processing, you must inquire on the appropriate accounts payable batch version that is used for sales update.

Flex Acctg (Accounting)

This processing option indicates whether you are working with flexible sales accounting.

1. Sales Flexible Accounting Use this processing option to indicate whether you are using the Cost Management system or working with flexible sales accounting.

Leave blank and the system does not use the Flex Sales Accounting program (P42096) to create general ledger entries.

Enter *1* and the system creates entries with cost object information according to the account number definition that you have set up in Flex Sales Accounting (P42096).

Bulk Product

This processing option indicates the method by which the system calculates temperature gain and loss records.

1. Temperature Gain/Loss Use this processing option to write temperature gain and loss records for customers billed at ambient temperature when the inventory has been relieved at standard temperature. The gain or loss is calculated in either of these ways, cost or revenue.

Leave blank and the system does not process temperature gain and loss records.

Enter *1* for cost. The system computes the difference between the extension of ambient volume multiplied by cost, and standard volume multiplied by cost. The calculation uses the primary unit of measure.

Enter *2* for revenue. The system computes the difference between the extension of ambient volume multiplied by price, and standard volume multiplied by price. The calculation uses the pricing unit of measure.

Agreements

If you use Sales Order Management with the Agreement Management system, these processing options define the method by which the system selects agreements.

1. Specific Destination Business Unit for Borrow Agreement Search

Specify where an item on the agreement is delivered. If you leave this option blank, you must enter a value in which the system selects the destination business unit.

2. Select Destination Business Unit

Use this processing option to specify a value where an item on the agreement is delivered.

Enter *1* and the destination can be any location defined in the agreement.

Enter *2* and the system identifies the default branch/plant as the destination.

If you leave this option blank, you must enter a specific destination business unit.

3. Selection Criterion

Use this processing option to identify the method that the system uses to select an agreement.

Leave blank and the system assigns an agreement based on the earliest expiration date.

Enter *1* and the system automatically assigns an agreement if only one is found.

Enter *2* and the system assigns an agreement based on the earliest expiration date.

Performance

This processing option indicates whether the system writes warning messages, as well as error messages, to the Employee Work Center during Sales Update.

1. Suppress Warning Messages

Use this processing option to indicate whether the system writes warning messages to the Employee Work Center during Sales Update.

Leave blank and the system writes warning messages to the Employee Work Center.

Enter *1* and the system does not write warning messages to the Employee Work Center. You can improve the performance of the system when you choose this option.

Prepayment

Use this processing option for prepayment processing. When you set up a version of Sales Update for prepayment transactions, and you have not processed the orders through the Print Invoice program, set the processing options so that the system assigns an invoice number.

If the processing option for prepayment processing is on and settlement of a prepayment transaction has occurred, the system writes a draft record for receivables due from the credit card company's bank. During sales update, call the version of preauthorized drafts to generate draft records.

1. Update Settled Prepayment Transactions

Use this processing option to indicate whether credit card prepaid transactions, which have an open invoice, will be paid as drafts. When an invoice is selected, the open amount is paid, and draft documents are created.

The drafts are created at the acceptance status, as the funds have not yet been collected at the bank.

Enter *1* and settled prepayment records are updated, and drafts are written for credit card transactions.

Leave blank and settled prepayment records are not updated.

2. Pre-Authorized Drafts Version (R03B671)

Enter which version of Pre-Authorized Drafts (R03B671) the system uses to print drafts that request funds from the company's bank. This processing option is only in effect if you have activated the Prepayment processing option, have not bypassed the update to accounts receivable, and have selected final mode.

If you leave this option blank, the system uses version ZJDE0007.

(PER) Sales Close – Invoice Legal Number in Current Account

The Sales Close program (R42800) updates the invoice legal number field in the F03B11 table. This update enables you to locate invoices by using the legal number when reviewing invoices in the Accounts Receivable Inquiry (P03B2002) program.

Before you run the Sales Close program, ensure that you run the Image Generation program and the Lot Review Inquiry (P76H3B50) program to number and print invoices.

(CHL) Sales Close – Invoice Legal Number in Current Account

The Sales Close program (R42800) updates the invoice legal number field in the F03B11 table. This update enables you to locate invoices by using the legal number when reviewing invoices in the Accounts Receivable Inquiry (P03B2002) program.

Before you run the Sales Close program, ensure that you run the Image Generation program and the Lot Review Inquiry (P76H3B50) program to number and print invoices.

Reviewing Customer Sales Update Reports

This section provides an overview of sales update reports and discusses how to:

- Review the invoice journal.
- Review the sales journal.
- (ARG) Review the sales journal for Argentina.
- Set processing options for Print Sales Journal (R42810).

Understanding Sales Update Reports

When you run the Update Customer Sales program, the system generates these reports:

- Invoice Journal: Details all accounts receivable and general ledger entries.
- Sales Journal: Analyze amounts by category, such as stock sales and freight with summary or detail entries, and review costs of goods sold and profit percentages.

Reviewing the Invoice Journal

The system generates the invoice journal whenever you run the Sales Update program. This report lists summary or detail general ledger entries, depending on how you set a processing option.

The invoice journal lists the general ledger transactions by:

- Customer account number.
- Total amounts by invoice.
- Total amounts for all orders.

Reviewing the Sales Journal

Although the system generates this report automatically when you run Update Customer Sales, you can also select Print Sales Journal from the Sales Order Reports menu (G42111) and run it separately. This report is helpful if you want to review how sales revenues are distributed.

Unlike the invoice journal, the sales journal contains only summary information. The report includes total invoice amounts, cost of goods sold, and profit amounts and percentages.

Important! If you set the Print processing option in Update Customer Sales to print a sales journal before sales update and do not reference a version of Print Sales Journal (R42810), then the Sales Journal program uses the same data selection as specified for Update Customer Sales.

(ARG) Reviewing the Sales Journal for Argentina

The Print Sales Journal program (R42810) prints a report that shows the total amounts of the invoice at the detail level, including the tax totals and the legal number of the invoice.

Setting Processing Options for Print Sales Journal (R42810)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default 1

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Update status codes of sales orders Enter *1* to update the status codes of sales orders, or leave blank and the system does not update the status code.

Default 2

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Override Status Code Enter *1* to override the status code for the sales order. If left blank, the system uses the next status code from the F40203 table.

Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Currency Printing Mode Leave blank to print in domestic currency, enter *1* to print in foreign currency, or enter *2* to print in both domestic and foreign currencies.

(ARG) Updating Customer Sales for Argentina

This section provides an overview of updating customer sales and discusses how to update customer sales.

Understanding Updating Customer Sales for Argentina

You run Update Customer Sales as the last step in sales order processing to update, verify, and post daily sales information. When you run this program, the system transfers the legal numbers of the invoices and the taxes that are generated during the Sales Order Management billing process to the Accounts Receivable system.

The Update Customer Sales program updates the F76A19 table. The accounts receivable invoice taxes are saved in the F76A18 table.

Note. Detailed end of day processing is not supported. Verify that the processing options are set to summarize entries.

Data Selection for Update Customer Sales

This data selection prevents the system from processing any unbilled lines and ensures that all of the lines of the invoice are included, regardless of their status:

Operator	Left Operand	Comparison	Right Operand
Where	BC Company (F4201) (CO)	is equal to	"00028"
And	BC Document (Voucher, Invoice, and so forth) (F4211) (DOC)	is not equal to	<Blank>
And	BC Document Type (F4211) (DCT)	is not equal to	<Blank>

Updating Customer Sales for Argentina

Select End of Day Processing (G4213), Update Customer Sales.

Reposting Orders

This section provides an overview of the process to repost orders and discusses how to:

- Run the Repost Active Sales Orders program.
- Set processing options for Repost Active Sales Orders (R42995).

Understanding the Process to Repost Orders

You can set up a version of the Repost Active Sales Orders program (R42995) to recommit future sales orders and repost active sales orders. Each function performs a separate set of activities.

The program does not restore or recalculate information for:

- Non-inventory items.
- Orders that contain kit components.
- Canceled detail lines.
- Orders that are missing header information.

Important! It is strongly recommended that you run the Repost Active Sales Orders program when no one is on the system. The system does not lock records. Therefore, if a sales order record is accessed during an update, the record might not process correctly.

Recommitting Future Sales Orders

When you recommit future orders, you can specify that the system:

- Check customer credit limits on future sales orders.
- Hard commit items on future sales orders.
- Put future sales orders on hold for review.

When you recommit future sales orders, the system compares the item promised date to the sales order entry date plus the number specified as commitment days in the Branch/Plant Constants program (P41001). For example, if you enter a sales order for a bike on 06/05/05, and specify the promised date as 06/12/05, with five commitment days in the branch/plant constants, the system performs this calculation:

06/12/05 > (06/05/05 + 5 days) = future commit

Because the item promised date (06/12/05) is greater than the sales order entry date (06/05/05) plus the number of commitment days specified in the Branch/Plant Constants program (that is, 5), the system future commits the order. When the promised date of the item is equal to the sales order entry date plus the number of commitment days, the system relieves the future-committed order.

When the recommit procedure is complete, you can print a report that lists each detail line that has future-committed items. This report is helpful if you want updated information about future commitments.

Restoring Active Orders

You run a repost in the event of an unusual circumstance, such as a system failure. Reposting all active orders clears all commitments from locations and restores the commitments based on quantities from the Sales Order Detail File table. This repost provides a cleanup of all active orders (even those on hold) and resolves any discrepancies in the availability calculation that result from changes to commitments at print pick slip, ship confirm, and invoicing.

You can have the system clear and then recalculate the quantity information for items, depending on how you set these processing options on the Repost tab:

- Bypass Item Commitment Update
- Bypass Order Header Update
- Bypass Customer Open Order Amount

The system always includes items on hold during this procedure.

Running the Repost Active Sales Orders Program

Select End of Day Processing (G4213), Repost Active Sales Orders.

Setting Processing Options for Repost Active Sales Orders (R42995)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Recommit

These processing options help you determine what functions the system performs when you recommit active and future sales orders. When you recommit future orders, you can specify that the system check customer credit limits, hard commit items, or put orders on hold for review.

1. Hard Commit Future Orders (FUTURE)

Use this processing option to specify whether the system hard commits items on future sales orders.

Leave blank and the system does not hard commit items on future sales orders.

Enter *1* to hard commit items on future sales orders.

When you recommit future sales orders, the system compares the promised date of the items to the sales order entry date plus the number of commitment days that you specify in the Branch/Plant Constants program.

2. Credit Check Hold Code

Enter a UDC (42/HC) to specify the hold code that the system uses to check customer credit limits on future sales orders. You must use a hold code that is set up in UDC table (42/HC).

3. Future Orders Hold Code

Enter a UDC (42/HC) to specify the hold code that the system uses on all future sales orders.

You must use a hold code that has been set up in UDC table (42/HC).

4. Sales Order Entry (P4210) Version

Enter the version of the Sales Order Entry program (P4210) the system uses to update the sales order. If you need to check availability, use a version that has the Check Availability processing option activated.

Repost

These processing options help you determine the functions the system performs when you repost active and future sales orders. Use these processing options to specify whether the system performs functions such as updating commitments, order header totals, and open order amounts.

1. Bypass Recommitting Future Orders

Use this processing option to specify whether the system bypasses the recommitment of future orders when sales orders are reposted.

Leave blank and the system recommits future orders.

Enter *1* and the system bypasses the recommitment of future order. This program function as a repost only and does not recommit future orders regardless of how you have set other processing options.

2. Bypass Item Commitment Update

Use this processing option to specify whether the system bypasses the update of the commitment fields from the F41021 table upon reposting active sales orders.

If you leave this processing option blank, the system updates the commitment fields with the quantities from the F4211 table and resets the availability calculation if changes to commitments were made at print pick slip, ship confirm and invoicing.

Enter *1* and the system bypasses the update of the commitment fields.

The system always processes canceled lines and includes items on hold in the update.

3. Bypass Order Header Update

Use this processing option to specify whether the system bypasses the update of the order header total from the F4211 table when you repost active sales orders.

If you leave this processing option blank, the system updates the order header table with the accumulated total from the F4211 table.

Enter *1* and the system bypasses the update of the order header total.

The system always includes items on hold in the update.

4. Bypass Customer Open Order Amount

Use this processing option to specify whether the system bypasses the update of the customer open order amount from the F4211 table when you repost active sales orders.

If you leave this processing option blank, the system updates the open order amount with the accumulated total from the F4211 table and also updates the F0301 table.

Enter *1* and the system bypasses the update of the customer open order amount.

The system always includes items on hold in the update.

Reviewing and Approving Journal Entry Batches

You can ensure the accuracy of the sales transaction records by reviewing the general ledger entries that the Update Customer Sales program creates before you post them to the general ledger.

The Update Customer Sales program groups transactions into different types of batches for posting to journals:

- Customer sales (batch type IB)

  Posts the sales, cost of goods sold, and inventory entries to the customer sales journal.

  The system creates batch type IB when the summarization processing option in the Update Customer Sales program is set to write general ledger entries in summary or detail.

- Inventory/COGS (batch type G)

  Posts to the Inventory/COGS Journal.

  The system creates batch type G for inventory and COGS entries when the summarization processing options in the Sales Update program are set to summarize COGS and inventory entries to a separate batch.

You can review the information in each batch at three different levels:

- General batch review

  Displays batches by user ID, batch status, batch number, and entry date range.

- Detailed batch review

  Displays journal entry header information, such as invoice number, document type, and gross amount for a single batch.

- Individual journal entries review

  Displays journal entry detail information, such as the amount charged to a cost of goods sold, inventory, or revenue account.

You use this information to:

- Review information that is specific to each batch, such as status and date range.
- Add and make changes to transactions within a batch.
- Change the status of a batch.

See Also

PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Using the Batch Review Program"

Posting Batches of Journal Entries

After you review and approve a batch of journal entries, you can use the General Ledger Post Report program (R09801) to edit and post each type of transaction.

This program also edits transaction batches for the Account Ledger table and updates the batch status to allow the system to post transactions to the F0902 table. If any errors occur during editing, the system assigns an error status to the batch and does not post it.

Optionally, you can update tax information for the F0018 table. If the system does not update the tax file or if the tax file does not get updated correctly, you cannot repost this information.

After you post journal entries, verify that the batches of journal entries posted successfully. The program creates a variety of messages and reports to help you verify the posting information.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Posting Financial Transactions," Understanding the Financial Post Process.

Posting Interbranch Sales

When the system posts interbranch sales transactions for different companies, the system creates intercompany settlement entries through the post program to balance accounts in the two companies.

Making Changes During the Post Process

While the post is running, do not change accounts, AAIs for the Sales Order Management system, or processing options for the post program.

Customizing the Post Program

This program performs a number of complex tasks. It is strongly recommended that you do not customize the programming for it.

Verifying the Post of Journal Entries

After posting journal entries, verify that the batches of journal entries posted successfully. If any batches did not post, you must correct all errors and set the batch to approved status before the program will post the batch. The program creates a variety of messages and reports to help you verify the posting information.

See *PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook*, "Posting Financial Transactions," Understanding the Financial Post Process.

Reviewing Your Electronic Mail for Messages

The program sends messages to your electronic mail in the Employee Work Center when there are errors and when the job completes normally. After you run the post program, you should check electronic mail to determine the status of the job. If the job did not complete normally, review the error messages. Typically, one message notifies you that the job had errors, followed by one or more detailed messages that define the errors.

From error messages, you can access the Work With Batches form, which enables you to locate problems and make changes interactively.

Reviewing the General Ledger Post Report

To verify the transactions that were posted to the F0902 and Account Ledger tables, review the General Ledger Post report.

The General Ledger Post Report (R09801) lists batches that posted successfully. At the end of the report, if one or more batches contained errors, the report also includes a text box to alert you that the program found errors. You should review electronic mail for messages that provide more detail. From there, you can access the Work With Batches and Journal Entry forms, where you can correct errors.

Purging Data

This section provides overviews of the purge programs for Sales Order Management and the Sales Order Text Lines Purge program, and discusses how to:

- Purge sales order text lines.
- Purge sales order header records.
- Purge processed batch sales orders.
- Purge sales order detail lines.
- Purging audit log transactions.
- Set processing options for Purge Audit Log (R42420).

Understanding the Purge Programs for Sales Order Management

When data becomes obsolete or you need more disk space, you can use purge programs to remove data from tables.

The system provides purges for removing data from tables where the selection criteria need to be more specific. Purges are programs that have predefined criteria that the system checks before removing any data so that you avoid removing associated data that is located in other tables.

Purging data consists of:

- Specifying the information to delete.
- Running the purge program.
- Running the table reorganization program to rebuild the table structure.

Understanding the Sales Order Text Lines Purge Program

You use the Close Text Lines program (R42960) to delete specific information from the Sales Order/Purchasing Text Detail Lines table.

This purge checks the Sales Order Detail File and the F4311 table for open detail lines with matching order type and order number combinations. The system performs one of these functions:

- If the system does not find matching records, it deletes the closed text lines from the Text Line table.
- If the system finds matching records, it deletes the closed text lines from the Text Line table only if the matching detail tables have a status of *999*.

Purging Active Order Lines

The Closed Text Lines program (R42960) removes closed text lines only if all other lines on the order are closed. Order lines with a status other than *999* cannot be purged.

You can use the Closed Text Lines program to change the status of text lines to *999* (closed) on orders with no open detail lines. You use this program only if you have not set up the processing options for the Update Customer Sales program to purge text lines for closed orders.

Prerequisites

Before you complete the tasks in this section:

- Back up the tables that will be affected.
- Determine the data that you want to purge.
- Verify that no users are working with the data that you want to purge and reorganize.

Purging Sales Order Text Lines

Select Data File Purges (G42312), Sales Order Text Lines.

Purging Sales Order Header Records

Use the Purge Sales Order Header program (R4201P) to purge sales order header records from the Sales Order Header File table. Records are purged from the Sales Order Header File table only if no open detail lines with a matching order type and order number combination exist in the Sales Order Detail File table. In addition to purging records, you can optionally move information to the Sales Order Header History File table. You specify in the processing options whether you want to move information.

Select Data File Purges (G42312), Sales Header Purge.

Purging Processed Batch Sales Orders

Delete processed sales orders from the batch receiver tables by using the Purge Batch Receiver File program (R4001ZP). The system selects only records with *Y* in the Processed (Y/N) field of the batch receiver tables.

This purge does not remove records from the F4012Z table. Use the general purge program to remove data from this table.

Select Data File Purges (G42312), Batch Receiver Purge.

Purging Sales Order Detail Lines

Run the Purge Detail to History program (R42996) to purge detail lines with a status of *999* from the Sales Order Detail File table and move them to the Sales Order History File table.

You can run this program when you update customer sales.

Select Data File Purges (G42312), Detail to History Purge.

Purging Audit Log Transactions

Use the Purge Audit Log program (R42420) to delete records from the F42420 table. The system checks the Sales Order Detail File table to verify whether the order still exists. Next, provided that you have set the processing option for the Purge Audit Log program accordingly, the system checks the Sales Order History File table to verify whether the order still exists. If the order does not exist in either table, then the system deletes the order's corresponding records that are contained in the F42420 table.

Select Data File Purges (G42312), Purge Audit Log.

Setting Processing Options for Purge Audit Log (R42420)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Purge Options Enter *1* if you want the system to verify whether the audit log record exists in the F42119 table.

(ARG) Purging Sales Orders for Argentina

This section provides an overview of the purge process for Argentinean sales orders and discusses how to run the Invoice Total Purge - Argentine program.

Understanding the Purge Process for Argentinean Sales Orders

The Invoice Total Purge -Argentine- program (R76A09P) purges the localized tables and saves their information in new tables. The program first verifies that the records in the F76A09 table correspond to records with a next status of *999* in the Sales Order Detail File table. The program then purges the records from these tables:

- F76A09
- F76A18
- F76A21
- F76A22
- F76A23
- F76A0209
- F76A0219

The program saves the purged information to these tables:

- F76A09P
- F76A18P
- F76A21P
- F76A22P
- F76A23P
- F76A020P
- F76A021P

Note. If the program does not find F4211 records that correspond to records in table F76A09, the program assumes that these records have been moved to the Sales Order History File table and eliminates the records.

After you run the Invoice Total Purge -Argentine- program (R76A09P), run these purge programs:

- Sales Header Purge (F4201) (R4201P).
- Sales Order Detail (F4211) (R4211P).

Note. The purge processes always run in final mode.

Running the Invoice Total Purge - Argentine Program

Select Processes (G76A03B1), Invoice Total Purge -Argentine-.

CHAPTER 17

Setting Up Returned Material Authorization

This chapter provides an overview of returned material authorization (RMA) and discusses how to:

- Set up RMA defaults.
- Set up RMAs.
- Run the RMA - update sales order status.
- Run the RMA Purge program.

Understanding Returned Material Authorization

An RMA is an approval from the supplier for the customer to return inventory for credit, replacement, or repair. The system creates an authorization number for the supplier to track the return of the inventory. This is also known as Returned Goods Authorization (RGA).

When you create an RMA, you create a purchase order to receive the old product and a sales order to ship a replacement. Or instead of shipping a replacement product, you can create a credit order. You can indicate how the system creates purchase orders and sales orders by setting up processing options for versions of Sales Order Entry (P4210) and Purchase Orders (P4310) and specifying those versions in the Return Material Authorization Defaults (P40052).

Setting Up RMA Defaults

This section provides an overview of setting up RMA defaults and discusses how to:

- Setting processing options for Returned Material Authorization Revisions.
- Setting up RMA Defaults (P40052).

Understanding RMA Defaults

When you set up RMA defaults, you identify to the system that you want the system to reserve and release parts for shipment using the default data based on the service type, model, parts recommendation, RMA type, and service provider. You can enter RMA default information for purchase orders, credit orders, and sales orders.

The system retrieves the address book information from the Work Order Master File table (F4801) that is created when you enter a service order.

When you enter an RMA from a service order, the system retrieves the service provider information from the service order. If you enter an RMA directly from the menu, the system does not provide the service provider. From the menu, the system uses the Ship To as the default value for the customer.

On the Search Sequences form, define the order that you want the system to use to search for a match between the call and routing rules. The system uses a hierarchical search method, from most specific to most general. To include fields in the hierarchical search, complete them with a *Y* or *N*.

Forms Used to Set Up RMA Defaults

Form Name	Form ID	Navigation	Usage
Return Material Authorization Defaults Revisions	W40052B	Work Order Setup menu (G1742), Return Materials Authorization Defaults	Set up RMA defaults.

Setting Processing Options for Return Material Authorization Revisions (P400511)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Default RMA document type Enter a UDC 00/DT for the default RMA document type.

Work Order Number to the Sales Order Enter *1* and the system enters the Work Order Number to the Sales Order Subledger field.

Inventory Item Number from the Service Work Order Enter *1* and the system enters the Inventory Item Number for Receipt from the Service Work Order Header. Use this to indicate that the system enters item number into the RMA when receiving parts.

Inventory Item Number for Shipment from the Service Work Order Enter *1* and the system enters the Inventory Item Number for Shipment from the Service Work Order Header. Use this to indicate that the system enters item number into the RMA when you ship parts.

Equipment Number for Receipt from the Service Work Order Enter *1* and the system enters the Equipment Number for Receipt from the Service Work Order Header. Use this to indicate that the system enters the serial number into the RMA when you receive parts.

Equipment Number for Shipment from the Service Work Order

Enter *1* and the system enters the Equipment Number for Shipment from the Service Work Order Header. Use this to indicate that the system enters the serial number into the RMA when you ship parts.

Last Disposition For Credit Memo.

Use this processing option to specify the line type of the Return Material Authorization (RMA) detail line for the credit memo. Enter a value from UDC 40/RN (Returned Material Status).

Last Disposition for Warranty Claim.

Enter a UDC (40/RN) that indicates the current status of a Returned Material Authorization Line. The special handling code determines if a purchase order, sales order, or both a purchase and sales order are created when you enter the status on a Returned Material Authorization line. The second description stores the beginning status of the purchase order and sales order. Values are: *1* for Purchase order only, *2* for sales order only, or *3* for purchase order and sales order.

Last Disposition for Supplier Recovery Claim.

Enter a UDC (40/RN) that indicates the current status of a Returned Material Authorization Line. The special handling code determines if a purchase order, sales order, or both a purchase and sales order are created when you enter the status on a Returned Material Authorization line. The second description stores the beginning status of the purchase order and sales order. Values are: *1* for purchase order only, *2* for sales order only, and *3* for purchase order and sales order.

Edit

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Work Order Number

Enter *1* if Work Order Number is required.

Request Number

Enter *1* if Request Number is required.

Original Sales Order Number

Enter *1* to require Original Sales Order Number.

Original Invoice Number

Enter *1* to require Original Invoice Number.

Reason Code Required.

Leave blank and the system does not require a reason code.

Enter *1* and the system requires a reason code when the RMA is created.

Enter *2* and the system requires a reason code when the disposition is attached.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Send message of the goods expected to be returned:

Leave blank and the system does not send a message.

Enter *1* and the system sends a message.

Display 'Parts List Search & Select' in Add Mode

Leave blank and the system does not display parts list search & select in add mode.

Enter *1* and the system displays parts list search & select in add mode.

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Credit Memo Enter a version of Credit Memo (P42025) or leave blank to use version ZJDE0001.

Quick Customer Add Enter a version of Quick Customer Add (P01015) or leave blank to use version ZJDE0001.

Work With Work Orders Enter a version of Work With Work Orders (P48201) or leave blank to use version ZJDE0002.

Work With Maintenance Request Enter a version of Work With Maintenance Request (P17500) or leave blank to use version ZJDE0001.

OnLine Invoice Inquiry Enter a version of OnLine Invoice Inquiry (P42230) or leave blank to use version ZJDE0001.

Shipment Confirmation Enter a version of Shipment Confirmation (P4205) or leave blank to use version ZJDE0001.

Purchase Receipts Inquiry Enter a version of Purchase Receipts Inquiry (P43214) or leave blank to use version ZJDE0001.

Item Availability Enter a version of Item Availability (P41202) or leave blank to use version ZJDE0001.

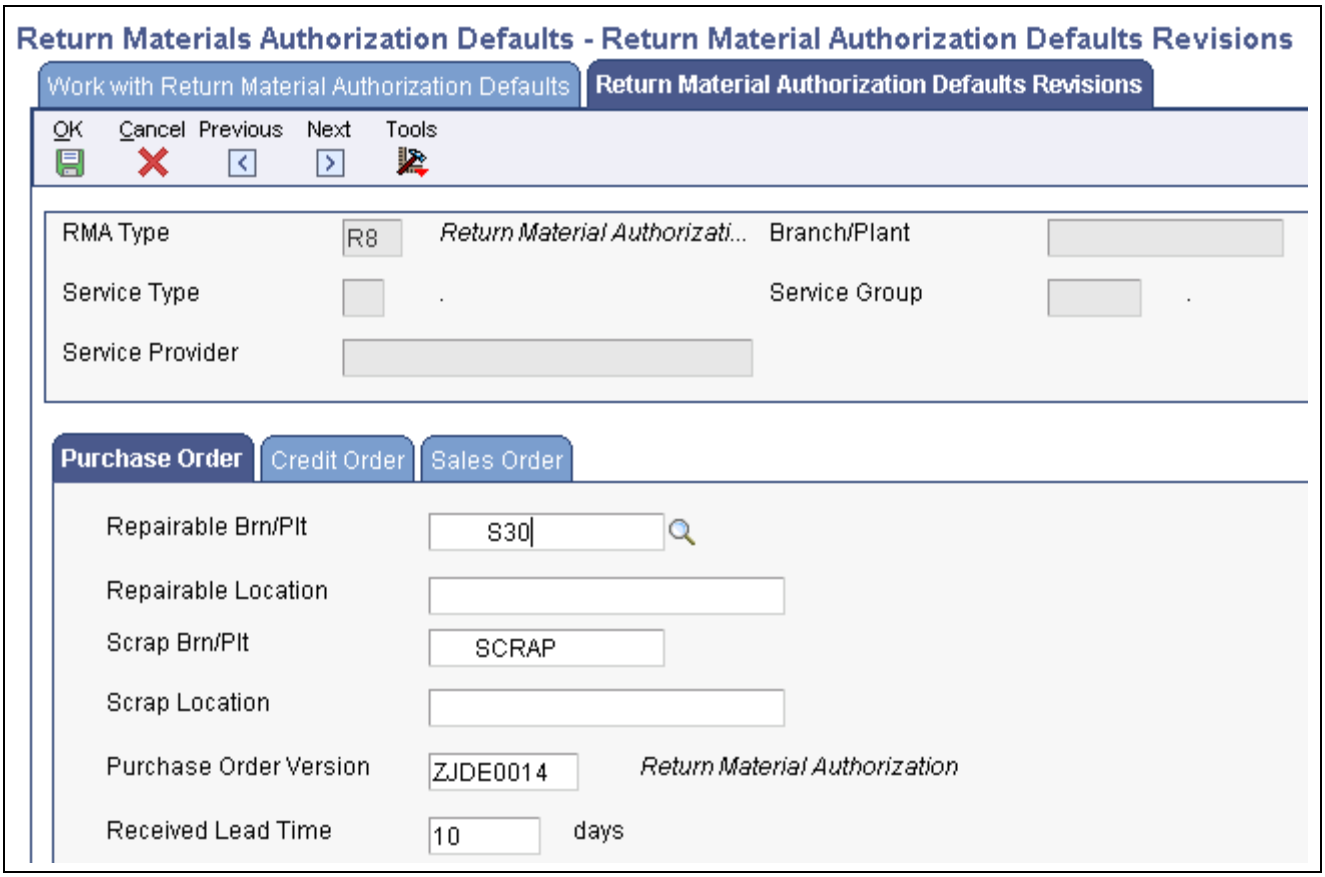
Item Cross Reference Enter the version of Item Cross Reference (P4104) or leave blank to use version ZJDE0001.

Purchase Order Receipt Entry Enter the version of Purchase Order Receipt Entry (P4312) or leave blank to use version ZJDE0001.

Open Order Inquiry Enter the version of Open Order Inquiry (P4310) or leave blank to use version ZJDE0001.

Setting Up RMA Defaults

Access the Return Material Authorization Defaults Revisions form



Return Material Authorization Defaults Revisions form

Service Type Enter a user defined code (00/TY) that indicates the classification of a work order or engineering change order.

You can use work order type as a selection criterion for work order approvals.

Service Group An attribute of a service provider that enables the end user to group the service provider into logical groups, such as regional, type of service provided, billing arrangements.

Repairable Branch/Plant An accounting entity, such as a profit center, department, warehouse location, job, project, work center, and so on, required for management reporting.

Repairable Location The area in the warehouse where you receive inventory. The format of the location is user defined and you enter the location format for each branch/plant.

If a returned inventory item is repairable, the system places the item in a repairable branch/plant. If the returned item is not repairable, the system places the item in a scrap branch/plant.

Scrap Branch/Plant This business unit is used to generate A/R invoices.

Purchase Order Version Identifies a specific set of data selection and sequencing settings for the application. Versions may be named using any combination of alpha and numeric characters. Versions that begin with 'XJDE' or 'ZJDE' are set up by EnterpriseOne.

Received Lead Time The number of days from the date the purchase order was created to the date the item was fully received.

The system uses the value from the Received Lead Time field to calculate the promised delivery for the returned inventory item number.

Credit Order Version A user-defined set of specifications that control how applications and reports run. You use versions to group and save a set of user-defined processing option values and data selection and sequencing options. Interactive versions are associated with applications (usually as a menu selection). Batch versions are associated with batch jobs or reports. To run a batch process, you must select a version.

Setting Up RMAs

This section provides an overview of RMAs and discusses how to:

- Setting processing options for Work with Returned Material Authorizations.
- Entering up returned material authorizations.

Understanding RMA Setup

A Returned Material Authorization is an authorization from the supplier for the customer to return inventory for credit, replacement, or repair. The system creates an authorization number for the supplier to track the return of the inventory. This group of programs assists the user in managing the return of inventory by inventory item numbers.

You can create a purchase order to receive a returned item, which enables you to take advantage of system processes such as receipt routings, warehouse puts, and quality inspections. You can also create a sales order to ship a replacement inventory item to a customer or to issue a credit for the return.

With the RMA module, the system can perform these functions:

- Trigger invoicing for parts or machines not returned.
- Deduct inventory and forecast the reorder level based on usage.
- Substitute parts wherever parts numbers are involved (reservation, shipping, receiving, balancing, backorder fulfillment, and so on).

Enter RMA information to manage the return of inventory items for credit or repair. If a customer calls with a defective item claim, you can use the RMA programs to:

- Provide an authorization number for the return.
- Define a purchase order to record the return of the item.
- Define a sales order to credit the customer’s account.
- Define a sales order to reserve and release items for shipment.
- Associate a sales order number or invoice number with a return.
- Perform other types of dispositions, such as receiving and reshipping items.

If necessary, the consultant can also enter a service order for repair of the returned item. Additionally, you can use the RMA process to ship replacement items to a customer, service provider, or technician if a service order is referenced in the header of the authorization. When you enter the return material authorization, the system creates a record in the Return Material Authorization table (F40051).

The system uses next numbers to generate the RMA number. The RMA number associates the purchase order with the sales order.

You can enter information for purchase orders or sales orders. You also can select which types of orders that the system generates and enter information for those orders by choosing the appropriate options. For example, if you want the system to generate an invoice, select Sales Order and then On Line Invoice from the Row menu.

Credit Memos

When you enter credit memos, you are creating a reversal for an existing sales order. This action creates a negative amount for the sales order.

When you create a credit memo, the system displays order history information from which you can select entire orders or order detail lines. You can create credit memos from order or order detail line combinations. As you select an order or order detail line, the system pulls the information from the Sales Ledger Inquiry (P42025) to the Return Material Authorization Revisions (P400511). When you close Sales Ledger Inquiry, you can review the credit information.

To credit an amount, you must ensure that the line type indicates a credit transaction

When you create a credit memo, the system accesses S.O Detail Ledger File table (F42199) for order history information.

Note. When you clear a credit memo, the system clears the credit each time that you select Clear Credit Memo from the Form menu.

To delete the credit information after you have created a credit memo, you cancel the detail lines on Returned Materials Authorization Revisions.

The system receipts credit lines one at a time.

If you have incorrectly selected a line or order to create a credit memo, but you have not yet created a credit order, you can clear the credit information.

Prerequisites

Before you complete the tasks in this section:

- Define defaults for creating sales orders and purchase orders.
- Set up RMA status user defined codes (40/RN).
- Verify that you have purchased and installed these systems. You must have installed these systems to be able to use Work with Return Material Authorization (P40051):
- System 41: Inventory Management.
- System 42: Sales Order Management.
- System 43: Procurement.
- Set up a unique document type for return materials authorizations.
- Set up a version of Sales Order Entry (P4210) for credit orders.
- Set up a version of Sales Ledger Inquiry (P42025) for RMA. Ensure that you set the status code processing options so that the Sales Ledger Inquiry program (P42025) only retrieves orders that have been invoiced.

- Set up a version of Work with Return Material Authorization (P40051) and Return Material Authorization Revisions (P400511). In the processing options for P400511, you may enter the version of Sales Ledger inquiry (P42025) that you set up for RMAs.
- Set up the Return Material Authorization Defaults program (P40052). In Return Material Authorization Defaults (P40052) you may specify the versions of Sales Order Entry (P4210), Credit Orders (P4210), and Purchase Orders (P4310) that you want to use for RMAs. If you leave the versions blank, version ZJDE0001 will be used.

See Also

Chapter 17, "Setting Up Returned Material Authorization," Setting Up RMA Defaults, page 493

EnterpriseOne Tools 8.94 PeopleBook: Foundation

Chapter 5, "Entering Sales Orders," Entering Default Line Information, page 153

Forms Used to Set Up Returned Material Authorizations

Form Name	Form ID	Navigation	Usage
Returned Material Authorization Revisions	W400511E	Daily Work Order Processing (G1712), Returned Materials Authorization. To add a credit memo, select Sales Ledger from the Form menu. Select Credit Memo and then Select Line or Select Order from the Row menu on Work With Sales Ledger Inquiry.	Set up Returned Material Authorizations and Credit Memos.

Setting Processing Options for Work with Return Material Authorization (P40051)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Use these processing options to specify default information that the system provides when you are entering RMA information.

1. RMA Document Type A user defined code (system 00, type DT) that indicates the document type of the secondary or related order. For example, a purchase order might be document type OP and might have been created to fill a related work order with document type WO.

2. Header Branch/Plant Use this processing option to specify a default branch/plant. Values are:

Leave blank to use the branch/plant from the user location.

Enter *1* to use the branch/plant from the ship-to address.

Enter *2* to use the branch/plant from the sold-to address.

3. Default Branch/Plant Use this processing option to specify a default branch/plant when you create Return Material Authorization (RMA) records. You can use existing branch/plant values for data entry purposes.

Versions

Use these processing options to specify the versions of various programs that the system uses.

1. RMA Revisions - P400511 (ZJDE0001) Use this processing option to specify the version of the Return Material Authorization Revisions program (P400511) that the system uses to enter RMA information. If you leave this processing option blank, the system uses the ZJDE0001 version.

2. Shipment Confirmation - P04205 (ZJDE0001) Use this processing option to specify the version of the Shipment Confirmation program (P4205) that the system uses to confirm a shipment for sales orders that are created from the Return Material Authorization (RMA). If you leave this processing option blank, the system uses the ZJDE0001 version.

3. Receipt Entry - P4312 (ZJDE0001) Use this processing option to specify the version of the PO Receipts program (P4312) that the system uses to enter a receipt. If you leave this processing option blank, the system uses the ZJDE0001 version.

4. SO Entry - P4210 (ZJDE0001) This processing option is obsolete. Please use RMA Defaults (P40052) to specify the version of the Sales Order Entry program (P4210) that the system uses to create a sales order from a disposition. You also need to specify in P40052 the correct version of Credit Order Entry (P4210) when processing a credit memo through RMA. If you leave the version in P40052 blank, the system uses the ZJDE0001 version.

5. PO Entry - P4310 (ZJDE0001) This processing option is obsolete. Please use RMA Defaults (P40052) to specify the version of the Purchase Orders program (P4310) that the system uses to create purchase orders when disposition REC, SHR, CRR, or S0R is used. If you leave the version in P40052 blank, the system uses the ZJDE0001 version.

6. Work Order Revisions - P17714 (ZJDE0001) Use this processing option to specify the version of the Work Order Revisions program (P17714) that the system uses to create a work order. If you leave this processing option blank, the system uses the ZJDE0001 version.

7. On-Line Invoice - P42230 (ZJDE0001) Use this processing option to specify the version of the Online Invoice Inquiry program (P42230) that the system uses to create an invoice for sales orders that are created through Return Material Authorizations (RMAs). If you leave this processing option blank, the system uses the ZJDE0001 version.

8. Purchase Receipts Inquiry - P43214 (ZJDE0001) Use this processing option to specify the version of the Purchase Receipts Inquiry program (P43214) that the system uses to locate purchase orders that are created through Return Material Authorization (RMA). If you leave this processing option blank, the system uses the ZJDE0001 version.

9. PO Receipts - P4312 (ZJDE0001) Use this processing option to specify the version of the PO Receipts program (P4312) that the system uses to enter a purchase order receipt. If you leave this processing option blank, the system uses the ZJDE0001 version.

10. Work With Work Orders - P48201 (ZJDE0002) Use this processing option to specify the version of the Work With Work Orders program (P48201) that the system uses to find or add a work order. If you leave this field blank, the system uses the ZJDE0002 version.

11. Work With Maintenance Request - P17500 (ZJDE0001) Use this processing option to specify the version of Work With Maintenance Request (P17500) that the system uses to locate the request number related to an RMA. If you leave this processing option blank, the system uses ZJDE0001.

12. Work With Equipment Master - P1701 (ZJDE0001) Use this processing option to specify the version of the Work with Equipment Master program (P1701) that the system uses to add or locate an equipment master record. If you leave this processing option blank, the system uses the ZJDE0001 version.

13. Print Pick Slips - R42520 (XJDE0001) Use this processing option to specify the version of the Print Pick Slips program (R42520) that the system uses to process pick slips for sales orders created using Return Material Authorization (RMA). If you leave this processing option blank, the system uses the XJDE0001 version.

Entering Returned Material Authorizations

Access the Returned Material Authorization Revisions form

Customer A user-defined name or number that identifies an address book record. You can use this number to locate and enter information about the address book record. If you enter a value other than the address book number (AN8), such as the long address or tax ID, you must precede it with the special character that is defined in the Address Book constants. When the system locates the record, it returns the address book number to the field.

For example, if address book number 4100 (Total Solutions) has a long address TOTAL and an * distinguishes it from other entries (as defined in the Address Book constants), you could type **TOTAL* into the field, and the system would return 4100.

Claim/PO Number A claim submitted by a service provider for a warranty repair.

Work Order A number that identifies the original document, such as a voucher, invoice, or journal entry. On entry forms, you can assign the document number or let the system assign it using the Next Numbers program (P0002). Matching document numbers (DOCM) identify related documents in the Accounts Receivable and Accounts Payable systems. Examples of original and matching documents are:

Accounts Payable

- Original document - voucher
- Matching document - payment

Accounts Receivable

- Original document - invoice
- Matching document - receipt

Note. In the Accounts Receivable system, these transactions simultaneously generate original and matching documents: deductions, unapplied receipts, chargebacks, and drafts.

Request A number that identifies a customer issue.

Last Disposition A user defined code (40/RN) that indicates the current status of a Returned Material Authorization Line. The special handling code determines if a purchase order, sales order (or credit order), or both a purchase and sales order (or credit order) are created when you enter the status on a Returned Material Authorization line.

The special handling codes are:

1: Purchase order only.

2: Sales order only.

3: Recommendation only. No purchase order or sales/credit order is created.

4: Closed.

5: Purchase order and sales order.

6: Credit Order only.

7: Purchase order and credit order.

RMA Item Number A number that the system assigns to an item. It can be in short, long, or third item number format.

RMA Item Description A user defined name or remark.

RMA Quantity A value that represents the available quantity, which might consist of the on-hand balance minus commitments, reservations, and backorders. You enter this value in the Branch/Plant Constants program (P41001).

RMA Line No A number of the detail line on the related order for which the current order was created. For example, on a purchase order created to fill open sales orders, this is the line number of the sales order on which the item you are ordering appears.

Inventory Item for Receipt A number that the system assigns to an item. It can be in short, long, or third item number format.

Equipment Number for Receipt Enter an identification code that represents an asset. Use one of these formats:

Enter *1* for an asset number (a computer-assigned, 8-digit, numeric control number).

Enter *2* for a unit number (a 12-character alphanumeric field).

Enter *3* for a serial number (a 25-character alphanumeric field).

Every asset has an asset number. You can use unit number and serial number to further identify assets. If this is a data entry field, the first character you enter indicates whether you are entering the primary (default) format that is defined for the system, or one of the other two formats. A special character (such as / or *) in the first position of this field indicates which asset number format you are using. You assign special characters to asset number formats on the fixed assets system constants form.

RMA Type A user defined code (system 00, type DT) that indicates the document type of the secondary or related order. For example, a purchase order might be document type OP and might have been created to fill a related work order with document type WO.

Customer A flag that indicates to whom the shipment of replacement parts or return and exchange inventory items should be shipped.

Branch/Plant A code that represents a high-level business unit. Use this code to refer to a branch or plant that might have departments or jobs, which represent lower-level business units, subordinate to it. For example:

Branch/Plant (MMCU)

Dept A (MCU)

Dept B (MCU)

Job 123 (MCU)

Business unit security is based on the higher-level business unit.

Running the RMA - Update Sales Order Status (R400502)

This section provides an overview of RMA update sales order status and discusses how to:

- Run the RMA - update sales order status program.
- Setting processing options for RMA - Update Sales Order Status.

Understanding RMA - Update Sales Order Status

You run the RMA - Update Sales Order Status program (R400502) for advanced exchanges. For example, you create a sales order to ship an item and a purchase order to receive a defective, yet similar item. If the defective item is not received by the promised delivery date, the program updates the status of the related sales order detail line to a user defined status such as Print Sales Invoice and the customer is charged for the replacement item. If the defective item is received, the program updates the status of the related sales order detail line to a user defined status such as Complete - Ready to Purge. Additionally, the program changes the price to zero for the replacement item and does not print a sales invoice.

The system bases the data selection based on the Return Material Authorization table (F40051). The system calculates the promised delivery date from the Received Lead Time field. If the date has passed and the item has been returned, the system updates the sales order status. If the item has been received, the system updates the purchase order to another status.

Running the RMA - Update Sales Order Status (R400502)

Select Daily Work Order Processing (G1712), RMA - Sales Order Update.

Setting Processing Options for RMA - Update Sales Order Status (R400502)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Next Status for Inventory Item Numbers not Received Enter the next status to which related sales orders for inventory item numbers not received will be changed.

Next Status for Inventory Item Numbers Received Enter the next status to which related sales orders for inventory item numbers not received will be changed.

Versions

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Sales Order Entry - P4210 Enter the version of the sales order entry program or leave this processing option blank to use the default version ZJDE0001.

Running the RMA Purge Program (R400510)

This section provides an overview of RMA purge and discusses how to:

- Run the RMA Purge program (R400510).
- Setting processing options for RMA Purge (R400510).

Understanding RMA Purge

Run the RMA Purge program (R400510) to remove all closed RMA records from the Return Material Authorization table (F40051). The system removes an RMA record when no associated sales order detail record or purchase order detail record exists. You also can set the appropriate processing option for the RMA Purge program (R400510) for additional validation; the system can check the Sales Order History File table (F42119) and the Sales Order Detail File table (F4211) to ensure that the sales order detail record is not contained in either table. If the sales order detail record is contained in either or both tables, then the system does not remove the RMA records.

Running the RMA Purge Program (R400510)

Select Daily Work Order Processing (G1712), RMA Purge.

Setting Processing Options for RMA Purge (R400510)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Purge

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Validate Records Enter *1* to validate records against the Sales Order History table (F42119).

CHAPTER 18

Understanding Custom Preference Types

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

This chapter describes these custom preference types:

- Carrier
- Customer currency
- Customer freight
- Delivery date
- Document set
- End use
- Extended terms deal
- Freight
- Grade and potency
- Gross profit margin pricing
- Inventory commitment
- Line of business
- Mode of transport
- Multiple shipping and receiving
- Next order status
- Options and equipment
- Order preparation days
- Payment terms
- Payment terms (branch)
- Price adjustments schedule
- Pricing unit of measure
- Pricing unit of measure (branch)
- Product allocation
- Product allocation (branch)

- Quality management
- Revenue business unit
- Revenue business unit (branch)
- Sales commission
- Sales price based on date
- User defined price code

See Also

PeopleSoft EnterpriseOne Advanced Pricing 8.11 PeopleBook, "Working with Additional Adjustments"

Carrier Preference

You can use the Carrier preference to select or exclude a specific carrier for a:

- Customer
- Customer group
- Item
- Item group

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

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

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

The Carrier preference is available as an advanced preference.

Customer Currency Preference

Use the Customer Currency preference to assign a currency code to a customer number or to a customer group. Unlike other preferences, this preference does not include the item or item group, because the currency code must be the same for all items on an order.

This preference overrides the default currency code from the Customer Master table (F0301) in the order header record. However, you must still include the customer currency in the Customer Master. This is because accounts receivable processing does not check preferences. Instead, it uses currency from each order detail line.

The header currency code applies to all detail lines in the order. Therefore, when you rely solely on the Customer Currency preference to set the order's currency code, you can have only one currency code per order.

The Customer Currency preference can be defined for a specific selling branch/plant or for all branch/plants. For example, if the company sells jet fuel to international airlines, the order might be in the euro from a depot in France and British pounds from a depot in the United Kingdom.

Customer Freight Preference

The Customer Freight preference works within the system by:

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

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

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

Delivery Date Preference

You can use the Delivery Date preference to have the system calculate the delivery date based on the number of days that the items are in transit to the customer.

A sales order has several dates that the system uses to determine a delivery date:

Date	Description
Order date	The date that you enter the order into the system, or the date that you want to appear on the order.
Requested date	The date the customer requests to receive the order. You can enter a single date for the entire order or several dates for individual detail lines.
Pick date	The date that warehouse personnel picks the items from inventory.
Ship date	The date that you promise to ship the order. You can enter dates for individual detail lines.
Delivery date	The date that you tell the customer that the order will arrive.

The system calculates the ship and delivery dates under these circumstances:

- Preferences are activated.

- One or more of the Branch/Plant, Route Code, Mode of Transport, Priority Code, and Carrier Number fields match the key fields of the preference.

  Except for the Mode of Transport field, the fields display in the order detail from the Customer Billing Instructions. If they are blank, no match is necessary for the system to calculate dates.

When you set up this preference, you must define:

- The minimum number of days between order entry and scheduled pick date.
- The number of days that goods are in transit between ship and delivery.

Example: Applying Dates for Products with the Delivery Date Preference

These examples are based on the four order preparation days and five leadtime transit days that are specified in the delivery date and order preparation days preferences:

Action	Result
Order taker manually enters a ship date.	The program enters the promised date in advance: • Sales Order Entered: Friday 11/6/05. • Pick Date Calculated: Sunday 11/8/05. • Ship Date Entered: Thursday 11/12/05. • Promised Date Calculated: Tuesday 11/17/05. The system calculates the promised date by adding the leadtime transit days to the ship date. The system calculates the pick date by subtracting four days from the ship date.
Order taker manually enters a promised date.	The program back schedules the ship date. The system subtracts the leadtime transit days from the promised date to calculate the ship date: • Sales Order Entered: Friday 11/6/05. • Promised Date Entered: Monday 11/23/05. • Ship Date Calculated: Wednesday 11/18/05. • Pick Date Calculated: Saturday 11/14/05. The system calculates the pick date by subtracting four days from the ship date. A warning appears if the pick date is prior to the order entry date.
Order taker does not enter Promised Date and Ship Date.	The program calculates the promised date by adding the order preparation days to determine the pick date and adding the leadtime transit days to the pick date: • Sales Order Entered: Tuesday 11/3/05. • Pick Date Entered: Tuesday 11/3/05. • Ship Date Calculated: Saturday 11/7/05. • Promised Date Calculated: Thursday 11/12/05.
System calculates a ship date that is prior to the sales order entry date.	If the ship and pick dates are prior to the order date, the system will display a soft error indicating the pick date is less than the order date. The order can still be processed.

Prerequisite

Verify that the priority code information for the customer is set up in Customer Billing Instructions.

Document Set Preference

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

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

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

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

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

Example: Document Set Preference

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

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

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

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

To generate the invoice with the delivery documents, choose a document set that includes a primary invoice.

To generate the invoice on a cyclical basis (such as weekly or monthly), run Cycle Billing Program (R49700).

End Use Preference

Use the End Use preference as system criteria for applying price adjustments. You can also use this preference to set up a paid or free status for stock that is commingled for duty.

End use refers to the customer's end use of the product. For example, you might be required to charge different prices for the same item depending on its end use. A product specific to aviation might have a special duty applied in which the amount of duty might depend on end use (in this case, different duty amounts that are based on different airports).

End Use and Duty Status are key fields. You can create different End Use preferences to assign values for various customer and item combinations. You can then assign the applicable End Use and Duty Status field values for each customer and item combination to suit the company's business needs.

Extended Terms Deal Preference

The Extended Terms Deal preference works with Basket Pricing to offer extended payment terms to customers who will purchase designated items or combinations of items.

The basket level payment terms preference is resolved when a basket level adjustment is applied. The system finds a payment terms preference and overrides the payment terms currently in the order entry detail. Even after the preference has been resolved, you can manually override the payment terms.

Freight Preference

Use the Freight preference to link the sales order detail line to a freight table. The system uses freight tables to determine freight charges based on distance, zone, or fixed fee. The system also uses freight tables to determine whether the freight is billable, payable, or both. Use the Freight preference to specify a freight table for a customer/customer group and item/dispatch group.

The Freight preference differs from other preferences in that it does not have an Item Group selection. Instead, it uses the same dispatch groups that are used by the Transportation Management system to group products for dispatch.

The Freight preference works in conjunction with freight tables. You define the Freight preferences based on the distance-based, zone-based, or fixed-fee-based freight tables. You can specify one or more freight tables, for example, if you charge a customer a fixed fee and an additional distance-based fee for the same item or dispatch group.

You must also designate whether the freight charge is billable to customers, payable to contractors, or both. Branch/Plant and Mode of Transport are optional search fields.

The system applies the Freight preferences when you run the Freight Update and Report program (R4981) to determine billable and payable freight charges. Normally, this is part of end-of-day processing. However, billable freight charges can also be calculated prior to printing delivery documents.

Grade and Potency Preference

Use the Grade and Potency preference to select inventory for a customer that is based on a specific grade or potency range for an item. You can set up base pricing by an item's grade or potency. You could use this preference if a customer requires a grade/potency range that differs from the standard range that you define for an item through item branch/plant information.

Note. Because bulk products cannot be selected by grade or potency or load confirmed by lot, you should use this preference only for packaged products.

The Grade and Potency preference works in conjunction with the Inventory Commitment preference and the commitment method to determine the availability of products. The preference causes the system to ensure that available quantities are within a customer's specified grade/potency parameters.

In addition, the system uses the value that you enter in the Days Expired Before field of the Grade and Potency preference to determine if the expiration date is within the customer's allowable days. This ensures that the availability of product will be the quantity of the grades or potencies that the customer enables and within an expiration date.

You can only use the Grade and Potency preference if either the Potency Control or the Grade Control is activated for the item. This is done in the Item Branch program (P41026). You typically use this preference only if a customer requires a grade or potency range that differs from the standard ranges that are set up in the Item/Branch Plant Info.

You cannot specify both grade and potency for the same item. However, when you create the Grade and Potency preference, the system displays both the Grade and Potency fields. This display occurs regardless of the status of the Potency Control and Grade Control setting in Item Branch.

The system does not check the status of the activation settings in Item Branch when you create a Grade and Potency preference. Therefore, you will not be prevented from entering values into the From Grade, Thru Grade, From Potency, or Thru Potency fields. You could also enter data in both fields. In either case, the system will not apply preference information that conflicts with activation settings or data entry rules.

Gross Profit Margin Pricing Preference

You can use the Gross Profit Margin Pricing preference to help determine what the price of an item should be in order to meet the targeted profit margin, or you can enter a profit margin percentage on an order line and the system will calculate a price based on that percentage.

This preference establishes target gross profit margins for items/item groups and customer/customer groups. You can customize the profit margins even further because the preference enables you to define minimum and maximum targets.

The system tests and resolves the profit margin range and gives a soft error when the gross profit margin goes outside of the parameters you set up, and will still accept the order.

Inventory Commitment Preference

Use the Inventory Commitment preference to:

- Specify that each order line be filled from one or more branch/plants based on customer/customer group or item/item group.
- Specify the branch/plants from where you want products shipped.
- Determine the percentage of the order to be filled from each branch/plant.
- Specify the mode of transport and carrier information in the sales detail line.
- Source (the ability to ship an order from one or many branch/plants) inventory for future orders.

If you use this preference to specify the branch/plants from where you want products shipped, use the Sequence Number and Branch/Plant fields to control the product's Ship From location. You can then sequence the preferences to establish a priority order.

You can use this preference to perform inventory sourcing all of the time, regardless of the commitment date of the branch/plant in the order header. If the order is in the future based on branch/plant in the order header, this preference will commit the inventory. The system will perform commitments for all sourced branch/plants based on their respective commitment days. You must enter *2* in the Inventory Commitment Preference processing option on the Preference Tab in the Sales Order Entry processing options.

If you use this preference to determine the percentage of the order to be filled from each branch/plant, use preference sequences to establish an order. If you are unable to fill the order from any branch, the system creates a backorder on the branch/plant with the lowest sequence number. Normally, only packaged products, not bulk products, are backordered.

The system applies this preference during sales order entry. You can view the specified source branch/plant in the Branch/Plant field in the grid of an order detail line.

Percent-To-Fill Value and Related System Actions

If the percent-to-fill value is zero percent, the system performs normal processing. The system performs no checking for the quantity on hand, and regardless of the quantity on hand, it is shipped to fill the order.

If the percent-to-fill value is between 1 and 99 percent, the system requires that any branch must be able to fill the percentage that is specified. If the branch can fulfill the percentage, the quantity available is shipped and the remainder is transferred to the next branch. The system checks each branch to determine if the quantity can be shipped.

If you specify a percent-to-fill value of 100 percent for each of several branch/plants, an order can only be filled from a single branch/plant that has sufficient quantity to fill the order. If no branch/plant has sufficient quantity to fill 100 percent of the order, the order is put on backorder or partially shipped from the first preference branch/plant that it can satisfy.

If the percent to fill value is 100 percent, the system requires that the branch must be able to ship the entire quantity. This prevents shipping from multiple branches, but enables the system to check all branches to determine if the entire quantity can be shipped. If you specify a percent-to-fill value of 100 percent for each of several branch/plants, an order can only be filled from a single branch/plant that has sufficient quantity to fill the order. If no branch/plant has sufficient quantity to fill 100 percent of the order, the order is backordered or partially shipped from the first preference.

This table shows an example of an order that is placed for a quantity of 500:

Branch/Plant: quantity available	Percent-to-fill as set up on preference	Minimum order quantity available	Result
Branch/Plant A: 99	50 percent	200	Do not ship from this branch because the available branch/plant quantity is less than the minimum order quantity.
Branch/Plant B: 400	80 percent	400	Ship 400 from this branch.
Branch/Plant C: 96	95 percent	95	Ship 96 from this branch because the available branch/plant quantity is at least 95 percent of the order balance of 100.

The system backorders the remaining quantity of 4 to Branch/Plant B.

Example: Inventory Commitment Preference

The Percent To Fill field provides you with the flexibility to fill an order line from one or more branch/plants. The Inventory Commitment preferences work in conjunction with the system's normal checking that is done for quantity available, and adds a check on all branches that are defined in the preference.

As each branch is checked, the order will be shipped from any one branch that can fill the entire order. Depending upon the number in the Percent To Fill field, a portion of the order line can be filled from one or more branch/plants.

Technical Considerations

Consider this for the Inventory Commitment Preference:

Task	Description
Activating the Inventory Commitment preference.	You must activate the Inventory Commitment preference through a separate processing option in the Sales Order Entry program (P4210).
Working with kits and configured items.	The Inventory Commitment preference does not function with kits or configured items.

Prerequisite

Verify that the sales order entry preference options for inventory commitment are blank.

Line of Business Preference

Use this preference to specify a customer's line of business, such as aviation. Line of business preferences can be set for customer, customer group, item, and item group combinations.

The business can derive useful data for sales analysis when you define line of business preferences. You can write reports to produce reports by line of business. Price adjustments can be based on line of business.

This preference is applied during sales order entry.

Mode of Transport Preference

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

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

Multiple Shipping and Receiving Locations Preference

Use the Multiple Shipping and Receiving Locations preference to define the shipping and receiving locations to which the system assigns products. You also can activate or deactivate the locations that you define. If you activate the locations, the Multiple Shipping and Receiving Locations preference overrides the default location that is specified in Branch/Plant Constants (P41001).

For example, when you ship large quantities of products, warehouse personnel pick the products and place them at the appropriate docks so that drivers can load the products into trucks. When you receive products, the delivery drivers might need to deliver products to various locations. By defining all shipping and receiving locations that you might use, you can use the Sales Order Management system to help you plan for the shipment and arrival of products.

If you do not agree with the locations to which the system assigns products, you can override the locations using the Warehouse Management system or the Transportation Management system.

Note. If you want to override the location using the Warehouse Management system, you can use the Requests Inquiry program (P4600) or you can use the Confirmation program (P4617).

If you want to override the location using the Transportation Management system, you can use the Work with Shipments program (P4915) or the Work With Loads program (P4960).

See Also

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, "Working with Picking," Locating Existing Pick Requests

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, "Working with Picking," Confirming Pick Suggestions Interactively

PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook, "Planning Transportation," Working with Loads

PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook, "Tracking Shipments," Reviewing Shipment Status

Next Order Status Preference

Use the Next Order Status preference to skip or insert processing steps after sales order entry. The processing flow is determined by the order activity rules. The Next Order Status preference overrides the next step in the order activity rules. You should only use this preference to change the steps in the order activity rules when you enter an order.

For example, you might want to send an Electronic Data Interchange (EDI) order acknowledgement for a specific customer and item combination. For another customer, you might want to skip the confirmation steps defined in the order activity rules.

The order activity rules determine which steps you can skip. For example, to skip from Enter Sales Order (Status 520) to another status step, you must choose one of the Other Allowed status codes. You may not be able to skip from Enter Sales Order to Cycle Billing (Status 580) because the alternate steps are not set up in the order activity rules.

Important! During preference setup, the system does not prohibit you from entering invalid activity/status codes. However, during sales order processing, the system highlights status code fields on the sales order to indicate that the system is retrieving an invalid activity/status code.

Prerequisite

Determine the order activity rules and the steps that can be skipped in the process flow.

Options and Equipment Preference

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

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

Order Preparation Days Preference

You can set up information about the amount of time that it takes to prepare an order for shipping in the Order Preparations Days preference. This helps you to accurately determine the number of days that it takes to deliver the sales orders from the date that the customer places the order.

Order preparation days are the number of days that it takes to pick and pack the items on the sales order, prior to shipping. The system uses the priority code that you set up for the customer in the Customer Billing Instructions to determine the amount of preparation time. However, you can override the priority code for a single order during order entry.

When you enter an order, the system uses information in the Order Preparation Days preference and first attempts to obtain dates by back scheduling. Back scheduling involves calculating the pick, ship, and delivery dates for an order, starting with the delivery date and working backwards.

If the pick date is before the current date, the system forwards schedules starting with the order date to obtain pick, ship, and delivery dates.

Example: Applying Dates for Products with the Order Preparation Days Preference

These examples are based on four order preparation days and five leadtime transit days specified in the preference:

Action	Result
Order taker manually enters a ship date.	The program enters the promised date in advance: • Sales Order Entered: Friday 11/6/05. • Pick Date Calculated: Sunday 11/8/05. • Ship Date Entered: Thursday 11/12/05. • Promised Date Calculated: Tuesday 11/17/05. The system calculates the promised date by adding the leadtime transit days to the load date. The system calculates the pick date by subtracting four days from the ship date.
Order taker manually enters a promised date.	The program back schedules the ship date. The system subtracts the leadtime transit days from the promised date to calculate the ship date: • Sales Order Entered: Friday 11/6/05. • Promised Date Entered: Monday 11/23/05. • Ship Date Calculated: Wednesday 11/18/05. • Pick Date Calculated: Saturday 11/14/05. The system calculates a pick date by subtracting four days from the ship date. A warning appears if the pick date is prior to today.

Action	Result
Order taker leaves Promised Date and Ship Date fields blank.	The program calculates the promised date by adding the order preparation days to determine the pick date and adding the leadtime transit days to the pick date: • Sales Order Entered: Tuesday 11/3/05. • Pick Date Entered: Tuesday 11/3/05. • Ship Date Calculated: Saturday 11/7/05. • Promised Date Calculated: Thursday 11/12/05.
System calculates a ship date that is before than the sales order entry date.	If the ship and pick dates are prior to the order date, the system will display a soft error indicating the pick date is less than the order date. The order can still be processed.

Payment Terms Preference

Use the Payment Terms preference to identify payment terms and instruments for specific customer and item combinations. The system applies payment terms only at the item detail level. For any items that are not included in this preference, the system applies the payment terms from the customer master information at the order level.

Payment Terms (Branch) Preference

Use the Payment Terms (Branch) preference to identify payment terms and instruments for specific customer and item combinations. The system applies payment terms only at the branch level. For any items that are not included in this preference, the system applies the payment terms from the customer master information at the order level.

Price Adjustment Schedule Preference

Use the Price Adjustment Schedule preference in conjunction with the Advanced Pricing system. You can use this preference to assign a different price adjustment schedule for items sold to a specific customer. You can also use this preference to create penalty schedules for agreements with business partners.

This preference overrides the default schedule from Customer Billing Instructions. The system applies this preference during sales order entry.

See Also

PeopleSoft EnterpriseOne Advanced Pricing 8.11 PeopleBook, "Working with Schedules and Adjustments," Setting Up an Adjustment Definition

Pricing Unit of Measure Preference

Use the Pricing Unit of Measure preference to:

- Override the Pricing Unit of Measure field (in the default sales detail line).

  The system completes the sales detail line based on information in the processing options or the Item Master (P4101). You might use this preference when the company has negotiated a price with a customer in a specific unit of measure. You then need to set up pricing for the customer and item in that unit of measure and enter a Pricing Unit of Measure preference to ensure that the system automatically adds the pricing unit of measure to the order. The pricing unit of measure can differ from the transaction unit of measure and can vary by branch/plant.

- Calculate the Price at Ambient/Standard.

  The system uses this flag at the time of delivery confirmation to re-extend the price using the standard or ambient temperature, depending on which value you choose.

Note. Leaving any of the key fields blank indicates you want to specify all values for that field. For example, a blank in the Business Unit field causes the system to apply the Pricing Unit of Measure preference to all business units.

Prerequisites

Before you complete the tasks in this section:

- Set the sales price retrieval unit of measure in system constants.
- Confirm that a base price or advanced pricing record exists for the pricing unit of measure to be entered in this preference.

See Also

Chapter 3, “Setting Up Base and Standard Pricing,” page 85

Chapter 2, “Setting Up the System for Sales Order Management,” Setting Up System Constants, page 30

Pricing Unit of Measure (Branch) Preference

Use the Pricing Unit of Measure (Branch) preference to:

- Override the Pricing Unit of Measure field by branch (in the default sales detail line).

  The system completes the sales detail line based on information in the processing options or the Item Master (P4101). You might use this preference when the company has negotiated a price with a customer in a specific unit of measure. You then need to set up pricing for the customer and item in that unit of measure and enter a Pricing Unit of Measure preference to ensure that the system automatically adds the pricing unit of measure to the order. The pricing unit of measure can differ from the transaction unit of measure and can vary by branch/plant.

- Calculate the Price at Ambient/Standard.

  The system uses this flag at the time of delivery confirmation to re-extend the price using the standard or ambient temperature, depending on which value you choose.

Note. Leaving any of the key fields blank indicates you want to specify all values for that field. For example, a blank in the Business Unit field causes the system to apply the Pricing Unit of Measure (Branch) preference to all business units.

Prerequisites

Before you complete the tasks in this section:

- Set the sales price retrieval unit of measure in system constants.
- Confirm that a base price or advanced pricing record exists for the pricing unit of measure to be entered in this preference.

See Also

Chapter 3, "Setting Up Base and Standard Pricing," Setting Up Base Prices, page 90

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up System Constants, page 30

Product Allocation Preference

Use the Product Allocation preference to restrict the amount of an item or item group that a customer or customer group can purchase. For example, use this preference if the demand for a product exceeds the supply or if government regulations restrict limits for certain products.

You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold. The system checks for allocation limits before it checks availability. Product allocation indicates how product is distributed among customers. Product availability indicates how much of any product is at any branch/plant location.

Product allocations can be set up as either:

- A fixed number of item units.
- A percentage of the available product.

If the order quantity exceeds allocated quantity, a warning message appears when you enter a sales order. At that time, you can put the order on hold or reduce order quantity to the allowable or available quantity.

Each time you place an order for an allocated product, the quantity ordered during the effective date range accumulates toward the allocation limit. The system updates the Quantity Sold field each time you enter an order. This field shows the quantity that was ordered at the time the allocation went into effect. When you change or cancel an order, the system subtracts the quantity from the running total. The system applies the product allocation preference before checking availability.

Important! You should disable the Quantity From and Quantity Thru fields on Preference Master (P40070) for the Product Allocation preference. This enables the system to automatically perform unit of measure conversions for this preference.

Technical Considerations

Consider this for Product Allocation Preference:

Task	Description
Working with kits and configured items.	The Product Allocation preference does not function for kits and configured items.
Quantity sold and balance calculations.	The balance column on the Product Allocation Profile Revisions form updates with the quantity available to purchase if one of these apply: • Allocation Method 1 is used. • Allocation Method 2 is used with the amount remaining in the Quantity Pool. If you place an order on hold because it exceeds the allocated amount, the balance will show as a negative amount for either Allocation Method 1 or 2.
Activating product allocation	You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold. You must use the Product Allocation Hold code in conjunction with the Product Allocation Preference.

Prerequisite

You must identify the product allocation hold code in the sales order entry processing options if both of these apply:

- You create Product Allocation preferences.
- You want to place orders on hold if a customer's order exceeds their allocation.

See Also

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Order Hold Information, page 47

Product Allocation (Branch) Preference

Use the Product Allocation (Branch) preference to restrict the amount of an item or item group that a customer or customer group can purchase by branch. For example, use this preference if the demand for a product exceeds the supply or if government regulations restrict limits for certain products.

You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold by branch. The system checks for allocation limits before it checks availability. Product allocation indicates how product is distributed among customers. Product availability indicates how much of any product is at any branch/plant location.

Product allocations can be set up as either:

- A fixed number of item units.
- A percentage of the available product.

If the order quantity exceeds allocated quantity, a warning message appears when you enter a sales order. At that time, you can put the order on hold or reduce order quantity to the allowable or available quantity.

Each time you place an order for an allocated product, the quantity ordered during the effective date range accumulates toward the allocation limit. The system updates the Quantity Sold field each time you enter an order. This field shows the quantity that was ordered at the time the allocation went into effect. When you change or cancel an order, the system subtracts the quantity from the running total. The system applies the product allocation preference before checking availability.

Important! You should disable the Quantity From and Quantity Thru fields on Preference Master (P40070) for the Product Allocation preference. This enables the system to automatically perform unit of measure conversions for this preference.

Technical Considerations

Consider this for the Product Allocation Preference (Branch):

Task	Description
Working with kits and configured items.	The Product Allocation preference does not function for kits and configured items.
Quantity sold and balance calculations.	The balance column on the Product Allocation Profile Revisions form updates with the quantity available to purchase if one of these apply: • Allocation Method 1 is used. • Allocation Method 2 is used with the amount remaining in the Quantity Pool. If you place an order on hold because it exceeds the allocated amount, the balance will show as a negative amount for either Allocation Method 1 or 2.
Activating product allocation	You can set quantity limits to define the quantity that a customer or customer group is allowed to purchase or the quantity of each item or item group that is allowed to be sold. You must use the Product Allocation Hold code in conjunction with the Product Allocation Preference.

Prerequisite

You must identify the product allocation hold code in the sales order entry processing options if both of these apply:

- You create Product Allocation preferences.
- You want to place orders on hold if a customer's order exceeds their allocation.

See Also

Chapter 2, "Setting Up the System for Sales Order Management," Setting Up Order Hold Codes, page 50

Quality Management Preference

Use a Quality Management preference to either request or require that a test be run and certain quality standards be met for a particular customer and item combination.

Prerequisite

Set up test specifications, which require the system to run a test or set a quality standard.

See Also

PeopleSoft EnterpriseOne Quality Management 8.11 PeopleBook, "Setting Up Quality Management," Defining Specifications

Revenue Business Unit Preference

Use the Revenue Business Unit preference to recognize revenue for a business unit that is different from the central business unit. This preference enables you to override the default branch/plant with the branch/plant you enter in this preference. The Revenue Business Unit preference does not apply to interbranch sales.

Additionally, you can use this preference for a salesperson that might be located at the revenue business unit that is associated with the preference.

Example: Revenue Business Unit Preference

This example summarizes how to set up the Revenue Business Unit preference to ship items from multiple sites while posting revenue to a single site:

1. Create a Southwest customer group for an item.

2. Set up a Revenue Business Unit preference.

3. Set the preference hierarchy for the Revenue Business Unit preference at the intersection of Ship to Customer Group and Item Number.

4. In the Business Unit field on the Revenue Business Unit Profile Revisions form, enter a branch/plant.

5. In the Revenue Business Unit field on the Revenue Business Unit Profile Revisions form, enter a different branch/plant than you entered in the Business Unit field.

Prerequisite

Set the Sales Update program (R42800) processing option to specify the revenue business unit.

Revenue Business Unit Preference (Branch)

Use the Revenue Business Unit (Branch) preference to recognize revenue for a business unit that is different from the central business unit by branch. This preference enables you to override the default branch/plant with the branch/plant you enter in this preference. The Revenue Business Unit (Branch) preference does not apply to interbranch sales.

Additionally, you can use this preference for a salesperson that might be located at the revenue business unit that is associated with the preference.

Example: Revenue Business Unit (Branch) Preference

This example summarizes how to set up the Revenue Business Unit (Branch) preference to ship items from multiple sites while posting revenue to a single site:

1. Create a Southwest customer group for an item.

2. Set up a Revenue Business Unit (Branch) preference.

3. Set the preference hierarchy for the Revenue Business Unit (Branch) preference at the intersection of Ship to Customer Group and Item Number.

4. In the Business Unit field on the Revenue Business Unit Profile Revisions form, enter a branch/plant.

5. In the Revenue Business Unit field on the Revenue Business Unit Profile Revisions form, enter a different branch/plant than you entered in the Business Unit field.

Prerequisite

Set the Sales Update program (R42800) processing option to specify the revenue business unit.

Sales Commission Preference

Use the Sales Commission preference to set up sales personnel and commission rates based on customer and item combinations. You can assign multiple sales representatives or sales groups when you are setting up commission rates. Line of Business and Branch/Plant are additional search fields for this preference. You can assign different commission preferences for various customer and item combinations based on the line of business and branch/plant values.

The system normally provides default values from Customer Master table for the sales commission fields in the sales order header. If the billing instructions Rate fields are blank for the commission royalty information, the system can provide default values for the commission rate. Normally, the system provides default values for each line on the sales order. The preference overrides the header information at the line level.

Prerequisite

You must set up all salespeople in the address book and on the Commission/Royalty Information form before you can enter them on a preference.

See Also

Chapter 2, “Setting Up the System for Sales Order Management,” Setting Up Commission Information, page 52

Sales Price Based on Date Preference

Use the Sales Price Based on Date preference to guarantee a price for a certain time frame. For example, if you need to offer the May price for an item appearing on sales orders placed in June, you can set up this preference.

The system uses the Sales Price Based on Date preference to evaluate whether the preference is being used or if an effective date has been established for the price, and then applies the price associated with the date to the sales order.

The Sales Price Based on Date preference overrides all adjustments for the time frame that the Sales Based on Date is effective.

User Defined Price Code Preference

Use the User Defined Price Code preferences to define codes for the company's unique pricing needs. Price codes are added to the sales order detail line during order entry.

Price codes can be used in Advanced Pricing programs to define price adjustments. They can also be used for reporting requirements. For example, you might use a price code for temporary pricing. You define a price code to identify order lines that need to be repriced when commodity prices are published for a specific period.

When the price is known, you can run the Sales Order Batch Price/Cost Update program (R42950). You should only select those lines with the price code that is equal to the specified value.

See Also

Chapter 14, "Updating Prices," page 439

Chapter 3, "Setting Up Base and Standard Pricing," Setting Up Base Prices, page 90

CHAPTER 19

(BRA) Processing Fiscal Books

This chapter provides an overview of Fiscal Books and discusses how to:

- Generate the Fiscal Books workfiles.
- Maintain inbound and outbound *nota fiscal* records for fiscal books.
- Maintain *Imposto sobre Circulação de Mercadorias e Serviços* (ICMS) and *Imposto sobre Produtos Industrializados* (IPI) tax information for fiscal books.
- Maintain GNRE information for fiscal books.
- Generate the ICMS magnetic files.
- Purge incomplete fiscal books.
- Print fiscal books reports.
- Print the DIPI Summaries and Statements report.
- Print the DIPI Annual Movements report.
- Generate fiscal books.

Understanding Fiscal Books

Fiscal books are required by the Brazilian government to report information about taxable transactions and the taxes due on those transactions. You print fiscal books on the 10th, 20th, and the last day of the month for ICMS tax and at the end of the month for IPI tax.

The *notas fiscais* that are generated by the Sales and Procurement systems are automatically converted into the Fiscal Books module. You must manually enter stand-lone *notas fiscais*.

A program is provided that populates a *nota fiscal* header and a *nota fiscal* detail workfile with data from the *nota fiscal* header and *nota fiscal* detail tables. Then you run reports from the workfiles to generate reports that comply with the layout which is defined by the ICMS Ordinance 57/95, and you generate electronic media files according to the layout that is defined by the ICMS Ordinance 57/95 *(Systema Integrado de Informacoes)*. Additionally, programs are provided that generate supporting reports and programs that submit fiscal book data to the tax authority electronically.

When you generate Fiscal Books, the system prints an opening and closing page. You create the text for opening and closing pages by using the Fiscal Books Next Numbers program (P7602B).

To maintain the records and generate fiscal books, you must complete these tasks in this order:

1. Set up the system for Fiscal Books.
2. Run the *Nota Fiscal* Conversion program (R76B200A). When you run the *Nota Fiscal* Conversion program, the system writes information from the *Nota Fiscal* Header - Brazil (F7601B) and the *Nota Fiscal*

Detail - Brazil (F7611B) tables to the *Nota Fiscal* - Header (Fiscal Books) table (F76101B) and the *Nota Fiscal* - Detail (Fiscal Books) table (F76111B).

3. Run the Integrity Report (R76B0001). The Integrity Report process purges records from tables F76101B and F76111B when the record does not exist in both tables.
4. Maintain fiscal books records as necessary.
5. Print and review the fiscal books supplementary reports.
6. Generate and review fiscal books.
7. Generate the electronic media to submit the fiscal books.

Reporting IPI in Fiscal Books

IPI is a federal tax that applies to domestic or imported manufactured goods. This software has been modified due to changes in Brazilian law:

- For *notas fiscais* dated in 2003, IPI tax will continue to be reported by *decendios*. *Decendio* 1 is the period from the first day through the tenth day of the month. *Decendio* 2 is the period from the 11th of the month through the 20th of the month. *Decendio* 3 is the period from the 21st day of the month through the end of the month.
- For *notas fiscais* dated in 2004, the IPI tax must be reported by *quinzenas*. *Quinzena* 1 is the period from the 1st day through the 15th day of a month. *Quinzena* 2 is the period from the 16th day of the month through the end of a month.
- For *notas fiscais* dated in 2005, IPI tax must be reported monthly.

Data items BRADEC and BRADCL store the codes that indicate the period for which IPI taxes were calculated. These tables store codes for data item BRADEC or BRADCL:

- *Nota Fiscal* - Header (Fiscal Books) table (F76101B).
- Verification of ICMS/IPI - Statement (F76B102).
- Verification of ICMS/IPI - Information (F76B103).
- Verification of ICMS/IPI - Comments (F76B104).

The system writes or reads codes for BRADCE and BRADCL when you run these programs:

Table	System Action
Nota Fiscal Conversion (R76B200A)	Writes code to table
Verification of ICMS/IPI (P76B1002)	Writes code to table
Inbound Nota Fiscal Maintenance (P76B1001) Outbound Nota Fiscal Maintenance (P76B1001)	Writes code to table
Verification of IPI (R76B4002)	Reads code in table
DIPI Summary and Statements (R76B4006)	Reads code in table

Table	System Action
Outbound Registry (R76B4001)	Reads code in table
Inbound Registry (R76B4016) **Note.** Program R76B4016 has been renamed to Inbound Registry. It was formerly Inbound Registry São Paulo. Program R76B4000 (Inbound Registry) is obsolete.	Reads code in table

When the system writes codes to one of the tables that stores codes for data item BRADEC or BRADCL, it writes the codes in this manner:

- For *notas fiscais* dated in 2003, the system writes codes as:
  - For *notas fiscais* dated from the first day through the tenth day of the month, the system writes 1.
  - For *notas fiscais* dated from the 11th of the month through the 20th of the month, the system writes 2.
  - For *notas fiscais* dated from the 21st day of the month through the end of the month, the system writes 3.
- For *notas fiscais* dated in 2004, the system writes codes as follows:
  - For *notas fiscais* dated from the 1st day through the 15th day of the month, the system writes 1.
  - For *notas fiscais* dated from the 16th of the month through the end of the month, the system writes 2.
  - For *notas fiscais* dated in 2005, the system writes 1.

See Also

Chapter 19, "(BRA) Processing Fiscal Books," Purging Incomplete Fiscal Book Records, page 546

Chapter 19, "(BRA) Processing Fiscal Books," Printing Fiscal Books Reports, page 547

Chapter 20, "(BRA) Electronic GIA Workbench," Understanding the Electronic GIA Workbench, page 571

Generating the Fiscal Books Workfiles

This section provides an overview of the fiscal books workfiles, and discusses how to:

- Run the Nota Fiscal Conversion program
- Set processing options for the Nota Fiscal Conversion program (R76B200A).

Before you can generate fiscal book reports and the electronic media that you must submit to Sintegra *(Systema Integrado de Informacoes),* you must create the fiscal book workfiles. The *nota fiscal* conversion batch program lets you specify the *notas fiscais* that you write to the workfiles. When you run the *Nota Fiscal* Conversion program, the system writes information from the *Nota Fiscal* Header - Brazil (F7601B) and the *Nota Fiscal* Detail - Brazil (F7611B) tables to the *Nota Fiscal* - Header (Fiscal Books) table (F76101B) and the *Nota Fiscal* - Detail (Fiscal Books) table (F76111B). Other batch programs that you use to generate fiscal book reports cull data from tables F76101B and F76111B.

Prerequisites

Before you complete the tasks in this section:

- Update inbound and outbound *nota fiscal* records as necessary.

  See Chapter 19, "(BRA) Processing Fiscal Books," Maintaining Inbound and Outbound Notas Fiscais Records for Fiscal Books, page 532.

- Set up the Transaction Nature cross-reference.

  See Chapter 4, "(BRA, CHL, PER) Setting Up the System for Brazil, Chile and Peru," (BRA) Setting Up a Cross-Reference for Transaction Nature Codes, page 112.

Running the Nota Fiscal Conversion Program

Select Fiscal Reports - Brazil(G76B111), *Nota Fiscal* Conversion.

Setting the Processing Options for Nota Fiscal Conversion (R76B200A)

These processing options specify how the system writes *nota fiscal* data to the *nota fiscal* work files for fiscal books.

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Nota Fiscal Type Use this processing option to specify whether you work with inbound or outbound *notas fiscais.* Values are:

E: Inbound

S: Outbound

Messages

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. IPI Tax Not Credited Use this processing option to select a message code from the Fiscal Message/Observations UDC (76B/M1). Use this option when *notas fiscais* show IPI tax that you cannot recover.

2. IPI Tax 50% Recoverable Use this processing option to select a message code from the Fiscal Message/Observations UDC (76B/M1). Use this option when *notas fiscais* do not show IPI tax that you can recover.

3. Free Port Zone Discount Use this processing option to select a message from the Fiscal Message/Observations UDC (76B/M1). The message that you select overrides

the message from the *Nota Fiscal* Header - Fiscal Books table (F76B101B) and prints in the Fiscal Books.

4. Freight, Insurance and Expenses Use this processing option to select a message from the Fiscal Message/Observations UDC (76B/M1). The message that you select overrides the message from the *Nota Fiscal* Header - Fiscal Books table (F76B101B) and prints in the Fiscal Books.

5. Substitution Use this processing option to select a message from the Fiscal Message/Observations UDC (76B/M1). The message you select overrides the message from the *Nota Fiscal* Header - Fiscal Books table (F76B101B) and prints in the Fiscal Books.

6. ICMS Tax Differential Between States Use this processing option to select a message from the Fiscal Message/Observations UDC (76B/M1). The message you select overrides the message from the *Nota Fiscal* Header - Fiscal Books table (F76B101B) and prints in the Fiscal Books.

7. Suffix Code for Transaction Nature Use this processing option to specify the suffix for the transaction nature codes that you want to exclude from the report. Line items that have transaction nature codes that end with the suffix that you enter will appear in the Fiscal Books with an amount of zero. For example, if a line item for the cost of packaging materials or pallets has the transaction nature suffix that you enter here, the line item appears in the Fiscal Books with 0 for the amount.

8. Message Code for Suffix Use this processing option to select the message code that you want to print for the suffix of the transaction nature code. You select the message code from the Fiscal Message/Observations UDC (76B/M1).

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Refresh Conversion Table Use this processing option to specify whether the system refreshes the records already written to the *Nota Fiscal* - Header (Fiscal Books) table (F76101B) and the *Nota Fiscal* - Detail (Fiscal Books) table (F76111B). If you set this processing option to 1, you must use Data Selection to specify a range of dates for which the system will refresh the records. Values are:

Leave blank and the system does not refresh records.

Enter *1* to refresh records.

2. Purge Conversion Table Use this processing option to specify whether the system purges all records from the *Nota Fiscal* Header - Fiscal Books table (F76101B) and the *Nota Fiscal* Details - Fiscal Books table (F76111B).

Codes

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Cancelled Code 1 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled. *notas fiscais.*

2. Cancelled Code 2 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled. *notas fiscais.*

3. Cancelled Code 3 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled *notas fiscais.*

4. Cancelled Code 4 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled. *notas fiscais.*

Maintaining Inbound and Outbound Notas Fiscais Records for Fiscal Books

This section provides an overview of *nota fiscal* maintenance and discusses how to:

- Set processing options for the Inbound *Nota Fiscal* Maintenance and Outbound *Nota Fiscal* Maintenance (P76B1001) program.
- Add a *nota fiscal* record for fiscal books.

Understanding Nota Fiscal Maintenance

The Sales and Procurement systems write data to the *Nota Fiscal* Header - Brazil (F7601B) and the *Nota Fiscal* Detail - Brazil (F7611B) tables when you generate *notas fiscais.* The system writes data in these tables to the *Nota Fiscal* - Header (Fiscal Books) table (F76101B) and the *Nota Fiscal* - Detail (Fiscal Books) table (F76111B) when you run the *Nota Fiscal* Conversion program (R76B200A). The system uses the data in tables F76101B and F76111B to create Fiscal Books.

If you generate stand-alone *notas fiscais* or you generate *notas fiscais* outside of the PeopleSoft systems, the data is not included in tables F7601B and F7611B. Therefore, data for those *notas fiscais* is not written to tables F76101B and F76111B when you run the *Nota Fiscal* Conversion program. You use the Maintenance of Fiscal Books program (P76B1001) to add data for inbound and outbound *notas fiscais* to tables F76101B and F76111B before you run the *Nota Fiscal* Conversion program. You can also use this program to revise or delete *nota fiscal* records.

Forms Used to Add Inbound and Outbound Nota Fiscal Records

Form Name	Form ID	Navigation	Usage
Nota Fiscal Revisions	W76B1001B	Fiscal Reports - Brazil (G76B111), Inbound Nota Fiscal Maintenance Click Add on Work with Nota Fiscal.	Add header information for an inbound *nota fiscal*.
Work with Nota Fiscal	W76B1001A	Fiscal Reports - Brazil (G76B111), Outbound Nota Fiscal Maintenance	Add header information for an outbound nota fiscal.
Work with Fiscal Books	W76B1001C	Select Nota Fiscal Detail from the Form menu on Nota Fiscal Revisions.	Access the Fiscal Book Revisions form
Fiscal Book Revisions	W76B1001D	Click Add on Work with Fiscal Books.	Enter item information

Setting Up Processing Options for Inbound Nota Fiscal Maintenance and Outbound Nota Fiscal Maintenance (P76B1001)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

This processing option specifies whether the system processes inbound or outbound *notas fiscais.*

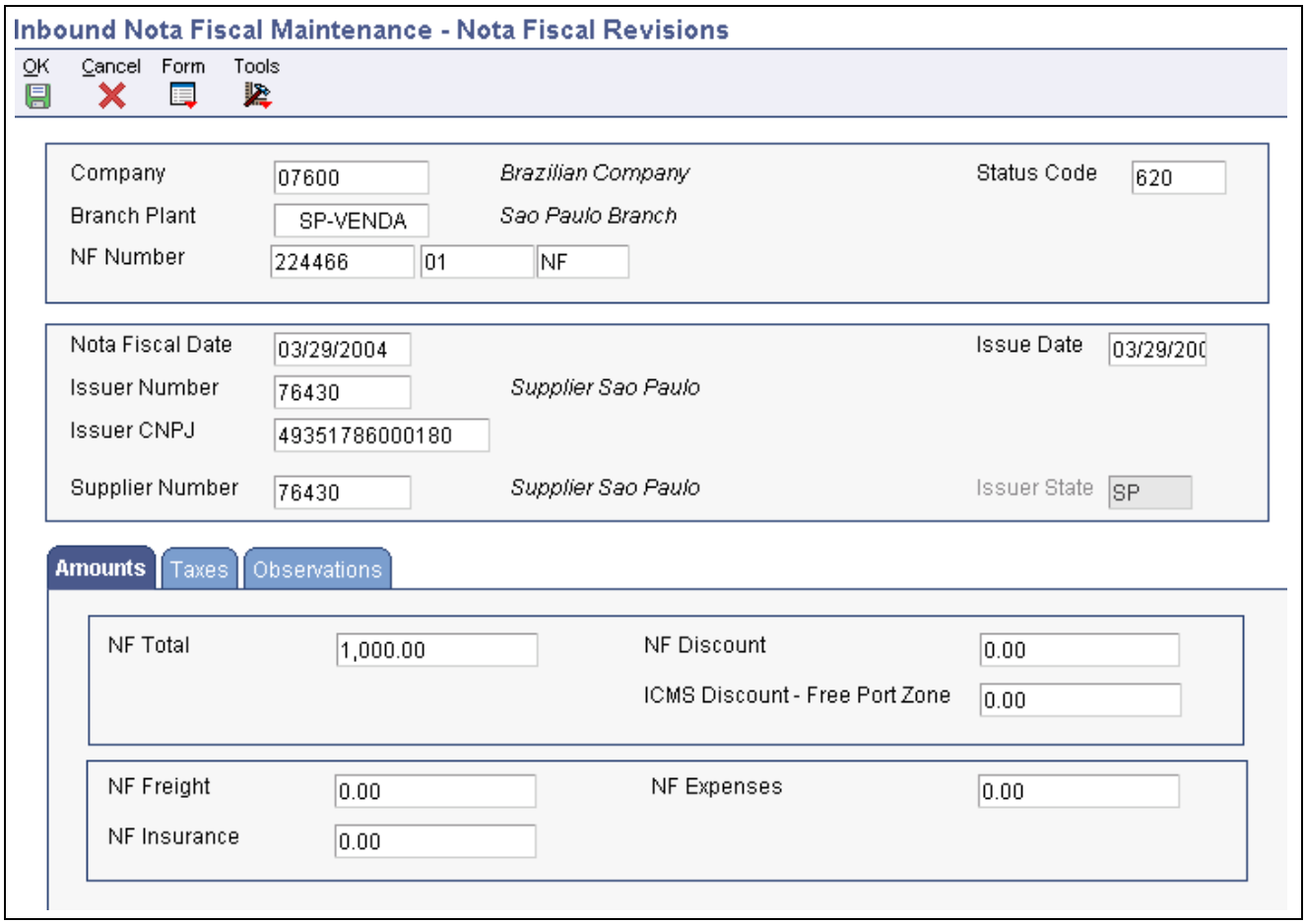
1. Nota Fiscal Type Use this processing option to specify whether you work with inbound or outbound. *notas fiscais.* Values are:

E: Inbound

S: Outbound

Adding a Nota Fiscal Record for Fiscal Books

Access the *Nota Fiscal* Revisions form.



Nota Fiscal Revision form

Status Code A user defined code (40/AT) that indicates the status of the line.

Nota Fiscal Date The date of the *nota fiscal.*

Issuer CNPJ The issuer CGC number.

Supplier Number The address book number of the supplier who issued the *nota fiscal.*

Issue Date For inbound *notas fiscais,* the date that you received the *nota fiscal.* For outbound *notas fiscais,* the date that you issued the *nota fiscal.*

NF Total The total amount of the *nota fiscal.* The system calculates the total as follows:

Merchandise + IPI tax amount + ICMS Substitute tax amount + Complementary Expenses - Discounts

ICMS Discount - Free Port Zone The amount of the discount available to a free port zone customer.

Fiscal Message Code 01 A code by which records in the Inbound Registry and the Outbound Registry are sorted for summary purposes. You must select a code from the Fiscal Messages/Observations UDC (76BM1).

Fiscal Message Code 02 A code by which records in the Inbound Registry and the Outbound Registry are sorted for summary purposes. You must select a code from the Fiscal Messages/Observations UDC (76B/M1).

Fiscal Comment Code A code that appears in a comments column in the Inbound Registry and the Outbound Registry. You must select a code from the Fiscal Message/Observations UDC (76B/M1).

NF Value 01 An amount that the system associates with the Fiscal Message Code 01 and the Fiscal Comment Code fields. The system totals the amounts in this field for each Fiscal Message Code summary for the Inbound Registry and the Outbound Registry, and prints the total along with the value in the Fiscal Message Code 01 field. The value in the NF Value 01 field is also displayed with the Fiscal Comment Code in the comment column in the Inbound Registry and the Outbound Registry.

NF Value 02 An amount that the system associates with the Fiscal Message Code 02 and the Fiscal Comment Code fields. The system totals the amounts in this field for each Fiscal Message Code summary for the Inbound Registry and the Outbound Registry, and prints the total along with the value in the Fiscal Message Code 02 field.

Fiscal Classification A code that specifies groups of products, as defined by the local tax authorities. The product groups are based on taxing conventions and other national statistics. The system uses this code to determine the applicable tax rate for a product.

Tax Situation String filler 1.

Gross Weight The total weight of the item, including packaging, pallets, and so on.

Weight Unit The unit measure on which the item weight is calculated, such as liter, kilo, and so on.

Extended Price The number of units multiplied by the unit price.

IPI Code The monetary amount of the IPI tax.

IPI Rate The rate at which the IPI tax is assessed.

IPI Tax The IPI tax amount that is printed on the *nota fiscal*.

ISS Rate The rate at which ISS tax is assessed.

Reduction Basis The amount on which ICMS taxes are assessed. In this case, the ICMS taxable amount is reduced due to the sale of given products.

IPI Reduction The amount on which IPI taxes are assessed. In this case, the IPI taxable amount is reduced due to the sale of given products.

Maintaining ICMS and IPI Tax Information for Fiscal Books

This section provides an overview of ICMS and IPI tax information for fiscal books and discusses how to:

- Add ICMS and IPI demonstrative codes.
- Add ICMS and IPI collection information for fiscal books.
- Add comments for ICMS and IPI taxes for fiscal books.

Understanding ICMS and IPI Tax Information for Fiscal Books

The Verification of ICMS/IPI program (P76B1002) lets you enter this type of information about the ICMS and IPI taxes that you paid:

- Demonstration Codes (76B/TD) that represent the type of credit or debit.
- Tax payments made, including the payment date and where the payment was made.
- Comments about the payment.

The Verification of ICMS/IPI program populates these tables:

- Verification ICMS/IPI - Statement (F76B102).
- Verification ICMS/IPI - Information (F76B103).
- Verification ICMS/IPI - Comments (F76B104).

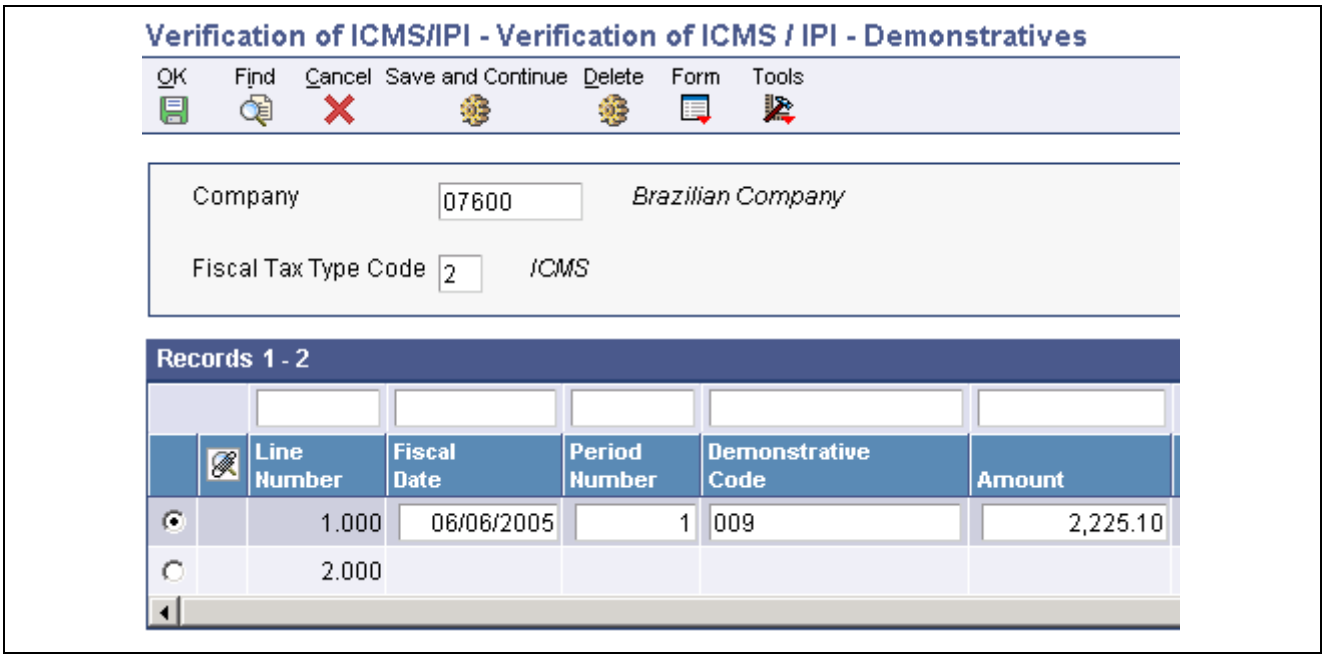
The system uses these tables to write information to the Verification of IPI report (R76B4002) and the Verification of ICMS report (R76B4003).

Forms Used to Maintain ICMS and IPI Taxes

Form Name	Form ID	Navigation	Usage
Verification of ICMS/IPI - Demonstratives	W76B1002A	Fiscal Reports - Brazil (G76B111), Verification of ICMS/IPI	Add codes from the Demonstrative Codes UDC (76B/TD) to specify whether an ICMS or IPI tax is a credit or debit. The system prints this information in the ICMS Verification fiscal book.
Verification of ICMS/IPI - Collection Document	W76B1002B	Select Collection Document from the Form menu on Verification of ICMS/IPI - Demonstratives.	Add information about the payment of ICMS and IPI taxes, including the date paid and the confirmation number
Verification of ICMS/IPI - Observations	W76B1002C	Select Comments from the Form menu on Verification of ICMS/IPI - Demonstratives.	Add comments that print at the end of the Verification of IPI and the Verification of ICMS reports.

Adding ICMS and IPI Demonstrative Codes

Access the Verification of ICMS/IPI - Demonstratives form.

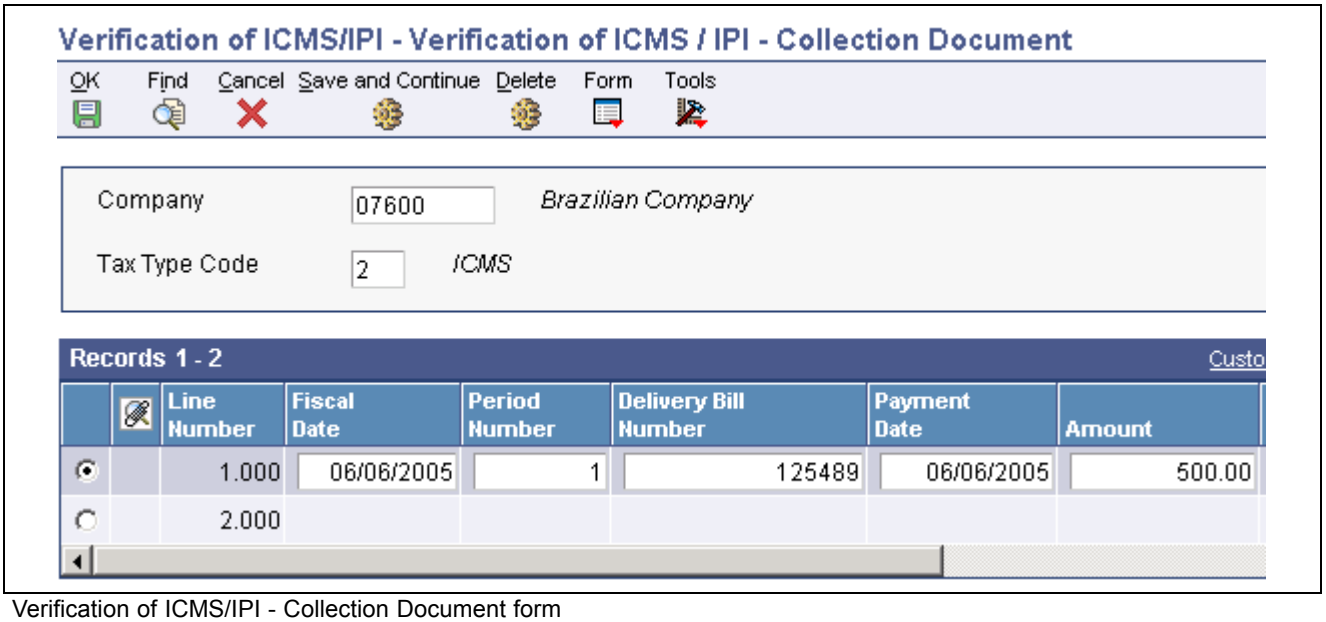


Verification of ICMS/IPI - Demonstratives form

Demonstrative Code A code from the Demonstration Code UDC table (76B/TD).

Adding ICMS and IPI Collection Information for Fiscal Books

Access the Verification of ICMS/IPI - Collection Document form.



Verification of ICMS/IPI - Collection Document form

Delivery Bill Number Fiscal delivery bill number.

Payment Date The date of the *nota fiscal.*

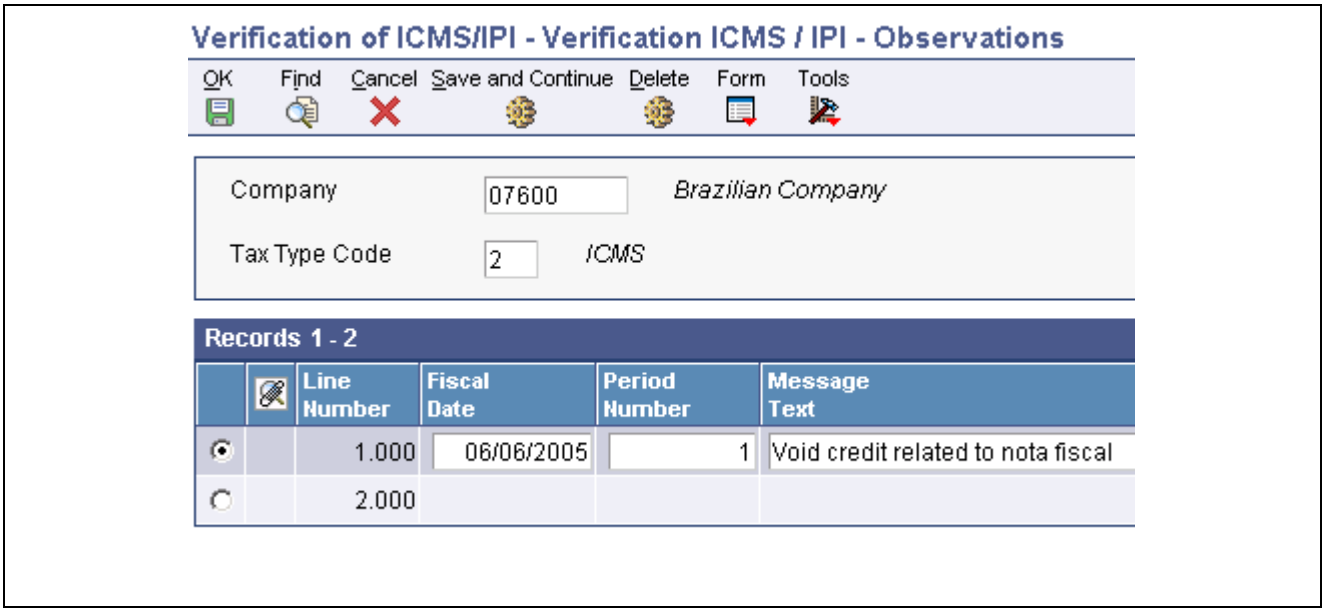
Collection Agency A remark about an item.

Delivery Date For inbound *notas fiscais,* the date that you received the *nota fiscal.* For outbound *notas fiscais,* the date that you issued the *nota fiscal.*

Delivery Location The text that names or describes an address. This 40-character alphabetic field appears on a number of forms and reports. You can enter dashes, commas, and other special characters, but the system cannot search on them when you use this field to search for a name.

Adding Comments for ICMS and IPI Taxes for Fiscal Books

Access the Verification of ICMS/IPI - Observations form.



Verification of ICMS/IPI - Observations form

Maintaining GNRE Information for Fiscal Books

This section provides an overview of GNRE and discusses how to add GNRE information.

Understanding GNRE (Guia Nacional De Recolitimento de Tributos Esaduais)

GNRE *(Guia Nacional De Recolitimento de Tributos Esaduais)* is a document that you use to pay ICMS substitution tax in Brazil. When you pay the tax, the bank gives you a confirmation number to acknowledge that you paid the tax. You must enter the confirmation number into the PeopleSoft system so that the number can be reported in the fiscal books. The system writes the information to the GNRE Table (F76B105) and uses the information to generate record type 55 when you generate the magnetic tape for reporting purposes.

Forms Used to Maintain GNRE Information

Form Name	Form ID	Navigation	Usage
Maintenance of GNRE	W76B1003A	Fiscal Reports - Brazil (G76B111), Maintenance of GNRE	Enter the confirmation number that the bank sends to you for GNRE.

Adding GNRE Information

Access the Maintenance of GNRE form.

Company From The company whose data you want to work with.

New GNRE Number The confirmation number that a bank gives to you, acknowledging that you paid ICMS Substitution tax by using a GNRE document.

Tax ID The identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Attention Accounts Payable users: The Supplier Master record supplies the default value for the tax ID for 1099 processing.

Payment Date For inbound *notas fiscais,* the date that you received the *nota fiscal.* For outbound *notas fiscais,* the date that you issued the *nota fiscal.*

Company State The state code of the company that issued the *nota fiscal.*

Destination State A user defined code (00/S) that specifies the state or province. This code is usually a postal service abbreviation.

Bank Number The bank number.

Bank Branch Number The bank branch number.

Due Date The date of the *nota fiscal.*

Amount A base or default price that is used with multipliers from the pricing rules to develop discounted prices. If no formula applies to an item or no discounts apply to a customer, the system uses this price without adjustments.

Fiscal Month The base month.

Fiscal Year The base year.

Agreement or Protocol Number A remark about an item.

Generating ICMS Magnetic Files (Sintegra)

This section provides an overview of the ICMS magnetic files and discusses how to:

- Run the Generate ICMS Magnetic Files - Sintegra program (R76B201)
- Set processing options for the Generate ICMS Magnetic Files - Sintegra program (R76B201)

Understanding ICMS Magnetic Files (Sintegra)

The Generate ICMS Magnetic Files - Sintegra program (R76B201) lets you create the flat file that you must submit for fiscal books reporting. Beginning in January 2003, the Brazilian government requires that you use the flat file layout as described in law *Convenio* ICMS 69/02 when you electronically submit the fiscal books for transactions that occurred after December 31, 2002. You use the format that is required by *Convenio* ICMS 57/95 for transactions that occurred prior to January 1, 2003. You specify the format that the system uses in the *Convenio* processing option.

The system reads records from these tables to populate the flat file:

- *Nota Fiscal* - Header (Fiscal Books) (F76101B).
- *Nota Fiscal* - Detail (Fiscal Books) (F76111B).
- *Nota Fiscal* Taxes Header - Brazil (F76B001).
- Item ASOF File (F41112).
- GNRE Table (F76B105).
- Branch/Plant Fiscal Company X-Reference - Brazil (F7606B).

The system reads tables F76111B, F76B101, and F76B001 to create record type 54 records that are based on data from *notas fiscais.* The record type 54 records that the system creates from tables F76111B and F76101B contain data about IPI and ICMS taxes. The record type 54 records that the system creates from table F76B001 contain data about Programa de Integração Social/Programa de Formação do Patrimônio do Servidor Público (PIS/PASEP) and Contribuição para Financiamento da Seguridade Social (COFINS) tax credits.

The system reads table F41112 to create record type 74 records that are based on transactions for which no *nota fiscal* exists, such as inventory adjustments.

What You Should Know About Processing Record Types 54, 74, and 75

The system generates record type 54 records from data in the *Nota Fiscal* - Detail (Fiscal Books) table (F76111B) and generates record type 74 records from data in the Item ASOF File table (F41112). The system then writes record type 75 records that are based on the data in record type 54 or record type 74 records.

Note. The information in this topic refers only to record type 54 records that are based on data in table F76111B. The system also creates record type 54 records that are based on data in the *Nota Fiscal* Taxes Header - Brazil table (F76B001), but it does not create record type 75 records that are based on those record type 54 records.

The system generates record types 54, 74, and 75 records according to these rules:

- When you set the Record Type 74 processing option to 1, the system creates records from data in table F41112. You can populate table F41112 only on a monthly basis. Therefore, the data that the system uses to populate records for record type 74 always encompasses an entire month, even when you set the From Date and Thru Date processing options to encompass a period of less than a month.

  For example, if you set the From Date processing option to December 1, 2005, and the Thru Date processing option to December 15, 2005, the system applies that reporting period to all record types except record type 74. For record type 74, the system populates records for the period of December 1, 2005, through December 31, 2005.

- The system generates these records when you set the processing options as follows:

Processing Options	Results
Processing options are set as follows: • Record type 54 = 1 • Record type 74 = 1 • Record type 75 = 1 • Files by State = 1	The system writes to the flat file as follows: • The system does *not* generate record type 74 records when the Files by State processing option is set to 1, even when the Record type 74 processing option is set to 1. Consequently, the system does not generate record type 75 records that are based on record type 74 records when the Files by State processing option is set to 1. • The system generates record type 54 records from data in table F7611B and then generates record type 75 records as follows: • If both table F76111B and table F41112 contain data for an item, the system writes a record type 54 record and a record type 75 record that is based on the record type 54 record; it does *not* create a record type 74 record for the item. • If the system writes a record type 54 record for the item, the system writes a separate text file for each state for the record type 54 record and the record type 75 record. • The system writes a single record type 75 record for each item from record type 54 records.
Processing options are set as follows: • Record type 54 = 1 • Record type 74 = 1 • Record type 75 = 1 • Files by State = 0	The system writes to the flat file as follows: • The system generates record type 54 records from data in table F76111B and record type 74 records from data in table F41112, and then it generates record type 75 records as follows: • If both table F76111B and table F41112 contain data for an item, the system writes a record type 54 record and a record type 75 record that is based on the record type 54 record, and a record type 74 record for the item. The system does not create a record type 75 record that is based on the record type 74 record. • The system generates record type 74 records and record type 75 records that are based on record type 74 records, only when no data for an item exists in table F76111B and a quantity for an item exists in table F41112. • The system writes a single record type 75 record for each item from record type 54 and record type 74 records. • Record type 75 records that are based on record type 74 records contain no tax data because they are based on table F41112.

Record Type 54 Records That are Based on Tables F76111B and F76101B

The system creates record type 75 records that are based on the record type 54 records, if they exist, and based on record type 74 records, if they exist. The system writes only one record type 75 record for each item. The item data in table F76111B takes precedence over data in table F41112. In other words, if a record type 54 record and record type 74 record exist for an item, the system writes the data from record type 54 record to record type 75. You specify in processing options whether the system creates record type 74, 54, and 75 records.

If the system creates record type 75 records that are based on record type 54 records, the record type 75 records in the flat file contain values for these fields:

- Tax Situation Code
- IPI Tax Rate
- ICMS Tax Rate
- ICMS Reduction Basis
- ICMS Substitution Basis

If the system creates record type 75 records that are based on record type 74 records, the record type 75 records in the flat file contain zeros for the previously mentioned fields.

Record Type 54 Records That are Based on Table F76B001

If table F7B001 contains an amount (other than zero) for PIS/PASEP or COFINS tax credits, the system sums the amounts for the taxes and writes a record type 54 to the flat file as illustrated in this table:

Segment Number	Segment Value
01 (Type)	54.
02 (CNPJ)	The CNPJ of the supplier on inbound transactions, or the CNPJ of the customer on outbound transactions.
03 (Model)	The *Nota Fiscal* Mode code.
04 (Series)	The *nota fiscal.* series number.
05 (Number)	The *nota fiscal.* number.
06 (CFOP)	The Transaction Nature Code from the first line of a multiple line *nota fiscal.*
07 (CST)	Zero
08 (Item Sequence)	993
09 (Item Code)	Blanks
10 (Quantity)	Zero
11 (Amount)	The sum of the PIS and COFINS taxes for the *nota fiscal.* from table F76B001.
12 (Discount Amount)	Zero
13 (ICMS Basis)	Zero
14 (ICMS Basis for Substitution Tax)	Zero
15 (IPI Amount)	Zero
16 (ICMS Rate)	Zero

Modifications to the Sintegra Flat File for 2003

As of January 2003, the format for the flat file for sending Sintegra data was modified by the Brazilian government. The PeopleSoft systems supports both the new format that is required by law *Convenio* ICMS 69/02 and the old format that is required by law *Convenio* ICMS 57/95.

Prerequisites

Before you complete the tasks in this section:

- Run the Item Ledger As Of Record Generation program (R41542) to populate the Item ASOF File table (F41112) so that the system can create record type 74.
- Set the processing options for the Generate ICMS Magnetic Tape - Sintegra program (R76B201).
- Set up the Ownership Code values in a Branch/Plant category code.

Running the Generate ICMS Magnetic Files - Sintegra Program

Select Fiscal Reports - Brazil (G76B111), Generate ICMS Magnetic Files - Sintegra.

Setting the Processing Options for Generate ICMS Magnetic Files - Sintegra (R76B201)

These processing options specify the company, dates, and type of notas fiscais and fiscal books with which you want to work.

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *nota fiscal* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *nota fiscal* for which you want to process data.

4. Print Report Use this processing option to print a verification report. The report is a dump of the text files. Values are:

Leave blank and the system does not print a report.

Enter *1* and the system prints a report.

5. Purpose of File Use this processing option to specify the purpose of the text file. Values are:

Enter *1* for initial submission of text file.

Enter *2* for resubmission of text file.

Enter *3* for submission of information that was missing from initial submission.

Enter *4* for submission of text file with corrected information.

Enter *5* for submission of text file due to the original submission containing information for an incorrect State

6. Nature of Transactions Use this processing option to specify the type of transactions contained in the text file.

7. Summarize Record Type 75 Use this processing option to specify how the system writes type 75 records to the text file. Values are:

Enter *1* and records are summarized by Second Item Number, ICMS Substitution Code, ICMS Rate, and Reduction Rate.

Enter *2* and records are written by Second Item Number.

File Properties

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Directory Name Use this processing option to specify the directory where the system saves the text file that it generates.

2. Text File Name Use this processing option to specify the name of the text file.

3. Files by State Use this processing option to create separate text files for each state. The system creates separate text files for record type 54 and record type 55 records, and for record type 75 records that are based on record type 54 records. Values are:

Leave blank and the system does not create separate text files. The system appends .TXT to the name that you entered in the Text File Name processing option.

Enter *1* to create separate text files. The system names each text file by preceding the name that you entered in the Text File Name processing option with the state code and appending .TXT to the name that you entered in the Text File Name processing option. For example, if you enter Outbound in the Text File Name processing option, for the state of São Paulo, the system writes the file name as: SPOUTBOUND.TXT.

4. Equipment Model Use this processing option to specify the machine model where the text file was created. The system prints this information on a label that you can attach to a diskette.

5. Media Recording Density Use this processing option to specify the media recording density. The system prints this information on a label that you can attach to a diskette.

Company

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Contact Name Use this processing option to specify the name of the person authorized to handle questions or problems about the text file.

2. Contact Telephone Number Use this processing option to specify the telephone number of the person authorized to handle questions or problems about the text file.

3. Company Facsimile Number Use this processing option to specify the number of the company's facsimile machine.

4. Street Address Use this processing option to specify the street address of the company.

5. Building Number Use this processing option to specify the building number of the company.

6. Additional Address Information Use this processing option to specify additional address information for the company.

7. City or County Use this processing option to specify the city or county for the company.

8. Zip Code Use this processing option to specify the postal code number for the company.

9. Branch/Plant (Business Unit) Category Code Use this processing option to enter the category code of the branch/plant (business unit) in which you have set up the Ownership Code. If you leave this processing option blank, the system uses category code 30.

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Record type 50 Use this processing option to specify whether you want to create this type of record. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records. The system lists *nota fiscal* headers and total amounts.

2. Record type 51 Use this processing option to specify whether you want to create this type of record. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records. The system lists *nota fiscal* headers and total amounts.

3. Record type 53 Use this processing option to specify whether you want to create this type of record. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records. The system lists *nota fiscal* headers and total amounts.

4. Record type 54 Use this processing option to specify whether you want to create this type of record. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records. The system lists *nota fiscal* headers and total amounts.

5. Record type 55 Use this processing option to specify whether you want to create this type of record. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records. The system lists *nota fiscal* headers and total amounts.

6. Record type 70 Use this processing option to specify whether you want to create this type of record. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records. The system lists *nota fiscal* headers and total amounts.

7. Record type 75 Use this processing option to specify whether you want to create this type of record. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records. The system lists *nota fiscal* headers and total amounts.

8. Record type 74 Use this processing option to indicate whether the system creates records for record type 74. The Files by State processing option must be blank, and the Record type 74 processing option must be set to 1 to generate records for record type 74. Values are:

Leave blank and the system does not create records for this record type.

Enter *1* to create records for record type 74.

9. Convenio Use this processing option to indicate the flat file format for the magnetic file. Values are:

Leave blank to use the format that is required by law *Convenio* ICMS 31/99.

Enter *1* to use the format that is required by law *Convenio* ICMS 69/02.

NF Futura

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Billing Invoice. Use this processing option to specify the suffix for the transaction nature codes that represent billing invoices. The system reports *notas fiscais* that have transaction nature codes that end with the suffix that you enter as a *Nota Fiscal Futura,* and prints 0 (zero) for the tax amount on the report.

2. Delivery. Use this processing option to specify the suffix for the transaction nature codes that represent the taxes for merchandise shipped after a billing invoice is sent. *Notas fiscais* that have transaction nature codes that end with the suffix that you enter are reported as a *Nota Fiscal Futura*.

Purging Incomplete Fiscal Book Records

This section provides an overview of purging incomplete fiscal book records and discusses how to purge incomplete fiscal book records:

Understanding Purging Incomplete Fiscal Book Records

This program deletes the incomplete *notas fiscais* from the *Nota Fiscal* - Header (Fiscal Books) table (F76101B) and the *Nota Fiscal* - Detail (Fiscal Books) table (F76111B), and prints a report listing the records that were deleted. When you run this program, the system deletes *notas fiscais* that have a header record and no detail record, and those that have a detail record and no header record.

Prerequisites

Before you complete the tasks in this section:

- Verify ICMS and IPI Taxes.
- Revise *nota fiscal* records, as necessary.
- Revise GNRE records, as necessary.
- Set up the cross-reference for transaction nature codes.

  See Chapter 4, "(BRA, CHL, PER) Setting Up the System for Brazil, Chile and Peru," (BRA) Setting Up a Cross-Reference for Transaction Nature Codes, page 112.
- Generate the Fiscal Books work files.

Purging Incomplete Fiscal Book Records

Select Fiscal Records - Brazil (G76B111), Integrity Report.

Printing Fiscal Books Reports

This section provides an overview of printing fiscal books and discusses how to:

- Print the Issuer Code List report.
- Set processing options for Issuer Codes List (R76B4004).
- Print the Product Codes List report.
- Set processing options for Product Code List (R76B4005).
- Print the retained ICMS report.
- Set processing options for *Notas Fiscais* With Retained ICMS (R76B4007).
- Print the Listing of Interstate Operations report.
- Set processing options for Interstate Operation Listing (R76B4008).
- Print the interstate operations for inbound transactions report.
- Set processing options for Interstate Operation Form - Inbound (R76B4009).
- Print the interstate operations for outbound transactions report.
- Set processing options for Interstate Operation Form - Outbound (R76B4010).
- Print the Annual Declaration - IPM report.
- Set processing options for Annual Declaration - IPM (R76B4012).

Understanding Printing Fiscal Books Reports

Fiscal books reports provide supplementary data for the fiscal books that you submit to the government. You produce fiscal books reports for the same tax reporting period as the fiscal books.

Prerequisites

Before you complete the tasks in this section:

- Verify ICMS and IPI Taxes.
- Revise *nota fiscal* records, as necessary.
- Revise GNRE records, as necessary.
- Set up the cross-reference for transaction nature codes.

  See Chapter 4, "(BRA, CHL, PER) Setting Up the System for Brazil, Chile and Peru," (BRA) Setting Up a Cross-Reference for Transaction Nature Codes, page 112.
- Generate the Fiscal Books work files.

Printing the Issuer Code List Report

The Issuer Code List report lists the codes that are associated with the suppliers which appear on the selected *notas fiscais*. You can generate this report from a menu option; the system automatically generates this report when you generate the Inbound Book report (R76B4000) in final mode. You send the Issuer Code List report to the appropriate government agency along with the Inbound Registry Fiscal Book.

Select Fiscal Records - Brazil (G76B111),Issuer Code List.

Setting Processing Options for Issuer Codes List (R76B4004)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

These processing options specify the company, and the beginning and ending dates for the *notas fiscais* that the system processes.

1. Fiscal Company: Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

Printing the Product Codes List Report

The Product Code List report (R76B4005) provides a list of the items and their associated product codes that appear on the selected *notas fiscais*.

Select Fiscal Records - Brazil (G76B111),Product Code List.

Setting Processing Options for Product Codes List (R76B4005)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Default

This processing option specifies the company for which you want to process *nota fiscal* data.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

Printing the Retained ICMS Report

This report lists the *notas fiscais* that contained ICMS substitution for a specified period. You generate this report by state, based on the client state, and send it to each state government.

Select Fiscal Reports - Brazil (G76B111),*Notas Fiscais* with Retained ICMS.

Setting Processing Options for Notas Fiscais With Retained ICMS (R76B4007)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Selection

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Nota Fiscal Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

2.. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data.

Printing the Listing of Interstate Operations

This report lists the *notas fiscais* that you issued in a specified period. You generate the report by state, based on the customer state, and send it to each state government.

Select Fiscal Records - Brazil (G76B111),Listing of Interstate Operations.

Setting Processing Options for Interstate Operation Listing (R76B4008)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Default

These processing options specify the company, dates, and type of *nota fiscal* for which you want to process data.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Nota Fiscal Type Use this processing option to specify whether you work with inbound or outbound *notas fiscais.* Values are:

E: for Inbound

S: for Outbound

Printing the Interstate Operations for Inbound Transactions Report

This report summarizes taxes for inbound *notas fiscais*. The system groups the records by the issuer state. You send the report to the state where the company resides.

Select Fiscal Records - Brazil (G76B111),Interstate Operation Form - Inbound.

Setting Processing Options for the Interstate Operation Form - Inbound (R76B4009)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

These processing options specify the company and dates for which you want to process *nota fiscal* data.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

Printing the Interstate Operations for Outbound Transactions Report

This report summarizes taxes on outbound *notas fiscais*. The system groups the records by the issuer state. You send the report to the state where the company resides.

Select Fiscal Records - Brazil (G76B111),Interstate Operation Form - Outbound.

Setting Processing Options for the Interstate Operation Form - Outbound (R76B4010)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

These processing options specify the company and dates for which you want to process *nota fiscal* data.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

Printing the Annual Declaration - IPM Report

The Annual Declaration - IPM report provides a summary of the ICMS taxes paid for the year.

Select Fiscal Records - Brazil (G76B111). Annual Declaration - IPM

Setting Processing Options for Annual Declaration - IPM (R76B4012)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

These processing options specify the company and dates for which you want to process *nota fiscal* data.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

Printing the DIPI Summaries and Statements

This section provides an overview of the DIPI summaries and statements report and discusses how to:

- Print the DIPI summaries and statements report.
- Set processing options for DIPI Summaries and Statements.

Understanding the DIPI Summaries and Statements Report

The DIPI Summaries and Statements program (R76B4006) produces two reports that contain a summary of IPI taxes based on transaction nature codes:

- The FICHA 23 - *Entradas e Creditos* report (Inbounds and Credits) provides information about inbound transactions.
- The FICHA 24 - *Saidas e Debitos* report (Outbounds and Debits) provides information about outbound transactions.

The system determines the layout of the Ficha 23 and Ficha 24 reports by accessing the DIPI Inbound Report Line Defs UDC table (76B/DI) and the DIPI Outbound Report Line Defs UDC table (76B/DO). These UDC tables contain values for transaction nature codes in the Codes field, values for the report (ficha) in the Description 01 field, and line numbers in the Description 02 field.

When you run the DIPI Summaries and Statements program, the system:

- Reads the value in the Transaction Nature Code field in the *Nota Fiscal* - Detail (Fiscal Books) table (F76111B) for the transactions that you process.
- Compares the transaction nature codes from table F76111B to the values in the 76B/DI UDC and 76B/DO UDC
- Determines the section of the report and line for which to include the transaction data.

For example, suppose these values exist in the 76B/DI UDC table:

Codes	Description 01	Description 02
111	23	01
114	23	05
211	23	01
235	23	04
312	23	08
394	23	10

When you run the DIPI Summaries and Statements program, the system includes all transactions that have a transaction nature code of 111 and 211 on line 01 of the Ficha 23 report.

FICHA 23 - Entradas e Creditos

The FICHA 23 - *Entradas e Creditos* report contains totals for three columns of data as described in this table:

Report	Columns	Totals
FICHA 23 - Entradas e Creditos (Inbounds and Credits)	Inbound transactions with credits (Com Creditos)	• Inbound transactions for the domestic market *(Entradas-Mercado Nacional)*. • Inbound transactions for foreign markets *(Entradas-Mercado Externo)*. • Total of the inbound transactions for domestic and foreign markets *(Total Das Entradas)*. • Total of other credits *(Total de Outros Creditos)*. The system completes this field with zeros.
	Inbound transactions without credits *(Sem Creditos)*.	• Inbound transactions for the domestic market *(Entradas-Mercado Nacional)*. • Inbound transactions for foreign markets *(Entradas-Mercado Externo)*. • Total of the inbound transactions for domestic and foreign markets *(Total Das Entradas)*. • Total of other credits *(Total de Outros Creditos)*. The system completes this field with zeros.
	Inbound transactions with credited IPI tax *(IPI Creditado)*	• Inbound transactions for the domestic market *(Entradas-Mercado Nacional)*. • Inbound transactions for foreign markets *(Entradas-Mercado Externo)*. • Total of the inbound transactions for domestic and foreign markets *(Total Das Entradas)*. • Total of other credits *(Total de Outros Creditos)*. The system completes this field with zeros. • Total of credited IPI *(Total Do IPI Creditado)*.

The system adds up the amounts for records for the FICHA 23 - *Entradas e Creditos* report by transaction nature codes and prints the summed amounts for the codes on each line as follows:

- Line 01:
- Transaction nature codes: 111, 121, 171, 211, 221, 271.
- Line 02:
- Transaction nature codes: 112, 122, 172, 212, 222, 272.

- Line 03
- Transaction nature codes: 113, 213.
- Line 04
- Transaction nature codes: 131, 132, 177, 178, 231, 232, 235, 277, 278.
- Line 05
- Transaction nature codes: 114, 123, 124, 133, 134, 142, 143, 144, 151, 153, 154, 155, 161, 162, 163, 164, 165, 170, 173, 174, 175, 176, 179, 182, 185, 186, 191, 192, 193, 194, 195, 196, 197, 198, 199, 214, 224, 233, 234, 242, 243, 244, 251, 252, 253, 254, 255, 261, 262, 263, 264, 265, 270, 273, 274, 275, 276, 279, 285, 286, 291, 292, 293, 294, 295, 296, 297, 298, 299.
- Line 06
- Sum of lines 01 through 05.
- Line 07
- Transaction nature code: 311.
- Line 08
- Transaction nature code: 312.
- Line 09
- Transaction nature code: 321, 322.
- Line 10
- Transaction nature code: 313, 323, 324, 351, 352, 353, 354, 391, 394, 397, 399.
- Line 11
- Sum of lines 07 through 10.
- Line 12
- Sum of lines 06 and 11.
- Line 13, 14, 15, 16.
- Other Credits. The system completes these lines with zeros.
- Line 17
- Sum of lines 13 through 16.
- Line 18
- Sum of lines 12 and 17.

FICHA 24 - Saidas e Debitos

The FICHA 24 - *Saidas e Debitos* report (Outbounds and Debits) contains totals for three columns of data as described in this table:

Report	Columns	Totals
FICHA 24 - *Saidas e Debitos* (Outbounds and Debits)	Outbound transactions with debits *(Com Debitos)*	• Outbound transactions for the domestic market *(Saidas-Mercado Nacional)*. • Outbound transactions for foreign markets *(Saidas-Mercado Externo)*. • Total of the outbound transactions for domestic and foreign markets *(Total Das Saidas)*. The system completes this field with zeros.
	Outbound transactions without debits *(Sem Debitos)*	• Outbound transactions for the domestic market *(Saidas-Mercado Nacional)*. • Outbound transactions for foreign markets *(Saidas-Mercado Externo)*. • Total of the outbound transactions for domestic and foreign markets *(Total Das Saidas)*. The system completes this field with zeros.
	Outbound transactions with debited IPI tax *(IPI Debitado)*	• Outbound transactions for the domestic market *(Saidas-Mercado Nacional)*. • Outbound transactions for foreign markets *(Saidas-Mercado Externo)*. • Total of the outbound transactions for domestic and foreign markets *(Total Das Saidas)*. • Total of other debits *(Total de Outros Debitos)*. The system completes this field with zeros. • Total of debited IPI *(Total Do IPI Debitado)*.

The system sums the amounts for records for the FICHA 24 - *Saidas e Debitos* report by transaction nature codes and prints the summed amounts for the codes on each line as follows:

- Line 01:
- Transaction nature codes: 511, 514, 516, 521, 525, 571, 611, 614, 616, 618, 621, 625, 671, 672.
- Line 02:
- Transaction nature codes: 512, 515, 517, 522, 573, 574, 612, 615, 617, 619, 622, 626, 673, 674.
- Line 03:
- Transaction nature codes: 513, 613.
- Line 04:
- Transaction nature codes: 531, 532, 577, 578, 631, 632, 635, 677, 678.
- Line 05:

- Transaction nature codes: 523, 524, 533, 534, 542, 543, 544, 545, 551, 552, 553, 561, 562, 563, 575, 576, 579, 581, 585, 586, 587, 588, 589, 591, 592, 593, 594, 595, 596, 597, 599, 623, 624, 633, 634, 642, 643, 644, 645, 651, 652, 653, 661, 662, 663, 670, 675, 676, 679, 685, 686, 687, 688, 689, 691, 692, 693, 694, 695, 696, 697, 699.
- Line 06:
- Sum of lines 01 through 05.
- Line 07:
- Transaction nature codes: 711, 716.
- Line 08:
- Transaction nature codes: 712, 717.
- Line 09:
- Transaction nature codes: 731, 732.
- Line 10:
- Transaction nature codes: 733, 734, 741, 761, 799.
- Line 11:
- Sum of lines 07 through 10.
- Line 12:
- Sum of lines 06 and 11.
- Line 13, 14, 15, 16, 17:
- Other Debits. The system completes these lines with zeros.
- Line 18:
- Sum of lines 13 through 17.
- Line 19:
- Sum of lines 12 and 18.

Prerequisite

Before you complete the tasks in this section, verify that the DIPI Inbound Report Line Definitions UDC table (76B/DI) and the DIPI Outbound Report Line Definitions UDC table (76B/DO) contain the values that you need to process the inbound and outbound transactions.

Printing the DIPI Summaries and Statements Report

Fiscal Records - Brazil menu (G76B111). DIPI Summaries and Statements

Setting Processing Options for DIPI Summaries and Statements (R76B4006)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

These processing options specify the company and dates for which you want to process *nota fiscal* data, and the beginning credit balance.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Credit Balance Use this processing option to specify the period beginning credit balance for IPI taxes. Because the system does not carry over the balance from the previous month, you must enter the ending balance for last month as the beginning balance for this month. The ending balance for the previous month is on the IPI Verification report for that month. You generate the IPI Verification report when you run the Verification of IPI program (R76B4002).

Printing the DIPI Annual Movements Report

This section provides an overview of the DIPI annual movements report and discusses how to:

- Print the DIPI Annual Movements report.
- Set processing options for DIPI Annual Movements (R76B4011).

Understanding the DIPI Annual Movements Report

The DIPI Annual Movements program (R76B4011) produces a report that lists the customers who comprise the top 80 percent of the sales that are generated for a company, up to 100 customers. If more than 100 customers comprise the top 80 percent, the report lists only the top 100 customers.

The report lists the customers by each of these categories:

- The Ficha 25 section of the report lists the issuers of raw materials/merchandise *(Remetentes de Insumos/Mercadorias)*.
- The Ficha 26 section of the report lists the customers for inbound raw materials and merchandise *(Entradas de Insumos/Mercadorias)*.
- The Ficha 27 section of the report lists the recipients of raw materials and merchandise *(Destinatarios de Produtos/Mercadorias/Insumos)*.

- The Ficha 28 section of the report lists the customers for outbound raw materials and merchandise *(Saidas de Produtos/Mercadorias/Insumos)*.

Prerequisite

Set up the DIPI Annual Movements Report UDC table (76B/DA).

Printing the DIPI Annual Movements Report

Select Fiscal Records - Brazil (G76B111),DIPI Annual Movements.

Setting Processing Options for DIPI Annual Movements (R76B4011)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

These processing options specify the company and dates for which you want to process *nota fiscal* data.

1. Fiscal Company: Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

Generating Fiscal Books

This chapter provides an overview of each fiscal book that you can generate, and discusses how to:

- Print the inbound registry fiscal book.
- Set processing options for Inbound Registry (R76B4016).
- Print the outbound registry fiscal book.
- Set processing options for Outbound Registry (R76B4001).
- Print the outbound registry for ISS fiscal book.

- Set processing options for Outbound Registry - ISS (R76B4015).
- Print the IPI verification fiscal book.
- Set processing options for Verification of IPI (R76B4002).
- Print the ICMS verification fiscal book.
- Set processing options for Verification of ICMS (R76B4003).
- Print the inventory records fiscal book.
- Set processing options for Inventory Record (R76B4013).
- Print the manufacturing and inventory control fiscal book.
- Set processing options for Record of Manufacturing Control and Inventory (R76B4014).

Understanding the Fiscal Books to Generate for Brazil

The federal government in Brazil requires that you produce fiscal books according to a specified schedule. You electronically send the fiscal books to the government.

These applications generate fiscal books:

- Inbound Book (R76B4000).
- Outbound Book (R76B4001).
- Verification of IPI (R76B4002).
- Verification of ICMS (R76B4003).
- Inventory Record (R76B4013).
- Record of Manufacturing Control and Inventory (R76B4014).
- Outbound Registry - ISS (R76B4015).
- Inbound Registry - São Paulo (R76B4016).

Inbound Registry Fiscal Book

The Inbound Registry batch program generates a report that meets the requirements for the Inbound Fiscal Book. The report includes information about inbound *notas fiscais,* including the transaction nature, state, value, and the tax amount and percentage.

In the detail section, the report totals the ICMS and IPI taxes on the *notas fiscais* for each date in the date range that you specify in the processing options.

In the summary section, the report totals ICMS tax by transaction nature for each state. You specify how the report handles IPI tax by setting processing options.

Outbound Registry Fiscal Book

The Outbound Registry batch program (R76B4001) generates a report that meets the requirements for the Outbound Fiscal Book. The report includes information about outbound *notas fiscais*, including the transaction nature, state, value, and the tax amount and percentage.

In the detail section, the report totals the ICMS and IPI taxes on the *notas fiscais* for each date in the date range that you specify in the processing options.

In the summary section, the report totals ICMS tax by transaction nature for each state. You specify how the report handles IPI tax by setting processing options.

IPI Verification Fiscal Book

This report produces a credit and debit summary of IPI tax amounts that is based on the inbound and outbound *notas fiscais.* If the company is subject to IPI taxes, you must generate this report every ten days.

ICMS Verification Fiscal Book

This report produces a credit and debit summary of ICMS tax amounts that is based on the inbound and outbound *notas fiscais.* You must generate this report monthly.

Inventory Records Fiscal Book

The system uses records in the Item ASOF File table (F41112) to create the Inventory Records Fiscal Book. Before you print the Inventory Records Fiscal Book, you must update the records in table F41112.

Printing the Inbound Registry Fiscal Book

Select Fiscal Reports - Brazil (G76B111), Inbound Registry.

Setting Processing Options for Inbound Registry (R76B4016)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Proof/Final Mode Use this processing option to specify whether the system runs the batch program in proof or final mode. Values are:

Leave blank to run in proof mode.

Enter *1* to run in final mode.

5. Fiscal Book Code Use this processing option to specify the type of fiscal book for which you want to convert data. You select a code from the Fiscal Book Code UDC (76/FB).

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Supplier Number Use this processing option to specify whether the Address Book number or the Tax ID number of the supplier prints on the report. Values are:

Leave blank to use the tax ID number (CNPJ)

Enter *1* to use the Address Book number

2. Monthly Summary Use this processing option to specify whether a summary section prints on the report. Values are:

Leave blank and the system does not print summary.

Enter *1* to print summary. The system prints a summary of ICMS and IPI tax amounts by Transaction Nature and tax rate percentage for the range of dates set by the From Date and Through Date processing options for this program.

3. Billing Invoices Use this processing option to specify the suffix for the transaction nature codes that represent billing invoices. The system reports *notas fiscais* that have transaction nature codes that end with the suffix that you enter as a *Nota Fiscal Futura,* and prints 0 (zero) for the tax amount on the report.

Text

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Text 1 Use this processing option to specify text that will print at the end of the report. The text you enter in this processing option prints next to the amount that you enter in the Amount 1 processing option.

2. Amount 1 Use this processing option to specify an amount that will print at the end of the report. The amount you enter in this processing option prints next to the text that you enter in the Text 1 processing option.

3. Text 2 Use this processing option to specify text that will print at the end of the report. The text you enter in this processing option prints next to the amount that you enter in the Amount 2 processing option.

4. Amount 2 Use this processing option to specify an amount that will print at the end of the report. The amount you enter in this processing option prints next to the text that you enter in the Text 2 processing option.

5. Text 3 Use this processing option to specify text that will print at the end of the report. The text you enter in this processing option prints next to the amount that you enter in the Amount 3 processing option.

6. Amount 3 Use this processing option to specify an amount that will print at the end of the report. The amount you enter in this processing option prints next to the text that you enter in the Text 3 processing option.

Printing the Outbound Registry Fiscal Book

Select Fiscal Reports - Brazil (G76B111),Outbound Registry.

Setting Processing Options for Outbound Registry (R76B4001)

These processing options specify how the system creates the Outbound Fiscal Book. When you run this program in final mode, the system changes the status code for canceled *notas fiscais* to 997, changes the status code for all other *notas fiscais* to 987, and updates the last print date in the Fiscal Books Next Number Control - Brazil table (F7602B).

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Proof/Final Mode Use this processing option to specify whether the system runs the batch program in proof or final mode. Values are:

Leave blank for proof mode.

Enter *1* for final mode.

5. Fiscal Book Code Use this processing option to specify the type of fiscal book for which you want to convert data. You select a code from the Fiscal Book Code UDC (76/FB).

6. IPI Tax Print Use this processing option to specify whether the system prints details or a summary of IPI taxes, or does not print IPI taxes. Values are:

Enter *1* and the system prints a line for every IPI tax record for each transaction nature code on a *nota fiscal.*

Enter *2* and the system prints a summary of the IPI taxes for each *nota fiscal.*

Enter *3* and IPI taxes are not printed.

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Monthly Summary Use this processing option to specify whether a summary section prints on the report. Values are:

Leave blank and the system does not print summary.

Enter *1* to print summary. The system prints a summary of ICMS and IPI tax amounts by Transaction Nature and tax rate percentage for the range of dates set by the From Date and Through Date processing options for this program.

2. Billing Invoices Use this processing option to specify the suffix for the transaction nature codes that represent billing invoices. The system reports *notas fiscais* that have transaction nature codes that end with the suffix that you enter as a *Nota Fiscal Futura,* and prints 0 (zero) for the tax amount on the report.

3. Delivery Use this processing option to specify the suffix for the transaction nature codes that represent the taxes for merchandise shipped after a billing invoice is sent. *Notas fiscais* that have transaction nature codes that end with the suffix that you enter are reported as a *Nota Fiscal Futura*.

Text

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Text 1 Use this processing option to specify text that will print at the end of the report. The text you enter in this processing option prints next to the amount that you enter in the Amount 1 processing option.

2. Amount 1 Use this processing option to specify an amount that will print at the end of the report. The amount you enter in this processing option prints next to the text that you enter in the Text 1 processing option.

3. Text 2 Use this processing option to specify text that will print at the end of the report. The text you enter in this processing option prints next to the amount that you enter in the Amount 2 processing option.

4. Amount 2 Use this processing option to specify an amount that will print at the end of the report. The amount you enter in this processing option prints next to the text that you enter in the Text 2 processing option.

5. Text 3 Use this processing option to specify text that will print at the end of the report. The text you enter in this processing option prints next to the amount that you enter in the Amount 3 processing option.

6. Amount 3 Use this processing option to specify an amount that will print at the end of the report. The amount you enter in this processing option prints next to the text that you enter in the Text 3 processing option.

Printing the Outbound Registry for ISS Fiscal Book

Select Fiscal Reports - Brazil (G76B111), Outbound Registry - ISS.

Setting Processing Options for Outbound Registry - ISS (R76B4015)

These processing options specify how the system creates the Outbound Registry for ISS Fiscal Book.

When you run this program in final mode, the system changes the status code for canceled *notas fiscais* to 997, changes the status code for all other *notas fiscais* to 987, and updates the last print date in the Fiscal Books Next Number Control table (F7602B).

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Proof/Final Mode Use this processing option to specify whether the system runs the batch program in proof or final mode. Values are:

Leave blank for proof mode.

Enter *1* for final mode.

5. Services Nota Fiscal Use this processing option to specify the Transaction Nature code that is associated with Services.

6. Fiscal Book Code Use this processing option to specify the type of fiscal book for which you want to convert data. You select a code from the Fiscal Book Code UDC (76/FB).

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Status Code 1 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled *notas fiscais.*

2. Status Code 2 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled *notas fiscais.*

3. Status Code 3 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled *notas fiscais.*

4. Status Code 4 Use this processing to select a code from the Activity/Status Codes UDC (40/AT) to represent canceled *notas fiscais.*

Text

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Text 1 Use this processing option to specify text that prints at the end of the report. You can enter up to 35 characters.

2. Text 2 Use this processing option to specify text that prints at the end of the report. You can enter up to 35 characters.

3. Text 3 Use this processing option to specify text that prints at the end of the report. You can enter up to 35 characters.

4. Text 4 Use this processing option to specify text that prints at the end of the report. You can enter up to 35 characters.

Printing the IPI Verification Fiscal Book

SelectFiscal Reports - Brazil (G76B111), Verification of IPI.

Setting Processing Options for Verification of IPI (R76B4002)

These processing options specify how the system writes information for verifying IPI taxes. When you run this program in final mode, the system changes the status code for canceled *notas fiscais* to 997, changes the status code for all other *notas fiscais* to 987, and updates the last print date in the Fiscal Books Next Number Control table (F7602B).

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Fiscal Book Code Use this processing option to specify the type of fiscal book for which you want to convert data. You select a code from the Fiscal Book Code UDC (76/FB).

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Proof/Final Mode Use this processing option to specify whether the system runs the batch program in proof or final mode. Values are:

Leave blank for proof mode.

Enter *1* for final mode.

2. Billing Invoice Use this processing option to specify the suffix for the transaction nature codes that represent billing invoices. The system reports *notas fiscais* that have transaction nature codes that end with the suffix that you enter as a *Nota Fiscal Futura,* and prints 0 (zero) for the tax amount on the report.

4. Delivery Use this processing option to specify the suffix for the transaction nature codes that represent the taxes for merchandise shipped after a billing invoice is sent. *Notas fiscais* that have transaction nature codes that end with the suffix that you enter are reported as a *Nota Fiscal Futura*.

Printing the ICMS Verification Fiscal Book

SelectFiscal Reports - Brazil (G76B111), Verification of ICMS.

Setting Processing Options for Verification of ICMS (R76B4003)

These processing options specify how the system writes information for verifying ICMS taxes. When you run this program in final mode, the system changes the status code for canceled *notas fiscais* to 997, changes the status code for all other *notas fiscais* to 987, and updates the last print date in the Fiscal Books Next Number Control table (F7602B).

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. From Date Use this processing option to specify the beginning date of the *notas fiscais* for which you want to process data.

3. Thru Date Use this processing option to specify the ending date of the *notas fiscais* for which you want to process data.

4. Fiscal Book Code Use this processing option to specify the type of fiscal book for which you want to convert data. You select a code from the Fiscal Book Code UDC (76/FB).

Processing

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Proof/Final Mode Use this processing option to specify whether the system runs the batch program in proof or final mode. Values are:

Leave blank for proof mode.

Enter *1* for final mode.

2. Billing Invoice Use this processing option to specify the suffix for the transaction nature codes that represent billing invoices. The system reports *notas fiscais* that have transaction nature codes that end with the suffix that you enter as a *Nota Fiscal Futura,* and prints 0 (zero) for the tax amount on the report.

3. Delivery Use this processing option to specify the suffix for the transaction nature codes that represent the taxes for merchandise shipped after a billing invoice is sent. *Notas fiscais* that have transaction nature codes that end with the suffix that you enter are reported as a *Nota Fiscal Futura.*

4. Summary by Rate Use this processing to print a summary by ICMS tax interest rate. The system will break and print summaries when the rate changes.

Printing the Inventory Records Fiscal Book

SelectFiscal Reports - Brazil (G76B111), Inventory Records.

Setting Processing Options for Inventory Record (R76B4013)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Default

These processing options specify how the system creates the Inventory Records Fiscal Book.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. Month Use this processing option to enter a two-digit value for the month for which the system processes records. For example, enter *05* for May. You must complete this processing option.

3. Year Use this processing option to specify the year on which to report. Enter a four-digit value.

4. Items with Zero Balance Use this processing option to specify whether the system includes items with a zero balance on the report. Values are:

Leave blank and the system does not include items with a zero balance on the report.

Enter *1* to include items with a zero balance on the report.

5. Proof/Final Mode Use this processing option to specify whether the system runs the batch program in proof or final mode. Values are:

Leave blank for proof mode.

Enter *1* for final mode.

6. Fiscal Book Code Use this processing option to specify the type of fiscal book for which you want to convert data. You select a code from the Fiscal Book Code UDC (76/FB).

Printing the Manufacturing and Inventory Control Fiscal Book

Select Fiscal Reports - Brazil (G76B111),Manufacturing and Inventory Control.

Setting Processing Options for Record of Manufacturing Control and Inventory (R76B4014)

These processing options specify how the system creates the Manufacturing and Inventory Control Fiscal Book.

Default

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Fiscal Company Use this processing option to specify the company for which you want to process *nota fiscal* data. If you leave this processing option blank, the system processes records for all companies.

2. Month Use this processing option to enter a two-digit value for the month for which the system processes records. For example, enter *05* for May. You must complete this processing option.

3. Year Use this processing option to specify the year on which to report. Enter a four-digit value.

4. Proof/Final Mode Use this processing option to specify whether the system runs the batch program in proof or final mode. Values are:

Leave blank for proof mode.

Enter *1* for final mode.

5. Third Item Number Use this processing option to specify whether the system prints the third item number on the report. Values are:

Leave blank and the system does not print the third item number.

Enter *1* to print the third item number.

6. Fiscal Book Code Use this processing option to specify the type of fiscal book for which you want to convert data. You select a code from the Fiscal Book Code UDC (76/FB).

CHAPTER 20

(BRA) Electronic GIA Workbench

This chapter provides an overview of the electronic GIA workbench, an overview of GIA record types, and discusses how to:

- Add company profiles.
- Work with *Declarao do Indice de Participao dos Municipios* (DIPAM-B) codes.
- Work with electronic *Guia de Informação e Apuração* (GIA) occurrences and sub-item codes.
- Set up City Codes.
- Extract GIA data.
- Create GIA records manually.
- Modify GIA records.
- Delete GIA Records.
- Print GIA data.
- Send GIA data.
- Purge GIA data.

Understanding the Electronic GIA Workbench

GIA de Imposto sobre Circulação de Mercadorias e Serviços (ICMS) is the ICMS Assessment and Information form. Taxpayers use the GIA to report their economic activities, such as the selling and purchasing of goods within a state and between states. The GIA provides a record of the ICMS tax that is due to the state government. The GIA is sent to the tax authorities of the state government in an electronic flat file in a format that is specified by the state.

Note. The PeopleSoft systems supports only the requirements of the state of São Paulo.

You obtain the data for the GIA flat files by running the Nota Fiscal Conversion program (R76B200A). The Nota Fiscal Conversion program reads the F7601B and F7611B tables, and populates the F76101B and F76111B tables. You then run the Extract GIA program (R76B130). The Extract GIA program reads the data in tables F76101B and F76111B, and populates the F76B130 table and the F76B131 table. You can then use the Electronic GIA Workbench program (P76B130) to maintain the records in tables F76B130 and F76B131. The Electronic GIA Workbench program also lets you manually add records for transactions that do not exist in tables F7601B and F7611B. After you make any needed modifications, you generate the flat files that you send to the state government.

What You Should Know About the Flexible Field

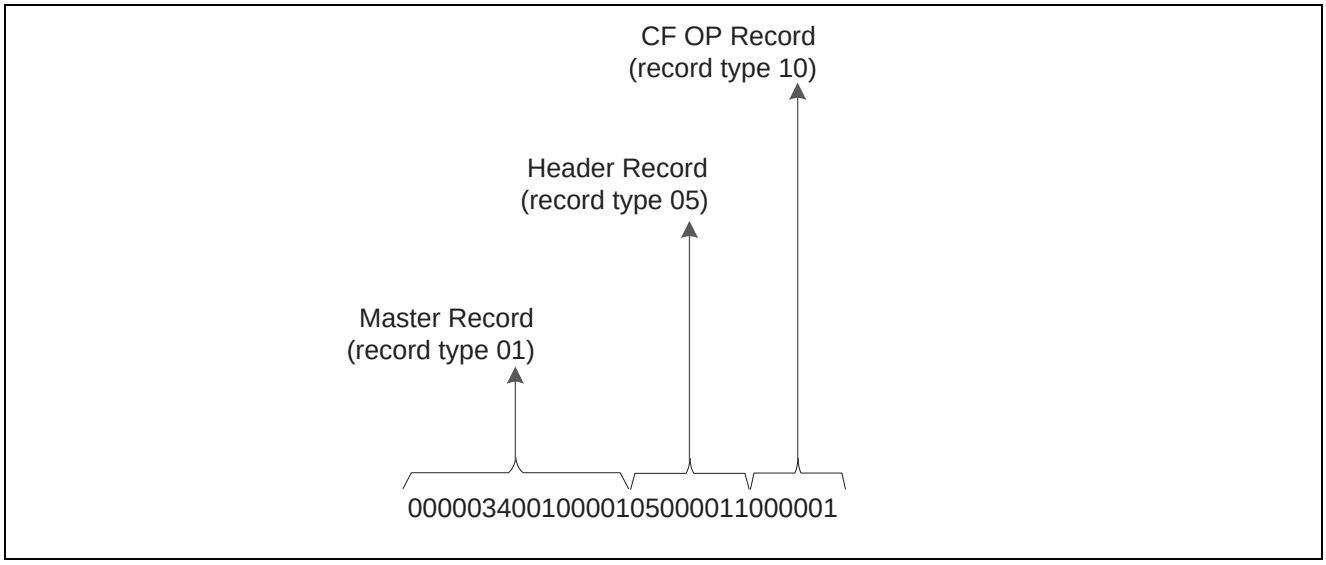
The Flexible Field is a 400-character field (data item GIFF) in the F76B131. When you run the Extract GIA program, the system reads data in the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table and writes a series of text strings, each up to 400-characters, to the Flexible Field in table F76B131. When you load GIA records in the Electronic GIA Workbench program, the system parses the text in the Flexible Field into the appropriate fields on the Electronic GIA Revision form.

If you manually create records by using the Electronic GIA Workbench program, the system creates the text string that it writes to the Flexible Field by concatenating the values that you enter in the fields on the Electronic GIA Revision form. The system displays the text string in the Electronic GIA Revision form when you click Find after completing a record.

What You Should Know About the String Key Field

The system uses the value in the String Key field to determine the order of the data in the flat file. Additionally, the String Key field on the Electronic GIA Workbench form shows the ancestry of a record. For example, a CFOP record (record type 10) can exist only as a child of a header record (record type 05). A header record can exist only as a child of a master record (record type 01). Because of these dependencies, the value in the String Key field for a CFOP record contains information about each of the antecedents. In this example, the value for the String Key field contains 30 characters: the first 15 characters contain information about the master record, characters 16 through 22 contain information about the header record, and characters 23 through 30 contain information about the CFOP record.

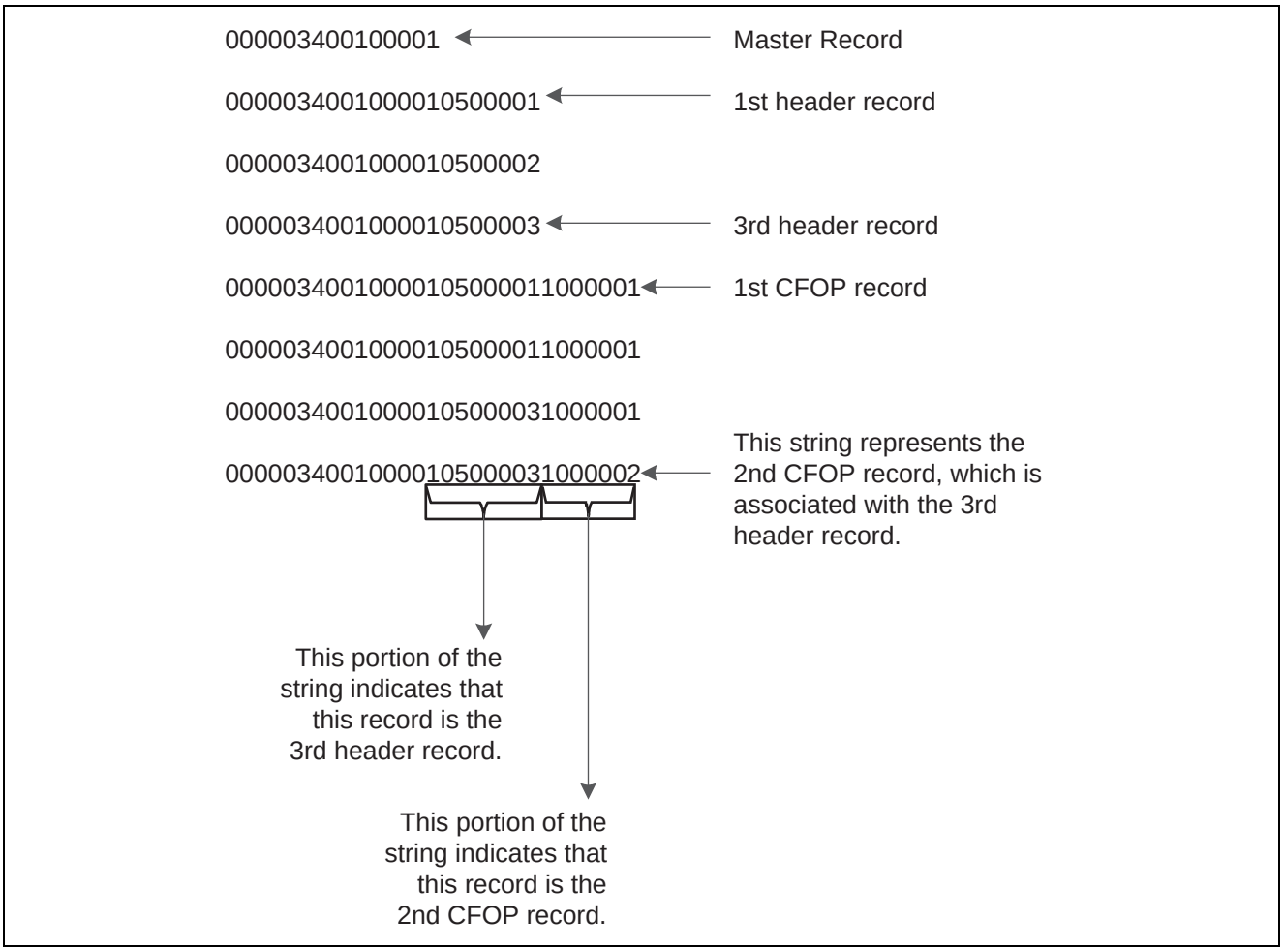
This graphic shows an example of a value in the String Key field:



String Key field

You can use the value in the String Key field to determine which child record belongs to which parent record. For example, when you run the Extract GIA program, the system creates a CFOP record for each transaction nature code for each company in the company profile that you select. If the company profile contains five companies (which the system displays as record type 05) and each company has *notas fiscais* for five transaction nature codes, the system creates 25 CFOP records. Although the 25 CFOP records are the descendants of five different parents, all 25 records are displayed consecutively in the Electronic GIA Workbench. The value in the String Key field reveals which child records (record type 10) belong to each parent record (record type 05).

This graphic shows an example of the relationship between parent and child records in the String Key field:



Interpreting the String Key field

This table describes the information contained in the String Key field for each record type:

Record Type	String Key Field
01 (Master)	The value in the String Key field for a master record contains 15 characters. • The first 8 characters denote the next numbering scheme. This sequence of characters increments according to the next numbers that you set up in the 10th next numbering position for system 76B. • Characters 9 - 15 denote the number of the master record. Because each GIA can have only one master record, characters 9 through 15 are always *0100001*.

Record Type	String Key Field
05 (Header)	The value in the String Key field for a header record contains 22 characters. • Characters 1 - 15 are the characters for the master record that is the parent of the header record. • Characters 16 and 17 are always *05*. • Characters 18 through 22 denote the number of the header record.
10 (CFOP)	The value in the String Key field for a CFOP record contains 30 characters. • Characters 1 - 15 are the characters for the master record that is the parent of the header record that is the parent of the CFOP record. • Characters 16 through 22 are the number of the header record that is the parent of the CFOP record. • Characters 23 and 24 are always *10*. • Characters 25 through 30 are the number of the CFOP record.
14 (Interstate)	The value in the String Key field for an interstate record contains 37 characters. • Characters 1 - 15 are the characters for the master record that is the parent of the header record that is the parent of the CFOP record that is the parent of the interstate record. • Characters 16 through 22 are the number of the header record that is the parent of the CFOP record that is the parent of the interstate record. • Characters 23 through 30 are the number of the CFOP record that is the parent of the interstate record. • Characters 31 and 32 are always *14*. • Characters 33 through 36 are the number of the interstate record.

Record Type	String Key Field
18 (ZFM/ALC)	The value in the String Key field for a ZFM/ALC record contains 43 characters. • Characters 1 through 15 are the characters for the master record that is the parent of the header record that is the parent of the CFOP record that is the parent of the interstate record that is the parent of the ZFM/ALC record. • Characters 16 through 22 are the number of the header record that is the parent of the CFOP record that is the parent of the interstate record that is the parent of the ZFM/ALC record. • Characters 23 through 30 are the number of the CFOP record that is the parent of the interstate record that is the parent of the ZFM/ALC record. • Characters 31 through 36 are the number of the interstate record that is the parent of the ZFM/ALC record. • Characters 37 and 38 are always *18*. • Characters 39 through 43 are the number of the ZFM/ALC record.
20 (Occurrences)	The value in the String Key field for an occurrences record contains 29 characters. • Characters 1 through 15 are the characters for the master record that is the parent of the header record that is the parent of the occurrences record. • Characters 16 through 22 are the number of the header record that is the parent of the CFOP record that is the parent of the interstate record. • Characters 23 and 24 are always *20*. • Characters 25 through 29 are the number of the occurrences record.
25 (State Tax ID)	The value in the String Key field for a state tax ID record contains 36 characters. • Characters 1 through 15 are the characters for the master record that is the parent of the header record that is the parent of the occurrences record. • Characters 16 through 22 are the number of the header record that is the parent of the CFOP record that is the parent of the interstate record. • Characters 23 through 29 are the number of the occurrences record. • Characters 30 and 31 are always *25*. • Characters 32 through 36 are the number of the state tax ID record.

Record Type	String Key Field
26 (Substitute Tax ID)	The value in the String Key field for a substitute tax ID record contains 36 characters. • Characters 1 through 15 are the characters for the master record that is the parent of the header record that is the parent of the occurrences record. • Characters 16 through 22 are the number of the header record that is the parent of the CFOP record that is the parent of the interstate record. • Characters 23 through 29 are the number of the occurrences record. • Characters 30 and 31 are always *26*. • Characters 32 through 36 are the number of the substitute tax ID record.
27 (Substituted Tax ID)	The value in the String Key field for a substituted tax ID record contains 36 characters. • Characters 1 through 15 are the characters for the master record that is the parent of the header record that is the parent of the occurrences record. • Characters 16 through 22 are the number of the header record that is the parent of the CFOP record that is the parent of the interstate record. • Characters 23 through 29 are the number of the occurrences record. • Characters 30 and 31 are always *27*. • Characters 32 through 36 are the number of the substituted tax ID record.

Record Type	String Key Field
30 (DIPAM-B)	The value in the String Key field for a DIPAM-B record contains 30 characters. • Characters 1 - 15 are the characters for the master record that is the parent of the header record that is the parent of the DIPAM-B record. • Characters 16 through 22 are the number of the header record that is the parent of the DIPAM-B record. • Characters 23 and 24 are always *30*. • Characters 25 through 30 are the number of the DIPAM-B record.
31 (Exportation Record)	The value in the String Key field for an exportation record contains 30 characters. • Characters 1 through 15 are the characters for the master record that is the parent of the header record that is the parent of the exportation record. • Characters 16 through 22 are the number of the header record that is the parent of the exportation Record. • Characters 23 and 24 are always *31*. • Characters 25 through 30 are the number of the exportation record.

What You Should Know About the GIA Keyword

The GIA keyword (data item GIKW) consists of text that, along with the company profile, identifies the GIA record. You associate a GIA keyword with a company profile when you generate a GIA or when you manually create a GIA. The system uses the combination of the GIA keyword and company profile as the identifier for the GIA.

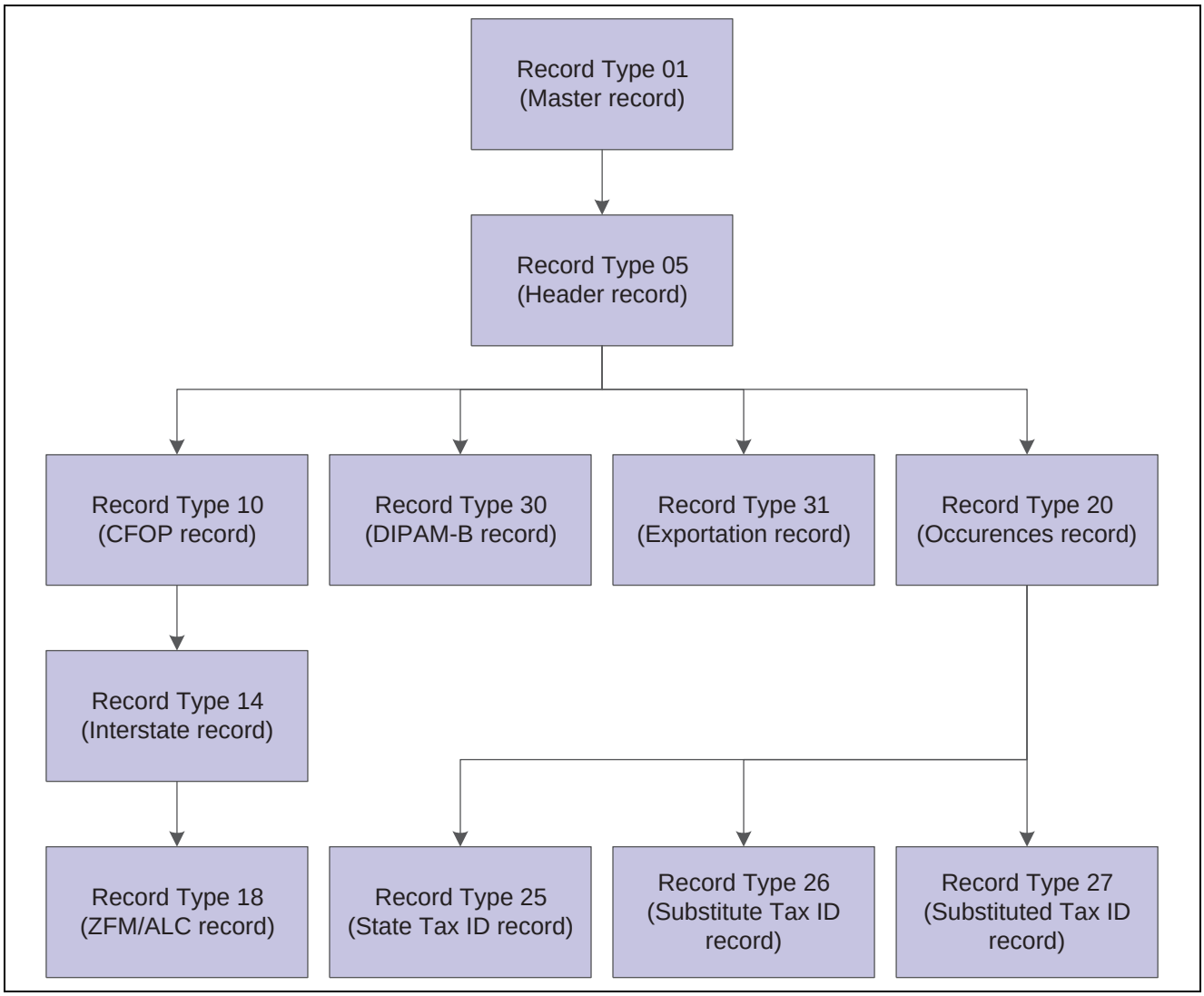
You cannot change a GIA keyword. If the GIA must have a different GIA keyword, you must purge the GIA that is assigned an incorrect GIA keyword, regenerate the GIA, and ten assign it the correct keyword.

Consider using a specific naming convention for the GIA keywords to make GIAs easier to identify. For example, you might use 1 for the first reporting period, 2 for the second reporting period, and so on.

Understanding GIA Record Types

Each GIA record type is a set of records that have the same structure. The state government determines the structure and data contained in each record type. Some GIA record types exist only if another type of record exists. This dependent relationship is referred to as a parent/child relationship. For example, an interstate record (record type 14) can exist only if there is a CFOP record (record type 10). When referring to the relationship between an interstate record and a CFOP record, the interstate record is considered as the child record of the CFOP record (the parent record).

This graphic shows the parent/child relationships between record types:



Parent/Child Relationships Between GIA Record Types

Record Type 01 (Master)

Record type 01 is the master record. Only one master record exists for a GIA, and all GIAs have a master record. The master record is the parent record of record type 05 (Header).

The master record contains data about the GIA, such as the date and time when the GIA was generated, and the layout version in which the GIA was generated. When you run the Extract GIA program, the system creates a master record that is based on the processing options that you set for the Extract GIA program. You can also manually create a master record for transactions for which no *notas fiscais* exist.

Record Type 05 (Header)

Record type 05 is the header record. The system creates one header record for each company in the company profile that you select when you run the Extract GIA program. If you manually create a GIA, you must manually create one header record for each company in the company profile that you select. The header record is the child of the master record (type 01) and is the parent of record types 10 (CFOP), 20 (occurrences), 30 (DIPAM-B), and 31 (exportation record).

Each header record contains data about a company in the company profile and information about the GIA. For example, each header record contains the state tax ID, the CNAE number, and the ICMS amounts for the company, as well as the number of child records that are attached to the header record.

Record Type 10 (CFOP)

Record type 10 is the CFOP record. The system creates a CFOP record for each transaction nature code for each company in the company profile that you select when you run the Extract GIA program. For example, when you run the Extract GIA program, the system creates a CFOP record (record type 10) for each transaction nature code for each company in the company profile that you select. If the company profile contains five companies (which the system displays as record type 05) and each company has *notas fiscais* for five transaction nature codes, the system creates 25 CFOP records.

The system populates the CFOP record with data from the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table. If you manually create a GIA, you must manually create a CFOP record for each transaction nature code for each company in the company profile that you select. The CFOP record is a child of the header record and the parent of record type 14 (Interstate).

Each CFOP record contains information about the ICMS tax information for a specific transaction nature code.

Record Type 14 (Interstate)

Record type 14 is the interstate record. The system creates an interstate record for each state for which a record type 10 exists. The system populates the interstate record with data from the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table. If you manually create a GIA, you must manually create an interstate record for each state for which a record type 10 exists. The interstate record is a child of a CFOP record and the parent of record type 18 (ZFM/ALC).

Each interstate record contains information about the ICMS taxes for the specified state.

Record Type 18 (ZFM/ALC)

Record type 18 is the ZFM/ALC record. The system creates an ZFM/ALC record for each sales transaction that occurred in a free port zone. The system populates the ZFM/ALC record with data from the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table. If you manually create a GIA, you must manually create a ZFM/ALC record for each sales transaction that occurred in a free port zone. The ZFM/ALC record is a child of an interstate record and has no descendants.

Each ZFM/ALC record contains information about the sales transactions that occurred in a free port zone, including the amount of the transaction and the city code of the free port zone.

Record Type 20 (Occurrences)

Record type 20 is the occurrences record. The system creates occurrences records when you run the Extract GIA program if you entered occurrences records in the Electronic GIA Occurrences program (P76B128B). If you did not enter occurrences records in the Electronic GIA Occurrences program, you must enter them in the Electronic GIA Workbench program if any occurrences apply to the reporting period for which you extracted GIA data. The system populates the occurrences record with data from the F76B128B table. The occurrences record is a child of the header record and is the parent of record types 25 (State Tax ID), 26 (Substitute Tax ID), and 27 (Substituted Tax ID).

Each occurrences record contains information about the transaction, including the sub-item code, the legal argument, and the date of the occurrence.

Record Type 25 (State Tax ID)

Record type 25 is the state tax ID record. The system creates a state tax ID record when you run the Extract GIA program if the parent occurrence record has an occurrence type of 0 and the sub-item code is one of these codes:

- 00218
- 00219
- 00704
- 00705
- 00706
- 00707
- 00729
- 00730

If you manually create a GIA, you must manually create a state tax ID record as appropriate. The state tax ID record is a child of an occurrences record and has no descendants.

Record Type 26 (Substitute Tax ID)

Record type 26 is the substitute tax ID record. The system creates a substitute tax ID record type when you run the Extract GIA program if the parent occurrence record has an occurrence type of 0 and the sub-item code is one of these codes:

- 00210
- 00211

If you manually create a GIA, you must manually create a Substitute Tax ID record as appropriate. The Substitute Tax ID record is a child of an occurrences record and has no descendants.

Record Type 27 (Substituted Tax ID)

Record type 27 is the Substituted Tax ID record. The system creates a Substituted Tax ID record type when you run the Extract GIA program if the parent occurrence record has an occurrence type of 1 and the sub-item Code is one of these codes:

- 00701
- 00702

If you manually create a GIA, you must manually create a substituted tax ID record as appropriate. The substituted tax ID record is a child of an occurrences record and has no descendants.

Record Type 30 (DIPAM-B)

Record type 30 is the DIPAM-B record. The system creates a DIPAM-B record for each DIPAM-B code for each company that is included in the company profile that you select.

If you manually create a GIA, you must manually create a DIPAM-B record as appropriate. The DIPAM-B record is a child of a header record and has no descendants.

Record Type 31 (Exportation Record)

Record type 31 is the exportation record. The system does not create this record; you must create it manually.

Adding Company Profiles

This section provides an overview of company profiles and discusses how to add a company profile.

Understanding Company Profiles

You set up company profiles to group companies for ICMS reporting purposes. For example, you might set up a company profile that includes all of the companies with which you do business that are located in a particular state.

The company profile that you want to use must exist in the F76B129 table before you use the Extract GIA program to automatically generate GIA records or before you manually create a GIA. When you create a GIA either manually or automatically by using the Extract GIA program, you associate a GIA keyword (GIKW) with the company profile. The combination of the keyword and the company profile comprises the unique GIA identifier.

You use the Electronic GIA Company Profile program (P76B129) to set up company profiles.

Note. You cannot display existing company profiles when you click Find on the Electronic GIA Company Profile form. You must complete the Company Profile field before you click Find; the system does not return any results if the field is blank. To view existing profiles, click Search next to the Company Profile field, and then click Find on the Electronic GIA Company Profile Search & Select form.

Forms Used to Add a Company Profile

Form Name	Form ID	Navigation	Usage
Electronic GIA Company Profile	W76B129A	Electronic GIA - Brazil (G76B1111), Company Profiles	Enter the name for the new profile, and add each company that you want to add to the profile.

Adding a Company Profile

Access the Electronic GIA Company Profile form.

Electronic GIA Company Profile form

Fiscal Company Enter the company whose data you want to work with.

Working With DIPAM-B Codes

This section provides an overview of DIPAM-B codes and discusses how to:

- Define DIPAM-B codes.
- Associate transaction nature codes to DIPAM-B codes.

Understanding Electronic GIA DIPAM-B Codes

DIPAM codes are government codes that summarize several transaction nature codes. You use the Electronic GIA DIPAM-B Code program (P76B127A) to set up valid DIPAM-B codes for ICMS tax reporting. After you set up valid DIPAM-B codes, you use the DIPAM-B Cross Reference program (P76B127B) to associate the DIPBM-B codes with transaction nature codes.

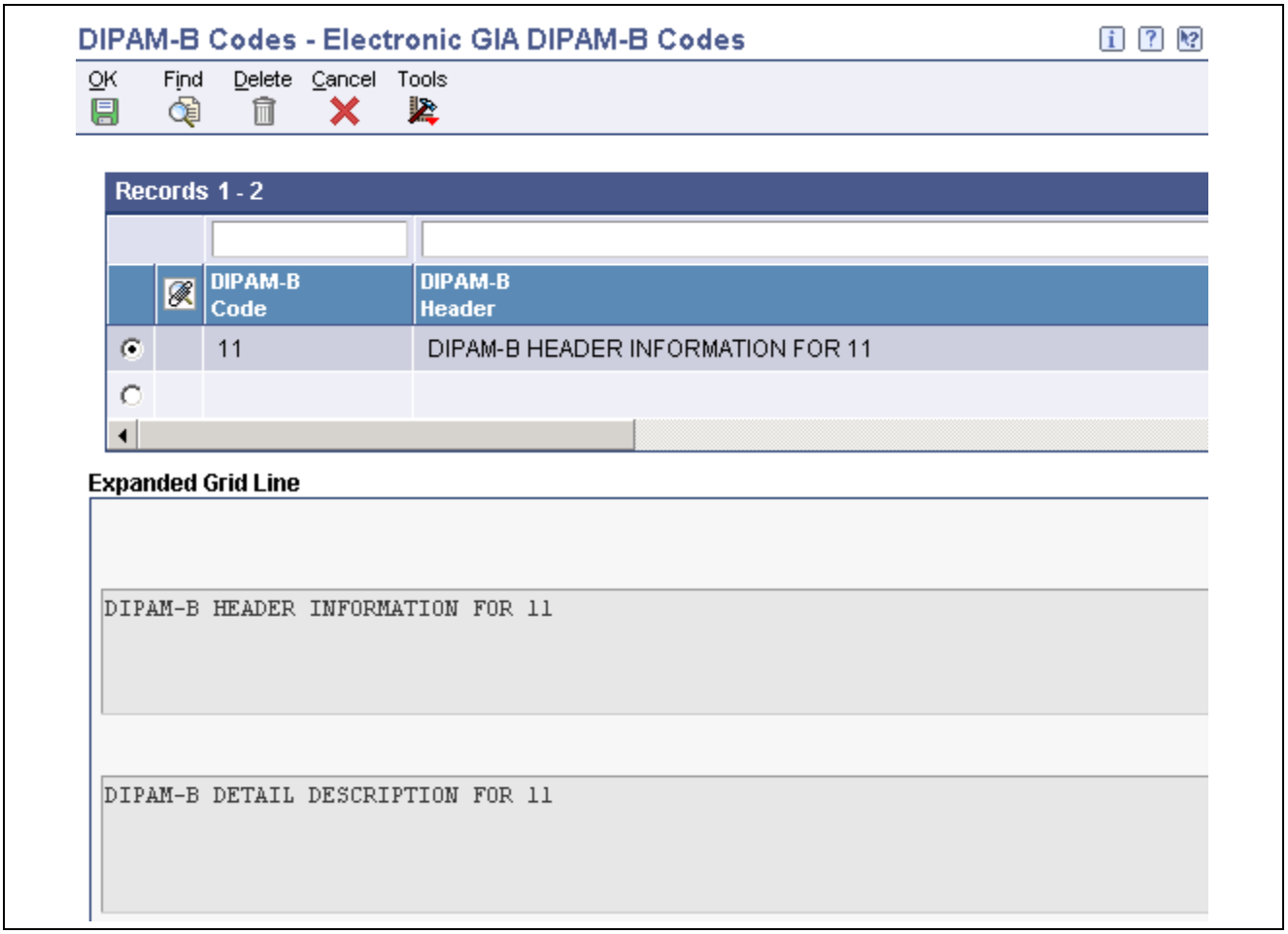
Note. You complete the DIPAM-B Header field and the DIPAM-B Description field in the grid. The system displays the values in the DIPAM-B Header and DIPAM-B Description fields in the Expanded Grid Line area when you select an existing DIPAM-B Code in the detail area.

Forms Used to Work With DIPAM-B Codes

Form Name	Form ID	Navigation	Usage
Electronic GIA DIPAM-B Codes	W76B127AA	Electronic GIA - Brazil (G76B1111), DIPAM-B Codes	Define DIPAM-B codes.
Electronic GIA DIPAM-B Cross Reference	W76B127BA	Electronic GIA - Brazil (G76B1111), DIPAM-B Cross Reference	Associate Transaction Nature codes to DIPAM-B codes.

Defining DIPAM-B Codes

Access the Electronic GIA DIPAM-B Codes form.

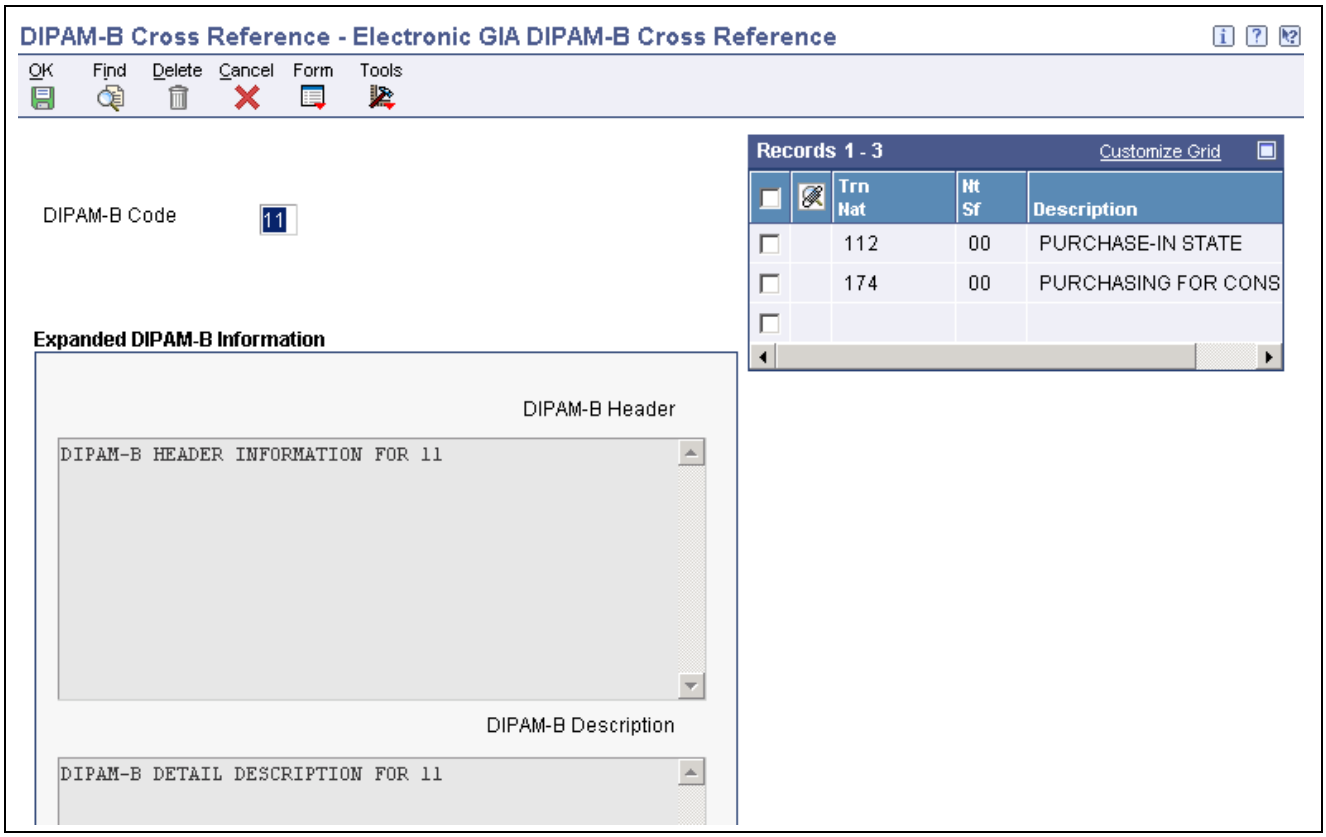


Electronic GIA DIPAM-B Codes form

DIPAM-B Header The legal text associated with a DIPAM-B code.

Associating Transaction Nature Codes to DIPAM-B Codes

Access the Electronic GIA DIPAM-B Cross Reference form.



Electronic GIA DIPAM-B Cross Reference form

Working With Electronic GIA Occurrences and Sub-Item Codes

This section provides an overview of occurrences and sub-item codes and discusses how to:

- Define GIA sub-item codes.
- Define occurrences.

Understanding Occurrences and Sub-Item Codes

Sub-item codes are government codes that identify actions which are associated with transactions that are subject to ICMS taxes, or that supply additional information about the transactions. For example, a sub-item code might define debits, credits, or deductions. Occurrences identify when the action that is identified by a sub-item code occurred. You create occurrence records for transactions that do not fall under the normal taxation rules.

You set up sub-item codes by using the Electronic GIA Sub-Item Code program (P76B128A). Generally, you set up the sub-item codes once and then modify them as necessary.

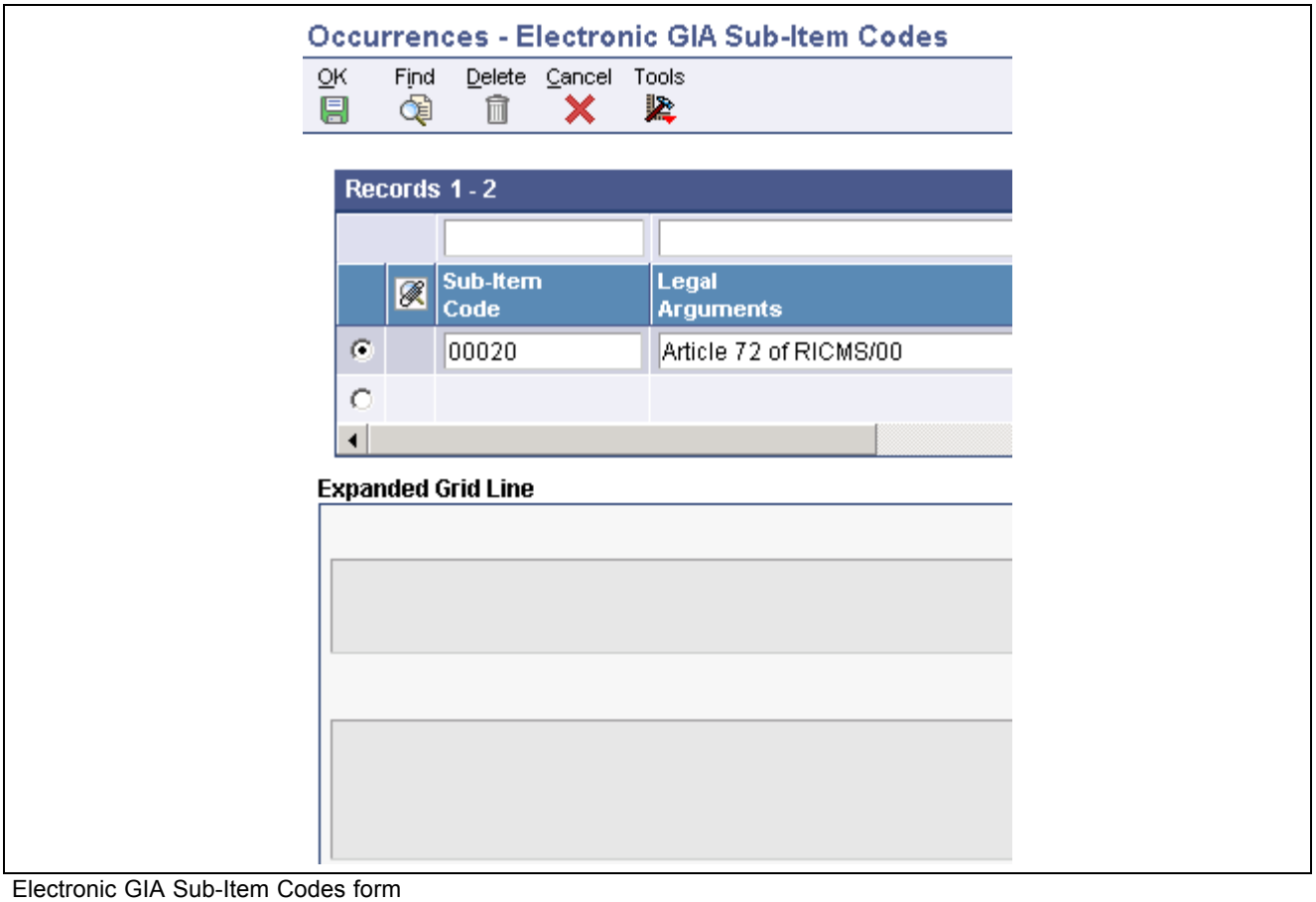
Before you extract GIA records, you use the Electronic GIA Occurrences program (P76B128B) to enter the occurrences that occurred during the time frame for which you extract GIA records. Occurrences records are child records of header records (record type 5).

Forms Used to Work With Sub-Items and Occurrences

Form Name	Form ID	Navigation	Usage
Electronic GIA Sub-Item Codes	W76B128AA	Electronic GIA - Brazil (G76B1111), Occurrences	Enter the sub-item code, legal argument, and occurrence description for each occurrence.
Electronic GIA Occurrences	W76B128BA	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select Occurrence from the Form menu on Electronic GIA Workbench.	Enter information for occurrences.

Defining GIA Sub-Item codes

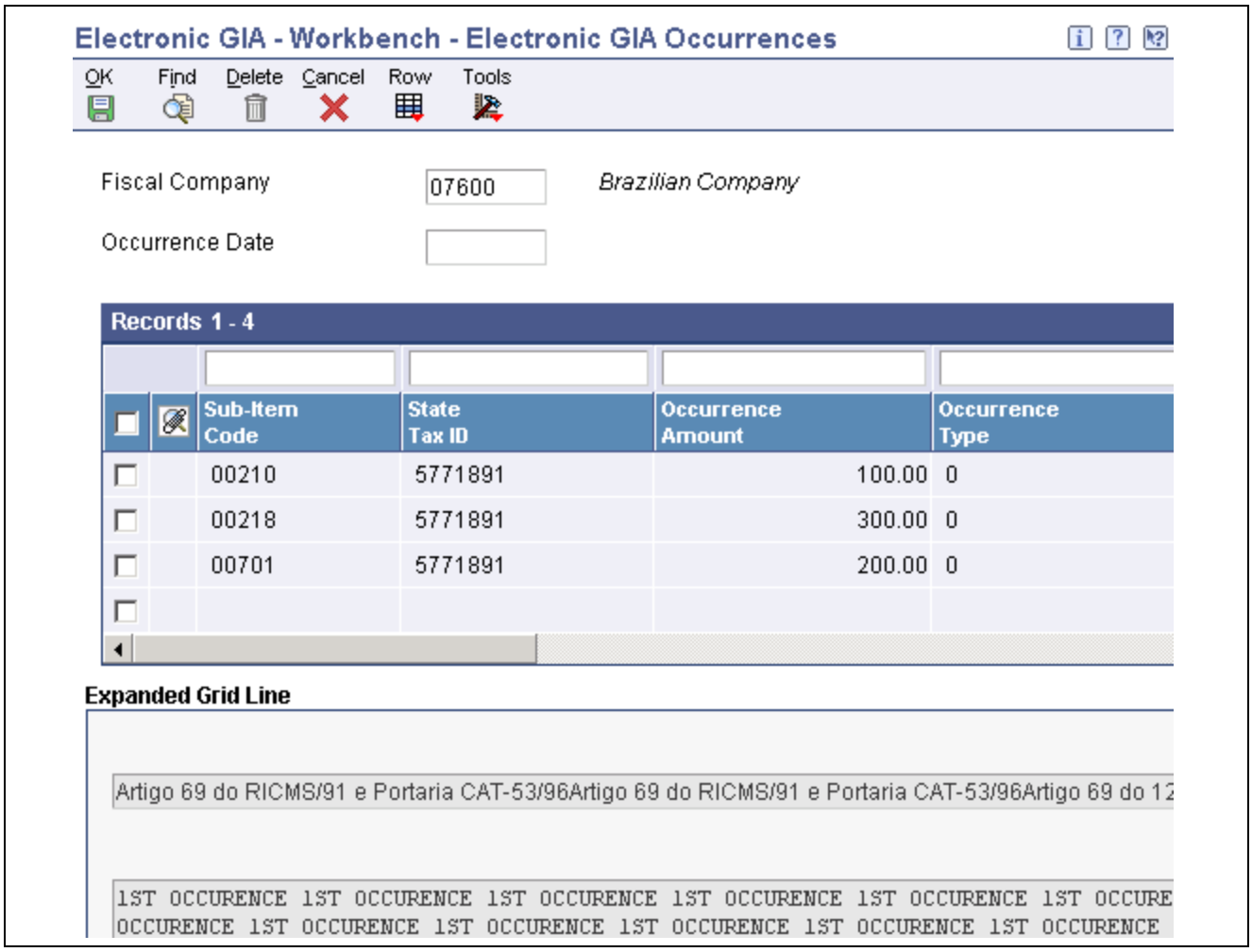
Access the Electronic GIA Sub-Item Codes form.



Electronic GIA Sub-Item Codes form

Defining GIA Occurrences

Access the Electronic GIA Occurrences form.



Electronic GIA Occurrences form

Setting Up City Codes

This section provides an overview of setting up city codes and discusses how to set up city codes.

Understanding Setting Up City Codes

You set up electronic city codes to associate a numeric code with a city and state. The Brazilian government provides the codes that you must use. When you set up the GIA city codes, you must enter the city name exactly as it appears in the Address Book records for the customers. When you run the Extract GIA program, the system uses the electronic GIA city codes for record types 18 and 30.

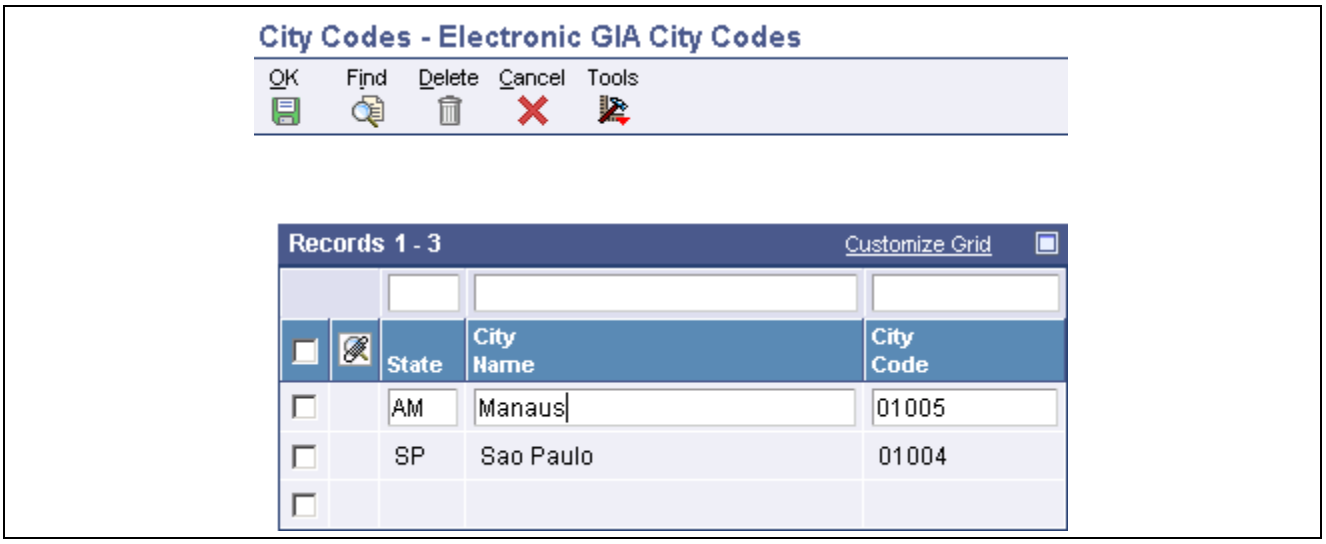
You use the Electronic GIA City Codes program (P76B132) to set up GIA city codes.

Forms Used to Set Up City Codes

Form Name	Form ID	Navigation	Usage
Electronic GIA City Codes	W76B132A	Electronic GIA - Brazil (G76B1111), City Codes	Set up Electronic GIA City Codes.

Setting Up City Codes

Access the Electronic GIA City Codes form.



Electronic GIA City Codes form

City Name The city name that is associated with the City Code.

Extracting GIA Data

This section provides an overview of the extraction process and discusses how to:

- Set processing options for Extract GIA (R76B130).
- Set processing options for Electronic GIA - Workbench (P76B130).
- Run the Extract GIA program.

Understanding the Extraction Process for GIA Data

You obtain the data for the GIA flat files by running the I/O Nota Fiscal Conversion program. The Nota Fiscal Conversion program reads the Nota Fiscal Header - Brazil and the Nota Fiscal Details - Brazil tables, and populates the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table. You then run the Extract GIA program to populate the Electronic GIA Header table and the Electronic GIA Detail table.

The system produces a report that shows the fiscal companies that are included in table F76B130.

Note. Tables F76101B and F76111B do not contain all of the data that is required for fiscal books reporting. You must manually enter data for record type 31, and for some fields in other record types. You enter this required data in the Electronic GIA - Workbench program.

You must manually create exportation records (record type 31). The system does not create this record type when you run R76B130.

See Chapter 20, "(BRA) Electronic GIA Workbench," Creating GIA Records Manually, page 590.

Important! If you complete the fields on the Extract GIA form with the profile, keyword, and dates that you used for a previous GIA submission, the system purges the previous GIA and then creates a new GIA with the same unique identifier.

Prerequisites

Before you complete the tasks in this section:

- Verify that a company profile exists for the companies for which you want to extract GIA data.
- Verify that the required GIA DIPAM-B codes exist in the F76B127A table and that required cross-references between the DIPAM-B codes and transaction nature codes exist in the F76B127B table.
- Verify that the required GIA occurrences and sub-item codes exist in the F76B128B table.
- Verify that the required GIA City Codes exist in the F76B132 table.
- Run the Nota Fiscal Conversion program to populate the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table. The Extract GIA program obtains data from tables F76101B and F76111B.
- Set the processing options for the Electronic GIA - Workbench program. You must specify in the processing options for the Extract GIA program the version of the Extract GIA program that you want to run. You can access the processing options only through Interactive Versions.
- Set the processing options for the Extract GIA program. You can access the processing options only through Batch Versions.

Forms Used to Extract GIA Data

Form Name	Form ID	Navigation	Usage
Extracting GIA	W76B130B	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select Extract GIA from the Report menu on Electronic GIA Workbench.	Identify the data that you want to select.

Setting Processing Options for Extract GIA (R76B130)

You access the processing options for Extract GIA through Batch Versions.

Defaults

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. GIA Lay Out Version (Required) Specify the layout version that the system uses to generate the GIA file. The government of São Paulo determines the specifications of the layouts.

2. GIA Type (Required) Specify whether the GIA submission is the original or a substitute submission. The value that you enter must exist in the GIA Type UDC table (76B/G2).

3. PeopleSoft Federal Tax ID (Required) Specify the Federal Tax ID (CNPJ) required for record type 05 in the GIA table.

Setting Processing Options for Electronic GIA - Workbench (P76B130)

You access the processing options for Electronic GIA - Workbench through Interactive Versions.

Defaults

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

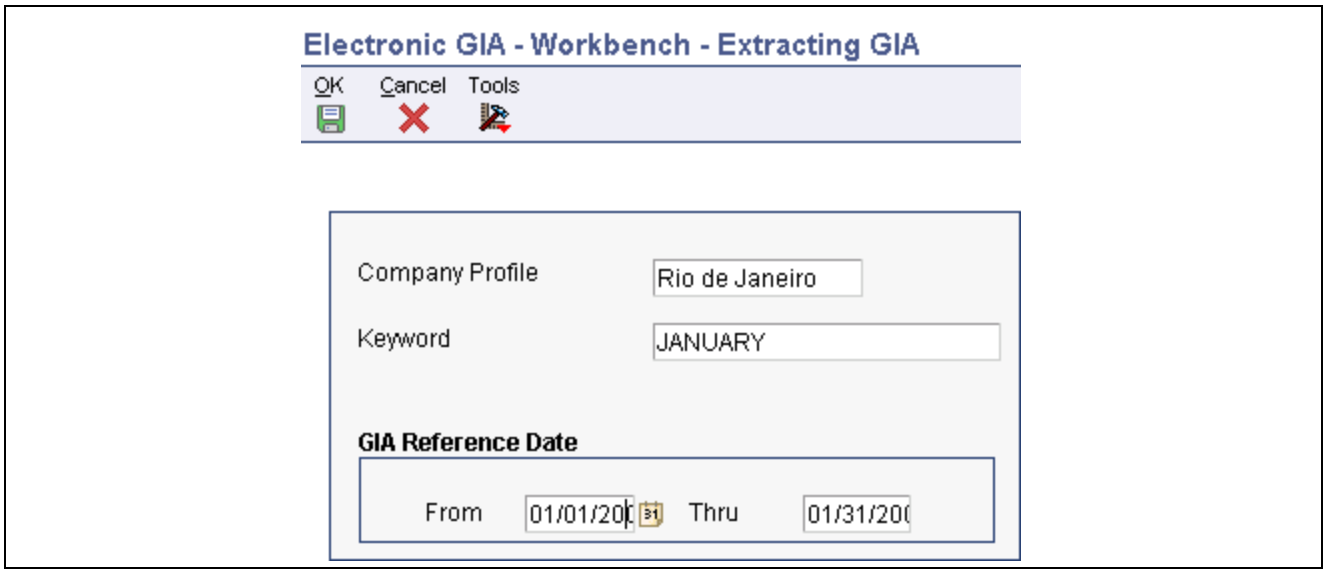
1. Extract GIA (R76B130) Specify the version that the systems uses when it launches the Extract GIA program. If you do not complete this processing options, the system uses version ZJDE0001.

2. Print GIA (R76B131) Specify the version that the systems uses when it launches the Print GIA program. If you do not complete this processing options, the system uses version ZJDE0001.

3. Send GIA (R76B132) Specify the version that the systems uses when it launches the Send GIA program. If you do not complete this processing options, the system uses version ZJDE0001.

Running the Extracting GIA Program

Access the Extracting GIA form.



Extracting GIA form

Creating GIA Records Manually

This section provides an overview of manually creating GIA records and discusses how to:

- Create a master record manually.
- Create a child record manually.

Understanding the Manual Creation of GIA Records

When you run the Extract GIA program to create GIAs, the system automatically creates most of the child records for each parent record type. However, when you manually create a GIA master record (record type 01), you must manually create all other record types. You use the Electronic GIA - Workbench program to manually create GIA records.

You create a master record and then each child record as needed. The system does not automatically populate any of the data for the records that you create. You must manually enter the necessary data.

You cannot create child records for record types 18, 25, 26, 27, 30, or 31. These record types are not parent records for any other record type.

If you manually create records by using the Electronic GIA - Workbench program, the system creates the text string that it writes to the Flexible Field by concatenating the values that you enter in the fields on the Electronic GIA Revision form. The system displays the text string in the Electronic GIA Revision form when you click Find after completing a record.

Prerequisites

Before you complete the tasks in this section:

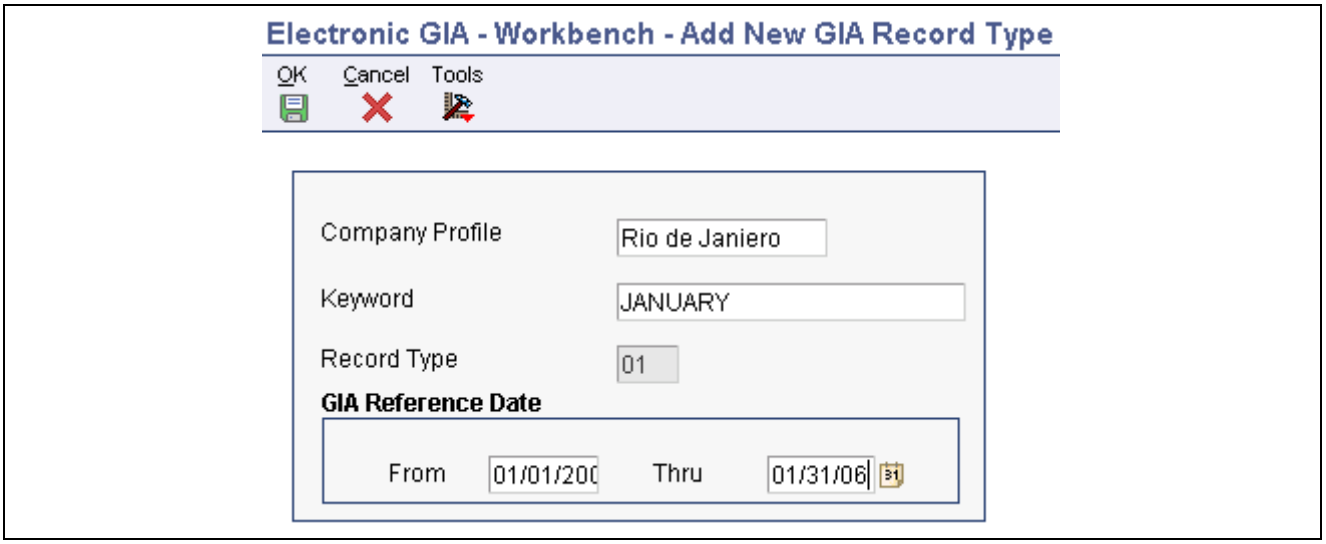
- Verify that a company profile exists for the companies for which you want to extract GIA data.
- Become familiar with GIA record types.

Forms Used to Create GIA Records Manually

Form Name	Form ID	Navigation	Usage
Add New GIA Record Type	W76B130B	Electronic GIA - Brazil (G76B111), Electronic GIA - Workbench Select Create New GIA and then click Add on Electronic GIA Workbench.	Create a new master record (record type 01).
Add New GIA Record Type	W76B130B	Select a parent record in the detail area and then click Add on the Electronic GIA Workbench.	Create a new child record manually.

Creating a Master Record Manually

Access the Add New GIA Record Type form.



Add New GIA Record Type form

Record Type

Enter a code that identifies the type of GIA record. The code that you enter must exist in the UDC table for GIA record types (76B/G6). GIA record types are defined by the government.

If you are creating a child record for a master (01), CFOP (10), or interstate (14) parent record, the system automatically assigns the allowed child record type. For a header (05) or occurrences (20) parent record, you must enter a record type that is a valid child record type of that parent record. If you enter a record type that is not a valid child record type, the system displays an error message.

Creating a Child Record Manually

Access the Add New GIA Record Type form.

Modifying GIA Records

This section provides an overview of modifying GIA records and discusses how to:

- Modify a GIA master record.
- Modify a GIA header record.
- Modify a GIA CFOP record.
- Modify a GIA interstate record.
- Modify a GIA ZFM/ALC record.
- Modify a GIA occurrences record.
- Modify a GIA state tax ID record.
- Modify a GIA substitute tax ID record.
- Modify a GIA substituted tax ID record.
- Modify a GIA DIPAM – B record.
- Modify a GIA exportation record.

Understanding How to Modify GIA Records

After you extract GIA data, you can review and modify as necessary the data that the system wrote to the Electronic GIA Header table and the Electronic GIA Detail table. You can also add records to and delete child records from parent records.

When you add or delete child records, the system recounts the number of child records that are associated with the parent record and updates the appropriate field in the parent record. For example, suppose that a CFOP record (record type 10) has three interstate records (record type 14) associated with it. The Total - Record Type 14 field for the CFOP records displays a value of *3*. If you delete one interstate record from the CFOP record, the system changes the value in the Total - Record Type 14 field to a value of *2*.

Forms Used to Modify GIA Records

Form Name	Form ID	Navigation	Usage
Electronic GIA Revision, 01- Master tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a master record and then click Select on Electronic GIA Workbench.	Modify a GIA master record (record type 01).
Electronic GIA Revision, 05 - Header tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a header record (record type 05) and then click Select on Electronic GIA Workbench.	Modify a header record (record type 05).

Page Name	Object Name	Navigation	Usage
Electronic GIA Revision, 10 - CFOP tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a CFOP record (record type 10) and then click Select on Electronic GIA Workbench.	Modify a CFOP record (record type 10).
Electronic GIA Revision, 14 - Interstate tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select an interstate record (record type 14) and then click Select on Electronic GIA Workbench.	Modify an interstate record (record type 14).
Electronic GIA Revision, 18 - ZFM/ALC tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a ZFM/ALC record (record type 18) and then click Select on Electronic GIA Workbench.	Modify a ZFM/ALC record (record type 18).
Electronic GIA Revision, Occurrences tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select an occurrences record (record type 20) and then click Selecton Electronic GIA Workbench.	Modify a GIA occurrences record (record type 20).
Electronic GIA Revision, State Tax ID tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a state tax ID record (record type 25) and then click Select on Electronic GIA Workbench.	Modify a GIA state tax ID record (record type 25).
Electronic GIA Revision, Substitute Tax ID tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a substitute tax ID record (record type 26) and then click Select on Electronic GIA Workbench.	Modify a substitute tax ID record (record type 26).
Electronic GIA Revision, Substituted Tax ID tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a substituted tax ID record (record type 27) and then click Select on Electronic GIA Workbench.	Modify a substituted tax ID record (record type 27).

Page Name	Object Name	Navigation	Usage
Electronic GIA Revision, DIPAM - B tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select a DIPAM - B record (record type 30) and then click Select on Electronic GIA Workbench.	Modify a DIPAM - B record (record type 30).
Electronic GIA Revision, Exportation Record tab	W76B130F	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select an exportation record (record type 31) and then click Select on Electronic GIA Workbench.	Modify an exportation record (record type 31).

Modifying a GIA Master Record

Access the Electronic GIA Revision, 01- Master tab.

Generation Date Displays the date when the GIA was extracted and generated.

Generation Time Displays the time when the GIA was extracted and generated.

Layout Version Identifies the GIA layout version that was used in the GIA extraction.

Total - Record Type 05 Displays the number of type 05 records that exist for a type 01 parent record.

Modifying a GIA Header Record

Access the Electronic GIA Revision form, 05 - Header tab.

Tax ID Enter the identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.

Reference Enter the GIA reference date that is represented in this format: YYYYMM.

GIA Initial Reference Enter the GIA reference date that is represented in this format: YYYYMM.

Type Enter a code that indicates the type of GIA record. The code that you enter must exist in the GIA Type (76B/G2) UDC table.

Flag for Transaction Enter a code that identifies if any *notas fiscais* for a specified fiscal company exist that fall within the specified date range for processing.

Sent Flag An option that indicates whether the GIA flat file has been sent to the government. Values are:

Enter *0* to indicate the GIA has not been sent.

Enter *1* to indicate the GIA has been sent.

ICMS Tax Receivable Amount Enter the total of the ICMS receivable amounts in the GIA reporting period.

PeopleSoft Tax ID Enter the identification code required by various tax authorities. This can be a social security number, federal or state corporate tax ID, sales tax number, and so on. The system verifies the number and prints the separators in their correct format, according to the value of TAXC (Person/Corporation Code). If no value exists for TAXC, the system uses the Corporate Entity.

Attention Accounts Payable users: The supplier master record supplies the default value for the tax ID for 1099 processing.

ICMS Fixed Amount Enter the total of the ICMS fixed amount in the GIA reporting period.

Total - Records Type 10 Enter the number of type 10 records that exist for a type 05 parent record.

Total - Record Type 20 Enter the number of type 20 records that exist for a type 05 parent record.

Total - Record Type 30 Enter a code that indicates how many type 30 records exist for a type 05 parent record.

Total - Record Type 31 Enter a code that indicates how many type 31 records exist for a type 05 parent record.

Modifying a GIA CFOP Record

Access the Electronic GIA Revision form, 10 - CFOP tab.

Nota Fiscal Total Amount Enter the total of the *notas fiscais* in the GIA reporting period.

ICMS Taxable Amount Enter the total of the ICMS taxable amount in the GIA reporting period.

ICMS Exempt Amount Enter the total of the ICMS-exempt amount in the GIA reporting period.

ICMS Others Amount Enter the total of other ICMS amounts in the GIA reporting period.

Other Taxes Amount Enter the total of other taxes, such as IPI tax, for the GIA reporting period.

Total - Record Type 14 Enter the number of type 14 records that exist for a type 10 parent record.

Modifying a GIA Interstate Record

Access the Electronic GIA Revision form, 14 - Interstate tab.

Total Amount for Taxpayers Enter the total of the *notas fiscais* for taxpayers in the GIA reporting period.

ICMS Taxable Amount for Taxpayers Enter the total of the ICMS taxable amount for taxpayers in the GIA reporting period.

Total Amount for Non-Taxpayers Enter the total of the *notas fiscais* for non-taxpayers in the GIA reporting period.

ICMS Taxable Amount for Non-Taxpayer Enter the total of the ICMS taxable amount for non-taxpayers in the GIA reporting period.

Others Operations Amount Enter the totals of the other operation amount in the GIA reporting period.

ICMS Tax Subst Amount Oil or Energy (ICMS tax substitution amount oil or energy) Enter the total of the ICMS tax substitution amounts for oil and energy in the GIA reporting period.

ICMS Tax Subst Amount Non-Oil/Energy (ICMS tax substitution amount non–oil/energy) Enter the total of the ICMS tax substitution amounts for non-oil and non-energy in the GIA reporting period.

Flag For Free Zone Operation Enter a code that indicates whether the transaction has free-zone discounts.

Total - Record Type 18 Enter the number of type 18 records that exist for a type 14 parent record.

Modifying a GIA ZFM/ALC Record

Access the Electronic GIA Revision form, 18 - ZFM/ALC tab.

Nota Fiscal Date Enter the date of the *nota fiscal.*

Fiscal Item Value Enter the fiscal item value.

CGC Tax ID Carrier Enter the CGC tax identification number that identifies the carrier.

Modifying a GIA Occurrences Record

Access the Electronic GIA Revision form, Occurrences tab.

Associated Sub-Item Amount Enter the amount associated with an occurrence.

Occurrence Type Enter the code that identifies the GIA occurrence type. The code that you enter must exist in the Occurrence Type (76B/G4) UDC table.

Total - Record Type 25 Enter the number of type 25 records that exist for a type 20 parent record.

Total - Record Type 26 Enter the number of type 26 records that exist for a type 20 parent record.

Total - Record Type 27 Enter the number of type 27 records that exist for a type 20 parent record.

Modifying a GIA State Tax ID Record

Access the Electronic GIA Revision form, State Tax ID tab.

Issuer State Inscription Enter the issuer state inscription.

Associated Occurrence Amount Enter the total monetary amount of an occurrence for a specific state tax ID during the GIA reporting period.

Modifying a GIA Substitute Tax ID Record

Access the Electronic GIA Revision form, 26 - Substitute Tax ID tab.

Modifying a GIA Substituted Tax ID Record

Access the Electronic GIA Revision form, 27 - Substituted Tax ID tab.

Modifying a GIA DIPAM - B Record

Access the Electronic GIA Revision form, 30 - DIPAM - B tab.

DIPAM-B Amount Enter the total of the DIPAM-B amount that is associated with a DIPAM-B code.

Modifying a GIA Exportation Record

Access the Electronic GIA Revision form, Exportation Record tab.

Deleting GIA Records

When you delete a GIA record in the Electronic GIA - Workbench application, the system deletes the record that you select and all of the child records that are associated with that record. When you delete child records from a parent record, the system updates the fields in the parent record that disclose the number of child records that are attached to the parent record. For example, suppose that a CFOP record (record type 10) has three interstate records (record type 14) associated with it. The Total - Record Type 14 field for the CFOP records display a value of *3*. If you delete one interstate record from the CFOP record, the system changes the value in the Total - Record Type 14 field to a value of *2*.

When you delete GIA records by using the Electronic GIA Workbench application, the system deletes the records only from the Electronic GIA Header table and the Electronic GIA Detail table; it does not delete records in the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table.

Form Used to Delete GIA Records

Form Name	Form ID	Navigation	Usage
Electronic GIA Workbench	W76B130A	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench	Select GIA records to delete from the electronic GIA workbench.

Deleting GIA Records

Access the Electronic GIA Workbench form.

Printing GIA Data

You run the Print GIA program (R76B131) to produce a report that contains the GIA data that resides in the Flexible Field in the F76B131. The system prints up to 200 characters per line in the detail section of the report.

Prerequisite

Set the processing options for the Electronic GIA - Workbench program. You must specify in the Print GIA (R76B131) processing option the version of the R76B131 program that you want to run. You can access the processing options only through Batch Versions.

Form Used to Print GIA Data

Form Name	Form ID	Navigation	Usage
Printing GIA	W76B130B	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Select Print GIA from the Report menu on Electronic GIA Workbench.	Print GIA data.

Printing GIA Data

Access the Printing GIA form.

Sending GIA Data

This section provides an overview of sending GIA data and discusses how to:

- Set processing options for Send GIA (R76B132).
- Sending GIA data.

When you run the Send GIA program (R76B132), the system reads the Flexible Field in the F76B131 table and creates the flat file in the location that you specify in the processing options. You then send the flat file to the Brazilian government. The Send GIA program also produces a report that lists the number of records that the system writes to the flat file.

Important! If you run the Send GIA program for a company profile and keyword combination for which you previously created a flat file and set the processing options to write the flat file to the same location and file name, the system deletes the previously created flat file.

After you create the flat file, you must access the Brazilian government website to validate the data in the file. This validation takes place outside of the PeopleSoft system and is not discussed in this documentation for generating and sending GIA records.

Prerequisites

Before you complete the tasks in this section:

- Set the processing options for the Electronic GIA - Workbench program.

  You must specify in the Send GIA (R76B132) processing option the version of the R76B132 program that you want to run. You can access the processing options only through Batch Versions.
- Set the processing options for the Send GIA program (R76B132).

You can access the processing options only through Batch Versions.

Forms Used to Send GIA Data

Form Name	Form ID	Navigation	Usage
Sending GIA	W76B130B	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench. Select Send GIA from the Report menu on Electronic GIA Workbench.	Send GIA data.

Setting Processing Options for Send GIA (R76B132)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Process

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time that you run a program.

1. Directory Name (Required) Specify the directory in which the system creates the GIA flat file (for example, c:\b9\printqueue\).

2. File Name (Required) Specify the name of the GIA flat file created by the Send GIA program (R76B132). You must use .txt as the file extension. For example, you could name the flat file: gia1201.txt.

3. Ignore GIA Status Specify whether the system verifies the GIA status. Values are:

Leave blank to update GIA status to 1 (GIA Sent).

Enter *1:* to generate an error message and do not create the GIA flat file if the GIS Status is equal to 1.

Sending GIA Data

Access the Sending GIA form.

Purging GIA Data

You purge GIA data to delete GIA records from the Electronic GIA Header and the Electronic GIA Detail tables.

When you purge GIA data, the system deletes all of the records that are associated with a combination of company profile and keyword. The system deletes the records only from the Electronic GIA Header and the Electronic GIA Detail tables; it does not delete records in the Nota Fiscal - Header (Fiscal Books) table and the Nota Fiscal - Detail (Fiscal Books) table.

Forms Used to Purge GIA Data

Form Name	Form ID	Navigation	Usage
Electronic GIA Workbench	W76B130A	Electronic GIA - Brazil (G76B1111), Electronic GIA - Workbench Complete the Company Profile and Keyword fields in the header area and then select Purge GIA from the Form menu on Electronic GIA Workbench.	Purge GIA data.

Purging GIA Data

Access the Electronic GIA Workbench form.

APPENDIX A

Delivered Workflow for PeopleSoft EnterpriseOne Sales Order Management

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne Sales Order Management.

See Also

EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools

Delivered Workflow for PeopleSoft EnterpriseOne Sales Order Management

This section discusses the PeopleSoft EnterpriseOne Sales Order Management workflow.

JDESOENTRY Workflow Process

This section discusses the JDESOENTRY Workflow Process.

Description

Workflow Description	When you activate the JDESOENTRY Workflow process and the system puts an order on hold, an action message is sent to the person responsible for the hold code notifying them that the current order is on hold.
Workflow Trigger	After you click OK to accept the sales order, the system checks the processing option on the workflow tab of Sales Order Entry (P4210) to determine if workflow is active. The system also checks the processing options for hold codes and compares the order against the order hold information.
Workflow Action	The approver for order entry receives a message in the electronic work bench indicating that an order is on hold. The approver then chooses the link to the application "Work with held orders" to release this order.

Workflow Objects

System	42B
Workflow Object Name	JDESOENTRY
Object IDs	N4201570, B4200310
Event Description / Function Name	WorkflowProcessingSOE
Sequence / Line Number	10

Acknowledgment Workflow

This section discusses the Acknowledgment Workflow.

Description

Workflow Description	Alerts the user when the system receives an EDI Acknowledgment for an outbound EDI message and whether the outbound message was accepted or rejected.
Workflow Trigger	When a record is added, either manually or via flat file conversion, to the Acknowledgment Header table. The system resolves preferences based on the Acknowledgment Code. For example, if the order is accepted or rejected. If the system finds a preference, the system launches the workflow.
Workflow Action	The user receives a message indicating that the Acknowledgment was either accepted or rejected. There is detail information, such as Sold To, Ship To, Shipment Number, Invoice Number, that assists the user in determining what outbound message was either accepted or rejected.

Workflow Objects

System	42B
Workflow Object Name	K470600
Object ID	N4700600
Event Description / Function Name	LaunchAcknowledgmentWorkflow
Sequence / Line Number	45

Sales Order Change Approval

This section discusses the Sales Order Change Approval workflow.

Description

Workflow Description	The Approval Process Required for Sales Order Changes processing option on the Audit Log tab of Sales Order Entry must be set to activate workflow. When a user changes certain fields on a sales order and clicks OK, the system places the order on hold and sends a message to the specified approver. The system enters an AH hold code for approval hold. The system releases the order and accepts the change only when the approver accepts the change.
Workflow Trigger	When a user attempts to change any of these fields on a sales order: Quantity (Transaction and Secondary), Unit of Measure (Transaction and Secondary), Price (Unit and Extended), Requested Date, Promised Delivery, and Payment Terms.
Workflow Action	The approver for changes to the order receives a message in the work center under the queue "SO Change Approval". The approver then chooses the message to see the details of the change and a link to the workflow allows the approver to accept or reject the change. The approver can also enter comments regarding the approval or rejection.

Workflow Objects

System	42B
Workflow Object Name	JDESOCHNG
Object IDs	N4202130, B4200310
Event Description / Function Name	ApprovalProcessWorkflow
Sequence / Line Number	25

APPENDIX B

PeopleSoft EnterpriseOne Sales Order Management Reports

This appendix provides an overview of sales history reports and enables you to:

- View summary tables of all reports.
- View details for selected reports.

Sales Order Management Reports

You generate various Sales Order Management reports to review order status information about:

- Open orders
- Held orders
- Backorders

You can also access and review several types of sales history information.

PeopleSoft EnterpriseOne Sales Order Management Reports: A to Z

This table lists the PeopleSoft EnterpriseOne Sales Order Management Reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R004203 Prepayment Transaction Report	Use this report to determine which transactions are at which statuses.	Prepayment Processing (G42131), Prepayment Transaction Report
R42600 Sales Ledger Report	Use this report to analyze sales history.	Sales Order Reports (G42111), Sales Ledger Report
R42611 Sales Analysis Summary	Use this report to review period-to-date and year-to-date sales amounts and sales margin.	Sales Order Reports (G42111), Sales Analysis Summary

Report ID and Report Name	Description	Navigation
R42620 Open Orders by Customer Reports	Use this report to review: • Orders that have been picked but not shipped • Orders that have been picked but not billed • Open orders that exceed the customer's requested ship date	Sales Orders Reports (G42111), Open Orders by Customer Reports
R42632 Open Orders by Item Reports	Use this report to review the number of open orders for an item and determine how to fill them using availability information.	Sales Order Reports (G42111), Open Orders by Item Reports
R42640 Held Orders Reports	Use this report to review a list of all sales orders that are on hold for these reasons: • Credit • Profit margin • Partial order hold • Price review	Sales Orders Reports (G42111), Held Orders Reports

PeopleSoft EnterpriseOne Selected Sales Order Management Reports

This section provides detailed information, including processing options, for individual reports. The reports are listed alphanumerically by report ID.

R004203 - Prepayment Transaction Report

You can use the Prepayment Transaction Report (R004203) to determine which transactions are at which statuses. Based on data selection, the report can list prepayments that are authorized but not settled or transactions that are in error.

Processing Options for Prepayment Transaction Report (R004203)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Purge

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

1. Purge Prepayment Transactions	Leave blank and prepayment transactions are not purged. Enter *1* to purge settled prepayment transactions.

R42600 - Sales Ledger Report

You generate the Sales Ledger Report program (R42600) to analyze sales history Depending on the version of the Sales Ledger Report that you choose, you can analyze sales history in these ways:

- By order (document) type, such as phone orders, blanket orders, COD orders, and credit orders
- By line type, such as stock sales, non-stock sales, freight, and miscellaneous charges
- By order status, such as shipped, backordered, or canceled
- By customer, salesperson, or order entry person
- By customer payment terms
- By price amounts

In the order activity rules, you can specify the steps in the process where the system records entries to the S.O. Detail Ledger File table (F42199).

Because the S.O. Detail Ledger File table can contain multiple records for a single order detail line, you must specify either a next or last status code in the data selection for the Sales Ledger Report. If you do not specify a status code, the report can overstate historical sales information.

The most common reasons why information does not print on this report is:

- You did not specify the correct status code in the processing options.
- The order has one or more hold codes.
- The system did not update the Sales Summary History File (F4229) table when you ran the Update Customer Sales program (R42800).

Verify that the processing options for the Update Customer Sales program (R42800) are set to update records in the Sales Summary History File table (F4229).

See Chapter 16, “Running the End of Day Processes,” Updating Customer Sales, page 464.

Processing Options for Sales Ledger Report (R42600)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

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Dates

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

From Date Enter the beginning date range for the report.

Thru Date (through date) Enter the ending date range for the report.

R42611 - Sales Analysis Summary

You generate the Sales Analysis Summary program (R42611) to review period-to-date and year-to-date sales amounts and sales margin. The Sales Analysis Summary program retrieves information from the Sales Summary History File table (F4229).

The most common reasons why information does not print on this report is:

- You did not specify the correct status code in the processing options.
- The order has one or more hold codes.
- The system did not update the Sales Summary History File (F4229) table when you ran the Update Customer Sales program (R42800).

Verify that the processing options for the Update Customer Sales program (R42800) are set to update records in the Sales Summary History File table (F4229).

See Chapter 16, “Running the End of Day Processes,” Updating Customer Sales, page 464.

Processing Options for Sales Analysis Summary (R42611)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Print

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Enter requested period start date	Starting Date (in the range of SPC expiration dates) to be used to build the workfile for review. This date should be entered in MM/DD/YY format.
Enter requested period end date	The ending date (in the range of SPC expiration dates) to be used to build the workfile for review. This date should be entered in MM/DD/YY format.

R42620 - Open Orders by Customer Reports

You print Open Orders by Customer Reports (R42620) to review:

- Orders that have been picked but not shipped
- Orders that have been picked but not billed
- Open orders that exceed the customer's requested ship date

You can generate different versions of this report to review:

- Open orders and their total amount
- Open orders beyond a specific date
- Open orders for a specific document type or line type

This report includes backordered items if you have set a processing option in sales order entry to create a backorder when inventory is not available. You must release backorders into the order process before generating this report to reflect accurate backorder and open order information.

If you use Demand Scheduling, the report displays the Scheduled Pick Time (PDTT) in the Date/Time column.

See Also

Chapter 7, "Entering Additional Orders, Holding and Releasing Orders," page 197

Processing Options for Open Orders by Customer Reports (R42620)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

CURRENCY PROC (processing)

Although processing options are set up during EnterpriseOne implementation, you can change processing options each time you run a program.

Currency Print Option Enter *1* to print amounts in Foreign Currency. Enter *2* to print amounts in both Foreign and Domestic Currency. If you leave this processing option blank, only Domestic Currency amounts will print.

R42632 - Open Orders by Item Reports

You generate the Print Open Sales Orders by Item program (R42632) to review the number of open orders for an item and determine how to fill them using availability information.

This report prints the detail line items within each of the sales orders and sorts the information by item number. It prints the on-hand quantities for each item within a warehouse location.

If you use Demand Scheduling, the report displays the Scheduled Pick Time (PDTT) in the Date/Time column.

Verify that all necessary backorders have been released for processing.

R42640 – Held Orders Reports

Use this report to review a list of all sales orders that are on hold for these reasons:

- Credit
- Profit margin
- Partial order hold
- Price review

Glossary of PeopleSoft Terms

activity A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.

activity rule The criteria by which an object progresses from one given point to the next in a flow.

add mode A condition of a form that enables users to input data.

Advanced Planning Agent (APAg) A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML.

application server A server in a local area network that contains applications shared by network clients.

as if processing A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.

alternate currency A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction.

In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.

as of processing A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.

back-to-back process A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.

batch processing A process of transferring records from a third-party system to PeopleSoft EnterpriseOne.

In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.

batch server A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.

batch-of-one immediate A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks.

See also direct connect and store-and-forward.

business function A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through

event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.

business function event rule See named event rule (NER).

business view A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.

central objects merge A process that blends a customer's modifications to the objects in a current release with objects in a new release.

central server A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.

charts Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.

connector Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.

contra/clearing account A general ledger account in PeopleSoft EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in PeopleSoft EnterpriseOne General Accounting.

Control Table Workbench An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.

control tables merge A process that blends a customer's modifications to the control tables with the data that accompanies a new release.

cost assignment The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.

cost component In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).

cross segment edit A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.

currency restatement The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.

database server A server in a local area network that maintains a database and performs searches for client computers.

Data Source Workbench An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System-release number data source. It also updates the Data Source Plan detail record to reflect completion.

date pattern A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.

denominated-in currency The company currency in which financial reports are based.

deployment server A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.

detail information Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).

direct connect A transaction method in which a client application communicates interactively and directly with a server application.

See also batch-of-one immediate and store-and-forward.

Do Not Translate (DNT) A type of data source that must exist on the iSeries because of BLOB restrictions.

dual pricing The process of providing prices for goods and services in two currencies.

edit code A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.

edit mode A condition of a form that enables users to change data.

edit rule A method used for formatting and validating user entries against a predefined rule or set of rules.

Electronic Data Interchange (EDI) An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.

embedded event rule An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.

Employee Work Center A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.

enterprise server A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.

EnterpriseOne object A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.

EnterpriseOne process A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.

Environment Workbench An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System-release number data source. It also updates the Environment Plan detail record to reflect completion.

escalation monitor A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.

event rule A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.

facility An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a *business unit* .

fast path A command prompt that enables the user to move quickly among menus and applications by using specific commands.

file server A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.

final mode The report processing mode of a processing mode of a program that updates or creates data records.

FTP server A server that responds to requests for files via file transfer protocol.

header information Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

interface table See Z tables.

integration server A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.

integrity test A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.

interoperability model A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.

in-your-face-error In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.

IServer service Developed by PeopleSoft, this internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.

jargon An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.

Java application server A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.

JDBNET A database driver that enables heterogeneous servers to access each other's data.

JDEBASE Database Middleware A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.

JDECallObject An API used by business functions to invoke other business functions.

jde.ini A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.

JDEIPC Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.

JDENET PeopleSoft proprietary communications middleware package. This package is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all PeopleSoft EnterpriseOne supported platforms.

Location Workbench An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.

logic server A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.

MailMerge Workbench An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.

master business function (MBF) An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.

master table See published table.

matching document A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.

media storage object Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.

message center A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.

messaging adapter An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.

messaging server A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.

named event rule (NER) Encapsulated, reusable business logic created using event rules, rather that C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.

nota fiscal In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.

nota fiscal factura In Brazil, a nota fiscal with invoice information.

See also *nota fiscal.*

Object Configuration Manager (OCM) In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.

Object Librarian A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.

Object Librarian merge A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.

Open Data Access (ODA) An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.

Output Stream Access (OSA) An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.

package EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.

package build A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.

Consider the following context: “Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions.” The process of creating a package build is often referred to, as it is in this example, simply as “a package build.”

package location The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.

Package Workbench An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the System-release number data source. It also updates the Package Plan detail record to reflect completion.

PeopleSoft Database See JDEBASE Database Middleware.

planning family A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.

preference profile The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.

print server The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.

pristine environment A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.

production environment A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.

production-grade file server A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.

program temporary fix (PTF) A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.

project In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.

promotion path The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):

11>21>26>28>38>01

In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.

proxy server A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.

published table Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

publisher The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.

pull replication One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.

QBE An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.

real-time event A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.

refresh A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.

replication server A server that is responsible for replicating central objects to client machines.

quote order In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the System-release number data source. It also updates the Server Plan detail record to reflect completion.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs. For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpiseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
Table Conversion Workbench	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.

three-way voucher match In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.

transaction processing (TP) monitor A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.

transaction set An electronic business transaction (electronic data interchange standard document) made up of segments.

trigger One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.

triggering event A specific workflow event that requires special action or has defined consequences or resulting actions.

two-way voucher match In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.

User Overrides merge Adds new user override records into a customer's user override table.

variance In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.

In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates.

Version List merge The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.

visual assist Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.

vocabulary override An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.

wchar_t An internal type of a wide character. It is used for writing portable programs for international markets.

web application server A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.

web server A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.

Windows terminal server A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

work day calendar In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.

workflow The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.

workgroup server A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.

XAPI events A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.

XML CallObject An interoperability capability that enables you to call business functions.

XML Dispatch An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.

XML List An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.

XML Service An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.

XML Transaction An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.

XML Transaction Service (XTS) Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.

Z event A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.

Z table A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Interface tables also can be used to retrieve PeopleSoft EnterpriseOne data. Interface tables are also known as interface tables.

Z transaction Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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