



PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook

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PeopleSoft EnterpriseOne Transportation 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.
<i>Italics</i>	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 <i>O</i> .
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: <i>Blank:</i> Batch is unposted and pending approval. <i>A:</i> The batch is approved for posting, has no errors and is in balance, but it has not yet been posted. <i>D:</i> The batch posted successfully. <i>E:</i> The batch is in error. You must correct the batch before it can post. <i>P:</i> 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. <i>U:</i> 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 Transportation Management Preface

This preface discusses:

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

Note. This PeopleBook documents only form elements that require addition explanation. If a form element is not documented with the process or task in which it is used, then it either requires no additional explanation or is documented with the common elements for the section, chapter, or PeopleBook.

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Address Book
- PeopleSoft EnterpriseOne General Accounting
- PeopleSoft EnterpriseOne Inventory Management
- PeopleSoft EnterpriseOne Procurement
- PeopleSoft EnterpriseOne Quality Management
- PeopleSoft EnterpriseOne Sales Order Management
- PeopleSoft EnterpriseOne Warehouse Management

PeopleSoft EnterpriseOne Application Fundamentals

The *PeopleSoft EnterpriseOne Transportation Management 8.11 PeopleBook* provides you implementation and processing information for your PeopleSoft Transportation Management. However, additional, essential information describing the setup and design of your system resides in companion documentation. The companion documentation consists of important topics that apply to many or all PeopleSoft EnterpriseOne product lines. You should be familiar with the contents of these PeopleBooks.

These companion PeopleBooks contain information that applies to setting up PeopleSoft EnterpriseOne Transportation Management:

- *PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*
- *PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook*
- *PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook*

Common Elements Used in This PeopleBook

Branch Plant	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.
Carrier Number	Specify the carrier assigned to complete a shipment or part of a shipment. This could represent a common carrier or a private fleet.
Carrier Zone	Enter the identifier used by a carrier to specify a specific zone.
Detail Level	Specify the shipment detail field that determines a rate when the charge is applied at the shipment detail level. You can specify one of these fields: • Freight Classification Code • Dispatch Group • Freight Category 1 • Freight Category 2
Distance Source	Enter the source of the distance for a delivery. The source could be a preference, carrier agreement, entered by the user, or retrieved from a mileage system.
Document Type	Document type is a user defined code (00/DT) that identifies the origin and purpose of the document. Enter the document type to use as the default value or select it from the Select User Define Codes form. For example, you can specify the default document type associated with the purchase order for a subcontract routing.
Freight Classification	Enter the National Motor Freight Classification (NV) which is assigned according to the freight commodity code. This is the default information for items that do not have a freight class.
Options and Equipment	Identify a user-defined option or piece of equipment which is associated with a shipment or which is required in order to make a shipment.
Rate Name	Enter the name of the rate used to define and calculate a freight charge.
Rate Schedule	Specify the schedule of freight and miscellaneous charges which are applied to a shipment.
Rate Type	Enter the type of rate specified in a table. This could be a fixed amount or percentage, for example
Rate Unit of Measure	Enter the unit of measure to which the rate applies. For example, if the rate unit of measure is tons, the amount is obtained by multiplying the weight in tons times the rate.

Route Code

Enter the user-defined code 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.

Shipment Depot

Enter the code that specifies the shipment depot. If a specific depot is not defined as a default, the system retrieves default information for depot *ALL*.

CHAPTER 1

Getting Started With PeopleSoft EnterpriseOne Transportation Management

This chapter provides an overview of Transportation Management and the implementation steps.

Transportation Management Overview

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

Transportation Management Implementation

This section provides an overview of the steps that are required to implement the Transportation Management system.

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.

Global Implementation Steps

This table lists the suggested global implementation steps for PeopleSoft Transportation Management:

Step	Reference
1. Set up global user defined codes.	<i>PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook</i>
2. Set up companies, fiscal date patterns, and business units.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook</i> , “Setting Up an Organization”
3. Set up next numbers.	<i>PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook</i>

Step	Reference
4. Set up accounts, and the chart of accounts.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Accounts"</i>
5. Set up the General Accounting constants.	<i>PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, "Setting Up the General Accounting System"</i>
6. Set up multicounty processing, including currency codes and exchange rates.	<i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up General Accounting for Multicurrency Processing"</i> <i>PeopleSoft EnterpriseOne Multicurrency Processing 8.11 PeopleBook, "Setting Up Exchange Rates"</i>
7. Set up ledger type rules.	<i>PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 PeopleBook, "Setting Up Ledger Type Rules for General Accounting"</i>
8. Enter address book records.	<i>PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, "Entering Address Book Records"</i>
9. Set up inventory information such as branch/plant constants, default locations and printers, manufacturing and distribution Ayes, and document types.	<i>PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, "Setting Up the Inventory Management System"</i>
10. Set up shop floor calendars.	<i>PeopleSoft EnterpriseOne Shop Floor Management 8.11 PeopleBook, "Setting Up Shop Floor Management"</i>
11. Set up order activity rules.	<i>PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook, "Setting Up the System for Sales Order Management"</i>

Transportation Management Implementation Steps

This table lists the suggested implementation steps for PeopleSoft Transportation Management:

Step	Reference
1. Activate Transportation Management	Chapter 3, "Setting Up the System," Activating Transportation Management, page 17
2. Set up automatic accounting instructions	Chapter 3, "Setting Up the System," Setting Up Automatic Accounting Instructions, page 18
3. Set up the workday calendar	Chapter 3, "Setting Up the System," Setting Up the Workday Calendar, page 21
4. Set up transportation constants	Chapter 3, "Setting Up the System," Setting Up Transportation Constants, page 25
5. Set up load constants	Chapter 3, "Setting Up the System," Setting Up Load Constants, page 28
6. Set up mode of transport constants	Chapter 3, "Setting Up the System," Setting Up Mode of Transport Constants, page 31
7. Set up items	Chapter 4, "Setting Up Items," page 35

Step	Reference
8. Set up carriers	Chapter 6, “Setting Up Carriers,” page 49
9. Set up rates	Chapter 7, “Setting Up Rates,” page 53
10. Set up routes	Chapter 8, “Setting Up Routes,” page 71
11. Set up transportation preferences (optional)	Chapter 9, “Setting Transportation Preferences,” page 81
12. Set up document control (optional)	Chapter 10, “Setting Up Document Control,” page 97
13. Set up shipment tracking numbers (optional)	Chapter 5, “Setting Up Shipment Tracking Numbers,” page 43
14. Set up vehicles	Chapter 11, “Setting Up Vehicles,” page 105
15. Set up staff (optional)	Chapter 12, “Setting Up Staff,” page 115

CHAPTER 2

Understanding the Transportation Management System

This section discusses:

- The Transportation Management system.
- System integration.
- Features of Transportation Management.
- Terms and concepts.
- Tables.

The Transportation Management System

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

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

- Selecting appropriate freight services.
- Calculating freight charges.
- Creating loads to decrease costs and meet shipping commitments.
- Planning warehouse operations based on shipping schedules.
- Determining the location and status of shipments.

The Transportation Management system provides these features:

- A single solution for the distribution of products.
- Efficient automated dispatch and tracking of shipments.
- Heightened customer service through integration with sales order and purchase order entry.

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

- Vehicle information, such as licenses, maintenance records, and vehicle type information.

- Routes, which are specific transportation paths for your shipments.
- Rates, which are specific charges for the transportation of your shipments.
- Items, such as gasoline, bicycles, milk, or other types of perishable food.
- Invoices, which provide detailed shipping information such as a bill of lading.
- Loading documents, which provide specific information about preparing a load, and which include documents such as loading notes.

System Integration

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

System	Description
General Accounting	The General Accounting system is the central point of integration and tracks shipment charges using automatic accounting instructions (Ayes).
Address Book	The Address Book system stores customer, carrier, hub or depot billing, and warehouse address information.
Sales Order Management	The Sales Order Management system integrates with the Transportation Management system through sales orders. As you create sales orders, the system creates shipments, adjusts inventory, and manages orders. Shipments are created directly from sales orders. Sales Order Management also stores shipment information if sales orders are placed on hold or are backtracked.
Inventory Management	The Inventory Management system stores item information for all manufacturing and distribution systems. Item information includes sales and purchasing costs and quantities available by location.
Procurement	The Procurement system integrates with the Transportation Management system through purchase orders. After you create purchase orders, the system then creates shipments, adjusts inventory, and manages the incoming orders. Shipments are created directly from purchase orders. Procurement also stores shipment information if purchase orders are placed on hold or are backtracked.

System	Description
Quality Management	The Quality Management system works with the Transportation Management system to ensure quality throughout the system by performing checks on various processes, such as: • Preferences for sales or purchase orders. • Confirmation of loads and delivery of loads. • The type of load to which shipments are assigned.
Warehouse Management	The Warehouse Management system works with the Transportation Management system to provide reporting, shipment picking, multiple shipping and receiving locations, and warehouse setup features.

Features of Transportation Management

The Transportation Management system contains planning features for shipments that enable you to arrange, track, configure, and update your transportation system. Transportation Management includes these features:

Feature	Description
Transportation planning with shipments	After you place an order through the Sales Order Management system, the system creates a shipment. You can place multiple orders on a single shipment or only place one order per shipment. Shipments, the foundation of the Transportation Management system, are then shipped along a particular route, either automatically or manually selected. The shipment must be confirmed to verify the product on board, the actual shipment date and time, and the actual weight. Shipments can be combined and placed on loads to save freight charges and delivery times.
Shipment routing	Shipment routing is the process of selecting a carrier and a mode of transport to service the shipment. Routing entries define origins and destinations that are served by common carriers or a private fleet. After a shipment is routed, the system then calculates possible rates to charge for that shipment.
Shipment rating	Shipment rating provides information about the cost incurred to move goods from an origin to a final destination. Shipment rating calculates the charges based on routing and the amounts billed to customers for transportation costs. Rating offers flexibility through lookup type, unit, and prorated rates.
Load building	Use load building to consolidate shipments into loads for easier transporting. Loads reduce both billable and payable freight costs. You can build loads from shipments that consist of either packaged or bulk products.

Feature	Description
Shipment and delivery confirmation	Shipment confirmation (or load confirmation) verifies the quantities of items placed on the shipments or loads against the quantities as recorded on the original order. Delivery confirmation verifies the quantities of items actually delivered to the customers against the quantities that were recorded on the original order. The system enables you to record inventory depletions and track in-transit inventory through delivery confirmation. For inbound shipments, the system includes receipt processing for purchase orders at shipment and delivery confirmation.
Shipping documents	Shipping documents are standard delivery documents, such as bills of lading, shipment manifests, and shipment labels.
Shipment tracking	The Transportation Management system provides a method of tracking shipments through your carriers. The PeopleSoft system offers a standard business function to track shipments over the internet if your carrier provides internet tracking.
Freight update	During freight update, the system creates shipment charge records to various accounts. The Transportation Management system completes these things: • Creates records in the general ledger for shipment charges. • Creates vouchers in the Accounts Payable system. • Creates records in sales order tables for billable charges that are associated with freight invoices.
Freight audit history	You can review and revise the Fee table. This table contains freight charges that you incur and charge to your customer.

Feature	Description
Preferences	Preferences enable you to configure shipment processing for your specific business requirements. Typically, you create preferences when you have consistent business requirements that differ from the default values of the Transportation Management system. For example, you can create preferences to accommodate: • Your customers' specific requirements. • Your suppliers' specific requirements (for inbound shipments). • Your company's policies. • Regulatory agencies' rules. • Item-specific requirements.
Inbound shipments	Inbound shipments, such as purchase orders or credit returns, have many of the same characteristics as standard outbound shipments. For example, an inbound shipment represents a movement of products from a single origin (in the case of a purchase order, the supplier) to a single destination (the purchaser).

Terms and Concepts

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

Accessory charges	Charges for a service other than the actual transportation of goods. Examples include notification prior to delivery, inside delivery, or levitate service.
Ambient temperature	The temperature of a liquid product at the time that you load the product onto a vehicle. This temperature affects the volume of the product that is loaded on the vehicle. Contrast with standard temperature.
Billable freight charges	The amount of freight that is charged by the shipper to the customer when the freight terms are prepaid.
Bulk products	Product, such as gasoline, which is shipped in bulk containers or compartments.
Carrier zone	A code used by a carrier to identify a geographic region, usually for the purpose of rating a shipment.
Connected vehicle	Two or more vehicles that are physically connected, such as two interconnected trailers or a group of rail cars.
Delivery	A single delivery of one or more shipments to the same customer. For the purpose of rating a shipment, the system assigns a single delivery number to multiple shipments that are represented by a single manifest, load, or master bill of lading, and that are directed to the same customer.

Delivery confirmation	A confirmation that an order or orders have been delivered to a customer. This confirmation includes information about the specific product and the exact quantity delivered.
FAN	Freight of all kinds. This is an attribute of a carrier, route, or rate table in which all freight is accepted and rated the same way, regardless of the freight classification code.
Freight category	A user defined code that is assigned at the item level and that you can use to determine a freight charge.
Freight classification code	A code that classifies freight according to product density, packaging, and other characteristics that affect transportation costs. For example, a fully assembled bicycle has one code, whereas an unashamedly bicycle has a different code. The common standard for the United States is the National Motor Freight Classification (MFG.) code.
Gain/loss	Temperature differences between standard temperature and ambient temperature can result in a gain or loss to inventory on a load. The system accounts for this gain or loss as additional journal entries to inventory.
Lead time	The time specified in days that is required to secure a transportation resource.
Load	Shipments, not necessarily to the same customer, that have been combined for delivery.
Load confirmation	A confirmation that products have been placed onto a vehicle for shipment. This confirmation includes information about the specific product and quantity, and, in some cases, the specific location or compartment on the vehicle.
Load lines	For bulk trailers, load lines account for differences in the density or temperature of a product, which helps you avoid exceeding restrictions while loading.
LTC (Less Than Truckload)	A shipment or load that does not require an entire truckload. LTC shipments are generally less than 20,000 pounds, but exceed the maximum weight for a parcel carrier.
Mode of transport	The method used to transport a shipment. Examples include air, rail, or parcel.
Multiple drop load	A load that contains shipments that are to be delivered to multiple destinations.
multiple pickup load	A load that contains shipments that are picked up from different locations.
MFG. (National Motor Freight Classification)	An organization in the United States that establishes codes for all items. Carriers use these codes to rate shipments.
Options	Additional services or requirements for a shipment, such as inside delivery. Options are often associated with accessory charges.
Payable freight charges	The amount of money charged by the carrier to the shipper when the freight terms are prepaid, or charged to the customer when the freight terms are collect.
Pooled shipments	Multiple orders that have been combined onto a load as one shipment for delivery to a hub or distribution center to reduce freight costs.
Prepaid	Freight terms in which the shipper is responsible for paying the carrier. The shipper might, in turn, assess a billable freight charge to the customer.
Routing entry	A record in the F4950 table that specifies an origin and destination, both of which are served by a specific carrier and mode of transport. The routing entry

also identifies the rate schedule that is used to calculate the freight charges, as well as the required lead time and transit time.

Shipment	A movement of goods from a single origin to a single destination.
Shipment confirmation	A confirmation that an order or orders have been shipped to a customer. A confirmation includes information about the specific product and exact quantity shipped.
Shipment container	A container used to ship one or more shipment pieces.
Shipment piece	A single part of a shipment, usually a parcel or carton.
Shipment routing step	An intermediate step of a shipment from a single origin to a single destination. An intermodal shipment contains multiple shipment routing steps.
Standard temperature	For liquid products, you set a standard temperature for your depot to account for changes in inventory due to temperature variances. Contrast with ambient temperature.
Transit time	The time, specified in business days, required to send a shipment to its final destination. The system calculates the promised shipment dates by subtracting the transit time from the promised delivery date.
Trip	The planned or scheduled transportation of shipments that use a specific vehicle.
Zone	A code assigned to a customer and generally associated with a geographic location.

Tables

Transportation Management contains these tables:

Table	Description
F4215	Contains basic information for each shipment that you create, such as order number, branch/plant, and customer address book information.
F49002	Contains default information for shipment status and package requirements for business units.
F49003	Contains load-specific default information, such as in-transit information and default tracking information.
F49004	Contains default information for carrying items for a particular mode, such as vehicle information and load type.
F49020	Contains license information for specific vehicles or staff members.
F49041	Contains a list of employees available to schedule for work shifts for driving vehicles.

Table	Description
F4906	Contains basic information for each carrier, including: • Carrier number. • Standard Carrier Alpha Code (SCAC). • Dimensional weight factor. • Performance rating. • Shipment tracking type. • Reference numbers. • Shipment tracking business function to track shipments over the internet.
F49075	Contains information that the system uses to determine whether items cannot be placed together on a load or are in a prohibited load sequence.
F4908	Contains additional item requirements used in shipping, such as commodity codes and freight classification.
F4930	Contains basic vehicle information, including: • Vehicle ID. • Vehicle type. • Business unit. • Vehicle serial number. • Weight unit of measure. • Cube unit of measure.
F49301	Contains compartment capacity information defined for each vehicle, such as weight capacity and volume capacity.
F49302	Contains defined equipment, such as hoses, that are associated with specific vehicles.
F4931	Contains information for each kind of vehicle that you set up in the system, such as whether the vehicle is a trailer, a flat bed, or a bulk vehicle.
F4941	Contains a record for each shipment step.
F4942	Contains specific information for each order line placed on a shipment.
F4943	Contains information about shipment pieces, such as weight and dimension.
F4944	Contains options and equipment information that you can assign to either the order, the delivery, or the load level.
F4945	Contains all freight charge information for shipments until you update freight.
F4947	Contains a record of status codes for shipments as they move through the transportation process.
F4950	Contains information for routing entries that you create for each carrier or vehicle, such as origin postal code, origin branch/plant, and mode of transport. You can set the routing hierarchy, which determines how the system searches for destination information in this table.

Table	Description
F49501	Defines each routing step that makes up a parent routing entry that is defined in the F4950 table. This table contains origin, destination, mode of transport, carrier, and rating information for each step.
F4951	Contains destination information for each carrier zone that you create in the system.
F4952	Contains specific information for each routing entry, such as the maximum weight allowed.
F4953	Contains a list of search criteria, usually from the specific to the general, that the system uses to find possible routes in the F4950 table for each shipment or load.
F4956	Contains a list of options and equipment that are or are not supported by a routing entry, a mode of transport, or a carrier.
F4960	Contains basic load information, including: • Planning depot • Vehicle ID • Mode of transportation • Destination • Origin
F4961	Contains a record for each loading point on a load. A loading point could be a depot, a branch/plant, a vendor, or a customer.
F49611	Contains the sequence at which a carrier must stop for each shipment on a load. You can configure the stop sequence to suit your needs.
F49612	Contains the specific vehicle information that you set up for a load, such as ID, type, and branch/plant.
F4962	Contains compartment information for loads for which you assign specific products to certain compartments in the vehicles.
F49621	Contains the assigned quantity of products on each order line to the compartments of the load.
F4963	Contains load information for loads that are specified as containing in-transit inventory. These loads can then be tracked throughout the delivery process.
F49631	Contains a history of all loads that are specified as in-transit inventory.
F49632	Contains information about product that is left on board a vehicle and that can be used in the next load.
F4970	Contains a list of rate names that the system uses to calculate the freight charge.
F4971	Contains the rate definition that the system uses to calculate the correct freight charge.

Table	Description
F4972	Contains basic rate information, including: • Rate name • Rate basis • Detail level • Lookup values • Rate structure • Options and equipment
F49721	Contains one-time quote information from carriers that the system uses when carriers offer to take a load.
F4977	Contains information that enables you to further define how charges are assessed by the carrier or the rate, such as minimum or maximum charges and weights.
F4978	Contains definitions for each charge code that you set up. You can create charge codes for both billable and payable charges.
F4981	Contains a record of each billable and payable charge that is assessed to a shipment or load.

CHAPTER 3

Setting Up the System

This section provides an overview of Transportation Management and discusses how to:

- Activate Transportation Management.
- Set up automatic accounting instructions.
- Set up the workday calendar.
- Set up transportation constants.
- Set up load constants.
- Set up mode of transport constants.

Understanding Transportation Management

This section provides overviews of:

- Transportation Management
- Hub setup
- User-defined codes

Transportation Management

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

Hub Setup

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

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

See Also

PeopleSoft EnterpriseOne Tools 8.94: Foundation PeopleBook

PeopleSoft EnterpriseOne Address Book 8.11 PeopleBook, “Entering Address Book Records”

User-Defined Codes

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

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

The Transportation Management system uses these user defined codes:

Code	Description
Shipment Status (41/SS)	Defines the different statuses that a shipment goes through as it is processed by the Transportation Management system.
Freight Handling Code (42/FR)	Defines the different types of freight in a load.
Shipping Document/Line Types (49/SD)	Defines the document types from other systems, such as Sales Order Management, that result in the creation of shipments.
Freight Classification (49/BE)	Classifies the various types of freight as established by the National Motor Freight Classification (NMFC) book.
Freight Commodity Code (49/BF)	Classifies the attributes of an item or commodity as specified in the NMFC commodity codes.
Option/Equipment (49/BG)	Defines all of the options and equipment used for shipments and loads, such as Saturday delivery or hoses required on a truck.
Shipment Status Codes (49/BH)	Defines the tracking requirements of a shipment. Specifically, this code records the status of a shipment as it is in transit.
Shipment Status Reason (49/BJ)	Defines the reason for the status code of a shipment.
Freight Rate Schedule (49/BK)	Defines the freight rate schedules used in routing and linking to specific rates.
Freight Charge Code (49/BL)	Lists the charge codes used for determining freight costs for carriers or private fleets.
Shipment Tracking Type (49/BS)	Defines the type of tracking that a shipment uses for a specific carrier or private fleet. This code does not affect any fields in the system. It is informational only.
Preference Criteria (49/BU)	Defines international shipping information specific to imports and exports. This code is informational only.
Producer of Goods (49/BV)	Defines international shipping information for non-hazardous goods specific to imports and exports. This code is informational only.
Domestic/Foreign Commodity (49/BW)	Defines a commodity as either domestic or foreign.

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

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

Activating Transportation Management

This section provides an overview of Transportation Management activation and discusses how to activate transport management.

Understanding Transportation Management Activation

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

Forms Used to Activate Transportation Management

Form Name	Form ID	Navigation	Usage
Work With EnterpriseOne System Control	W99410A	Transportation Setup (G4941), Activate Transportation System.	Access forms to active transportation management.
EnterpriseOne System Control - Revisions	W99410B	Select data item SY49 on the Work With EnterpriseOne System Control form, and click the Select button.	Activate Transportation Management.

Activating Transportation Management

Access the EnterpriseOne System Control - Revisions form.

Select Yes and click OK.

Setting Up Automatic Accounting Instructions

This section provides an overview of automatic accounting instructions and discusses how to

- Set up automatic accounting instructions.
- Set processing options for distribution AAIs (P40950).

Understanding Automatic Accounting Instructions

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

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

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

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

The Transportation Management system uses these distribution AAIs for processing:

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

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

Forms Used to Set Up Accounting Instructions

Form Name	Form ID	Navigation	Usage
Work With AAIs	W40950B	Transportation Setup (G4941), Transportation AAIs.	Access transportation AAIs.
Account Revisions	W40950D	Select an AAI table on the Work With AAIs form, and then select Details from the Row menu.	Set up AAI details.

Setting Up Accounting Instructions

Access the Account Revisions form.

Transportation AAls - Account Revisions

OK Find Delete Cancel Form Tools

AAI Table Number Freight Expense Attachments

Records 1 - 7 Customize Grid

		Co	Do Ty	Description	G/L Cat	Description G/L	Branch Plant	Obj Acct	Sub
☒		00000	PV	Voucher	FT60	Freight	30	6040	
☐		00001	FT	Freight	****		30	6040	
☐		00070	FT	Freight	****		70	6040	
☐		00080	FT	Freight	****		710	6040	
☐		00200	FT	Freight	****		D30	6040	
☐		00249	FT	Freight	****		510	6040	
☐									

Account Revisions form

Co

Specify the 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.

Do Ty

Specify the origin and purpose of the transaction. The system reserves several prefixes for document types, such as vouchers, invoices, receipts, and timesheets. The reserved document type prefixes for codes are:

P: Accounts payable documents

R: Accounts receivable documents

T: Time and Pay documents

I: Inventory documents

O: Purchase order documents

S: Sales order documents

G/L Cat

Specify the G/L offset that system uses when it searches for the account to which it posts the transaction. If you do not want to specify a class code, you can enter **** (four asterisks) in this field.

You can use automatic accounting instructions (AAIs) to predefine classes of automatic offset accounts for the Inventory Management, Procurement, and Sales Order Management systems. You might assign G/L class codes such as:

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.

Branch Plant

Specify 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.

If you leave this field blank, the system uses the business unit that you entered on the work order, in the Charge to Cost Center field.

Obj Acct

Enter the portion of a general ledger account that refers to the division of the Cost Code (for example, labor, materials, and equipment) into subcategories. For example, you can divide the Cost Code for labor into regular time, premium time, and burden.

Note. If you use a flexible chart of accounts and the object account is set to 6 digits, we recommend that you use all 6 digits. For example, entering 000456 is not the same as entering 456 because if you enter 456 the system enters three blank spaces to fill a 6-digit object.

Sub

Enter the subset of an object account. Subsidiary accounts include detailed records of the accounting activity for an object account.

Note. If you are using a flexible chart of accounts and the object account is set to six digits, you must use all six digits. For example, entering 000456 is not the same as entering 456 because, if you enter 456, the system enters three blank spaces to fill a six-digit object.

If you leave this field blank, the system uses the value you entered on the work order in the Cost Code field.

Setting Processing Options for Distribution AAI (P40950)

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

AAI Table Number	Use this processing option to specify whether the cost type field is available. Enter 1 if the Cost Type field should be available to these Distribution AAI tables:
	• 4122 • 4124 • 4134 • 4136 • 4220 • 4240 • 4310

Setting Up the Workday Calendar

This section provides an overview of workday calendars and discusses how to:

- Add workday calendars.
- Copy workday calendars.
- Changing workday defaults.
- Set processing options for workday calendars.

Understanding Workday Calendars

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

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

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

Forms Used to Set Up Workday Calendars

Form Name	Form ID	Navigation	Usage
Work With Workday Calendar	W00071B	• Payment Terms Revisions (G00141), Work Day Calendar • Planning Setup menu (G1346), Work Day Calendar • Transportation Setup menu (G4941) Work Day Calendar • Shop Floor Management Setup menu (G3141), Shop Floor Calendar • Product Data Management Setup menu (G3041), Shop Floor Calendar	Add or view calendars.
Workday Calendar Revisions	W00071A	• Set up a calendar on the Work With Workday Calendar, form, and click the Add button. • Select a calendar, on the Work With Workday Calendar form, and click Select.	Change defaults for workday calendars.

Adding Workday Calendars

Access the Work With Workday Calendar form.

Work Day Calendar - Work With Workday Calendar

Select Find Add Delete Close Tools

Branch/Plant

Calendar Type *

Calendar Name *

Calendar Month * Calendar Year * Shift Code *

Records 1 - 10 Customize Grid

	Branch/Plant	Description	Month	Year	Century	Shift Code	Calendar Type	Calendar Name
☐		10 Western Distribution Center	6	5	20			
☐		27 Eastern Area DC	1	98	19			
☐		27 Eastern Area DC	2	98	19			
☐		27 Eastern Area DC	3	98	19			
☐		27 Eastern Area DC	4	98	19			
☐		27 Eastern Area DC	5	98	19			
☐		27 Eastern Area DC	6	98	19			
☐		27 Eastern Area DC	7	98	19			
☐		27 Eastern Area DC	8	98	19			
☐		27 Eastern Area DC	9	98	19			

Work with Workday Calendar form

Branch/Plant

Enter the 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.

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

Calendar Name

(Optional) Enter the name of the calendar. If you enter a value in the Calendar Name field, you must enter a shift code.

Calendar Type

(Optional) Specify how the calendar is used. For example, the calendar might be specific to an industry such as banking or it might be used to schedule delivery persons for a route.

Note. If you use the default value of *, the system updates the value to blank even though blank is not set up as a valid value in the UDC table.

Calendar Month

Enter the number that corresponds to the month in a calendar year.

Calendar Year	Enter the calendar year for this calendar.
Shift Code	(Optional) Specify the daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. For payroll and time entry: If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.

Changing Workday Defaults

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

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

Copying Workday Calendars

Access the Workday Calendar Revisions form.

To copy a workday calendar:

1. On Workday Calendar Revisions, click Copy from the toolbar.
2. Complete the Branch/Plant field to create a new calendar.
3. Complete these optional fields to specify unique calendars for the same branch/plant:
 - Calendar Name
 - Calendar Type
 - Shift Code
4. Change the default values as necessary for each day of the week and click OK.

Setting Processing Options for Workday Calendar (P00071)

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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Interop

- 1. Type - Transaction** Use this processing option to enter the transaction type for the interoperability transaction. If left blank, outbound interoperability processing will not be performed.
- 2. Before Image Processing** Use this processing option to specify whether to use before image processing. Enter a '1' to write before images for outbound change transactions. If left blank, only after images will be written.

Setting Up Transportation Constants

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

Understanding Transportation Constants

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

Form Used to Set Up Transportation Constants

Form Name	Form ID	Navigation	Usage
Work With Transportation Constants	W49002A	Transportation Setup menu (G4941), Work With Transportation Constants.	Access forms to set up transportation constants.
Transportation Constants Revisions	W49002B	On Work With Transportation Constants, click Add.	Set up transportation constants.

Setting Up Transportation Constants

Access the Transportation Constants Revisions form.

Work with Transportation Constants - Transportation Constants Revisions

OK Cancel Tools

Constants UOM Defaults/Status Code

Shipment Depot

Branch/Plant

Freight Classification

Minimum Postal Code Size

Maximum Weight Variance %

Related Bill To Address Number

Detail Level

Distance Source

Shipment Consolidation Mode

☒ Multiple Order Consolidation

☐ Single Order Consolidation

☐ Transactional Consolidation

☐ No Consolidation

Shipment

Category 1 Alias

Category 2 Alias

Category 3 Alias

Tracking Application Type

Miscellaneous

☐ Fixed Asset Interface

☐ Item Compatibility Check

☐ Dispatch Group Compatibility Check

☐ Commodity Class Compatibility Check

☐ Copy Delivery Instructions

Transportation Constants Revisions form

Shipment Depot

Enter the code that specifies the shipment depot. If a specific depot is not defined as a default, the system retrieves default information for depot *ALL*.

Branch/Plant

Specify a separate entity within a business for which you want to track items and costs. This entity might be a warehouse location, job, project, work center, or branch/plant. The Branch/Plant field is alphanumeric.

Freight Classification

Enter the National Motor Freight Classification which is assigned according to the freight commodity code.

This is the default information for items that do not have a freight class.

Minimum Postal Code Size

Enter the minimum number of characters used in routing entries when entering a postal code.

Maximum Weight Variance %

Enter the percent by which the confirmed weight of the shipment can vary from the actual weight stored in the shipment when the shipment is confirmed. If the variance is exceeded, a warning or error message will be displayed when the shipment is confirmed.

Related Bill To Address Number

Specify which related address book number contains the bill to address for freight. If the related address book number contains no value, the address book number for the depot will be used to obtain the billing address.

Detail Level

Specify the shipment detail field that determines a rate when the charge is applied at the shipment detail level.

You can specify one of these fields:

- Freight Classification Code

	• Dispatch Group • Freight Category 1 • Freight Category 2
Distance Source	Enter the source of the distance for a delivery. The source could be a preference, carrier agreement, entered by the user, or retrieved from a mileage system.
Category 1 Alias	Specify the Alias from the Address Book table that is stored in the Shipment Category 1 column.
Tracking Application Type	Specify the type of text which stores the URL for carriers who provide a shipment tracking function on the internet.
Consolidation Mode	Specify how an order line should be consolidated. Values are: Blank or <i>0</i>: Transactional consolidation. Order lines entered or modified together will be placed on the same shipment. <i>1</i>: Multiple order shipment. Order lines from multiple orders will be consolidated onto a shipment. <i>2</i>: Single order shipment. Order lines will be consolidated only onto shipments already containing lines from that order. <i>3</i>: No consolidation. Each order line will be placed on its own shipment.
Fixed Asset Interface	Specify whether Fixed Assets interface is on for Load and Delivery Management vehicles or for Bulk Inventory tanks. Values are: <i>Y</i> or <i>1</i>: The interface is active <i>N</i> or <i>0</i> or Blank: The interface is not active
Item Compatibility Check	Specify whether the system should perform an item level compatibility check. If so, the system will not place two items which are incompatible on the same shipment.
Dispatch Group Compatibility Check	Specify whether compatibility of items is based on dispatch group. If it is, two items with a different dispatch group will not be placed on the same load or shipment.
Commodity Class Compatibility Check	Specify whether compatibility of items is based on commodity class. If it is, two items with a different commodity class will not be placed on the same load or shipment.
Copy Delivery Instructions	Specify whether to copy delivery instructions.

UOM Defaults/Status Code

Select the UOM Defaults/Status Code tab.

Weight	(Optional) Specify the unit of measure that indicates the weight of an individual item. Typical weight units of measure are: <i>GM</i>: Gram <i>KG</i>: Kilogram <i>CW</i>: Hundredweight
---------------	---

TN: Ton

OZ: Ounce

LB: Pound

When setting up a user defined code for a weight unit of measure, you must specify *W* in the special handling code of the user defined code.

Cubes

(Optional) Specify the unit of measure that the system uses to indicate volume for this item. You can specify cubes, liters, gallons, and so on, as volume standards. The system uses this unit of measure for the item or overrides it for an individual item or container.

Linear

(Optional) Specify the width, height, or length unit of measure for a vehicle.

Volume

(Optional) Specify the unit of measure for the cubic space occupied by an inventory item. Typical volume units of measure are:

ML: Milliliter

CF: Cubic Foot

CY: Cubic Yard

CM: Cubic Meter

PT: Pint

LT: Liter

When setting up a volume unit of measure user defined code, you must specify a *V* in the special handling code of the user defined code.

Maximum Piece Weight

(Optional) Enter the maximum weight of a shipment piece.

Maximum Piece Volume

(Optional) Enter the maximum cubic volume of a shipment piece.

Pending Shipment Status

(Optional) Enter the status of a shipment when the shipment is pending approval.

Approved Shipment Status

(Optional) Enter the status at and beyond which order lines will not be automatically added to shipments and shipments will not be automatically re-routed.

Confirmed Shipment Status

(Optional) Enter the status at and beyond which a shipment is considered to be confirmed. The system will not adjust a shipment which has been confirmed even if quantities on the underlying order have been changed.

Hold Shipment Status

(Optional) Enter the status of a shipment when the shipment is being held.

Approved Load Status

(Optional) Enter the status of a load which indicates that the load has been approved.

Confirmed Load Status

(Optional) Specify the code that indicates the confirmed status of a load.

Setting Up Load Constants

This section provides overviews of load constants and load types and discusses how to:

- Set up load types.
- Set up load next numbers.

Understanding Load Constants

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

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

Understanding Load Types

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

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

Forms Used to Set Up Load Constants

Form Name	Form ID	Navigation	Usage
Work With Load Types	W49003A	Transportation Setup (G4941), Work With Load Types.	Access forms to set up load types.
Load Type Revisions	W49003B	On Work with Load Types, click Add.	Set up load types.
Work with Load Next Numbers	W49170A	Transportation Setup (G4941), Work with Load Next Numbers.	Access forms to set up load next numbers.
Load Next Numbers Revision	W49170B	On Work with Load Next Numbers, click Add.	Set up load next numbers.

Setting Up Load Types

Access the Load Types Revisions form.

Load Type

Enter the code that controls how a load is handled by the load building and confirmation processes. Load types are defined in the load type table.

Dispatch Type

Specify whether this vehicle uses a weight or a volume device to control and measure the loading of product to its compartments. Values are:

V: Indicates the measurement method is by volume.

W: Indicates the measurement method is by weight.

T: Indicates the measurement method is based on the transaction.

S: Indicates the measurement method is by volume at standard. Used during Bulk Load and Delivery Confirmation or when bulk load and delivery confirmation is performed in one step.

A bulk vehicle can have a V, or W dispatch type. A packed vehicle can only have a W dispatch type.

Compartment Level Assignment

Enter a *1* in this field to indicate that compartment level assignment is required for the load. A blank indicates that compartment level assignment is not allowed.

Load Confirm Actuals

Leave this field blank to indicate that the load should be confirmed as scheduled. Enter a *1* to indicate that bulk items should be load confirmed using actual quantities regardless of tolerance.

Adjust Sales Lines

Specify whether the system adjusts order lines. This field only applies to bulk items and only if the Load Confirm Actuals field is non-blank. Values are:

Blank: The system does not adjust order lines at load confirm time when the load confirming actuals.

1: The order lines are adjusted at load confirm time when actual load quantity is different than scheduled.

Track In-Transit Inventory

Specify whether in-transit inventory is being tracked in advanced transportation. Values are:

0: Do not track in-transit inventory at load confirmation

1: Track in-transit inventory at load confirmation

Disposition In-transit Inventory

Enter *1* in this field to indicate that before a load for a vehicle is confirmed, the prior load for that vehicle must be completely delivered confirmed and any product remaining on board the vehicle must be dispositioned.

Leaving this field blank indicates that a load for a vehicle can be load confirmed regardless of whether in-transit inventory for the last load has been dispositioned.

Left-on-Board Disposition Allowed

Enter *1* in this field to indicate that product remaining on board after deliveries are completed can be dispositioned as left on board for use on the next load.

Leaving this field blank indicates that product remaining on board must be returned to inventory, charged to another customer, or recorded as a gain.

Pre-load Quantities Allowed

Enter *1* in this field indicates that a load can be load confirmed even if the prior load left product on board.

Leaving this field blank indicates that the vehicle must be empty before the load can be confirmed.

Multiple Pickup Allowed

Leave this field blank to indicate that all shipment routing steps on the load must have the same origin. Enter *1* in this field indicates that multiple pickup points are allowed on the load.

Setting Up Load Next Numbers

Access the Load Next Numbers Revisions form.

Planning Depot	Enter the depot from which a trip originates. The Trip Depot and the Trip Number fields identify the unique combination of vehicle, registration number, load date, and shift.
Next Number	Review 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.

Setting Up Mode of Transport Constants

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

Understanding Mode of Transport Constants

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

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

See Also

[Chapter 8, “Setting Up Routes,” Setting Up Routes, page 72](#)

[Chapter 11, “Setting Up Vehicles,” page 105](#)

[Chapter 3, “Setting Up the System,” Setting Up Load Constants, page 28](#)

Forms Used to Set Up Mode of Transport Constants

Form Name	Form ID	Navigation	Usage
Work With Mode of Transport Constants	W49004A	Transportation Setup (G4941), Work With Modes.	Access forms to set up mode of transport constants.
Mode of Transport Constants Revisions	W49004B	On Work with Mode of Transport Constants, click Add.	Set up mode of transport constants.

Set Up Mode of Transport Constants

Access the Mode of Transport Revisions form.

Process Control System ID	Complete this field if you use an automated gantry.
Mode of Transport	(Optional) Enter the code that describes the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.

Default Vehicle Type	(Optional) Specify the type of vehicle that you use to transport items. The vehicle type identifies the mode of transport, as well as assignments to dispatch groups.
Default Load Type	Enter the code that controls how a load is handled by the load building and confirmation processes. Load types are defined in the load type table.
Compartment Flag	Specify whether the compartment is a vehicle and physical compartment or a logical compartment. Values are: <i>V</i> : Vehicle and physical compartment <i>L</i> : Logical compartment
Lead Days	(Optional) Specify the minimum number of days following order entry before loading is scheduled.
G/L Offset	(Optional) Enter a code that determines the trade account that the system uses as the offset when you post invoices or vouchers. The system concatenates the value that you enter to the AAI item RC (for Accounts Receivable) or PC (for Accounts Payable) to locate the trade account. For example, if you enter TRAD, the system searches for the AAI item RCTRAD (for receivables) or PCTRAD (for payables). You can assign up to four alphanumeric characters to represent the G/L offset or you can assign the three-character currency code (if you enter transactions in a multicurrency environment). You must, however, set up the corresponding AAI item for the system to use; otherwise, the system ignores the G/L offset and uses the account that is set up for PC or RC for the company specified. If you set up a default value in the G/L Offset field of the customer or supplier record, the system uses the value during transaction entry unless you override it. Note. Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.
Job Type	Specify the job classifications for an organization. In the Load and Delivery Management system, the job type that you define is used specifically for operators. This value is defined in the Load and Delivery Management Constants table (F49001). You must have a staff defined with that job type in order to create a trip. The job type also defines both the vehicle and depot staff.
Operator Registration/License Type	(Optional) Specify the operator's required license type. An operator can have more than one type of registration/license. The system checks this value and requires that you assign an operator with a license of this type before you can build a trip. If you leave this field blank, the system will not require an operator license of any type.
Vehicle Registration/License Type	(Optional) Specify the vehicle's required license type. A vehicle can have more than one type of registration/license. The system checks this value and requires that you assign a vehicle with a license of this type before you can build a trip. If you leave this field blank, the system will not require a vehicle license of any type.
Automated Gantry Loading Note	Specify whether the automated gantry system should cause a bulk loading note to be printed from the Load and Delivery Management system. Enter <i>Y</i> if the automated gantry system should print a bulk loading note.

Process Control System ID Enter the identification number of the process control system. You can identify one or more process control systems associated by depot, tank, or mode of transport. The system uses this field for downloads of automated gantry information.

CHAPTER 4

Setting Up Items

This chapter provides an overview of item setup and discusses how to:

- Set up incompatible items.
- Set up item shipping information.

Understanding Item Setup

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

Setting Up Incompatible Items

This section provides an overview of incompatible item setup and discusses how to set up incompatible items.

Understanding Incompatible Item Setup

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

Prerequisite

Before you complete the tasks in this section, set up items in the Item Master table (F4101).

See Also

PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook, “Entering Item Inventory Information,”
Entering Item Master Information

Form Used to Set Up Incompatible Items

Form Name	Form ID	Navigation	Usage
Product Mix Maintenance	W49075A	Select Incompatible Items on Transportation Setup (G4941). On Work With Item Master Browse, click Find. Select a record in the grid and then select Product Mix from the Row menu.	Set up incompatible items.

Setting Up Incompatible Items

Access the Product Mix Maintenance form.

Incompatible Items - Product Mix Maintenance

OK Delete Cancel Tools

Item Number

Records 1 - 10 [Customize Grid](#)

	Prohibited Item	Item Description	Mix Type
☒	4200	Multivitamin Tablets	2
☐	4201	Vitamin A	2
☐	4202	Vitamin B1	2
☐	4203	Vitamin B2	2
☐	4204	Vitamin B6	2
☐	4205	Vitamin B12	2
☐	4206	Vitamin C	2
☐	4207	Minerals, Complex	2
☐	4208	Buffer, inert	2
☐	4209	Magnesium Stearate	2

Product Mix Maintenance form

Prohibited Item

Enter the system-assigned number for the item. The number can be in short, long, or third item number format.

Mix Type

Enter the data item that indicates the prohibited product mix to which the items pertain. Values are:

Blank: Prohibited loading sequence. Products may not be loaded sequentially after one another into the same compartment without first flushing.

1: Prohibited in same compartment. Products may not be loaded together in the same compartment.

2: Prohibited on same shipment. Products may not be on the same shipment or vehicle together.

3: Prohibited on same license plate. Products may not be loaded on a vehicle with the same license plate.

Setting Up Item Shipping Information

This section provides an overview of item shipping information setup and discusses how to:

- Set up item shipping information.
- Set processing options for item master.

Understanding Item Shipping Information Setup

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

Prerequisite

Before you complete the tasks in this section, set up items in the Item Master table.

See *PeopleSoft EnterpriseOne Inventory Management 8.11 PeopleBook*, “Entering Item Inventory Information,” Entering Item Master Information.

Form Used to Set Up Item Shipping Information

Form Name	Form ID	Navigation	Usage
Storage/Shipping	W4101D	Select Item Shipping Information on Transportation Setup (G4941). On Work With Item Master Browse, select an item and then select Storage/Shipping from the Row menu.	Set up item shipping information.

Setting Up Shipping Information

Access the Storage/Shipping form.

Item Shipping Information - Storage/Shipping

Work With Item Master Browse **Storage/Shipping**

OK Cancel Form Previous Next Tools

Item Number (Short) 8777

Item Number 4602 Multiples Stock Item #3

UCC 128 Shipping

Freight Classification (NMFC) NMFC Item Number Std Transportation Comm Code Freight Category Code 1 Freight Category Code 2	Hazardous Materials Information UN or NA Number Hazard Class Hazard Label Flash Point Temperature Type
International Shipping Information Harmonized Shipping Code Producer of Goods Preference Criteria Export Control Commodity Number Domestic/Foreign Commodity	Air Freight Packaging Group Packaging Instructions Subsidiary Risk

Storage/Shipping form

Freight Classification (NMFC)

Enter the National Motor Freight Classification, which is assigned according to the freight commodity code.

NMFC Item Number

Enter the item number used to assign the freight classification.

Std Transportation Comm Code (standard transportation commodity code)

Enter the standard transportation commodity code used for rail transportation.

Freight Category Code 1

Verify the code associated with an item on a shipment. This field is loaded from a user-specified field in the item master file.

Harmonized Shipping Code

Enter the harmonized shipping code, which is printed on export documents.

Producer of Goods

Specify whether producer of goods is used on the Certificate of Origin.

Preference Criteria

Specify whether preference criteria is used on the North American Certificate of Origin.

Export Control Commodity Number

Enter or verify the control number that prints on export documents.

Domestic/Foreign Commodity

Enter or verify the Domestic/Foreign Commodity flag printed on the Certificate of Origin.

UN or NA Number

Enter the UN or NA number assigned to hazardous goods.

Flash Point

Enter the flash point temperature of the hazardous item.

Temperature Type Enter the code that identifies the type of temperature. Values are:
F: Fahrenheit
C: Celsius

Setting Processing Options for Item Master (P4101)

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

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

- 1. Primary Unit of Measure** Use this processing option to identify the primary unit of measure that the system uses. If you leave this processing option blank, the system uses *EA* (each).
- 2. Weight Unit of Measure** Use this processing option to identify the unit of measure for weight that the system uses. If you leave this processing option blank, the system uses *LB* (pounds).
- 3. Volume Unit of Measure** Enter the user-defined code (00/UM) that indicates the unit of measure by metric conversion for ambient volume. For example, the unit of measure code for a gallon might be *GL*; the unit of measure code for a liter it might be *LT*. If you leave this processing option blank, the system uses *GA* (gallons).
- 4. Template** Enter a template name that you can use when entering items on Item Master Revisions (P4101). This name is case sensitive. If you use any capital letters in the template name when you add it, you must enter those letters in capitals whenever you search for or attach the template to Item Master Revisions. If you leave this processing option blank, the system does not use a template.

Process

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

- 1. Notes From Date** Use this processing option to specify the effective beginning date that the system uses in the Print Messages table (F4016). If you leave this processing option blank, the system uses the system date.
- 2. Notes Thru Date** Use this processing option to specify the effective ending date that the system uses in the Print Messages table (F4016). If you leave this processing option blank, the system uses the last day of the default century.

3. Category Codes

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

Blank: Do not display the form.

1: Display the form.

4. Additional System Information

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

Blank: Do not display the form.

1: Display the form.

5. Storage/Shipping

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

Blank: Do not display the form.

1: Display the form.

6. Cost Revisions (Conditional)

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

Blank: Do not display the form.

1: Display the form.

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

7. Price Revisions (Conditional)

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

In order for the system to display the Price Revisions form, you must also set the value for the Sales Price Level field to *1* on the Item Master Revisions form.

8. Unit Of Measure Conversions (Conditional)

Use this processing option to specify whether the system displays the Unit of Measure form when you add or change information and to specify when the system performs the unit of measure conversions at the item level. Values are:

Blank: Do not display the form.

1: Display the form.

9. Item Branch

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

Blank: Do not display Item Branch screens.

1: Display Item Branch and return to Item Master.

2: Display and remain on Item Branch

10. Attachments

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

Blank: Display the internal attachments.

1: Display item notes.

11. Use Templates

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

Blank: Do not use templates.

1: Use templates.

Workflow

This processing option was used previously to specify whether to activate workflow and whether users were allowed to add or change information. Do not use any of the Workflow processing options. They are not supported and will be removed in a future release.

Global Update

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

1. Transfer Changes

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

Blank: The system does not update any tables.

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

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

Versions

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

1. Item Availability (P41202)

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

2. Item Branch (P41026)

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

3. Cost Revisions (P4105)

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

4. Segmented Item Availability (P41206)

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

Interop

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

1. Transaction Type

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

The transaction type is a user-defined code (00/TT) that identifies the type of transaction, such as an invoice or a sales order. You can either enter the transaction type or choose it from the Select User Define Code form. The system uses the transaction type as the default. If you leave this processing option blank, the system does not perform export processing.

2. Before/After Image Processing

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

Blank: Write only the after image.

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

CHAPTER 5

Setting Up Shipment Tracking Numbers

This chapter provides an overview of shipment tracking numbers and discusses how to set up shipment tracking numbers.

Understanding Shipment Tracking Numbers

The tracking number that the Transportation Management system assigns automatically to each piece enables you to know exactly where each shipped piece is located, both physically and in the system. A shipped piece can be an item, pallet, box, crate, or some other shipping container.

You can customize the tracking numbers that the Transportation Management system assigns to pieces that you create in the Warehouse Management system. You customize tracking numbers after you reorganize shipment contents, which you do after the carton has been picked but before shipping.

Setting Up Shipment Tracking Numbers

This section provides an overview of shipment tracking number setup and discusses how to:

- Define next numbers for tracking number segments.
- Define tracking number segments.
- Define separators.

Understanding Shipment Tracking Number Setup

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

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

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

- Segments
- Separators

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

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

Forms Used to Set Up Shipment Tracking Numbers

Form Name	Form ID	Navigation	Usage
Tracking Segment Next Number Revisions	W490052B	Select Work With Tracking Segment Next Numbers on Carrier Setup (G49414). On Work With Tracking Segment Next Number, click Add.	Define next numbers for tracking number segments.
Tracking Number Segment Revisions	W49005B	Select Work With Generating Tracking Numbers on Carrier Setup (G49414). On Work With Generating Tracking Numbers, click Add.	Define tracking number segments.
Tracking Segment Revisions	W49005C	Select Work With Generating Tracking Numbers on Carrier Setup (G49414). On Work With Generating Tracking Numbers, select a row in the grid, and then select Separators from the Row menu.	Define separators.

Defining Next Numbers for Tracking Number Segments

Access the Tracking Segment Next Number Revisions form.

Shipment Depot

Enter the depot from which a trip originates. The Shipment Depot and the Carrier Number fields identify the unique combination of vehicle, registration number, load date, and shift.

Carrier Number

Specify the carrier assigned to complete a shipment or part of a shipment. This could represent a common carrier or a private fleet.

Document Code	Identify the document code that the system will use when printing this document.
Effective Date	Enter the date on which a transaction, contract, obligation, preference, or policy rule becomes effective.
Expired Date	Enter the date on which a transaction, contract, obligation, preference, or policy rule expires.
Next Number	Enter the number that the system assigns for generating the tracking next number.
From Next Number	Enter the first number that the system uses when assigning next numbers for generating the tracking next number.
To Next Number	Enter the last number that the system uses when assigning next numbers for generating the tracking next number. The system rolls over to the beginning next number after this number.

Defining Tracking Number Segments

Access the Tracking Number Segment Revisions form.

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

Work With Generating Tracking Numbers - Tracking Number Segment Revisions

OK Cancel Tools

Carrier Number

Mode of Transport

Document Code

Sequence Number Tracking Segment Length

☒ Hard Coded Hard Coded Value
☐ Lookup Type Lookup Type
☐ UDC Table Product Code ☒ Carrier
 User Defined Codes ☐ Mode Of Transport
☐ Next Number ☐ Document Code
☐ Check Digit Check Digit Business Function
☐ External Function Tracking Number Business Function

Tracking Number Segment Revisions form

Carrier Number	Enter the carrier assigned to complete a shipment or part of a shipment. This could represent a common carrier or a private fleet.
-----------------------	--

Mode Of Transport	Specify the carrier or mode of transport. This value allows a tracking number segment. Select a value within a UDC table by the carrier number or by the mode of transport.
Document Code	Enter the document code the system will use when printing this document.
Sequence Number	Specify the order in which to process records.
Tracking Segment Length	Enter the number of digits selected for the defined segment.
Hard Coded	Specify the tracking segment type that defines the tracking segment. Values are: 1: Hard-coded value. 2: Tracking lookup. 3: UDC table. 4: Next number. 5: Check digit. 6: External tracking number business function. If you use a check digit, the check digit must be the last value of the tracking number.
Lookup Type	Specify the tracking segment type that defines the tracking segment. Values are: 1: Hard-coded value. 2: Tracking lookup. 3: UDC table. 4: Next number. 5: Check digit. 6: External tracking number business function. If you use a check digit, the check digit must be the last value of the tracking number.
UDC Table	Specify the tracking segment type that defines the tracking segment. Values are: 1: Hard-coded value. 2: Tracking lookup. 3: UDC table. 4: Next number. 5: Check digit. 6: External tracking number business function. If you use a check digit, the check digit must be the last value of the tracking number.
Next Number	Specify the tracking segment type that defines the tracking segment. Values are:

- 1: Hard-coded value.
- 2: Tracking lookup.
- 3: UDC table.
- 4: Next number.
- 5: Check digit.
- 6: External tracking number business function.

If you use a check digit, the check digit must be the last value of the tracking number.

Check Digit

Specify the tracking segment type that defines the tracking segment. Values are:

- 1: Hard-coded value.
- 2: Tracking lookup.
- 3:UDC table.
- 4: Next number.
- 5: Check digit.
- 6: External tracking number business function.

If you use a check digit, the check digit must be the last value of the tracking number.

External Function

Specify the tracking segment type that defines the tracking segment. Values are:

- 1: Hard-coded value.
- 2: Tracking lookup.
- 3: UDC table.
- 4: Next number.
- 5: Check digit.
- 6: External tracking number business function.

If you use a check digit, the check digit must be the last value of the tracking number.

Defining Separators

Access the Work With Generating Tracking Numbers form.

Work With Generating Tracking Numbers - Work With Generating Tracking Numbers

SelectFindAddCopyDeleteCloseRowTools

Carrier Number*

Mode of Transport*

Document Code*

Records 1 - 1

Customize Grid

	Carrier Number	Mod Trn	Doc Code	Sequence No.	Number of Tracking Segments	Length of Tracking Number	Tracking Segment Type	Tracking Segment Length	Hard Coded Value
	70	4	BOL1	11	1	2	1	2	

Work With Generating Tracking Numbers form

- Sequence No.** (sequence number)

Enter the sequence used to set up the order in which valid environments appear.
- Separator Location**

Enter the position within the original tracking number where a separator is inserted. This value cannot exceed the tracking number length.

The separator value is inserted after this position.

For example, Tracking Number: 987654321 Separator Location: 4 Separator Value: / Tracking Number Displayed: 9876/54321
- Separator Value**

Specify the character that appears in a specific location of a tracking number.

CHAPTER 6

Setting Up Carriers

This chapter provides an overview of carrier profile setup and discusses how to set up carriers.

Understanding Carrier Setup

This section lists a prerequisite and discusses carrier setup.

Prerequisite

Before you complete the tasks in this chapter, set up carriers in the Address Book system.

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

Carrier Setup

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

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

Setting Up Carriers

This section provides overview of carrier master information setup and license and registration setup and discusses how to:

- Set up carrier master information.
- Set up license and registration information.

Understanding Carrier Master Information Setup

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

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

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

See Also

Chapter 14, “Tracking Shipments,” page 181

Understanding License and Registration Information Setup

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

Forms Used to Set Up Carriers

Form Name	Form ID	Navigation	Usage
Carrier Master Revisions	W4906B	Select Work with Carriers on Carrier Setup (G49414). On Work with Carrier Master, click Add.	Set up carrier master information.
License Revisions	W49020B	Select Work with Carriers on Carrier Setup (G49414). On Work with Carrier Master, select a carrier and then select License Maintenance from the Row menu.	Set up license and registration information.

Setting Up Carrier Master Information

Access the Carrier Master Revisions form.

Work with Carriers - Carrier Master Revisions

OK Cancel Form Tools

Carrier Number

SCAC Dimensional Weight Factor Performance Rating	TRACKING INFORMATION Shipment Tracking Type Reference Number Qualifier 1 Reference Number Qualifier 2
--	--

☐ Auto Pay ☒ Payable Freight Detail
☐ Route Selection Allowed

Shipment Tracking Business Function

Carrier Master Revisions form

Carrier Number	Enter the address book number that corresponds to the carrier.
SCAC	Enter the unique four-character code assigned to the carrier.
Dimensional Weight Factor	Specify the factor assigned to the shipper. This factor is used to calculate the dimensional weight, which is calculated as the length times the width times the height divided by the dimensional weight factor.
Performance Rating	Enter the user-assigned number. This number ranks the carrier's performance. Carriers with a low number are selected before carriers with a higher number when the route selection type is based on performance.
Shipment Tracking Type	Specify the shipment tracking method provided by the carrier. This could be internet, World Wide Web, telephone, and so on.
Reference Number Qualifier 1	Enter the code that qualifies the reference number. The code must conform to one of the accepted values for EDI X12 data element 128.
Reference Number Qualifier 2	Enter a second code that qualifies the reference number. It must conform to one of the accepted values for EDI X12 data element 128.
Shipment Tracking Business Function	Specify the business function that provides access to a carrier's external shipment tracking function.
Auto Pay	Select this option to indicate whether the system auto creates an accounts payable voucher for the carrier when payable freight charges are calculated.
Route Selection Allowed	Select this option to specify whether the system selects a route for this carrier when automatically routing a shipment. Values are: <i>1</i> : This route can be selected automatically. <i>0</i> : This route cannot be selected automatically.

Payable Freight Detail

Select this option to indicate whether a pay item is loaded to the voucher for each individual payable charge or whether all payable charges on a single load or shipment are added into a single pay item.

Setting Up License and Registration Information

Access the License Revisions form.

Work with Carriers - License Revisions

OK Delete Cancel Tools

Address Number: 8563 Intermountain Truckload

Records 1 - 1 Customize Grid

	Registration/ License Nbr	RL Ty	Description	Issuing Agency	Ctry	Effective Date	Expired Date	M T	Print Message

License Revisions form

Registration/ License Nbr
(registration/license number)

Enter the identification number that appears on the license, permit, or certificate.

RL Ty

Enter the number that indicates the type of authorization or document required, for example, general driving license, safety training certification, yard access, and loading rack access.

Issuing Agency

Specify the agency responsible for issuing this license. This is an address book number, which allows for a telephone number and address information.

Ctry (country)

Enter the user-defined code (00/CN) that identifies the country. The country code has no effect on currency conversion.

The Address Book system uses the country code for data selection and address formatting.

Effective Date

Enter the date on which a transaction, contract, obligation, preference, or policy rule becomes effective.

Expired Date

Enter the date on which a transaction, contract, obligation, preference, or policy rule expires or will be completed.

M T

Select the method of communication for a print message, when used. You can choose to print message on documents, display the message in a window during processing, or both. Values are:

1: Display message

2: Print message

3: Display and print message

Print Message

Enter the 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.

CHAPTER 7

Setting Up Rates

This chapter provides an overview of rate setup, lists a prerequisite, and discusses how to:

- Set up charge codes
- Set up rate definitions
- Set up lookup types
- Set up rate tables
- Set up accessorial charges
- Set up rate parameters
- Set up rate schedules.
- Update rates.

Understanding Rate Setup

This section lists a prerequisite and discusses:

- Common elements
- Rates
- Rate setup
- Rate types
- Rate levels

Prerequisite

Before you complete the tasks in this chapter, set up carriers in the Carrier Master table.

See [Chapter 6, “Setting Up Carriers,” Setting Up Carrier Master Information, page 50.](#)

Common Elements Used in this Chapter

# of Entries	Specify the number of entries in a rate table.
Apply Discount	Select this option to indicate whether a discount is applied to a charge.
Billable	Select this option to specify whether the rate is billable to the customer.
Branch/Plant	Enter the alphanumeric code that identifies branch or plant.

Clipped Rate	Select this option to indicate whether rate clipping is used when calculating a rate.
Detail Level	Identify the shipment detail field that determines a rate when the charge is applied at the shipment detail level. You can specify one of these fields: • Freight Classification Code • Dispatch Group • Freight Category 1 • Freight Category 2
Discount Minimum	Select this option to indicate whether a discount should be applied even if the minimum charge is calculated.
Lookup Type 1	Specify the field used to look up a charge in a table, such as weight or cubes. The system allows 25 columns for lookup type 1.
Lookup Type 2	Specify a second field used to look up a charge in a table. The system allows 99 rows for lookup type 2
Options/Equipment	Identify a user-defined option or piece of equipment which is associated with a shipment or which is required in order to make a shipment.
Payable	Select this option to specify whether the rate is payable to a carrier as part of your freight costs.
Rate Basis	Enter the basis used to calculate the charge.
Rate level	Specify whether a rate is applied to an entire shipment or to individual pieces on a shipment. Depending on how the rate is applied to a shipment, the rates are added together for a total freight cost, piece level, or at a detail level where the shipment is rated as a combination of both the shipment and piece level. This field also indicates how a load is rated versus how a shipment is rated.
Rate Name	Enter the name of the rate used to define and calculate a freight charge.
Rate Schedule	Specify the schedule of freight and miscellaneous charges which are applied to a shipment.
Rate Structure	Enter the name of the rate structure associated with this rate.
Rate Type	Enter the type of rate specified in a table. This could be a fixed amount or percentage, for example.
Rate UOM	Enter the unit of measure to which the rate applies. For example, if the rate unit of measure is tons, the amount is obtained by multiplying the weight in tons times the rate.
UOM	Enter the user-defined code (00/UM) that identifies the unit of measure that the system uses to express the quantity of an item, such as EA (each) or KG (kilogram).

Rates

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

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

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

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

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

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

Rate Setup

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

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

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

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

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

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

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

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

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

Rate Types

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

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

Rate Levels

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

Rate Level	Description
Shipment level	The system calculates the rate for the entire shipment regardless of whether separate items exist within that shipment. If the rate is based on weight, the weight of the shipment or load is used to calculate the charge.

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

Setting Up Charge Codes

This section discusses how to set up charge codes.

Understanding Charge Code Setup

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

Form Used to Set Up Charge Codes

Form Name	Form ID	Navigation	Usage
Charge Code Definition Revisions	W4978A	Select Work with Charge Codes on Rate Setup (G49412).	Set up charge codes.

Setting Up a Charge Code

Access the Charge Code Definition Revisions form.

Charge Code

Enter the user-defined code that classifies the freight charge.

G/L Class

Enter the code that determines the trade account the system uses as the offset when you post invoices or vouchers. The system concatenates the value that you enter to the AAI item RC (for Accounts Receivable) or PC (for Accounts

Payable) to locate the trade account. For example, if you enter TRAD, the system searches for the AAI item RCTRAD (for receivables) or PCTRAD (for payables). Do not use code 9999. It is reserved for the post program and indicates that offsets should not be created.

Tax Y/N

Enter the code that indicates whether the freight charge is subject to sales tax . The system calculates tax on the freight if the supplier is also taxable.

Setting Up Rate Definitions

This section provides an overview of rate definition and discusses how to:

- Set up a rate definition.
- Define additional rate information.

Understanding Rate Definitions

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

- Charge codes
- Rate calculations
- Lookup definitions

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

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

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

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

Forms Used to Set Up Rate Definitions

Form Name	Form ID	Navigation	Usage
Rate Definition Revisions - Basic	W4970B	Select Work with Rate Definitions on Rate Setup (G49412). On Work With Rate Definition, click Add.	Set up rate definitions.
Rate Definition Revisions - Advanced	W4970C	Select Advanced from the Form menu on Rate Definition Revisions - Basic.	Define additional rate information.

Setting Up a Rate Definition

Access the Rate Definition Revisions - Basic form.

Defining Additional Rate Information

To set up more specific rates, you can define additional rate information.

Access the Rate Definition Revisions - Advanced form.

1. After you define the rate, set up the lookup type variables for each lookup type.
2. After you set up the lookup type variables, set up the actual values in the rate table.

Pro-rate Charge Code	Enter the user-defined code that defines charges to include in pro-rating.
Pro-rate Basis	Enter the basis on which a charge is pro-rated. The basis is calculated by either weight or volume.
Function Name	Enter the name of the business function that obtains the rate. If the rate type is 5, the system retrieves the freight charge and ignores all other rate information. If the rate type is not 5, the system retrieves the rate amount from the business function not from the Rate Detail table.
Variable	Specify whether freight rates are entered as variable names, set up in the price adjustments variable table.
Conditional Rate Name	Enter a conditional rate name. If you do so, the rate name you specify must be used in order for this rate to be considered.
Rate Basis Divisor	Specify a rate basis divisor. When you do so, the system divides the rate basis by the rate basis divisor, then multiplies that amount by the rate. For example, if the rate basis is shipment value and the divisor is 100, the shipment value will be divided by 100, then multiplied by the rate.
Rounding Rule	Specify how the system performs rounding on amounts. This field is used in conjunction with Rate Basis Divisor field only. Select one of these rounding rules: • Round the remainder down • Truncate the remainder • Round the remainder up

Shipment Level Payable Select this option to specify whether payable freight should be calculated at the shipment or delivery level instead of at the load level.

See [Chapter 7, “Setting Up Rates,” Setting Up Rate Tables, page 61](#) and [Chapter 7, “Setting Up Rates,” Setting Up Lookup Types, page 60](#).

Setting Up Lookup Types

This section discusses how to set up lookup types.

Understanding Look-Up Type Setup

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

For the second lookup type, you specify the type as defined in Lookup Type table (49/BM) and specify the number of entries. After you define the lookup types, and the system creates a table, you must specify the numeric values at each point in the table.

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

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

See [Chapter 7, “Setting Up Rates,” Setting Up Rate Tables, page 61](#).

Forms Used to Set Up Lookup Types

Form Name	Form ID	Navigation	Usage
Lookup Type Revisions	W4972G	Select Work with Rate Definitions on Rate Setup (G49412). On Work With Rate Definition, select a rate. On Rate Definition Revisions - Basic, select Lookup Type One from the Form menu.	Set up lookup types.
Rate Definition Revisions - Basic	W4970B	Select Work with Rate Definitions on Rate Setup (G49412). On Work With Rate Definition, click Add.	Set up accessorial charges.

Setting Up a Look-Up Type

Access the Lookup Type Revisions form.

To set up lookup types:

- On Lookup Type Revisions, complete these fields:
 - Label
 - From Value
 - Thru Value
- Click OK.
- On Rate Definition Revisions - Basic, choose Lookup Type Two from the Form menu.
- On Lookup Type Revisions, repeat steps 1 and 2.
- On Rate Definition Revisions - Basic, click OK.
- After you set up lookup types, set up the actual values in the rate table.

Label	Enter the description associated with a specific level break in a freight charge table.
From Volume	Enter the lowest value in a range of values.
Thru Volume	Enter the highest value in a range of values.

Setting Up Rate Tables

This section discusses how to set up rate tables.

Understanding Rate Table Setup

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

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

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

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

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

Form Used to Set Up Rate Tables

Form Name	Form ID	Navigation	Usage
Lookup Rate Detail Revisions	W4972J	Rate Setup (G49412), Work With Rate Definitions. On Work With Rate Definition, select Rates from the Row menu. On Work With Rates, click Add.	Set up rate tables.

Setting Up a Rate Table

Access the Lookup Rate Detail Revisions form.

To set up rate tables, enter values for your defined fields and click OK.

Setting Up Accessorial Charges

This section discusses how to set up accessorial charges.

Understanding Accessorial Charges

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

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

Form Used to Set Up Accessorial Charges

Form Name	Form ID	Navigation	Usage
Rate Definition Revisions - Basic	W4970B	Select Work with Rate Definitions on Rate Setup (G49412). On Work With Rate Definition, click Add.	Set up rate definitions.

Setting Up an Accessorial Charge

Access the Rate Definitions Revisions - Basic form.

Setting Up Rate Parameters

This section discusses how to set up rate parameters.

Understanding Rate Parameters

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

Prerequisite

Before you complete the tasks in this section, ensure that charge codes are defined in the Freight Charge Code table (49/BL).

See *Customizing User Defined Codes in the PeopleSoft EnterpriseOne Tools 8.94 Foundation PeopleBook*

Form Used to Set Up Rate Parameters

Form Name	Form ID	Navigation	Usage
Rate Parameter Revisions	W4970I	Select Work with Rate Parameters on Rate Setup (G49412). On Work With Rate Parameters, click Add.	Set up rate parameters.

Setting Up Rate Parameters

Access the Rate Parameter Revisions form.

Carrier Number	Specify the carrier assigned to complete a shipment or part of a shipment. This could represent a common carrier or a private fleet.
Rate Name	Enter the name of the rate used to define and calculate a freight charge.
Base Charge	Specify the base charge for a rate. This amount will be added to the calculated charge.
Discount Percent	Enter the percentage by which a rate is discounted.
Currency Code	Enter the code that identifies the currency of a transaction.
Effective Date	Enter the date on which a transaction, contract, obligation, preference, or policy rule becomes effective.
Expired Date	Enter the date on which a transaction, contract, obligation, preference, or policy rule has expired or been completed.
Minimum Charge	Enter the minimum charge for a rate. If the calculated charge is less than the minimum charge, the minimum charge will be used.
Maximum Charge	Enter the maximum charge for a rate. If the calculated charge is greater than the maximum charge, the maximum charge will be used.
Minimum Per Package Charge	Enter the minimum charge per package.
Minimum Package Charge Weight	Enter the minimum weight used to determine a package charge. If the actual weight of a package is less than the minimum package charge weight, the minimum package charge weight will be used to determine the charge.
Minimum Oversize Charge	Enter the minimum charge for an oversize shipment, box, or container.
Minimum Oversize Charge Weight	Enter the minimum weight which will be used to determine the charge for an oversize shipment, box, or container. If the actual weight of the oversize shipment, box, or container is less than the minimum oversize charge weight, the minimum oversize charge weight will be used to determine the charge.
Weight Unit of Measure	Specify the unit of measure that indicates the weight of an individual item. Typical weight units of measure are: <i>GM</i> Gram

	<i>KG</i> Kilogram
	<i>CW</i> Hundredweight
	<i>TN</i> Ton
	<i>OZ</i> Ounce
	<i>LB</i> Pound
	When setting up a user defined code for a weight unit of measure, you must specify W in the special handling code of the user defined code.
Length	Enter the length at which a shipment, box, or container is considered oversize.
Width	Enter the width at which a shipment, box, or container is considered oversize.
Height	Enter the height at which a shipment, box, or container is considered oversize.
Girth	Enter the girth at which a shipment, box, or container is considered oversize.
Length plus Girth	Enter the length plus girth at which a shipment, box, or container is considered oversize.
Unit of Measure	Enter the width, height, or length unit of measure for a vehicle.

Setting Up Rate Schedules

This section provides an overview of rate schedule setup, lists a prerequisite, and discusses how to set up rate schedules.

Understanding Rate Schedules

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

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

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

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

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

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

Prerequisite

Before you complete the tasks in this section, set up rates.

See [Chapter 7, “Setting Up Rates,” Setting Up Rate Definitions, page 58.](#)

Form Used to Set Up Rate Schedules

Form Name	Form ID	Navigation	Usage
Rate Schedule Revisions	W4970G	Select Work with Rate Schedules on Rate Setup (G49412). On Work With Rate Schedule, click Add.	Set up rate schedules.

Setting Up Rate Schedules

Access the Rate Schedule Revisions form.

Seq No.	Enter the sequence which rates/rate schedules will be evaluated.
S T	Enter the value a charge must have in order to supersede another charge. Values are: / : The charge will always have a non-zero value. < : The charge will supersede another charge only if it is less than the other charge. > : The charge will supersede another charge only if it is greater than the other charge.

Updating Rates

This section provides an overview of rate updates and discusses how to:

- Update multiple rates.
- Set processing options for Batch Rate Update (R4972).
- Update rates in routes.
- Set processing options for Batch Routing Route Update (R4950).

Understanding Rate Updates

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

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

Updating Multiple Rates

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

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

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

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

Setting Processing Options for Batch Rate Update (R4972)

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.

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

Use this processing option to specify the type of processing for an event.

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

Use this processing option to indicate whether the factor value is a multiplier (%) or an additional/deductible cash amount (\$) when applied to an order's price.

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

Use this processing option to indicate how the system adjusts an order line. The value in this field works in conjunction with the Basis field (BSCD). How you define the Basis field determines whether you enter a number or a code in this field.

- If your Basis Code is 1-5, enter a positive number for markups such as 10. Enter a negative number for discounts.
- If your Basis Code is 6, you want to base the adjustment on a variable table. Enter the code that identifies the variable table in the Formula Name column.
- If your Basis Code is 7, you want to use a formula to calculate the price. Enter the code that identifies the formula in the Formula Name column.
- If your Basis Code is 8, you want to calculate the adjustment using a custom program. Enter the program ID in the Formula Name column.

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

Use this processing option to enter the date when a transaction, contract, obligation, preference, or policy rule becomes effective.

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

Use this processing option to enter the date on which a transaction, text message, agreement, obligation, or preference has expired or been completed.

Updating Rates in Routes

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

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

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

Setting Processing Options for Batch Routing Rate Update (R4950)

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.

The processing options for Batch Routing Rate Update specify how the system updates routings.

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

Use this processing option to specify whether you want to update the Routing Entries table.

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

Use this processing option to indicate whether the factor value is a multiplier (%) or an additional/deductible cash amount (\$) when applied to an order's outbound price.

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

Use this processing option to indicate whether the factor value is a multiplier (%) or an additional/deductible cash amount (\$) when applied to an order's inbound price.

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

Use this processing option to indicate how the system adjusts an order line. The value in this field works in conjunction with the Basis field (BSCD). How you define the Basis field determines whether you enter a number or a code in this field.

- If your Basis Code is 1-5, enter a positive number for markups such as 10. Enter a negative number for discounts.
- If your Basis Code is 6, you want to base the adjustment on a variable table. Enter the code that identifies the variable table in the Formula Name column.
- If your Basis Code is 7, you want to use a formula to calculate the price. Enter the code that identifies the formula in the Formula Name column.
- If your Basis Code is 8, you want to calculate the adjustment using a custom program. Enter the program ID in the Formula Name column.

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

Use this processing option to indicate how the system adjusts an order line. The value in this field works in conjunction with the Basis field (BSCD). How you define the Basis field determines whether you enter a number or a code in this field.

- If your Basis Code is 1-5, enter a positive number for markups such as 10. Enter a negative number for discounts.
- If your Basis Code is 6, you want to base the adjustment on a variable table. Enter the code that identifies the variable table in the Formula Name column.
- If your Basis Code is 7, you want to use a formula to calculate the price. Enter the code that identifies the formula in the Formula Name column.
- If your Basis Code is 8, you want to calculate the adjustment using a custom program. Enter the program ID in the Formula Name column.

6. Enter the Effective Date for the creation of new Routing Entries records.

This date minus one day, will replace the 'Expiration Date' for the existing records.

Use this processing option to specify the date when created Routing Entries records become effective.

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

Use this processing option to specify the date when created Routing Entries records expire.

CHAPTER 8

Setting Up Routes

This chapter provides an overview of routes, and discusses how to set up routes.

Understanding Routes

Routing is essential to the Transportation Management system. Routing is the process by which the system selects a carrier and a mode of transport and then rates a shipment or load. A routing entry represents the path that your shipment takes. You can define the cost of shipping your shipment based on a particular route. To do this, you assign a rate schedule to your routing entry.

You assign a routing entry and a rate to every shipment and load. You must set up both routing entries and rates during system setup, but you can change them whenever necessary. Routing entries and rates are set up for common carriers or private fleets. You can select a routing entry, or you can let the system automatically select a routing entry.

You create a specific routing entry that defines an origin and destination served by a carrier or private fleet. The system uses these search criteria to select a routing entry that meets the needs of the shipment or load:

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

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

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

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

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

Setting Up Routes

This section provides overviews of route setup, routing hierarchy, routing entry setup, routing restriction setup, carrier zone setup, option and equipment rule setup, intermodal route setup, lists prerequisites, and discusses how to:

- Set up the routing hierarchy.
- Set up routing entries.
- Set up routing restrictions.
- Set up carrier zones.
- Set up options and equipment routes.
- Set up intermodal routes.

Understanding Route Setup

A route is the path that your shipment takes to the customer. When you set up a route, you define origin and destination, available mode of transport, and available carrier for each route. You must also assign a rate schedule.

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

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

Understanding Routing Hierarchy

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

Understanding Routing Entry Setup

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

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

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

After you define the origin, you can choose to define the destination by destination postal code and/or country code, route code, city and state and/or country code, county and state and/or country code or address number. The system generates an error if more than one of the previous entries or entry combinations are defined.

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

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

When defining the rate definition, you can specify a business function to create a user defined program to calculate a promised delivery date, additional restrictions, perform user defined tasks, or to determine whether a specific carrier is eligible for a shipment.

You can copy routing entries to create new entries.

Understanding Routing Restriction Setup

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

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

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

Understanding Carrier Zone Setup

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

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

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

Understanding Option and Equipment Rule Setup

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

Understanding Intermodal Route Setup

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

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

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

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

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

Prerequisites

Before you complete the tasks in this chapter:

- Set up the Route Rule user defined codes (49/CL).

See [Chapter 3, “Setting Up the System,” User-Defined Codes, page 16.](#)

- Set up carriers in the Carrier Master table (F4906) and in the Address Book (P01012).

See [Chapter 6, “Setting Up Carriers,” Setting Up Carrier Master Information, page 50.](#)

- Set up parent routes.

See [Chapter 8, “Setting Up Routes,” Setting Up Routing Entries, page 76.](#)

Forms Used to Set Up Routes

Form Name	Form ID	Navigation	Usage
Routing Hierarchy Revisions	W4950D	Route Setup (G49411), Work with Routing Entries. On Work with Routing Entries, select Routing Hierarchy from the Form menu.	Set up the routing hierarchy.
Routing Entries Revisions	W4950B	On Work with Routing Entries, click Add.	Set up routing entries.
Routing Restrictions Revisions	W4952A	Route Setup (G49411). Work with Routing Restriction. On Work With Routing Restrictions, click Add.	Set up routing instructions.
Carrier Zone Revisions	W4951B	Route Setup (G49411). Work with Carrier Zones On Work With Carrier Zones, click Add.	Set up carrier zones.
Option and Equipment Inclusion/Exclusion Revisions	W4956A	Route Setup (G49411). Work with Options and Equipment Rules. On Work With Option and Equipment Inclusion/Exclusion Rules, click Add.	Set up options and equipment rules.
Intermodal Detail Routing Entry Revisions	W49501B	On Work with Routing Entries, click Find. Select a record in the grid, and then select Intermodal Detail from the Row menu. On Work With Intermodal Detail Routing Entries, click Add.	Set up intermodal routes.

Setting Up the Routing Hierarchy

Access the Routing Hierarchy Revisions form.

1. Review the information in the detail area.

2. To add a value, complete the Route Rule and Seq. No fields in the first empty row and click OK.

Setting Up Routing Entries

Access the Routing Entries Revisions form.

1. To enter a destination, complete these fields based on how you set up your routing hierarchy:
 - Destination Postal Code
(If you type an asterisk in this field, the system searches the routing entry for all destinations.)
 - Route Code
 - Carrier Zone
 - Zone
 - Ctry
 - City
 - County
 - ST
 - Destination Address Number
 - Origin
 - Origin Country
If you enter a value for origin country, you must also enter an origin postal code.
 - Origin Postal Code
 - Route Number
2. To enter rate schedule information for either an outbound or inbound route, complete these fields:
 - Outbound Rate Schedule
 - Inbound Rate Schedule
3. To enter new routes with specific beginning and ending dates, complete these fields:
 - Effective Date
 - Expired Date

These date fields are useful for creating new routing entries for an existing carrier.
4. To prevent the system from automatically choosing a route when you create a shipment, complete the Rt SI field with a zero.
5. To enter rate definition information for rates that are stored within a route, complete these fields:
 - R T
A rate type can only be unit or fixed.
 - Rt Bs
 - Rt UM
6. To enter rate information for freight charges for outbound routes and inbound routes, complete these fields:
 - Outbound Freight Charge Rate

- Inbound Freight Charge Rate
7. To determine how the system searches for possible carriers for a route, complete any of these fields:
 - Lead Days
 - Transit Days
 - Pfm Rtg
 8. To enter tax information or override the tax information that the carrier has specified, complete these fields:
 - Tax Y/N
 - Tax Rate/Area
 - Tax Explanation
 9. To enter additional information for the route, complete these optional fields:
 - SCAC
 - Cur Cod
 - Distance
 - UM
 - Branch Plant
 - Function Name
 - Shipment Depot
 - Contract Number
 10. Complete the Parent Route field to set up a parent route for an intermodal route.
Enter a 1 in the parent route field to specify this route as a valid parent route.
 11. Click OK.

Destination Postal Code Enter the United States ZIP code or the postal code that specifies where a shipment is to be routed. Attach this code to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.

Route Code Enter the user-defined code (system 42, type 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.

Zone Specify the user-defined code (system 40, type 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.
Ctry	Enter the user-defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
County	Enter the name of a county, parish, or other political district that is necessary for the address or for tax purposes.
ST	Enter the user-defined code (00/S) that identifies the state or province. This code is usually a postal service abbreviation.
Destination Address Number	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.
Carrier Zone	Enter the identifier used by a carrier to specify a specific zone. For example, ZONE-21 might refer to a zone used by a parcel carrier to determine the freight charge for deliveries to specific zip codes.
Outbound Rate Schedule	Enter the schedule of freight and miscellaneous charges which are applied to a shipment.
Carrier Number	Specify the carrier assigned to complete a shipment or part of a shipment. This could represent a common carrier or a private fleet.

Setting Up Routing Restrictions

Access the Routing Entries Revisions form.

Weight UoM	Specify the unit of measure that indicates the weight of an individual item. Typical weight units of measure are: <i>GM</i> : Gram <i>KG</i> : Kilogram <i>CW</i> : Hundredweight <i>TN</i> : Ton <i>OZ</i> : Ounce <i>LB</i> : Pound When setting up a user-defined code for a weight unit of measure, you must specify W in the user-defined code's special handling code.
Minimum Weight	Enter the shipment's minimum weight.
Maximum Weight	Enter the shipment's maximum weight.
Minimum Piece Weight	Enter the minimum weight for a shipment piece.
Maximum Piece Weight	Enter the maximum weight for a shipment piece.
VolumeUoM	Specify the unit of measure used for the cubic space occupied by an inventory item. Typical volume units of measure are:

ML: Milliliter

CF: Cubic Foot

CY: Cubic Yard

CM: Cubic Meter

PT: Pint

LT: Liter

When setting up a volume unit of measure user-defined code, you must specify a V in the user-defined code's special handling code.

Minimum Cubes	Enter the minimum cubic space for the shipment.
Maximum Cubes	Enter the maximum cubic space for the shipment.
Maximum Number of Stops	Enter the maximum number of stops which can be made on a delivery.
Maximum Number of Pieces	Enter the maximum number of pieces for a shipment.
Dimensional UoM	Specify the width, height, or length unit of measure for a vehicle.
Maximum Length	Enter the maximum length of a shipment.
Maximum Width	Enter the maximum width of a shipment.
Maximum Height	Enter the maximum height of a shipment.
Maximum Length Plus Girth	Enter the maximum girth plus length of a shipment.
Maximum Girth	Enter the maximum girth of a shipment.

Setting Up Carrier Zones

Access the Carrier Zone Revisions form.

Postal Code From	Enter the beginning postal code in a range of postal codes.
Postal Code Thru	Enter the ending postal code in a range of postal codes.

Setting Up Options and Equipment Rules

Access the Option and Equipment Inclusion/Exclusion Revisions form.

Option/ Equipment	Enter the user-defined option or piece of equipment which is associated with a shipment or which is required in order to make a shipment.
I E	Select this option to include or exclude. Values are: <i>Y</i> or <i>I</i> : include <i>N</i> or <i>0</i> : exclude
Shipment Depot	Identify the origin depot for a shipment or a load.

Setting Up Intermodal Routes

Access the Intermodal Detail Routing Entry Revisions form.

1. Complete these fields to enter an origin and a destination:

- Leg Number

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

- Origin Address
- Destination Address

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

2. To specify whether the system calculates a rate for a particular leg, complete the Rate Schedule field:

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

3. Complete these fields and click OK:

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

CHAPTER 9

Setting Transportation Preferences

This chapter provides overviews of transportation preferences and preference fields, and discusses how to:

- Set up the preferences master and hierarchy.
- Assign customers and items to groups.
- Set up preferences.

Understanding Transportation Preferences

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

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

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

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

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

Understanding How the System Uses Preferences

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

- A customer.
- A customer group.
- An item.

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

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

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

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

The Transportation Management system also enables you to define multiple preferences for the same customer or item.

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

Understanding Preference Fields

Preferences fields are generally categorized as:

- Key fields
- Driver fields
- Definition fields

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

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

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

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

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

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

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

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

Setting Up the Preference Master and Hierarchy

This section provides an overview of the preferences master and hierarchy and preference hierarchy arrangement, and discusses how to:

- Set up preference master information.
- Arrange the preference master hierarchy.

Understanding the Preferences Master and Hierarchy

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

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

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

The Preference Master (P40070) contains the default information that the system uses for every preference.

Understanding Preference Hierarchy Arrangement

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

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

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

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

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

Ranging from general to specific, here is the transportation preference hierarchy:

- All Items/Customer
- Item/All Customers
- Customer Group/Item Group
- Customer Group/Item
- Customer/Item

Forms Used to Set Up the Preferences Master and Hierarchy

Form Name	Form ID	Navigation	Usage
Preference Master Revision	W40070D	Select Preference Master on Transportation Setup (G4941). On Work With Preference Master, click Add.	Specify default preference information, such as the sequence in which the system processes a preference, the preference classification, and whether effective dates and quantities are part of the preference.
Preference Hierarchy Revisions	W40073D	Select Preference Master on Transportation Setup (G4941). On Work With Preference Master, select a preference, and then select Hierarchy from the Row menu.	Arrange the preference hierarchy.

Setting Up Preference Master Information

Access the Preference Master Revision form.

Preference Type	Enter the user-defined code (40/PR) that identifies a preference type or a price adjustment hierarchy. In the user defined code table 40/PR, a 1 in the Special Handling Code field identifies a supported preference. This field is hard coded for each preference.
Preference Classification	Enter the classification or title the system uses to group preferences on the Preference Profile form (P4007)
Sequence Number	Enter the sequence by which the preferences will be resolved.
Enable Effective Dates	Enter the code that indicates whether the system displays fields for effective date ranges for a preference. You might want the system to display effective date ranges if you enter effective dates and effective quantities for a preference. Values are: <i>Y</i>: Display effective date fields on the Preference Profile Revisions forms for this preference. <i>N</i>: Do not display effective date fields for this preference.
Enable Effective Quantity	Select this option to indicate whether you want to use quantity ranges for this preference. When this option is selected, the Quantity From and Quantity Thru fields on the Preference Profile Revisions forms (P40300 and P40300EC) for this preference are displayed. Effective quantity fields are optional fields that you can disable prior to setting up any preference records, but not after you have created preference records. If you assign effective quantity, you must assign effective dates

Arranging the Preference Hierarchy

Access the Preference Hierarchy Revisions form.

Preference Master - Preference Hierarchy Revisions

OK Cancel Form Tools

Preference Type Pricing Hierarchy

		Item Number	Item Group	All Items
Ship To	Customer Number	1		3
	Customer Group	2		
Sold To	Customer Number			
	Customer Group			
Parent	Customer Number			
	Customer Group			
All Customers				

Preference Hierarchy Revisions form

To arrange the preference hierarchy, type consecutive numbers at the intersections of rows and columns to define the hierarchy for the preference and click OK.

Assigning Customers and Items to Groups

This section provides an overview of customer and group assignment and discusses how to:

- Assign customers to groups.
- Assign items to groups.

Understanding Customer and Item Group Assignment

The PeopleSoft software includes predefined preferences. Before you use preferences, you must customize them for the specific business requirements.

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

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

- Set up a SEASON customer group for user-defined code 40/01.
- Assign all seasonal customers to this group.

- Create one Payment Terms preference for the seasonal customer group.

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

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

Prerequisite

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

Forms Used to Assign Customers and Items to Groups

Form Name	Form ID	Navigation	Usage
Customer Group Revisions	W40071D	Select Preference Master on Transportation Setup (G4941). On Work With Preference Master, select Customer Groups from the Form menu. On Work With Customer Group Preferences, select a customer.	Assign customers to groups.
Item Group Preference Revisions	W40072D	Select Preference Master on Transportation Setup (G4941). On Work With Preference Master, select Item Groups from the Form menu. On Work With Item Group Preferences, select an item.	Assign items to groups.

Assigning Customers to Groups

Access the Customer Group Revisions form.

Customer Group 2

Document Set

Enter the user-defined code (system 40, type 30) that identifies the customer group for which you want to define a preference. You can define the preference for this group alone or for a combination of customer group and item or item group. Do this when the customers are similar and you want to group them together to define preferences quickly and easily. If both the Customer Number and Customer Group fields are blank, the system applies the preference to all customers.

Options and Equipment

Enter the user-defined code (system 40, type 31) that identifies the group to which you can assign customers for the Options and Equipment preference. You can define the preference for this group alone or for a combination of customer group and item or item group. If both the Customer Number

and Customer Group fields are blank, the system applies the preference to all customers.

Customer Freight

Enter the user-defined code (system 40, type 32) that identifies the group to which you can assign customers for the Customer Freight preference. If both the Customer Number and Customer Group fields are blank, the system applies the preference to all customers.

Carrier

Enter the user-defined code (system 40, type 33) that identifies the group which you can assign customers for the Carrier preference. If both the Customer Number and Customer Group fields are blank, the system applies the preference to all customers.

Mode of Transport

Enter the user-defined code (system 40, type 34) that identifies the group to which you can assign customers for the Mode of Transport preference. If both the Customer Number and Customer Group fields are blank, the system applies the preference to all customers.

Assigning Items to Groups

Access the Item Group Preference Revisions form.

1. Click the Item Group 2 tab and complete any of these fields for Transportation Management preferences:
 - Document Set
 - Options and Equipment
 - Customer Freight
 - Carrier
 - Mode of Transport
2. Complete any of the remaining Item Group 2 fields for other system preferences.
3. Click the Item Group 1 tab, and complete any of its fields to assign the item to a group for other system preferences.
4. Click the Item Group 3 tab, and complete any of its fields to assign the item to a group for other system preferences.
5. When you have assigned the item to all applicable groups, click OK.

Item Group 2

Document Distribution

Enter the user-defined code (system 40, type 79) that identifies the group to which you can assign items for the Document Distribution preference. You can define the preference for this group alone or for a combination of item group and customer or customer group. If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.

Document Set

Enter the user-defined code (system 40, type 80) that identifies the group to which you can assign items for the Document Set preference. You can define the preference for this group alone or for a combination of item group and customer or customer group. If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.

Options and Equipment

Enter the user-defined code (system 40, type 81) that identifies the group to which you can assign items for the Options and Equipment preference. You

can define the preference for this group alone or for a combination of item group and customer or customer group. If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.

Customer Freight

Enter the user-defined code (system 40, type 82) that identifies the group to which you can assign items for the Customer Freight preference. You can define the preference for this group alone or for a combination of item group and customer or customer group. If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.

Carrier

Enter the user-defined code (system 40, type 83) that identifies the group to which you can assign items for the Carrier preference. You can define the preference for this group alone or for a combination of item group and customer or customer group. If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.

Mode of Transport

Enter the user-defined code (system 40, type 84) that identifies the group to which you can assign items for the Mode of Transport preference. You can define the preference for this group alone or for a combination of item group and customer or customer group. If you leave both the Item Number and Item Group fields blank, the system applies the preference to all items.

Setting Up Preferences

This section provides overviews of basic preference setup, custom preference types, advanced preference setup, advanced preference schedule setup, advanced preference processing, and discusses how to:

- Enter standard preference information.
- Set up advanced preference types.
- Set up advanced preference schedules.
- Set up advanced preference details.

Understanding Basic Preference Setup

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

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

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

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

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

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

Understanding Custom Preference Types

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

Carrier Preference

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

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

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

The Carrier preference is available as an advanced preference.

Customer Freight Preference

The Customer Freight preference works within the system by:

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

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

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

Document Set Preference

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

If you are using delivery documents, you must define at least one Document Set preference. How you define the preference depends on types of products, such as bulk products or lubricants, or whether 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
- Pre-print 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).

Mode of Transport Preference

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

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

Options and Equipment Preference

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

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

See Also

Chapter 10, “Setting Up Document Control,” Setting Up Document Sets, page 104

Understanding Advanced Preference Setup

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

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

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

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

Advanced Preference Types

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

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

Advanced Preference Details

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

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

Understanding Advanced Preference Schedule Setup

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

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

Understanding Advanced Preference Processing

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

How the System Processes Advanced Preferences

The system will first look at the schedule identified in the system constants. This schedule determines which preferences the system resolves during order processing.

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

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

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

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

Forms Used to Set Up Preferences

Form Name	Form ID	Navigation	Usage
Options and Equipment Profile Revisions	W40331A	Transportation Setup (G4941), Preference Master. On the Work with Preference Master form, select a record and select Profiles from the Row menu.	Enter custom preference information.
Preference Hierarchy Selection	W40073F	On the Work With Options and Equipment Profiles form, click Add.	Select a preference hierarchy
Preference Definition Revisions	W4071A	Advanced Preferences (G40311), Advanced Preferences Name Revisions. On Work with Preference Types, click Add.	Enter advanced preference information.
Preference Schedule Revisions	W4070C	Advanced Preferences (G40311), Advanced Preferences Schedule Revisions. On Work with Preference Schedules, select or add a schedule.	Enter advanced preference schedule information.
Preference Detail Revisions	W4072A	Advanced Preferences menu (G40311), Advanced Preferences Detail Revisions. On the Work with Preference Detail form, select a record.	Specify the fields for this preference.
Preference Values Revisions	W4072D	On the Preference Detail Revisions form, select Pref Details from the Row menu.	Return values for the fields.

Entering Standard Preference Information

After you set up the preference master and hierarchy information, you can enter the standard preference information. The form that appears corresponds to the preference type that you choose. The examples that follow correspond to the Options and Equipment profile preference (31).

Access the Preference Hierarchy Selection form.

To enter preference information :

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

Setting Up Advanced Preferences

Access the Preference Definition Revisions form.

Preference Hierarchy	Enter the user-defined code (40/PR) that identifies a preference type or a price adjustment hierarchy. When you define pricing hierarchies, you identify each table with this code. Later, when you create adjustments, you use this code to identify the hierarchy that you want the system to follow for this adjustment.
Advanced Preference Type	Enter the user-defined code (40/AP) that specifies how the system processes an advanced preference price adjustment.
Item Group	Enter the user-defined code (system 40/type 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 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.
Customer Group	Enter the user-defined code (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.
Quantity Level Break	Select this option to specify that quantity level breaks occur in the Price Adjustment Detail table (F4072). When this option is selected the system determines the correct adjustment based on the quantity ordered in the sales order. You can set up different adjustment breaks for different units of measure.
Preference History	Select this option to indicate whether the system creates preference history records for a preference name.

Setting Up Advanced Preference Schedules

Access the Preference Schedule Revisions form.

To set up advanced preference schedules:

Preference Name	Enter the name of the preference setup, which includes the preference description, hierarchy and type default for this form based on how you set up the preference using the Advanced Preferences Name Revisions menu option of the Price Adjustment Type program (P4071).
Seq No.	Enter the order in which the system processes the preference.
Effective Date	Enter the date on which the preference becomes effective.
Expired Date	Enter the date on which the preference expires or will be completed.
Item Group	Enter the user-defined code (system 40/type 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 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.

Customer Group

Enter the user-defined code (40/PC) that identifies a customer group. You can group customers with similar characteristics, such as comparable pricing.

Setting Up Advanced Preference Details

To set up advanced preference details:

1. Specify the fields that are specific to this preference.

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

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

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

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

CHAPTER 10

Setting Up Document Control

This chapter provides an overview of document setup and discusses how to set up documents.

Understanding Document Setup

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

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

Setting Up Documents

This section provides overviews of document setup, document next number setup, document printing program setup, document sets, and document depot information setup, and discusses how to:

- Set up document next numbers.
- Set up document printing programs.
- Set processing options for Transportation Bill of Lading Build (R49110).
- Set processing options for Shipment Document Workfile Build (R49130).
- Set processing options for Shipment Manifest Print (R49135) and Master Bill of Lading Print (R49137).
- Set up document sets.
- Set up document depot information.

Understanding Document Setup

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

Item	Description
Document next numbers	Document next numbers provide a numbering system for your shipping documents. Next numbers can be used for pre-numbered forms or plain forms that are not pre-numbered.

Item	Description
Document printing programs	These programs allow you to associate a program and version to each type of delivery document that you need to print.
Document sets	Document sets allow you to group your documents by customer or item for quicker processing.
Document depot information	Document depot information allows you to set up documents specific to each depot you have. You also can define multiple depots for your documents.

Understanding Document Next Number Setup

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

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

Understanding Document Printing Program Setup

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

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

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

Code	Documents
BOL1	Transportation Bill of Lading Build (R49110). You typically use this program to print bills of lading. The default version is ZJDE0001.
BOL2	Demand Scheduling Bill of Lading (R49116). You typically use this program to print bills of lading. The default version is ZJDE0002.
MBL	Master Bill of Lading Print (R49137). You typically use this program to print master bills of lading. The default version is ZJDE002.
INV1	Print Invoices (R42565). You typically use this program to print invoices. The default version is ZJDE001.
MAN1	Shipment Manifest Print (R49135). You typically use this program to print manifests. The default version is ZJDE001.
PKL	Packing List Print (R49141P). You typically use this program to print packing lists. The default version is ZJDE001.

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

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

Understanding Document Sets

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

Understanding Document Depot Information Setup

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

- Optional printers
- Form type used
- Pre-numbered forms used

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

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

Forms Used to Set Up Documents

Form Name	Form ID	Navigation	Usage
Document Next Number	W49190D	Select Work with Document Setup on Transportation Setup menu (G4941). On Work With Document Setup, select Next Number from the Form menu.	Set up document next numbers.
Document Setup Revisions	W49190B	Select Work With Document Setup on Transportation Setup (G4941). On Work with Document Setup, click Add.	Set up document printing programs.
Document Sets	W49190C	Select Work with Document Setup on Transportation Setup (G4941). On Work with Document Setup, select Document Set from the Row menu.	Set up document sets.
Depot Document Setup	W49190E	Select Work with Document Setup on Transportation Setup (G4941). On Work with Document Setup, select the Depot Setup from the Row menu.	Set up document depot information.

Setting Up Document Next Numbers

Access the Document Next Number form.

Do Ty	Enter the user-defined code (00/DT) that identifies the origin and purpose of the transaction. Several prefixes are reserved for document types such as vouchers, invoices, receipts, and time sheets.
Co	Enter the 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. You can use company 00000 for default values such as dates and automatic accounting instructions, but you cannot use company 00000 for transaction entries.
Header Business Unit	Verify or enter the business unit required for management reporting, such as a profit center, department, warehouse location, job, project, work center, branch/plant, and so forth.
Next Number Range 1	Enter the number you want the system to use the next time a document of the specified type is produced. This number must fall within the range designated in the Assigned From and To fields.
From	Enter the first number in the range of sequence numbers, between which the document numbers should fall.

To	Enter the ending number in the range of sequence numbers, between which the document numbers should fall.
I Y	Insert digits in the document number to represent the fiscal year. Values are: <i>Y</i> or <i>I</i>: Imbed the year. The last two digits of the fiscal year (04 from 2004) will be imbedded in the first and second position of the resulting document number. For example, 04123456 would represent 2004 and 00123456 would be the sequential portion of the number. <i>S</i> or <i>9</i>: Imbed the year. The last digit of the fiscal year (4 from 2004) will be imbedded in the first position of the resulting document number. For example, 41234567 would represent 2004 and 01234567 would be the sequential portion of the number. <i>N</i> or <i>0</i>: Do not imbed a digit in the document number.
I M	Imbed digits in the document number to represent the month. Values are: <i>Y</i> or <i>I</i>: Imbed two digits. The digits representing the month (such as 03 for March) will be imbedded in the third and fourth positions of the resulting document number. For example, 03001234 would represent the 03 from March and 00001234 would be the sequential portion of the number. If the year is also imbedded, 04031234 would represent 04 from 2004 and 03 from March. <i>N</i> or <i>0</i>: Do not imbed a digit in the document number.
Doc Co	Enter a number that, with the document number, document type and G/L date, uniquely identifies an original document such as invoice, voucher, or journal entry. If you use the Next Numbers by Company/Fiscal Year feature, the Automatic Next Numbers program (X0010) uses the document company to retrieve the correct next number for that company.

Setting Up Document Printing Programs

Access the Document Setup Revisions form.

Document Code	Enter the user-defined code that identifies the document. For example, you can define and use the value BDEL for bulk delivery ticket.
Document Type	Enter the user-defined code (00/DT) that identifies the document type to which the system applies the range, next number, and format.
Sequence Number	Enter the number used to indicate the sequence in which documents will be printed.
Program Name	Enter the name of the UBE to be called when a document code is referenced.
Version	Specify the version of the UBE to be called.
Reference Number Qualifier	Enter the code qualifying the Reference Number. The code must conform to one of the accepted values for EDI X12 data element 128.
Program ID External Doc #	Enter the Form Name (Program ID) of the business function used to derive the external document number.
Line Level	Select this option to indicate whether this is an order level document. You should not change this option for existing documents. If you do so, the change could cause unpredictable results.

Shipment Level	Select this option to indicate whether this is a shipment level document. You should not change this option for existing documents. If you do so, the change could cause unpredictable results.
Load Level	Select this option to indicate whether this is a load level document. You should not change this option for existing documents. If you do so, the change could cause unpredictable results.
Primary Delivery Document	Select this option to identify whether this document as the primary delivery document for a specific order line. When this option is selected, this is the primary delivery document.
Primary Invoice Document	Select this option to identify whether this document is the primary invoice document for a specific order line. When this option is selected, this document is the primary invoice document.
Document Recreate	Select this option to indicate whether a delivery document can be recreated. For example, it may desirable to recreate a Bill of Lading after it has been created if another shipment is added to the load.
Document Freight Update	Select this option to indicate whether to perform freight update when printing a delivery document.
Include Miscellaneous Lines	Select this option to indicate whether to include miscellaneous lines on a delivery document.

Setting Processing Options for Transportation Bill of Lading Build (R49110)

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

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.

Enter the Override Shipment Status	Use this processing option to indicate the status the shipment will be advanced to upon successful printing of the Bill of Lading.
Enter the name of the print UBE to be executed	Use this processing option to identify the batch or interactive program (batch or interactive object).
Enter the version of the print UBE to be executed	Use this processing option 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.
Customer Item	Use this processing option to indicate the code with which the system searches cross-reference information using a customer item number. Cross-references associate your 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). You must enter a value that has been set up in UDC 41/DT.

Setting Processing Options for Shipment Document Workfile Build (R49130)

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

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.

- | | |
|--|--|
| 1. Enter the name of the Print UBE to be executed. | Use this processing option to specify the name of an executable program to run. |
| 2. Enter the version of the Print UBE to be executed. | Use this processing option to specify the version, which is 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 choose a version. |

Setting Processing Options for Shipment Manifest Print (R49135) and Master Bill of Lading Print (R49137)

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.

- | | |
|---|--|
| Enter '1' to Consolidate by Ship To Address | <p>Use this processing option to specify whether you want to consolidate items according to the ship to address entered. Values are:</p> <p>1: Consolidate according to the ship to address.</p> <p>2: Do not consolidate.</p> |
| Enter the Global Message to print on each document | Use this processing option to assign a user-defined code representing a global message that is added to each print message. Examples of text used in messages are engineering specifications, hours of operation during holiday periods, and special delivery instructions. |
| Print Additional Header Text | <p>Use this processing option to determine whether the system prints additional header text on the report. The additional header text indicates that the document is either an original or a reprint. Values are:</p> <p>Blank: Do not print additional header text.</p> <p>1: Print additional header text that indicates that the document is an original.</p> <p>2: Print additional header text that indicates that the document is a reprint.</p> |

Setting Up Document Sets

Access the Document Sets form.

Doc Set Enter the code that identifies a group of documents that the system will print during shipment or load processing or during batch document processing. The system uses the Document Set preference to select a document set.

Setting Up Document Depot Information

Access the Depot Document Setup form.

Print Depot Enter the depot from which the documents originate.

Printer1 Specify the user-defined code (49/DO) that identifies a valid printer at the print depot.

Form ID Specify the ID of the form used to print this document.

Form ID #2 Specify the Second Forms ID used as the forms type for Document Distribution.

P R Specify whether pre-numbered forms are used for this document. Values are:
Y or *1*: Document print control is required because pre-numbered forms are used.
N or *0*: Document print control is not required.

Al Pg Specify the number of pages needed to align the document on the printer. When documents are printed, the next form number is automatically incremented so that the system's internal print numbering is synchronized with the form number of the first real form.

N S Specify the source of the document next number. Values are:
C: Company
D: Depot
S: Sales region

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

Header Business Unit Verify or enter the business unit required for management reporting, such as a profit center, department, warehouse location, job, project, work center, branch/plant, and so forth.

Branch Plant Enter the alphanumeric code that identifies a separate entity within a business for which you want to track items and costs, such as a warehouse location, job, project, work center, or branch/plant.

CHAPTER 11

Setting Up Vehicles

This chapter provides an overview of vehicle setup and discusses how to:

- Set up vehicle information.
- Set up vehicle maintenance information.

Understanding Vehicle Setup

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

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

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

- Dimension information
- Compartments
- Equipment information

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

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

Vehicle Type	Description
License information	For each vehicle that you use, you can enter specific license information that might be required by various transportation agencies.

Vehicle Type	Description
Out-of-service dates	Out-of-service dates help you to plan maintenance schedules. They can help you to route shipments by allowing the system to assign only those vehicles that are available for use.
Connected vehicle information	Connected vehicle information enables you to define two or more vehicles that are attached and given one connected vehicle ID.

Setting Up Vehicle Information

This section provides overviews of vehicle information setup, vehicle type setup, vehicle dimensions setup, vehicle compartment setup, and vehicle equipment setup, lists a prerequisite, and discusses how to:

- Set up vehicle types
- Set up vehicle dimensions
- Set up vehicle compartments
- Set up vehicle equipment

Understanding Vehicle Type Setup

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

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

Understanding Vehicle Information Setup

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

Understanding Vehicle Dimension Setup

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

Understanding Vehicle Compartment Setup

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

Understanding Vehicle Equipment Setup

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

Prerequisite

Before you complete the tasks in this section, set up user-defined codes for equipment in the Option/Equipment table (49/BG).

See [Chapter 3, “Setting Up the System,” User-Defined Codes, page 16](#).

Forms Used to Set Up Vehicle Information

Form Name	Form ID	Navigation	Usage
Vehicle Type Revisions	W4931B	Select Work with Vehicle Types on Vehicle Setup (G49413). On Work With Vehicle Types, click Add.	Set up vehicle types.
Dimension Revisions	W4931C	Select Work with Vehicle Types on Vehicle Setup (G49413). On Work With Vehicle Types, click Find and then select a line in the grid. Select Dimensions from the Row menu.	Set up vehicle dimensions.
Compartment Revisions	W4930F	Select Work with Vehicle Types on Vehicle Setup (G49413). On Work With Vehicle Types, select Compartments from the Row menu.	Set up vehicle compartments.
Equipment Revisions	W4930D	Select Work with Vehicle Types on Vehicle Setup (G49413). On Work With Vehicle Types, select Equipment row.	Set up vehicle equipment.

Setting Up Vehicle Types

Access the Vehicle Type Revisions form.

Vehicle Type

Specify the type of vehicle you use to transport items. The vehicle type identifies the mode of transport, as well as assignments to dispatch groups.

Weight UoM	Specify the unit of measure that indicates the weight of an individual item. Typical weight units of measure are: <i>GM</i>: Gram <i>KG</i>: Kilogram <i>CW</i>: Hundredweight <i>TN</i>: Ton <i>OZ</i>: Ounce <i>LB</i>: Pound When setting up a user-defined code for a weight unit of measure, you must specify W in the user-defined code's special handling code.
Empty Weight	Enter the certified weight of this vehicle, including fuel but excluding cargo.
Volume UoM	Enter the user-defined code (00/UM) that identifies the unit of measure that the system uses to indicate volume for this item. You can specify cubes, liters, gallons, and so on, as volume standards. The system uses this unit of measure for the item or overrides it for an individual item or container.
Carries Product	Select this option to indicate whether the vehicle carries products. When this option is selected, this vehicle carries products.
Dispatch Group	Enter the user-defined code that identifies the dispatch group. A dispatch group is a grouping you make for products according to the physical characteristics that are important when storing and transporting those products. During the load building process, the system checks if the dispatch group for the item and the vehicle are compatible. The system only allows products belonging to the allowed dispatch groups to be assigned to the vehicle.
Secondary Dispatch Group	Enter the code used by the Transportation Management system to group products for dispatch.
Number of Compartments	Enter the number of compartments in a vehicle.
Load Line Count	Enter the number of load lines in a vehicle compartment.
Cubic UoM	Specify the unit of measure for the cubic space occupied by an inventory item. Typical volume units of measure are: <i>ML</i>: Milliliter <i>CF</i>: Cubic foot <i>CY</i>: Cubic yard <i>CM</i>: Cubic meter <i>PT</i>: Pint <i>LT</i>: Liter When setting up a volume unit of measure user-defined code, you must specify a V in the user-defined code's special handling code.
Mode of Trn	Enter the user-defined code (system 00, type TM) that describes the nature of the carrier being used to transport goods to the customer, such as by rail, by road, and so on.

Bulk/Packed Flag	Indicate 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 designed specifically for bulk products. Edits will be performed by transportation screens to ensure the appropriate products are being processed. Values are: <i>P</i> : Packaged item (product) <i>B</i> : Bulk liquid item (product)
Number of Axles	Enter the number of axles on this vehicle. This information is applicable only to road trucks. It is vital in those situations where governmental authorities either restrict the operation of large (high axle count) vehicles or control the maximum weight allowed per vehicle axle.
Weight Capacity per Axle	Enter the weight capacity per axle for this vehicle.
Number of Seals Required	Enter the number of seals a vehicle requires.
Multiple Lines	Select this option to indicate whether multiple lines are allowed per compartment. When this option is selected, multiple lines are allowed.

Setting Up Vehicle Dimensions

Access the Dimension Revisions form.

Vehicle Exterior Height	Enter the vehicle's exterior height.
Vehicle Exterior Length	Enter the vehicle's exterior length.
Vehicle Exterior Width	Enter the vehicle's exterior width.
Vehicle Side Door Height	Enter the vehicle's side door height.
Vehicle Side Door Width	Enter the vehicle's side door width.
Vehicle Rear Door Height	Enter the vehicle's rear door height.
Vehicle Rear Door Width	Enter the vehicle's rear door width.
Vehicle Interior Front Height	Enter the vehicle's interior height at the front.
Vehicle Interior Center Height	Enter the vehicle's interior height at the center.
Vehicle Interior Rear Height	Enter the vehicle's interior height at the rear.
Vehicle Interior Length	Enter the vehicle's interior length.
Vehicle Interior Width	Enter the vehicle's interior width.
Vehicle Floor Height	Enter the vehicle's floor height.
Linear Unit of Measure	Specify the width, height, or length unit of measure for a vehicle.

Setting Up Vehicle Compartments

Access the Compartment Revisions form.

Weight Capacity	Enter the weight capacity of this compartment. If you did not set a capacity for each compartment, you may still load product.
Cubes Capacity	Enter the volume, referred to as cubes, of a vehicle or space.
Volume Capacity	Enter the volume capacity of this compartment for this dispatch group.
Volume Capacity 2	Enter the volume capacity of this compartment for this dispatch group.
B P	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 designed specifically for bulk products. Edits will be performed by transportation screens to ensure the appropriate products are being processed. Values are: <i>P</i> : Packaged item (product) <i>B</i> : Bulk liquid item (product)

Setting Up Vehicle Equipment

Access the Equipment Revisions form.

Option/ Equipment	Enter the user-defined option or piece of equipment which is associated with a shipment or which is required in order to make a shipment.
Units Needed	Enter the number of units needed.

Setting Up Vehicle Maintenance Information

This section provides an overview of vehicle master information setup and discusses how to:

- Set up vehicle master information.
- Set processing options for Vehicle Master Maintenance (P4930).
- Set up vehicle out-of-service dates.
- Set up connected vehicles.

Understanding Vehicle Maintenance Information Setup

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

Vehicle Master Information Setup

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

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

Vehicle License Setup

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

Vehicle Out-of-Service Date Setup

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

Connected Vehicle Setup

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

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

Forms Used to Set Up Vehicle Maintenance Information

Form Name	Form ID	Navigation	Usage
Vehicle Master Revisions	W4930B	Select Work with Vehicles on Vehicle Setup (G49413). On Work With Vehicles, click Add.	Set up vehicle master information.
License Revisions	W49020B	Select Work with Licenses on Vehicle Setup (G49413). On Work With License, select a vehicle.	Set up vehicle licenses.
Vehicle Out of Service Dates	W4930C	Select Work with Vehicles on Vehicle Setup (G49413). On Work With Vehicles, select a vehicle in the grid and then select Out of Service from the Row menu.	Set up vehicle out-of-service dates.
Connected Vehicle Revisions	W4935F	Select Work with Connected Vehicles on Vehicle Setup (G49413). On Work With Connected Vehicles, click Add.	Set up connected vehicles.

Setting Up Vehicle Master Information

Access the Vehicle Master Revisions form.

Vehicle Type	Specify the type of vehicle you use to transport items. The vehicle type identifies the mode of transport, as well as assignments to dispatch groups.
Vehicle Serial No	Enter the alternate vehicle identification number. This number is commonly used to track vehicles by the manufacturer's serial number. The Vehicle Serial Number field must be a unique number.
Owner Number	Enter the address book number that identifies the organization that owns or operates this vehicle or tank. The owner may be the address book number assigned to the company number.
Maximum Odometer	Enter the maximum value allowed on the odometer.
Print Message	Enter the 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.
Message Type	Select the method of communication used for print messages. You can choose to print message on documents, display the message in a window during processing, or both. Values are: 1: Display message 2: Print message 3: Display and print message
Dummy Vehicle	Select this option to indicate whether the vehicle is a dummy vehicle which can be used temporarily in place of an actual vehicle for trip assignment. When this option is selected, this vehicle is a dummy vehicle. When you assign a dummy vehicle, the system automatically displays Vehicle Registration Entry window during load confirm by trip. At this time, you must supply a registration number for the dummy vehicle.

Set Processing Options for Vehicle Master Maintenance (P4930)

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.

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.

1. Enter 1 to display Vehicle Compartment, Vehicle License, and Vehicle Equipment revision forms when adding a vehicle.	Use this processing option to specify whether to display Vehicle Compartment, Vehicle License, and Vehicle Equipment revision forms when adding a vehicle.
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Setting Up Vehicle Licenses

Access the License Revisions form.

Registration/ License Nbr	Enter the identification number that appears on the license, permit, or certificate.
RL Ty	Enter the number that indicates the type of authorization or document required, such as general driving license, safety training certification, yard access, and loading rack access.
Issuing Agency	Enter the address book number for the agency responsible for issuing this license.
Ctry	Enter the user-defined code (00/CN) that identifies a country. The country code has no effect on currency conversion. The Address Book system uses the country code for data selection and address formatting.
Effective Date	Enter the date when the license becomes effective.
Expired Date	Enter the date on which the license expires.
MT	Select the message type used for print messages. You can choose to print message on documents, display the message in a window during processing, or both. Values are: 1: Display message 2: Print message 3: Display and print message
Print Messages	Enter the 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.
Display Owner	Select this option to indicate whether to display the vehicle owner.

Setting Up Vehicle Out-of-Service Dates

Access the Vehicle Out of Service Dates form.

Veh Sts	Enter the user-defined code (49/VS) that indicates why the vehicle is out of service, such as Scheduled Routine Maintenance (SRM), Mechanical Breakdown (MB), or Collision Repair (CR).
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See Also

Chapter 11, “Setting Up Vehicles,” Setting Up Vehicle Master Information, page 112

Setting Up Connected Vehicles

Access the Connected Vehicle Revisions form.

Connected Vehicle ID	Enter the that represents two or more connected vehicles. This ID can represent a number of situations, including:
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- Two or more vehicles (often rail cars or barges) are connected to each other temporarily to form a train.
- Two or more vehicles (typically, road trucks and trailers) are attached to each other for a somewhat longer period of time, for example, a day, week, month, or more.

Mode of Trn

Enter the user-defined code (system 00, type TM) that describes the nature of the carrier being used to transport goods to the customer, such as by rail, by road, and so on.

Dispatch Group

Enter the user-defined code that identifies the dispatch group. A dispatch group is a grouping you make for products according to the physical characteristics that are important when storing and transporting those products. During the load building process, the system checks if the dispatch group for the item and the vehicle are compatible. The system allows only products belonging to the allowed dispatch groups to be assigned to the vehicle.

Secondary Dispatch Group

Enter the code used by the Transportation Management system to group products for dispatch.

CHAPTER 12

Setting Up Staff

This chapter provides an overview of staff setup, lists prerequisites, and discusses how to set up depot or vehicle staff.

Understanding Staff Setup

This section lists prerequisites and discusses staff setup.

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

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

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

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

Prerequisites

Before setting up staff:

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

Staff Setup

This section discusses how to set up staff.

Form Used to Set Up Depot or Vehicle Staff

Form Name	Form ID	Navigation	Usage
Depot/Vehicle Staff Revisions	W49041A	Transportation Setup (G4941), Work with Depot/Vehicle Staff Click the Add button on the Work with Depot/Vehicle Staff form.	Set up depot or vehicle staff.

Setting Up Depot or Vehicle Staff

Access the Depot/Vehicle Staff Revisions form.

Staff Name	Enter the staff member's name.
Staff Number	Enter the address book number that identifies the staff member.
Job Type	Select the user-defined code (49/JT) that indicates the job classifications for an organization. In the Load and Delivery Management system, the job type that you define is used specifically for operators. This value is defined in the Load and Delivery Management Constants table (F49001). You must have a staff defined with that job type in order to create a trip. The job type also defines both the vehicle and depot staff.
Shift	Enter the user-defined code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.

CHAPTER 13

Planning Transportation

This chapter provides overviews of shipment information and the transportation process flow and discusses how to:

- Plan transportation shipments.
- Work with loads.
- Work with deliveries.

Understanding Shipment Information

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

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

Here are things you can do with shipment information:

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

What is a Shipment?

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

- Transactional consolidation

You can consolidate only the order lines that you add or modify in a single transaction into one shipment.

- Multiple order consolidation

You can consolidate order lines from multiple transactions into one shipment.

- Single order consolidation

You can consolidate order lines that pertain to the same order into one shipment.

- Manual consolidation

You can place order lines with different shipment dates, delivery dates, and delivery times onto the same shipment. You can also manually select sales and credit order lines for manual shipment consolidation (source orders S or T).

- No consolidation

You can place individual order lines into separate shipments.

What is a Load?

A load consists of shipments, not necessarily to the same customer, that have been combined for pick up and delivery. Consolidating shipments into loads reduces freight costs.

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

Understanding the Transportation Process Flow

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

Shipment Planning

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

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

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

Load-Building

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

Approval

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

Confirmation

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

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

Printing Delivery Documents

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

Delivery Confirmation

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

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

Freight Update

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

Freight Audit

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

Planning Transportation Shipments

This section provides overview of shipment planning and discusses how to:

- Create a shipment during order entry.
- Select order lines for shipment consolidation.
- Remove order lines from a consolidated shipment.
- Quote freight in an online invoice.
- Revise shipment information.
- Define shipment pieces.
- Assign options and equipment to a shipment.
- Review routing options.
- Approve shipments.
- Set processing options for Work with Shipments (P4915).

Understanding Shipment Planning

This section discusses:

- Shipment revision.
- Shipment creation during order entry.
- Shipment consolidation.
- Freight quotes.
- Shipment revision information.
- Shipment pieces.
- Shipment options and equipment.
- Routing options.
- Shipment rating and routing.
- Shipment approval.

Shipment Revision

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

You can revise basic shipment header information and routing information using Work with Shipments (P4915). This table shows what you can revise on the Shipment Revisions form:

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

Shipment Creation During Order Entry

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

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

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

Shipment Consolidation

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

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

- Shipment Status value is below the processing-option based selection criteria.
- Order lines with a next status are below the processing-option based selection.

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

Freight Quotes

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

Shipment Revision Information

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

- The need to change a promised delivery date and time.
- The need to split a shipment into multiple legs.

In addition, you can change:

- Weight and volume information.
- Mode of transport.
- Carrier number.
- Handling code.
- Measurements.

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

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

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

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

Shipment Pieces

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

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

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

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

The system performs these calculations:

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

Shipment Options and Equipment

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

The system can store options and equipment at the order line level, delivery level, or the load level. This table describes each option:

Level	Option
Order line level	The option displays once for each line that requires it. Any associated charges are listed for each line that contains the option.
Delivery level	The option displays once per delivery, and any associated charge is assessed only once.
Load level	The option displays once per load and any associated charge is assessed only once.

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

Routing Options

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

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

Bypass Shipment Rating and Routing

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

You can specify the carrier in these areas:

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

You specify the mode of transport in these areas:

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

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

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

- Work with Shipments (P4915)
- Work With Loads (P4960)
- Sales Order Entry (P4210)
- Transportation Bill of Lading Build (R49110)
- Transportation Bill of Lading Print (R49115)
- Freight Update and Report (R4981)

Shipment Approval

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

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

Prerequisites

Before you consolidate shipments from sales or credit orders, you must specify how the system consolidates manual shipments on the Manual Shipment Consolidation tab in the processing options for Work with Shipments (P4915).

Before you can revise shipment information, ensure that you have set up these user defined codes for excess charges:

- Excess Reason (49/ES)
- Excess Responsibility (49/EC)

Before you can approve shipments, you must verify that approved, unapproved, and pending shipment statuses are defined in user defined code table Shipment Status (41/SS).

See Also

[Chapter 13, “Planning Transportation,” Adding Shipments Manually , page 148](#)

[Chapter 8, “Setting Up Routes,” Setting Up Routes, page 72](#)

[Chapter 7, “Setting Up Rates,” Setting Up Rate Definitions, page 58](#)

PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook, “Setting Up the System for Sales Order Management,” Setting Up Order Activity Rules

PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook, “Processing Sales Orders”

Forms Used to Create Shipment During Order Entry

Form Name	Form ID	Navigation	Usage
Customer Service Inquiry	W4210E	Sales Order Processing (G4211), Sales Order Detail.	Access forms to create a shipment during order entry, or quote freight online after an order has been placed.
Sales Order Detail Revisions	W4210A	Select a record on the Customer Service Inquiry form, and then click Select.	Create a shipment during order entry.
Work with Shipments	W4915B	Shipments and Loads (G4911), Work with Shipments.	Access forms to select order lines for shipment consolidation.
Shipment Detail - Order Lines	W49151A	Select a shipment on the Work with Shipments form, and select Add/Remove SO Lines from the Row menu.	Select order lines for shipment consolidation.
Select Order Lines	W49151B	Select Order Lines from the Form menu on the Shipment Detail - Order Lines form.	Select the record or multiple records with order lines that you want to consolidate.
Work With Online Invoice	W42230A	Select Order on the Customer Service Inquiry form, an then select Order, and then Online Invoice from the Row menu.	Review the estimated freight charges for the order.

Page Name	Object Name	Navigation	Usage
Shipment Revisions	W4915K	Select the shipment that you want to revise on the Work with Shipments form, and click the Select button.	Review any of the tabs and determine where the shipment is in the transportation process.
Additional Shipment Revisions	W4915N	Select the Additional Info from the Form menu on the Shipment Revisions form.	Review fields and make any changes that are necessary.
Shipment Detail	W4915C	Select Detail from the Form menu on the Shipment Revisions form.	Review shipment detail information.
Shipment Pieces Revisions	W4915D	Select a shipment on the Work with Shipments form and then select Revisions, and then Pieces from the Row menu.	Define shipment pieces.
Shipment/Load Options and Equipment Revisions	W4915E	Select a shipment on the Work with Shipments form, and select Revisions and then Options and Equip from the Row menu.	Assign options and equipment to a shipment.
Work With Routing Options	W4980A	Select a shipment on the Work with Shipments form, and then Routing Options from the Row menu.	Review routing options.
Approve Shipment	W4915L	Select a shipment or shipments on the Work with Shipments form, and select Approve Shipment from the Row menu.	Approve shipments.

Creating Shipments During Order Entry

Access the Sales Order Detail Revisions form.

To create a shipment during order entry:

1. Complete these fields:

- Order Type
- Branch/Plant
- Ship To
- Quantity Ordered
- Item Number

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

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

- Review the delivery instructions.

- Add or remove detail lines.
 - Modify the shipment pieces.
 - Review information about options and equipment.
 - Modify the routing information.
3. Review the rating information.
 4. On the Sales Order Detail Revisions form, click the OK button.

Selecting Order Lines for Shipment Consolidation

Access the Select Order Lines form.

To select order lines for shipment consolidation:

1. Select a record or multiple records, and then select the Select Order Line option from the Row menu.
The system marks selected lines with a check mark. To remove a record, select Remove Selection from the Row menu.
2. Click the Close button.
3. On the Shipment Detail - Order Lines form, click the OK button to update the shipment.

Note. This task is possible only if you are using manual order consolidation, which you set up in the processing options of P4915.

Removing Order Lines from a Consolidated Shipment

Access the Select Order Lines form.

To remove order lines from a consolidated shipment:

1. Select the order line or multiple lines in the detail area, and then select Remove Detail from the Row menu.
2. Click the OK button.

Quoting Freight in an Online Invoice

Access the Customer Service Inquiry form.

Revising Shipment Information

Access the Shipment Revisions form.

Work with Shipments - Shipment Revisions

OK Cancel Form Tools

Shipment Revisions Dates/Times Miscellaneous

Shipment Depot	30	Shipment Number	35
Shipment Source	0 Other / Outbound	Routing Step Number	1.0
Status	10 Pending	Number of Routing Steps	1

Origin	6040	Southern Distribution Center	
Ship To	4242	Capital System	
Sold To	4242	Capital System	
City	Atlanta	Postal Code	30342
State	GA	Country	US
Route Code	 Blank - Route Code 42/RT		
Zone Number	Blank - Shipping Zone 40/ZN		

Weight and Volume

Scheduled Weight	400.0000	LB	Scheduled Volume	0.0134	FC
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Shipment Revisions form

To revise shipment information:

1. Select the Shipment Revisions tab, and revise these fields:

- Route Code
- Zone Number
- Scheduled Weight

The shipment weight is qualified by a Weight Qualifier (WGQ) that identifies the type of weight.

- Scheduled Volume

The volume scheduled on a load or in a compartment.

2. Select the Dates/Times tab, and revise any of these fields:

- Promised Ship

The promised shipment date for a sales order. This date represents the day that the item can be shipped from the warehouse.

- Promised Delivery

The date an item will be delivered to the customer.

- Earliest Pickup Date
- Latest Pickup Date

- From Pickup Time
 - Thru Pickup Time
 - Scheduled Loading Time (minutes)
 - Earliest Delivery Date
 - Latest Delivery Date
 - From Delivery Time
 - Thru Delivery Time
 - Scheduled Unloading Time
3. Select the Miscellaneous tab, and revise any of these fields:
- Mode of Transport
 - Carrier Number

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.

- Freight Handling Code

In Advanced Transportation Management, you can indicate who has responsibility for freight charges by entering these values in the first position of the Special Handling Code field in UDC table 42/FR:

In the first position of the handling code, a 1 indicates that the freight charges are collect, the consignee is responsible for paying the freight charges. The Advanced Transportation Management system will not calculate collect freight charges for outbound shipments.

In the first position of the handling code, a 2 indicates freight charges are pre-paid, the shipper is responsible for paying the freight charges. The Advanced Transportation Management System 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 pre-paid and add, the shipper is responsible for paying the freight charges. The Advanced Transportation Management system will calculate both billable and payable freight charges.

- Number of Pieces

The number of pieces, pallets, containers, and so on which make up a shipment.

For shipments that do not have piece information defined in the Pieces table (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/or 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

- Number of Containers

The number of shipping containers, pallets, and so on.

- Dock ID

- Reason Code

A user defined code (49/ES) that identifies the reason for excess transportation charges.

- Responsibility Code

A user defined code (49/EC) that identifies the responsible party for excess transportation charges.

- Authorization Code

The authorization code for expedited shipment charges.

4. Access the Additional Shipment Revisions form.

5. Review the fields and make any changes that are necessary.

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

6. Click the OK button to return to the Shipment Revisions form.

7. On the Shipment Revisions form, select Detail from the Form menu to review shipment detail information.

8. On the Shipment Detail form, review the information and click the OK button.

See Also

PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook, “Processing Sales Orders,” Confirming Shipments

PeopleSoft EnterpriseOne Demand Scheduling Execution 8.11 PeopleBook, “Working with Cumulative Information for Demand Scheduling”

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, “Setting Up Warehouse Management,” Working with Standard Pack Carton Recommendations

Defining Shipment Pieces

Access the Shipment Pieces Revisions form.

Seq	Container Code	Gross Weight	Wgt UoM	Cubes	Cbs UoM	Container I.D.	Weight Empty	Reference Number	Ref Qlfr
1			LB		FC				

Shipment Pieces Revisions form

Seq

Review the system generated number that is assigned to the piece.

Container Code	Enter the code (46/EQ) that identifies a storage container or a shipping carton. A storage container can be an open container where items are stored on the container (for example, a pallet), or a closed container where items are stored in the container (for example, a box). You use the Container and Carton Codes program (P46091) to define storage containers.
Gross Weight	Enter the gross weight of one unit of the item in this unit of measure, or the weight of an empty storage container or shipping carton. By default these values use the location detail (F4602), and the system uses the values in maximum weight calculations for specified locations during putaway.
Cubes	Enter the numeric value of the cubic volume of this item - computed by the Item Master Revisions program.
Cbs UoM	Specify the unit of measure that the system uses to indicate volume for this item. You can specify cubes, liters, gallons, and so on, as volume standards. The system uses this unit of measure for the item or overrides it for an individual item or container.
Container I.D.	Specify the code that you assign to the container in which the items on this purchase order or order line were shipped to you. You can assign container information to an order during receipts entry.
Weight Empty	Specify the certified weight of this vehicle, including fuel, but excluding cargo.
Reference Number	Enter a reference number or identification number as defined for a particular EDI transaction set or as specified by the Reference Number Qualifier.
Ref Qlfr	Specify a code that qualifies the Reference Number. The code must conform to one of the accepted values for EDI X12 data element 128.
Length	Enter the length of a shipment or shipment piece.
Width	Enter the width of a shipment or shipment piece.
Height	Enter the height of a shipment or shipment piece.
Girth	Enter the girth of a shipment or shipment piece.
Dim U/M	Specify the width, height, or length unit of measure for a vehicle.
Tare SSCC	Enter the tare level Serialized Shipping Container Code. Must conform to the UCC structure for SSCC numbers.

Assigning Options and Equipment to a Shipment

Access the Shipment/Load Options and Equipment Revisions form.

Del Lin	Specify whether a freight charge is calculated once per detail line, once per delivery, or once per load/trip. Values are: <i>D</i> : To calculate once per delivery <i>L</i> : To calculate once per detail line <i>T</i> : To calculate once per load/trip
----------------	---

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

Reviewing Routing Options

Access the Work With Routing Options form.

To review routing options:

1. Review the carrier and mode of transport and freight charges for each possible route for your shipment.

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

2. Select a specific route for a shipment, and click the Select button.

Approving Shipments

Access the Approve Shipment form.

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

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

- | | |
|--------------------------------|---|
| 1. From Shipment Status | Use this processing option to specify a start value for the range of a shipment status code. |
| 2. Routing Status | <p>Use this processing option to determine the shipment routing information that the system displays. Values are:</p> <p>Blank: Display all shipments.</p> <p>0: Display routed shipments.</p> <p>1: Display unrouted shipments.</p> <p>9: Display shipments that cannot be routed.</p> |
| 3. Shipments on Loads | <p>Use this processing option to determine whether the system displays all shipments or only those shipments that are not on load. Values are:</p> <p>Blank: Display all shipments.</p> |

- 4. Routing Step** *1:* Display shipments that are not on load.
 Use this processing option to determine how the system displays routing steps. Values are:
 Blank: Display all routing steps.
1: 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:
1: Display a notification on the Work with Shipments form.
 2: Display a notification on the Shipment Detail form.
 3: Display a notification on both forms.

Process

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

- 1. Shipment Creation** Use this processing option to determine whether the system allows you to create shipments manually. Values are:
 Blank: Do not allow manual creation of shipments.
1: Allow manual creation of shipments.
- 2. Protected Shipment Status** Use this processing option to specify the shipment status at or beyond which the system does not allow you to make changes. If you leave this processing option blank, the system uses the confirmed shipment status from the Transportation Constants program (P49002).
- 3. Minimum Shipment Status - Print Delivery Documents** Use this processing option to specify the lowest shipment status number that prompts the system to print delivery documents.
- 4. Minimum Shipment Status - Delivery Confirmation (Required)** Use this processing option to specify the lowest shipment status number that prompts the system to confirm delivery.
- 5. Maximum Shipment Status - Delivery Confirmation (Required)** Use this processing option to specify the highest shipment status number that prompts the system to confirm delivery.
- 6. Self-Service Mode** Use this processing option to determine whether the system activates self-service functionality and which type of self-service functionality the system can activate for users of Java/HTML. Values are:
 Blank: Do not activate customer self-service functionality.
1: Activate customer self-service functionality.
 2: Activate carrier self-service functionality.

Approval

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

- | | |
|---|--|
| 1. Bypass Update of Sales Order Next Status | <p>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:</p> <p>Blank: Update the next status.</p> <p>1: Do not update the next status.</p> |
| 2. Override Sales Order Next Status | <p>Use this processing option to specify the override for a sales order next status that the system uses when a shipment that contains sales orders is approved. If you leave this processing option blank, the system uses the next status from the Order Activity Rules program (P40204).</p> |
| 3. Warehouse Request Processing Mode | <p>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:</p> <p>Blank: Do not generate a pick request.</p> <p>1: Generate pick requests only.</p> <p>2: Generate pick requests and process them using the subsystem.</p> |
| 4. Override Approved Shipment Status | <p>Use this processing option to specify the override for a shipment next status that the system uses when approving a shipment.</p> |
| 5. Valid RMA Requirement | <p>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:</p> <p>1: A valid RMA is required for credit sales orders.</p> <p>2: A valid RMA is required for purchase orders.</p> <p>3: A valid RMA is required for both credit sales orders and purchase orders.</p> |
| 6. Update of Purchase Order Next Status | <p>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:</p> <p>Blank: Update the order next status.</p> <p>1: Do not update the order next status.</p> |
| 7. Override Purchase Order Next Status | <p>Use this processing option to specify the override next status for a purchase order. The system applies the override next status when a shipment that contains purchase orders is approved. If you leave this processing option blank, the system uses the next status from the Order Activity Rules program (P40204).</p> |
| 8. Override Purchase Order Next Status - Unapproved (Future) | <p>For future use.</p> <p>Use this processing option to specify the override order next status that the system uses when a shipment that contains purchase orders is unapproved.</p> |

Versions

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

- | | |
|---|--|
| 1. Load Build (P4960) | Use this processing option to determine which version of the Work with Loads program (P4960) the system uses for transfers. If you leave this processing option blank, the system uses version ZJDE0001. |
| 2. Shipment Tracking (P4947) | Use this processing option to determine which version of the Shipment Tracking program (P4947) the system uses for shipment tracking. If you leave this processing option blank, the system uses version ZJDE0001. |
| 3. Transportation Shipment Confirmation (P49645) | Use this processing option to determine which version of the Transportation Shipment Confirmation program (P49645) the system uses. If you leave this processing option blank, the system uses version ZJDE0001. |
| 4. Deliver Confirm (P49650) | Use this processing option to determine which version of the Delivery Confirm program (P49650) the system uses. If you leave this processing option blank, the system uses version ZJDE0001. |
| 5. Delivery Documents (P49590) | Use this processing option to determine which version of the Document Print - Interactive program (P49590) the system uses to retrieve the document control processing options. If you leave this processing option blank, the system uses version ZJDE0001. |
| 6. UCC128 Shipment Edit (R42071) | Use this processing option to determine which version of the Batch Shipment Edit program (R42071) the system uses. If you leave this processing option blank, the system uses version ZJDE0001. |
| 7. Pack Confirm Detail (P4216) | Use this processing option to determine which version of the Pack Confirm Detail program (P4216) the system uses. If you leave this processing option blank, the system uses version ZJDE0001. |
| 8. Preference Profile (R40400) | Use this processing option to determine which 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 XJDE0001. |
| 9. Sales Order Entry (P4210) | Use this processing option to enter the version of Sales Order Detail (P4210) that the system will use when transferring from Work With Shipments (P4915). If left blank, the system uses version ZJDE0001. |
| 10. Process Pick Request (R46171) | Use this processing option to determine which version of the Location Selection Driver program (R46171) the system uses for processing pick requests. If you leave this processing option blank, the system uses version XJDE0007. |
| 11. Carton Recommendations (P4615) | Use this processing option to specify the version of Carton Recommendations (P4615). If left blank, the system uses version ZJDE0001. |

Manual Shipment Consolidation

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

- | | |
|--|---|
| 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) user defined codes.

Blank

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 will not be available for selection. Values are chosen from the Activity/Status Code (40/AT) user defined codes. A blank value indicates that selection availability is determined by the Shipment Status Order Line Selection processing option.

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

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

Blank: No

1: Yes

Working with Loads

This section provides an overview of loads, lists prerequisites, and discusses how to:

- Define the attributes of your loads.
- Select shipments for loads.
- Add shipments manually.
- Assign options and equipment to loads.
- Review the stop sequence for a load.
- Create pooled shipments.
- Assign shipments on a load to compartments.
- Tender loads.
- Accept tendered loads.
- Reject tendered loads.
- Change the status to unapprove a load.
- Set processing options for Work with Loads (P4960).
- Work with tendered loads.
- Set processing options for Load Tender History (P4918).
- Spot-quoting a load.
- Deleting a spot-quote from a load.

Understanding Loads

This section discusses:

- Load uses.
- Load builds.
- Manual shipment additions.
- Options and equipment assignments.
- Stop sequence.
- Pooled shipments.
- Load approval.
- One-time rates.
- Delivery options.

Load Uses

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

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

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

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

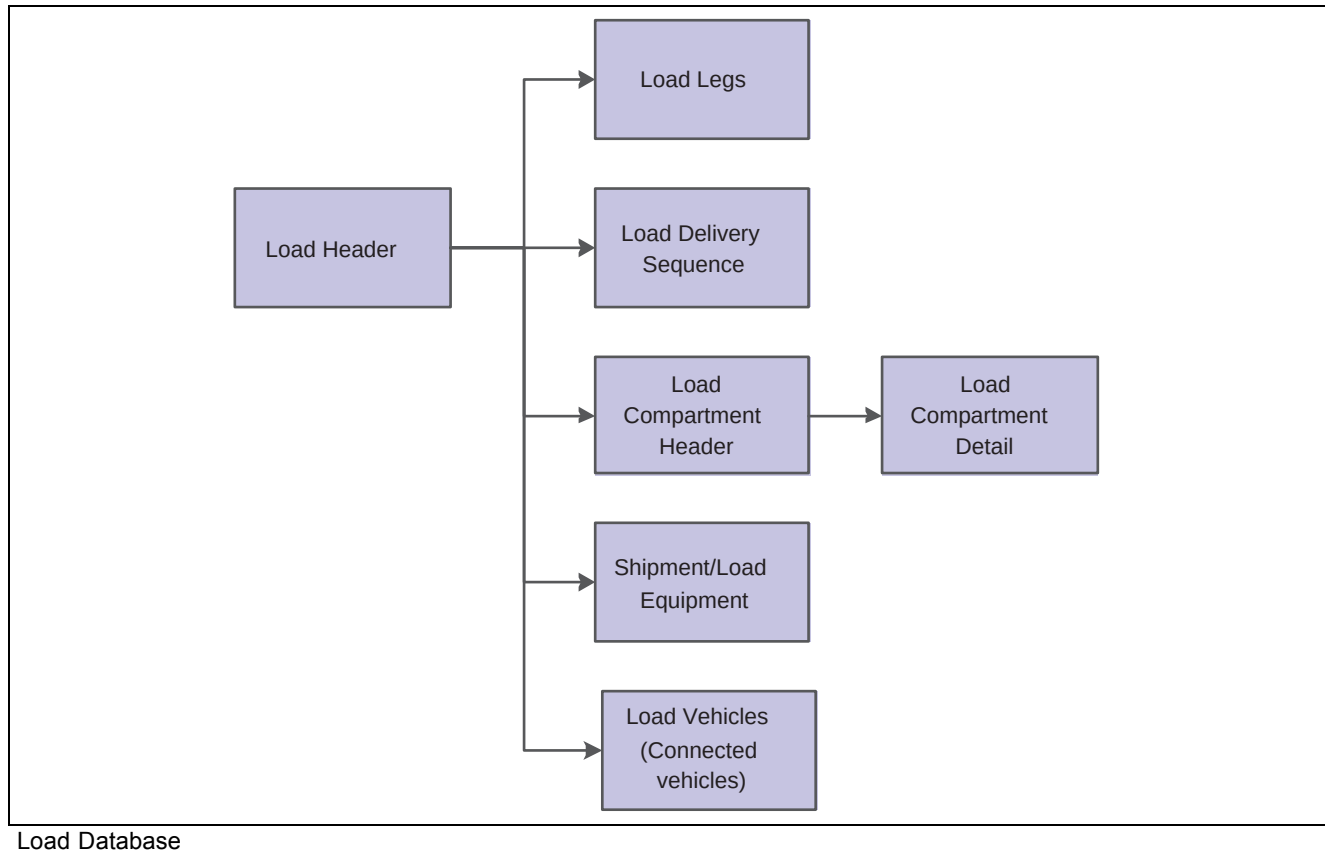
You can track in-transit inventory by load. Tracking in-transit inventory is generally required only for shipments which are Freight On Board (FOB) destination or for transfer shipments. When you place shipments on a load, you can separate the load confirmation from the delivery confirmation and record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

In addition to combining shipments into loads, you can:

- Rate loads.
- Modify the options and equipment that is required for a load.
- Assign products to compartments.
- Print a loading note or load tender report.
- Approve all shipments on the load.

- Confirm all shipments on the load.
- Print delivery documents for all shipments on the load.

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



Load Builds

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

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

You can include the depot from which the load originates and the final destination. You can specify that the load originates at one depot, but is to be loaded at another. Likewise, you can specify the final destination for the load, but specify another destination point to which the vehicle returns.

You add shipments to a load by selecting them from the Work with Shipments form. Shipments are placed on loads only if they comply with the criteria of the load header and the vehicle or vehicle type. For example, a shipment with packaged products cannot be placed on a load that uses a vehicle with bulk compartments. The system verifies that the products in a load are compatible. As shipments are added to the load, they are assigned a stop sequence in the order that they were added. The last stop of the load is the final destination.

You can maintain options and equipment information for your load. You can assign options and equipment at the load level, but not at the shipment level. For example, if a load requires a signature or the collection of payment from a particular person, you assign that information to the load, but not to the individual shipments.

From the Work with Loads form, you can access other forms that contain additional detailed information. For example, you can enter specific compartment assignments, review load charges, or review rates for your load.

You can create loads that have one final destination, or you can create a load with several destinations that might include unscheduled deliveries. To create a load with unscheduled deliveries, you must set up an unofficial order. This unofficial order is sometimes called a dummy or phantom order, and is used to load the truck. Later, when completing the delivery confirmation steps, you enter the actual customers that were services and the quantities and products that were delivered.

Manual Shipment Additions

To ship items that are not sold through a sales order, you can manually add shipments without entering a sales order. On the Shipment Revisions form, you complete all of the information required to set up a shipment, including origin, destination, address book number, and weight or volume. After the information is entered, you can select Routing Options and view the estimated billable charges as though this shipment had been created from a sales order.

You can also use this function to estimate freight charges for a customer. To determine the freight charges for a shipment, you create a shipment but do not record the shipment information into the system. After generating a quote for a customer, you can then create the order in Sales Order Management if doing so appropriate.

Options and Equipment Assignment

You assign options and equipment to a load to specify any extra service required beyond standard operating procedures. You can assign options and equipment to a shipment or to a load. You can assign options and equipment to a load, even if the shipments on that load have none assigned. For example, if a load requires a signature at the time of delivery, the signature option is assigned to the load instead of each shipment. When you assign options or equipments, you can place the charge at the load, delivery, or line level.

Stop Sequence

Depending on how you assign shipments on a load, the system creates a default stop sequence. The system allows you to specify the total distance for your loads, as well as the distance between stops. You can also use the optimize feature to rearrange the stop sequencing. In addition, you can maintain the schedule load, shipment date, and deliver date and time for each stop. If you have configured a third-party stop optimizer, you can set up the stop sequence for a more efficient load.

Note. The PeopleSoft software does not include distance calculation or optimization programs. These must be developed or purchased separately. You can use PeopleSoft software to link to distance calculation programs.

You might encounter difficulties while optimizing or changing the sequence of the shipments on a load. This table identifies possible difficulties and the probable cause:

Possible Difficulty	Probable Cause
Distance does not import for load stop sequence	On Work With Transportation Constants, your branch/plant or depot must have a value in the Distance Source field that corresponds to the number suggested by the mileage calculation program.
Load stop sequence not available	You must select an unprotected load to change a stop sequence.

Pooled Shipments

A pooled shipment is a consolidation of shipments onto a load to a regional distribution or deconsolidation center. You create pooled shipments from the same form that you use to build loads.

To increase distribution efficiency, you pool shipments to a distribution center before sending each shipment out to its final location. This works best when the carrier sends out shipments by zones throughout the country. By pooling more than one shipment and having a completely filled load, you reduce freight costs. You must set up an intermediate destination (the distribution center) to receive the load before distributing it to the specific final locations.

For example, assume that your company manufactures sweaters at one branch/plant. Stores across the country sell your sweaters. Instead of sending individual shipments all over the country, you pool shipments of sweaters into a load. The load's destination is a distribution center that serves several area stores. Then, from this distribution center, the shipments are sent to the local stores for sale.

To create a pooled shipment, you create a normal load and specify the intermediate destination on the Origin/Destination tab of the Load Header Revisions form. The intermediate destinations are address book numbers that you enter into each row for each shipment. If you know that a load is used for pooled shipments when it is created, you can specify the intermediate addresses in the load header. When you do so, the system automatically applies the information to each shipment that you would add.

Load Review

When you review loads, you can modify the stop sequence and add information for a load, such as vehicle registration and compartments required for a load. You access these details from the Load Detail - Shipments form. By defining specific information, you can tailor loads to best fit your business needs.

When reviewing loads, you can also determine the payable freight charges. This is done on the Work With Routing Options form much like quoting freight for a shipment. A list of available carriers for a load is shown along with the associated costs associated with each carrier.

If you have set up the self-service mode, suppliers who provide your delivery services can review your loads. By using this self-service mode, you can keep your suppliers informed on pending and approved loads. Greater communication allows you and your suppliers a better working relationship. Outbound Carrier Load in Supplier Self-Service mode allows you to view loads from the web. After you enable Outbound Carrier Load through processing options, your suppliers can make inquiries on loads that are assigned to them in the system. Suppliers or carriers cannot revise load information, but are allowed to view where their loads are in the transportation process.

Load Approval

You must approve loads before shipping them to your customers. When you approve a load, the system advances the shipments and order lines to the next status. Once a load is approved, it has a protected status. You cannot make changes to an approved, protected load. If necessary, you can change the status of an approved load to a status of pending by unapproving the load.

Depending on how you build loads, these conditions apply:

Type of Load	Conditions
Valid routings	All assigned routings must be valid and set up.
Compartmentalized loads	If the load is compartmentalized, all of the compartments on the load must be assigned before the load can be approved.

Type of Load	Conditions
Pooled loads or intermediate destinations	If you specify an intermediate destination for a load, then the system creates an additional routing step for each shipment on the load.
Warehouse management	If you use the Warehouse Management system, you can generate a warehouse request when you approve a load. If you change the status back to pending and then re-approve the load, the system does not regenerate the warehouse request.

Status Change

You might need to make changes to an approved load. In those situations, you can change follow the steps to unapprove a load. When you unapprove a load, the system unapproves all the related shipments.

When you unapprove a load, the system updates the order detail lines and the load status to a status of pending. You can make changes to a load with a pending status. For example, you can add or remove shipments from a load.

Follow the steps to approve the load when you have made the necessary changes.

One-Time Rates

You might need to use a one-time rate for a load, for example, when you have a one-time quote from a carrier. This one-time rate is often called a spot quote. Use a spot quote to eliminate the need to set up permanent rate information for a rate that you will use only once. A spot quote can be used when you tender a load.

Delivery Options

Delivery operations ensure accurately loaded shipments and loads, ease the transfer of product ownership, and record the transactions that take place throughout the course of a business day.

You can track inventory between the time that a load is confirmed and the time that it is delivered. This is beneficial if you maintain ownership of the product until delivery and must track in-transit inventory in the general ledger. You can use a separate tracking function for shipments with in-transit inventory.

You should be familiar with these terms and concepts associated with delivery operations:

Term	Description
Shipment confirmation	Confirming shipments is the process of confirming all of the order lines on a shipment. When you confirm a shipment, you verify that everything planned or ordered for a shipment is shipped. If product on the shipment is not included, those lines are not confirmed and are available for a later shipment.
Load confirmation	Confirming loads is similar to confirming shipments, but instead of verifying order lines, you verify each of the different shipments that are assigned to the load. If applicable, you can confirm loads at the compartment level or the order line level.
Delivery confirmation	Confirming deliveries is the process of recording proof of delivery (POD) information for shipments. For loads for which inventory is tracked while in-transit, use delivery confirmation to record the quantity of product that is actually delivered.

Term	Description
Unscheduled deliveries	Unscheduled deliveries is a feature that allows you to record deliveries that were not initiated by sales orders. For example, an unscheduled delivery might be a situation in which product that could not be delivered to a scheduled customer is delivered to a different (unscheduled) customer instead of being returned to the depot or origin. When the vehicle returns, the sales orders are entered into the system.
Load disposition	You record the disposition of a load to indicate what happened to the remaining product left on a vehicle after all deliveries have been made. You typically record disposition for loads for which you track in-transit inventory. You record the disposition for: • Product returned to inventory. • Product left on board to be used in the next load. • Product gain or loss, such as damaged goods or miscounted (additional) inventory.

You can print delivery documents to accompany the shipment. Delivery documents record the transfer of ownership of the products to the customer and provide transportation information for various agencies that require documentation. After a shipment or load is approved, you can select and modify the list of documents to be printed. These documents can be preprinted before the shipment or load leaves, or you can specify that the system automatically print documents during confirmation.

See Also

[Chapter 8, “Setting Up Routes,” page 71](#)

[Chapter 7, “Setting Up Rates,” Setting Up Rate Definitions, page 58](#)

[Chapter 13, “Planning Transportation,” Tendering Loads, page 154](#)

[Chapter 13, “Planning Transportation,” Revising Shipment Information, page 127](#)

[Chapter 13, “Planning Transportation,” Approving Shipments, page 132](#)

[Chapter 13, “Planning Transportation,” Changing the Status to Unapprove a Load, page 150](#)

PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook, “Entering Sales Orders”

Prerequisites

Before you approve a load, you must:

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

Forms Used to Work With Loads

Form Name	Form ID	Navigation	Usage
Work With Loads	W4960A	Shipments and Loads (G4911), Load Building.	Review loads and access forms to work with loads.

Page Name	Object Name	Navigation	Usage
Load Header Revisions	W4960B	Click the Add button on the Work with Loads form.	Use this form to: • Add a load, or revise and existing load. • Create pooled shipments. • Identify the locations from which the shipment originates and identify the distribution or deconsolidation center.
Load Detail - Shipments	W4960C	Select a record on Work With Loads, and then click Select.	Use this form to: • Access the Work With Shipments form. • Review load detail, load routing, and freight charges. • Assign options and equipment to a load. To assign options and equipment to a load, your load must be within the range of the allowed load statuses; otherwise, the system prevents you from making changes. • Select the unprotected load for which you want to assign compartments. • Approve a load, or change the status of an approved load to unapproved. • Select a load for which you want to create a spot-quote.
Work with Shipments	W4915B	Select the Select Shipments option from the Form menu on the Load Detail - Shipments form.	Select shipments for which you want to create a load.
Shipment Revisions	W4915K	Click the Add button on the Work with Shipments form.	Manually add shipments.
Additional Shipment Revisions	W4915N	Select Additional Info from the Form menu on the Shipment Revisions form.	Add pieces, details about the equipment, and options and equipment information to your shipment.
Work With Routing Options	W4980A	Select Routing Options from the Form menu on the Load Detail - Shipments form.	Review freight costs. You can use the value in the Billable Charge field as the quote for freight costs.

Page Name	Object Name	Navigation	Usage
Shipment/Load Options and Equipment Revisions	W4915E	Select Load O/E from the Form menu on the Load Detail - Shipments form.	Select the option or equipment that you want to load.
Load Stop Sequence	W4960D	Select Stop Sequence from the Form menu on the Load Detail - Shipments form.	Review or update the stop sequence for a load.
Load Detail - Compartments	W4960H	Select Compartments from the Form menu on the Load Detail - Shipments form.	Use this form to: • Assign remaining product. • Assign product to or remove product from various compartments on your vehicle. • Add shipments to your load to fill a vehicle to capacity. • Assign bulk shipments on a load to specific compartments of a vehicle.
Work With Load Tender History	W4918A	Shipments and Loads (G4911), Load Tender History.	Select a load.
Enter Load Tender (Load Tender History)	W4918B	Click the Add button on the Work With Load Tender History form.	Tender a load and offer it to a common carrier. A carrier can then respond, stating whether it accepts or rejects the load. Also review the load tender history to find out information about each carrier that responds to a tendered load.
Enter Load Tender - Accepted	W4918C	Select a load on the Work With Load Tender History form, and select Accept from the Row menu.	Accept a tendered load.
Enter Load Tender - Rejected	W4918D	Select a load on the Work With Load Tender History form, and select Reject from the Row menu.	Reject a tendered load.
Shipment/Load Charges Revisions	W4945A	Select Shipment Charges from the Row menu on the Load Detail - Shipping form.	Select a row that contains the load that you want to spot-quote.
Spot Quote Revisions	W4945B	Select a row on the Shipment/Load Charges Revisions form, and then select Spot Quote from the Row menu.	Spot-quote a load.

Page Name	Object Name	Navigation	Usage
Delete Confirmation	W4945C	Select a record on the Shipment/Load Charges Revisions form, and then select Delete Spot Quote from the Row menu.	Delete a spot quote from a load.

Defining the Attributes of Your Loads

Access the Load Header Revisions form.

Planning Depot	Specify the depot from which a load originates.
Reference	Specify a cross-reference or secondary reference number. Typically, this is the customer number, supplier number, or job number.
Shift Code	Enter the code (00/SH) that identifies daily work shifts. In payroll systems, you can use a shift code to add a percentage or amount to the hourly rate on a timecard. For payroll and time entry: If an employee always works a shift for which a shift rate differential is applicable, enter that shift code on the employee's master record. When you enter the shift on the employee's master record, you do not need to enter the code on the timecard when you enter time. If an employee occasionally works a different shift, you enter the shift code on each applicable timecard to override the default value.
Load Type	Specify how a load is handled by the load building and confirmation processes. Load types are defined in the load type table.
Vehicle	Select the Vehicle tab.
Primary Vehicle Id	Enter either the primary vehicle identification number in a connected vehicle or the identification number for a single vehicle.
Vehicle Type	Enter the type of vehicle that you use to transport items. The vehicle type identifies the mode of transport, as well as assignments to dispatch groups.
Mode of Trn	Specify the nature of the carrier being used to transport goods to the customer, for example, by rail, by road, and so on.
Carrier Number	Enter 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.

Route Code	Enter the code (system 42, type 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.
Zone Number	Enter the code (system 40, type 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.
MOT Override	Specify whether the mode of transport was manually entered. When this option is selected, the system will not automatically assign a mode of transport.
Carrier Override	Specify whether the carrier was manually entered. When this option is selected, the system will not automatically assign a carrier.

Origins/Destination

Select the Origins/Destination tab.

If you leave any of these fields blank, the system enters the default values from the first shipment added for origin and the last shipment added for destination.

Shipment Depot	Specify the origin depot for a shipment or a load.
Origin	Enter the address book number of the origin of a shipment. This could be the address number for the branch/plant, the address number of a supplier, or the address number of a hub or deconsolidation center.
Destination Depot	Specify the destination depot for a load.
Destination	Enter the address book number of a hub or deconsolidation center. A hub number is entered for a load to indicate a pooled shipment.
Intermediate Destination	Enter the address book number of an intermediate destination. A intermediate destination is entered for a load to indicate that all shipments on the load are being sent to a hub.

Additional

Select the Additional tab.

Dispatch Group	Enter the code that identifies the dispatch group. A dispatch group is a grouping you make for products according to the physical characteristics that are important when storing and transporting those products. During the trip building process, the system checks if the dispatch group for the item and the vehicle are compatible. The system only allows products belonging to the allowed dispatch groups to be assigned to the vehicle.
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Dispatch Type

Specify whether this vehicle uses a weight or a volume device to control and measure the loading of product to its compartments.

Values are:

V: Indicates the measurement method is by volume.

W: Indicates the measurement method is by weight.

T: Indicates the measurement method is based on the transaction (EnterpriseOne only).

S: Indicates the measurement method is by volume at standard. Used during Bulk Load and Delivery Confirmation or when bulk load and delivery confirmation is performed in one step.

A bulk vehicle can have a V, or W dispatch type. A packed vehicle can only have a W dispatch type.

Disposition

Indicates the action to be taken on the quantity remaining on an order. Values are:

B: Backorder

C: Cancel

S: Leave amount shippable

K: Cancel the entire remaining, including backorders

Load Line Number

Indicate which of the two available load lines in a bulk compartment are used to validate the quantity to be loaded into the compartment.

Weight UOM

Specify the unit of measure that indicates the weight of an individual item. Typical weight units of measure are:

GM: Gram

KG: Kilogram

CW: Hundredweight

TN: Ton

OZ: Ounce

LB: Pound

When setting up a user defined code for a weight unit of measure, you must specify W in the special handling code of the user defined code.

Bulk Volume UOM

Specify the unit of measure for the cubic space occupied by an inventory item. Typical volume units of measure are:

ML: Milliliter

CF: Cubic Foot

CY: Cubic Yard

CM: Cubic Meter

PT: Pint

LT: Liter

When setting up a volume unit of measure user defined code, you must specify a V in the special handling code of the user defined code.

Cubes UOM

Enter the code (00/UM) that identifies the unit of measure that the system uses to indicate volume for this item. You can specify cubes, liters, gallons, and so on, as volume standards. The system uses this unit of measure for the item or overrides it for an individual item or container.

Connected Vehicle

Specify whether the Vehicle ID is a connected vehicle. Values are:

Y or *I*: The Vehicle ID is a connected Vehicle ID.

N or *0*: The Vehicle ID is not a connected Vehicle ID.

Selecting Shipments for Loads

Access the Work with Shipments form.

To select shipments for the loads that you want to create:

1. Select the shipments for which you want to create a load.
2. Select Loads, and then Select Shipment from the Row menu.
3. Click the Close button.

Adding Shipments Manually

Access the Shipment Revisions form.

To add shipments manually:

1. Select the Shipments Revisions tab, and complete these fields:
 - Shipment Depot
 - Status
 - Origin
 - Sold To
 - Ship To
 - City
 - State
 - Postal Code
 - Country
 - Scheduled Weight
 - Scheduled Volume
2. Select the Dates/Times tab, and complete these fields:
 - Promised Ship
 - Promised Delivery
3. Select the Miscellaneous tab, and complete these fields:
 - Mode of Transport

- Carrier Number
 - Freight Handling Code
 - Number of Pieces
 - Number of Containers
 - Bulk/Packed Flag
4. From the Form Menu, select Additional Info.
 5. On the Additional Shipment Revisions form, complete these optional fields, and click the OK button:
 - Length
 - Width
 - Height
 - Girth
 - Container Cubes
 - Distance
 - Extended Price
 - Extended Cost
 6. On the Shipment Revisions form, select Routing Options from the Form menu to review freight costs.
 7. On the Work With Routing Options form, use the value in the Billable Charge field as the quote for freight costs, and click the Cancel button.
 8. On the Shipment Revisions form, click the OK button.

Assigning Options and Equipment to a Load

Access the Load Detail - Shipments form.

To assign options and equipment to a load:

1. Select Load O/E from the Form menu.
2. On the Shipment/Load Options and Equipment Revisions form, complete the Option/Equipment field and click the OK button:

Reviewing the Stop Sequence for a Load

Access the Load Stop Sequence form.

To review the stop sequence for a load:

1. Select Retrieve Distance from the Form menu.

The system imports the total distance for your load and retrieves the distance to each stop on your load from your distance calculation program.
2. Select Optimize from the Form menu.

Based on your mileage program, the sequence of your load stops is modified to a more efficient sequence.
3. To manually change the order of the stops, change the number in the Stop Seq field.
4. When you have sequenced all of the stops on the load, click the OK button.

Creating Pooled Shipments

Access the Load Header Revisions form.

To create pooled shipments:

1. Select the Origin/Destination tab, and complete the Shipment Depot and Origin fields to identify the locations from which the shipment originates.
2. Complete the Intermediate Destination field to identify the distribution or deconsolidation center, and click the OK button.

Assigning Shipments on a Load to Compartments

Access the Load Detail - Compartments form.

To assign shipments on a load to compartments, complete the Shipment Depot and Origin fields, and click the OK button.

Reviewing Loads

Access the Load Header Revisions form.

Approving Loads

Access the Load Detail - Shipments form.

To approve loads, select Approve from the Form menu.

Changing the Status to Unapprove a Load

Access the Load Detail - Shipments form.

To change the status to unapprove a load:

1. Select Un-Approve from the Form menu.
The system updates the load status to Pending.
2. Click the Cancel button.

Setting Processing Options for Work With Loads (P4960)

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.

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 allow you to specify default values, such as the load type that appear in various forms associated with Work with Loads program (P4960).

You can override default values that appear on the forms. If information is hidden or inaccessible, the system processes loads based on the default information that you set up in these processing options or in the master tables.

- 1. Planning Depot** Use this processing option to specify the depot from which a load originates.

A branch/plant must be set up as a depot in the Transportation Constants program (P49002) before the branch/plant can be used as a valid value. This is a default value. Values are all branch/plants that are set up as depots in the Transportation Constants program.
- 2. Shipment Date** Use this processing option to specify the date used for the shipment. This is the default value for the scheduled thru date.
- 3. Mode of Transport** Use this processing option to specify the mode of transport, such as rail or road, for the carrier that is responsible for transporting customer goods.

This is a default value. Values are defined in a user defined code 00/TM (Mode of Transport).
- 4. From Load Status** Use this processing option to specify the default value for the from Load Status. Values are defined in a user defined code 49/SL (Load Status).
- 5. To Load Status** Use this processing option to specify the default value for the to Load Status. Values are defined in user defined code 49/SL (Load Status).
- 6. Shift Code** Use this processing option to specify the default shift code. The shift code specifies the personnel working a specific block of time that are responsible for shipping a load. Loads with the same ship date can have different shifts.

Values are defined in user defined code 06/SH (Shift Codes).
- 7. Disposition Code for Load Create** Use this processing option to indicate the default action for the quantity of product remaining on an order that is not placed on a shipment or load. Values are defined in user defined code 49/DH (Disposition Code) and include:

B: Backorder

C: Cancel

K: Cancel remaining, including backorder

S: Leave amount shippable
- 8. Load Type** Use this processing option to specify the default load type code. The load type code controls how the system builds and confirms a load. Values are defined load types in the Load Type Constants table which is set up in the Work With Load Types program (P49003).
- 9. Distance Unit of Measure for Stop Sequence Form** Use this processing option to specify the unit of measure for the distance that the load travels. Values are:

Mi: Miles

Km: Kilometers

Shipment Apprv

These processing options allow you to specify information that leads a shipment through the approval process after it has been added to a load.

1. Bypass the update of Order Next Status when a shipment containing a sales order is approved.

Use this processing option to specify whether the system bypasses the status update of an order. If the update order next status is bypassed, the system does not update the order to the next status code. Values are:

Blank: Update order next status.

1: Bypass update order next status.

2. Override Order Next Status used for shipments containing approved sales orders. If blank, the Next Status will be determined using the Order Activity Rules

Use this processing option to specify the value for an override next order status that the system uses when a shipment with sales orders is approved.

This status must be a valid next status or other allowed next status. Values are order activity rules defined in the Order Activity Rules Program (P40204) for the document type being used. If you leave this option blank, the system determines the next status using order activity rules.

3. Warehouse request processing mode for shipments containing outbound sales orders

Use this processing option for shipments with outbound sales orders. This processing option determines if the system needs to generate a pick request from the Warehouse system. Values are:

Blank: Do not generate.

1: Generate requests only.

2: Generate requests and process using the subsystem.

4. Version of the Process Pick Request program (R46171).

Use this processing option if you generate warehouse management pick requests through the subsystem. You must specify the version, Print Pick Request (P46171), that is set up for subsystem processing.

5. Override Approved Shipment Status for approved shipments. If left blank, the Approval Status from the Transportation Constants will be used.

Use this processing option to specify the override approved shipment status to be used when a shipment is approved. Values are status codes in the transportation constants. If you leave this option blank, the system uses the approval status from the transportation constants.

6. Shipment status to be used when a load is unapproved. (Required).

Use this processing option to specify the shipment status for an unapproved load. This is a required entry field. Values are in user defined code 49/SL (Load Status).

7. Override Order Next Status for unapproved shipments containing sales orders. (Required).

Use this processing option to enter the override Order Next Status to be used when a shipment containing sales orders is approved. This is a required field. Values are:

Order Activity Rules as defined in Order Activity Rules Program (P40204).

8. Enter a '1' if a valid RMA is required for credit sales orders prior to an inbound shipment being approved.

Enter 1 if a valid RMA is required for credit sales orders prior to an inbound shipment being approved.

Enter 2 if a valid RMA is required for purchase orders prior to an inbound shipment being approved.

Enter 3 if a RMA is required for both credit sales orders and purchase orders prior to an inbound shipment being approved.

9. Enter a '1' to bypass the update of Order Next Status when a shipment containing a purchase order is approved.

Enter 1 to bypass the update of Order Next Status when a shipment containing a purchase order is approved.

10. Enter the override Order Next Status to be used when a shipment containing purchase orders is approved. If blank, the Next Status will be determined using the Order Activity Rules.

Enter the override Order Next Status to be used when a shipment containing purchase orders is approved. If blank, the Next Status will be determined using the Order Activity Rules.

11. Enter the override Order Next Status to be used when a shipment containing purchase orders is un-approved.

Enter the override Order Next Status to be used when a shipment containing purchase orders is un-approved.

Versions

These processing options determine the version that the system uses when you select the associated Row or Form exit on the Work with Loads form. If you leave a processing option blank, the system uses the ZJDE0001 version.

Versions control how programs display and process information. Therefore, to ensure that the program meets your needs, you might need to set the processing options for specific versions.

1. Work with Shipments (P4915)

Use this processing option to specify the version for the Work with Shipments program (P4915). If you leave this option blank, the system uses version ZJDE0001.

2. Select Shipments (P4915)

Use this processing option to specify the version for the Select Shipments program (P4915). If you leave this option blank, the system uses version ZJDE0001.

3. Document Print (P49590) - The version specified will be used to retrieve the document control processing options.

Use this processing option to specify the version for the Document Print program (P49590). If you leave this option blank, the system uses version ZJDE0001.

4. Load Confirm (P49640)

Use this processing option to specify the version of the Load Confirm program (P49640). If you leave this option blank, the system uses version ZJDE0001.

5. Deliver Confirm (P49650)

Use this processing option to specify the version for the Deliver Confirmation program (P49650). If you leave this option blank, the system uses version ZJDE0001.

6. Disposition (P49660)

Use this processing option to specify the version for the Disposition Loads program (P49660). If you leave this option blank, the system uses version ZJDE0001.

7. Load Tender (P4918)

Use this processing option to specify the version for the Load Tender program (P4918). If you leave this option blank, the system uses version ZJDE0001.

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|---------------------------------------|--|
| 8. Loading Note (R49120) | Use this processing option to specify the version for the Loading Note program (P49120). If you leave this option blank, the system uses version ZJDE0001. |
| 9. Preference Profile (R40400) | Use this processing option to determine which version of the Preference Profiles program (P42520) the system uses to process orders based on preferences that are activated on the Preference Selection form. If you leave this processing option blank, the system uses version ZJDE0001. |

Process

These processing options control how the Work with Loads program processes information.

- | | |
|--|---|
| 1. Initial Load Status | Use this processing option to specify the initial status of a load. Values are defined in the Transportation Constants program (P49002) and then stored in user defined code 49/SL (Load Status). |
| 2. Pending Load Status | Use this processing option to specify the current load status. Values are defined in the Transportation Constants program (P49002) and stored in user defined code 49/SL (Load Status). |
| 3. Protected Load Status | <p>This status is used as the protected status only if this status number is smaller than Approved Load Status in Transportation Constants.</p> <p>Use this processing option to specify the protected status of the load. Values are defined in the Transportation Constants program (P49002) and stored in user defined code 49/SL (Load Status).</p> |
| 4. Override Next Status for shippable lines created by a split. If left blank, the next status of the original line will be used. | Use this processing option to specify the override next status for shippable lines created by a split shipment. Values are defined in the Transportation Constants program (P49002). If you leave this option blank, the system uses the original line status from the sales order. |
| 5. Next Status for backordered lines created by a split. | Use this processing option to specify the next status code for backordered lines that are created by a split shipment. The next status code should correspond to the order activity rules for your document type. You specify order activity rules in the Order Activity Rules program (P40204). Values are defined in user defined code 40/AT (Activity/Status Codes). |
| 6. Customer Self-Service Mode | <p>Use this processing option to specify whether the system displays forms in customer self-service mode (Web mode) or standard mode. If you use customer self-service mode, the system can select items from multiple applications before using the Sales Order Entry program (P4210) to create an order. Values are:</p> <p>Blank: Standard mode</p> <p>1: Customer self-service mode</p> <p>2: Carrier self-service mode</p> |

Tendering Loads

Access the Enter Load Tender (Load Tender History) form.

To tender a load, complete these fields:

- Carrier Number

- Load Number
- Planning Depot
- Date Tendered

The date tendered is for recording the date in which a load is tendered to a carrier.

- Time Tendered

The time tendered is for recording the time in which a load is tendered to a carrier.

- Date Expired

The expired date records a date for the expiration of the load tender record.

- Time Expired

The expired time records a time for the expiration of the load tender record.

Accepting Tendered Loads

Access the Enter Load Tender - Accepted [Load Tender History] form.

Rejecting Tendered Loads

Access the Enter Load Tender - Rejected [Load Tender History] form.

Setting Processing Options for Load Tender History (P4918)

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.

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.

Load Status

- | | |
|---|--|
| 1. Enter the load status when a load has been tendered. | Use this processing option to specify the load status that the system uses when a load has been tendered. |
| 2. Enter the load status when a load tender has been rejected. | Use this processing option to specify the load status that the system uses when a load has been rejected. |
| 3. Enter the load status when a load tender has been accepted. | Use this processing option to specify the load status that the system uses when a load tender has been accepted. |
| 4. Enter the default for From Load Status. | Use this processing option to specify the default From Load Status that the system uses. |
| 5. Enter the default for Thru Load Status. | Use this processing option to specify the default Thru Load Status that the system uses. |

Processing

- | | |
|--|---|
| 1. Enter a '1' to automatically re-route the load when a load is rejected. | Use this processing option to specify whether the system automatically reroutes a load when it is rejected. |
| 2. Enter a '1' to call the Load Tender Report (R49120) from the Enter Load Tender [Load Tender History] window. | Use this processing option to specify whether the system calls the Load Tender Report from the Enter Load Tender form. |
| 3. Enter the version of Load Tender Report (R49120). If left blank, the default value is ZJDE0002. | Use this processing option to specify the version of the Load Tender Report that the system uses. If you leave this option blank, the system uses version ZJDE0002. |

Spot-Quoting a Load

Access the Spot Quote Revisions form.

- | | |
|----------------------------|---|
| Freight Charge Rate | Enter the unit or flat amount of a freight charge. |
| Currency Code | Enter a code that identifies the currency of a transaction. |

Deleting a Spot-Quote from a Load

Access the Load Detail - Shipments form.

To delete a spot quote from a load:

1. Select Shipment Charges from the Row menu.
2. On the Shipment/Load Charges Revisions form, select a record, and then select Delete Spot Quote from the Row menu.
3. On the Delete Confirmation form, click the OK button to delete the spot quote.

Working with Deliveries

This section provides an overview of load and delivery operations, lists prerequisites, and discusses how to:

- Confirm shipments interactively.
- Enter seal numbers at shipment confirmation.
- Add a range of seal numbers.
- Set processing options for Transportation Shipment Confirmation (P49645).
- Enter track numbers.
- Print delivery documents for a single shipment.
- Print delivery documents for a single load.

- Print delivery documents for multiple shipments or loads.
- Set processing options for Batch Delivery Documents for Shipments (R49549).
- Review the document register.
- Record proof of delivery.
- Confirm loads.
- Specify codes for excess transportation changes.
- Set processing options for Transportation Load Confirmation (P49640).
- Work with seals.
- Confirm delivery.
- Create unscheduled deliveries.
- Record disposition.
- Review in-transit inventory information by item.
- Review the in-transit ledger.

Understanding Load and Delivery Operations

This section discusses:

- The load and delivery process.
- Shipment confirmation.
- Seal numbers entry.
- Shipment confirmation by batch.
- Tracking and reference numbers entry.
- In-transit inventory.
- Delivery document printing.
- Load confirmation.
- Delivery confirmation.
- Unscheduled deliveries.
- Disposition recording.

Load and Delivery Process

To keep track of your product, you must perform certain load and delivery operations. These operations vary depending on your needs, but they allow you to record the status of the shipment and delivery of your products.

When you confirm an outbound shipment, the system indicates that the product leaves your inventory to be placed with a shipment for delivery. You can enter shipment tracking numbers to track your shipment with a carrier or to request delivery information.

For inbound transactions, such as purchase orders or credit sales orders, you can perform load and delivery operations for pickups. You use the same process to confirm returned items that you use to confirm delivered items.

You can print delivery documents for both shipments and loads. The system provides standard delivery documents, including bills of lading, manifests, invoices, and shipping labels.

Confirming a load is similar to confirming a shipment. For each operation, you verify what is actually on the shipment or load. When you confirm the delivery, you verify that your load reached the final destination. If your loads are compartmentalized or if you are tracking in-transit inventory, the process for confirming loads varies. You can record unscheduled deliveries if you track in-transit inventory for loads.

For in-transit loads only, you can record the disposition of goods after the deliveries are made and the vehicle returns with product left on board. You can record disposition for bulk or packaged products.

Shipment Confirmation

When you confirm shipments, the system records the actual quantities of the products being shipped. For standards loads, load confirmation triggers shipment confirmation, at which point each shipments on the load can be confirmed. Compartmentalized loads are confirmed by compartment/item and behind the scenes the corresponding shipments are confirmed. When you confirm a shipment, the system updates the status of the shipment to the next status and confirms that you are shipping individual sales orders assigned to that shipment.

You can specify whether the system verifies that cartons have been through carton reconciliation, which ensures that shipment and carton details contain identical quantities prior to shipment confirmation. Because the system confirms order lines during shipment confirmation, the system compares the quantity on the sales order line with the total quantity for cartons that contain that sales order line. You control this processing by setting the Carton Next Status processing option on the Process tab in the Transportation Shipment Confirmation (P49645) processing options accordingly. The system verifies the carton status for all cartons on the shipment against this status. If all of the cartons do not match this status, the system issues an error before allowing you to advance all the cartons on the shipment.

The system uses these tables when processing cartons:

- Sales Order Detail File (F4211)
- Carton Detail Information (F4620)

The system allows you to confirm shipments interactively or by batch.

For inbound shipments, the system enters shipment information for each purchase order that is created. The system allows you to interactively confirm a shipment with the actual mode of transport and carrier. You use a processing option to specify whether the system performs Freight Update and Report (R4981) as part of the shipment confirmation process. During shipment confirmation, you can specify a version of PO Receipts (P4312).

Seal Number Entry

You can enter seal numbers or a range of seal numbers at the shipment level during shipment confirmation. This allows for unique seal numbers based on an original address. The system uses the first seal number for the Advance Ship Notice.

The system uses the Seals Numbers table (F49380) to process information for seals.

Tracking and Reference Numbers Entry

You enter tracking or reference numbers to facilitate the tracking of shipments and loads. You can use the tracking number to check with the carrier about the status of a shipment and any routing information for a shipment or load. Tracking numbers can originate from a variety of sources. You can choose to manually enter any number that is relevant for your company. Alternatively, you can have the system assign a tracking number when you print the delivery documents.

In-Transit Inventory

Companies sometimes retain ownership of outbound inventory until it has been delivered to the customer. They might also take ownership of inbound inventory when a shipment leaves the shipper's dock. In those situations, you might need to view in-transit inventory. The system writes transaction records information to the item ledger whenever shipments on a load are confirmed, deliver confirmed, or recorded in disposition.

Use the ledger to review the information by depot instead of by item. The system records this information for both bulk and packaged products.

Delivery Document Printing

Delivery documents typically provide the delivery instructions for a shipment or load and specify the products and quantities to be delivered. Delivery documents record the transfer of ownership of the products to the customer and provide transportation information for various agencies that require it.

You can print delivery documents:

- Either by shipment or by load.
- For a single shipment or load or for a group of shipments or loads.
- Before, during, or after confirming loads or shipments.
- By shipment or load number, document type, sold to address, ship to address, or carrier.

You can print documents using pre-numbered forms. If you have the print control function activated, check that all of your documents printed correctly before clicking Yes on the Document Print Confirmation form. If any documents do not print correctly, you must void the old batch numbers on the Document Restart form.

If printing in a server environment, make sure your documents print correctly before clicking Yes.

If you are not using pre-numbered forms, or if the print control function is not activated, then the documents are submitted to the server immediately.

The system provides these inquiry programs that you can use to review your requested delivery documents:

- Document Batch Inquiry, to review document batches that are not yet complete.
- Document Register Inquiry, to review documents that are complete.

Document Print - Interactive (P49590) allows you to return to the document list to print batches. You can leave a print batch at a status of pending. You can recover a pending batch from the document list form and restart printing the batch. You can use this program to restart printing if a batch failed to print. If your print batch successfully printed, the system deletes the batch.

Document Register

Use Document Register (P49695) to view a list of all of the documents that you print. It includes this information for each document:

- Document number
- Customer
- Document date
- Amount

Document Register Inquiry form is a view-only form. Use this form to review the information that is included on the documents that you print.

Load Confirmation

Loads are made up of one or more shipments. You confirm loads to record the actual quantities of products that were shipped. The method that you use to confirm loads depends on whether your loads are compartmentalized and whether you track in-transit inventory.

If your load is not compartmentalized, you confirm the load at the shipment and order line level. If your load is compartmentalized, you confirm the load at the product and compartment level.

If your load is defined to track in-transit inventory, the inventory moves from the branch/plant's inventory balance to a load in-transit balance, and the system creates a general ledger entry to move the value of the products for inventory to the in-transit inventory account. The system tracks the movement of product into and out of in-transit inventory through the Load In-transit Ledger table (F49631). The system stores the balance of the in-transit inventory in the Load In-transit table (F4963).

You can confirm compartmentalized loads with in-transit inventory either as-scheduled or using the actual quantity loaded. When you confirm a load as-scheduled, the system relieves inventory based on the quantity scheduled on the load. When you confirm a load using the actual quantity loaded, the system relieves inventory based on the actual quantity loaded. However, you must have actuals turned on for the current load type. When you use the Actual Quantities option to confirm a load, you can also specify whether sales orders are adjusted at load time if the quantity loaded does not match the quantity scheduled. Unless an invoice is printed and accompanies the product, you normally do not adjust the sales order quantities until delivery confirmation.

If your load does not track in-transit inventory, inventory might or might not be relieved at load confirmation based on how the ship confirmation options are set up in the order entry programs. For compartmentalized loads that track in-transit inventory, the system tracks the product left on board. The system considers product left on board as a pre-loaded quantity and reflects that some product is already on board the vehicle.

The system retrieves the actual ship date and time for the load date and time when you confirm a load. You can update the actual delivery date and time if needed.

At the time of load confirmation, you can use weighbridge information to calculate the weight of product in the compartment. The system then retrieves the calculated data and enters the information in the Confirm Load form. For bulk products affected by temperature differences, the system also calculates the variances in density or temperature, or both.

If necessary, you can apply excess charge codes and specify a reason code and establish authorization. The excess transportation codes are required when there are expedited charges. The codes are given to the supplier by the customer and are needed for both the Advance Ship Notice and payment.

Use the processing options on the Cartons tab in the Transportation Load Confirmations (P49640) processing options to ensure that cartons have passed necessary edits before load confirmation. For example, after you have assigned all labels to the shipment, you can advance the carton status to indicate carton detail has been reconciled to shipment detail. This process is optional.

Delivery Confirmation

You confirm delivery of products for each shipment on the load to verify the actual quantities delivered against the quantities that were loaded. You complete this task only if your load tracks in-transit inventory. For example, you can confirm the return of empty containers by using an item cross-reference to associate a full container with the corresponding empty container. The system creates a new sales order line to represent the return of the empty containers.

You can confirm the delivery of shipments on a load with in-transit inventory in one of these ways:

- Confirm quantities on individual order line if the quantity delivered for one or more order lines on the shipment is not equal to the quantity scheduled.

- Confirm as scheduled to indicate that the quantity delivered for all lines on the shipment matches what was scheduled.

If you are unable to make a delivery, you can also:

- Cancel, if you are unable to deliver any of the order lines on the shipment and want to cancel the order lines.
- Leave shippable, if you are unable to deliver some or all of the order lines on the shipment and want the order lines to be available for another load.

You can use delivery confirmation for inbound shipments to confirm the actual quantity delivered of products that were tracked with in-transit inventory. If your load does not track in-transit inventory, the system creates a proof of delivery to update the delivery date and time, but not the quantity. You follow the same steps to confirm the delivery of inbound shipments as you do for outbound shipments.

You use Deliver Confirm (P49650) to record proof of delivery information. This information consists of actual delivery date and time, and the person who received the delivery. The system stores proof of delivery information for the shipment and writes a shipment status record.

Unscheduled Deliveries

You can record delivery of products to customers who do not have sales orders that initiate the shipping process. This type of delivery is called an unscheduled delivery. Unscheduled deliveries can only be used on loads that are tracked as in-transit inventory. For example, you use unscheduled deliveries in the event that not all products can be delivered to a scheduled customer and it was delivered to another customer. This type of delivery is sometimes referred to as a milk run delivery.

You access the Unscheduled Deliveries form from either the Deliver Confirm Load or Disposition Load forms. You set up an unscheduled load by creating an order to load a vehicle and move the product into in-transit inventory. When you build the load, the system adds the shipments for the order. When you confirm the delivery, the system cancels the shipments that were not actually delivered. Then, you can enter information about the shipment that was actually delivered.

The system can either record unscheduled deliveries on an existing order or they can be recorded at the creation of a new order. The information necessary to record an unscheduled delivery includes the address book number for the ship-to customer, the item delivered, and the quantity delivered. You can search for an existing order on which to confirm the unscheduled delivery or you can generate a new order. If you generate a new order, you can either enter the order number or let the system assign one.

Occasionally, customers need to return products to the manufacturer or distributor. The customer usually requests a credit for the return, and you must designate the disposition of the returned product. The system allows you to create inbound unscheduled deliveries for these situations. You can search for an existing order on which to confirm the unscheduled delivery of returned product, or you can generate a new order. You can designate the product as in-transit inventory, and then process the returned product during disposition.

Note. You can use unscheduled deliveries to pick up items for inbound transactions, such as items that are part of a credit sales order. The system creates a new sales order line to represent the returned items. For an inbound transaction, the order detail line contains a negative, or credit, quantity.

Disposition Recording

When you deliver products on loads for which you track in-transit inventory, you might have product left on board after the deliveries are made. This can occur for a bulk product, for example, if the customer's tank is full and cannot accept all of the product. Or, for a packaged product, the customer might not be able to physically accommodate the stock. You need to record what happens to (the disposition of) the remaining product.

When recording product disposition, you can:

- Designate that the remaining product be returned to a tank at the depot or to a certain location in your inventory.
- Designate that the remaining product be left on board the vehicle and used on the next load.
- Record a gain or loss of the product during the delivery, such as that which is due to spillage or evaporation.

Note. Recording a gain or loss is an option only for bulk products. Packaged products cannot directly record a gain or loss in the system. For packaged products that are lost or damaged, return the product to inventory and then use normal inventory functions to scrap or write off the product.

To record a disposition for a load, the load must meet these conditions:

- The load must be tracked as in-transit inventory.
- The status of the load must be advanced to delivered or greater.
- If product is left on board for the next load, the load must be a compartmentalized load type.
- The Left-On-Board Disposition Allowed option must be activated for the load type in the Load Constants.

After the disposition of a load is determined, and depending on the disposition, the system updates three tables:

- If the remaining product is returned to inventory, the system updates the Item Ledger File table (F4111).
- If product is left on board, the system updates the Load In-Transit Left on Board table (F49632).
- If a gain or loss is recorded for a load, the system updates the Gain/Loss Transactions File table (F41512).

See Also

Chapter 13, “Planning Transportation,” Working with Seals, page 178

Chapter 3, “Setting Up the System,” Setting Up Load Constants, page 28

Chapter 13, “Planning Transportation,” Setting Processing Options for Work With Loads (P4960), page 150

Chapter 13, “Planning Transportation,” Entering Seal Numbers at Shipment Confirmation, page 164

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, “Setting Up Warehouse Management,” Reviewing Carton Detail Information

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, “Setting Up Warehouse Management,” Reorganizing Cartons and Items in a Shipment

PeopleSoft EnterpriseOne Warehouse Management 8.11 PeopleBook, “Setting Up Warehouse Management,” Setting Up UCC 128 Processing

PeopleSoft EnterpriseOne Demand Scheduling Execution 8.11 PeopleBook, “Working with Advance Ship Notices,” Revising Ship Notice Information

PeopleSoft EnterpriseOne Bulk Stock Inventory 8.11 PeopleBook, “Moving Stock,” Calculating Volume from Weighbridge Information

Prerequisites

Before you can record proof of delivery, you must:

- Specify your processing options and statuses to allow delivery confirmation for shipments.
- See Processing Options for Work with Shipments in the Transportation Management Guide to access the processing option for delivery confirmation.

If excess charges are used, before you can confirm a load, you must ensure that you have set up these user defined codes for excess charges:

- Excess Reason (49/ES)
- Excess Responsibility (49/EC)

Forms Used to Work with Deliveries

Form Name	Form ID	Navigation	Usage
Work With Shipments	W4915B	Shipments and Loads (G4911), Confirm Shipments.	Access the Transportation Shipment Confirmation form.
Transportation Shipment Confirmation	W49645A	Select a shipment on the Work with Shipments form, and select Confirm from the Row menu. Then select Confirm Shipment.	Confirm shipments interactively.
Seal Revisions	W49380D	Select Seals from the Form menu on the Transportation Shipment Confirmation form.	Enter seal numbers at shipment confirmation.
Add Seal Range	W49380C	Select Add Range from the Form menu on the Seal Revisions form.	Add a range of seal numbers.
Shipping Reference Number Revisions	W4947G	Select a shipment on the Shipment Tracking form, and select Reference No. Revs from the Row menu.	Enter tracking numbers.
Delivery Document Selection	W49591A	Select a shipment from the Work with Shipments form, and select Delivery Documents from the Row menu.	Print all delivery documents that are set up to print for a shipment, or print delivery documents for a single load.
Search & Select	W49190H	Select a document on the Delivery Document Selection form, and select the visual assist for the Print Single Document Code field.	Print only one document for a shipment.
Work With Document Register	W49695A	Shipping Documents (G4912), Document Register Inquiry.	Review the Document Register.
Shipment POD Confirmation	W49650F	Select a shipment on the Work with Shipments form, and select Confirm from the Row menu. Then select Confirm Delivery.	Record proof of delivery and revise quantities.
Work With Loads	W4960A	Shipment and Loads (G4911), Confirm Load.	Select a load .

Page Name	Object Name	Navigation	Usage
Confirm Load	W49640A	Select a load on the Work with Loads form, and select Confirm Load from the Row menu.	Confirm loads and confirm individual shipments on loads that are not compartmentalized.
Seals Revision	W49380D	Select Seals from the Form menu on the Confirm Load form.	Record seal numbers.
Excess Transportation Charge Codes Revisions.	W49642C	Select a shipment on the Confirm Load form, and select Excess Charge Codes from the Row menu.	Specify codes for excess transportation charges.
Deliver Confirm Load	W49650A	Select a shipment on the Work with Loads form, and select Confirm Delivery from the Row menu.	Confirm delivery.
Unscheduled Deliveries	W49655B	Select Unscheduled from the Form menu on the Deliver Confirm Load form.	Create unscheduled deliveries.
Disposition Load	W49660A	Shipments and Loads (G4911), Disposition Load Select a load on the Work with Loads form, and select Disposition from the Row menu.	Record disposition.
Work with In-transit Inventory	W4963A	Transportation Inquiries (G4914), Work with In-transit Inventory	Review in-transit information by item.
Work with In-transit Ledger	W49631A	Transportation Inquiries (G4914), Work with In-transit Ledger	Review the in-transit ledger.

Confirming Shipments Interactively

Access the Transportation Shipment Confirmation form.

Complete any of these fields, and click the OK button:

- Actual Shipment Date
- Time
- Delivery Date
- Override Actual Weight
- Vehicle Registration
- Time

Entering Seal Numbers at Shipment Confirmation

Access the Seal Revisions form.

Complete the Seal No field.

Adding a Range of Seal Numbers

Access the Add Seal Range form.

Complete the From Seal Number and To Seal Number fields, and click the OK button.

Setting Processing Options for Transportation Shipment Confirmation (P49645)

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.

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

These processing options determine which types of information that the system displays, such as delivery documents, sales order status codes, and the override shipment next status code.

1. Display Post Confirmation Activity Form

Use this processing option to specify whether the system displays the Post Confirmation Activity form after an order is confirmed. The Post Confirmation Activity form allows you to enter an override shipment weight and to access routing options, shipment pieces, and reference numbers. Values are:

Blank: The system does not display the Post Confirmation Activity form.

1: The system displays the Post Confirmation Activity form.

2. Print Delivery Documents

Use this processing option to determine whether the system prints delivery documents. Values are:

Blank: The system does not print delivery documents.

1: The system prints delivery documents.

3. Display Delivery Document Selection Form

Use this processing option to display the Delivery Document Selection form. Values are:

Blank: Do not display the Delivery Document Selection form.

1: Display the Delivery Document Selection form.

4. Sales Order Status - Confirmed Lines (Required)

Use this processing option to enter the sales order status for lines that have been confirmed. The next status for all sales order lines associated with the shipment must be greater than this status in order for the shipment to be confirmed. Values are all status codes for the document type, as defined in the Order Activity Rules.

5. Credit Order Status - Confirmed Lines (Required)

Use this processing option to specify the credit order status for confirmed lines. The next status for all purchase order lines associated with the shipment must be greater than the status in order for the shipment to be confirmed. The next status for all credit order lines associated with the shipment must be

	greater than this status in order for the shipment to be confirmed. Values are all status codes for the document type, as defined in the Order Activity Rules.
6. Purchase Order Status - Received Lines (Required)	Use this processing option to specify a purchase order status for confirmed lines. Values are status codes that are defined for the document type in the Order Activity Rules program (P40204).
7. Override Shipment Next Status	Use this processing option to enter the override next status for confirmed shipments. If left blank, the system will supply the default value from the Transportation Constants.
8. Run Freight Update Option	Use this processing option to run Freight Update (R4981) during shipment confirmation. Values are: Blank: Do not run Freight Update during shipment confirmation. <i>I</i> : Run Freight Update during shipment confirmation.
9. Launch Advance Shipping Notice (ASN) extraction (R47032)	Use this processing option to launch the Advance Shipping Notice (ASN) Extraction (R47032) during Transportation Shipment Confirmation. Values are: Blank: No <i>I</i> : Yes
10. Carton Next Status	Use this processing to specify the next carton status for all cartons after the system confirms the shipment or load. Values are chosen from the Carton Status (46/CS) user defined codes. If you leave this processing option blank, the system does not update the carton status.
11. Enable Creation of Sales Order Lines for Carton Charges	Use this processing option to specify whether to create sales order lines for carton charges. Values are: Blank: Do not create sales order lines for carton charges <i>I</i> : Create sales order lines for carton charges

Versions

These processing options determine which version of various Logistics programs the system uses.

1. Delivery Document Print (P49590)	Use this processing option to specify which version of Delivery Document Print (P49590) to use. If left blank, the system uses version ZJDE001.
2. Ship Confirmation (P4205)	Use this processing option to specify which version of Ship Confirmation (P4205) is used. If left blank, no version is used.
3. Purchase Order Receipts (P4312)	Use this processing option to specify which version of Purchase Order Receipts (P4312) is used. If left blank, no version is used.
4. UCC128 Shipment Edits (R42071)	Use this processing option to specify which version of UCC128 Shipment Edits (R42071) is used. If left blank, no version is used.
5. Freight Update (R4981)	Use this processing option to specify the version of Freight Update (R4981) that the system uses for inbound purchase order shipments. If left blank, the system uses version ZJDE00001.
6. Advance Shipping Notice (ASN) extraction (R47032)	Use this processing option to specify which version of the EDI Advanced Ship Notice Extraction report (R47032) the system uses if an advanced preference

is not set up for the customer. The advanced preference takes precedence over the processing option value, and the preference is valid only at the customer or customer group level. If you leave this processing option blank, the system uses version XJDE0001.

7. Sales Order Entry (P4210) version for carton charges based on carton quantity.

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on carton quantity. When the carton charges are carton based, this version creates a single sales order line to relieve inventory and hold the carton charge. Inventory will be relieved at sales update. If you leave this processing option blank, the system uses ZJDE0019 as the default version.

8. Sales Order Entry (P4210) version for carton inventory relief at Sales Update when carton charges are based on item quantity.

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for inventory relief at sales update when carton charges are based on item quantity. If you leave this processing option blank, the system uses ZJDE0020 as the default version.

9. Sales Order Entry (P4210) version for carton charges based on item quantity.

Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on item quantity. The system will not use this line for inventory relief, but this line will reflect the carton charge. The default value is ZJDE0021.

Confirming Shipments by Batch

Use Batch Transportation Shipment Confirmation (R49500) [select Shipment and Loads (G4911), Batch Confirmation for Shipments] to confirm a transportation shipment by batch when the shipment has not been assigned to a load. The system automatically records the actual quantities of products that you are shipping, updates the shipment to the next status, and performs shipment confirmation for the individual sales orders that have been assigned to the shipment.

The system also verifies that the rating and routing statuses are valid and checks for miscellaneous lines that are not assigned to a shipment. If miscellaneous lines are found, the system updates Sales Order Detail File (F4211) and the Sales Order Detail File - Tag File (F49211) tables with the shipment number.

Setting Processing Options for Batch Transportation Shipment Confirmation (R49500)

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

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

Use these processing options to specify how the system processes shipment confirmation by batch.

1. Sales Next Order Status - Confirmed Lines

Use this processing option to specify the sales next order status for confirmed lines.

(Required)	Use this processing option to enter the sales order status for lines that have been confirmed. The next status for all sales order lines associated with the shipment must be greater than this status in order for the shipment to be confirmed. Values are all status codes for the document type, as defined in the Order Activity Rules.
2. Override Shipment Next Status	Use this processing option to enter the override next status for confirmed shipments. If left blank, the system will supply the default value from the Transportation Constants.
3. Print Control Depot	Use this processing option to override the shipment header depot for print control. If you leave this processing option blank, the system uses the shipment header depot.
4. Run Mode	Use this processing option to determine whether the system processes in final mode or proof mode. Values are: Blank: Proof mode / : Final mode
5. Create Confirmation Report	Use this processing option to determine whether the system prints a confirmation report for confirmed sales orders. Values are: Blank: Do not print a confirmation report. / : Print a confirmation report.
6. Print Delivery Documents	Use this processing option to determine whether the system prints delivery documents. Values are: Blank: The system does not print delivery documents. / : The system prints delivery documents.
7. Launch Advance Shipping Notice	Use this processing option to launch the Advance Shipping Notice (ASN) Extraction (R47032) during Transportation Shipment Confirmation. Values are: Blank: No / : Yes
8. Carton Next Status	Use this processing to specify the next carton status for all cartons after the system confirms the shipment or load. Values are chosen from the Carton Status (46/CS) user defined codes. If you leave this processing option blank, the system does not update the carton status.
9. Enable Creation of Sales Order Lines for Carton Charges	Use this processing option to specify whether to create sales order lines for carton charges. Values are: Blank: Do not create sales order lines for carton charges / : Create sales order lines for carton charges

Versions

Use these processing options to specify the version that the system uses for these programs:

- Document Print - Interactive (P49590)
- Batch Shipment Edit (R42071)

- EDI Advanced Ship Notice Extraction (R47032)
- Sales Order Entry (P4210)

If you leave these processing options blank, the system uses the ZJDE0001 version.

1. Delivery Document Print (P49590).	Use this processing option to specify which version of Delivery Document Print (P49590) to use. If left blank, the system uses version ZJDE001.
2. Inbound Transaction Processor (R47500)	Use this processing option to determine which version of the Inbound Transaction Processor report (R47500) the system uses. If you leave this processing option blank, the system uses version ZJDE0003.
3. UCC128 Shipment Edits (R42071).	Use this processing option to specify which version of UCC128 Shipment Edits (R42071) is used. If left blank, no version is used.
4. Advance Shipping Notice (ASN) extraction (R47032)	Use this processing option to specify which version of the EDI Advanced Ship Notice Extraction report (R47032) the system uses if an advanced preference is not set up for the customer. The advanced preference takes precedence over the processing option value, and the preference is valid only at the customer or customer group level. If you leave this processing option blank, the system uses version XJDE0001.
5. Sales Order Entry (P4210) version for carton charges based on carton quantity.	Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on carton quantity. When the carton charges are carton based, this version creates a single sales order line to relieve inventory and hold the carton charge. Inventory will be relieved at sales update. If you leave this processing option blank, the system uses ZJDE0019 as the default version.
6. Sales Order Entry (P4210) version for carton inventory relief at Sales Update when carton charges are based on item quantity.	Use this processing options to specify the version of the Sales Order Entry program that is used for carton inventory relief at Sales Update when carton charges are based on item quantity.
7. Sales Order Entry (P4210) version for carton charges based on item quantity.	Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on item quantity. The system will not use this line for inventory relief, but this line will reflect the carton charge. The default value is ZJDE0021.

Entering Tracking Numbers

Access the Shipping Reference Number Revisions form.

Reference Qualifier	Specify a code that qualifies the Reference Number. Must conform to one of the accepted values for EDI X12 data element 128.
Reference Number	Enter a reference number or identification number as defined for a particular EDI transaction set or as specified by the Reference Number Qualifier.
Sequence Number	Review the value for a sequence number, supplied automatically.
Document Number, Document Type, and Document Key Company	Review the document numbers that are generated when the system prints delivery documents and generates the reference number.

Printing Delivery Documents for a Single Shipment

Access the Delivery Document Selection form.

Work with Shipments - Delivery Document Selection

OK Find Delete Cancel Tools

☒ Print Single Document Code 
☐ Print All Document Codes

Print Ctl Depot

Records 1 - 2 [Customize Grid](#) 

	Doc Code	Description	Doc Print Status	Print Control	Primary Delivery	Primary Invoice	Print Sequence	Recreate
	BOL1	Transportation Bill of Lading	0		1	0	2.00	0
								

Delivery Document Selection form

To print delivery documents for a single shipment:

1. To print all the delivery documents that are set up to print for this shipment, select Print All Document Codes, and then click the OK button.
2. To print only one document for this shipment, select the option, and then the visual assist for the Print Single Document Code field.
3. On the Search & Select form, select the document that you want to print and click the Select button.
4. On the Delivery Document Selection form, click the OK button to print the document that you have chosen.
5. To print more than one but not all of the documents set up for this shipment, click the visual assist for the Doc Code field in the detail area and make a selection. On the Delivery Document Selection form, click the OK button to print the documents that you have chosen.

Printing Delivery Documents for a Single Load

Access the Delivery Document Selection form.

To print delivery documents for a single load:

1. Review the documents that you have set up to print for that load.
2. To print all the delivery documents that are set up to print for this shipment, select the Print All Document Codes option, and then click the OK button.
3. To print only one document for this shipment, select the Print Single Document Code option, and then click the visual assist in the Document Code field.
4. On the Search & Select form, select the document that you want to print and click the OK button.
5. On the Delivery Document Selection form, click the OK button to print the document that you have chosen.
6. To print more than one but not all of the documents set up for this shipment, click the visual assist for the Doc Code field, select the documents, and click the OK button.
7. On the Delivery Document Selection form, click the OK button to print the documents that you have selected.

Printing Delivery Documents for Multiple Shipments or Loads

To print delivery documents for shipments, select Shipping Documents (G4912), Shipping Document Print - Shipment.

To print delivery documents for loads, select Shipping Documents (G4912), Shipping Document Print - Loads.

You can print delivery documents as a batch job from a menu selection. You can choose to print the delivery documents for shipments or for loads. When you print delivery documents as a batch job, the system prints all the documents that meet your selections and that are at the appropriate status. Most companies set up different versions of these print programs. Each version can have different data selections to print documents for specific types of shipments or loads.

Setting Processing Options for Batch Delivery Documents for Shipments (R49549)

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

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 Control

Document Code	Use this processing option to specify the document code.
Print Control Depot	Use this processing option to specify the print control depot. You must complete this field if you entered a value in the Document Code processing option.
Version of Delivery Document Print (P49590)	Use this processing option to specify the version of the Delivery Document Print program that you want to use. If you leave this option blank, the system uses version ZJDE0001.

Setting Processing Options for Batch Delivery Documents for Loads (R49548)

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

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 Control

Document Code	Use this processing option to specify the document code.
Print Control Depot	Use this processing option to specify the print control depot. You must complete this field if you entered a value in the Document Code processing option.

Version of Delivery Document Print (P49590)

Use this processing option to specify the version of the Delivery Document Print program that you want to use. If you leave this option blank, the system uses version ZJDE0001.

Reviewing the Document Batch

Access the Work With Print Batches form.

To review the document batch:

1. Review the status and other information about the batch.
2. If you want to print from this form, select a batch and click the Print button.

Setting Processing Options for Document Print - Interactive (P49590)

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.

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

Freight Version

Enter the version of Freight Update (R4981) to be executed. If a version is not entered, the freight process will not be called. (Optional)

Print Control

Printer Reference Number

Enter the printer reference number that will determine the location that documents will be printed.

Address Book Number to Receive Document Messages

Enter the address book number to receive document messages, if they are to be sent to someone other than the user that submitted the shipping document print job.

Reviewing the Document Register

Access the Work With Document Register form.

Recording Proof of Delivery

Access the Delivery Confirm Shipment form.

To record proof of delivery, complete these fields and click the OK Button:

- Delivery Date
- Delivery Time
- Received by

Confirming Loads

Access the Confirm Load form.

To confirm loads:

1. Complete these fields:
 - Load Confirm Date
 - Vehicle Registration No.
If this is an in-transit load, you must complete this field with a unique value.
 - Actual Ship
 - Actual Delivery
2. To record seal numbers, select Seals from the Form menu.
3. On the Seals Revision form, complete a line for each seal and click the OK button.
4. On the Confirm Load form, select Confirm Shipment from the Row menu if you want to confirm individual shipments on loads that are not compartmentalized.
5. On the Shipment Confirmation form, revise the quantities and click the OK button.
After you confirm all shipments, the system changes the status of the load.
6. On the Confirm Load form, when all the information has been recorded and correctly confirmed, click the OK button.

Specifying Codes for Excess Transportation Charges

Access the Excess Transportation Charge Codes form.

To specify codes for excess transportation charges:

1. Follow the steps for confirming a load.
2. Complete these fields, and then click the OK button:
 - Reason Code
A user defined code (49/ES) that identifies the reason for excess transportation charges.
 - Responsibility Code
A user defined code (49/EC) that identifies the responsible party for excess transportation charges.
 - Authorization Code
The authorization code for expedited shipment charges.

Setting Processing Options for Transportation Load Confirmation (P49640)

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.

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

These processing options allow you to set various controls for how the system processes information during load confirmation.

- | | |
|--|---|
| 1. Print Delivery Documents | Use this processing option to determine whether the system prints delivery documents. Values are:

Blank: Do not print delivery documents.
<i>I</i> : Print delivery documents. |
| 2. Display Delivery Document Selections Form | Use this processing option to specify whether the system displays the Delivery Document Selection form. Values are:

Blank: Do not display the Delivery Document Selection form.
<i>I</i> : Display the Delivery Document Selection form. |
| 3. Sales Order Status - Confirmed Lines (Required) | Use this processing option to specify the sales order status for confirmed lines. This status must be a valid next status or other allowable next status for the current document type as defined in the Order Activity Rules program (P40204). |
| 4. Override Sales Order Next Status - Intransit (Required) | Use this processing option to specify the override next status for sales orders for which the system tracks in-transit inventory. This status must be a valid next status for the current document type as defined in the Order Activity Rules program (P40204). |
| 5. Override Sales Order Next Status - Non-Intransit (Required) | Use this processing option to specify the override next status for sales orders for which the system does not track in-transit inventory. This status must be a valid next status for the current document type as defined in the Order Activity Rules program (P40204). |
| 6. Credit Order Status - Confirmed Lines | Use this processing option to specify the credit order status for confirmed lines. Values are all status codes for the current document type as defined in the Order Activity Rules program (P40204). |
| 7. Override Credit Order Next Status - Intransit | Use this processing option to specify the override next status for credit orders that the system tracks in-transit inventory for. Enter a next status that is defined in the Order Activity Rules program (P40204) for the current document type. This processing option is required. |
| 8. Override Credit Order Next Status - Non-Intransit (Required) | Use this processing option to specify the next status for credit orders for which the system does not track in-transit inventory. Values are status codes that are defined in the Order Activity Rules program (P40204) for the current document type. |
| 9. Purchase Order Status - Received Lines (Required) | Use this processing option to specify a purchase order status for lines that have been confirmed. Values are status codes for the current document type that are defined in the Order Activity Rules program (P40204). |
| 10. Shipment Next Status - Intransit (Required) | Use this processing option to specify the override next status (UDC 49/SL) for shipments for which the system tracks in-transit inventory. |

11. Shipment Next Status - Non-Intransit (Required)	Use this processing option to specify the override next status (UDC 49/SL) for shipments for which the system does not track in-transit inventory.
12. Load Next Status - Intransit (Required)	Use this processing option to specify the next status (UDC 49/SL) for loads for which the system tracks in-transit inventory.
13. Load Next Status - Non-Intransit (Required)	Use this processing option to specify the next status (UDC 49/SL) for loads for which the system does not track in-transit inventory.
14. Load Next Status - Partially Confirmed	Use this processing option to specify the load status (UDC 49/SL) for partially completed loads. By specifying the load status, you prevent rejection of loads for which there is at least one confirmed shipment. If you leave this processing option blank, the system does not update the status.
15. From Shipment Status	Use this processing option to specify the lowest value in the range of shipment statuses (41/SS). You can use any shipment status that is already defined in the Transportation Constants program (P49002).
Thru Shipment Status	Use this processing option to specify the highest value in the range of shipment statuses (41/SS). You can use any value that is already defined in the Transportation Constants program (P49002).
16. From Load Status	Use this processing option to specify the lowest value in the range of load statuses (49/SL). You can use any value that is already defined in the Transportation Constants program (P49002).
Thru Load Status	Use this processing option to specify the highest value in the range of load statuses (49/SL). You can use any value that is already defined in the Transportation Constants program (P49002).
17. Prior Load Complete Status	Use this processing option to specify the status that indicates that the prior load is complete. Values are defined in the Transportation Constants program (P49002) and stored in user defined code 49/SL (Load Status). This is typically defined as 80.
18. Intransit Document Type	Use this processing option to specify the document type (00/DT) that the system uses when tracking in-transit inventory. You can use any value that is already defined in the Order Activity Rules program (P40204). If you leave this processing option blank, the system uses document type CT (Transportation Confirmation).
19. Allow Negative Intransit Bulk Items	Use this processing option to determine whether the system allows a negative quantity for in-transit inventory for bulk items. Values are: Blank: Do not allow a negative quantity. 1: Allow a negative quantity.
20. Allow Negative Intransit Packed Items	Use this processing option to determine whether the system allows a negative quantity for in-transit inventory for packed items. Values are: Blank: Do not allow a negative quantity. 1: Allow a negative quantity.
21. Bulk - Upper Tolerance	Use this processing option to specify a percentage that represents the upper tolerance limit for the variance in load quantities.
22. Packed - Upper Tolerance	Use this processing option to specify a percentage that represents the upper tolerance limit for the variance in load quantities.

- 23. Bulk - Lower Tolerance** Use this processing option to specify a percentage that represents the lower tolerance limit for the variance in load quantities.
- 24. Packed - Lower Tolerance** Use this processing option to specify a percentage that represents the lower tolerance limit for the variance in load quantities.
- 25. Adjust Order Line Actual** Use this processing option to specify whether, in the event of a variance between scheduled quantity and loaded quantity, the system automatically adjusts the variance or displays the Adjust Actuals form, where you manually adjust the variance and reallocate the load. Values are:
 Blank: The system displays the Adjust Actuals form.
 1: The system automatically adjusts the variance.
- 26. Check Seals** Use this processing option to specify whether the system verifies that seals are required on a vehicle. Values are:
 Blank: The system verifies that seals are required.
 1: The system does not verify that seals are required.
- 27. Protect Bulk Compartment Fields** Use this processing option to specify whether the system allows you to change the values in the bulk compartment fields for ambient, standard, and weight quantities. However, when the system protects the bulk compartment fields, you can still change temperature and density information. Values are:
 Blank: The system does not protect bulk compartment fields.
 1: The system protects bulk compartment fields.

Agreements

These processing options allow you to specify default information that the system uses for agreements. The system uses this information to automatically assign default values when agreements are used.

- 1. Agreement Options** Use this processing option to determine how the system assigns agreements. If you leave this processing option blank, the system automatically assigns the agreement that has the earliest date. Values are:
 1: If the system finds only one agreement, assign that agreement.
 2: The system requires you to select an agreement to assign.
 3: The system automatically assigns the agreement that has the earliest date.
- 2. Destination Branch/Plant** Use this processing option to specify the branch/plant to be used as the destination by the Agreement Selection Window program (P38200W).
- 3. OR** Use this processing option to specify the branch/plant that the system uses in place of the branch/plant that is designated as the destination by the Agreement Selection Window program (P38200W). Values are:
 1
 *ANY
 2
 The default branch/plant of the user

Versions

These processing options determine the version that the system uses when you select the associated row or form exit on the Load Confirmation Header and Detail forms. If you leave a processing option blank, the system uses the ZJDE0001 version.

Versions control how programs display information. Therefore, for the version to meet your needs, you might need to set the processing options for specific versions.

- | | |
|---|---|
| 1. Load Confirmation Carton Status | Use this processing option to specify which version of Purchase Order Receipts (P4312) is used for loads that do not track in-transit inventory. If left blank, the system uses version ZJDE0001. |
| 2. Reconcile Carton Detail to Shipment Detail | Use this processing option to specify which version of Purchase Order Receipts (P4312) is used for loads that track in-transit inventory. If left blank, the system uses the version from the previous processing option, which does not track in-transit inventory. |
| 3. Carton Next Status | Use this processing option to specify which version of Delivery Document Print (P49590) is used. If left blank, the system uses version ZJDE0001. |
| 4. Enable Creation of Sales Order Lines for Carton Charges | Use this processing option to specify which version of Ship Confirmation (P4205) is used. If left blank, no version is used and the system will not advance the sales order status. |
| 5. UCC128 Shipment Edits (R42071) | Use this processing option to specify which version of UCC 128 Shipment Edits program (R42071) is used. If left blank, the system uses version ZJDE0001. |
| 6. Test Results Revisions - Compartment (P3711) | Use this processing option to enter the version of the Test Results Revisions program (P3711) that the system runs when a load type indicates that quality is specified at the compartment level. If you leave this processing option blank, the system uses the default version, ZJDE0003. |
| 7. Test Results Revision - Customer (P3711) | Use this processing option to specify which version of Test Results Revisions (P3711) is used when a load type indicates that quality check is specified at the customer/item level. If left blank, the system uses version ZJDE0001. |
| 8. Sales Order Entry (P4210) version for carton charges based on carton quantity. | Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on carton quantity. When the carton charges are carton based, this version creates a single sales order line to relieve inventory and hold the carton charge. Inventory will be relieved at sales update. If you leave this processing option blank, the system uses ZJDE0019 as the default version. |
| 9. Sales Order Entry (P4210) version for carton inventory relief at Sales Update when carton charges are based on item quantity. | Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for inventory relief at sales update when carton charges are based on item quantity. If you leave this processing option blank, the system uses ZJDE0020 as the default version. |
| 10. Sales Order Entry (P4210) version for carton charges based on item quantity. | Use this processing option to specify the Sales Order Entry (P4210) version to be used for writing sales order lines for carton charges based on item quantity. The system will not use this line for inventory relief, but this line will reflect the carton charge. The default value is ZJDE0021. |

Cartons

Use these processing options to specify how the system processes cartons.

- | | |
|---|---|
| 1. Load Confirmation Carton Status | Use this processing option to specify 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) user defined codes. If left blank, carton status will not be validated. |
| 2. Reconcile Carton Detail to Shipment Detail | Use this processing option to reconcile the carton detail to the shipment detail. Values are:

Blank: No
<i>I</i> : Yes |
| 3. Carton Next Status | Use this processing to specify the next carton status for all cartons after the system confirms the shipment or load. Values are chosen from the Carton Status (46/CS) user defined codes. If you leave this processing option blank, the system does not update the carton status. |
| 4. Enable Creation of Sales Order Lines for Carton Charges | Use this processing option to specify whether to create sales order lines for carton charges. Values are:

Blank: Do not create sales order lines for carton charges
<i>I</i> : Create sales order lines for carton charges |

Working with Seals

Access the Seals Revision form.

To work with seals, complete these fields, and click the OK button:

- Planning Depot
- Shipment Depot
- Load Number
- Origin
- Primary Vehicle Id
- Actual Ship
- Shipment Number
- Number of Seals
- Seal No

Confirming Delivery

Access the Deliver Confirm Load form.

Confirm Load - Deliver Confirm Load

OK Cancel Form Row Tools

Planning Depot: 30 Load Number: 3 *In-Transit*

Vehicle Type: TRL Carrier Number: 8563

Vehicle ID: 9764166

Delivery Date: 11/01/2004 Delivery Time:

Records 1 - 2 [Customize Grid](#)

	Ship To Number	Ship To Name	Ship-to City	Ship-to State	Actual Delivery Date	Actual Delivery Time	Received By	Promised Delivery Time
☒	4245	Cloud Nine Inc.	Arvada	CO	11/01/2004			
☐	4247	Coastal Services	San Francisco	CA	11/01/2004			

Deliver Confirm Load form

To confirm delivery:

1. Select a shipment, and then select an option from the Row menu that corresponds to the method that you want to apply to the shipment.
2. On the applicable form, click Yes and then click the OK button.
3. On the Deliver Confirm Shipment form, complete any of these fields and click the OK button:
 - Delivery Date
 - Delivery Time
 - Disposition Code
 - Received by
4. On the Deliver Confirm Load form, review and revise the delivered quantities (required) in the detail area and click the OK button.

Creating Unscheduled Deliveries

Access the Unschedule Deliveries form.

To create unschedule deliveries, complete these fields in the detail area and click the OK button:

- Ship To Number
- Item Number
- Quantity Shipped
- UoM
- Order Number
- Or Ty

Recording Disposition

Access the Disposition Load form.

To record disposition:

1. To return product to inventory, complete these fields:

- Quantity Return
Enter the quantity being returned to inventory.
 - Return Location
Enter a location or allow the system to assign one based on the primary location.
 - Return Lot
Generally, you return inventory to the same lot from which you shipped it.
2. To indicate that product is left on board, complete these fields to identify the quantity and the compartment in the truck:
 - Quantity Left On Board
 - Comp No
 3. To gain/loss a bulk product, complete the Quantity, UOM, and Loss Reason Code fields.
 4. To record the disposition of products to multiple locations or compartments, select Multiple Disposition from the Row menu.
 5. On the Disposition to Multiples form, complete a line for each location or compartment and click the OK button.

Reviewing In-Transit Inventory Information by Item

Access the Work with In-transit Inventory form.

- To review in-transit inventory information by item, complete any of the fields in the header area, and then click the Find button.
- To review the in-transit ledger, select the item, and then select Intransit Ledger from the Row menu.
- To record disposition, select the item, and then select Disposition from the Row menu.
- To review any quantity left on the carrier, select the item, and then select Left On Board from the Row menu.

Reviewing In-Transit Ledger

Access the Work with In-transit Ledger form.

CHAPTER 14

Tracking Shipments

This chapter provides an overview of shipment tracking and discusses how to:

- Track shipments.
- Review shipment status.
- Track shipments or pieces.

Understanding Shipment Tracking

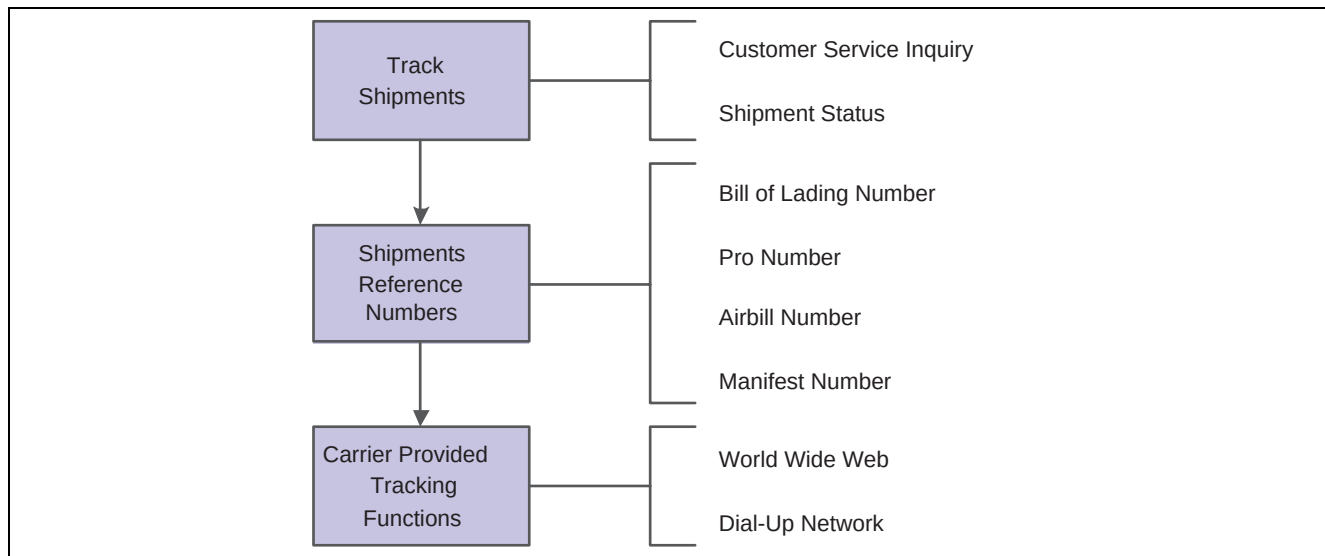
You track shipments to know exactly where your shipments are, both physically and within the system. This information allows you to report on your product as it travels to your customers. The system allows you to track your shipments using these tracking methods:

Tracking Method	Description
Customer Service Inquiry	You can access shipment status when you review order information in the Customer Service Inquiry form of the Sales Order Entry program (P4210).
Shipment reference numbers	You can use a delivery document number that corresponds to the shipment.
Tracking services provided by carrier	You can track shipments over the internet, through a telephone number, or other means that a carrier might provide. For example, you might send packages using a parcel carrier that has a Web site. Using a tracking number, you can link to that Web site to track your shipment over the internet.

Shipment tracking allows you to:

- View the status and routing information of shipments and pieces.
- Maintain or edit the shipment reference numbers table.
- Maintain or edit the shipment status codes.
- Control the various tracking functions.

This graphic illustrates the variety of ways in which you can inquire on the status of your shipments:

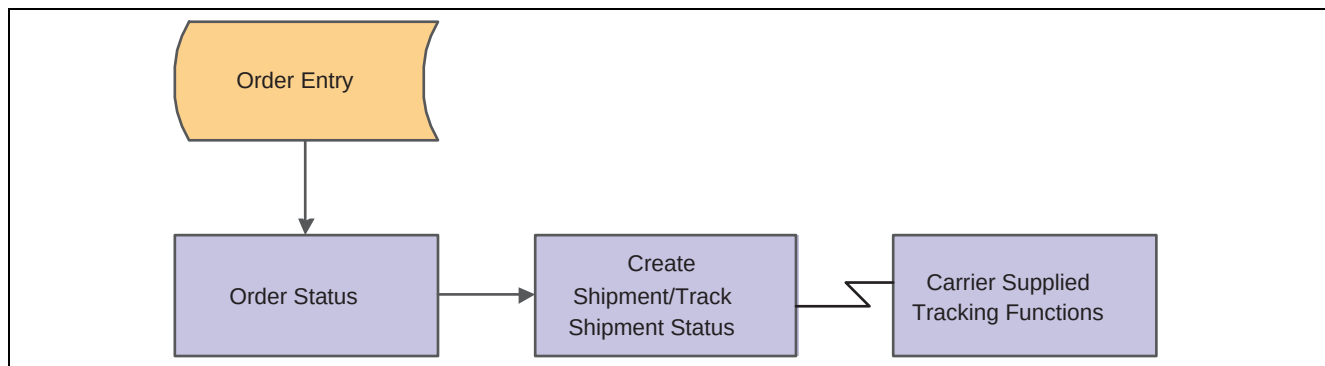


Inquiring on the Status of Shipments

Tracking Shipments

You track shipments to gather detailed information about a specific shipment while it is in transit. You can check on the status of a shipment and its routing information. When you track shipments, you have better control of the entire shipping process. Through the shipment tracking function, you can locate shipments according to the carrier that is transporting your shipment. Additionally, your carriers can provide tracking information through the internet, telephone, or some other means.

This graphic illustrates how an order flows through the integrated Sales Order Management and Transportation Management systems, and also, it shows that your carriers can supply information so that when you review the shipment status, the system retrieves the in-transit information:



Reviewing Shipment Status

If you added reference numbers to your shipments, you use these numbers to track shipments. You can use reference numbers provided by a carrier or you can generate them. For example, a reference number can be a bill of lading number, or any number provided by the carrier.

See Also

Chapter 5, "Setting Up Shipment Tracking Numbers," page 43

Reviewing Shipment Status

You can review information associated with the status of a shipment, such as:

- Scheduled and actual shipment date and time.
- Scheduled and actual delivery date and time.
- Mode.
- Carrier.
- Total billable freight charges.
- Shipment tracking number.

Reviewing shipment status provides information about your shipments after they have been confirmed and while they are in transit.

When you set the Customer Self-Service Mode processing option on the Process tab of the Shipment Tracking program (P4947), your customers can sign on to customer self-service to review the status of any of their shipments that have been created throughout the system. Reviewing shipment status allows your customers to have greater access to shipments and the delivery process through which they travel. By using this program, your customers become aware of shipping delays or other possible transportation problems sooner.

Forms Used to Review Shipment Status

Form Name	Form ID	Navigation	Usage
Shipment Tracking	W4947A	• Shipments and Loads (G4911), Work With Shipment Status • Customer Self-Service (G42314), Shipment Tracking	Access forms to review shipment status.
Shipment Status	W4947B	Select a shipment on the Shipment Tracking form, and click the Select button.	Review shipment status.

Reviewing Shipment Status

Access the Shipment Status form.

Work with Shipment Status - Shipment Status

Cancel Form Tools

Branch/Plant
 Shipment Number
 Shipment Status *Pending*
 Sold To *Capital System*
 Ship To *Capital System*
 Carrier
 Mode of Transport
 Last Status Code
 Reference Number

Date/Time

Requested
 Promised Shipment Actual Shipment
 Promised Delivery Delivery Date

Customer Freight Charge

Shipment Status form

Review shipment information, and click the Cancel button.

Tracking Shipments or Pieces

This section provides an overview of shipment tracking, lists a prerequisite, and discusses how to:

- Track by shipment.
- Track by piece.
- Record shipment status.
- Set processing options for shipment tracking (P4947).

Understanding Shipment Tracking

After you create a shipment and assign a carrier or vehicle to it, you can track it throughout the entire transportation process. You can also track individual pieces on a shipment. Tracking shipments allows you to better serve your customers by knowing the status of a shipment in the transportation process.

When you track at the shipment level, you inquire on the status of an entire shipment, which includes all of the pieces within it. When you track at the piece level, you inquire on each piece within a shipment.

Note. Tracking a shipment or piece using a carrier-tracking function requires a business function that works in conjunction with the carrier's tracking function. The PeopleSoft software included a standard business function for carriers who provide a Web-based shipment-tracking function.

Prerequisite

To track shipment pieces, you must have valid piece information. To enter valid piece information, select Revisions and then Pieces from the Row menu on the Work with Shipments form. See Defining Shipment Pieces in the Transportation Management Guide.

Forms Used to Track Shipments

Form Name	Form ID	Navigation	Usage
Shipment Tracking	W4947A	Shipments and Loads (G4911), Work With Shipment Status.	Access forms to review shipment status.
Shipment Pieces	W4947F	Select a shipment on the Shipment Tracking form, and select Track Ship Piece from the Row menu.	Track a shipment piece.
Shipment Status Codes Revision	W4947C	Select a shipment on the Shipment Tracking form, and select Status Code Revs from the Row menu.	View status codes that are recorded against a shipment, add or delete records from the Shipment Status Codes table (F4947), and associate a tracking number with a shipment status when a status code applies to only a single piece of a multiple-piece shipment.

Tracking by Shipment

Access the Shipment Tracking form.

Select Track Shipment from the Row menu, and review information about your shipment.

Note. The shipment that you select must have a valid reference number entered into the system. You can enter the reference number on the Shipping Reference Number Revisions form by selecting Reference No Revs from the Row menu.

Tracking by Piece

Access the Shipment Pieces form.

Select the shipment piece that you want to track. The Shipment Status form appears, where you can view information about that piece.

Recording Shipment Status

Access the Shipment Status Code Revisions form.

Complete these fields in the detail area, and click the OK button:

- Status Code
- Status Date
- Status Time
- Status Reason
- Description
- Reference Number
- Reference Qualifier

Setting Processing Options for Shipment Tracking (P4947)

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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Display

Shipment Status From	Use this processing option to specify the beginning range of shipment status that you want to include.
Shipment Status Thru	Use this processing option to specify the ending range of shipment status that you want to include.
First Routing Step	Use this processing option to specify whether to display the first routing step of each shipment. Enter <i>1</i> to display the first routing step.

Process

Customer Self-Service Mode	Use this processing option to specify whether you are using customer self service functionality. Values are: Blank: Bypass Customer Self Service Functionality <i>1</i> : Use Customer Self Service
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CHAPTER 15

Updating Freight

This chapter provides an overview of the freight update process and discusses how to:

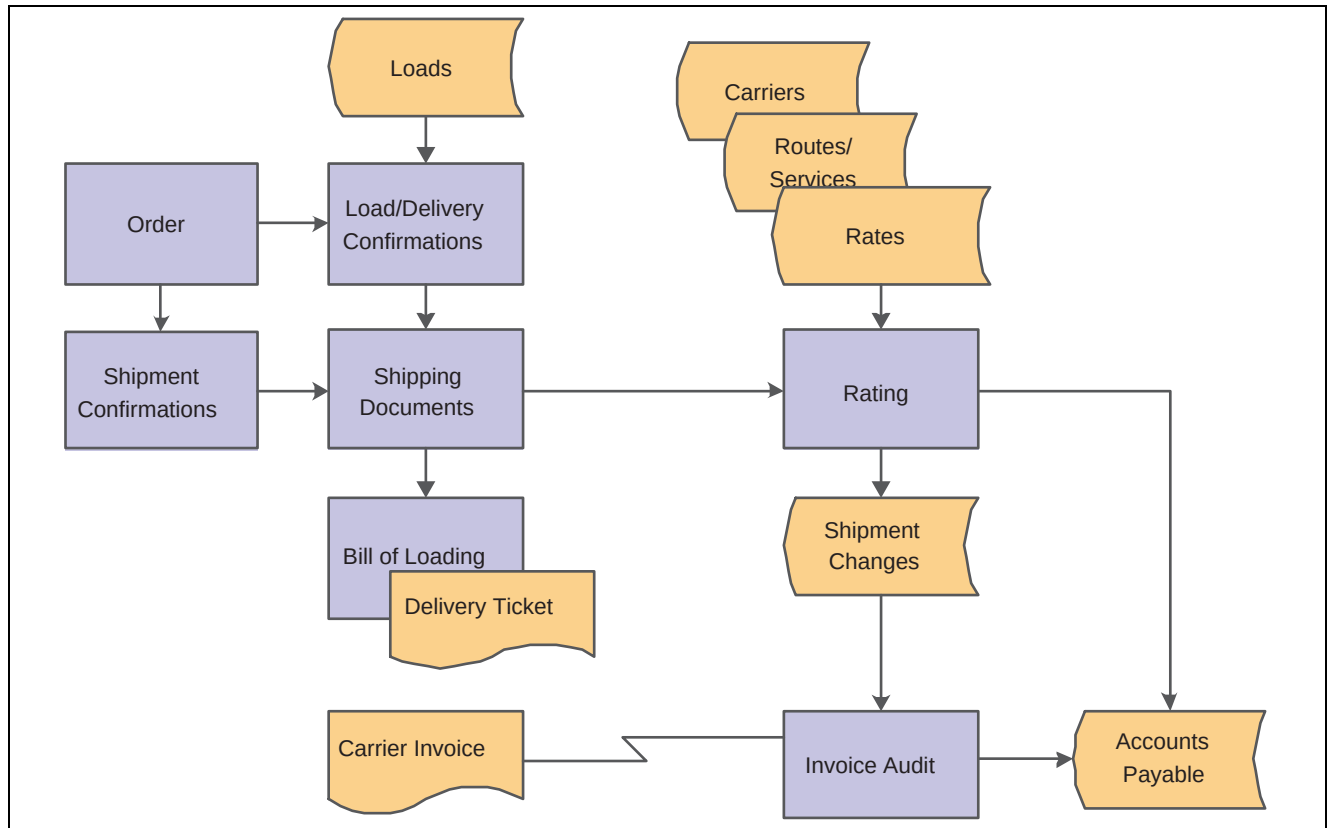
- Update freight charges.
- Match freight invoices.
- Review freight update.
- Adjust the freight audit history.

Understanding the Freight Update Process

Freight update is the process of writing freight charges to the appropriate accounts. You can update freight charges for both shipments and loads. You update freight after a shipment or load has been confirmed and delivered, or a disposition has been recorded for a load.

Use the Freight Update and Report program (R4981) to transfer billable charges, including freight charge tax if applicable, to orders in the Sales Order Management system and to move the payable freight charged to you by your carriers to the Accounts Payable system or general ledger as accrued freight. When you update freight charges, the system writes journal entries to the general ledger and writes pay items to the Accounts Payable system for those carriers with Auto Pay checked on the Carrier Master (P4906).

This graphic illustrates the integrated update process between Sales Order Management and Transportation Management:



Processing Freight Costs

When you update freight you create records of final payable and billable freight charges, including freight charge tax if applicable, for shipments and loads. The system writes payable charges to the general ledger by means of a journal entry and to the accounts payable system for auto-pay carriers by means of a pay item. The system adds billable charges to one or more orders on the shipment or load depending on the customer freight preference.

You run the Freight Update and Report program (R4981) by either origin depot or by owning branch. Depending on processing options and system setup values, the system creates an invoice either for each carrier or by carrier and invoice date. You can run the freight update by the G/L date, system date, or a date that you select.

You can summarize freight costs. These example illustrate how to summarize freight costs:

- You can set up the carrier to summarize payable freight.
- You can set up customer freight preferences to summarize billable freight.
- You can summarize freight by charge code onto one line in a sales order.
- You can summarize freight charges when you print the appropriate documents.
- The system can summarize freight within an account number or within a document in the general ledger and in the Accounts Payable system.

See Also

Chapter 6, “Setting Up Carriers,” page 49

Chapter 7, “Setting Up Rates,” page 53

Chapter 10, “Setting Up Document Control,” Setting Up Documents, page 97

Updating Freight Charges

This section provides an overview of the Freight Update and Report Program and discusses how to set processing options for the Freight Update and Report (R4981).

Understanding the Freight Update and Report Program

You must run the Freight Update and Report program [select Updates (G49112), Freight Update] before you run the Sales Update (R42800). You can update freight charges by these data selections:

- Actual ship date
- System dates
- Weekly dates
- Carrier

Note. The system must run Freight Update and Report in a specific sequence, which you cannot change. If you create a new version with a different data sequence, the system ignores the sequence.

Many companies set up a proof version and a final version of this program. After you run the proof version, you can check for accuracy, make corrections and then run the final version. The final version updates the general ledger. You must set the appropriate processing option to designate proof and final versions.

Shipment-related information is stored in the Shipment Header (F4215) and the Shipment Routing Steps (F4941) tables. All freight charge information is stored in the Shipment Charges table (F4945). When you update freight, the system writes information in the Freight Audit History table (F4981), which also contains all freight charge tax information. For both billable and payable charges, records in the Shipment Charges table are deleted and the Shipment Routing Steps table is updated with the information.

For payable charges, the system updates the Account Ledger table (F0911) in the general ledger. If the option for automatic payments is activated, the system updates the Accounts Payable Ledger table (F0411) in the Accounts Payable system. On the billable side, the system updates the Sales Order Detail File table (F4211) with the freight charges.

When you run Sales Update, the system creates the revenue entries in the Accounts Receivable system and the general ledger from detail lines on the sales orders, including detail lines for nonstock charges for billable freight.

For inbound shipments, the final update creates records for payable collect charges. You can also allocate freight for inbound shipments.

Allocating Freight Costs by Item for Outbound Transactions

When you run the Freight Update and Report program (R4981), the system writes journal entries to the general ledger based on these AAIs:

AAI	Description
Freight cost (4920)	Payable freight charges
Revenue (4230)	Billable freight charges

During freight update, the system creates the journal entries for payable charges, such as accrued liabilities and freight costs, at the charge code level. The system defines charges in rate setup based on the G/L class code in the Accounts Payable system and the general ledger. Journal entries that are based on the G/L class code can contain multiple types of charges. For example, in the freight cost AAI, you might have journal entries for more than one type of charges, such as line haul or miscellaneous charges.

If the setup on the Carrier Master (P4906) includes the Auto Pay option, the system creates payable G/L entries and A/P entries for the voucher. If the setup does not include the Auto Pay option, the system creates only G/L entries.

Note. To proportionately allocate shipment freight charges to each item that contributes to the total weight and volume of the shipment, you must activate the freight allocations for the appropriate charge codes that you assign to rates.

If you defined your charge codes to allocate freight, the system records payable freight charges directly in the freight cost G/L entries. The system records multiple freight cost entries in the G/L for each sales detail line on the shipment. For billable freight charges, the system summarizes and records the charges to the sales order in the shipment as nonstock lines (F line type).

When you run Sales Update (R42800), the system records the revenue entries in the Accounts Receivable system and in the general ledger from sales detail lines. For the detail lines for allocated freight, the system updates the detail lines on the original order with the allocated freight charges.

The system calculates and updates freight revenue allocations in the Sales Order Detail File - Tag File table (F49211) and the Sales Order Detail File table (F4211) using the Revenue Allocations AAI, 4231.

This example illustrates three lines on a sales order:

Line #	Item/ Quantity	Line Type	G/L Class	Charge
1.0	Item A/20	S	IN30	200.00
2.0	Item B/30	S	IN30	300.00
3.0	Item C/50	S	IN31	500.00

For simplicity in this example, it is assumed that all items weigh the same.

After you run Freight Update and Report program (R4981), the system writes the charges to the sales orders as Freight (F) line types. This example shows:

- Freight All that is allocated to each item on the order.
- Freight S that is charged to the entire order.

Line #	Item/ Quantity	Line Type	G/L Class	Charge	Allocated Freight
1.0	Item A / 20	S	IN30	200.00	2.00
2.0	Item B / 30	S	IN30	300.00	3.00
3.0	Item C / 50	S	IN31	500.00	5.00
4.0	Freight All	F	FT10	10.00	blank

Line #	Item/ Quantity	Line Type	G/L Class	Charge	Allocated Freight
5.0	Freight S	F	FT20	7.50	blank
blank	Total	blank	blank	1017.50	10.00

To allocate the freight to each item, the system completes these calculations:

- Determines the proportion due each line.

In the preceding example, line 1 is 20 percent of the quantity ordered so the allocated freight is 2.00 or 20 percent of line 4. Line 2 is 30 percent of the quantity ordered so the allocated freight is 3.00 or 30 percent of line 4. Line 3 is 50 percent of the quantity ordered so the allocated freight is 5.00 or 50 percent of line 4.

- Divides the allocated freight for the line by the number of items ordered.

In the preceding example, each item has a freight allocation of .10.

During Sales Update (R42800), the system creates revenue entries in the Accounts Receivable system and the general ledger.

Allocating Freight Costs by Item for Inbound Transactions

You can include inbound freight costs as part of the cost of the item. The system allocates freight costs on a percentage of the total weight or volume of a shipment. When you allocate inbound freight costs at the item level, the system updates the Item Cost File (F4105) and the Item Ledger File (F4111) tables with allocated freight costs for inbound shipments. You can only allocate freight costs by item for inbound shipments when the freight terms are collect and only after you have received the purchase order. You must set the appropriate processing option to allocate inbound freight costs by item.

This example illustrates how the system allocates inbound freight by item:

Item	Quantity / Weight	Percent of Total Weight	Amount by Item
Item A	100 / 50	25	3.13 (25 percent of 12.50)
Item B	50 / 60	30	3.75 (30 percent of 12.50)
Item C	10 / 90	45	5.62 (45 percent of 12.50)
Total	200	N/A	12.50

As shown, the freight is allocated by the total weight by item. Then, each piece is allocated its corresponding proportion of the freight cost. Each piece from the table would be allocated these freight costs:

- Item A: $3.13/100$ pieces=.0313
- Item B: $3.74/50$ pieces=.075
- Item C: $5.62/10$ pieces=.562

See Also

PeopleSoft EnterpriseOne Sales Order Management 8.11 PeopleBook, “Running the End of Day Processes,” Updating Customer Sales

Setting Processing Options for Freight Update and Report (R4981)

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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Updates

Use these processing options to specify which mode the system uses and whether to update the status.

- | | |
|----------------------------------|--|
| 1. Run Mode | Use this processing option to specify whether to run in final mode or proof mode. Values are:

Blank: Run in proof mode.
1: Run in final mode. |
| 2. Update Mode | Use this processing option to specify whether to run payable freight, billable freight, or both. Values are:

Blank: Run both payable and billable freight updates.
1: Run a payable freight update only.
2: Run a billable freight update only. |
| 3. Update Shipment Status | Use this processing option to indicate the shipment status to which to update. If the field is left blank, the shipment status will not be updated. |

Defaults

Use these processing options to specify the system defaults to use.

- | | |
|---------------------------|---|
| 1. Invoice Date | Use this processing option to specify whether to use the actual shipment date or the system date. Values are:

1: Use the actual shipment date.
2: Use the system date. |
| 2. G/L Date | Use this processing option to specify whether to use the actual shipment date or the system date as the G/L date. Values are:

1: Use the actual shipment date.
2: Use the system date |
| 3. A/P Cost Center | Use this processing option to specify whether to use owning branch/plant or origin depot for A/P vouchers. Values are:

Blank: Use owning branch/plant from the Shipment Header table (F4215). This value is the branch/plant that is printed on the payable update report. |

- I*: Use origin depot.
- 4. G/L Cost Center** Use this processing option to specify whether to use owning branch/plant or the origin depot for G/L entries. Values are:
Blank: Use owning branch/plant from the Shipment Header table (F4215).
I: Use origin depot.
- 5. Voucher Document Type** Use this processing option to specify the Document Type of the voucher when carrier autopay is ON. If this field is left blank, the system will use *FT*, the default value.
- 6. G/L Entry Document Type** Use this processing option to specify the document type of the G/L entry when carrier autopay is OFF. If this field is left blank, the system will use *FT*, the default value.
- 7. Freight Cost Account Subledger** Use this processing option to specify whether to write the short item number to the Freight Cost Account subledger. Values are:
Blank: Do not write the short item number to the subledger when allocating freight by item.
I: Write the short item number to the subledger when allocating freight by item.

Process

Use these processing options to specify whether the system processes the flex accounting, summarizes the G/L and A/P entries, and updates the item cost.

- 1. Flex Accounting** Use this processing option to specify whether to use flex accounting. Values are:
Blank: Do not use flex accounting.
I: Use flex accounting.
- 2. Summarize G/L Entries** Use this processing option to specify whether to summarize or detail the G/L entries. Values are:
Blank: Detail the G/L entries.
I: Summarize the G/L entries.
- 3. Summarize A/P Entries** Use this processing option to specify whether to summarize or detail the A/P entries. Values are:
Blank: Detail the A/P entries.
I: Summarize the A/P entries.
- 4. Item Cost Update** Use this processing option to specify whether to update the item cost for inbound shipments. This will be done only for charges for which item-level allocation is ON. Values are:
Blank: Do not update item cost for inbound shipments.
I: Update item cost for inbound shipments.

Outbound SOs

Use these processing options to specify which line type and next status the system uses, whether the system bypasses or overrides the next status.

- | | |
|--|--|
| 1. Added Freight Line - Line Type | Use this processing option to identify the line type for the sales order freight line that you added. If you leave this processing option blank, the system uses the line type value from the Item Branch table (F4102). |
| 2. Added Freight Line - Next Status | Use this processing option to override the sales order next status. If no value is provided, the system uses the Order Activity Rules to determine the value. |
| 3. Bypass Update of Sales Order Next Status | Use this processing option to bypass the update of sales order next status. Values are:

Blank: Update the Sales Order Next Status.

/ : Bypass the update of the Sales Order Next Status. |
| 4. Override Sales Order Next Status | Use this processing option to override the sales order next status. If no value is provided, the system uses the Order Activity Rules to determine the value. |

Loads

Use this processing option to specify whether the system processes the payable freight update.

- | | |
|-------------------------------|--|
| 1. Minimum Load Status | Use this processing option to specify the minimum load status for processing payable freight for shipments on loads. Shipments on loads before this load status are not eligible for payable freight update. If left blank, the payable freight update is not processed. |
|-------------------------------|--|

Versions

Use these processing options to specify which version of the Journal Entry MBF Processing Options (P0900049), Voucher Entry MBF Processing Options (P0400047), and Sales Order Entry (P4210) programs the system uses. If you leave these processing options blank, the system uses the ZJDE0001 version.

- | | |
|--|---|
| 1. G/L (P0900049) (Required) | Use this processing option to specify which version of the Journal Entry MBF Processing Options program (P0900049) the system uses. If you leave this option blank, the system uses the ZJDE0001 version. |
| 2. A/P (P0400047) (Required) | Use this processing option to specify which version of the Voucher Entry MBF Processing Options program (P0400047) the system uses. If you leave this option blank, the system uses the ZJDE0001 version. |
| 3. Sales Order Processing (P4210) | Use this processing option to specify which version of Sales Order Processing (P4210) to use. If left blank, the system uses version ZJDE0001. |

Print

Use this processing option to specify whether the system prints the report.

- | | |
|--|---|
| 1. Suppress Print Payable Update Report | Use this processing option to specify whether to suppress printing of the payable update report. Values are:

Blank: Print the report.

/ : Suppress printing of the payable update report. |
|--|---|

Matching Freight Invoices

This section provides an overview of invoice matching, lists a prerequisite, and discusses how to:

- Match freight invoices.
- Set processing options for accounts payable standard voucher entry (P0411).

Understanding Invoice Matching

Your company must pay freight charges that are charged to you by outside carriers. Some companies also charge for freight within their company when they use their own fleet. If you have not set up a carrier for automatic payment, you must match the invoices that you receive for freight charges. When you match a freight invoice, you compare the invoice amount to the calculated charges for the shipment. Then you create an accounts payable voucher that authorizes the invoice for payment. After the freight invoices are matched, you can adjust the information on the Freight Audit History Revisions form of the Work with Freight Audit History program (P4981).

Note. If you chose the Auto Pay option when you set up a carrier, you do not need to complete this task for that carrier.

Prerequisite

Set the processing options to allow voucher matching and to identify the correct version of the Voucher Match program (P4314).

Forms Used to Match Freight Invoices

Form Name	Form ID	Navigation	Usage
Supplier Ledger Inquiry	W0411G	Updates (G49112), Match Voucher to Open Freight	Access forms to match freight invoices.
Batch Control	W0011F	On the Supplier Ledger Inquiry form, click the Add button.	Select the batch, and then access forms to match freight invoices.
Voucher Match	W4314A	On Batch Control, click OK.	Match freight invoices.
Work With Freight Audit History	W4981A	Select Freight To Match from the Form menu on the Voucher Match form.	Narrow your search for freight invoices.

Matching Freight Invoices

Access the Voucher Match form.

To match freight invoices:

1. Complete these fields to enter information for a record:
 - Supplier
 - Branch/Plant
 - Invoice Num.

- Co.
 - Invoice Date
 - G/L Date
2. Select Freight To Match from the Form menu.
 3. On Work With Freight Audit History, to narrow your search, complete any of the fields and then click the Find button.
 4. Select the freight charges that you want to match, and click the Select button.
 5. On the Voucher Match form, review the information in the detail area and click the OK button.

See Also

PeopleSoft EnterpriseOne Procurement 8.11 PeopleBook, “Setting Up Vouchers,” Creating Vouchers
 Chapter 6, “Setting Up Carriers,” page 49

Setting Processing Options for A/P Standard Voucher Entry (P0411)

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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Display

Use these processing options to specify how the system displays the voucher data.

- | | |
|-------------------------------|--|
| 1. Recurring Vouchers | <p>Use this processing option to specify recurring vouchers as the default voucher type. Values are:</p> <p>Blank: The system shows all vouchers (no default criteria).</p> <p><i>I</i>: The system shows only recurring vouchers.</p> <p>When you enter <i>I</i>, the program places a check mark in the Recurring Vouchers option on the Supplier Ledger Inquiry form.</p> |
| 2. Summarized Vouchers | <p>Use this processing option so that vouchers appear with multiple pay items in a summarized, single pay item format. Values are:</p> <p>Blank: The system shows all vouchers (no default criteria).</p> <p><i>I</i>: The system shows only summarized vouchers.</p> <p>When you enter <i>I</i>, the program places a check mark in the Summarize option on the Supplier Ledger Inquiry form.</p> |

Currency

Use these processing options to specify the As If currency code and the As Of date.

1. As If Currency

Use this processing option to view domestic or foreign amounts in a currency other than the currency in which the amounts were originally entered. Specify the currency code in which to view the as if currency. For example, to view domestic or foreign dollar amounts in the euro, specify EUR.

If you leave this processing option blank, the system does not display the As If Currency Code field in the header, nor does it display the As If Amount and As If Open Amount columns in the grid area.

Note. As if currency amounts are stored in a temporary memory, and are not written to a table.

2. As Of Date

Use this processing option to specify an as of date for the As If Currency processing option. This system uses this date to retrieve the exchange rate from the Currency Exchange Rates table (F0015).

If you specify a currency code in the As If Currency processing option and leave this processing option blank, the system uses the system date.

Note. A valid exchange rate between the domestic or foreign currency and the as if currency must exist in the F0015 table, based on the as of date.

Manual Payments

Use these processing options to specify how the system processes manual payments.

1. Manual Payment Creation

Use this processing option to specify whether to generate manual payments instead of automatic payments. This option applies only to manual payments without voucher match and is not available in multi-company and multi-voucher modes. Values are:

Blank: No payment information appears.

1: Generate manual payments (without voucher match).

Note. If you enter *1*, click Add on Supplier Ledger Inquiry. Then complete the Enter Voucher - Payment Information form, and click OK. Complete the Payment Information form for manual payment processing.

2. Duplicate Payments

Use this processing option to specify the type of message that appears when you attempt to generate or edit a duplicate payment number. Use this option only if you enter 1 for Manual Payment Creation. The message indicates that you have used that payment number previously. Values are:

Blank: Error

1: Warning

3. Automatic Payment Number Assignment

Use this processing option to direct the program to automatically assign payment numbers to manual payments based on the bank account's next number. Values are:

Blank: You manually assign payment numbers (default).

1: The system assigns payment numbers based on the bank account's next number.

Purchasing

Use this processing option to specify how the system processes voucher deletion.

1. Voucher Delete

Use this processing option to determine the type of message that appears when you attempt to delete vouchers that contain purchase order information. For example, indicate what the system does when you attempt to delete a voucher that contains a purchase order from the Supplier Ledger Inquiry form. Values are:

Blank: Do not permit editing (default)

1: Warning

2: Error If a conflict exists between this processing option and the Voucher Message processing option for Voucher Entry MBF, the value set here overrides the value set in Voucher Message processing options.

Voucher Match

Use these processing options to specify which voucher program and the version that the system uses to process vouchers.

1. Match Processing

Use this processing option to change the default voucher type from standard vouchers to matched vouchers. If you choose to run the voucher match program, you can select either the three-way voucher match or the two-way voucher match. Values are:

Blank: Run Standard Voucher Entry (P0411)

1: Run Voucher Match (P4314) in the Procurement system Alternatively, on the Non-Stock PO Processing menu (G43B11), select one of these:

- Receive & Voucher POs
- Match Voucher to Open Receipt

The Voucher Match Program (P4314) does not access the MBF processing options (P0400047). Therefore, the MBF processing option settings do not affect Voucher Match processing.

You might want to reverse a voucher. For example, you reverse a voucher when you return the items for which you created the voucher. If the voucher has been posted, the system reverses the corresponding journal entries. If the voucher has not been posted, the system deletes the entries.

Note. Do not delete a voucher in the Accounts Payable system if you created the voucher in the Procurement system. The voucher should be deleted in the Procurement system.

2. Voucher Match Version

Use this processing option to accept the default voucher match version, or enter a specific version number for the Voucher Match program (P4314) in the Procurement system. You must complete this processing option if you enter 1 in the Match Processing processing option. Values are:

Blank: Use version number ZJDE0001.

Or, enter a specific version number.

Multi Company

Use this processing option to specify how the system processes multiple companies.

1. Multi-Company Single Supplier

Use this processing option to specify whether to process vouchers that represent expenses for multiple internal companies. These multi-company vouchers expenses are distributed to different G/L and offset bank accounts, but to the same supplier. Values are:

Blank: Enter a standard voucher.

1: Enter a multi-company single supplier voucher.

Note. The manual payment function is not available for this type of voucher processing.

Alternatively, access this processing option by choosing Multi-Company Single Supplier from the Other Voucher Entry Methods menu (G04111).

Multi Vouchers

Use this processing option to specify how the system processes multiple vouchers.

1. Multiple Vouchers

Use this processing option to allow you to quickly enter multiple vouchers for one or more suppliers. Unlike the standard voucher entry method, which is a two-step process, the multiple voucher entry methods are a single-step process. Values are:

Blank: Enter a standard voucher.

1: Enter multiple vouchers with a single supplier.

2: Enter multiple vouchers with multiple suppliers.

Note. You can use the multiple-voucher entry methods to add vouchers only. To change, delete, or void them, you must use the standard voucher entry method.

Also, the manual payment function is not available for this type of voucher processing. For additional information, as well as other limitations to multiple voucher entry, consult the documentation or online help for Entering Multiple Vouchers.

Alternatively, access this processing option by choosing either Multi Voucher - Single Supplier or Multi Voucher - Multi Supplier from the Other Voucher Entry Methods menu (G04111).

Logging

Use these processing options to specify whether the system uses a standard or logged voucher and the G/L date for the system to use.

1. Voucher Logging

Use this processing option to specify whether to enter a voucher before you assign it a G/L account. At a later time, you can redistribute the voucher to the correct G/L accounts.

You can specify a default G/L account for preliminary distribution, as well as a suspense trade account for logged vouchers. To do this, use AAI PP (Preliminary Distribution for Voucher Logging) and PQ (Suspense A/P Trade Account for Voucher Logging). To use AAI PQ, select the Use Suspense Account option in the Company Names and Numbers program (P0010). From the Organization & Account menu (G09411), select Company Names and Numbers. Values are:

Blank: Enter a standard voucher (default).

I: Enter a logged voucher.

When you enter 1 in this processing option, the program adds a selected Logged option to the Supplier Ledger Inquiry form, and the program ignores the selections you make for Prepayments.

Alternatively, from the Other Voucher Entry Methods menu (G04111), select Voucher Logging Entry.

Note. This processing option functions in conjunction with the Voucher Logging processing option on the Logging tab of Voucher Entry MBF (P0400047). You must enter 1 in both Voucher Logging processing options in order for the system to process logged vouchers. If the Voucher Logging processing options for A/P Standard Voucher Entry and Voucher Entry MBF are set for logged vouchers, the system ignores the processing options on the Prepayments tab of A/P Standard Voucher Entry (P0411).

2. G/L Date

Use this processing option to specify whether to use the system date as the default G/L date for a logged voucher. Values are:

Blank: Enter date manually during the data entry process.

I: Use the system date as the default G/L date.

Note. If you enter 1 in this processing option, you cannot override the date, since you have designated the system date.

Prepayments

Use these processing options to specify how the system processes prepayment data.

1. G/L Offset Account

Use this processing option to set up automatic accounting instructions (AAI item PCxxxx) to predefine classes of automatic offset accounts for accounts.

For example, you can assign G/L offsets as follows:

Blank or *4110*: Trade Accounts Payable

RETN or *4120*: Retainage Payable

OTHR or *4230*: Other Accounts Payable (see A/P class code - APC)

PREP or *4111*: Prepayment A/P Trade Account

Enter the code for the G/L offset account that the system uses to create prepayment pay items. You must enter a value to allow automatic creation of prepayment pay items. If you leave this field blank (default), the system uses the Standard Voucher Entry program.

2. G/L Distribution Account

Note. If PeopleSoft World and PeopleSoft EnterpriseOne software coexist, do not use code 9999. In PeopleSoft World this code is reserved for the post program and indicates that offset accounts should not be created.

Use this processing option to specify the G/L distribution account that the system uses for creating prepayment pay items.

You can use one of these formats for account numbers:

Structured account (business unit.object.subsidiary)

25-digit unstructured number

8-digit short account ID number

Speed code The first character of the account indicates the format of the account number.

You define the account format in the General Accounting Constants program (P000909).

Note. Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

3. Pay Status Code

Use this processing option to enter the default pay status code for prepayments. The pay status code is a user defined code (00/PS) that indicates the current payment status of a voucher. Values are:

P: The voucher is paid in full.

A: The voucher is approved for payment, but not yet paid. This applies to vouchers and automatic cash applications.

H: The voucher is on hold pending approval.

R: Retainage.

%: Withholding applies to the voucher.

?: Other codes. All other codes indicate reasons that payment is being withheld.

Note. The Accounts Payable system does not print payments for any codes other than the codes provided in this valid codes list.

Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

If PeopleSoft World and PeopleSoft EnterpriseOne software coexists, and you leave this processing option blank, the prepayment status of H for negative prepayment pay items is the default value.

4. Number of Days

Use this processing option to enter the number of days to add to the due date of the negative prepayment pay items. This processing option is valid only if PeopleSoft World and PeopleSoft EnterpriseOne software coexists.

5. Tax Area

Use this processing option to direct the program to show the Prepayment Tax form for prepayments. You use the Prepayment Tax form to assign tax codes to negative pay items that are different from the tax codes for the

corresponding positive pay items. This is necessary, for example, when tax laws treat positive pay items and negative pay items differently. Otherwise, the system automatically generates a negative pay item for each positive pay item, assigning each negative pay item the same tax area code and tax explanation code as its corresponding positive pay item.

If you specify a tax area code and tax explanation code on the Prepayment Tax form, the new codes appear on all negative pay items, overriding the original tax area codes and tax explanation codes on the positive pay items. For example, if there are several positive pay items, each of which specify a different tax area code and tax explanation code, but you specify a particular tax area code and tax explanation code on the Prepayment Tax form, the system assigns the tax area code and tax explanation code you specify on the Prepayment Tax form to all negative pay items. Values are:

Blank: Do not show the Prepayment Tax form.

/: Show the Prepayment Tax form.

Note. Use this processing option only if you enter a valid value in the G/L Offset Account processing option.

6. Prepayment Tax Area Code

Use this processing option to enter a default code that identifies a tax or geographic area that has common tax rates and tax distribution. The system uses this code to properly calculate the tax amount. The tax rate/area must be defined to include the tax authorities (for example, state, county, city, rapid transit district, or province), and their rates. To be valid, a code must be set up in the Tax Rate/Area table (F4008).

Typically, U.S. sales and use taxes require multiple tax authorities per tax rate/area, whereas VAT requires only one tax.

Note. Use this processing option only if you enter */* in the Tax Area processing option.

7. Prepayment Tax Explanation Code

Use this processing option to set up a default tax explanation code for transactions with a certain supplier. This tax explanation code is a user defined code (00/EX) that controls how a tax is assessed and distributed to the general ledger revenue and expense accounts.

Note. Use this processing option only if you enter 1 in the Tax Area processing option.

Versions

Use these processing options to specify the version that the system uses for the Voucher Entry MBF Processing Options (P0400047) and Journal Entry MBF Processing Options (P0900049) programs. If you leave these processing options blank, the system uses the ZJDE0001 version.

1. Voucher Master Business Function Version

Use this processing option to specify a version number to override Standard Voucher Entry processing (version ZJDE0001 for application P0400047).

Note. Only persons responsible for system-wide setup should change this version number.

2. Journal Entry Master Business Function

Use this processing option to specify a version number to override Journal Entry processing (version ZJDE0001 for application P0900049).

Note. Only persons responsible for system-wide setup should change this version number.

Process

Use these processing options to specify the mode in which the system processes vouchers.

1. Voucher Entry Mode

Use this processing option to specify whether the system allows changes to vouchers after you select them from the Supplier Ledger Inquiry form. If you leave this field blank, the system allows you to make changes to existing vouchers that you select from the Supplier Ledger Inquiry form. If you enter 1 in this field, the system restricts you to inquiries of existing vouchers that you select from the Supplier Ledger Inquiry form. Values are:

Blank: Allow changes to the selected voucher.

1: Do not allow changes to the selected voucher.

2. Supplier Self Service Mode

Use this processing option to activate the Supplier Self-Service function for use in Java/HTML. The Self-Service function allows suppliers to view their own vouchers and payments. Values are:

Blank: Do not activate Supplier Self-Service function.

1: Activate Supplier Self-Service function.

Edits

Use this processing option to specify whether the fixed asset ID is required during entry.

1. Fixed Asset ID

Use this processing option to specify whether to require an Asset ID if an account is in the AAI asset account range. Values are:

Blank: Do not require an Asset ID in the journal entry.

1: Require an Asset ID in the journal entry.

Reviewing Freight Update

This section provides an overview of freight update options and discusses how to:

- Review the freight journal.
- Review the freight payables journal.

Understanding Freight Update Options

After updating freight charges you can review the updated information using two different menu options of the Batches program (P0011).

Use the Freight Journal Review menu option to view all of the freight entries in the general ledger. Freight entries in the general ledger include freight cost entries and accrued freight entries (payable) for carriers that are not set up for automatic payment.

Use the Freight Payables Journal Review menu option to view the journal entries that you created in the general ledger for auto-pay carriers.

See Also

PeopleSoft EnterpriseOne General Accounting 8.11 PeopleBook, “Maintaining Batch Headers”

Forms Used to Review Freight Journals

Form Name	Form ID	Navigation	Usage
Work With Batches	W0011A	Updates (G49112), Freight Journal Review	Review the freight journal.
Work With Batches	W0011A	Updates (G49112), Freight Payables Journal Review	Review the freight payables journal.

Reviewing the Freight Journal

Access the Work With Batches form.

Review the information in the detail area, and click the Close button.

Reviewing the Freight Payables Journal

Access the Work With Batches form.

Review the information in the detail area, and click the Close button.

Adjusting the Freight Audit History

This section provides an overview of freight audit history and discusses how to adjust freight audit history.

Understanding Freight Audit History

After you complete freight update and match the invoices, you can adjust the information in the Freight Audit History table (F4981). This table contains a record of each billable and payable charge assessed to a shipment or load as well as tax information. Records are added to this table when you update freight charges. You can audit carrier invoices from the Freight Audit History table. You can review and adjust the freight audit history for both outbound and inbound shipments. You also can override the carrier’s tax information.

Form Used to Adjust Freight Audit History

Form Name	Form ID	Navigation	Usage
Work With Freight Audit History	W4981A	Transportation Inquiries (G4914), Work with Freight Audit History	Select a freight record for review.
Freight Audit History Revisions	W4981B	Select a freight record on the Freight Audit History form, and select Adjust from the Row menu. Click OK on Batch Control.	Adjust freight audit history.

Adjusting Freight Audit History

Access the Freight Audit History Revisions form.

Complete any of these fields, and click the OK button:

- Gross Amount
- Net Amount
- Adjustment Reason

APPENDIX A

Delivered Workflow for PeopleSoft EnterpriseOne Transportation Management

This appendix discusses the delivered workflow for PeopleSoft EnterpriseOne Transportation Management.

See Also

EnterpriseOne Tools 8.94 PeopleBook: Workflow Tools

Delivered Workflow for PeopleSoft EnterpriseOne Transportation Management

This section discusses the PeopleSoft EnterpriseOne Transportation Management workflow.

ASN Tracking

This section discusses the Price Approval workflow.

Description

Workflow Description	A workflow message notifies users when an EDI Acknowledgment is not received for the ASN after the user-specified waiting time. The default wait time is 15 minutes.
Workflow Trigger	Workflow is enabled through a processing option on the Workflow tab for the ASN Extraction program (R47032).
Workflow Action	The workflow has three main activities: 1) The Halt workflow (K47032D) pauses for 15 minutes (the default waiting period), and then ends. Users can specify a longer delay by copying the default and adding it to the ASN Tracking workflow (K47032). The ASN Extraction retrieves the Halt workflow to run from Advanced Preferences (type 34), and then passes it to the ASN Tracking workflow (K47032). 2) The Acknowledgment function checks the status of the Acknowledgment Received field in the ASN Shipping Notice Header table. 3) If the Acknowledgment Received field is not a <i>I</i>, a message is sent to the user indicating that an ASN exists which has not been acknowledged by the customer. The message will permit the user to either reset the waiting period or cancel the process.

Workflow Objects

System	49
Workflow Object Name	K47032
Object ID	N4700420
Event Description / Function Name	LaunchASNWorkflow
Sequence / Line Number	47

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 relational 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 <i>business unit</i> .
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 than 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.
<i>nota fiscal</i>	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
<i>nota fiscal factura</i>	In Brazil, a <i>nota fiscal</i> with invoice information. See also <i>nota fiscal</i> .

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 EnterpriseOne 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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